

**CLACKAMAS RIVER WATER BOARD OF COMMISSIONERS  
REGULAR BOARD MEETING  
March 10, 2022**

**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 Engineer, Adam Bjornstedt; Chief Financial Officer, Jason Kirkpatrick; Water Resources Manager, Rob Cummings; Engineering Manager, Joe Eskew

**COMMISSIONERS ABSENT:0**

**VISITORS:** Bob Steringer, Bob Rubitschun

**Call Regular Meeting to Order**

Commissioner French called the meeting to order at 6:00 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

**Public Comment- none**

**Agenda Item 1.0 Contract Award: Construction Contract for Athens Dr. Waterline Project, CIP 21-5275**

Mr. Eskew shared with Board that this is the first CIP project for the current Biennium. Five bids were received the lowest responsible bid was received by a known contractor. There was concern by staff about bidding this project with the current economy. The bid reflects inflation but not as much as there was concern to be. The bid came in under the engineering estimate. Commissioner Garrison was encouraged that the bid came in under the estimate of the engineers by 10%.

**MOTION:** Commissioner Angier Move the Board award the Athens Dr Waterline Construction contract to Trench Line Excavation, Inc. for the bid amount of \$397,172.35 and

authorize the General manager to sign the completed contract. Commissioner Danel seconded the motion

**MOTION CARRIED 5-0**

**Ayes:** Alexander, Angier, Danel, French, Garrison

**Nays:**

**Abstentions:** None

**Agenda Item 2.0 Easement Approval: Approval of the waterline easement to be granted by property owners of Athens Dr.**

Mr. Eskew shared that this easement approval request is related to the Athens Dr. Waterline project. The current easement only addresses ingress and egress and not any work to be done in the road. Staff has worked with the homeowners on the private road to discuss updating the easement to include work in the roadway by CRW. There are 4 owners who will be a party to the easement. Commissioner Danel appreciated that staff has coordinated for the signatures to be notarized in house by the Exec. Assistant to get it all taken care of so we don't need to track the signatures down. Commissioner Angier asked if there is a monetary amount associated and there is not.

**MOTION:** Commissioner Angier Move the Board accept the donation of the waterline easement on Athens Dr. and authorize the General Manager to sign the Easement documents when landowner authorizing signatures are provided. 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 the Contract Extension Exceeding the General Managers Authority with City wide Facility Solutions**

Mr. Heidgerken shared that this is a contract extension that exceeds the GM signature authority. This vendor provides janitorial services for all of our facilities and Riverside Park. In addition being added to the scope is the biohazard clean up capabilities if this is needed, there will continue to be the extra COVID cleaning, which plays into the increased costs along with general inflation. The company had done a good job and responded quickly.

**MOTION:** Commissioner Angier Move the Board authorize the General Manager to enter a contract extension with City Wide Facility Solutions for Janitorial Services for a Not to Exceed amount of \$92,000 per contract year. Commissioner Danel seconded the motion

**MOTION CARRIED 5-0**

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

**Agenda Item 4.0 Consider Adopting resolution No 07-2022 to authorize bank accounts and check signatures**

Mr. Kirkpatrick shared that this resolution was modeled after the current resolution that was adopted back in 2016. Under the previous resolution the signers were the GM, CFO and Water Resources Manager and the Board Officers. The current resolution has been updated to replace the Water Resources Manager with the Chief Engineer. In talking with CRW Auditors the shared that it is not necessary to have all three Board Officers as signers.

Commissioner French shared that she does not feel it necessary to have all three Board Officers and would like to have only the Board Treasurer along with the three identified staff. Commissioners Alexander, Angier & Garrison both stated that the Board Treasurer is the only one who should be listed. Commissioner Garrison asked what the check signing process was and Mr. Kirkpatrick shared that are review of the of the expenditures then when the checks are printed there are electronic signatures used. Commissioner Danel feels that it is a good back up to have the Board Treasurer but thinks the signing should be left to staff. Commissioner Garrison asked if there is a specimen signature at the Bank and they do.

**MOTION:** Commissioner French Move the Board adopt resolution 07-2022 to authorize bank accounts and check signatures effective March 10, 2022 with the understanding that the resolution will be amended to reflect the General Manager, Chief Financial Officer, Chief Engineer and Board Treasurer. Commissioner Danel seconded the motion

**MOTION CARRIED 5-0**

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

**Consent Agenda**

CA-1: Gross Payroll and Account Paid for February 2022

CA-2: Cash Position and Transfers February 2022

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

Mr. Heidgerken shared that there was an update to CA 2 sent out electronically after the packet was originally distributed.

**MOTION CARRIED 5-0**

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

**Abstentions:** None

**Agenda Item 5.0      Management Report**

- The Monthly report was distributed to the Board separately from the packet.
- The Regional Water Providers Consortium meeting was held after the packet was distributed but there was information shared about a speaker addressing the RWPC next Board meeting would be discussing electricity issues
- Todd will be out March 14-18 and Jason Kirkpatrick will be AIC during that time
- There will be no March work session
- March 30 at 12:30 will be the agenda setting meeting for the April meeting on the 14<sup>th</sup>
- CRW offices will open again to the public on Monday March 14 and will align with the states lifting of the indoor mask mandate beginning March 12.
- The April 14 Board Meeting will be held in person with a hybrid opportunity
- CRW received the Outstanding Performance Certificate for Drinking Water by OHA for the CRW/Clairmont service area (South service area). Kudos to Rob Cummings for coordinating with OHA and all of the staff who helped provide information
- Staff is actively recruiting for a Waterworks Mechanic 1/2, Water Resources Manager and a summer intern in sysops and to help with the Chemical Hygiene program updating.
- C-4 committee is looking to fill the vacant position for the water representative (these are elected officials) and the local water providers are being asked if they have a representative to fill the water provider position. The meetings are monthly and have one annual retreat

**Public comment-** none

**Agenda Item 7.0      Commissioner Reimbursements and Reports**

- Commissioner Angier- attended the SDAO conference and specifically attended the public meetings and executive sessions session; the public records session (what is charged for records requests); Another session was about getting ahead of misinformation by putting out the accurate information.
- Commissioner Alexander- found the SDAO conference very informative and really enjoyed the Board member rolls and responsibilities session and enjoyed the keynote speaker found him to be very inspirational.
- Commissioner Garrison- Attended the public records session and the strategic planning session at the SDAO conference. Also attended the GM evaluation processes and procedures and the Risk management back to basic
- Commissioner French- attended the SDAO conference session on Board rolls and responsibilities, one of the items that came up at one of the

session was that the Board President should have the GM personnel file which she did not agree with. Attended the Oak Lodge Board meeting (they replaced their AED's, updated their Rules and Regulations, had a bacterial problem at their plant that is being monitored). Attended the Sunrise Water Board meeting; they have hired a CFO. SWA held a special meeting on March 9 about their new building property location and what their site plan would look like with surrounding properties, also the cost of the building was discussed.

Commissioner French asked if the agenda setting meeting on March 30 would be in person and it will be.

Mr. Rubitschun asked about Riverside Park being his "nemesis" and if there is security/cameras etc. CRW has patrol services and has looked at more presence during the summer. Also asked about Oregon City going out for loans to repair and or improve pipes/infrastructure.

**Open meeting is adjourned 7:02pm**