

**CLACKAMAS RIVER WATER BOARD OF COMMISSIONERS
BOARD WORK SESSION
May 28, 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;
Chief Engineer, Adam Bjornstedt

COMMISSIONERS ABSENT: 0

VISITORS: Bob Steringer (CRW Legal Counsel), Shawn Spargo (Kennedy Jenks-Consultant)

Call Work Session to Order

Commissioner French called the meeting to order at 3:30 pm. Roll call was taken

1. Emergency Power Study (See attached)

Purpose of the Study-assess CRW facilities for emergency backup power needs for remote sites.

Scope- review existing records and conduct site visits & Hazards assessment & prioritization – Reviewed following data

- Natural hazards mitigation plan
- Risk & Resilience assessment
- Water System Mater plan
- Potential sites identified
- Review of as-builts

Key Findings

- Seismic/earthquake is highest hazard risk
- RRA ranked assets by risk
- Harmony PS is redundant to 90th St. PS
- Well #1 not critical
- Aligned with Oregon Resilience plan goals
- 12 CRW facility sites were assessed.

Considered generator need assessment questions in order to create a ranking of sites

Commissioner Angier- asked about the two projects in the next biennium that would create redundancy to the Holly Ln PS (Bradley Rd. PS and transmission main). Asked if the need and site location identified for generators (emergency power) had a time frame for the projects (still in planning for timing of projects)
Commissioner Danel- asked if there was the possibility for FEMA to identify grant funding for the installation of the generators? (possible).

Commissioner Garrison- asked about the number of backup generators (the District has 2 mounted portable generators and Hattan Rd PS has a permanent generator on site).

2. CRW Board Policy Update Review

The Board previously reviewed the draft Board Policy at the April 22 Work Session. The suggested edits provided during the work session have been included in the next draft for review at the current work session.

Commissioner Rubitschun expressed concerns with the use of the word “comply” in the Board Policy Receipt acknowledgment form included in the draft policy.

Concerned with the difficulty of consistently applying equitably. Commissioner Rubitschun provided suggested draft language (attached). Commissioner Angier suggested the original proposed language has the same implications as the language provided by Commissioner Rubitschun. Commissioner Garrison reiterated that there is little enforcement power for the Board for situations that occur with fellow Board members. Suggested that the use of the SDAO language has been reviewed and tested.

3. Commissioner Communications- none

4. General Manager Update

- Kacie Davidson joined the Customer Service Specialist team last week

Public Comment: none

Open meeting is adjourned at 4:37pm and the Board will convene Executive Session

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 review and evaluate the performance of an officer, employee, or staff member if the person does not request an open meeting. ORS 192.660(2)(i).
3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations ORS 192.660 (2) (d)



CRW Facilities Emergency Power Study

Board Work Session

5/28/24



Kennedy Jenks

Agenda

- Purpose of the Study
- Background Data Review & Findings
- Overview of Sites
- Critical Vulnerability Analysis
- Site Details

Project Overview

- Purpose: Assess CRW facilities for emergency backup power needs
- Study funded by FEMA HMGP Grant
- Scope:
 - Review of existing records and site visits
 - Hazards Assessment & Prioritization
 - Vulnerability Assessment
 - Site Plan and Cost Estimates
 - Criteria Development and Prioritization



Background Data Review

Data Review

- Natural Hazards Mitigation Plan
 - County GIS - Landslides
- Risk and Resiliency Assessment
 - Water System Map to determine which sites are backed up.
- Water System Master Plan & Operational Records
 - Acquire data on pumping system/reservoir capacities
- Potential Sites Identified
 - Out of 12 sites, prioritized 5 potential
- As-builts
 - Verified existing conditions
 - Confirmed site features

Key Findings

- Seismic/Earthquake is highest hazard risk
- RRA ranked assets by risk
 - Allowed rapid screening for sites below the risk threshold
 - 5 of 12 sites were eliminated
- Harmony PS is redundant to 90th St PS (emergency only)
- Well #1 deemed not critical
- Aligned with Oregon Resilience Plan goals

Overview of Sites

CRW Facilities Assessed

- 90th St Pump Station
- Mather Reservoir
- Glen Oak Pump Station
- Holly Lane Pump Station
- Redland Pump Station
- Beavercreek Reservoirs and Pump Station
- Otty Reservoirs
- Barlow Crest Pump Station
- Henrici Reservoirs
- Well #1
- System Operations Facility

North Sites

- North Area
 - Otty Reservoirs
 - Harmony PS
 - 90th PS
 - Mather Reservoir
 - 152nd Reservoir

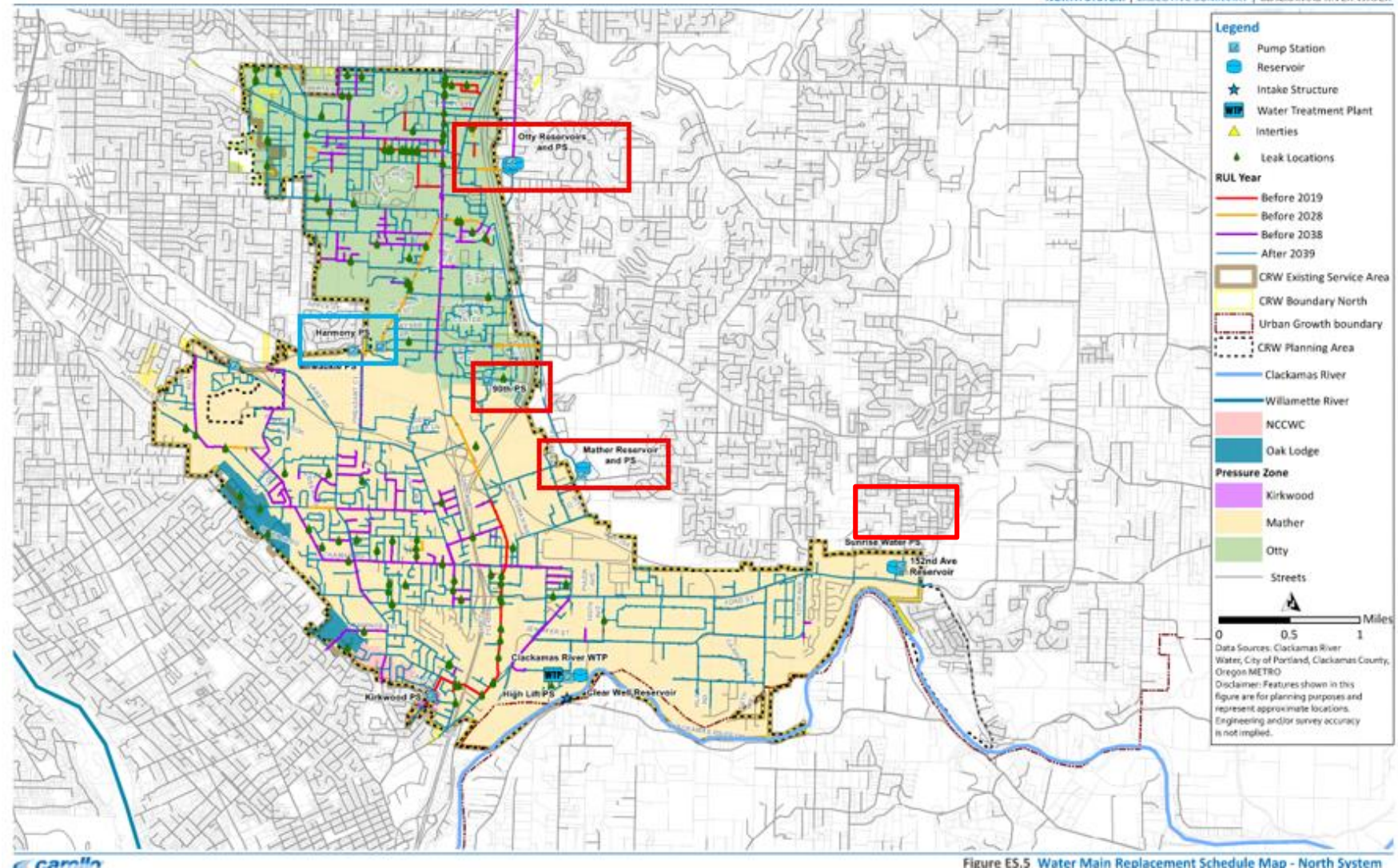


Figure ES.5 Water Main Replacement Schedule Map - North System

South Sites

- South Area
 - Barlow Crest Reservoir & PS
 - Well No. 1
 - Holly Lane PS
 - Redland PS
 - Glen Oak PS
 - Henrici Reservoirs
 - Beavercreek Reservoirs

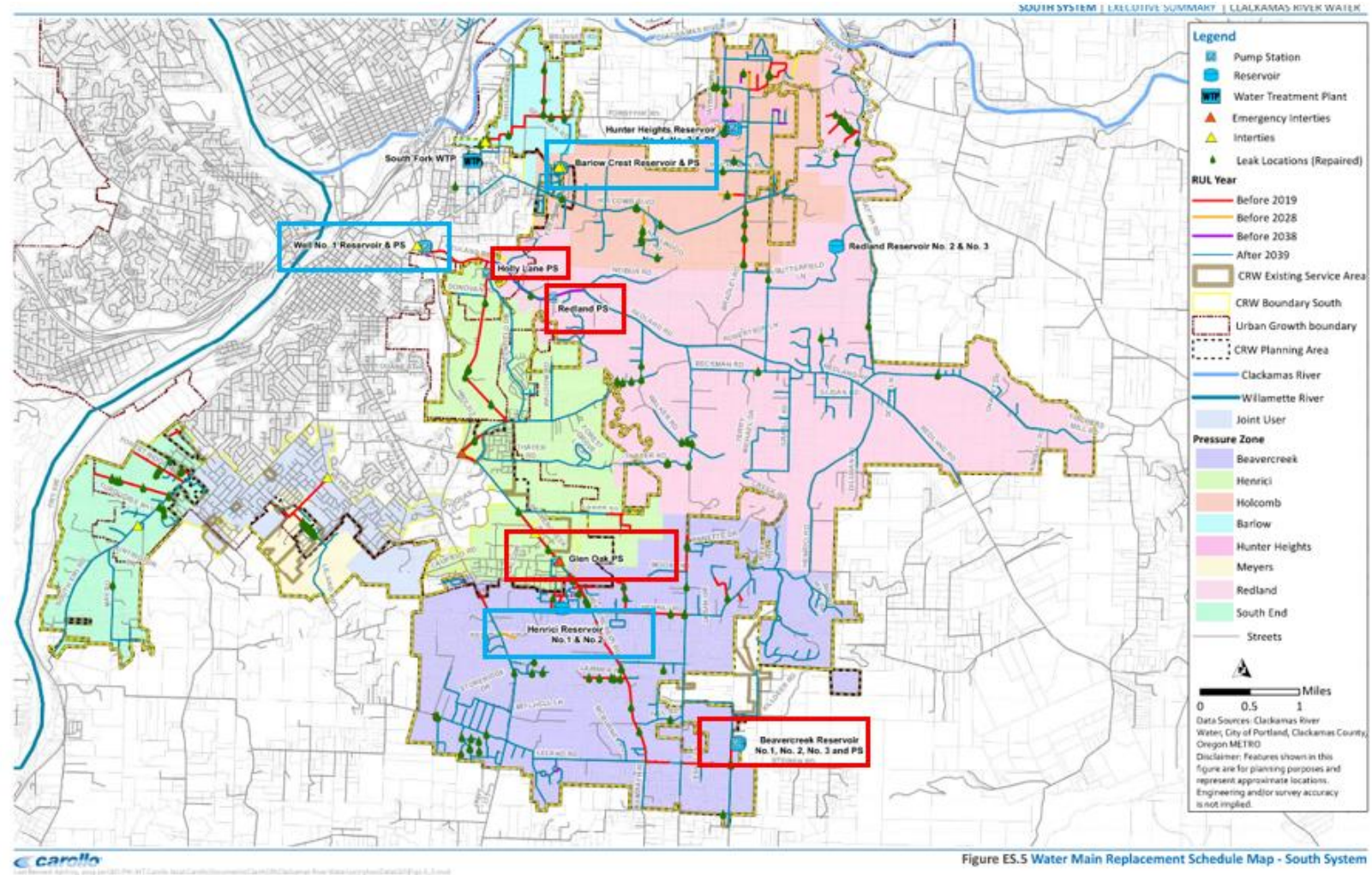


Figure ES.5 Water Main Replacement Schedule Map - South System

Critical Vulnerability Analysis

Generator Need Assessment Questions

- History of Power Outage? (Yes / No)
- Equipment Condition? (Good / Needs Improvement)
- Near-Term Planned Improvements? (Yes / No)
- Can an existing CRWD portable generator support this site? (Yes/No)
- Serves Critical Facilities/Customers? (Yes / No)
- Can CRWD respond quickly enough to maintain Levels of Service? (Yes / No)
- Facility capacity and demand level during summer? (0-8hrs, 8 hrs+)
- Is there reservoir/pump redundancy? (Yes / No)
- Is another agency affected by the facility outage? (Yes / No)

Ranking of Sites

Generator Study Score
(Low Number = Needs Generator)



Site Details

90th Pump Station



###/###/#### - __% SUBMITTAL				DESIGNED -		90TH PUMP STATION SITE VISIT NOTES		SCALE NTS	
PRELIMINARY DESIGN PHASE NOT FOR CONSTRUCTION				DRAWN -				JOB NO	
THIS DOCUMENT IS AN INTERIM DOCUMENT AND NOT SUITABLE FOR CONSTRUCTION. AS AN INTERIM DOCUMENT IT MAY CONTAIN DATA THAT IS POTENTIALLY INACCURATE OR INCOMPLETE AND IS NOT TO BE RELIED UPON WITHOUT THE EXPRESS WRITTEN CONSENT OF THE PREPARER.				CHECKED -		Kennedy Jenks		DATE	
NO	REVISION	DATE	BY	SCALES 0" = 1" 0" = 25mm IF THIS BAR IS NOT DIMENSION SHOWN, ADJUST SCALES ACCORDINGLY.		PRELIMINARY NOT FOR CONSTRUCTION		SHEET - OF	

Beavercreek Reservoirs

SITE VISIT DATE: 3/27/2024
 ACCOMPANIED BY: GLEN RAY (CRW OPERATOR) & CLINT TAYLOR (CRW ENGINEER)
 ALL MEASUREMENTS ARE APPROXIMATE FOR PRELIMINARY REVIEW PURPOSES ONLY, NOT FOR CONSTRUCTION.

NOTES:
 PER THE OPERATOR, THERE IS AN ONSITE PROPANE GENERATOR THAT SERVICES THE TELEMETRY/EMERGENCY COMMUNICATION SYSTEM ONSITE. THIS SYSTEM IS USED BY FIRE DEPARTMENT, POLICE, ECT.

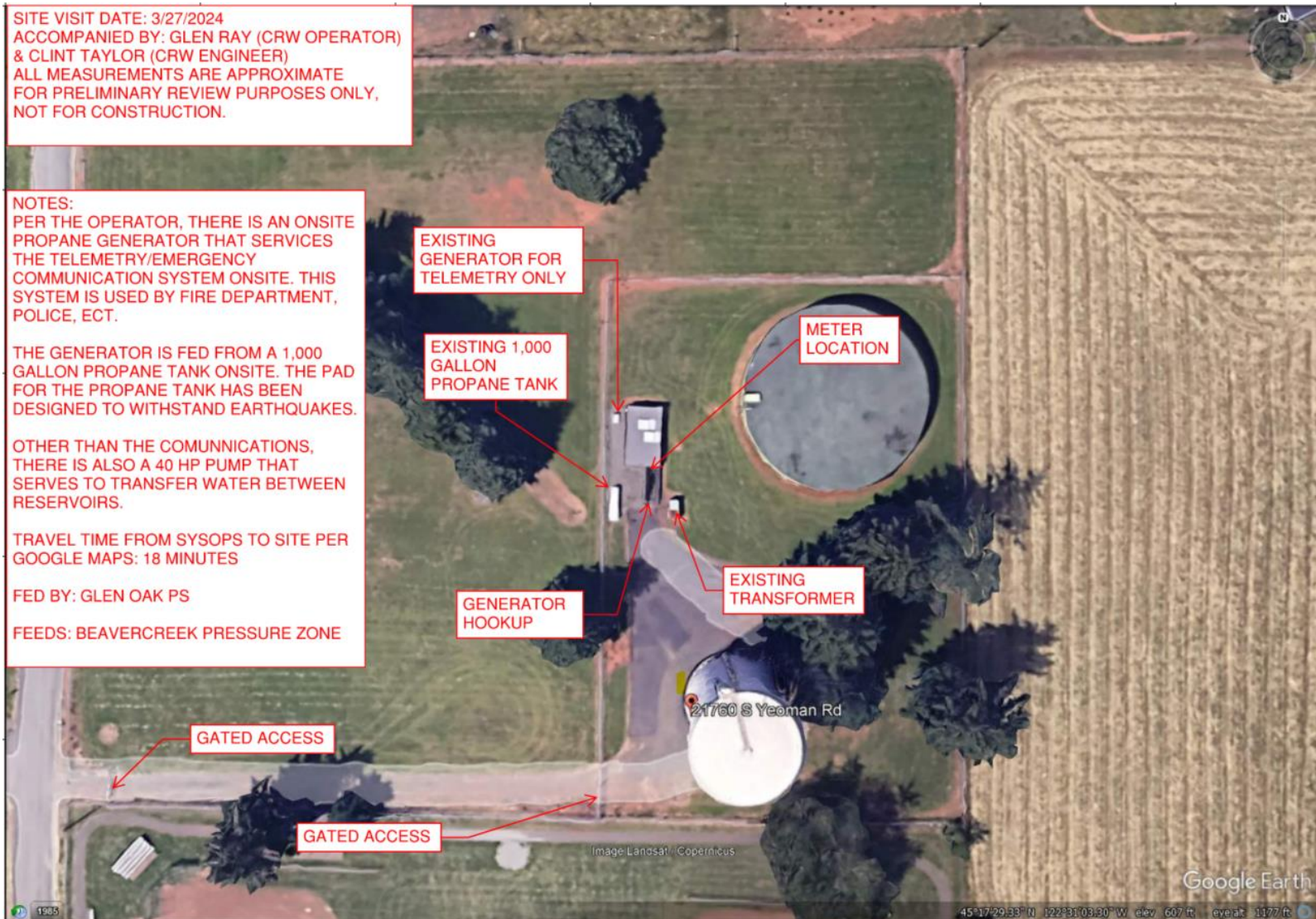
THE GENERATOR IS FED FROM A 1,000 GALLON PROPANE TANK ONSITE. THE PAD FOR THE PROPANE TANK HAS BEEN DESIGNED TO WITHSTAND EARTHQUAKES.

OTHER THAN THE COMMUNICATIONS, THERE IS ALSO A 40 HP PUMP THAT SERVES TO TRANSFER WATER BETWEEN RESERVOIRS.

TRAVEL TIME FROM SYSOPS TO SITE PER GOOGLE MAPS: 18 MINUTES

FED BY: GLEN OAK PS

FEEDS: BEAVERCREEK PRESSURE ZONE



- __% SUBMITTAL

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NO	REVISION	DATE	BY

SCALES
 1" = 25mm
 IF THIS BAR IS NOT DIMENSION SHOWN, ADJUST SCALES ACCORDINGLY.

DESIGNED -
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BEAVERCREEK RESERVOIRS AND PUMP STATION SITE VISIT NOTES

Kennedy Jenks

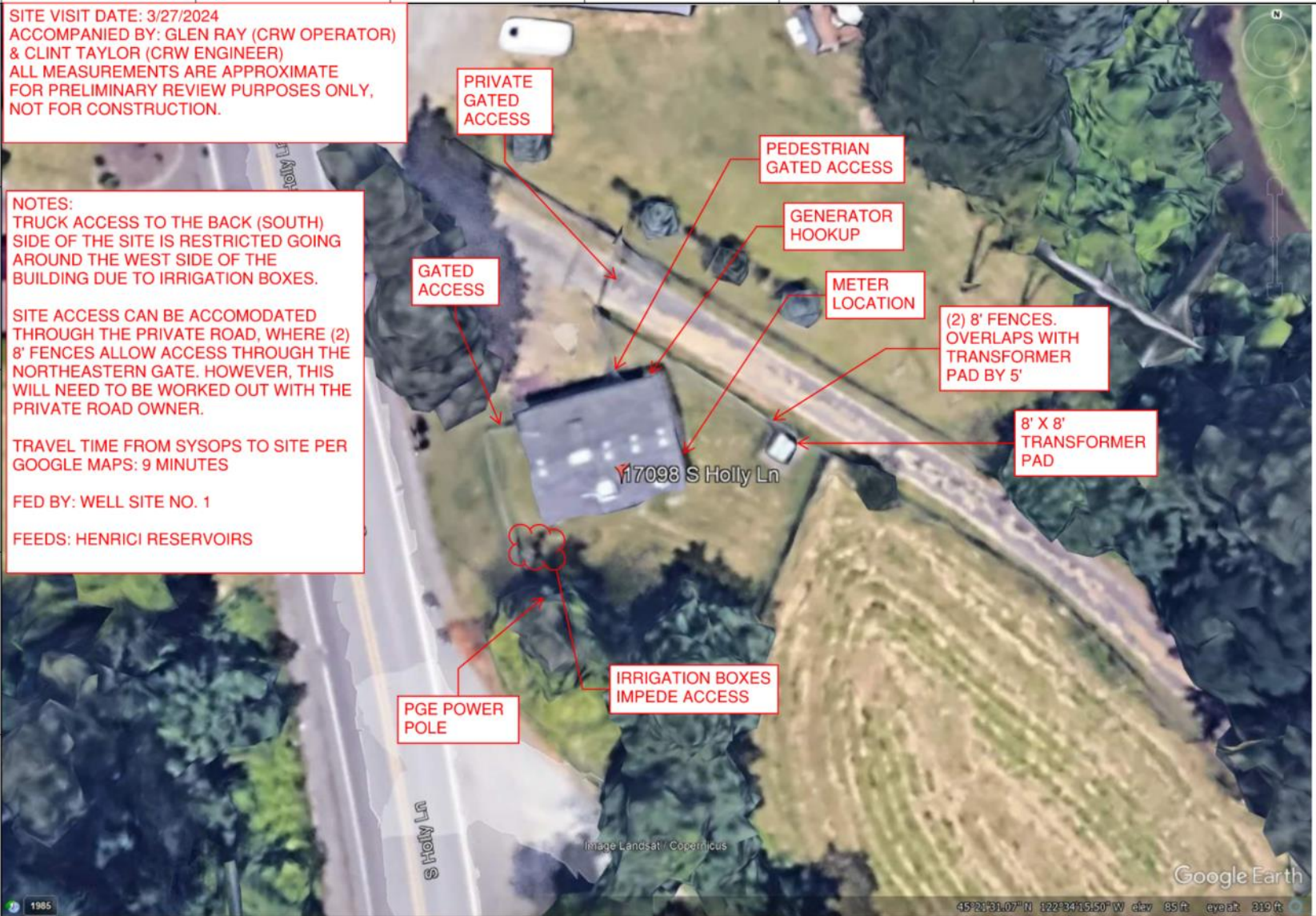
GENERATOR STUDY
 CLACKAMAS RIVER WATER

SCALE	NTS
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DATE	
SHEET	- OF

Holly Lane Pump Station

SITE VISIT DATE: 3/27/2024
 ACCOMPANIED BY: GLEN RAY (CRW OPERATOR) & CLINT TAYLOR (CRW ENGINEER)
 ALL MEASUREMENTS ARE APPROXIMATE FOR PRELIMINARY REVIEW PURPOSES ONLY, NOT FOR CONSTRUCTION.

NOTES:
 TRUCK ACCESS TO THE BACK (SOUTH) SIDE OF THE SITE IS RESTRICTED GOING AROUND THE WEST SIDE OF THE BUILDING DUE TO IRRIGATION BOXES.
 SITE ACCESS CAN BE ACCOMODATED THROUGH THE PRIVATE ROAD, WHERE (2) 8' FENCES ALLOW ACCESS THROUGH THE NORTHEASTERN GATE. HOWEVER, THIS WILL NEED TO BE WORKED OUT WITH THE PRIVATE ROAD OWNER.
 TRAVEL TIME FROM SYSOPS TO SITE PER GOOGLE MAPS: 9 MINUTES
 FED BY: WELL SITE NO. 1
 FEEDS: HENRICI RESERVOIRS



##### - __% SUBMITTAL PRELIMINARY DESIGN PHASE NOT FOR CONSTRUCTION <small>THIS DOCUMENT IS AN INTERIM DOCUMENT AND NOT SUITABLE FOR CONSTRUCTION. AS AN INTERIM DOCUMENT, IT MAY CONTAIN DATA THAT IS POTENTIALLY INACCURATE OR INCOMPLETE AND IS NOT TO BE RELIED UPON WITHOUT THE EXPRESS WRITTEN CONSENT OF THE PREPARER.</small>	NO	REVISION	DATE	BY	SCALES 1" = 2000' <small>IF THIS BAR IS NOT DIMENSION SHOWN, ADJUST SCALES ACCORDINGLY.</small>	DESIGNED - DRAWN - CHECKED - PRELIMINARY NOT FOR CONSTRUCTION	HOLLY LANE SITE VISIT NOTES Kennedy Jenks	GENERATOR STUDY CLACKAMAS RIVER WATER	SCALE NTS JOB NO DATE SHEET - OF

Glen Oak Pump Station

SITE VISIT DATE: 3/27/2024
 ACCOMPANIED BY: GLEN RAY (CRW OPERATOR) & CLINT TAYLOR (CRW ENGINEER)
 ALL MEASUREMENTS ARE APPROXIMATE FOR PRELIMINARY REVIEW PURPOSES ONLY, NOT FOR CONSTRUCTION.

NOTES:
 ASBUILTS WERE NOT AVAILABLE FOR THIS SITE. OBSERVATIONS WERE MADE BASED ON VISUAL ABOVEGROUND INSPECTION.

THE EASTERN AND SOUTHERN PORTION OF THE SITE CONTAINS VAULTS, METER BOXES, AND VALVE OPERATORS.

TRAVEL TIME FROM SYSOPS TO SITE PER GOOGLE MAPS: 13 MINUTES

FED BY: HENRICI RESERVOIRS
 FEEDS: BEAVER CREEK RESERVOIRS



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	NO	REVISION	DATE	BY						

Barlow Crest Pump Station & Reservoir

SITE VISIT DATE: 3/27/2024
ACCOMPANIED BY: GLEN RAY (CRW OPERATOR)
& CLINT TAYLOR (CRW ENGINEER)
ALL MEASUREMENTS ARE APPROXIMATE
FOR PRELIMINARY REVIEW PURPOSES ONLY,
NOT FOR CONSTRUCTION.



NOTES:
 PER THE OPERATOR, THE CUSTODY OF THE SITE IS SHARED BETWEEN CRW AND THE CITY.

THERE ARE TWO GENERATORS ONSITE, IN THE ROLLUP GARAGE. A PORTABLE GENERATOR THAT IS USED BY CRW AT OTHER SITES, AND A SMALLER GENERATOR THAT SERVICES ONLY AS THE BACKUP POWER FOR THE TELEMETRY ONSITE.

TRAVEL TIME FROM SYSOPS TO SITE PER GOOGLE MAPS: 13 MINUTES

FED BY: HUNTER AVE PS

FEEDS: HUNTER HEIGHTS RESERVOIRS

##### - __% SUBMITTAL						DESIGNED -	BARLOW CREST PUMP STATION AND RESERVOIR SITE VISIT NOTES	GENERATOR STUDY CLACKAMAS RIVER WATER	SCALE - NTS
PRELIMINARY DESIGN PHASE NOT FOR CONSTRUCTION						DRAWN -			JOB NO.
<small>THIS DOCUMENT IS AN INTERIM DOCUMENT AND NOT SUITABLE FOR CONSTRUCTION. AS AN INTERIM DOCUMENT IT MAY CONTAIN DATA THAT IS POTENTIALLY INACCURATE OR INCOMPLETE AND IS NOT TO BE RELIED UPON WITHOUT THE EXPRESS WRITTEN CONSENT OF THE PREPARED.</small>	NO	REVISION	DATE	BY	SCALES 0" = 1" 0" = 25mm IF THIS BAR IS NOT ORIENTED AS SHOWN, ADJUST SCALES ACCORDINGLY.	CHECKED -	Kennedy Jenks	DATE	
									SHEET - OF

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Clackamas River Water



Kennedy Jenks

Board Policy

I'd like to ask the board to reconsider the language for the board policy manual regarding the acceptance versus acknowledgement requirement. First let's consider the official definition of the word "comply":

Merriam-webster Dictionary: to conform, submit, or adapt (to a regulation or to another's wishes) as required or requested

Oxford Dictionary: to obey a rule, an order, etc.; to meet a particular standard

The Britannica Dictionary: to do what you have been asked or ordered to do

I think this might be a "be careful of what you ask because you might get it" motion. Think about the policies that our board is asked to approve, it's not guaranteed that we will be unanimous in every decision. It only takes a quorum to pass a new policy. And, yet all descending commissioners would be asked to submit to the new policy.

I understand the merits of uniformity and guidelines but the very nature of a board position is to think outside-the-box, to envision what-if's without limits, to explore possibilities that are not normally considered, to be strategic and creative. This is not only our role, it's who we are and more importantly, it's the kind of people that we will need to attract in the future to contribute to the district's long-term success. This person will challenge us, take a different approach and at times, make us uncomfortable. I believe this is good for the business. Asking members to "comply" with the policies manual sends the message that we're all about business as usual. I'd be more amendable to signing a commissioner's "code of conduct" that states our unchangeable core values rather than asking for compliance of a manual of specific policies that will need to change over time.

The board policy document is a living document; it will need to evolve over time and with circumstances and state statutes. It will take leadership to transform it from its current form to its future form. This process should be encouraged to the fullest extent. It would be unfortunate if the board's majority hinders this process by referencing a signed paper to "comply" with the board policy document. Future boards will be asked to "comply" with past board decisions. And what happens if there's a violation? I envision possible future board actions for noncompliance of the board policies. Why have rules without enforcement or consequences?

I value each commissioner's unique experiences and talents but more importantly I value our differences. These different perspectives force us to consider new ideas and come up with solutions not previously conceived. It's important that we preserve our differences and not require uniformity in our thinking or behavior. My concern is that requiring compliance to the board policy manual is a step in that direction. I'm not concerned about any particular section in the policy manual, it's about control over the creative process. All commissioners should be expected to conduct themselves professionally and with respect for their fellow commissioners

and CRW staff. That's non-negotiable. These basic courtesies should be modeled rather than mandated. We need to challenge ourselves to make sure that on every official occasion, our personal behavior reflects these values. If we hold ourselves accountable, then others won't have to.

Finally, in the spirit of principle, I ask that you consider using the word "acknowledge" for the board policies manual rather than "comply". We want everyone to know and understand the expectations of a board member without forcing them to adhere to one board's definition of policy. After all, each board member is voted in by the public and their allegiance is to their constituents regardless of what our policy manual states with the exception of state statutes. The policy manual should be a framework rather than a required allegiance for all board members.

I propose that we delay a final vote on this motion until more suitable language can be crafted. I propose something along the lines of:

I acknowledge receipt of the board policy manual and understand it is a living document that will need to change overtime to accommodate changes in the law, new policies approved by the board and to clarify board practices. I understand that it's currently the best-practices framework for conducting board business. Each board member should conduct themselves professionally and respect these guidelines when acting in their official capacity.

Also, consider that there's a responsibility to enforce enacted board policies. This includes present as well as future policies. Inconsistent enforcement of policies can lead to confusion, resentment, and a breakdown of trust between the board and the organization. It can also create an environment where some employees feel that they are exempt from certain policies, which can exacerbate existing non-compliance issues.

Does the board want to be an enforcement body? What are the consequences of not complying? Will some policies have a grace allowance but not others? Will the board selectively enforce certain policies and not others? Will the board enforce violations selectively depending on the individual? Will some people and policies be given a "pass" but not others? Enforcement must be applied consistently or it will open up the board to lawsuits. Will violations be dealt with "real-time" (during meetings) or done privately "after the fact"? Who decides on the consequences? Who's the "enforcer"?

The current board enjoys unity on voting and management support. If there's a change in board control will all board members continue to comply with all future board policies? And consider as we try to codify these board policies, our current board have violated several of the stated policies. Will consequences follow for future violations? Who will interrupt violations and determine consequences? I'm concerned that our board policies may be used to intimidate board members and to put our individual opinions at risk.

Bob Rubitschun