

**CLACKAMAS RIVER WATER BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
August 12, 2021**

COMMISSIONERS PRESENT VIA ZOOM MEETING:

Sherry French President
Christine Alexander
Naomi Angier, Secretary
Tessah Danel, Treasurer
Rusty Garrison

STAFF PRESENT:

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

CRW Employees: Chief Financial Officer, Carol Bryck; Engineering Manager, Joe Eskew; Human Resource Generalist, Adora Campbell; Emergency Manager, Beth McGinnis; Water Resources Manager, Rob Cummings; Donn Bunyard, Tracy Triplett; IT Manager, Kham Keobounnam; Chief Engineer, Adam Bjornstedt; Michael Osborne

COMMISSIONERS ABSENT:0

VISITORS: Bob Steringer, Pierre Robert, Chris Hawes

Call Regular Meeting to Order

Commissioner French called the meeting to order at 5:05 pm and roll call taken

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

MOTION CARRIED 5-0

Ayes: Alexander, Angier, Danel, French, Garrison

Nays: None

Abstentions: None

Recess the Regular Meeting

The Executive Session is to:

1. Conduct deliberations with persons designated by the governing body to carry on labor negotiations ORS 192.660 (2) (d)

Reconvene Regular Meeting

Call Regular Meeting to Order

Public Comment- none

Mr. Heidgerken introduced Beth McGinnis as the new Emergency Manager for CRW and she will be taking the position that is vacated by the retirement of Donn Bunyard. Another new staff member is Michael Osborne who is a Sr. Finance and Accounting Specialist.

Agenda Item 1.0 Consider Approval of the Collective Bargaining Agreement between CRW and Oregon AFSCME Council 75, Local 350-9

Mr. Heidgerken shared that at CRW there are represented staff through AFSCME. The current collective bargaining agreement expired 6/30/21 and the Board has been provided the tentatively agreed upon agreement for Board approval. There were a number of individuals involved in the bargaining process and Todd stated his appreciation for all of their work to come to an agreed upon agreement.

Commissioner Angier thanked everyone for their work on the agreement, Commissioner Danel echoed the sentiment. Kudos from Commissioner Alexander and mentioned that she appreciated there was flexibility to increase pay and not just go with the minimum. Commissioners Garrison and French both stated their appreciation for the result of the agreement and for working through the challenges of conducting negotiations during COVID.

MOTION: Commissioner Angier move the Clackamas River Water Board of Commissioners approve the Collective Bargaining Agreement between CRW and Oregon AFSCME Council 75, Local 350-9 and authorize the General Manager to sign the agreement. Commissioner Danel seconded the motion

MOTION CARRIED 5-0

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

Agenda Item 2.0 Insurance Agent of Record Contract Extension

Mr. Heidgerken provided a recap of the process for soliciting the insurance agent of record services and that there is an opportunity for the Board to approve an extension of an additional year through the contract extension language.

Commissioner Alexander ask why this was an extension rather than a new contract. Board policy provides for the approval of the insurance agent of record. To obtain a new contract would require a new solicitation process. The LCRB's also allow for the extension of time without going through another process. Commissioner Garrison asked if the extension was a management decision but it is one that the Board approved but has language to extend the original contract.

MOTION: Commissioner Angier move the Board approve the extension of the WHA Insurance contract for insurance agent of record services and authorize the General Manager to sign the contract extension. Commissioner Danel seconded the motion

MOTION CARRIED 5-0

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

Agenda Item 3.0 Consider approval of Resolution 01-2022 adopting the CRW addendum to the Clackamas County Multi-Jurisdictional natural hazard Mitigation Plan

Mr. Bunyard provided the background for the plan and that this is CRW's plan but is a part of the overall plan for Clackamas County. This plan supports the objectives of the Strategic Plan. Commissioner Garrison asked about best practices for other agencies vs. conducting a resilience study specifically for CRW. Ms. McGinnis shared that the workforce for CRW needs to be prepared to know how to mitigate risks and provides an opportunity to share and coordinate efforts with others in the region. Mr. Heidgerken thanked Donn for his efforts on coordinating the efforts to complete this plan and there were complimentary comments from both the state and federal agencies on the quality of the plan.

MOTION: Commissioner Angier move approval of Resolution 01-2022 adopting the CRW addendum to the Clackamas County Multi-Jurisdictional natural hazard Mitigation Plan. Commissioner Danel seconded the motion.

MOTION CARRIED 5-0

Ayes: Alexander, Angier, Danel, French, Garrison
Nays:
Abstentions:

Agenda Item 4.0 Election of Board Representative to the Clackamas Regional Water Supply Commission (CRWSC) Board

MOTION: Commissioner Angier move to appoint Commissioner Angier, Commissioner Danel and Commissioner French as the CRW Board member representatives to the Clackamas Regional Water Supply Commission for the Fiscal year 21-22. Commissioner Danel seconded the motion.

MOTION CARRIED 5-0

Ayes: Alexander, Angier, Danel, French, Garrison
Nays:
Abstentions:

Consent Agenda

CA-1: Gross Payroll and Account Paid for July 2021

CA-2: Cash Position and Transfers July 2021

MOTION: Commissioner Angier moved to approve the Consent Agenda as presented
Commissioner Alexander seconded the motion.

MOTION CARRIED 5-0

Ayes: Alexander, Angier, Danel, French, Garrison

Nays:

Abstentions:

Public comment- none

Agenda Item 6.0 Quarterly Report- 4th Quarter FY 2021 (see the attached power point)

- Final quarter of the 2nd year of the biennial Budget
- There are still outstanding invoices that are expected for two larger projects that will be credited toward the BN
- Total revenue is at 101.9% of the BN which was impacted by the delay in rate increases during the pandemic
- Water sales are at 101% of the budget
- Final year of the eight-year rate plan was implemented in May 2021
- There were some unexpected revenue sources that are being accounted for
- Late fees, reminder calls and shut offs are now in affect again
- Personnel services is at 94.5% of the budget
- Materials & Services is at 90.3% of the budget
- Capital outlay is at 77% of the budget
- The SDC is at 95% of the budget
- Capital outlay s at 71.98% of the budget but there are still some larger invoices to be paid towards the BN
- All backbone projects have been closed and is at 99.6% of the budget

Commissioner Danel asked about the SDC budget being 95% of the budget. Commissioner Alexander asked about late fees and if they are effective and how many people are late payers. The number of late payers have gone up during COVID. In March 2020 the late fees and shutoffs were suspended but then in April of 2021 those fees were reinstated at the \$5 or 5% of the outstanding balance. Also asked if the number of late payers is historically consistent and they were pre-pandemic, but the numbers increased during the pandemic. Commissioner Garrison about credit card processing fees if those are on payments from customers and asked what percentage the fees are of the rate payments. Carol will get the average percentage paid on credit card payments.

Agenda Item 7.0 Informational Item: Oregon City Property withdrawals and boundary clean-up update

Mr. Bjornstedt presented to the Board on the work that staff is doing to clean up withdrawals and annexations with the City of Oregon City. There have been properties that the City has annexed but the process was not completed, and those properties withdrawn from the CRW boundary. There are a variety of pockets of properties (about 4000 properties that have accumulated over the last 20 years). These are not customers currently paying CRW for water services but still remain in the boundary. The process needs to go through steps with the City and the Department of Revenue. It is anticipated that CRW's portion of the efforts will be done next month and then it moves to the City to submit for getting the final package submitted.

Commissioner Angier asked why this has drug on and each area has it's own reasons for not completing the process. Commissioner Garrison asked if the City is receptive this process and the answer is yes and the City and CRW have entered into an agreement to contract with a consultant to write the property descriptions in order to prepare the package to be submitted to the Department of Revenue.

Agenda Item 8.0 Management Report

- Credit Card fees represent about 3.6% of the total fees
- The monthly report was sent to the Board and is posted on the CRW website
- The Fish on the Run Irrigation Done campaign that the CRWP coordinates began a week earlier than in year past. This conservation message is to ask customers to discontinue irrigation to protect the river levels.
- The Board also received a copy of the utility bill insert that will go out with the August bills
- Natural Hazard Mitigation Plan grant funding; there are a couple of projects that staff are working on the submit applications to help fund identified projects.
- No August work session
- There will likely need to be a September WS
- Staff that were teleworking are now back in the office; masks will be required in all indoor spaces at CRW beginning Friday August 13.
- The state of emergency declaration for CRW is being extended until October 15.
- The CRW offices will continue to remain closed to the public

Agenda Item 9.0 Commissioner Reimbursements and Reports

Commissioner French reminded the Commissioners of the Board Assignments for the upcoming FY that each have been provided.

Commissioner French attended the Oak Lodge water board meeting; July 6th their offices opened to the public and staff is back on site they will continue to conduct board meetings remotely.

At the Sunrise Water Authority there were new commissioners sworn in and discussed a VhF lease agreement on Mr. Scott.

Commissioner Alexander asked about the responsibilities involved in committee assignments and there is an attendance requirement at meetings but not all the assignments have regularly scheduled meetings. Commissioner Garrison asked

about the Governance initiatives and there is a group of citizens trying to incorporate Oak Lodge and then the Oak Lodge Water District would be dissolved as a result. Todd will send the Board a link to the project.

Open meeting is adjourned at 7:16pm