

CLACKAMAS RIVER WATER
BOARD OF COMMISSIONERS
REGULAR MEETING



Clackamas River Water

THIS MEETING WILL HAVE REMOTE ACCESS VIA ZOOM*

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

November 10, 2021 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/83788225969> or by calling the following number 1-253-215-8782 and join meeting /83788225969#. **Passcode:** 083306

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 Approval of Contract for Utility Bill Printing With Bend Mailing Services, LLC-** *Carol Bryck, Chief Financial Officer*
2. **Resolution 04-2022 Authorizing CRW to Pursue Grant Funding for Waterline Replacements: I-205 Crossings Project-** *Adam Bjornstedt, Chief Engineer*

Consent Agenda

CA-1: **Gross Payroll and Accounts Paid: October 2021–** *Carol Bryck, Chief Financial Officer*

CA-2: **Cash Position and Transfers: October 2021–** *Carol Bryck, Chief Financial Officer*

Informational Reports

3. Quarterly Report- *Carol Bryck, Chief Financial Officer*
4. Management Report – *Todd Heidgerken, General Manager*
5. Public Comment (*see blue box at the top of the agenda*)

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Commissioner Business

6. Commissioner Reports and Reimbursements
 - Review the 2022 Board Calendar dates requiring change

Adjourn regular meeting

The meeting location is accessible to persons with disabilities. A request for accommodations for persons with disabilities should be made at least 48 hours before the meeting to Adora Campbell (503) 722-9226.

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

November 10, 2021

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

DRAFT MOTION

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

EFFECTIVE DATE

November 11, 2021

PRINCIPAL STAFF PERSON

Carol Bryck, Chief Financial Officer

BOARD ACTION REQUESTED

Approve contract with Bend Mailing Services, LLC for Utility Billing Services

DOCUMENTS ATTACHED

Exhibit A- Scope/Pricing list

Agenda Summary

BACKGROUND

On March 31, 2020, CRW exercised the second and last contract extension with Wright Business Graphics for providing Utility Billing Services. The contract will expire on March 31, 2022. Staff has conducted a diligent procurement process and concluded that the greatest value to CRW can be obtained through employing the services of Bend Mailing Services, LLC for providing Utility Billing Services. These Utility Billing Services will be transacted through participation in a Cooperative Agreement with the established City of Hillsboro/Bend Mailing Systems, LLC / Utility Billing Services Contract # 3933.

Staff has identified multiple advantages to utilizing Bend Mailing Services, LLC that include competitive rates available from participation in an established contract of a larger public agency, obtaining services from a new vendor that is strongly established and reputable in the market niche of Public Agency Utility Billing Services, a long term contract offering greater price and process stability and a larger suite of additional complimentary in house services such as virtual bill pay that can be later added to CRW services, allowing for cost savings and increased efficiencies of service.

The recommendation, based on analysis of the current market rates for these services is that the Not to Exceed spend of this contract will be \$75,000 per 12-month period. In alignment with the City of Hillsboro contract the expiration of this contract is January 31, 2026.

September 30, 2021

Clackamas River Water
Attn: Vance Voyles
Administration Department
16770 SE 82nd Drive
Clackamas, OR 97015

RE: Printing & Mailing Services for Utility Billing and Optional Online Presentment & Payment Services

Dear Vance,

Enclosed, please find our response to Clackamas River Water's request for a quote for Professional Printing & Mailing Services for Utility Billing. BMS Technologies (BMS) has provided the requested statement services to utility industry clients since the '90s. We have the capacity and expertise necessary to exceed Clackamas River Water's expectations and currently offer like services for many other municipal agencies, as well as waste companies, counties, water districts, and electric cooperatives, along with hundreds of private sector companies.

Our comprehensive services provide everything required to process, printing and mailing utility invoices bi-monthly alternately for approximately 11,500 residential and one thousand five hundred commercial accounts, printing invoices on 8.5 x 11 24# Perf; Duplex Full Color – Z fold custom forms. All products will be produced and warehoused at our main facility. Statements and invoices or a combination of both may be redesigned or updated to a mutually approved form(s) with a perforated reply piece.

We have existing systems in place to process the data files exported from a majority of software. Through our secure website — BMS-Technologies.com — we are prepared to receive Clackamas River Water's data and mail statements or invoices within one business day of final approval. BMS offers a myriad of other services like graphic design, insert printing, selective inserting, custom barcodes, large statement format printing (compliant with ADA standards), graphs, variable full-color duplex printing, and envelope messages.

Having in-house design and development teams, we pride ourselves on offering great flexibility in meeting the ever-changing needs of our clients. Additionally, according to Xerox, over 50 trillion pages are printed worldwide per year, yet only 3% of these are printed digitally. Allowing BMS to partner with Clackamas River Water will bring unique capabilities in digital printing solutions that will assist Clackamas Water Officials in capturing any Critical Communications while meeting the changing needs of your customers. Through our partnership with Xerox, we can provide innovative technology in automation, inkjet production, and digital print to help Clackamas River Water easily create stunning output in an automated and efficient way, all while reducing your costs.

We look forward to many prosperous years assisting Clackamas River Water to consolidate and centralize your Professional Bill Statement Printing and Processing Services operations with professional print and mail services while improving your document print and mail needs. The project manager for this request for proposal contact is:

Jeffrey D Evans
BMS Technologies
(541) 388-0789
jeff@bms-technologies.com

1.2 SCOPE OF WORK

The selected Proposer(s) shall be responsible for the accurate, timely, and professional provision of printing and/or mailing services for CRW's utility accounts, including, but not limited to:

- Printing and mailing utility invoices bi-monthly alternately, approximately 11,500 residential and 1,500 commercial accounts, printing invoices on 8.5 x 11 24# Perf; Duplex Full Color – Z fold custom forms.

BMS is prepared to receive data for approximately 11,500 residential and 1,500 commercial accounts and process, print, and mail them the business day after final approval. We can produce up to 40 million impressions per month, and additional capacity can be made available with notice, giving Clackamas Officials flexibility in billing as needs may change.

- Mailing invoices in Standard #10 Left Double Window Envelopes containing Standard #9 Blue, Right Window Envelopes.

BMS Technologies utilizes High-Speed Commercial Digital Inkjet Printing rather than an older technology using a Two-Step Preprinted model. This model allows us to get statements, invoices, or bills, printed quicker and allows for more customization on each form. Minor ad hoc changes can be made using our newly customized large window envelope produced by the BMS Production team. All print statements/invoices are printed on 8.5"x 11" or 11" x 17" (ADASimplex Large Bill Print) paper and packaged in our newly standardized #10 envelopes with a #9 remittance envelope. Large Bill Print documents are not folded and are inserted into flat envelopes.

- Capability to provide electronic, paperless invoices of the same forms to customers, as well as notification of invoice availability.

We have a few different options for paperless billing customers, and can implement whichever one the City would prefer. First, we can send an e-bill. eBills are quickly becoming an older technology, but if required, would be an email sent to the email address provided by the customer containing the statement as a PDF attachment. BMS sends the customer a notification email with the PDF attached. Customers can download, save, and print these statements as they see fit.

Second, we can post PDF statements to our online platform called www.Online-Billpay.com. Our new www.Online-billpay.com has a much higher security level than that of eBilling. Customers would receive a notification that their statement is ready to view. They would then log into the site to view the statement and manage their payments without calling the office.

1.3 CURRENT PROCESS

CRW has contracted printing and mailing services for utility billing with Wright Imaging since 2012. In compliance with CRW Local Contract Review Board Rule 120-011, CRW is following the Intermediate Procurement Rules and procedures to execute a new contract for printing and mailing services.

BMS will adhere to the CRW Local Contract Review Board Rule 120-011 and follow the Intermediate Procurement Rules and procedures as defined.

Between the 25th and the 31st of each month CRW produces an electronic Text/Zip file which contains all billing data used to produce the utility statement. This data is uploaded via a FTP site to Wright Imaging for processing. An email is sent from CRW notifying Wright Imaging that the file has been uploaded along with the desired mailing date – typically around the 28th of the month.

BMS is ready and prepared to handle Text or Zip data record files uploaded to our secure web portal or in varied additional formats if required. BMS has several years' experience dealing with various software billing exports and will assist Clackamas Officials in defining the best options. After the file is uploaded to our secure web portal at bms-technologies.com, we will send an email to all pertinent Clackamas Officials confirming the upload to the system. A job status email list can include whomever the City would like. Clackamas Officials may select any date for mailing at will using the BMS Job Management Portal, including the 28th of any month.

Email confirmation is received from Wright Imaging stating the billing file has been received and the date the statements will be mailed. Supplemental reports are emailed from Wright Imaging that includes address errors, forwarding addresses, and changes of address.

At that time, our processing team will run it through several USPS-approved programs to check for address changes and validity of zip codes and addresses. Upon receipt, our system will attempt to mitigate issues with the file by checking for redundant data and dates that are not within an appropriate range. During processing, if a BMS team member identifies a possible data error, processing stops immediately, and contact is made with City officials for verification. If there are any errors in the data file, we will collaborate with the City to get the data corrected. Simple errors, such as individual record-level issues, can be corrected by our team at the direction of Clackamas Officials. If a significant portion of the data needs modification, BMS will notify Clackamas Officials and wait for an amended file to be uploaded before proceeding.

When processing is complete, Clackamas Officials will receive a second email with an itemized list of the number of statements, comments, and inserts to be produced and mailed and then uploaded surely to the online portal for customer viewing. We'll also post PDF samples to the job management portal for review and approval by Clackamas Officials. Upon approval, the job is added to the production queue.

The uploaded data is manipulated by Wright Imaging to create a billing statement similar to that found in attachment B.

Following processing, statements are printed on one of our digital web press, which uses a 50" 400lb roll of paper. The same system also cuts, trims, and perforates each piece before stacking it at the end, in order where it is collected for inserting. We have several quality-control measures in place throughout the production process. The web press will reject any piece where it detects abnormalities in production, and our print operators manually inspect pieces as they come off the press. Any statement not printed to appropriate quality standards will be reproduced before the job is sent to the inserting machines.

The data is printed on bill stock which has been preprinted. The bill is mailed with a return envelope and any inserts (i.e. supplemental flyers) for that month. Accounts on auto-pay are excluded from receiving a return envelope based upon criteria in the Text/Zip file.

BMS uses advanced modern technologies and the latest digital web print equipment. The use of this new technology and equipment allows BMS to be much more efficient during print production. There is no need for a two-step process where a preprinted form is produced so variable content can be added in the second print step.

Each statement is printed with two inconspicuous internal control features – the 2D and 3-of-9 barcodes. The 3-of-9 barcode is scanned at the beginning of the inserting process to determine the correct number of statements and selective inserts for that envelope. The 2D barcode is scanned at the end of the inserting processing to ensure proper sequencing. Printed statements

will be folded and inserted into the #10 window envelopes with the #9 remittance envelope, where applicable. If any piece is out of order or destroyed during the inserting process, it will be manually verified or reproduced at no additional cost to the City.

With BMS Dynamic Selectable Inserting, accounts on auto-pay may be excluded from receiving a return envelope based upon criteria in the Text/Zip file. Additional criteria may be set to exclude additional suppression when needed.

1.4 OPTIONAL SERVICES

In addition to the required services described, CRW requests proposals and ideas for optional services. Proposers are encouraged to identify and describe other services, progressive improvements in existing services, or techniques that would be in the best interest of CRW and reduce costs and/or increase revenues.

INTRODUCING ONLINE-BILLPAY (OBP) SYSTEMS

PAPERLESS BILLING & PAYMENT SERVICE

Online-Billpay is a complete portal for bill presentment and electronic transaction handling. It can be employed to provide a paperless option for customer statements or as a supplement to existing paper statements. The system has been designed to be easy to deploy, learn, use, and integrate into your existing operations. The site has a wide variety of functions that you and your customers will find useful, and we are always open to modifying and adding features to suit your company's needs.



HOW IT WORKS

- Once we process your job, your statements will be available immediately online for you and your customers to view and pay.
- We send out email notifications to all of your customers registered on the site that a new bill is available online.
- Customers are given the option to sign up for paperless as they register. All customers who choose to sign up for paperless are removed from the printing job, saving you the cost of mailing a paper statement.
- If a customer signs up for autopay on the site, their funds are automatically deducted from their account each month and we add messages to the customer's future statements reminding them they are on autopay.
- No additional work is needed on your end, all you have to do is upload your regular statement job and we take it from there.

REGISTRATION

- The registration process is simple. The customer receives a comment on their statement which includes an account number and an identification (ID) number. The customers will be directed to your website where they will click an online payment link that redirects to Online-Billpay. This process keeps your company's banner and logo placed at the top throughout the process, assuring your customers that they are in the right place. Once at Online-Billpay, they would enter their account number and ID number to register and login to their account. Once a customer is registered they can log-in and perform a variety of functions:

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of Contents.

COST PROPOSAL

PRICING OF GOODS AND SERVICES

Please note, hard costs have increased dramatically nationwide since the acceptance of the City of Hillsboro contract award to BMS Technologies. BMS has since adjusted the pricing offered to Clackamas River Water as a result. BMS has reflected these changes in the current pricing offer to Clackamas River Water.

BMS executive staff will communicate any unit pricing changes directly to Clackamas Officials. BMS understands an express written approval from CRW for any requested annual increases, at a rate not exceeding the percentage change in the Consumer Price Index for Urban Wage Earners and Clerical Workers, US Portland Metro average, during the previous year will be adhered to if necessary.

PARTICIPATION

Contractor may agree to extend the same pricing and material terms offered to CRW under this Agreement to any government agency entitled to participate under cooperative purchasing as authorized by ORS Chapter 279A and CRW’s Local Contract Review Board Rules. CRW has not estimated the volume of such potential purchases and makes no guarantee as to the participation by other government agencies. CRW shall have no liability or responsibility with respect to contracts between Contractor and another government agency.

Contractor grants to any and all qualified government agencies authorization to purchase equivalent services or products described herein at the same submitted unit bid price, but only with the consent of Contractor.

Item	Price	Qty	Comments
Rate for mailed invoice form	\$0.605	500+	Includes: <ul style="list-style-type: none"> Automated First-Class Postage Full-color statement front, with a single color second side #10 Window Envelope, white with internal security tinting #9 Window Reply Envelope, wht. w/internal security tinting Initial statement design Minor changes throughout the year Full access to all features on www.bms-technologies.com NCOA Move Update Report CASS report if requested
Rate for electronic invoice form	\$0.120	Any	Paperless Statements accessed by CRW customers at www.Online-Billpay.com
Rate for #10 custom security envelopes	(\$0.018)	-	Included in "Rate for mailed invoice form."
Rate for #9 custom envelopes	(\$0.018)	-	Included in "Rate for mailed invoice form." No discounts for suppression.
Metered postage rate per invoice	N/A	N/A	BMS doesn't Meter Mail pieces any longer.
Postage Deposit (if required)	N/A	N/A	As with all other public agencies, BMS will allow a Pre-Bill.
Program implementation cost	\$1,500.00	1	This is a one-time fee.
Invoice form customization cost	Incl.	1	Included in Implementation Fee. Subsequent significant projects will be project scoped and pre-quoted for CRS approval and in advance of any work commencing.
Programming cost per hour	\$136.40	-	Major projects will be project scoped and pre-quoted for CRS approval in advance of any work commencing.
Other expenses not listed	See Below	-	

ONLINE-BILLPAY SERVICES

Service Type	Monthly Maintenance Fee	Registered Customer Fee	Paperless Fee	Transaction Fee
Statement Service	\$40.00	\$0.01	\$0.12	\$0.11

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

November 10, 2021

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

DRAFT MOTION I move to approve Resolution 04-2022 authorizing CRW to pursue grant funding for the Waterline Replacements: I-205 Crossings Project.

EFFECTIVE DATE November 10, 2021

PRINCIPAL STAFF PERSON Adam Bjornstedt, Chief Engineer

BOARD ACTION REQUESTED Approve Resolution 04-2022

DOCUMENTS ATTACHED Resolution 04-2022

Agenda Summary

BACKGROUND As part of the District’s capital planning strategy, recognition was given to risk-reduction projects and supporting studies. One area of interest, as identified in the Water System Master Plan, was existing waterlines that are deficient in age, materials of construction, and installation technique, and which could pose a risk of failure in an earthquake or other natural disaster. CRW has several waterlines fitting this category which cross the I-205 freeway, and which have been prioritized for replacement through a process involving analysis of our hydraulic model and related data to assess risk and impact of failure of these waterlines to our customers and the roadway. Two I-205 crossings, the Jannsen Road 8” diameter cast iron pipe and the Cason Road 6” cast iron pipe, have been brought forward as high priority replacements from Staff’s assessment. Under this project, these waterlines would be replaced with new ductile iron waterlines with restrained joints and modern installation techniques (including pipe casing, directional drilling, etc.), thereby greatly reducing any risk of failure.

ANALYSIS CRW identified potential grant funding opportunities earlier this year through a variety of FEMA grant programs. Pre-applications were made this summer, which were approved by FEMA, for several projects including the I-205 Crossings project, under FEMA’s Hazard Mitigation Assistance grant program. The next step in this process is to submit sub-applications to FEMA (through the State) for actual consideration of

funding/grant award. According to the application requirements, each project must be endorsed by the entity's governing body in cases where CRW's budget process supports these projects, that suffices. However, for projects not included in the CRW Adopted Budget, like the I-205 Crossings project, a separate endorsement is needed. The form of this support can be a resolution approved by the Board.

**STAFF
RECOMMENDATION**

Staff recommends the Board approve Resolution 04-2022 authorizing CRW to pursue grant funding for the Waterline Replacements: I-205 Crossings project.

CLACKAMAS RIVER WATER
RESOLUTION NO. 04-2022

A RESOLUTION AUTHORIZING CLACKAMAS RIVER WATER TO PURSUE GRANT
FUNDING FOR WATERLINE REPLACEMENTS: I-205 CROSSINGS

WHEREAS, the Federal Emergency Management Agency (FEMA) is accepting applications for the Hazard Mitigation Assistance Program; and

WHEREAS, Clackamas River Water (CRW) desires to participate in this grant program to the greatest extent possible as a means of providing matching funds from the Hazard Mitigation Assistance Grant Program; and

WHEREAS, CRW has identified a need to replace several key waterlines crossing Interstate 205 (I-205); and

WHEREAS, these waterline replacements will address pipelines of deficient materials, age, and installation as identified in the Water System Master Plan; and

WHEREAS, Clackamas River Water has available local matching funds (in an amount not to exceed \$250,000) to fulfill its share of obligation related to this grant application, should the grant funds be awarded;

NOW, THEREFORE, BE IT RESOLVED that the Clackamas River Water Board of Commissioners demonstrates its support for the submittal of a grant application to FEMA for the Waterline Replacements: I-205 Crossings project; and

BE IT FURTHER RESOLVED that the Clackamas River Water Board of Commissioners would authorize the acceptance of grant matching funds from FEMA for the completion of these waterline replacements.

ADOPTED by the Clackamas River Water Board of Commissioners this 10th day of November 2021

Sherry French, President

Naomi Angier, Secretary

CLACKAMAS RIVER WATER

Agenda Item –
CA-1

REGULAR BOARD MEETING

November 10, 2021

SUBJECT Gross Payroll and Accounts Paid

DRAFT MOTION	Move to approve the consent agenda items as presented
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EFFECTIVE DATE	November 10, 2021
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PRINCIPAL STAFF PERSON Carol Bryck, CFO

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

DOCUMENTS ATTACHED

- 1) Earnings Statements for October 31, 2021, Payrolls – 2 payrolls - \$269,910.51
- 2) Monthly Check History for October 31, 2021 - \$381,385.85 (net)

1 Employees With Overflow Statement
000570 000585 SEQ 000585

1 Overflow Statement 1 Total Statement

Earnings Statement

	First No.	Last No.	Total
Checks:	ADPCHECK	ADPCHECK	0000000000
Vouchers:	00000420001	00000420038	00000000013

SEAT 312 TOTAL DOCUMENT
CLACKAMAS RIVER WATE
LOCATION 0001

CHECK STUFFING, RECONCILIATION

139826.48 GROSS
 87612.14 NET PAY (INCLUDING ALL DEPOSITS)
 13417.63 FEDERAL TAX
 8200.15 SOCIAL SECURITY
 1970.58 MEDICARE
 .00 MEDICARE SURTAX
 .00 SUI/DI/FLI/MLI TAX
 8418.93 STATE TAX
 .00 LOCAL TAX
 95640.63 DEDUCTIONS
 12178.56 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

VOID VOID VOID VOID VOID

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

Monthly Check History Listing
Clackamas River Water
10/1/2021 to 10/31/2021

Bank code: apbank

Check #	Date	Vendor	Description	Invoice	Amount Paid	Check Total
6011	10/14/2021	01959 US BANK	VISA	9/27/21 VOYLES	1,906.32	
			VISA	9/27/21 TRIPLETT	1,552.32	
			VISA	9/27/21 CUMMINGS	1,492.42	
			VISA	9/27/21 BRYCK	1,465.00	
			VISA	9/27/21 HOLZGANG	1,430.35	
			BLUEBEAM - SOFTWARE LICENSE RENEWAL	9/27/21 BJORNSTEDT	863.96	
			VISA	9/27/21 KEOBOUNNAM	576.64	
			VISA	9/27/21 RAY	369.60	
			VISA	9/27/21 MCGINNIS	250.00	
			VISA	9/27/21 CAMPBELL	198.00	10,104.61
6012	10/14/2021	01959 US BANK	MERCHANT BILLING - SEPTEMBER 2021	SEPTEMBER 2021	3,558.10	3,558.10
6013	10/14/2021	00095 ING	VOLUNTARY PAYROLL DEDUCTION: DEFER COMP	PR 10/08/2021	4,951.26	4,951.26
6014	10/14/2021	00336 CITISTREET - STATE OF OREGON	VOLUNTARY PAYROLL DEDUCTION: DEFER COMP	PR 10/08/2021	3,021.31	3,021.31
6015	10/14/2021	04272 GLOBAL PAYMENTS INTEGRATED	CREDIT CARD MERCHANT STATEMENT - SEPTEMB	SEPTEMBER 2021	31,431.58	31,431.58
6016	10/26/2021	00095 ING	VOLUNTARY PAYROLL DEDUCTION: DEFER COMP	PR 10/22/2021	4,931.01	4,931.01
6017	10/26/2021	00336 CITISTREET - STATE OF OREGON	VOLUNTARY PAYROLL DEDUCTION: DEFER COMP	PR 10/22/2021	2,021.31	2,021.31
6018	10/26/2021	01959 US BANK	CUSTOMER ANALYSIS	SEP 2021	3,619.07	3,619.07
92755	10/05/2021	00001 A & A DRILLING SERVICE INC	HOT TAPS AND REPAIRS	49858	2,465.00	2,465.00
92756	10/05/2021	02663 ACCENT SIGNS, LLC	NAME PLATES FOR NEW EM	21-8-214	31.74	
			NAME BADGE W/PHOTO AND NAME PLATES	21-8-158	28.90	60.64
92757	10/05/2021	03612 AKS ENGINEERING & FORESTRY LLC	ATHENS DRIVE WATERLINE - PREDESIGN SURVE	8178-01-01	17,500.00	17,500.00
92758	10/05/2021	04292 ANTARES PLANNING GROUP, LLC	FEMA GRANT - BENEFIT COST ANALYSIS SERVI	P-2021.07.01	780.00	780.00
92759	10/05/2021	00085 CASCADE CENTERS INC	EAP MONTHLY - OCTOBER 2021	108628	116.00	116.00
92760	10/05/2021	00227 CLACKAMAS GARBAGE CO INC	ACC. #04370 - TRASH REMOVAL SERVICE - SE	SEPTEMBER 2021	367.96	367.96
92761	10/05/2021	03218 DIRECT TRANSPORT INC	ACC.: # 3042 - DELIVERY OF BOARD PACKET	272766	42.41	42.41
92762	10/05/2021	00073 FIRST RESPONSE INC.	MONTHLY MONITORING PATROL OCTOBER 2021	13961	3,428.00	3,428.00

Monthly Check History Listing
Clackamas River Water
10/1/2021 to 10/31/2021

Bank code: apbank

Check #	Date	Vendor	Description	Invoice	Amount Paid	Check Total
92763	10/05/2021	03240 GARY RUDNIK P HARRANG LONG	LEGAL SERVICES - SEPTEMBER 2021~	94476	4,240.00	4,240.00
92764	10/05/2021	00327 HR ANSWERS INC	2 HR EDUCATIONAL PROGRAMM - PART II ON E	50024	2,000.00	2,000.00
92765	10/05/2021	04180 MADRONE TECHNOLOGY GROUP INC.	CONTRACT WORK CONTRACT WORK COMPUTER PERIPHERALS SOFTWARE	1781 1767 1770	1,265.00 990.00 375.00	2,630.00
92766	10/05/2021	00353 METRO OVERHEAD DOOR INC	GARAGE DOOR AND GATE MAINT.	212825	712.00	712.00
92767	10/05/2021	00138 MILWAUKIE, CITY OF	ACCOUNT# 24-3520-00 - 6201 SE LAKE RD -	24-35200-0	139.57	139.57
92768	10/05/2021	00306 OFFICE DEPOT INC	ACCT#90261180 - ID#38683228 - OFFICE SUP ACCT#90261180 - ID#38683228 - OFFICE SUP	196679001001 201503240001	206.26 115.98	322.24
92769	10/05/2021	00048 OREGON CITY, CITY OF	ACC:# 04-792203-01 (130825) - 07/21 - 0	07/31-08/31/2021	18.26	18.26
92770	10/05/2021	00230 POSTMASTER 97015	PO BOX #2439 SVC FEE, 11/21 - 10/22 - R	PO BOX RENTAL	254.00	254.00
92771	10/05/2021	04296 PROCOMSOL LTD	COM-PWR: PC-BASED HART COMMUNICATOR WITH	IN11966	1,470.00	1,470.00
92772	10/05/2021	00229 RICOH USA, INC.	COPIER LEASE #1021276-3672069 - 09/20 TO	8178-01-01	334.92	334.92
92773	10/05/2021	03597 CLOUD RECORDS MANAGEMENT	ORMS-0153 / MONTHLY USER FEE PER USER OR	192521	370.20	370.20
92774	10/05/2021	00130 WASTE MANAGEMENT OF OREGON	SEPTEMBER 2021 TRASH REMOVAL SERVICES - SEPTEMBER 2021 - TRASH REMOVAL SERVICES	9209292-1574-6 9209293-1574-4	1,815.91 523.26	2,339.17
92775	10/05/2021	00110 WATER ENVIRONMENT SERVICES	SURFACE WATER AT SE 82ND DRIVE. 9/1 TO 1 SURFACE WATER AT SE MATHER DRIVE. 9/1 T	03-05879-01 03-14578-01 SEP 21	226.90 162.75	389.65
92776	10/14/2021	00092 AIRGAS USA INC	BOTTLE RENTAL AND SAFETY CLOTHING	9983293690	112.90	112.90
92777	10/14/2021	00285 ARAMARK UNIFORM SERVICES INC	ACC. #934649000 - BUILDING MAINT. SUPPLI ACC. #934649000 - BUILDING MAINT. SUPPLI ACC. #934649000 - BUILDING MAINT. SUPPLI	529000132884 529000137446 529000128322	96.37 96.37 0.00	192.74
92778	10/14/2021	01546 CASCADE COLUMBIA DIST CO INC	SODA ASH - DENSE	819460	3,640.50	3,640.50
92779	10/14/2021	00164 CENTURYLINK	PHONE SERVICES	503Z05-0025	1,803.30	1,803.30
92780	10/14/2021	00200 CLACKAMAS COUNTY	THREE CREWS, SEPT. 5, 8 AND 30, 2021	20-4498	1,275.00	1,275.00

Monthly Check History Listing
Clackamas River Water
10/1/2021 to 10/31/2021

Bank code: apbank

Check #	Date	Vendor	Description	Invoice	Amount Paid	Check Total
92781	10/14/2021	02555 COMCAST	COMCAST MONTHLY CABLE INTERNET - 10/14-1	2099723,	243.33	243.33
92782	10/14/2021	00008 CONSOLIDATED SUPPLY CO.	HYDRANT PARTS MISN. WATER WORKS HYDRANT PARTS MISN. WATER WORKS	S010421565.002 S010474798.002	1,803.91 499.31	2,303.22
92783	10/14/2021	00017 CORE & MAIN LP	1 PCS. #5500-42 4 PCS. #3390-20 AND 10 PCS. #3100-20	P702775 P466105	2,665.29 2,516.34	5,181.63
92784	10/14/2021	02856 CRYSTAL GREENS LANDSCAPING	LANDSCAPING & MAINTENANCE - SEPTEMBER ~ IRRIGATION REPAIR - ADMIN BLDG.	36547-36551 35684	3,606.00 355.00	3,961.00
92785	10/14/2021	00120 FEDEX	ACCT# 1075-8809-4 - GRANTS PASS LABS A	7-503-53145	165.61	165.61
92786	10/14/2021	01844 FERGUSON ENTERPRISES INC	15 PCS. #5100-00 MISN. WATER WORKS MATERIAL	1026414 9763027	1,952.20 26.35	1,978.55
92787	10/14/2021	02322 GENERAL PACIFIC INC	WATER METERS AND WATERWORKS MATERI..	1420608	4,557.00	4,557.00
92788	10/14/2021	00167 GRAINGER INC	1 PCS. GPMOTOR 1.5 HP 10 PCS. CAUTION SIGNS 3 PCS. GREASON	9068421628 9066874794 9053310042	318.71 105.30 69.21	493.22
92789	10/14/2021	02288 GSI WATER SOLUTIONS INC	TASK 1-2, AND TASK 4-6 - WATER MANAGEMEN	0244.010-6	3,272.50	3,272.50
92790	10/14/2021	00124 H D FOWLER CO INC	SUPPLIES FOR SYSOPS - #7321-04,-06,08,10 3 PCS. #7160-01 2 PCS. SOLVENT/ WATER BASED CREDIT - 22 CANS OF PAINT	I5928860 L5914540 L5918525 C536753	2,647.75 1,766.22 217.44 -199.32	4,432.09
92791	10/14/2021	03473 HASA INC	SODIUM HYPOCHLORITE - LOW SALT	781597	6,309.84	6,309.84
92792	10/14/2021	02570 HOME DEPOT CREDIT SERVICES	ACCT #6035 3225 0573 2754 - FLASH LITES,	H4017-308496	305.34	305.34
92793	10/14/2021	00127 ICMA RETIREMENT TRUST- 457	VOLUNTARY PAYROLL DEDUCTION: DEFER COMP	PR 10/08/2021	500.00	500.00
92794	10/14/2021	04305 JTM CUSTOM HOMES	UB Refund Cst #045921	Ref000187756	57.50	57.50
92795	10/14/2021	02284 K & D SERVICES OF OREGON INC	MAIN LEAK 2214-0256 AND SERVICE INSTALL LEAKING SERVICE REPAIR - 2214-0256	16894 16895	2,174.25 594.00	2,768.25
92796	10/14/2021	04302 LANE TRUST	UB Refund Cst #020199	Ref000187752	49.66	49.66
92797	10/14/2021	02487 LLC LINESCAPE DIRECTIONAL BORING	DIRECTIONAL BORING	56161	550.00	550.00

Monthly Check History Listing
Clackamas River Water
10/1/2021 to 10/31/2021

Bank code: apbank

Check #	Date	Vendor	Description	Invoice	Amount Paid	Check Total
92798	10/14/2021	04171 LSK GRAPHICS INC.	NEWSLETTER/BILL INSERT CREATION AND DESI	24830-12	350.00	
			NEWSLETTER/BILL INSERT CREATION AND DESI	24830-13	322.00	672.00
92799	10/14/2021	04242 NORTHWEST MECHANICAL GROUP	OPS OFFICE HVAC REPAIR	22731	602.80	
			ADMIN THERMOSTATE ISSUE	22516	185.00	787.80
92800	10/14/2021	00306 OFFICE DEPOT INC	ACCT#90261180 - ID#38683228 - OFFICE SUP	203457589001	49.15	
			ACCT#90261180 - ID#38683228 - OFFICE SUP	203457784001	28.15	77.30
92801	10/14/2021	00373 OREGON AFSCME	UNION DUES	PR 10/08/2021	983.03	
			UNION DUES	PR 09/24/2021	949.77	1,932.80
92802	10/14/2021	00048 OREGON CITY, CITY OF	PUMPING CHARGES - SEPTEMBER 2021	08/31-09/30/2021	10,861.73	10,861.73
92803	10/14/2021	00116 OREGON DEPART OF STATE LANDS	UNCLAIMED PROPERTY - REPORT ID: 296418	FY 21	400.00	400.00
92804	10/14/2021	00015 OREGON METER REPAIR LLC	LARGE METER TESTING (32) AND REPAIR	121862	4,552.00	4,552.00
92805	10/14/2021	04294 PARC RESOURCES LLC	FEMA GRANT APPLICATION ASSISTANCE SERVIC	09-21-807 / 1	735.30	735.30
92806	10/14/2021	02681 PAUL H. ROEGER	LEGAL DESCRIPTION DEVELOPMENT FOR WITHDR	11	210.00	210.00
92807	10/14/2021	03815 PETROCARD INC	15-100 WATER QUALITY, 20-2000 PLANT AND	C805610	883.30	883.30
92808	10/14/2021	00021 PGE	WATER TREATMENT PLANT SEPTEMBER 2021	WTP SEPTEMBER	36,016.67	
			PUMP STATION SEPTEMBER 21	PUMP STATION SEP.21	21,563.46	
			ADMIN SEPTEMBER 2021	SEPTEMBER 2021	2,515.54	60,095.67
92809	10/14/2021	00229 RICOH USA, INC.	CUST. # 4197629 - ADDITIONAL COPIES 09/0	5062929769	238.82	
			CUST. # 4220490 - ADDITIONAL COPIES 09/0	5062932182	83.87	322.69
92810	10/14/2021	03548 RIVER CITY ENVIRONMENTAL INC	SERVICE LEAK - 2214-0256	667725	1,400.00	
			INSTALL HENRICI RD - 22-0026	680331	1,400.00	
			HYDRANT MAINTENANCE - 2204-0232	675604	1,200.00	
			REDLAND RD MAIN LEAK - 2214-0256	664545	1,175.30	
			POT HOLE - 2204	671748	1,000.00	6,175.30
92811	10/14/2021	04304 SHANE SHINE-RUTLEDGE	UB Refund Cst #045133	Ref000187755	20.96	20.96
92812	10/14/2021	03701 SHRED NORTHWEST LLC	ANNUAL SHREDDING SERVICES	32367101221	90.00	90.00
92813	10/14/2021	04105 SLEEP SOUND PM**	UB Refund Cst #041762	Ref000187753	42.03	42.03

Monthly Check History Listing
Clackamas River Water
10/1/2021 to 10/31/2021

Bank code: apbank

Check #	Date	Vendor	Description	Invoice	Amount Paid	Check Total
92814	10/14/2021	00024 SOUTH FORK WATER BOARD	WATER PURCHASED - SEPTEMBER 2021	SEPTEMBER 2021	68,839.94	68,839.94
92815	10/14/2021	00107 UNITED SITE SERVICES INC	PORTA-POTTIES	114-12305575	597.87	597.87
92816	10/14/2021	01717 WATER RESOURCES DEPARTMENT	OWRD REVIEW FEE FOR CRW WATER MANAGEMENT	OWRD REVIEW	2,450.00	2,450.00
92817	10/14/2021	04303 KERRY WETZEL	UB Refund Cst #043660	Ref000187754	25.00	25.00
92818	10/14/2021	02247 WHA INSURANCE AGENCY INC	MERP ADMIN FEE AND MERP REIMBURSEMENT AC	09/09/2021	3,385.50	
			MERP ADMIN FEE AND MERP REIMBURSEMENT AC	10/11/2021	3,301.98	6,687.48
92819	10/14/2021	00275 MINUTEMAN PRESS CORP	8 1 EACH OF 8 INCIDENT BRIEF POSTER (JOB	119935	283.00	283.00
92820	10/14/2021	01717 WATER RESOURCES DEPARTMENT	AQUIFER STORAGE & RECOVERY LTD. - LICENS	OWRD License	575.00	575.00
92821	10/19/2021	03218 DIRECT TRANSPORT INC	ACC.: # 3042 - DELIVERY OF BOARD PACKET	273641	53.07	53.07
92822	10/19/2021	04301 HIGGINS SIGNS INC	ENTRANCE SIGNS/EQUIPMENT STICKERS	2914	990.00	990.00
92823	10/19/2021	00012 METEREADERS LLC	OCTOBER - METER READING SERVICE -	9981	5,074.68	5,074.68
92824	10/19/2021	00138 MILWAUKIE, CITY OF	CATYLATIC CONVERTER	INV00619	1,861.32	1,861.32
92825	10/19/2021	00013 NW NATURAL	102053-6 3100 SE MANGAN DR.	102053-6 9/15-10/14	118.17	
			102924-8 9100 SE MANGAN DR	102924-8 9/15-10/14	42.61	160.78
92826	10/19/2021	00215 RELIABLE FENCE & CONSTRUCTION	SECURITY UPGRADE	17134	2,997.00	
			SECURITY FENCE REPAIRS	17118	2,196.00	5,193.00
92827	10/19/2021	00282 TERMINIX INTERNATIONAL INC	CUST.# 1703011 - OCTOBER PEST CONTROL SE	413329307	117.00	
			CUST.# 1703007 - OCTOBER PEST CONTROL SE	413345347	100.00	217.00
92828	10/19/2021	00107 UNITED SITE SERVICES INC	PARK PORT-POTTIES	114-12495260	597.87	597.87
92829	10/19/2021	02373 WORLD CUP COFFEE & TEA SERVICE	ACC.: 001570 - COFFEE & TEA	0193006	334.54	334.54
92830	10/26/2021	00285 ARAMARK UNIFORM SERVICES INC	ACC. #934649000 - BUILDING MAINT. SUPPLI	529000142810	96.37	96.37
92831	10/26/2021	03525 BIO-MED TESTING SERVICES INC	WEBINAR TRAINING	86841	50.00	50.00
92832	10/26/2021	00304 CANTEL SWEEPING	OCTOBER - PARKING LOT SWEEPING - ADMIN (e14174	220.00	
			OCTOBER - PARKING LOT SWEEPING - ADMIN	e14173	170.00	
			OCTOBER - PARKING LOT SWEEPING - ADMIN (e14175	155.00	545.00

Monthly Check History Listing
Clackamas River Water
10/1/2021 to 10/31/2021

Bank code: apbank

Check #	Date	Vendor	Description	Invoice	Amount Paid	Check Total
92833	10/26/2021	00164 CENTURYLINK	ACC# 503-723-6700 962B - PHONE SERVICES	Oct. 16 - Nov 16.	86.74	86.74
92834	10/26/2021	04256 CITY WIDE FACILITY SOLUTIONS	SEPTEMBER 2021 - CLEANING - ADMN/OPS/WTP	32035000841	6,798.13	6,798.13
92835	10/26/2021	00200 CLACKAMAS COUNTY	ACC.# 00486593 - YEARLY PROPERTY TAX	07/01/21-06/30/22	12,766.15	12,766.15
92836	10/26/2021	02617 DELUXE FOR BUSINESS	CUST.# 994030-460323 - DBA RETAIL DEP TI	02050255844	72.86	72.86
92837	10/26/2021	03504 ENTERPRISE FLEET MANAGEMENT	CUST #488054 TRUCK LEASE 10/01-10/31/202	FBN4317129	635.72	635.72
92838	10/26/2021	02881 GODWIN PUMPS OF AMERICA	Repair Parts and New 2" Trash Pump	401121874	854.25	854.25
92839	10/26/2021	00167 GRAINGER INC	METAL SIGN POST HEAT DRINK VEHICLE BULBS OFFICE	9087428976 9086762326 9090239477	269.25 14.98 2.60	286.83
92840	10/26/2021	04080 GREEN GUARD	REFILLS ON FIRST AID KITS	C501053	282.32	282.32
92841	10/26/2021	00127 ICMA RETIREMENT TRUST- 457	VOLUNTARY PAYROLL DEDUCTION: DEFER COMP	PR 10/22/2021	500.00	500.00
92842	10/26/2021	02284 K & D SERVICES OF OREGON INC	CORP LEAKING 2214-0256	16944	594.00	594.00
92843	10/26/2021	02922 KONE INC	CUST.# N295970 - QUARTERLY MAINT 10/01/2 CUST.# N295970 - QUARTERLY MAINT WTP LIF	962015539 959958668	405.60 124.80	530.40
92844	10/26/2021	02487 LLC LINESCAPE DIRECTIONAL BORING	DIRECTIONAL BORING	56318	660.00	660.00
92845	10/26/2021	04180 MADRONE TECHNOLOGY GROUP INC.	ONSITE/OFFSITE DATA BACKUP CONTRACT WORK WEBCAM FACS CONTRACT WORK SCADA SERVER EXT WARRANTY EM GRAPHIC CARD	1810 1792 1796 1804 1801 1795	2,939.00 1,760.00 489.94 440.00 249.00 182.00	6,059.94
92846	10/26/2021	00012 METEREADERS LLC	OCTOBER - METER READING SERVICE -	9988	3,820.44	3,820.44
92847	10/26/2021	00353 METRO OVERHEAD DOOR INC	GARAGE DOOR AND GATE MAINT.	213396	2,280.00	2,280.00
92848	10/26/2021	04242 NORTHWEST MECHANICAL GROUP	OCTOBER HVAC SERVICE	23888	410.00	410.00
92849	10/26/2021	00013 NW NATURAL	181027-4 16770 SE 82ND DR 181026-6 16770 SE 82ND DR #B 17257 HANNEMAN CT #GEN	181027-4 9/21-10/21 181026-6 9/21-10/21 3446861-1 9/21-10/21	181.08 118.17 35.86	

Monthly Check History Listing
 Clackamas River Water
 10/1/2021 to 10/31/2021

Bank code: apbank

Check #	Date	Vendor	Description	Invoice	Amount Paid	Check Total
			863832-2 15098 OYER DR	863832-2 9/23-10/22	18.64	353.75
92850	10/26/2021	00373 OREGON AFSCME	UNION DUES	OREGON AFSCME	985.10	985.10
92851	10/26/2021	02456 OREGON ASSOC OF WATER UTILITIE	JOB ANNOUNCEMENT	31553	50.00	50.00
92852	10/26/2021	02386 PRINCIPAL FINANCIAL GROUP	LIFE, AD&D & LTD, ACC.# 108 1726-10001	NOVEMBER 2021	6,144.33	6,144.33
92853	10/26/2021	00229 RICOH USA, INC.	COPIER LEASE #1021276-3745995 - 11/05 TO	105516754	208.86	208.86
92854	10/26/2021	03548 RIVER CITY ENVIRONMENTAL INC	ADMIN PARKING LOT STRIPING	690593	1,900.00	1,900.00
92855	10/26/2021	04309 ALAN SCHACHT	PER DIEM ADVANCEMENT	10/26/2021	236.00	236.00
92856	10/26/2021	03394 TEAM ELECTRIC COMPANY	REDLAND PS COMPRESSOR ISSUE	23752	812.00	812.00
92857	10/26/2021	00165 UNIVAR SOLUTIONS USA INC	ASCORBIC ACID - FINE CRYSTAL	49534916	2,418.40	2,418.40
92858	10/26/2021	02854 VERIZON WIRELESS	ACC.#472115222-00001 CELL PHONE CHARGES	9890329766	1,501.23	
			ACC.#472115222-00002 CELL PHONE CHARGES	9890329767	268.20	1,769.43
92859	10/26/2021	00168 WICHITA FEED & HARDWARE	HOSE NOZZLE	5545	7.95	7.95

apbank Total: 381,785.85

113 checks in this report

Total Checks: 381,785.85

Check History Listing
Clackamas River Water

Bank code: apbank

Check #	Date	Vendor	Status	Clear/Void Date	Invoice	Inv. Date	Amount Paid	Check Total
90031	11/18/2019	03947 ABIGAIL WASHBURN	V	10/05/2021	DEC 2019	12/01/2019	200.00	200.00
90032	11/18/2019	03946 AMETHYST WASHBURN	V	10/05/2021	DEC 2019	12/01/2019	200.00	200.00
							apbank Total:	400.00
							Total Checks:	400.00

2 checks in this report

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

November 10, 2021

SUBJECT **Cash Position and Transfers**

DRAFT MOTION	Move to approve the consent agenda
EFFECTIVE DATE	November 10, 2021

PRINCIPAL STAFF PERSON Carol Bryck, CFO

BOARD ACTION REQUESTED Approve the consent agenda items.

DOCUMENTS ATTACHED None

Agenda Summary

BACKGROUND Cash and Investment Position as of October 27, 2021* is:

	General Checking	LGIP	Total
Balance as of 09/30/2021	\$ 6,791,186	\$ 13,084,956	\$ 19,876,142
Cash receipts	1,465,788		1,465,788
Payroll	(269,911)		(269,911)
A/P checks	(381,386)		(381,386)
Bond and other electronic payments			-
Transfers between accounts	-	-	-
Balance as of 10/27/2021	\$ 7,605,677	\$ 13,084,956	\$ 20,690,633

Interest Earnings for October 2021 are not included. Cash position through October 27, 2021.

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

November 10, 2021

SUBJECT Quarterly Report – 1st Quarter FY 2022

PRINCIPAL STAFF PERSON Carol Bryck, Chief Financial Officer

DOCUMENTS ATTACHED Exhibit A - Revenue Status Report – FY 2021-2022
Exhibit B- Expenditure Status Report – FY 2021-2022
Exhibit C - Capital Improvements Project Fund – FY 2021-2022
Exhibit D - System Development Charges - FY 2021-2022

Agenda Summary

BACKGROUND Each quarter the Board is provided with summary data of budget to actual by line item. This report shows activity through the first quarter of fiscal year 2022, July 1, 2021, through September 30, 2021. This is 12.5% through the biennial budget.

General Fund

- Revenue is 16.8% of biennial budget. The August billing cycle showed the highest use we have seen so we have a comfortable margin based on our typical seasonal numbers.
- Personnel Services is 9.2% of biennial budget.
- Materials & Services are at 11.7% of the biennial budget.
- Capital Outlay is 3.1% of the biennial budget.

Capital Improvements Fund

- Expenditures at 1.8% of biennial budget.

CIP Bond Construction Fund – Fund closed at end of Fiscal Year 2021.
No report.

System Development Charges Fund revenue is 16.1% of biennial budget.

Clackamas River Water
Revenue Status Report
Biennium 2021-2023

GENERAL FUND	Budget	Actual	Year-to-Date		Percent
Account Title	Appropriation	July-Sept	FY 2021-22	Balance	Received
	BN 2021-2023	2021			
Operating Revenue	25,975,000	4,753,033	4,753,033	21,221,967	18.3%
Water Sales	25,569,000	4,707,387	4,707,387	20,861,613	18.4%
Service Connection Fees	250,000	7,408	7,408	242,592	3.0%
Service Charges	136,000	35,974	35,974	100,026	26.5%
Miscellaneous - Operating	20,000	2,265	2,265	17,735	11.3%
Non-Operating Revenue	448,500	(1,348)	(1,348)	449,848	-0.3%
Rental Income	246,400	19,855	19,855	226,545	8.1%
Earnings from Investments	104,000	4,443	4,443	99,557	4.3%
Miscellaneous - Non Operating	10,000	(29,949)	(29,949)	39,949	-299.5%
Surplus Property Sales	40,000	-	-	40,000	0.0%
Grants - Non-Operating	-	-	-	-	-
Right of Way Fee	48,100	4,303	4,303	43,797	8.9%
Transfers from Other Funds					
CRWSC Activity Fund	1,850,000	-	-	1,850,000	0.0%
Total Revenue	\$ 28,273,500	\$ 4,751,685	\$ 4,751,685	\$ 23,521,815	16.8%

Clackamas River Water
Expenditure Status Report
Biennium 2021-2023

GENERAL FUND	Budget				
Account Title	Appropriation	Actual	Year-to-Date		Percent
	BN 2021-2023	July-Sept 2021	FY 2021-22	Balance	Used
Personnel Services					
Salaries and Wages	7,496,200	705,936	705,936	6,790,264	9.4%
Commissioner Stipend	19,200	400	400	18,800	2.1%
Manager	1,393,800	135,846	135,846	1,257,954	9.7%
Engineering Manager	105,000	14,498	14,498	90,502	13.8%
Professional & Technical - NR	751,400	57,861	57,861	693,539	7.7%
Professional & Technical	1,619,300	154,803	154,803	1,464,497	9.6%
Water Treatment Specialist	1,159,100	116,390	116,390	1,042,710	10.0%
Water Worker Distribution	1,434,300	160,457	160,457	1,273,843	11.2%
Administrative Specialist	511,400	53,964	53,964	457,436	10.6%
Overtime	178,000	8,152	8,152	169,848	4.6%
Holiday Pay	14,000	1,615	1,615	12,385	11.5%
Other Benefits	309,500	1,950	1,950	307,550	0.6%
Awards	1,200	-	-	1,200	0.0%
Benefits and Taxes	4,577,100	407,790	407,790	4,169,310	8.9%
FICA - Social Security	590,900	55,492	55,492	535,408	9.4%
Worker's Compensation	78,700	35,704	35,704	42,996	45.4%
Pension	1,743,900	152,970	152,970	1,590,930	8.8%
Health Insurance	1,832,300	132,176	132,176	1,700,124	7.2%
Dental Insurance	145,200	9,165	9,165	136,035	6.3%
Life Insurance	38,100	3,782	3,782	34,318	9.9%
HRA VEBA	87,000	18,500	18,500	68,500	21.3%
Tri-Met Tax	61,000	-	-	61,000	0.0%
Total Personnel Services	\$ 12,073,300	\$ 1,113,726	\$ 1,113,726	\$ 10,959,574	9.2%

Clackamas River Water

Expenditure Status Report

Biennium 2021-2023

GENERAL FUND	Budget				
Account Title	Appropriation	Actual	Year-to-Date	Balance	Percent
	BN 2021-2023	July-Sept 2021	FY 2021-22		Used
Materials & Services					
Customer Services	478,800	59,856	59,856	372,843	22.1%
Bad Debt	32,000	(6)	(6)	32,772	-2.4%
Credit Card Processing Fees	340,500	44,588	44,588	260,014	23.6%
Collection Expenses	17,200	636	636	15,235	11.4%
Customer Credit Allowance	15,800	10,000	10,000	800	94.9%
Customer Statement Processing	58,900	4,639	4,639	49,623	15.8%
Promotional Items	6,000	-	-	6,000	0.0%
Public Notices	8,400	-	-	8,400	0.0%
Facilities & Security	797,000	40,753	40,753	756,247	5.1%
Assessments & Taxes	73,700	6,620	6,620	67,080	9.0%
Building & Grounds Maintenance	626,500	22,885	22,885	603,615	3.7%
Security	96,800	11,248	11,248	85,552	11.6%
General Administration	1,046,900	151,979	151,979	889,080	15.1%
Bank Charges	110,000	5,761	5,761	98,398	10.5%
Dues & Memberships	354,900	39,263	39,263	315,637	11.1%
Insurance	542,000	106,955	106,955	435,045	19.7%
Insurance Deductible	40,000	-	-	40,000	0.0%
Materials	423,000	27,463	27,463	395,538	6.5%
Inventory	300,000	16,870	16,870	283,130	5.6%
Maintenance Supplies	123,000	10,593	10,593	112,407	8.6%
Office	171,700	8,969	8,969	157,840	8.1%
Office Supplies	22,300	1,791	1,791	20,509	8.0%
Postage	96,700	5,940	5,940	85,868	11.2%
Printing	37,400	1,216	1,216	36,184	3.3%
Miscellaneous	15,300	22	22	15,278	0.1%
Other Support Costs	350,600	13,641	13,641	333,677	4.8%
Books & Publications	4,000	113	113	3,887	2.8%
Certifications	11,200	98	98	11,103	0.9%
Employee Relations	43,500	2,229	2,229	41,271	5.1%
Medical Exams	8,500	90	90	8,410	1.1%
Payroll Processing Fees	36,600	3,583	3,583	29,935	18.2%
Protective Clothing	43,400	2,058	2,058	41,342	4.7%
Safety & Health	28,000	3,954	3,954	24,046	14.1%
Training	172,400	1,516	1,516	170,684	1.0%
Travel - Local	3,000	-	-	3,000	0.0%

Clackamas River Water

Expenditure Status Report

Biennium 2021-2023

GENERAL FUND	Budget				Percent
Account Title	Appropriation	Actual	Year-to-Date	Balance	Used
	BN 2021-2023	July-Sept 2021	FY 2021-22		
Professional & Contracted Servi	1,821,600	108,035	108,035	1,709,583	6.1%
Audit	69,400	-	-	69,400	0.0%
Contract Work	1,209,200	94,538	94,538	1,110,679	8.1%
Engineer Service	343,000	5,085	5,085	337,915	1.5%
Legal	200,000	8,412	8,412	191,588	4.2%
Equipment	972,100	112,531	112,532	839,883	13.6%
Computers, Peripherals & Softwar	56,200	6,424	6,424	49,776	11.4%
Equipment Maintenance	179,900	7,849	7,849	172,051	4.4%
Equipment Rental	64,800	8,452	8,452	56,348	13.0%
Maintenance Agreements	432,800	74,837	74,837	338,278	21.8%
Small Tools & Equipment	101,600	7,137	7,137	94,463	7.0%
Vehicle Maintenance	136,800	7,833	7,833	128,967	5.7%
Utilities	1,857,400	183,491	183,491	1,673,909	9.9%
Telecommunications	141,600	6,926	6,926	134,674	4.9%
Utilities	1,715,800	176,565	176,565	1,539,235	10.3%
Water Purchases & Treatment	2,215,300	337,120	337,120	1,878,180	15.2%
Permits	56,600	2,579	2,579	54,021	4.6%
Telemetry	20,000	-	-	20,000	0.0%
Water Purchases	1,534,800	289,010	289,010	1,245,790	18.8%
Watershed Management	119,700	988	988	118,712	0.8%
Water Treatment & Analysis	484,200	44,543	44,543	439,657	9.2%
Materials & Services - Subtotal	10,134,400	1,043,837	1,043,838	9,006,779	10.3%
Overhead, Labor & Equip	(643,700)	(16,970)	(16,970)	(626,730)	2.6%
Materials & Services - TOTAL	\$ 9,490,700	\$ 1,026,867	\$ 1,026,868	\$ 8,380,049	11.7%
Capital Outlay	1,799,300	55,287	55,287	1,744,013	3.1%
Land	-	-	-	-	
Improvements	950,000	45,800	45,800	904,200	4.8%
Vehicles	288,500	6,528	6,528	281,972	2.3%
General Equipment & Tools	328,000	-	-	328,000	0.0%
Computer Equipment	82,800	(1,115)	(1,115)	83,915	-1.3%
Other	150,000	-	-	150,000	0.0%
Capital Outlay - TOTAL	\$ 1,799,300	\$ 55,287	\$ 55,287	\$ 1,744,013	3.1%
InterFund Transfers	6,477,000	-	-	6,477,000	0.0%
Operating Contingency	750,000	-	-	750,000	0.0%
General Fund - TOTAL	\$ 30,590,300	\$ 2,195,881	\$ 2,195,882	\$ 28,310,636	7.5%

**Clackamas River Water
Expenditure Status Report
Biennium 2021-2023**

CAPITAL IMPROVEMENT PROJECTS FUND

Account Title	Budget	Actual	Year-to-Date	Balance	Percent Used
	Appropriation	July-Sept 2021	FY 2021-22		
	BN 2021-2023				
Manager	-	1,343	1,343	(1,343)	
Engineering Manager	-	10,344	10,344	(10,344)	
Professional & Technical	-	8,008	8,008	(8,008)	
Water Treatment Specialist	-	-	-	-	
Water Worker Distribution	-	5,530	5,530	(5,530)	
Contract Work	-	72,079	72,079	(72,079)	
Engineer Services	-	-	-	-	
Legal	-	68	68	(68)	
Materials Inventoried	-	106	106	(106)	
Miscellaneous	-	-	-	-	
Overhead, Labor & Equip Cap	-	16,970	16,970	(16,970)	
Capital Outlay	6,288,000	-	-	6,288,000	
Total Expenditures	\$ 6,288,000	\$ 114,449	\$ 114,449	\$ 6,173,551	1.8%

Clackamas River Water
Revenue Status Report
Biennium 2021-2023

**SYSTEM DEVELOPMENT
CHARGES RESERVE
FUND**

Account Title	Budget Appropriation BN 2021- 2023	Actual July-Sept 2021	Year-to-Date FY 2021-22	Remaining Balance	Percent Received
Revenue	1,763,900	284,828	284,828	1,479,072	16.1%
SDC Reimbursement	838,400	123,721	123,721	714,679	14.8%
SDC Improvements	925,500	161,107	161,107	764,393	17.4%
Non-Operating Revenue	25,500	2,520	2,520	22,980	9.9%
Earnings from Investments	25,500	2,520	2,520	22,980	9.9%
Total Revenue	\$ 1,789,400	\$ 287,348	\$ 287,348	\$ 1,502,052	16.1%



Clackamas River Water

Board Meeting – November 10, 2021



1st Quarterly Update – FY 2022

Agenda Item #3

Carol Bryck, CPFO, CTP

1st Quarter Update – FY 2022

- 1st Quarter – First year of Biennium – July 1, 2021 through September 30, 2021
- Showing costs through 3 of 24 periods for the Biennium – 12.5%
- This is also 25% of the new fiscal year – but for budgetary purposes we compare actual costs to the two-year budget.

1st Quarter Update – FY 2022 Revenue

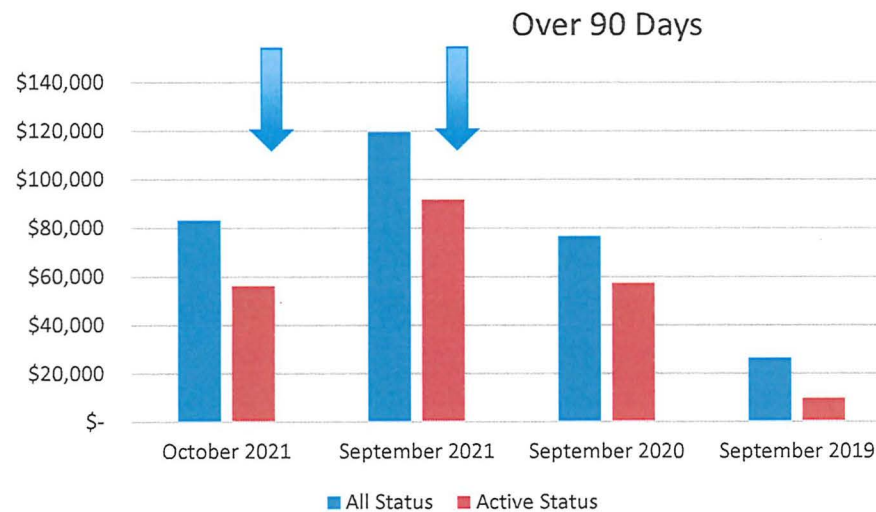
Through the first quarter (July 1, 2021 through September 30, 2021) of Fiscal Year 2022- year one of the biennium BN 2021-2023 we are 12.5% through the budget.

Total General Fund Revenue is 16.8% of the biennial budget.

Water sales budget is \$25,569,000 for the biennium and we have recorded \$4,707,387 through September. Water sales are 18.4% of the biennial budget.

1st Quarter Update – FY 2022 Revenue

- Update on past due balances through September 2021 and October 2021.
- Aging Balance over 90 days as of now is lower than end of quarter as we have reinstated shut-off for non-payment.
 - All Status is active, closed, collections
 - Active Status – currently active customers



1st Quarterly Update – FY 2022

General Fund Expenses

- Personnel Services
 - 9.2% of biennial budget
 - Total costs 1st Quarter Fiscal Year 2022 - \$1.1 million
 - 12.5% of budgeted amount - \$1.5 million
- Includes:
 - Annual Workers Compensation Insurance payment
 - First HRA VEBA contribution (half of fiscal year amount)
- Excludes:
 - First quarter transit tax
 - Vacant positions in System Operations, Water Resources and Administration





1st Quarterly Update – FY 2022

General Fund Expenses

- Materials & Services – 11.7%
 - Analysis of categories that are greater than 12.5% reveal that these are items where payments are made annually, semi-annually or that have seasonal components.
- Capital Outlay – 3.1%
 - Reminder that Capital Outlay items come in larger chunks and can move up quickly

Other Funds

SDC Revenue and CIP expenditures

1st Quarterly Update – FY 2022

new demand

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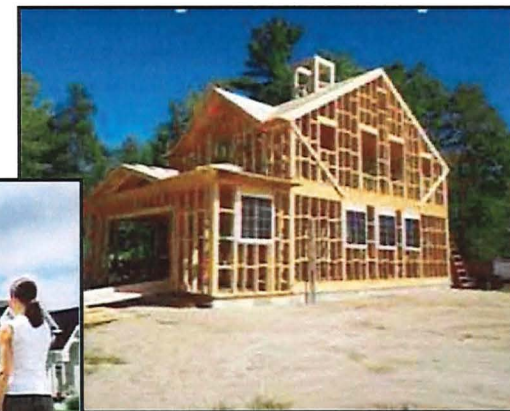
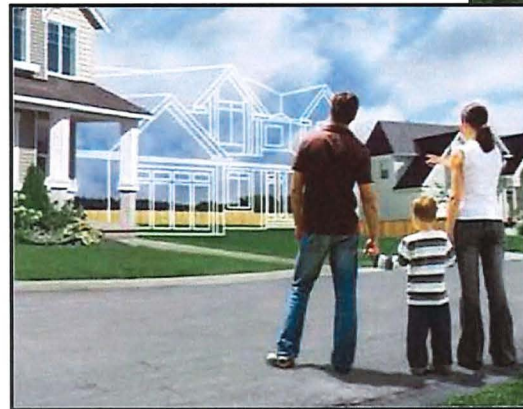
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SDC Revenues

- Biennial Budget - \$1,789,400
- Actual to Date - \$287,348 – 16.1%



New Construction

1st Quarterly Update – FY 2022

Capital Improvements Project Fund

Project #	Description	BN 21-23 Budget	FY 2022 Actual	Remaining Budget	% of Budget
5274	ODOT/City/County DTD Adj	\$ 250,000	\$ 1,280	\$ 247,135	1.15%
5243	CRC Mobility (see 5274 budget)	-	1,585		N/A
5275	Athens Dr Waterline Replacement	641,000	11,962	\$ 629,038	1.87%
5276	Fawn Dr Waterline Replacement	277,000		\$ 277,000	0.00%
5277	Leland Rd Waterline & Master Meter	493,000		\$ 493,000	0.00%
5273	Redland Rd Waterline - Phase 1	1,080,000	94	\$1,079,906	0.01%
5270	Linwood Rd Improvements	328,000	49,177	\$ 278,823	14.99%
5278	Monroe St Improvements	940,000		\$ 940,000	0.00%
5279	Maplelane Rd Waterline	846,000	927	\$ 845,073	0.11%
5280	Pump Station Supplemental Chlorine	168,000		\$ 168,000	0.00%
5281	WTP Polymer Feed System Replacement	476,000		\$ 476,000	0.00%
5282	WTP Filter Valve Replacement	692,000	1,469	\$ 690,531	0.21%
5253	82nd Dr Waterline - Phase 1 (carryover)	97,000	45,842	\$ 51,158	47.26%
5287	Easement Maint 90th St Pump Station	-	2,112	\$ (2,112)	
		<u>\$6,288,000</u>	<u>\$ 114,449</u>	<u>\$6,173,551</u>	<u>1.82%</u>

A solid blue background with numerous water droplets of various sizes scattered across it. The droplets are more concentrated in the lower right and upper right areas, with a few larger ones in the upper left and center. The text is centered vertically and horizontally.

Questions or comments ?

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

November 10, 2021

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- none at this time

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

October 14, 2021

SUBJECT Management Report

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PRINCIPAL STAFF PERSON Todd Heidgerken

BOARD ACTION REQUESTED None

A. Management Report

1. Communications:

Monthly Report – The monthly report will be provided to the Board separately and posted on the CRW Website

2. Intergovernmental Relations:

The Oregon City (OC) Business Alliance used it’s October meeting to focus on the Clackamas River Basin. The topic was “Climate Change, Wildfires and Watershed Health: Can the Clackamas River withstand the Heat?”. A panel that included representatives from the Clackamas River Basin Council, Clackamas Water Environment Services, and Clackamas Community College.

An overview of the Clackamas River Basin and its importance was shared. The panel focused on recent climate challenges, wildfire, and other impacts to the watershed. The panelists shared about some of the work they were doing to help improve the resiliency of the Clackamas River Watershed. The Clackamas River Water Providers (CRWP) was able to provide information and materials about the municipal water provider activities. A water supply question came up that, although not part of the panel, GM Heidgerken was asked to respond to.

The Oregon City Public Works Director was also present to share information about the city’s two water ballot measures that will be considered by voters during the November election.

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

The “Local Government Review Draft of the CRW WMCP” has been provide to the CRW Board. As required by administrative rule, the draft document will be distributed to local governments with a request for comments relating to its consistency with the local government’s comprehensive land use plan. CRW will also provide copies of the plan to neighboring water providers.

The plan will also be provided to the Oregon Water Resources Department (OWRD) for their review. Comments from the OWRD will be address as part of a final WMCP that will be provided to the CRW for acceptance. Depending on the OWRD’s review schedule, it is anticipated that the final plan will be completed in the Spring of 2022.

4. **Emergency Management Report:**

All efforts are focused on updating and equipping the Emergency Operations Center for our kickoff workshop with the Management team on November 22nd. At the workshop the management team will begin with orientation



to the updated response space, processes detailed in the plan, and get familiar with the chapters in the plan.

A thank you to staff for their participation in the

Great ShakeOut on October 21. The feedback provided on non-structural hazards will be processed and planned for mitigation with the facilities team in the near future.

5. **Security Update:**

The Staff/Vendor Security Workgroup met on October 6 to set a path for a strategic plan for security programming and investments over the next 5 years. As a result of our Risk and Resilience Analysis we are discussing how to manage end-of-life technology replacements with emerging issues and the need to realign and prioritize our security investments. Some of the issues we are discussing are:

- Lock & Door Handle Replacements
- Key Control
- Electronic Access Controls

- Role of First Response in security program
- Padlock management
- Panic Alarms
- De-escalation training
- Gate Management
- Camera placement
- Investment Criteria/Priorities
- Stages of Water Production and Security measures



We are referencing two documents to guide our conversations:

- American Society of Civil Engineers; Guidelines for the Physical Security of Water Utilities; 2011.
- American Water Works Association, Security Practices for Operations & Management, 2020.

The next workgroup will be on November 4. Our focus will be on what our “desired state” should be in 5 years.

6. **Safety Update:**

The Heat Exposure program is finalized, and the policy adjustments are in process. The Smoke Exposure program has been incorporated into the Respiratory Protection Program and was reviewed by the Safety Committee on October 28th, after review, it will be forwarded to the management team for adoption.

7. **Looking Ahead:**

- There will be no November Work Session
- The agenda preparation meeting for the December Board meeting will be held on Tuesday November 21 at 12:30 pm.
- CRW Offices will be closed on Thursday, November 11 to Observe Veteran’s Day.
- CRW Offices will be closed on Thursday, November 25- Friday November 26 for the Thanksgiving Holiday.
- GM Heidgerken will be out of the office on November 12 and 15. Carol Bryck will serve in his capacity. He will also be gone from Thanksgiving through December 7. Adam Bjornstedt will serve in his capacity during this period.

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

November 10, 2021

SUBJECT Commissioner Reports and Reimbursement Requests

DRAFT MOTION NO MOTION REQUIRED

EFFECTIVE DATE

PRINCIPAL STAFF PERSON Board of Commissioners

BOARD ACTION REQUESTED Commissioner Communications

- 2022 Board Calendar date changes

DOCUMENTS ATTACHED

Agenda Summary

BACKGROUND Annually staff reviews the calendar to determine if there are Board meeting dates that will deviate from the normal schedule. The following meeting date will be changed for 2022:

- February Board Meeting: Rescheduled to Tuesday February 8, 2022 (rather than February 10, 2022 due to the conflict with the SDAO annual conference)
-

None

CLACKAMAS RIVER WATER

Commissioner Request for Reimbursement

Month September 2021

Commissioner's Name Naomi Angier

Please Print

Date	Meetings	Amount
	CRW Regular Board Meeting --	\$ 50.00
	CRW Work Session	\$ 50.00
	Miscellaneous Meeting	\$
	Agenda setting meeting	\$ 50.00
		\$
		\$

Total \$ 150.00

Date	Meals	
		\$
		\$
		\$
		\$

Total \$ _____

Date	Mileage *	
		\$ 101.66
		\$
		\$
		\$
		\$
		\$

Total \$ _____

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

Total \$ _____

Date	Miscellaneous ***	
		\$
		\$
		\$

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 \$ _____
Adjustments \$ _____

Amount Due Commissioners \$ 150.00

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 _____
Commissioner's Signature

For Accounting:			
Payroll: Taxable \$ _____	Non-Taxable \$ _____	entered P/R _____	
Accounts Payable: VENDOR # _____	ACCT# <u>01.601.5730</u>	AMOUNT \$ _____	Entered A/P _____
Board: Reimbursement as of _____			

Carol Bryck 10.12.21
CFO Date

✓
MO