

**CLACKAMAS RIVER WATER BOARD OF COMMISSIONERS  
REGULAR BOARD MEETING  
November 9, 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:** Chief Engineer, Adam Bjornstedt; IT Manager, Kham Keobounnam; Christa Wolfe Chief Financial Officer

**COMMISSIONERS ABSENT:0**

**VISITORS:** Bob Steringer, Chris Hawes, Kevin Williams

**Call Regular Meeting to Order**

Commissioner French called the meeting to order at 6:00pm. The pledge of allegiance was recited, and roll call taken.

**MOTION:** Commissioner Danel moved to approve the agenda as revised moving CA-3 to an action item. Commissioner Rubitschun 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 October 2023- *Christa Wolfe, Chief Financial Officer*

CA-2: Cash Position and Transfers October 2023- *Christa Wolfe, Chief Financial Officer*

**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 1.0 Consider approval of Amended and Restate Intergovernmental Agreement (IGA) of the Regional Water Providers Consortium**

Mr. Heidgerken shared that this IGA is being updated to include the members that have joined the consortium since the establishment of the IGA. The Board has received drafts of this IGA previously.

**MOTION:** Commissioner Danel move to approve the amended and restated Intergovernmental Agreement (IGA) of the Regional Water Providers Consortium. Commissioner Rubitschun seconded the motion.

**MOTION CARRIED 5-0**

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

**Agenda Item 2.0 Consider First Reading of Resolution 01-2024, by title only- Amending Local Contract Review Board Rules**

Mr. Heidgerken explained that the current LCRB's were last revised in 2013. Bob Steringer drafted the first draft of changes to comply with law changes and comments or questions or concerns from staff for clarification.

**MOTION:** Commissioner Danel move the Board to conduct the First Reading, by title only, of Resolution 01-2024 Amending Local Contract Review Board Rules. Commissioner Rubitschun seconded the motion.

**MOTION CARRIED 5-0**

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

Resolution 01-2024 title was read

**Agenda Item 3.0 Consider Approval of Professional Services contract with RH2 Engineering, Inc. for the Water Treatment Plant Improvements project 23-5309**

Mr. Bjornstedt shared with the Board that this project was included in the current BN budget. CRW does not have in-house structural engineering expertise, so staff approached one of the current on-call engineering firms to provide a scope for the project. After review staff are comfortable with the scope and proposal and are asking the Board to approve the contract with RH2 separate from the current on-call engineering contract.

**MOTION:** Commissioner Danel move to approve the Professional Services contract with RH2 Engineering, Inc. for design and construction services, for the not-to-exceed amount

of \$125,00, associated with the WTP Structural Improvements project 23-5309, and authorize the General Manager to sign the completed agreement. Commissioner Rubitschun seconded the motion.

**MOTION CARRIED 5-0**

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

**Agenda Item 4.0 Contract Award: Construction Contract for SysOps Shop facility renovation, project 2329**

Mr. Bjornstedt shared that this is another budgeted project. This project would provide for renovations of a late 1970's building that has had few upgrades to the building in that time. The renovations will optimize the space to more efficient for staff use.

**MOTION:** Commissioner Danel move award the SysOps Shop Facility Renovation construction contract to BnK Construction, Inc. for the bid amount of \$239,995 and authorize the General Manager to sign the completed contract. Commissioner Rubitschun seconded the motion.

**MOTION CARRIED 5-0**

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

**Agenda Item 5.0 Consider Approval of Temporary Construction easement for Prologis Robert Ave. Development**

Mr. Bjornstedt shared that this easement pertains to the project on Robert Ave. During the project the city of Happy Valley and Clackamas County are requiring improvements to Robert Ave., in order to complete the improvements, the contractor needs to temporarily occupy a portion of CRW property on Robert Ave. Once the project is complete the property will be restored and will continue to be retained by CRW.

**MOTION:** Commissioner Danel move to approve the granting of a temporary construction easement to "10500 SE Jennifer Street LLC", associated with the Prologis Robert Ave. Development, and authorize the General Manager to sign the completed easement document. Commissioner Rubitschun seconded the motion.

**MOTION CARRIED 5-0**

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

CA-3: Project Acceptance: Accept assets constructed for the “Copper Heights Subdivision” project, 21-5288- Joe Eskew, *Engineering Manager*

Commissioner Garrison asked if there was inspection by CRW on the subdivision assets.

**MOTION:** Commissioner Danel to approve the “notice of acceptance” for the “Copper Heights Subdivision” project, to establish the project completion date and authorize the General Manager’s signature on said Notice of Acceptance. Commissioner Rubitschun seconded the motion.

**MOTION CARRIED 5-0**

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

**Agenda Item 6.0 Quarterly Report- 1<sup>st</sup> Quarter FY 2024 (see attached presentation slides)**

Ms. Wolfe shared this the first quarter in the biennium and there is not a lot of activity. Commissioner Danel appreciated the choice to move funds from US Bank to the LGIP fund to realize higher interest rates.

**Agenda Item 7.0 Management Report**

- In folders the Board was provided; the monthly report; the engagement letter from Moss Adams; the press release for the GFOA Certificate of Achievement for Excellence in Financial Reporting that CRW received; copy of the service line inventory investigation letter sent to a sampling of CRW customers
- The CRWP gathered the WTP operators from treatment plants in the basin for a tour of the CRW plant and an opportunity for the operators to meet.
- Dylan Mccomiskey was hired as the Lead Maintenance Technician; still conducting a recruitment for the Water Resources Manager, the Sr. Waterworks Mechanic, and a Water Treatment Plant processing specialist.
- Commissioner French received all three levels of the leadership academy through SDAO
- Adam Bjornstedt received a certificate of recognition in the category of outstanding employee from SDAO

**No public comment- None**

**Agenda Item 9.0 Commissioner Reports and Reimbursements**

- Commissioners Danel & French attended the Oregon City Business alliance meeting in October, the focus of the meeting was One Water.
- Commissioner French attended the Rotary Satellite Committee on Water.

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

2. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. 192.660 (2) (e)

**Open meeting is adjourned 7:11pm**



*Clackamas River Water*

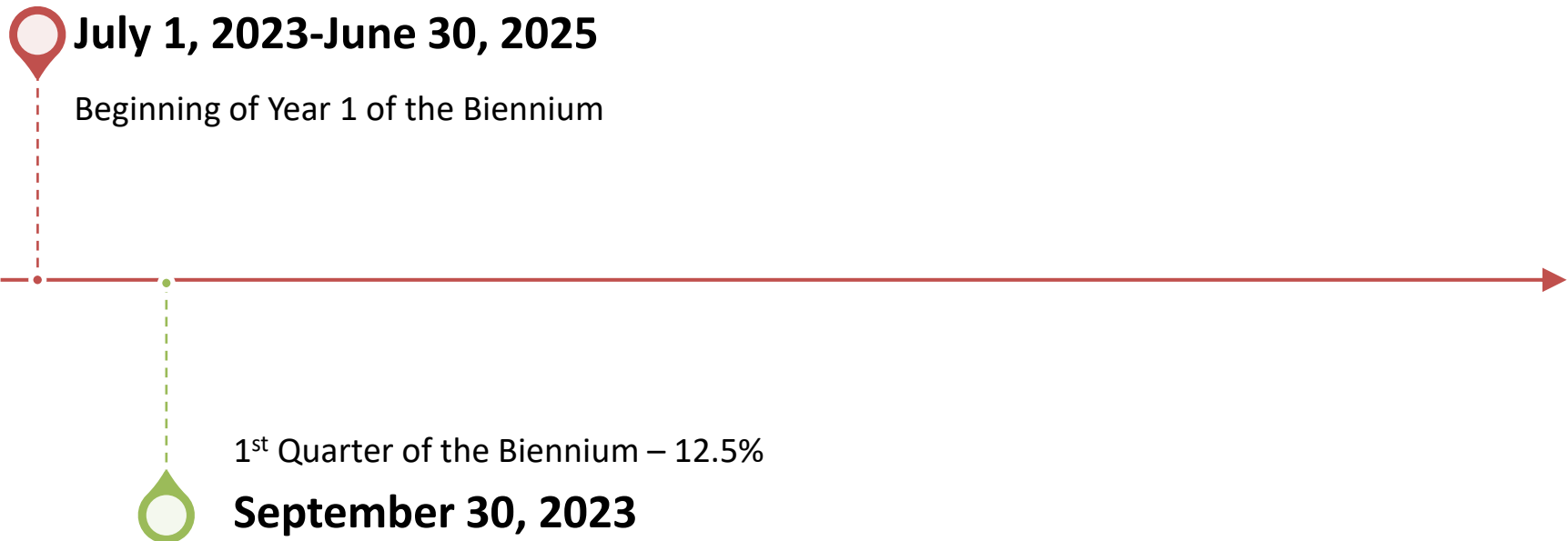
# Clackamas River Water

## 1st Quarter Update – Fiscal Year 2024

Board Meeting – November 9, 2023  
Christa Bosserman Wolfe, CPA, CFO



# Biennium (BN) 2023-2025



# General Fund Budget to Actual Status

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Revenues tracking slightly higher than anticipated (16.8% vs 12.5%) to date.  
Drivers:

Service Charges

Interest Earnings (LGIP rate 4.63%)

Transferred available funds from US Bank to LGIP to increase interest earnings



Expenses tracking slightly lower than anticipated (11.3% vs 12.5%)



Personnel savings due to vacant positions in Water Resources, FACS, and Administration



Capital outlay spending varies due to timing and supply chain issues



# General Fund Budget to Actual Status Cont'd

## Clackamas River Water Budget to Actual Status Report Biennium 2023-2025

	Budget Appropriation BN 2023-2025	Actual July-Sept 2023	Actual FY 2023-24	Remaining Budget	Percent Used
<b>GENERAL FUND</b>					
Total Expenditures	\$ 28,578,500	\$ 2,600,776	\$ 2,600,777	\$ 25,977,723	9.1%
Transfers to Other Funds	6,475,300	-	-	6,475,300	0.0%
Change in Revenues, Expenditures & Other Financing (Sources) Uses	(2,761,050)	2,829,079	2,829,078	(5,590,128)	-172.8%
Beginning Fund Balance	7,500,000	9,879,907	9,879,907	(2,379,907)	131.7%
Ending Fund Balance	\$ 4,738,950	\$ 12,708,986	\$ 12,708,985	\$ (7,970,035)	268.2%




New section to the Quarterly Reports!

Note: Ending Fund Balance is high because this is the beginning of the biennium. This will trend downward over time as we incur more expenses.

# Capital Improvement Projects Fund Budget to Actual Status

- 3.8% spent through 1<sup>st</sup> quarter.
- Continue to experience longer than normal lead times and supply chain issues that have delayed projects.
- Impacts other agencies that we are coordinating with on projects (i.e. County)
- Progress reports are provided to the Board as part of the Monthly Report





# System Development Charge Reserve Fund Budget to Actuals

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- 3.2% SDC revenue from new construction received to date
- Interest earnings trending higher than budgeted due to current rates.







Questions?



**Clackamas River Water**

# **Monthly Update**

***November 2023***



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Purchase Order Report- October 2023

Vendor: 03212 - EVOQUA WATER TECHNOLOGIES, LLC

PO #	Description	Total Amount
24-0066	ANNUAL MAINTENANCE OF DI WATER SYSTEM	5,000.00

Vendor: 03319 - C & R REFORESTATION

PO #	Description	Total Amount
24-0050	EASEMENT MAINTENANCE CLEARING WITH	17,340.00

Vendor: 04087 - TOYOTA LIFT NORTHWEST

PO #	Description	Total Amount
24-0065	TORA-MAX MODEL 2TWB33, Compact Electric	1,499.00

Vendor: 04540 - POTTER ROEMER LLC, DBA FIREPRO MONITORS

PO #	Description	Total Amount
24-0064	CHARGER, 2-WHEEL WITH 1.5" SNORKEL	7,480.00

Vendor: 04543 - AUTOMATIONDIRECT.COM INC

PO #	Description	Total Amount
24-0067	PROSENSE ADVANCED PROCESS CONTROLLE	4,480.00

Contract Log

(Executed since last board meeting October 12, 2023)

Company	Product / Service	Rates	Eff. Date	Exp. Date	New/Amended/ Extended
C & R Reforestation	Pruning & weed control	NTE \$40,000	10/17/23	6/13/24	New in participation with the Washington County contract
Carollo Engineers	Backwash bypass system project	NTE \$40,000	10/12/23	6/30/24	New contract
Moss Adams, LLC	Auditing Services	NTE \$91,000	1/1/24	1/31/26	New. Approved by the Board 10/12/23

Summary of Legal

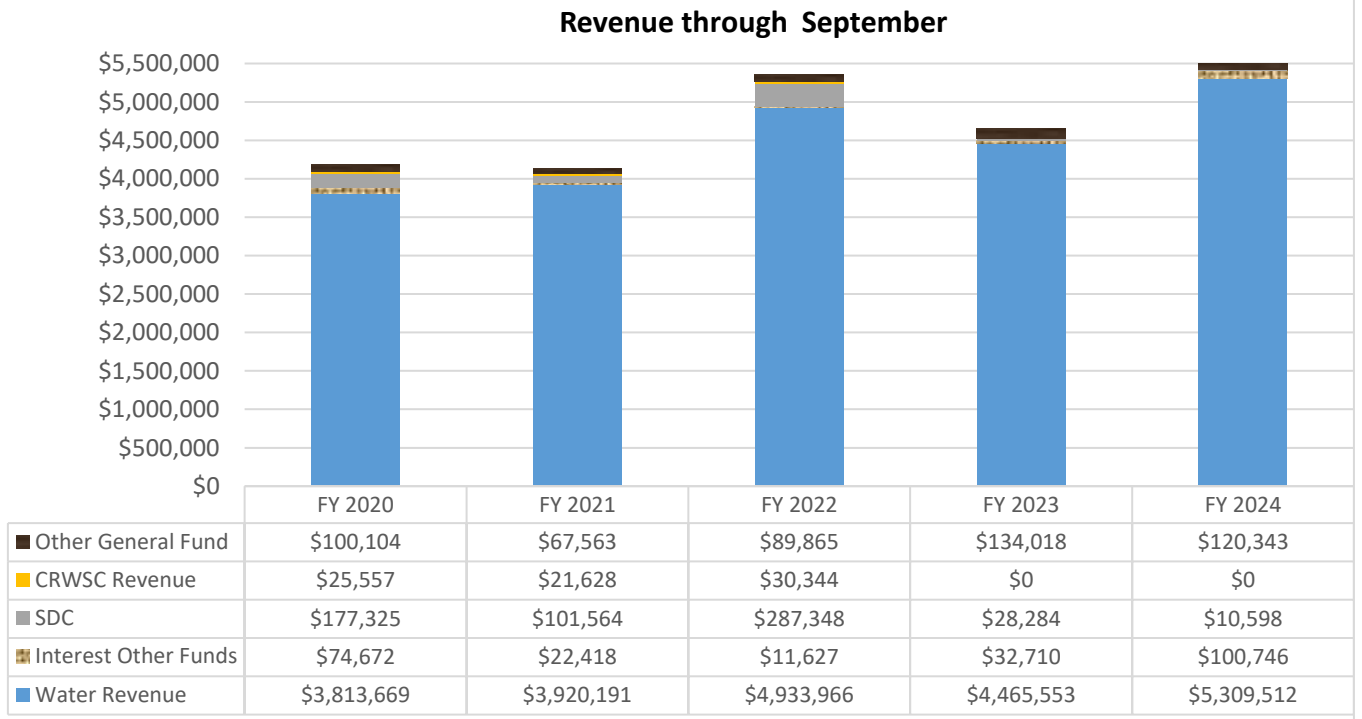
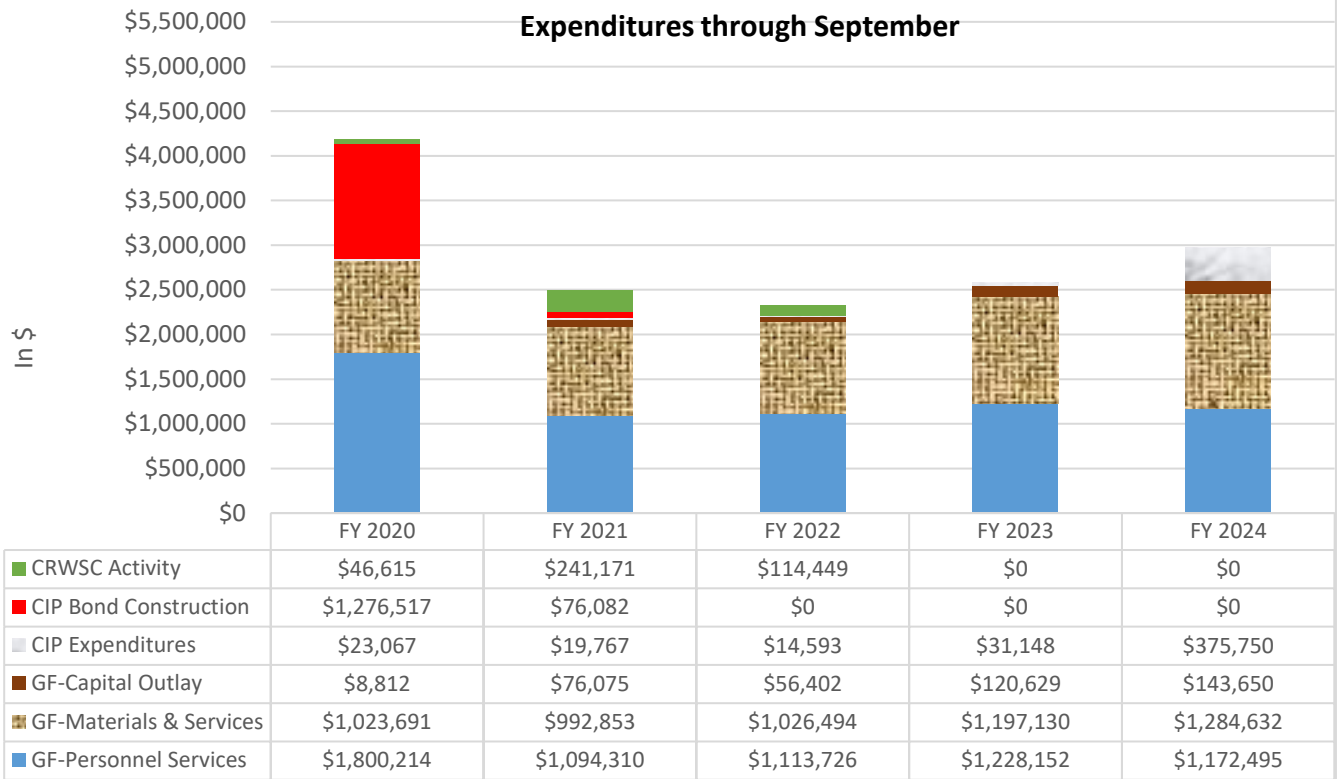
*October 2023*

Harrang Long Gary Rudnick monthly retainer	\$ 4,600.00
Harrang Long Gary Rudnick work outside of retainer/Client Cost	\$
Sub-contracted legal services	\$ <u>228.00</u>
<b>Total Legal</b>	<b>\$ 4,828.00</b>

Public Records Request Received

**Number of Records Requests Received in October 2023** **0**

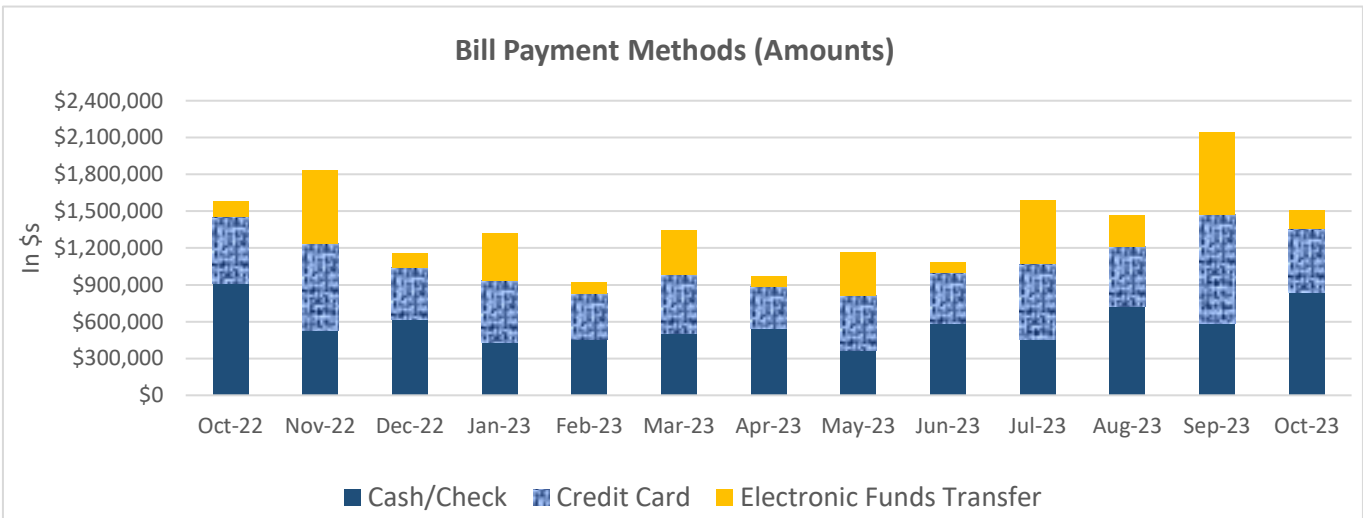
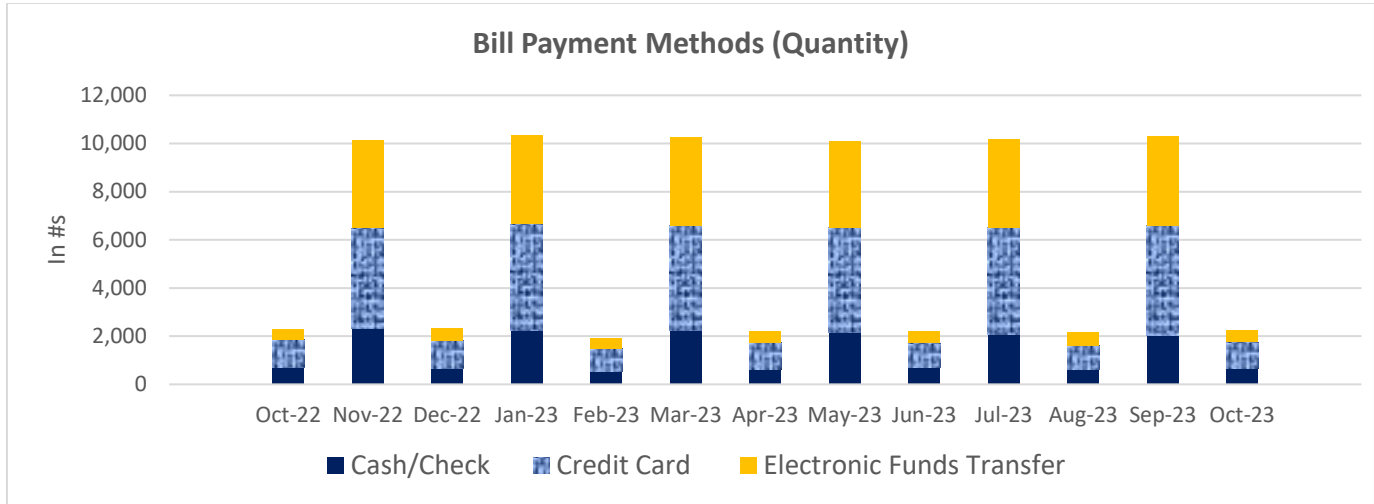




1) Water Revenue has seen the highest consumption compared to previous years 2) There are no costs for CIP Bond or CRWSC as those funds have been closed out but will be reported in the 5-year graph. 3) Expenditures in Materials & Services is unusually high mainly due to increased activity in contract work.

(as of the end of October 2023)

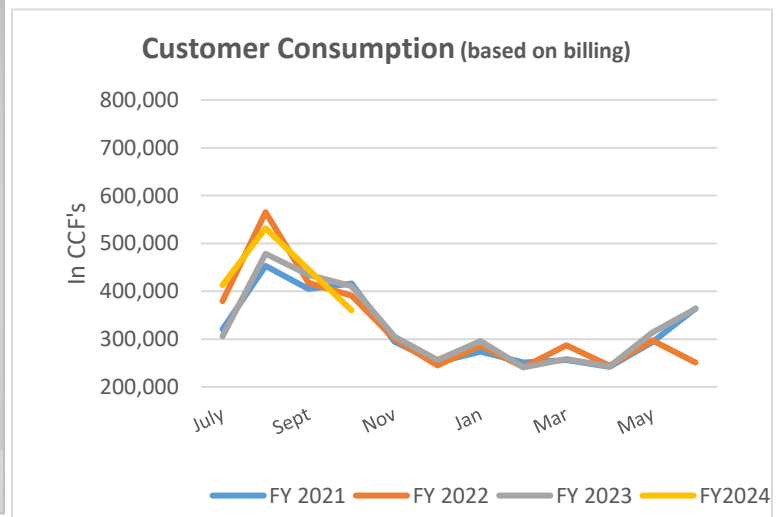
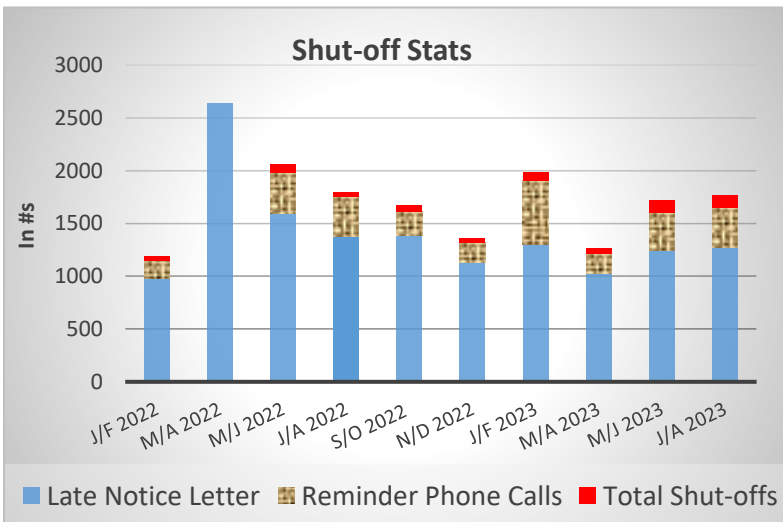
Residential Customers are billed on even months, Commercial Customers are billed on odd months.



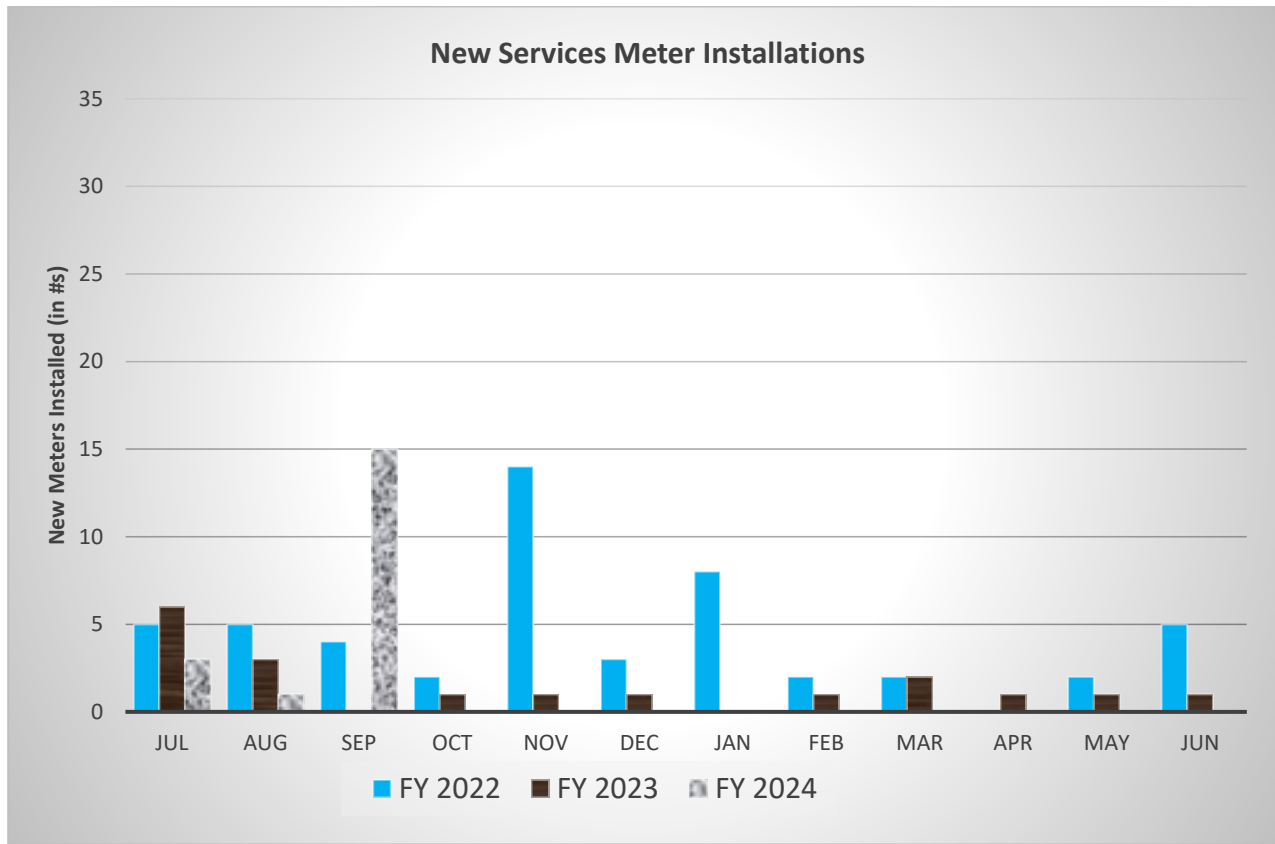
Cash/Check – Received via Lockbox, Counter

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

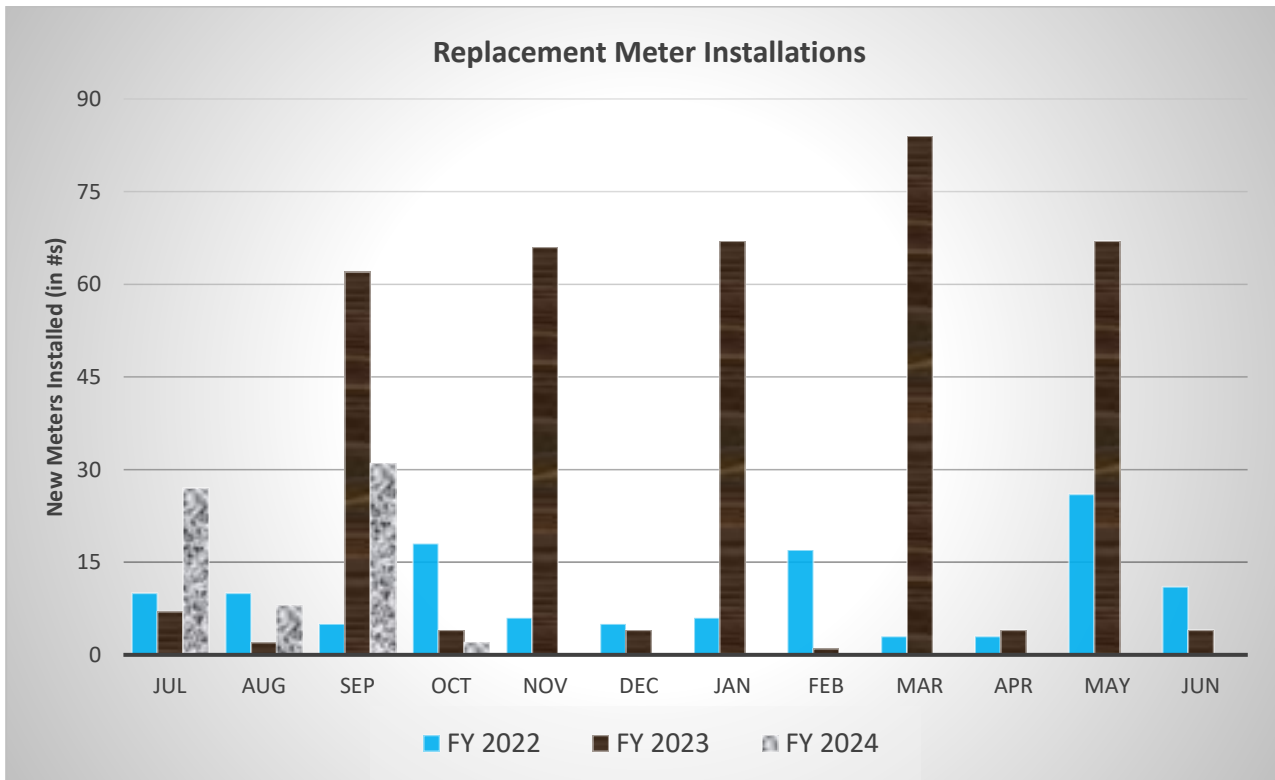
Electronic Funds Transfer – Received via Bank-to-Bank Transfer, Automatic Checking Withdrawal (RapidPay)



\*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, Oct. FY24

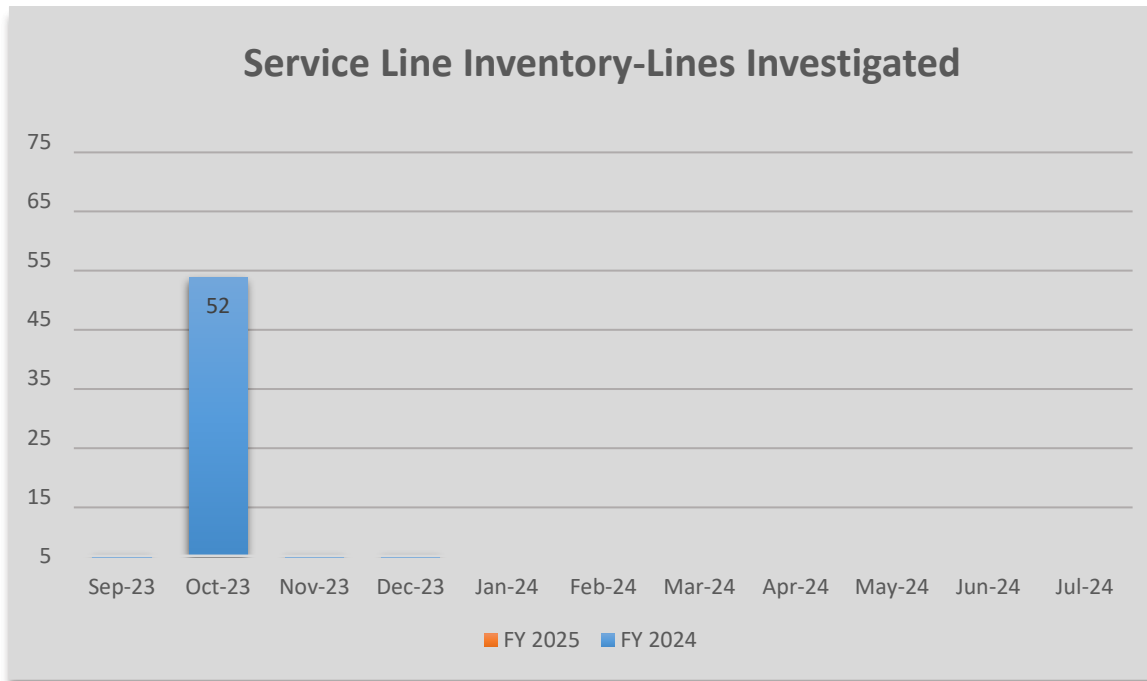


**Annual 2023 Goal for Meter Replacement is 350- Year to date is 295.**

## 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	1	24.6	135	338	0	5	112	0
Aug. 2023	3	9.1	241	391	4	4	2	3
Sep. 2023	2	29.2	114	381	2	2	81	0
Oct. 2023	6	0.0	0	394	70	6	0	0
Nov. 2023								
Dec. 2023								
<b>Total to Date</b>	<b>21</b>	<b>136.2</b>	<b>998</b>	<b>3959</b>	<b>761</b>	<b>47</b>	<b>354</b>	<b>9</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.



No investigations for Sept. 2023

**Project Goal: Investigate 683 randomly selected service lines by July 2024. Goal to date is 15.**

## Project Updates

### Private Development Projects

#### Private Project Tracking – October 2023

Project No.	Name	Description	Phase	Status
<b>20-5262 Private</b>	Bonaventure Senior Living	6" fire service and 3" meter	Const.	Site construction ongoing.
<b>21-5285 Private</b>	130 <sup>th</sup> Industrial Park	3-fire services 3-commercial services	Const.	Punch list Underway.
<b>18-5288 Private</b>	Copper Heights	Residential 30 lot subdivision	Const.	Complete
<b>21-5289 Private</b>	224 Logistics Center	Unified Grocer site; 4 fire & 4 Domestic Services	Const.	Construction underway
<b>22-5294 Private</b>	Clackamas CLT	8" main extension for 10 lot subdivision	Const.	Punch List Underway
<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.

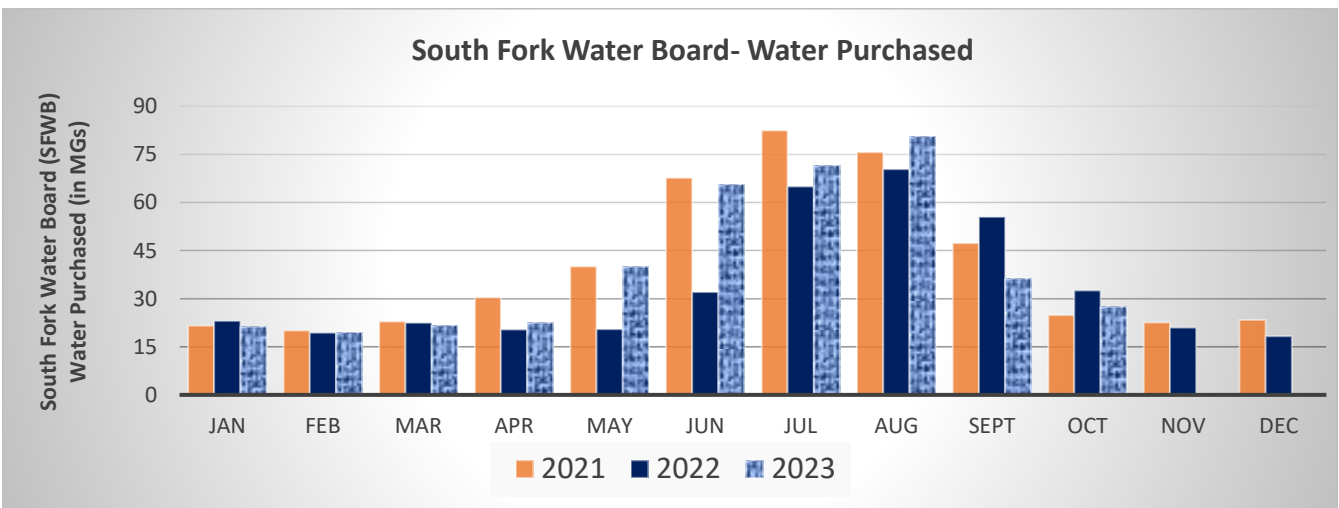
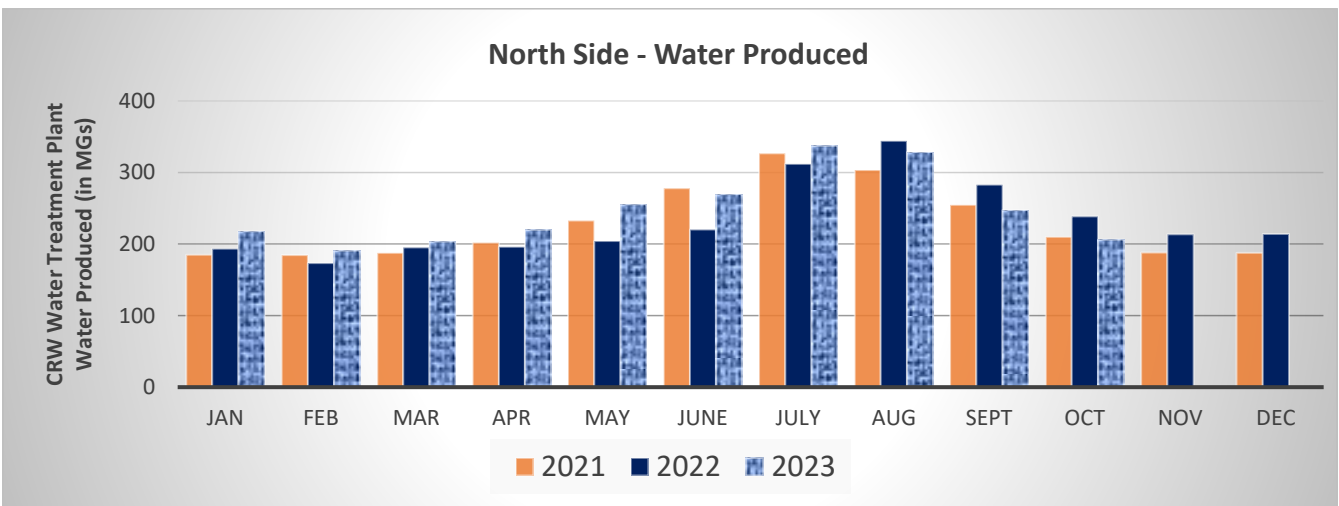
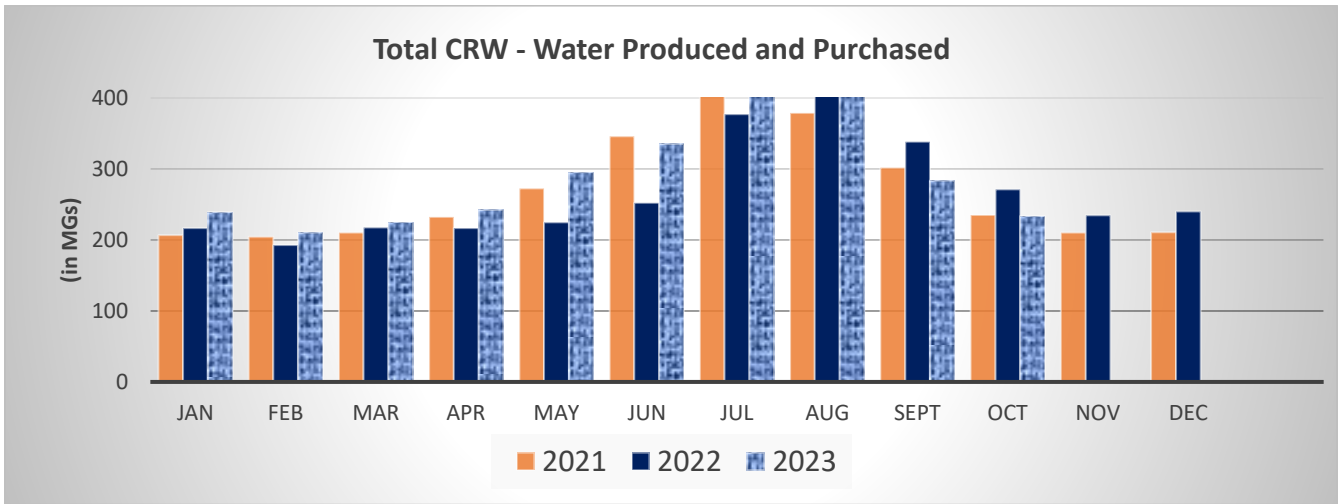
## Capital Project Tracking – October 2023

Project No.	Name	Budget BN 2023-25	Total to Date*	Remaining Budget	Status
5301	Trans/CRW Impact Projects	\$250,000	\$966	\$249,034	
Utility coordination and adjustments at: Johnson Cr. Blvd at 79th Place Signals; ODOT 82nd Ave.					
5303	82 <sup>nd</sup> Dr. Waterline	\$1,041,000	\$1,688	\$1,039,312	In Design
Survey complete. Preparing to hire design consultant.					
5291	I-205 Crossings:	\$1,119,000	\$1,297	\$1,117,703	In Design
Survey complete. Preparing to hire design consultant.					
5306	Redland Rd. Waterline Phase 2	\$1,355,000	\$23,285	\$1,331,715	In Design
Design at 90% complete.					
5307	Redland Rd. PRV	\$1,003,000	\$0	\$1,003,000	No Activity
No Activity.					
5308	Low Lift PS Improvements	\$749,000	\$0	\$749,000	No Activity
No Activity.					
5309	WTP Structural Improvements	\$1,000,000	\$0	\$1,000,000	No Activity
Preparing consultant selection.					
5273	Redland Rd. Waterline Phase 1	\$666,000	\$17,279	\$648,721	Construction
Roadwork underway. Waterline construction nearing completion.					
5270	Linwood Road Improvements	\$210,000	\$51,492	\$158,508	Construction
Construction is ongoing. CRW is coordinating service replacement work with the County and Contractor.					
5278	Monroe Street Improvements	\$850,000	\$7,357	\$842,643	Design in progress
Design at 30% complete. Coordinating with County road design.					
5280	Pump Station Chlorine	\$142,000	\$446	\$141,872	Design in progress
Designing spaces to house the new and upgraded chlorination equipment.					
5281	WTP Polymer Feed System	\$252,000	\$128	\$251,918	Design phase
Designing space and layout of proposed feed system on first floor of WTP.					
5282	WTP Filter Valve Replacement	\$1,302,000	\$19,635	\$1,282,365	Valve procurement
Valves and actuators have been ordered with delivery in October 2023. An installation contract is being prepared.					
<b>BN 23-25 Totals</b>		\$9,939,000	\$124,587	\$9,814,413	
5279	Maplelane Road Waterline	\$846,000	\$845,384	\$616	Construction
Construction within Maplelane Rd is complete. Easement waterline installation has been problematic. A new installation contractor is scheduled to arrive in November.					
<b>The budget showing is from FY21-23. Total expenditures are for both FY21-23 and FY23-25 combined.</b>					

\*Total expenditures for October does not include labor overhead

Water Distribution Charts

(as of the end of October 2023)



Information provided in shown in Calendar Years and not Fiscal Years

### Regulatory

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

Quarterly Disinfection By-Product sampling was conducted at 4 locations each in the North and South Service Areas.

### Cyanotoxin Testing

Microcystin and Cylindrospermopsin sampling of our raw water began in May and occurs every two weeks through October for compliance, and the samples are analyzed at our in-house accredited laboratory.

*No cyanotoxins have been detected in our raw water throughout the sampling season.*

### 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.

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.

Quarterly sampling was conducted in raw water at the treatment plant intakes for inorganic compounds including metals, volatile organic compounds (VOCs, 21 regulated for drinking water, 36 unregulated), and synthetic inorganic chemicals (SIOCs, 29 regulated for drinking water, 5 unregulated).

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



## River Conditions Reports

- The current Clackamas River **7-day average streamflow is 128% of normal** (median).
- October **precipitation in the Clackamas basin was 97% of normal**. Precipitation for the water year (October 1, 2023 – November 7, 2023) was 139% of normal.
- **The three-month outlook (Nov-Jan)** from the NOAA Climate Prediction Center calls for a very likely chance of **above normal temperatures**, and normal **precipitation (equal chances of above and below normal)** for northwest Oregon.

