

**CLACKAMAS RIVER WATER BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
July 8, 2021**

COMMISSIONERS PRESENT VIA ZOOM MEETING:

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

STAFF PRESENT:

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

CRW Employees: Chief Financial Officer, Carol Bryck; Chief Engineer, Adam Bjornstedt; IT Manager, Kham Keobounnam; Engineering Manager, Joe Eskew;

COMMISSIONERS ABSENT:0

VISITORS: Bob Steringer, Chris Hawes

Call Regular Meeting to Order

Commissioner French called the meeting to order at 6:05 pm and roll call taken.

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

MOTION CARRIED 4-0

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

Agenda Item 1.0 **Administer Oath of Office for Positions 3-5.** Administered and notarized by Karin Holzgang

- 1) Christine Alexander
- 2) Sherry French
- 3) Lester "Rusty" Garrison

Agenda Item 2.0 **Election of Officers**

MOTION: Commissioner Garrison move to nominate Commissioner French for the office of President for FY 2021- 2022. Commissioner Angier seconded the motion

MOTION CARRIED 5-0

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

MOTION: Commissioner Danel move to nominate Commissioner Angier for Secretary for FY 2021-2022. Commissioner Garrison seconded the motion

MOTION CARRIED 5-0

Ayes: Alexander, Angier, Danel, French, Garrison

Nays:

Abstentions: None

MOTION: Commissioner French move to nominate Commissioner Danel for Treasurer for FY 2019-2020. Commissioner Angier seconded the motion

MOTION CARRIED 5-0

Ayes: Alexander, Angier, Danel, French, Garrison

Nays:

Abstentions: None

Public Comment- none

Agenda Item 3.0 Authorize Entering into a contract with Madrone Technology for Information Technology (IT) Equipment, Licenses and Support

Mr. Heidgerken presented the background around the contract for IT support, equipment, and support and why the district staff would like to consolidate all of these activities under one contract with one consultant. There are a couple of capital outlay IT projects that have been budgeted for this BN which this consultant will assist with. This consultant has assisted the district for the last several years and are very familiar with the district. Comm Angier asked about the phone upgrade/change and the district is moving to VOIP system and our current system is no longer supported and parts are difficult to find. Comm. Angier asked about VOIP phones in a disaster situation and how these systems can go down like internet can go down. This will provide a resilience in that there are two ways that the district receives internet. The district also has satellite & VHF radios & C800 radios for back up. There will still be a couple of analog phone lines in place for emergencies. Comm. Alexander asked about ransom ware protection being included in the contract and this monitoring is part of the service Madrone provides. Comm. Garrison asked about the selection of Madrone and how this procurement is conducted, the CRW LCRB rules provide for an IT exemption. Comm. Danel echoed that consolidating services makes sense. Comm. Angier asked how many IT staff at CRW and there is just one staff member.

MOTION: Commissioner Angier move the Board authorize the General Manager to enter a contract with madrone Technology for Information Technology Equipment, licenses,

and support for a not-to-exceed amount of \$182,000. Commissioner Danel seconded the motion.

MOTION CARRIED 5-0

Ayes: Alexander, Angier, Danel, French, Garrison
Nays:
Abstentions:

Agenda Item 4.0 Recurring payments: approval of recurring payments for FY 2021-2022 contracts in excess of General Manager's approval limit

Ms. Bryck explained this is an approval package brought to the Board each year for recurring expenses that the district is obligated to pay and that may exceed the GM signature authority at the beginning of the FY as well as contracts that may exceed that signature authority. There is also a listing of contracts that are from a not-to-exceed amount of between \$25,000 and \$50,000 but are provided as an informational item only. This also includes IGA's obligating the spend of more than \$50,000 (GM signature authority).

MOTION: Commissioner Angier move to approve recurring purchases for FY 2021-2022 that are \$50,000 or over per attached list. Commissioner Danel seconded the motion.

MOTION CARRIED 5-0

Ayes: Alexander, Angier, Danel, French, Garrison
Nays:
Abstentions:

Agenda Item 5.0 Intergovernmental Agreement (IGA) with Clackamas County: Water System relocations during the Clackamas Regional Center (CRC) Mobility Project – Construction Amendment

Mr. Eskew provided a background for this construction amendment. The original IGA approved in April 2019 was for design services and the amendment the board is being asked to approve is for the construction phase work and provides a mechanism for CRW to pay the County to reimburse them for the payment to their contractor for the rest of the County project. This provides good coordination for the District.

Comm. Angier asked about how this benefited the district, there was an opportunity for the district to connect dead end lines and loop them together and created a better hydraulic situation and more efficiencies on the pumping. Comm. Garrison asked about the inspection on the construction piece and CRW did the inspection and the work was completed to the district's satisfaction.

MOTION: Commissioner Angier move to approve the construction amendment to the IGA with Clackamas County for Water System relocations during the Clackamas Regional Center (CRC) Mobility Project. Commissioner Danel seconded the motion.

MOTION CARRIED 5-0

Ayes: Alexander, Angier, Danel, French, Garrison
Nays:
Abstentions:

Consent Agenda

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

CA-2: Cash Position and Transfers June 2021

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

MOTION CARRIED 5-0

Ayes: Alexander, Angier, Danel, French, Garrison
Nays:
Abstentions:

Agenda Item 6.0 Management Report

- The Board received the monthly update via email, and this is also posted on the CRW website. The Board had their attention drawn to the consumption graph and the recent spike in water consumption. Also noted is the construction and water production graph. The report also includes river flow graphs and compares to previous years. Comm. Angier asked about the Governors Drought declaration and if that impacts CRW and the Clackamas Basin and currently it does not. Comm. Garrison asked about the water rights issues in the Klamath basin and asked if there could be impacts to the Clackamas basin with regards to the water rights.
- The information in the report relating to the Chlorine shortage; there have been supplies that are beginning to be delivered but there are lessons being learned regarding the supply chain and the coordination efforts and support received good and bad.
- The new FY has begun as of July 1, 2021.
- The Natural Hazard Mitigation funding grants; there have been letters of interest submitted for these grants by staff
- The District is beginning the process of working through the transitioning plan to begin to return staff back to the office and re-open the offices to the public.
- The CRWP Spring newsletter was provided to the Board
- There is no July Board Work Session

- The agenda setting meeting for the August Board meeting is July 22 for Comms. Angier and French
- The district is a member of Water ISAC where there are discussions and support around security physical and cyber.
- Commissioners are encouraged to submit any outstanding reimbursement requests to be processed and included in the FY that just ended.
- Comm. French will be contacting each Comm. about assignments before the August Board Meeting.

Public comment-

Agenda Item 8.0 Commissioner Reimbursements and Reports

- Comms. Angier, Danel & French attended the CRWSC meeting in June and there was a discussion about the next steps with the NCCWC water supply agreement with CRW. The commission will not meet again until the water supply agreement is ready for their discussion and approval
- Comm. French attended the Oak Lodge and SWA Board meetings. SWA is still working on their PTO policy

Open meeting is adjourned at 7:05pm

**Clackamas River Water
Recurring Invoices and Contracts FY 2021-22**

Annual Payments \$50,000 and over (1) For Board of Commissioners Approval (FY22)

Vendor Name	Invoice Description	Authority for Purchase	Average Monthly Dollars	Approximate Annual Dollars
Recurring Invoices				
Clackamas River Water Providers	Membership Dues	IGA		\$ 120,000
Oregon PERS (2)	PERS Payments	Set by State	\$ 60,000-85,000	\$ 850,000
PGE	Electrical at Plant	Set by State	\$ 20,000-38,000	\$ 385,000
PGE	Electrical at Pump Station	Set by State	\$ 18,000	\$ 215,000
South Fork Water Board	Water Purchases	Settlement Agreement	\$ 30,000-80,000	\$ 675,000
Special Districts Insurance Serv.	General Liability Insurance	Year to Year Contract	\$ 20,000	\$ 240,000
Special Districts Insurance Serv.(2)	Health Insurance	Collective Bargaining	\$ 61,000	\$ 835,000
Principal (2)	Dental, LTD, AD&D, Life	Collective Bargaining	\$ 6,300	\$ 77,000
Wells Fargo Bank	Bond Principle and Interest	2016 Bond Official Statement		\$ 1,238,000
			\$ 261,125	\$ 4,635,000

Footnotes:

(1) Invoices on approved capital improvement projects (CIP) are not included.

**Clackamas River Water
Recurring Invoices and Contracts FY 2021-22**

Annual Payments \$50,000 and over (1) For Board of Commissioners Approval (FY22)

Vendor Name	Invoice Description	Authority for Purchase	Average Monthly Dollars	Approximate Annual Dollars
Approved Contract				
AKS Engineering	Surveying	Awarded Contract	\$ 4,200	\$ 50,000
Alexin Analytical	Laboratory Services	Awarded Contract	\$ 4,200	\$ 50,000
Canby Excavating Inc	On-Call Construction	Awarded Contract	\$ 6,300	\$ 75,000
Cascade Columbia Dist Co.	Water Treatment Chemicals	Awarded Contract	\$ 5,400	\$ 65,000
Chemtrade	Water Treatment Chemicals	Awarded Contract	\$ 4,200	\$ 50,000
Christensen Inc	Fuel	Awarded Contract	\$ 4,200	\$ 50,000
Citywide Facility Solutions	Janitorial	Awarded Contract	\$ 6,500	\$ 78,000
Compass Land Surveyors	Surveying	Awarded Contract	\$ 4,200	\$ 50,000
Core & Main, LLP (HD Supply)	Water Works Supplies	Awarded Contract	\$ 5,400	\$ 65,000
Emery & Sons Construction Group	On-Call Construction	Awarded Contract	\$ 6,300	\$ 75,000
FCS Group	Rate Analysis	Awarded Contract	\$ 4,200	\$ 50,000
Ferguson Enterprises	Water Works Supplies	Awarded Contract	\$ 4,200	\$ 50,000
First Response	Security	Awarded Contract	\$ 4,400	\$ 53,000
GT Excavating	On-Call Construction	Awarded Contract	\$ 6,300	\$ 75,000
Harper Houf Peterson Righellis	Surveying	Awarded Contract	\$ 4,200	\$ 50,000
Harrang Long Gary Rudnick	Legal Services	Awarded Contract	\$ 8,300	\$ 100,000
HD Fowler Company Inc.	Water Works Supplies	Awarded Contract	\$ 5,400	\$ 65,000
K & D Services of Oregon	Flagging	Awarded Contract	\$ 4,200	\$ 50,000
Kennedy Jenks	On-call Engineering	Awarded Contract	\$ 8,300	\$ 100,000
Madrone Technology Group	IT Support & Maintenance Agreements	Awarded Contract	\$ 15,200	\$ 182,000
Moore Excavating Group	On-Call Construction	Awarded Contract	\$ 4,200	\$ 50,000
Metereaders LLC	Meter Reading Services	Awarded Contract	\$ 5,400	\$ 65,000
Murraysmith	On-call Engineering	Awarded Contract	\$ 8,300	\$ 100,000
NW Mechanical Group, LLC (replace B	HVAC Services	Awarded Contract	\$ 4,167	\$ 50,000
Oregon City, City of	Joint Users	IGA	\$ 10,000	\$ 120,000
Oregon City, City of	Wheeling Charges	IGA	\$ 8,100	\$ 97,000

Clackamas River Water

		Recurring Invoices and Contracts FY 2021-22		
RH2 Engineering	On-Call Engineering Services	Awarded Contract	\$ 8,300	\$ 100,000
River City Environmental	Vac Truck	Awarded Contract	\$ 5,417	\$ 65,000
S-2 Contractors	Paving Services	Awarded Contract	\$ 4,200	\$ 50,000
Spencer Ogden Inc	Recruitment Services	Awarded Contract	\$ 5,400	\$ 65,000
Team Electric	Electrical Maintenance & Services	Awarded Contract	\$ 5,400	\$ 65,000
Trench Line Excavation	On-Call Construction	Awarded Contract	\$ 6,300	\$ 75,000
US Bank	Merchant & Customer Analysis Fee	Month to Month Contract	\$ 6,000	\$ 72,500
Wells Fargo/Open Edge	UB Payment Through Web	Month to Month Contract	\$ 14,600	\$ 175,000
West Yost Associates	On-Call Engineering Services	Awarded Contract	\$ 8,300	\$ 100,000
Wilson Heirgood WHA Insurance	Insurance Agent of Record	Awarded Contract	\$ 4,200	\$ 50,000
Wright Business Graphics	Utility Bill Printing	Awarded Contract	\$ 5,400	\$ 65,000
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			\$ 234,683	\$ 2,812,500
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Grand Total of \$50,000 and Over per Vendor -			\$ 495,808	\$ 7,447,500
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Footnotes:

(1) Invoices on approved capital improvement projects (CIP) are not included.

**Clackamas River Water
Recurring Invoices and Contracts FY 2021-22**

**Recurring Payments between \$25,000 and \$50,000
For Information Only**

Vendor Name	Invoice Description	Authority for Purchase	Average Monthly Dollars	Approximate Annual Dollars
Recurring Invoices				
Consolidated Supply	Water Works Supplies	Purchase order	\$ 2,500	\$ 30,000
Crystal Greens Landscaping	Landscaping Services	Awarded Contract	\$ 3,750	\$ 45,000
DSU Peterbuilt & GMC, Inc	Large vehicle maintenance	Awarded Contract	\$ 2,083	\$ 25,000
ESRI, Inc	ARCGIS Web base software	Year to Year Contract		\$ 25,000
General Pacific	Water Works Supplies	Purchase order	\$ 2,100	\$ 25,000
HASA Inc	Water Treatment Chemicals	Purchase order	\$ 3,300	\$ 40,000
HRA Veba Service		Month to Month Contract	\$ 3,300	\$ 40,000
Moss Adams, LLC	Annual Financial Audit	Contract		\$ 40,000
Oak Lodge Water Services District	Water Supplied to CRW Customers	IGA	\$ 2,500	\$ 30,000
Petrocard, Inc.	Fuel Purchases	Month to Month Contract	\$ 2,500	\$ 30,000
PGE	Electrical at Admin & Ops Building	Set by State	\$ 2,900	\$ 35,000
Portland Water Bureau	Regional Water Providers Consortium Dues	based on water produced	\$ 2,500	\$ 30,000
Special Districts Assoc. of Oregon	Workman's Comp Insurance	based on experience rate		\$ 40,000
Tyler Technologies Inc	Eden InForum Gold Support / Maintenance	Year to Year Contract		\$ 37,000
United Site Service	Portable Chemical toilet Rental	Contract		\$ 25,000
Verizon Wireless	Cell Phone Service	Awarded Contract	\$ 2,300	\$ 28,000
Total of Informational Recurring Payments between \$25,000 and \$50,000 -			\$ 29,733	\$ 525,000