

**CLACKAMAS RIVER WATER BOARD OF COMMISSIONERS
BOARD WORK SESSION
April 22, 2024**

COMMISSIONERS PRESENT:

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

STAFF PRESENT:

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

CRW Employees: IT Manager, Kham Keobounnam

COMMISSIONERS ABSENT: 0

VISITORS: Bob Steringer (CRW Legal Counsel), Chris Hawes (Sunrise Water Authority Board Member)

Call Work Session to Order

Commissioner French called the meeting to order at 6:00 pm. Roll call was taken

1. CRW Board Policy Update Review

The Board has received a redline initial draft of the update of current Board Policy to review. The current edition of policy has not been fully reviewed and updated since 2013. The updated draft attempts to cover legislative updates and clarifications.

Section 1

- Borrowed language from the SDAO Board Policy model clarifying the relationship between the Board and Staff and CRW with respect to oversight
- Provide clarity for the organizations that CRW has relationships with and deciding which should have liaisons from CRW. In addition the role of the Board member who is a liaison to another group is to be a collective voice of the Board as a position
- Included language relating to Commissioner Conduct (incorporating language from the SDAO Model Board Policy. Currently there is a Board Code of Conduct Policy that is a separate document from Board Policy.
- Additional clarity on processes surrounding commissioner reimbursements and when reimbursements are eligible
- Retain the process for adopting an Ordinance or policies affecting those outside of the Board with two readings at two separate meetings 28 days apart
- Can adopt changes of Board policies in one reading if the vote to adopt is unanimous.
- Provide more specifics around Public meetings and development of Board meeting agendas

Section 2

- Clarity around statutory requirements around money and handling of it
- Allow for the Board to decide how long to extend a contract to an auditor at their discretion
- Track public record retentions with respect to meeting minutes

Section 3

- Additional clarifications around the General Managers signature authority
- Increased dollar thresholds for when the Board needs to approve vs the General Managers authority relating to real property. Outlines the dollar values of items before a market study vs. full appraisal is required.
- Clarify when staff can provide a month end financial overview to the Board and a Board meeting

Section 4

- Deleted requirements of an Insurance Agent of record that will be covered in the contracting documents
- Omitted the requirements of the term of contract with the Insurance agent of record and retained those in the LCRB rules
- Valuation of property is done in concert with requirements of insurance policies
- Removed the provision of annexations, mergers or consolidations to allow the Board to evaluate situations on a case-by-case basis when these issues arise allow flexibility.

Section 5 – no substantive changes

Section 6

- Clarifies that the Board can delegate the authority to enter into IGA's in certain circumstances

Section 7

- Draw a better distinction of what should be in Board Policy vs. what should be in the Public Records Policy for CRW. Help avoid conflict between the two policies.

Section 8

- 8.4- Propose to delete the section (referring to water critical customers). Question whether this creates more exposure for the district.
- Remove reference to metering.

In addition to adopting the Board Policy in the Resolution that will be before the Board will be a provision rescinding the current Board Code of Conduct which is proposed to be replaced in the updated Board Policy. The Board was asked if an addition of a signed acknowledgement of receipt of the policy and the Board member agreeing to abide by the policy included in the updated policy? The consensus of the group is to include the language provided by SDAO in the model policy

2. Commissioner Communications- none

3. General Manager Update-

- State of the County lunch hosted by the North Clackamas Chamber is being held on May 9, CRW is a sponsor and the commissioners are invited to attend if they wish.
- The May work session is scheduled for Tuesday May 28, proposing holding this during the day vs. the evening.

Public Comment: none

Open meeting is adjourned at 8:20pm