

**CLACKAMAS RIVER WATER BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
November 10, 2021**

COMMISSIONERS PRESENT VIA ZOOM MEETING:

Sherry French President
Christine Alexander
Naomi Angier, Secretary
Tessah Danel, Treasurer
Rusty Garrison

STAFF PRESENT:

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

CRW Employees: Chief Financial Officer, Carol Bryck; Chief Engineer, Adam Bjornstedt; Sr. Finance & Accounting Specialist, Ted Ebor

COMMISSIONERS ABSENT:0

VISITORS: Bob Steringer, Kevin Williams, Chris Hawes, Bob Rubitschun

Call Regular Meeting to Order

Commissioner French called the meeting to order at 6:00 pm and roll call taken

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

MOTION CARRIED 5-0

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

Public Comment- none

Agenda Item 1.0 Consider Approval of Contract for Utility Bill Printing With Bend Mailing Services, LLC

Ms. Bryck shared that staff requested a quote for utility billing services from a company that the City of Hillsboro had already contracted with allowing CRW to participate in that already established contract and pricing providing a better rate for CRW than if they would have negotiated alone since Hillsboro is a larger customer. Commissioner French asked why CRW would participate in another cities contract and Mr. Heidgerken explained that a competitively established contract saved CRW the time to conduct a solicitation and receive the pricing that is afforded to a larger customer. Ms. Bryck shared that Bend Mailing has a more streamlined system for online bill payment making it easier for the CRW customer. Commissioner Alexander asked if the online bill pay system would make it easier for the customer and if the fees for payment made online were reasonable. Our current online bill

payment system has had technical issues recently with down time and the system with BMS should be less money than what is currently being charged. Commissioner Angier asked is Sunrise Water who uses BMS are happy with them and Commissioner Hawes from SWA said they appeared happy with their services

MOTION: Commissioner Angier Move the Board approve the Bend Mailing Services, LLC Utility Billing Services Contract for a Not to Exceed amount of \$75,000 per contract year and authorize the General Manager to sign the contract. Commissioner Danel seconded the motion

MOTION CARRIED 5-0

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

Agenda Item 2.0 Resolution 04-2022- Authorizing CRW to Pursue Grant Funding for the Waterline Replacements: I-205 Crossings Project

Mr. Bjornstedt explained that this project that staff is proposing to submit a matching FEMA grant for was not budgeted in the BN budget, so staff is asking the Board for their approval to submit a grant application to FEMA to do this project. If the grant is awarded the commitment by CRW is 25% of the project cost with FEMA paying 75%. Staff intends to have the applications submitted by the end of the year. Commissioner Angier asked if the project would be done even if the grant is not awarded it just may be later than if the grant is awarded. Commissioner Garrison asked if applying for this grant prevent CRW from pursuing other FEMA grants. CRW could not get other Federal funding to cover their 25% commitment. Commissioner Danel asked when CRW would know if they were awarded the grant, it is about 3-6 months before staff would know.

MOTION: Commissioner Angier I move to approve Resolution 04-2022 authorizing CRW to pursue grant funding for the Waterline Replacements: I-205 Crossings Project. Commissioner Danel seconded the motion.

MOTION CARRIED 5-0

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

Consent Agenda

CA-1: Gross Payroll and Account Paid for October 2021

CA-2: Cash Position and Transfers October 2021

MOTION: Commissioner Angier moved to approve the Consent Agenda as presented Commissioner Alexander seconded the motion.

MOTION CARRIED 5-0

Ayes: Alexander, Angier, Danel, French, Garrison

Nays:

Abstentions: None

Agenda Item 3.0 Quarterly Report

- 1st quarter of BN shows cost through @ 12.5%
- Total general fund is at 16.8% of BN
- Water sales are at 18.4% of the BN (highest residential sales that have been seen but this will decline as outdoor use goes down with the colder weather)
- Aging balance over 90 days is lower than the end of the previous quarter
- General Fund Expenses
 - ✓ Personnel Services- 9.2% of BN (currently there are some vacant positions and annualized expenses that haven't occurred yet)
 - ✓ Workers Comp and first HRA Veba payments have been paid
 - ✓ Materials & Services is at 11.7%
 - ✓ Capital Outlay is at 3.1%
- SDC Revenues is at 16.1%
 - ✓ New SDC rates went into effect in July and a number of people tried to get their fees in prior to the increase
- There are still a number of CIP projects that are still in the planning stage and very little money have been expended on those

Commissioner Danel asked about the increase water sales in the August billing and that billing cycle included the extreme heat wave at the end of June and the one that occurred in August right before the meter reads.

Agenda Item 4.0 Management Report

- The monthly report was provided to the Board prior to the meeting. Some highlights; on page 11 there is the water quality report showing the different sampling and testing that was done. CRW has regulated sampling that must be done but there are several other types of monitoring and testing that are not regulated that CRW conducts. This will be the last month until next year that a river flow graph will be included in the report and the next several month will have snowpack graphs
- Mr. Heidgerken reminded the Board that they received a copy of the draft Water Management and Conservation plan; there is still a review period that occurs and suggested adds/edits before the plan will be final and approved by the Board.
- There is no work session in either November or December
- The Agenda setting meeting for the December Board meeting will be November 22

- CRW offices are closed November 11 to observe Veteran's Day Holiday
- The annual audit will start next week the week of November 15; this will be a virtual audit
- The Water Distribution Supervisor position has been filled by a long time employee Jon Sleight
- The CFO job position has been posted to replace Ms. Bryck who is retiring at the end of January 2022

Public comment- Mr. Rubitschun thought this evening's meeting went smoothly and there were good presentations and good questions by the Board. Commissioner Garrison asked if there should be an inclusion of gray water method in the Water Management and Conservation Plan. He also felt GSI Water Solutions did a great job on the plan.

Agenda Item 6.0 Commissioner Reimbursements and Reports

- Commissioner French attended the Oak Lodge & Sunrise Water Board meetings. At the Oak Lodge meeting they was a discussion that in the future CRW would be a backup supplier to SWA and NCCWC. At the SWA meeting there was a discussion on the low income assistance program; The SWA offices are now open to the public. Mr. Hathorn from SWA was elected the CC College Board.

Open meeting is adjourned at 6:53pm