

**CLACKAMAS RIVER WATER BOARD OF COMMISSIONERS
BOARD WORK SESSION
January 25, 2021**

COMMISSIONERS PRESENT:

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

STAFF PRESENT:

Todd Heidgerken, General Manager
Karin Holzgang, Executive Assistant to the Board

CRW Employees: Chief Engineer, Adam Bjornstedt; Chief Finance Office, Carol Bryck; IT Manager, Kham Keobounnam; Emergency Manager, Donn Bunyard; Water Resource Manager, Rob Cummings; HR Generalist, Adora Campbell

COMMISSIONERS ABSENT: 0

VISITORS: Chris Hawes, Robert Rubitschun, James Dille, Erin Blue, Vasiliy Safin, David Shireman

Call Work Session to Order

Commissioner French called the meeting to order at 6:01 pm. Roll call was taken

Mr. Heidgerken introduced himself and staff attending the meeting and the background for the need to have a budget committee. Two of the four positions available are for a two-year term and the other two are four-year terms.

1. CRW Budget Committee Interviews

• *Robert Rubitschun*

1. Why are you interested in serving as a Clackamas River Water Budget Committee Member? Water is a most precious on the planet and has a background with natural resources and assisting people in being good stewards of those resources. Has a history of giving back to the community and has volunteered in the Oregon City School District. Enjoys giving back to the community.
2. What set of skills or knowledge do you think you will be able to contribute the Budget Committee? Spent time working in analytics (budgets and projects and getting the programs in place). Spent a good amount of career in a project management which would lend to the budgeting process.
3. Have you served on other boards, commissions, or committee? Describe how you contributed to their success. Has done volunteer work for the Oregon City School District as a leader of the Band Boosters and worked with the City on funding and was able to get uniforms for the band members and funds for instruments and a trip for the Band. Worked with neighborhood to get a walking trail around the golf course for the public to enjoy. Presented to Boards in his professional life.
4. Share with us what you know about Clackamas River Water? Has been in the district for a number of years. Had the opportunity to tour a water

provider facility in Idaho and was fascinated. Water is at the center of everything we do and is fascinated by the process. Has been looking into what CRW does and has been doing as a district.

5. Are there any questions you have for us? Asked that outside of COVID are the budget committee meetings in person and the answer is yes.

- *James Dille*

1. Why are you interested in serving as a Clackamas River Water Budget Committee Member? Has lived and worked in the Clackamas area all his life and previously served on the Clackamas Water District (prior to CRW). During this time there were discussion regarding rates and assisted in developing a structure for the rate increase. Looking to get back involved.
2. What set of skills or knowledge do you think you will be able to contribute the Budget Committee? Spent 12 years on the budgeting committee for Clackamas Fire and served as a treasurer for a large HOA in Central Oregon. Also assisted in another public entity on the budget committee.
3. Have you served on other boards, commissions, or committee? Describe how you contributed to their success. Has had opportunity to coach and work with youth sports programs. Still is on the Clackamas Fire Civil Service Commission. Also the experience of being on the budget committee of an HOA and focusing on a capital campaign
4. Share with us what you know about Clackamas River Water? Is aware of the quality of water produced by CRW. Watched during the past issues with Board behavior and thinks the current board is well managed.
5. Are there any questions you have for us? No questions. Would like to get a copy of the current budget.

- *Erin Blue*

1. Why are you interested in serving as a Clackamas River Water Budget Committee Member? She has already served on the committee and has enjoyed her experience and feels her skills and background are helpful to the committee.
2. What set of skills or knowledge do you think you will be able to contribute the Budget Committee? Has a background in government accounting with her current job. Would be able to communicate the budget well to ratepayers and has a good insight in the budgeting process with other public entities.
3. Have you served on other boards, commissions, or committee? Describe how you contributed to their success. Served on the GFOA reviewer board to review annual financial reports to see if they meet best practices and requirements for awards in reporting. Has already served on the CRW Budget Committee.
4. Share with us what you know about Clackamas River Water? Know about CRW as a budget committee member and have been keeping an eye on the goings on in the District. Listened to the Audit presentation at the January meeting and has been reviewing the strategic planning documents. Has had the opportunity to enjoy the quality of serve the district provided.
5. Are there any questions you have for us? Thank you for the opportunity to meet with the Board but no questions.

- *Vasily Safin*
 1. Why are you interested in serving as a Clackamas River Water Budget Committee Member? Grew up in Oregon before moving away for a time, looking to get involved in the community.
 2. What set of skills or knowledge do you think you will be able to contribute the Budget Committee? Good quantitative skill as a math professor. In Graduate school served on other budget committees and enjoyed the experience of how to communicate a budget and get input from constituents.
 3. Have you served on other boards, commissions, or committee? Describe how you contributed to their success. The committees served on in Graduate School (was a chair of the budget committee on one). Served as a student representative on the school budget committee (University Board)
 4. Share with us what you know about Clackamas River Water? Have been reading the bill inserts, read the water quality report and researching the CRW website. Excited about all of the capital projects. Pleased with CRW's effort to take care of infrastructure and is well managed.
 5. Are there any questions you have for us? What is the Board looking for in a committee member. Comm. French shared she was on the budget committee prior to being a board member but didn't feel she had direct experience but the desire to contribute. What do people look forward to about being on the budget committee? Staff prepares the budget and then presents to the committee to share and discuss and the committee appreciates the input from the community.
- *David Shireman*
 1. Why are you interested in serving as a Clackamas River Water Budget Committee Member? Has been involved in the various communities that he has lived and is looking for new ways to get involved in his community.
 2. What set of skills or knowledge do you think you will be able to contribute the Budget Committee? Have been a member of a city planning commission in Washington and is a manager of a structural design group and manages projects for an online school program to be sure they meet their budgets and timeline.
 3. Have you served on other boards, commissions, or committee? Describe how you contributed to their success. Served on various committee in professional life. Has worked as an educator for many years. Served on the planning commission in College Place WA.
 4. Share with us what you know about Clackamas River Water? The importance of water to a community. After traveling there has been the opportunity to experience other communities water and how much better the water is in Oregon. Impressed by the delay in the rate increase last spring due to COVID and appreciated the gesture of the district.
 5. Are there any questions you have for us? Asked if there is a need to have the budget committee be a part of approving a supplemental budget. Ms. Bryck shared that the committee members are welcome and invited but not always required. Asked about the two terms with different lengths for the four positions.

Commissioner Danel would like to see diverse perspectives from the community to participate on the committee. Thanked all of those who participated tonight. Commissioner Angier shared she is very impressed by all of the candidates and appreciated them participating tonight and their interest in the budget Committee.

Commissioner Kalani & Garrison thanked everyone and was impressed by the applicants.

Commissioner French appreciates everyone's interest in participating on the budget committee. If an applicant is not chosen to serve on the committee, she Encouraged everyone to still participate and keep involved in the district.

2. **American Water Infrastructure Act (AWIA) Update (see attached presentation)**

Mr. Bunyard is providing an update to the Board about the act. There are two parts, one the Risk & Resilience Assessment (RRA) and the Emergency Response Plan. The RRA is complete. The district already had an emergency plan that became the foundation for the emergency response plan required by AWIA.

- RRA components
 - ✓ Asset characterization
 - ✓ Threat characterization
 - ✓ Consequence analysis
 - ✓ Vulnerability analysis
 - ✓ Threat/likelihood analysis
 - ✓ Risk/resilience analysis
 - ✓ Risk/resilience management
- CRW Proactive Actions- increased resilience
- Utility Resilience Index- 67.2
- Earthquake & Cyber risks would impact pipes and the plant
- Resilient Specific
- Cyber improvements- IT improvements related to detection
- Active vs. passive site security- what could be improved or enhanced
- Working on the appendices and finalized the emergency response plan; the plan is to be completed with this portion by end of March
- What's next?
 - ✓ CW resilience strategies and tactics (would need to be budgeted for)
 - ✓ RRA Mitigation strategies- implement.
 - ✓ Natural Hazard Mitigation Plan
 - ✓ ERP- incident action checklists
 - ✓ Access plans, test & update
 - ✓ Continual forward progress

Commissioner Angier asked about the SCADA system plan (the system used to run the CRW water system) and how this play into the other plans the district has for the facilities and the Water System. Conducting a system plan is a recommendation from the assessment but is not something that has been done. Commissioner Danel thanked Donn for his work to prepare the district and making it prepared. Mr. Heidgerken thanked Mr. Bunyard and other staff for their hard work and efforts to get these plans completed.

3. **Strategic Planning Update**

- Mr. Heidgerken reminded the Board of the process that has been conducted from the start of the planning up to now. Thanked the Board for their support of the process.
- There were 18 CRW staff that volunteered to participate on task forces to create strategies for the 3 identified objectives in the Strategic Plan as well as begin to identify the tactics to accomplish the strategies.
- There were three staff champions that took on each of the three goals adopted in the plan (Carol Bryck, Adam Bjornstedt & Adora Campbell) as the task force leaders.

Commissioner Garrison asked about applying resources towards a goal and suggested outlining how resources are used and what those resources should be. Bringing up the question what we are going to doing and what are not going to be doing in order to achieve desired outcomes.

- Next Steps:
 - Prioritizing what will be done
 - The management team will be identifying the tactics and prioritizing what can be accomplished and what resources will be needed (financial and people efforts)
 - Once priorities are identified then measures will be established do determine success.
 - Will be focusing on smaller successes to get momentum to accomplish the remaining priorities.

Commissioner Angier asked at what point the discussions would be held to determine what financial resources are needed to accomplish all the projects and objectives identified. When will discussions occur that determine if there is money borrowed and or rate increases to pay for accomplishing these objectives? Would these discussions be a part of the budgeting process? Commissioner Garrison was very impressed with the efforts and the directions we are going with the strategic planning process. Commissioner French thanked Bryck, Bjornstedt and Campbell for their work as champions as well as the staff members who participated on the task force and the extra time and work required.

4. General Manager Update

- There was the CRWP calendar included with each of the packets to the commissioners.
- The State of Emergency Declaration will be expiring on February 2nd and will be extending the declaration to May 14, 2021. This allows the district to apply for available reimbursements related to COVID response
- Anna Pina started as a CS Specialist in December
- Kathy Jaeger (Sr. Finance and Accounting Specialist) will be retiring at the end of January, there is a temporary staff person to help in the FACS department until a permanent staffer is hired
- Thursday January 28 at 12:30 is the agenda setting meeting
- The SDAO conference will be held on February 3rd & 4th
- CRW offices are closed February 15
- Todd will be out on vacation the week of February 15th

Public Comment: none

Open meeting is adjourned at 7:45pm



Clackamas River Water

Emergency Preparedness

American Water Infrastructure Act (AWIA)

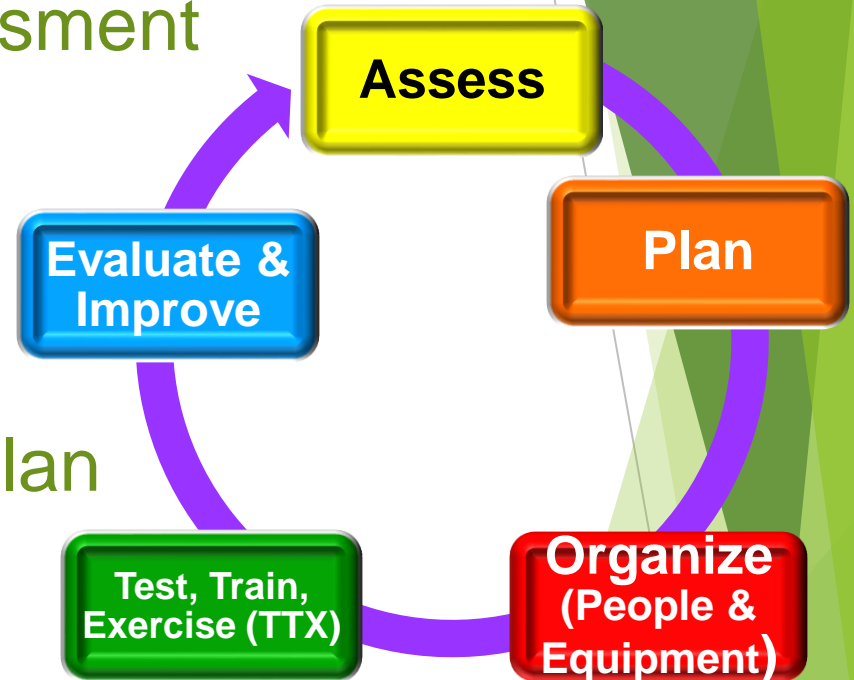
Board Work Session

Presented by Donn Bunyard

January 25, 2020

AWIA Update

- Risk & Resilience Assessment
 - Assessment Process
 - Results
 - Action Items
- Emergency Response Plan
 - Basic Plan
 - Appendix - 9
 - Hazard Specific Incident Action Checklists -25
- What's Next



RRA Assessment



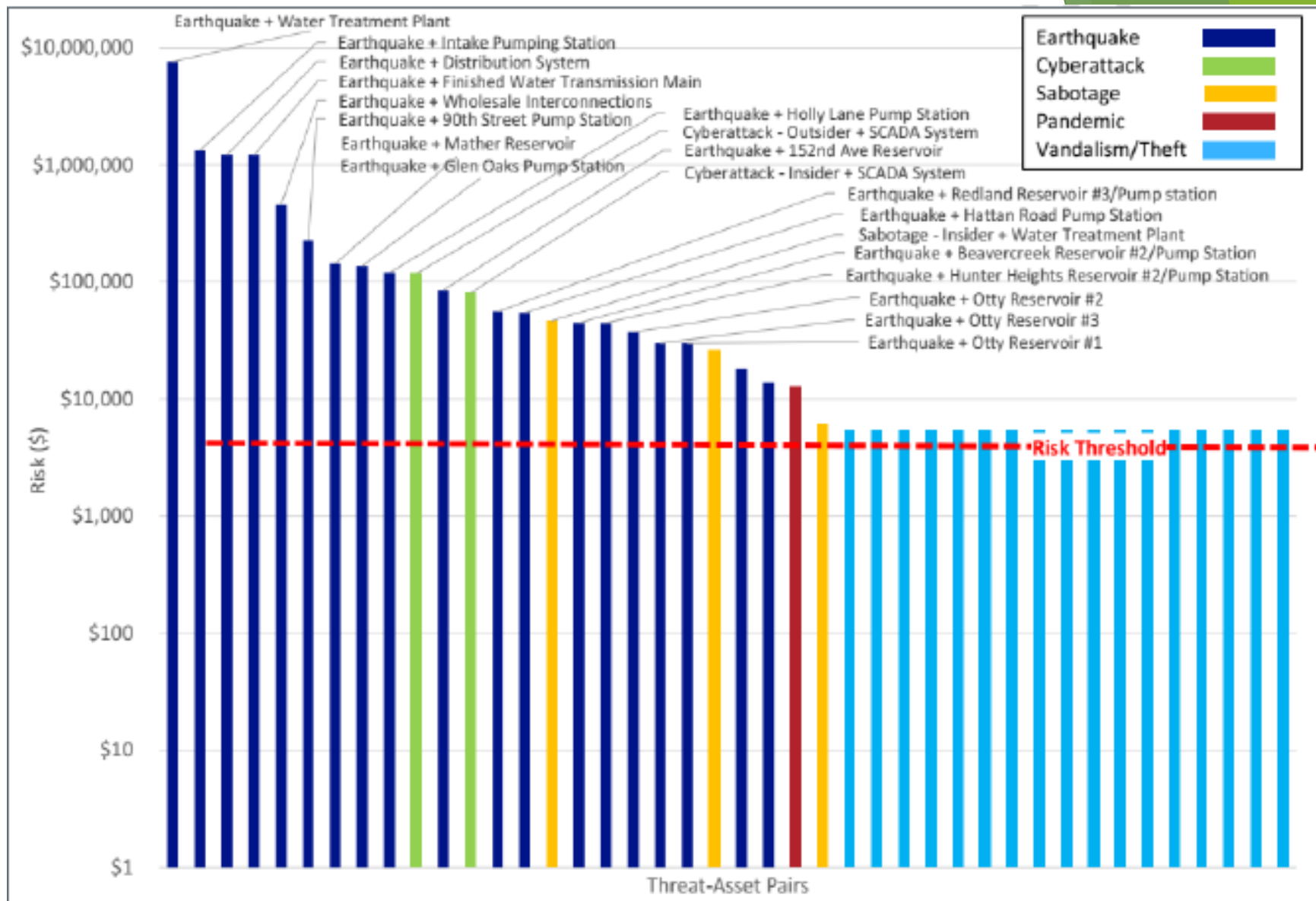


Figure 10-1. Risk Distribution

RRA



- CRW Proactive Actions =
 - ❖ Increased Resilience
- Utility Resilience Index - 67.2
 - ❖ ERP
- Earthquake & Cyber -TAPs
 - ❖ Plant & Pipes
- Resilient Specifications
 - ❖ Design & Opportunity
- SCADA System - OT
 - ❖ Master Plan
- CYBER Improvements -IT
 - ❖ Detection
- Active vs Passive Site Security

Emergency Response Plan (ERP)

Basic Plan

Appendix - 9

Hazard Specific
Incident Action
Checklists -25

What's Next ?

- ▶ CRW Resilience Strategies & Tactics
- ▶ RRA Mitigation Strategies - Implement
- ▶ Natural Hazard Mitigation Plan
- ▶ ERP TTX - Incident Action Checklists
- ▶ Access Plans, Test, & Update
- ▶ Continual Forward Progress

