

**CLACKAMAS RIVER WATER BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
August 8, 2019**

COMMISSIONERS PRESENT:

Hugh Kalani, President
Sherry French Secretary
Naomi Angier, Treasurer
Rusty Garrison
Tessah Danel

STAFF PRESENT:

Todd Heidgerken, General Manager
Karin Holzgang; Exec. Assistant to the Board

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

COMMISSIONERS ABSENT: 0

VISITORS: Bob Steringer, Ernie Platt, Mona Kalani

Call Work Session to Order

Roll Call was taken- all present

Commissioner French called the meeting to order at 6:00 pm. The pledge of allegiance was recited and roll call taken

1. Commissioner Communications-

Mr. Heidgerken provided an update on Board Meeting process that was discussed during the agenda setting meeting with Commissioners Angier & French.

- Going forward when there is an agenda item before the Board, the name of the item will be read, then the staff reports will occur and allowing for questions. Finally the motion, and questions discussion and vote taken last
- Roll call votes will be primarily for action items rather than consent agenda and agenda approval

Commissioner French asked the Board members to bring up items for future discussion during the work session time and requested that all members participate.

Commissioner Kalani asked about the County's paving work on Hattan Road near the Hattan Road pump station and transmission main projects.

Commissioner Danel asked about how the commissioners can participate in suggesting topics for future work session. Questions brought up during the work session are typically for immediate needs and other topic suggestions should be sent to Comm. Angier as secretary

Work Session Adjourned at 6:08pm

Call Regular Meeting to Order

Commissioner French called the meeting to order at 6:08

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

MOTION CARRIED 5-0

Ayes: Angier, Danel, French, Kalani, Garrison
Nays: None
Abstentions: None

Agenda Item 1.0 Election of Board Representative to the Clackamas Regional Water Supply Commission (CRWSC) Board

Mr. Heidgerken provided a background on the CRWSC and the process for having Board members from both CRW and SWA participate on the commission board. This coming fiscal year the Chair will be from the SWA Board (this alternates each year between agencies)

Comm. Garrison asked for an overview of the CRWSC, Mr. Heidgerken talked about the water supply agreement within the commission, the opportunity to share staffing assistance between the agencies, and some common assets that are shared.

MOTION: Commissioner French move that the Board appointees remain the same for this fiscal year for the CRW Board member representatives to the Clackamas Regional Water Supply Commission for Fiscal Year 19-20. Commissioner Garrison seconded the motion

MOTION CARRIED 5-0

Ayes: Angier, Danel, French, Garrison, Kalani
Nays: None
Abstentions: None

Agenda Item 2.0 Commissioner Assignments

Commissioner French approved the list of assignments as presented in the Board packet

Agenda Item 3.0 Easement Approval: Approval of a Waterline Easement Donation from Lake Road Medical Building

Mr. Eskew provided a staff report. This is a real estate action driven by the land owner to clean up an existing easement issue. Staff reviewed the request and found there is no detriment to the agency in granting the request to vacate. In addition to vacating the easement CRW will get an easement for the hydrant.

MOTION: Commissioner Angier moved to approve the donated waterline easement from Lake Road Medical Building, LLC and authorize the General Manager to sign the easement document and to consent to the vacation of the access and public utility easement and authorize the General Manager to provide adequate notification of same to interested parties. Commissioner Garrison seconded the motion.

Comm. Danel asked if there would be any reason for CRW not to grant the request to vacate the utility easement and he said no.

MOTION CARRIED 5-0

Ayes: Angier, Danel, French, Garrison, Kalani

Nays:

Abstentions:

Agenda Item 4.0 Potential recruitment contract for engineering associate/technician

Mr. Heidgerken explained this is a contract to engage services with a firm for a temp to hire process for an engineering associate/technician. The agency may not end up utilizing the agency for a candidate but if the agency places the candidate then there is a cost to the CRW for the placement agency placing a candidate.

Comm. Garrison asked about the process for payment to the Placement Agency in regards to paying the fee if the candidate does not stay beyond six months

MOTION: Commissioner Angier move to approve a contract with Spencer Ogden to provide employee placement services for a not to exceed amount of \$60,000. Commissioner Garrison seconded the motion.

MOTION CARRIED 5-0

Ayes: Angier, Danel, French, Garrison, Kalani

Nays:

Abstentions:

Consent Agenda

CA-1: Gross Payroll and Account Paid for July 2019

CA-2: Cash Position and Transfers July 2019

CA-3: Consider Approval of Surplus

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

MOTION CARRIED 5-0

Ayes: Angier, Danel, French, Garrison, Kalani
Nays:
Abstentions:

Agenda Item 4.0 Quarterly Report

Ms. Bryck provided the Board with a 4th quarter update (there is still some yearend work being done so the numbers could change slightly)

- 4th quarter should be at 100% of budget
- Retail water sales are 108.9% of biennial budget or \$2 mil higher than budgeted
- Total general fund revenue is 107.8% over adjusted budget
- Personnel services is 96.3% of budget
- Materials and Services is 87.1% of budget
- Capital Outlay is 80.3% of budget
- Some adjustment to these numbers could occur when the final yearend accounting is complete

Commissioner Danel asked what contributed to the \$2 overage in revenue came from other than conservative budgeting. Ms. Bryck shared the weather is a big factor as well

- SDC revenues- budgeted \$569,800 and actual to date is \$1,375,319 (FY18 \$404,933 and FY19 is \$970,386 through June 2019)
- The SDC revenue are 241.4% of the biennial budget
- There were 100 new services in FY 2019

SDC (System Development Charges) – Commissioner Danel asked how the charges are calculated and Ms. Bryck shared that the current formula is old and there will be a new rate study conducted in this biennium to bring the rates current. Comm. Danel suggested including community members in rate studies if possible.

- Capital Improvement Project Fund (CIP)- fluctuates from the budgeted amount based on unknown project that come up during the biennium after the budget is approved and or projects that come in about or under budget or projects that are postponed but were budgeted for
- CIP Bond Construction fund- biennium to date is 99.9%
- FY 2018 \$6,052,602
- FY 2019 \$17,105,945 through June 2019
- Will likely exceed budget appropriations for BN 17-19 due to projects proceeding ahead of schedule and invoicing earlier than expected

Agenda Item 5.0 Management Report

- CRWP – Mr. Heidgerken is now the chair of the group

- Regional Water Providers- CRW working with RWP will be hosting an emergency management equipment training event at Riverside Park
- PERS- the CRW Board approved in the budget the dollars to pay the transitional liability costs which will reduce the agencies PERS rates and going forward savings each year
- A thank you to Donn Bunyard for all his efforts on the emergency radio VHF radio project which is now complete.
- Mr. Heidgerken will be out on Aug. 22 on vacation and Ms. Bryck will be in charge; the Aug. 26 agenda setting will be at 4pm with the work session following at 6pm; the CRWSC meeting will be held on Aug. 29th at 4pm at CRW; CRW will be closed on 9/2 for Labor Day; the September Board meeting will be Wednesday 9/4.
- The Board's August work session will have an executive session following
- The recruitment for the open budget committee position is being suspended until closer to the time of the next budgeting season

Public Comment: none

Agenda Item 7.0 Commissioner Reports and Reimbursements

Commissioner Angier shared that she changed her payment from credit card to checking and this generated a late fee but upon calling staff this was immediately taken care of in a quick and pleasant fashion

Commissioner Danel shared about attending the SDAO Board member training, she found it very insightful and a good tool for a new Board member.

Open meeting is adjourned at **7:04 p.m.**