

**CLACKAMAS RIVER WATER BOARD OF COMMISSIONERS  
REGULAR BOARD MEETING  
June 8, 2023**

**COMMISSIONERS PRESENT VIA ZOOM MEETING:**

Sherry French President  
Naomi Angier, Secretary  
Tessah Danel, Treasurer  
Rusty Garrison  
Bob Rubitschun

**STAFF PRESENT:**

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

**CRW Employees:** IT Manager, Kham  
Keobounnam; Chief Engineer, Adam Bjornstedt

**COMMISSIONERS ABSENT:0**

**VISITORS:** Bob Steringer, Tim Fisher, Kevin Williams

**Call Regular Meeting to Order**

Commissioner French called the meeting to order at 6:04pm. The pledge of allegiance was recited and roll call taken.

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

**MOTION CARRIED 5-0**

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

**Public Comment- None**

**Adjourn the Regular Meeting and open the Budget Hearing- motioned by Commissioner Angier and seconded by Commissioner Garrison seconded the motion- motion passed unanimously.**

**BUDGET HEARING**

The hearing of the Clackamas River Water Board of Commissioners, Clackamas County, Oregon will be called to order pursuant to ORS 192.640, 294.438 and 294.453, to allow members of the public an opportunity to testify regarding the CRW budget as approved by the Budget Committee on April 27, 2023, for the biennium July 1, 2023 to June 30, 2025. The budget hearing will be closed by board action and considered for approval on Agenda Item #1

Mr. Heidgerken presented an overview of the budget process and the highlights of the budget (see attached presentation). Mr. Heidgerken thanked Jason Kirkpatrick CRW's previous CFO, Ted Eborra & Christina Day Sr. Finance and Accounting Specialist and the management team for their work to prepare the budget to present to the budget

committee. He also thanked the budget committee for their work to get to the budget hearing for Board approval.

Commissioner Rubitschun noted that in the budget document there is the budget award and is proud to be a part of this process.

Public Comment: none

Commissioner Angier move the CRW Board of Commissioners close the budget hearing and reconvene the regular meeting. Commissioner Garrison seconded the motion

**MOTION CARRIED 5-0**

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

**Nays:** None

**Abstentions:** None

Public Comment: none

**Consent Agenda**

CA-1: Gross Payroll and Account Paid for May 2023

CA-2: Cash Position and Transfers May 2023

CA-3: Board to Consider Approval of Request to vacate a public utility easement at 16090 S Sandalwood Rd., TL 22E26C 0570

**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, Rubitschun

**Nays:**

**Abstentions:** None

**Agenda Item 1.0 Consider resolution 14-2023 Adoption of Biennial (BN) Budget and Make Appropriations for BN 2023-2025**

**MOTION:** Commissioner Angier move to approve Resolution No 14-2023 adopting the budget and making appropriations for the 2023-2025 biennium. Commissioner Garrison seconded the motion.

**MOTION CARRIED 5-0**

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

**Nays:**

**Abstentions:** None

**Agenda Item 2.0      Consider Approval of Resolution No. 15-2023 Approve Utility Billing Bad Debt Write-off for FY 2022-2023, Uncollectible Water Bills**

Mr. Heidgerken explained the Board is asked annually to approve the removal of debt staff does not feel will be collected. This is done as a part of the year end wrap up. The amount of the Board approves to write-off is then turned over to a collection agency for continued efforts to try to recoup these dollars.

Commissioner Rubitschun asked what percentage the collection agency keeps on any funds that are re-couped (17.25% go to the collection agency). Commissioner Garrison asked how this years write-off compares to other years, it is higher than other years.

**MOTION:**                      Commissioner Angier move to approve Resolution No 15-2023 Bad Debt Write-off for FY 2022-2023, Uncollectible water bills. Commissioner Garrison seconded the motion.

**MOTION CARRIED 5-0**

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

**Agenda Item 3.0      Management Report**

- The Board received copies of the bill insert; The 2023 CCR (Mr. Heidgerken thanked both Tracy Triplet & Beth McGinnis for their work in preparing the report), staff listing of positions at CRW, and the monthly reports for May & June
- CRW received two FEMA grants to fund two CIP projects (Redland Rd. WL phase 2 & I-205 Crossing project). Mr. Heidgerken thanked Adam Bjornstedt for his efforts on shepherding the FEMA grant application process. In total this will benefit CRW by about 2 million dollars on these CIP project.
- The July Board meeting will be held on July 20. The Board is being asked to approve the move of the February 2024 Board meeting to February 6 because of a conflict with the SDAO annual conference
- There will be an Executive session on June 27 at 4pm.

**No public comment- None**

**Agenda Item 5.0      Commissioner Reports and Reimbursements**

- Commissioner Angier attended the Regional Water Providers Consortium Board meeting- the focus was to adopt emergency preparedness and resilience initiatives for the region; strengthen regional partnerships.
- Commissioner French attended the Sunrise Water Authority meeting- their budget was adopted and an updated employee handbook was adopted. Also attended the Oak Lodge Board meeting and Budget meetings. Also attended the MPAC meeting.

**Agenda Item 7.0      Election of Officers**

**MOTION:** Commissioner Danel move to nominate Commissioner French for the office of President for FY 2023-2024. Commissioner Garrison seconded the motion

**MOTION CARRIED 5-0**

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

**Nays:**

**Abstentions:** None

**MOTION:** Commissioner Angier move to nominate Commissioner Danel for Secretary for FY 2023-2024. Commissioner French seconded the motion

**MOTION CARRIED 5-0**

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

**Nays:**

**Abstentions:** None

**MOTION:** Commissioner French move to nominate Commissioner Rubitschun for Treasurer for FY 2023-2024. Commissioner Garrison seconded the motion


**MOTION CARRIED 5-0**

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

**Nays:**

**Abstentions:** None

**Open meeting is adjourned 7:06pm**



# Budget Hearing Biennium 2023-2025

Todd Heidgerken  
General Manager and Budget Officer  
June 8, 2023

# Strategic Plan - Goals

The District's strategic plan has guided our preparation of this Budget. The Board of Commissioners approved the refreshed mission, vision and values and the three strategic goals at their October 2020 meeting.

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Ensure a reliable water supply for the communities we serve by investing in infrastructure and emergency preparedness

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Be a water district of choice for attracting, developing, and retaining highly qualified workforce by providing a safe, healthy, rewarding environment that values employees.

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Heighten public awareness of the District's role in enhancing public health, community vitality, and economic growth.

# Budget Message

- Strategic Planning
  - Ensure a reliable water supply for the communities we serve by investing in infrastructure and emergency preparedness
- Implications to this Budget
  - Robust capital improvement planning drives our CIP budget for this biennium and the next two budget cycles. (More specifics will be shared in the CIP presentation).
  - Emergency preparedness is considered in response to the America's Water Infrastructure Act assessment.
  - Significant costs increases for operational expenses to produce and deliver water to our customers.

# Budget Message

- Strategic Planning
  - Be a water district of choice for attracting, developing, and retaining highly qualified workforce by providing a safe, healthy, rewarding environment that values employees.

- Implications to this Budget
  - Increased training dollars to provide opportunities for employee development.
  - Continue staff planning for retirement of key personnel and filling new positions.
  - Continue enhanced communication to employees and allow ability for feedback



# Budget Message

- Strategic Planning
  - Heighten public awareness of the District's role in enhancing public health, community vitality, and economic growth.
- Implications to this Budget
  - Define and address the need and role for public outreach and communication
  - Continued participation with regional partners such as Clackamas River Water Providers (Conservation, Youth Education) and the Regional Water Providers Consortium (Emergency Planning, Conservation).

# Approved Budget

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## Approved Budget:

- General Fund Appropriations
  - Personnel Services - \$13,910,000
  - Materials & Services - \$11,389,000
  - Capital Outlay - \$2,279,500 (includes leak detection project)
  - Transfers Out - \$6,475,300 for Capital Reserve and Revenue Bond (Debt Service) Funds
  - Operating Contingency - \$1,000,000

# Approved Budget

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## Approved Budget:

- Capital Improvement Projects (CIP) Fund Appropriations
  - Capital Outlay - \$9,940,000 – fourteen projects
- SDC Reserve Fund Appropriations - \$1,000,000
- Revenue Bond Fund Appropriations - \$2,475,300

# Budget Hearing

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- Public Comment

Any member of the public that would like to comment at this time are asked to do the following:

- If in person, please complete the sign in sheet
- If joining virtually, please use the “Chat” feature in Zoom to let us know.
- Public comment is limited to three minutes unless extended by the Board

- Motion to Close Budget Hearing and Reconvene Regular Meeting



**Clackamas River Water**

# **Monthly Update**

***June 2023***



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Purchase Order Report- May 2023

Purchase Order Report - May 2023

Vendor: 00094 - GFS CHEMICALS INC.

PO #	Description	Total Amount
23-0134	TURBIDITY STANDARDS	404.20

Vendor: 00165 - UNIVAR SOLUTIONS USA INC

PO #	Description	Total Amount
23-0122	CALCIUM HYPOCHLORITE 3" TABS	2,725.60

Vendor: 01376 - BUD'S CRANE SERVICE INC

PO #	Description	Total Amount
23-0136	BLANKET PO - CRANE SERVICE	3,000.00

Vendor: 01541 - HARRIS WORKSYSTEMS

PO #	Description	Total Amount
23-0127	ERGONOMIC CHAIR - TAYLOR, C.	1,302.65

Vendor: 01653 - NORTHSIDE FORD TRUCK SALES INC

PO #	Description	Total Amount
23-0138	BLANKET PO FOR VEHICLE SERVICE AND REPAIR	3,000.00

Vendor: 01844 - FERGUSON ENTERPRISES INC

PO #	Description	Total Amount
23-0123	12" INSERTION VALVE	16,800.00

Vendor: 02246 - CONCRETE SAWING COMPANY INC

PO #	Description	Total Amount
23-0133	CONCRETE DRAINAGE CUTS - TOP OF CLEARWELL	2,025.00

Vendor: 02319 - NURNBERG SCIENTIFIC

PO #	Description	Total Amount
23-0137	LABORATORY INCUBATOR	3,542.14

Vendor: 03212 - EVOQUA WATER TECHNOLOGIES, LLC

PO #	Description	Total Amount
23-0126	ANNUAL DI WATER SYSTEM MAINTENANCE	5,000.00

Vendor: 03775 - FIELD INSTRUMENTS & CONTROLS

PO #	Description	Total Amount
23-0121	30" MAG FLOW METER	22,708.72

PO #	Description	Total Amount
23-0130	2 PH PROBES FOR ENDRESS + HAUSER SYSTEM	1,237.58

Vendor: 04138 - THE CHARLES MACHINE WORKS

PO #	Description	Total Amount
23-0135	(2) UNDERGROUND LINE LOCATORS	8,597.84

PO #	Description	Total Amount
23-0128	Rebuild Low Lift Pump #3	50,000.00

Vendor: 04250 - CIMCO-GC SYSTEMS, LLC, DBA GC SYSTEMS

PO #	Description	Total Amount
23-0132	3/8" CLA-VAL CRD Reducing Pilot, Bronze	680.00

Vendor: 04320 - CHOWN INC

PO #	Description	Total Amount
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23-0124	CRW FACILITIES LOCK & KEY CONVERSION	18,855.21
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Vendor: 04386 - SWIFTCOMPLY US OPCO INC

PO #	Description	Total Amount
23-0131	SWIFT COMPLY DATA BASE MIGRATION	8,950.00

Vendor: 04491 - MJU INDUSTRIAL, LLC

PO #	Description	Total Amount
23-0125	RECOAT AND IMPROVE SAFETY OF CLEARWELL TOP	42,150.00

Vendor: 04494 - INSTRUMART

PO #	Description	Total Amount
23-0129	Watgate DM5E Ultrasonic Thickness Gauge	1,751.00

Contract Log

(Executed since last board meeting May 11, 2023)

Company	Product / Service	Rates	Eff. Date	Exp. Date	New/Amended/ Extended
Meng-Hannan Construction	Fuel Station Expansion Project	NTE \$105,000	12/19/22	7/14/23	Time extension only
United Site Services	Portable chemical toilet rental	NTE \$25,000	6/1/23	5/31/24	Extended

Summary of Legal

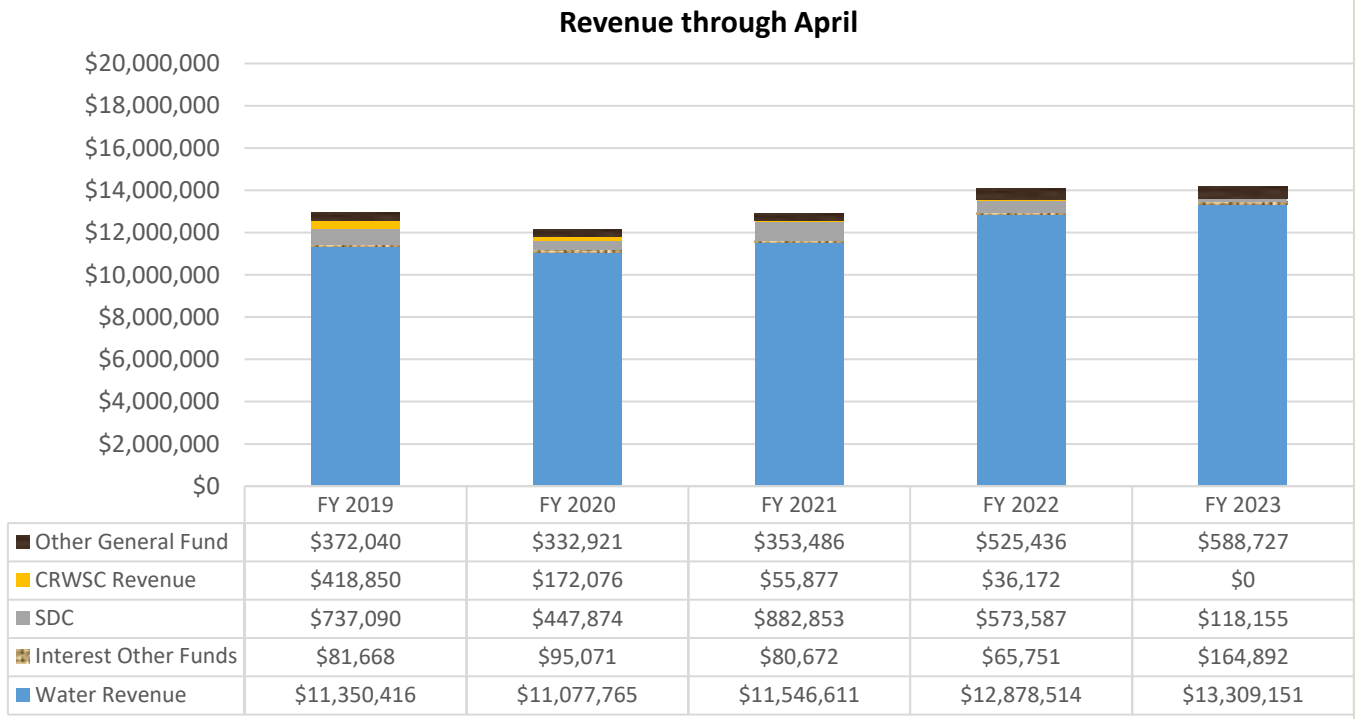
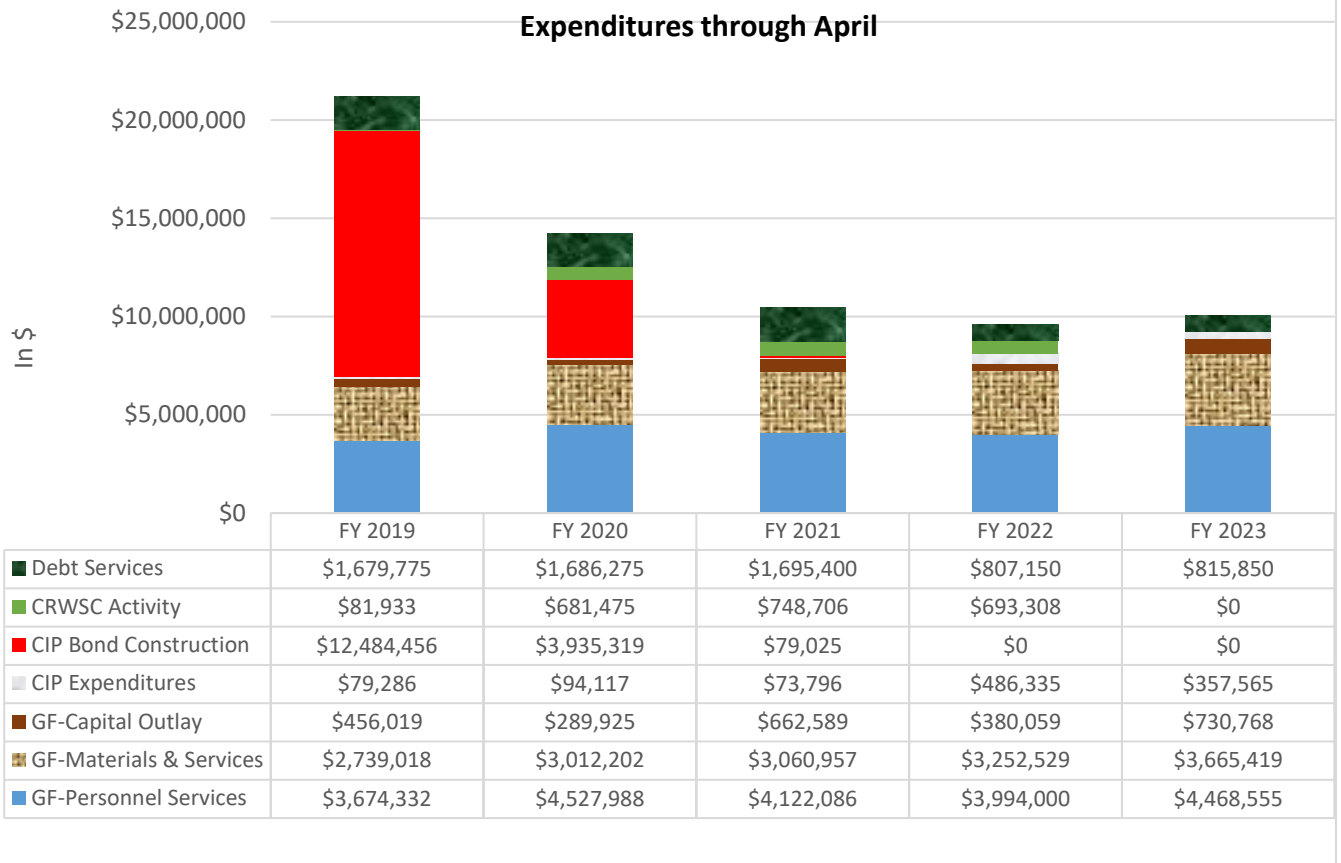
May 2023

Harrang Long Gary Rudnick monthly retainer	\$ 4,600.00
Harrang Long Gary Rudnick work outside of retainer/Client Cost	\$
Sub-contracted legal services	\$ _____
<b>Total Legal</b>	<b>\$ 4,600.00</b>

Public Records Request Received

Number of Records Requests Received in May 2023 0

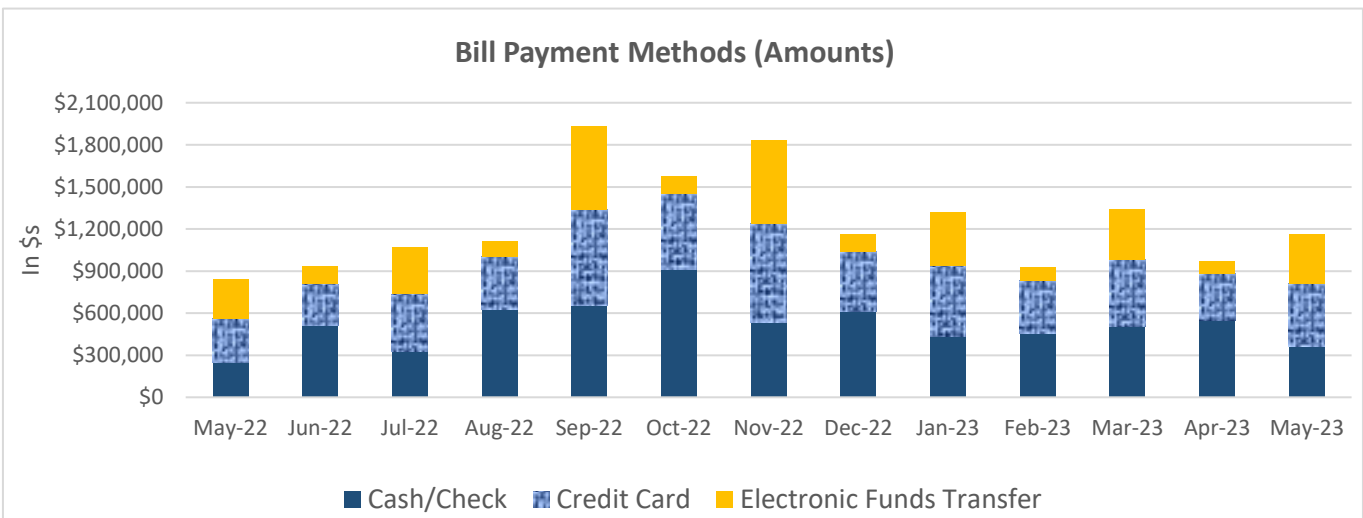
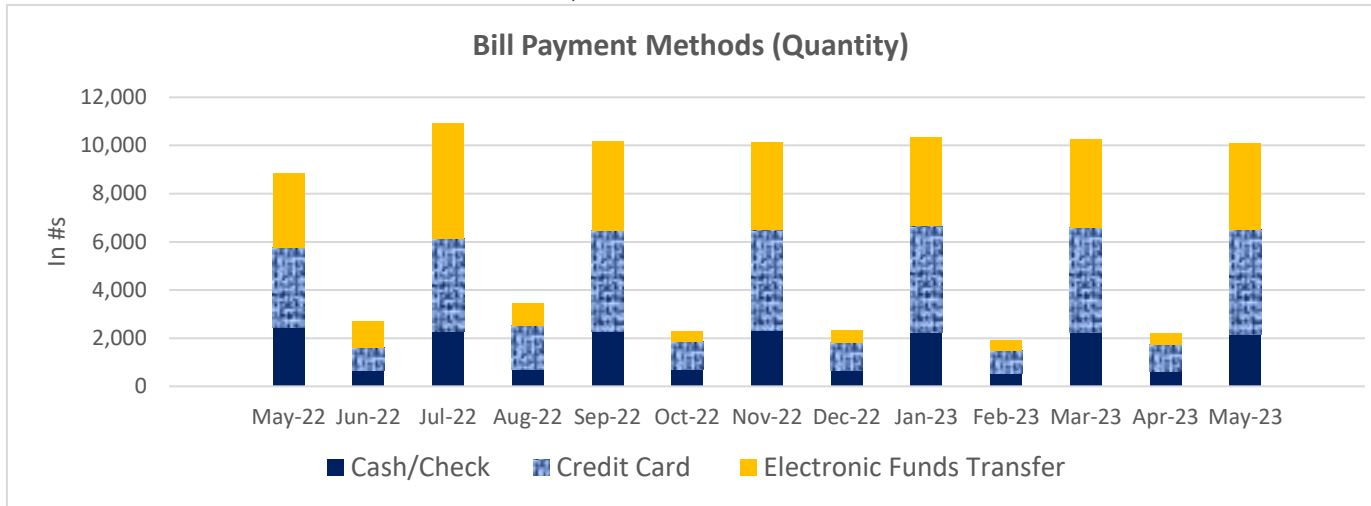




1) SDC revenue is lower than the prior years due to fewer construction projects in the district. 2) Other General Fund revenue is higher primarily due to increasing interest rates. 3) There are no costs for CIP Bond or CRWSC as those funds have been closed out but will be reported in the 5-year graph.

(as of the end of May 2023)

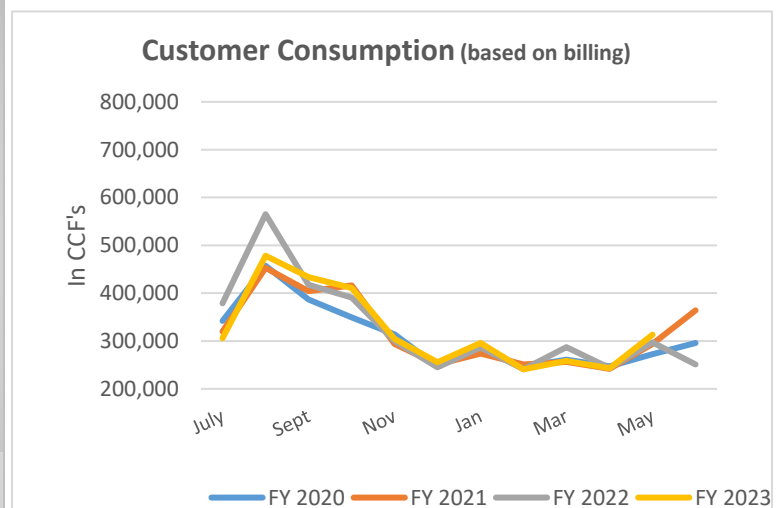
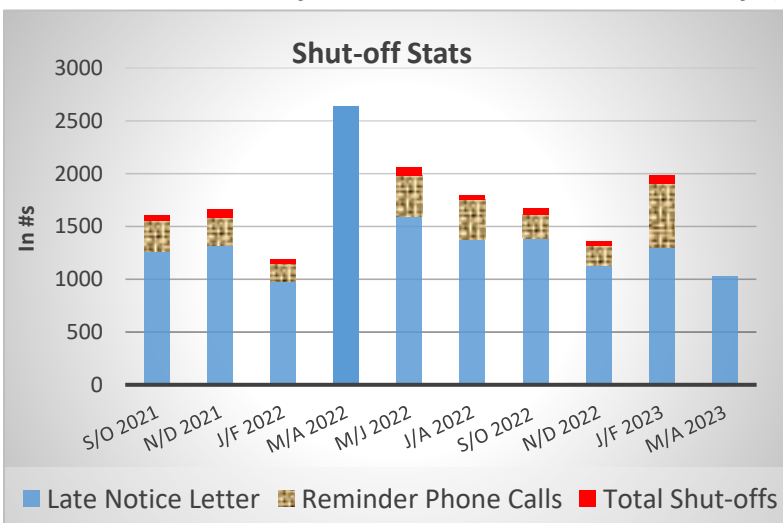
Residential Customers are billed on even months, Commercial Customers are billed on odd months.



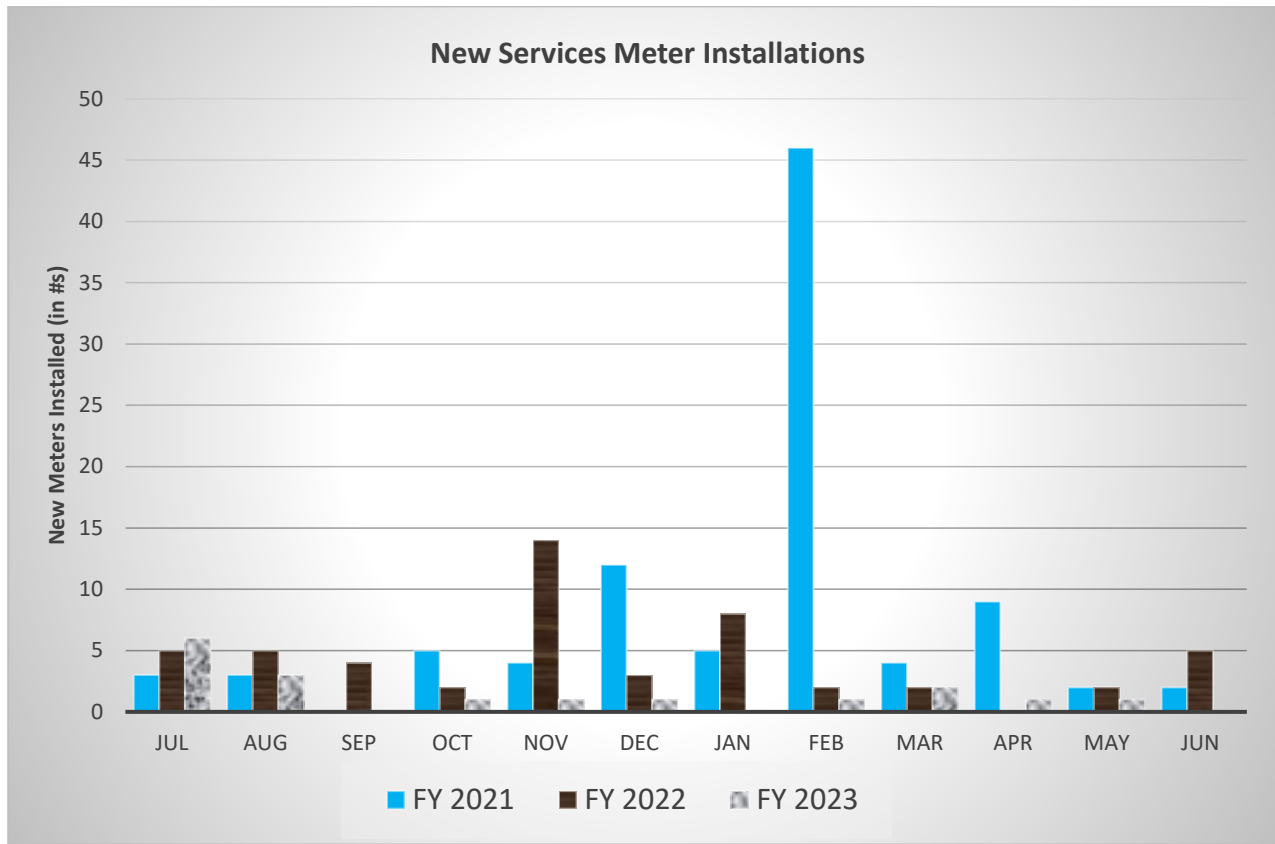
Cash/Check – Received via Lockbox, Counter

Credit Card – Received via CRW Initiated Automatic Payment, Walk-ins/Phone Calls, and Website

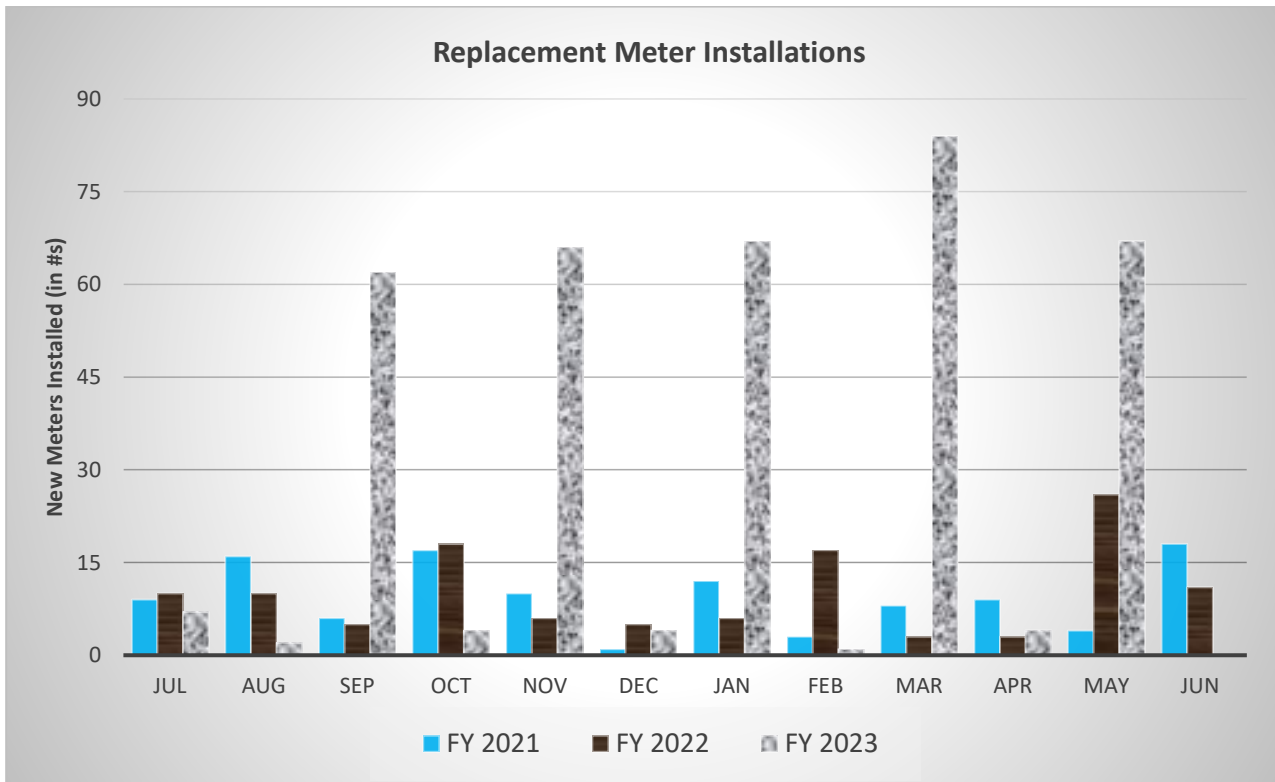
Electronic Funds Transfer – Received via Bank-to-Bank Transfer, Automatic Checking Withdrawal (RapidPay)



\*Reminder Phone Calls are made during the even months. Shut offs occur the following month. \*\*Jan/Feb late notice number is an estimate \*No late notices Sept-Dec. '20; reinstated February and sent in May 2021



No new services for Sept. FY21, April F22, Sept. FY 22, Sept. FY 23, Jan FY23



**Annual 2023 Goal for Meter Replacement is 350- Year to date is 223**

## Operation Statistics

	Leak Repairs Made (all pipe sizes)	Leak Detection Completed (miles)	Hydrant Maintenance	Locate Requests	Valve Maintenance & Mapping	After-hours Callouts	Meter Maintenance Tasks	Cross Connection Inspections
Jan. 2023	0	0.0	6	374	95	3	47	0
Feb. 2023	0	0.0	140	366	162	0	58	2
Mar. 2023	4	0.0	4	496	80	4	0	0
April 2022	1	23.7	169	378	219	7	0	0
May 2023	3	40.6	1	440	5	9	54	3
June 2023								
July 2023								
Aug. 2023								
Sep. 2023								
Oct. 2023								
Nov. 2023								
Dec. 2023								
<b>Total to Date</b>	<b>8</b>	<b>64.3</b>	<b>320</b>	<b>2054</b>	<b>561</b>	<b>23</b>	<b>159</b>	<b>5</b>
<b>2023 Annual Goal</b>	N/A	120.0	1,110	N/A	500	N/A	N/A	96

Note - Annual maintenance goals are established based on several criteria including; AWWA Best Management Practices, identified system priority maintenance and repair focus needs, and internal/external project forecasts.

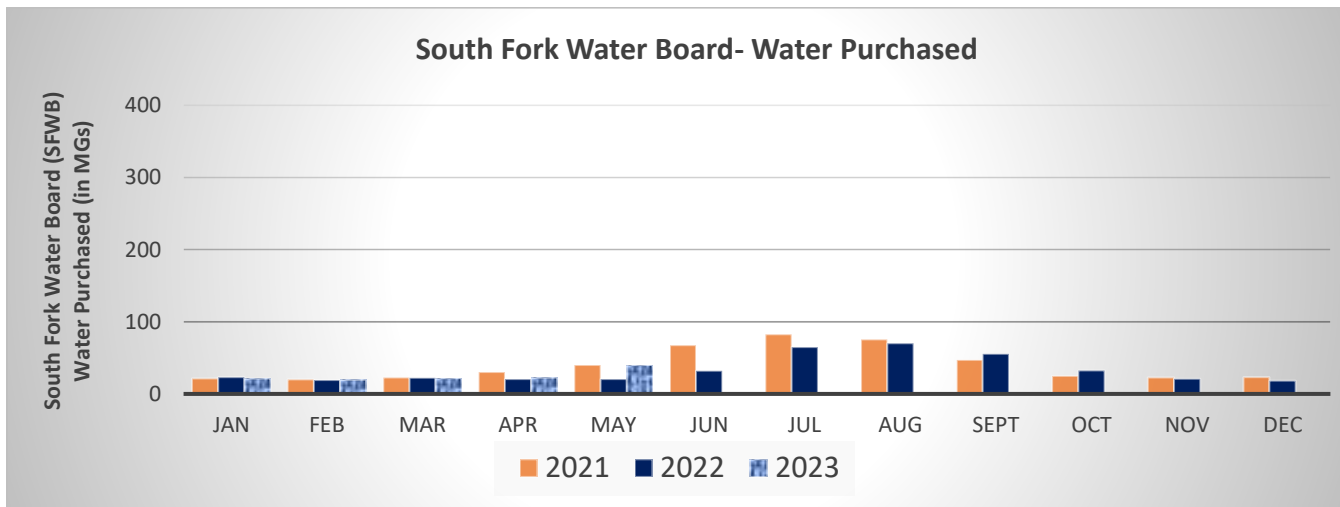
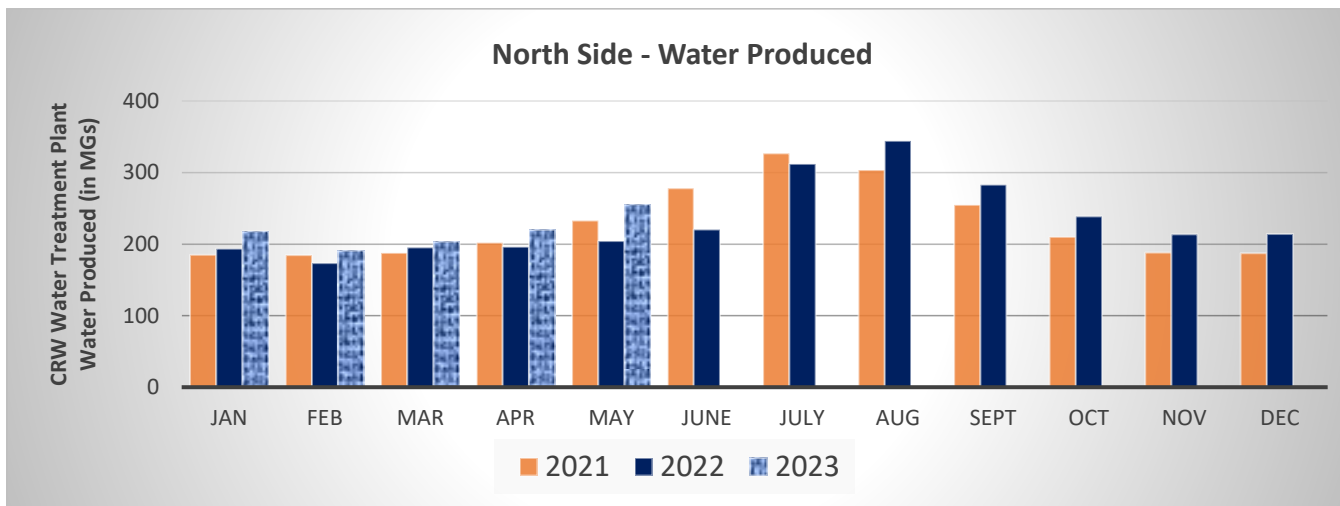
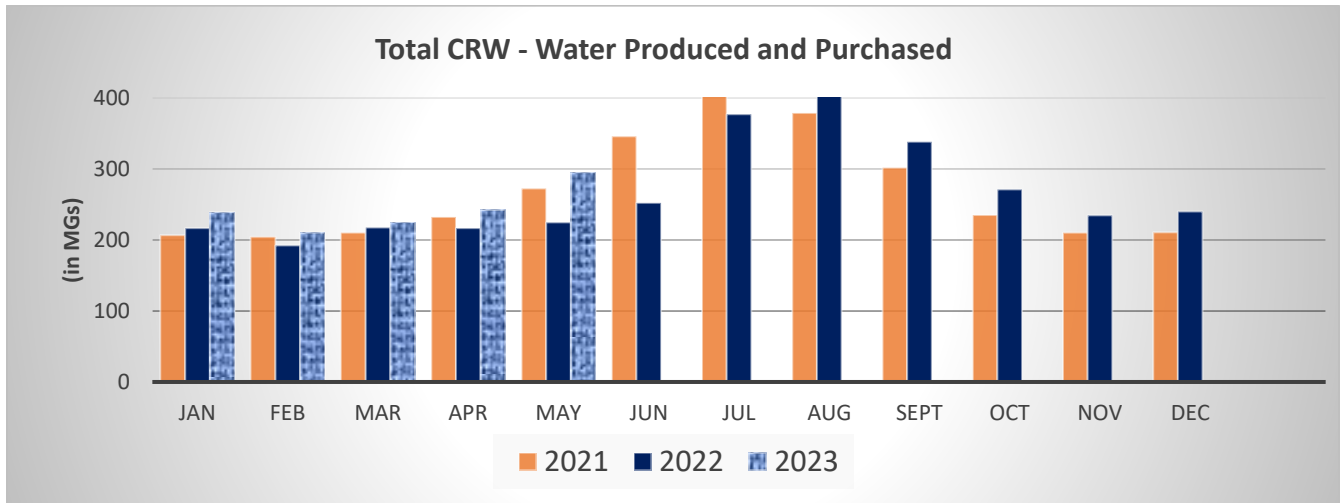
Private Development Projects

Private Project Tracking – May 2023

Project No.	Name	Description	Phase	Status
<b>20-5262 Private</b>	Bonaventure Senior Living	6" fire service and 3" meter	Const.	Pending Construction start.
<b>21-5283 Private</b>	NCSD Facility	1 - 6" Fire Service 3 - domestic meters	Const.	Punch list Underway.
<b>21-5285 Private</b>	130 <sup>th</sup> Industrial Park	3-fire services 3-commercial services	Const.	Construction nearing completion.
<b>18-5288 Private</b>	Copper Heights	Residential 30 lot subdivision	Const.	Water system nearly complete.
<b>21-5289 Private</b>	224 Logistics Center	Unified Grocer site; 4 fire & 4 Domestic Services	Const.	Pending Construction start.
<b>22-5293 Private</b>	Crosswhite Industrial	New 6" fire service	Const.	Punch list Underway.
<b>22-5294 Private</b>	Clackamas CLT	8" main extension for 10 lot subdivision	Const.	Pending Construction Start
<b>22-5295 Private</b>	Jannsen Multi-Family	New fire and domestic service for 8-plex development.	Const.	Pending Construction start.
<b>22-5298 Private</b>	Serres Farms Subdivision	7-lots of subdivision	Design	Design Review Underway.
<b>23-5299 Private</b>	Prologis Park Clackamas	4-Warehouses with Fire and domestic service	Design	Design Review Underway.

Capital Project Tracking – May 2023

Project No.	Name	Budget BN 2021-23	Total to Date*	Remaining Budget	Status
5274	ODOT/City/Clackamas County DTD	\$250,000	\$15,952	\$234,048	
Utility coordination and adjustments at: Johnson Cr. Blvd at 79th Place Signals; WES force mains, ODOT 82nd Ave.					
5275	Athens Drive Waterline	\$641,000	\$516,373	\$124,627	Complete
5276	Fawn Ct. Waterline	\$277,000	\$0	\$277,000	No Activity.
Fawn Ct is a waterline replacement in a short cul-de-sac. The project has been abandoned for this biennium.					
5277	Leland Road Master Meter	\$493,000	\$1,850	\$491,150	No Activity
Discussing Oregon City logistics and impact of meter transfers. The project has been abandoned for this biennium.					
5273	Redland Rd. Waterline Phase 1	\$1,080,000	\$223,759	\$857,504	Construction
County is contracting with Contractor - Dirt and Aggregate Interchange. CRW waterline to be performed by County Contractor via IGA with County. Anticipate work start n late June 2023.					
5270	Linwood Road Improvements	\$328,000	\$207,031	\$120,969	Construction
Construction has begun. CRW is coordinating service replacement work with the County and Contractor.					
5278	Monroe Street Improvements	\$940,000	\$23,809	\$916,191	Design in progress
County road improvement schedule has construction in 2024. Staff is preparing design for construction in 2023 prior to County project.					
5279	Maplelane Road Waterline	\$846,000	\$66,282	\$780,050	Construction
Construction is underway with completion in late June.					
5280	Pump Station Chlorine	\$168,000	\$15,185	\$152,815	Design in progress
Designing spaces to house the new and upgraded chlorination equipment.					
5281	WTP Polymer Feed System	\$476,000	\$6,871	\$469,129	Design phase
Designing space and layout of proposed feed system on first floor of WTP.					
5282	WTP Filter Valve Replacement	\$692,000	\$17,256	\$674,744	Valve procurement
Valves and actuators have been ordered with delivery in October 2023. An installation contract is being prepared.					
5253	82nd Dr. - Phase 1 (Carryover)	\$97,000	\$46,974	\$50,026	Complete.
5287	90th St PS Electrical		\$55,825	(\$55,825)	Complete.
5291	I-205 Crossing		\$752	(\$752)	On hold
5292	Johnson Creek Blvd. Improv.		\$1,140	(\$1,140)	Utility coordination
5243	CRC Mobility Improvements		\$3,285	(\$3,285)	Complete
5296	Holly Lane Pipe Repair		\$43,270	(\$43,270)	Complete
5306	Redland Rd WL – Phase 2		\$2,022	(\$2,022)	
***Total expenditure for May 2023 does include labor overhead					



### **Regulatory**

All 73 samples collected and analyzed for the April monitoring period showed no presence of coliform/*E. coli* bacteria.

### **Cyanotoxin Testing**

Microcystin and Cylindrospermopsin sampling of our raw water began in May and occurs every two weeks for compliance.

No cyanotoxins were detected in our raw water in May.

### **Non-Regulatory**

General water quality parameters (pH, temperature, chlorine, TDS, hardness, alkalinity) were collected for the distribution system at 16 locations in the North and South systems.

Monthly watershed sampling was conducted at 4 long-term sampling locations for total organic carbon, nutrients (nitrate/nitrite, total phosphorus, orthophosphate, etc), coliform density, pH, dissolved oxygen, TDS, and temperature.

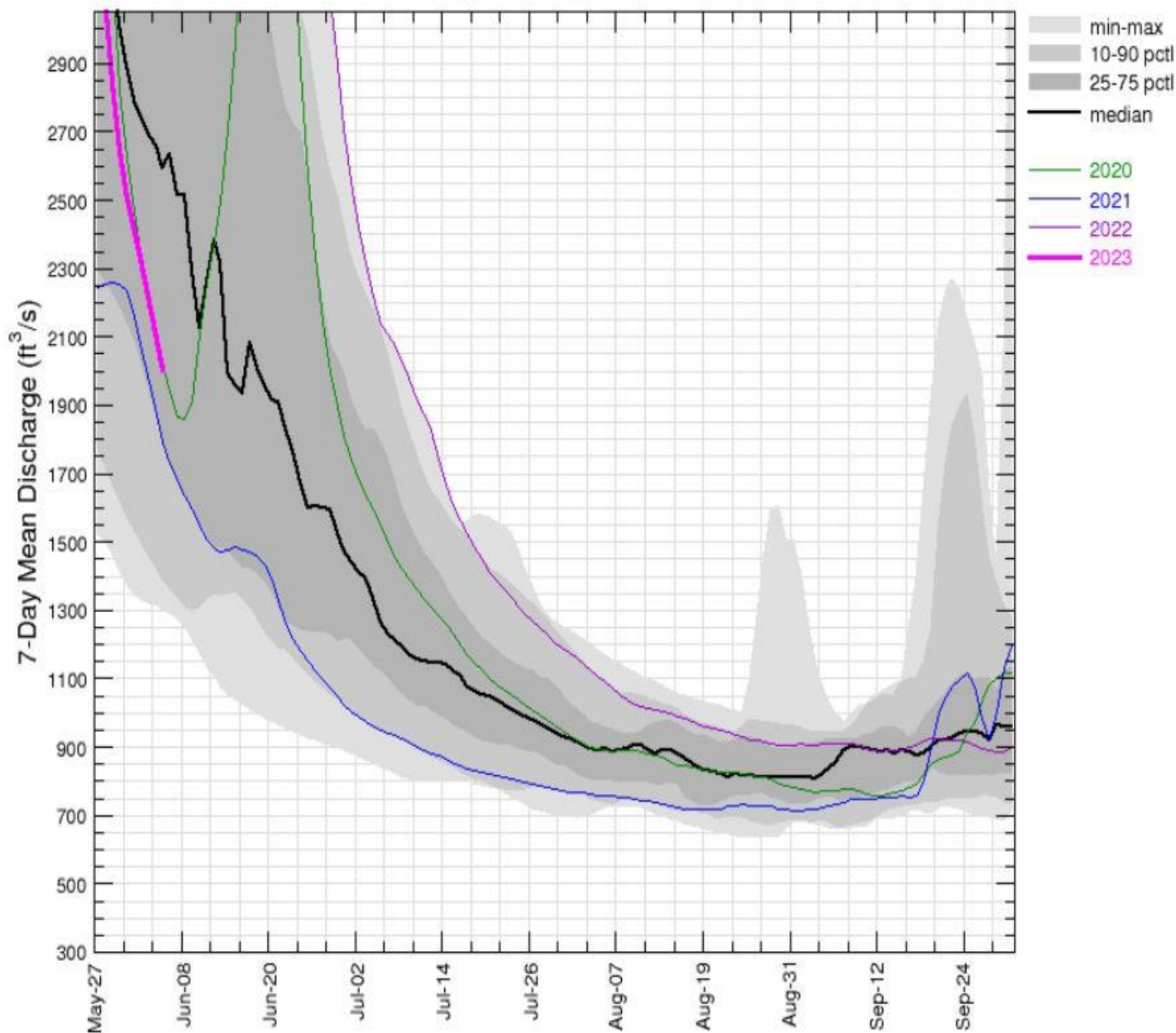


## River Conditions Reports

- As of June 5th, the **Clackamas basin snowpack has melted**. The current Clackamas River **7-day average streamflow is 79% of normal** (median).
- **May precipitation in the Clackamas basin was 36% of normal**. Precipitation since the beginning of the water year (October 1 – June 5) has been 83% of normal.
- The June through September **streamflow forecasts in the Clackamas River at Estacada is near 100% of median**.
- **The three-month outlook (Jun-Aug)** from the NOAA Climate Prediction Center calls for an elevated chance of **above normal temperatures**, and slightly elevated chance of **below-normal precipitation** for most of Oregon.

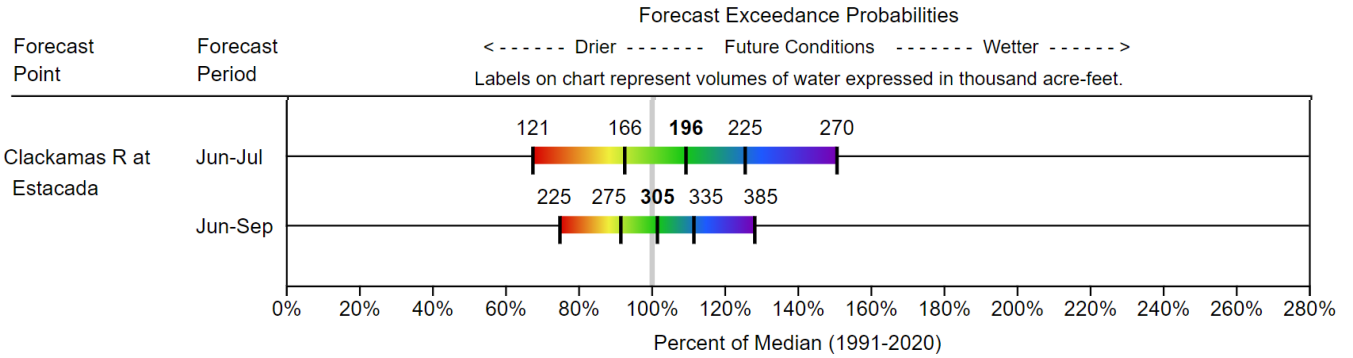
### Clackamas River near Oregon City, OR (14211010)

Data from U.S. Geological Survey, Jun-08-2001 to Jun-05-2023



Mon Jun 5 18:22:39 2023

**WILLAMETTE BASIN**  
**Water Supply Forecasts**  
**June 1, 2023**



**Legend**

