

CLACKAMAS RIVER WATER
BOARD OF COMMISSIONERS
REGULAR MEETING



THIS MEETING WILL HAVE REMOTE ACCESS VIA ZOOM* Clackamas River Water

Held at 16770 SE 82nd Dr. Clackamas, OR 97015

March 10, 2022 at 6:00pm

AGENDA

Public Comment: If there is a member of the public that wishes to address the Board are encouraged to submit a request through email to 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.

To protect the health of our customers, staff, and commissioners, CRW’s Board of Commissioners and most of its staff will attend this meeting through an online Zoom meeting. Anyone who wishes to attend the meeting may do so by internet at <https://us02web.zoom.us/j/89293736805> or by calling the following number [1-253-215-8782](tel:1-253-215-8782) and join meeting /89293736805 #. **Passcode:** 549863

REGULAR MEETING @ 600pm

Call to Order 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. **Consider Contract Award- Construction Contract for Athens Dr. Waterline Project, CIP 21-5275-** *Joe Eskew, Engineering Manager*
2. **Easement Approval- Consider Approval of Waterline Easement to be Granted by Property Owners for Athens Dr.-** *Joe Eskew, Engineering Manager*
3. **Consider Approval of Contract Extension Exceeding the General Managers authority with City Wide Facility Solutions-** *Todd Heidgerken, General Manager*
4. **Consider Adopting Resolution No. 07-2022 to Authorize Bank Accounts And Check Signatures-** *Jason Kirkpatrick, Chief Financial Officer*

Consent Agenda

CA-1: **Gross Payroll and Accounts Paid: February 2021–** *Jason Kirkpatrick, Chief Financial Officer*

CA-2: **Cash Position and Transfers: February 2021–** *Jason Kirkpatrick, Chief Financial Officer*

Informational Reports

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

Next Page

Commissioner Business

7. 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.

differences between the several contractors' bids are distributed throughout the bid items indicating competitive bidding without imbalance.

Trench Line Excavation, Inc. has been in the utility contracting trade for many years and has successfully completed projects throughout Oregon including projects for the District. Staff believes their bid to be responsible, responsive, reflects the current marketplace and meets the requirements identified in the Bid Documents.

Staff reviewed information available for Trench Line Excavation, Inc. from the Oregon Construction Contractors Board and found no unsatisfactory reports. Reference checks on similar projects for this contractor confirm that they are a responsible and competent firm.

**STAFF
RECOMMENDATION**

Based on past work experience, bonding ability and successful completion of similar projects, staff recommends that the contract be awarded to Trench Line Excavation, Inc. in the amount of \$397,172.35.

INVITATION TO BID
FOR
ATHENS DRIVE WATERLINE, CIP 21-5275
FOR
CLACKAMAS RIVER WATER
CLACKAMAS, OREGON

AG-1
EXHIBIT A

Sealed bids marked “Athens Drive Waterline” will be received by Karin Holzgang, Contracts Coordinator, at the Clackamas River Water Office, located at 16770 SE 82nd Drive, Clackamas, Oregon 97015. Bids must be received at the location noted above no later than **2:00 PM** Pacific Time on **March 1, 2022**, at which time the bids will be publicly opened and read.

COVID-19 PROCEDURES:

A. Bid Delivery.

CRW’s office is closed to the public due to COVID-19 precautions. Bidders for this project must deliver their bids in the following manner:

1. Place the sealed bid in a basket outside the entrance to the CRW Office during business hours.
2. Call the CRW staff at (503) 722-9220. If the call goes to voice mail, do not leave a message. Call back until the phone is answered by a CRW staff person.
3. Move at least six feet away from the CRW Office entrance and wait for the CRW staff person to retrieve it. The CRW staff person will timestamp the envelope.
4. Bidders should plan to arrive at the CRW office no later than 1:30 p.m. on March 1, 2022, to ensure that their bids are received by CRW staff prior to the 2:00 p.m. deadline.

B. Bid Opening.

1. Bids will be opened by CRW staff in the CRW Board Room at 2:00 PM Pacific Time on Tuesday, March 1, 2022.
2. The bid opening can be viewed by Zoom meeting. Information on connecting to the Zoom meeting will be found on the CRW website at <https://crwater.com/contracting-opportunities/> at least seven days prior to the bid opening.
3. CRW plans to make a recording of the bid opening available within two days on the CRW website at <https://crwater.com/contracting-opportunities/>.

C. First-Tier Subcontractors.

All Bidders must submit a list of their first-tier subcontractors, as required by ORS 279C.370, no later than **4:00 PM Pacific time that same day**. First-tier subcontractor lists can be submitted using either of the following methods:

1. By email to kholzgang@crwater.com;
2. By hand delivery in a separate envelope using the process specified above for Bid Delivery.

Any and all bids received after the deadline for submission, or for which the list of first-tier subcontractors has not been submitted by the deadline for disclosure of first-tier subcontractors, shall be declared “non-responsive” and shall not be considered for award. A contract will be awarded, or bids rejected within 30 calendar days after the opening.

This project is located at S Athens Drive, the closest cross street is Henrici Rd., situated in Clackamas County and includes but is not limited to the following Work:

Furnish and install approximately 1,800 LF of 8-inch diameter Restrained Joint Class 52 Ductile Iron water main, including valves, appurtenances and all required erosion control, traffic control, excavation, backfill, restoration and other work as required.

The complete Contract Documents are available for viewing and download at CRW's website, www.crwwater.com. Bid submission is via hardcopy at the time, place, and manner indicated above. *Prospective bidders must acknowledge all sections of the bid documents, and print and complete all required forms as part of their bid submission. All plan holders who download the contract documents from the CRW website must fill out the form with correct contractor information to be included on the plan holders list.*

No prebid meeting will be held for this project.

Each bid must be submitted on the bid form included in the bid package issued by Clackamas River Water or issued by addendum and accompanied by bid security as prescribed in the Instructions to Bidders and payable to Clackamas River Water, Clackamas, Oregon, in an amount not less than ten percent (10%) of the total amount bid.

The successful Bidder will be required to furnish the necessary additional bond(s) for the faithful performance of the Contract, as prescribed in the Bidding Documents.

Each bid must contain a statement as to whether the Bidder is a Resident Bidder, as defined in ORS 279A.120.

This project is a public work project covered by ORS 279C.800 et seq. (Oregon Prevailing Wages). By submitting a bid, the Bidder certifies that it will comply with all the requirements of Oregon's prevailing wage laws and regulations.

Clackamas River Water may reject any bid not in compliance with all prescribed public bidding procedures and requirements, and may reject for good cause any or all bids upon a finding of the agency that it is in the public interest to do so.

The Contract, if awarded, is to be awarded to the lowest responsive bid of a responsible bidder. The responsibility of all bidders will be determined in accordance with ORS 279C.375.

This project does not contain asbestos abatement work and the contractor or (any) subcontractor will not be required to be licensed by the Department of Environmental Quality (ORS 468.883).

Clackamas River Water programs, services and activities are open to all persons without regard to race, sex, age, handicap, religion, ethnic background or national origin. For further information about this equal opportunity policy, contact the Clackamas River Water District Office, 503-722-9220.

By Order of Clackamas River Water

Published February 16 & 19, 2022



Notice of Intent to Award a Contract

March 2, 2021

CRW Project No. 21-5275

To: Interested Parties

Re: Athen Drive Waterline- CIP 21-5275

After preliminary review of the bids submitted in response to public solicitation, Clackamas River Water hereby intends to award a contract for construction of the Athen Drive Waterline, CIP 21-5275 in the amount of **\$397,172.35**.

Trench Line Excavation Inc.
33871 SE Eastgate Cir
Corvallis OR 97333

Contract award will be heard by the Clackamas River Water Board of Commissioners at their scheduled Regular Board meeting on March 10, 2022. An award will become final upon the vote of the Board.

A bidder may submit a formal written protest within seven (7) calendar days of the date of this Notice of Intent to Award. Submit such protest to: General Manager, Clackamas River Water, 16770 SE 82nd Drive, Clackamas, Oregon, 97015.

The written protest must specify the grounds upon which the protest is based and must show the protesting party is an adversely affected or aggrieved bidder. A bidder is adversely affected or aggrieved only if the bidder is eligible for award of the contract as the responsible bidder submitting the lowest responsive bid next in line for award and claims that the lower bidders are ineligible for award in accordance with law. Enclosed for your records is a bid tally spreadsheet and first-tier subcontractor disclosure.

Any protest received after the seventh-day deadline will not be considered.

Sincerely,

A handwritten signature in black ink that reads "Karin Holzgang".

Karin Holzgang
Contracts Coordinator/Executive Assistant, Clackamas River Water

Enclosures: Bid Tally Sheet, Contractor First Tier Form

CC: Bidders (4); Bob Steringer; Joe Eskew, PE; Anthony Steele

SECTION 00415

FIRST-TIER SUBCONTRACTOR DISCLOSURE FORM

ATHENS DRIVE WATERLINE, CIP 21-5275

PROJECT NAME: ATHENS DRIVE WATERLINE, CIP 21-5275

BID CLOSING: Date: March 1, 2022 Time: 2:00 PM

FIRST TIER SUBCONTRACTOR FORM DUE: 4:00 PM

This form must be submitted at the location specified in the Invitation to Bid on the advertised bid closing date and within two working hours after the advertised bid closing time.

List below the name of each subcontractor that will be furnishing labor or will be furnishing labor and materials and that is required to be disclosed, the category of work that the subcontractor will be performing and the dollar value of the subcontract. Enter "NONE" if there are no subcontractors that need to be disclosed. (ATTACH ADDITIONAL SHEETS IF NEEDED.)

NAME	DOLLAR VALUE	CATEGORY OF WORK
1. <u>Eastside Paving</u>	\$ <u>29,500.00</u>	<u>Paving</u>
2. _____	\$ _____	_____
3. _____	\$ _____	_____
4. _____	\$ _____	_____
5. _____	\$ _____	_____
6. _____	\$ _____	_____

Failure to submit this form by the disclosure deadline will result in a nonresponsive bid. A nonresponsive bid will not be considered for award.

Form submitted by (bidder name): Trench Line Excavation, Inc.

Contact name: Christopher Stoddard

Phone No.: 541-752-0481

CLACKAMAS RIVER WATER

Athen Dr. Waterline

CIP 21-5275

BID TALLY

Bid opening 3/1/2022, 2:00 pm

		<i>Engineer</i>		<i>Trench Line Excavation Inc.</i>		<i>M.L. Houck Construction Co.</i>		<i>Clark & Sons Excavating, Inc.</i>		<i>GT Excavating, LLC</i>		<i>Icon Construction & Development</i>	
DESCRIPTION	QTY UNITS	PRICE	AMOUNT	PRICE	AMOUNT	PRICE	AMOUNT	PRICE	AMOUNT	PRICE	AMOUNT	PRICE	AMOUNT
1 Mobilization	1 L.S.	\$ 25,000.00	\$ 25,000.00	\$ 23,510.79	\$ 23,510.79	\$ 19,000.00	\$ 19,000.00	\$ 33,000.00	\$ 33,000.00	\$ 25,865.00	\$ 25,865.00	\$ 75,000.00	\$ 75,000.00
2 Construction Staking	1 L.S.	\$ 5,000.00	\$ 5,000.00	\$ 8,685.42	\$ 8,685.42	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 9,936.00	\$ 9,936.00	\$ 12,000.00	\$ 12,000.00
3 Sheeting, Shoring, and Dewatering	1 L.S.	\$ 4,000.00	\$ 4,000.00	\$ 1,845.65	\$ 1,845.65	\$ 1,950.00	\$ 1,950.00	\$ 2,000.00	\$ 2,000.00	\$ 3,760.00	\$ 3,760.00	\$ 35,000.00	\$ 35,000.00
4 Rock Removal	10 C.Y.	\$ 250.00	\$ 2,500.00	\$ 537.68	\$ 5,376.80	\$ 196.00	\$ 1,960.00	\$ 500.00	\$ 5,000.00	\$ 156.00	\$ 1,560.00	\$ 225.00	\$ 2,250.00
5 Boulder Removal	10 C.Y.	\$ 200.00	\$ 2,000.00	\$ 277.12	\$ 2,771.20	\$ 196.00	\$ 1,960.00	\$ 500.00	\$ 5,000.00	\$ 175.00	\$ 1,750.00	\$ 220.00	\$ 2,200.00
6 Backfill Compaction Testing	24 Each	\$ 200.00	\$ 4,800.00	\$ 217.14	\$ 5,211.36	\$ 100.00	\$ 2,400.00	\$ 500.00	\$ 12,000.00	\$ 145.00	\$ 3,480.00	\$ 205.00	\$ 4,920.00
7 8" Class 52 DI Pipe, Restrained	1,780 L.F.	\$ 110.00	\$ 195,800.00	\$ 104.18	\$ 185,440.40	\$ 102.50	\$ 182,450.00	\$ 103.00	\$ 183,340.00	\$ 137.00	\$ 243,860.00	\$ 110.00	\$ 195,800.00
8 6" Class 52 DI Pipe, Restrained	20 L.F.	\$ 110.00	\$ 2,200.00	\$ 195.85	\$ 3,917.00	\$ 195.00	\$ 3,900.00	\$ 200.00	\$ 4,000.00	\$ 94.00	\$ 1,880.00	\$ 90.00	\$ 1,800.00
9 8" RSGV	3 Each	\$ 1,650.00	\$ 4,950.00	\$ 2,268.10	\$ 6,804.30	\$ 2,100.00	\$ 6,300.00	\$ 2,223.00	\$ 6,669.00	\$ 2,171.00	\$ 6,513.00	\$ 2,800.00	\$ 8,400.00
10 Pipe Fittings	850 lb	\$ 7.00	\$ 5,950.00	\$ 7.06	\$ 6,001.00	\$ 9.00	\$ 7,650.00	\$ 10.00	\$ 8,500.00	\$ 13.50	\$ 11,475.00	\$ 10.00	\$ 8,500.00
11 FH Assembly	2 Each	\$ 7,000.00	\$ 14,000.00	\$ 7,209.33	\$ 14,418.66	\$ 7,150.00	\$ 14,300.00	\$ 6,486.00	\$ 12,972.00	\$ 8,525.00	\$ 17,050.00	\$ 7,200.00	\$ 14,400.00
12 Blowoff Assembly - Type 2	1 Each	\$ 2,000.00	\$ 2,000.00	\$ 2,442.97	\$ 2,442.97	\$ 2,900.00	\$ 2,900.00	\$ 3,087.00	\$ 3,087.00	\$ 2,575.00	\$ 2,575.00	\$ 3,250.00	\$ 3,250.00
13 Tracer Wire Tone Station	2 Each	\$ 400.00	\$ 800.00	\$ 920.75	\$ 1,841.50	\$ 900.00	\$ 1,800.00	\$ 1,426.00	\$ 2,852.00	\$ 520.00	\$ 1,040.00	\$ 600.00	\$ 1,200.00
14 Connections	3 Each	\$ 4,500.00	\$ 13,500.00	\$ 3,219.18	\$ 9,657.54	\$ 2,300.00	\$ 6,900.00	\$ 4,201.00	\$ 12,603.00	\$ 4,460.00	\$ 13,380.00	\$ 1,000.00	\$ 3,000.00
15 1" Service - Long-side	7 Each	\$ 2,750.00	\$ 19,250.00	\$ 3,104.99	\$ 21,734.93	\$ 2,593.00	\$ 18,151.00	\$ 2,500.00	\$ 17,500.00	\$ 3,320.00	\$ 23,240.00	\$ 2,100.00	\$ 14,700.00
16 1" Service - Short-side	6 Each	\$ 2,200.00	\$ 13,200.00	\$ 2,792.39	\$ 16,754.34	\$ 2,258.00	\$ 13,548.00	\$ 2,500.00	\$ 15,000.00	\$ 2,550.00	\$ 15,300.00	\$ 2,000.00	\$ 12,000.00
17 1" CARV	1 Each	\$ 3,000.00	\$ 3,000.00	\$ 4,159.23	\$ 4,159.23	\$ 2,148.00	\$ 2,148.00	\$ 3,370.00	\$ 3,370.00	\$ 2,667.00	\$ 2,667.00	\$ 4,000.00	\$ 4,000.00
18 Pressure Test & Disinfection	1 L.S.	\$ 6,000.00	\$ 6,000.00	\$ 5,428.39	\$ 5,428.39	\$ 7,435.00	\$ 7,435.00	\$ 5,000.00	\$ 5,000.00	\$ 12,190.00	\$ 12,190.00	\$ 8,000.00	\$ 8,000.00
19 Trench Restoration - 2-1/2" HMAC	6,500 SF	\$ 7.50	\$ 48,750.00	\$ 3.56	\$ 23,140.00	\$ 6.50	\$ 42,250.00	\$ 7.00	\$ 45,500.00	\$ 5.00	\$ 32,500.00	\$ 6.00	\$ 39,000.00
20 Remove and Replace HMAC - 2-1/2"	6,000 SF	\$ 7.00	\$ 42,000.00	\$ 4.73	\$ 28,380.00	\$ 6.00	\$ 36,000.00	\$ 7.00	\$ 42,000.00	\$ 4.65	\$ 27,900.00	\$ 6.00	\$ 36,000.00
21 Traffic Control	1 L.S.	\$ 15,000.00	\$ 15,000.00	\$ 1,371.19	\$ 1,371.19	\$ 4,080.00	\$ 4,080.00	\$ 6,000.00	\$ 6,000.00	\$ 1,850.00	\$ 1,850.00	\$ 15,000.00	\$ 15,000.00
22 Erosion Control	1 L.S.	\$ 4,000.00	\$ 4,000.00	\$ 1,672.45	\$ 1,672.45	\$ 4,080.00	\$ 4,080.00	\$ 4,600.00	\$ 4,600.00	\$ 1,635.00	\$ 1,635.00	\$ 10,000.00	\$ 10,000.00
23 Site Restoration	1 L.S.	\$ 10,000.00	\$ 10,000.00	\$ 6,607.23	\$ 6,607.23	\$ 4,700.00	\$ 4,700.00	\$ 10,350.00	\$ 10,350.00	\$ 14,120.00	\$ 14,120.00	\$ 10,000.00	\$ 10,000.00
24 Extra Work as Authorized	1 L.S.	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
TOTAL			\$ 453,700.00		\$ 397,172.35		\$ 405,862.00		\$ 460,343.00		\$ 485,526.00		\$ 526,420.00

AG-1 EXHIBIT C

Project Details

The Athens Dr. Waterline Project is a Clackamas River Water (CRW) Capital Improvement Project to replace existing waterline. This project consists of laying approximately 2,000 feet of 8-inch diameter ductile iron waterline; including connections to existing waterlines, services and other related facilities. Construction will be along Athens Dr. between Henrici Rd. to the end of the private roadway in Clackamas, OR.

Construction Cost: Approximately \$650,000

Benefits: This project will replace the existing 1960's era 4-inch AC waterline on the route which is beyond its useful service life. Additionally, this project progresses the District's goal to remove all Asbestos Cement pipe from the system.

Construction Schedule and Impacts

Schedule:

Design: July 2021 – January 2022

Construction: February 2022 – July 2022

Time of Day Affected:

Monday – Friday, 7:00 a.m. – 5:00 p.m.

Impact: Construction activity will produce noise, dust and diesel equipment fumes during work hours. During construction, there will be open trenches and equipment in the area such as: dump trucks, excavators, cutting of pavement, and trench rollers, and compactors. Erosion control and spill prevention will be performed to protect natural resources. Roadways disturbed by the utility work will be repaved at the end of the project. Customers will be notified prior to loss of water service, which will be limited to the duration necessary to carry out the required connections.

Traffic: There will be road restrictions during work hours. Access to local driveways may be disrupted occasionally during the work. Emergency access will be provided at all times.



Contact Information: Joseph D. Eskew PE, *Engineering Manager*; (503) 723-2565

16770 SE 82nd Drive, Clackamas, Oregon 97015 | 503-722-9220 | www.crwater.com
Hours: Monday – Thursday 7:30 a.m. – 5:00 p.m., Friday 7:30 a.m. – 4:00 p.m.



CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

March 10, 2022

SUBJECT **Easement Approval:** Approval of the waterline easement to be granted by property owners of Athens Dr.

DRAFT MOTION	Move that the Board accept the donation of the waterline easement on Athens Dr. and authorize the General Manager to sign the Easement document when landowner authorizing signatures are provided.
EFFECTIVE DATE	March 10, 2022

PRINCIPAL STAFF PERSON Joseph D. Eskew, Engineering Manager

BOARD ACTION REQUESTED The Board is requested to approve the easement document for a waterline easement for existing waterlines and new waterlines to be constructed as part of the Athens Dr. Waterline Project.

DOCUMENTS ATTACHED Exhibit A – Letter to Property Owners
Exhibit B – Draft Easement Documents
Exhibit C – Plat map for Olympic Heights

Agenda Summary

BACKGROUND The Athens Dr. Waterline project was included in the adopted 2021-2023 Biennial CIP Budget.

During the design process for the waterline replacement project, staff uncovered incomplete language regarding the utility easement within Athens Dr., a Private Road. County records show that four properties each own a one-quarter interest in the road.

Legal advice concerning the language contained on the Plat Map was requested and returned indicating that a standard easement should be requested from the property owners. Contact with the four property owners was made through the USPS indicating our intent to remedy the easement. No objections were received. The easement document has been prepared and staff is intending to begin coordinating the signatures needed.

STAFF RECOMMENDATION Approve the easement and proceed with the project.



AG-2 EXHIBIT A

January 28, 2022

TO: Property Owners of Athens Drive

Subject: Notice of Revised Utility Easement Documentation

Dear CRW Neighbor,

As you may be aware, Clackamas River Water (CRW) has an existing waterline in Athens Drive that provides water service to the residents of Athens Drive and Olympus Road. A portion of our water main lies on Tax Lots 32E14AD00500 and 32E14AA00900, as shown on Plat #1153 – Olympic Heights, recorded in March 1967, included with this letter. You have been identified as one of the four joint owners of these tax lots. As such, we would like to provide you with advance notice of our intention to update the utility easement currently associated with these tax lots.

The Olympic Heights plat includes utility easement language to ensure “perpetual and non exclusive [sic] easement of ingress and egress to... all public or private utilities.” The intent of the easement described on the plat is the same as any other utility easement – allowing a public/private utility to install, operate and maintain their assets within the easement. However, while planning for the upcoming waterline replacement project, we determined that the existing language does not meet our current standard for water easements. In order to clarify the intent of the easement, CRW is preparing an updated easement document to be recorded with the Clackamas County Clerk. The updated language will describe fully the easement rights provided to both the property owners and CRW.

CRW will bear all costs involved with the production of the easement documentation and the filing of the easement with the County Clerk. Prior to filing the easement, the easement document will need to be agreed to, signed by all parties, and notarized. Once we have produced the easement documents (likely by the end of February) we will provide each owner with an unsigned copy for review and will coordinate a convenient time and place for signatures.

Please confirm receipt of this letter by February 14, 2022 by contacting me directly at 503-793-1094 or via email at asteele@crwater.com. Please do not hesitate to contact me if you have any questions or concerns.

Thank you,

Anthony Steele
Engineering Associate
Clackamas River Water

AG-2
EXHIBIT B

Recording Certificate

Grantor's Name and Address:

1. John W. Rispler and Mary E. Rispler
20131 S Athens Dr
Oregon City, OR 97045
2. Julius Plesset and Diane Plesset
7816 SE Alta Verde Dr
Portland, OR 97266
3. Dean B. DeSantis and Jill B. DeSantis
20140 S Olympus Rd
Oregon City, OR 97045
4. Brett A. Kerekffy and Stephanie W. Kerekffy
20141 S Olympus Rd
Oregon City, OR 97045

Grantee's Name and Address:

Clackamas River Water
P.O. Box 2439
Clackamas OR 97015

Until a change is requested,
all tax statements should be sent to:
(John W. Rispler and Mary E. Rispler,
Julius Plesset and Diane Plesset, Dean B DeSantis and
Jill B DeSantis, and Brett A. Kerekffy and
Stephanie W. Kerekffy)

After Recording Return To:
ENGINEERING DEPT
CLACKAMAS RIVER WATER
P.O. BOX 2439
CLACKAMAS OR 97015-2439

**CLACKAMAS RIVER WATER
WATERLINE EASEMENT**

John W. and Mary E. Rispler, Julius Plesset and Diane Plesset, Dean B DeSantis and Jill B DeSantis, and Brett A. Kerekffy and Stephanie W. Kerekffy, referred to as the "Grantor", conveys to CLACKAMAS RIVER WATER, a domestic water supply district and municipal corporation, the "Grantee" herein, a permanent easement and right of entry upon the following real property:

Athens Drive and Olympic Court, a private road(s) as delineated on the Plat of OLYMPIC HEIGHTS; Plat No 1153 of Clackamas County, Oregon; located in Township 3 South, Range 2 East, Section 14AA and 14AD; Clackamas County, Oregon.

Pursuant to ORS 93.030(2), the true and actual consideration for this easement and right of entry is **\$0.00**.

This permanent easement and right of entry is for the purpose of permitting the Grantee to construct, maintain, repair, remove and replace underground water lines, mains and related facilities through, within and under the easement area ("Easement Area") described in Exhibit A and graphically shown on Exhibit B, both of which are attached to this easement, together with the right to excavate and refill ditches or trenches, to construct, maintain, repair, remove, replace, locate or connect to the lines or mains, and the further right to remove trees, bushes, undergrowth or other obstructions interfering with the construction, repair or replacement and operation of the lines or mains without compensation to the Grantor, other than the consideration paid for this Easement. Grantee acknowledges that Grantor has certain improvements within the Easement Area such as paved roadways, private utilities, and related improvements. In the event that Grantee damages said Grantor improvements, Grantee shall repair such damage and be responsible for and indemnify Grantor for any loss or damages.

The following terms and conditions shall also apply to this easement:

1. All water lines, storm lines, mains and related facilities constructed within the Easement Area by Grantee shall be constructed at Grantee's expense and shall be constructed underground, at a depth sufficient to prevent freezing thereof. No above-ground structures, improvements, enclosures, markers, concrete pads, risers, poles, anchors, guy wires or other appurtenant fixtures or equipment shall be installed, except for valves, manholes, vaults, hydrants or other related appurtenances that are inherent in the design and proper installation of said water lines, storm lines, mains and related facilities. Grantee is solely responsible for determining the location of all utilities that may be affected by work performed by or on behalf of Grantee. Grantee shall provide all required notification to the applicable utility companies and shall take all steps necessary to prevent damage to or disruption of all utilities and utility service and other equipment and systems.
2. Except as otherwise provided, the easement granted in this Agreement shall be non-exclusive. Grantor shall have the right to use, and/or allow others to use, the Easement Area for any purpose that does not unreasonably interfere with the Grantee's use of the Easement Area as set forth herein. For all repair, maintenance or construction work that is performed within, and disturbs, the Easement Area, the acting party shall be responsible to restore the disturbed property to approximately its original condition, reasonable wear and tear excepted, upon completion of the work and shall be responsible for any damage caused as a result of the work by the acting party. In the event Grantor, or anyone acting with permission from or at the request of Grantee, installs other utilities or makes other improvements to the Easement Area, Grantor shall provide the Grantee with not less than ten (10) days written notice, except in the case of emergency, prior to commencing any installation or improvements. Further, the acting party shall also conduct its maintenance, repair and construction activities so as to minimize interference with the activities of the other party. Nothing herein shall prevent Grantor, at its own expense and with thirty (30) days written notice, except in the case of emergency, to the Grantee, from occupying, filling, landscaping (with the exception of trees), sloping and/or grading the Easement Area and installing other improvements thereon (with the exception of buildings), or otherwise improving or using the area within or without the Easement Area, provided that nothing shall be constructed or placed upon the easement area which would materially impair access to the Easement Area or adversely impact the operation of Grantee's water lines or other infrastructure placed in the Easement Area pursuant to

this Easement. In the event Grantor constructs or installs, or allows others to construct or install, any improvements in the Easement Area, the Grantor shall indemnify and hold the Grantee harmless from any and all damages to Grantee's installations in the Easement Area.

3. Grantee agrees, at its cost and expense, to keep the utility lines and all other equipment, systems and property of Grantee located within the Easement Area in good order, condition and repair.
4. Grantee shall provide Grantor with prior written notice before engaging in initial construction activities and, except in the case of emergency, at least *fifteen* (15) days prior written notice before engaging in any maintenance, repair and additional construction activities upon the Easement Area described herein.
5. The easement granted by this Agreement may be relocated within the Grantor's property at any time upon Grantor's request, provided that Grantor bears the cost of relocating the underground utility lines and any other associated improvements which must be moved in connection with such relocation. Such costs of relocating the utility lines shall include Grantee's engineering and legal costs associated with such relocation. At Grantor's request, and upon the relocation of such lines and other property at Grantor's expense, Grantee shall execute and deliver to Grantor an instrument in recordable form relocating the easement granted in this Agreement to the new Easement Area designated by Grantor and terminating the easement granted in this Agreement.
6. Grantee covenants to and does hereby agree to indemnify, hold harmless and defend the Grantor and his successors and assigns, from and against all claims and all costs, expenses and liabilities (including reasonable attorneys' fees) incurred in connection with all claims, including any action or proceedings brought thereon, arising from or as a result of the death of any person or persons, or any accident, personal injury, loss or damage whatsoever caused to any person or entity or to the property (including but not limited to personal property) of any person or entity as shall occur on or about the Easement Area as the result of the Grantee's exercise of the rights granted in this Agreement, or Grantee's failure to perform the obligations set forth in this Agreement. There shall be excluded from the foregoing indemnification the damages, costs and expenses to the extent that such damages, costs and expenses are caused by the negligence of Grantor, his agents, employees, representatives, or their successors and assigns.
7. This Easement is made subject to all matters currently of record, to the extent the same are valid and enforceable.
8. This Easement will terminate upon the earlier of (i) mutual agreement of the parties or (ii) abandonment by Grantee of the facilities located within the limits of the Easement for a period of at least one year or (iii) the dissolution of Grantee pursuant to ORS Chapter 264 if no successor operator of an installed facility has assumed the obligations of Grantee under this Agreement within 180 days of its receipt of written demand from Grantor. Termination under (ii) above will be deemed to have occurred automatically upon the sixtieth day after delivery of written notice of such abandonment and of the resulting termination of this Easement (the "Abandonment Notice") by the then owner of

the Property to Grantee at the address set forth herein for Grantee (or at such other address for Grantee which is hereafter delivered by Grantee to said owner and to the Grantor at the address specified herein), unless Grantee delivers to said owner (at the address for said owner set forth in said Abandonment Notice), within sixty (60) days after delivery of the Abandonment Notice, written notice that the easement and facilities have not been abandoned. Any notices to be delivered hereunder will be served by certified mail, return receipt requested, postage prepaid and will be deemed delivered three (3) days after mailing as aforesaid at the notice addresses mentioned herein. Upon termination of this Easement as provided in this paragraph, Grantor shall be entitled to record a Memorandum of Termination of Easement in the Deed Records of Clackamas County evidencing and commemorating such termination based on the notarized statement of Grantor, or Grantor's successor in interest.

9. This Easement shall benefit Grantor and Grantee and be enforceable against their respective heirs, successors and assigns unless and until terminated as provided hereinabove.
10. By executing this Agreement the undersigned persons represent and warrant to one another that they each have the authority to bind Grantor and Grantee to this agreement.
11. This Easement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same agreement.

THE ABOVE EASEMENT IS ACCEPTED:

Todd Heidgerken, General Manager
CLACKAMAS RIVER WATER

NOTARY OF CLACKAMAS RIVER WATER:

STATE OF OREGON }
 } S.S.
COUNTY OF CLACKAMAS }

This instrument was acknowledged before me on _____,20____
by Todd Heidgerken, General Manager of Clackamas River Water.

WITNESS my hand and official seal.

Signature

Notary Public - State of Oregon

My commission expires: _____



AKS ENGINEERING & FORESTRY, LLC
12965 SW Herman Road, Suite 100, Tualatin, OR 97062
P: (503) 563-6151 | www.aks-eng.com

AKS Job #8178-01

OFFICES IN: BEND, OR - KEIZER, OR - TUALATIN, OR - VANCOUVER, WA

EXHIBIT A

Private Right-of-Way Description

All private right-of-ways in the plat of "Olympic Heights", Plat No. 1153, Clackamas County Plat Records, located in the Northeast One-Quarter of Section 14, Township 3 South, Range 2 East, Willamette Meridian, Clackamas County, Oregon, and being more particularly described as follows:

The above described tract of land contains 2.5 acres, more or less.

2/1/2022

REGISTERED
PROFESSIONAL
LAND SURVEYOR

OREGON
JANUARY 9, 2007
NICK WHITE
70652LS

RENEWS: 6/30/22

EXHIBIT B

ALL PRIVATE RIGHT-OF-WAYS IN THE PLAT OF "OLYMPIC HEIGHTS",
 LOCATED IN THE NORTHEAST 1/4 OF SECTION 14,
 TOWNSHIP 3 SOUTH, RANGE 2 EAST, WILLAMETTE MERIDIAN,
 CLACKAMAS COUNTY, OREGON



2/1/2022

REGISTERED
 PROFESSIONAL
 LAND SURVEYOR

Nick White

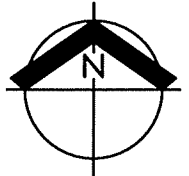
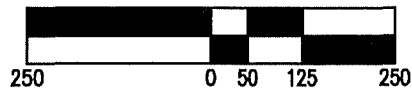
OREGON
 JANUARY 9, 2007
 NICK WHITE
 70652LS

RENEWS: 6/30/22

PREPARED FOR

CLACKAMAS RIVER WATER
 16770 SE 82ND DRIVE
 CLACKAMAS, OR 97015

SCALE: 1" = 250 FEET



PRIVATE RIGHT-OF-WAY MAP

EXHIBIT
B

AKS ENGINEERING & FORESTRY, LLC
 12965 SW HERMAN RD, STE 100
 TUALATIN, OR 97062
 503.563.6151 WWW.AKS-ENG.COM



DRWN: WCB
 CHKD: NSW
 AKS JOB:
 8178-01

AG-2
EXHIBIT C

OLYMPIC HEIGHTS

A SUBDIVISION IN SECTION 14, T 3 S, R 2 E, WM.

CLACKAMAS COUNTY OREGON

MARCH 1967

SCALE: 1"=100'

KNOW ALL MEN BY THESE PRESENTS

That we, Steve Monogios and Roberta Monogios, husband and wife, Lester Oades and Caroline Oades, husband and wife, and Chester Payne and Patricia Payne, husband and wife, owners of the land described in the attached Surveyor's Certificate, do hereby make, establish and declare the annexed map a true and correct map and plot of "OLYMPIC HEIGHTS", all lots being of the dimensions shown.
We do hereby grant a perpetual and non exclusive easement of ingress and egress to the future owners of all lots, or parts of lots, and to the heirs assigns, business invites and guests of such owners as well as all public or private utilities and public service personell over the private roads designated on the plat as Athens Drive and Olympic Court.

Steve Monogios *Lester Oades* *Chester H. Payne*
Roberta Monogios *Caroline Oades* *Patricia Payne*

ACKNOWLEDGEMENT

STATE OF OREGON
COUNTY OF CLACKAMAS ss

THIS IS TO CERTIFY that on this 16th day of March 1967, before me, a Notary Public in and for said County and State, personally appeared Steve Monogios, Roberta Monogios, Lester Oades, Caroline Oades, Chester Payne and Patricia Payne who are known to me to be the identical persons named in and who executed the foregoing instrument, and they acknowledged to me that they executed the same freely and voluntarily.

IN WITNESS WHEREOF I have hereunto set my hand and affixed my seal on the day and year last written above.

Palmer
Notary Public for State of Oregon
My commission expires February 17, 1969

SURVEYOR'S CERTIFICATE

I, Lester B. Kroft, being first duly sworn, depose and say that I have accurately surveyed and marked with proper monuments the land represented on the annexed map of "OLYMPIC HEIGHTS", that the initial point is marked with a 2" galvanized iron pipe 36" long driven 6" below the ground in the east line of Section 14, Township 3 South, Range 2 East, Willamette Meridian, S 0°11'30" W 791.58 feet from a stone at the northeast corner of said Section; running thence from said initial point S 0°11'30" W 426.24 feet; thence N 89°48'30" W 150.00 feet; thence S 0°11'30" W 236.42 feet; thence S 87°47' W 291.80 feet; thence S 9°33' E 364.11 feet to a point on the northerly line of Linns Mill Road No 307; thence S 47°59' W, along said northerly line 59.26 feet; thence N 9°33' W 552.37 feet; thence S 87°47' W 362.30 feet; thence S 0°13'25" W 220.20 feet; thence S 87°47' W 443.40 feet to a point on the west line of the east one half of the northeast quarter of said Section; thence N 0°13'20" E along said west line 1140.15 feet; thence S 89°46'40" E 26.42 feet; thence S 31°41' E 232.00 feet; thence N 58°19' E 425.00 feet; thence S 31°41' E 255.00 feet; thence S 12°25'30" E 191.30 feet; thence N 89°06'30" E 292.16 feet; thence S 2°47' W 65.00 feet; thence S 87°13' E 50.00 feet; thence N 74°55' E 307.05 feet to the place of beginning.
That the plat shown is a true and correct representation of the lots and streets as marked upon the ground with 5/8" x 30" Iron Rods driven at all lot corners and curve points as indicated by small circles.



Subscribed and sworn before me this 13th day of March 1967
Lester B. Kroft
Notary Public for State of Oregon
My commission expires 1/14/69

OREGON
LAND SURVEYOR
Lester B. Kroft
MAY 10, 1963
LESTER B. KROFT, JR.
49

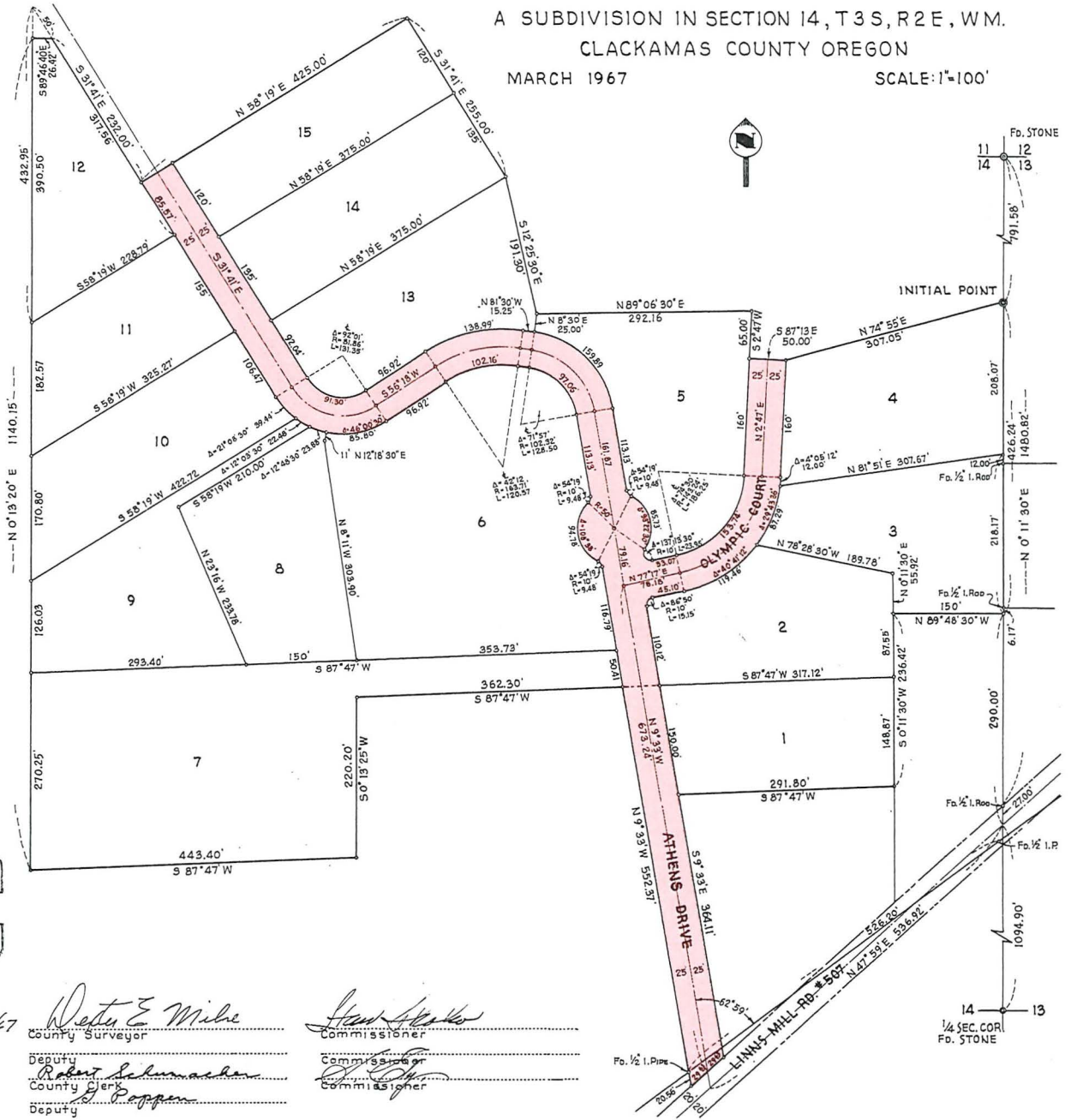
APPROVALS

all taxes paid to 6-30-67
for County Planning Comm.
County Sheriff Joe Stabe
Deputy Freda Taylor

John D. Cox Vice Chairman 5/14/67
County Assessor
Deputy Myra L. Walker

Walter E. Miles
County Surveyor
Deputy Robert Schumacher
County Clerk
Deputy Poppen

Lawrence
Commissioner
Deputy Commissioner



CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

March 10, 2022

Consider Approval of the Contract Extension Exceeding the General Managers Authority with City Wide Facility Solutions

DRAFT MOTION Move the Board authorize the General Manager to enter a contract extension with City Wide Facility Solutions for Janitorial Services for a Not to Exceed amount of \$ 92,000 per contract year.

EFFECTIVE DATE March 15, 2022

PRINCIPAL STAFF PERSON Todd Heidgerken, General Manager

BOARD ACTION REQUESTED The Board is requested to approve the first one-year term extension for an established services contract for Janitorial Services with City Wide Facility Solutions

DOCUMENTS ATTACHED Scope of Work

Agenda Summary

BACKGROUND The original contract has an annual not-to-exceed (NTE) amount of \$77,328. It is projected that with the increased cost of contract services, and janitorial supplies, additional specifications for Covid Cleaning and increased service request to address growing biohazards and trash with dumping problems at the Park, Pump Stations and Reservoirs, the current adjusted NTE exceeds the General Manager’s signing authority, requiring Board approval.

ANALYSIS City Wide Facility Solutions has performed well in providing Janitorial Services at CRW facilities and their current requested price increase with additional services is consistent with general cost increases currently being experienced across most service sectors.

STAFF RECOMMENDATION Staff recommends approval of the first one-year term extension of \$92,000 for Janitorial Services with City Wide Facility Solutions.

EXHIBIT C

SCOPE OF SERVICES

This set of specifications is divided into the following:

- a. Locations to be covered
- b. Schedule of cleaning
- c. Cleaning specifications
- d. General
- e. Security
- f. Payment

1. LOCATIONS TO BE COVERED

- a. Operations Offices & Shop: 9100 SE Mangan Drive (approx. 7,000 sq ft)
 1. Including all restrooms, kitchens, lobbies, locker rooms, corridors, stairs, office spaces, etc
- b. Administrative Office: 16770 SE 82nd Drive (approx. 16,800 sq ft)
 1. Including all restrooms, kitchens, lobbies, corridors, stairs, office spaces, etc.
- c. Water Treatment Plant 1st and 2nd floors: 9100 SE Mangan Drive (approx. 7,000 sq ft.)
 1. Including all restrooms, kitchens, locker rooms, corridors, stairs, office spaces.
- d. Clackamas Riverside Park Restrooms & Park garbage receptacles 17207 SE. Water Ave.
 1. Including all restrooms, grounds trash receptacles.

2. SCHEDULE OF CLEANING

- a. All cleaning services will be performed between the hours of 8:00 p.m. and 6:00 a.m., except as noted.
 1. EXCEPTIONS:
 - i. Administrative Office - Second Thursday of each month, work must be performed between the hours of 10:00 p.m. - 6:00 a.m.
 - ii. Administrative Office - Other Scheduled meeting nights as informed by Facility Coordinator.
 - iii. Water Treatment Plant – Services once per week only, every Tuesday. All scheduled cleaning service specifications to be completed on Tuesday of each week.
 - iv. Clackamas Riverside Park restrooms and garbage receptacles, work can be performed anytime of the day on a set schedule.
- b. Buildings are to be cleaned as follows:
 - a. All specifications found in section 3 included herein
 - b. Water Treatment Plant – Once per week only, every Tuesday
 - c. Clackamas Riverside Park and Restrooms- April through September: Friday, Saturday, Sunday, Monday & Wednesday, October through March: Sunday & Friday, cleaning can be done at anytime during the day; on a set schedule.
- c. Observed Holidays
 - a. The following are the officially observed holidays that CRW employees have off: New Year's Day; Presidents' Day; Martin Luther King Jr Day, Memorial Day; Independence Day; Labor Day; Veteran's Day; Thanksgiving Day; the Day after Thanksgiving; Christmas Day.

3. CLEANING SPECIFICATIONS

3.1 EACH SUNDAY, TUESDAY & THURSDAY:

- a. Administrative Offices on 82nd Drive; Operations Office and Shop Buildings on Mangan Drive, Water Treatment Plant - (Tuesday)
 1. Gather all waste and recyclables and dispose in correct dumpsters and/or containers. Replace receptacle liners if they are soiled
 2. Properly position furniture and wastebaskets.
 3. Vacuum all carpeted areas, workstations, and walkways
 4. Sweep and mop all hard floor surfaces.
 5. Spot clean carpets as needed, with machine, between regular cleanings/extractions
 6. Clean doors, glass, door frames, walls and around switch plates
 7. Wipe clean counters and worktables removing soil, stains and prints.
 8. Fully restock all paper products and soaps in the kitchen areas and restrooms. All restrooms stalls are to be left fully stocked with toilet paper with an additional extra roll in each stall.
 9. Wash entry glass and door frames.
 10. Wipe clean and disinfect/sanitize all counters and scrub clean and disinfect/sanitize all sinks in kitchens and restrooms.
 11. Scrub clean all toilets, urinals walls and floors surrounding toilets and urinals, pay particular attention to splashes and overspray.
 12. Wipe clean, scrub if necessary any spillage inside & outside of microwaves and refrigerators.
 13. Load dishwasher and run when needed.
 14. Remove cigarette butts and litter from entrance/exits, and cigarette urns.
 15. All interior doors with card readers/restricted access security must be closed and secured at all times.
 16. When on premises keep all exterior or "access control" doors locked at all times and set alarm systems where applicable.
 17. Do not allow anyone into access control areas. If they should be there then they should have their own access badge to use. They can call CRW for help.
 18. Leave on only designated lights when exiting the building.
 19. Report damage, needed repairs, scheduling conflicts or any other known issues to the contract representative via email.

3.2 WEEKLY

- a. Administrative Offices on 82nd Drive; Operations Office and Shop Buildings on Mangan Drive; Water Treatment Plant - (Tuesday)
 1. Dust and wash all door, doorframes, fire extinguisher, cabinets, and planters.
 2. Dust all horizontal surfaces within reach including windowsills, credenzas, low files, and all ledges and flat surfaces within reach with a damp cloth. The term "within reach" is defined as cleaning all ledges, sills, etc. within 7-1/2 feet from the floor.
 3. Perform low dusting sides of desks, knee wells, and sides of files, chair rungs swivel bases, etc
 4. Perform high dusting, picture frames, smoke detectors, exit signs, etc
 5. Dust other surfaces as needed.

6. Spot clean entry and partition glass, doors, doorframes, walls, and around switch plates.
7. Clean and disinfect/sanitize drinking fountains, and polish with stainless steel polish.
8. Clean and disinfect/sanitize handrails on inside stairwell.
9. Wash inside of sanitary napkin waste containers.
10. Clean and disinfect/sanitize restroom stall walls.
11. Clean and disinfect/sanitize showers in Operations Shop Building.

3.3 MONTHLY

- a. Administrative Offices on 82nd Drive; Operations Office and Shop Buildings on Mangan Drive, Water Treatment Plant – (Tuesday)
 1. Vacuum upholstered furniture.
 2. Polish all bronze, brass and chrome metal.
 3. Spot clean and/or shampoo/extract spots or stains in carpeted areas
 4. Wash walls as needed
- b. Contractor supervisor to do walk through of each facility
 1. Verbally check-in with one person in each area, requesting feedback from employees on a monthly basis

3.4 QUARTERLY

- a. Administrative Offices on 82nd Drive; Operations Office and Shop Buildings on Mangan Drive, Water Treatment Plant – (Tuesday)
 1. Take off vent covers, vacuum out vents, clean, replace covers and vacuum any debris.
 2. Wash windows inside and out.
 3. Clean & wash all window blinds.
 4. Scrub and top coating of all vinyl floors. Remove top layer of wax and reapply two finish coats
 5. Extract all carpet areas, including moving any portable furniture, cleaning under portable furniture, and returning portable furniture to it's original position
 6. Wash walls as needed

3.5 ANNUALLY OR AS NEEDED

1. Strip, seal and refinish all vinyl floors
2. Machine scrub all Ceramic floors and apply ceramic floor sealer
3. Clean lighting covers, remove debris and bugs, take down overhead light lenses, wash, replace and vacuum any debris
4. Clean and reseal awnings on the 82 Drive Offices

3.6 CLACKAMAS RIVERSIDE PARK

- a. Cleaning Specifications
 1. Empty all restroom waste receptacles
 2. Clean wash basins, urinal, toilet bowls and the underside and tops of toilet seats
 3. Wash toilet compartment walls
 4. Re-stock all paper dispensers as needed
 5. Wash floors
 6. Empty all garbage receptacles in the park area
 7. Pickup all loose garbage on park grounds

3.7 COVID-19 ADDITIONAL DISINFECTION SERVICES

Scope of Work

Schedule: (S/M/TW/TH)

Locations: 1) - Admn. Bldg. 1st Floor, 2) - OPS Office and Shop Buildings, 3) - Water Treatment Plant. 1st and 2nd floor. All locations to include Common Areas and all Offices

Specifications: Disinfect / wipe all high touch areas including desks, tables, chairs, door handles, fixtures, light switches, etc. (Do not move papers or personal belongings.)

3.8 SUPPLY OF JANITORILA CLEANING SUPPLIES

If and when requested, to include: Cleaning supplies, paper towels, toilet paper, bathroom and kitchen soaps, trash can liners and other supplies as requested. Cost of supplies to be agreed upon when requested.

Duties on an as needed/call out basis

1. Assigning only hazmat trained and certified personnel to clean the park who can assume responsibility of placing bio-hazard sharps (when engaged in park cleaning activities or when requested by CRW), into provided sharps containers at the park. Only hazmat trained and certified personnel to clean any feces or urine encountered in the usual cleaning of the park or when requested by CRW.
2. Intermittent removal as needed from CRW premises, the accumulation of collected sharps from the designated sharps locker box.
3. Cost of additional labor to place non bio hazard sacks of debris or larger objects found in the park into the dumpster.
4. Cost of installation of sharps containers in park.

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

March 10, 2022

SUBJECT Consider Adopting Resolution No. 07-2022 to Authorize Bank Accounts And Check Signatures

DRAFT MOTION	Move the Board adopt Resolution No. 07-2022 to Authorize Bank Accounts And Check Signatures effective March 10, 2022.
EFFECTIVE DATE	March 10, 2022

PRINCIPAL STAFF PERSON Jason Kirkpatrick, Chief Financial Officer

BOARD ACTION REQUESTED Adopt Resolution No. 07-2022

DOCUMENTS ATTACHED Resolution No. 07-2022, A Resolution Authorizing Bank Accounts And Check Signatures

Agenda Summary

BACKGROUND US Bank National Association, Clackamas Branch is the current primary, general banking institution for the District through a general checking account and payroll checking account.

The general checking account is for all accounts payable checks issued by the district. The payroll account is for employee salaries and related taxes and garnishments.

ANALYSIS The resolution for Bank Accounts and Check Signatures updates resolution 13-2016 adopted June 9, 2016. No changes to bank accounts are planned for next fiscal year.

The resolution for check signatures authorizes which positions can be signers on the bank accounts. Not all positions authorized are signers on the bank accounts. The resolution updates the check signers to the General Manager, Chief Financial Officer and Chief Engineer.

STAFF RECOMMENDATION Adopt Resolution No. 07-2022

CLACKAMAS RIVER WATER

RESOLUTION No. 07-2022

A RESOLUTION AUTHORIZING BANK ACCOUNTS AND CHECK SIGNATURES

WHEREAS, Section 264.210 of the Oregon Revised Statutes provides for districts to have the power to do things which may be requisite to operate a municipal water utility; and

WHEREAS, business operations require bank accounts and services to be established, maintained and changed through qualified financial institutions to conform with the fiscal needs of the District, authorization to administer such activities is needed;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Clackamas River Water as follows:

Section 1. U.S. Bank National Association (Bank), Clackamas Branch, is designated as the current primary, general banking institution for the District through a general account and payroll account.

Section 2. The Board hereby authorizes use of facsimile signatures according to accounting and internal control procedures.

Section 3. Any two of the following shall execute, personally or by facsimile signature, accounts payable checks: General Manager; Chief Financial Officer; Chief Engineer; Board President; Board Secretary and Board Treasurer.

Section 4. Checks issued to payroll service companies shall be considered accounts payable checks. Individual payroll checks issued outside the normal payroll process shall require two signatures from the list of individuals identified in this Section 3, provided that an individual may not sign a check payable to or payable to the order of that individual.

Section 5. The General Manager and Chief Financial Officer shall develop and administer internal accounting procedures and controls for the protection of CRW finances relating to check signing and authorization.

NEXT PAGE

Section 6. The Depository Services Resolutions for Governmental Entities, designating the Bank as depository of the District and authorizing check signers is adopted and in full force and effect.

Section 7. This resolution supersedes all previous bank accounts and check signatures resolutions.

ADOPTED by the Clackamas River Water Board of Commissioners this 10th day of March 2022.

Sherry French, President

Naomi Angier, Secretary

Earnings Statement

	First No.	Last No.	Total
Checks:	ADPCHECK	ADPCHECK	00000000000
Vouchers:	00000060001	00000060039	00000000015

SEAT 312 TOTAL DOCUMENT
 CLACKAMAS RIVER WATE
 LOCATION 0001

CHECK STUFFING, RECONCILIATION

126507.87 GROSS
 76711.68 NET PAY (INCLUDING ALL DEPOSITS)
 12410.83 FEDERAL TAX
 7629.12 SOCIAL SECURITY
 1784.24 MEDICARE
 .00 MEDICARE SURTAX
 .00 SUI/DI/FLI/MLI TAX
 7410.00 STATE TAX
 .00 LOCAL TAX
 97273.68 DEDUCTIONS
 .00 NET CHECK

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

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TEAR HERE

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



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 NON-NEGOTIABLE - VOID - NON-NEGOTIABLE
 NON-NEGOTIABLE - VOID - NON-NEGOTIABLE**

Earnings Statement

First No. Last No. Total
Checks: ADPCHECK ADPCHECK 0000000000
Vouchers: 00000080001 00000080037 00000000012

SEAT 312 TOTAL DOCUMENT
CLACKAMAS RIVER WATE
LOCATION 0001

CHECK STUFFING, RECONCILIATION

123151.27 GROSS
74366.14 NET PAY (INCLUDING ALL DEPOSITS)
11810.75 FEDERAL TAX
7421.04 SOCIAL SECURITY
1735.54 MEDICARE
.00 MEDICARE SURTAX
.00 SUI/DI/FLLI/MLI TAX
7195.09 STATE TAX
.00 LOCAL TAX
94988.85 DEDUCTIONS
.00 NET CHECK

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

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TEAR HERE

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



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NON-NEGOTIABLE - VOID - NON-NEGOTIABLE**

Monthly Check History Listing
Clackamas River Water
2/1/2022 to 2/28/2022

Bank code: apbank

Check #	Date	Vendor	Description	Invoice	Amount Paid	Check Total
6043	02/01/2022	00095 ING	VOLUNTARY PAYROLL DEDUCTION: DEFER COMP	PR 01/28/2022	5,756.01	5,756.01
6044	02/01/2022	00336 CITISTREET - STATE OF OREGON	VOLUNTARY PAYROLL DEDUCTION: DEFER COMP	PR 01/28/2022	1,784.08	1,784.08
6045	02/15/2022	00095 ING	VOLUNTARY PAYROLL DEDUCTION: DEFER COMP	PR 02/11/2022	6,181.00	6,181.00
6046	02/15/2022	00336 CITISTREET - STATE OF OREGON	VOLUNTARY PAYROLL DEDUCTION: DEFER COMP	PR 01/11/2022	1,785.88	1,785.88
6047	02/15/2022	04272 GLOBAL PAYMENTS INTEGRATED	CREDIT CARD MERCHANT STATEMENT - JANUARY	JANUARY 2022	27,535.57	27,535.57
6048	02/15/2022	01959 US BANK	PNWS AWWA	01/25/22	2,400.00	
			ROBERT HALF INTL	01/25/22 PAYABLEc	2,350.00	
			GREEN GUARD FIRST AID & S	01/25/22 MCGINNISg	1,800.00	
			ROBERT HALF INTL	01/25/22 PAYABLEa	1,762.50	
			WPY*MICROMAIN CORPORATION	01/25/22 PAYABLEb	1,571.87	
			SQ *EHSCONSULT	01/25/22 MCGINNISc	1,440.79	
			AIA CORPORATION	01/25/22 HOLZGANGk	1,348.20	
			EVENT* THE DEVELOPING	01/25/22 SLEIGHTc	749.00	
			STARBUCKS CORP SALES	01/25/22 TRIPLETTa	639.95	
			FASTENAL COMPANY 01ORPO2	01/25/22 RAYd	471.46	
			GOVERNMENT FINANCE OFFICE	01/25/22 BRYCKa	460.00	
			PNWS AWWA	01/25/22 BJORNSTEDTb	450.00	
			MUNICIPAL AUDIT PAYMENT	01/25/22 BRYCKb	350.00	
			PERSONNEL CONCEPTS	01/25/22 MCGINNISd	338.83	
			DIALOGTECHINC	01/25/22 KEOBOUNNAMa	323.68	
			EB ICS 400 ADVANCED I	01/25/22 MCGINNISe	200.00	
			FSP*INTL ASSOC OF EMERGEN	01/25/22 MCGINNISa	195.00	
			HOMEDEPOT.COM	01/25/22 SLEIGHTb	153.98	
			SQ *WE ARE CAKE	01/25/22 HOLZGANGd	147.00	
			MESA LABS	01/25/22 TRIPLETTb	116.12	
			GASKET SPECIALTIES PORTLA	01/25/22 RAYg	115.00	
			BOLI TECHNICAL ASSIST	01/25/22 MCGINNISf	102.00	
			THE OREGONIAN CIRC-SUB	01/25/22 HOLZGANGb	101.40	
			HIRINGTHING INC	01/25/22 CAMPBELLb	99.00	
			UNIVERSAL ENGINE HEATER	01/25/22 RAYa	92.31	
			ETSY.COM - CRYSTALIMAGESI	01/25/22 HOLZGANGc	84.99	
			AMZN MKTP US*1A72Q3DT3	01/25/22 PRESTWOODc	78.59	
			SQ *HERBST HILLTOP FLORIS	01/25/22 CAMPBELLa	77.95	

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			EVENT* 2022 SDAO ANNUA	01/25/22 MCGINNISb	75.00	
			PLUMBINGSUPPLY.COM	01/25/22 PRESTWOODa	74.74	
			FERGUSON ENT #3041	01/25/22 RAYf	53.89	
			ADOBE *800-833-6687	01/25/22 KEOBOUNNAMd	52.99	
			FRED-MEYER #694	01/25/22 HOLZGANGg	43.79	
			THE HOME DEPOT #4017	01/25/22 RAYb	42.85	
			AMZN MKTP US*T97NY8WA3	01/25/22 SLEIGHTd	39.16	
			INTERNATIONAL WATE	01/25/22 MCGINNISh	38.00	
			THE HOME DEPOT #4017	01/25/22 RAYc	37.96	
			WALLIT	01/25/22 HOLZGANGf	37.00	
			AMZN MKTP US*9P83Z40Q3	01/25/22 HOLZGANGj	33.98	
			PLATT ELECTRIC 038	01/25/22 RAYe	33.60	
			AMZN MKTP US*AN44D1ZK3	01/25/22 KEOBOUNNAMc	30.88	
			AMERICAN MESSAGING	01/25/22 CUMMINGS	28.91	
			AMZN MKTP US*S59911L73	01/25/22 SLEIGHTa	28.04	
			AMZN MKTP US*NB20L5T63	01/25/22 KEOBOUNNAMb	24.99	
			AMZN MKTP US*XM3L39463	01/25/22 HOLZGANGn	20.99	
			AMZN MKTP US*4Z5BE6Y33	01/25/22 HOLZGANGh	19.99	
			KUDOBOARD	01/25/22 HOLZGANGa	19.99	
			AMZN MKTP US*IP3VM08T3	01/25/22 HOLZGANGm	19.77	
			AMZN MKTP US*JJ67X7JF3	01/25/22 PRESTWOODb	17.99	
			AMZN MKTP US*E222Y6SW3	01/25/22 HOLZGANGi	16.70	
			AMZN MKTP US*2B3ZW28E3	01/25/22 HOLZGANGI	9.99	
			AMZN MKTP US*HO8NF5YJ3	01/25/22 HOLZGANGe	8.99	18,829.81
6049	02/16/2022	01639 BENEFIT HELP SOLUTIONS	PRETAX BENEFIT TRANSACTION	02/16/2022	1,158.36	1,158.36
93172	02/01/2022	00092 AIRGAS USA INC	BOTTLE RENTAL AND SAFETY CLOTHING	9118306427	34.08	34.08
93173	02/01/2022	04334 KATHERINE & PAUL ANDERSON	UB Refund Cst #041792	Ref000188730	133.89	133.89
93174	02/01/2022	00285 ARAMARK UNIFORM SERVICES INC	ACC. #934649000 - BUILDING MAINT. SUPPLI	529000206705	67.75	67.75
93175	02/01/2022	04325 DALE B AUSTEN	UB Refund Cst #015742	Ref000188721	10.37	10.37
93176	02/01/2022	03525 BIO-MED TESTING SERVICES INC	RANDOM DRUG TESTING	89324	55.00	55.00
93177	02/01/2022	04324 DAVID BRADLEY**	UB Refund Cst #013459	Ref000188720	46.75	46.75
93178	02/01/2022	04338 CAPPs 120 Q02B LLC**	UB Refund Cst #046629	Ref000188734	142.18	142.18

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93179	02/01/2022	04329 LUPE CARBAUGH	UB Refund Cst #031947	Ref000188725	168.73	168.73
93180	02/01/2022	03325 CHEMTRADE CHEMICALS US LLC	ALUMINUM SULFATE	93281117	5,367.03	5,367.03
93181	02/01/2022	00519 COLONIAL LIFE	FEBRUARY 2022, VOLUNTARY PAYROLL DEDUCTI	77938620205662	276.80	276.80
93182	02/01/2022	04251 D & D CONCRETE AND UTILITIES	RETAINAGE FOR LINWOOD & MONROE WATERLINE	2021-141	1,790.00	1,790.00
93183	02/01/2022	04339 THEODORE EBORA	BONUS REQUEST	01/31/2022	500.00	500.00
93184	02/01/2022	02965 FCS GROUP	3479 WHOLESALE WATER RATES	3479-22201023	5,965.00	5,965.00
93185	02/01/2022	01844 FERGUSON ENTERPRISES INC	36" SS MTR BOX LID LIFTER	1034979	164.10	164.10
93186	02/01/2022	04327 JOHN FOGOROS	UB Refund Cst #024037	Ref000188723	64.82	64.82
93187	02/01/2022	04322 KEN GOTCHALL**	UB Refund Cst #012390	Ref000188718	97.48	97.48
93188	02/01/2022	04326 RICK & CAROL GREGORY	UB Refund Cst #019244	Ref000188722	82.20	82.20
93189	02/01/2022	04332 KAYLA HENSLEY	UB Refund Cst #039369	Ref000188728	84.56	84.56
93190	02/01/2022	00327 HR ANSWERS INC	EMPLOYEE SURVEY PROJECT	50457	320.00	320.00
93191	02/01/2022	00127 ICMA RETIREMENT TRUST- 457	VOLUNTARY PAYROLL DEDUCTION: DEFER COMP	PR 01/28/2022	26,000.00	26,000.00
93192	02/01/2022	04330 SARAH & MICHAEL LANTZ	UB Refund Cst #036815	Ref000188726	91.02	91.02
93193	02/01/2022	04336 TIM LUCAS**	UB Refund Cst #044412	Ref000188732	34.87	34.87
93194	02/01/2022	04180 MADRONE TECHNOLOGY GROUP INC.	ONSITE/OFFSITE DATA BACKUP CONTRACT WORK	1927 1929	2,939.00 275.00	3,214.00
93195	02/01/2022	04331 RANDALL MAYTON	UB Refund Cst #039015	Ref000188727	60.15	60.15
93196	02/01/2022	00138 MILWAUKIE, CITY OF	ACCOUNT# 24-3520-00 - 6201 SE LAKE RD -	24-3520 12/20-01/20	160.42	160.42
93197	02/01/2022	00275 MINUTEMAN PRESS CORP	FY21 FINANCIAL REPORTS	121293	399.00	399.00
93198	02/01/2022	00013 NW NATURAL	102053-6 9100 SE MANGAN DR. 3446861-1 17257 HANNEMAN CT #GEN 863832-2 15098 OYER DR	102053-6 3446861-1 12/21-1/25 863832-2 12/27-01/27	1,871.44 29.85 22.23	1,923.52
93199	02/01/2022	04337 LEIF OREM	UB Refund Cst #045728	Ref000188733	50.54	50.54

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93200	02/01/2022	02681 PAUL H. ROEGER	LEGAL DESCRIPTION DEVELOPMENT FOR WITHDR	12	245.00	245.00
93201	02/01/2022	04328 STEFANIE PHILLIPS	UB Refund Cst #031925	Ref000188724	27.87	27.87
93202	02/01/2022	03388 RDO-VERMEER LLC	TRAILER MOUNTED HYDRO EXCAVATOR W/ BOOM	E0309477	107,468.69	107,468.69
93203	02/01/2022	00229 RICOH USA, INC.	COPIER LEASE #1021276-3672069 - 10/20 TO COPIER LEASE #1021276-3672069 - 11/20 TO COPIER LEASE #1021276-3672069 - 11/20 TO COPIER LEASE #1021276-3745995 - 10/12 TO COPIER LEASE #1021276-3745995 - 11/12 TO COPIER LEASE #1021276-3745995 - 12/12 TO	105558786 105653279 105740655 105522983 105617601 105710273	408.25 397.33 360.00 208.86 208.86 208.86	1,792.16
93204	02/01/2022	04323 LANCE RUDGE	UB Refund Cst #012413	Ref000188719	100.00	100.00
93205	02/01/2022	03394 TEAM ELECTRIC COMPANY	1121-0500 90TH ST PUMP STATION PROGRESS 1121-0500 90TH ST PUMP STATION PROGRESS	24191 24075	19,644.00 13,656.00	33,300.00
93206	02/01/2022	00282 TERMINIX INTERNATIONAL INC	CUST.# 1703007 - JANUARY PEST CONTROL SE	416665642	100.00	100.00
93207	02/01/2022	04333 TIARRA TRAPP	UB Refund Cst #041244	Ref000188729	54.63	54.63
93208	02/01/2022	04335 SHELLEY VILLALOBOS	UB Refund Cst #044200	Ref000188731	136.68	136.68
93209	02/01/2022	00110 WATER ENVIRONMENT SERVICES	SURFACE WATER AT SE 82ND DRIVE. 01/01 TO SURFACE WATER AT SE MATHER DRIVE. 01/01 SURFACE WATER AT SE MISTWOOD WAY 1/1 TO	03-05879-01 JAN 03-14578-01 JAN 2022 03-28986-00 JAN 2022	226.90 162.75 131.75	521.40
93210	02/01/2022	00168 WICHITA FEED & HARDWARE	NUTS & BOLTS FOR FITTINGS	5548	25.84	25.84
93211	02/01/2022	03106 WRIGHT BUSINESS GRAPHICS	JANUARY 2022 PROCESSING & POSTAGE JANUARY 2022 PROCESSING & POSTAGE JANUARY 2022 PROCESSING	4230855 4230860 4230859	3,434.43 3,377.78 2,593.93	9,406.14
93212	02/08/2022	00285 ARAMARK UNIFORM SERVICES INC	ACC. #934649000 - BUILDING MAINT. SUPPLI	529000211002	67.75	67.75
93213	02/08/2022	03777 CAROLLO ENGINEERS INC	WTP MASTER PLAN PROGRESS PAYMENT	FB19420	3,350.00	3,350.00
93214	02/08/2022	00317 CDW GOVERNMENT INC.	NETWORK CABLES	R329307	332.85	332.85
93215	02/08/2022	04256 CITY WIDE FACILITY SOLUTIONS	JANUARY 2022 - CLEANING - ADMN/OPS/WTP/P	STI035000038	7,304.36	7,304.36
93216	02/08/2022	00227 CLACKAMAS GARBAGE CO INC	ACC. #04370 - TRASH REMOVAL SERVICE - JA	JANUARY 2022	367.96	367.96

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93217	02/08/2022	03597 CLOUD RECORDS MANAGEMENT	ORMS-0153 / MONTHLY USER FEE PER USER OR	210380	370.20	
			ORMS-0153 / MONTHLY USER FEE PER USER OR	210425	370.20	740.40
93218	02/08/2022	00017 CORE & MAIN LP	1 PCS ABANDONED CORP CAP 16"	Q153299	1,040.86	1,040.86
93219	02/08/2022	02856 CRYSTAL GREENS LANDSCAPING	LANDSCAPING MAINTENANCE - JANUARY	B10940	1,973.00	1,973.00
93220	02/08/2022	03218 DIRECT TRANSPORT INC	DELIVERY BOARD MEETING PACKETS	279731	55.09	55.09
93221	02/08/2022	00287 ENVIRONMENTAL RESOURCE ASSOC	MICROBIOLOGY PROFICIENCY TESTING ORGANIS	986066	944.07	944.07
93222	02/08/2022	01844 FERGUSON ENTERPRISES INC	WAX TAPE, POLY WRAP, PRIMER	1066022	486.13	486.13
93223	02/08/2022	00167 GRAINGER INC	BATTERIES, TAPE MEASURE	9176763648	57.46	57.46
93224	02/08/2022	03240 GARY RUDNIK P HARRANG LONG	LEGAL SERVICES - JANUARY 2022	95333	4,240.00	4,240.00
93225	02/08/2022	01756 HOLD TIME MUSIC AND MARKETING	CUSTOMER SVC MAIN PHONE LINE - VOICE SVC	5806	600.00	600.00
93226	02/08/2022	02570 HOME DEPOT CREDIT SERVICES	42 PCS #8820-00	H4017-326046	180.18	
			GLOVES/DETERGENT	H4017-324858	75.88	
			PEA GRAVEL	H4017-326895	39.80	295.86
93227	02/08/2022	04171 LSK GRAPHICS INC.	NEWSLETTER/BILL INSERT CREATION AND DESI	24830-16	360.00	360.00
93228	02/08/2022	04180 MADRONE TECHNOLOGY GROUP INC.	CONTRACT WORK	1934	495.00	
			COMPUTER & PERIPHERALS	1932	150.00	
			SCADA CONTRACT WORK	1936	55.00	700.00
93229	02/08/2022	00138 MILWAUKIE, CITY OF	VEHICLE SERVICE - DECEMBER 2021	INV00644	1,904.13	1,904.13
93230	02/08/2022	04242 NORTHWEST MECHANICAL GROUP	DECEMBER HVAC SERVICES	25232	410.00	
			JANUARY HVAC SERVICES	25449	410.00	
			ADMIN THERMOSTAT ISSUES PER W	24075	185.00	1,005.00
93231	02/08/2022	00306 OFFICE DEPOT INC	ACCT#90261180 - ID#38683228 - OFFICE SUP	224831130001	224.16	
			ACCT#90261180 - ID#38683228 - OFFICE SUP	224676091001	159.76	
			ACCT#90261180 - ID#38683228 - OFFICE SUP	224320188001	79.88	
			ACCT#90261180 - ID#38683228 - OFFICE SUP	224676678001	79.88	543.68
93232	02/08/2022	00048 OREGON CITY, CITY OF	PUMPING CHARGES - JANUARY 2022	12/31-01/31/2022	5,052.97	5,052.97
93233	02/08/2022	00048 OREGON CITY, CITY OF	ACC:# 04-792203-01 (130825) - 11/21 - 1	11/30-12/31/21	18.26	18.26

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93234	02/08/2022	02240 PACIFIC POWER GROUP LLC	PORTABLE GEN SERVICE	499652-00	1,145.00	
			PORTABLE GEN SERVICE	499643-00	1,145.00	
			ADMIN GEN SERVICE	499651-00	830.00	
			PORTABLE GEN SERVICE	499650-00	815.00	
			PORTABLE GEN SERVICE	499649-00	795.00	
			BCREEK GEN SERVICE	499654-00	675.00	
			KIRKWOOD GEN SERVICE	499653-00	675.00	6,080.00
93235	02/08/2022	04294 PARC RESOURCES LLC	FEMA HMGP SUBAPPLICATION	01-22-830	2,696.10	2,696.10
93236	02/08/2022	03815 PETROCARD INC	15-100 WATER QUALITY, 2400 EQUIPMENT, 21	C854236	1,015.54	
			15-100 WATER QUALITY, 2400 EQUIPMENT, 21	C846551	786.74	1,802.28
93237	02/08/2022	00018 PITNEY BOWES GLOBAL FIN SVC LL	LEASE ACCT #0010797993 12/05/2021 - 03-0	3315132461	306.36	306.36
93238	02/08/2022	00229 RICOH USA, INC.	COPIER LEASE #1021276-3672069 - 01/20 TO	105837866	373.27	
			COPIER LEASE #1021276-3797919 - 01/10 TO	105811714	45.75	419.02
93239	02/08/2022	00229 RICOH USA, INC.	CUST. # 4197629 - ADDITIONAL COPIES 01/0	5063774140	192.62	
			CUST. # 4220490 - ADDITIONAL COPIES 01/0	5063782595	59.27	251.89
93240	02/08/2022	03548 RIVER CITY ENVIRONMENTAL INC	KING (LINWOOD PROJECT)	750590	1,900.00	
			14576 MAPLELANE #2214-0256	746058	1,700.00	
			LINWOOD PROJECT	750591	1,700.00	
			19650 FISCHERS MILL	740913	1,475.00	6,775.00
93241	02/08/2022	00024 SOUTH FORK WATER BOARD	WATER PURCHASED - JANUARY 2022	JANUARY 2022	33,611.58	33,611.58
93242	02/08/2022	00107 UNITED SITE SERVICES INC	PARK PORT-POTTIES	114-12753177	597.87	
			HUNTER HTS PORT-POTTIE	114-12774062	30.00	
			90TH PS PARK PORT-POTTIE	114-12774064	30.00	
			OTTY RES PARK PORT-POTTIE	114-12774075	30.00	
			GLEN OAK PS PARK PORT-POTTIE	114-12774060	30.00	717.87
93243	02/08/2022	00130 WASTE MANAGEMENT OF OREGON	JANUARY 2022 TRASH REMOVAL SERVICES - RI	9247422-1574-3	1,941.30	
			JANUARY 2022 - TRASH REMOVAL SERVICES -	9247423-1574-1	505.07	2,446.37
93244	02/08/2022	02247 WHA INSURANCE AGENCY INC	MERP ADMIN FEE AND MERP REIMBURSEMENT AC	02/04/2022	1,719.34	1,719.34
93245	02/15/2022	02663 ACCENT SIGNS, LLC	BADGE PHOTOS & OFFICE NAME PLATES	22-2-57	21.42	21.42

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93246	02/15/2022	00285 ARAMARK UNIFORM SERVICES INC	ACC. #934649000 - BUILDING MAINT. SUPPLI	529000215448	67.75	67.75
93247	02/15/2022	00164 CENTURYLINK	PHONE SVC - ACCT#77563747 FEB 2022	280754637	13.49	13.49
93248	02/15/2022	04256 CITY WIDE FACILITY SOLUTIONS	PAINTING EOC WALLS	42035000623	1,763.00	1,763.00
93249	02/15/2022	02555 COMCAST	COMCAST MONTHLY CABLE INTERNET - 2/14-3/	2099723 2/14-3/13	248.85	248.85
93250	02/15/2022	03212 EVOQUA WATER TECHNOLOGIES, LLC	ANNUAL MAINTENANCE OF DI WATER SYSTEM	905201247	484.56	484.56
93251	02/15/2022	04080 GREEN GUARD	MEDIUM TRUCK KIT	1744688	1,200.50	1,200.50
93252	02/15/2022	02288 GSI WATER SOLUTIONS INC	WATER RIGHTS RESEARCH & NEW CHART	00224.011-1	2,100.00	2,100.00
93253	02/15/2022	01193 KONELL CONSTRUCTION	Refund receipt #. 004263	Ref000188842	1,194.03	1,194.03
93254	02/15/2022	04180 MADRONE TECHNOLOGY GROUP INC.	CONTRACT WORK	1948	220.00	220.00
93255	02/15/2022	00306 OFFICE DEPOT INC	ACCT#90261180 - ID#38683228 - OFFICE SUP ACCT#90261180 - ID#38683228 - OFFICE SUP	227590072001 227589600001	41.49 17.18	58.67
93256	02/15/2022	00373 OREGON AFSCME	UNION DUES UNION DUES	PR 01/21/2022 PR 02/04/2022	886.25 885.94	1,772.19
93257	02/15/2022	00021 PGE	WATER TREATMENT PLANT JANUARY 2022 PUMP STATION JANUARY 2022 ADMIN JANUARY 2022	WTP JANUARY PUMP STATION JAN. 22 ADMIN JANUARY 2022	31,000.25 16,448.34 2,937.94	50,386.53
93258	02/15/2022	02833 PROCOM TECHNOLOGIES, LLC	NEW WIRE RUN INSTALL AT OPS/SHOP AND WAT	25288	2,487.10	2,487.10
93259	02/15/2022	00577 SPECIAL DISTRICTS ASSOC OREGON	MARCH HEALTH BENEFITS PROGRAM	03-0054042, 00000000	53,546.75	53,546.75
93260	02/23/2022	00285 ARAMARK UNIFORM SERVICES INC	ACC. #934649000 - BUILDING MAINT. SUPPLI ACC. #934649000 - BUILDING MAINT. SUPPLI	529000224104 529000219879	71.08 67.75	138.83
93261	02/23/2022	00304 CANTEL SWEEPING	FEBRUARY - PARKING LOT SWEEPING - OPS (C FEBRUARY - PARKING LOT SWEEPING - ADMIN FEBRUARY - PARKING LOT SWEEPING - PARK (e15697 e15696 e15698	235.00 180.00 165.00	580.00
93262	02/23/2022	01546 CASCADE COLUMBIA DIST CO INC	ALUMINUM CHLOROHYDRATE (PAX-XL19)	828437	13,816.60	13,816.60
93263	02/23/2022	00164 CENTURYLINK	PHONE SERVICES	503Z05-0025 00000000	1,775.59	1,775.59

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93264	02/23/2022	00200 CLACKAMAS COUNTY	ONE CREW - OCT 22 ONE CREW - JAN 22	20-4762 20-5521	425.00 425.00	850.00
93265	02/23/2022	03218 DIRECT TRANSPORT INC	DELIVERY BOARD MEETING PACKETS	280565	55.09	55.09
93266	02/23/2022	00125 ENCORE GRAPHIC	OVERDUE NOTICES - 8,000 SHEETS	6892339	625.00	625.00
93267	02/23/2022	03504 ENTERPRISE FLEET MANAGEMENT	CUST #488054 TRUCK LEASE 02/01-02/28/202	FBN4404579	635.72	635.72
93268	02/23/2022	00073 FIRST RESPONSE INC.	MONTHLY MONITORING PATROL FEBRUARY 2022	20672	822.00	822.00
93269	02/23/2022	00327 HR ANSWERS INC	EMPLOYEE SURVEY PROJECT	50565	4,744.00	4,744.00
93270	02/23/2022	00128 IDEXX DISTRIBUTION CORP.	COLIFORM TESTING REAGENTS	3100540686	7,822.66	7,822.66
93271	02/23/2022	02284 K & D SERVICES OF OREGON INC	LINWOOD & WITCHITA SPRINGWATER & LINWOOD MAPLE LANE POT HOLEING	17633 17669 17560	4,688.64 2,756.25 1,527.00	8,971.89
93272	02/23/2022	02922 KONE INC	CUST.# N295970 - QUARTERLY MAINT 01/01/2 CUST.# N295970 - QUARTERLY MAINT WTP LIF	962093816 962067192	405.60 124.80	530.40
93273	02/23/2022	02487 LLC LINESCAPE DIRECTIONAL BORING	DIRECTIONAL BORING DIRECTIONAL BORING	57039 56810	650.00 450.00	1,100.00
93274	02/23/2022	04180 MADRONE TECHNOLOGY GROUP INC.	ONSITE/OFFSITE DATA BACKUP CONTRACT WORK	1963 1959	2,939.00 55.00	2,994.00
93275	02/23/2022	00012 METEREADERS LLC	FEBRUARY - METER READING SERVICE - DECEMBER METER READING SERVICE ~	10150 10151	5,074.68 3,819.66	8,894.34
93276	02/23/2022	04340 KURT MORRIS	Refund receipt #: 004109	Ref000189020	74.63	74.63
93277	02/23/2022	00013 NW NATURAL	102053-6 9100 SE MANGAN DR. 102924-8 9100 SE MANGAN DR	102053-6 102924-8 01/18-02/16	1,467.74 142.52	1,610.26
93278	02/23/2022	00306 OFFICE DEPOT INC	ACCT#90261180 - ID#38683228 - OFFICE SUP ACCT#90261180 - ID#38683228 - OFFICE SUP ACCT#90261180 - ID#38683228 - OFFICE SUP	228894766001 2288949999001 227590072002	40.78 24.23 19.83	84.84
93279	02/23/2022	02456 OREGON ASSOC OF WATER UTILITIE	JOB ANNOUNCEMENT - WATER RESOURCES MANAG	32418	78.50	78.50
93280	02/23/2022	00448 OREGON DEPT OF REVENUE	ANNUAL OREGON HAZARDOUS SUBSTANCE POSSESS	2021	368.00	368.00

Monthly Check History Listing

Clackamas River Water
2/1/2022 to 2/28/2022

Bank code: apbank

Check #	Date	Vendor	Description	Invoice	Amount Paid	Check Total
93281	02/23/2022	02240 PACIFIC POWER GROUP LLC	TAYLOR TERRACE BARLOW	499646-00 499648-00	2,385.73 690.00	3,075.73
93282	02/23/2022	02386 PRINCIPAL FINANCIAL GROUP	LIFE, AD&D & LTD, ACC.# 108 1726-10001	MARCH 2022	5,842.83	5,842.83
93283	02/23/2022	00229 RICOH USA, INC.	COPIER LEASE #1021276-3745995 - 3/05 TO	105891659	208.86	208.86
93284	02/23/2022	03645 RITZ SAFETY LLC	INSPECTIONS, SAFETY TRAINING	6257918	301.00	301.00
93285	02/23/2022	03548 RIVER CITY ENVIRONMENTAL INC	LINWOOD AVE LINWOOD AVE KING RD	755326 755327 757251	1,600.00 1,500.00 1,400.00	4,500.00
93286	02/23/2022	00459 SAME DAY AUTO SERVICE INC	VEHICLE MAINT. TOYOTAS	163865	49.24	49.24
93287	02/23/2022	00339 SEPTIC TECHNOLOGIES INC	ANNUAL INSPECTION FOR PARK SEPTIC SYSTEM	15129	100.00	100.00
93288	02/23/2022	00282 TERMINIX INTERNATIONAL INC	CUST.# 1703007 - FEBRUARY PEST CONTROL S	1703007	100.00	100.00
93289	02/23/2022	04341 TRAMMEL CROW COMPANY	Refund receipt #: 003837	Ref000189021	1,735.88	1,735.88
93290	02/23/2022	00107 UNITED SITE SERVICES INC	PARK PORT-POTTIES	114-12820233	597.87	597.87
93291	02/23/2022	02854 VERIZON WIRELESS	ACC.#472115222-00001 CELL PHONE CHARGES ACC.#472115222-00002 CELL PHONE CHARGES	9899247757 9899247758	1,608.14 268.20	1,876.34
93292	02/23/2022	03106 WRIGHT BUSINESS GRAPHICS	FEBRUARY 2022 PROCESSING & POSTAGE	4231397	612.81	612.81
apbank Total:						542,916.77
Total Checks:						542,916.77

128 checks in this report

CLACKAMAS RIVER WATER

Agenda Item –
CA-2

REGULAR BOARD MEETING

March 10, 2022

SUBJECT **Cash Position and Transfers**

DRAFT MOTION	Move to approve the consent agenda
EFFECTIVE DATE	March 10, 2022

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 February 28, 2022 is:

	General Checking	LGIP	Total
Balance as of 1/30/2022	\$ 5,863,372	\$ 15,612,570	\$ 21,475,942
Cash receipts	1,195,343		1,195,343
Payroll	(249,659)		(249,659)
A/P checks	(542,917)		(542,917)
Bond and other electronic payments			-
Transfers between accounts			-
Balance as of 2/28/2022	\$ 6,266,140	\$ 15,612,570	\$ 21,878,711

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

March 10, 2022

SUBJECT Management Report

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

Oregon Water Utilities Council (OWUC) – The OWUC members focused on discussing potential impacts of legislative concepts under consideration during the 2022 Oregon Legislative “Short” Session and received updates from Oregon Water Resources Department (WRD) and Oregon Health Authority Drinking Water Program (OHA-DWP) representatives.

The WRD shared with the group the process they will be using to begin to develop the proposed 2023-2025 WRD budget. The WRD finds itself in a position of having several unfilled positions that has made it difficult to achieve as much progress this biennium.

The OHA-DWP focused more on sharing that they are still waiting for additional guidance from the US Environmental Protection Agencies (EPA) on the implementation of the federal lead and copper rule and allocation of infrastructure dollars.

Regional Water Providers Consortium (RWPC) Technical Committee – The RWPC Technical Committee met on March 2. Due to the deadline for this report, results of the meeting will be shared verbally during the CRW Board Meeting.

3. **Water Management and Conservation Plan (WMCP)**

Update: The Water Resources Department provided CRW with their comments on the CRW WMCP. CRW staff and the consultant are in the process of reviewing the comments and preparing a response.

4. **Emergency Management:**

Management met in early February to revise the training plan for our Emergency Management Program. In reviewing the previous model, a decision was made to find a “middle ground” between assignments, required training, the number of employees needing to take required training, and those that can be taught “just-in-time” if there is a very large incident to respond to. The reality is, that 90 percent of our activations will likely require no more than 20 of our employees in the Emergency Operations Center.

The employees that are being tapped to “train up” in advance are a combination of managers and staff. The employees selected have a technical competency as part of their routine work that is required for the EOC to function effectively or are a member of the EPIC or Safety Committees. In the coming weeks, the focus will be to develop expectations for the employees that are being identified for these roles and

ensuring that these employees have the time to train and prepare for activation in our EOC.

5. Security Update:

We have replaced our gate emergency access for our fire department partners at Mangan gates 1, 2, 3, and the Park Gate. During the heat wave in 2021, our previous system failed as the plastic access cards melted. Now, the box we have at the access station for gates 2 & 3 has a master key locked in it so the fire department can access anywhere on the property. Also, these boxes are only accessible by Clackamas Fire via a special key system.

Gate 1 and the park gate have been fitted with a key engaged switch to open the gates at any time. Also, at the park we replaced the keypad so our garbage service can get in as needed. We continue to assess the need to replace the keypads at gates 1 and 2 as they connect to land line telephones and are redundant to the intercom station already in place.

We are in the process of scheduling the replacement of the trilogy locks at Mangan and at Pump Stations. Right now, it's looking like April 2022 for this effort.

Finally, the District intends to enter into an agreement with PGE to upgrade lighting at the Mangan Property. This will allow us to have a safer space for dark times and we will focus on the fence line between the plant and the lower yard (by gate 2) and the driveway by SysOps offices approaching the gate to access the Roberts property. This lighting project will likely begin this summer.

6. Safety Update:

Upcoming Safety Trainings for March

- Defensive Driving
- Personal Protective Equipment
- Crane Safety

7. Looking Ahead:

- Todd is out on vacation March 14-18. Jason Kirkpatrick will serve as AIC in his absence.
- There will be no March work session.
- The agenda preparation meeting for the April Board meeting will be held on Wednesday March 30 at 12:30 pm
- April Board meeting will be held on Thursday, April 14.

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

March 10, 2022

SUBJECT Commissioner Reports and Reimbursement Requests

DRAFT MOTION	NO MOTION REQUIRED
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EFFECTIVE DATE	
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PRINCIPAL STAFF PERSON Board of Commissioners

BOARD ACTION REQUESTED Commissioner Communications

DOCUMENTS ATTACHED

Agenda Summary

BACKGROUND

None

CLACKAMAS RIVER WATER

Commissioner Request for Reimbursement

Month January 2022

Commissioner's Name Sherry French Please Print

1/26

Date	Meetings	Amount
	CRW Regular Board Meeting – 1/13	\$ 50
	CRW Work Session	\$ 50
	Miscellaneous Meeting	\$
	1/18 Oak Lodge	\$ 50
	1/2 Sunrise & Agenda	\$ 50
		\$

Total \$ 200

Date	Meals	Amount
		\$
		\$
		\$
		\$

Total \$ _____

Date	Mileage *	Amount
		\$
		\$
		\$
		\$
		\$

Total \$ _____

Date	Motel/Hotel Lodging **	Amount
		\$
		\$
		\$
		\$

Total \$ _____

Date	Miscellaneous ***	Amount
		\$
		\$
		\$

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	\$ <u>200</u>
Adjustments	\$ _____
Amount Due Commissioners	\$ _____

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 \$ _____ Non-Taxable \$ _____ entered P/R MO
 Accounts Payable: VENDOR # _____ ACCT# 01.601.5730 AMOUNT \$ _____ Entered A/P _____
 Board: Reimbursement as of _____

_____ CFO Date 02-07-22