

**CLACKAMAS RIVER WATER BOARD OF COMMISSIONERS  
REGULAR BOARD MEETING  
February 12, 2019**

**COMMISSIONERS PRESENT:**

Hugh Kalani, President  
Sherry French Secretary  
Naomi Angier, Treasurer  
Rusty Garrison  
David McNeel

**STAFF PRESENT:**

Todd Heidgerken, General Manager  
Karin Holzgang, Executive Assistant to the Board

CRW Employees: Chief Financial Officer, Carol Bryck; Chief Engineer, Adam Bjornstedt; Engineering Manager, Joe Eskew; IT Manager, Kham Keobounnam

**COMMISSIONERS ABSENT: 0**

**VISITORS:** Bob Steringer (Legal Counsel), Mona Kalani, Michael Strauch, Jon Torrey, Janet Brandt

**Call Work Session to Order**

Commissioner Kalani called the meeting to order at 6:00 pm. The pledge of allegiance was recited.

1. **Commissioner Communications-**
  - Commissioner Angier just attended the SDAO Annual conference and recommends the conference for next year to her fellow Board members
  - Discussion of the 2019 Board Goals for the General Manager- Commissioner Angier applauded the goals as being concise.
    1. **Questions by Commissioner Kalani**
      - ✓ How is the CRWS different now from what it was originally and should there be a review to make any changes or updates
      - ✓ Strategic planning- when will this occur. The goals refer to starting this process in the fall
      - ✓ The Water System Master Plan- when will this be ready for review? This is scheduled for March
      - ✓ Water Treatment Master Plan facility plan, what is the status? The RFQ responses are due 2/13 and then the review will begin the hope is to have a consultant under contract by April
      - ✓ When will phase two work begin? Will there need to be a bond issued for the phase 2 work, the answer is yes
      - ✓ What is the status of the spend rate on the 2016 Bond? A report will be given at the February work session
    2. **Commissioner Garrison's questions**
      - ✓ Wanted additional information on the Customer Attitude Survey and how is will work? What questions will be asked? Will this be done in-house?

2. Budget Committee Applicant Interviews
- Janet Brandt- Is a finance director for a non-profit and has been looking for opportunities where she can volunteer. Asked how being on the budget committee is a meaningful volunteer opportunity and she said that finance is her area of interest and the finances of the district impact all of the ratepayers.
  - Michael Strauch- Has a background with public works and was looking for a way to volunteer.
  - Jon Torrey- Moved to Texas and found the water not to be as good as he had experienced in Oregon and started his own testing of the water and was interested what was going on with where that water was coming from. Has continued his interest in water. Some of the challenges working with budgets in his professional life, one was a small city and how best to stretch the budgets and how to make it last.

**Work Session Adjourned at 6:24 pm**

**Call Regular Meeting to Order**

Commissioner Kalani called the meeting to order at 6:24pm

**MOTION:** Commissioner McNeel move to approve the agenda as presented. Commissioner Garrison seconded the motion

**MOTION CARRIED 5-0**

**Ayes:** Angier, French, Kalani, Garrison, McNeel  
**Nays:** None  
**Abstentions:** None

**Public Comment: None**

**Agenda Item 1.0 Resolution 06-2019 Appointments to Budget Committee for the Biennium 2019-2021**

**MOTION:** Commissioner Angier move to move that the CRW Board adopt resolution No. 06-2019 appointing the Budget Committee Citizen members for the Biennium 2019-2021. Commissioner French seconded the motion.

**MOTION CARRIED 5-0**

**Ayes:** Angier, French, Garrison, Kalani, McNeel  
**Nays:** None  
**Abstentions:** None

**Agenda Item 2.0 Hwy 224 Intertie Construction Contract Award**

**MOTION:** Commissioner Angier move to award the Hwy 224 Intertie construction contract to Trench Line Excavation, Inc. for the bid amount of \$1,868,700.00 and authorize the General Manager to sign the completed contract. Commissioner Garrison seconded the motion.

Mr. Eskew shared the results of the bidding for the HWY 224 Intertie project. There were 6 bids and Trench Line Excavation was the lowest responsible bid. Commissioner McNeel asked about the final easement that is still being negotiated. Staff is still working with the property owner to finalize the details.

**MOTION CARRIED 5-0**

**Ayes:** Angier, French, Garrison, Kalani, McNeel  
**Nays:** None  
**Abstentions:** None

**Agenda Item 3.0 Contract Award- Construction Services for the Hwy 224 Intertie, CIP 15-5189 to RH2 Engineering, Inc.**

**MOTION:** Commissioner Angier move to award a Professional Services Contract to RH2 Engineering, Inc. for construction services associated with the Hwy 224 Intertie Project for an amount not to exceed \$209,869 and authorize the General Manger's signature on the completed contract. Commissioner Garrison seconded the motion.

Mr. Eskew shared this is a contract for construction services with one of the established on-call Engineering firms. There is work that will need to be done at night and there is not sufficient CRW staff to oversee the work at night so this work is being contracted out. This is a time and materials contract with a set not to exceed amount. The not to exceed amount of the contract is within 10% of the engineering estimate even though the bids came in lower than the estimate.

**MOTION CARRIED 5-0**

**Ayes:** Angier, French, Garrison, Kalani, McNeel  
**Nays:** None  
**Abstentions:** None

### **Consent Agenda**

- CA-1: Gross Payroll and Account Paid for January 2019
- CA-2: Cash Position and Transfers January 2019
- CA-3: Donation of Assets- Richland Park Subdivision main extension

**MOTION:** Commissioner McNeel moved to approve the Consent Agenda as presented. Commissioner Angier seconded the motion.

**MOTION CARRIED 5-0**

**Ayes:** Angier, French, Garrison, Kalani, McNeel

**Nays:**

**Abstentions:**

**Agenda Item 4.0 Quarterly Update- 2<sup>nd</sup> Quarter FY 2019**

Ms. Bryck shared an update on the second quarter for FY19

- Current revenue is at 84.1% or \$2.2 million over budget
- Retail water sales are 84.8% of biennial budget or \$2.1 million higher than adjusted budget
- Personnel Services is at 71.4%
- Materials & Services is at 66.8%
- Capital Outlay is at 36.4%
- Things to watch: Personnel Services is fine but still in the process of hiring and Engineer. Materials & Services – there are a few areas running ahead. Capital outlay is under budget
- SDC revenues are at 115.24% of the budget. There are costs associated with these
- Capital Improvement Projects fund is at 33.8%
- Capital Improvement Project Bond Construction fund is at 53.7% or \$10,848,053

**Agenda Item 5.0 General Manager Report**

- The Board received the February monthly report and a copy of the bill insert for February in their folders
- The Regional Water Providers Consortium recently conducted a customer survey to look at the conservation habits and what messages are being received in what ways are most effective. The takeaway for CRW is to try and figure better ways to reach more people
- The members of the CRWP have been starting to work on collective messaging regarding conservation in the winter and spring months to be ready for the next season. The hope is to be more proactive and be in front of messaging.
- NCCWC- Mr. Heidgerken attended the most recent meeting of this commission.
- Mr. Heidgerken participated in a Water Resiliency Forum this is the first of three
- There are three open positions that are currently being recruited for
- CRW offices will be closed on February 18 for President's Day
- There will be a Board Work Session on February 25<sup>th</sup>
- The North Clackamas Chamber is hosting a state of the Cities luncheon on March 6<sup>th</sup>. If a Commissioner is interested in attending please contact Karin.

**Agenda Item 7.0 Commissioner Reports and Reimbursement Requests- None**

Open meeting is adjourned at 7:03pm