**CLACKAMAS RIVER WATER BOARD OF COMMISSIONERS**

**REGULAR BOARD MEETING**

**BOARD INDEX OF AUDIOTAPE**

**July 9, 2015**

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| **COMMISSIONERS PRESENT:** | **STAFF PRESENT:** | |
| Larry Sowa, President | Lee Moore, General Manager |
| Ken Humberston, Secretary | Carol Bryck, Chief Financial Officer | |
| Hugh Kalani, Treasurer | Karin Holzgang, Contracts Coordinator/Exec. Assistant | |
| Naomi Angier |  | | |
| David Mc Neel |  | | |
|  | CRW Employees: Bob George, Kham Keobounnam | |

**VISITORS:** David Blair, Pat Holloway, Wade Hathhorn, Dean Phillips, Jeff Griffin, Gary Kerr, Ernie Platt, Warren Mitchell, Cindy Lewis Wolfram, Keith Miller

**Commissioner Elect Oaths of Office – Naomi Angier & David McNeel**

**Call to Order**

The meeting was called to order at **6:00 pm** by President Sowa. The pledge of allegiance was recited.

**MOTION:** Ken Humberston moved to approve the agendas presented Hugh Kalani seconded the motion.

**MOTION CARRIED 5-0**

**Ayes:** Angier**,** Humberston, Kalani, Mc Neel, Sowa

**Nays:**

**Abstentions:** None

**Closed Session Report-**

June 11, 2015 Topics Discussed:

In attendance were Commissioners Humberston, Kalani and McNeel and Sowa, GM Moore. The primary subject was employment and evaluation of a public officer

**Public Comment**

Gary Kerr spoke to the topics of low water and water curtailment. He also addressed the emergency management and of particular concern for him is the safety of the SCADA system. He addressed the 30” line near Johnson Creek and hoped that CRW will not abandon this as an emergency water source.

Cindy Lewis Wolfram- Here on behalf of the Clackamas CPO and is glad there is a full board as a result of the recent elections

**Presentation: CRW Insurance coverage to SDAO/SDIS –** *Insurance Agent of Record Jeff Griffin, Wilson-Heirgood*

As of July 1, 2015 CRW is again insured by SDAO. SDAO provides training opportunities for Board Members; and other training for staff. Mr. Griffin stated the cost savings or insurance for the remainder of the calendar will be approximately $11,000 and even more of a savings for calendar year 2016 (about a $45,000 savings).

**Public Comment:** None

**Agenda Item 1.0 Election of Officers-**

**MOTION:** Naomi Angier nominated Ken Humberston for the office of President for FY 2015-2016 and seconded by Hugh Kalani. Dave McNeel nominated Larry Sowa for President for FY 2015-2016 and seconded by Naomi Angier. A Closed vote was held and Ken Humberston was elected President

Ken Humberston nominated Hugh Kalani for Secretary- Motion carried 5-0

Naomi Angier was nominated for Treasurer – Motion carried 5-0

**Agenda Item 2.0 Appointment of three (3) CRW Board Members to the Clackamas River Water Supply Commission (CRWSC)**

**MOTION:** Ken Humberston moved to appoint the existing representatives. Commissioner Sowa declined and Commissioner Angier agreed to be on the commission. The three representatives are Commissioners Angier, Humberston and Kalani

**Agenda Item 3.0 Commissioner Assignments**

Ken Humberston asked if any commissioner wanted to change their assignment and each commissioner remained in their role and Commissioner Angier will now be assigned to SDAO.

**MOTION CARRIED 5-0**

**Ayes:** Angier, Humberston, Kalani, McNeel, Sowa

**Nays:**

**Abstentions:**

**Agenda Item 4.0 Resolution 01-2016: First Reading by title only amending Local Contract Review Board Rules-** *Lee Moore, Sr. General Manager*

Section 110-010 F2, F3 and 13 of the Local Contract Review Board Rule have revised language.

**Agenda Item 5.0: Resolution 02-2016 to Authorize Bank Accounts and Check Signatures** *– Carol Bryck, CFO*

**MOTION:** Hugh Kalani moves to adopt Resolution No. 02-2016 to Authorize Bank Accounts and Check Signatures effective July 9, 2015. Dave McNeel seconded the motion.

**MOTION CARRIED 5-0**

**Ayes:** Angier, Humberston, Kalani, McNeel, Sowa

**Nays:**

**Abstentions:**

**Agenda Item 6.0: Resolution 03-2016 to Adopt the Clackamas River Water Investment Policy***– Carol Bryck, CFO*

**MOTION:** Hugh Kalani moved to adopt Resolution 03-2016 Adopting the Clackamas River Water Investment Policy. Dave McNeel seconded the motion

The proposal is to increase the amount allowed in the Local Government Investment Pool account from $45,642,885 to 446,801,588. This will make bonding easier in the future.

**MOTION CARRIED 5-0**

**Ayes:** Angier**,** Humberston, Kalani, McNeel, Sowa

**Nays:**

**Abstentions:**

**Agenda Item 7.0: Consider Recurring Payments, contracts and invoices for FY 2015-2016 Greater than $50,000***– Shelley Mathews, Sr. Finance & Accounting Specialist*

**MOTION:** Hugh Kalani moved to acknowledge recurring purchases for FY 2015-2016 that exceed $50,000 per the attached list. Dave McNeel seconded the motion

Reviewed were the types of recurring payments the exceed $50,000 for the year. Also included in the list were payments that would fall between $23,000 and $50,000. Commissioner Sowa asked about the charges payed to the Bank annually and Carol Bryck shared that we pay for credit card fees in addition to the other bank fees. Commissioner Humberston asked that the new items added each year from the prior year be noted to highlight these to the commissioners. Commissioner Sowa voiced his concern that we pay the bank $50k per year. Commissioner McNeel also said the fees were high. Commissioner Angier supports allowing customers to use their credit cards as a good customer service practice.

**MOTION CARRIED 4-1**

**Ayes:** Angier**,** Humberston, Kalani, McNeel

**Nays:** Sowa

**Abstentions:**

**Agenda Item 8.0: Approval of Intergovernmental Agreement between City of Milwaukie and Clackamas River Water***– Lee Moore, Sr., GM*

**MOTION:** Hugh Kalani moved to adopt Resolution 04-2016 and approve the City of Milwaukie and Clackamas River Water Intergovernmental Agreement for vehicle maintenance. Dave McNeel seconded the motion

**MOTION CARRIED 5-0**

**Ayes:** Angier**,** Humberston, Kalani, McNeel, Sowa

**Nays:**

**Abstentions**

**Agenda Item 10.0: Construction Contract Award for SE Tolbert Street Waterline Relocation, CIP 14-5148***– Bob George, Chief Engineer*

**MOTION:** Hugh Kalani moved to award the “SE Tolbert Street Waterline Relocation” construction contract to Kerr Contractors Inc. for the bid amount of $312,412.00 and authorize the Board President to sign the completed contract. Dave McNeel seconded the motion

Bob George shared that the project started in FY 14/15 and has carried over to FY 15/16. The initial engineering estimate was 410k and there were three bidders; Kerr Construction, 3 Kings Environmental and Trenchline Excavation. There was one unusually low bid portion on the Kerr Construction bid and the reasonableness was checked with Legal Counsel and determined that it was not a reason to reject the bid. Kerr Construction was also contacted to verify if they stood behind their bid, and they did. Commissioner McNeel asked if our waterline would be going on the bridge and Mr. George let him know the waterline would be going under the bridge underground. Commissioner Kalani asked if there was a greater possibility of change orders due to the low bid and Mr. George shared that the technical specs are pretty tight and there was not a lot of wiggle room. Commissioner Humberston asked if the conversations with legal counsel and with the contractor regarding the questions with the lower bid were documented, and the GM shared that we confirmed these questions and responses in the Notice of Intent to Award

**MOTION - 5-0**

**Ayes:** Angier**,** Humberston, Kalani, McNeel, Sowa

**Nays:**

**Abstentions**

**Consent Agenda**

CA-1: Gross Payroll and Account Paid for June 2015

CA-2: Cash Position and Transfers June 2015

**MOTION:** Dave McNeel moved the Board approve the Consent Agenda as presented. Hugh Kalani seconded the motion.

**MOTION CARRIED 5-0**

**Ayes:** Angier, Humberston, Kalani, McNeel, Sowa

**Nays:**

**Abstentions:**

**Agenda Item 11.0: General Managers Report-** *Lee Moore, Sr., GM*

* End of Fiscal Year Update: Bell Avenue waterline relocation, 70th Ave waterline relocation, beginning of the Tolbert Street waterline relocation, preparing for the bonding activities, working on the Beavercreek backbone, work on the ORS 190 integration (FACS, HR, procurement and contacting, Water quality and Water Resources, Engineering and Operations are on-going in their integration). Currently looking for a LME due to a pending retirement at the end of the calendar year.
* Clackamas River Water Providers – LO finished and raw water pipeline repurposing- Portland Inter-tie: there is a study being conducted on this by the regional providers.
* Carver Bridge Update- there is a date scheduled on July 14th with the contractor and county and CRW to work towards resolution that does not include ligation.
* Draught/curtailment update- The GM was interviewed by KOIN Television regarding the curtailment stage 1 that CRW has declared. Stage 1 is just a notification to customers that they are encouraged to conserve but there is no mandate. There are a total of 4 stages in the curtailment plan that CRW has adopted. There have been talks of water temperatures increasing as well as lower water levels in Area Rivers which impacts the health of the fish in those rivers.

**Public Comment:** Warren Mitchel talked about the Bell Avenue project, the project is going well but there have been some paving issues. Mr. George will ask his department to inspect and review the paving.

Commissioner McNeel shared that he is disappointed that the meeting regarding the Carver Bridge resolution has not occurred yet and would like to see us able to get the project finished this year.

**Meeting adjourned at 7:03pm**