

**CLACKAMAS RIVER WATER BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
January 9, 2020**

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 Resources Manager, Rob Cummings; Engineering Manager, Joe Eskew

COMMISSIONERS ABSENT: 0

VISITORS: Bob Steringer (Legal Counsel), Chris Hawes, Mona Kalani

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. Commissioner Communications

Work Session Adjourned at 6:02pm

Call Regular Meeting to Order

Commissioner French called the meeting to order at 6:02pm

MOTION: Commissioner Garrison move to approve the agenda as presented. Commissioner Angier 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 Acceptance of Longevity Credit and Rate Lock Agreement with Special Districts insurance Services (SDIS) through December 31, 2021

Mr. Heidgerken provided a background on what the longevity credit is and that it is about a 6 3/4% of the insurance rates for the district. By accepting the credit there is a commitment to stay with SDIS for insurance coverage through the end of 2021.

MOTION: Commissioner Angier move the Board accept the Longevity Credit and Rate Lock Agreement with Special Districts insurance Services (SDIS) through December 31, 2021 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 2.0 Easement Approval: Approval of a waterline easement donation from CCX North LLC

Mr. Eskew explained the background surrounding the waterline easement donation. The current landowner is redeveloping the property and discovered the waterline and is asking to provide CRW with an easement for the waterline. This benefits the property owner and CRW.

MOTION: Commissioner Angier move that the Board approve the donated waterline easement from CCX North LLC, TL400 T2SR2E Section 11D, and authorize the General Manager to sign the easement donation. Commissioner Garrison seconded the motion.

MOTION CARRIED 5-0

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

Agenda Item 3.0 Release of Easement: Consider approval of the release of easement of an existing unused waterline easement located on several parcels south of Hwy 212 and East of 135th Avenue.

Mr. Eskew explained to the Board that this easement is not currently being used for a waterline and that there are currently buildings constructed on the easement. This easement will not be used by CRW. The Property owner has requested that CRW vacate the easement formally even though the law states that if an easement is not used within 10 years it automatically is vacated.

MOTION: Commissioner Angier move to approve the release of easement contained in Document Number 10124 of Clackamas County Records and authorize the General

Manager to sign the release document. Commissioner Garrison seconded the motion.

MOTION CARRIED 5-0

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

Agenda Item 4.0 Acknowledge receipt of the audited financial statements for Fiscal Year 2019

Ms. Bryck reminded the Board that Moss Adams was at the December Board meeting to present the financials for FY 2019. The audit has been filed with the State of Oregon by 12/31/19. The electronic copy is on the CRW website and hard copies for the Board and Budget Committee will be available from the printer soon.

MOTION: Commissioner Angier move the Board acknowledge receipt of the Fiscal Year 2019 Comprehensive Annual Financial Report ending June 30, 2019. Commissioner Garrison seconded the motion.

MOTION CARRIED 5-0

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

Agenda Item 5.0 Consider approval of agreement with Water Environment Services (WES): Hwy 224 Utility Conflict Issues

Mr. Bjornstedt gave the Board a summary of the situation that occurred creating the utility conflict from a miss-locate that occurred during the Hwy. 224 Intertie project. The result to resolve the situation has been negotiated between CRW and WES which the Board is being asked to approve. Mr. Heidgerken added that the WES Board still need to authorize the agreement.

MOTION: Commissioner Angier move the Board approve the agreement with Water Environment Services (WES), which resolves the utility conflict issues encountered during the Highway 224 Intertie project, and authorize the General Manager to sign the agreement. Commissioner Garrison seconded the motion.

MOTION CARRIED 5-0

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

Agenda Item 6.0 Resolution 02-2020- Consider approval of request for extra-territorial service, 7939/8107 SE Luther Road

Mr. Bjornstedt summarized what extra-territorial service means to the District and the reason for the request from the property owner for CRW to provide the water service to the property. This property is not eligible for annexing the property so the approach would be for Portland Water Bureau (the property is in their boundaries) to allow CRW at the property owners request to serve the property.

MOTION: Commissioner Angier move the Board approve Resolution 02-2020, authorizing an extra-territorial service to premises outside Clackamas River Water boundaries for property at 7939/8107 SE Luther Road. Commissioner Garrison seconded the motion.

MOTION CARRIED 5-0

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

Agenda Item 7.0 Conduct First Reading, by Title Only, of Res. 03-2020, amendment to Local Contract Review Board Rules 110-012, Contract Exceptions and Exemptions

Mr. Heidgerken talked about the process of the approval of the Resolution. This is a resolution that is approving a change to CRW's LCRB rules. For these types of changes there is a requirement by Board Policy to have a two-step process to approve the resolution. The first step is a reading by title only at a public meeting and then a second reading and approval at a public meeting not less than 28 days apart. Mr. Heidgerken also explained what the LCRB's are and how they are used by the District. The update this resolution approves is to add an additional exemption within the special procurements allowing CRW to gain efficiencies and cost savings.

MOTION: Commissioner Angier move the CRW Board approve Todd Heidgerken, General Manager to conduct the First Reading by title only of Resolution 03-2020. Commissioner Garrison seconded the motion.

MOTION CARRIED 5-0

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

Mr. Heidgerken read Res. 02-2020 by title only

Consent Agenda

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

CA-2: Cash Position and Transfers December 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 8.0 Management Report

- In the Board folders there is the January monthly report, a listing of the Board assignments for FY 19/20 and the SDAO Winter newsletter
- The interagency CRW and Clackamas Fire meeting was held in December, one of the topics was about CRW's hydrant maintenance program and this was well received by Clackamas Fire.
- CRW Received the contribution from PGE for the Dispatchable Standby Generator program that the district is participating in for the Hattan Rd. Pump Station, this off-sets the additional work needed for the generator to be in this program
- Strategic Planning update
 - All staff will be meeting next week for a work shop to gather information for the planning process
 - There continues to be people signing up to participate in the scheduled focus groups
 - The retreat is scheduled for April 27th
- A customer attitude survey has gone out with the December bills and is posted on the CRW website. The close date is January 31, 2020.
- The Hattan Road Pump Station will be going online next week

Public Comment: none

Agenda Item 10.0 Commissioner Reports and Reimbursements

- Commissioner Garrison shared on the CRW/Clackamas Fire Interagency meeting and felt the meeting was a success. Commissioner Danel was very impressed with the hydrant maintenance program that CRW has established.
- Commissioner French attended the December SWA meeting and some of the highlights from the meeting were a discussion on customer assistance, there is still a Board vacancy and there was a discussion on rates.

Adjourn to Executive Session

1. To discuss information or records that are exempt by law from public inspection pursuant to ORS 192.660 (2) (f) and 192.355 (9)
2. To conduct deliberations with persons designated by the governing body to negotiate real property transactions ORS 192.660 (2) (e)

Open meeting is adjourned at **7:05pm**