

**CLACKAMAS RIVER WATER BOARD OF COMMISSIONERS  
REGULAR BOARD MEETING  
March 9, 2023**

**COMMISSIONERS PRESENT VIA ZOOM MEETING:**

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

**STAFF PRESENT:**

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

**CRW Employees:** Chief Financial Officer, Jason Kirkpatrick; IT Manager, Kham Keobounnam; Engineering Manager, Joe Eskew

**COMMISSIONERS ABSENT:1**

**VISITORS:** Bob Steringer, Sandra Toews, Tammi Carpenter

**Call Regular Meeting to Order**

Commissioner French called the meeting to order at 6:03pm. The pledge of allegiance was recited.

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

**MOTION CARRIED 4-0**

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

**Public Comment- None**

**Agenda Item 1.0** Conduct First Reading, by Title Only, of Res. 10-2023 amendment to Local Contract Review Board Rules 110-012, Contract Exceptions and Exemptions

Mr. Heidgerken explained that this resolution would amend CRW's Local Contract Review Board Rules to permit CRW to enter into contracts with vendors without additional competitive bidding when the contracts are entered into pursuant to and subject to an existing master contract that was procured by competitive bidding. This is just the first reading by title only of Res. 10-2023 and no decision on adopting the Resolution will occur until the April meeting when the second reading occurs.

**MOTION:** Commissioner Angier moved the CRW Board Approve Todd Heidgerken, General Manager to conduct the First Reading by title only of Resolution 10-2023. Commissioner Danel seconded the motion.

**MOTION CARRIED 4-0**

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

**Mr. Heidgerken read the Resolution by Title only**

**Agenda Item 2.0** Consider Purchase of Information Technology (IT) Equipment Exceeding the General Managers Signature Authority

Mr. Heidgerken explained that there are still capital outlay dollars available in the BN budget because some of the budgeted projects are not moving forward as quickly as planned with the issues of supply chain. The purchase of the IT equipment was planned for the next BN budget but since there are unused dollars in the current budget, the purchase is being moved forward to this budget especially in light of the challenges in receiving equipment timely fashion. Another factor is that the current equipment is past the expected lifespan and is no longer supported, making it more vulnerable.

**MOTION:** Commissioner Angier moved the Board to approve the purchase of Information Technology (IT) equipment and approve the General Manager to authorize the payment not to exceed \$95,150. Commissioner Danel seconded the motion.

**MOTION CARRIED 4-0**

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

**Agenda Item 3.0** Consider Construction Amendment to the Intergovernmental Agreement (IGA) with Clackamas County for Linwood Ave. Waterline Project

Mr. Eskew shared that this original IGA for design was approved by the Board in July 2022 and the Board is being asked to approve this amendment to the IGA for the work by the contractor to install the waterline.

Commissioner French asked about who HHPR was in the original IGA and that is Harper Houff Peterson Rhiegelis. Commissioner Angier asked if CRW would just be paying the Contractor that County has under contract for work related only to the CRW work, and Mr. Eskew confirmed that was the case. Commissioner Garrison asked if the agreement was easy to put together with the County, and Mr. Eskew explained there have been other agreements between CRW and the County as a model to develop this agreement.

**MOTION:** Commissioner Angier moved to approve the First Amendment to the IGA with Clackamas County for design services associated with Water System relocations during the SE Linwood Improvement Project. Commissioner Danel seconded the motion.

**MOTION CARRIED 4-0**

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

**Consent Agenda**

CA-1: Gross Payroll and Account Paid for February 2023  
CA-2: Cash Position and Transfers February 2023

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

**MOTION CARRIED 4-0**

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

**Agenda Item 4.0 Update on Strategic Plan** (see attached presentation)

Mr. Heidgerken shared an update on activities and progress that Staff have made on the identified goals in the 5-year strategic plan.

Commissioner Garrison asked about if there were internship opportunities at CRW for entry level positions. Each year CRW hires an intern to assist with the distribution group and this past year also hired an intern in the Water Resources department who has now been hired into a full-time position. Comm. Danel said she enjoyed the process and feels really invested in the Strategic Plan efforts.

**Agenda Item 5.0 Management Report** (see attached monthly report)

- The monthly report was provided to the Board and has been posted on the CRW website.
- Reminded the Board that the CRWSC audit was also distributed to the Board
- There will be no March work session.
- Mike Matranga has been hired as a Water Treatment Processing Specialist and Clinton Taylor has been hired as a Engineering Associate who will start later in March. Also still looking for a Water Resources Manager and filling an upcoming vacancy for a Customer Service Specialist.
- There will be a tour for the budget committee members on April 7 ahead of the first budget committee meeting.

**Agenda Item 7.0 Commissioner Reports and Reimbursements**

- Commissioner French attended the MPAC meeting in February, attended the Sunrise Water Authority meeting in February and attended the Oak Lodge February meeting.

**No public comment**

**Open meeting is adjourned 6:53pm**



*Clackamas River Water*

# Clackamas River Water

## Strategic Plan Update

Board Meeting – March 9, 2023

Todd Heidgerken, General Manager



# CRW Strategic Plan 2020-2025

## Vision

*We will be known for exceptional service, stewardship, and high-quality water which is essential to the vitality of our region.*

## Mission

*Provide high quality, safe drinking water to our customers at rates consistent with responsible planning for the health of our district.*

## Values

- ❖ *Water Quality*
- ❖ *Customer Service*
- ❖ *Financial Accountability*
- ❖ *Responsible Stewardship*



# CRW Strategic Plan Goals

- ❖ *Ensure a reliable water supply for the communities we serve by investing in infrastructure and emergency preparedness.*
- ❖ *Be a water district of choice for attracting, developing and retaining a highly qualified workforce by providing a safe, healthy, rewarding environment that values employees.*
- ❖ *Heighten public awareness of the District's role in enhancing public health, community vitality and economic growth.*

# Progress Activities

***Ensure a reliable water supply for the communities we serve by investing in infrastructure and emergency preparedness.***

Capital Improvements 5-year Plan For Fiscal Years 2022 through 2026						
Project Title <i>Amounts in Thousands</i>	FY22	FY23	FY24	FY25	FY26	5 YR Total
1 - DTD- ODOT/City/Clackamas Cty	125	125	125	125	125	\$ 625
2 - Athens Drive Waterline Repl.	641					\$ 641
3 - Fawn Drive Waterline Repl.	277					\$ 277
4 - Leland Road Waterline & Master Meter	493					\$ 493
5 - Redland Road Waterline - Ph. 1	162	918				\$ 1,080
6 - Linwood Road Improvements		328				\$ 328

## PUBLIC HEARING ON WATER RATES

**Notice of Rate Hearing: Thursday, July 14, 2022, AT 6:00 P.M.**

Clackamas River Water (CRW) Board of Commissioners will hold a **public Rate Hearing** in the boardroom at the district office on Thursday, July 14, 2022, at 6:00 p.m. The district office is located at 16770 SE 82nd Drive, in Clackamas.

The hearing will present proposed rate adjustments to CRW's water and service charges. Many factors are considered when proposing appropriate rates for our customers. These factors include water system operations, maintenance, construction, compliance with debt service coverage requirements, water use assumptions, trends in revenues and expenditures, required reserve balances, and regulatory costs.



Clackamas River Water  
Emergency Response Plan

2022 Edition

# Progress Activities

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***Ensure a reliable water supply for the communities we serve by investing in infrastructure and emergency preparedness.***

**Strategy 1:** Develop common methodologies to prioritize, communicate, and execute CRW infrastructure improvements.

Tactics/Projects (examples)

- Two-year rate plan competed and approved by the Board
- *Created CIP strategy document in 2021 including a 6-year short term plan*

**Strategy 2:** Develop targeted, consistent, and comprehensive maintenance programs that achieve stewardship goals for built infrastructure

Tactics/Projects (examples)

- *Creation of additional distribution system maintenance GIS applications.*
- *Creation of “customer issues” layer to address safety planning for customer service concerns*

**Strategy 3:** Manage, maintain, and improve District’s Emergency Preparedness (EP) programs and initiatives

Tactics/Projects (examples)

- *Developed a revised Incident Management Team model and related training plan with Manager engagement.*
- *Revised and finalized an Emergency Response Plan that is aligned with both AWIA/EPA standards and FEMA planning guidance.*

# Progress Activities

***Be a water district of choice for attracting, developing and retaining a highly qualified workforce by providing a safe, healthy, rewarding environment that values employees***

## Employee Engagement Priority Themes

### Improve Internal Comms

- Diversify communications channels to employees (e.g., Zoom huddles)
- More frequent 1-on-1 meetings with supervisor/employee
- Cross- attendance at department meetings

### Policy review for Employees, District, & Customers

- Set foundations for policy review over Q4 2022, and 2023
- Developing common language and understanding prior to engaging in thoughtful review.

### Workforce Develop. & Profess. Growth

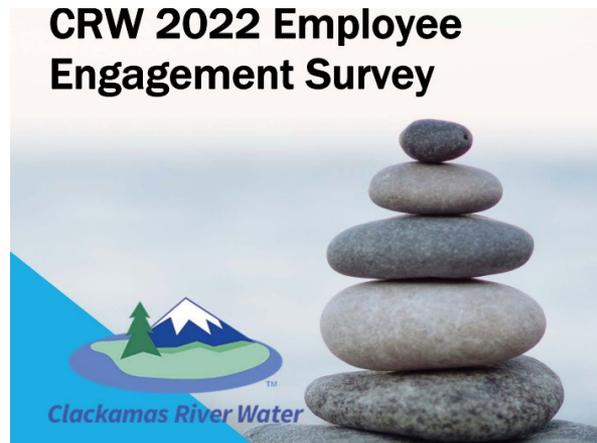
- Continued support for supervisor development plans/training
- Internal growth opportunities by promoting from within
- License and certifications supported beyond job scope
- Other training supported if mutual benefit to employee and District

### Workload Mgmt

- Future discussions at staff manager meetings to develop a strategy. TBD

Print Date: February 2023

## CRW 2022 Employee Engagement Survey



# Progress Activities

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***Be a water district of choice for attracting, developing and retaining a highly qualified workforce by providing a safe, healthy, rewarding environment that values employees.***

**Strategy 1-** Improve workplace communication and collaboration

Tactics/Projects (examples)

- *Conducted employee engagement survey and shared a summary of results with the workforce.*
- *Identified top four employee priorities (from survey)*

**Strategy 2:** Optimize recruitment practices to best retain and attract employees

Tactics/Projects (examples)

- *Adjust to the new, competitive job market to find highly-qualified industry candidates. Strategize how to attract new candidates base on new market demands.*
- *Drafted staffing plan with staff managers to discuss and collaborate on a 2–5-year staffing plan for the District*

**Strategy 3:** Identify and implement targeted initiatives to increase training and development opportunities for management and staff

Tactics/Projects (examples)

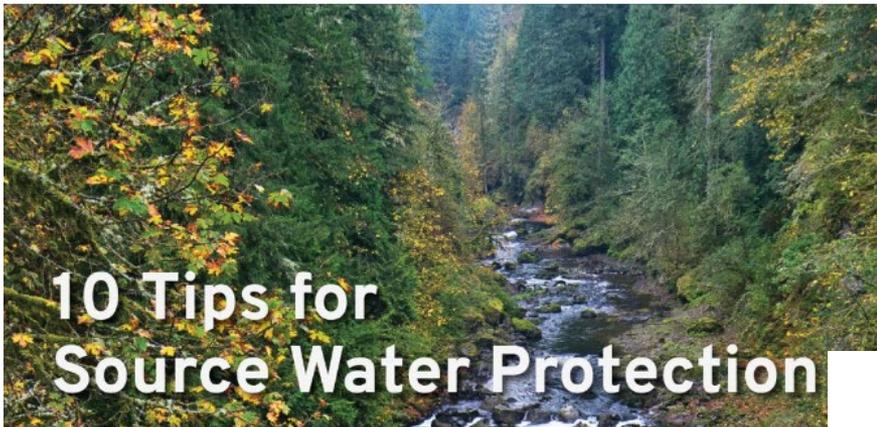
- *Completed 4, 8- hour sessions for leadership development.*
- *Provided 7 employees with development/promotional opportunities*

# Progress Activities

***Heighten public awareness of the District's role in enhancing public health, community vitality and economic growth.***

 Clackamas River Water  
Published by Cloud Campaign · February 28 at 4:30 PM · 

Protecting your drinking water sources is easier than you think – get 10 easy tips to help keep our waterways healthy and safe all year-round:<https://bit.ly/10-tips-sourceh2o> Regional Water Providers Consortium



*Final*  
**Water Management and Conservation Plan**



Clackamas River Water

**Monthly Update**

*March 2023*

# Progress Activities

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***Heighten public awareness of the District's role in enhancing public health, community vitality and economic growth.***

**Strategy 1:** Ensure staff has information required to perform their jobs and for accurate external communication

Tactics/Projects (examples)

- *Utility bill inserts are shared with staff for awareness of messaging going to customers.*
- *Sharing monthly statistics and operations reports with staff for awareness of messaging going to CRW Board and available on our website*

**Strategy 2:** Develop robust messaging and multiple channels for CRW to share information, reach customers, and accept feedback

Tactics/Projects (examples)

- *Established social media management tool that posts created content to CRW's 3 social medial platforms and tracks the analytics of each posting.*
- *Created a presence on Nextdoor for CRW*

**Strategy 3:** Identify broader constituents, including other stakeholders and indirect customers, and develop communication avenues for them.

Tactics/Projects (examples)

- *Modified Customer Confidence Report (CCR) to improve readability and understanding of important information provided to our customers.*
- *CRW Board approved an updated Water Management and Conservation Plan that was approved by the State.*



**Clackamas River Water**

# **Monthly Update**

*March 2023*



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Purchase Order Report- February 2023

Purchase Order Report - Feb 2023

Vendor: 00063 - CESSCO INC

PO #	Description	Total Amount
23-0030	BLADES, CHAINS, EQUIPMENT PURCHASE	7,000.00

Vendor: 00215 - RELIABLE FENCE & CONSTRUCTION

PO #	Description	Total Amount
23-0098	PERIMETER FENCING - 17759 S HENRICI RD	25,902.00

Vendor: 00402 - DLT SOLUTIONS

PO #	Description	Total Amount
23-0102	AUTODESK AEC COLLECTION IC GOVERNMENT ANNUAL SUBSCRIPTION	1,232.55

Vendor: 01541 - HARRIS WORKSYSTEMS

PO #	Description	Total Amount
23-0101	ERGONOMIC SIT-STAND DESKS	1,417.04

PO #	Description	Total Amount
23-0105	I/O CARDS FOR MAIN PLC	8,265.00

Vendor: 02837 - TAURUS POWER & CONTROLS INC

PO #	Description	Total Amount
23-0099	For Services to Soft Start and VFD	6,000.00

Vendor: 04031 - LIFE TECHNOLOGIES CORPORATION

PO #	Description	Total Amount
23-0103	MAINTENANCE AGREEMENT FOR QUANTSTUDIO3 QPCR MACHINE	4,464.96

Vendor: 04255 - PUMPTECH LLC

PO #	Description	Total Amount
23-0106	ALUM DOSING PUMP	6,081.00

Vendor: 04256 - CITY WIDE FACILITY SOLUTIONS

PO #	Description	Total Amount
23-0097	FACILITY REPAIR SERVICES FY 2023	5,000.00

Vendor: 04320 - CHOWN INC

PO #	Description	Total Amount
23-0100	LOCK/KEY/ELEC ACCESS CONTROL ASSESSMENT	4,950.00

Vendor: 04468 - NATIONAL BULK EQUIPMENT INC, BRAWN MIXER

PO #	Description	Total Amount
23-0104	Brawn Model 3BTO3 MIXER ASSEMBLY. 68	11,793.00

## Contract Log

(Executed since last board meeting February 16, 2023)

Company	Product / Service	Rates	Eff. Date	Exp. Date	New/Amended/ Extended
None at this time					

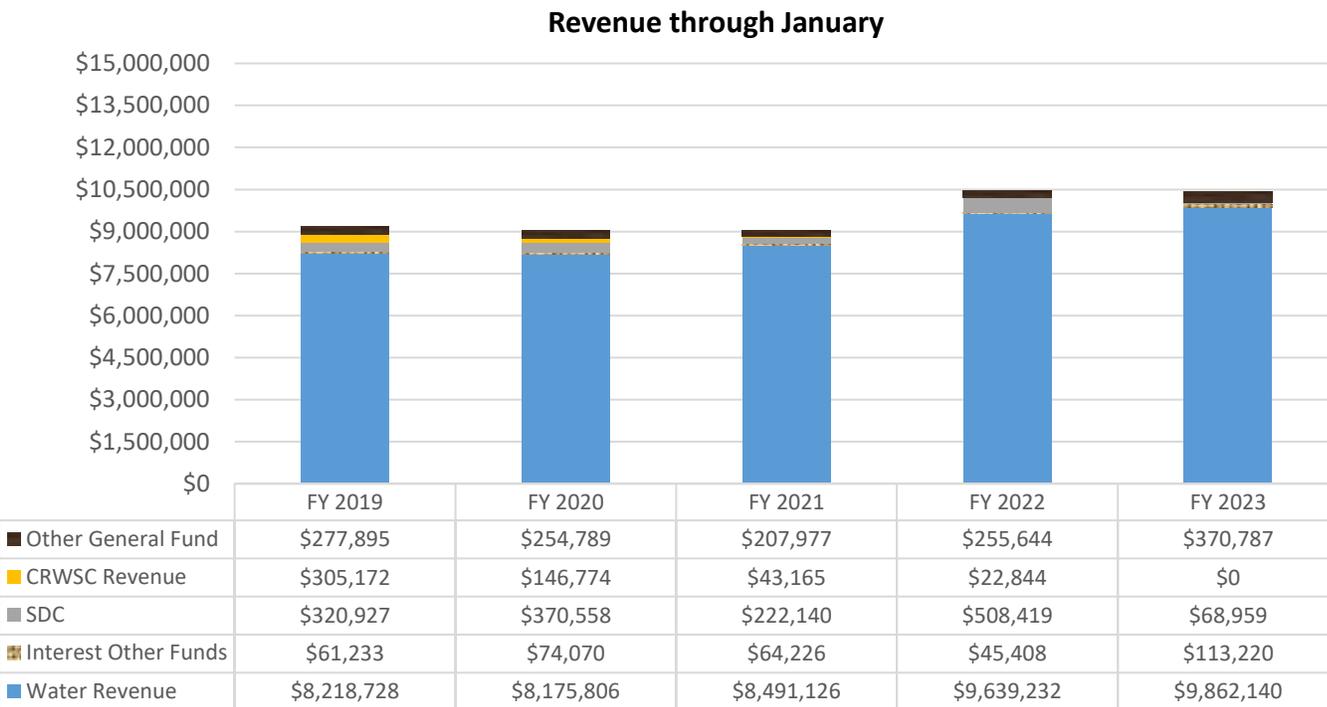
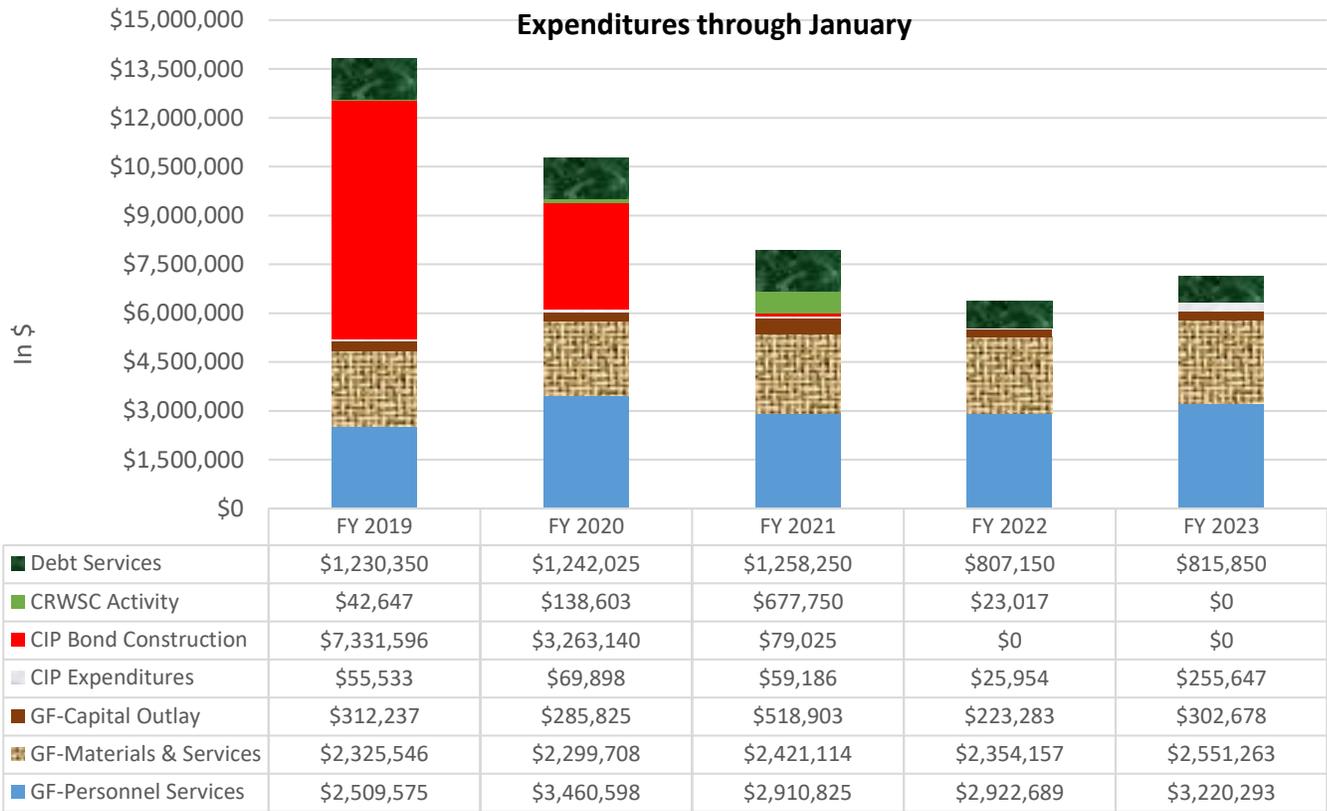
## Summary of Legal

*February 2023*

Harrang Long Gary Rudnick monthly retainer	\$ 4,600.00
Harrang Long Gary Rudnick work outside of retainer/Client Cost	\$
Sub-contracted legal services	\$ _____
<b>Total Legal</b>	<b>\$ 4,600.00</b>

## Public Records Request Received

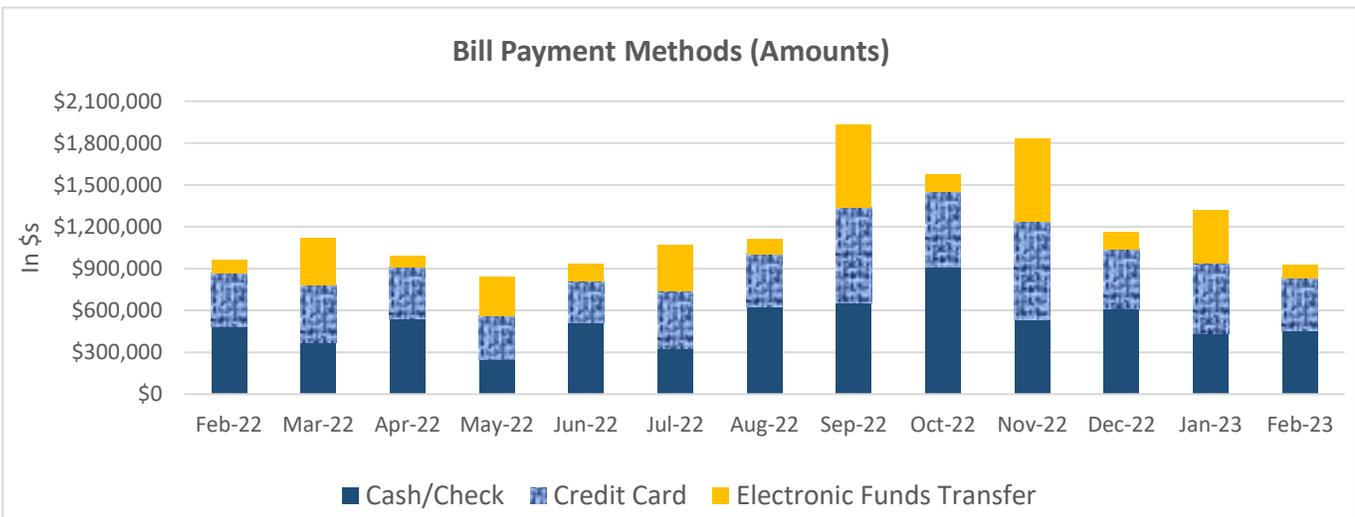
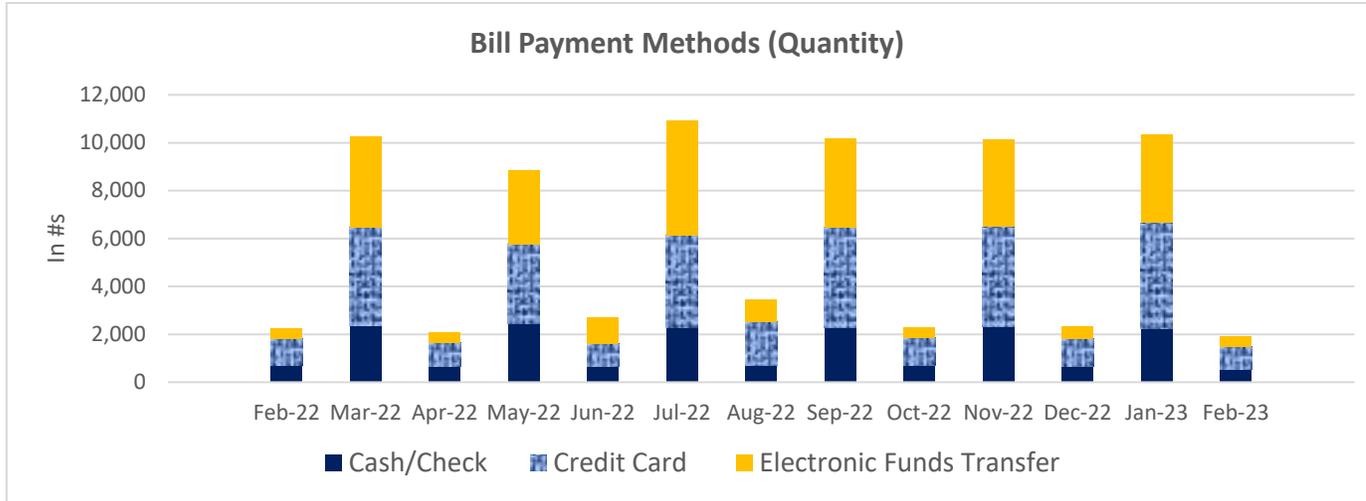
**Number of Records Requests Received in February 2023** **0**



1) SDC revenue is lower than the prior year due to a reduction in new construction projects in the district. 2) Other General Fund revenue is higher primarily due to increasing interest rates. 3) There are no costs for CIP Bond or CRWSC as those funds have been closed out but will be reported in the 5-year graph. 4) GF-Capital Outlay is higher than prior years due to purchased equipment but is in line with budget.

(as of the end of February 2023)

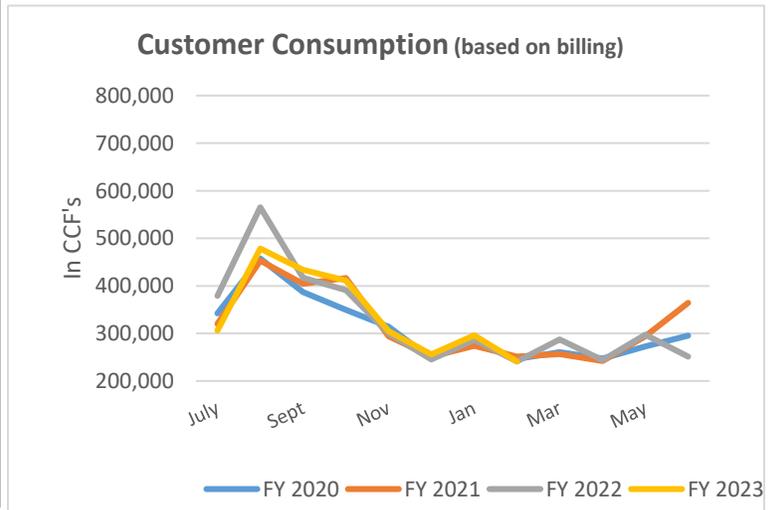
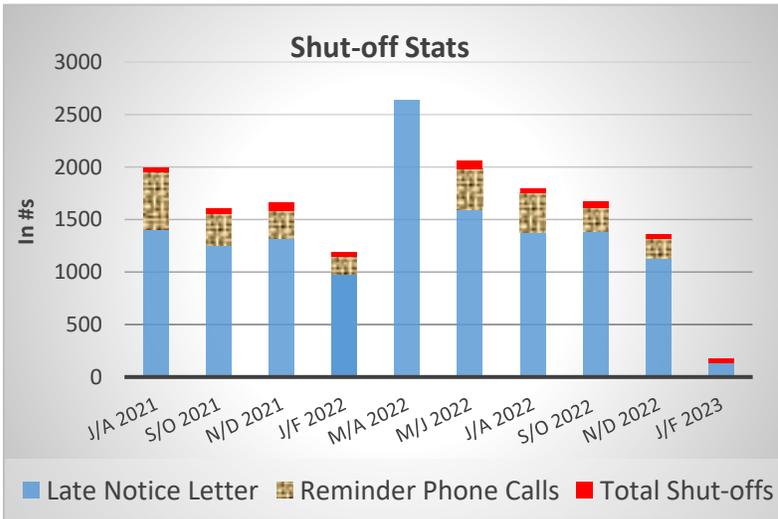
Residential Customers are billed on even months, Commercial Customers are billed on odd months.



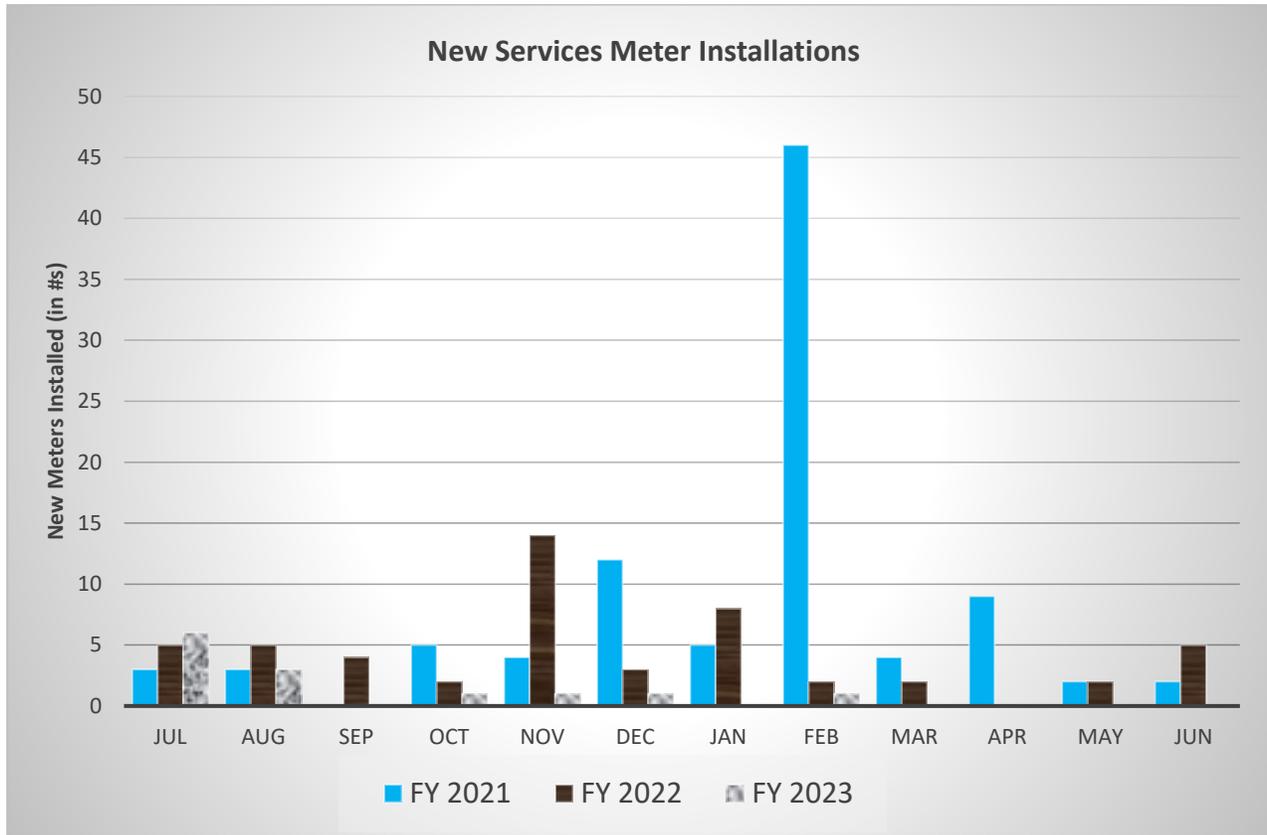
Cash/Check – Received via Lockbox, Counter

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

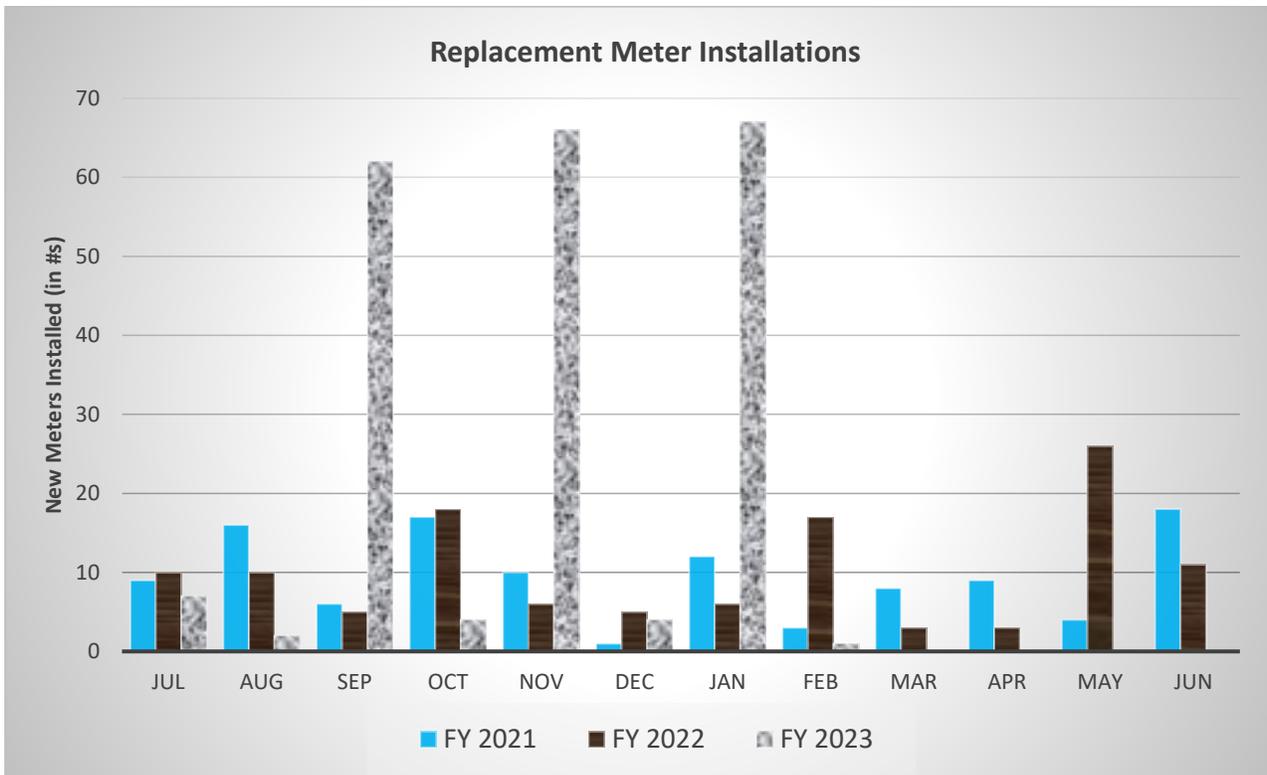
Electronic Funds Transfer – Received via Bank-to-Bank Transfer, Automatic Checking Withdrawal (RapidPay)



\*Reminder Phone Calls are made during the even months. Shut offs occur the following month. \*\*Jan/Feb late notice number is an estimate \*No late notices Sept-Dec. '20; reinstated February and sent in May 2021



No new services for Sept. FY21, April F22, Sept. FY 22, Sept. FY 23, Jan FY23



**Annual 2023 Goal for Meter Replacement is 350- Year to date is 67**

## Operation Statistics

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	Leak Repairs Made (all pipe sizes)	Leak Detection Completed (miles)	Hydrant Maintenance	Locate Requests	Valve Maintenance & Mapping	After-hours Callouts	Meter Maintenance Tasks	Cross Connection Inspections
Jan. 2023	0	0.0	6	374	95	3	47	0
Feb. 2023	0	0.0	140	366	162	0	58	2
Mar. 2023								
April 2023								
May 2023								
June 2023								
July 2023								
Aug. 2023								
Sep. 2023								
Oct. 2023								
Nov. 2023								
Dec. 2023								
<b>Total to Date</b>	<b>0</b>	<b>0.0</b>	<b>146</b>	<b>740</b>	<b>257</b>	<b>3</b>	<b>105</b>	<b>2</b>
<b>2023 Annual Goal</b>	N/A	120.0	1,110	N/A	500	N/A	N/A	96

Note - Annual maintenance goals are established based on several criteria including; AWWA Best Management Practices, identified system priority maintenance and repair focus needs, and internal/external project forecasts.

Private Development Projects

Private Project Tracking – February 2023

Project No.	Name	Description	Phase	Status
<b>20-5262 Private</b>	Bonaventure Senior Living	6" fire service and 3" meter	Const.	Pending Construction start.
<b>21-5283 Private</b>	NCSD Facility	1 - 6" Fire Service 3 - domestic meters	Const.	Punch list underway.
<b>21-5285 Private</b>	130 <sup>th</sup> Industrial Park	3-fire services 3-commercial services	Const.	Construction underway.
<b>18-5288 Private</b>	Copper Heights	Residential 30 lot subdivision	Const.	Water system construction has begun.
<b>21-5289 Private</b>	224 Logistics Center	Unified Grocer site; 4 fire & 4 Domestic Services	Design	Plan review in Progress.
<b>22-5293 Private</b>	Crosswhite Industrial	New 6" fire service	Const.	Pending Construction start.
<b>22-5294 Private</b>	Clackamas CLT	8" main extension for 10 lot subdivision	Design	Design Review in Progress.
<b>22-5295 Private</b>	Jannsen Multi-Family	New fire and domestic service for 8-plex development.	Design	Design Review in Progress
<b>22-5298 Private</b>	Serres Farms Subdivision	7-lots of subdivision	Design	Preparing development agreement

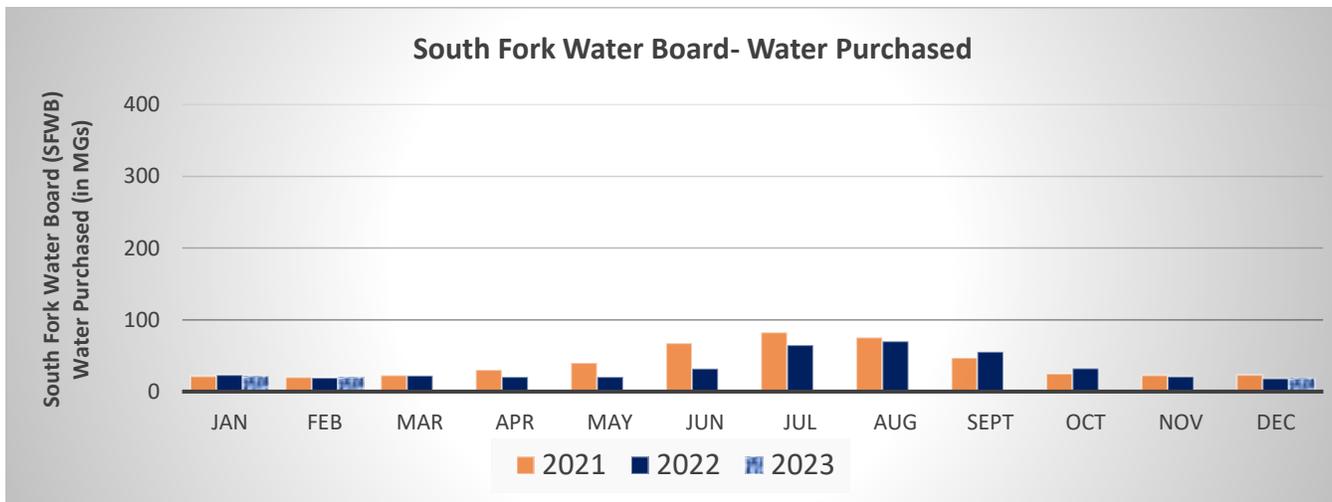
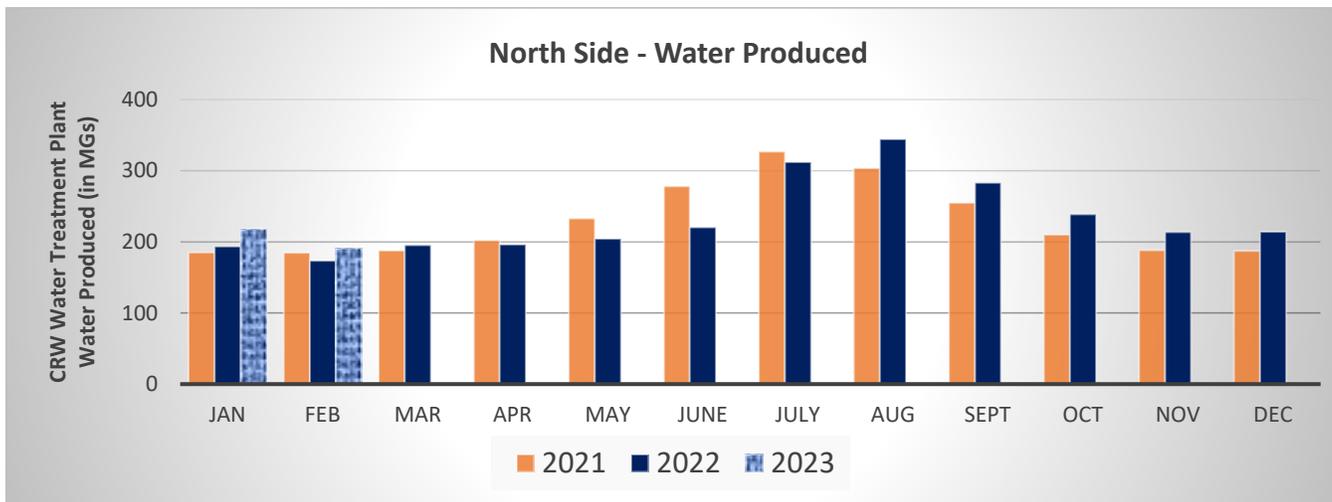
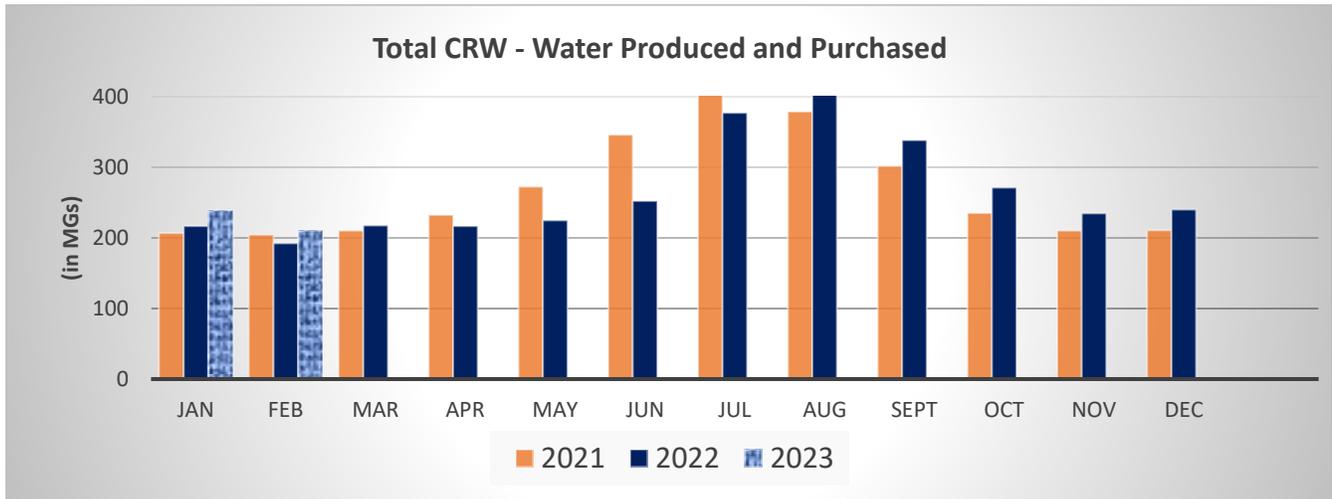
# Project Updates

## Capital Project Tracking

### Capital Project Tracking – February 2023

Project No.	Name	Total Budget BN 2021-23	Total to Date* (thru last month)	Remaining Budget	Status
5274	ODOT/City/Clackamas County DTD	\$250,000	\$10,984	\$239,016	
Utility coordination and adjustments at: Johnson Cr. Blvd at 79th Place Signals; WES force mains, ODOT 82nd Ave. improvements.					
5275	Athens Drive Waterline	\$641,000	\$516,373	\$124,627	Complete
5276	Fawn Ct. Waterline	\$277,000	\$0	\$277,000	No Activity.
Fawn Ct is a waterline replacement in a short cul-de-sac. The project is tentatively scheduled for design and construction later in the biennium; however, staff is keeping an eye on increasing costs of other projects.					
5277	Leland Road Master Meter	\$493,000	\$1,850	\$491,150	No Activity
Discussing with Oregon City logistics and impact of meter transfers.					
5273	Redland Rd. Waterline Phase 1	\$1,080,000	\$196,883	\$883,117	Design 99% complete
County has schedule shows project bid in May of 2023 construction to start in June. CRW has pre-purchased pipe and valves to mitigate material lead time delays.					
5270	Linwood Road Improvements	\$328,000	\$202,526	\$125,474	
County is drafting the construction IGA. Construction to begin in a few weeks.					
5278	Monroe Street Improvements	\$940,000	\$6,555	\$933,445	Design phase
County road improvement schedule has construction in 2024. Staff is collecting data and researching project for design and construction in 2023 prior to County project.					
5279	Maplelane Road Waterline	\$846,000	\$62,889	\$783,101	Pending Construction Start
Project has been bid, a contractor selected, and contracts signed. Notice to proceed issued for a March construction start with completion in June.					
5280	Pump Station Chlorine	\$168,000	\$13,836	\$154,164	Design in progress
Continuing to research chlorine systems for current and future demand. Designing spaces to house the equipment.					
5281	WTP Polymer Feed System	\$476,000	\$4,827	\$471,173	Design phase
Researching feed systems and designing location on first floor within WTP.					
5282	WTP Filter Valve Replacement	\$692,000	\$15,770	\$676,230	Valve procurement
Valves and actuators have been ordered. Delivery is estimated in July 2023. An installation contract is being prepared and will be advertised for contractors nearer valve delivery date.					
5253	82nd Dr. Waterline - Phase 1 (Carryover)	\$97,000	\$46,974	\$50,026	Complete.
5287	90th St PS Electrical		\$55,825	(\$55,825)	Complete.
5291	I-205 Crossing		\$752	(\$752)	
5292	Johnson Creek Blvd. Improv.		\$1,140	(\$1,140)	
5243	CRC Mobility Improvements		\$3,285	(\$3,285)	
<b>Totals</b>		\$6,288,000	\$1,144,124	\$5,143,876	

Notes: 1) Includes all costs through all project phases (planning, design, construction) spanning multiple fiscal periods as applicable. 2) December data does not include overhead



### **Regulatory**

All 73 samples collected and analyzed for the February monitoring period showed no presence of coliform/E. coli bacteria.

### **Non-Regulatory**

General water quality parameters (pH, temperature, chlorine, TDS, hardness, alkalinity) were collected throughout the distribution system at 19 locations in the North and South systems.

Monthly watershed sampling was conducted at 4 long-term sampling locations for total organic carbon, nutrients (nitrate/nitrite, total phosphorus, orthophosphate, etc.), coliform density, pH, dissolved oxygen, TDS, and temperature. The intakes were sampled for VOCs (Volatile Organic Chemicals).

- As of March 7th, the Clackamas basin snowpack was **115% of median**. Last year at the start of March the snowpack was 120% of median.
- February **precipitation in the Clackamas basin was 70% of normal**. Precipitation since the beginning of the water year (October 1 – February 28) has been 75% of normal.
- The April through September **streamflow forecasts in the Clackamas River at Estacada is 113% of median**.
- **The three-month outlook (Mar-May) from the NOAA Climate Prediction Center calls for slightly elevated chances of below normal temperatures for northern Oregon, and normal precipitation for all of Oregon.**

# Clackamas

## Snow Water Equivalent

### Percent NRCS 1991-2020 Median

March 7, 2023, end of day

Current Water Year

