

**CLACKAMAS RIVER WATER BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
June 13, 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;
Water Treatment Supervisor, Keith Scranton; Water
Resources Manager, Steve Houck

COMMISSIONERS ABSENT:0

VISITORS: Bob Steringer, Chris Hawes

Call Regular Meeting to Order

Commissioner French called the meeting to order at 6:00pm. The pledge of allegiance was recited

MOTION: Commissioner Danel moved to approve the agenda as amended. 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 April 2024
CA-2: Cash & Investment Ending Balances Report
CA-3: Consider Approval of Contract Amendment with Cascade Columbia Exceeding 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 1.0 Resolution No. 06-2024- A Resolution Establishing Retail Water Rates, System Development Charges, Miscellaneous Fees and Charges for Services

Mr. Heidgerken explained that the Board has held the rate hearing in May to consider the rate increase. The SDC rates are increased based on established increase in the SDC ordinance. The Board is being asked to approve the packet of all fees and charges. The fees go into effect July 1, 2024 but the retail water rates go into effect September 1, 2024.

Commissioner Angier asked if there was any additional communication on rates other than the one received and shared during the rate hearing. Commissioner Garrison asked if there are freight costs for delivered items.

MOTION: Move to approve Resolution 06-2024 updating Clackamas River Water Rates, SDC's, Fees and Charges. 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 By Title Only of Resolution 07-2024 Amending Board Policy

Mr. Heidgerken shared that there will be two readings (meetings) before the Board can vote on the adoption of the updated Board Policy.

Commissioner Garrison asked if there were any sections that were awkward from the original policy and have worked to "clean" those areas and make more clear

MOTION: Commissioner Danel move the Board conduct a first reading by title only of Resolution 07-2024. Commissioner Rubitschun seconded the motion.

MOTION CARRIED 5-0

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

Resolution 07-2024 was read by Title only

Agenda Item 3.0 Consider Approval of Resolution No. 08-2024 Approve Utility Billing Bad Debt Write-off for FY 2023-24, Uncollectible Water Bills

Mr. Heidgerken Shared that this is an annual process in preparation for the audit where there are accounts that have not been collected. This allows staff to write those accounts off of the books. This year's amount is less than last year, some

accounts have been sent to collections and others are a result of bankruptcy which not be collected upon.

Commissioner Angier asked if it possible to get accounts collected on for the bankruptcy accounts. Asked how long an account is delinquent before going into the uncollectable status for write-off. Commissioner Garrison asked about the number of accounts over \$500.

MOTION: Commissioner Danel move to approve Resolution 08-2024 Bad Debt Write-off for FY 2023-24 Uncollected Water bills. Commissioner Rubitschun seconded the motion.

MOTION CARRIED 5-0

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

Agenda Item 4.0 Consider Resolution No 09-2024 Updating the Wholesale Water Rates Charged to North Clackamas County Water Commission (NCCWC)

Mr. Heidgerken shared this is an annual exercise that occurs based on the methods in the established IGA between CRW and NCCWC.

MOTION: Commissioner Danel move to approve Resolution 09-2024 updating the wholesale water rates charged to North Clackamas County Water Commission (NCCWC) effective July 1, 2024. Commissioner Rubitschun seconded the motion.

MOTION CARRIED 5-0

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

Agenda Item 5.0 Consider Approval Contract Extension with Madrone Technology for IT Support, Equipment and Subscriptions Exceeding the General Managers Signature Authority

Mr. Heidgerken shared that this is a contract that exceeds the GM signature authority for approval of the contract. Madrone provides IT support, purchase of IT equipment and peripherals as well as licenses and subscription. This is a long-time vendor who is very familiar with the CRW system
Commissioner Garrison asked if equipment is purchased or leased (purchased)

MOTION: Commissioner Danel move to authorize the contract extension with Madrone Technology for Information Technology Equipment, Licenses and Support for a not-to-exceed amount of \$219,000 and authorize the General Manager to sign the extension. Commissioner Rubitschun seconded the motion.

MOTION CARRIED 5-0

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

Agenda Item 6.0 Consider Approval of Intergovernmental Agreement (IGA) Extension Between CRW and Clackamas River Water Providers (CRWP) for Emergency Management Coordination Services

Mr. Heidgerken shared the original agreement was approved by the Board last year to provide .2 FTE assistance by the CRW Emergency Manager to the CRWP. CRWP expressed an interest in continuing with the agreement. The first year of the agreement the time spent was closer to only .1 FTE. The scope of work for the next extension is still being developed.

MOTION: Commissioner Danel move to approve the CRW/Clackamas River Water Providers (CRWP) Intergovernmental Agreement Extension for Emergency Management Coordination Services. Commissioner Rubitschun seconded the motion.

MOTION CARRIED 5-0

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

Agenda Item 7.0 Deleted

Agenda Item 8.0 Management Report

- The Board received a copy of the June Utility bill insert; a copy of the CCR report and the Monthly Report.
- CRWP meeting- discussed the coordination with PGE for water release from Timothy Lake to the Clackamas River
- There is a dedicated security presence at Riverside Park during the summer months (5 days a week).
- There may need to be an Executive Session in lieu of the June 24 Board Work Session
- The regular July Board meeting will be held on the 3rd Thursday July 18
- Christina Irish has accepted the CFO position and will begin June 24

No public comment- None

Agenda Item 10.0 Commissioner Reports and Reimbursements

- Commissioner Angier- attended the Regional Water Providers Consortium Board meeting. She will continue as the Clackamas County representative on the Board. Discussed Cyber Security, legislation and unspent fund

Agenda Item 11.0 Election of Board Officers

Commissioner Angier nominated Sherry French for President and Commissioner Garrison seconded. **The motion passed unanimously**

Commissioner Danel nominated Naomi Angier for Secretary and Commission Garrison seconded. **The motion passed unanimously**

Commissioner Angier nominated Tessah Danel for Treasurer and Commissioner Garrison seconded. **The motion passed unanimously**

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

1. To 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)
3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations ORS 192.660 (2) (d)

Open meeting is adjourned 6:40pm



Clackamas River Water

Monthly Update

June 2024



Monthly Update 3

 Purchase Order Report.....3

 Contracts Log 4

 Summary of Legal..... 4

 Public Records Request Received 4

 Financial Reports..... 5

 Statistics 6

 Activity Reports 7

System Operations 8

 Operation Statistics 8

 Project Updates..... 9-10

Water Resources & Water Quality..... 11

 Water Distribution Charts 11

 Sampling Reports 12

 Regulatory 12

 Non-Regulatory 12

 River Flow Conditions Report 13

Purchase Order Report- May 2024

Purchase Order Report May 2024

Vendor: 00165 - UNIVAR SOLUTIONS USA INC

| PO # | Description | Total Amount |
|---------|---------------------------------------|--------------|
| 24-0151 | 55 Gallon drum of Drakeol #10 Mineral | 1,773.10 |

Vendor: 00548 - UNIT PROCESS CO., BRAY SALES INC

| PO # | Description | Total Amount |
|---------|--|--------------|
| 24-0152 | BADGER METER FLOWMETER FOR GLEN OAK PS | 1,955.66 |

Vendor: 04320 - CHOWN INC

| PO # | Description | Total Amount |
|---------|---|--------------|
| 24-0150 | PARK RESTROOM DOORS SECURITY ENHANCEMENTS | 1,452.49 |

Vendor: 04602 - HOTROD DREAMWORKS

| PO # | Description | Total Amount |
|---------|------------------|--------------|
| 24-0145 | REPAIR TO 23-100 | 3,324.67 |

Vendor: 04604 - KRUSE PLUMBING

| PO # | Description | Total Amount |
|---------|--|--------------|
| 24-0147 | FY-24 BLANKET PO FOR PLUMBING SERVICES | 10,000.00 |

Vendor: 04605 - ULTRABLOCK INC

| PO # | Description | Total Amount |
|---------|---------------------------|--------------|
| 24-0148 | ULTRABLOCK MODULAR BLOCKS | 7,470.00 |

Contract Log

(Executed since last board meeting May 15, 2024)

| Company | Product / Service | Rates | Eff. Date | Exp. Date | New/Amended/ Extended |
|-----------------------------|---|---------------|-----------|-----------|---|
| Alexin Laboratories | General Lab Services | NTE \$50,000 | 5/1/24 | 4/30/25 | Extended |
| Carollo Engineers | On-call for Water Treatment Plant Projects | NTE \$40,000 | 5/6/24 | 10/31/24 | New |
| Clark Land Resources | Right of way acquisition-Bradley Pump Station | NTE \$15,000 | 5/14/24 | 4/30/25 | New |
| Ecamsecure | Security System equipment & labor | NTE \$215,381 | 9/14/24 | 6/30/24 | Extended. Approved by the Board Sept 2023 |
| Executive Security Services | Patrol Services (routine & Park) | NTE \$85,000 | 5/1/23 | 4/30/25 | Approved by the Board May 15, 2024 |
| Grainger, Inc. | Maintenance Supplies | | 7/1/18 | 12/31/24 | Extended-Cooperative contract participation |
| RH2 Engineering, Inc. | WTP Concrete repair & seismic Imp. | NTE 143, 329 | 11/9/23 | 3/31/25 | NTE increase, approved by the Board Nov. 2023 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

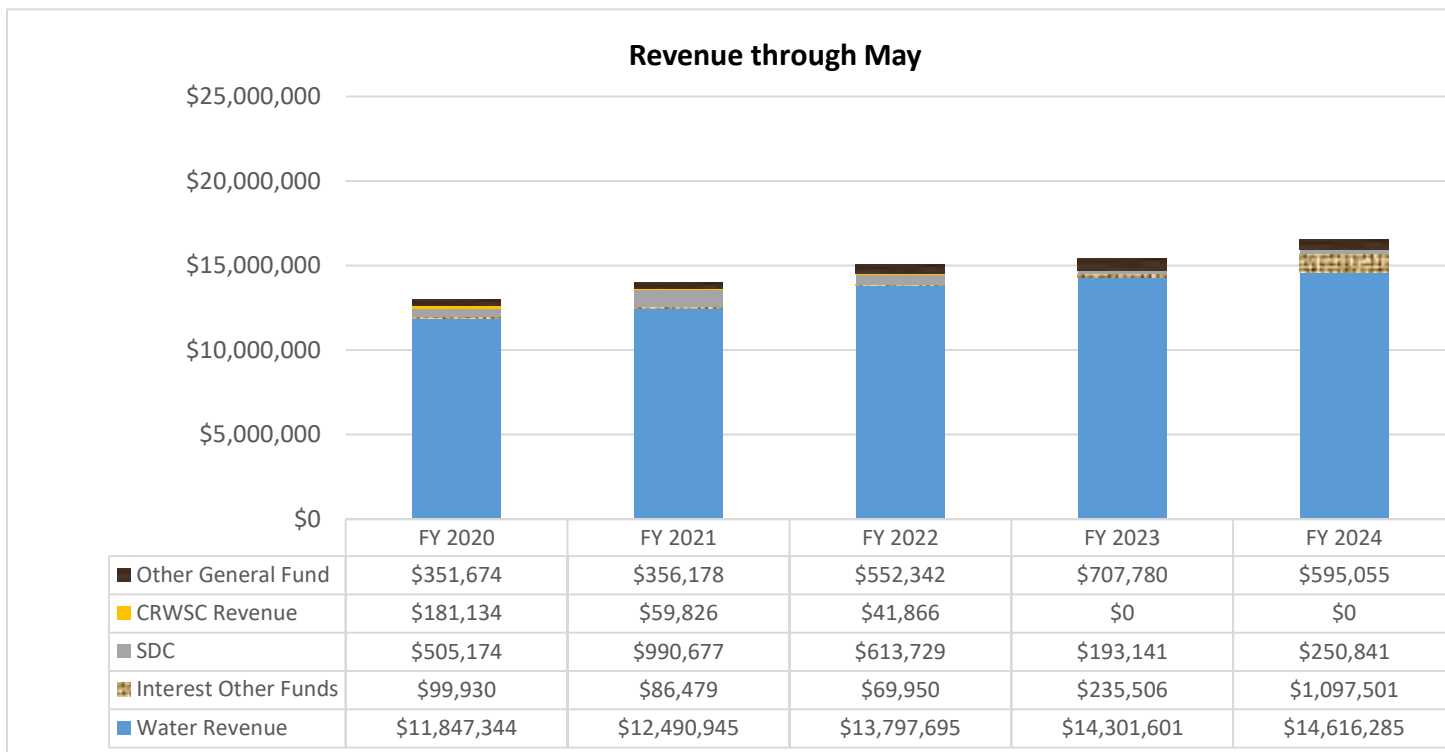
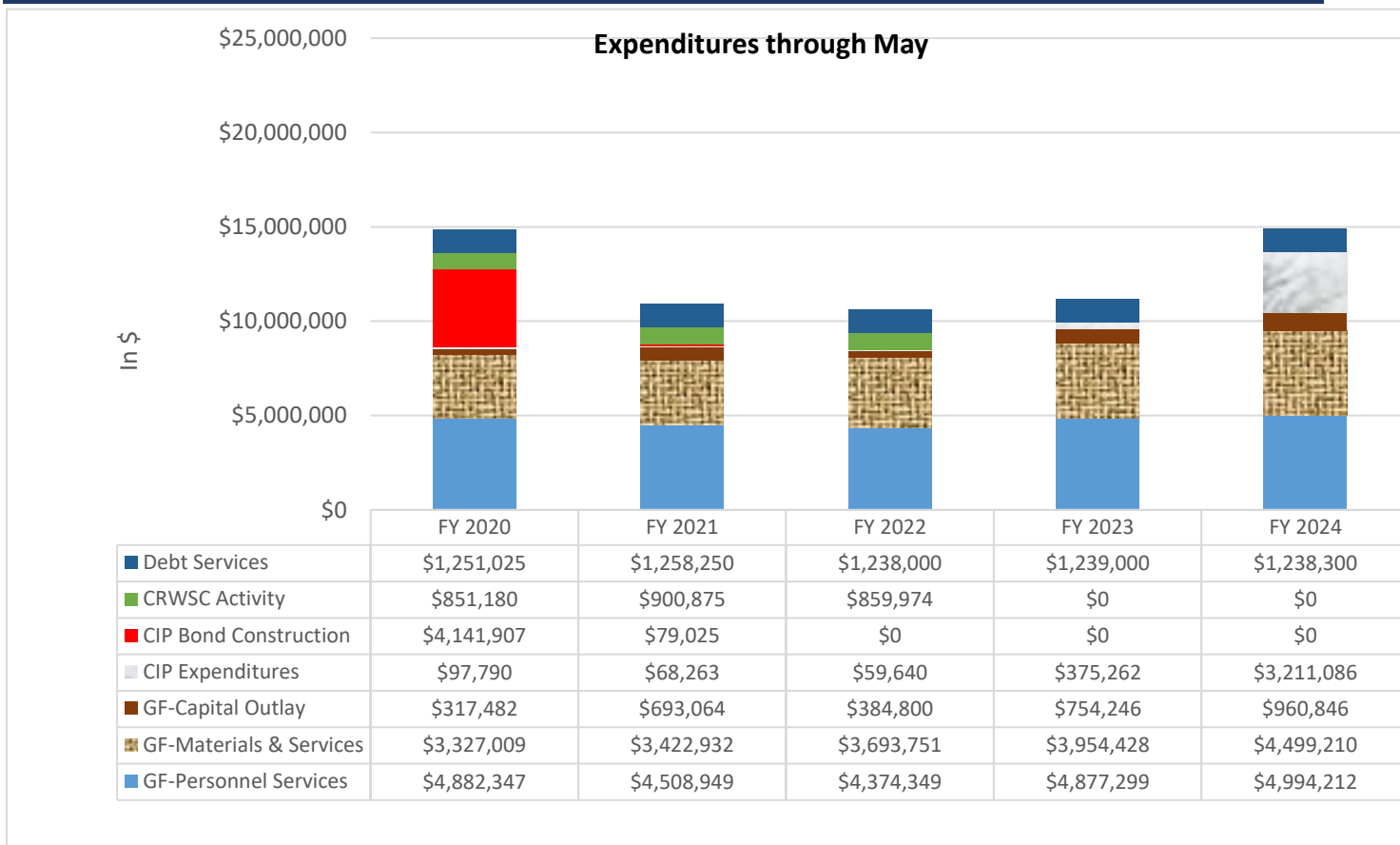
Summary of Legal

| | |
|--|--------------------|
| | <i>May 2024</i> |
| Harrang Long Gary Rudnick monthly retainer | \$ 4,600.00 |
| Harrang Long Gary Rudnick work outside of retainer/Client Cost | \$ |
| Sub-contracted legal services | \$ _____ |
| Total Legal | \$ 4,600.00 |

Public Records Request Received

Number of Records Requests Received in May 2024 **1**

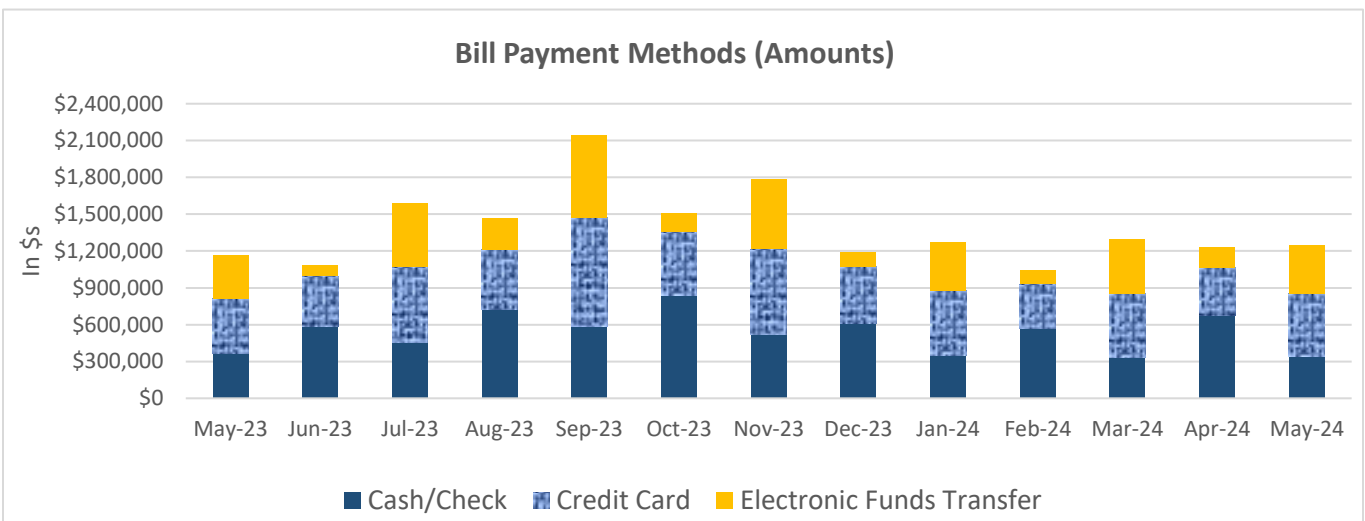
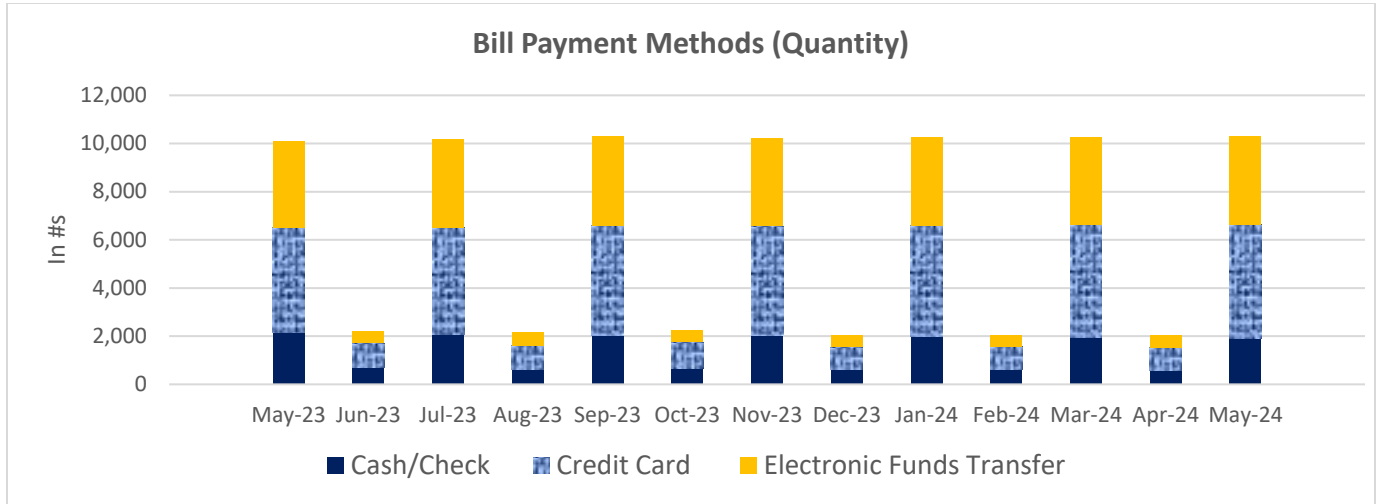
Financial Activity



1) SDC revenue picked up a few more applications in May. 2) Interest Other Fund revenue is higher primarily due to increasing interest rates and a higher account balance. 3) CIP expenditure is high due to the completion of the Valve Replacement project and increased activity on the Redland Rd project. 4) Unanticipated expenses in Contract Work in Materials and Services are the main drivers for the higher-than-normal total. 5) 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. 6) GF-Capital Outlay is higher than prior years due to purchased equipment related WTP project.

(as of the end of May 2024)

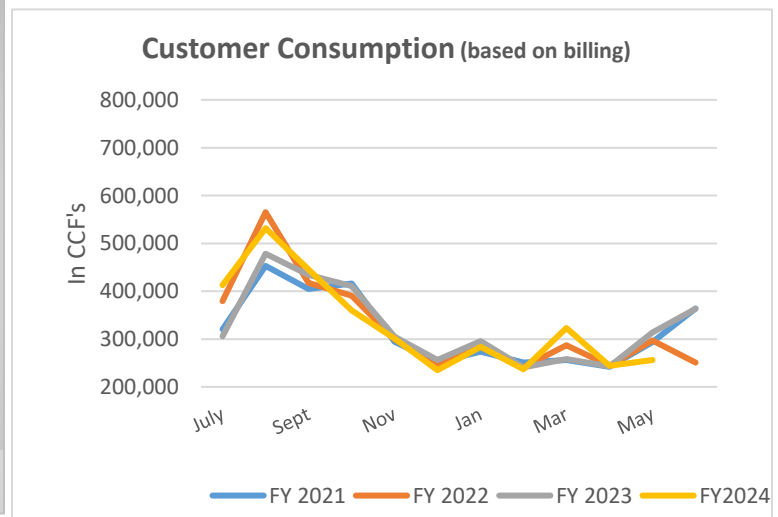
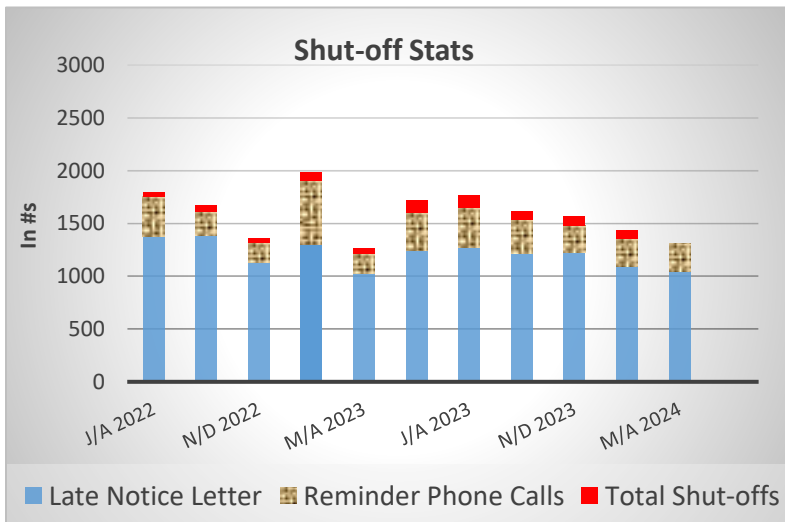
Residential Customers are billed on even months, Commercial Customers are billed on odd months.



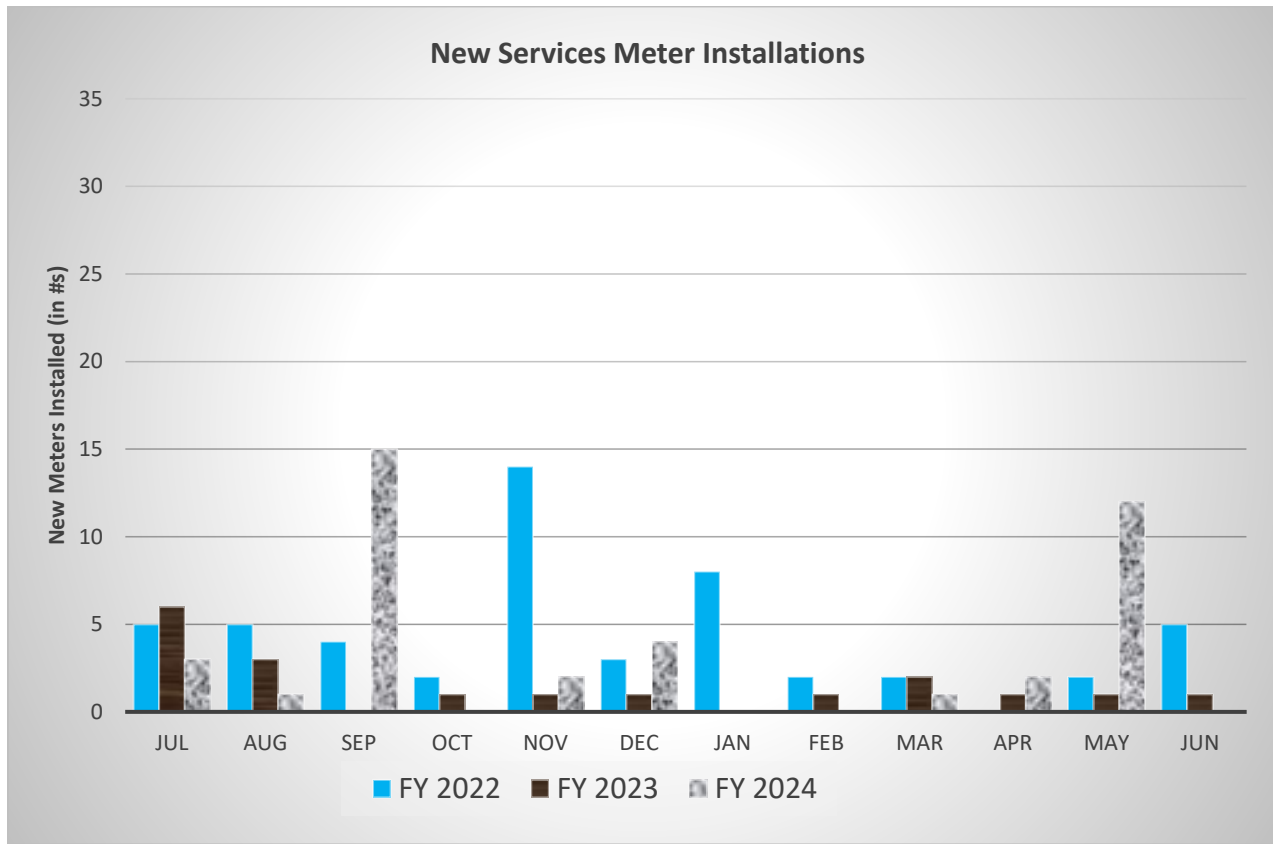
Cash/Check – Received via Lockbox, Counter

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

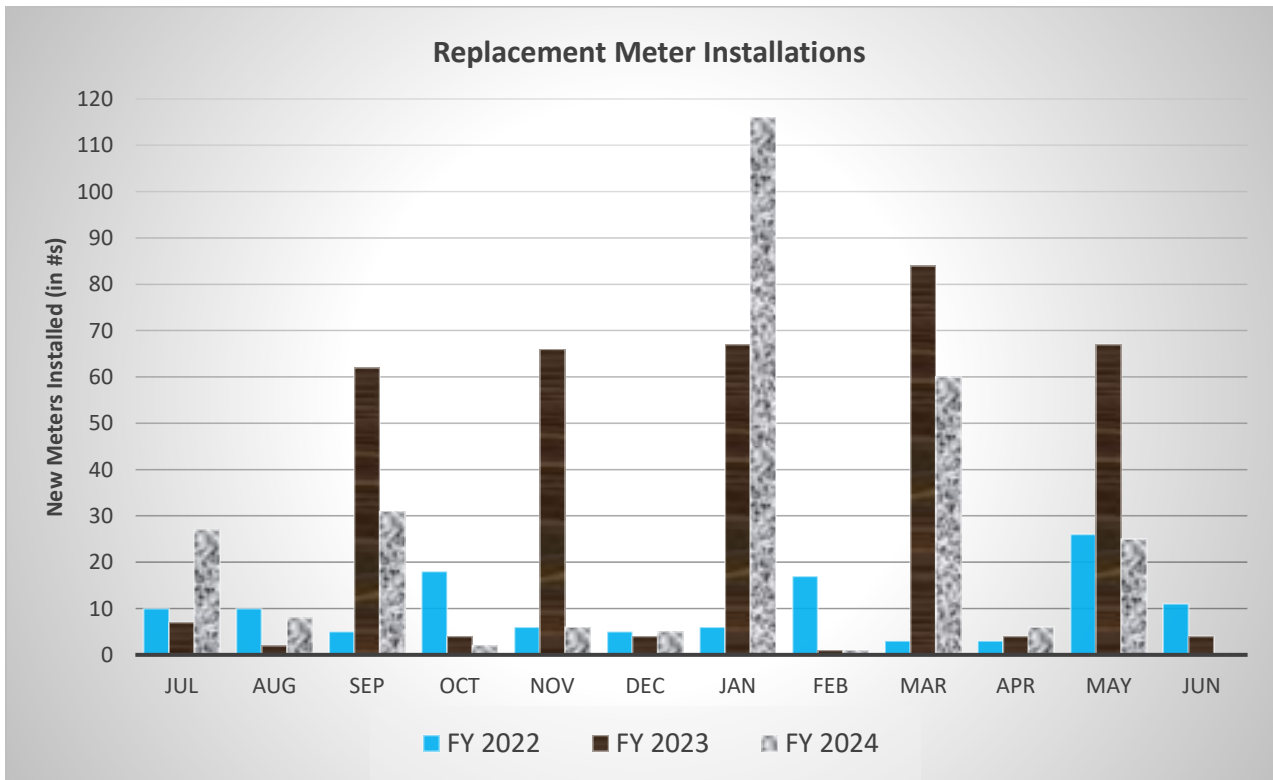
Electronic Funds Transfer – Received via Bank-to-Bank Transfer, Automatic Checking Withdrawal (RapidPay)



*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, Jan FY24, Feb FY24



Annual 2024 Goal for Meter Replacement is 350- Year to date is 208.

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. 2024 | 3 | 0 | 38 | 311 | 4 | 28 | 60 | 5 |
| Feb. 2024 | 0 | 0 | 109 | 340 | 116 | 3 | 0 | 13 |
| Mar. 2024 | 1 | 0 | 4 | 397 | 7 | 3 | 86 | 16 |
| April 2024 | 0 | 0 | 91 | 483 | 18 | 3 | 0 | 0 |
| May 2024 | 1 | 0 | 21 | 469 | 35 | 4 | 44 | 15 |
| June 2024 | | | | | | | | |
| July 2024 | | | | | | | | |
| Aug. 2024 | | | | | | | | |
| Sep. 2024 | | | | | | | | |
| Oct. 2024 | | | | | | | | |
| Nov. 2024 | | | | | | | | |
| Dec. 2024 | | | | | | | | |
| Total to Date | 5 | 0 | 263 | 2000 | 180 | 41 | 190 | 49 |
| 2024 Annual Goal | N/A | N/A | 905 | N/A | 600 | 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.

Project Updates

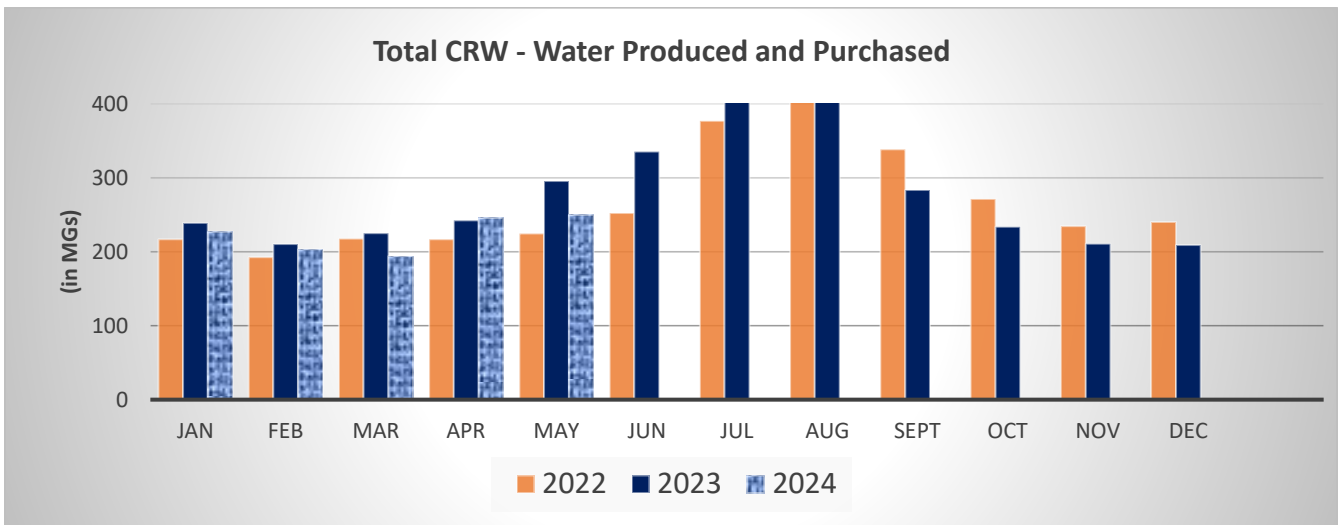
Private Development Projects

Capital Project Status Report – May 2024

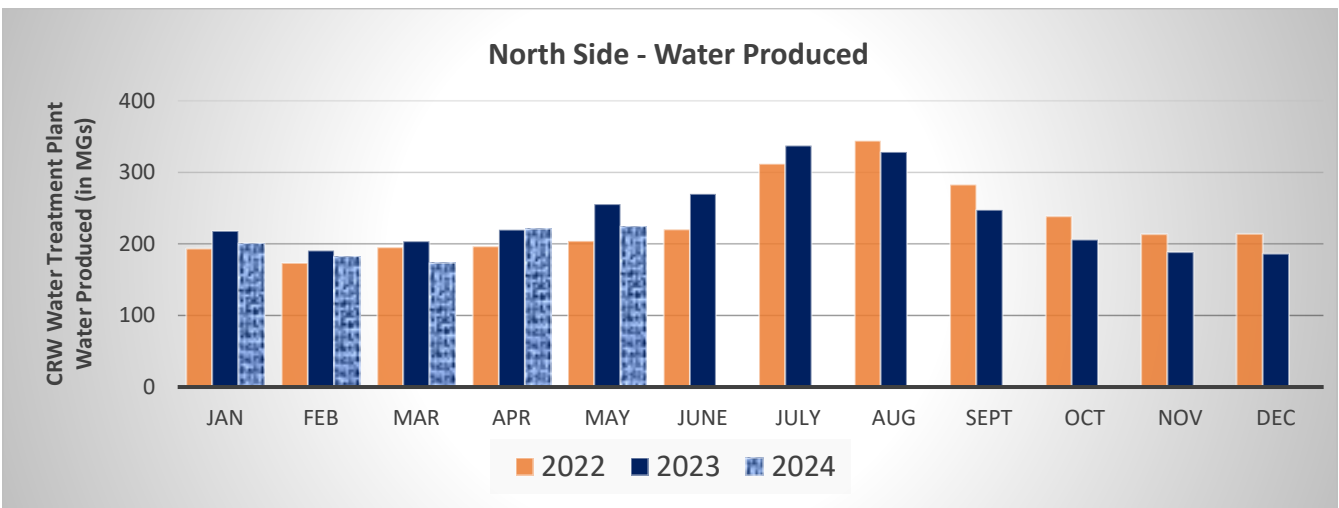
| Project No. | Name | Project Budget | Spent to Date | Remaining Project Budget | Project Status |
|---|--|----------------|---------------|--------------------------|----------------|
| 5301 | Trans/CRW Impact Projects | \$250,000 | \$7,774 | \$242,226 | |
| Utility coordination and adjustments at: Johnson Cr. Blvd at 79th Place Signals; ODOT 82nd Ave., Webster Rd. | | | | | |
| 5303 | 82 nd Dr. Waterline Phase 2 | \$1,041,000 | \$73,070 | \$967,930 | In Design |
| Design consultant progressing. Evaluating alternative routes. | | | | | |
| 5291 | I-205 Crossings: | \$1,119,000 | \$116,748 | \$1,002,252 | In Design |
| Design consultant progressing. Evaluating alternative routes. | | | | | |
| 5306 | Redland Rd. Waterline Phase 2 | \$1,355,000 | \$697,048 | \$657,952 | Construction |
| Contractor is demobilizing. Punch list items are ongoing. | | | | | |
| 5307 | Redland Rd. PRV | \$1,003,000 | \$18,408 | \$984,592 | In Design |
| Design underway. Survey in progress. | | | | | |
| 5308 | Low Lift PS Improvements | \$749,000 | \$0 | \$749,000 | No Activity |
| No Activity. | | | | | |
| 5309 | WTP Structural Improvements | \$1,000,000 | \$133,827 | \$866,173 | Construction |
| Construction during valve replacement complete. Evaluating next steps. | | | | | |
| 5273 | Redland Rd. Waterline Phase 1 | \$666,000 | \$357,247 | \$308,753 | Construction |
| Waterline in service Construction punch list underway. | | | | | |
| 5270 | Linwood Road Improvements | \$210,000 | \$99,384 | \$110,617 | Construction |
| Punch list items are ongoing. | | | | | |
| 5278 | Monroe Street Improvements | \$850,000 | \$50,103 | \$799,897 | In Design |
| Design at 90% complete. Executed IGA with Clackamas Co. for construction tentative start summer of 2024. | | | | | |
| 5280 | Pump Station Chlorine | \$142,000 | \$3,603 | \$138,397 | In Design |
| Design at 30% complete. Construction tentative during summer of 2024. | | | | | |
| 5281 | WTP Polymer Feed System | \$252,000 | \$938 | \$251,062 | In Design |
| Designing space and layout of proposed feed system on first floor of WTP. Construction tentative beginning of 2025. | | | | | |
| 5282 | WTP Filter Valve Replacement | \$1,302,000 | \$861,355 | \$440,645 | Construction |
| Valve installation complete. Plant is functioning normal. | | | | | |
| 5305 | Webster Improvement at Bilquist School | \$0 | \$21,767 | (\$21,767) | In Design |
| Finalizing plan for service adjustments prior to Clackamas Co. Road project. Bid opening scheduled in July. | | | | | |
| 5292 | Johnson Creek Blvd Improvements | \$0 | \$2,004 | (\$2,004) | In Design |
| Coordinating utility conflicts for Clackamas County Road improvements. | | | | | |
| 5312 | Thiessen Rd. Culvert Crossing | \$0 | \$2,129 | (\$2,129) | In Design |
| Coordinating 8" waterline relocation to accommodate Clackamas County culvert replacement. | | | | | |

Private Project Tracking – May 2024

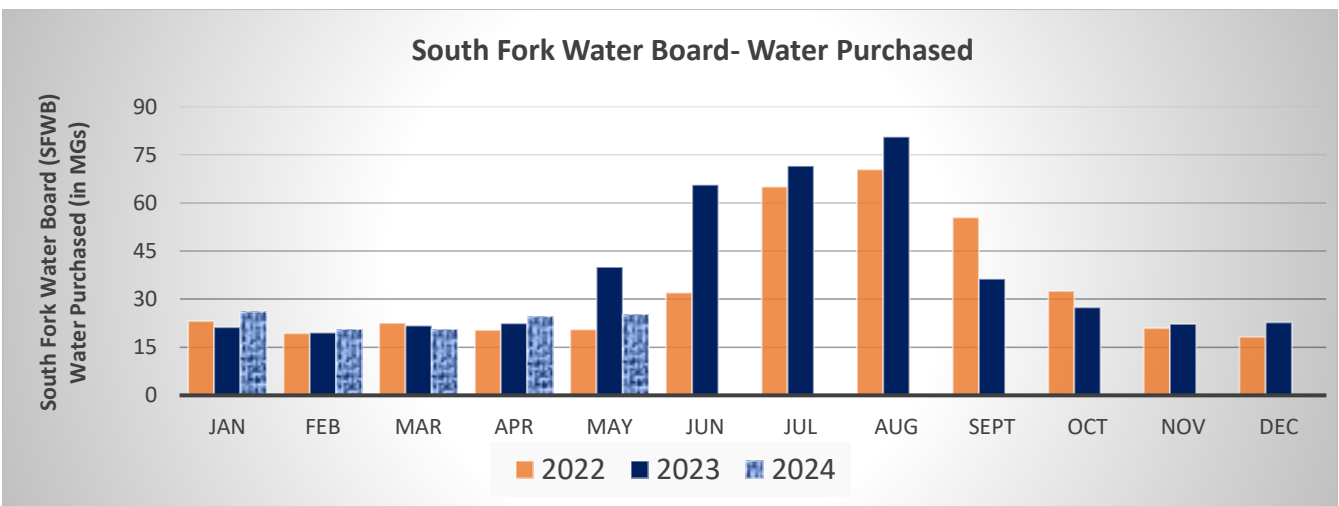
| Project No. | Name | Description | Phase | Status |
|----------------------------|-----------------------------------|---|--------|----------------------------|
| 20-5262 Private | Bonaventure Senior Living | 6" fire service and 3" meter | Const. | Site construction ongoing. |
| 21-5285 Private | 130 th Industrial Park | 3-fire services 3-commercial services | Const. | Complete. |
| 21-5289 Private | 224 Logistics Center | Unified Grocer site; 4 fire & 4 Domestic Services | Const. | Punch List. |
| 22-5295 Private | Jannsen Multi-Family | New fire and domestic service for 8-plex development. | Const. | On Hold. |
| 22-5298 Private | Serres Farms Subdivision | 7-lot of subdivision | Const. | Pending Construction Start |
| 23-5299 Private | Prologis Park Clackamas | 4-Warehouses with Fire and domestic service | Const. | Pending Construction Start |
| 23-5304 Private | WES - IT2 30" Force Main | Relocate waterline at four locations | Const. | Pending Construction Start |



*March & April 2024 Data includes water purchased from NCCWC during WTP Shutdown



*March & April 2024 Data includes water purchased from NCCWC during WTP Shutdown



Regulatory

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

In February we began sampling for the Fifth Unregulated Contaminant Monitoring Rule (UCMR5) in both our North and South systems. The second quarterly sampling event occurred during May.

Cyanotoxin Testing

Microcystin and Cylindrospermopsin sampling of our raw water began in May and occurs every two weeks for compliance.

No cyanotoxins were detected in our raw water in May.

Non-Regulatory

General water quality parameters (pH, temperature, chlorine, TDS, hardness, alkalinity) were collected for 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 Flow Conditions Reports

- As of June 11th, the **Clackamas basin snowpack has melted**. The current Clackamas River **7-day average streamflow is 180% of normal** (median).
- **May precipitation in the Clackamas basin was 136% of normal**. Precipitation since the beginning of the water year (October 1 – June 10) has been 103% of normal.
- The June through September **streamflow forecasts in the Clackamas River at Estacada is near 100% of median**.
- **The three-month outlook (Jun-Aug)** from the NOAA Climate Prediction Center calls for an elevated chance of **above normal temperatures**, and elevated chances of **below-normal precipitation** for all of Oregon.

