

**CLACKAMAS RIVER WATER BOARD OF COMMISSIONERS
SPECIAL BOARD MEETING
BOARD INDEX OF AUDIOTAPE
August 28, 2017**

COMMISSIONERS PRESENT:

Naomi Angier, President
William "Bill" Blanas- Absent
Hugh Kalani, Secretary
David McNeel, Treasurer
Larry Sowa

STAFF PRESENT:

Todd Heidgerken, General Manager
Karin Holzgang, EA to Board
Carol Bryck, Chief Financial Officer
Bob George, Chief Engineer

CRW Employees: Donn Bunyard, Emergency
Manager; Suzanne DeLorenzo, Water Quality
Manager; Kham Keobounnam, IT Manager

VISITORS: Bob Steringer

Call to Order

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

MOTION: Commissioner Angier moved to approve the agenda as written. Commissioner Kalani seconded the motion.

MOTION CARRIED 4-0

Ayes: Angier, Kalani, McNeel, Sowa
Nays: None
Abstentions: None

Agenda Item 1.0 Consider General Manager Compensation

Mr. Heidgerken suggested that the Board allow a presentation of a background of the General Manager compensation as it stand per the contract as well as the areas that were added at the August 10, 2017 Board meeting.

The chart shows not the entire GM contract but the areas that may have been under consideration by the Board such as salary, bonus, deferred compensation amount, vacation accrual rate, allowances for auto and phone, term of the agreement and clean up the motion the Board approve in July 14, 2016 that moved to have CRW cover the 6% PERS contribution.

MOTION: Commissioner Kalani move to reverse the action taken on the General Manager's employment contract adopted by the Board at its meeting on August 10, 2017
Commissioner Sowa seconded the motion.

MOTION CARRIED 4-0

Ayes: Angier, Kalani, McNeel, Sowa
Nays:
Abstentions:

MOTION: Commissioner Sowa move to modify the General Managers employment agreement to reflect the following:

- 1) Modify section 1 to extend the term of the employment contract to June 2021.
- 2) Modify Section 2.8 to provide an allowance in the gross amount of \$550 per month to compensate for use of his automobile.
- 3) Modify section 2.10 to provide an allowance in the gross amount of \$125 per month for his telecommunications allowance.
- 4) Add a deferred compensations provision to Section 3 "CRW shall contribute an amount equal to 2% of the General Manager's gross salary to the general manager's deferred compensation account. The contributions will be made at least monthly in accordance with CRW's payroll practices"
- 5) Rewrite section 3.3 to reflect the action taken by the CRW Board during the July 14, 2016 meeting regarding PERS contributions and to provide vacation time to be accrued at 13.33 hours per month, or equal to (4 weeks per year vacation time) and direct CRW general counsel to create an amendment to the employment agreement to reflect the changes and authorize the CRW Board President to sign it on behalf of CRW. The changes are to be effective for the payroll cycle beginning on July 1, 2017.

This motion includes reviewing the general manager's compensation in November of 2017 after the Board is educated on the District's Budget and how well the rate structure is funding the District over the past two years.

Commissioner Kalani seconded the motion.

Commissioner Sowa wanted the record to reflect that the Board has not met deadlines of late and wanted to have the motion retroactive to July 1 2017 since the GM review process was so lengthy. Commission is in agreement with the motion since there will be a review in November 2017. Commissioner McNeel would like to have the management compensation looked at and determined by November 2017 so that the Board can see the entire picture as it relates to expenditures.

MOTION CARRIED 4-0

Ayes: Angier, Kalani, McNeel, Sowa
Nays:
Abstentions:

Special Meeting adjourned at 6:19pm

**CLACKAMAS RIVER WATER
WORK SESSION
SUMMARY OF MEETING
August 28, 2017
6:00pm**

COMMISSIONERS PRESENT:

Naomi Angier, Hugh Kalani, Dave McNeel, Larry Sowa

COMMISSIONERS ABSENT: Bill Blanas

STAFF PRESENT:

General Manager, Todd Heidgerken; Chief Financial Officer; Carol Bryck; Emergency Manger, Donn Bunyard; Water Quality Manager, Suzanne DeLorenzo; Chief Engineer, Bob George; Executive Assistant to the Board, Karin Holzgang;

VISITORS PRESENT: none

Call to Order

The meeting was called to order at **6:19**

1. **Goal Planning**-Mr. Heidgerken provided an over view of the process for establishing goals and how the process would play out. This first meeting is just a brain storming exercise and then a draft of the goal planning document would be provided to the Board as a draft in November and then with the hopes for adoption in February 2018.
 - Water Treatment Facilities Master plan. Commissioner Kalani asked about what if any plans there might be for improvements to the Treatment Plant. Mr. Heidgerken explained the Board has already approved a water system master plan that must be completed prior
 - Provide a “state of the district” report
 - Commissioner Sowa shared that during his years of political service he has participated in many goal planning exercises that just end up “sitting on a shelf” and are ignored. The original idea of the backbone was to provide CRW water to the South Side and then have Oregon City and SFWB as our backup or “emergency” if there are issues with CRW water. There was also talk of an intertie with Portland to get Bull Run water and he is ok with this being on the “back burner”. Wants CRW to provide the water to all of our customers and to provide that at a rate they can afford. **Getting the Backbone project completed on or under budget is his number 1 goal**
 - Increase the customer base
 - Work with Oregon City to say we CRW can provide water to our customer. Even with the Backbone completed there will be customers that cannot be served with CRW water.
 - Keep the Board informed of any/all issues in a timely manner between CRW meetings
 - Succession planning
 - Communications- internal and external- working on getting the word out to those customers who don't receive a bill directly from CRW
 - Maintenance of the system

- Review /update IGA's and or Urban Services agreements with surrounding cities and water providers
- Work to resolve the outstanding legal issues
- Complete the CRW Emergency operations plan
- Level of services goals- establish these

Commissioner McNeel asked that each of the commissioners provide their own brainstorm list and then bring those ideas back to the GM and those will be incorporated with the listed started tonight.

2. General Manager Update-

- The final approved budget document was provided to the board
- Kelly Dilbeck provided her resignation letter and will be going to work full time with Oregon City
- There is a chamber event that is available to the Commissioners to get a legislative update and are asked to contact Karin Holzgang if they are interested in attending
- Saturday October 7 is scheduled for the Watershed Tour, invitations will follow and Commissioners.
- Dive crews did an inspection of the intake and Boat ramp today.
- If Commissioners want apparel please let Karin know.

Adjourned at 7:25 pm