

**CLACKAMAS RIVER WATER BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
BOARD INDEX OF AUDIOTAPE
July 14, 2016**

COMMISSIONERS PRESENT:

Naomi Angier, President
Ken Humberston, Secretary
Hugh Kalani, Treasurer
David Mc Neel
Larry Sowa

STAFF PRESENT:

Todd Heidgerken, General Manager
Kelly Dilbeck, EA to Board
Carol Bryck, Chief Financial Officer

CRW Employees: Kham Keobounnam, IT
Manager, Bob George, Chief Engineer

VISITORS: Gary Kerr, Mona Kalani, Warren Mitchell, Ernie Platt

Call to Order

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

MOTION: Commissioner Humberston moved to approve the agenda with the minor changes included. Commissioner Kalani seconded the motion.

MOTION CARRIED 5-0

Ayes: Angier, Humberston, Kalani, Mc Neel, Sowa
Nays:
Abstentions: None

Public Comment: None

Executive Session June 9 & 27, 2016 Discussed the Carver Bridge on Jun 9th. June 27th, final job review for Mr. Moore and PERS package for Mr. Heidgerken.

Agenda Item 1.0 Election of Board Officers

MOTION: Hugh Kalani nominated Naomi Angier for the office of President for FY 2016-2017 and seconded by Ken Humberston. Ken Humberston moved to close nomination, Hugh Kalani Seconded. Ken Humberston moved by acclamation. – Motion carried

MOTION CARRIED 3-0-2

Ayes: Angier, Humberston, Kalani
Nays:
Abstentions: McNeel, Sowa

Ken Humberston nominated himself for Secretary. Hugh Kalani Seconded. Naomi Angier moved by acclamation – Motion carried

MOTION CARRIED 3-0-2

Ayes: Angier, Humberston, Kalani
Nays:
Abstentions: McNeel, Sowa

Ken Humberston nominated Hugh Kalani for Treasurer. Naomi Angier Seconded. Naomi Angier moved by acclamation – Motion carried

MOTION CARRIED 3-0-2

Ayes: Angier, Humberston, Kalani
Nays:
Abstentions: McNeel, Sowa

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

MOTION: Commissioner Humberston moved to appoint the existing representatives to the CRWSC Board. Commissioner Angier seconded. The three representatives are Commissioners Angier, Humberston and Kalani.

Mr. Heidgerken mentioned CRW nominates three commissioners per fiscal year. It is CRW's turn to be Chair and Secretary. Hugh Kalani has been selected to serve as Chair and Naomi Angier has been selected as Secretary. Ken Humberston was selected as a member at-large.

MOTION CARRIED 5-0

Ayes: Angier, Humberston, Kalani, McNeel, Sowa
Nays:
Abstentions: None

Agenda Item 3.0 Commissioner Assignments

Naomi Anger has confirmed all commissioners are continuing with their assignments from the 2015-16 FY. Todd Heidgerken is taking over Mr. Moore's roles. Mr. Heidgerken is also a member of CRWP. A municipal partner is stepping down from CRBC, therefore, if asked Mr. Heidgerken may step into that role.

MOTION CARRIED 5-0

Ayes: Angier, Humberston, Kalani, McNeel, Sowa

Nays:

Abstentions: None

Agenda Item 4.0 Executive Session – Consider Matters from Executive Session

MOTION: Commissioner Humberston moved to approve the \$30,000 merit bonus to Lee Moore for FY 2016. Commissioner Kalani seconded the motion.

MOTION CARRIED 4-1

Ayes: Angier, Humberston, Kalani, Mc Neel

Nays: Sowa

Abstentions: None

MOTION: Commissioner Humberston moved to authorize the employer to pick up 6% PERS for the General Manager, effective retroactively to April 1, 2016. Commissioner Kalani seconded the motion.

Mr. Heidgerken explained we are trying to be consistent with the previous General Manager's contract. Mr. Heidgerken's contract seemed vague so he wanted to bring it to a public meeting.

MOTION CARRIED 5-0

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

Nays:

Abstentions: None

**Agenda Item 5.0 UASI Sub-Recipient Grant Agreement authorization for Board approval –
Todd Heidgerken, General Manager**

MOTION: Commissioner Humberston moved to approve the UASI Sub-Recipient Grant Agreement between CRW and Clackamas County for \$100,000. Commissioner McNeel seconded the motion.

Mr. Heidgerken shared we are trying to access UASI funds and we have to go through a process. We have achieved the first step. We are asking the board to approve a sub-recipient agreement between CRW and Clackamas County. UASI grants require an intergovernmental agreement to be able to access the funds. Needs to be approved by both CRW and Clackamas County (CC) boards. This motion will cover both grants so we can move forward with both parts of the agreement.

Commissioner Humberston needs clarification regarding the City of Portland. Commissioner McNeel explained that there is a multi-step process and we need to have a pass through for CC by Portland's procurement department. Commissioner Angier asked about the bond measure re: radios, how is this going to interact with one another. Mr. Heidgerken answered that this will specific to water services. We are trying to get this information prior to the county so we know what will work best for us.

Commissioner McNeel questioned two items: 1) VMS signs: they are too large to use on any of the county roads. Prior to purchasing these signs, the board would like to direct CRW staff on what to purchase first; and 2) Radios: the longer we wait on purchasing radios, the less opportunity we will have for available channels. A good point: we are now working with multiple county districts on a way to communicate. Commissioner Kalani added laws change and by the time we have made it through the process, the more obsolete items become.

Commissioner Humberston: policy items we need to work on are the radios which will communicate with every other agency and public works departments.

Commissioner Angier asked regarding a timeline. Mr. Heidgerken responded that with our board's approval of the agenda item, it is on the County's board agenda next week. CRW has a draft proposal, waiting on Portland's feedback. Procurement process could be a 2-3 month process. Ideally have something early 2017.

MOTION CARRIED 3-2

Ayes: Angier, Humberston, Kalani
Nays: McNeel, Sowa
Abstentions: None

Agenda Item 6.0 **Recurring Payments: Approval of Recurring Payments for Existing FY 2015-2016 Contracts in Excess of General Manager's Approval Limit – Carol Bryck, CFO**

MOTION: Commissioner Humberston moved to acknowledge recurring purchases for FY 20106-17 that exceed \$50,000 per the attached list. Commissioner Kalani seconded the motion.

Ms. Bryck's presentation: Showed everything exceeding \$50,000. We continue to pay those vendors to keep the systems running. Contracts over \$50,000 have been brought to the board for their approval already. She is now showing these items to keep the board updated. Contracts between \$25,000-50,000 are just for board's review.

Commissioner Sowa asked whether the recurring purchases were included in the budget. Ms. Bryck answered, yes. They are items we do not contract for; anticipate rates (i.e. PGE). These reviews are needed for annual review practice.

MOTION CARRIED 4-1

Ayes: Angier, Humberston, Kalani, Mc Neel
Nays: Sowa
Abstentions: None

Agenda Item 7.0 Resolution 01-2017: Adopt Investment Policy – Carol Bryck, CFO

MOTION: Commissioner Humberston moved Adopt Resolution 01-2017: Adoption of Clackamas River Water Investment Policy. Commissioner Kalani seconded the motion.

Ms. Bryck's presentation. It is best practice to review this policy annually. Only change is the annual increase by the state of the amount of money in the Local Government Investment Pool (LGIP). Policy limits us to short-term investments. We cannot find any better investment rates than leaving them in the LGIP as well as utilizing staff resources and time.

MOTION CARRIED 5-0

Ayes: Angier, Humberston, Kalani, Mc Neel, Sowa
Nays:
Abstentions: None

Agenda Item 7.A Contract for eyewash stations at the Water Treatment Plant for a NTE \$90,000 – Todd Heidgerken, General Manager

MOTION: Commissioner Humberston moved to authorize the GM to approve a contract for the purchase and installation of upgraded emergency eyewash and shower stations with a NTE amount of \$90,000. Commissioner Kalani seconded the motion.

Mr. Heidgerken was requested by Commissioner Humberston to clarify for the public. Mr. Heidgerken mentioned the agenda item exceeds the GM's approval. CRW identified a deficiency for safety and consulted with Oregon OSHA. The result of report was a need to upgrade eyewash and shower stations to meet current requirements. Structural changes to the building that holds the chemicals, separation of station and chemicals. Heat control, water temperature is certain temperature, plumbing and heating. This was not budgeted as a capital outlay, but can postpone other items to accommodate.

MOTION CARRIED 5-0

Ayes: Angier, Humberston, Kalani, Mc Neel, Sowa
Nays:
Abstentions: None

Consent Agenda

- CA-1: Gross Payroll and Account Paid for June 2016
- CA-2: Cash Position and Transfers June 2016
- CA-3: Donation of Assets: Consider acceptance of Town Center Courtyards donation of assets TLID 12E33CB 1400 – *Bob George, Chief Engineer*
- CA-4: Donation of Assets: Consider acceptance of Rose Village Homes Estates donation of assets, TLID 32E04A 000600 – *Bob George, Chief Engineer*

MOTION: Commissioner Humberston moved the Board approve the Consent Agenda items CA-1, CA-2, CA-3, and CA-4 as presented. Commissioner Kalani seconded the motion.

MOTION CARRIED 5-0

Ayes: Angier, Humberston, Kalani, Mc Neel, Sowa
Nays:
Abstentions: None

Agenda Item 8.0 General Manager's Report

Intergovernmental Relations:

Mr. Heidgerken shared with the Board the regional meetings attended he had attended. At RWPC's work session, summer season messaging regarding curtailment and individual emergency preparedness were topics. There was a

presentation on communicating with public about lead. CRW is ahead of the game, we can provide assistance, and guide the public and schools, etc.

CRWP working with PGE and FWP on requirements for water to be released from Timothy Lake and how Federal Energy Regulatory Commission (FERC) affects water storage, what can and cannot be done with that storage.

AWWA conference attendance in June. PNW representative re: the issue of lead in drinking water. Further reaffirmed we are headed in the right direction with CRW's testing and communication.

June 27th Work Session: activities with OC. Staff has had two meetings with joint

St. Vincent DePaul assistance program: Ms. Bryck and her staff have been working with options for customers who have challenges paying water bills. Arrangement we have with them, we get a report on the funds allocated on a monthly basis. Important to provide support for those who need it.

Cascadia Rising 2016 CRW exercise: CRW staff participated in an internal exercise.

Primary goals:

1. Training of roles.
2. Incorporating practices as part of our daily activities.
3. Update our planning documents.
4. Communications.

July Work Session: It was determined to cancel the July Work Session. Topics for the August 22 Work Session (may be July): Update on the COOP plan (suggested by Commissioner McNeel).

Next meeting is the Regular Board meeting is August 11.

Tuesday, July 26 at 9am – Agenda Prep. Discuss permanent meeting after that. Karin/Kelly will send out emails to Commissioners re: agenda items.

Public Comment:

Gary Kerr - Not aware of the communications discussion. Part of the Clackamas County HAM radio group. Strongly recommend, disconnect in emergency preparedness and commission of county. Recommend CRW talks to county person in charge of Emergency Management (Nancy Bush) and work closely with her.

Warren Mitchell - Concerned if the GM cannot give a certain date if a staff member is out. Commissioner Angier mentioned Mr. Heidgerken was unaware he needed the Emergency Managers' vacation dates. Commissioner McNeel mentioned Todd was unaware the COOP plan needed to be reviewed.

Regular Meeting adjourned at 7:08pm