

**CLACKAMAS RIVER WATER BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
July 20, 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: CAD-GIS Tech, Mike Grose;
Chief Engineer, Adam Bjornstedt

COMMISSIONERS ABSENT:0

VISITORS: Bob Steringer, Kevin Williams, Chris Hawes

Call Regular Meeting to Order

Commissioner French called the meeting to order at 6:02pm. The pledge of allegiance was recited and roll call taken.

MOTION: Commissioner Garrison 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

Agenda Item 1.0 Administer the Oath of Office Positions 1,2 & 5

Oaths were conducted

Public Comment: none

Consent Agenda

CA-1: Gross Payroll and Account Paid for June 2023
CA-2: Cash Position and Transfers June 2023
CA-3: Consider approval of change order for water treatment chemicals from Hasa Inc. that exceed the General Managers Signature Authority

MOTION: Commissioner Danel moved to approve the consent agenda as presented. Commissioner Rubitschun seconded the motion.

MOTION CARRIED 5-0

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

Agenda Item 2.0 Recurring Payments: consider approval of recurring payments for FY 2023-24 contracts in excess of general manager's approval limit.

Mr. Heidgerken shared this is an annual exercise that staff brings to the Board contracts and payments that exceed the GM authority to approve for the full fiscal year.

MOTION: Commissioner Danel move to approve recurring purchases for FY 2023-24 that are \$75,000 or over per the attached list. Commissioner Rubitschun seconded the motion.

MOTION CARRIED 5-0

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

Agenda Item 3.0 Consider the Authorization of an amendment to the contract with WHA, Inc. for One Additional year

Mr. Heidgerken explained that staff is asking the Board to extend the insurance agent of record contract for an additional year. This contract for agent of record services is a contract the Board approves. There are no more extensions available to extend this contract without Board approval. Staff is asking for a one-year extension to allow time for staff to conduct an RFP process in 2024.

MOTION: Commissioner Danel move to authorize an amendment with WHA, Inc. Extending the contract through August 31, 2024 and authorize the General Manager to sign the completed contract amendment. Commissioner Rubitschun seconded the motion.

MOTION CARRIED 5-0

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

Agenda Item 4.0 Consider approval of cost-of-living increase for the General Manager

Mr. Steringer explained that the Board has a contract with the GM, a clause in the agreement provides for an annual COLA increase in salary of 2% and provides the

Board the flexibility to increase the automatic 2% COLA. This agenda item would allow for an additional 2% COLA increase for the GM for a total of 4%.

Commissioner French explained that CRW represented staff have an established negotiated COLA, management staff receive the same negotiated COLA as represented staff. This increase would have the GM receive the same percentage of COLA increase.

MOTION: Commissioner Danel move to grant a 2% cost of living increase to the General manager's base salary effective July 22, 2023 in addition to the 2% cost of living increase that became effective July 1, 2023 as allowed in Section 3.1 of the General Manager's employment agreement. Commissioner Rubitschun seconded the motion.

MOTION CARRIED 5-0

Ayes: Angier, Danel, French, Garrison, Rubitschun

Nays:

Abstentions: None

Agenda Item 5.0 Management Report

- The Board received copies of the BN 23-25 budget document
- The CRWP newsletter was provided
- The monthly report was provided and is posted on the website
- Currently CRW is under two water system ID numbers as a result of a merger of two districts to form CRW. Staff will be asking the state to combine the ID numbers since CRW is now serving the south side with water from the WTP. Creating one ID would save on duplicated efforts under two numbers.
- Continuing to recruit for the Water Resources Manager and CFO. Also have begun recruiting for a Water Treatment Supervisor and for a Lead Maintenance Technician which is in anticipation of future retirement to hopefully provide overlap.
- Maplelane Project- there may need to be a change in approach to the installation of the WL requiring a change in method and would necessitate a change order for the Board to approve at the August meeting.

No public comment- None

Agenda Item 7.0 Commissioner Reports and Reimbursements

- Commissioner Assignments will remain the same for FY24 as for FY23
- Commissioner French attended the Sunrise meeting

The CRW Board of Commissioners is convening an Executive Session to:

1. Discuss information or records that are exempt by law from public inspection pursuant to ORS 192.660 (2) (f) and 192.355 (9) (a) and ORS 40.225

Open meeting is adjourned 6:48pm



Clackamas River Water

Monthly Update

July 2023



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Purchase Order Report- June 2023

Purchase Order Report - June 2023

Vendor: 00223 - ESRI INC.

PO #	Description	Total Amount
23-0148	ESRI SMALL UTILITY ENTERPRISE AGREEMENT FY24	28,400.00

Vendor: 00232 - HEXAGON TECHNOLOGIES INC.

PO #	Description	Total Amount
23-0145	HEXAFLOC AD-10EP FILTER AID	2,839.65

Vendor: 00391 - NORTHWEST PUMP & EQUIP CO

PO #	Description	Total Amount
23-0080	CO-2312 FUEL TANK TWO CYLINDRICAL UL2085 1,000-GAL	25,875.00

Vendor: 02246 - CONCRETE SAWING COMPANY INC

PO #	Description	Total Amount
23-0133	CONCRETE DRAINAGE CUTS - TOP OF CLEARWELL	3,205.00

Vendor: 02542 - ROSE CITY MOVING & STORAGE

PO #	Description	Total Amount
23-0146	DISMANTLE & INSTALL EXISTING WORKSTATION	1,029.00

Vendor: 02856 - CRYSTAL GREENS LANDSCAPING

PO #	Description	Total Amount
23-0139	IRRIGATION SYSTEM INSTALLATION 15150 SE MISTWOOD W	27,895.49

Vendor: 03588 - LEGGETT ASPHALT INC

PO #	Description	Total Amount
23-0143	ASPHALT PAVING AT MANGAN AND ROBERTS PROPERTIES	38,894.00

Vendor: 04147 - CITY WIDE TREE SERVICES INC

PO #	Description	Total Amount
23-0147	REMOVAL OF TWO DEAD COTTONWOOD TREES AT PARK	1,200.00

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

PO #	Description	Total Amount
23-0144	12" RUBBER REPAIR KIT	1,172.00

Vendor: 04497 - MANUFACTURERS DISTRIBUTOR, INC

PO #	Description	Total Amount
23-0142	Beko Drypoint RAC35 Air dryer	2,789.63

Vendor: 04498 - ACCURATE BACKFLOW, LLC

PO #	Description	Total Amount
23-0141	CRW FY 2023 BACK FLOW ASSEMBLY EST & REPAIR	1,180.00

Contract Log

(Executed since last board meeting June 8, 2023)

Company	Product / Service	Rates	Eff. Date	Exp. Date	New/Amended/ Extended
First Response	Security Access & monitoring	NTE \$15,000	7/1/23	6/30/24	Extended
Grainger	Maintenance Supplies		7/1/23	6/30/24	Extended under state of Oregon Cooperative Contract
Madrone Technology Group LLC	IT Support/Equipment/ Subs & licenses	NTE \$182,000	7/1/23	6/30/24	Extension approved by Board at the July 20 Board meeting
Meng-Hannan Construction	Fuel Station Expansion Project	NTE \$13,277.50	12/19/22	7/14/23	Increased NTE
PBS Engineering & Environmental Inc	Redland Waterline Design	NTE \$44,475	7/1/21	6/30/24	Extended for time
PetroCard	Fuel services	NTE \$33,3500	12/1/19	7/1/24	Increased NTE
Portland Peterbilt, Inc.	Large vehicle maintenance	NTE \$25, 000	6/6/23	4/30/24	In participation with a State of Oregon Contract
VACX	Sub surface exploration	NTE \$50,000	4/11/23	6/30/24	Participation with the City of Salem contract
WHA, Inc	Safety Coordinator support	NTE \$6,000	7/1/23	6/30/24	New
Wolfe Consulting LLC	Finance & Accounting support	NTE \$15,000	6/20/23	12/31/23	New

Summary of Legal

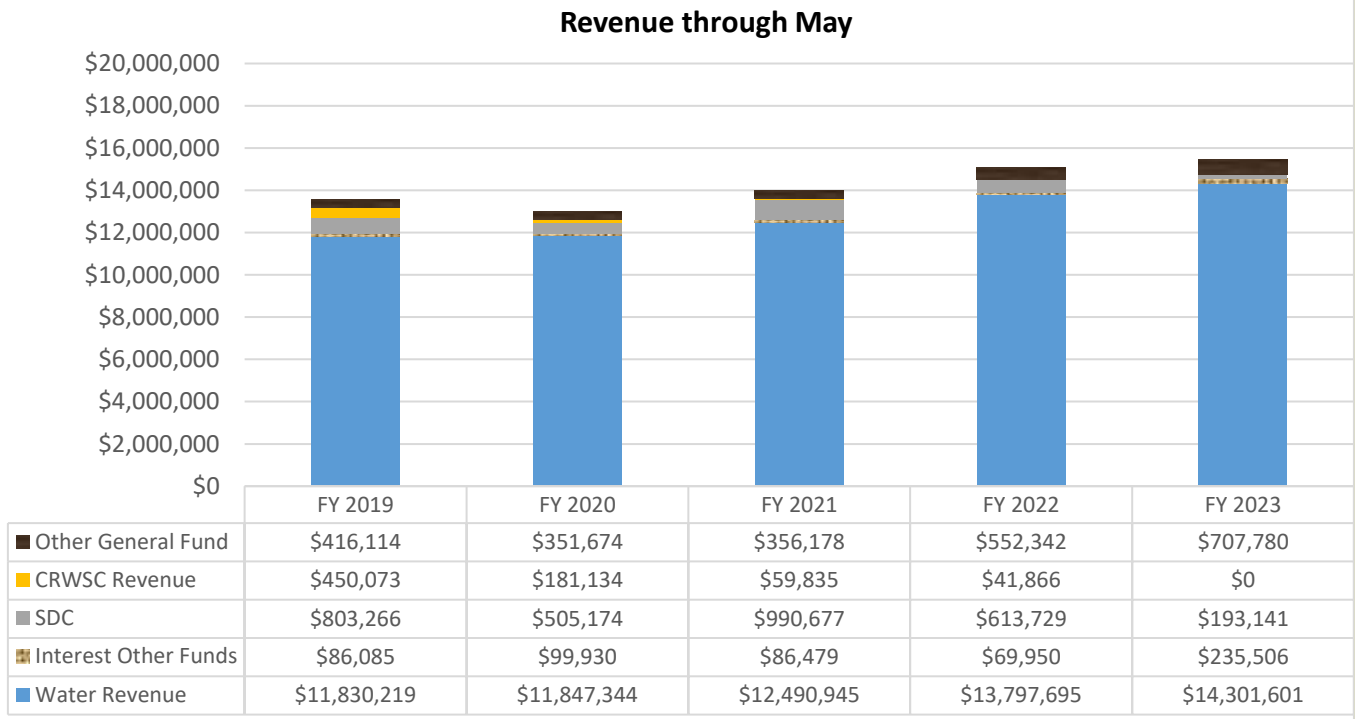
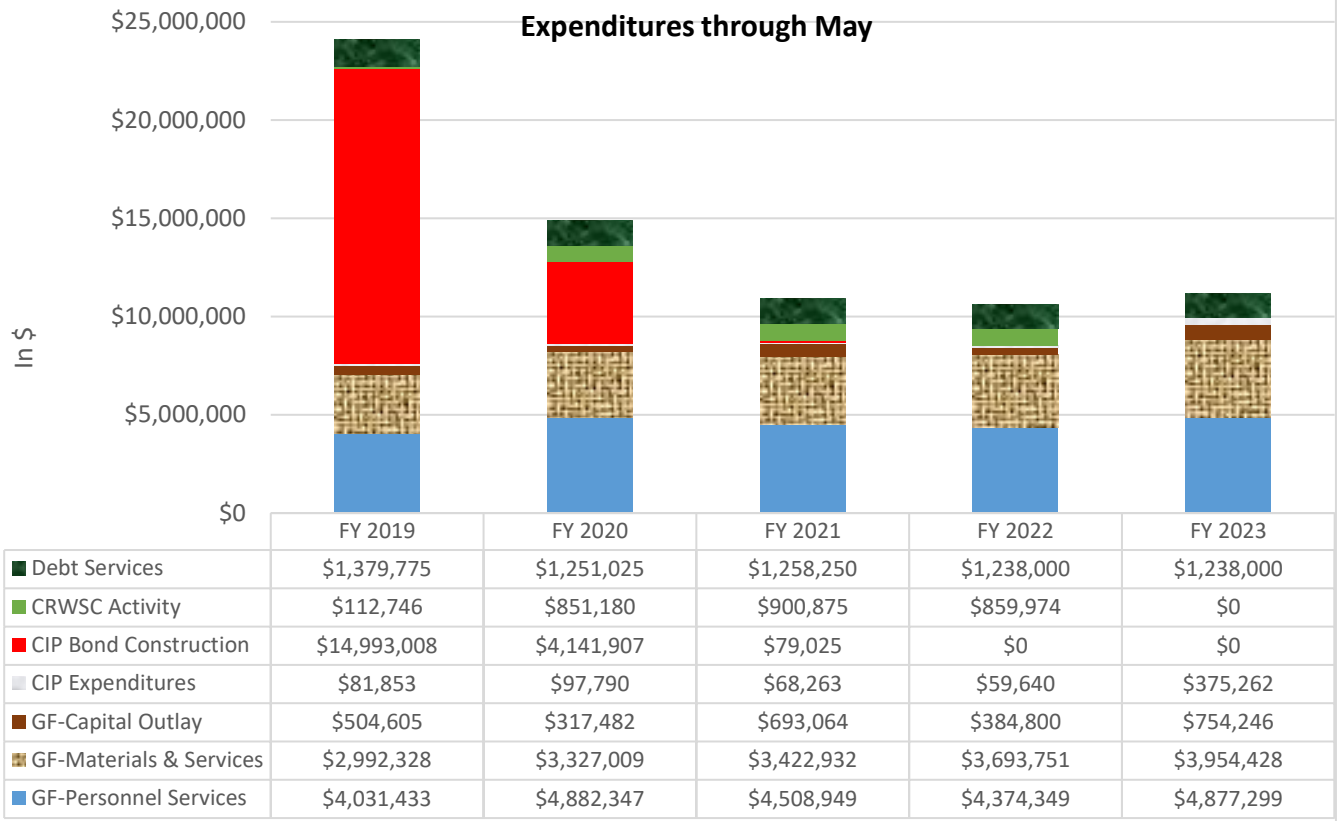
June 2023

Harrang Long Gary Rudnick monthly retainer	\$ 4,600.00
Harrang Long Gary Rudnick work outside of retainer/Client Cost	\$ 594.00
Sub-contracted legal services	\$ _____
Total Legal	\$ 5,194.00

Public Records Request Received

Number of Records Requests Received in June 2023

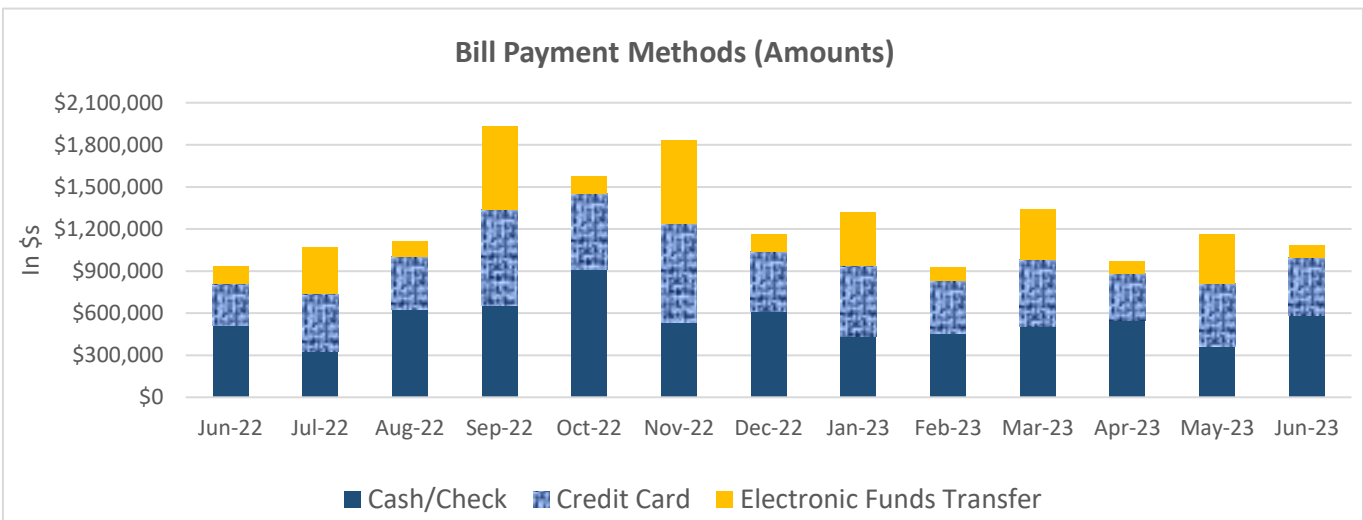
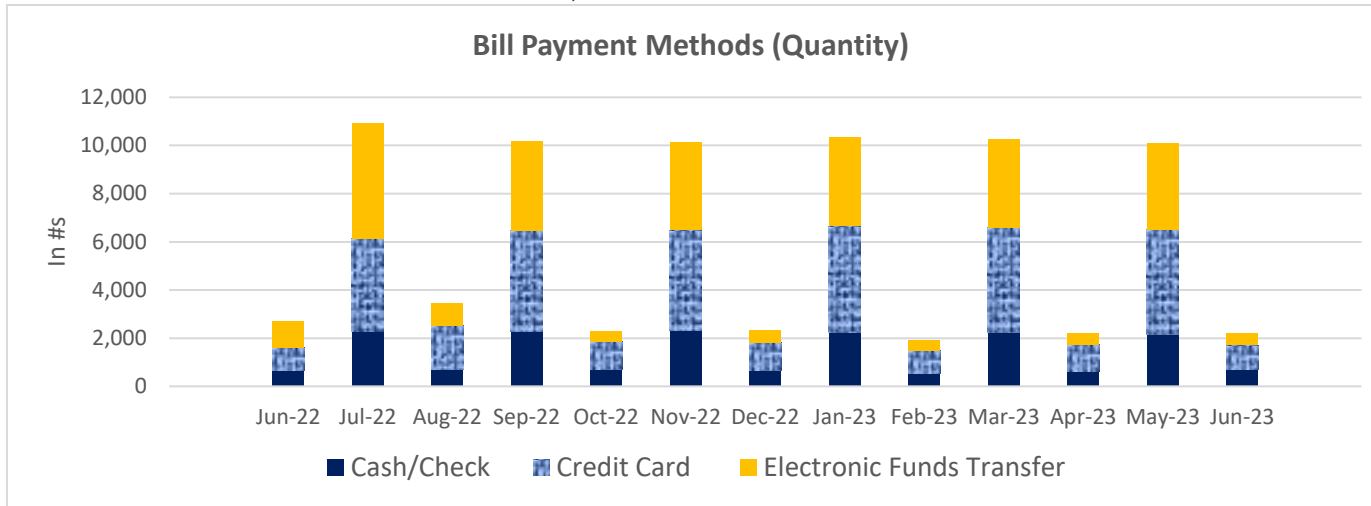
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1) SDC revenue is lower than the prior years due to fewer construction projects in the district. 2) Other General Fund revenue is higher primarily due to increasing interest rates. 3) There are no costs for CIP Bond or CRWSC as those funds have been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

(as of the end of June 2023)

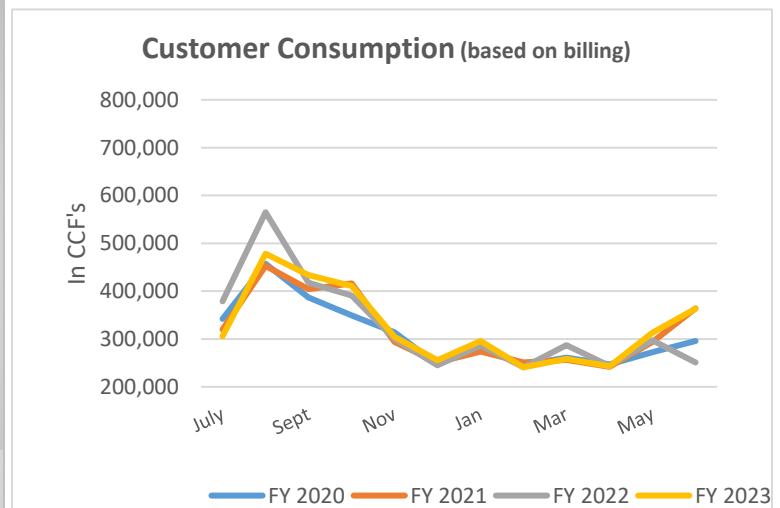
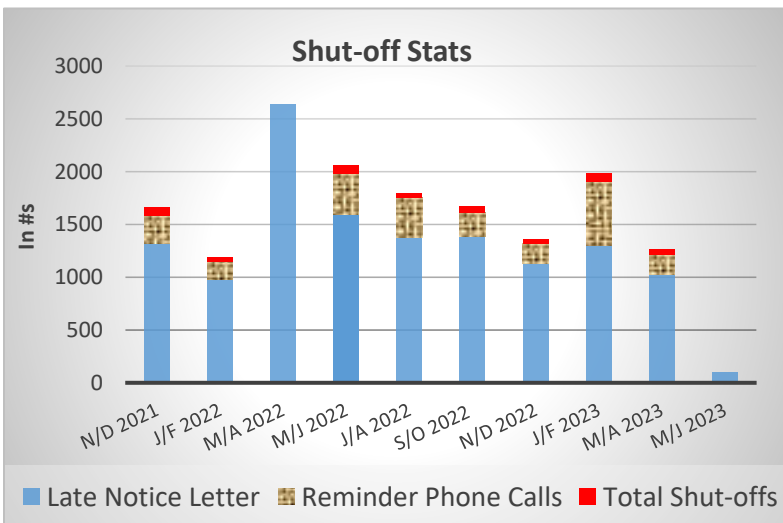
Residential Customers are billed on even months, Commercial Customers are billed on odd months.



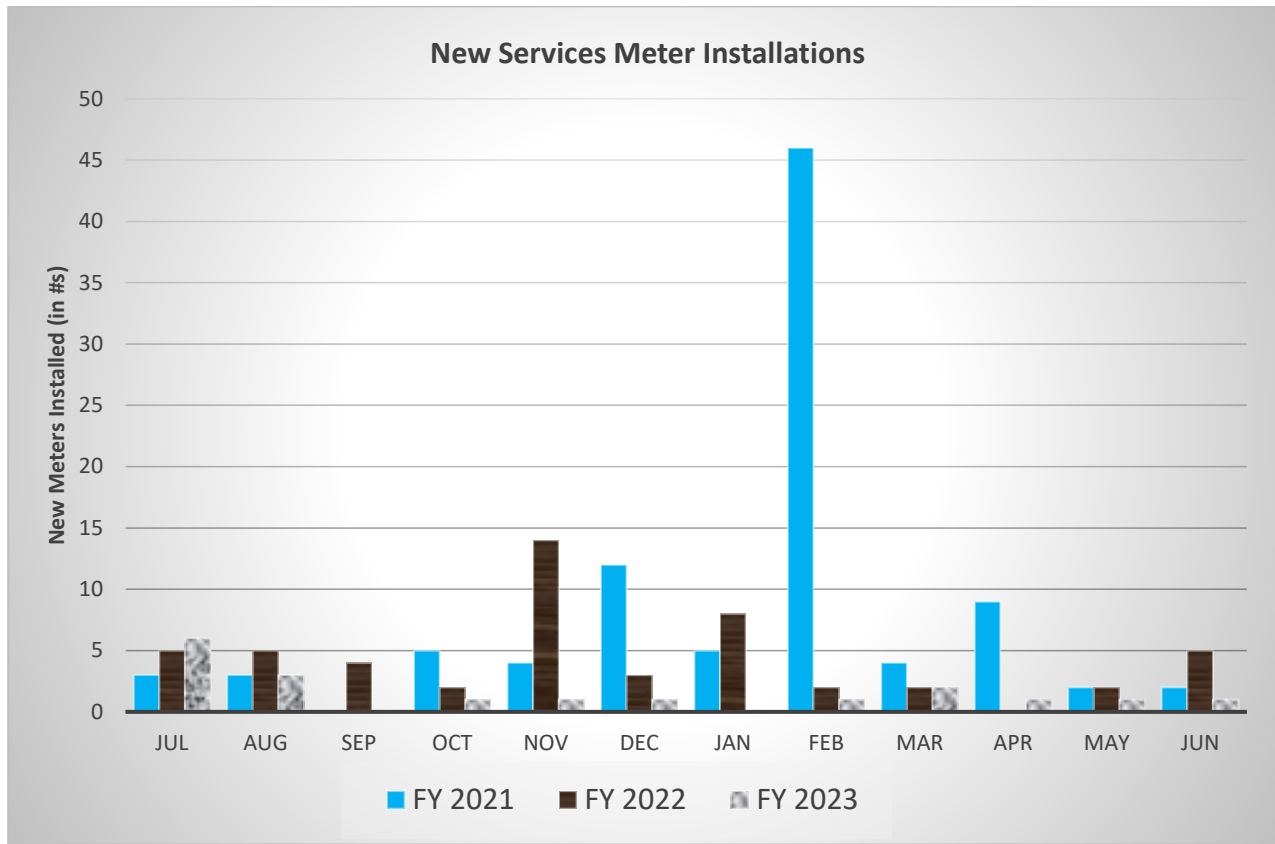
Cash/Check – Received via Lockbox, Counter

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

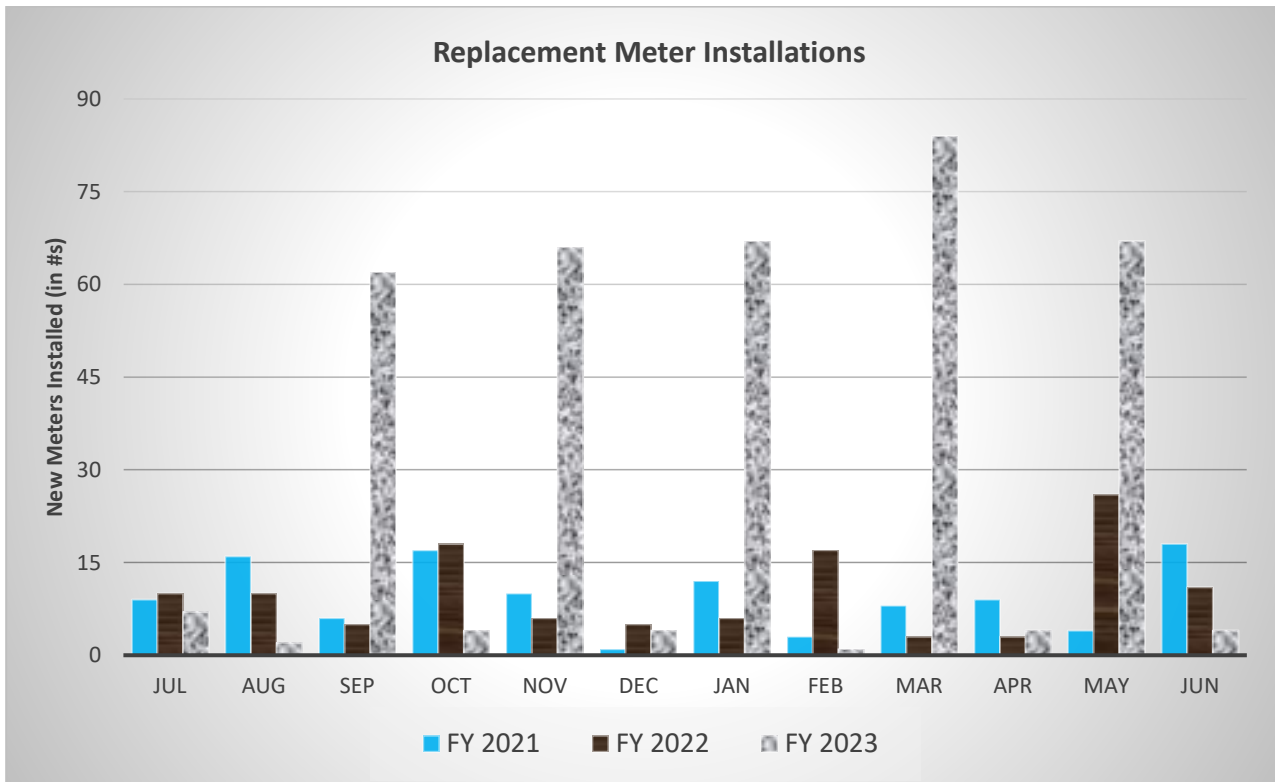
Electronic Funds Transfer – Received via Bank-to-Bank Transfer, Automatic Checking Withdrawal (RapidPay)



*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 227

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	1	9.0	188	401	124	7	0	1
July 2023								
Aug. 2023								
Sep. 2023								
Oct. 2023								
Nov. 2023								
Dec. 2023								
Total to Date	9	73.3	508	2455	685	30	159	6
2023 Annual Goal	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 – June 2023

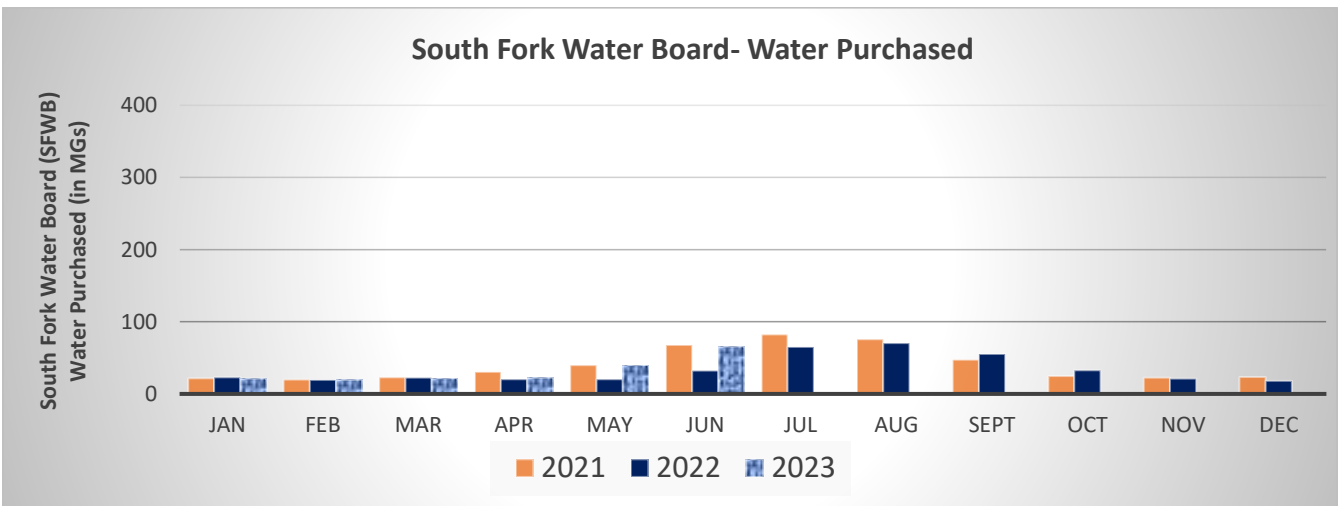
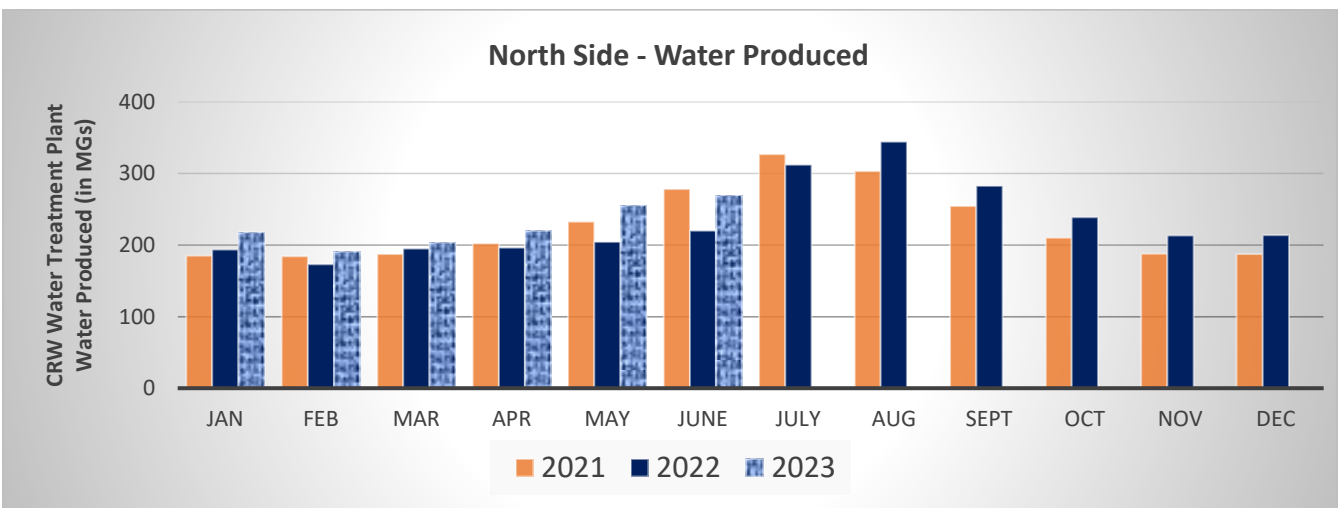
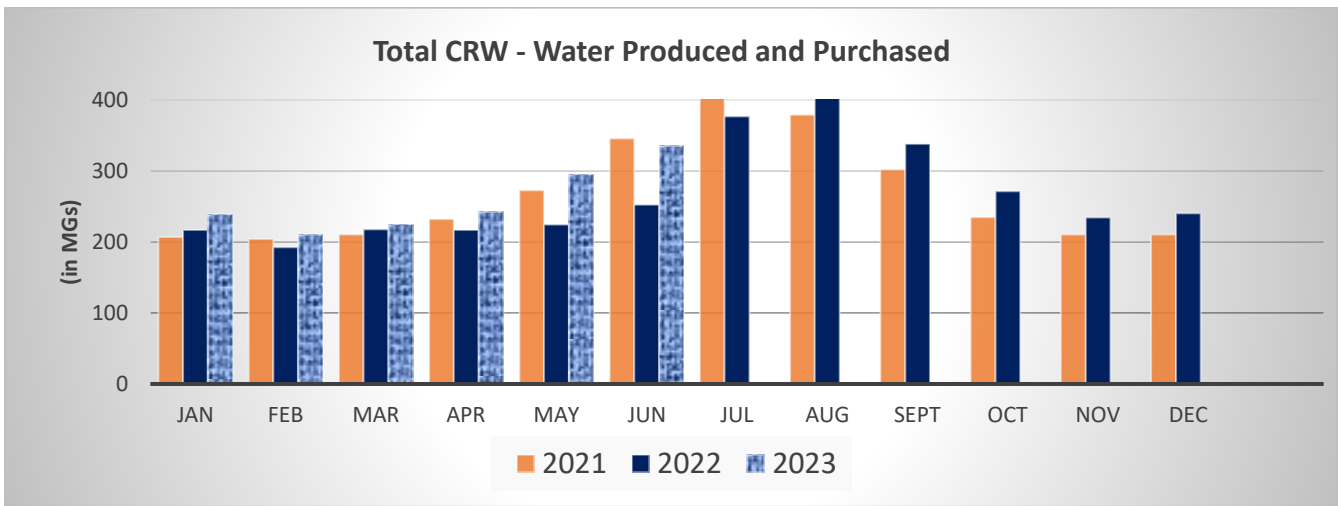
Project No.	Name	Description	Phase	Status
20-5262 Private	Bonaventure Senior Living	6" fire service and 3" meter	Const.	Site construction underway.
21-5283 Private	NCSD Facility	1 - 6" Fire Service 3 - domestic meters	Const.	Complete.
21-5285 Private	130 th Industrial Park	3-fire services 3-commercial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

Project Updates

Capital Project Tracking

Capital Project Tracking – June 2023

Project No.	Name	Budget BN 2021-23	Total to Date*	Remaining Budget	Status
5274	ODOT/City/Clackamas County DTD	\$250,000	\$18,178	\$231,822	
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	\$227,163	\$852,837	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 in late July 2023.					
5270	Linwood Road Improvements	\$328,000	\$210,871	\$117,129	Construction
Construction has begun. CRW is coordinating service replacement work with the County and Contractor.					
5278	Monroe Street Improvements	\$940,000	\$24,367	\$915,633	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	\$484,502	\$361,498	Construction
Construction is underway with completion in late July.					
5280	Pump Station Chlorine	\$168,000	\$15,553	\$152,447	Design in progress
Designing spaces to house the new and upgraded chlorination equipment.					
5281	WTP Polymer Feed System	\$476,000	\$8,056	\$467,944	Design phase
Designing space and layout of proposed feed system on first floor of WTP.					
5282	WTP Filter Valve Replacement	\$692,000	\$20,482	\$671,518	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		\$1,164	(\$1,164)	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		\$22,146	(\$11,146)	
	Totals	\$6,288,000	\$1,701,200	\$4,586,800	
***Total expenditure for June 2023 does include labor overhead					



Regulatory

All 73 samples collected and analyzed for the June 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 have been detected in our raw water.

PGE did see a suspected bloom in the North Fork Reservoir near the dam on Monday July 3rd. Flowcam analysis of their sample that day showed no signs of a harmful algal bloom. An extra cyanotoxin sampling event let us know by July 5th that the reservoir sample and our raw water did not contain detectable amounts of any of the four cyanotoxins.

Non-Regulatory

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

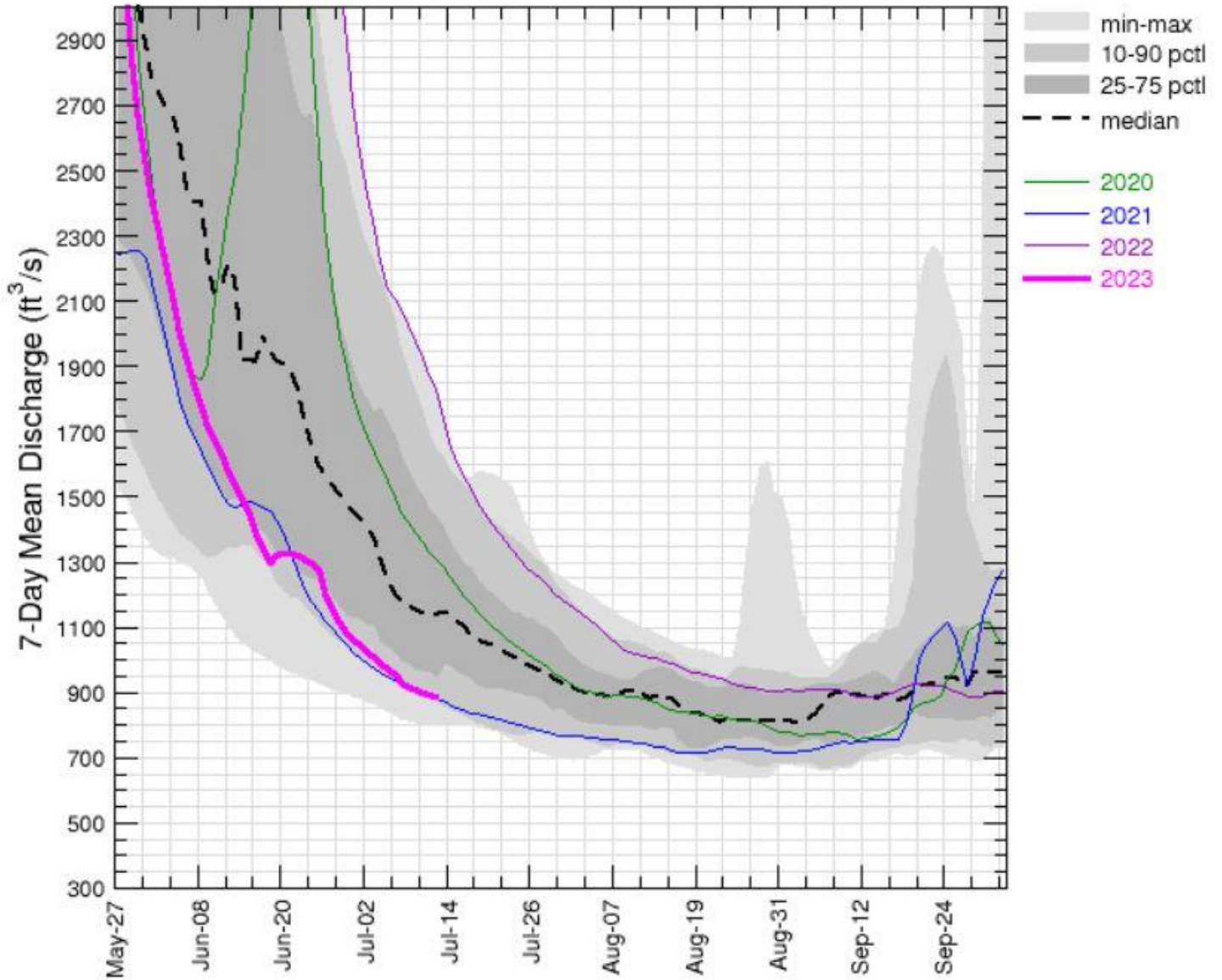
Weekly algae monitoring is occurring at 3 locations in the North Fork Reservoir and CRW's intakes. This work includes species monitoring with the FlowCAM and nutrient analysis.

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, temperature, and volatile organic carbon compounds (VOCs, 21 regulated for drinking water, 36 unregulated).

- The current Clackamas River **7-day average steamflow is 74% of normal** (median).
- June **precipitation in the Clackamas basin was 43% of normal**. Precipitation since the beginning of the water year (October 1 – July 11) has been 78% of normal.
- **The three-month outlook (Jul-Sep)** from the NOAA Climate Prediction Center calls for an likely chance of **above normal temperatures**, and **near-normal precipitation** for most of Oregon.

Clackamas River near Oregon City, OR (14211010)

Data from U.S. Geological Survey, Jun-08-2001 to Jul-12-2023



Wed Jul 12 17:01:56 2023