

**CLACKAMAS RIVER WATER BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
June 11, 2020**

COMMISSIONERS PRESENT VIA ZOOM MEETING:

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

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; Chief Engineer, Adam Bjornstedt; Sr. Finance and Acctng. Specialist, Ted Ebra

COMMISSIONERS ABSENT: 0

VISITORS: Bob Steringer, Chris Hawes, Kevin Williams

Call Work Session to Order

Commissioner French called the meeting to order at 6:05pm

Roll Call was taken- all present

1. **Commissioner Communications-** none at this time

Work Session Adjourned at 6:06:pm

Call Regular Meeting to Order

Commissioner French called the meeting to order at 6:07pm

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 Intergovernmental Agreement (IGA) with Clackamas County For Corrections Work Crew Support

Mr. Heidgerken explained to the Board that this is an extension to a current agreement that is set to expire in June. Approval of the renewal would extend the corrections work crew support for CRW to utilize.

MOTION: Commissioner Angier move the Board approve the Amendment to the Intergovernmental agreement with Clackamas County for Clackamas County Corrections Work Crew Support. Commissioner Garrison seconded the motion

Commissioner Danel asked if CRW pays for the time the work crew performs services and there is. Commissioner Angier asked about the type of inmates that are on the work crew detail. Commissioner Garrison asked about a clause in the maximum and minimum allowed per the agreement. Commissioner French asked about adding a clause related to PPE and social distancing. Mr. Heidgerken said that the crews would need to adhere to current standards.

MOTION CARRIED 5-0

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

Agenda Item 2.0 Consider Approval of Intergovernmental Agreement with Lane Council of Governments (LCOG) for Water Quality flushing database support

Mr. Heidgerken shared that this IGA would be a support for updating CRW's water quality flushing database. CRW has had previous agreements with LCOG for other services and so they are familiar with CRW and what our needs are.

MOTION: Commissioner Angier move that the Board approve the Intergovernmental Agreement with Lane Council of Governments for water quality flushing database support and authorize the General Manager to sign the agreement on behalf of CRW. Commissioner Garrison seconded the motion.

Commissioner Garrison asked about why LCOG is being chosen for this and it was shared that they have experience with various databases for municipalities.

MOTION CARRIED 5-0

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

Agenda Item 3.0 Resolution No. 05-2020 Establishing Wholesale Water Rates Charged to Sunrise Water Authority.

Ms. Bryck provided a background of the methodology of determining the rates. This adjustment is done annually and coordinated with Sunrise Water.

MOTION: Commissioner Angier move to approve Resolution No. 05-2020 establishing wholesale water rates charged to Sunrise Water Authority effective July 1, 2020. Commissioner Garrison seconded the motion

Commissioner Danel asked why this wholesale rate is not being held until November like the retail rates that are a part of the 8-year rate increase. This wholesale rate is established as part of a separate IGA. Commissioner Garrison asked how this wholesale rate to Sunrise Water compares with the rate CRW is charged by SFWB.

MOTION CARRIED 5-0

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

Agenda Item 4.0 Resolution No. 06-2020 Approve Utility Billing Bad Debt Write-off for FY 2019-2020, uncollectible water bills

Ms. Bryck explained that this Resolution will allow staff to write-off the uncollected rates. The amount could be smaller by the time the FY ends.

MOTION: Commissioner Angier move to approve Resolution No. 06-2020 Bad Debt Write-off for FY 2019-2020, uncollected water bills. Commissioner Garrison seconded the motion.

Commissioner Angier asked about the use of a collection agency (Professional Collection Agency), this service is utilized by other utilities. Commissioner Garrison asked about the amount listed in the agenda write-up that denotes monies received by CRW as collected from the collection agency that the Board had written off in previous years. Also asked how much money would eventually be collected if we did not turn the accounts over to a collection agency and just let these stay on the books and rebill for these and what amount would we get. Ms. Bryck said we don't have the staff to track down payment. Commissioner Garrison asked about customers who have been sent to collections do we check if they try to restart service.

MOTION CARRIED 5-0

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

Agenda Item 5.0 Resolution No, 07-2020 Approve Miscellaneous Accounts Receivable Bad Debt Write-off for FY 2019-2020, uncollectible accounts receivable.

Ms. Bryck explained that this is similar to writing off utility bills (Res. 06-2020), but these are on the accounts receivable side. This does not happen each year but there are some accounts that we will not be able to collect on so these will need to be written off.

MOTION: Commissioner Angier move to approve Resolution No. 07-2020 Bad Debt Write-off for FY 2019-2020, Uncollected miscellaneous Accounts receivable. Commissioner Garrison seconded the motion

Commissioner Danel asked about whether these accounts would go to collections or not, the construction company was sent to collections and the city of Milwaukie will not be.

MOTION CARRIED 5-0

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

Agenda Item 6.0 Consider Exemption Request for Property Frontage Requirement at 17299 S. Lost Horse Lane, per CRW Rules and Regulations Section 8

Mr. Bjornstedt provided a background on the reason the exemption to the CRW rules and regulations is being requested. The request is being made because the property in question has received an easement from the property owner that has frontage to the road for the private waterline, CRW has sufficient capacity in the area to serve the property, there are no issues with the plat for the property and staff recommends the approval of the exemption.

MOTION: Commissioner Angier the Board approve an exemption to CRW's Rules and Regulations, Section 8 "New Water Service Meters" exemption the requirement for water service to be provided from a water main to property with frontage to such main, for the property at 17299 S. Lost Horse Lane, TL 22E34A 00501. Commissioner Garrison seconded the motion.

Commissioner Danel asked for clarification on the request since property doesn't have frontage and if staff is comfortable that there won't be a stranded property later since there is an easement in place for the waterline to go from the main through the neighboring property to the home requesting service. Commissioner Angier asked that since this comes up periodically should the rules and regs be updated so this doesn't need to be taken to the Board. Staff would like to see the rules and regs re-written at some point (in existence since 1996).

MOTION CARRIED 5-0

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

Consent Agenda

CA-1: Gross Payroll and Account Paid for May 2020

CA-2: Cash Position and Transfers May 2020

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 7.0

Management Report

- The Board received the monthly report and the June billing insert that will go out with the utility bills that go out to customers at the end of June.
- One addition to the management report is the inclusion of a status report on utility billing accounts.
- Kudos go out to Donn Bunyard for his work related to Emergency Management and the pandemic response as well as the AWIA project work.
- The Districts Emergency Declaration will be extended through July 31.
- SDAO has worked to get Special Districts included in being eligible for some of the federal funding related to the pandemic. CRW has submitted the application for reimbursement for expenses related to the pandemic response.
- The June Work Session will be held on June 22nd.
- Oregon City held a work session related to the Beavercreek concept area, they adopted a resolution stating they would be the water service provider for the area. CRW is still the water provider until that area is withdrawn by Oregon City.
- CRW received notice from SFWB regarding a new rate for wholesale water sales
- Sunrise Water Authority GM shared at the CRWSC meeting held on June 8th that there would be a letter coming to CRW to begin discussion on developing a water sales agreement
- A tentative date of August 28th is being set aside for the strategic planning retreat. The Commissioners are being asked to hold that day as a possible retreat date. There will be a progress update provided to the Board at the June Work Session.

No Public Comment

Agenda Item 9.0 Commissioner Reports and Reimbursement Requests

- Regional Water Providers Consortium Board met earlier in June which Commissioner Angier attended. The budget was approved and since there will be a reduction in programming there will be a reduction in CRW's dues. Many of the other districts in the area are doing similar programs like CRW to assist during the pandemic and stop or hold shutoffs
- Commissioner French attended the Sunrise Water Authority Board meeting. SWA adopted their budget and have put a hold on shutoffs

Agenda Item 10.0 Election of Officers

MOTION: Commissioner Angier move to nominate Commissioner French for the office of President for FY 2019-2020. Commissioner Danel seconded the motion

MOTION CARRIED 5-0

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

MOTION: Commissioner French move to nominate Commissioner Angier for Secretary for FY 2019-2020. Commissioner Garrison seconded the motion

MOTION CARRIED 5-0

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

MOTION: Commissioner French move to nominate Commissioner Danel for Treasurer for FY 2019-2020. Commissioner Garrison seconded the motion

MOTION CARRIED 5-0

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

Open meeting is adjourned at **7:20pm**