

CLACKAMAS RIVER WATER
BOARD OF COMMISSIONERS
REGULAR MEETING & EXECUTIVE SESSION
Held at 16770 SE 82nd Dr. Clackamas, OR 97015



Clackamas River Water

This Meeting will have both an in person and remote option for attending
July 18, 2024 at 4:00pm

AGENDA

Public Comment: If a member of the public wishes to address the Board during a meeting, they are encouraged to inform Board staff through email to kholtzgang@crwater.com no later than 4pm the day of the meeting. If a person will attend the meeting through Zoom and wishes to provide public comment, prior notice to kholtzgang@crwater.com no later than 4pm on the day of the meeting is **required** in order to ensure access. The notice should include the following information: (1) Full name; (2) Address/City/ZIP; (3) Email address or phone number to be used to access the Zoom meeting, so it can be unmuted; (4) District/Organization/Public; and (5) Topic of your public comment and or specific agenda item you wish to speak on.

Members of the public are welcome to speak for a maximum of three minutes during a time designated on the agenda for public comment. The speaker must state their name, address, and if they are a customer or not for the record. Public comment provided at the *beginning* of the agenda will be reserved for comment on agenda items, special presentations, letters, and complaints. Public comment as listed at the *end* of the agenda will be for the purpose of “wrapping up” any remaining concerns.

Anyone who wishes to attend the meeting remotely may do so by internet at <https://us02web.zoom.us/j/88177736175> or by calling the following number [1-253-215-8782](tel:1-253-215-8782) and join meeting/ 881 7773 6175#. **Passcode: 085397**

REGULAR MEETING @ 4:00pm

Call to Order, and Roll Call – *Sherry French, President*

- a. Approval of the Agenda

Recess Regular Meeting and Open Executive Session

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 conduct deliberations with persons designated by the governing body to negotiate real property transactions. ORS 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)

RECONVENE REGULAR MEETING -immediately following the Executive Session

Call to Order

Public Comment (see blue box at the top of the agenda)

Consent Agenda

CA-1: **Gross Payroll and Accounts Paid: June 2024**

Next Page

CA-2: **Cash & Investment Ending Balances Report**

CA-3: **Project Acceptance: Accept Capital Outlay Project “SysOps Shop Renovation”**,
Project 23-2329- *Adam Bjornstedt, Chief Engineer*

Action Items

1. **Consider Adoption of Resolution 01-2025 Adopting the Clackamas River Water Representation in the Updates to the Clackamas County Multi-Jurisdictional Natural Hazard Mitigation Plan-** *Beth McGinnis, Emergency Manager*
2. **Recurring Payments: Consider Approval of Recurring Payments for FY 2024-25 Contracts in Excess of General Manager’s Approval Authority-** *Todd Heidgerken, General Manager*
3. **Consider Approval of Contract with Springbrook for Financial System Software and Annual Subscription Fees-** *Todd Heidgerken, General Manager*
4. **Consider Second Reading, By Title Only, and Adoption of Resolution 07-2024 Updating Board Policy-** *Todd Heidgerken, General Manager*
5. **Consider Approval of the Payment to North Clackamas County Water Commission for Water Purchases During the CRW Water Treatment Plant Shutdown Project -***Todd Heidgerken, General Manager*
6. **Consider Approval of Resolution 02-2025: Request for Annexation into CRW Service Boundary for Property at 19510 S. Ferguson Terrance–** *Adam Bjornstedt, Chief Engineer*
7. **Consider Exemption to Rules and Regulations Requiring Frontage to Main for Water Service at 17482 Garden Lane-** *Adam Bjornstedt, Chief Engineer*
8. **Consider Approval of Purchase of Replacement F550 Service Truck for Meter Maintenance Tasks -** *Adam Bjornstedt, Chief Engineer*
9. **Professional Services Agreement Amendment: I-205 Crossings, Consultant Services, Project 22-5291-** *Joseph Eskew, Engineering Manager*
10. **Professional Services Agreement Amendment: 82nd Drive Waterline, Phase 2 Consultant Services, Project 23-5303-** *Joseph Eskew, Engineering Manager*

Informational Reports

11. Management Report – *Todd Heidgerken, General Manager*
12. Public Comment (*see blue box at the top of the agenda*)

Commissioner Business

13. Commissioner Reports and Reimbursements
 - Commissioner Assignments- *Sherry French, Board President*

Adjourn regular meeting

The meeting location is accessible to persons with disabilities. A request for accommodations for persons with disabilities should be made at least 48 hours before the meeting to Adora Campbell (503) 722-9226.

CLACKAMAS RIVER WATER

Agenda Item –
CA-1

REGULAR BOARD MEETING

July 18, 2024

SUBJECT Gross Payroll and Accounts Paid

DRAFT MOTION Move to approve the consent agenda items as presented

EFFECTIVE DATE July 18, 2024

**PRINCIPAL STAFF
PERSON**

**BOARD ACTION
REQUESTED** Acknowledge receipt of information as part of the approval of the consent agenda.

**DOCUMENTS
ATTACHED**

- 1) Earnings Statements for June 2024, Payrolls – 2 regular payrolls and 1 supplemental payroll - \$293,268.39
- 2) Monthly Check History for June 2024 - \$1,271,008.93 (net)

| COMPANY TOTAL COMPANY CODE | HOURS | EARNINGS | STATUTORY DEDUCTIONS | VOLUNTARY DEDUCTIONS | NET PAY |
|-------------------------------|--|---|---|-------------------------|--------------------|
| 312 | 62.50 REG .00 OT 127.17 HOURS 3 .00 HOURS 4 | 2,741.88 REG 5,579.58 EARNINGS 3 .00 EARNINGS 5 8,321.46 GROSS | 1,352.39 FIT 511.26 SS 119.57 MED 599.75 STATE | 344.10 TOTAL DEDUCTIONS | 0 Pays 5,394.39 |

NET PAYROLL: 5,394.39 CHECKS: 2
 TOTAL DEPOSITS: .00 VOUCHERS: 2
 NET VOIDS: 5,394.39 ADJUSTMENTS: 2
 NET CASH: .00

FLAGGED: NET CASH PAYS 1,000.00 OR MORE
 STARTING CHECK NUMBER:
 ENDING CHECK NUMBER:
 eVOUCHERS:
 PAPER VOUCHERS PRINTED:

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Monthly Check History Listing
Clackamas River Water
6/1/2024 to 6/30/2024

Bank code: apbank

| Check # | Date | Vendor | Description | Invoice | Amount Paid | Check Total |
|---------|------------|------------------------------------|--|----------------------|-------------|-------------|
| 6564 | 06/05/2024 | 00029 OREGON PERS | PERS PYMT:1692129,1694510,1692832,169451 | PR 05.28.24 | 35,901.59 | 35,901.59 |
| 6566 | 06/05/2024 | 00095 ING | VOLUNTARY PAYROLL DEDUCTION: DEFER COMP | PR 05.31.24 | 2,623.95 | 2,623.95 |
| 6567 | 06/05/2024 | 00336 CITISTREET - STATE OF OREGON | VOLUNTARY PAYROLL DEDUCTION: DEFER COMP | PR 05.31.24 | 3,572.06 | 3,572.06 |
| 6568 | 06/10/2024 | 01959 US BANK | THE HOME DEPOT #4040 | 05/27/24 SLEIGHTc | 1,517.94 | |
| | | | CONCRETE SAWING COMPANY I | 05/27/24 RAYd | 1,450.00 | |
| | | | FIELD INSTRUMENTS AND CON | 05/27/24 SCRANTONh | 1,395.19 | |
| | | | BOX, INC. | 05/27/24 MCGINNISb | 1,260.00 | |
| | | | GOLD STANDARD DIAGNOSTICS | 05/27/24 TRIPLETTE | 1,238.09 | |
| | | | AWWA EVENTS | 05/27/24 BJORNSTEDTb | 1,235.00 | |
| | | | WWW/COSTCO.COM | 05/27/24 VOYLESd | 1,199.99 | |
| | | | WTP TABLE AND CHAIRS | 05/27/24 HOUCKg | 1,199.99 | |
| | | | AMZN MKTP US*HJ5H30R33 | 05/27/24 HOUCKa | 945.00 | |
| | | | CORRECT EQUIPMENT INC | 05/27/24 SCRANTONb | 909.65 | |
| | | | DAS ORCPP MEMBERSHIP | 05/27/24 PAYABLEh | 900.00 | |
| | | | COSTCO WHSE #0097 | 05/27/24 HOUCKf | 842.98 | |
| | | | CHEMTRAC LLC | 05/27/24 SCRANTONj | 753.00 | |
| | | | NW NATURAL 8004224012 | 05/27/24 PAYABLEf | 725.41 | |
| | | | SP ELEY HOSE REELS | 05/27/24 HOUCKh | 658.33 | |
| | | | THE DAVENPORT GRAND | 05/27/24 HOUCKe | 626.16 | |
| | | | CHOWN PORTLAND IPT | 05/27/24 VOYLESb | 576.17 | |
| | | | WATTS REGULATOR CO INC | 05/27/24 VOYLESc | 562.71 | |
| | | | ED EMPLOYER UI TAXES | 05/27/24 HEIDGERKENb | 487.35 | |
| | | | MCMASER-CARR | 05/27/24 RAYe | 479.33 | |
| | | | OR *MILWAUKIE UTILITY | 05/27/24 PAYABLEe | 413.43 | |
| | | | CLACKAMAS GARBAGE COMPANY | 05/27/24 PAYABLEa | 400.31 | |
| | | | THE HOME DEPOT 4040 | 05/27/24 SCRANTOND | 374.11 | |
| | | | NW NATURAL 8004224012 | 05/27/24 PAYABLEj | 371.77 | |
| | | | THE HOME DEPOT 4017 | 05/27/24 SCRANTONa | 370.46 | |
| | | | HOMEDPOT.COM | 05/27/24 VOYLESe | 354.00 | |
| | | | FLYING PIE PIZZERIA - MIL | 05/27/24 SLEIGHTe | 329.35 | |
| | | | DIALOGTECHINC | 05/27/24 KEOUNNAMb | 323.68 | |
| | | | FEDEX77983005 | 05/27/24 TRIPLETTf | 295.21 | |
| | | | CHEMTRAC LLC | 05/27/24 SCRANTONk | 280.00 | |
| | | | ALASKA AIR 0272370191566 | 05/27/24 HOLZGANGc | 263.10 | |

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Clackamas River Water
6/1/2024 to 6/30/2024

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| Check # | Date | Vendor | Description | Invoice | Amount Paid | Check Total |
|---------|------|--------|--|----------------------|-------------|-------------|
| | | | THE HOME DEPOT 4017 | 05/27/24 MCCOMISKEYj | 257.53 | |
| | | | WWW COSTCO COM/UMBRELLA FOR PICNIC TABLE | 05/27/24 HOUCKb | 249.98 | |
| | | | CLACKAMAS COUNTY WATER EN | 05/27/24 PAYABLEd | 244.10 | |
| | | | THE HOME DEPOT 4017 pails for cement c | 05/27/24 MCCOMISKEYa | 242.93 | |
| | | | AMZN MKTP US*8Q6XY8DT3 | 05/27/24 HOUCKj | 219.20 | |
| | | | THE HOME DEPOT 4017 | 05/27/24 MCCOMISKEYk | 210.57 | |
| | | | THE DAVENPORT GRAND | 05/27/24 HEIDGERKENa | 208.72 | |
| | | | NW NATURAL 8004224012 | 05/27/24 PAYABLEk | 199.90 | |
| | | | NEGOV | 05/27/24 CAMPBELLc | 199.00 | |
| | | | CLACKAMAS COUNTY WATER EN | 05/27/24 PAYABLEb | 181.65 | |
| | | | THE HOME DEPOT #4017 | 05/27/24 MCCOMISKEYe | 181.51 | |
| | | | SP ELEY HOSE REELS | 05/27/24 SCRANTONf | 180.70 | |
| | | | BMI | 05/27/24 SLEIGHTa | 175.00 | |
| | | | BMI | 05/27/24 SLEIGHTb | 175.00 | |
| | | | PORTLAND NURSERY | 05/27/24 TRIPLETtb | 170.93 | |
| | | | METTLER TOLEDO | 05/27/24 TRIPLETtd | 170.40 | |
| | | | ALASKA AIR 0272370190629 | 05/27/24 HOLZGANGb | 163.10 | |
| | | | THE HOME DEPOT #4017 | 05/27/24 OPERATIONSi | 149.90 | |
| | | | CLACKAMAS COUNTY WATER EN | 05/27/24 PAYABLEc | 147.05 | |
| | | | AMZN MKTP US*E00F16MZ3 | 05/27/24 OPERATIONSd | 140.40 | |
| | | | MCMMASTER-CARR | 05/27/24 MCCOMISKEYc | 131.35 | |
| | | | THE HOME DEPOT #4017 | 05/27/24 MCCOMISKEYi | 122.79 | |
| | | | DNH*GODADDY.COM | 05/27/24 KEBOUNNAMa | 116.99 | |
| | | | DNH*GODADDY.COM | 05/27/24 KEBOUNNAMe | 116.99 | |
| | | | FASTENAL COMPANY 01ORPO2 | 05/27/24 RAYb | 116.02 | |
| | | | THE HOME DEPOT #4017 | 05/27/24 MCCOMISKEYd | 110.17 | |
| | | | BOLI TECHNICAL ASSIST publication/member | 05/27/24 CAMPBELLf | 108.00 | |
| | | | NW NATURAL 8004224012 | 05/27/24 PAYABLEi | 106.52 | |
| | | | HIRINGTHING INC periphal software | 05/27/24 CAMPBELLa | 105.00 | |
| | | | AMZN MKTP US*E33VP4KO3 | 05/27/24 TRIPLETtc | 99.99 | |
| | | | PDX AIRPORT PARKING | 05/27/24 HOUCKd | 96.00 | |
| | | | PAYPAL *PNWS AWWA | 05/27/24 CAMPBELLE | 90.00 | |
| | | | NW NATURAL 8004224012 | 05/27/24 PAYABLEg | 89.56 | |
| | | | THE HOME DEPOT 4017 | 05/27/24 RAYa | 88.65 | |
| | | | THE WET SPOT TROPICAL | 05/27/24 MCCOMISKEYb | 85.96 | |
| | | | AMAZON.COM*YG7QU3NS3 | 05/27/24 OPERATIONSc | 83.97 | |
| | | | DOUBLETREE HOTELS | 05/27/24 BJORNSTEDTa | 81.75 | |
| | | | AMAZON.COM*E716C0KH3 | 05/27/24 OPERATIONSk | 80.40 | |

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Clackamas River Water
6/1/2024 to 6/30/2024

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| Check # | Date | Vendor | Description | Invoice | Amount Paid | Check Total |
|---------|------|--------|---------------------------|----------------------|-------------|-------------|
| | | | LOC LEAGUE OF OREGON C | 05/27/24 CAMPBELLd | 80.00 | |
| | | | THE HOME DEPOT #4017 | 05/27/24 SCRANTONE | 69.57 | |
| | | | AMZN MKTP US*ZE23R7NA3 | 05/27/24 SCRANTONI | 62.70 | |
| | | | ADOBE *ADOBE | 05/27/24 KEOUNNAMd | 59.99 | |
| | | | FRED-MEYER #0063 | 05/27/24 SLEIGHTd | 58.52 | |
| | | | AMZN MKTP US*6H8A15HR3 | 05/27/24 HOLZGANGe | 56.97 | |
| | | | THE HOME DEPOT #4040 | 05/27/24 HOUCKc | 56.39 | |
| | | | DONUT LAND | 05/27/24 HOLZGANGg | 54.89 | |
| | | | LINKEDIN PRE 9546892706 | 05/27/24 CAMPBELLb | 39.99 | |
| | | | AMZN MKTP US*3Z7OB32H3 | 05/27/24 OPERATIONSe | 39.96 | |
| | | | NW NATURAL 8004224012 | 05/27/24 PAYABLEI | 38.70 | |
| | | | AMAZON.COM*W34WQ5PX3 | 05/27/24 PAYABLEh | 34.48 | |
| | | | AMZN MKTP US*8Q6XY8DT3 | 05/27/24 HOUCKI | 34.28 | |
| | | | CONTRACTOR SUPPLY | 05/27/24 MCCOMISKEYf | 32.97 | |
| | | | FRED-MEYER #0063 | 05/27/24 TRIPLETTg | 32.96 | |
| | | | SQ *A AAAWESOME LOCKSMITH | 05/27/24 OPERATIONSb | 30.00 | |
| | | | AMZN MKTP US*PV1A92GJ3 | 05/27/24 TRIPLETTa | 29.28 | |
| | | | THE HOME DEPOT #4017 | 05/27/24 MCCOMISKEYg | 25.08 | |
| | | | THE HOME DEPOT #4017 | 05/27/24 RAYc | 23.26 | |
| | | | AMZN MKTP US*3Z7OB32H3 | 05/27/24 OPERATIONSf | 22.00 | |
| | | | CITY OF OREGON CITY- UTI | 05/27/24 PAYABLEm | 21.13 | |
| | | | AMZN MKTP US*LO3EV7RZ3 | 05/27/24 SCRANTONG | 20.99 | |
| | | | CHATGPT SUBSCRIPTION | 05/27/24 VOYLESa | 20.00 | |
| | | | STAMPS.COM *USPOSTAGE | 05/27/24 HOUCKI | 20.00 | |
| | | | AMZN MKTP US*CA30T3AZ3 | 05/27/24 OPERATIONSg | 16.99 | |
| | | | AMZN MKTP US*1W8DB4TR3 | 05/27/24 SCRANTONm | 15.97 | |
| | | | CVENT* METRO BREAKFAST | 05/27/24 HOLZGANGa | 15.00 | |
| | | | AMZN MKTP US*8Q6XY8DT3 | 05/27/24 HOUCKk | 14.99 | |
| | | | AMZN MKTP US*6H8A15HR3 | 05/27/24 HOLZGANGd | 14.97 | |
| | | | TEXACO 0372506 | 05/27/24 SCRANTONI | 13.50 | |
| | | | AMZN MKTP US*JD0237OK3 | 05/27/24 OPERATIONSI | 12.99 | |
| | | | BUZZSPROUT* INVOICE 62 | 05/27/24 MCGINNISa | 12.00 | |
| | | | FRED-MEYER #0063 | 05/27/24 HOLZGANGf | 11.75 | |
| | | | USPS PO 4016800129 | 05/27/24 OPERATIONSj | 10.60 | |
| | | | AMZN MKTP US*HU3UE9U13 | 05/27/24 KEOUNNAMc | 9.99 | |
| | | | HOMEDEPOT.COM | 05/27/24 VOYLESf | 9.99 | |
| | | | AMZN MKTP US*3K9SS2EP3 | 05/27/24 OPERATIONSa | 5.96 | |
| | | | THE HOME DEPOT #4017 | 05/27/24 OPERATIONSh | 4.29 | |

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Clackamas River Water
6/1/2024 to 6/30/2024

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| Check # | Date | Vendor | Description | Invoice | Amount Paid | Check Total |
|---------|------------|------------------------------------|--|--|--------------------------|-----------------------|
| 6569 | 06/20/2024 | 00029 OREGON PERS | FRED-MEYER #0063 THE HOME DEPOT #4017 AWWA EVENTS | 05/27/24 MCCOMISKEYH 05/27/24 SCRANTONC 05/27/24 HEIDGERKENC | 3.49 -11.85 -60.00 | 29,500.13 |
| 6570 | 06/20/2024 | 01959 US BANK | PERSPMT: 1697840,1698115,1700615,1697840 CUSTOMER ANALYSIS MAY 2024 | PR 06.12.24 CAS MAY 2024 | 35,577.88 3,682.57 | 35,577.88 3,682.57 |
| 6571 | 06/20/2024 | 00336 CITISTREET - STATE OF OREGON | VOLUNTARY PAYROLL DEDUCTION: DEFER COMP | PR 06.12.24 | 3,572.06 | 3,572.06 |
| 6572 | 06/20/2024 | 00095 ING | VOLUNTARY PAYROLL DEDUCTION: DEFER COMP | PR 06.14.24 | 2,623.95 | 2,623.95 |
| 6573 | 06/20/2024 | 01959 US BANK | MERCHANT BILLING MAY 2024 | MB MAY 2024 | 244.26 | 244.26 |
| 6574 | 06/20/2024 | 00095 ING | VOLUNTARY PAYROLL DEDUCTION: DEFER COMP | PR 03.22.24 | 2,648.95 | 2,648.95 |
| 6575 | 06/20/2024 | 04390 OMEGA PROCESSING | MAY 2024 PAYMENT PROCESSING (MERCHANT #7 | MAY 2024 | 9,022.05 | 9,022.05 |
| 92580 | 06/01/2024 | 04243 WILLIAM F UPTON | UB REFUND CST #011237 | Ref000187417. | 45.00 | 45.00 |
| 96518 | 06/06/2024 | 02254 ADAM BJORNSTEDT | AWWA 2024 ANNUAL CONFERENCE, MEAL PER DI | 2024 AWWA | 300.00 | 300.00 |
| 96519 | 06/06/2024 | 03560 BNK CONSTRUCTION INC. | CAPITOL OUTLAY PROJECT CAPITOL OUTLAY PROJECT | 3 4 | 38,759.65 30,857.14 | 69,616.79 |
| 96520 | 06/06/2024 | 04619 CANYON CONTRACTING LLC | WTP BACK WASH VALVE INSTALL WITH CLAY VA | 9077 | 7,884.00 | 7,884.00 |
| 96521 | 06/06/2024 | 03325 CHEMTRADE CHEMICALS US LLC | ALUMINUM SULFATE | 90111885 | 6,676.53 | 6,676.53 |
| 96522 | 06/06/2024 | 03811 CHRISTENSEN INC | UNLEADED REGULAR E10 | 0576493-IN | 1,467.03 | 1,467.03 |
| 96523 | 06/06/2024 | 00519 COLONIAL LIFE | JUNE 2024 VOLUNTARY PAYROLL DEDUCTION, E | 77938620605503 | 353.61 | 353.61 |
| 96524 | 06/06/2024 | 03472 CREATIVE FINANCIAL STAFFING | TEMP HR SERVICES: RACHELLE BALL | 124200217 | 1,985.03 | 1,985.03 |
| 96525 | 06/06/2024 | 04481 TREY DEPRETTO | PROTECTIVE CLOTHING REIMBURSEMENT | 06.02.24 | 127.90 | 127.90 |
| 96526 | 06/06/2024 | 03218 DIRECT TRANSPORT INC | DELIVERY OF BOARD PACKETS | 3233390 | 67.45 | 67.45 |
| 96527 | 06/06/2024 | 00402 DLT SOLUTIONS | AUTODESK AEC COLLECTION IC GOVERNMENT AN | SI647215 | 1,281.90 | 1,281.90 |
| 96528 | 06/06/2024 | 01844 FERGUSON ENTERPRISES INC | 4 PCS OF 3390-20 & 1/8" 150# RING GASKET | 1262433 | 1,795.32 | 1,795.32 |
| 96529 | 06/06/2024 | 01844 FERGUSON ENTERPRISES INC | 1 PVC FITTINGS FOR CL2 | 2585903 | 7.92 | 7.92 |

Monthly Check History Listing
Clackamas River Water
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| Check # | Date | Vendor | Description | Invoice | Amount Paid | Check Total |
|---------|------------|-------------------------------------|--|--------------|-------------|-------------|
| 96530 | 06/06/2024 | 00167 GRAINGER INC | FILTER CFM 5 MICRON | 9092857250 | 880.00 | |
| | | | SCED 80 COUPLER | 9087497948 | 28.00 | |
| | | | 1/2 INCH COUPLING SCHED 80 SOCKET | 9087497930 | 14.00 | |
| | | | LOCKER CAM LOCK | 9124157546 | 5.14 | 927.14 |
| 96531 | 06/06/2024 | 03240 HARRANG LONG PC | GENERAL LEGAL | 103142 | 4,600.00 | 4,600.00 |
| 96532 | 06/06/2024 | 01541 HARRIS WORKSYSTEMS | (2) ERG CHAIRS AND MONITER ARM - INSTALL | 21-8280 | 1,765.00 | 1,765.00 |
| 96533 | 06/06/2024 | 04164 TODD HEIDGERKEN | AWWA 2024 ANNUAL CONFERENCE, MEAL PER DI | 2024 AWWA | 223.00 | 223.00 |
| 96534 | 06/06/2024 | 04604 KRUSE PLUMBING | BACKSIDE CONNECTION/EXP TANK | 18559997 | 1,493.76 | 1,493.76 |
| 96535 | 06/06/2024 | 03289 LANE COUNCIL OF GOVERNMENTS | CUSTOMER #20876 - LGPS MEMBERSHIP DUES 2 | FY25 DUES | 1,143.00 | 1,143.00 |
| 96536 | 06/06/2024 | 04180 MADRONE TECHNOLOGY GROUP INC. | TELECOMMUNICATION SUB | 3833 | 1,600.70 | |
| | | | CONTRACT WORK | 3799 | 1,417.50 | |
| | | | CONTRACT WORK | 3818 | 810.00 | |
| | | | IT SOFTWARE SUBSCRIPTION | 3827 | 96.00 | |
| | | | IT SOFTWARE SUBSCRIPTION | 3829 | 69.11 | 3,993.31 |
| 96537 | 06/06/2024 | 00306 OFFICE DEPOT INC | ACCT#90261180 - ID#38683228 - OFFICE SUP | 36703221001 | 98.72 | |
| | | | ACCT#90261180 - ID#38683228 - OFFICE SUP | 367636896001 | 15.10 | |
| | | | ACCT#90261180 - ID#38683228 - OFFICE SUP | 367603221002 | 5.13 | 118.95 |
| 96538 | 06/06/2024 | 00373 OREGON AFSCME | UNION DUES FOR PR 05.31.24 | PR 05.31.24 | 991.08 | 991.08 |
| 96539 | 06/06/2024 | 01198 PACIFIC OFFICE AUTOMATION | COPIER LEASE ACCT# 1055811323 ~ | 5030023264 | 180.00 | 180.00 |
| 96540 | 06/06/2024 | 03996 RH2 ENGINEERING INC | WTP STRUCTURAL PROJECT DESIGN AND CONSTR | 96253 | 31,041.15 | 31,041.15 |
| 96541 | 06/06/2024 | 03548 RIVER CITY ENVIRONMENTAL INC | 18475 S REDLAND RD & 18401 S REDLAND RD | 355682308 | 1,752.00 | |
| | | | 13565 SE HWY 212 2204-0236 | 356117308 | 1,314.00 | |
| | | | 17932 S MERRY MEADOW CT | 356372558 | 1,000.00 | 4,066.00 |
| 96542 | 06/06/2024 | 04310 ROBERT HALF LLC | TEMPORARY POSITION - PAYROLL | 63637384 | 3,172.00 | 3,172.00 |
| 96543 | 06/06/2024 | 00339 SEPTIC TECHNOLOGIES INC | SEMI ANNUAL DISCHARGE, MONITORING REPORT | 20742 | 262.50 | 262.50 |
| 96544 | 06/06/2024 | 03394 TEAM ELECTRIC COMPANY | VAULT INSPECTION MANGAN RD | 27868 | 28,617.45 | |
| | | | PANEL INSTALL FOR GALLERY ELECTRIC | 27927 | 16,598.00 | |
| | | | ELECTRICLE MAINT. AND CONSTRUCTION SERVI | 27900 | 2,948.00 | |

Monthly Check History Listing
Clackamas River Water
6/1/2024 to 6/30/2024

Bank code: apbank

| Check # | Date | Vendor | Description | Invoice | Amount Paid | Check Total |
|---------|------------|--------------------------------------|--|---------------|-------------|-------------|
| 96545 | 06/06/2024 | 00107 UNITED SITE SERVICES INC | SHOP LIGHTING AND ELECTRICAL WORK | 27903 | 1,947.00 | 50,110.45 |
| | | | CLEANING OF PORTABLE RESTROOMS | INV-4524676 | 51.00 | |
| | | | CLEANING OF PORTABLE RESTROOMS | INV-4528640 | 46.45 | 97.45 |
| 96546 | 06/06/2024 | 04485 W3GLOBAL | SERVICES OF TRAVIS ANDREWS | 35275 | 1,800.00 | 1,800.00 |
| 96547 | 06/06/2024 | 04513 WOLFE CONSULTING LLC | FINANCE/AUDIT CONSULT | 3743 | 5,213.75 | 5,213.75 |
| 96548 | 06/20/2024 | 00092 AIRGAS USA INC | WELDING AND TORCH SUPPLIES | 9149429582 | 220.86 | 220.86 |
| 96549 | 06/20/2024 | 00002 AMERICAN FAMILY LIFE ASSURANCE | ACC: 0XNX3 - VOL. PAYROLL DEDUCT JUNE 20 | 341835 | 1,070.68 | 1,070.68 |
| 96550 | 06/20/2024 | 00285 ARAMARK UNIFORM SERVICES INC | ACCT. #934649000 - BUILDING MAINT. SUPPL | 5291461462 | 99.82 | |
| | | | ACCT. #934649000 - BUILDING MAINT. SUPPL | 5291466011 | 97.36 | |
| | | | ACCT. #934649000 - BUILDING MAINT. SUPPL | 5291470598 | 92.98 | |
| | | | ACCT. #934649000 - BUILDING MAINT. SUPPL | 5291475072 | 92.98 | 383.14 |
| 96551 | 06/20/2024 | 04307 BEND MAILING SERVICES, LLC | MAY & JUNE 2024 PROCESSING & POSTAGE | 91298 | 8,343.30 | 8,343.30 |
| 96552 | 06/20/2024 | 04620 JAMIE BERRY | UB Refund Cst #023744 | Ref0020201535 | 521.49 | 521.49 |
| 96553 | 06/20/2024 | 03560 BNK CONSTRUCTION INC. | CAPITOL OUTLAY PROJECT | 5 | 105,313.60 | 105,313.60 |
| 96554 | 06/20/2024 | 03777 CAROLLO ENGINEERS INC | BACKWASH BACKUP SUPPLY VALVES | FB51787 | 5,044.00 | 5,044.00 |
| 96555 | 06/20/2024 | 01546 CASCADE COLUMBIA DIST CO INC | SODIUM HYPOCHLORITE | 897211 | 308.75 | 308.75 |
| 96556 | 06/20/2024 | 04256 CITY WIDE FACILITY SOLUTIONS | MAY 2024 PAPER/SOAP/SUPPLIES | STI035000198 | 7,260.36 | 7,260.36 |
| 96557 | 06/20/2024 | 03597 CLOUD RECORDS MANAGEMENT | ORMS-0153 / MONTHLY USER FEE PER USER OR | 213740 | 370.20 | 370.20 |
| 96558 | 06/20/2024 | 02555 COMCAST | COMCAST MONTHLY CABLE INTERNET FROM 06/1 | 2099723 | 256.85 | 256.85 |
| 96559 | 06/20/2024 | 02774 COMPASS LAND SURVEYORS, INC. | REDLAND ROAD PRV | 42884 | 7,475.00 | 7,475.00 |
| 96560 | 06/20/2024 | 03472 CREATIVE FINANCIAL STAFFING | TEMP HR SERVICES: RACHELLE BALL | 124210221 | 2,066.93 | |
| | | | TEMP HR SERVICES: RACHELLE BALL | 124230219 | 1,991.33 | |
| | | | TEMP HR SERVICES: RACHELLE BALL | 124220220 | 1,083.08 | 5,141.34 |
| 96561 | 06/20/2024 | 02856 CRYSTAL GREENS LANDSCAPING | MAY 2024 LANDSCAPING MAINTENANCE | 342475 | 5,540.00 | |
| | | | SPRINKLER REPAIR HOLLY LN PS | 348814 | 280.00 | 5,820.00 |
| 96562 | 06/20/2024 | 01361 D & H FLAGGING INC | 7050 SE OVERLAND ST 2204-0236 | 121510 | 1,789.20 | 1,789.20 |

Monthly Check History Listing
Clackamas River Water
6/1/2024 to 6/30/2024

Bank code: apbank

| Check # | Date | Vendor | Description | Invoice | Amount Paid | Check Total |
|---------|------------|--|--|-------------|-------------|-------------|
| 96563 | 06/20/2024 | 03218 DIRECT TRANSPORT INC | DELIVERY OF BOARD PACKETS | 324193 | 67.45 | 67.45 |
| 96564 | 06/20/2024 | 04339 THEODORE EBORA | REIMBURSEMENT FOR GFOA CONFERENCE | 06.18.24 | 1,933.06 | 1,933.06 |
| 96565 | 06/20/2024 | 04419 ECAMSECURE | SECURITY SYSTEM MONITORING AND MAINTENAN | 1203759 | 3,518.81 | 3,518.81 |
| 96566 | 06/20/2024 | 03743 EMERY & SONS CONSTRUCTION | INSTALLATION OF WTP VALVE REPLACEMENT | #1 | 329,018.25 | 329,018.25 |
| 96567 | 06/20/2024 | 04380 EXECUTIVE SECURITY SERVICES | ROUTINE PATROL - FY 24 | 15767 | 5,100.00 | |
| | | | ROUTINE PATROL - FY 24 | 15779 | 1,680.00 | 6,780.00 |
| 96568 | 06/20/2024 | 01844 FERGUSON ENTERPRISES INC | POLYMER AND PIPING | 2551424 | 249.66 | 249.66 |
| 96569 | 06/20/2024 | 00073 FIRST RESPONSE INC. | MONTHLY MONITORING PATROL APRIL 2024 | 62668 | 342.00 | 342.00 |
| 96570 | 06/20/2024 | 04080 GREEN GUARD | FIRST AID KITS REPLENISHMENT | C503284 | 92.77 | 92.77 |
| 96571 | 06/20/2024 | 00011 HACH COMPANY | DR3900 SPECTROPHOTOMETER | 14064759 | 5,547.60 | 5,547.60 |
| 96572 | 06/20/2024 | 04518 HUNTER AMBROSE INTERNATIONAL | RECRUITMENT RETAINER -CHIEF FINANCIAL OF | 12426 | 17,000.00 | 17,000.00 |
| 96573 | 06/20/2024 | 02284 K & D SERVICES OF OREGON INC | 8441 SE CARSON 2204-0500 | BILL23936 | 1,828.15 | 1,828.15 |
| 96574 | 06/20/2024 | 03759 KENNEDY/JENKS CONSULTANTS INC | PS FACILITY EMERGENCY POWER STUDY | 172593 | 9,591.39 | |
| | | | TASK # 4- HATTAN PS PRV MODIFICATIONS | 172615 | 2,321.11 | 11,912.50 |
| 96575 | 06/20/2024 | 02545 LAKESIDE INDUSTRIES INC | EZ STREET COLD MIX ASPHALT-5 TONS | 273745 | 911.82 | 911.82 |
| 96576 | 06/20/2024 | 00133 LES SCHWAB TIRE CENTERS INC | 21-200 BRAKE PARTS | 22700881405 | 580.09 | 580.09 |
| 96577 | 06/20/2024 | 02487 LLC LINESCAPE DIRECTIONAL BORING | WO#24-0009 18475 S REDLAND RD | 62379 | 550.00 | 550.00 |
| 96578 | 06/20/2024 | 04171 LSK GRAPHICS INC. | SERVICES FOR DESIGN AND CREATION OF CRW | 06.11.24 | 345.00 | 345.00 |
| 96579 | 06/20/2024 | 04532 MCCAMPBELL ANALYTICAL, INC | UCMR5 WATER TESTING | 2405685 | 482.00 | |
| | | | UCMR5 WATER TESTING | 2405683 | 480.00 | 962.00 |
| 96580 | 06/20/2024 | 01196 METRO | SOLID WASTE DISPOSAL - ACCT # 190115 | 05.31.24 | 195.00 | 195.00 |
| 96581 | 06/20/2024 | 03283 MINUTEMAN PRESS TEAM | ANNUAL BACKFLOW LETTER | 132926 | 1,425.00 | 1,425.00 |
| 96582 | 06/20/2024 | 00391 NORTHWEST PUMP & EQUIP CO | FY24 COMPRESSOR REPAIR AND SERVICE | 3490141-00 | 5,695.33 | 5,695.33 |
| 96583 | 06/20/2024 | 03785 JOSH NYSETH | LEVEL 4 DISTRIBUTION CERTIFICATION | 06.14.24 | 301.00 | 301.00 |

Monthly Check History Listing
Clackamas River Water
6/1/2024 to 6/30/2024

Bank code: apbank

| Check # | Date | Vendor | Description | Invoice | Amount Paid | Check Total |
|---------|------------|--------------------------------------|--|---------------------|-------------|-------------|
| 96584 | 06/20/2024 | 00306 OFFICE DEPOT INC | ACCT#90261180 - ID#38683228 - OFFICE SUP | 370504989001 | 415.32 | |
| | | | ACCT#90261180 - ID#38683228 - OFFICE SUP | 368412992001 | 155.48 | 570.80 |
| 96585 | 06/20/2024 | 00373 OREGON AFSCME | UNION DUES FOR PR 06.12.24 | PR 06.14.24 | 952.10 | 952.10 |
| 96586 | 06/20/2024 | 00048 OREGON CITY, CITY OF | PAYMENTS FOR SVC TO CRW CUST. IN OREGON | 05.31.24 | 8,124.75 | 8,124.75 |
| 96587 | 06/20/2024 | 00021 PGE | WATER TREATMENT PLANT MAY 2024 | WTP MAY 2024 | 38,196.82 | |
| | | | PUMP STATION MAY 2024 | PUMP STATION MAY 24 | 30,583.53 | |
| | | | ADMIN APRIL 2024 | ADMIN MAY 2024 | 3,203.95 | 71,984.30 |
| 96588 | 06/20/2024 | 00018 PITNEY BOWES GLOBAL FIN SVC LL | ACC.: #0010797993 - INSERTING SYSTEM LEA | 3319227290 | 465.54 | 465.54 |
| 96589 | 06/20/2024 | 00151 PROVIDENCE OCCUPATIONAL HEALTH | PHYSICAL EXAM - DOT | 50876 | 232.00 | 232.00 |
| 96590 | 06/20/2024 | 00229 RICOH USA, INC. | ADDITIONAL COPIES #1021276-3745995 07/05 | 108366148 | 208.86 | 208.86 |
| 96591 | 06/20/2024 | 00229 RICOH USA, INC. | ADDITIONAL IMAGES #1021276-3734774- 06/1 | 108371202 | 208.86 | 208.86 |
| 96592 | 06/20/2024 | 00229 RICOH USA, INC. | ADDITIONAL COPIES #1021276-3745995 05/01 | 5069554968 | 205.06 | |
| | | | ADDITIONAL COPIES #1021276-3797919 05/01 | 5069555189 | 76.26 | |
| | | | ADDITIONAL IMAGES #1021276-3734774- 05/0 | 50695565674 | 39.67 | 320.99 |
| 96593 | 06/20/2024 | 03645 RITZ SAFETY LLC | Fall Protection and Retrieval System | 6682693 | 9,230.73 | |
| | | | THREE WAY FALL PROTECTION AND RETRIEVAL | 6686700 | 6,176.80 | 15,407.53 |
| 96594 | 06/20/2024 | 03548 RIVER CITY ENVIRONMENTAL INC | 16874 GLADJEN AVE 24-0010 | 356371325 | 1,000.00 | 1,000.00 |
| 96595 | 06/20/2024 | 04310 ROBERT HALF LLC | TEMPORARY POSITION - PAYROLL | 63666965 | 1,903.20 | 1,903.20 |
| 96596 | 06/20/2024 | 00024 SOUTH FORK WATER BOARD | WATER PURCHASED - MAY 2024 | 04/30-05/31/24 | 36,789.63 | 36,789.63 |
| 96597 | 06/20/2024 | 00282 TERMINIX INTERNATIONAL INC | CUST.# 1703011 -MAY PEST CONTROL SERVICE | 447210624 | 131.00 | |
| | | | 9100 SE MANGAN DR- CUST.# 1703007 MAY SE | 447211802 | 112.00 | 243.00 |
| 96598 | 06/20/2024 | 02854 VERIZON WIRELESS | ACC.#642537089-00001 CELL PHONE CHARGES | 9965556901 | 30.34 | 30.34 |
| 96599 | 06/20/2024 | 04485 W3GLOBAL | SERVICES OF TRAVIS ANDREWS | 35392 | 585.00 | 585.00 |
| 96600 | 06/20/2024 | 00130 WASTE MANAGEMENT OF OREGON | TRASH REMOVAL SERVICES-RIVERSIDE PARK - | 9518338-1574-3 | 2,129.40 | |
| | | | TRASH REMOVAL SERVICES-MANGAN - CUST.# 5 | 9518339-1574-1 | 590.23 | 2,719.63 |
| 96601 | 06/20/2024 | 04252 WATTS REGULATOR COMPANY | REPLACEMENT LAMP ASSEMBLY FOR WHITE LIGH | 16678842 | 392.25 | 392.25 |

Monthly Check History Listing
Clackamas River Water
6/1/2024 to 6/30/2024

Bank code: apbank

| Check # | Date | Vendor | Description | Invoice | Amount Paid | Check Total |
|---------|------------|--------------------------------------|--|-------------------|------------------|-------------|
| 96602 | 06/20/2024 | 02247 WHA INSURANCE AGENCY INC | MERP ADMIN FEE MAY 2024 | 05.01.01 | 50.00 | 50.00 |
| 96603 | 06/20/2024 | 00168 WICHITA FEED & HARDWARE | 2 METER SHOVELS | 10539 | 63.90 | 63.90 |
| 96604 | 06/20/2024 | 02373 WORLD CUP COFFEE & TEA SERVICE | COFFEE, TEA & SUPPLIES COFFEE, TEA & SUPPLIES | 0271410 272504 | 274.95 149.35 | 424.30 |
| 96605 | 06/26/2024 | 00304 CANTEL SWEEPING | JUNE LOT SWEEPING SERVICES | E34484 | 275.00 | |
| | | | JUNE LOT SWEEPING SERVICES | 634483 | 210.00 | |
| | | | JUNE LOT SWEEPING SERVICES | E34485 | 193.00 | 678.00 |
| 96606 | 06/26/2024 | 01546 CASCADE COLUMBIA DIST CO INC | ALUMINUM CHLOROHYDRATE | 896535 | 18,997.46 | 18,997.46 |
| 96607 | 06/26/2024 | 00164 CENTURLINK | ACC# 503-Z05-0025 691B PHONE SERVICES JU | 06.06.24 | 401.58 | |
| | | | ACC# 503-723-6700 962 JUNE 2024 | 06.17.24 | 89.19 | 490.77 |
| 96608 | 06/26/2024 | 03811 CHRISTENSEN INC | UNLEADED REGULAR E10 | 0583497-IN | 1,329.78 | 1,329.78 |
| 96609 | 06/26/2024 | 03644 CITY OF HAPPY VALLEY | ROW USAGE FEE - REG/LICENSE FEE 1ST QUAR | 1st QTR | 1,875.00 | 1,875.00 |
| 96610 | 06/26/2024 | 00008 CONSOLIDATED SUPPLY CO. | 64 PCS 7650-18 - 64 PCS 7630-00 | S011930163.001 | 6,396.54 | 6,396.54 |
| 96611 | 06/26/2024 | 03238 CONSOR NORTH AMERICA | DESIGN ENGINEERING | W221673OR.A2-5 | 20,060.59 | |
| | | | ENGINEERING DESIGN | W221673OR.A1-5 | 8,420.70 | 28,481.29 |
| 96612 | 06/26/2024 | 04621 ELOGGER INC. | ELOGGER SOFTWARE & LICENSES | 4362 | 23,465.00 | 23,465.00 |
| 96613 | 06/26/2024 | 03743 EMERY & SONS CONSTRUCTION | WTP CONCRETE REPAIRS & SEISMIC BRACING | 1a | 46,803.18 | 46,803.18 |
| 96614 | 06/26/2024 | 04596 STEVEN HOUCK | RETIREMENT BBQ | 06.05.24 | 248.69 | 248.69 |
| 96615 | 06/26/2024 | 03289 LANE COUNCIL OF GOVERNMENTS | JAN-MAR 2024 LABOR HOURS | 93638 | 5,675.68 | 5,675.68 |
| 96616 | 06/26/2024 | 04180 MADRONE TECHNOLOGY GROUP INC. | IT SOFTWARE SUB DATA BACKUP | 3877 | 3,306.42 | |
| | | | CONTRACT WORK | 3878 | 1,350.00 | |
| | | | CONTRACT WORK | 3862 | 135.00 | 4,791.42 |
| 96617 | 06/26/2024 | 00353 METRO OVERHEAD DOOR INC | EXIT LOOP REPAIRS GATE 2 | 236012 | 560.00 | |
| | | | TROUBLE SHOOTING ON GATE SIX | 238966 | 242.00 | 802.00 |
| 96618 | 06/26/2024 | 00138 MILWAUKIE, CITY OF | 15-100 SERVICE | INV01001 | 112.89 | 112.89 |
| 96619 | 06/26/2024 | 04055 NYLUND INC | WATER LINE CONSTRUCTION | 4671 | 32,332.30 | 32,332.30 |

Monthly Check History Listing
Clackamas River Water
6/1/2024 to 6/30/2024

Bank code: apbank

| Check # | Date | Vendor | Description | Invoice | Amount Paid | Check Total |
|---------|------------|-------------------------------------|--|--|-------------------------------------|-------------|
| 96620 | 06/26/2024 | 00048 OREGON CITY, CITY OF | ROW USAGE FEE - REG/LICENSE FEE 1ST QUAR PAYMENTS FOR SVC TO CRW CUST. IN OREGON | 06.25.24 04.30.24 | 6,719.58 5,713.49 | 12,433.07 |
| 96621 | 06/26/2024 | 04622 THOMPSON GAS LLC PROPANE | EMERGENCY GENERATOR PROPANE 15150 SE LOU EMERGENCY GENERATOR PROPANE 16822 S TAYL EMERGENCY GENERATOR PROPANE 17909 S BUTT | 1513813183 1513813187 1513813186 | 289.20 229.40 188.74 | 707.34 |
| 96622 | 06/26/2024 | 04483 READY NORTHWEST LLC | EM CONSULT - GRANT - FY 24 PAID EM CONSULT - GRANT - FY 24 | 497 494 | 2,500.00 2,000.00 | 4,500.00 |
| 96623 | 06/26/2024 | 00215 RELIABLE FENCE & CONSTRUCTION | RAZOR WIRE FOR 9100 SE MANAGAN RD | 18261 | 5,736.00 | 5,736.00 |
| 96624 | 06/26/2024 | 03996 RH2 ENGINEERING INC | WTP STRUCTURAL PROJECT DESIGN & CONSTRUC | 96674 | 5,269.27 | 5,269.27 |
| 96625 | 06/26/2024 | 00229 RICOH USA, INC. | COPIER LEASE #1021276-3797919 06/10-07/ | 108380425 | 45.75 | 45.75 |
| 96626 | 06/26/2024 | 03548 RIVER CITY ENVIRONMENTAL INC | 8582 SE 57TH AVE WO 22-0029 15043 S HATTAN RD | 356668376 356667976 | 1,314.00 1,204.50 | 2,518.50 |
| 96627 | 06/26/2024 | 03701 SHRED NORTHWEST LLC | ADDITIONAL FUNDS FOR SERVICES TO QUARTERLY SHREDDING SERVICES | 14568061424 2945061424 | 108.00 108.00 | 216.00 |
| 96628 | 06/26/2024 | 00024 SOUTH FORK WATER BOARD | WATER PURCHASED -APRIL 2024 | 04.30.24 | 35,779.97 | 35,779.97 |
| 96629 | 06/26/2024 | 03394 TEAM ELECTRIC COMPANY | FURNISH LABOR & MATERIAL FOR NETWORK CAM | 27901 | 4,699.00 | 4,699.00 |
| 96630 | 06/26/2024 | 00282 TERMINIX INTERNATIONAL INC | CUST.# 1703011 -JUNE PEST CONTROL SERVIC | 448387153 | 131.00 | 131.00 |
| 96631 | 06/26/2024 | 00107 UNITED SITE SERVICES INC | RIVERSIDE PARK RESTROOMS SHOP RENTAL WITH HAND WASH CLEANING OF PORTABLE RESTROOMS RENTAL 9100 SE SUNNYBROOK RD | 114-13878319 INV-4578437 114-13879112 INV-4587263 | 360.00 190.86 180.00 51.00 | 781.86 |
| 96632 | 06/26/2024 | 02854 VERIZON WIRELESS | ACC.#72115222-00001 CELL PHONE CHARGES ACC.#472115222-00002 CELL PHONE CHARGES | 9966296399 9966296400 | 2,124.05 416.36 | 2,540.41 |
| 96633 | 06/26/2024 | 03373 WASHINGTON CRANE & HOIST CO. | WATER TREATMENT PLANT CRANE INSPECTION & | 0053031-IN | 865.00 | 865.00 |
| 96634 | 06/26/2024 | 00329 NORTH CLACKAMAS COUNTY WATER | PIPELINE REPAIRS CRWS SHARE | 192 | 8,278.05 | 8,278.05 |
| 96635 | 06/26/2024 | 01184 WELLS FARGO BANK | ADMINISTRATIVE AGENT FEE - ACC. #7518350 | 2315709 | 1,000.00 | 1,000.00 |

Monthly Check History Listing
Clackamas River Water
6/1/2024 to 6/30/2024

Bank code: apbank

| Check # | Date | Vendor | Description | Invoice | Amount Paid | Check Total |
|---------|------|--------|-------------|---------|-------------|-------------|
|---------|------|--------|-------------|---------|-------------|-------------|

apbank Total: 1,271,008.93

130 checks in this report

Total Checks: 1,271,008.93

CLACKAMAS RIVER WATER

Agenda Item –
CA-2

REGULAR BOARD MEETING

July 18, 2024

SUBJECT Cash & Investment Ending Balances Report

| | |
|-----------------------|------------------------------------|
| DRAFT MOTION | Move to approve the consent agenda |
| EFFECTIVE DATE | July 18, 2024 |

PRINCIPAL STAFF PERSON

BOARD ACTION REQUESTED Approve the consent agenda items.

DOCUMENTS ATTACHED None

Agenda Summary

BACKGROUND

Clackamas River Water
Cash & Investment Ending Balances by Month
FY 2024

| | US Bank General Checking | LGIP | Total | LGIP Interest Earnings | LGIP Interest Rate |
|------|--------------------------------|---------------|---------------|------------------------------|--------------------------|
| July | \$ 7,003,421 | \$ 19,201,790 | \$ 26,205,211 | \$ 66,723 | 4.11% |
| Aug | \$ 7,229,010 | \$ 19,273,810 | \$ 26,502,820 | \$ 72,020 | 4.42% |
| Sept | \$ 8,455,698 | \$ 19,347,156 | \$ 27,802,854 | \$ 73,346 | 4.63% |
| Oct | \$ 3,076,682 | \$ 24,445,249 | \$ 27,521,931 | \$ 98,094 | 4.90% |
| Nov | \$ 3,664,569 | \$ 24,545,709 | \$ 28,210,278 | \$ 100,400 | 5.00% |
| Dec | \$ 1,834,249 | \$ 26,656,520 | \$ 28,490,769 | \$ 110,811 | 5.00% |
| Jan | \$ 1,893,738 | \$ 26,769,394 | \$ 28,663,132 | \$ 112,874 | 5.00% |
| Feb | \$ 1,826,691 | \$ 26,879,690 | \$ 28,706,381 | \$ 110,296 | 5.20% |
| Mar | \$ 2,110,418 | \$ 26,998,078 | \$ 29,108,496 | \$ 118,388 | 5.20% |
| Apr | \$ 707,639 | \$ 27,113,152 | \$ 27,820,791 | \$ 115,074 | 5.20% |
| May | \$ 1,024,726 | \$ 27,232,568 | \$ 28,257,294 | \$ 119,416 | 5.20% |
| Jun | \$ 2,972,685 | \$ 25,345,766 | \$ 28,318,451 | \$ 113,198 | 5.20% |

REGULAR BOARD MEETING

July 18, 2024

SUBJECT Project Acceptance: Accept Capital Outlay Project “SysOps Shop Renovation”, Project 23-2329

DRAFT MOTION I move to approve the “Notice of Acceptance” for the “SysOps Shop Renovation” project, to establish the project completion date and authorize the General Manager’s signature on said Notice of Acceptance.

EFFECTIVE DATE July 18, 2024

PRINCIPAL STAFF PERSON Adam Bjornstedt, PE – Chief Engineer

BOARD ACTION REQUESTED The Board is requested to accept the building renovations constructed under the “SysOps Shop Renovation” project.

DOCUMENTS ATTACHED Exhibit A – Notice of Acceptance

Agenda Summary

BACKGROUND This capital outlay project, as approved in the FY 23-25 adopted budget, included building renovations, electrical, plumbing, and HVAC upgrades, to the System Operations shop- locker room, restroom, and workspace areas. The Board awarded the contract to BnK Construction in November 2023, and the Notice to Proceed was issued January 31, 2024.

The project is complete and final budgetary information is as follows:

CRW Budgeted (shop renovation): \$230,000
CRW Budgeted (HVAC replacement): \$ 17,000
Total budget: \$247,000

Original Contract: \$239,995
Final Contract with all changes: \$251,425.91
% Difference (Increase): 4.8%

All project work was completed to required specifications, plans, and County permits. Changes to the contract included addition of the HVAC unit replacement (budgeted as a separate capital outlay item in the FY 23-25 budget), electrical upgrades, and minor modifications. As discussed previously with the Board, sufficient additional funds exist to account for the increased costs.

STAFF RECOMMENDATION Staff recommends the Board approve the Notice of Acceptance for the “SysOps Shop Renovation” project.



Notice of Acceptance

Clackamas River Water hereby accepts the project constructed in connection with the **System Operations Remodel, COP 23-2329**, on this 18 day of July, 2024. Acceptance of this project by Clackamas River Water shall not constitute acceptance of any work not in accordance with the Contract Documents, nor shall it relieve the Contractor of his continuing obligation for work guarantee for one year after the above date.

Clackamas River Water

Todd Heidgerken, General Manager

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

July 18, 2024

SUBJECT Consider Adoption of Resolution 01-2025 Adopting the Clackamas River Water Representation in the Updates to the Clackamas County Multi-Jurisdictional Natural Hazard Mitigation Plan

| | |
|---------------------|--|
| DRAFT MOTION | I move the Board approve Resolution 01-2025 adopting the CRW Representation in the Updates to the Clackamas County Multi-Jurisdictional Natural Hazard Mitigation Plan |
|---------------------|--|

| | |
|-----------------------|---------------|
| EFFECTIVE DATE | July 18, 2024 |
|-----------------------|---------------|

PRINCIPAL STAFF PERSON Beth McGinnis, Emergency Manager

BOARD ACTION REQUESTED Adopt Resolution 01-2025

DOCUMENTS ATTACHED Exhibit A - Resolution 01-2025 Adopting the CRW Representation in the Updates to the Clackamas County Multi-Jurisdictional Natural Hazard Mitigation Plan

Exhibit B- FEMA letter to Clackamas County Chairwoman, Tootie Smith regarding required actions. Dated June 11, 2024.

Agenda Summary

BACKGROUND Clackamas River Water, in partnership with Clackamas County has received notice from FEMA that our annex to the Multi-Jurisdiction Hazard Mitigation Plan is “approvable pending adoption”.

This plan allows CRW to continue to be eligible for FEMA mitigation grant programs, as it is an eligibility requirement. The plan has gone through a public comment period during the drafting phase. The content focuses on CRW assets and their vulnerability to natural hazards in connection with identifying potential projects and priorities for CRW to consider in future funding cycles.

The board is asked to adopt this resolution so it can be forwarded to FEMA to finalize the full plan.

STAFF RECOMMENDATION Staff recommends approval of Resolution 01-2025 adopting the CRW Representation in the Updates to the Clackamas County Multi-Jurisdictional Natural Hazard Mitigation Plan

A Resolution Adopting the Clackamas River Water Representation in the Updates to the Clackamas County Multi-Jurisdictional Natural Hazards Mitigation Plan

Whereas, CLACKAMAS RIVER WATER recognizes the threat that natural hazards pose to people, property and infrastructure within our community; and

Whereas, undertaking hazard mitigation actions will reduce the potential for harm to people, property and infrastructure from future hazard occurrences; and

Whereas, an adopted Natural Hazards Mitigation Plan is required as a condition of future funding for mitigation projects under multiple FEMA pre- and post-disaster mitigation grant programs; and

Whereas, CLACKAMAS RIVER WATER has fully participated in the FEMA prescribed mitigation planning process to prepare the *Clackamas County, Multi-Jurisdictional Natural Hazards Mitigation Plan*, which has established a comprehensive, coordinated planning process to eliminate or minimize these vulnerabilities; and

Whereas, CLACKAMAS RIVER WATER has identified natural hazard risks and prioritized a number of proposed actions and programs needed to mitigate the vulnerabilities of CLACKAMAS RIVER WATER to the impacts of future disasters within the *Clackamas County, Multi-Jurisdictional Natural Hazards Mitigation Plan*; and

Whereas, these proposed projects and programs have been incorporated into the *Clackamas County, Multi-Jurisdictional Natural Hazards Mitigation Plan* that has been prepared and promulgated for consideration and implementation by the participating cities and special districts of Clackamas County; and

Whereas, the Oregon Department of Emergency Management and Federal Emergency Management Agency, Region X officials have reviewed the *Clackamas County, Multi-Jurisdictional Natural Hazards Mitigation Plan* and pre-approved it (dated, July 11, 2024) contingent upon this official adoption of the participating governments and entities;

Whereas, the NHMP is comprised of three volumes: Volume I -Basic Plan, Volume II – Jurisdiction Addenda, and Volume III – Appendices, collectively referred to herein as the NHMP; and

Whereas, the NHMP is in an on-going cycle of development and revision to improve its effectiveness; and

Whereas, CLACKAMAS RIVER WATER adopts the NHMP and directs the Emergency Manager to develop, approve, and implement the mitigation strategies and any administrative changes to the NHMP.

Now, therefore, be it resolved, that CLACKAMAS RIVER WATER adopts *the Clackamas County Multi-Jurisdictional Natural Hazards Mitigation Plan* as an official plan; and

Be it further resolved that CLACKAMAS RIVER WATER will submit this Adoption Resolution to the Oregon Department of Emergency Management and Federal Emergency Management Agency, Region X to enable final approval of the *Clackamas County Multi-Jurisdictional Natural Hazards Mitigation Plan*.

Adopted this 18th day of July, 2024

Sherry French, Board President

Naomi Angier, Board Secretary

Exhibit B

U.S. Department of Homeland Security
FEMA Region 10
130 228th Street, SW
Bothell, WA 98021-8627



FEMA

June 11, 2024

Tootie Smith, County Commissioner - Chair
Clackamas County
2051 Kaen Road, 4th Floor
Oregon City, Oregon 97045

Reference: Adoption Required to Finish Clackamas County Multi-jurisdictional Hazard Mitigation Plan Process

Dear Chair Smith:

In accordance with applicable¹ laws, regulations, and policy, the United States Department of Homeland Security’s Federal Emergency Management Agency (FEMA) Region 10 has determined the Clackamas County multi-jurisdictional hazard mitigation plan meets all applicable FEMA hazard mitigation planning requirements except its adoption by:

| | | |
|---------------------|----------------------------|-----------------------|
| Clackamas County | City of Canby | City of Estacada |
| City of Gladstone | City of Happy Valley | City of Lake Oswego |
| City of Oregon City | City of Sandy | City of West Linn |
| City of Wilsonville | Clackamas Fire District #1 | Clackamas River Water |
| City of Milwaukie | City of Molalla | |

Local governments, including special districts, with a plan status of “Approvable Pending Adoption” are not eligible for FEMA mitigation grant programs with a hazard mitigation plan requirement.

The next step in the approval process is to formally adopt the hazard mitigation plan and send a resolution to the state for submission to FEMA. Sample adoption resolutions can be found in Appendix B of the Local Mitigation Planning Policy Guide.

An approved hazard mitigation plan, including adoption by the local government, is one of the conditions for applying for and/or receiving FEMA mitigation grants from the following programs:

- Hazard Mitigation Grant Program (HMGP)
- Hazard Mitigation Grant Program Post-Fire (HMGP-PF)
- Building Resilient Infrastructure and Communities (BRIC)
- Flood Mitigation Assistance (FMA)
- High Hazard Potential Dams Grants Program (HHPD)

¹ Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended; the National Flood Insurance Act of 1968, as amended; and National Dam Safety Program Act, as amended; 44 CFR Part 201, Mitigation Planning; and Local Mitigation Planning Policy Guide (FP-206-21-0002).

Chair Smith
June 11, 2024
Page 2

Based on FEMA's review, the plan did not include all dam risk. Thus, the participating jurisdictions are not eligible for assistance from the HHPD Grant Program. If any participating jurisdictions with HHPDs are interested in this assistance, they should contact the FEMA Region 10 Hazard Mitigation Planning Team at FEMA-R10-MT_Planning@fema.dhs.gov, to learn more about how to include all dam risks in the plan.

Participating jurisdictions that adopt the plan more than one year after Approvable Pending Adoption status has been issued must either:

- Validate that their information in the plan remains current with respect to both the risk assessment (no recent hazard events, no changes in development) and their mitigation strategy (no changes necessary); or
- Make the necessary updates before submitting the adoption resolution to FEMA.

We look forward to receiving the adoption resolutions and discussing options for implementing this hazard mitigation plan. If we can help in any way, please contact the FEMA Region 10 Hazard Mitigation Planning Team at FEMA-R10-MT_Planning@fema.dhs.gov.

Sincerely,

WENDY L SHAW

Digitally signed by WENDY L
SHAW
Date: 2024.06.14 11:36:29 -07'00'

Wendy Shaw
Risk Analysis Branch Chief
Mitigation Division

Enclosures

cc: Stephen Richardson, Oregon Department of Emergency Management

JF:JG:wls

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

July 18, 2024

SUBJECT Recurring Payments: Consider Approval of Recurring Payments for FY 2024-25 Contracts in Excess of General Manager’s Approval Authority

| | |
|-----------------------|--|
| DRAFT MOTION | I move the Board approve recurring purchases for FY 2024-25 that are Over \$75,000 over per the attached list. |
| EFFECTIVE DATE | July 18, 2024 |

PRINCIPAL STAFF PERSON Todd Heidgerken, General Manager

BOARD ACTION REQUESTED Approve Recurring Payments for FY 2024-25 Invoice, Contracts and Purchase Orders in excess of General Manager’s Approval Authority

DOCUMENTS ATTACHED Exhibit A - Recurring invoices for FY 2024-25 over \$75,000
Exhibit B - Contracts for FY 2024-25 over \$75,000

Agenda Summary

BACKGROUND Board Policy Section 6.2 A –
Section 6.2 Responsibility, Authority, Standardization
A. The General Manager is responsible for the procurement of all goods and services and for establishing procedures to sell goods and services.

Resolution 06-2022 Modifying the General Manager’s Contracting Authority

Section 2: The Board hereby delegates to the General Manager the authority to execute contracts, as defined in CRW’s Local Contract Review Board Rules, up to the total annual amount of \$75,000.00 for a duration no longer than three years.

Section 3. The Board hereby delegates to the General Manager the authority to execute Public Improvement Contracts, as defined in CRW’s Local Contract Review Board Rules, up to the amount of \$100,000.

ANALYSIS

The District is required to operate the municipal water utility. The General Manager has been given responsibility for the procurement of all goods and services. Contracts (and their payments) over the General Manager authority of \$75,000 must be approved by the Board.

Vendor payments for the past year, current contracts, and the BN 2023-2025 adopted budget were reviewed for possible vendor payments that will exceed \$75,000 during FY 2024-25.

All payments over the General Manager authority of \$75,000 are brought to the Board of Commissioners for acknowledgement. These expenditures are routine and required to run the District. Listings of these payments are attached as Exhibit A and Exhibit B.

Public (Capital) Improvement contracts are brought to the Board of Commissioners as required throughout this fiscal year and therefore not included in this listing.

Exhibit A

Annual Payments over \$75,000 for Board of Commissioners Approval (FY25)

| Vendor Name | Invoice Description | Authority for Purchase | Average Monthly Dollars | Approximate Annual Dollars |
|--------------------------------------|-----------------------------|-------------------------------|--------------------------------|-----------------------------------|
| Recurring Invoices | | | | |
| Clackamas River Water Providers | Membership Dues | IGA | \$ 60,000-85,000 | \$ 140,500 |
| Oregon PERS | PERS Payments | Set by State | \$ 41,000.00 | \$ 950,000 |
| PGE | Electrical at Plant | Set by State | \$ 30,000 | \$ 540,000 |
| PGE | Electrical at Pump Station | Set by State | \$ 71,000.00 | \$ 350,000 |
| South Fork Water Board | Water Purchases | Settlement Agreement | \$ 23,300 | \$ 850,000 |
| Special Districts Insurance Serv. | General Liability Insurance | Year to Year Contract | \$ 76,650 | \$ 279,500 |
| Special Districts Insurance Serv.(2) | Health Insurance | Collective Bargaining | \$ 22,000 | \$ 919,800 |
| Omega | Credit Card Processing | Monthly | \$ 22,000 | \$ 320,000 |
| Oregon City | Wheeling Charges | Monthly | \$ 29,167 | \$ 252,000 |
| US Bank | P-card payments | Monthly | \$ 7,800 | \$ 350,000 |
| Principal | Dental, LTD, AD&D, Life | Collective Bargaining | \$ | \$ 93,600 |
| Wells Fargo Bank | Bond Principle and Interest | 2016 Bond Official Statement | \$ | \$ 1,240,000 |
| | | | | \$ 6,285,400 |

Exhibit B

Annual Payments over \$75,000 for Board of Commissioners Approval (FY25)

| Vendor Name | Invoice Description | Authority for Purchase | Average Monthly Dollars | Approximate Annual Dollars |
|--|---|-------------------------------|--------------------------------|-----------------------------------|
| Approved Contract | | | | |
| AKS Engineering | Surveying | Awarded Contract | \$ 6,300 | \$ 75,600 |
| Bend Mailing | Utility Bill Printing | Awarded Contract | \$ 6,300 | \$ 85,000 |
| Canby Excavating | On-Call Construction | Awarded Contract | \$ 8,300 | \$ 100,000 |
| Cascade Columbia Dist Co. | Water Treatment Chemicals | Awarded Contract | \$ 6,600 | \$ 150,000 |
| Core & Main, LLP (HD Supply) | Water Works Supplies | Awarded P.O. | \$ 6,500 | \$ 80,000 |
| City Wide Facility Solutions | Janitorial | Awarded Contract | \$ 7,700 | \$ 82,000 |
| Compass Land Surveying | On-call Surveying | Awarded Contract | \$ 6,300 | \$ 75,600 |
| Conсор North America Inc. | On-Call Engineering Services | Awarded Contract | \$ 8,300 | \$ 100,000 |
| CFS (Creative Financial Staffing) | Staffing Services | Contract | \$ 6,333 | \$ 76,000 |
| Crystal Greens | Landscaping Services | Awarded Contract & P.O.'s | \$ 6,700 | \$ 80,000 |
| Emery & Sons Construction Group | On-Call Construction | Awarded Contract | \$ 8,300 | \$ 100,000 |
| Executive Security Services | Patrol Services (Summer Park & routine) | Awarded Contract | \$ 6,250 | \$ 85,000 |
| Ferguson Enterprises | Water Works Supplies | Awarded Contract | \$ 7,430 | \$ 89,160 |
| GT Excavating | On-Call Construction | Awarded Contract | \$ 8,300 | \$ 100,000 |
| Harper Houf Peterson Righellis | Surveying | Awarded Contract | \$ 6,300 | \$ 75,600 |
| Hasa Inc | Water Treatment Chemicals | Awarded P.O. | \$ 6,600 | \$ 105,000 |
| HD Fowler Company Inc. | Water Works Supplies | Awarded Contract | \$ 7,200 | \$ 86,400 |
| K & D Services of Oregon | Flagging Services | Awarded Contract | \$ 7,500 | \$ 90,000 |
| Kennedy Jenks | On-Call Engineering Services | Awarded Contract | \$ 8,300 | \$ 100,000 |
| Madrone Technology Group | IT Support & Maintenance Agreements | Awarded Contract | \$ 15,200 | \$ 219,000 |
| Meteraders LLC | Meter Reading Services | Awarded Contract | \$ 6,300 | \$ 94,000 |
| Moss Adams | Audit Services | Awarded Contract | \$ 7,584 | \$ 91,008 |
| Portland Engineering | SCADA Support | Awarded Contract | \$ 7,083 | \$ 90,000 |
| RH2 Engineering | On-Call Engineering Services | Awarded Contract | \$ 8,300 | \$ 100,000 |
| River City Environmental | Vac-Truck Services | Awarded Contract | \$ 7,500 | \$ 90,000 |
| Robert Half, LLC | Staffing Services | Awarded Contract | \$ 6,333 | \$ 76,000 |
| S-2 Contractors | Paving Services | Awarded Contract | \$ 7,400 | \$ 88,000 |
| Trench Line Excavation Inc | On-Call Construction | Awarded Contract | \$ 8,300 | \$ 100,000 |
| West Yost Associates | On-Call Engineering Services | Awarded Contract | \$ 8,300 | \$ 100,000 |
| Grand Total of Over \$75,000 per Vendor - | | | \$ 2,783,368 | |

**CLACKAMAS RIVER WATER
REGULAR BOARD MEETING
July 18, 2024**

SUBJECT **Consider Approval of Contract with Springbrook for Financial System Software and Annual Subscription Fees**

| | |
|-----------------------|---|
| DRAFT MOTION | I move the Board approve the Contract with Springbrook for Financial System Software and annual subscription fees in the total amount of \$505,061.41 and authorize the General Manager to sign the contract. |
| EFFECTIVE DATE | July 18, 2024 |

PRINCIPAL STAFF PERSON Todd Heidgerken, General Manager

BOARD ACTION REQUESTED The Board is being asked to authorize the General Manager to execute a 5-year contract with Springbrook for a not-to-exceed amount of \$505,061.41.

DOCUMENTS ATTACHED Exhibit A: Proposed Timeline
Exhibit B: 5 Year Contract Cost

Agenda Summary

BACKGROUND Clackamas River Water currently utilizes Tyler Eden’s financial software which is 20-plus-year-old software and no longer meets our needs. Tyler has notified its customers that Eden is at end of life and customers are requested to migrate to a new solution. As such, the FACS department made a budget proposal to replace the software. \$250,000 was included in the BN 2023-25 budget for new software. FACS began a software search by first defining the scope of what type of service was needed. CRW is a small organization with 1 FTE to support all IT needs. As such, the best solution for CRW was to limit the software search to meet the following requirements:

- 1) Cloud solutions to avoid additional hardware and support costs associated with on premise solutions and be accessible in emergency events.
- 2) Utility billing fully integrated module under the same software company to avoid any third-party integrations which require IT staff to support or maintain.
- 3) Must be able to provide fund accounting, budgeting and track encumbrances.

These requirements limited the pool of software options, which was also further limited by the need for the company to be a reputable vendor in the government space, appropriate for CRW’s size. Staff researched options with the following companies: OpenGov, Oracle NetSuite, Tyler, Springbrook, and Caselle.

Ultimately, the pool of vendors was reduced to Springbrook and Tyler after initial discussions with each company. OpenGov and NetSuite are still working on integrating their utility billing solutions and thus, they were removed from consideration. Caselle's Cloud product is a hosted solution and an older platform, not meeting the desired IT specifications.

Software demos were conducted in November 2023. All FACS staff participated in the demos, as well as Purchasing, IT, and System Operations staff. Upon review, both Tyler and Springbrook offered the required modules necessary for FACS to conduct business; however, Springbrook software boasted a key biennial budgeting feature for CRW. At this time, they are the leader in the market for supporting biennial budgeting, while also offering a utility billing module. This will save the District time and effort, eliminating manual preparation of reports and budgets in Excel. While each software has pros and cons, customer service staff preferred the look and feel of Springbrook over Tyler. Considering the customer experience is handled by CRW customer service staff, management believes that this should be a driving factor in the decision making.

Reference checks were performed, and the feedback was generally favorable, with the usual advice to actively manage the conversion and implementation process. Contract negotiations have resulted in a proposed 5-year contract, with a cap of 4% on annual subscription costs (reduced from 7%) for the next 5 years. Springbrook has offered a 20% discount on the initial subscription costs and 25% on the implementation costs in an effort to earn CRW's business.

Legal counsel has reviewed the proposed contract and has determined that the software purchase is an exempt contract under the current LCRB rules.

The proposed implementation timeline is attached as Exhibit A. The recommended approach is to implement the finance suite first, ensuring that the software is ready for budget development by February 2025. Actuals, meaning day to day accounting operations such as Accounts Payable, Purchase Orders, and the like would go live July 1, 2025, to correspond with the new biennial budget prepared in the new software. Utility Billing would be developed on a separate timeline for implementation in 2025.

Springbrook is a local Oregon based company that specializes in governmental accounting. In business for over 35 years and with approximately 2800 clients, it is reasonable to assume that Springbrook will continue to be in business for the proposed 5-year contract and beyond. Per their sales rep, technical support is all USA based. More information can be found on their website:

<https://springbrooksoftware.com/>

**STAFF
RECOMMENDATION**

Authorize the General Manager to execute a contract with Springbrook for a not-to-exceed amount of \$505,061.41

Exhibit A

PROPOSED TIMELINE

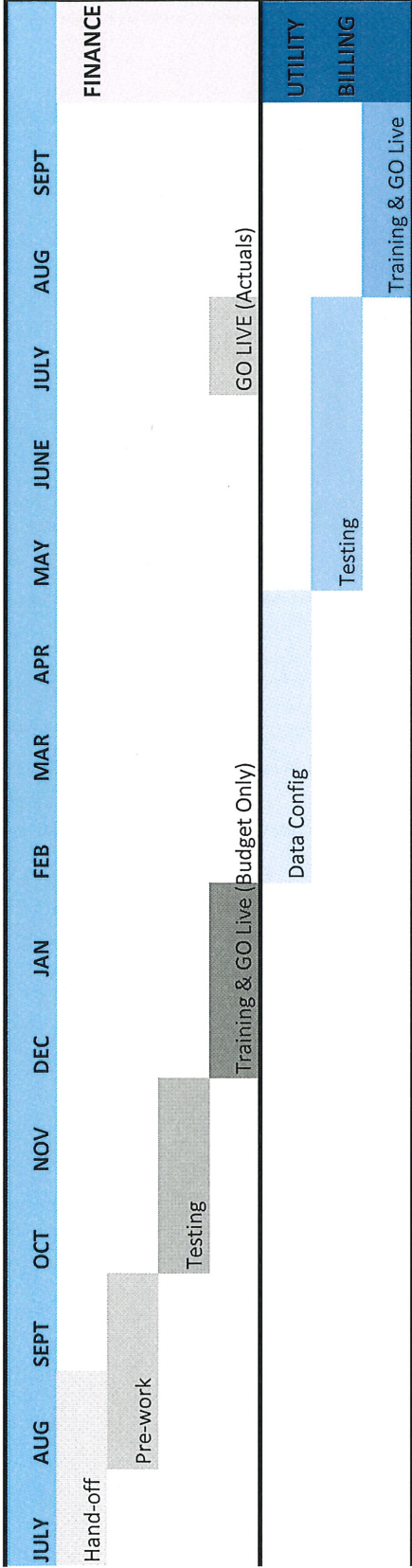


Exhibit B

Total Contract Cost
7/8/2024

| | YR 1 | YR 2 | YR 3 | YR 4 | YR 5 | Total |
|---|----------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| Accounting System | | | | | | |
| Springbrook Annual Subscription* | \$ 73,408.00 | \$ 76,344.32 | \$ 79,398.09 | \$ 82,574.02 | \$ 85,876.98 | \$ 397,601.41 |
| *4% cap on annually cost increases | | | | | | |
| One time costs (implementation fees) | | | | | | |
| Springbrook | \$ 107,460.00 | | | | | \$ 107,460.00 |
| Total Cost | \$ 180,868.00 | \$ 76,344.32 | \$ 79,398.09 | \$ 82,574.02 | \$ 85,876.98 | \$ 505,061.41 |

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

July 18, 2024

SUBJECT Consider Second Reading, By Title Only, and Adoption of Resolution 07-2024, Amending Board Policy

| | |
|-----------------------|--|
| DRAFT MOTION | Move the Board conduct a second reading by title only and adopt Resolution 07-2024 Amending Board Policies |
| EFFECTIVE DATE | July 18, 2024 |

PRINCIPAL STAFF PERSON Todd Heidgerken, General Manager
C. Robert Steringer, CRW General Counsel

BOARD ACTION REQUESTED The Board will be asked to conduct a second reading by title only and adopt Resolution 07-2024

DOCUMENTS ATTACHED Resolution 07-2024

Agenda Summary

BACKGROUND CRW Board Policies were last fully updated in 2013. Since that adoption there have been updates to sections of the rules, but a full review and update has not occurred since 2013. Legal Counsel provided the General Manager and Executive Assistant with an initial update to review and discuss. Edits and comments were incorporated in the draft and then the draft was discussed and reviewed with the Agenda Setting Committee. The draft was discussed with the full Board at the April 22, 2024, and May 28, 2024, Board Work Sessions. Legal Counsel incorporated comments obtained from the Board Work Sessions into the attached draft for final approval by the Board. The Board conducted a first reading at their June 13, 2024 Board Meeting.

The redline of the policy can be found in the June 13 CRW Board packet at https://crwater.com/wp-content/uploads/2024/06/CRW-06.13.2024-Regular-Board-Meeting-Packet_updated.pdf

STAFF RECOMMENDATION Conduct a second reading by title only and adopt Resolution 07-2024 amending Board Policy

CLACKAMAS RIVER WATER

RESOLUTION 07-2024

A RESOLUTION AMENDING CRW BOARD POLICIES

WHEREAS, Regular Meetings were called by the Board of Commissioners of Clackamas River Water (District) on June 13, 2024, and July 18, 2024; and

WHEREAS, pursuant to the provisions of ORS 192.640, notice of said regular meetings and the purpose thereof was given in accordance with the requirements of said statute; and

WHEREAS, this resolution was given a first reading by title only at the Board of Commissioners' meeting on June 13, 2024; and

WHEREAS, after consideration the Board of Commissioners finds that the Clackamas River Water Board Policies should be substantially revised and restated to account for changes in applicable laws, to account for changes in Board and District practices, to improve the policies, and to clarify existing policies.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF CLACKAMAS RIVER WATER THAT:

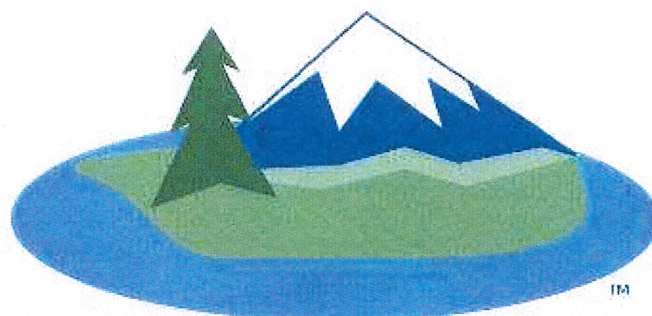
1. Clackamas River Water's Board Policies are revised and restated as set out in Exhibit 1 to this resolution.
2. The Board of Commissioners authorizes District staff, in consultation with the District's General Counsel, to correct any formatting or typographical errors subsequently discovered in the Board Policies as adopted.

ADOPTED THIS 18th DAY OF JULY 2024 BY THE BOARD OF COMMISSIONERS OF CLACKAMAS RIVER WATER.

CLACKAMAS RIVER WATER

BY: _____
Sherry French, Board President

BY: _____
Naomi Angier, Board Secretary



Clackamas River Water

CLACKAMAS RIVER WATER

BOARD POLICIES

Complete Revisions

July 2024

**CLACKAMAS RIVER WATER
BOARD POLICIES**

| | |
|-----------|--|
| SECTION 1 | BOARD OPERATION DEFINITIONS |
| SECTION 2 | BY-LAWS OF THE BOARD |
| SECTION 3 | BUDGET & FINANCE |
| SECTION 4 | BUSINESS OPERATIONS |
| SECTION 5 | GENERAL MANAGER'S ROLE |
| SECTION 6 | PURCHASING / CONTRACTING |
| SECTION 7 | COMMUNITY RELATIONS |
| SECTION 8 | COST OF WATER SERVICE & SYSTEM DEVELOPMENT |

**CLACKAMAS RIVER WATER
BOARD POLICIES**

SECTION 1 BOARD OPERATION

- 1.1 Definitions
- 1.2 Powers of the Board
- 1.3 Functions of the Board
- 1.4 Orientation
- 1.5 Board Educational Development
- 1.6 Compensation for Services & Reimbursement for Expenses
- 1.7 Formulation of Policies
- 1.8 Public Meetings
- 1.9 Agenda Preparation
- 1.10 Preparation for Board Meetings
- 1.11 Procedures during Board Meetings
- 1.12 Computer Policy

Section 1.1 Definitions

As used in these sections, unless the context requires otherwise:

- A. “Board of Commissioners” or “Board” means the governing body of Clackamas River Water.
- B. “CRW” means Clackamas River Water or properties owned by Clackamas River Water.
- C. “General Manager” means the appointed Administrator of Clackamas River Water.

Section 1.2 Powers of the Board

- A. The powers of the Board are outlined in Chapter 264 and Chapter 198 of the Oregon Revised Statutes relating to domestic water districts and special districts. The Board has the following general responsibilities, consistent with those statutes:
 - 1. Identify and adopt strategic priorities for CRW
 - 2. Hire, evaluate, and dismiss the General Manager
 - 3. Adopt the annual budget for CRW
 - 4. Adopt the Rates, Fees, and Charges schedule for CRW
- B. The Board may authorize ad-hoc advisory committees as it sees fit.
 - 1. The Board President or designee will outline the duties and responsibilities of each committee at the time of appointment.
 - 2. A Commissioner may serve as an ex-officio member.
 - 3. Advisory committees shall comply with Oregon Public Meetings Law and are responsible for providing any written records to District staff so they may be made available to the public if requested.

Section 1.3 Functions of the Board

A. Policy Making

1. The Board will establish strategic policy reserving to itself all authority and responsibility not otherwise assigned to the General Manager or others.
2. The Board is CRW's Local Contract Review Board pursuant to ORS 279A.060.

B. Oversight

1. The primary responsibility of the Board is to make policy-level decisions for CRW, and to hire, evaluate and manage CRW's General Manager, who will serve as CRW's chief executive officer. Administrative authority for the daily operations of CRW and the management of all CRW personnel is delegated to the General Manager to the extent reasonably possible.
2. No individual Commissioner may direct or order a staff member on any matter that relates to the daily operations or administrative activities of CRW unless expressly authorized by the Board. No individual Commissioner may order, direct, or conduct any review of personnel records of any staff member or any other record that is exempt under the Oregon Public Records Law unless expressly authorized by the Board.
3. If any Commissioner should be delegated by the Board to exercise any administrative authority for CRW, that direction shall be in writing and shall state the express purpose for which authority is being granted and for what duration, and any such appointment shall be agreed upon between the Board and the General Manager.
4. The Board will provide the financial means to implement Board policies in order to accomplish organizational goals and objectives as adopted by the Board of Commissioners.

C. Planning/Vision

1. The Board is committed to long-term planning as an essential activity to assure the viability of water service to water users in the region.
2. The Board will develop functional philosophies in the form of vision, mission, and/or values statements that provide guidance to the Board in the execution of its responsibilities and to the staff and others involved in the operations. These are to be reviewed periodically to assure their continued applicability.
3. Priorities will be established by the Board and be consistent with long-term planning. Areas to be considered for priority status will be balanced between community needs, District requirements, regulatory requirements, and recommendations of the General Manager.

4. The Board will conduct a periodic review of rates and charges.

D. Commissioner Assignments

1. At least annually, the Board will review the various organizations with which CRW has relationships and decide which organizations should have a Board representative assigned to them. The Board President will assign a CRW representative to any organization the Board determines should have a representative from the Board, unless a different assignment process is required by agreement or law.
2. A Commissioner's attendance at another organization's meeting is in the Commissioner's individual capacity, not in an official capacity, unless the Commissioner is assigned as an organizational representative pursuant to this section or the attendance is otherwise approved by the Board.
3. If a Commissioner appears before another governmental agency or organization to give a statement on an issue relevant to CRW, that Commissioner must state whether the statement reflects personal opinion, is the official position of CRW, or both. Additionally, if the Commissioner is representing CRW, the Commissioner must support and advocate for the official CRW position on the issue as established by vote of the Board.

Section 1.4 Orientation

A. Cooperating with Board Candidates

The Board, through the General Manager, shall cooperate with candidates for the Board on an equal basis and will provide them with information about Board policies and other aspects of the operation of CRW upon request.

B. Orienting New Commissioners

The Board and the General Manager shall assist each new member-elect to understand the Board's functions, policies, and procedures. If possible, orientation will be provided before the member-elect takes office. The General Manager will provide information including:

1. A copy of Board policies, including Local Contract Review Board Rules.
2. A copy of the law relating to the operation of water districts.
3. A copy of the Attorney General's "Public Records and Meetings Manual."
4. A copy of the Oregon Government Ethics Commission publication "Guide for Public Officials."

Section 1.5 Commissioner Conduct

The following Code of Conduct applies to Commissioners whenever they are acting in their official capacity, both in and outside of Board meetings.

- A. The Board shall not, to the extent possible, involve itself in the day-to-day operations of the District. Without prior approval of the Board, no Commissioner may interfere with or engage in District operations, including programs, maintenance, personnel management, administration, enforcement of facility rules, planning, training, or other daily operations and responsibilities of the General Manager. If the Board sees a need for an exception and asks a Commissioner to become involved in District operations, the Board will clearly state in writing the Commissioner's operational duties/functions, and the Board President and General Manager shall agree to said arrangement prior to the Commissioner commencing involvement.

- B. Commissioners will assist the Board President in preserving order and decorum during Board meetings and will not delay or interrupt proceedings. Commissioners will comply with any ruling of the President or Board, and the following rules will be observed to maintain order and decorum during meetings:
 - 1. Commissioners will review necessary information, including the agenda and meeting materials, before meetings, and will come to meetings prepared.
 - 2. Any Commissioner desiring to be heard will request to the President to be heard. Commissioners will be given an opportunity to speak at least once on any pending motion or agenda item. Once recognized, the speaker will confine their remarks to the subject under consideration.
 - 3. When speaking on behalf of the Board or District, Commissioners will represent the Board's official position, not their own personal opinion.
 - 4. Commissioners will be open and candid and should be succinct in stating their views. Commissioners should focus on a single issue or topic at any one time and allow one another to finish speaking without interruption.
 - 5. Board discussions are to focus on CRW issues; Commissioners should avoid raising non-District issues not relevant to the current discussion.
 - 6. Commissioners should keep discussions moving and adhere to established time limits on discussions.
 - 7. Commissioners will refrain from criticizing or berating each other, staff, or members of the public.

- C. The Board will respect the separation between policymaking and administration (Board and General Manager functions respectively) as outlined in these Board

Policies by observing the following communication policies with respect to CRW staff:

1. The Board will work with CRW staff as a team in the spirit of mutual respect and support.
 2. Outside of Board meetings, Commissioners will not attempt to influence a CRW employee or the General Manager, or advocate for a certain outcome in regard to personnel matters, purchasing issues, the award of contracts or the selection of consultants. However, Commissioners discussing these matters with the General Manager outside of Board meetings in a non-coercive manner is appropriate.
 3. Commissioners will, wherever possible, limit individual contact with CRW staff to the General Manager, management staff, and designated staff for requests that concern the relevant matter or matters, so as not to influence staff decisions or recommendations, interfere with their work performance, undermine management authority or prevent the Board as a whole from receiving information. The General Manager will determine the most effective way to respond to Board requests.
 4. When expressing criticism to staff, either at a public meeting or through other communication, Commissioners will be professional and mindful of the role and responsibility of staff members.
 5. Any written materials or information requested of staff by Commissioners will be submitted to the entire Board and include a notation stating who requested the information.
 6. The Board President will refer comments or questions regarding CRW personnel or administration to the General Manager. The General Manager may, at their discretion, reply to the inquiry directly or instruct the appropriate staff member to do so.
- D. Commissioners will protect the confidentiality of CRW information as follows:
1. Commissioners will keep all written materials provided to them on matters that are confidential under law in complete confidence to ensure that the District position is not compromised. No mention of the information read or heard should be made to anyone other than the Commissioners, General Manager, or legal counsel.
 2. All public statements, information or media releases relating to a confidential matter will be handled by the General Manager, legal counsel, or designated Commissioner.
 3. Unless required by law, no Commissioner may make public the discussions or information obtained in executive session. The Board may censure a Commissioner who discloses confidential information or otherwise violates this policy.

4. Commissioners will comply with the Oregon Public Records Law by retaining all documents they create that relate to the business of CRW, including their notes on documents, for the minimum period of time established by CRW's public records retention policy and any other applicable law. Commissioners may comply with this requirement by providing records to the employee designated by the General Manager as Executive Assistant to the Board for retention. This obligation continues after a Commissioner leaves office.

Section 1.6 Board Educational Development

- A. The General Manager will inform and make available information on conferences, meetings and publications which may be useful and informative.

Section 1.7 Compensation for Services and Reimbursement for Expenses

- A. Commissioners will be compensated \$50 for any water-related meeting or conference attended on behalf of CRW. The stipend is limited to \$50 per day
- B. If a Commissioner wants reimbursement for attendance at a meeting that has not been authorized by the Board, prior Board approval is required.
- C. There is no reimbursement for mileage to and from CRW for meetings.
- D. Commissioners are not entitled to compensation for expenses that are included in the cost of an event registration.
- E. Commissioners shall request supplies they use for CRW business from designated CRW staff. CRW staff often can buy supplies at a lower cost than if the Commissioners makes the purchase on their own.
- F. Additional Provisions Regarding Attendance at Meetings or Events:
 1. To qualify for compensation or reimbursement, a meeting or event must be related to CRW's mission. Examples are meetings of other public or private entities, such as Chamber of Commerce meetings, SDAO or like events, city or county meetings, monthly agenda preparation meetings, or any other meeting where there is a prior expense authorization by the CRW Board or the Board President. In no event shall Commissioners receive compensation for meetings attended with staff at their own request.
 2. The Commissioner is encouraged to provide orally, or in writing, a summary of the meeting or event at the next regular Board meeting to the extent that it relates to CRW's operations, planning, or policies.
 3. All requests for expense reimbursement must be submitted within 60 days of expense incurrence. In the case of extenuating circumstances, exceptions may

be made with approval from the Board President. The reimbursement form must be signed and include the dates and times for the meetings attended. Commissioners will not be compensated for time or mileage if a request is not timely submitted.

4. While Commissioners may attend meetings or events, Commissioners shall not make statements on behalf of the District or Board without prior approval of the content by the Board, unless it is already published and attributable to the District. In all other circumstances, the Commissioner must be clear that statements are the individual position of the Commissioner and not the Board or District.
- G. Commissioners will submit expense reports for reimbursement to the employee designated by the General Manager as Executive Assistant to the Board, who will review the report to verify that the expenses are in compliance with Board Policy. If the report includes expenses that are questionable or outside policy, the employee designated by the General Manager as Executive Assistant to the Board shall review the expense request with the Chief Financial Officer. If the Chief Financial Officer is unable to confirm that an expense request complies with Board Policy, the General Manager will return the expense request to the Commissioner with direction that if the Commissioner wishes to be reimbursed, the Commissioner may submit their expense reimbursement directly to the Board for consideration. The Board's vote is the final resolution.
- H. The Board adopts CRW Policy 1-2.10.003 (Travel Expense Policy) for itself and will follow it.
- I. If a Commissioner uses a personal vehicle to travel, the District will reimburse for travel at the then-existing IRS mileage rate. However, no reimbursement will be paid for travel to and from CRW property.
- J. No reimbursement shall be allowed for expenses incurred by or for spouses, guests or relatives of Commissioners. No reimbursement shall be allowed for alcoholic beverages.
- K. If CRW is reimbursing the member for the expenses and costs of travel, the time spent traveling shall not be considered a meeting or event for which compensation for services can be claimed.
- L. Travel and Credit Card Perks – CRW will book all travel and lodging for authorized travel by Commissioners. Commissioners traveling on CRW-related business may pay for incidental travel expenses using personal credit cards, debit cards, and other payment methods that accrue “points” or other promotional benefits.
- M. The Board and individual Commissioners will comply with Oregon government ethics requirements in connection with any compensation or reimbursement issues decided by the Board. Generally, a Commissioner making a request for compensation or reimbursement has a direct conflict of interest that must be

declared by the requesting Commissioner, and the Commissioner may not participate in the deliberation or decision on the request.

Section 1.8 Formulation of Policies

- A. Proposed District policy amendments will be drafted by or at the direction of the General Manager for Board review.
- B. Adoption of new District policies, amendments of existing District policies, or repeal of existing District policies shall be made by resolution of the Board pursuant to a two-step procedure separated by no less than 28 days:
 - 1. Inclusion of the proposed action on the public agenda with introduction, discussion, and deliberation at one meeting.
 - 2. Inclusion of the proposed action on the public agenda with further deliberation and a vote to be held at a second meeting.
 - 3. The Board may, by unanimous vote, waive the requirement of two readings and take action on a District policy in a single meeting.
- C. Board Policies
 - 1. The Board may temporarily suspend Board policies by majority vote if the motion has been provided to all Commissioners in writing or by unanimous vote when no such written motion has been provided.
 - 2. Policies specific to Board governance, including these Board Policies, do not require a second reading or a 28-day passing period.

Section 1.9 Public Meetings *(See ORS 192.610 – 192.695)*

- A. The Board shall hold meetings at such time and place within the District as it may determine. The Board shall hold at least one regular meeting in each month on a day to be fixed by it and may hold special meetings under such rules as it may make.
- B. The Board has established the regular meeting date of record as the second Thursday of each month.
- C. The Board shall make every reasonable effort to commence all public meetings no later than five (5) minutes after the start time published in the meeting notice unless a delay in the start time is announced to the public at the scheduled start time.
- D. No publicly attended Board meeting shall extend beyond 10:00 p.m. or for a period of time longer than three hours unless the Board approves a motion to extend the

meeting for a specified additional time period.

- E. No Executive Session held following a public meeting shall extend beyond 10:30 p.m. unless the Board approves a motion in public session to extend the meeting for a specified additional time period.
- F. The Board adopts the definitions relating to public meetings as set forth in ORS 192.610.
- G. The Board reserves the right to change the place, time, and date of such regular Board meetings and to call and hold such additional or special meetings, as shall be deemed necessary, as provided by law. The Board President or two Commissioners may call special meetings. If the date of a regular scheduled meeting is to be changed, the public must be given at least 14 days' notice except in the event of an emergency.
- H. The Board, through District staff, will comply with Oregon law regarding public meeting notices, including without limitation ORS 192.640. The Board may require posting or publication of additional notices as it deems necessary to provide notice to the public.
- I. The Board, through District staff, will comply with Oregon law regarding the location of meetings, access to meetings, accommodation for persons with disabilities, and the availability of interpreters as required by Oregon law, including without limitation ORS 192.630.
- J. The Board, through District staff, will comply with Oregon law regarding minutes and record keeping of meetings, including without limitation ORS 192.650. The full recordings of open meetings are deemed to be the official minutes of such meetings.
- K. The Board will comply with Oregon law regarding executive sessions, including without limitation ORS 192.660.
- L. The Board, through staff, will comply with Oregon law requiring remote access to meetings open to the public to the extent reasonably possible, including without limitation ORS 192.670. The District may take actions necessary to exclude malicious disruptions of meetings, including requiring persons to notify the District in advance if they wish to provide public testimony in a meeting so access permissions may be granted.
- M. Commissioners will comply with the requirements of ORS 192.630, including those provisions prohibiting three or more Commissioners from meeting outside a properly noticed public meeting for the purpose of deciding on or deliberating toward a decision on any matter that will or may be decided by the Board, except as otherwise provided by ORS 192.610 to 192.705. For purposes of this policy, "meeting" includes (1) gathering in a physical location; (2) using electronic, video or telephonic technology to be able to communicate contemporaneously among participants; (3) using serial electronic written communication among

participants; or (4) using an intermediary to communicate among participants.

- N. The Board and each Commissioner will comply with ORS 192.700, requiring annual training on compliance with the Oregon Public Meetings Law. The Board directs the General Manager to arrange for Board training through a method that complies with ORS 192.700.
- O. Any Commissioner who has a question about compliance with Oregon Public Meetings Law may direct the question to the General Manager. The General Manager, may, but is not required to, direct the question to the District's General Counsel.
- P. The District will use the Attorney General's Public Records and Meetings Manual as a guidance document.

Section 1.10 Agenda Preparation

- A. The General Manager will draft a proposed agenda for Board meetings and present the draft to the Board President and Secretary for review approximately two weeks prior to the meeting in question. The Board President and Secretary will approve the Board meeting agenda with any revisions they might make to the draft agenda.
- B. Any Commissioner may request that an item be placed on the agenda for a Board meeting. All items must be submitted to the employee designated by the General Manager as Executive Assistant to the Board no later than 17 days before the scheduled meeting. The Board President and Secretary will decide whether the matter is placed on the agenda.
- C. The Board President can add, edit or delete emergency items up to the time of the Board Meeting.
- D. The Board may add or review agenda items by majority vote at the time the agenda is approved by the Board.

Section 1.11 Preparation for Board Meetings

- A. The employee designated by the General Manager as Executive Assistant to the Board shall prepare, distribute, and post all public notices.
- B. The agenda serves as the public notice of the time and place of the meeting and will be distributed to the Board and interested persons, including news media, who have requested notice. The agenda will be posted at the CRW administration building, the CRW web page, and other locations as designated by the Board.
- C. Commissioners will receive a Board packet.

- D. Other interested persons may request a packet, in writing, from the employee designated by the General Manager as Executive Assistant to the Board. CRW may charge for paper copies of the Board packet per CRW's public records policies.

Section 1.12 Procedures during Board Meetings

- A. These Board Policies, as supplemented by Robert's Rules of Order (Revised), shall guide the Board in its deliberations except as otherwise required by state law. Rules may be amended at any meeting by majority vote. The order of business may be suspended at any meeting by a majority vote of those present.
- B. Public Participation
 1. The Board will provide a time at each regular meeting for public comment on non-agenda items. The employee designated by the General Manager as Executive Assistant to the Board will provide a process for those wanting to make public comment. All remarks should be addressed to the Board as a body. Each person is allowed a maximum of three minutes unless allocated additional time by the Board. Time may not be yielded or allocated by one person to another.
 2. Meeting Conduct – Persons attending and making statements shall do so in a courteous, professional manner; common respect will be maintained among all participants. The Board President has inherent authority to keep order and to impose any reasonable restrictions necessary for the efficient and orderly conduct of the meeting. The President may regulate the order and length of appearances and limit appearances to presentations of relevant points and to limit repetitive and redundant comment. Only Commissioners or the General Manager may ask questions of a person, staff member, or attendee making a presentation or giving testimony. Questions from the audience to staff members or guests will not be allowed. The President is authorized to stop interruptions of Board deliberations or attempts to debate with staff, other meeting attendees, or Commissioners. The President may, to the extent allowed by law, exclude a person for not complying with meeting policy or causing a disturbance.
- C. Votes will be recorded. Any Commissioner may request a vote be changed if such request is made prior to consideration of the next order of business.
- D. Three Commissioners shall constitute a quorum. Commissioners may appear by telephonic or electronic means. Commissioners appearing remotely shall be counted for purposes of establishing a quorum so long as all Commissioners can speak to and hear each other. If only a quorum is present, a unanimous vote is required to approve a motion.

- E. The Board generally makes decisions by roll-call vote. In the event that a vote is not taken by roll call, any Commissioner may require that a roll-call vote be conducted if the request is stated promptly after the vote occurs.
- F. Members may append to the record, at the time of voting, a statement indicating the reason for the vote or the reason for abstaining.

Section 1.13 Computer Policy

Objective: To establish the respective responsibilities of CRW and the Commissioners in regard to District-approved devices purchased by the District for use by the Commissioners to conduct District-related business. All electronic devices and related equipment are and will remain property of the District.

- A. The District will provide an electronic device to each Commissioner for their use.
- B. Commissioners will sign the District's IT Asset Acknowledgement Form when issued any device. The Commissioner will acknowledge agreement to the District's IT policies.
- C. The District will provide basic training in the use of the electronic devices and will provide technical support for the care and maintenance of the device. The electronic devices will be the sole property of CRW.
- D. CRW shall be responsible for the cost of the maintenance and/or replacement of any defective equipment and/or software.
- E. At the end of the term of the Commissioner's service on the Board, the Commissioner will return all District property to the District immediately upon vacating office.
- F. CRW will provide the capability to interface with the connections of CRW.
- G. If the electronic device is damaged because of a negligent or intentional act, or other act for which the commissioner is responsible, the Commissioner will be responsible for its replacement costs.
- H. Information received on or maintained on the portable electronic communication devices is a public record and may be subject to disclosure under ORS Chapter 192. All such information must be preserved indefinitely unless a complete copy is provided to the General Manager for the District to preserve. Commissioners shall not communicate via portable electronic communication devices in a manner that violates the public meetings law under ORS Chapter 192.
- I. Commissioners are encouraged to use District-approved devices for communications related to District business in order to support District retention of public records and to reduce the likelihood that a Commissioner's personal devices must be searched for public records.

CLACKAMAS RIVER WATER

BOARD POLICIES

SECTION 2 BY-LAWS OF THE BOARD

- 2.1 Number of Positions and Terms
- 2.2 Officers
- 2.3 Duties of the President
- 2.4 Duties of the Secretary
- 2.5 Duties of the Treasurer
- 2.6 Duties of the General Manager as Clerk of the Board
- 2.7 Selection and Duties of the Legal Counsel
- 2.8 Selection and Duties of the Auditor
- 2.9 Minutes
- 2.10 Budget Hearing

Section 2.1 Number of Positions and Terms

- A. Unless appointed, the Board shall consist of five members serving four (4) year terms, elected by CRW voters pursuant to ORS chapters 198, 255, and 264.
- B. No person, elected or appointed, shall be sworn in unless the qualifications set forth in ORS chapters 198, 255, and 264 are met. If an eligibility question arises, the Board will obtain an opinion from legal counsel prior to swearing in.
- C. Unless filling a vacancy, terms start officially on July 1. A new member must qualify by taking an oath of office before assuming the duties of the position.
- D. Should a vacancy occur on the Board, that vacancy will be advertised and the Board will select an individual from among those indicating their interest. ORS 198.320 will be followed in fulfilling this procedure.

Section 2.2 Officers

- A. The officers of the Board shall consist of:
 - 1. President
 - 2. Secretary
 - 3. Treasurer
- B. At the first meeting in July of each year, the Board shall elect from its members the officers for the ensuing year effective upon their election. In the event that there will be no change in the Board's membership on July 1 of a given year, the Board may in its discretion elect officers during a regular meeting in June of that year, effective at the beginning of the first meeting in July.
- C. The term of office for the officers shall be for one (1) year.
- D. The Board shall require a bond or an irrevocable letter of credit of any Commissioner or any officer or employee of the district who is charged with possession and control of district funds and properties as set out in ORS 198.220.

Section 2.3 Duties of the President

- A. The President shall preside at all meetings, shall have the right to make motions, discuss questions and vote on any issue.
- B. The President shall sign, on behalf of the Board, contracts, deeds and other similar documents as may require representative signature.
- C. The President shall appoint all committees except the Budget Committee, subject to

approval of a majority of the Board, and perform all other duties as set forth in Board policies and rules.

- D. The President shall appoint, in the absence of the Secretary, a Commissioner to temporarily act in that capacity, subject to the approval of the Board.
- E. The President, in addition to the Treasurer, shall sign short-term debt notes unless otherwise directed by the Board.

Section 2.4 Duties of the Secretary

- A. In the absence of the President, the Secretary shall perform the duties and have the rights and obligations of the President.
- B. In the absence of the Treasurer, the Secretary shall perform the duties of the Treasurer.
- C. Compile the agenda as described by Board policy.

Section 2.5 Duties of the Treasurer

- A. In the absence of both the President and Secretary, the Treasurer shall perform the duties and have the rights and obligations of the President.
- B. The Treasurer, in addition to the President, shall sign short-term debt notes.

Section 2.6 Duties of the General Manager as Clerk of the Board

It shall be the duty of the General Manager to perform the following functions as Clerk of the Board:

- A. Handle correspondence of special interest to the Board as follows:
 - 1. Ensure appropriate preparations have been made for Board Meetings
 - 2. Attend all Board meetings
 - 3. Ensure records are taken to record Board decisions.

Section 2.7 Selection and Duties of the Legal Counsel

- A. The Board shall select a General Counsel for CRW and negotiate the terms and conditions of the General Counsel's duties. The General Counsel will be authorized, in coordination with the General Manager, to engage special legal counsel for matters the General Counsel cannot perform directly.

- B. General Counsel shall advise the Board on specific legal problems submitted by the Board or the General Manager and recommend a course of action.
- C. The General Manager, or authorized staff, has authority to seek legal counsel from CRW's General Counsel as deemed advisable by the General Manager on matters relating to legal issues. The General Manager shall immediately advise the Board of the engagement of special counsel.
- D. With the approval of the Board, Commissioners may seek clarification from CRW's legal counsel on matters that affect or could affect CRW. All such requests from individual Commissioners, except for requests dealing with the hiring, termination or performance issues of the General Manager, shall be submitted to counsel through the General Manager and shall be in writing with copy to the entire Board. All requests to counsel relating to the hiring, termination, or performance issues of the General Manager shall be in writing with copy to the entire Board.
- E. Legal counsel shall advise the Board of any action, or proposed action of the Board or CRW, that is not in compliance with the law.
- F. Legal counsel shall not take action on any matter unless directed to do so by the Board or the General Manager.
- G. When a non-represented employee of the CRW is called to testify or otherwise required to provide information on legal matters arising out of the scope of their employment with CRW, and to which they are not a named party or the subject of disciplinary action, the General Manager may authorize legal representation during such testimony to protect the interest of CRW. A Commissioner may request and obtain legal representation, if authorized by the Board in advance, under similar circumstances.
- H. General Counsel shall be the designated the registered agent of CRW, pursuant to ORS 198.340, unless otherwise designated by the Board.

Section 2.8 Selection and Duties of the Auditor

- A. The Board shall select the auditor for CRW. This selection will be done in a manner to allow timely preparation of the audit and cover audit services for a period of three (3) years. No contract shall be extended or renewed for more than two (2) terms without Board approval. This shall not prevent an incumbent service provider from responding to a Request for Proposal (RFP).
- B. The auditor shall:
 - 1. Examine the accounts of CRW at the close of every fiscal year in accordance with applicable accounting standards and laws.
 - 2. Include such tests of the accounting records and other such auditing

procedures as are necessary in the circumstances.

3. Render an opinion on the financial statements prepared at the close of the fiscal year.
4. Support staff in preparing financial statements for publication as required by law.
5. Make recommendations to the Board concerning CRW accounting records, procedures and related activities.
6. Perform such other related services as requested by the Board.
7. Review the written accounting policies, practices, and procedures and render an opinion for the Board.

Section 2.9 Minutes

- A. The Board shall keep minutes of all its meetings in accordance with the requirements of ORS chapter 192. Recordings of meetings, when created, shall serve as the official minutes of the meetings.
- B. Board meeting minutes, including recordings constituting official minutes, will be preserved permanently. Recordings not constituting official minutes will be kept for a minimum of one (1) year after minutes are prepared and approved. All other meeting materials will be kept for a minimum of five (5) years. The District will follow Oregon Secretary of State Archives Division public record retention rules with respect to minutes and meeting materials. Recordings shall be available to the public within a reasonable time after the meeting.
- C. Executive sessions will be recorded.
- D. According to ORS 192.660, CRW has determined that any information discussed during Executive Session is confidential and non-disclosable unless specifically authorized by the Board or as required or as excluded by law.

**CLACKAMAS RIVER WATER
BOARD POLICIES**

SECTION 3 BUDGET AND FINANCE

- 3.1 Formulation of Budget Document
- 3.2 Budget Committee - Membership and Responsibilities
- 3.3 Budget Administration
- 3.4 Banking Services
- 3.5 Purchase, Acquisition by Donation and Disposition of Real Property
- 3.6 Investment of Funds
- 3.7 Borrowing
- 3.8 Acknowledgement of Payments
- 3.9 Accounting Policy
- 3.10 Audit

Section 3.1 Formulation of Budget Documents

- A. The adopted budget document shall serve as the financial plan for operation and provide guidelines for carrying out the goals and objectives of CRW.
- B. Within the budget process the Board shall appoint the Budget Committee membership, appoint the CRW Budget Officer, and adopt the budget.
- C. The CRW budget shall be prepared and adopted in full compliance with State of Oregon Local Budget Law.

Legal References ORS 294.305 to 294.520, ORS 294.565

Section 3.2 Budget Committee - Membership and Responsibilities

- A. The Budget Committee shall consist of the five (5) members of the Board of Commissioners and five (5) community members. The Board shall establish a process for appointment of community members to the Budget Committee. Community members of the Budget Committee will serve for a four (4) year term.
- B. At the Budget Committee's first meeting, the Board President shall open the budget meeting. The Budget Committee shall select a chairperson and vice-chair.
- C. The responsibilities of the Budget Committee are:
 - 1. Approve the level of expenditures and set the corresponding tax levy requirements, if necessary, to balance each fund.
 - 2. Review and, if necessary, revise the proposed budget.
 - 3. Be aware of the legal constraints imposed upon CRW.
 - 4. Be familiar with the Budget Document and what it means.
 - 5. Approve the budget.
 - 6. Be involved in the supplemental budget activity as required by local budget law.
- D. The hearing on the budget shall be held after the budget is approved by the Budget Committee and at the time and place designated in the notice of the meeting required by ORS 294.438 - 294.453.
- E. The Board shall adopt the budget, make appropriations, and determine the tax levies, if necessary, to finance the programs approved to meet CRW goals and objectives.

Legal References ORS 294.414, ORS 294.428, ORS 294.456

Section 3.3 Budget Administration

- A. The adopted budget is the financial plan developed to carry out the programs supporting CRW's goals and objectives.
- B. The General Manager is authorized to approve expenditures up to the amount appropriated by the budget and in accordance with Local Contract Review Board Rules and any resolutions of the Board.
- C. The budget may be amended to reflect changes in budget categories.
- D. The Board will be provided financial reports, on a regularly scheduled basis, in which actual revenues and expenditures will be compared with budget.

Legal References ORS 294.456

Section 3.4 Banking Services

- A. The General Manager through the Chief Financial Officer will recommend, and the Board will approve, the selection of the banking entity utilized by CRW.
- B. Staff will advise the Board of any changes to the status of banking signatories.

Legal References ORS chapter 264

Section 3.5 Purchase, Acquisition by Donation and Disposition of Real Property

- A. The purchase, receipt by donation, lease, exchange, sale, or gift of all real property or real property interest by CRW must have the approval of the Board, provided that any acquisition or disposition of real property or real property interest having a fair market value of \$75,000 or less, and any disposition of a public utility easement, may be made by the General Manager, as delegated authority, in accordance with this policy. As used in this policy, "disposition" shall mean the sale, exchange, or other transfer of title or other interest in real property.
- B. Any donation or gifting of CRW property, regardless of value, shall be donated in accordance with the following guidelines:
 - 1. The method of donating or gifting of CRW property should be based on the type of property, the value of the property, administrative costs, and other factors to determine which method represents the greatest benefit to the public. To federal, state or local governmental or quasi-governmental entities

2. CRW may donate or gift property to governmental or quasi-governmental entities, private utility companies having the ability to reuse the property for the benefit of District customers, on non-profit entities.
 3. The General Manager shall comply with applicable requirements and conditions imposed as part of any funding agreement or grant. Any disposition of property or property interests in excess of \$75,000 shall comply with applicable law and the appraisal requirements of this policy as stated below.
- C. The General Manager shall project site needs in advance and the Board, with advice and counsel of the General Manager, shall select sites prior to immediate need. Such sites shall be chosen with a view to best serve the residents and properties of the whole District and will be based on demographic data, growth projections, availability, and cost of land. Any proposed acquisition of real property or real property interests in which a District employee or Commissioner has an interest shall be disclosed to the entire Board in a public meeting and any action taken on such acquisition shall be in accordance with ORS Chapter 244.
- D. Sites that have a fair market value of \$75,000 or more and become surplus to CRW's needs shall be declared such by Resolution of the Board and shall be considered for sale, exchange, gift or lease pursuant to State statute and this policy.
- E. Acquisition or disposition of real property or real property interests shall be accomplished pursuant to ORS 264.210, these Board Policies, and, in the event the exercise of eminent domain is necessary, ORS Chapter 35. All fair market value estimates, market studies, or appraisals as specified and detailed below shall be obtained from a real estate broker or appraiser having all necessary certifications and licenses in the State of Oregon and having knowledge of the real estate market in the location and type of property being acquired or disposed.
1. For real property or property interests estimated by the General Manager to have a fair market value of \$75,000 or less, the General Manager shall obtain a market survey from an independent real estate broker. Upon confirmation of the estimated fair market value, the General Manager shall have delegated authority to acquire or dispose of the property in accordance with this policy.
 2. For real property or property interests estimated by the General Manager to have a fair market value of more than \$75,000 but not more than \$250,000, the General Manager shall obtain a market study from a real estate broker prior to consideration by the Board.
 3. For real property or property interests estimated by the General Manager to have a fair market value of more than \$250,000 the General Manager shall obtain an appraisal from a real estate appraiser prior to consideration by the Board.

- F. For acquisition of property for which CRW receives or uses federal financial assistance in any part of the project, the General Manager shall comply with the provisions of the Uniform Real Property Relocation and Acquisition Policies Act of 1970, as amended.
- G. All appraisal reports shall comply with the standards for appraisals as published in the Uniform Standards of Professional Appraisal Practice (USPAP) in effect at the time of the appraisal. The appraisal and level of documentation will depend on the complexity of the appraisal problem. All appraisals must contain sufficient documentation, including valuation data and the appraiser's analysis of that data, to support the opinion of value.
- H. The General Manager may release any interest CRW might have in a public utility easement if the encumbered property is not served by CRW, the encumbered property is within the limits of a city, and the General Manager determines that CRW is unlikely to serve the encumbered property in the future. No appraisal is necessary for the release of a public utility easement under this subsection.

Legal References ORS 264.210, 49 CFR Part 24

Section 3.6 Investment of Funds

- A. CRW's policy is to invest a maximum of surplus-available funds as is reasonably prudent, while having available cash on hand to meet daily operating needs.
- B. The Investment Officer for CRW will be designated in the CRW Investment Policy adopted by the Board.
- C. The Investment Officer shall adhere to the rules set forth in ORS 294.035, ORS 294.040, and the CRW Investment Policy adopted by the Board.
- D. Diversification of investments will be in accordance with the CRW Investment Policy.
- E. The Investment Officer will provide the Board with a register of outstanding investments on at least a quarterly basis. This report will include the name of the financial institution, issue date, maturity date, principal invested, and the interest rate, if applicable.

Legal References ORS 294.805 to 294.885, ORS 295.002 to ORS 295.093

Section 3.7 Borrowing

- A. Staff shall recommend, and the Board shall approve, the total amount of short-term loans when borrowing is necessary.

- B. CRW is authorized to contract for short-term loans for the purpose of meeting current expense. These notes shall be signed by the Board President and Treasurer.
- C. CRW has authority to issue Revenue Bonds by resolution in accordance with Oregon State Law.

Legal References ORS 287A.180, 287A.150

Section 3.8 Acknowledgement of Payments

Staff shall provide the Board with a monthly report of all expenditures. The Board will review and acknowledge the expenditure report at its regular meeting in the month that is two months after the month of the report.

Section 3.9 Accounting Policy

CRW's financial and accounting procedures, records and reporting will be in accordance with Generally Accepted Accounting Principles (GAAP) and the Government Accounting Standards Board's (GASB) authoritative guidance.

Section 3.10 Audit

The General Manager, or designee, will work with the auditor selected pursuant to Section 2.8 of these Board Policies each year to accomplish the objective of the annual audit.

Legal Reference ORS 297.405 et. seq.

**CLACKAMAS RIVER WATER
BOARD POLICIES**

SECTION 4 BUSINESS OPERATIONS

- 4.1 Personnel
- 4.2 Preparation and Modification of Personnel Policies
- 4.3 Employment Classification of Commissioners
- 4.4 Safeguarding Assets
- 4.5 Use of CRW Property
- 4.6. Risk Management and Insurance Program
- 4.7 Insurance Agent of Record
- 4.8 Property Appraisal
- 4.9 Disposal of Surplus or Outdated Equipment and Property
- 4.10 Pension Plan
- 4.11 Records Management
- 4.12 Annexation, Merger, Consolidation

Section 4.1 Personnel

CRW is committed to equal employment opportunity. Management is required to recruit, employ, train, transfer, promote, pay, discipline, lay off, and terminate employees solely on the basis of individual qualifications and merit and/or according to the standards and policies outlined in its personnel and related policies. Decisions involving any aspect of the employment relationship must be made without regard to an employee's race, color, creed, religion, sex, age, national origin, marital status, physical or mental handicaps that with reasonable accommodation do not prevent performance of the work involved, or any other status or characteristic protected under any applicable federal or state law.

Discrimination or harassment based on any of those factors is totally inconsistent with the Board's philosophy and will not be tolerated at any time.

Section 4.2 Preparation and Modification of Personnel Policies

The General Manager shall prepare and modify personnel and employment policies in compliance with state and federal law and general CRW Board policy applicable to personnel. The General Manager shall provide copies of any personnel manual or policy and modifications to such manual or policies to a Commissioner upon request.

Section 4.3 Employment Classification of Commissioners

The District's Commissioners, whether elected or appointed, are employees for tax withholding purposes only. Commissioners are not entitled to any employment related benefits as required by law or as otherwise provided in CRW's personnel policies or manual.

Section 4.4 Safeguarding Assets

The CRW Board of Commissioners fully supports a structure of policies and procedures that systematically provide reasonable assurance that management will achieve its basic objectives (operations, financial reporting, and compliance). This policy includes the following five components:

1. Provide a favorable *control environment*;
2. Provide a periodic *risk assessment*;

3. Provide for the design, implementation and maintenance of effective *control activities*;
4. Provide for effective *information and communication*; and
5. Provide for ongoing *monitoring* of the effectiveness of control-related policies and procedures, as well as the resolution of any potential problems identified.

Source: Governmental Accounting, Auditing, and Financial Reporting (GAAFR), Stephen J. Gauthier. Copyright 2012 by the Government Finance Officers Association of the United States and Canada, Chicago, IL, (p. 736)

Section 4.5 Use of CRW Property

- A. Board Use of CRW Property: Commissioners are required to comply with Oregon Government Ethics Law (ORS 244.010 to 244.047) in the use of CRW property in the execution of their duties as a Commissioner.
 1. Commissioners are prohibited from loaning CRW property without approval of the Board.
 2. It is the policy of CRW to loan equipment to other special districts or governmental agencies when it does not adversely impact operations. The General Manager will determine methods of remunerations and charges as defined in miscellaneous fee schedule.
- B. Employee Use of CRW Property: CRW employees are required to comply with Oregon Government Ethics Law (ORS 244.010 to 244.047) as well as Operations and Personnel Policies of CRW. The General Manager will administer all policies related to acquisition, use, and disposition of CRW property.
 1. Employees are prohibited from loaning CRW property without approval of the General Manager.
 2. CRW property is defined as all tools, equipment, material, and facilities - regardless of cost - owned or leased by CRW.
 3. In the event of an emergency, employees are permitted to loan equipment to other governmental agencies and then report to the General Manager following the emergency.

Section 4.6 Risk Management and Insurance Program

- A. The Board shall provide a program of risk management consistent with legal requirements pertaining thereto and with the ability of CRW to finance the same.

B. The General Manager and the Insurance Agent of Record will recommend, and the Board will review and approve, the purchase of necessary insurance or a self-insurance program sufficient to meet minimum statutory requirements and provide for adequate insurance for all activities. Any self-insurance program adopted by CRW shall provide for reasonably adequate reserves. Coverage shall be adequate to protect:

1. Itself as a corporate body
2. Its Board of Commissioners
3. Its appointed officers
4. Its employees

The above entities and individuals are to be insured against financial loss to the extent required or authorized by law where the loss arises out of a claim, suit or judgment by reason of negligence or other acts resulting in accidental injury to a person or damage to property within or without CRW while the above named insured are acting in the discharge of their duties within the scope of their obligations as Commissioners or as employees carrying out their duties. Normally, Commissioners will not be held personally liable for the consequences of their actions and decisions in fulfilling Board responsibilities. However, Commissioners will be held personally liable in the event they have acted outside the scope of their duties (as defined in Section 1 of Board Policy) or their conduct is not required to, or cannot be, indemnified by CRW.

C. The District shall purchase insurance to cover or self insure:

1. All real and personal property of CRW.
2. Losses due to employee dishonesty, injury or death.
3. A program of benefits for employees to the limits established from time to time by the Board.

D. The General Manager shall develop and maintain procedures and regulations to carry out this policy and may designate CRW employees to administer and supervise the program.

1. The person(s) so designated shall be guided by the reasonable person rule and shall:
 - i. Identify and measure those risks.
 - ii. Evaluate physical properties owned or leased by CRW.
 - iii. Establish risk management records to reflect values of such property.

- iv. Establish procedures to maintain property and designate security personnel to protect property.
- v. Establish procedures for good housekeeping, safe environmental conditions for employees and members of the public.
- vi. Establish procedures for handling of risk management funds and record keeping.
- vii. Utilizing the services of the CRW's insurance consultant and/or Broker to determine which risks can normally be assumed as a proper business risk and which risks shall be ceded to professional risk bearers considering:
 - 1. Frequency and magnitude of loss; and
 - 2. The ability of the CRW to replace damaged property.

Section 4.7 Insurance Agent of Record

- A. CRW will retain an insurance agent of record for casualty and property insurance, bonds, and workers' compensation.
- B. Any appointment shall comply with CRW's Local Contract Review Board Rules.
- C. The agent shall be responsible for assisting CRW with the development of a sound risk management program and for writing and servicing all necessary policies and statutory bonds.

Section 4.8 Property Valuation for Insurance Purposes

- A. CRW shall maintain an up-to-date valuation of all buildings, including improvements, fixtures, and fixed contents, as necessary to inform decisions on property and casualty insurance.
- B. A valuation may be performed by CRW's insurance agent of record.

Section 4.9 Disposal of Surplus or Outdated Equipment and Property

- A. CRW shall dispose of surplus or unusable property in accordance with Oregon statutes and Local Contract Review Board Rules adopted by the Board.

Section 4.10 Pension Plan

- A. CRW is a Public Employees' Retirement System (PERS) participating agency.
- B. CRW also authorizes participation in qualified 457-type retirement plans.

Section 4.11 Records Management

- A. The Board directs the General Manager to develop policies that conform to the Secretary of State Archives Division public records retention schedule applicable to special districts.
- B. Compliance with the Oregon Public Records Law (ORS 192.311 through 192.478), including proper filing and retention of records in accordance with these statutes, Oregon Administrative Rules 166-150-0005 to 166-150-0215 as applicable, and CRW's Record Management Policy, shall be required of all employees and Commissioners.

**CLACKAMAS RIVER WATER
BOARD POLICIES**

SECTION 5 GENERAL MANAGER ROLE

- 5.1 General Manager as Administrator of CRW
- 5.2 General Manager Appointment and Terms of Employment

Section 5.1 General Manager as Administrator of CRW

- A. In accordance with the policies adopted by the Board, all administrative and operational functions are delegated to the General Manager.
- B. The General Manager shall create and maintain an organizational structure such that staff is arranged for efficient and effective operation of CRW.
- C. In all areas, the General Manager is delegated to develop and maintain the water system at levels necessary to maintain CRW's investments.

Section 5.2 Appointment and Terms of Employment - General Manager

- A. The General Manager shall be appointed and work at the pleasure of the Board.
- B. The terms of employment shall be agreed upon by the Board and the General Manager and be reduced to writing in the form of an employment contract between CRW and the General Manager.
- C. The Board shall review the position, the person, and the terms of employment annually. The results of the review shall be contained in an annual evaluation.
- D. The terms of employment shall include, without limitation: responsibilities of the General Manager, demonstrable skills, and salary and benefit considerations.

**CLACKAMAS RIVER WATER
BOARD POLICIES**

SECTION 6 PURCHASING/CONTRACTING

- 6.1 General
- 6.2 Responsibility, Authority, Standardization
- 6.3 Sales to Outside Agencies

Section 6.1 General

CRW recognizes that effective purchasing policies can result in significant savings. In accordance with ORS 279A.060, CRW has adopted Local Contract Review Board Rules. Clackamas River Water's Board of Commissioners is the Local Contract Review Board and acts as such.

Section 6.2 Responsibility, Authority, Standardization

- A. The General Manager is responsible for the procurement of all goods and services and for establishing procedures to sell goods and services.
- B. Standardization of supplies, materials and equipment is to be achieved whenever possible.
- C. Only persons designated by the General Manager are authorized to order or otherwise commit CRW for materials, equipment, supplies and services.
- D. Commissioners may not contact vendors, consultants or other parties having an existing contractual relationship with CRW related to current agency business or relationships without first being authorized for such contact by a majority vote of the CRW Board.

Section 6.3 Intergovernmental Cooperation

- A. Whenever feasible, CRW will attempt to develop cooperative agreements with federal, state, or local governmental agencies to promote the efficient use of resources by sharing facilities and avoiding duplication of services. Charges for goods or services sold to participating governmental agencies will be limited to their direct and indirect costs.
- B. All agreements with other government agencies will be in writing and any agreement will be submitted to the Board for approval unless the Board has delegated applicable contracting authority to the General Manager.

**CLACKAMAS RIVER WATER
BOARD POLICIES**

SECTION 7 COMMUNITY RELATIONS

- 7.1 Communication with the Public and News Media
- 7.2 Gifts and Donations
- 7.3 Public Records
- 7.4 Participation in Community Affairs

Section 7.1 Communications with the Public

Public involvement with CRW is encouraged. In order to foster that involvement, the General Manager shall keep the public informed of relevant policies and directives.

- A. Nothing in this section shall prevent CRW employees from taking an active part in community affairs.
- B. Employees are entitled to enter into political activity provided it is in conformance with ORS 260.432.

Section 7.2 Gifts and Donations

- A. CRW may accept gifts, grants, donations, and title to property from parties desiring to convey property to CRW. Upon receipt, CRW shall have sole and complete control of same. The Board may recognize the receipt of gifts and donations.
- B. The Board shall recognize presentations of memorials or other awards without such recognition being considered as a testimonial or endorsement by CRW.

Section 7.3 Public Records

- A. Public records are to be created, maintained, retained and destroyed pursuant to the definitions and requirements of ORS chapter 192.
- B. CRW shall comply with the Oregon Public Records Law, ORS 192.311-192.478. Access to public records will be provided pursuant to a Public Records Policy adopted by the General Manager and made available to the public.
- C. The Board designates the General Manager as CRW's records custodian. The General Manager may delegate records custodian functions to CRW staff.
- D. Notwithstanding CRW's Public Records Policy, the Board, from time to time, may set policy and grant a waiver of fees with respect to public records requests by Commissioners relating to agenda items under current discussion by the Board.
- E. Authorization Required for Removal of Original Records
 - 1. An original record of CRW shall not be removed from CRW's files or the place at which the record is regularly maintained, except upon authorization of the Board.
- F. Unauthorized Alteration, Removal or Destruction of Originals
 - 1. If any person attempts to alter, remove, or destroy any CRW record, the CRW representative shall immediately terminate such person's review, and the

person shall be removed from CRW premises. Nothing in this Board Policy shall prevent the destruction of public records as is allowed by Oregon law relating to public record retention and destruction.

CLACKAMAS RIVER WATER

BOARD POLICIES

SECTION 8 COST OF WATER SERVICE AND SYSTEM DEVELOPMENT

- 8.1 Billing and Collection
- 8.2 Water Loss Policy
- 8.3 Meter and Service Installation Charges
- 8.4 Water Critical Customers
- 8.5 Service to Other Entities
- 8.6 Availability of Service
- 8.7 System Safety and Water Quality
- 8.8 Local Improvement District (L.I.D.)
- 8.9 Metering
- 8.10 Developer Installed Systems

Section 8.1 Billing and Collection

It is the policy of CRW that all customers pay for the costs of providing water to their premises. The Board will adopt rules and regulations, water rate structures, and other resolutions and ordinances that provide details on the conditions and costs for those services. These will be reviewed periodically and updated by the General Manager and submitted to the Board for consideration and adoption.

Section 8.2 Water Loss Policy

Recognizing the possibility of water leakage within the customer-owned system, leakage is generally non-disputable and at the customer's expense. If any adjustment is to be made it will be consistent with the CRW Leak Adjustment Policy.

Section 8.3 Meter and Service Installation Fees

- A. The fees for meter and service installation will be set by the Board and reviewed annually.
- B. When the meter is purchased, the customer will pay the balance due, plus a system development charge (SDC) as applicable.

Section 8.4 Water Critical Customers [deleted]

Section 8.5 Service to Other Entities

CRW may sell surplus water to other governmental entities upon Board approval and in accordance with the requirements of ORS Chapter 264.

Section 8.6 Availability of Service

The Board directs the General Manager to establish policies to provide CRW's customers with uninterrupted service.

Section 8.7 System Safety & Water Quality

The Board directs the General Manager to ensure there are appropriate policies and procedures to comply with State and Federal mandates for location and protection of underground facilities for the installation and maintenance of backflow devices.

Section 8.8 Local Improvement District (L.I.D.)

Upon petition by CRW customers, the Board authorizes the General Manager to begin the procedure to establish a Local Improvement CRW (L.I.D.) under provisions of ORS 264.362.

Section 8.9 Metering

- A. Clackamas River Water reserves the right to determine the proper meter size and configuration to be used to supply its customers.
- B. Metering devices are to be installed in accordance with CRW rules and regulations. Any exceptions are to be approved by the Board.

Section 8.10 Developer Installed Systems

All new water mains will be installed in accordance with CRW's water extension procedures and CRW's water system standard specifications.

CLACKAMAS RIVER WATER

BOARD POLICIES RECEIPT ACKNOWLEDGMENT FORM

I am a duly elected Commissioner of the board of Clackamas River Water and hereby acknowledge that I have been provided a copy of the Board Policies, and that it contains important information regarding my role as a Commissioner. I have read and understand the policies contained in the Board Policies and have asked the currently presiding board president or the general manager for clarification of any information that I did not understand or had further questions regarding.

By my signature below, I agree to observe and comply with all policies and guidelines contained in the Board Policies.

Commissioner's Name (Print)

Commissioner's Signature

Date

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

July 18, 2024

SUBJECT Consider Approval of the Payment to North Clackamas County Water Commission for Water Purchases During the CRW Water Treatment Plant Shutdown Project

| | |
|-----------------------|---|
| DRAFT MOTION | I move the Board approve the payment to North Clackamas County Water Commission for the water purchases during the CRW Water Treatment Plant shutdown project in excess of the General Manager’s signature authority. |
| EFFECTIVE DATE | July 18, 2024 |

PRINCIPAL STAFF PERSON Todd Heidgerken, General Manager

BOARD ACTION REQUESTED Approve payment to North Clackamas County Water Commission (NCCWC) for water purchased during the CRW Water Treatment Plant shutdown in excess of the General Manager’s signature authority.

DOCUMENTS ATTACHED None

Agenda Summary

BACKGROUND During the CRW Water Treatment Plant shutdown for repairs, no water was produced from the Treatment Plant. CRW purchased water from its neighboring providers during the shutdown to serve our customers. During the approximately 6-week shutdown, CRW purchased water from the North Clackamas County Water Commission (NCCWC). This was conducted per the Intergovernmental Agreement (IGA) between CRW and the NCCWC. To augment the supply, water was also obtained by NCCWC from South Fork Water Board (SFWB) through the IGA between NCCWC and SFWB.

The NCCWC billed CRW for the full purchase of water after the project was completed and the CRW Plant was back on-line. The full cost of water purchased is \$521,206.95 which exceeds the General Manager’s signature authority; therefore the Board is being asked to approve the payment to NCCWC for water purchases.

STAFF RECOMMENDATION Approve the payment to NCCWC for water purchases during the CRW Treatment Plant shutdown project.

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

July 18, 2024

SUBJECT **Consider Approval of Resolution 02-2025: Request for Annexation into CRW Service Boundary for Property at 19510 S. Ferguson Terrace**

| | |
|-----------------------|--|
| DRAFT MOTION | I move to approve Resolution No. 02-2025 endorsing annexation of territory into the Jurisdictional Boundaries of Clackamas River Water for property located at 19510 S. Ferguson Terrace, Oregon City, Oregon. |
| EFFECTIVE DATE | July 18, 2024 |

PRINCIPAL STAFF PERSON Adam Bjornstedt, PE – Chief Engineer

BOARD ACTION REQUESTED Endorsement of Annexation by Resolution

DOCUMENTS ATTACHED

- Exhibits A: Tax Map
- Exhibit B: Request for Annexation (6/6/24)
- Exhibit C: Vicinity Map
- Annexation Resolution No. 02-2025

Agenda Summary

BACKGROUND On June 6, 2024 Jerold and Jennifer Veracruz requested that their property located at 19510 S. Ferguson Terrace in Oregon City, TL 32E11D 00216, be annexed into the Clackamas River Water service territory, with the intent of receiving a new water service. Staff verified that the tax lot is outside of the District boundaries.

The property owner currently has a temporary water service serving the residence on this property; a limited use domestic well is also present on the property. The temporary service was approved in 2013; subsequently the need for a permanent service was inadvertently postponed, and the owner is now requesting permanent service through annexation as a CRW customer.

The property Owner will be required to follow CRW’s backflow standards, which prohibit any connection between the well and private plumbing. (The well could still be used for other purposes such as irrigation). Prior to the temporary service connection in 2013, the well was disconnected from the private plumbing and an approved premise isolation backflow assembly was installed. CRW Staff and the Owner have met and reviewed the State, County and District’s rules for

annexation and related requirements. The owner understands and has agreed to all requirements.

ANALYSIS

There is sufficient water supply to provide permanent water service to this property without degrading the current level of service to the area. The Owner will be responsible for the following:

- Costs related to annexation into CRW's service area.
- Cost associated with new water service to the property including the System Development Charges (SDC), as applicable.
- Installation of a premise isolation backflow assembly (completed).

The resolution provided with this agenda item represents an endorsement of the customer's request to annex into Clackamas River Water.

**STAFF
RECOMMENDATION**

Staff recommends the Board approve Resolution No. 02-2025 and endorse the annexation.

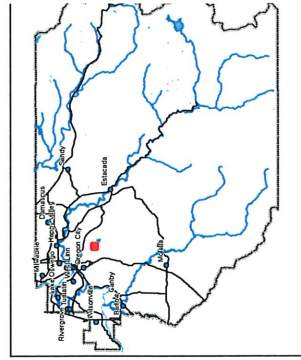
S.E. 1/4 SE 33S, R.2E. W.M.
Clatsop County
1" = 200'

AG 6 EXHIBIT A

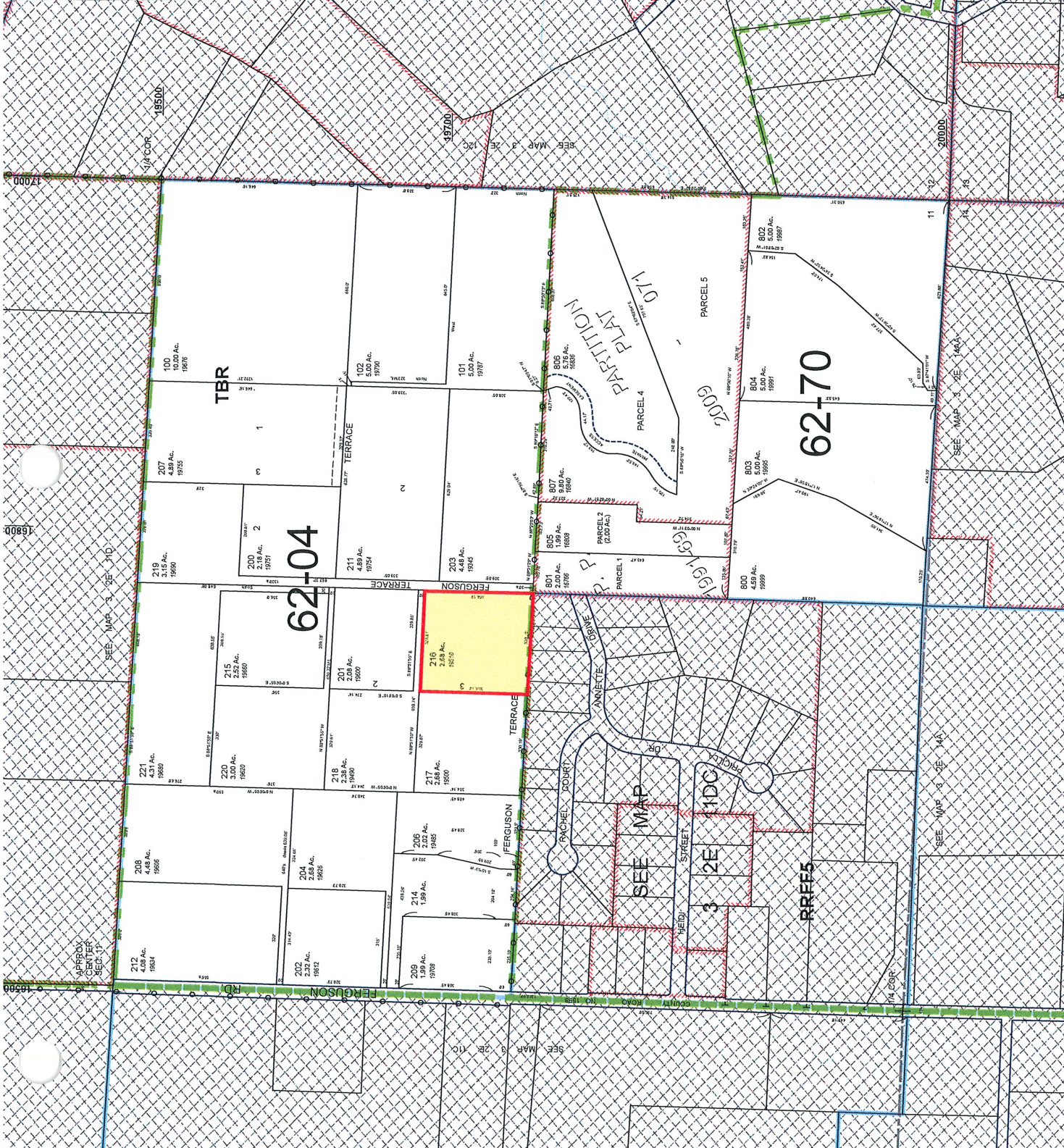
Cancelled Tax

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- Parcel Boundary
- Private Road ROW
- Historical Boundary
- Railroad Centeline
- Tax Code Lines
- Map Index
- Water Lines
- Land Use Zoning
- Plats
- Water
- Corner
- Section Corner
- 1/16th Line
- Govt Lot Line
- DLC Line
- Meander Line
- PLSS Section Line
- Historic Corridor 40'
- Historic Corridor 20'



THIS MAP IS FOR ASSESSMENT PURPOSES ONLY



June 6, 2024

To: General Manager and Board of Commissioners, CRW

From: Jerold and Jennifer Veracruz

RE: Request for annexation

We have been in recent contact with CRW staff working to convert our current temporary water service to a permanent service. We understand this will require the annexation of our property (19510 S. Ferguson Terrace OC, 97045) into the CRW district. Please accept this letter as our formal request to initiate this process. We look forward to working with your staff as we work through this process.

Thank you for your consideration,

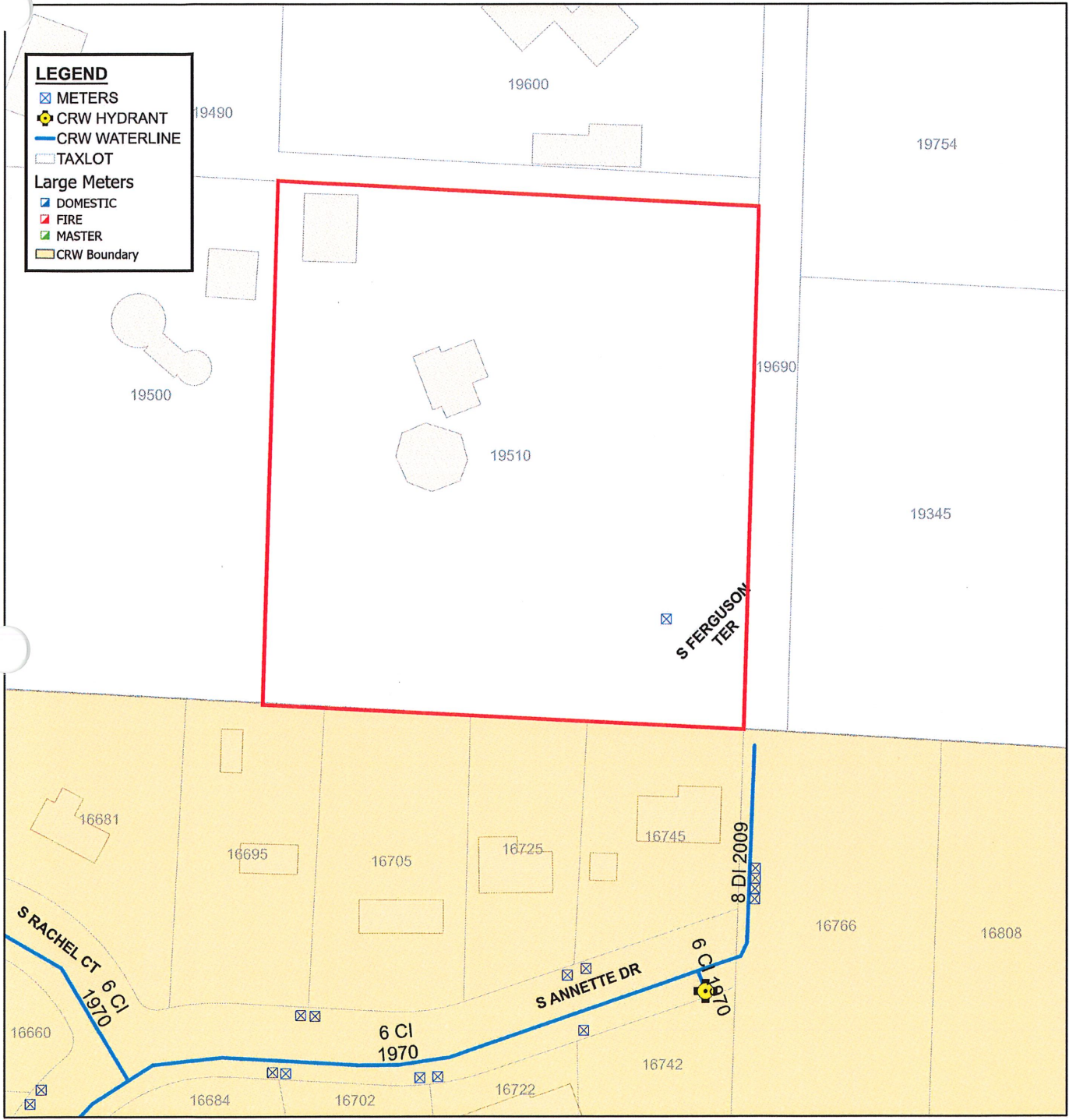
Jerold and Jennifer Veracruz

503-348-3250

Swat32@aol.com

Clackamas River Water - 19510 S Ferguson Ter

AG-6
EXHIBIT C



LEGEND

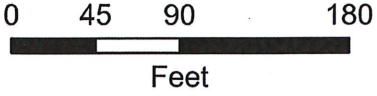
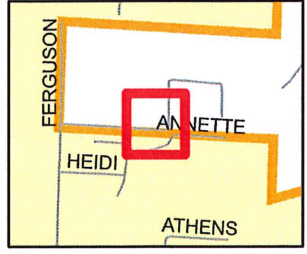
- ⊠ METERS
- ⊕ CRW HYDRANT
- CRW WATERLINE
- TAXLOT

Large Meters

- DOMESTIC
- FIRE
- MASTER
- CRW Boundary

Date: 7/5/2024
 Drawing Name: GIS-Development
 Drawing Location: I:\Documentation\Facility Data
 Drawing By: A. Steele

MAP FOR REFERENCE PURPOSES ONLY
 The information on this map is derived from Clackamas River Water's digital database. However, there may be map errors or omissions. Please contact Clackamas River Water directly to verify map information. Notification of any errors is appreciated.



CLACKAMAS RIVER WATER
 GEOGRAPHIC INFORMATION SYSTEM
 16770 SE 82nd Drive - Clackamas, Oregon
 503-722-9220 - www.crwater.com

CLACKAMAS RIVER WATER

RESOLUTION No. 02-2025

A RESOLUTION ENDORSING ANNEXATION OF TERRITORY INTO THE JURISDICTIONAL
BOUNDARIES OF CLACKAMAS RIVER WATER
Property at 19510 S. Ferguson Terrace, TL ID 32E11D 00216

FY 2024-25

WHEREAS, Clackamas River Water (“CRW”) is a domestic water supply district organized under ORS Chapter 264; and

WHEREAS, a proposed annexation of territory is before the Board of Commissioners of Clackamas River Water; and

WHEREAS, the proposed territory is more particularly described as:

19510 S. Ferguson Terrace, Oregon City, OR, 97045;
Tax Lot No. 00216 of Assessor’s Map No. 32E11D, as described in Exhibits A and B.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Clackamas River Water hereafter referred to as “Board”, as follows:

1. The Board, by this resolution, endorses the proposed annexation of territory to be included within its boundaries, as described in attached Exhibits A and B.
2. The Board makes no statement as to the availability or cost of providing domestic or fire prevention water service to the area included within the proposed annexation.

ADOPTED by the Clackamas River Water Board of Commissioners this 18th day of July, 2024.

Sherry French, Board President

Naomi Angier, Board Secretary

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

July 18, 2024

SUBJECT Consider Exemption to Rules and Regulations Requiring Frontage to Main for Water Service at 17482 Garden Lane

| | |
|-----------------------|---|
| DRAFT MOTION | I move to approve a request for exemption to the requirement for frontage to main for water service, for the property at 17482 Garden Lane. |
| EFFECTIVE DATE | July 18, 2024 |

PRINCIPAL STAFF PERSON Adam Bjornstedt, PE – Chief Engineer

BOARD ACTION REQUESTED Approve exemption request

DOCUMENTS ATTACHED Exhibit A: Property Map
Exhibit B: Request for Annexation (6/20/24)

Agenda Summary

BACKGROUND On June 20, 2024, Bill Gaffi requested that the property located at 17482 Garden Lane in Oregon City, TL 22E34B 02700, be granted an exemption to the frontage requirement to provide water service. Staff verified that this property is inside District boundaries.

Per CRW’s Rules and Regulations, Section 8, “...Water service will be provided only from pipes or mains located within public streets, alleys or rights-of-way, or within easements furnished CRW, and to property or premises with frontage to such mains. So-called “spider connections” which would provide service from one street or road to property or premises abutting another street or road will not be permitted...”

ANALYSIS The property owner has obtained a private easement with the neighboring property owner in order to install a private water service line to his property. If approved, the CRW service would be installed in typical fashion within ROW off of the main on Hidden Lake Drive. The private easement would provide assurance, in this case, that the subject property would not become “stranded” in the future should any change occur to the neighboring property. While providing service to this property requires an exemption to CRW’s Rules and Regulations, Staff has determined that providing service to this property is feasible.

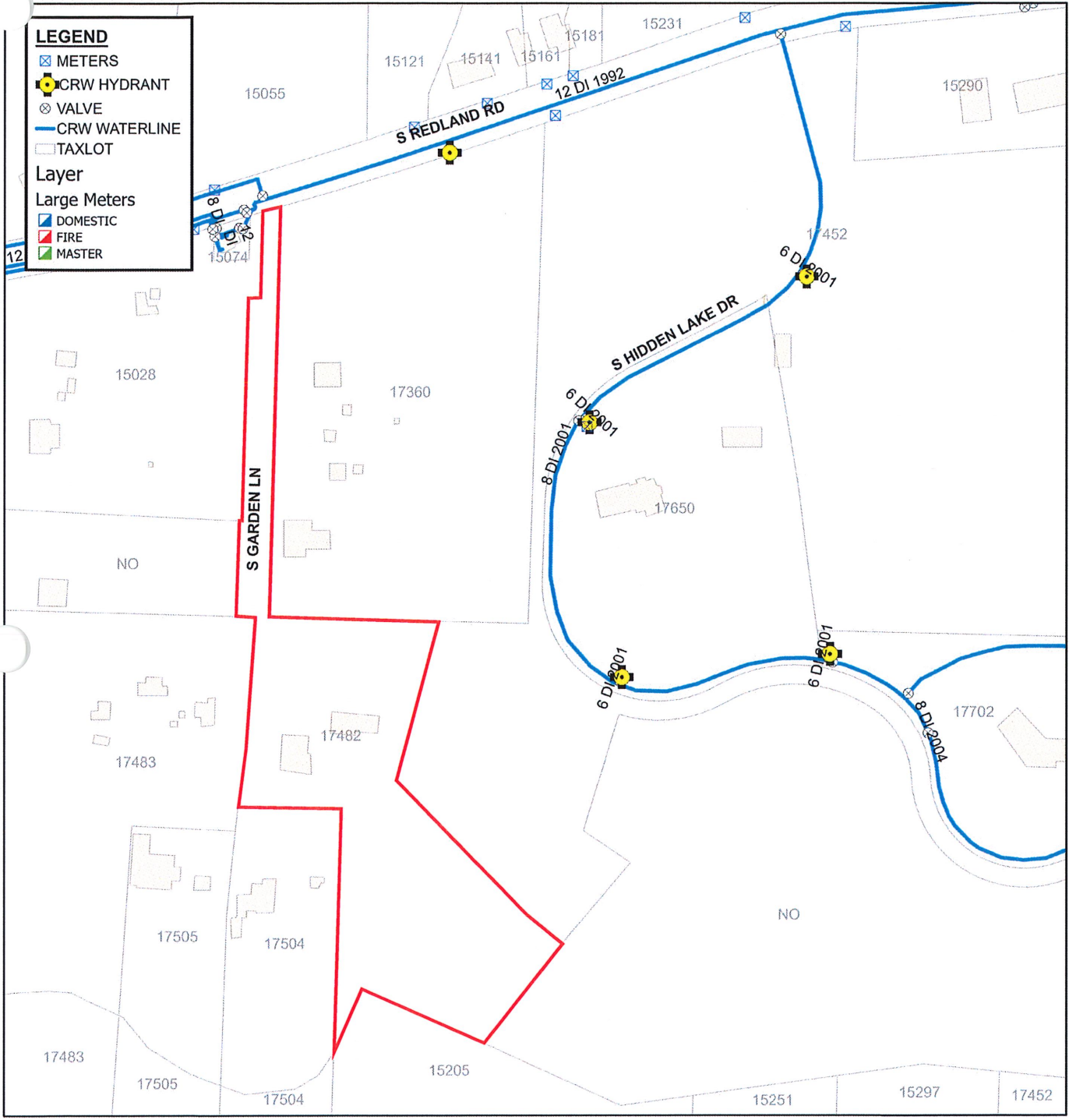
There is sufficient water supply to meet the needs of the potential customer and the existing customers in the area without degrading the current level of service. The Owner will be responsible for the following:

- Costs associated with new water service to the property including System Development Charges (SDC) and service installation costs, as applicable.
- Installation of a premise isolation backflow assembly, as applicable.

**STAFF
RECOMMENDATION**

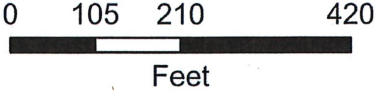
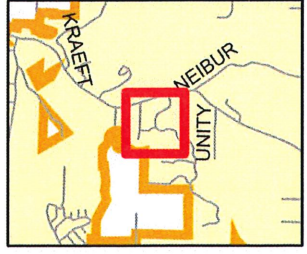
Staff recommends the Board approve the exemption request to provide water service to the property at 17482 Garden Lane.

Clackamas River Water - 17482 S Garden Ln



Date: 3/21/2023
 Drawing Name: GIS-Development
 Drawing Location: I:\Documentation\Facility Data
 Drawing By: A. Steele

MAP FOR REFERENCE PURPOSES ONLY
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CLACKAMAS RIVER WATER
 GEOGRAPHIC INFORMATION SYSTEM
 16770 SE 82nd Drive - Clackamas, Oregon
 503-728-9220 - www.crvwater.com

June 20, 2024

Mr. Adam Bjornsted
Chief Engineer
Clackamas River Water
16770 SE 82nd Dr.
Clackamas, OR 97015

Dear Mr. Bjornsted,

Please accept this request for exemption to Section 8 New Water Service and Meters rules and regulations. My wife and I own Lt 23 Hidden Lake Estates. We also have a use and enjoyment and utility easement over (and a contract to purchase) the portion of Lt 21 between Lt 23 and Hidden Lake Drive (See Attachment A). We have a young vineyard that is principally within the Lt 21 easement area but extends onto Lt 23. A lot line adjustment is in process to add the easement area to Lt 23 but is taking much longer than anticipated.

Last summer, the vineyard was irrigated via a temporary connection to the CRW service line coming off of CRW's main in Hidden Lake Dr. That was the only practicable point of service. Bringing supply all the way down Garden Lane from the CRW line in Redland Rd to serve the small portion of the vineyard that is on Lt 23 isn't feasible at this time. All of the properties on Garden Lane have good wells and can't subdivide until the UGB expands and zoning is changed. The area is a rural reserve so that will likely be a long time coming. In the meantime, we have a pressing need to maintain irrigation of our vineyard.

In light of the foregoing, we would be very grateful if an exemption to section 8 were to be granted allow continued service to our site via Hidden Lake Drive. Thank you again for helping us keep our new vineyard alive!



Bill Gaffi

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

July 18, 2024

SUBJECT **Consider Approval of Purchase of Replacement F550 Service Truck for Meter Maintenance Tasks**

| | |
|-----------------------|--|
| DRAFT MOTION | Move to approve the Purchase of one 2024/25 Ford F-550 Chassis with Service Body, Associated Equipment and Hardware for a Not-To-Exceed amount of \$180,000. |
| EFFECTIVE DATE | July 18, 2024 |

PRINCIPAL STAFF PERSON Adam Bjornstedt, PE – Chief Engineer

BOARD ACTION REQUESTED Consideration and approval of the purchase of one 2024/25 Ford F-550 chassis with crane service body and associated equipment

DOCUMENTS ATTACHED None

Agenda Summary

BACKGROUND The prior F550 heavy duty maintenance truck was purchased in 2017. In September 2023, this vehicle sustained damages in a non-injury accident with an uninsured motorist which resulted in a “totaled” determination by insurance. This vehicle is a key part of the Distribution system operations function, including its primary use for meter maintenance activities. Thus, the vehicle must be replaced. Some operable equipment, including the service crane, was able to be salvaged from the totaled vehicle.

Insurance paid \$123,634 for the assessed replacement cost; the actual cost of replacement is estimated at \$178,497.97. The replacement vehicle will be acquired utilizing one of CRW’s pre-existing intergovernmental purchasing agreements. This unforeseen expense was not included in CRW’s 23-25 budget; however Finance has indicated that sufficient funds exist for this purpose. Board approval is requested since the amount will exceed the General Manager’s authority.

STAFF RECOMMENDATION Purchase one 2024/25 Ford F-550 chassis with crane service body and associated equipment.

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

July 18, 2024

SUBJECT **Professional Services Agreement Amendment:** I-205 Crossings, Consultant Services, Project 22-5291

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| DRAFT MOTION | Move to award a Professional Services Agreement Amendment to Consor North America, Inc. for design and construction services associated with the I-205 Crossings Project for an amount not-to-exceed \$79,744.00 and authorize the General Manager’s signature on the completed Amendment. |
| EFFECTIVE DATE | July 18, 2024 |

PRINCIPAL STAFF PERSON Joseph D. Eskew – Engineering Manager

BOARD ACTION REQUESTED The Board is requested to authorize a Professional Services Agreement Amendment with Consor North America, Inc. for a not-to-exceed amount of \$79,744.00 for Design and inspection Services for the I-205 Crossings Project.

DOCUMENTS ATTACHED Exhibit A: Agreement Amendment

Agenda Summary

BACKGROUND The I-205 Crossings Project is included in the adopted BN23-25 CIP Budget. This project is primarily funded through grant funds. A grant amendment is in process.

The Board awarded a design contract to Consor North America, Inc. at the January 11, 2024, regular board meeting. The project includes the replacement of two cast iron (CI) crossings of I-205. The two crossings are located at Janssen Rd. and at Hanson Ct. The Janssen Rd. alignment is unaffected by this amendment.

An analysis of the existing utilities and available space within the 82nd Drive corridor to Hanson Ct. has been completed as part of the 82nd Drive waterline project. Upon review it was decided that an acceptable corridor for installation of a replacement waterline along SE 82nd Drive to SE Hanson Ct does not exist. An alternative route to achieve the project goal to provide a secure I-205 crossing appears to exist as a replacement for the 10-inch CI waterline currently crossing under I-205 from SE Manfield Court to SE Strawberry Lane. This amendment provides funding to

perform geotechnical investigations and design at the revised location for the I-205 crossing.

**STAFF
RECOMMENDATION**

The proposed amendment exceeds 15% of the original agreement of \$184,544 and staff recommends the Board award the Professional Services Agreement Amendment to Consor North America, Inc. for the amount stated.

**AMENDMENT 1 –
ADDITIONAL ENGINEERING SERVICES
FOR THE
I-205 WATERLINE CROSSINGS PROJECT
CLACKAMAS RIVER WATER**

Background and Project Description

Clackamas River Water District (CRW/District) contracted Consor North America, Inc (Consultant) to provide engineering services to assist CRW during design, bidding, permitting, and construction of the I-205 Waterline Crossings Project (Project/freeway crossings) in January 2024. The Project goals included the replacement of cast iron (CI) waterlines with new 12-inch diameter ductile iron (DI) pipe within new steel casings under I-205 at two locations, at SE Jannsen Road and from SE Hanson Court to SE Cason Road, in Clackamas County (County), and is funded through a Federal FEMA grant.

CRW also contracted Consultant to provide similar engineering services for the associated 82nd Drive Waterline Phase 2 Project (82nd Drive/waterline project) which is not funded as part of the FEMA grant. Consultant billings have been tracked and invoiced for waterline project work separate from freeway crossings work, and under a separate scope of work and fee estimate; however, it is CRW's intent to combine the I-205 crossings for bidding and construction with the 82nd Drive Waterline Phase 2 work and select a single Contractor. Contract documents are to continue to be structured to allow reporting of the costs and expenditures from the I-205 crossings separately from the 82nd Drive Phase 2 Waterline work to facilitate simplified reporting for the FEMA funded work.

Scope Change Description

In May of 2024, after initial utility basemap updates, subsequent utility potholing, and an added fatal flaw analysis were completed by Consultant and reviewed by CRW as part of services provided for the 82nd Drive waterline project, it was decided that an acceptable corridor for installation of a replacement waterline along SE 82nd Drive to SE Hanson Ct does not currently exist. In addition, CRW completed its own investigative work concurrently with Consultant's work, the results of which is that they suspect that their existing waterline crossing from SE Hanson Court to SE Cason Road is a DI waterline of newer vintage than previously thought. As such, the District has decided to pursue replacing the 10-inch CI waterline currently crossing under I-205 from SE Manfield Court to SE Strawberry Lane with 12-inch DI pipe in a new steel casing in lieu of previously proposed waterline crossing from SE Hanson Court/SE Cason Road. CRW has requested Consultant to provide this contract amendment to include additional engineering services related to implementing the required changes in scope related to this Project.

Consultant has also provided a separate contract amendment to address additional engineering services required for the related changes in scope for the 82nd Drive Waterline Phase 2 project.

Scope of Services

Consultant will perform the following additional services.

Task 1 - Project Management

Objective

Continue to provide overall leadership and team strategic guidance aligned with CRW staff objectives. Coordinate, monitor, and control the project resources to meet the technical, communication, and contractual obligations required for developing and implementing the amended project scope.

Subtask 1.1 Project Management & Administration

1. Perform general administration and project management throughout the Project to provide successful completion of all tasks and elements of the Project within the established and updated scope, schedule, and budget. Perform project start-up for updated project scope.
2. Develop and maintain an overall updated project schedule, including adding staff subconsultants and other resources to meet scheduled milestones.
3. Proactively track progress of project work completed against schedule & budget.
4. Inform CRW of anticipated challenges during the Project Design phase as they may arise and develop solutions together.

Subtask 1.2 Invoices/Status Reporting

1. Consultant will prepare monthly invoices that include expenditures by task, hours worked by project personnel, and other direct expenses with the associated backup documentation.
2. Monthly status reports will accompany each invoice and include comparisons of monthly expenditures and cumulative charges to budget by Task, including budget remaining.
3. It is assumed that there will be an additional ten (10) months of invoices due to the extended Project schedule.

Subtask 1.3 Project Design Meetings

1. Work under this subtask includes coordinating schedules, developing agendas, and preparing materials for key project meetings during the project design phase, and includes the following meetings, specifically for the revised I-205 crossing location (SE Manfield Court to SE Strawberry Lane):
 - Project Kick-off
 - One preliminary design check-in meeting
2. Agendas and meeting summaries to be prepared and distributed to meeting attendees.

Subtask 1.4 Quality Assurance/Quality Control (QA/QC)

1. Perform in-house QA/QC reviews of all deliverables prior to submitting them to CRW.

Subtask 1.5 Scoping for Amendment 1

1. Work under this subtask includes Consultant's work to provide Owner with Amendment 1 scope and fee estimate.
2. Consultant's scoping work included:
 - Coordinating with Owner to gather available scoping information.
 - Internal meeting to discuss trenchless feasibility/impacts.
 - Coordination with geotechnical engineer for geotechnical investigation amendment proposal.
 - Preliminary outreach to trenchless subcontractors for initial input on revised crossing location.
 - Composing Amendment 1 scope and fee estimate.

Task 1 Assumptions

- Consultant assumed a Project close-out date in November 2024 for original Project scope.
- Assumed updated construction completion date for inclusion of revised crossing change is June 30, 2025. Associated assumed updated Project close-out date in August 2025.
- Revised Project duration will be approximately 10-months later than previously scoped; therefore, it is assumed that there will be up to 10 additional progress payments/status reports for the Project. Progress payments for 82nd Drive Waterline project will continue to be invoiced separately.
- Two (2) added meetings which will include Consultant PM, design lead, and engineering designer. Meetings will have an approximate duration of 1 hour each. It is assumed that all meetings will be held via video conferencing.

Task 1 Deliverables

- Consultant shall deliver a monthly invoice and status report covering:
 - Work on the project performed during the previous month.
 - Meetings attended.
 - Issues encountered, and actions taken for their resolution.
 - Potential impacts to submittal dates, budget shortfalls or optional services.
 - Issues requiring project team action.
- Project Design and Bidding Schedule and updated schedules, as requested by CRW (MS Project or MS Excel formats).
- Meeting agendas and summaries (MS Word format).

Task 2 - Data Review and Site Reconnaissance

Gather and review existing mapping, as-builts, design drawings, engineering reports and other data not previously obtained per original scope, related to the revised limits of the proposed Project. Perform site reconnaissance of revised Project limits with CRW staff and design team to confirm existing site conditions. Review existing system operations with CRW staff.

Task 2 Assumptions

- It is assumed that CRW staff will provide available data and attend site visits as needed.
- CRW will obtain additional topographical survey for the revised Project limits, which will be provided to Consultant.

Task 2 Deliverables

- There are no specific deliverables associated with this task as the data will be used to complete subsequent tasks.

Task 3 – 50% Preliminary Design

Work under this task includes preparation of the preliminary design of the revised I-205 crossing location for the Project. The preliminary design will include completion of the drawings to approximately the 50% level. The plan and profile views of the auger bored, cased freeway crossing will be presented for CRW review and comments.

Task 3 Assumptions

- It is assumed that the I-205 waterline crossing will be constructed via auger boring trenchless technique(s) with jacked 36-inch diameter or larger steel casing with restrained 12-inch diameter DI carrier pipe. Pilot tube auger boring equipment may be necessary to maintain a tight line and grade.
- An informal fatal flaw/feasibility analysis will be conducted as an initial work item under this Task.
- Alternatively, pipe bursting of the existing CI water main at this crossing location may be considered if a cased crossing is found to not be feasible per fatal flaw/feasibility analysis.
- The trenchless freeway crossing is anticipated to be approximately 300 LF long each and located from SE Manfield Court to SE Strawberry Lane.
- It is assumed that the Oregon Department of Transportation (ODOT) will require a temporary pedestrian traffic accessible route (TPAR) and/or pedestrian detour plan for anticipated impacts to I-205 pedestrian path on Strawberry Lane side of crossing.

Task 3 Deliverables

- Electronic scalable set of plans (11"x17" PDF format).

Task 4 – Geotechnical Investigation

A geotechnical investigation for the updated trenchless freeway crossings is proposed and will include:

1. Review of previous geotechnical studies and other available geologic information for the project area.
2. Establish exploration locations and obtain necessary permits for the explorations from Clackamas County and ODOT if needed.

3. Geotechnical field work will be completed at updated trenchless crossing location. The planned geotechnical explorations will consist of 2 borings drilled to 30' depth, one on each side of I-205, and will utilize rotosonic drilling techniques with continuous soil sampling.
4. Conduct geotechnical laboratory testing on selected samples from the borings. Testing will include moisture content, percent fines/grain-size analysis and Atterberg limits.
5. Revise Geotechnical Data Report (GDR), summarizing the geotechnical investigation, testing, and other factual results for Contractor bidding and construction purposes for the updated crossing location.
6. Revise Geotechnical Engineering Report (GER) summarizing the geotechnical investigation, testing, engineering evaluation and recommendations for the updated trenchless crossing design and construction.
7. Provide geotechnical engineering consultations for the trenchless crossing design.
8. ODOT utility permit notification and cultural resource certification requirements associated with permitting within ROW will be completed prior to conducting drilling. See Task 6 below for related additional scope.

Task 4 Assumptions

- The geotechnical explorations do not include environmental assessments, and the sites are assumed to be "clean" regarding contaminated and hazardous materials.
- There will be no anticipated permit fees as work is being performed for CRW; County waives CRW fees and ODOT does not charge permitting fees.

Task 4 Deliverables

- Revised GDR and GER (PDF format).

Task 5 - Subsurface Utility Explorations

Work under this task includes additional utility coordination to determine utility pothole locations and support final design project work for updated I-205 crossing location. Vac-X has yet to complete potholing work originally scoped for planned trenchless crossings.

Communicate and coordinate with additional utility providers within the project limits to review potential conflicts with proposed work. Identify potential utility conflicts and develop a list of potholing needs.

Task 5 Assumptions

- Coordination is anticipated with the following utilities:
 - Northwest Natural
 - Portland General Electric
 - Clackamas County WES
 - Various Telecommunications Providers
 - City of Gladstone, Water Department

- Waterline alignments will be selected to avoid relocations of existing utilities. However, should relocations be necessary, additional utility coordination assistance may be provided by amendment to coordinate relocations and resolve conflicts with affected utilities.

Task 5 Deliverables

- No additional deliverables anticipated besides 8 pothole data reports previously scoped for two (2) trenchless crossings.

Task 6 – Permitting and Approval Support

Under this task, the Consultant will obtain permits and approval required for the Project. Copies of all completed permits will be included in the appendices of the final construction contract documents. The following approval is anticipated to be required for the project:

- ODOT – Permit acquisition is anticipated to be limited to an Application and Utility Permit to Perform Operations Upon a State Highway from ODOT for each freeway crossing.

The selected construction Contractor shall be required to acquire any Clackamas County Street Opening Permit/Utility permits required for the Project construction.

Task 6 Assumptions

- Following the development of the draft 50% design for the updated trenchless crossing, the permit process and coordination with ODOT will continue.
- Consultant will complete ODOT’s recently implemented utility permit notification and cultural resource certification requirements in advance of geotechnical investigations as required, and for obtaining utility permit for Project.
- It is assumed that total ground disturbance area will be less than 1 acre, therefore an Oregon Department of Environmental Quality – General Permit 1200 C for Construction Stormwater permit will not be required.

Task 6 Deliverables

- Submit completed permit application to ODOT (PDF format).

Budget

Consultant proposes to perform this work on a time and expenses basis with a total not to exceed amount of \$79,744, which includes added design phase engineering services as outlined above. The proposed fee estimate is provided as “Attachment A”. Fee estimates are based upon Consultant’s 2024 Schedule of Charges which is provided as “Attachment B”. Payment will be made at the Billing rates for personnel working directly on the project, which will be made at the Consultant’s Hourly Rates, plus Direct Expenses incurred.

Proposed Updated Project Schedule

The following is an updated proposed schedule of services for the project.

- Notice to Proceed for Amendment (assumed) – July 1, 2024

- Owner Supplied Additional Survey for Updated Project Limits (assumed ETA) – August 1, 2024
- Kickoff, Data Collection and Site Recon for Updated Project Limits – August 1 to September 15, 2024
- Geotechnical Investigation and 50% Preliminary Design – September 1 to October 31, 2024
- Design and Permitting – November 15, 2024 to February 1, 2025
- Bidding, Award and NTP – February 1 to March 1, 2025
- Construction Period (4 months) – March 1 through June 30, 2025

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

July 18, 2024

SUBJECT Professional Services Agreement Amendment: 82nd Drive Waterline, Phase 2 Consultant Services, Project, CIP 23-5303

DRAFT MOTION Move to award a Professional Services Agreement Amendment to Consor North America, Inc. for design and construction services associated with the 82nd Drive Waterline, Phase 2 Project for an amount not-to exceed \$82,979.00 and authorize the General Manager’s signature on the completed Contract.

EFFECTIVE DATE July 18, 2024

PRINCIPAL STAFF PERSON Joseph D. Eskew – Engineering Manager

BOARD ACTION REQUESTED The Board is requested to authorize a Professional Services Agreement Amendment with Consor North America, Inc. for a not-to exceed amount of \$82,979.00 for Design Services of the 82nd Drive Waterline, Phase 2 Project.

DOCUMENTS ATTACHED Exhibit A: Agreement Amendment

Agenda Summary

BACKGROUND The 82nd Drive Waterline, Phase 2 project is included in the adopted BN23-25 CIP Budget.

The Board awarded a design contract to Consor North America, Inc. at the January 11, 2024, regular board meeting. The project included 1,700 lineal feet of new 12-inch Ductile Iron waterline to replace existing cast iron (CI) pipe.

An analysis of the existing utilities and available space within the 82nd Drive corridor to Hanon Ct. was completed. Upon review it was decided that an acceptable corridor for installation of a replacement waterline along SE 82nd Drive to SE Hanson Ct does not exist. An alternative route on Mansfield Ct. parallel to the existing 10-inch CI and extending onto Strawberry Lane is a viable alternative alignment. Full replacement of the existing 10-inch CI on Strawberry Lane will add about 200 lineal feet.

This amendment provides funding to perform subsurface explorations to identify utility conflicts and design for the revised route.

This project is planned to be designed and constructed in conjunction with the grant funded I-205 crossings to provide continuity of design.

**STAFF
RECOMMENDATION**

The proposed amendment exceeds 15% of the original agreement of \$135,106.00 and staff recommends the Board award the Professional Services Agreement Amendment to Consor North America, Inc. for the amount stated.

EXHIBIT A

EXHIBIT A AG-10

AMENDMENT 1 – ADDITIONAL ENGINEERING SERVICES FOR THE 82ND DRIVE WATERLINE PHASE 2 PROJECT CLACKAMAS RIVER WATER

Background and Project Description

Clackamas River Water District (CRW/District) contracted Consor North America, Inc. (Consultant) to provide engineering services to assist CRW during design, bidding, and construction of the 82nd Drive Waterline Phase 2 Project (Project/waterline project) in January 2024. CRW originally intended to construct approximately 1,700 lineal feet (LF) of new 12-inch diameter Ductile Iron (DI) waterline to replace an existing 1920's era 10-inch diameter Cast Iron (CI) waterline within SE 82nd Drive between SE Scottstree Way and SE Hanson Court in Clackamas County.

CRW also contracted Consultant for the associated I-205 Waterline Crossings Project (freeway crossings), which includes two (2) trenchless crossings under I-205 at SE Jannsen Road and from SE Hanson Court to SE Cason Road. The freeway crossings are to be funded through a Federal FEMA grant. Therefore, Consultant billings have been tracked and invoiced for waterline project work separate from freeway crossings work, and under a separate scope of work and fee estimate; however, it is CRW's intent to combine the I-205 crossings for bidding and construction with the waterline project work and select a single Contractor. Contract documents are to continue to be structured to allow reporting of the costs and expenditures from the waterline project work separately from the freeway crossings to facilitate simplified reporting for the FEMA funded work.

Scope Change Description

In May of 2024, after an added fatal flaw analysis was completed by Consultant and reviewed by CRW for the Project, it was decided that an acceptable corridor for installation of a replacement waterline along SE 82nd Drive to SE Hanson Ct does not currently exist. In addition, CRW completed its own investigative work concurrently with Consultant's work, the results of which is that they suspect that their existing waterline crossing from SE Hanson Court to SE Cason Road is a DI waterline of newer vintage than previously thought. As such, the District has decided to pursue replacing the 10-inch CI waterline currently crossing under I-205 from SE Manfield Court to SE Strawberry Lane in lieu of previously proposed waterline crossing from SE Hanson Court/SE Cason Road.

CRW has requested Consultant to provide this contract amendment to include additional engineering services required to implement the required changes in scope related to this Project. This change in scope shall include abandoning originally scoped plans to replace CRW's existing 10-inch CI waterline between SE Manfield Court and SE Hanson Court along SE 82nd Drive (approximately 1,400 LF) and instead revising Project limits to include replacing existing 10-inch CI waterline from SE Scottstree Way to SE Manfield Court along SE 82nd Drive, then replacing existing 10-inch waterline along SE Manfield Court to SE Strawberry

Lane, with trenchless crossing of I-205 scoped under separate amendment for the freeway crossing project, and extending replacement of waterline along SE Strawberry Lane to a tee located mid-block between SE Hanneman Court and SE Todd Lane, approximately 2,000 LF total, excluding trenchless crossing length. Planned replacement piping to remain 12-inch DI as originally scoped.

Scope of Services

Consultant will perform the following additional services.

Task 1 - Project Management

Objective

Continue to provide overall leadership and team strategic guidance aligned with CRW staff objectives. Coordinate, monitor, and control the project resources to meet the technical, communication, and contractual obligations required for developing and implementing the amended project scope.

Subtask 1.1 Project Management & Administration

1. Perform general administration and project management throughout the Project to provide successful completion of all tasks and elements of the Project within the established and updated scope, schedule, and budget. Perform project start-up for updated project scope..
2. Develop and maintain an overall project schedule, including adding staff subconsultants and other resources to meet scheduled milestones.
3. Proactively track progress of project work completed against schedule & budget.
4. Inform CRW of anticipated challenges during the Project Design phase as they may arise and develop solutions together.

Subtask 1.2 Invoices/Status Reporting

1. Consultant will prepare monthly invoices that include expenditures by task, hours worked by project personnel, and other direct expenses with the associated backup documentation.
2. Monthly status reports will accompany each invoice and include comparisons of monthly expenditures and cumulative charges to budget by Task, including budget remaining.
3. It is assumed that there will be an additional ten (10) months of invoices due to extended Project schedule.

Subtask 1.3 Project Design Meetings

1. Work under this subtask includes coordinating schedules, developing agendas, and preparing materials for key project meetings during the project design phase, and includes the following additional meetings, specifically for the revised Project limits:
 - Project Kick-off
 - One preliminary design check-in meeting
2. Agendas and meeting summaries to be prepared and distributed to meeting attendees.

Subtask 1.4 Quality Assurance/Quality Control (QA/QC)

1. Perform in-house QA/QC reviews of all deliverables prior to submitting them to CRW.

Subtask 1.5 Scoping for Amendment 1

1. Work under this subtask includes Consultant's work to provide Owner with Amendment 1 scope and fee estimate.
2. Consultant's scoping work included:
 - Coordinating with Owner to gather available scoping information.
 - Composing Amendment 1 scope and fee estimate.

Task 1 Assumptions

- Consultant assumed a Project close-out date in November 2024 for original Project scope.
- Assumed updated construction completion date for inclusion of revised crossing change is June 30, 2025. Associated assumed updated Project close-out date in August 2025.
- Revised project duration will be approximately 10 months longer than previously scoped; therefore, it is assumed that there will be up to 10 additional progress payments/status reports for the Project. Progress payments for I-205 Waterline Crossings Project will continue to be invoiced separately.
- Two (2) added meetings which will include Consultant PM, design lead, and engineering designer. Meetings will have an approximate duration of 2 hours each. It is assumed that all meetings will be held via video conferencing.

Task 1 Deliverables

- Consultant shall deliver a monthly invoice and status report covering:
 - Work on the project performed during the previous month.
 - Meetings attended.
 - Issues encountered, and actions taken for their resolution.
 - Potential impacts to submittal dates, budget shortfalls or optional services.
 - Issues requiring project team action.
- Project Design and Bidding Schedule and updated schedules, as requested by CRW (MS Project format).
- Meeting agendas and summaries (MS Word format).

Task 2 - Data Review and Site Reconnaissance

Gather and review existing mapping, as-builts, design drawings, engineering reports and other data not previously obtained per original scope, related to the revised limits of the proposed Project. Perform site reconnaissance of the revised Project limits with CRW staff and design team to confirm existing site conditions. Review existing system operations with CRW staff.

Task 2 Assumptions

- It is assumed that CRW staff will provide available data and attend site visits as needed.
- CRW will obtain additional topographical survey for the revised Project limits, which will be provided to Consultant.

Task 2 Deliverables

- There are no specific deliverables associated with this task as the data will be used to complete subsequent tasks.

Task 3 – 50% Preliminary Design

Work under this task includes preparation of the preliminary design of the Project for the revised Project limits. Any remaining budget from the original scope for this Task will be utilized in conjunction with Task 3 budget included in Amendment 1.

The preliminary design will include completion of the drawings to approximately the 50% level. The plan views of the 82nd Drive, SE Manfield Court and SE Strawberry Lane pipelines showing the proposed alignment will be presented for CRW review and comments.

Task 3 Assumptions

- It is assumed that the 82nd Drive, SE Manfield Court, and SE Strawberry Lane waterline replacements will include approximately 2,000 LF total of restrained 12-inch diameter DI pipe.
- It is assumed that approximately 1,400 LF of the 1,700 LF of piping originally scoped along SE 82nd Drive for replacement was partially designed to a near 50% Preliminary Design level, including an added fatal flaw analysis; however, this segment of piping is not included in the revised Project limits identified for Amendment 1. No design effort has been provided yet for approximately 1,700 LF of piping associated with this Amendment 1 scope.
- Level of effort assumes that no existing utilities will require relocation to provide corridor for new water main therefore no utility relocation plans/designs are needed.

Task 3 Deliverables

- Electronic scalable set of plans (11"x17" PDF format).

Task 5 - Subsurface Utility Explorations

Task 5 Work, including Vac-X's utility potholing, was completed as part of added fatal flaw analysis with original scope for planned water pipeline replacement located along SE 82nd Drive, from SE Scottstree to SE Hanson Court. Additional subsurface utility explorations required for revised Project limits.

Work under this task includes utility coordination and subsurface utility explorations to support final design project work. Communicate and coordinate with utility providers within the project limits to review potential conflicts with proposed work. Identify potential utility conflicts and develop a list of potholing needs.

Subsurface utility explorations will be performed by our subconsultant VacX to support final design project work. Vacuum excavation will be used to estimate horizontal and vertical information for existing utilities

at critical crossing and connection locations. Information gathered on utilities encountered during the excavation (including top, bottom, width, general soil conditions, and asphalt/concrete thickness, etc.) will be provided in an excel format along with accompanying sketches that locate each pothole relative to existing surface features and include details of the findings. Potholing will include backfilling all test holes with a material approved by the jurisdiction involved (Clackamas County). At each pothole location, a core of the existing pavement will be removed prior to potholing. Potholes will be patched with hot mix asphalt concrete, or other approved material, and finished neatly.

Task 5 Assumptions

- Coordination is anticipated with the following utilities:
 - City of Gladstone, Water Department
 - Oak Lodge Water District
 - Northwest Natural
 - Portland General Electric
 - Clackamas County WES
 - Various Telecommunications Providers
- VacX budget estimate includes up to 8 potholes to be performed during daytime hours.
- It is anticipated that utilities will be eight (8) feet or less in depth.
- Up to 64 inches of coring and hot mix asphalt restoration (8 inches per pothole location).
- A Street Opening Permit may be required for potholing within Clackamas County right-of-way (ROW). If permit required by County, it is understood that no fees will be required since work is being performed for CRW. VacX will be instructed to indicate that potholing work is for CRW when applying for County permit, as required.
- No hazardous materials will be encountered.
- Includes time for Consor staff to meet and coordinate with Vac-X while they are onsite conducting utility potholing, and afterwards to confirm final pothole locations as required.
- Waterline alignments will be selected to avoid relocations of existing utilities. However, should relocations be necessary, additional utility coordination assistance may be provided by amendment to coordinate relocations and resolve conflicts with affected utilities.

Task 5 Deliverables

- Up to 8 pothole data reports and sketches (PDF format).

Task 6 – Permitting and Approval Support

Under this task, the Consultant will obtain permits and approval required for the Project design, including anticipated ROW permitting required for conducting utility potholing during design which shall be obtained by Consultant as described under Task 5 – Subsurface Utility Explorations.

The selected construction Contractor shall be required to acquire any Clackamas County Street Opening Permit/Utility permits required for the Project construction.

Task 7 – Design

Work under this task includes additional work required for preparation of final plans, contract documents technical specifications, and construction cost estimates for the revised Project limits. These efforts will be completed in an incremental approach to the 90%, and the 100% Final Design levels, allowing for CRW input and comment as the designs are developed and finalized. Design subtasks are detailed as follows.

Subtask 7.1 – 90% Design

Based on the CRW's input on preliminary designs, Consultant will develop 90% designs that depict recommended waterline improvements. Designs at this stage will establish appropriate project limits, identify connection locations to the existing water system, and include draft 90% complete construction drawings including draft profiles and draft connection details, sections and other details pertinent to the proposed project.

Work under this task includes preparing updated design drawings, technical specifications and contract documents, and cost estimates.

Subtask 7.1 Assumptions

- The original scope included 1,700 LF of piping for replacement, and the revised Project limits identified for Amendment 1 includes approximately 2,000 LF of piping. This correlates to a 15% increase in replacement waterline piping to be designed per Amendment 1. The additional budgeted hours included in Amendment 1 fee estimate spreadsheet generally reflect this calculated percentage increase for anticipated design level of effort.
- CRW will provide standard contract and technical specifications for editing by Consultant.
- Engineer's Opinion of Probable Construction Costs (EOPCC), itemizing the project work elements as provided in the bid schedule, based on prior experience on similar projects and current data relative to construction pricing trends.

Subtask 7.1 Deliverables

- Electronic scalable set of plans (11"x17" and 22"x 34" PDF format).
- Draft contract documents and technical specifications (Word and PDF format).
- 90% Draft, Class 2 EOPCC (PDF format).

Subtask 7.2 – 100% & Final Design

The 100% Final design submittal (Issued for Construction and Construction permitting) will be advanced from the 90% submittal, incorporating CRW review comments. Work under this task includes preparing 100% complete drawings for permit review, and preparing final drawings, technical specifications and contract documents, and cost estimates required for bidding the project.

Subtask 7.2 Assumptions

- The original scope included 1,700 LF of piping for replacement, and the revised Project limits identified for Amendment 1 includes approximately 2,000 LF of piping. This correlates to a 15% increase in replacement waterline piping to be designed per Amendment 1. The additional

budgeted hours included in Amendment 1 fee estimate spreadsheet generally reflect this calculated percentage increase for anticipated design level of effort.

- It is assumed that Traffic Control Plans will be prepared by the construction contractor and are not part of the design drawings.
- It is assumed that separate Erosion Control Plan sheets will not be required.

Subtask 7.2 Deliverables

- Final design submittal (Issued for Construction and related permitting) and stamped electronic scalable set of plans (11"x17" and 22"x34", PDF format).
- Signed and stamped contract documents and technical specifications (Word and PDF format).
- Final EOPCC, Class 2 (PDF format).

Budget

Consultant proposes to perform this work on a time and expenses basis with a total not to exceed amount of \$82,979, which includes added design phase engineering services as outlined above. The proposed fee estimate is provided as "Attachment A". Fee estimates are based upon Consultant's 2024 Schedule of Charges which is provided as "Attachment B". Payment will be made at the Billing rates for personnel working directly on the project, which will be made at the Consultant's Hourly Rates, plus Direct Expenses incurred.

Proposed Project Schedule

The following is an updated proposed schedule of services for the project.

- Notice to Proceed for Amendment (assumed) – July 1, 2024
- Owner Supplied Additional Survey for Updated Project Limits (assumed ETA) – August 1, 2024
- Kickoff, Data Collection and Site Recon for Updated Project Limits – August 1 to September 15, 2024
- Geotechnical Investigation and 50% Preliminary Design – September 1 to October 31, 2024
- Design and Permitting – November 15, 2024 to February 1, 2025
- Bidding, Award and NTP – February 1 to March 1, 2025
- Construction Period (4 months) – March 1 through June 30, 2025

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

July 18, 2024

SUBJECT Management Report

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PRINCIPAL STAFF Todd Heidgerken
PERSON

DOCUMENTS
ATTACHED

Table of Contents

The Management Report will have two sections: (A) an overview of GM and Staff activity during the month; (B) informational articles (when available)

- A. Management Report**
- B. Informational articles or Materials- None at this time**

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

July 18, 2024

SUBJECT Management Report

PRINCIPAL STAFF PERSON Todd Heidgerken

BOARD ACTION REQUESTED None

A. Management Report

1. **Communications:**

Monthly Report – The monthly report will be provided to the Board separately and posted on the CRW Website.

2. **Clackamas River Water Providers (CRWP)** – The CRWP members met to review the progress on emergency management coordination and to outline the scope for continued progress this next fiscal year. To assist the partners, CRW Emergency Manager, Beth McGinnis, prepared a report that captured some of the progress and provided items for consideration in moving forward. The CRWP members noted the value in the exchange of information and greater awareness of capability during the workshops that were held this previous year. The focus this next year will be on providing emergency management technical assistance and capacity building with the members; continue coordination efforts with the County; create workshops and exercises to train for various scenarios; and help to coordinate with other regional efforts. The next step is to refine the draft scope of work and get the CRWP Board to approve moving forward. This coordination has provided a valuable opportunity to improve the understanding of emergency functions and serves as a helpful “kickoff” to coordination efforts.

3. **Budget Award** - We were pleased to be informed that the 2023-2025 CRW Biennial Budget has received the Government Finance Officers Association’s (GFOA’s) Distinguished Budget Presentation Award. The award is an acknowledgement of CRW’s commitment to producing financial information that demonstrates the spirit of full disclosure and transparency. The Budget process involves many staff, and our thanks goes to those on the finance and accounting team who contributed to the budget document, as well as a special note of thanks to Ted Ebor, CRW Senior Finance and Accounting Specialist, for his assistance not only with the budget preparation but also making sure we were considered for the award! Since we do a biennial budget, the award is good for two years.

4. **CRW Sponsored Blood Drive**- A huge thank you to Ted Ebor for once again getting us on track and coordinating a CRW sponsored Blood Drive in June. In addition to CRW and VCA staff, it was great to see members of the community stop in and pull up their sleeve to give. As the slogan says...” The need is constant. The gratification is instant. Give Blood!”

5. **Emergency Management Update** – Work continued on the Clackamas River Water (CRWP) collaborations to strengthen basin and county drinking water coordination in a disaster (see item #2). In addition, CRW staff are preparing to participate in an upcoming tabletop exercise in the fall that will build upon some of the information learned from recent exercises. The focus will be the distribution of water in a major disaster.
6. **Safety Update** – June will have the timely focus on heat & smoke exposure rules for applicable staff. Due to issues with the Hazard Communication course in the online platform that is typically used for training, we will be conducting an in-person training for this content at an upcoming all-staff meeting. July will focus on electrical safety and Control of Hazardous Energy/Lock out Tag out (for applicable staff). We are still working towards our 3rd straight year of no workers compensation claims. We are at the midpoint of the year.
7. **Security Update-** A new Security Policy was announced at the all-staff meeting in June. Managers will be diving into it more thoroughly at department meetings. We have been making significant investments in improving the outdated security system to improve reliability and effectiveness. The project has not been without its challenges, but we are approaching the final stretch.
8. **Looking Ahead:**
 - There will be no July Work Session.
 - The agenda setting meeting for the August Board meeting will be held on Thursday, July 25 at 9am.
 - The CRW Regular August Board Meeting will be held on Thursday, August 8 at 6pm.

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

July 18, 2024

SUBJECT Commissioner Reports and Reimbursement Requests

DRAFT MOTION NO MOTION REQUIRED

EFFECTIVE DATE

PRINCIPAL STAFF PERSON Board of Commissioners

BOARD ACTION REQUESTED Commissioner Communications

DOCUMENTS ATTACHED

- Commissioner Reimbursement Requests
- Commissioner Assignments for FY 24/25

Agenda Summary

BACKGROUND

CLACKAMAS RIVER WATER

Commissioner Request for Reimbursement

Month April 2024

Commissioner's Name Naomi Angier

Please Print

| Date | Meetings | Amount |
|------|--|----------|
| | CRW Regular Board Meeting -- | \$ 50.00 |
| | CRW Work Session | \$ 50.00 |
| | Miscellaneous Meeting <u>Regional water exec meeting</u> | \$ 50.00 |
| | | \$ |
| | | \$ |
| | | \$ |

| Date | Meals | Total \$ |
|------|-------|----------|
| | | 150.00 |
| | | \$ |
| | | \$ |
| | | \$ |

| Date | Mileage * | Total \$ |
|------|-----------|----------|
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |

| Date | Motel/Hotel Lodging ** | Total \$ |
|------|------------------------|----------|
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |

| Date | Miscellaneous *** | Total \$ |
|------|-------------------|----------|
| | | \$ |
| | | \$ |
| | | \$ |

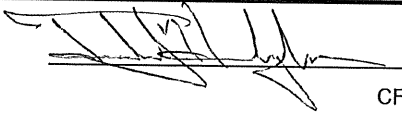
- * Mileage \$ _____ per mile
- ** Lodging bills must be attached in support of reimbursement request
- *** Miscellaneous expenses to be supported with bills where possible

Total Expenses \$ _____
Adjustments \$ _____
Amount Due Commissioners \$ 150.00

I hereby certify under penalties of perjury and other laws regarding falsification of records and/or official misconduct, the above request for reimbursement to be accurate and complete and further certify that I am authorized to receive reimbursement as part of my authorized duties as a CRW commissioner.

Respectfully submitted _____
Commissioner's Signature

For Accounting:
 Payroll: Taxable \$ 150 Non-Taxable \$ _____ entered P/R HQ
 Accounts Payable: VENDOR # _____ ACCT# 01.601.5730 AMOUNT \$ _____ Entered A/P _____
 Board: Reimbursement as of 4/10/24


 CFO Date 6-10-2024

CLACKAMAS RIVER WATER

Commissioner Request for Reimbursement

Month May, 2024

Commissioner's Name Naomi Angier

Please Print

| Date | Meetings | Amount |
|------|-----------------------------|----------|
| | CRW Regular Board Meeting - | \$ 50.00 |
| | CRW Work Session | \$ 50.00 |
| | Miscellaneous Meeting | \$ |
| | | \$ |
| | | \$ |
| | | \$ |

| Date | Meals | Total \$ |
|------|-------|----------|
| | | 100.00 |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |

| Date | Mileage * | Total \$ |
|------|-----------|----------|
| | | |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |

| Date | Motel/Hotel Lodging ** | Total \$ |
|------|------------------------|----------|
| | | |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |

| Date | Miscellaneous *** | Total \$ |
|------|-------------------|----------|
| | | |
| | | \$ |
| | | \$ |
| | | \$ |
| | | \$ |

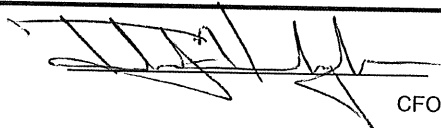
- * Mileage \$ _____ per mile
- ** Lodging bills must be attached in support of reimbursement request
- *** Miscellaneous expenses to be supported with bills where possible

Total Expenses \$ _____
Adjustments \$ _____
Amount Due Commissioners \$ 100.00

I hereby certify under penalties of perjury and other laws regarding falsification of records and/or official misconduct, the above request for reimbursement to be accurate and complete and further certify that I am authorized to receive reimbursement as part of my authorized duties as a CRW commissioner.

Respectfully submitted Naomi Angier
Commissioner's Signature

| | | |
|----------------------------------|--------------------------|-----------------------------------|
| For Accounting: | | |
| Payroll: Taxable \$ <u>\$100</u> | Non-Taxable \$ _____ | entered P/R <u>HQ</u> |
| Accounts Payable: VENDOR # _____ | ACCT# <u>01.601.4105</u> | AMOUNT \$ _____ Entered A/P _____ |
| Board: Reimbursement as of _____ | | |


CFO 6-10-24
Date

CLACKAMAS RIVER WATER

Commissioner Request for Reimbursement

Month June 2024

Commissioner's Name Sherry French

Please Print

| Date | Meetings | Amount |
|------|---|----------|
| | CRW Regular Board Meeting - 6/13 | \$ 50.00 |
| | CRW Work Session @ 6/18 Oak Lodge | \$ 50 |
| | Miscellaneous Meeting 6/26 none - Staircase | \$ 50 |
| | 6/24 Agenda | \$ 50 |
| | 6/3 Exec. Session | \$ 50 |

Total \$ 200

| Date | Meals |
|------|-------|
| | |
| | |
| | |

\$
\$
\$
\$

Total \$ _____

| Date | Mileage * |
|------|-----------|
| | |
| | |
| | |

\$
\$
\$
\$
\$

Total \$ _____

| Date | Motel/Hotel Lodging ** |
|------|------------------------|
| | |
| | |
| | |

\$
\$
\$
\$

Total \$ _____

| Date | Miscellaneous *** |
|------|-------------------|
| | |
| | |
| | |

\$
\$
\$

Total \$ _____

- * Mileage \$ _____ per mile
- ** Lodging bills must be attached in support of reimbursement request
- *** Miscellaneous expenses to be supported with bills where possible

Total Expenses \$ _____
Adjustments \$ _____
Amount Due Commissioners \$ 200

I hereby certify under penalties of perjury and other laws regarding falsification of records and/or official misconduct, the above request for reimbursement to be accurate and complete and further certify that I am authorized to receive reimbursement as part of my authorized duties as a CRW commissioner.

Respectfully submitted Sherry French
 Commissioner's Signature

| | | | |
|----------------------------------|--------------------------------|----------------------|-----------------------|
| For Accounting: | Payroll: Taxable \$ <u>200</u> | Non-Taxable \$ _____ | entered P/R <u>10</u> |
| Accounts Payable: VENDOR # _____ | ACCT# <u>01.601.4105</u> | AMOUNT \$ _____ | Entered A/P _____ |
| Board: Reimbursement as of _____ | | | |

[Signature] 6-27-2024
 CFO Date

CLACKAMAS RIVER WATER

Commissioner Request for Reimbursement

Month June, 2024

Commissioner's Name Robert Rubitschun

Please Print

| Date | Meetings | Amount |
|------|---|----------|
| | CRW Regular Board Meeting - 6/13/24 6:00 PM | \$ 50.00 |
| | CRW Work Session | |
| | Miscellaneous Meeting - Executive Mtg 6/13/24 6:00 PM | \$ 50.00 |
| | 6/27/24 - Agenda Setting Mtg 9 AM | \$ 50.00 |
| | | \$ |
| | | \$ |

Date _____ Meals _____ Total \$ 150.00

Date _____ Mileage * _____ Total \$ _____

Date _____ Motel/Hotel Lodging ** _____ Total \$ _____

Date _____ Miscellaneous *** _____ Total \$ _____

- * Mileage \$ _____ per mile
- ** Lodging bills must be attached in support of reimbursement request
- *** Miscellaneous expenses to be supported with bills where possible

Total Expenses \$ _____
Adjustments \$ _____
Amount Due Commissioners \$ 150.

I hereby certify under penalties of perjury and other laws regarding falsification of records and/or official misconduct, the above request for reimbursement to be accurate and complete and further certify that I am authorized to receive reimbursement as part of my authorized duties as a CRW commissioner.

Respectfully submitted Robert Rubitschun
 Commissioner's Signature

| | | | |
|----------------------------------|--------------------------------|----------------------|-----------------------|
| For Accounting: | Payroll: Taxable \$ <u>150</u> | Non-Taxable \$ _____ | entered P/R <u>RR</u> |
| Accounts Payable: VENDOR # _____ | ACCT# <u>01.601.5730</u> | AMOUNT \$ _____ | Entered A/P _____ |
| Board: Reimbursement as of _____ | | | |

Blaine Frost 6/27/24
 CFO Date

CLACKAMAS RIVER WATER **Fiscal Year July 1, 2024 -June 30, 2025**

CRW Assignments – Interagency Functions

| Water Providers | Primary / Alternate |
|--|--|
| North Clackamas County Water Commission (NCCWC) 4 th Thursday in Jan, March, June & Sept | Rusty Garrison |
| Oak Lodge Services District- 3 rd Tuesdays 6p | Sherry French |
| Sunrise Water Authority – 4 th Wednesdays 6p | Sherry French |
| South Fork Water Board- 4 th Wednesdays 6p | |
| Industry Related Organizations | Primary / Alternate |
| American Water Works Association | Todd Heidgerken |
| C-4 | Sherry French |
| Clackamas Fire/CRW Inter-Agency Committee | Tessah Danel & Bob Rubitschun |
| MPAC | Sherry French |
| Regional Water Providers Consortium | Naomi Angier |
| North Clackamas Chamber of Commerce | Todd Heidgerken |
| Oregon Water Utilities Council | Todd Heidgerken |
| Special Districts Association of Oregon | Todd Heidgerken |

Primary 1st Name = **BLUE**



Clackamas River Water

Monthly Update

July 2024



Monthly Update 2

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 Regulatory 12

 Non-Regulatory 12

 River Flow Conditions Report 13

Purchase Order Report June 2024

Vendor: 00011 - HACH COMPANY

| PO # | Description | Total Amount |
|---------|-------------------------------|--------------|
| 24-0154 | HACH DR3900 SPECTROPHOTOMETER | 5,547.60 |

Vendor: 00223 - ESRI INC.

| PO # | Description | Total Amount |
|---------|---|--------------|
| 24-0165 | ESRI SMALL UTILITY ENTERPRISE AGREEMENT JULY2024-25 | 28,400.00 |

Vendor: 00574 - ROGERS MACHINERY CO INC.

| PO # | Description | Total Amount |
|---------|---|--------------|
| 24-0155 | AIR COMPRESSOR REPLACEMENT - REDLAND PUMP STATION | 5,719.97 |

Vendor: 02687 - KNIFE RIVER

| PO # | Description | Total Amount |
|---------|---------------------------------------|--------------|
| 24-0153 | 3/4 INCH MINUS CRUSHED ROCK DELIVERED | 25,000.00 |

Vendor: 03645 - RITZ SAFETY LLC

| PO # | Description | Total Amount |
|---------|--|--------------|
| 24-0159 | RITZ SAFETY LADDER SYSTEM HENRICI EAST | 1,793.93 |

| PO # | Description | Total Amount |
|---------|--|--------------|
| 24-0160 | RITZ SAFETY LADDER SYSTEM HENRICI WEST | 1,788.68 |

Vendor: 03775 - FIELD INSTRUMENTS & CONTROLS

| PO # | Description | Total Amount |
|---------|---------------------|--------------|
| 24-0156 | EH INLINE PH PROBES | 3,252.50 |

| PO # | Description | Total Amount |
|---------|--|--------------|
| 24-0158 | ROSEMOUNT ONSITE FILTER DP CALIBRATION | 3,346.97 |

Vendor: 04621 - ELOGGER INC.

| PO # | Description | Total Amount |
|---------|------------------|--------------|
| 24-0157 | ELOGGER SOFTWARE | 23,465.00 |

Contract Log

(Executed since last board meeting June13, 2024)

| Company | Product / Service | Rates | Eff. Date | Exp. Date | New/Amended/ Extended |
|-----------------------------------|---|---------------|-----------|-----------|--|
| AKS Engineering | On-call Surveying | NTE \$75,000 | 7/1/24 | 6/30/26 | New Contract |
| C & R Reforestation | Pruning and weed control | NTE \$40,000 | 10/17/23 | 6/13/28 | Extended |
| Carlson Testing Inc | Testing & inspection for the WTP | NTE \$10,500 | 3/4/24 | 12/31/24 | Extended |
| Cascade Columbia Distribution Co. | Water Works Chemicals | NTE \$115,000 | 8/1/23 | 7/31/24 | Amended for increased NTE, approved in June |
| Compass Land Surveyors | On-call Surveying | NTE \$75,000 | 7/1/24 | 6/30/26 | New Contract |
| Conсор North America Inc. | 82 nd Dr. WL | NTE \$135,106 | 1/11/24 | 11/30/24 | Extended for time |
| Harper Houf Peterson Rhigellis | On-call surveying | NTE \$75,000 | 7/1/24 | 6/30/26 | New |
| Jackson Group Peterbuilt | Vehicle purchase and maintenance | NTE \$25,000 | 7/1/24 | 4/30/25 | Extended |
| Kennedy/Jenks Consultants | Emergency Power Study | NTE \$109,203 | 1/11/24 | 9/30/24 | Extended for time |
| Madrone Technology Group | IT Support, licenses, Equipment & subs. | NTE \$219,000 | 7/1/21 | 6/30/25 | Extended and increased NTE, Board approved in June |
| Matt Westbrook, LLC | Grant Compliance Assistance | NTE \$15,000 | 9/11/23 | 6/30/25 | Extended for time |
| Pacific Power Group LLC | Generator Maintenance | NTE \$50,000 | 7/1/24 | 6/30/25 | Extended for time |
| Petrocard | Fuel Services | NTE \$33,500 | 12/1/19 | 7/1/26 | Extended for time |
| VACX, A Division of G.A.W, Inc. | Sub surface exploration | NTE \$75,000 | 4/11/23 | 6/30/25 | Extended for time |
| WHA Inc. | Safety Coordinator Services | NTE \$6,000 | 7/1/23 | 6/30/25 | Extended for time |

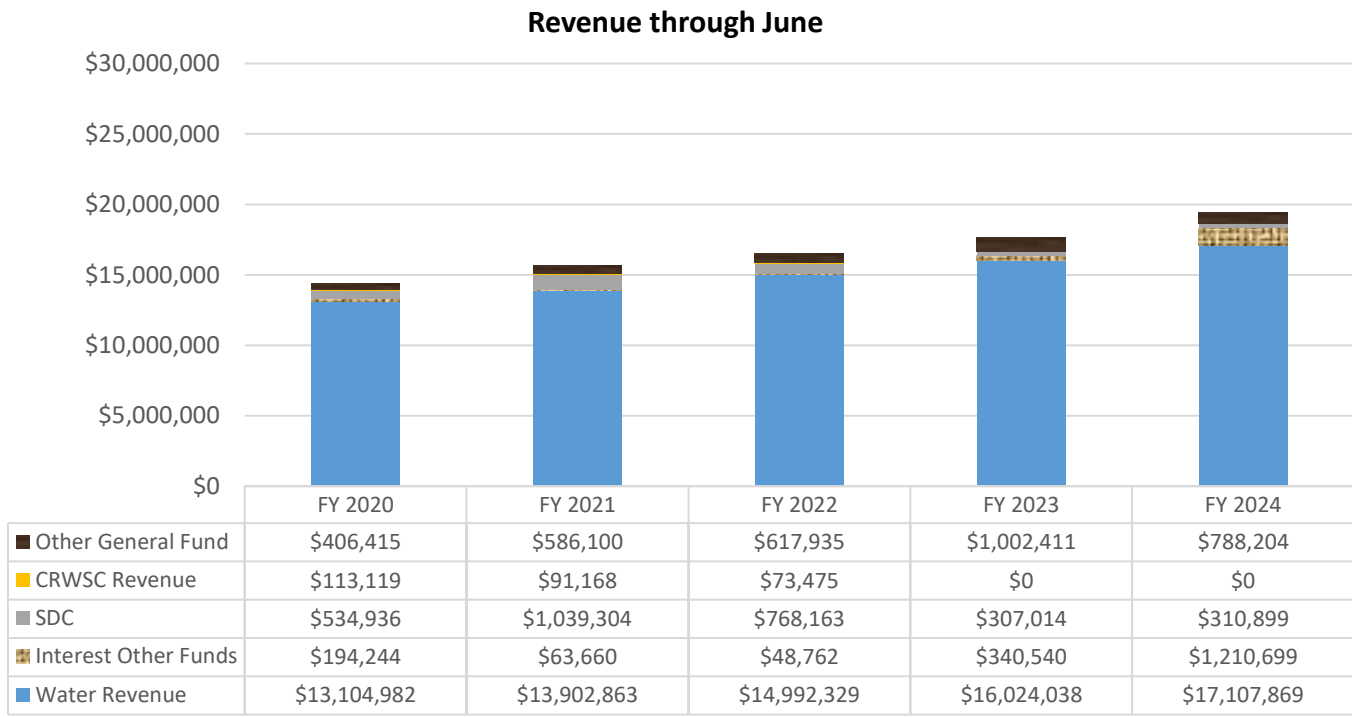
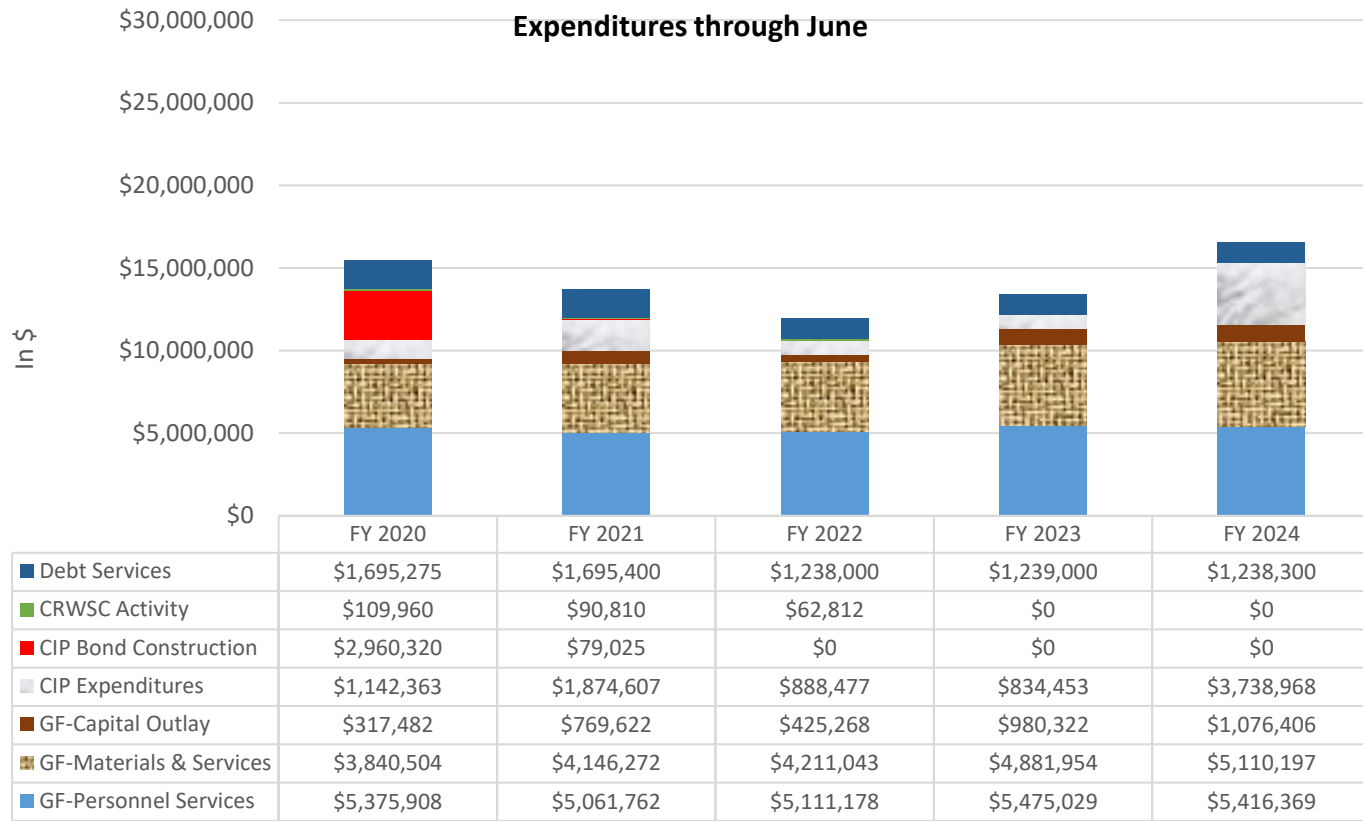
Summary of Legal

| | |
|--|--------------------|
| | <i>June 2024</i> |
| Harrang Long Gary Rudnick monthly retainer | \$ 4,600.00 |
| Harrang Long Gary Rudnick work outside of retainer/Client Cost | \$ 1,413.16 |
| Sub-contracted legal services | \$ _____ |
| Total Legal | \$ 6,013.16 |

Public Records Request Received

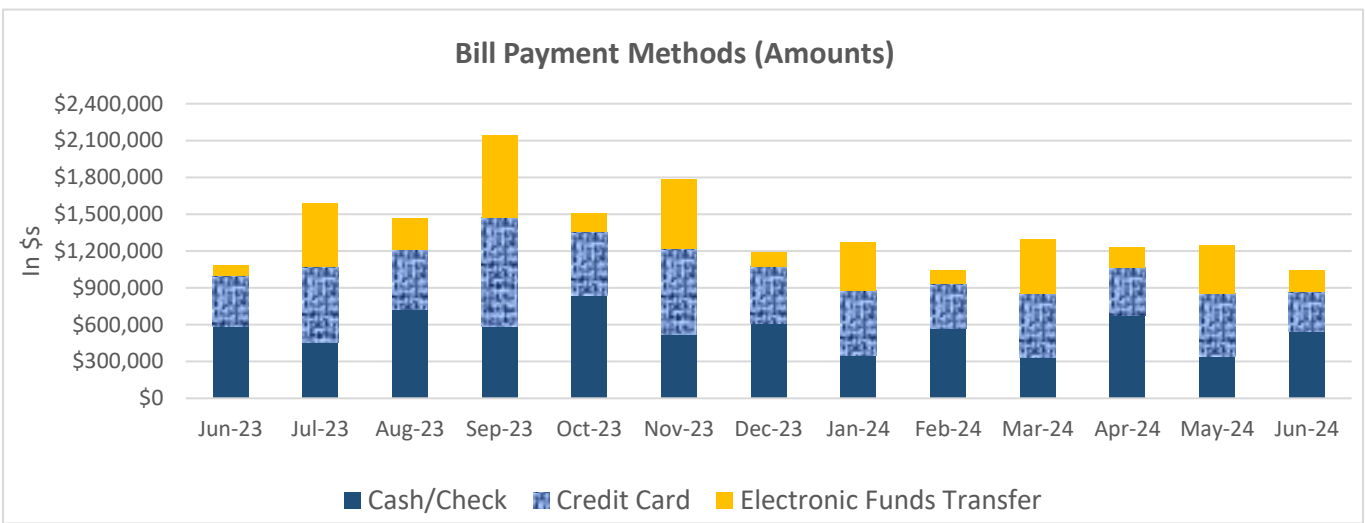
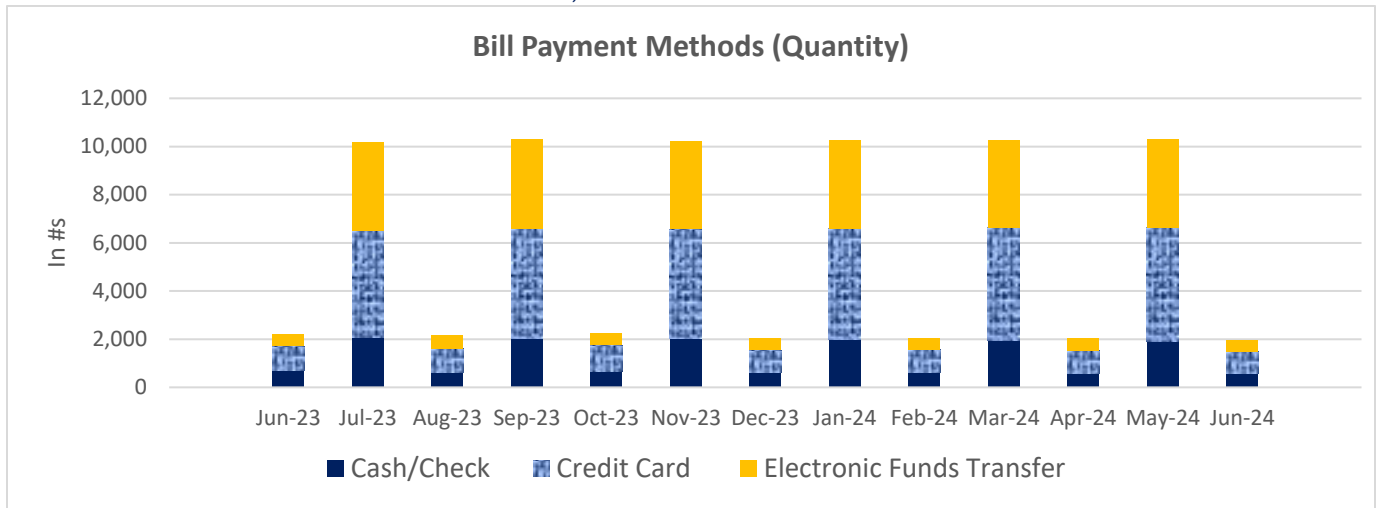
Number of Records Requests Received in June 2024

1



1) SDC revenue picked up a few more applications in June. 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 in prior years due to purchased equipment related WTP project.

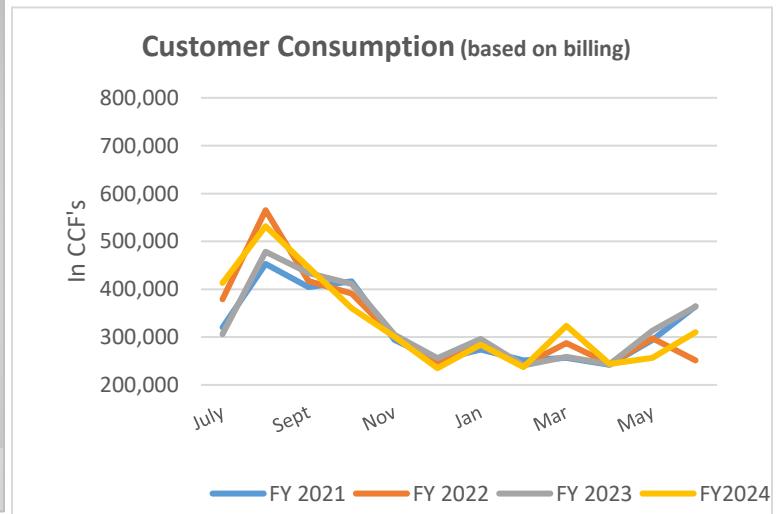
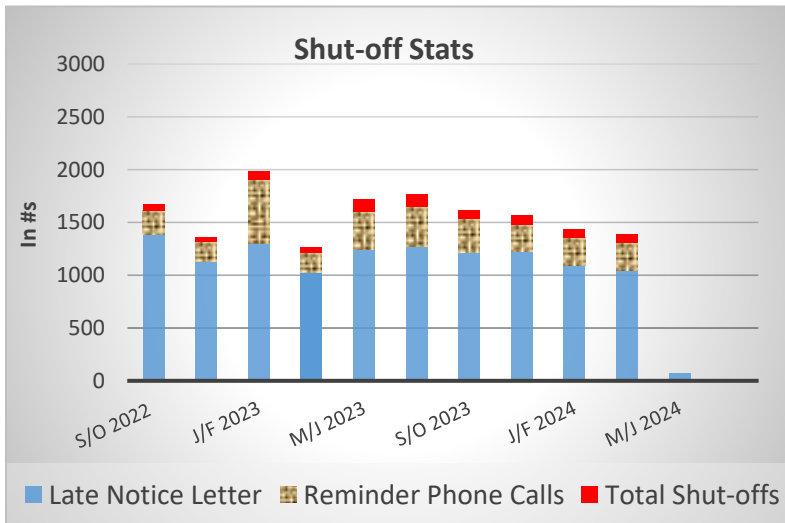
Residential Customers are billed on even months, Commercial Customers are billed on odd months.



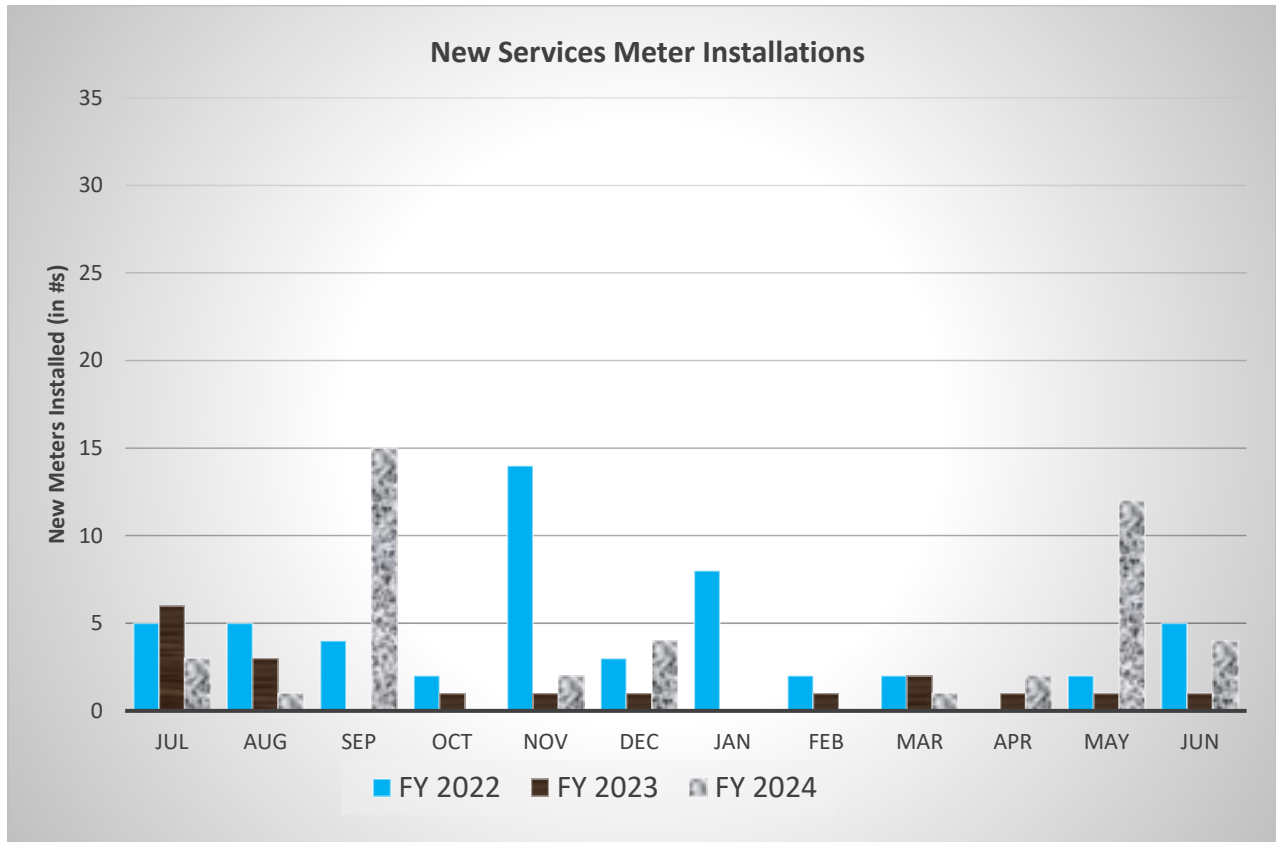
Cash/Check – Received via Lockbox, Counter

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

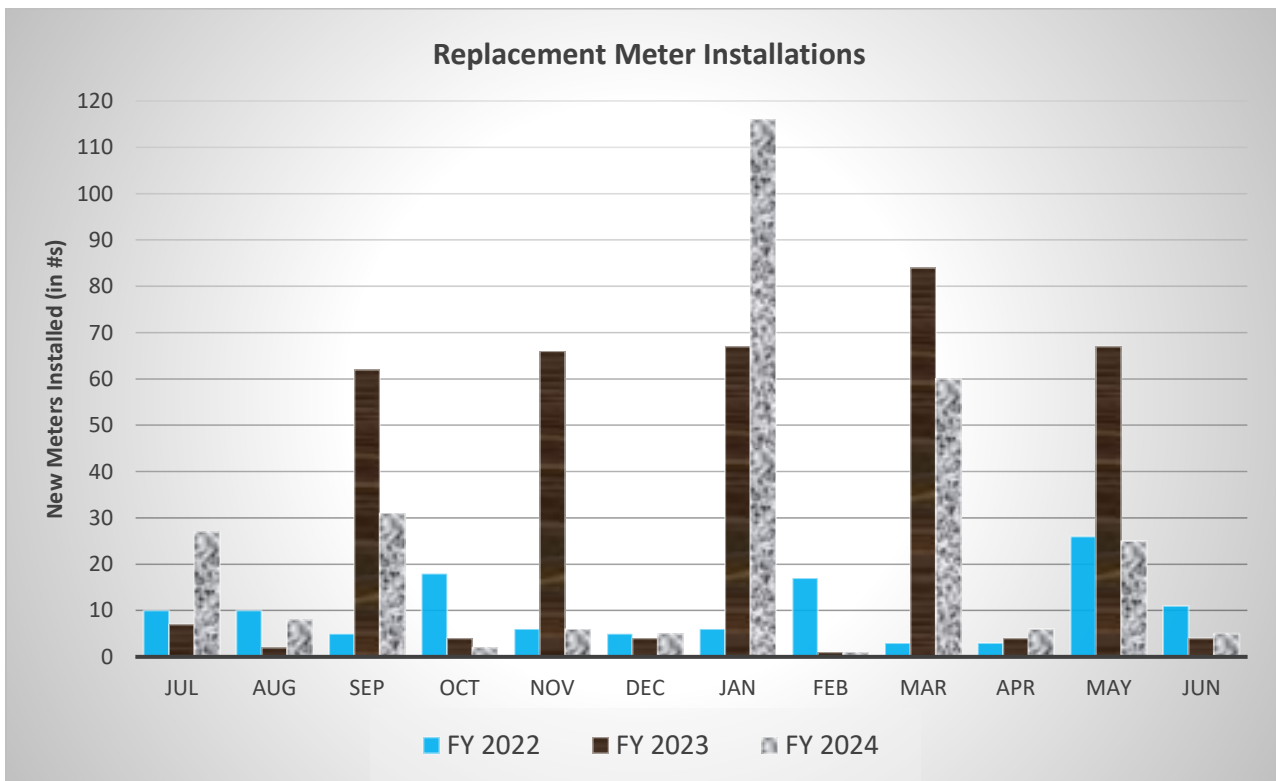
Electronic Funds Transfer – Received via Bank-to-Bank Transfer, Automatic Checking Withdrawal (RapidPay)



*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 213.

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 | 0 | 22.0 | 127 | 402 | 1 | 5 | 0 | 10 |
| July 2024 | | | | | | | | |
| Aug. 2024 | | | | | | | | |
| Sep. 2024 | | | | | | | | |
| Oct. 2024 | | | | | | | | |
| Nov. 2024 | | | | | | | | |
| Dec. 2024 | | | | | | | | |
| Total to Date | 5 | 22.0 | 390 | 2402 | 181 | 46 | 190 | 59 |
| 2024 Annual Goal | N/A | 97 | 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.

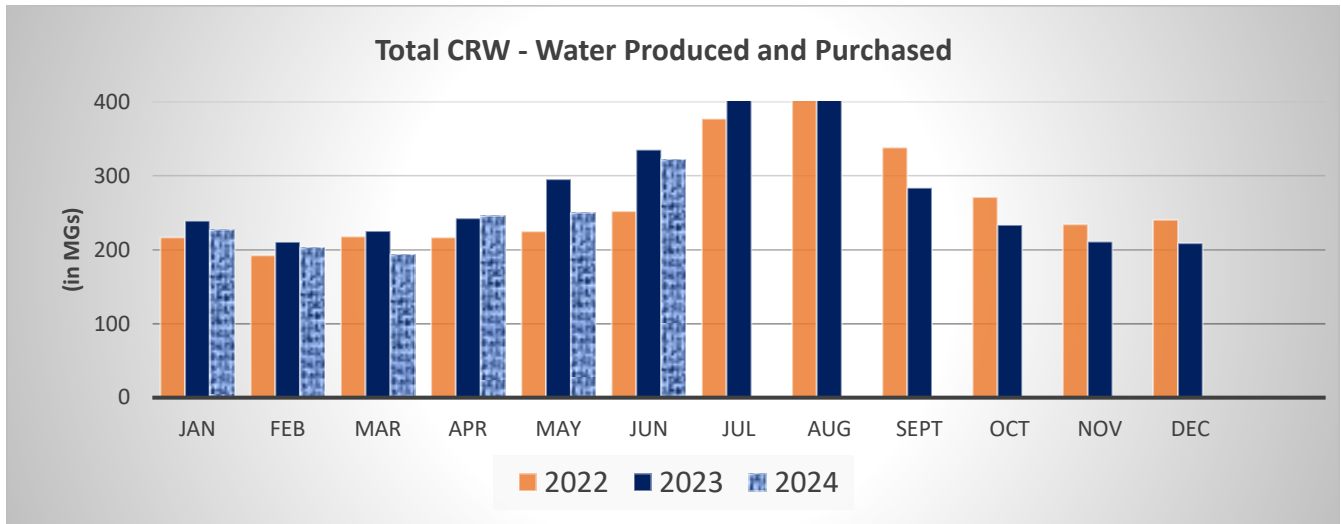
Capital Project Status Report – June 2024

| Project No. | Name | Project Budget | Spent to Date | Remaining Project Budget | Project Status |
|---|--|----------------|---------------|--------------------------|----------------|
| 5301 | Trans/CRW Impact Projects | \$250,000 | \$9,033 | \$240,967 | |
| 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 | \$95,199 | \$945,801 | In Design |
| Evaluating alternative routes. | | | | | |
| 5291 | I-205 Crossings: | \$1,119,000 | \$126,591 | \$992,409 | In Design |
| Design consultant progressing. Evaluating alternative routes. | | | | | |
| 5306 | Redland Rd. Waterline Phase 2 | \$1,355,000 | \$734,407 | \$620,593 | Construction |
| Punch list items are ongoing. | | | | | |
| 5307 | Redland Rd. PRV | \$1,003,000 | \$27,480 | \$975,520 | In Design |
| Design underway. Survey delivered. | | | | | |
| 5308 | Low Lift PS Improvements | \$749,000 | \$0 | \$749,000 | No Activity |
| No Activity. | | | | | |
| 5309 | WTP Structural Improvements | \$1,000,000 | \$221,122 | \$778,878 | Construction |
| Evaluating next steps. | | | | | |
| 5273 | Redland Rd. Waterline Phase 1 | \$666,000 | \$357,800 | \$308,200 | Construction |
| Punch list items are ongoing. | | | | | |
| 5270 | Linwood Road Improvements | \$210,000 | \$104,192 | \$105,808 | Construction |
| Punch list items are ongoing. | | | | | |
| 5278 | Monroe Street Improvements | \$850,000 | \$50,327 | \$799,673 | In Design |
| Design at 90% complete. Tentative construction in early 2025. | | | | | |
| 5280 | Pump Station Chlorine | \$142,000 | \$5,578 | \$136,422 | 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 | \$1,248,053 | \$53,947 | Complete |
| 5302 | King Rd Improvements | \$0 | \$0 | \$0 | Design |
| Opportunity project with City of Milwaukie Road improvements. Approx. 1000 LF of waterline replacement. | | | | | |
| 5305 | Webster Improvement | \$0 | \$26,893 | (\$26,893) | In Design |
| Bid opening scheduled in July. | | | | | |
| 5292 | Johnson Cr Blvd Improvements | \$0 | \$2,004 | (\$2,004) | In Design |
| Coordinating utility conflicts for Clackamas County Road improvements. | | | | | |
| 5312 | Thiessen Rd. Culvert Crossing | \$0 | \$2,358 | (\$2,358) | In Design |
| Coordinating 8" waterline relocation to accommodate Clackamas County culvert replacement. | | | | | |

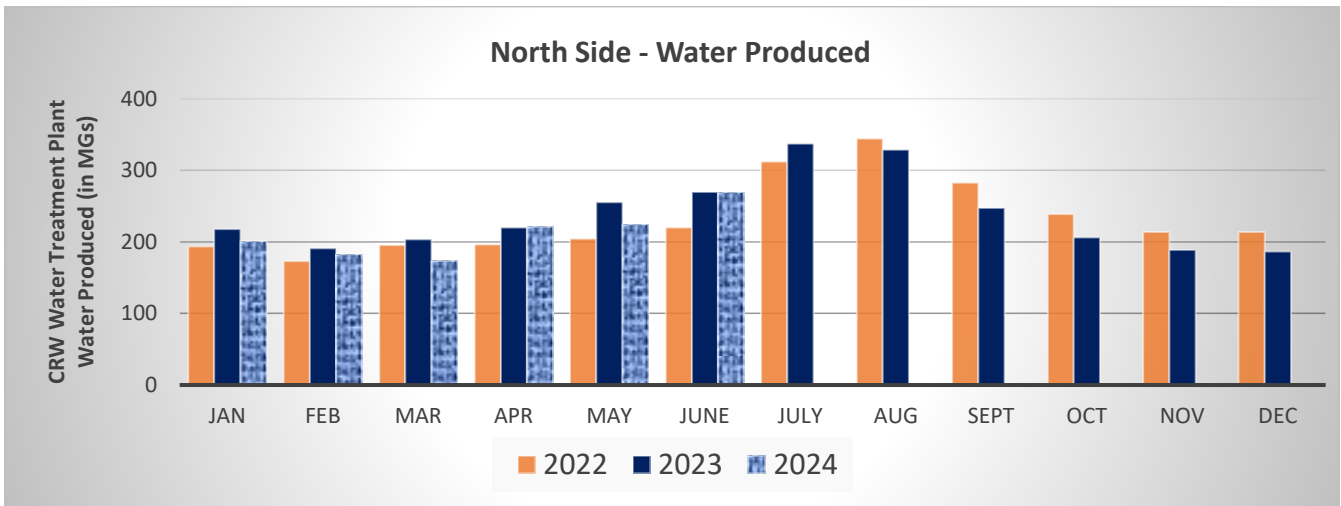
*FY24 final numbers not available until FY24 audit completion

Private Project Tracking - June 2024

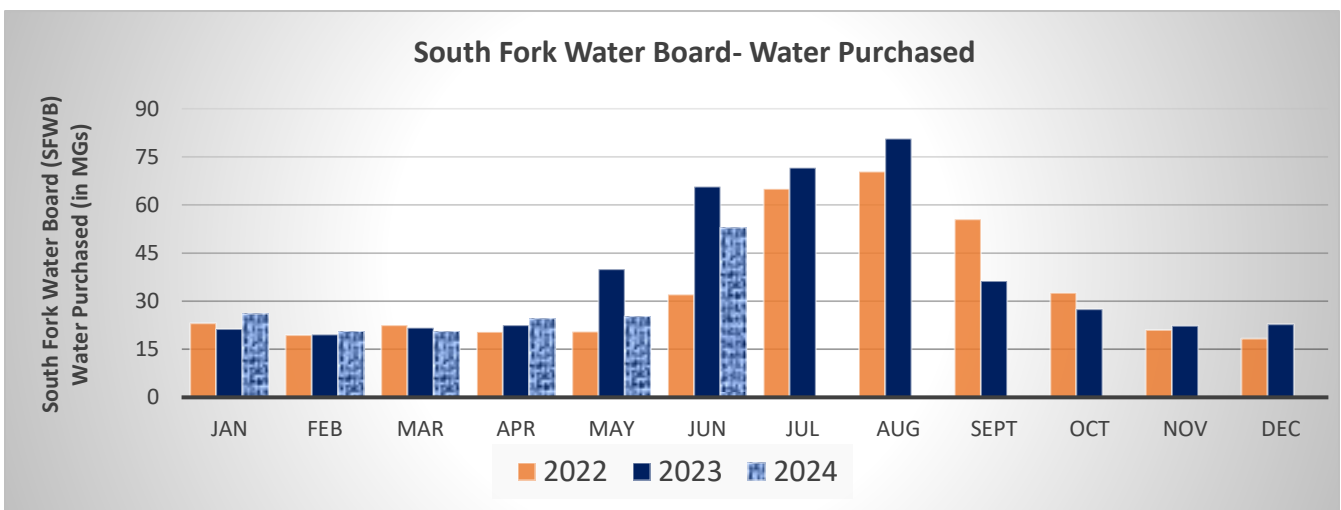
| Project No. | Name | Description | Phase | Status |
|------------------------|---------------------------|---|--------|----------------------------|
| 20-5262 Private | Bonaventure Senior Living | 6" fire service and 3" meter | Const. | Site construction ongoing. |
| 21-5289 Private | 224 Logistics Center | Unified Grocer site; 4 fire & 4 Domestic Services | Const. | Complete. |
| 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 June monitoring period showed no presence of coliform/*E. coli* bacteria.

Cyanotoxin Testing

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

No cyanotoxins have been detected in our raw water.

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.

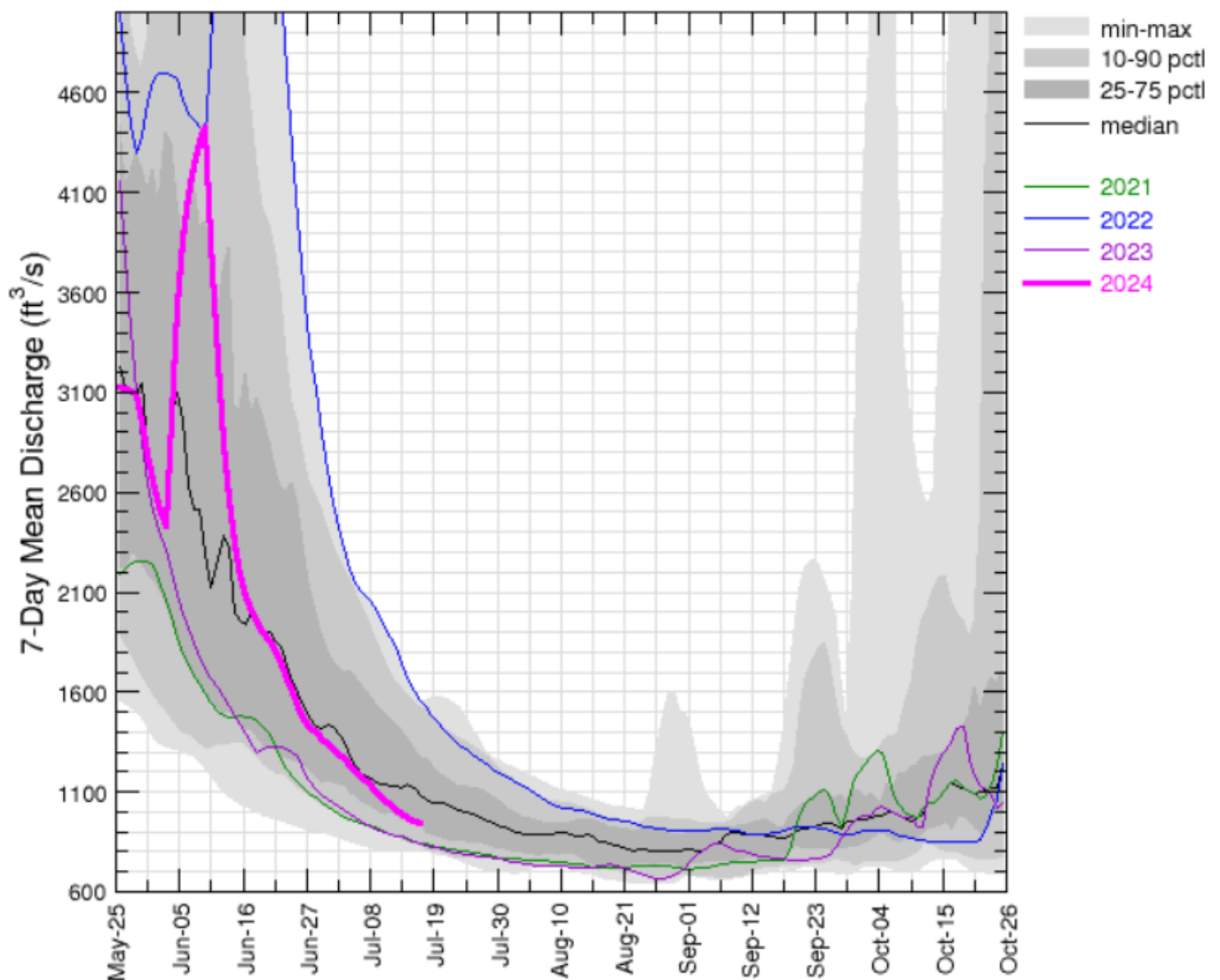
Weekly algae monitoring is occurring at 3 locations in the North Fork Reservoir and CRW's intakes. This work includes species monitoring with the FlowCAM and nutrient analysis.

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, temperature, and volatile organic carbon compounds (VOCs, 21 regulated for drinking water, 36 unregulated).

River Flow Conditions Reports

- The current Clackamas River **7-day average streamflow is 85% of normal** (median).
- June **precipitation in the Clackamas basin was 113% of normal**. Precipitation since the beginning of the water year (October 1 – July 15) has been 103% of normal.
- **The three-month outlook (Jul-Sep)** from the NOAA Climate Prediction Center calls for **equal chances of above and below temperatures and precipitation for Western Oregon**.

Clackamas River near Oregon City, OR (14211010)
Data from U.S. Geological Survey, Jun-08-2001 to Jul-16-2024



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