

**CLACKAMAS RIVER WATER BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
December 12, 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; IT Manager, Kham Keobounnam; Emergency Manager, Donn Bunyard; Water Quality Manager, Suzanne DeLorenzo; Engineering Manager, Joe Eskew

COMMISSIONERS ABSENT: 0

VISITORS: Julie Desimone (Moss Adams), Bob Steringer (Legal Counsel), Chris Hawes, Mona Kalani, Gary Kerr

Call Work Session to Order

Roll Call was taken- all present

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

1. Clackamas River Water Audit Presentation- Julie Desimone, Moss Adams

The final audit opinion will be issued next week but at this time all the work has been done.

- An unmodified (clean) opinion will be issued for the financial statements for FY 19
- All of the contracts were reviewed this year (big and small) as a particular focus and there were no findings on the contracts. For the Oregon Minimum Standards there were no findings (budget, contracting and procurement and spending)
- The responsibility of the auditors is:
 - Planned scope and timing met what was outlined in the transmittal letter for the FY 19 audit
 - Auditors operate under GAAS
 - Significant accounting policies (note2)no changes in the current year
- Accounting estimates- typical for industry
 - Unbilled revenue
 - Allowance for doubtful accounts
 - Recovery periods for the cost of plant
 - Pension related liability deferrals and expenses
- No audit adjustments are expected
- There were no passed audit adjustments
- There were no disagreements with management

- No consultation with other accountants
- No difficulties encountered in performing the audit
- No material weaknesses
- No significant control deficiencies to be reported

2. Commissioner Communications- None at this time

Work Session Adjourned at 6:20pm

Call Regular Meeting to Order

Commissioner French called the meeting to order at 6:21pm

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

MOTION CARRIED 5-0

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

Public Comment- none

Agenda Item 1.0 Consider Approval of Moss Adams Contract Extension

Mr. Heidgerken explained that the original contract CRW entered into with Moss Adams will expire at the end of 2019, there is a provision to extend the contract for an additional year and the board is being asked to approve this contract extension.

MOTION: Commissioner Angier move the Board approve the “one-year contract extension with Moss Adams, LLC for audit services and authorize the General Manager to sign the contract extension on behalf of the Clackamas River Water Board of Commissioners. Commissioner Garrison seconded the motion

MOTION CARRIED 5-0

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

Agenda Item 2.0 Consider Contract Extension with Team Electric for on-call electrical services

Mr. Heidgerken shared that the contract renewal for Team Electric is before the board for approval since staff is requesting an increase of the not to exceed amount to \$65,000 which is beyond the General Managers signature authority. The

increased spend amount is needed to perform some electrical upgrades that need to be completed this year.

MOTION: Commissioner Angier move that the Board approve the contract extension and increase the not to exceed amount to \$65,000 and authorize the General Manager to sign on behalf of the Clackamas River Water. Commissioner Garrison seconded the motion.

MOTION CARRIED 5-0

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

Agenda Item 3.0 Consider Approval of the 2020 Board Goals for the General Manager

Mr. Heidgerken presented draft 2020 Board goals for the GM at the November work session, there have been no suggested edits so the Board is being asked to approve the goals for 2020

MOTION: Commissioner Angier move the Board approve the 2020 Board Goals for the General Manager. Commissioner Garrison seconded the motion.

MOTION CARRIED 5-0

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

Consent Agenda

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

CA-2: Cash Position and Transfers November 2019

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

Management Report

- The Monthly report was provided to the Board in their folders along with the Regional Water Providers Consortium newsletter, a copy of the upcoming customer survey that will go out in the December utility bills and a follow up slides to help elaborate and clarify the information provided during the presentation given in November on the Water Treatment Plant Facility Plan.
- There will be a presentation on the American Water Infrastructure Act by Mr. Bunyard at the beginning of next year
- There is the agenda setting meeting with Commissioners Angier and French next week on 12/18
- No December work session
- CRW offices will be closed 12/25 and 1/1/20
- CRW/Clackamas Fire interagency meeting for Commissioners Danel and Garrison is scheduled for 12/13
- Focus groups for strategic planning are scheduled; 1/24 in the morning and 2/3 and 2/10 in the evening. Two commissioners are invited to attend each of the sessions.
- Kelly Payne one of CRW's customer service specialists is retiring on 2/2/20 and staff held a retirement event in her honor today
- Hattan Road Pump station start up process is continuing and the plan is to have it online prior to the end of the calendar year.

Commissioner Garrison asked about the questions on the upcoming customer survey if those were used in the previous version and several questions were reused along with some new ones

Commissioner Angier reported on the CRWS meeting from 12/9- there was a discussion at the meeting about the next steps with the water sales agreement between CRW and NCCWC and then the commission will look at the future of the CRWSC.

Commissioner Angier thanked staff for the past year and wished everyone happy holidays

Public Comment: none

Agenda Item 6.0 Commissioner Reports and Reimbursements

Open meeting is adjourned at **6:50pm**