

**CLACKAMAS RIVER WATER  
BOARD OF COMMISSIONERS  
REGULAR MEETING**

Held at 16770 SE 82<sup>nd</sup> Dr. Clackamas, OR 97015



**Clackamas River Water**

**This Meeting will have both an in person and remote option for attending  
January 12, 2023 at 6:00pm**

**AGENDA**

**Public Comment:** If there is a member of the public that wishes to address the Board, they are encouraged to submit a request through email to [kholzgang@crwater.com](mailto:kholzgang@crwater.com) no later than 4pm the day of the meeting.

Members of the public are welcome to speak for a maximum of three minutes, citizens must state their name, address, 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/87203518334> or by calling the following number [1-253-215-8782](tel:1-253-215-8782) and join meeting/ 87203518334#. **Passcode: 872535**

**REGULAR BOARD MEETING @ 6:00pm**

Call to Order, Pledge of Allegiance and Roll Call - *Sherry French, President*

- a. Approval of the Agenda

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

**Action Items**

1. **Resolution 08-2023 Appoint Budget Officer for BN 2023-2025**– *Jason Kirkpatrick, Chief Financial Officer*
2. **Acknowledgement of Proposed Budget Calendar for the 2023-2025 Biennium** – *Jason Kirkpatrick, Chief Financial Officer*

**Consent Agenda**

- CA-1: **Gross Payroll and Accounts Paid: December 2022**– *Jason Kirkpatrick, Chief Financial Officer*
- CA-2: **Cash Position and Transfers: December 2022**– *Jason Kirkpatrick, Chief Financial Officer*

**Informational Reports**

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

**Commissioner Business**

5. Commissioner Reports and Reimbursements

***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

## REGULAR BOARD MEETING

January 12, 2023

**SUBJECT** Resolution 08-2023 Appoint Budget Officer for BN 2023-2025

<b>DRAFT MOTION</b>	I move to adopt resolution No. 08-2023 appointing Jason Kirkpatrick, CRW’s Chief Financial Officer, as the CRW Budget Officer for biennial period 2023-2025.
<b>EFFECTIVE DATE</b>	January 12, 2023

**PRINCIPAL STAFF PERSON** Jason Kirkpatrick, CFO

**BOARD ACTION REQUESTED** Appoint Budget Officer for BN 2021-2023

**DOCUMENTS ATTACHED** Resolution No. 08-2023

### Agenda Summary

**BACKGROUND** CRW is preparing to work on the budget for the next biennial period. A new budget would take effect on July 1, 2023. An initial step in this process is to appoint a Budget Officer. This person will be responsible for presenting the budget to the Budget Committee and at the Budget Hearing.

Oregon Local Budget Law under ORS 294.331 requires each local government and special district to appoint a Budget Officer. In addition, CRW Board Policy, Section 3.1 (A) Formulation of Budget Documents states: Within the budget process the Board shall appoint the Budget Committee membership, appoint the CRW Budget Officer and adopt the budget.

**ANALYSIS** General Manager recommends that Jason Kirkpatrick serve as budget officer for the biennial period of 2023-2025.

**STAFF RECOMMENDATION** Approve resolution No. 08-2023 appointing Jason Kirkpatrick, Chief Financial Officer, as the CRW Budget Officer for biennial period 2023-2025.

CLACKAMAS RIVER WATER

RESOLUTION No. 08-2023

APPOINTING BUDGET OFFICER FOR THE BIENNIUM 2023-2025

WHEREAS, Oregon Local Budget Law under ORS 294.331 requires each local government and special district to appoint a Budget Officer; and

WHEREAS, Oregon Local Budget Law under ORS 294.323 authorizes a budget period of 24 months if authorized by resolution; and

WHEREAS, Clackamas Board of Commissioners adopted Resolution Number 05-2015 authorizing a budget period of 24 months; and

NOW, THEREFORE, BE IT RESOLVED, by the Clackamas River Water Board of Commissioners to appoint Jason Kirkpatrick, Chief Financial Officer, as the Budget Officer for the biennium 2023-2025.

ADOPTED this 12th day of January, 2023.

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Sheryl French, President

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Naomi Angier, Secretary

**CLACKAMAS RIVER WATER**

**REGULAR BOARD MEETING**

**January 12, 2023**

**SUBJECT** Acknowledgement of Proposed Budget Calendar for the 2023-2025 Biennium

<b>DRAFT MOTION</b>	I move to acknowledge the proposed budget calendar as agreed upon for the 2023-2025 Biennial Budget.
<b>EFFECTIVE DATE</b>	January 12, 2023

**PRINCIPAL STAFF PERSON** Jason Kirkpatrick, CFO

**BOARD ACTION REQUESTED** Acknowledgement of Proposed Calendar for 2023-2025 Biennial Budget

**DOCUMENTS ATTACHED** Proposed Budget Calendar for the 2023-2025 Biennial Budget

**Agenda Summary**

**BACKGROUND** As a special district, Clackamas River Water follows the process outlined in state statute and board policies for the development and approval of the district’s budget. These requirements can be found in:

- ORS 294 County and Municipal Financial Administration
- ORS 294.456 Governing body to adopt budget, make appropriations, declare, and categorize property tax amount or rate; greater tax, encumbrance or expenditure limited
- CRW Board Policies – Section 3.1
- CRW is required to follow ORS 294.456 to adopt a budget by June 30 each year.

**ANALYSIS** Each budget cycle, CRW plans dates for Budget Committee meeting(s), Budget Hearing and adoption of the budget for the next biennium. Selecting the dates for the Budget Committee meetings allows staff to prepare for the meeting(s) and provide the proposed budget prior to the first committee meeting.

Best practices include a calendar (see attached) to complete all phases of the Oregon budget process.

Staff is asking the Board to determine Budget Committee meeting dates within the months of April and May 2023 to ensure completion of the budget process by June 30, 2023. Staff will notify committee members and public of meeting dates.

**CLACKAMAS RIVER WATER  
Budget Schedule – Proposed  
BN 2023-2025**

Budget review and adoption schedule: Budget Committee includes CRW Board of Commissioners

**\*January 12, 2023 (Thursday; Regular Board Meeting)**

- Board appoints Budget Officer (by resolution)
- Schedule date for Budget Committee meeting(s) (by motion)

**\*January 23, 2023 (Monday; Board Work Session) (if needed)**

- Board meets/interviews Budget Committee Applicants

**\*February 16 or March 9, 2023 (Thursday; Regular Board Meeting)**

- Board appoints Budget Committee citizen members (by resolution)

**April 11, 2023 (Tuesday; Publish notice of all 3 meetings 5 to 30 days before first meeting and post on CRW's Website for not less than 10 days, or publish two notices)**

- Publish Notice of Budget Committee Meetings

**April 14, 2023**

- Distribute Proposed Budget to Budget Committee members and make copies available for public review

**\*April 27, 2023 (Thursday; Only one meeting is required, but all must be noticed)**

- Budget Committee meeting – Receive the budget message, Approve budget or schedule additional meetings if necessary

**\*May 1 (Monday) and May 8 (Monday), 2023 – (Tentative)**

- Budget Committee meeting(s) – Discuss, Approve budget or schedule additional meetings

**May 31, 2023 (Weds.; Publish notice 5 to 30 days before hearing)**

- Publish Notice of Budget Hearing and Budget Summary

**\*June 8, 2023 (Thurs.; Regular Board Meeting)**

- Budget Hearing for BN 2023-2025
- Adopt Budget for BN 2023-2025 by Resolution

**July 10, 2023 (Monday)**

- Submit Adopted Budget document to State and other agencies

\*meeting of the Board of Commissioners or Budget Committee

**CLACKAMAS RIVER WATER**

**Agenda Item –  
CA-1**

**REGULAR BOARD MEETING**

**January 12, 2023**

**SUBJECT**                      **Gross Payroll and Accounts Paid**

<b>DRAFT MOTION</b>	Move to approve the consent agenda items as presented
<b>EFFECTIVE DATE</b>	January 12, 2023

**PRINCIPAL STAFF PERSON**                      Jason Kirkpatrick, Chief Financial Officer

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

**DOCUMENTS ATTACHED**                      1) Earnings Statements for December 2022, Payrolls – 3 payrolls - \$437,035  
2) Monthly Check History for December 2022 - \$832,922 (net)

WEEK 48 BATCH 6226 45 PAYS

0 Employees With Overflow Statement

002748 002762 SEQ 002762

0 Overflow Statement 1 Total Statement

# Earnings Statement

	First No.	Last No.	Total
Checks:	ADPCHECK	ADPCHECK	00000000002
Vouchers:	00000480001	00000480043	00000000011

*12/2/2022 paydate*

SEAT 312 TOTAL DOCUMENT  
CLACKAMAS RIVER WATE  
LOCATION 0001

## CHECK STUFFING, RECONCILIATION

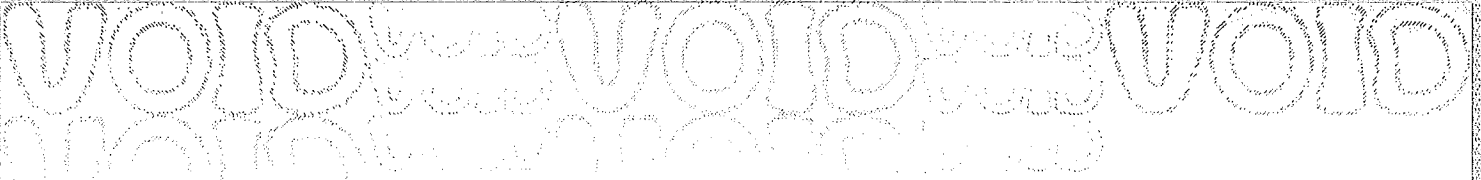
154320.13 GROSS  
 101812.66 NET PAY (INCLUDING ALL DEPOSITS)  
 16229.33 FEDERAL TAX  
 8863.66 SOCIAL SECURITY  
 2187.13 MEDICARE  
 .00 MEDICARE SURTAX  
 .00 SUI/DI/FLI/MLI TAX  
 .9627.90 STATE TAX  
 .00 LOCAL TAX  
 107476.79 DEDUCTIONS  
 9935.32 NET CHECK

**SEAT COMPANY CODE 312  
 CLACKAMAS RIVER WATE  
 TOTAL DOCUMENT  
 LOCATION 0001**

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VERIFY DOCUMENT AUTHENTICITY - COLORED AREA MUST CHANGE IN TONE GRADUALLY AND EVENLY FROM DARK AT TOP TO LIGHTER AT BOTTOM



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# Earnings Statement

	First No.	Last No.	Total
Checks:	ADPCHECK	ADPCHECK	0000000002
Vouchers:	00000500001	00000500041	00000000011

SEAT 312 TOTAL DOCUMENT  
CLACKAMAS RIVER WATE  
LOCATION 0001

## CHECK STUFFING, RECONCILIATION

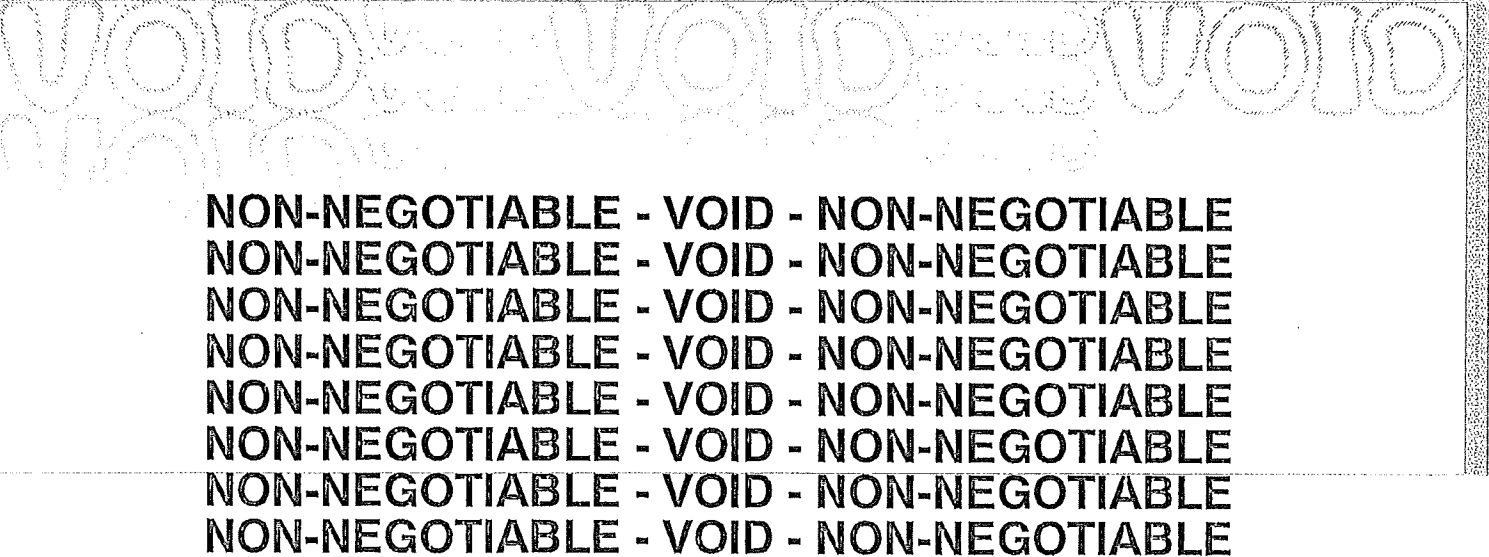
142042.39 GROSS  
 88596.66 NET PAY (INCLUDING ALL DEPOSITS)  
 14170.51 FEDERAL TAX  
 8146.76 SOCIAL SECURITY  
 2009.08 MEDICARE  
 .00 MEDICARE SURTAX  
 .00 SUI/DI/FLI/MLI TAX  
 8713.53 STATE TAX  
 .00 LOCAL TAX  
 104029.28 DEDUCTIONS  
 4973.23 NET CHECK

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# Earnings Statement

	First No.	Last No.	Total
Checks:	ADPCHECK	ADPCHECK	0000000002
Vouchers:	00000520001	00000520043	00000000012

SEAT 312 TOTAL DOCUMENT  
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LOCATION 0001

## CHECK STUFFING, RECONCILIATION

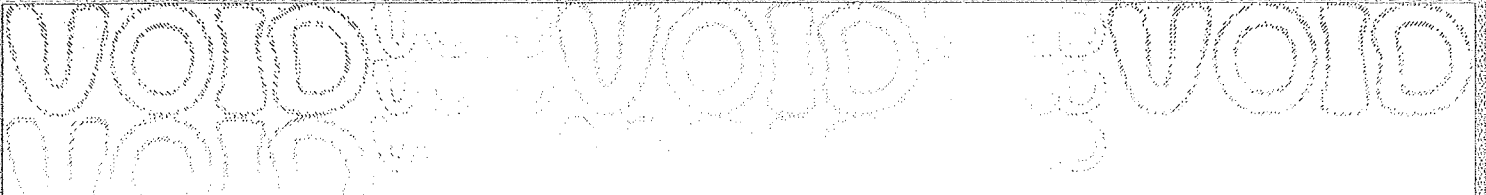
140672.55 GROSS  
 90376.25 NET PAY (INCLUDING ALL DEPOSITS)  
 14755.30 FEDERAL TAX  
 8273.25 SOCIAL SECURITY  
 2039.75 MEDICARE  
     .00 MEDICARE SURTAX  
     .00 SUI/DI/FLI/MLI TAX  
 8900.69 STATE TAX  
     .00 LOCAL TAX  
 101717.35 DEDUCTIONS  
 4986.21 NET CHECK

**SEAT COMPANY CODE 312  
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**Monthly Check History Listing**  
Clackamas River Water  
12/1/2022 to 12/31/2022

Bank code: apbank

Check #	Date	Vendor	Description	Invoice	Amount Paid	Check Total
6165	12/08/2022	00095 ING	VOLUNTARY PAYROLL DEDUCTION: DEFER COMP	PR 12/02/2022	5,110.43	5,110.43
6166	12/08/2022	00336 CITISTREET - STATE OF OREGON	VOLUNTARY PAYROLL DEDUCTION: DEFER COMP	PR 12/02/22	2,498.04	2,498.04
6170	12/15/2022	00029 OREGON PERS	PERS PMT: 1525930, 1527578, 1527821 & 15	09/21-10/05/2022	69,927.49	69,927.49
6171	12/15/2022	00029 OREGON PERS	PERS PMT: 1538580, 1538581 & 1538582	10/21-11/05/22	68,570.60	68,570.60
6172	12/15/2022	00029 OREGON PERS	PER PMT: 1539515, 1539516, 1539517, 1542497	11/06-11/20/2022	29,371.92	29,371.92
6173	12/15/2022	00029 OREGON PERS	PERS PMT: 1544197, 1545374, 1545923	11/21-12/05/2022	41,952.47	41,952.47
6174	12/15/2022	00029 OREGON PERS	PERS PMT: 1532546, 1530761, 1530762 & 15	10/06-10/20/2022	1,210.99	1,210.99
6175	12/15/2022	04390 OMEGA PROCESSING	NOVEMBER 2022 PAYMENT PROCESSING (MERCHA	NOVEMBER 2022	29,580.51	29,580.51
6176	12/15/2022	01959 US BANK	CUSTOMER ANALYSIS -NOVEMBER 2022	CAS NOVEMBER	3,013.70	3,013.70
6177	12/22/2022	01959 US BANK	PAGEFREEZER.COM	11/25/22 KEOBNAMH	2,626.80	
			GUS*GLOBALSTAR USA	11/25/22 MCGINNISf	2,110.13	
			HILTON HOTELS	11/25/22 TRIPLETTd	799.72	
			LIFETECHCORPORATION	11/25/22 TRIPLETTb	732.00	
			FERGUSON ENT #3041	11/25/22 RAYc	731.00	
			OREGON BREAKERS INC	11/25/22 RAYf	722.00	
			PUMPTECH	11/25/22 RAYb	470.24	
			SQ *ABPA OREGON CHAPTER	11/25/22 SLEIGHTa	460.00	
			BEST WESTERN PLUS HOOD	11/25/22 SLEIGHTe	390.93	
			AMAZON.COM*HB3W7G01 AMZN	11/25/22 KEBOUNNAME	376.45	
			DIALOGTECHINC	11/25/22 KEBOUNNAMc	323.68	
			AMZN MKTP US*HW9PP2TU0	11/25/22 HOLZGANGk	319.84	
			SOCIETYFORHUMANRESOURCE	11/25/22 CAMPBELLd	304.00	
			IN *MICRONET COMMUNICATIO	11/25/22 MCGINNISI	300.00	
			HOMEDEPOT.COM	11/25/22 SLEIGHTf	299.97	
			PROFISHOP.US	11/25/22 OPERATIONSa	283.68	
			THOMSON TECHNOLOGY INC	11/25/22 RAYd	256.25	
			ASTORIA PACIFIC, INC	11/25/22 TRIPLETTa	204.00	
			FSP*INTL ASSOC OF EMERGEN	11/25/22 MCGINNISd	199.00	
			CDW GOVT #DZ12912	11/25/22 PRESTWOODa	189.34	
			CLACKAMAS COUNTY WATER EN	11/25/22 PAYABLEe	182.55	

**Monthly Check History Listing**  
Clackamas River Water  
12/1/2022 to 12/31/2022

Bank code: apbank

Check #	Date	Vendor	Description	Invoice	Amount Paid	Check Total
			NW NATURAL 8004224012	11/25/22 PAYABLEk	182.15	
			CLACKAMAS COUNTY WATER EN	11/25/22 PAYABLEf	171.15	
			FREW PROCESS GROUP	11/25/22 PRESTWOODb	167.39	
			CLACKAMAS COUNTY WATER EN	11/25/22 PAYABLEd	138.55	
			DNH*GODADDY.COM	11/25/22 KEBOUNNAMa	99.99	
			PAYPAL *PNWS AWWA	11/25/22 CAMPBELLa	90.00	
			AMZN MKTP US*HI3F23SZ2	11/25/22 HOLZGANGI	86.86	
			AMAZON.COM*HI31H4KR1	11/25/22 KEBOUNNAMj	84.92	
			INGALLINAS BOX LUNCH PORT	11/25/22 HOLZGANGb	70.85	
			MINUTE MAN PRESS POWELL	11/25/22 VOYLESb	67.00	
			ARAMARK UNIFORM	11/25/22 PAYABLEa	66.20	
			HIRINGTHING INC	11/25/22 CAMPBELLb	62.00	
			ADOBE *800-833-6687	11/25/22 KEBOUNNAMg	54.99	
			DONUTLAND	11/25/22 HOLZGANHg	49.97	
			THE HOME DEPOT 4017	11/25/22 OPERATIONSc	49.97	
			AMZN MKTP US*H03AW2JB2	11/25/22 MCGINNISa	43.99	
			AMZN MKTP US*HB6AF13G2 AM	11/25/22 KEBOUNNAMf	43.49	
			DNH*GODADDY.COM	11/25/22 KEBOUNNAMb	43.34	
			HARBOR FREIGHT TOOLS 477	11/25/22 RAYe	39.99	
			THE HOME DEPOT 4017	11/25/22 OPERATIONsb	39.92	
			AMZN MKTP US*HW6FJ14N2 AM	11/25/22 HOLZGANGM	36.98	
			NW NATURAL 8004224012	11/25/22 PAYABLEi	36.07	
			FRED-MEYER #0063	11/25/22 HOLZGANGa	35.67	
			AMZN MKTP US*HI6V191X1	11/25/22 KEBOUNNAMi	28.99	
			PARKROSE WEST LINN	11/25/22 RAYa	27.99	
			NW NATURAL 8004224012	11/25/22 PAYABLEg	27.78	
			NW NATURAL 8004224012	11/25/22 PAYABLEh	23.09	
			IN*AC'CENT SIGNS, LLC	11/25/22 HOLZGANGi	22.62	
			NW NATURAL 8004224012	11/25/22 PAYABLEj	21.89	
			RIVERSIDE	11/25/22 SLEIGHTd	20.40	
			IPMA-HR OREGON CHAPTER	11/25/22 CAMPBELLc	20.00	
			NW NATURAL 8004224012	11/25/22 PAYABLEl	19.34	
			RIVERSIDE	11/25/22 SLEIGHTb	19.20	
			RIVERSIDE	11/25/22 SLEIGHTc	19.20	
			AMZN MKTP US*H02RS89L1	11/25/22 MCGINNISe	17.98	
			AMAZON PRIME*H029K5DY0	11/25/22 VOYLESa	14.99	
			AMAZON.COM*HB08K5A00	11/25/22 MCGINNISg	13.99	
			FRED-MEYER #694	11/25/22 HOLZGANNg	12.85	

Monthly Check History Listing  
Clackamas River Water  
12/1/2022 to 12/31/2022

Bank code: apbank

Check #	Date	Vendor	Description	Invoice	Amount Paid	Check Total
6178	12/22/2022	00029 OREGON PERS	IN *AC'CENT SIGNS, LLC	11/25/22 HOLZGANGc	12.62	
6179	12/22/2022	00095 ING	IN *AC'CENT SIGNS, LLC	11/25/22 HOLZGANGd	12.62	
6180	12/22/2022	00336 CITISTREET - STATE OF OREGON	BUZZSPROUT* BUZZSPROUT	11/25/22 MCGINNISC	12.00	
6181	12/22/2022	01959 US BANK	TST* MAZUNTE CENTRO - DOW	11/25/22 TRIPLETTc	11.00	
94335	12/08/2022	04430 ALL ABOUT FLAGGING LLC	ARAMARK UNIFORM	11/25/22 PAYABLEb	10.76	
94336	12/08/2022	00285 ARAMARK UNIFORM SERVICES INC	STARBUCKS STORE 03386	11/25/22 HOLZGANGe	10.00	
94337	12/08/2022	04307 BEND MAILING SERVICES, LLC	AMZN MKTP US*HB71R1Q21	11/25/22 MCGINNISH	9.99	
94338	12/08/2022	02196 BOLI	AMZN MKTP US*H180Y5F72	11/25/22 HOLZGANGj	8.75	
94339	12/08/2022	03325 CHEMTRADE CHEMICALS US LLC	UPS*292016S405D	11/25/22 KEBOUNNAMd	7.00	
94340	12/08/2022	04256 CITY WIDE FACILITY SOLUTIONS	ARAMARK UNIFORM	11/25/22 PAYABLEc	5.79	
94341	12/08/2022	00227 CLACKAMAS GARBAGE CO INC	AMZN MKTP US*H07MF19S1	11/25/22 MCGINNISb	4.99	
94342	12/08/2022	00519 COLONIAL LIFE	THE HOME DEPOT #4017	11/25/22 RAYg	3.98	
94343	12/08/2022	04384 COWLITZ CLEAN SWEEP	SUNRIVER RESORT	11/25/22 HOLZGANGf	-126.85	14,335.98
			PERS PMT:1544197,1544198,15144199,154537	11/29-12/02/2022	41,952.47	41,952.47
			VOLUNTARY PAYROLL DEDUCTION: DEFER COMP	PR 12/16/22	5,049.68	5,049.68
			VOLUNTARY PAYROLL DEDUCTION: DEFER COMP	PR 12/16/22	2,496.24	2,496.24
			MERCHANT BILLING NOVEMBER 2022	MB NOVEMBER	310.61	310.61
			BOWMAN MAIN REPAIR	CLKRIV0001	876.00	876.00
			ACC. #934649000 - BUILDING MAINT. SUPPLI	5291129501	82.75	165.50
			ACC. #934649000 - BUILDING MAINT. SUPPLI	5291134008	82.75	
			DECEMBER PROCESSING & POSTAGE	80076	6,008.27	6,008.27
			NOVEMBER PROCESSING & POSTAGE	79724	0.00	
			FUEL EXPANSION CO-2312	12/06/2022	250.00	250.00
			ALUMINIUM SULFATE	93458841	6,376.09	6,376.09
			OCTOBER 2022 - CLEANING - ADMIN/OPS/WTP/	STI035000089	5,593.32	11,105.20
			NOVEMBER 2022 - CLEANING - ADMIN/OPS/WTP/	STI035000094	5,511.88	
			ACC. #04370 - TRASH REMOVAL SERVICE - NO	NOVEMBER 2022	377.49	377.49
			DECEMBER 2022, VOLUNTARY PAYROLL DEDUCTI	77938621205837	276.80	276.80
			CLEAN UP	1357520	9,864.21	9,864.21

Monthly Check History Listing  
Clackamas River Water  
12/1/2022 to 12/31/2022

Bank code: apbank

Check #	Date	Vendor	Description	Invoice	Amount Paid	Check Total
94344	12/08/2022	03472 CREATIVE FINANCIAL STAFFING	TEMP HR SERVICES: ISIAH LEWIS	122480212	1,680.00	
			TEMP HR SERVICES ISIAH LEWIS	122470201	1,008.00	2,688.00
94345	12/08/2022	02856 CRYSTAL GREENS LANDSCAPING	LANDSCAPING MAINTENANCE - NOVEMBER -	157274-157277	1,953.00	1,953.00
94346	12/08/2022	00125 ENCORE GRAPHIC	#10 WINDOW ENVELOPE	7580169	870.00	
			TERM NOTICE	7580197	580.00	
			REGULAR ENVELOPES #10	7580130	290.00	1,740.00
94347	12/08/2022	03504 ENTERPRISE FLEET MANAGEMENT	CUST #488054 TRUCK LEASE 12/01-12/31/22	FBN4630387	635.72	635.72
94348	12/08/2022	00123 GRANTS PASS WATER LAB INC	CRYPTO FINISHED	301645	450.00	
			TO ANALYZE RAW WATER SAMPLES FOR	301649	450.00	
			CRYPTO FINISHED	301650	450.00	
			CRYPTO FINISHED	301653	450.00	
			CRYPTO FINISHED	301656	450.00	
			CRYPTO FINISHED	301657	450.00	2,700.00
94349	12/08/2022	00124 H D FOWLER CO INC	HAND PUMPS	16276137	118.98	118.98
94350	12/08/2022	03240 GARY RUDNIK P HARRANG LONG	LEGAL SERVICES-NOVEMBER 2022	99298	4,240.00	4,240.00
94351	12/08/2022	03473 HASA INC	SODIUM HYPOCHLORITE - LOW SALT	862671	10,432.00	10,432.00
94352	12/08/2022	01609 JIM SMITH EXCAVATING INC.	CY WOOD WASTE DUMP FEE	22-109	301.71	301.71
94353	12/08/2022	02284 K & D SERVICES OF OREGON INC	23-0001 INSTALL LAKE RD	BILL019803	1,806.75	
			2214-0256 LEAK REPAIR	BILL019804	1,236.00	3,042.75
94354	12/08/2022	02922 KONE INC	CUST.# N295970 - WTP WHEEL CHAIR LIFT RE	1158431808	2,197.13	
			CUST.# N295970 - QUARTERLY MAINT WTP LIF	962383113	128.88	2,326.01
94355	12/08/2022	04180 MADRONE TECHNOLOGY GROUP INC.	VOIP SUBSCRIPTION	2500	1,083.00	
			CONTRACT WORK	2476	825.00	
			CONTRACT WORK	2490	495.00	
			CONTRACT WORK	2475	220.00	2,623.00
94356	12/08/2022	00138 MILWAUKIE, CITY OF	ACCOUNT# 24-3520-00 - 6201 SE LAKE RD -	24-3520 10/20-11/20	310.66	310.66
94357	12/08/2022	00373 OREGON AFSCME	UNION DUES	PR 12/2/22	1,021.23	1,021.23
94358	12/08/2022	04367 OREGON CITY GARAGE DOOR LLC	GARAGE DOOR 7 , 8. MAINTENANCE	39270494	240.00	240.00

**Monthly Check History Listing**  
Clackamas River Water  
12/1/2022 to 12/31/2022

Bank code: apbank

Check #	Date	Vendor	Description	Invoice	Amount Paid	Check Total
94359	12/08/2022	00048 OREGON CITY, CITY OF	PUMPING CHARGES NOVEMBER 2022	10/31-11/30/2022	3,974.18	3,974.18
94360	12/08/2022	00048 OREGON CITY, CITY OF	ACC.# 04-792203-01 (130825) 09/30 - 10/3	09/30-10/31/22	19.14	19.14
94361	12/08/2022	03329 PACIFIC MARKETING AND PROMOTIO	HEAVYWEIGHT ORANGE HOODED PULLOVER SWEAT	VLF2898881	2,692.19	2,692.19
94362	12/08/2022	03782 PAPE MACHINERY INC.	FRONTEND LOADER	296523 S	164,187.90	164,187.90
94363	12/08/2022	04271 PBS ENGINEERING & ENVIR.	REDLAND ROAD WATERLINE IMPROVEMENT	0074173.000-5	5,661.25	
			REDLAND ROAD WATERLINE IMPROVEMENT	0074173.000-6	3,816.25	
			REDLAND ROAD WATERLINE IMPROVEMENT	0074173.000-7	922.50	10,400.00
94364	12/08/2022	00229 RICOH USA, INC.	COPIER LEASE #1021276-3672069 - 11/20 TO	106738054	362.62	
			COPIER LEASE #1021276-3797919 11/10-12/0	106716172	45.75	408.37
94365	12/08/2022	03548 RIVER CITY ENVIRONMENTAL INC	FORYSTHE LEAK REPAIR	308525970	2,132.51	
			MAPLE LN LEAK REPAIR	310513990	804.83	2,937.34
94366	12/08/2022	00024 SOUTH FORK WATER BOARD	WATER PURCHASED - NOVEMBER 2022	NOVEMBER 2022	30,540.16	30,540.16
94367	12/08/2022	00577 SPECIAL DISTRICTS ASSOC OREGON	JANUARY HEALTH BENEFITS PROGRAM	03-0054042	67,166.55	67,166.55
94368	12/08/2022	00282 TERMINIX INTERNATIONAL INC	CUST.# 1703011 - NOVEMBER PEST CONTROL S	427020539	124.00	
			CUST.# 1703007 - NOVEMBER PEST CONTROL S	427019960	106.00	230.00
94369	12/08/2022	00160 TOP INDUSTRIAL SUPPLY INC	BACKHOE CAPS & COUPLERS	121712	683.02	683.02
94370	12/08/2022	00130 WASTE MANAGEMENT OF OREGON	NOVEMBER 2022 TRASH REMOVAL SERVICES - R	9345494-1574-3	1,998.46	
			NOVEMBER 2022 - TRASH REMOVAL SERVICES -	9345495-1574-0	519.36	2,517.82
94371	12/15/2022	00002 AMERICAN FAMILY LIFE ASSURANCE	ACC: OXNX3 - VOL. PAYROLL DEDUCT. DECEMB	973214	1,609.60	1,609.60
94372	12/15/2022	00285 ARAMARK UNIFORM SERVICES INC	ACC. #934649000 - BUILDING MAINT. SUPPLI	5291139265	82.75	82.75
94373	12/15/2022	01546 CASCADE COLUMBIA DIST CO INC	ALUMINUM CHLORHYDRATE	863823	19,319.54	19,319.54
94374	12/15/2022	00017 CORE & MAIN LP	2 PCS 7803-04 6 PCS 7803-06	S031464	966.56	966.56
94375	12/15/2022	03472 CREATIVE FINANCIAL STAFFING	TEMP HR SERVICES: ISIAH LEWIS	122490211	1,680.00	1,680.00
94376	12/15/2022	01361 D & H FLAGGING INC	FLAGGING AT SAMPLE STATION	113495	638.94	638.94
94377	12/15/2022	01844 FERGUSON ENTERPRISES INC	2 IN VALVE KEY & 8 PCS 511-06	1161141	773.16	773.16

**Monthly Check History Listing**  
Clackamas River Water  
12/1/2022 to 12/31/2022

Bank code: apbank

Check #	Date	Vendor	Description	Invoice	Amount Paid	Check Total
94378	12/15/2022	04434 FIRST CITY PAINTING	Refund receipt #: 004491	Ref000193421	1,385.00	1,385.00
94379	12/15/2022	03887 DBA: NAPA AUTO PARTS GENUINE PARTS CO. INC	PREMIUM BULBS 15-100	4462-374998	26.08	26.08
94380	12/15/2022	00167 GRAINGER INC	AERSOL LUBRICATION	9495731565	45.93	
			SMOKE ALARM	9500812566	45.02	
			DRAWER LINER	9524099307	21.96	
			CFL BULB	9529308885	9.33	122.24
94381	12/15/2022	00124 H D FOWLER CO INC	16" CL 52 DI	16278657	3,925.94	3,925.94
94382	12/15/2022	01541 HARRIS WORKSYSTEMS	ERGONOMIC FURNITURE	21-5758	3,819.50	3,819.50
94383	12/15/2022	02570 HOME DEPOT CREDIT SERVICES	PORTABLE HOSE FLOW METER	4040-06-02706	37.75	37.75
94384	12/15/2022	00128 IDEXX DISTRIBUTION CORP.	SUPPLIES FOR COLIFORM & CHLORINE ANALYS	3119160790	180.98	180.98
94385	12/15/2022	00262 INNOVYZE, INC.	INFOWATER SUITE FLOATING INFOCARE RENEWA	Q-128257	4,435.00	4,435.00
94386	12/15/2022	02284 K & D SERVICES OF OREGON INC	MAPLE LN LEAK REPAIR	BILL19872	1,811.38	
			WALKER LEAK REPAIR	BILL19871	1,174.00	2,985.38
94387	12/15/2022	04171 LSK GRAPHICS INC.	NEWSLETTER/BILL INSERT CREATION AND DESI	24830-22	355.00	355.00
94388	12/15/2022	04180 MADRONE TECHNOLOGY GROUP INC.	CONTRACT WORK	2520	825.00	
			CONTRACT WORK	2521	605.00	
			CONTRACT WORK	2511	220.00	1,650.00
94389	12/15/2022	04242 NORTHWEST MECHANICAL GROUP LLC	DECEMBER HVAC MONTHLY BILL	29015	410.00	410.00
94390	12/15/2022	00306 OFFICE DEPOT INC	ACCT#90261180 - ID#38683228 - OFFICE SUP	282222924001	383.61	
			ACCT#90261180 - ID#38683228 - OFFICE SUP	275791862001	10.99	394.60
94391	12/15/2022	00021 PGE	WATER TREATMENT PLANT NOVEMBER 2022	WTP NOVEMBER	36,059.40	
			PUMP STATION NOV 2022	PUMP STATION NOV 22 20,172.42		
			ADMIN NOVEMBER 2022	ADMIN NOVEMBER 2022 2,801.92		59,033.74
94392	12/15/2022	00018 PITNEY BOWES GLOBAL FIN SVC LL	TAPE STRIPS	1022104738	118.99	118.99
94393	12/15/2022	04433 R&H CONSTRUCTION	receipt#: 004188	Ref000193420	1,268.05	1,268.05
94394	12/15/2022	03996 RH2 ENGINEERING INC	WTP STRUCTURAL & SEISMIC ASSESSMENT	88863	7,134.78	7,134.78

**Monthly Check History Listing**  
Clackamas River Water  
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Check #	Date	Vendor	Description	Invoice	Amount Paid	Check Total
94395	12/15/2022	00282 TERMINIX INTERNATIONAL INC	CUST.# 1703011 - DECEMBER PEST CONTROL S	428111052	124.00	124.00
94396	12/15/2022	02854 VERIZON WIRELESS	ACC.# 642537089 MACHINE TO MACHINE CHRG	9921893501	25.82	25.82
94397	12/22/2022	00285 ARAMARK UNIFORM SERVICES INC	ACC. #9334649000 - BUILDING MAINT. SUPPLI	5291143617	82.75	82.75
94398	12/22/2022	00304 CANTEL SWEEPING	LOT SWEEPING SERVICES	e22288	240.00	
			DECEMBER -PARKING LOT SWEEPING - ADMIN (	e22287	185.00	
			LOT SWEEPING SERVICES	e22289	170.00	595.00
94399	12/22/2022	00164 CENTURYLINK	ACC# 503-Z05-0025 691B PHONE SERVICES DE	503Z05-0025	375.65	375.65
94400	12/22/2022	00164 CENTURYLINK	ACC# 77563747 - PHONE SERVICES	620500244	0.14	0.14
94401	12/22/2022	00200 CLACKAMAS COUNTY	TWO CREWS, CLEARING SWALES	20-8482	850.00	850.00
94402	12/22/2022	02555 COMCAST	COMCAST MONTHLY CABLE INTERNET 12/14-01/	2099723 12/14-01/13	248.85	248.85
94403	12/22/2022	03472 CREATIVE FINANCIAL STAFFING	TEMP HR SERVICES:	122500195	1,680.00	1,680.00
94404	12/22/2022	02617 DELUXE FOR BUSINESS	CUST.# 994030-460323 - DBA RETAIL DEP TI	02052639460	87.63	87.63
94405	12/22/2022	01305 DEPT OF ENVIRONMENTAL QUALITY	2023 AIR CONTAMINANT DISCHARGE PERMIT F	AQCDP23-0939	2,776.20	
			2023 CLEANER AIR FEE - ANNUAL AIR CONTAM	AQCAO23-1043	571.20	3,347.40
94406	12/22/2022	03218 DIRECT TRANSPORT INC	DELIVERY BOARD MEETING PACKETS 12/01/202	297239	45.42	45.42
94407	12/22/2022	00073 FIRST RESPONSE INC.	MONTHLY MONITORING PATROL DECEMBER 2022	37433	4,211.00	4,211.00
94408	12/22/2022	02322 GENERAL PACIFIC INC	BADGER METERS, VALVE BOXES	1452198	4,488.00	4,488.00
94409	12/22/2022	04411 GOODFELLOW BROS LLC	SPOIL'S DUMPING	13762	72.00	72.00
94410	12/22/2022	04210 INDUSTRIAL HEARING SERVICES	AUDIOGRAMS	22315	525.00	525.00
94411	12/22/2022	04180 MADRONE TECHNOLOGY GROUP INC.	MSOFFICE3565 SUBSCRIPTION	2420	1,683.00	
			MSOFFICE356-F1 SUBSCRIPTION	2422	828.00	
			MSOFFICE3565 PROJECTVISIO SUB	2421	694.40	
			CONTRACT WORK	2536	550.00	
			CONTRACT WORK	2535	165.00	3,920.40
94412	12/22/2022	00306 OFFICE DEPOT INC	ACCT#90261180 - ID#38683228 - OFFICE SUP	281977137001	249.95	
			ACCT#90261180 - ID#38683228 - OFFICE SUP	279350484001	36.27	



**Monthly Check History Listing**  
Clackamas River Water  
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Bank code: apbank

Check #	Date	Vendor	Description	Invoice	Amount Paid	Check Total
94413	12/22/2022	00373 OREGON AFSCME	ACCT#90261180 - ID#38683228 - OFFICE SUP	279348755001	16.83	303.05
94414	12/22/2022	00018 PITNEY BOWES GLOBAL FIN SVC LL	UNION DUES	PR 12/16/22	1,021.23	1,021.23
94415	12/22/2022	02386 PRINCIPAL FINANCIAL GROUP	POSTAGE REFILL AND OVERAGE FEE	800-900-0718-3324	1,510.00	1,510.00
94416	12/22/2022	00151 PROVIDENCE OCCUPATIONAL HEALTH	DECEMBER LIFE, AD&D & LTD	JANUARY 2023	6,155.50	6,155.50
94417	12/22/2022	00229 RICOH USA, INC.	MEDICAL EXAM	33787	190.00	190.00
94418	12/22/2022	00229 RICOH USA, INC.	COPIER LEASE #1021276-3734774 -12/12 TO	106791640	208.86	208.86
94419	12/22/2022	00229 RICOH USA, INC.	CUST. # 4197629 - ADDITIONAL COPIES 11/0	5066236357	119.15	328.01
94420	12/22/2022	03548 RIVER CITY ENVIRONMENTAL INC	COPIER LEASE #1021276-3745995 - 01/05 TO	106791641	208.86	208.86
94421	12/22/2022	00165 UNIVAR SOLUTIONS USA INC	CUST. # 4220490 - ADDITIONAL COPIES 11/0	5066242915	172.96	172.96
94422	12/22/2022	02854 VERIZON WIRELESS	9218 SE 55TH	310590511	1,459.09	1,459.09
94423	12/22/2022	02247 WHA INSURANCE AGENCY INC	CALCIUM HYPOCHLORITE_3 INCH TABLETS	50752681	2,466.40	2,466.40
94424	12/22/2022	02373 WORLD CUP COFFEE & TEA SERVICE	ACC.#472115222-00001 CELL PHONE CHARGES	9922622407	1,519.61	1,797.83
94425	12/28/2022	00164 CENTURYLINK	ACC.#472115222-00002 CELL PHONE CHARGES	9922622408	278.22	1,797.83
94426	12/28/2022	04180 MADRONE TECHNOLOGY GROUP INC.	MERP ADMIN FEE DECEMBER 2022	12/19/2022	50.00	50.00
94427	12/28/2022	00012 METEREADERS LLC	CONTRACT WORK	2544	2,939.00	2,939.00
94428	12/28/2022	00306 OFFICE DEPOT INC	COFFEE AND TEA	0223761	144.00	144.00
94429	12/28/2022	00018 PITNEY BOWES GLOBAL FIN SVC LL	ACC# 503-723-6700 962B - PHONE SERVICES	DEC 16- JAN 16	89.23	89.23
			DECEMBER METER READING SERVICE - CYCLE 1	10575	5,481.84	5,481.84
			DECEMBER METER READING SERVICE - CYCLE 3	10576	4,119.36	4,119.36
			ACCT#90261180 - ID#38683228 - OFFICE SUP	284426222001	170.00	170.00
			LEASE ACCT #0010797993 10/30/2022 - 01/2	3316823190	472.83	472.83

apbank Total: **832,922.25**

109 checks in this report

Total Checks: **832,922.25**

# CLACKAMAS RIVER WATER

## REGULAR BOARD MEETING

January 12, 2023

**SUBJECT**                                      **Cash Position and Transfers**

<b>DRAFT MOTION</b>	Move to approve the consent agenda
<b>EFFECTIVE DATE</b>	January 12, 2023

**PRINCIPAL STAFF PERSON**                                      Jason Kirkpatrick, CFO

**BOARD ACTION REQUESTED**                                      Approve the consent agenda items.

**DOCUMENTS ATTACHED**                                      None

### Agenda Summary

**BACKGROUND**                      Cash and Investment Position as of December 31, 2022, is:

	Balance as of 11/30/2022	\$ 8,640,450	\$ 15,773,163	\$ 24,413,613
	Cash receipts	1,401,242	40,773	1,442,015
	Payroll	(437,035)		(437,035)
	A/P checks	(832,922)		(832,922)
	Bond and other electronic payments			-
	Transfers between accounts			-
	Balance as of 12/31/2022	<u>\$ 8,771,735</u>	<u>\$ 15,813,936</u>	<u>\$ 24,585,672</u>

**CLACKAMAS RIVER WATER**

**REGULAR BOARD MEETING**

**January 12, 2023**

**SUBJECT** Management Report

**PRINCIPAL STAFF PERSON** Todd Heidgerken

**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

January 12, 2023

**SUBJECT** Management Report

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**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. **Intergovernmental Activities:**

Clackamas River Water Providers (CRWP) – The December CRWP meeting focused on an update on the CRWP National Water Quality Initiative (NWQI) Grant, and an overview of the Riverside Fire water quality modeling performed by the US Forest Service Pacific NW Research Station.

The CRWP NWQI Grant looks at identifying key pollutants and possible sources within the source water protection area with a focus on agricultural cropping patterns. The project further looked at relevant and feasible management practices that might be helpful to landowners. This information can be used to inform updates and actions to source water protection efforts in the Clackamas River Basin.

The Riverside Fire water quality modelling looked at the effects of burn severity, soil erosion and landslides post fire. The analysis revealed that the large reservoirs mitigated most of the predicted sedimentation from the Riverside fire area. An interactive story board that includes information on the impacts of the fire can be accessed at: <https://arcg.is/CzD01>

The CRWP members received updates on projects and activities. Some of the highlights include:

- Additional training on the use of the Regroup communication tool. This is a tool to notify partners on the status of operations in an emergency.

- Preparation for the CRWP budget process and discussion of having the CRWP be more active in some emergency management coordination.
- The emergency management coordination will be the topic of a special CRWP work session. CRW has offered to have our Emergency Manager, Beth McGinnis, be available to perform work in this area that would be reimbursed by the CRWP members.

Regional Water Providers Consortium (RWPC) – The RWPC has recently released its annual report. The report highlights activities from July 2021 through June 2022. A copy of the report has been provided to the Board.

The RWPC Technical Committee met on January 4 to receive program updates and to finalize the FY 2023-2024 budget and work-plan recommendation that will be provided to the Executive Committee for review and then approval by the RWPC Board. Discussions regarding the updates to the Consortium Intergovernmental Agreement were also reviewed. Once a proposed agreement language is in final draft form it will be provided to the RWPC partners for consideration.

### 3. **Emergency Management Update:**

- Management Team completed the second phase of the rescheduled Great Shakeout. They focused on understanding the situation, determining an initial response approach, and notifying staff/partners of evacuation via texts and C800 radios. Great work!
- On January 31st, the Incident Management Team & support staff will be conducting a tabletop exercise as the 3rd part of this exercise series for earthquake response.
- CRW is supporting CRWP's basin/county emergency planning and coordination grant. Awaiting signed agreement from Oregon Department of Emergency Management. Contractor procurement will begin shortly after CRW receives the fully executed agreement.

### 4. **Safety Update:**

- January is confined space program review month.
- “Stop the Bleed” training is being organized for early 2023 as an voluntary skill building opportunity. We now have bleeding emergency control kits co-located with every AED.

### 5. **Security Update:**

- Staff is developing proposals for security equipment and systems improvement for the budget planning process. Much

of our current technology is at "end of life" and needs to be replaced/upgraded.

- A revamped key control and documentation of locks/key/door numbers for all CRW properties is also being proposed for the next budget cycle.

**6. Looking Ahead:**

- The CRW office will be closed on Monday, January 16 to observe the Martin Luther the King Jr. Holiday
- If needed, the CRW Board Work Session will be held on January 23 at 6pm
- The agenda setting meeting for the February Board meeting will be held on February 2 at 9am
- The SDAO annual Conference will be held February 9-12
- The CRW Regular February Board Meeting will be held on Thursday February 16 at 6pm (NOTE: this is a date change)

**CLACKAMAS RIVER WATER**

**REGULAR BOARD MEETING**

**January 12, 2023**

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**SUBJECT** Commissioner Reports and Reimbursement Requests

<b>DRAFT MOTION</b>	<b>NO MOTION REQUIRED</b>
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<b>EFFECTIVE DATE</b>	
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**PRINCIPAL STAFF PERSON** Board of Commissioners

**BOARD ACTION REQUESTED** Commissioner Communications

**DOCUMENTS ATTACHED**

**Agenda Summary**

**BACKGROUND**