

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

COMMISSIONERS PRESENT:

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

STAFF PRESENT:

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

CRW Employees: IT Manager, Kham Keobounnam;
Emergency Manager, Beth McGinnis; Chief
Engineer, Adam Bjornstedt; Engineering Manager,
Joe Eskew; Water Resources Manager, Steve
Houck; HR Manager, Adora Campbell

COMMISSIONERS ABSENT:0

VISITORS: Bob Steringer, Kevin Williams, Brad Martin (Springbrook), Christa Woolfe (consultant), Chris Hawes

Call Regular Meeting to Order

Commissioner French called the meeting to order at 4:00pm. The pledge of allegiance was recited

MOTION: Commissioner Angier moved to approve the agenda as amended. Commissioner Danel seconded the motion

MOTION CARRIED 5-0

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

Recess the Regular Meeting and Convene Executive Session

Executive Session to:

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

Call Regular Meeting to Order @5:12pm

Public Comment- None

Consent Agenda

- CA-1: Gross Payroll and Account Paid for June 2024
- CA-2: Cash & Investment Ending Balances Report
- CA-3: Project Acceptance: Accept Capital Outlay Project "SysOps Shop Renovation", Project 23-2329

MOTION: Commissioner Angier moved to approve the consent agenda as presented.
Commissioner Danel seconded the motion.

MOTION CARRIED 5-0

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

Agenda Item 1.0 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

Ms. McGinnis shared with the Board that this acceptance would be for a "refresh" of the Natural Hazard Mitigation Plan to align with Clackamas County who reviews the County plan every 5 years. The Board is being asked to accept the update and adopt the Resolution.

MOTION: Commissioner Angier move the Board approve Resolution 01-2025 adopting the CRW representation in the updates to the Clackamas County Multi-Jurisdictional Natural Hazard Mitigation Plan. Commissioner Danel seconded the motion

MOTION CARRIED 5-0

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

Agenda Item 2.0 Recurring Payments: Consider Approval of Recurring Payments for FY 2024-25 Contracts in Excess of General Manager's Approval Authority

Mr. Heidgerken shared that this is an annual action conducted in July. Staff presents a listing of the payments and contracts that exceed the GM signature authority and ask the Board to approve the payments in one approval.
Commissioner Angier asked about the difference between payments and methods developed through a settlement agreement (settles litigation) and a formal IGA

(more detail). Commissioner French asked about the date of payoff for the Bond payment. Comm. Garrison asked if all are budgeted.

MOTION: Commissioner Angier move the Board approve recurring purchases for FY 2024-25 that are over \$75,000 per the attached list. Commissioner Danel seconded the motion.

MOTION CARRIED 5-0

Ayes: Angier, Danel, French, Garrison, Rubitschun

Nays:

Abstentions: None

Agenda Item 3.0 Consider Approval of Contract with Springbrook for Financial System Software and Annual Subscription Fees

Christa Woolfe shared with the Board that the background and details were outlined in the agenda writeup. She provided the Board with an overview of the process of identifying what type of software would be the best for CRW. After conducting demonstrations for two software platforms, it was determined that Springbrook would be the best fit for CRW to move to. Staff is recommending entering into a 5-year contract for cost savings.

Commissioner Angier asked if Springbrook has a good reputation from other uses and it does. Also asked when implementation would be occurring. Commissioner Danel asked customer payments are integrated into the Springbrook platform (there is a preferred merchant provider that coordinates with Springbrook software). Also asked if the customer would see changes as a result of the software change. Commissioner Rubitschun asked about the breakout of the costs per year (shown in the agenda item exhibit). Also asked if during the evaluation process was Springbrook asked to provide financial stability information. Also asked if Management would obtain a financial statement from Springbrook. Commissioner Garrison asked if the references where other water utilities in the Clackamas basin. Also asked if the Dunn & Bradstreet was checked for Springbrook.

MOTION: Commissioner Angier 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. Commissioner Danel seconded the motion.

MOTION CARRIED 5-0

Ayes: Angier, Danel, French, Garrison, Rubitschun

Nays:

Abstentions: None

Agenda Item 4.0 Consider Second Reading, By Title Only, and Adoption of Resolution 07-2024 Updating Board Policy

Mr. Heidgerken shared this is the final step for the Board to adopt the updated Board Policy.

MOTION: Commissioner Angier move the Board conduct a second reading, by title only, and adopt Resolution 07-2024 Amending Board Policy. Commissioner Danel seconded the motion.

MOTION CARRIED 5-0

Ayes: Angier, Danel, French, Garrison, Rubitschun

Nays:

Abstentions: None

Resolution 07-2024 was read by Title only

Agenda Item 5.0 Consider Approval of the Payment to North Clackamas County Water Commission for Water Purchases During the CRW Water Treatment Plant Shutdown Project

Mr. Heidgerken shared that the payment to NCCWC that the Board is asked to approve is a result of the water purchased during the WTP shutdown. Since CRW has an existing agreement with NCCWC for water sales, the agreement was used as a mechanism for payment for water purchased from SFWB and billed through NCCWC.

Commissioner Garrison asked if there were any customer calls related to taste or smell of the water during the shutdown, there were not.

MOTION: Commissioner Angier 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. Commissioner Danel seconded the motion.

MOTION CARRIED 5-0

Ayes: Angier, Danel, French, Garrison, Rubitschun

Nays:

Abstentions: None

Agenda Item 6.0 Consider Approval of Resolution 02-2025: Request for Annexation into CRW Service Boundary for Property at 19510 S. Ferguson Terrance

Mr. Bjornstedt shared that this is a standard annexation request in order to receive water service from CRW.

Commissioner Garrison asked why a backflow devise was required on the well.

MOTION: Commissioner Angier 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. Commissioner Danel seconded the motion.

MOTION CARRIED 5-0

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

Agenda Item 7.0 Consider Exemption to Rules and Regulations Requiring Frontage to Main for Water Service at 17482 Garden Lane

Mr. Bjornstedt shared that this property does not have direct frontage access and has had to obtain the private easement from a neighboring property in order to run a service line to the customer. This is not an easement involving CRW but between two private parties.

MOTION: Commissioner Angier move to approve request for exemption to the requirement for frontage to main for water services, for the property at 17482 Garden Lane. Commissioner Danel seconded the motion.

MOTION CARRIED 5-0

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

Agenda Item 8.0 Consider Approval of Purchase of Replacement F550 Service Truck for Meter Maintenance Tasks

Mr. Bjornstedt shared that this is a purchase to replace a service vehicle that was in an accident and deemed totaled. The insurance amount that was paid for the totaled vehicle does not fully cover the cost of a new replacement vehicle.

Commissioner Garrison asked if it would have been possible to purchase a used vehicle rather than new, the needs of the district for the vehicle is so specific that a new one that is customized is best for district need.

MOTION: Commissioner Angier 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. Commissioner Danel seconded the motion.

MOTION CARRIED 5-0

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

Agenda Item 9.0 Professional Services Agreement Amendment: I-205 Crossings, Consultant Services, Project 22-5291

Mr. Eskew shared that this project is replacing old pipe and the need for the change to the scope of the contract and required amendment to increase the not to exceed amount is based on findings during exploration of the area for the waterline and a need to change the location.

MOTION: Commissioner Angier 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 and authorize the General Manager's signature on the completed amendment. Commissioner Danel seconded the motion.

MOTION CARRIED 5-0

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

Agenda Item 10.0 Professional Services Agreement Amendment: 82nd Drive Waterline, Phase 2, Consultant Services, Project 23-5303

Mr. Eskew shared that this is a contract with a consultant that requires amending due to changes in scoping as a result of the conditions in the area that was being examined for the waterline and the necessity for changing the route and restarting the process for survey, geo-tech engineering and vetting of the route

MOTION: Commissioner Angier 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 and authorize the General Manager's signature on the completed amendment. Commissioner Danel seconded the motion.

MOTION CARRIED 5-0

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

Agenda Item 11.0 Management Report

- The Board was provided the monthly report, which will also be posted on the website.
- CRW once again received the GFOA excellence in budgeting award for the BN 23-25 budget

No public comment- None

Agenda Item 10.0 Commissioner Reports and Reimbursements

Commissioner French- attended the Oak Lodge board meeting. Also shared the list of the commissioner assignments for FY 25.

Open meeting is adjourned 6:35pm



Clackamas River Water

Monthly Update

July 2024



Monthly Update 2

 Purchase Order Report.....3

 Contracts Log 4

 Summary of Legal..... 4

 Public Records Request Received 4

 Financial Reports..... 5

 Statistics 6

 Activity Reports 7

System Operations 8

 Operation Statistics 8

 Project Updates..... 9-10

Water Resources & Water Quality..... 11

 Water Distribution Charts 11

 Sampling Reports 12

 Regulatory 12

 Non-Regulatory 12

 River Flow Conditions Report 13

Purchase Order Report 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

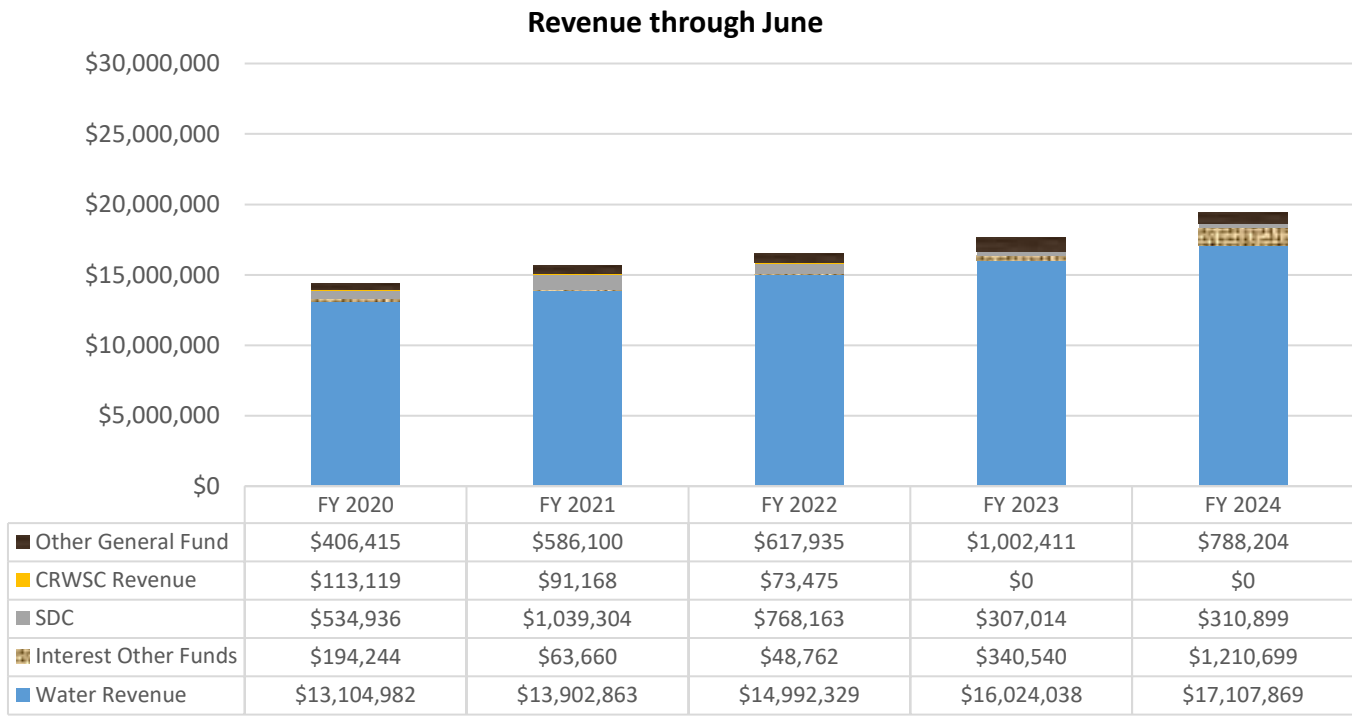
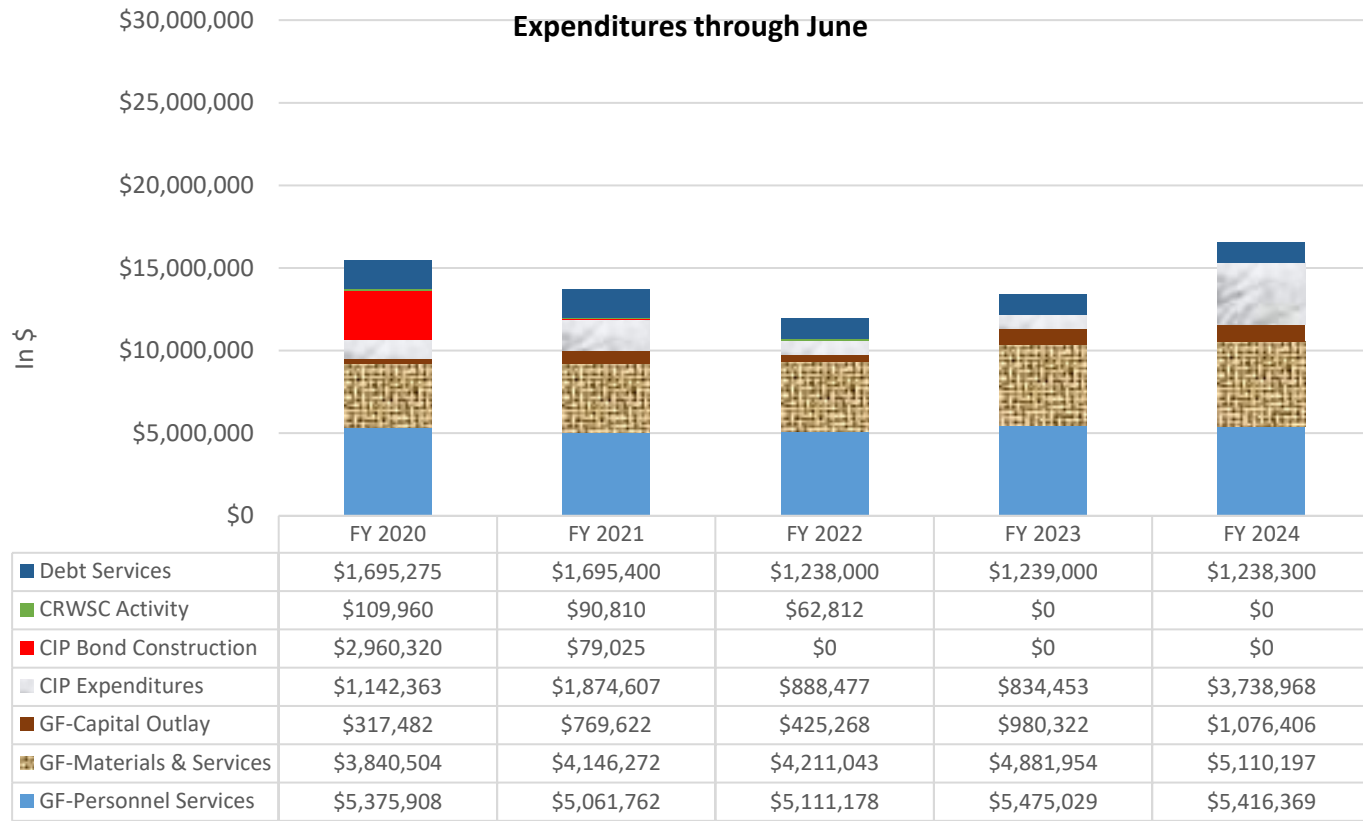
Summary of Legal

	<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

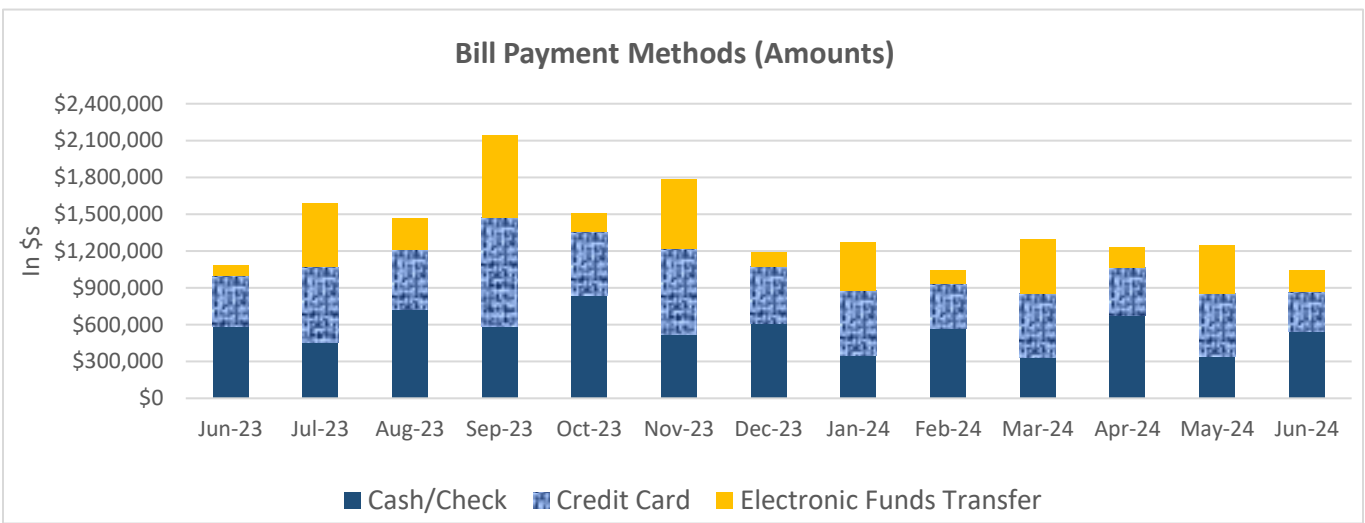
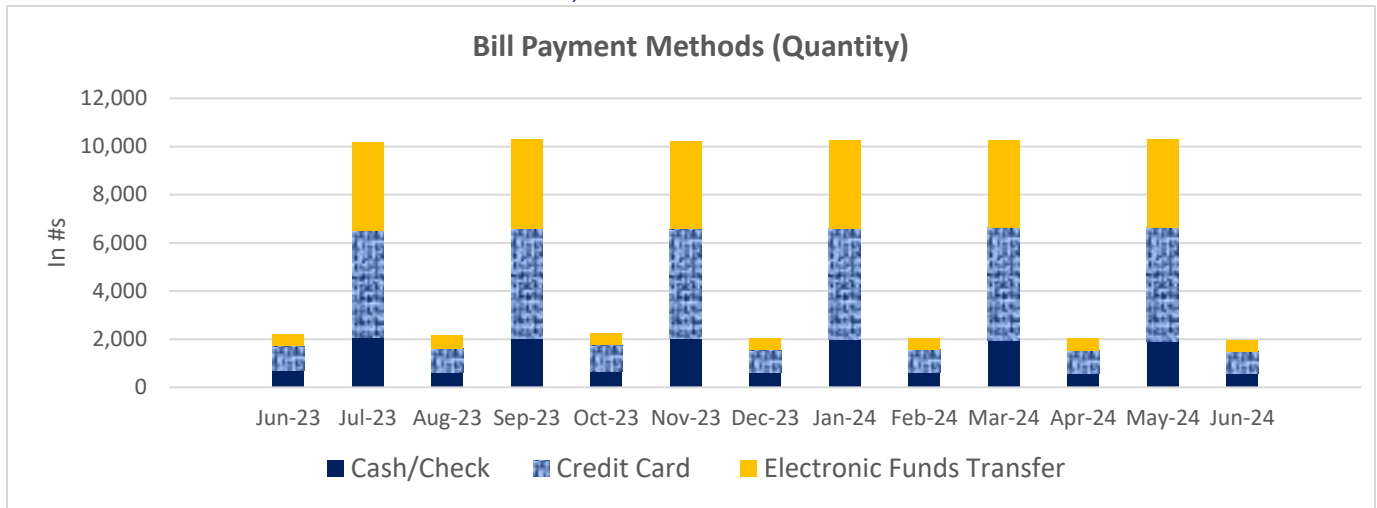
Number of Records Requests Received in June 2024

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.

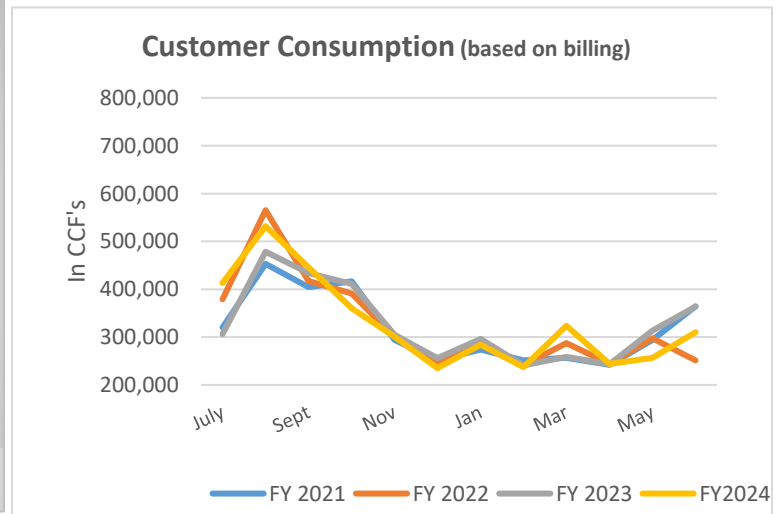
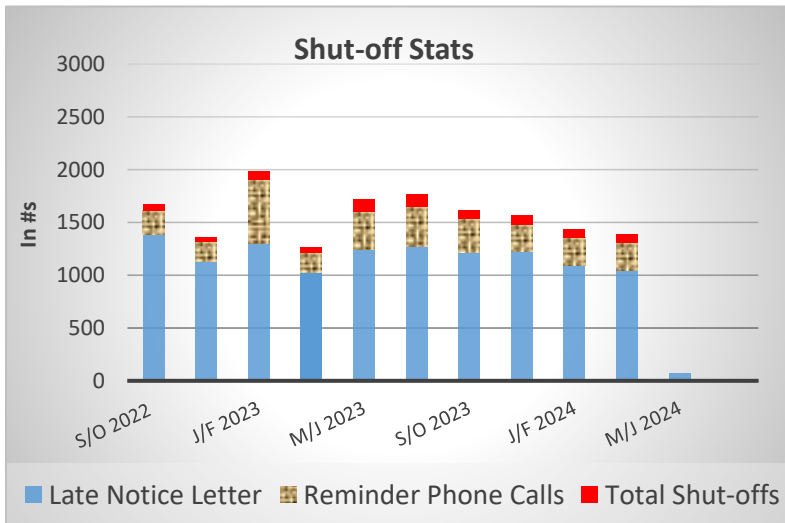
Residential Customers are billed on even months, Commercial Customers are billed on odd months.



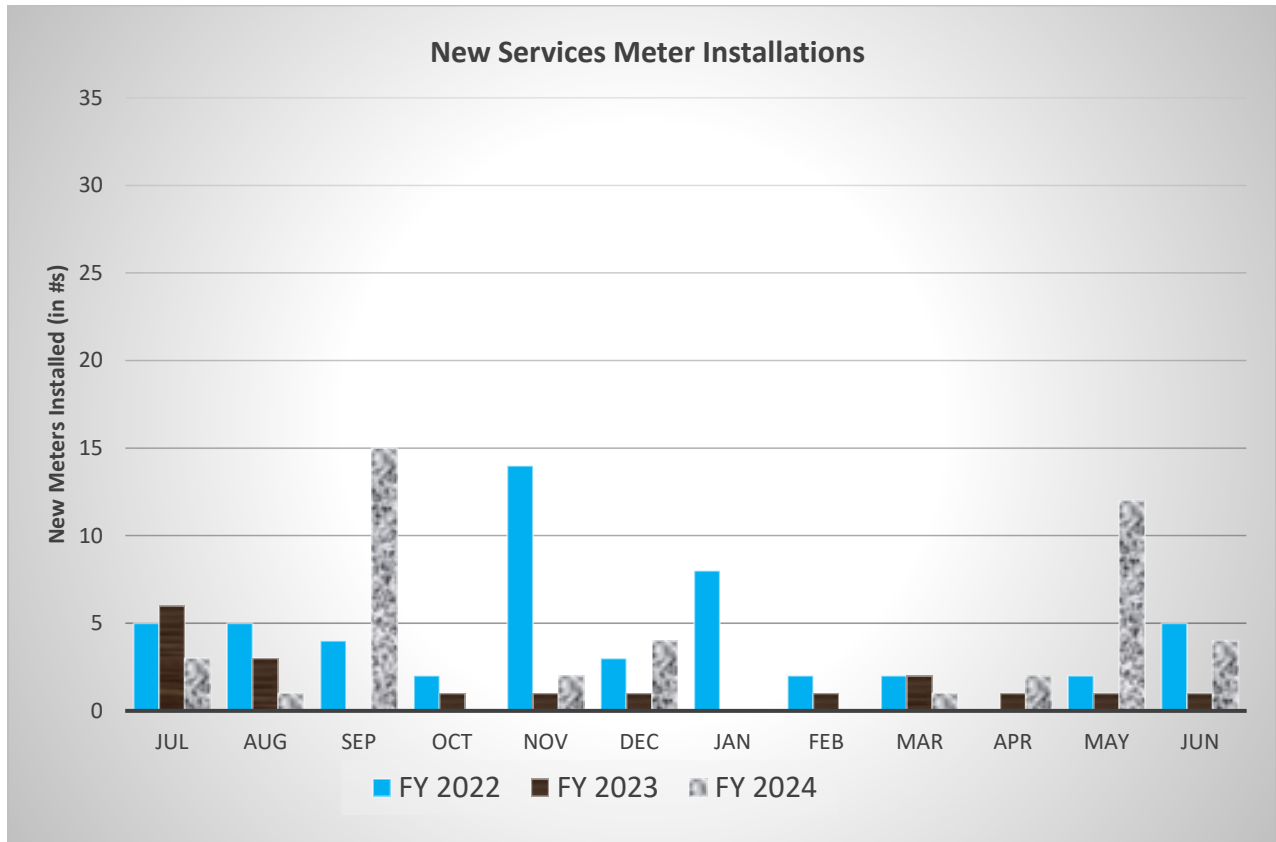
Cash/Check – Received via Lockbox, Counter

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

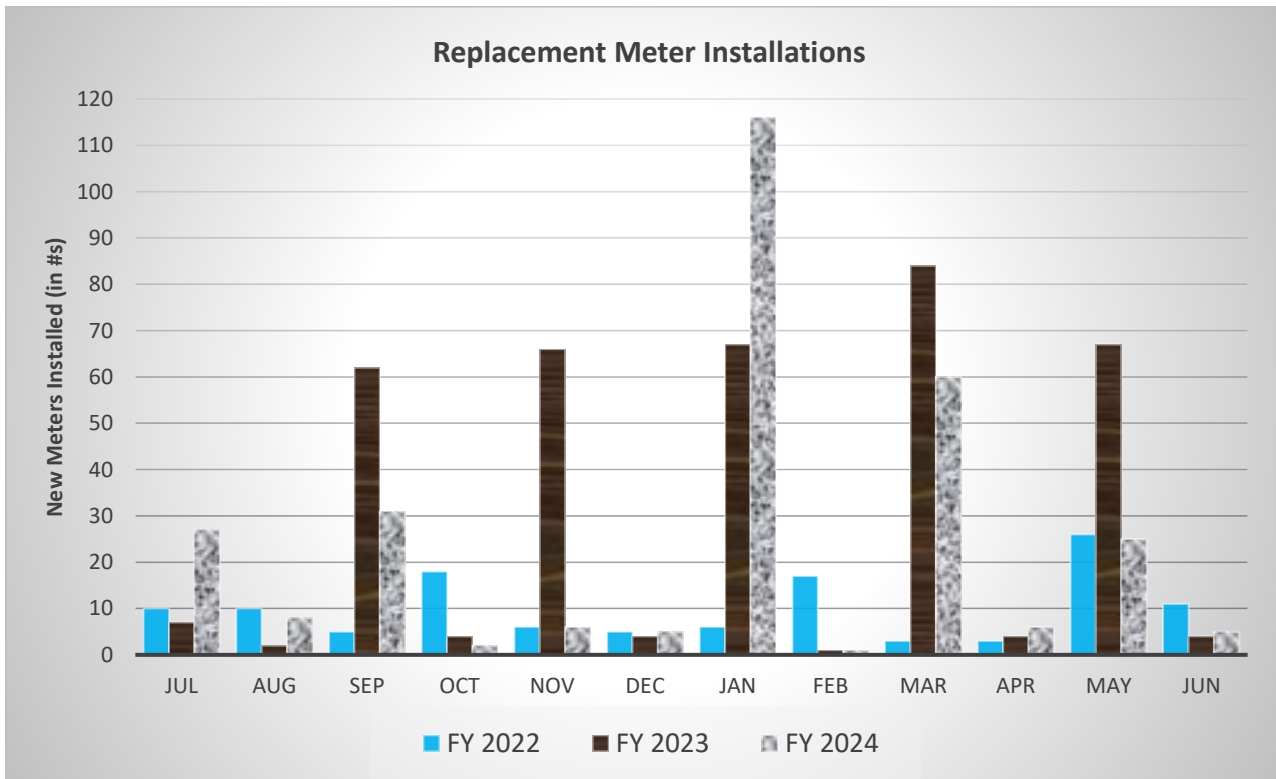
Electronic Funds Transfer – Received via Bank-to-Bank Transfer, Automatic Checking Withdrawal (RapidPay)



*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.

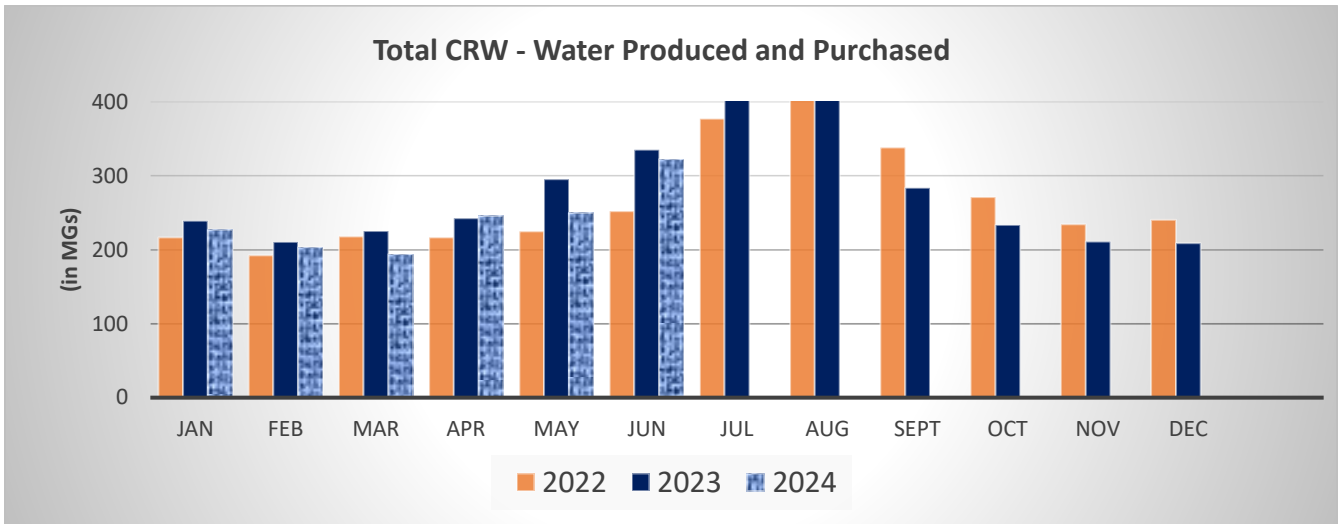
Capital Project Status Report – June 2024

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.					

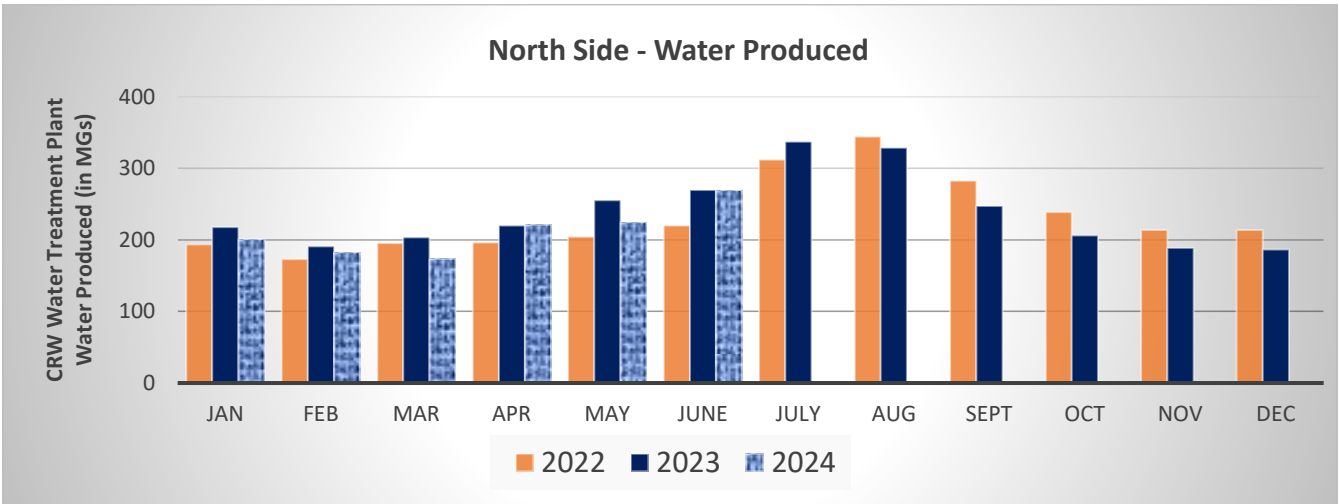
*FY24 final numbers not available until FY24 audit completion

Private Project Tracking - June 2024

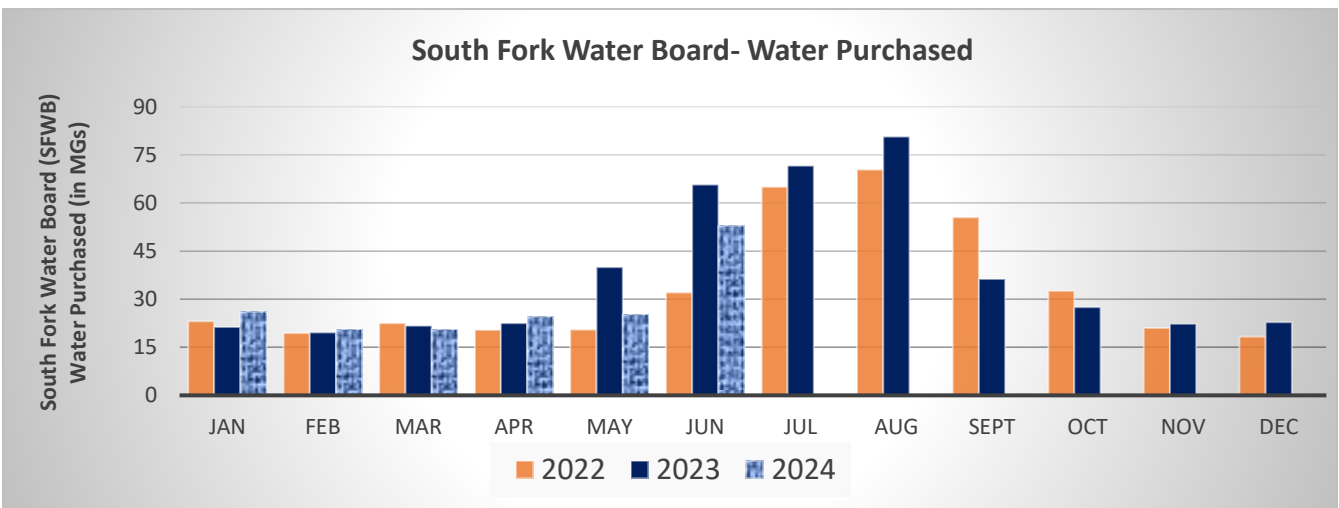
Project No.	Name	Description	Phase	Status
20-5262 Private	Bonaventure Senior Living	6" fire service and 3" meter	Const.	Site construction ongoing.
21-5289 Private	224 Logistics Center	Unified Grocer site; 4 fire & 4 Domestic Services	Const.	Complete.
22-5295 Private	Jannsen Multi-Family	New fire and 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.

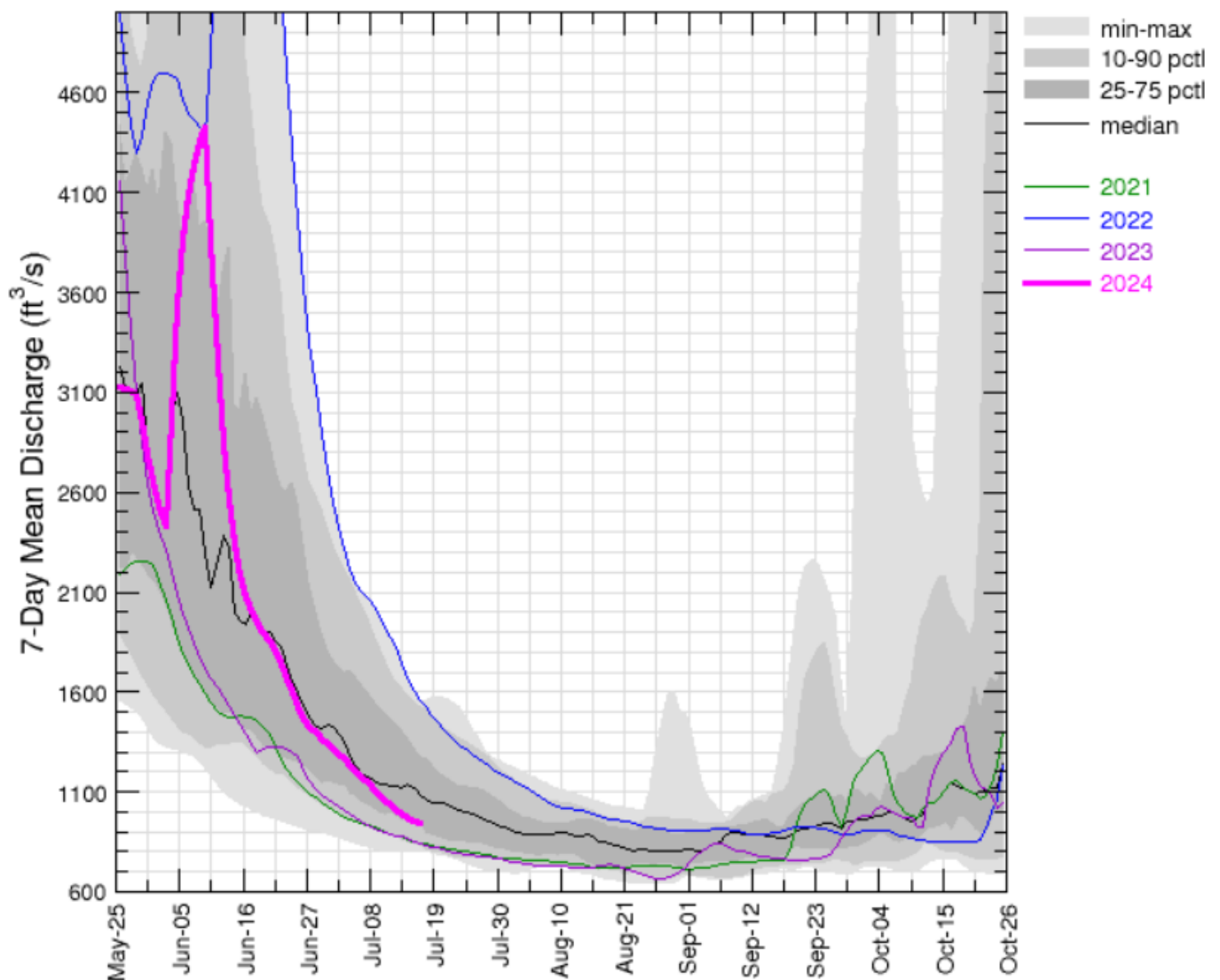
Weekly algae monitoring is occurring at 3 locations in the North Fork Reservoir and CRW's intakes. This work includes species monitoring with the FlowCAM and nutrient analysis.

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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