

**CLACKAMAS RIVER WATER BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
December 14, 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; Joe Eskew, Engineering Manager

COMMISSIONERS ABSENT:0

VISITORS: Bob Steringer, Chris Hawes, Kevin Williams, Tim Fisher, Jeff Griffin

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 presented. Commissioner Rubitschun seconded the motion

MOTION CARRIED 5-0

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

Public Comment- None

Presentation- Jeff Griffin presented an insurance renewal summary for 2024

Consent Agenda

CA-1: Gross Payroll and Account Paid for October 2023- *Christa Wolfe, Chief Financial Officer*
CA-2: Cash & Investment Ending Balances Report- *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 Second Reading, by title only, and adoption of Resolution 01-2024-Amending Local Contract Review Board Rules

Mr. Heidgerken refreshed the Board on the process. Legal has reviewed the rules and provided a draft document to staff to review and those have been incorporated for a final set of LCRB's

MOTION: Commissioner Danel move the Board to conduct the Second Reading, by title only, and adopt 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 2.0 Consider Approval of Maintenance Assistance Grant Intergovernmental Agreement (IGA) with Oregon State Marine Board

Mr. Heidgerken shared with the Board that this IGA provides the opportunity for CRW to received grant funds from the Marine Board that assist in offsetting the maintenance costs at Riverside Park. Commissioner Garrison asked if this was for Boat Ramp maintenance only, but this is for an off set of other maintenance in Riverside Park. Commissioner Rubitschun asked if there were other avenues for revenue to off-set costs associated with Riverside Park, most options have been in-kind opportunities.

MOTION: Commissioner Danel move the Board approve the Maintenance Assistance Grant Intergovernmental Agreement with the Oregon State Marine Board and authorize the General Manager to sign the agreement on behalf of the Board. Commissioner Rubitschun seconded the motion.

MOTION CARRIED 5-0

Ayes: Angier, Danel, French, Garrison, Rubitschun

Nays:

Abstentions: None

Agenda Item 3.0 Consider Adoption of Res. 03-2024 Ratifying the Contract with Omega for Credit Card Processing Services

Mr. Heidgerken shared that Omega is the company CRW utilized to process credit card payments. When CRW moved utility bill services to Bend Mailing, CRW took

one of the suggested companies (Omega) for payment processing when making the switch. The Board approved the Bend Mailing Contract but did not have the Board approve the contract with Omega, and staff are asking the Board to approve the contract with Omega retroactively.

MOTION: Commissioner Danel Acting as CRW's Local Contract Review Board, I move that the Board adopt Resolution 03-2024 ratifying the contract with Omega for credit card processing services. Commissioner Rubitschun seconded the motion.

MOTION CARRIED 5-0

Ayes: Angier, Danel, French, Garrison, Rubitschun

Nays:

Abstentions: None

Agenda Item 4.0 Consider Adoption Of Resolution 02-2024 Permitting Water Service To Certain CRW District Residents By Oak Lodge Water Authority

Mr. Bjornstedt shared this is a "clean up" item with customers that are served by Oak Lodge but are CRW customers inside the district boundaries but have been served by Oak Lodge because of various reasons where it is more efficient for Oak Lodge to do so. This is a way to formalize current practice.

Commissioners Angier & Rubitschun asked if these properties are paying Oak Lodge, and they are as Oak Lodge customers. There is still some questions on how the process would work between an Authority and Special District. The ideal would be to address all (approximately 30) properties in this area at one time to change the boundary.

MOTION: Commissioner Danel move to approve resolution 02-2024 which will permit service of certain CRW District residents by Oak Lodge Water Authority. Commissioner Rubitschun seconded the motion.

MOTION CARRIED 5-0

Ayes: Angier, Danel, French, Garrison, Rubitschun

Nays:

Abstentions: None

Agenda Item 5.0 Consider Waterline Easement at 16606 S Redland Rd; Redland Rd. Waterline Phase 1 Project 21-5273

Mr. Eskew explained this as a simple easement for placing a fire hydrant on private property. During widening of the road by the County there was a need to move the hydrant location. The property owner agrees to the placement of the hydrant and the easement.

MOTION: Commissioner Danel move to approve the acquisition of a waterline easement at 16606 S Redland Rd and authorize the General Manger to sign the easement

document after property owner signatures are obtained. Commissioner Rubitschun seconded the motion.

MOTION CARRIED 5-0

Ayes: Angier, Danel, French, Garrison, Rubitschun

Nays:

Abstentions: None

Agenda Item 7.0 Management Report

- The Board received a copy of the December bill insert that will go out later in December and will be posted on the website. The Monthly report was also provided and will be posted on the website.
- Staffing- Welcomed Josh Caine as a Water Treatment Processing Specialist, accepted the resignation of another Water Treatment Processing Specialist, Steve Prestwood, SCADA Technician will be resigning/retiring as of January 10. Continuing to interview for a Water Resources Manager.
- There will not need to be an Executive Session tonight

No public comment- None

Agenda Item 8.0 Commissioner Reports and Reimbursements

Commissioner Danel and Commissioner French attended the Rotary Meeting with a satellite water focus group, this is still in the infancy of development. Commissioner French will be sending notes of the meeting she attended to the Board. Commissioner French reminded the Board members that if they had any schedule changes and would not be able to attend the SDAO conference in February to let Karin know by the January 14 Board meeting. Also, the Board was asked to note the changes in the 2024 calendar.

Open meeting is adjourned 7:17



Clackamas River Water

Monthly Update

December 2023



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Purchase Order Report- November 2023

Purchase Order Report - November 2023

Vendor: 00017 - CORE & MAIN LP

PO #	Description	Total Amount
24-0022	WATERWORKS PARTS	74,500.00

Vendor: 00106 - CARSON OIL

PO #	Description	Total Amount
24-0069	Blanket PO for the Purchase of Oil	10,000.00

Vendor: 00125 - ENCORE GRAPHIC

PO #	Description	Total Amount
24-0081	ENVELOPES	826.50

Vendor: 00215 - RELIABLE FENCE & CONSTRUCTION

PO #	Description	Total Amount
24-0083	MANGAN FACILITY FENCE AND GATE REPAIR	13,065.00

Vendor: 00353 - METRO OVERHEAD DOOR INC

PO #	Description	Total Amount
24-0084	INSTALLATION OF AUTOMATIC GATE COMPONENTS	11,315.00

Vendor: 00600 - INDUSTRIAL SOFTWARE SOLUTIONS

PO #	Description	Total Amount
24-0085	AVEVA SOFTWARE RENEWAL - CRW SHARE	9,805.00

Vendor: 01546 - CASCADE COLUMBIA DIST CO INC

PO #	Description	Total Amount
24-0072	ALUMINUM CHLOROHYDRATE	85,600.00

Vendor: 02247 - WHA INSURANCE AGENCY INC

PO #	Description	Total Amount
24-0079	SAFETY COORDINATOR	6,000.00

Vendor: 03319 - C & R REFORESTATION

PO #	Description	Total Amount
24-0070	TREE PRUNING AND WEED CONTROL	40,000.00

Vendor: 03325 - CHEMTRADE CHEMICALS US LLC

PO #	Description	Total Amount
24-0073	ALUMINUM SULFATE	50,000.00

Vendor: 03548- RIVER CITY ENVIRONMENTAL INC.

PO #	Description	Total Amount
24-0077	VACTRON TRUCK SERVICES	90,000.00

Vendor: 03775 - FIELD INSTRUMENTS & CONTROLS

PO #	Description	Total Amount
24-0068	COMMISSIONING SERVICE FOR NEW FLOW METER	1,377.45

Vendor: 03777 - CAROLLO ENGINEERS INC

PO #	Description	Total Amount
24-0071	BACKWASH BYPASS SYSTEM PROJECT	40,000.00

Vendor: 04210 - INDUSTRIAL HEARING SERVICES

PO #	Description	Total Amount
24-0082	AUDIOGRAMS	1,050.00

Vendor: 04419 - ECAMSECURE

PO #	Description	Total Amount
24-0074	SECURITY SYSTEM MONITORING AND MAINTENANCE	75,000.00

PO #	Description	Total Amount
24-0075	SECURITY SYSTEM EQUIPMENT AND LABOR	199,948.00

Vendor: 04427 - VAG USA LLC

PO #	Description	Total Amount
24-0080	14" GA INDUSTRIES ... GLOBE SOLENOID	1,663.97

Vendor: 04521 - PORTLAND ENGINEERING, INC

PO #	Description	Total Amount
24-0076	ON-CALL SACADA SUPPORT	10,000.00

Vendor: 04525 - WESTBROOK, MATT

PO #	Description	Total Amount
24-0078	GRANT COMPLIANCE ASSISTANCE	15,000.00

Contract Log

(Executed since last board meeting November 9, 2023)

Company	Product / Service	Rates	Eff. Date	Exp. Date	New/Amended/ Extended
Crystal Green Landscape, Inc.	Landscaping services	NTE \$74,500	1/1/21	12/30/24	Extended, scope updated and Not to exceed amount changed
Ferguson Waterworks	Water works supplies	NTE \$89,160	12/1/23	11/30/24	New. Approved by the Board on the recurring contract list
HD Fowler Company, Inc.	Water works supplies	NTE \$86,400	12/1/23	11/30/24	New. Approved by the Board on the recurring contract list
RH2 Engineering	WTP Concrete repair & Seismic imp.	NTE \$124,634	11/9/23	3/31/25	Approved by the Board in November

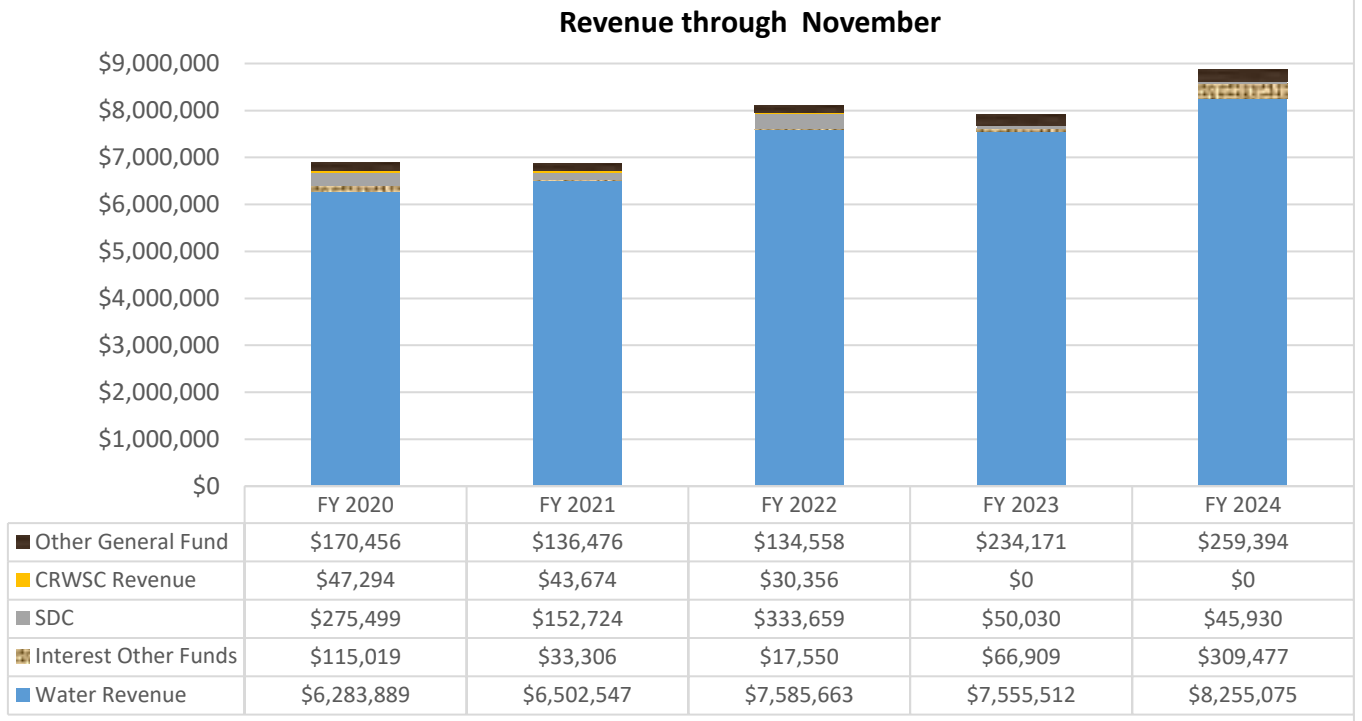
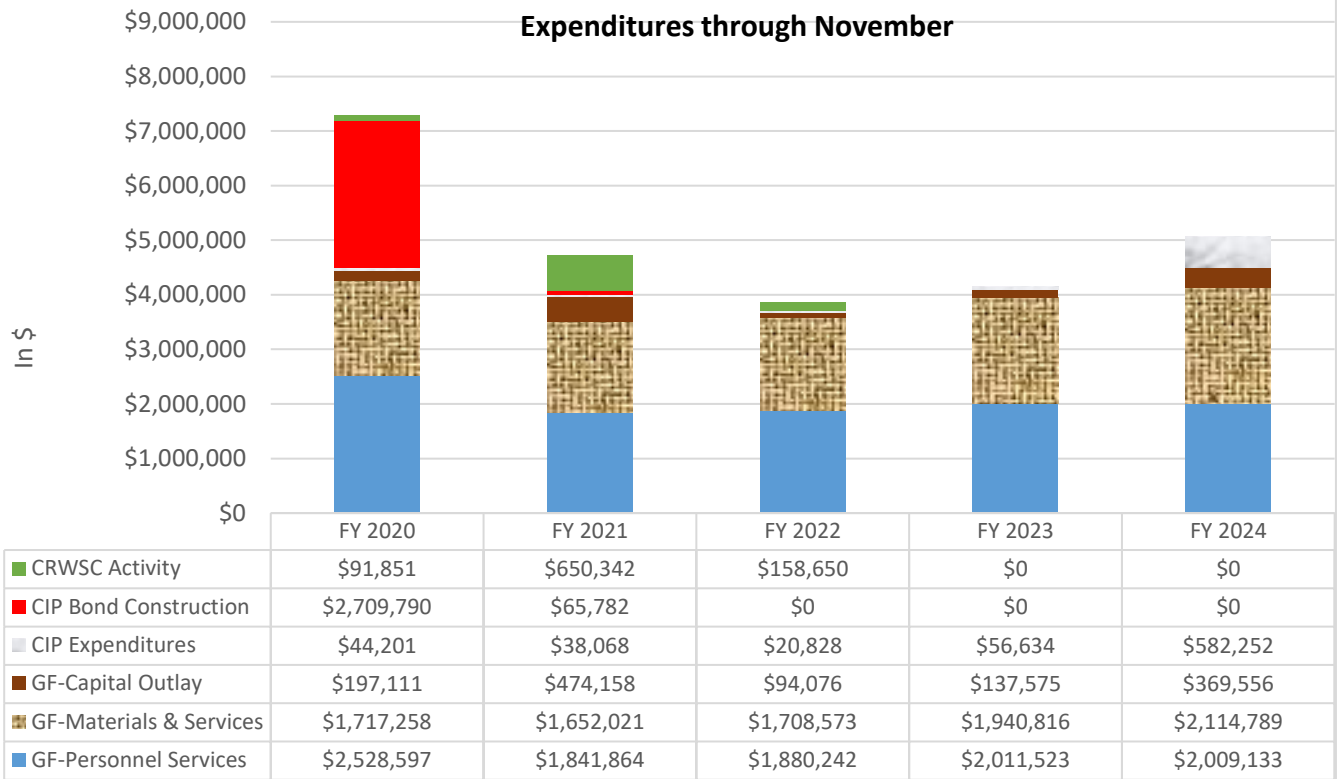
Summary of Legal

November 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>8.56</u>
Total Legal	\$ 4,608.56

Public Records Request Received

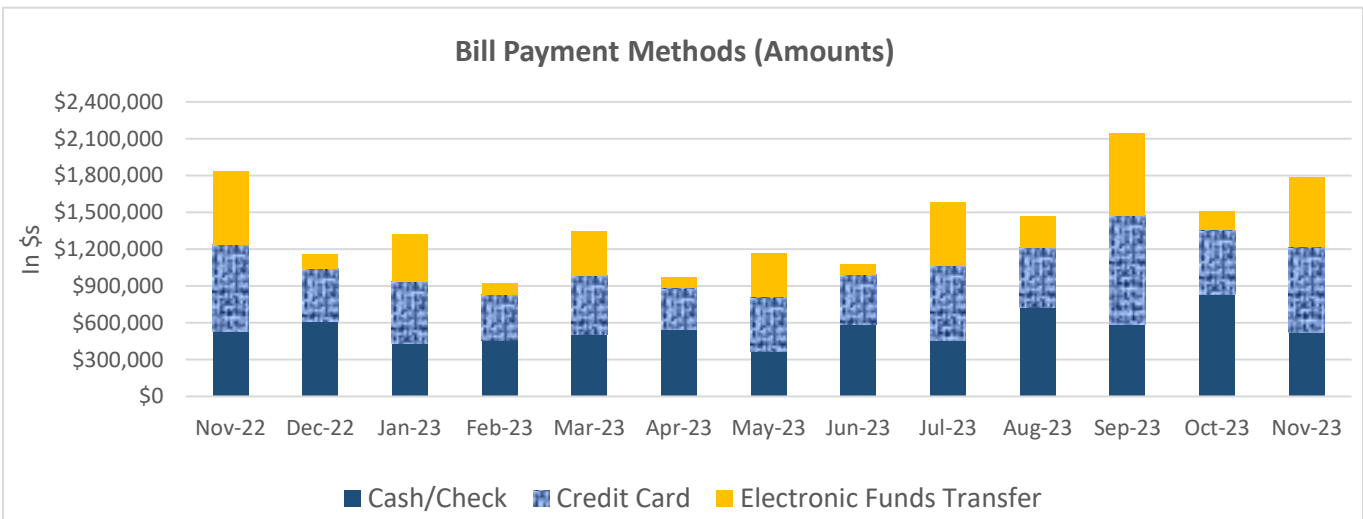
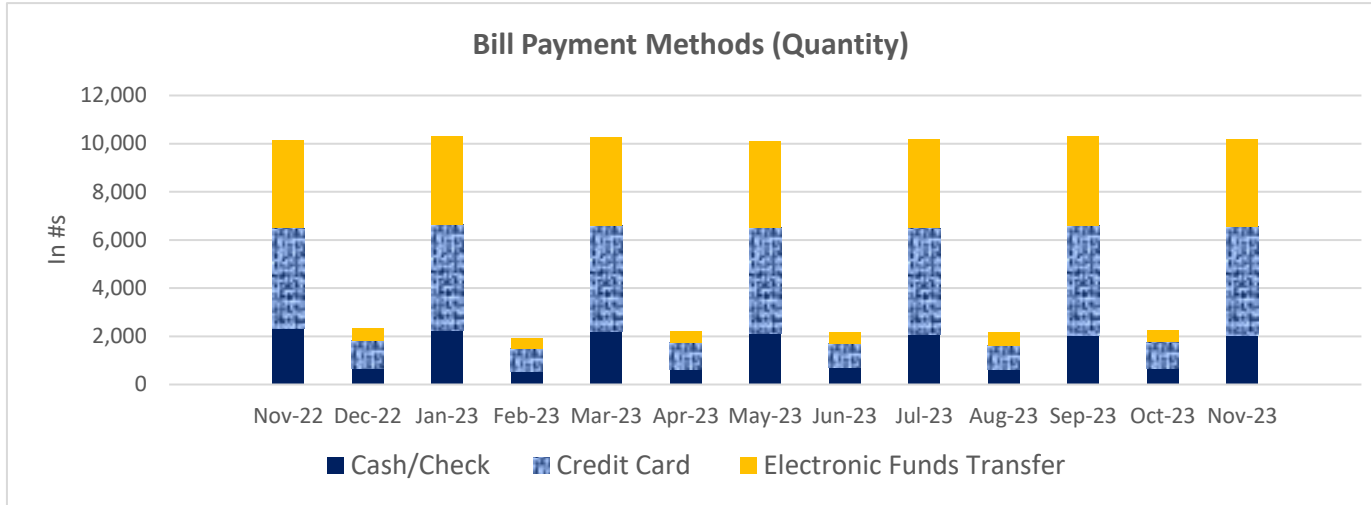
Number of Records Requests Received in November 2023 **0**



1) Water revenue has seen the highest consumption compared to previous years plus new rates became effective in September 2023. 2) CIP activity is significantly higher this year compared to last year mainly due to the completion of the Maple Lane Rd project. 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. 4) Expenditures in Materials & Services is unusually high mainly due to increased activity in contract work.

(as of the end of November 2023)

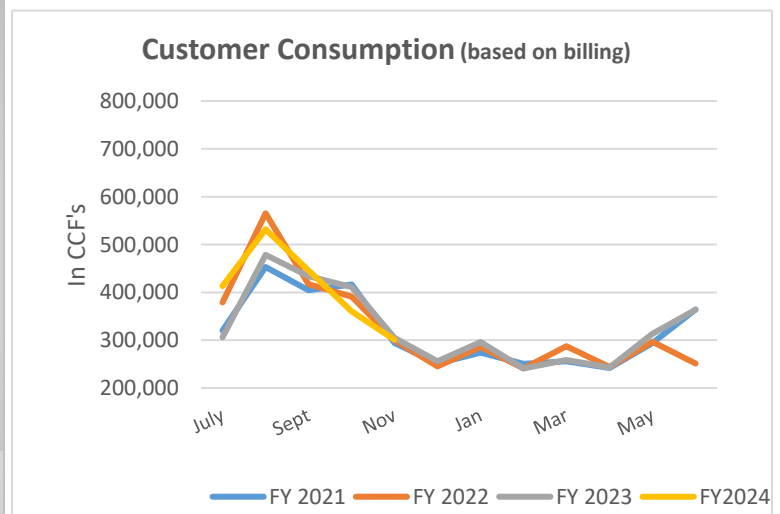
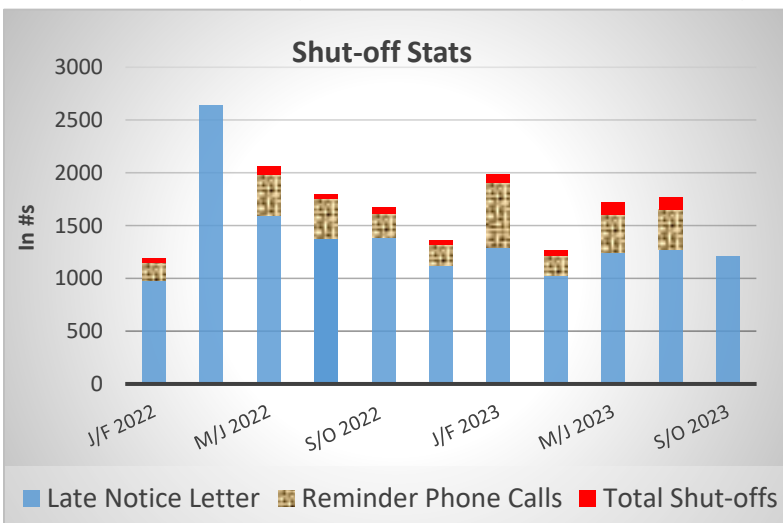
Residential Customers are billed on even months, Commercial Customers are billed on odd months.



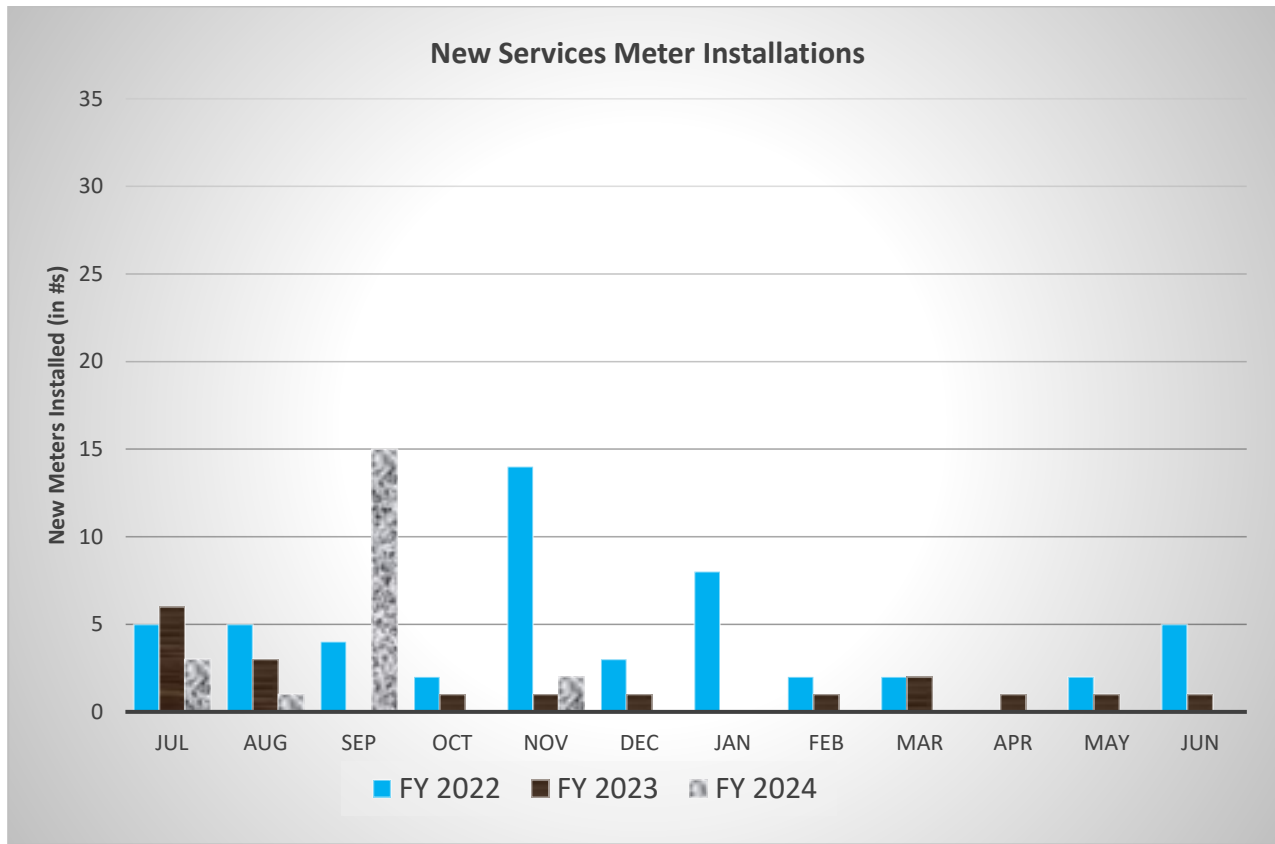
Cash/Check – Received via Lockbox, Counter

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

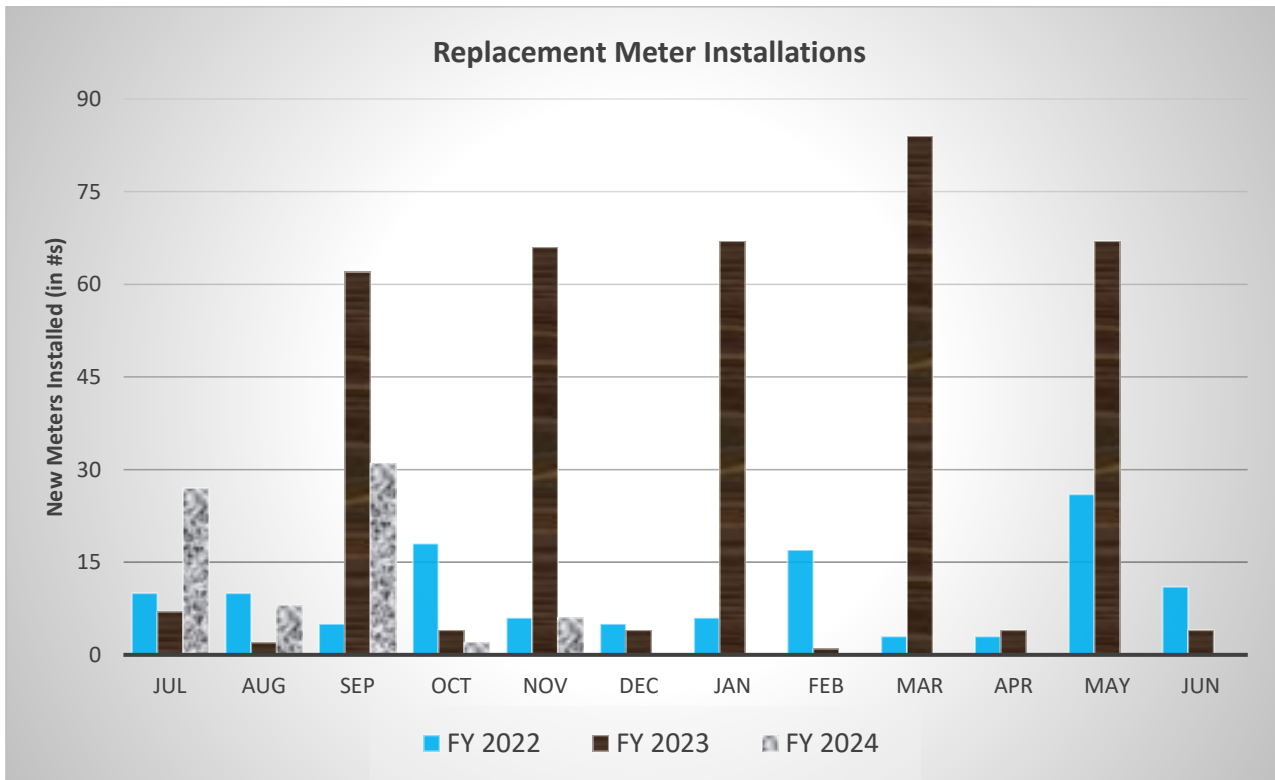
Electronic Funds Transfer – Received via Bank-to-Bank Transfer, Automatic Checking Withdrawal (RapidPay)



*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

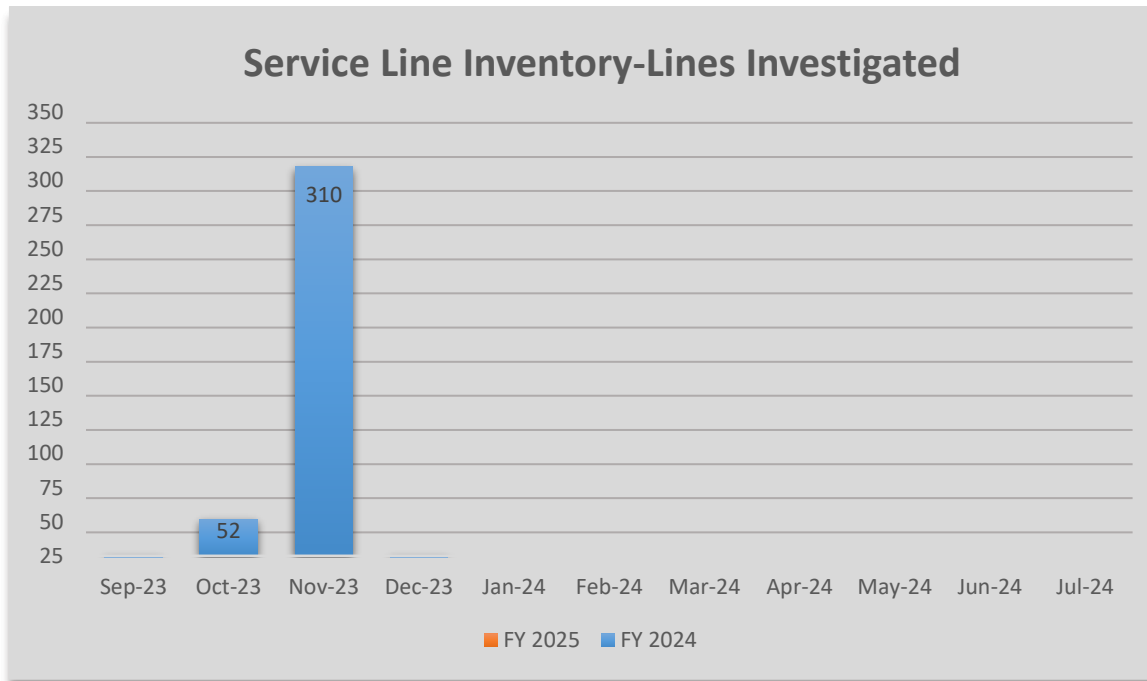


Annual 2023 Goal for Meter Replacement is 350- Year to date is 301.

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	3	0.0	0	265	17	8	69	1
Dec. 2023								
Total to Date	24	136.2	998	4224	778	55	423	10
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.



No investigations for Sept. 2023

Project Goal: Investigate 683 randomly selected service lines by July 2024. Total Investigations to date is 362.

Project Updates

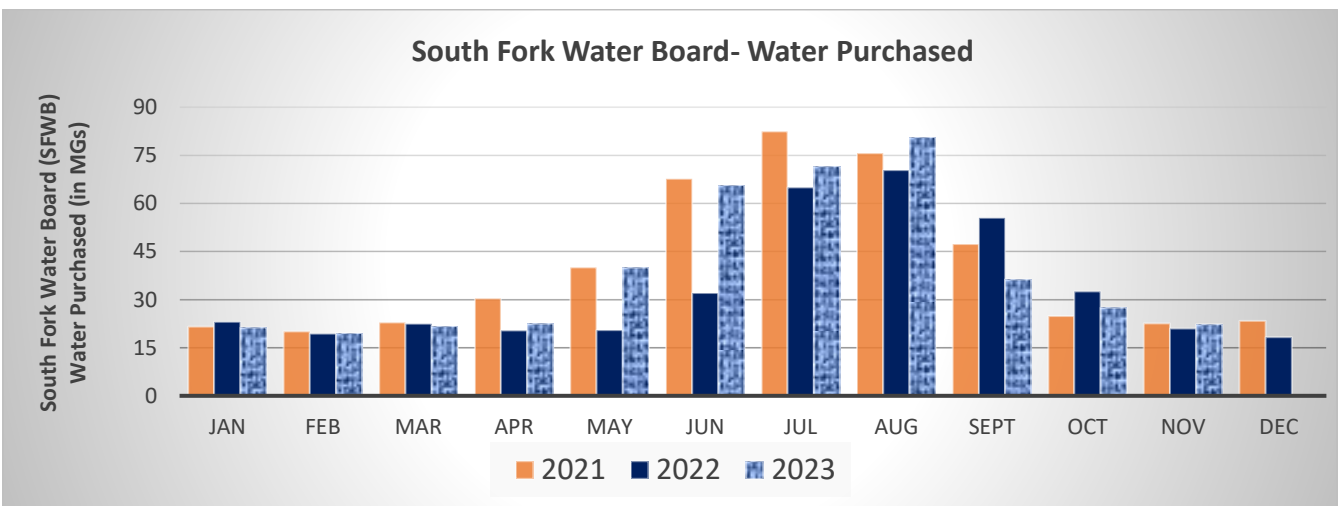
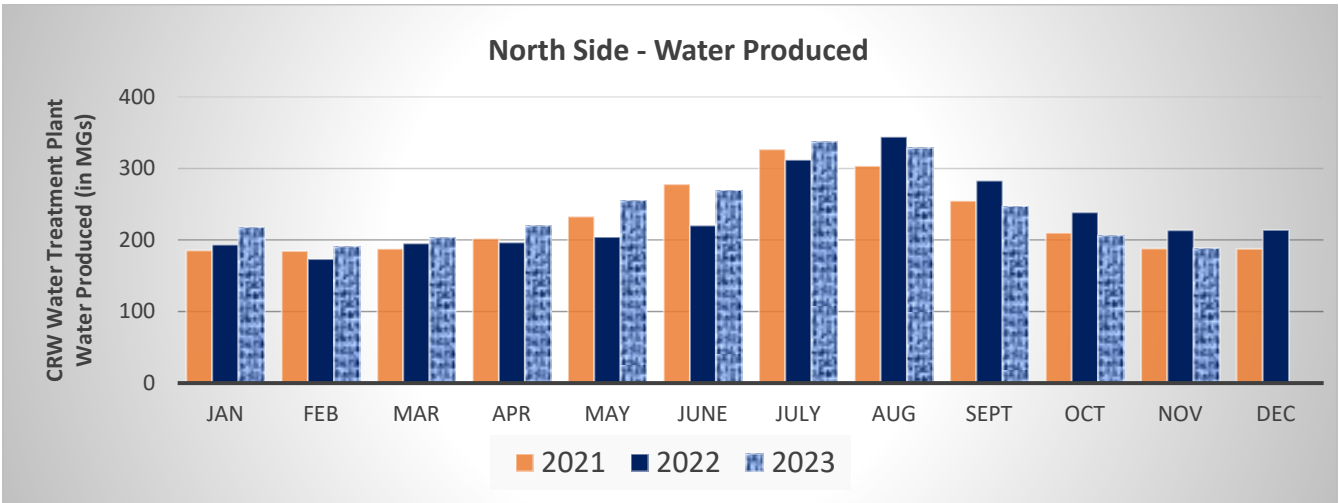
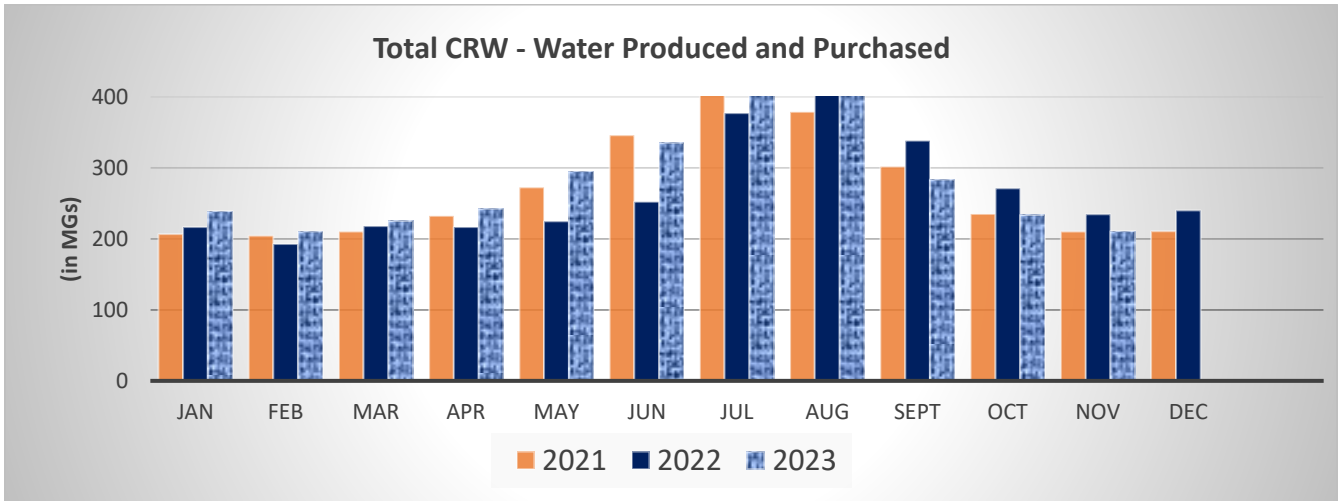
Private Development Projects

Private Project Tracking – November 2023

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

Capital Project Tracking – November 2023

Project No.	Name	Budget BN 2023-25	Total to Date*	Remaining Budget	Status
5301	Trans/CRW Impact Projects	\$250,000	\$3,137	\$246,863	
Utility coordination and adjustments at: Johnson Cr. Blvd at 79th Place Signals; ODOT 82nd Ave.					
5303	82 nd Dr. Waterline	\$1,041,000	\$25,188	\$1,015,812	In Design
Survey complete. Preparing to hire design consultant.					
5291	I-205 Crossings:	\$1,119,000	\$1,938	\$1,117,703	In Design
Survey complete. Preparing to hire design consultant.					
5306	Redland Rd. Waterline Phase 2	\$1,355,000	\$21,498	\$1,333,502	In Design
Design at 100% complete. Preparing to advertise for Contractors.					
5307	Redland Rd. PRV	\$1,003,000	\$338	\$1,002,662	No Activity
Design underway.					
5308	Low Lift PS Improvements	\$749,000	\$0	\$749,000	No Activity
No Activity.					
5309	WTP Structural Improvements	\$1,000,000	\$139	\$999,861	No Activity
Preparing consultant selection.					
5273	Redland Rd. Waterline Phase 1	\$666,000	\$32,205	\$633,795	Construction
Waterline construction complete.					
5270	Linwood Road Improvements	\$210,000	\$59,266	\$150,734	Construction
Construction is ongoing. CRW is coordinating service replacement work with the County and Contractor.					
5278	Monroe Street Improvements	\$850,000	\$18,320	\$831,680	Design in progress
Design at 30% complete. Coordinating with County road design.					
5280	Pump Station Chlorine	\$142,000	\$954	\$141,046	Design in progress
Designing spaces to house the new and upgraded chlorination equipment.					
5281	WTP Polymer Feed System	\$252,000	\$220	\$251,780	Design phase
Designing space and layout of proposed feed system on first floor of WTP.					
5282	WTP Filter Valve Replacement	\$1,302,000	\$58,629	\$1,243,371	Valve procurement
Valves and actuators have been ordered with delivery in October 2023. An installation contract is being prepared.					
5305	Webster Improvement of Bilquist		\$1,127	(\$1,127)	
5279	Maplelane Waterline		\$359,252	(\$359,252)	Completed see below
	BN 23-25 Totals	\$9,939,000	\$582,252	\$9,356,748	
5279	Maplelane Road Waterline	\$846,000 (1)	\$847,092 (2)	(\$1,092)	Construction
Construction within Maplelane Rd is complete. Easement waterline installation is complete.					
(1) The budget showing is from BN21-23. (2) Total Maplelane WL project expenditures are for both BN21-23 and BN23-25 combined.					



Information provided is shown in Calendar Years and not Fiscal Years

Regulatory

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

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.

River Conditions Reports

- The current Clackamas River **7-day average steamflow is 354% of normal** (median).
- November **precipitation in the Clackamas basin was 77% of normal. December precipitation is already at 233% of normal, less than halfway through the month.** Precipitation for the water year (October 1 – December 11) is 113% of normal (average).
- **The three-month outlook Dec-Feb)** from the NOAA Climate Prediction Center calls for a likely chance of **above normal temperatures**, and **near-normal precipitation** for northwest Oregon.
- The current snowpack in the Clackamas River Basin is 89% of median (see graph below).

