

**CLACKAMAS RIVER WATER  
BOARD OF COMMISSIONERS  
REGULAR MEETING**



**Clackamas River Water**

**Held at 16770 SE 82<sup>nd</sup> Dr. Clackamas, OR 97015**

**This Meeting will have both an in person and remote option for attending  
November 10, 2022 at 6:00pm**

**AGENDA**

**Public Comment:** If there is a member of the public that wishes to address the Board, they are encouraged to submit a request through email to [kholzgang@crwater.com](mailto: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.

Anyone who wishes to attend the meeting remotely may do so by internet at <https://us02web.zoom.us/j/88149610503> or by calling the following number 1-253-215-8782 and join meeting/88149610503#. **Passcode:** 399308

**REGULAR BOARD MEETING @ 6:00pm**

Call to Order, Pledge of Allegiance 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 Customer Service Agreement with Peterson Power Systems, Inc for Water Treatment Plant Generator Switchgear Modernization – Adam Bjornstedt, Chief Engineer**
2. **Consider Approval of Res. 03-2023: Request for Annexation into CRW Service Boundary for Property at 17085 S. Killdeer Rd, Beaver Creek, OR (TLID 32E24 00601)- – Adam Bjornstedt, Chief Engineer**
3. **Consider Approval to Increase the Not To Exceed Amount of the Contract with S2 Contractors – Adam Bjornstedt, Chief Engineer**
4. **Consider Approval of Purchase of New F550 Service Truck for Meter Maintenance Tasks- Adam Bjornstedt, Chief Engineer**
5. **Consider Contract Award for the Fuel Station Expansion Project, CO-2312- Anthony Steele, Engineering Associate**

**Consent Agenda**

- CA-1: **Gross Payroll and Accounts Paid: October 2022– Jason Kirkpatrick, Chief Financial Officer**
- CA-2: **Cash Position and Transfers: October 2022– Jason Kirkpatrick, Chief Financial Officer**

**NEXT PAGE**

### Informational Reports

6. Quarterly Report- *Jason Kirkpatrick, Chief Financial Officer*
7. Management Report – *Todd Heidgerken, General Manager*
8. Public Comment (*see blue box at the top of the agenda*)

### Commissioner Business

9. Commissioner Reports and Reimbursements

*Adjourn regular meeting*

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

# CLACKAMAS RIVER WATER

## REGULAR BOARD MEETING

November 10, 2022

**SUBJECT** Consider Approval of Customer Service Agreement with Peterson Power Systems, Inc. for Water Treatment Plant Generator Switchgear Modernization

**DRAFT MOTION** Move to award the customer service agreement to Peterson Power Systems, Inc. for the quote amount of \$202,348.50 and authorize the General Manager to sign the completed contract.

**EFFECTIVE DATE** November 10, 2022

**PRINCIPAL STAFF PERSON** Adam M. Bjornstedt, PE – Chief Engineer

**BOARD ACTION REQUESTED** The Board is requested to authorize a service agreement for \$202,348.50 to complete the WTP Generator Switchgear Modernization.

**DOCUMENTS ATTACHED** Exhibit A: Service Agreement with Peterson Power Systems, Inc. (terms and conditions not included)

### Agenda Summary

**BACKGROUND** The WTP emergency generator was installed in 2014. This facility has the capacity to power the entire treatment plant operation during a power failure, and is part of PGE’s Dispatchable Standby Generator (DSG) program wherein CRW benefits from PGE providing routine maintenance and fuel for the generator, in return for the ability by PGE to utilize the generator to offset grid usage during peak power events. Since its installation, the generator has seen service during a number of power outages, most notably several day-long runs during winter events in 2015 and 2016, as well as during the week-long outage of the February 2021 ice/snow event. As such, the generator is a critical part of CRW’s ability to provide uninterrupted, high-quality drinking water service to our customers.

The generator utilizes a sophisticated operating system that ties it to the treatment plant’s electrical switchgear as well as the PGE DSG system. Core to this system is the Programmable Logic Controller / Human Machine Interface (PLC/HMI), which work together to monitor and control the generator and switchgear operations. In order to function, the PLC and HMI must be compatible to “speak the same language” using common software and protocols.

**ANALYSIS**

Earlier this year, CRW learned that the original generator PLC/HMI system is no longer supported due to its being based on Windows XP operating system, which is now obsolete. While the current system still operates, in the event of a failure it would be very difficult to obtain functional and supported replacement/repair parts in a timely fashion, and conducting a more reactive repair would result in longer downtime. As a proactive measure, it is recommended to replace the outdated PLC and associated hardware now with new equipment that utilizes an ethernet-based communications system, touchscreen processors, and Windows 10 operating system. Peterson Power Systems, Inc., who installed the original system and is familiar with the PGE DSG program, is the primary vendor who can provide this upgrade.

Due to the significant work associated with removing, installing, and testing, this upgrade is not a simple “fix” but will require industry-specific materials and expertise that will be a significant capital investment. The PGE DSG agreement does not cover this type of equipment upgrade, therefore CRW will bear the entirety of this cost. Review of the current budget has occurred and there remains enough flexibility in budgeted items that have lagged or will be deferred to accommodate the upgrade this budget period. The proposed service agreement, including required terms and conditions, has been reviewed by staff and legal counsel.

**STAFF  
RECOMMENDATION**

Approve the service agreement with Peterson Power Systems, Inc. for \$202,348.50 to complete the WTP Generator Switchgear Modernization

# Exhibit A



Peterson Power Systems, Inc.  
 5450 NE FIVE OAKS DR  
 HILLSBORO, OR 97124  
 800-621-9087

## Estimate #2111870 - 1

**CLACKAMAS RIVER WATER**  
 16770 SE 82ND PO BOX 2439  
 CLACKAMAS 97015

CUSTOMER NO.	CONTACT	PHONE NO.	FAX NO.	WORK ORDER NO.
7448760	ADAM BJORNSTEDT	503 722 9229		
Estimate NO.	P.O. NO.	DATE	EMAIL	
2111870		9/14/2022	abjornstedt@crwater.com	
MAKE	MODEL	SERIAL NO.	UNIT NO.	SMU
AA	3516	OZAP00546	CRW	242
DESCRIPTION:				
CAT SWITCHGEAR MODERNIZATION.				

**SEGMENT: 01** REMOVE RECONDITION & INST TRANSFER SWITCH (022 4469)

I AM PLEASED TO SUBMIT THE FOLLOWING QUOTE FOR YOUR CONSIDERATION AND APPROVAL.

CAT SWITCHGEAR WILL REPLACE THE EXISTING PLC/HMI CONTROLS WITH CURRENT PRODUCTION COMPONENTS. THE MODERNIZATION OF THESE ITEMS IS DUE TO THE EXISTING PLC COMPONENTS ARE NO LONGER SUPPORTED AND THE HMI SOFTWARE IS DEPENDENT ON A WINDOWS XP OPERATING SYSTEM.

EACH PLC AND ASSOCIATED HARDWARE WILL BE REPLACED WITH A NEW PRODUCTION MODEL THAT UTILIZES AN ETHERNET-BASED COMMUNICATIONS SYSTEM. THE NEW HMI CONTROLS WILL BE UPGRADED WITH A NEW TOUCHSCREENPROCESSOR (TSP) THAT OPERATES ON A WINDOWS 10 PLATFORM AND UTILIZES FACTORY TALK GRAPHICS SOFTWARE. THIS PROCESS REQUIRES THE EXISTING PLC AND HMI PROGRAMS TO BE CONVERTED TO THE NEW SOFTWARE PLATFORMS.

UPON COMPLETION OF THE CONVERSION PROCESS, THE SYSTEM WILL BE TESTED IN A SIMULATION LAB AT THE FACTORY PRIOR TO SHIPPING THE COMPONENTS TO THE SITE FOR INSTALLATION.

**\*\*NOTE\*\***

ALL WORK IS QUOTED FOR REGULAR BUSINESS HOURS M-F 7:30 AM TO 4 PM. IF AFTER HOURS OR WEEKENDS ARE REQUIRED ADDITIONAL CHARGE WILL BE ADDED.

ALL ADDITIONAL WORK FOUND DURING THIS JOB WILL BE BROUGHT TO CUSTOMER FOR APPROVAL. IF QUOTE IS NEEDED ONE WILL BE PROVIDED. NO RENTAL IS SUPPLIED FOR THIS QUOTE.

LOADBANK WILL BE DONE USING PGE DSG. IF NEEDED LOADBANK QUOTE WILL BE PROVIDED.

RECENTLY COVID 19 HAS AFFECTED ALL SUPPLY AND FREIGHT. THIS QUOTE WAS REFLECTIVE OF CURRENT PRICING AND AVAILABILITY. UPDATED SHIPPING COST AND LEAD TIMES WILL BE UPDATED AS NEEDED.

THANK YOU FOR THE OPPORTUNITY TO QUOTE THIS WORK. IF YOU HAVE ANY QUESTIONS PLEASE REACH OUT TO ME.

SEAN ROBERTSON  
 PSSR PETERSON POWER SYSTEMS  
 971-325-6644  
 SMROBERTSON@PETERSONPOWER.COM

**Parts**

Description	Qty	Ext Price
PLC AND HMI MATERIALS	1	72,204.62
MISC SHIPPING AND HARDWARE	1	2,080.00
<b>Total Parts:</b>		<b>74,284.62</b>

**Labor**

Item Number	Description	Ext Price
FLD	FEILD LABOR	9,912.00
FLD	CAT IN HOUSE AND FIELD LABOR	117,021.88
<b>Total Labor:</b>		<b>126,933.90</b>

**Misc**

Item Number	Description	Qty	Ext Price
MISC	SVC/ENV	1	500.00
MLG	FUEL	7	630.00
<b>Total Misc:</b>			<b>1,130.00</b>

**Segment 01 Total:** 202,348.50

**Total Segments:** 202,348.50

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**SUB TOTAL (BEFORE TAXES)** 202,348.50

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- Due to current global economic and inflationary conditions Peterson Power Systems is only able to honor this proposal for 7-days.
  - For product and services to be rendered after 120 days after receipt of accepted of purchase order, Peterson Power Systems reserves the right to update pricing to reflect current market pricing.
  - Price excludes Freight Charges, Operating Supplies/EPA Fees and Overtime.
  - Terms: Net 30.
  - Sales Taxes where applicable are not included with the above prices.
- 

**ESTIMATED REPAIR TIME.:** from start date  
*"The Signature is an authorization to proceed with the required repair work as described within the quote".*

Issued PO# \_\_\_\_\_, Authorized Name \_\_\_\_\_ Please Print.

Date \_\_\_\_/\_\_\_\_/\_\_\_\_.

\_\_\_\_\_  
Signature

Any Questions? Please Call Sean Robertson at Cell 971-325-6644 [smrobertson@petersonpower.com](mailto:smrobertson@petersonpower.com).

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**Terms and Conditions**

The purchases of goods and/or services sold by Peterson Power Systems, Inc. (PPSI) are subject to the PPSI terms and conditions available at Seller's website (<http://www.petersonpower.com/about/terms/peterson-power-systems-inc-customer-service-agreement-terms-and-conditions>) PPSI reserves the right to modify their terms and conditions at any time without prior notice and the current version shall supersede all prior versions upon posting to Seller's website.

Attachments:

[Exhibit A - CRW Mandatory Contract Provisions](#)

[Exhibit B - Peterson Power Systems, Inc. Customer Service Agreement Terms and Conditions](#)

# CLACKAMAS RIVER WATER

## REGULAR BOARD MEETING

November 10, 2022

**SUBJECT** Consider approval of Resolution 03-2023: Request for annexation into CRW service boundary for property located at 17085 S. Killdeer Rd, Beavercreek, Oregon 97004 (TLID 32E24 00601)

<b>DRAFT MOTION</b>	I move to approve Resolution No. 03-2023 endorsing annexation of territory into the Jurisdictional Boundaries of Clackamas River Water for property located at 17085 S. Killdeer Rd, Beavercreek, Oregon.
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<b>EFFECTIVE DATE</b>	November 10, 2022
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**PRINCIPAL STAFF PERSON** Adam Bjornstedt, Chief Engineer

**BOARD ACTION REQUESTED** Endorsement of Annexation by Resolution

- DOCUMENTS ATTACHED**
- Exhibit A: Legal Descriptions
  - Exhibit B: Assessor Map
  - Exhibit C: Request for Annexation (9/26/22)
  - Exhibit D: Vicinity Map
  - Annexation Resolution No. 03-2023

### Agenda Summary

**BACKGROUND** On September 26, 2022, Jeremy and Summer Womack requested that their property located at 17085 S. Killdeer Rd in Beavercreek, TL 32E24 00601, be annexed into the Clackamas River Water service territory, with the intent of receiving a new water service. Staff verified that the tax lot is outside of the District boundaries.

The property owner currently has a limited production domestic well serving the residence on this property. The new service for this property would be off of the existing 12-inch waterline on S. Killdeer Road. Due to low pressures in this area, a booster pump may be necessary to meet desired pressures.

The property Owner will be required to follow CRW's backflow standards, which prohibit any connection between the well and private service line plumbing from any future CRW service connection. (The well could still be used for other purposes such as irrigation). Prior to authorizing and activating any new service(s), CRW staff will confirm that the well has been disconnected from the private plumbing, and that an



approved premise isolation backflow assembly has been properly installed. CRW Staff and the Owner have met and reviewed the State, County and District's rules for annexation and related backflow requirements. The owner understands and has agreed to all requirements.

**ANALYSIS**

There is sufficient water supply to meet the needs of the potential customer and the existing customers in the area without degrading the current level of service. The Owner will be responsible for the following:

- Costs related to annexation into CRW's service area.
- Costs associated with new water service to the property including the System Development Charges (SDC) and installation charges, as applicable.
- Installation of a premise isolation backflow assembly and any private plumbing (e.g. booster pump).

The resolution provided with this agenda item is an endorsement of the customer's request to annex into Clackamas River Water.

**STAFF  
RECOMMENDATION**

Staff recommends the Board approve Resolution No. 03-2023 and endorse the annexation.

Clackamas County Official Records **2020-052318**  
 Sherry Hall, County Clerk 07/07/2020 11:01:02 AM  
 D-D Cnt=2 Stn=75 TIFFANY  
 \$20.00 \$5.00 \$16.00 \$10.00 \$20.00 \$62.00 \$133.00

File No.: 20-211808

<b>Grantor</b>
Knudsen Family Trust
<b>Grantee</b>
Jeremy Womack and Summer Womack
<b>After recording return to</b>
Jeremy Womack and Summer Womack 17085 S Killdeer Road Beavercreek, OR 97004
<b>Until requested, all tax statements shall be sent to</b>
As Above
Tax Acct No(s): 32E24 00601, 00894367

**EXHIBIT A**

Reserved for Recorder's Use

**STATUTORY WARRANTY DEED**

Barbara J. Knudsen, Trustees of the Knudsen Family Trust dated April 1, 2014, Grantor(s) convey and warrant to Jeremy Womack and Summer Womack, as tenants by the entirety, Grantee(s), the real property described in the attached Exhibit A, free of encumbrances EXCEPT covenants, conditions, restrictions, easements, and encumbrances of record as of the date hereof.

§§ The true consideration for this conveyance is **\$655,000.00**. (Here comply with requirements of ORS 93.030)

WFG Title 20-211808 SSP  
 BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON TRANSFERRING FEE TITLE SHOULD INQUIRE ABOUT THE PERSON'S RIGHTS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009, AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010. THIS INSTRUMENT DOES NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY THAT THE UNIT OF LAND BEING TRANSFERRED IS A LAWFULLY ESTABLISHED LOT OR PARCEL, AS DEFINED IN ORS 92.010 OR 215.010, TO VERIFY THE APPROVED USES OF THE LOT OR PARCEL, TO DETERMINE ANY LIMITS ON LAWSUITS AGAINST FARMING OR FOREST PRACTICES, AS DEFINED IN ORS 30.930, AND TO INQUIRE ABOUT THE RIGHTS OF NEIGHBORING PROPERTY OWNERS, IF ANY, UNDER ORS 195.300, 195.301 AND 195.305 TO 195.336 AND SECTIONS 5 TO 11, CHAPTER 424, OREGON LAWS 2007, SECTIONS 2 TO 9 AND 17, CHAPTER 855, OREGON LAWS 2009 AND SECTIONS 2 TO 7, CHAPTER 8, OREGON LAWS 2010.

Executed this 6<sup>th</sup> day of July, 2020

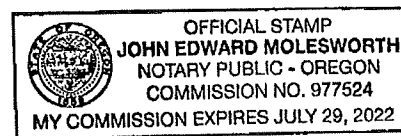
Knudsen Family Trust

By: Barbara J. Knudsen, Trustee  
Barbara J. Knudsen, Trustee

STATE OF OREGON  
COUNTY OF CLACKAMAS

This instrument was acknowledged before me this 6<sup>th</sup> day of July, 2020 by Barbara J. Knudsen, as Trustee, of Knudsen Family Trust, on behalf of the Trust.

John Edward Molesworth  
Notary Public for Oregon  
My Commission Expires: July 29, 2022



**EXHIBIT "A"**  
**LEGAL DESCRIPTION**

A parcel of land in the West one-half of the Northwest one-quarter of Section 24, Township 3 South, Range 2 East, of the Willamette Meridian, in Clackamas County, Oregon, described as follows:

Beginning at a 3/4 inch iron pipe found at the West one-quarter corner of Section 24, Township 3 South, Range 2 East of the Willamette Meridian; thence North 89°49'40" East along the East-West center of Section line, 400.14 feet to the true point of beginning; thence continuing North 89°49'40" East along the center of Section line, 403.33 feet to the Southerly extension of the East line of that parcel conveyed to Willis A. Nicholson by Deed recorded May 27, 1944, in Book 326, Page 608, Deed records; thence North 0°10'20" East along the East line of said tract, 432.00 feet; thence South 89°49'40" West parallel with the center of Section line, 403.33 feet to a point; thence South 0°10'20" West 432.0 feet to the true point of beginning.

Except the South 30 feet which is included in a public road.

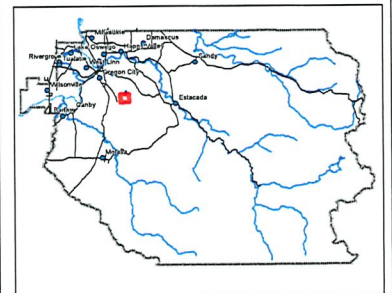
SECTION 24 T.3S. R.2E. W.M.  
CLACKAMAS COUNTY  
1" = 400'

EXHIBIT B

Cancelled Taxlots

- 290
- 1205
- 19071
- 500
- 180
- 181
- 103
- 101
- 501
- 603
- 701
- 402
- 400A1
- 1601
- 501T1

- Parcel Boundary
- Private Road ROW
- Historical Boundary
- Railroad Centerline
- TaxCodeLines
- Map Index
- WaterLines
- Land Use Zoning
- Plats
- Water
- Corner
- Section Corner
- 1/16th Line
- Govt Lot Line
- DLC Line
- Meander Line
- PLSS Section Line
- Historic Corridor 40'
- Historic Corridor 20'



THIS MAP IS FOR ASSESSMENT PURPOSES ONLY

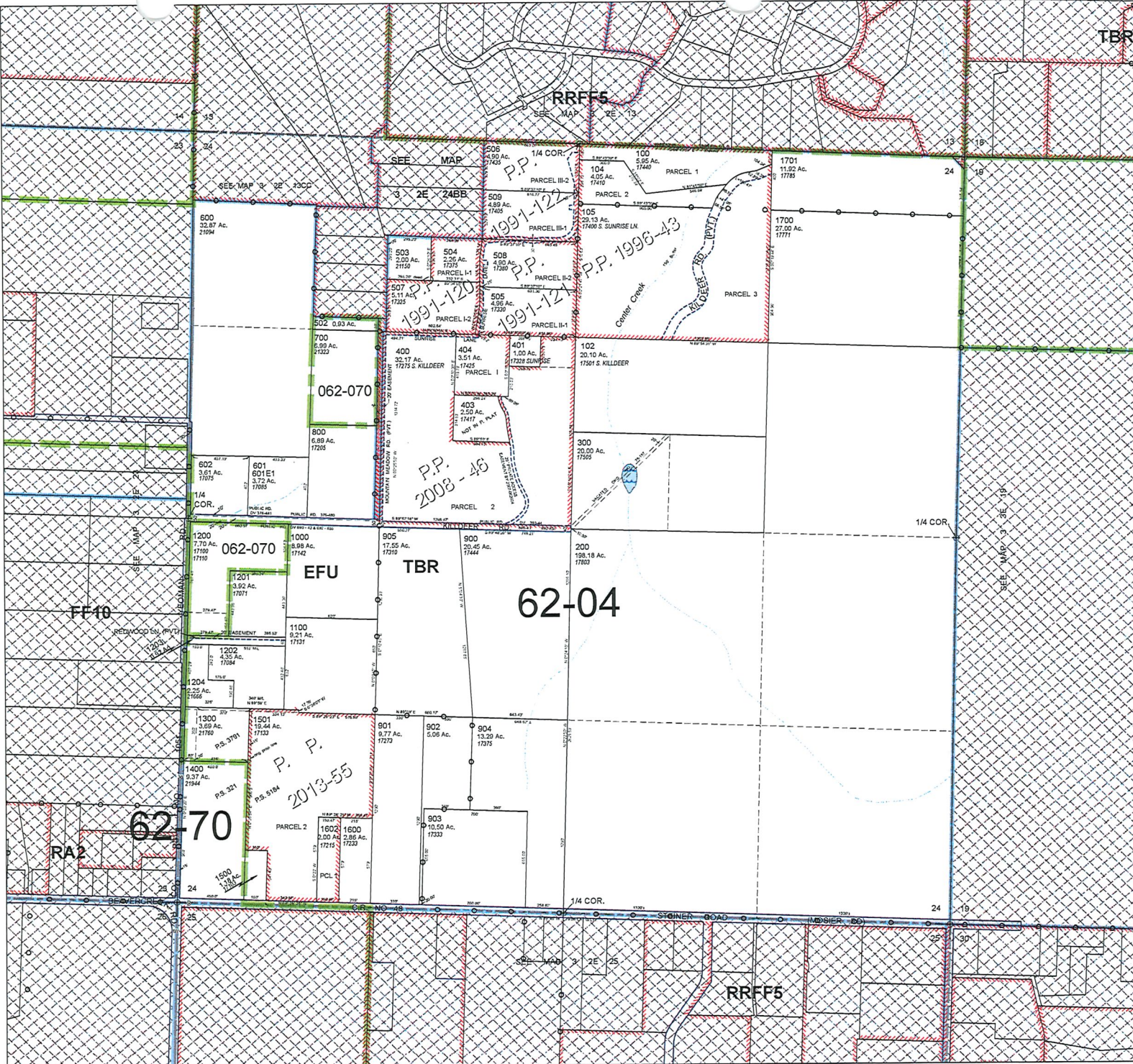


EXHIBIT C

To: Clackamas River Water  
Attn: Adam Bjornstedt, CRW Chief Engineer

September 26th, 2022

From: Jeremy and Summer Womack

Subj: Request for annexation into the CRW District

We would like to request to have CRW install a new water service at our property located at 17085 S. Killdeer Rd. Beaver Creek, OR 97004. At this time, our water is being supplied by a well that goes dry in the late summer months. Our property is adjacent to the CRW District Boundary, but is not currently inside the boundary.

We are requesting to have our property annexed into the CRW district so that we will be eligible for CRW water service. We would appreciate your consideration at your next Board Meeting.

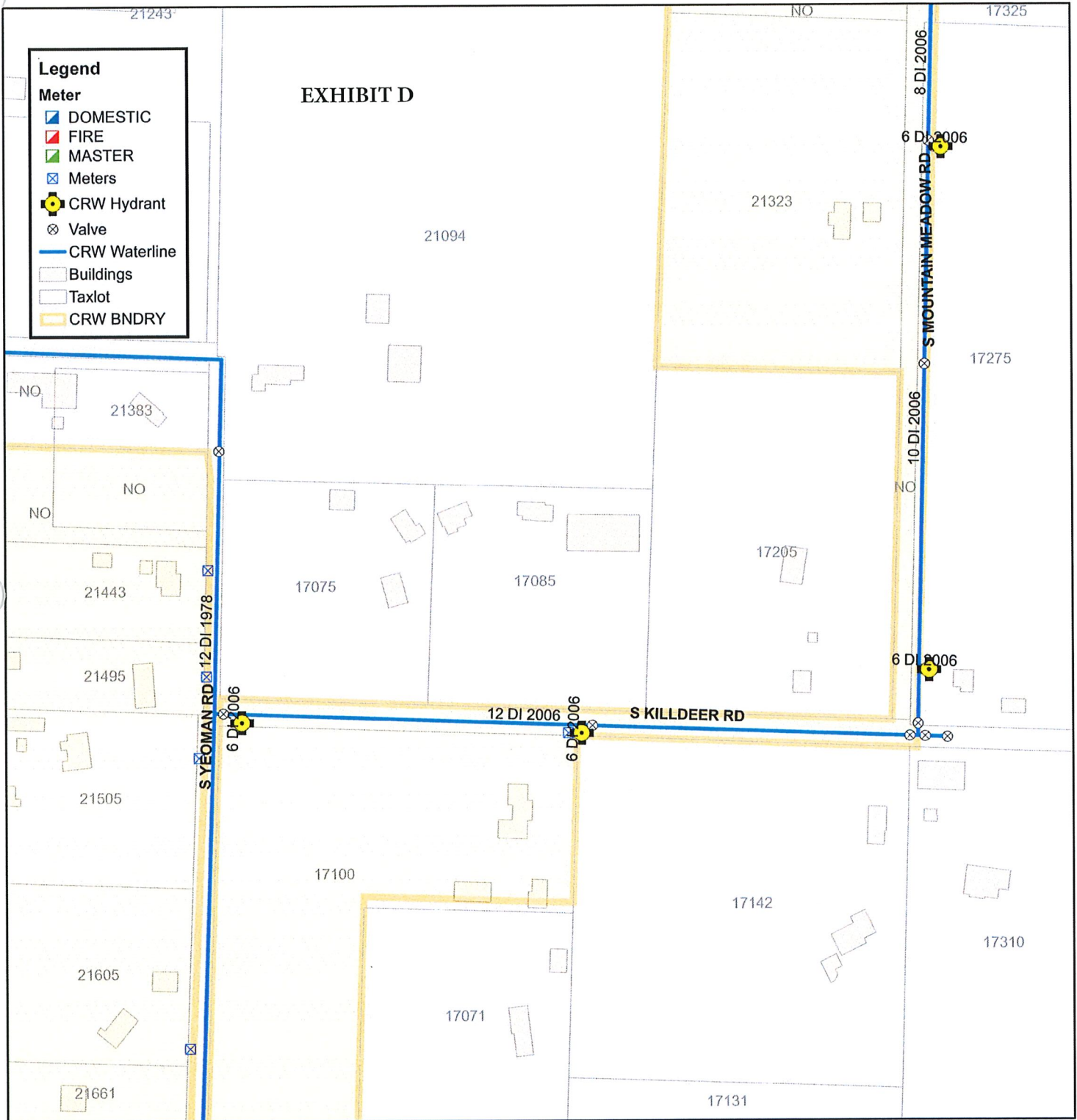
Sincerely,  
Jeremy and Summer Womack  
17085 S. Killdeer Rd. Beaver Creek, OR 97004  
503-860-4442 (Jeremy cell)  
503-593-7288 (Summer cell)

summergeirl76@gmail.com

*Jeremy Womack*  
*Summer Womack*

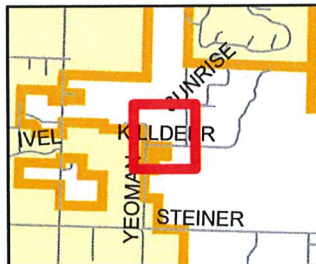
*Rec'd CRW  
9-29-22*

# Clackamas River Water - 17085 S Killdeer Rd



Date: 10/7/2022  
 Drawing Name: GIS-Development  
 Drawing Location: I:\Documentation\Facility Data  
 Drawing By: A. Steele

MAP FOR REFERENCE PURPOSES ONLY  
 The information on this map is derived from Clackamas River Water's digital database. However, there may be map errors or omissions. Please contact Clackamas River Water directly to verify map information. Notification of any errors is appreciated.



**CLACKAMAS RIVER WATER**  
 GEOGRAPHIC INFORMATION SYSTEM

16770 SE 82nd Drive - Clackamas, Oregon  
 503-722-9220 - www.crwater.com

**CLACKAMAS RIVER WATER**

RESOLUTION No. 03-2023

A RESOLUTION ENDORSING ANNEXATION OF TERRITORY INTO THE JURISDICTIONAL  
BOUNDARIES OF CLACKAMAS RIVER WATER  
Property at 32E24 00601

FY 2022-23

WHEREAS, Clackamas River Water (“CRW”) is a domestic water supply district organized under ORS Chapter 264; and

WHEREAS, a proposed annexation of territory is before the Board of Commissioners of Clackamas River Water; and

WHEREAS, the proposed territory is more particularly described as:

Tax Lot No. 00601 of Assessor’s Map No. 32E24, as described in Exhibits A and B.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Clackamas River Water hereafter referred to as “Board”, as follows:

1. The Board, by this resolution, endorses the proposed annexation of territory to be included within its boundaries, as described in attached Exhibits A and B.
2. The Board makes no statement as to the availability or cost of providing domestic or fire prevention water service to the area included within the proposed annexation.

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

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Sherry French, Board President

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Naomi Angier, Board Secretary



**CLACKAMAS RIVER WATER  
REGULAR BOARD MEETING**

**November 10, 2022**

**SUBJECT** Consider Approval to Increase the Not-To-Exceed Amount of the Contract with S-2 Contractors

**DRAFT MOTION** I move to approve the contract amendment for Paving Services with S-2 Contractors, Inc. with a not-to-exceed amount of \$84,740; and authorize the General Manager to sign the completed contract

**EFFECTIVE DATE** November 10, 2022

**PRINCIPAL STAFF PERSON** Adam M. Bjornstedt, PE – Chief Engineer

**BOARD ACTION REQUESTED** The Board is requested to approve the contract amendment with S-2 Contractors, Inc. for paving services for a revised total contract amount not to exceed \$84,740 per fiscal year.

**DOCUMENTS ATTACHED** None

**Agenda Summary**

**BACKGROUND** In June 2022, CRW amended a services contract with S-2 Contractors, Inc. for paving services. The contract provides Paving Services that are used for pavement repairs in concert with scheduled and emergency system maintenance of the CRW water distribution system.

The existing contract had a not-to-exceed (NTE) amount of \$75,000. It is projected that given the previous contract expenditure rate and recently increased usage of these services, this NTE amount could be met before the end of the contract term on June 14, 2023.

**ANALYSIS** Staff recommends approval of the amendment of the contract with a Not-to-Exceed amount of \$84,740, which aligns with the recent contract amendment of this intergovernmental contract by City of Lake Oswego.

**STAFF RECOMMENDATION** Approve the amendment of the contract with a Not-to-Exceed amount of \$84,740 for Paving Services with S-2 Contractors, Inc.

**CLACKAMAS RIVER WATER**

**REGULAR BOARD MEETING**

**November 10, 2022**

**SUBJECT** Consider Approval of Purchase of New F550 Service Truck for Meter Maintenance

<b>DRAFT MOTION</b>	Move to approve the Purchase of one 2023 Ford F-550 Chassis with Service Body, Associated Equipment and Hardware for a Not-To-Exceed amount of \$195,000.
<b>EFFECTIVE DATE</b>	November 10, 2022

**PRINCIPAL STAFF PERSON** Adam M. Bjornstedt, PE – Chief Engineer

**BOARD ACTION REQUESTED** Consideration and approval of the purchase of one 2023 Ford F-550 chassis with crane service body and associated equipment

**DOCUMENTS ATTACHED** None

**Agenda Summary**

**BACKGROUND**

The current 2007 F350 heavy duty meter maintenance truck has been in use for near its normal expected years of service and accrued mileage (nearly 100,000 miles). As a key resource for routine meter maintenance tasks, this vehicle sees frequent usage loading/unloading large meters and related equipment around the District, and when fully loaded can be near an over-capacity condition that creates a potentially unsafe driving situation and heavier wear and tear over time.

Purchase of a new F550 truck with service body and an updated crane system appropriately sized for meter maintenance activities will reduce the risks and limitations associated with current equipment. The existing vehicle, which is the last F350 class in CRW’s fleet, will be surplus or repurposed.

The vehicle is proposed to be acquired utilizing one of CRW’s pre-existing intergovernmental purchasing agreements, which will ensure competitive pricing by leveraging the buying power established through a large group of participants. Note that with the current vehicle market and Ford’s recent changes to its vehicle ordering and fabrication processes, it is anticipated that the chassis will be available before June 30<sup>th</sup>, while purchase of the service body will require carry-over into the upcoming FY23-25 budget cycle.

This vehicle is included in CRW’s FY21-23 budget in the amount of \$134,700. The estimated NTE amount of \$195,000 includes some approximation for

additional price increases attributable to current market volatility. Given the recent cost escalation for vehicles and estimated increases in 2023, even with the government contract the anticipated costs will exceed the budget by a range of \$50,000 to \$60,000. However, review of the current budget reveals flexibility in other capital outlay items that have yet to be procured or can be deferred- therefore purchase of this vehicle now is recommended. Board approval is requested since the amount will exceed the General Manager's authority.

**STAFF  
RECOMMENDATION**

Purchase one 2023 Ford F-550 chassis with crane service body and associated equipment

# CLACKAMAS RIVER WATER

## REGULAR BOARD MEETING

November 10, 2022

**SUBJECT**                      **Contract Award:** Construction Contract for Fuel Station Expansion, CO-2312

**DRAFT MOTION**              Move to award the Fuel Station Expansion construction contract to Meng-Hannan Construction, Inc. for the bid amount of \$105,000.00 and authorize the General Manager to sign the completed contract.

**EFFECTIVE DATE**          November 10, 2022

**PRINCIPAL STAFF PERSON**      Anthony Steele, PE – Engineering Associate

**BOARD ACTION REQUESTED**      The Board is requested to authorize a construction contract for \$105,000.00 to construct the Fuel Station Expansion.

**DOCUMENTS ATTACHED**              Exhibit A: “Invitation to Bid”, published 10/5/2022  
Exhibit B: “Notice of Intent to Award” with Bid Tally, 10/21/2022

### Agenda Summary

#### BACKGROUND

The Fuel Station Expansion project was originally included in the adopted 2019-21 Biennial Capital Outlay Budget and later moved to the 2021-23 Biennial Capital Outlay Budget. The project scope includes the expansion of CRW’s on-site fueling capacity to include two 1,000-gallon fuel tanks for gasoline and diesel, along with an upgraded fueling system. The tanks and fueling system will be located alongside the equipment barn. This project will significantly expand CRW’s emergency fuel storage and allow CRW to utilize on-site resources for normal fleet fueling.

A previous public bid request in November 2021 resulted in a non-responsive bid from the apparent low bidder (Meng-Hannan Construction, Inc.) due to a failure to submit a bid bond. Only two bids were received, and the second bid exceeded CRW’s budget; thus, CRW determined not to award the bid. After some deliberation amidst increasing industry costs and lead times, CRW determined to pursue its own permitting through the Oregon State Fire Marshal, and pre-order the fuel tanks, the bid item with the longest lead time and highest cost, followed by a separate public bid for the remaining project items. A purchase order for the tanks was signed on September 28, 2022 by Northwest Pump and Equipment, for the price of \$25,404.17. This procurement process was immediately followed by the public bid process that is the subject of this draft motion.

**PUBLIC  
INVOLVEMENT**

Public Bid process

**ANALYSIS**

Review and Evaluation of Bids:

At 2:00 p.m. on Thursday, October 20, 2022 formal proposals were received in response to the public advertisement for this project; one (1) proposal was received. A bid tally is attached and included in Exhibit B.

The low (and only) bid was submitted by Meng-Hannan Construction, Inc. Their proposal was for \$105,000.00 which is \$14,910 or 14% above the Engineer's estimate of \$90,090.00. While the Engineer attempted to account for current construction cost trends and inflation, the cost of concrete-related bid items exceeded expected values, reflecting current trends in concrete costs. The lack of additional bidders is attributed to the small field of certified fuel tank installers in the local area (as reflected in the two bids received during the November 2021 public bid process). Nevertheless, staff believes the bid to be competitive and reflects the current marketplace. Due to the separate tank procurement and permitting processes, a delay in the project start may be necessary to allow time for critical materials to be delivered (anticipated in mid-January 2023).

Due to the above circumstances, the entire project costs (construction plus materials) will exceed the budget by approximately \$65,000. However, review of the current District budget reveals flexibility in other capital outlay items that have yet to be procured or can be deferred therefore proceeding with this project is recommended.

Meng-Hannan Construction, Inc. has been in the general contracting trade for many years with a focus on petroleum fueling and has successfully completed projects throughout the region. Staff believes their bid to be responsible, responsive, and meets the requirements identified in the Bid Documents. Their previously non-responsive bid in November 2021 was due to clerical errors that do not reflect upon their current bid.

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

**STAFF  
RECOMMENDATION**

Award the contract to Meng Hannan Construction, Inc. in the amount of \$105,000.00.

## EXHIBIT A

**SECTION 00020 - INVITATION TO BID  
FOR  
FUEL STATION EXPANSION, CO-2312  
FOR  
CLACKAMAS RIVER WATER  
CLACKAMAS, OREGON**

Sealed bids marked “**FUEL STATION EXPANSION**” will be received by Karin Holzgang, Contracts Coordinator, at the Clackamas River Water Office, located at 16770 SE 82<sup>nd</sup> Drive, Clackamas, Oregon 97015. Bids must be received at the location noted above no later than **2:00 PM** Pacific Time on **THURSDAY, OCTOBER 20, 2022**, at which time the bids will be publicly opened and read. All Bidders must submit a list of their first-tier subcontractors, as required by ORS 279C.370, in a separate envelope no later than **4:00 PM** Pacific time that same day. Any and all bids received after the deadline for submission, or for which the list of first-tier subcontractors has not been submitted by the deadline for disclosure of first-tier subcontractors, shall be declared “non-responsive” and shall not be considered for award. A contract will be awarded, or bids rejected within 30 calendar days after the opening.

### **Bid Opening**

1. Bids will be opened by CRW staff in the CRW Board Room at the date and time stipulated above.
2. The bid opening may be attended in person in the Board Room or viewed by Zoom meeting. Information on connecting to the Zoom meeting will be found on the CRW website at <https://crwater.com/contracting-opportunities/> at least seven days prior to the bid opening.
3. Bid results will be available on the CRW website at <https://crwater.com/contracting-opportunities/>.

**This project at 9100 SE Mangan Dr, Clackamas, OR includes, but is not limited to the following Work:**

1. All local permitting, including but not limited to Clackamas County structural, mechanical, and electrical permits (**see Note 1 below**);
2. Design and construction of a reinforced concrete foundation for (2) fuel tanks, to be designed by a professional engineer licensed in the State of Oregon;
3. Installation of (2) 1,000-gallon fuel tanks (pre-purchased by CRW, **see Note 2 below**), anchored to reinforced concrete foundation, with storage and pumping appurtenances
4. Installation of fueling control system, anchored to foundation, with emergency shutoff, electrical wiring and conduit to fueling control system;
5. Installation of (7) concrete bollards;
6. Installation of petroleum fueling station decals, signage, and fire extinguisher;
7. Site preparation and restoration of work site area to original or better condition, including grading, paving, erosion control, and other measures as required.

### ***Notes on Work:***

1. The “Fuel Station Expansion” project has been reviewed and approved by the Oregon State

- Fire Marshall (the Approval Letter is included in project documents).
2. The (2) 1,000-gallon fuel tanks with standard orifices have been ordered and paid for via a separate procurement process (the product cutsheet is included in the project documents). The fuel tanks are scheduled to be delivered by the end of January 2023. Off-loading of the tanks is considered incidental to the installation of the tanks. Tanks may be stored on-site at CRW until ready for installation.

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

There is no scheduled pre-bid meeting for this project.

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

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

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

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

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

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

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

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

By Order of Clackamas River Water

**END OF SECTION**



**EXHIBIT B**

**Notice of Intent to Award a Contract**

October 21, 2022

CRW Project No. CO-2312

To: Interested Parties

Re: Fuel Station Expansion Project, CO -2312

After preliminary review of the bids submitted in response to public solicitation, Clackamas River Water hereby intends to award a contract for construction of the Fuel Station Expansion Project, CO -2312 in the amount of \$105,000.00 to:

Meng-Hannan Construction, Inc.  
9301 SE Stanley Ave.  
Portland, OR 97222

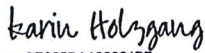
Contract award will be heard by the Clackamas River Water Board of Commissioners at their scheduled Regular Board meeting on November 10, 2022. An award will become final upon the vote of the Board.

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

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

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

Sincerely,

DocuSigned by:  
  
CE085DA166064BD...

Karin Holzgang  
Contracts Coordinator/Executive Assistant, Clackamas River Water

Enclosures: Bid Tally Sheet, Contractor First Tier Form  
CC: Bidders (5); Bob Steringer; Anthony Steele, PE



**CLACKAMAS RIVER WATER**

**Fuel Station Expansion**

CO-2312

**BID TALLY**

Bid opening 10/20/2022, 2:00 pm

*Engineer*

*Meng-Hannan Construction,*

DESCRIPTION	QTY	UNITS	<i>Engineer</i>		<i>Meng-Hannan Construction,</i>	
			PRICE	AMOUNT	PRICE	AMOUNT
1 Mobilization	All Req'd	L.S.	\$ 14,000.00	\$ 14,000.00	\$ 16,000.00	\$ 16,000.00
2 Concrete Footings	All Req'd	L.S.	\$ 7,000.00	\$ 7,000.00	\$ 12,000.00	\$ 12,000.00
3 Tank Assemblies	All Req'd	L.S.	\$ 30,000.00	\$ 30,000.00	\$ 34,500.00	\$ 34,500.00
5 Fueling Kiosk Assembly	All Req'd	L.S.	\$ 17,000.00	\$ 17,000.00	\$ 22,500.00	\$ 22,500.00
6 Concrete Bollards	EA	7	\$ 700.00	\$ 4,900.00	\$ 1,500.00	\$ 10,500.00
7 Signage, Decals, Extinguisher	All Req'd	L.S.	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
8 Site Restoration	All Req'd	L.S.	\$ 7,000.00	\$ 7,000.00	\$ 7,500.00	\$ 7,500.00
<b>TOTAL</b>				\$ 81,900.00		\$ 105,000.00

**CLACKAMAS RIVER WATER**

**REGULAR BOARD MEETING**

**November 10, 2022**

**SUBJECT**                      **Gross Payroll and Accounts Paid**

<b>DRAFT MOTION</b>	Move to approve the consent agenda items as presented
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<b>EFFECTIVE DATE</b>	November 10, 2022
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**PRINCIPAL STAFF PERSON**                      Jason Kirkpatrick, Chief Financial Officer

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

**DOCUMENTS ATTACHED**                      1) Earnings Statements for October 2022, Payrolls – 2 payrolls - \$281,784.11  
2) Monthly Payments as of October 24, 2022 - \$594,675.78 (net) (attachment to follow the week of the Board meeting)

WEEK 40 BATCH 4925 44 PAYS

0 Employees With Overflow Statement

002158 002174 SEQ 002174

0 Overflow Statement 1 Total Statement

# Earnings Statement

	First No.	Last No.	Total
Checks:	ADPCHECK	ADPCHECK	00000000002
Vouchers:	00000400001	00000400042	00000000013

SEAT 312 TOTAL DOCUMENT  
CLACKAMAS RIVER WATE  
LOCATION 0001

## CHECK STUFFING, RECONCILIATION

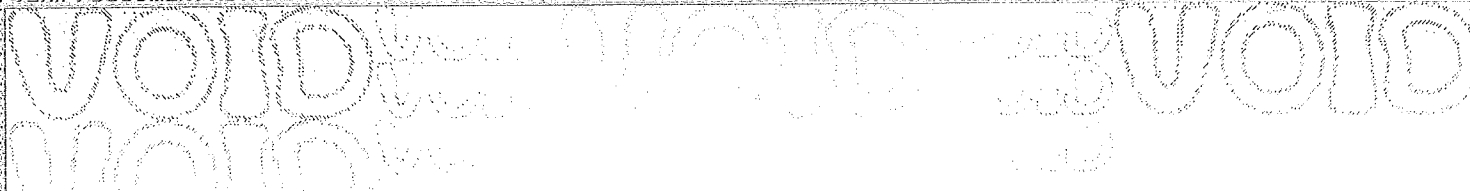
142782.07 GROSS  
 88087.65 NET PAY (INCLUDING ALL DEPOSITS)  
 14585.20 FEDERAL TAX  
 8587.68 SOCIAL SECURITY  
 2023.99 MEDICARE  
 .00 MEDICARE SURTAX  
 .00 SUI/DI/FLI/MLI TAX  
 8717.77 STATE TAX  
 .00 LOCAL TAX  
 105898.02 DEDUCTIONS  
 2969.41 NET CHECK

**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



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

WEEK 42 BATCH 5221 44 PAYS

0 Employees With Overflow Statement

001877 001892 SEQ 001892

0 Overflow Statement 1 Total Statement

# Earnings Statement

	First No.	Last No.	Total
Checks:	ADPCHECK	ADPCHECK	00000000000
Vouchers:	00000420001	00000420044	00000000014

SEAT 312 TOTAL DOCUMENT  
CLACKAMAS RIVER WATE  
LOCATION 0001

## CHECK STUFFING, RECONCILIATION

139002.04 GROSS  
 86172.06 NET PAY (INCLUDING ALL DEPOSITS)  
 14100.88 FEDERAL TAX  
 7967.23 SOCIAL SECURITY  
 1967.09 MEDICARE  
 .00 MEDICARE SURTAX  
 .00 SUJ/DI/FLI/MLI TAX  
 8443.34 STATE TAX  
 .00 LOCAL TAX  
 106523.50 DEDUCTIONS  
 .00 NET CHECK

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

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**CLACKAMAS RIVER WATER**

**REGULAR BOARD MEETING**

**November 10, 2022**

**SUBJECT**                                 **Cash Position and Transfers**

<b>DRAFT MOTION</b>	Move to approve the consent agenda
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<b>EFFECTIVE DATE</b>	November 10, 2022
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**PRINCIPAL STAFF PERSON**                 Jason Kirkpatrick, CFO

**BOARD ACTION REQUESTED**                 Approve the consent agenda items.

**DOCUMENTS ATTACHED**                         None

**Agenda Summary**

**BACKGROUND**                 Cash and Investment Position as of October 24, 2022, is:

	General Checking	LGIP	Total
Balance as of 9/30/2022	\$ 7,723,227	\$ 15,710,499	\$ 23,433,726
Cash receipts	1,478,431	(0)	1,478,431
Payroll	(281,784)		(281,784)
A/P checks	(594,676)		(594,676)
Bond and other electronic payments			-
Transfers between accounts			-
Balance as of 10/24/2022	<u>\$ 8,325,198</u>	<u>\$ 15,710,499</u>	<u>\$ 24,035,698</u>

**CLACKAMAS RIVER WATER**

**REGULAR BOARD MEETING**

**November 10, 2022**

**SUBJECT** Quarterly update – 1<sup>st</sup> Quarter FY 2023

**PRINCIPAL STAFF PERSON** Jason Kirkpatrick, Chief Financial Officer

**DOCUMENTS ATTACHED** Exhibit A - Revenue Status Report – FY 2022-2023  
Exhibit B - Expenditure Status Report – FY 2022-2023  
Exhibit C - Capital Improvements Project Fund – FY 2022-2023  
Exhibit D - System Development Charges - FY 2022-2023

**Agenda Summary**

**BACKGROUND** Quarterly the Board is provided summary data of budget to actual by line item. This report shows activity through the first quarter of fiscal year 2023, July 1, 2022, through September 30, 2022. This is 62.5% through the biennial budget.

The presentation to the Board will highlight items of interest in the following funds:

General Fund

- Revenue is at 70.6% of the biennial budget.
- Personnel Services is at 52.5% of the biennial budget
- Materials & Services is at 56.8% of the biennial budget.
- Capital Outlay is at 30.3% of the biennial budget.

Capital Improvements Fund

- Expenditures are 14.6% of the biennial budget.

System Development Fund

- Revenue is at 44.7% of the biennial budget.

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

<b>GENERAL FUND</b>	<b>Budget</b>	<b>Actual</b>	<b>Actual</b>	<b>Remaining</b>	<b>Percent</b>
<b>Account Title</b>	<b>Appropriation</b>	<b>FY 2021-22</b>	<b>Jul-Sept</b>	<b>Balance</b>	<b>Received</b>
	<b>BN 2022-2023</b>		<b>2022</b>		
<b>Operating Revenue</b>	<b>25,975,000</b>	<b>14,424,027</b>	<b>4,502,487</b>	<b>7,048,486</b>	<b>72.9%</b>
Water Sales	25,569,000	14,083,873	4,465,553	7,019,573	72.5%
Service Connection Fees	250,000	161,170	(2,000)	90,830	63.7%
Service Charges	136,000	97,386	30,816	7,798	94.3%
Miscellaneous - Operating	20,000	81,598	8,118	(69,716)	448.6%
<b>Non-Operating Revenue</b>	<b>444,500</b>	<b>274,048</b>	<b>97,084</b>	<b>73,367</b>	<b>83.5%</b>
Rental Income	246,400	105,614	30,676	110,109	55.3%
Earnings from Investments	100,000	20,370	19,074	60,556	39.4%
Miscellaneous - Non Operating	40,000	23,609	(105)	16,496	58.8%
Surplus Property Sales	10,000	-	309	9,691	3.1%
Grants - Non-Operating	-	100,713	42,820	(143,533)	
Right of Way Fee	48,100	23,742	4,311	20,048	58.3%
<b>Transfers from Other Funds</b>					
CRWSC Activity Fund	1,850,000	650,000	-	1,200,000	35.1%
<b>Total Revenue</b>	<b>\$ 28,269,500</b>	<b>\$ 15,348,075</b>	<b>\$ 4,599,571</b>	<b>\$ 8,321,853</b>	<b>70.6%</b>

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

<b>GENERAL FUND</b>	<b>Budget</b>	<b>Actual</b>	<b>Actual</b>	<b>Year-to-Date</b>	<b>Available</b>	<b>Percent</b>
<b>Account Title</b>	<b>Appropriation</b>	<b>FY 2021-22</b>	<b>July-Sept</b>	<b>FY 2022-23</b>	<b>Budget</b>	<b>Used</b>
	<b>BN 2022-2023</b>	<b>FY 2021-22</b>	<b>2022</b>	<b>FY 2022-23</b>	<b>Balance</b>	<b>Used</b>
<b>Personnel Services</b>						
<b>Salaries and Wages</b>	<b>7,496,200</b>	<b>3,312,539</b>	<b>807,666</b>	<b>807,666</b>	<b>3,375,995</b>	<b>55.0%</b>
Commissioner Stipend	19,200	5,370	750	750	13,080	31.9%
Managers	1,498,800	747,759	170,581	170,581	580,459	61.3%
Professional & Technical - NR	751,400	342,556	72,669	72,669	336,175	55.3%
Professional & Technical	1,619,300	665,045	148,869	148,869	805,387	50.3%
Water Treatment Specialist	1,159,100	544,286	137,448	137,448	477,366	58.8%
Water Worker Distribution	1,434,300	732,968	186,582	186,582	514,751	64.1%
Administrative Specialist	511,400	215,457	60,714	60,714	235,229	54.0%
Overtime	178,000	39,772	14,996	14,996	123,233	30.8%
Holiday Pay	14,000	8,545	1,400	1,400	4,055	71.0%
Other Benefits	309,500	10,781	3,162	3,162	295,557	4.5%
Awards	1,200	-	-	-	1,200	0.0%
<b>Benefits and Taxes</b>	<b>4,577,100</b>	<b>1,798,640</b>	<b>420,486</b>	<b>420,486</b>	<b>2,357,974</b>	<b>48.5%</b>
FICA - Social Security	590,900	259,798	62,443	62,443	268,659	54.5%
Worker's Compensation	78,700	34,505	41,846	41,846	2,348	97.0%
Pension	1,743,900	724,097	157,472	157,472	862,331	50.6%
Health Insurance	1,832,300	665,278	126,886	126,886	1,040,136	43.2%
Dental Insurance	145,200	44,945	9,096	9,096	91,159	37.2%
Life Insurance	38,100	19,408	3,743	3,743	14,950	60.8%
HRA VEBA	87,000	37,500	19,000	19,000	30,500	64.9%
Tri-Met Tax	61,000	13,108	-	-	47,892	21.5%
<b>Total Personnel Services</b>	<b>\$ 12,073,300</b>	<b>\$ 5,111,178</b>	<b>\$ 1,228,152</b>	<b>\$ 1,228,152</b>	<b>\$ 5,733,970</b>	<b>52.5%</b>



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

<b>GENERAL FUND</b>	<b>Budget</b>	<b>Actual</b>	<b>Actual</b>	<b>Year-to-Date</b>	<b>Available</b>	<b>Percent</b>
<b>Account Title</b>	<b>Appropriation</b>	<b>FY 2021-22</b>	<b>July-Sept</b>	<b>FY 2022-23</b>	<b>Budget</b>	<b>Used</b>
	<b>BN 2022-2023</b>		<b>2022</b>		<b>Balance</b>	
<b>Materials &amp; Services</b>						
<b>Customer Services</b>	<b>478,800</b>	<b>277,076</b>	<b>83,033</b>	<b>83,033</b>	<b>118,691</b>	<b>75.2%</b>
Bad Debt	32,000	112	(62)	(62)	31,949	0.2%
Credit Card Processing Fees	340,500	227,779	69,574	69,574	43,148	87.3%
Collection Expenses	17,200	9,437	2,591	2,591	5,172	69.9%
Customer Credit Allowance	15,800	10,640	5,000	5,000	160	99.0%
Customer Statement Processing	58,900	26,295	5,340	5,340	27,265	53.7%
Promotional Items	6,000	257	349	349	5,394	10.1%
Public Notices	8,400	2,556	241	241	5,603	33.3%
<b>Facilities &amp; Security</b>	<b>797,000</b>	<b>274,171</b>	<b>66,477</b>	<b>66,477</b>	<b>456,353</b>	<b>42.7%</b>
Assessments & Taxes	73,700	37,248	1,875	1,875	34,577	53.1%
Building & Grounds Maintenance	626,500	191,640	51,864	51,864	382,997	38.9%
Security	96,800	45,283	12,738	12,738	38,779	59.9%
<b>General Administration</b>	<b>1,046,900</b>	<b>462,190</b>	<b>193,720</b>	<b>193,720</b>	<b>390,990</b>	<b>62.7%</b>
Bank Charges	110,000	50,727	9,371	9,371	49,902	54.6%
Dues & Memberships	354,900	173,388	71,526	71,526	109,986	69.0%
Insurance	542,000	238,074	112,823	112,823	191,103	64.7%
Insurance Deductible	40,000	-	-	-	40,000	0.0%
<b>Materials</b>	<b>423,000</b>	<b>60,211</b>	<b>31,414</b>	<b>31,414</b>	<b>331,375</b>	<b>21.7%</b>
Inventory	300,000	16,870	-	-	283,130	5.6%
Maintenance Supplies	123,000	43,341	31,414	31,414	48,245	60.8%
<b>Office</b>	<b>171,700</b>	<b>59,746</b>	<b>11,418</b>	<b>11,418</b>	<b>100,537</b>	<b>41.4%</b>
Office Supplies	22,300	7,850	747	747	13,703	38.5%
Postage	96,700	45,903	9,873	9,873	40,924	57.7%
Printing	37,400	5,133	485	485	31,782	15.0%
Miscellaneous	15,300	861	313	313	14,126	7.7%
<b>Other Support Costs</b>	<b>350,600</b>	<b>87,031</b>	<b>20,778</b>	<b>20,778</b>	<b>242,790</b>	<b>30.8%</b>
Books & Publications	4,000	1,054	63	63	2,883	27.9%
Certifications	11,200	5,858	594	594	4,749	57.6%
Employee Relations	43,500	14,173	2,003	2,003	27,324	37.2%
Medical Exams	8,500	1,498	502	502	6,500	23.5%
Payroll Processing Fees	36,600	13,289	5,983	5,983	17,328	52.7%
Protective Clothing	43,400	6,414	469	469	36,517	15.9%
Safety & Health	28,000	16,685	3,035	3,035	8,280	70.4%
Training	172,400	26,902	8,031	8,031	137,467	20.3%
Travel - Local	3,000	1,157	99	99	1,744	41.9%

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

<b>GENERAL FUND</b>	<b>Budget</b>	<b>Actual</b>	<b>Actual</b>	<b>Year-to-Date</b>	<b>Available</b>	<b>Percent</b>
<b>Account Title</b>	<b>Appropriation</b>	<b>FY 2021-22</b>	<b>July-Sept</b>	<b>FY 2022-23</b>	<b>Budget</b>	<b>Used</b>
	<b>BN 2022-2023</b>		<b>2022</b>		<b>Balance</b>	
<b>Professional &amp; Contracted Service</b>	<b>1,821,600</b>	<b>827,290</b>	<b>148,335</b>	<b>148,335</b>	<b>845,975</b>	<b>53.6%</b>
Audit	69,400	45,155	-	-	24,245	65.1%
Contract Work	1,209,200	601,864	131,442	131,442	475,894	60.6%
Engineer Service	343,000	122,497	3,969	3,969	216,534	36.9%
Legal	200,000	57,774	12,924	12,924	129,302	35.3%
<b>Equipment</b>	<b>972,100</b>	<b>363,924</b>	<b>125,896</b>	<b>125,896</b>	<b>482,280</b>	<b>50.4%</b>
Computers, Peripherals & Software	56,200	30,388	2,873	2,873	22,939	59.2%
Equipment Maintenance	179,900	52,072	7,662	7,662	120,166	33.2%
Equipment Rental	64,800	21,656	10,241	10,241	32,903	49.2%
Maintenance Agreements	432,800	175,910	81,385	81,385	175,505	59.4%
Small Tools & Equipment	101,600	39,019	13,089	13,089	49,493	51.3%
Vehicle Maintenance	136,800	44,879	10,646	10,646	81,275	40.6%
<b>Utilities</b>	<b>1,857,400</b>	<b>826,390</b>	<b>202,584</b>	<b>202,584</b>	<b>828,426</b>	<b>55.4%</b>
Telecommunications	141,600	34,419	21,617	21,617	85,564	39.6%
Utilities	1,715,800	791,971	180,967	180,967	742,862	56.7%
<b>Water Purchases &amp; Treatment</b>	<b>2,215,300</b>	<b>1,039,606</b>	<b>321,477</b>	<b>321,477</b>	<b>854,217</b>	<b>61.4%</b>
Permits	56,600	18,019	277	277	38,304	32.3%
Telemetry	20,000	3,026	-	-	16,974	15.1%
Water Purchases	1,534,800	760,897	246,509	246,509	527,394	65.6%
Watershed Management	119,700	42,142	1,148	1,148	76,410	36.2%
Water Treatment & Analysis	484,200	215,522	73,543	73,543	195,135	59.7%
<b>Materials &amp; Services - Subtotal</b>	<b>10,134,400</b>	<b>4,277,634</b>	<b>1,205,132</b>	<b>1,205,132</b>	<b>4,651,634</b>	<b>54.1%</b>
Overhead, Labor & Equip	(643,700)	(84,446)	(8,002)	(8,002)	(551,252)	14.4%
<b>Materials &amp; Services - TOTAL</b>	<b>\$ 9,490,700</b>	<b>\$ 4,193,188</b>	<b>\$ 1,197,130</b>	<b>\$ 1,197,130</b>	<b>\$ 4,100,382</b>	<b>56.8%</b>
<b>Capital Outlay</b>	<b>1,799,300</b>	<b>425,268</b>	<b>120,629</b>	<b>120,629</b>	<b>1,253,403</b>	<b>30.3%</b>
Land	-	-	-	-	-	
Improvements	950,000	102,809	80,912	80,912	766,279	19.3%
Vehicles	288,500	129,413	39,716	39,716	119,370	58.6%
General Equipment & Tools	328,000	113,412	-	-	214,588	34.6%
Computer Equipment	82,800	57,838	-	-	24,962	69.9%
Other	150,000	21,796	-	-	128,204	14.5%
<b>Capital Outlay - TOTAL</b>	<b>\$ 1,799,300</b>	<b>\$ 425,268</b>	<b>\$ 120,629</b>	<b>\$ 120,629</b>	<b>\$ 1,253,403</b>	<b>30.3%</b>
<b>InterFund Transfers</b>	6,477,000	2,238,000	-	-	4,239,000	34.6%
<b>Operating Contingency</b>	750,000	-	-	-	750,000	0.0%
<b>General Fund - TOTAL</b>	<b>\$ 30,590,300</b>	<b>\$ 11,967,635</b>	<b>\$ 2,545,911</b>	<b>\$ 2,545,911</b>	<b>\$ 16,076,754</b>	<b>47.4%</b>

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

**CAPITAL IMPROVEMENT PROJECTS FUND**

Account Title	Budget	Actual	Actual	Biennial	Balance	Percent
	Appropriation					
	BN 2022-2023	FY 2021-22	Jul - Sept 2022			
Manager	-	2,418	73	2,490	(2,490)	
Engineering Manager	-	104,065	14,878	118,942	(118,942)	
Professional & Technical	-	28,980	7,377	36,357	(36,357)	
Water Worker Distribution	-	6,898		6,898	(6,898)	
Contract Work	-	605,290		605,290	(605,290)	
Engineer Services	-	53,826		53,826	(53,826)	
Legal	-	221	29	250	(250)	
Materials Inventoried	-	106		106	(106)	
Miscellaneous	-	2,278	790	3,068	(3,068)	
Overhead, Labor & Equip Ca	-	85,881	8,002	93,882	(93,882)	
Capital Outlay	6,288,000	-		-	6,288,000	
<b>Total Expenditures</b>	<b>\$ 6,288,000</b>	<b>\$ 889,963</b>	<b>\$ 31,148</b>	<b>\$ 921,111</b>	<b>\$ 5,366,889</b>	<b>14.6%</b>

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

**SYSTEM DEVELOPMENT  
 CHARGES RESERVE  
 FUND**

Account Title	Budget Appropriation BN 2022- 2023	Actual FY 2021-22	Actual Jul-Sept 2022	Biennial Total	Remaining Balance	Percent Received
<b>Revenue</b>	<b>1,763,900</b>	<b>758,225</b>	<b>25,585</b>	<b>783,810</b>	<b>980,090</b>	<b>44.4%</b>
SDC Reimbursement	838,400	324,433	10,372	334,805	503,595	39.9%
SDC Improvements	925,500	433,792	15,213	449,005	476,495	48.5%
<b>Non-Operating Revenue</b>	<b>25,500</b>	<b>8,575</b>	<b>6,967</b>	<b>15,542</b>	<b>9,958</b>	<b>61.0%</b>
Earnings from Investments	25,500	8,575	6,967	15,542	9,958	61.0%
<b>Total Revenue</b>	<b>\$ 1,789,400</b>	<b>\$ 766,800</b>	<b>\$ 32,552</b>	<b>\$ 799,352</b>	<b>\$ 990,048</b>	<b>44.7%</b>

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

**SYSTEM DEVELOPMENT  
 CHARGES RESERVE  
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*Clackamas River Water*

# Clackamas River Water

## 1<sup>st</sup> Quarter Update – Fiscal Year 2023

Board Meeting – November 10, 2022

Jason Kirkpatrick, CFO



# 1<sup>st</sup> Quarter Update – FY 2023

- 1<sup>st</sup> Quarter – Second year of Biennium
- July 1, 2022, through September 30, 2022
- Showing costs through 15 of 24 periods (July 1, 2021, through September 30, 2022) for the Biennium – 62.5%

# 1<sup>st</sup> Quarter Update – FY 2023 Revenue

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## General Fund Revenues

- July 1, 2021, through September 30, 2022, Fiscal Year 2023, CRW is in the second year of the 2021-2023 Biennium, and we are 62.5% through the budget.
- Total General Fund Revenue is 70.6% of the biennial budget.
- Water sales budget is \$25,569,000 for the biennium and we have recorded \$18,926,514 through September. Water sales are 72.5% of the biennial budget.



# 1<sup>st</sup> Quarter Update – FY 2023

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## General Fund Expenses

- Personnel Services
  - 52.5 % of biennial budget
    - Total biennial costs through the 1<sup>st</sup> Quarter FY 2023 - \$6.3 million
- Includes:
  - Annual Workers Compensation Insurance payment
  - HRA VEBA contributions
  - Quarterly transit tax
- Excludes:
  - Vacant positions in System Operations, Water Resources, FACS, and Administration

# 1<sup>st</sup> Quarter Update

## FY 2023

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### General Fund Expenses

- Materials & Services – 56.8%
  - Analysis of categories that are greater than 62.5%
    - Credit Card processing fees, collection expense, health & safety, computer equipment, and annual payments
- Capital Outlay – 30.3%
  - Over this past year, CRW is experiencing longer than normal lead times for capital items. There is some uncertainty as to when capital items will be recorded as expenditures.
  - Capital Outlay items are larger projects and do not occur evenly throughout the year.





# 1<sup>st</sup> Quarter Update – FY 2023

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## SDC Revenues

- Biennial Budget - \$1,789,400
- Actual to Date - \$799,352 – 44.7%



# 1<sup>st</sup> Quarter Update – FY 2023

## 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	\$ 3,018	\$ 246,982	1.2%
5275	Athens Dr Waterline Replacement	641,000	516,030	\$ 124,970	80.5%
5276	Fawn Dr Waterline Replacement	277,000	-	\$ 277,000	0.0%
5277	Leland Rd Waterline & Master Meter	493,000	1,880	\$ 491,120	0.4%
5273	Redland Rd Waterline - Phase 1	1,080,000	8,507	\$ 1,071,493	0.8%
5270	Linwood Rd Improvements	328,000	202,676	\$ 125,324	61.8%
5278	Monroe St Improvements	940,000	4,078	\$ 935,922	0.4%
5279	Maplelane Rd Waterline	846,000	60,373	\$ 785,627	7.1%
5280	Pump Station Supplemental Chlorine	168,000	7,006	\$ 160,994	4.2%
5281	WTP Polymer Feed System Replacement	476,000	307	\$ 475,693	0.1%
5282	WTP Filter Valve Replacement	692,000	13,685	\$ 678,315	2.0%
5253	82nd Dr Waterline - Phase 1 (carryover)	97,000	46,974	\$ 50,026	48.4%
5287	Easement Maint 90th St Pump Station	-	55,825	\$ (55,825)	
5291	I-205 Crossing	-	752	\$ (752)	
		<b>\$ 6,288,000</b>	<b>\$ 921,111</b>	<b>\$ 5,366,889</b>	<b>14.6%</b>

The background is a solid blue color with numerous water droplets of various sizes scattered across it. The droplets are more densely packed on the right side and become sparser towards the left. Each droplet has a bright highlight on its upper-left edge, giving it a three-dimensional appearance.

Questions?

**CLACKAMAS RIVER WATER**

**REGULAR BOARD MEETING**

**November 10, 2022**

**SUBJECT** Management Report

**PRINCIPAL STAFF PERSON** Todd Heidgerken

**DOCUMENTS ATTACHED**

**Table of Contents**

The Management Report will have two sections: (A) an overview of GM and Staff activity during the month; (B) informational articles (when available)

**A. Management Report**

**B. Informational articles or Materials –**

**B1. Clackamas River Water Providers (CRWP) Newsletter**

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

October 13, 2022

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 Activities:

Oregon City Business Alliance – Commissioners Danel and French along with GM Heidgerken attended the Oregon City Business Alliance meeting to hear about Clackamas Water Environment Services (WES) projects and information about the importance of infrastructure investment. During the question period, one of the questions was about water supply so GM Heidgerken was asked to respond to give a water providers perspective.

Oregon City Coordination Meeting – In an on-going effort to build more effective communications and coordination, staff from Oregon City and CRW met recently. The primary purpose was to discuss operational processes where improved coordination between the two organizations is needed and how best to accomplish that coordination. The meeting was helpful to create a better understanding of needs and how information can be shared.

3. Emergency Management Update: Given the Board’s approval of the promulgation of the District’s Emergency Response Plan, final edits are being made. Once complete, final copies of the plan will be provided to appropriate staff.

4. Safety Update: The new employee emergency handbook is being printed and will be shared and reviewed at department staff meetings. The handbook provides a “one stop” source for important contact information and instructions for employee actions during various emergencies.

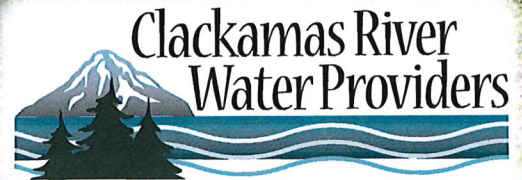


**5. Looking Ahead:**

- The CRW office will be closed on Friday, November 11 in observance of Veteran's Day
- The agenda setting meeting for the December Board meeting will be held on November 22 at 9am
- The December Board meeting will be held on Thursday, December 8 at 6pm
- There will be no November or December work sessions



facebook@CRWP



Working together to protect and conserve our drinking water.

B.1

FALL 2022 News

## The CRWP Thank You!

For the fourth year in a row, the CRWP launched our annual summer watering campaign "Fish On the Run, Irrigation Done". We have asked our customers to participate, and help the Clackamas River by reducing or shutting-off outdoor watering by the beginning of September for the fall fish migration.



This year we had 28 customers who submitted pledge applications, and they all received yard signs to show neighbors that they are doing their part to keep water in the Clackamas River.

The CRWP would like to thank all of you for your support and participation in this very important campaign. THANK YOU!!!!!!

For more information contact Christine Hollenbeck at (503)723-3511 or via email at [christine@clackamasproviders.org](mailto:christine@clackamasproviders.org)

### What's Inside:

Thank You!	P1
Low Impact Rec	P1
Irrigation Systems	P2
Partner Spotlight	P3
Summer Quiz	P4
Indoor Water Kits	P4
Watershed Tour	P5
Water Systems	P6
Conservation Tips	P7
Faces Interview	P8
Public Alerts	P9

## Supporting Low Impact Recreation on the Clackamas River

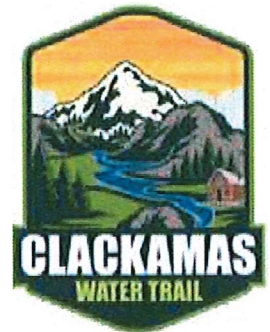
**CLACKAMAS RIVER, OR** - On a busy summer day the five-mile float from Barton to Carver Park on the Clackamas River can see as many as 5,000 visitors. Other areas of the river such as High Rocks and Promontory Park also get crowded. The high volume of people on the river has led to stream bank erosion, rampant littering, and other issues that affect water quality.

Cleanups, public outreach, "Stash the Trash" bags, and improved signage have helped mitigate these problems, but there was no single online place with mapping and stewardship information for a Clackamas River visitor (to float or boat or swim). Through a State Drinking Water Source Protection grant received by the Clackamas River Water Providers and in partnership with We Love Clean Rivers, the 'Clackamas Water Trail' website was born.

The purpose of this new website is to highlight access points, local amenities, and known river conditions and hazards along the lower 22 miles of the Clackamas River. It differentiates private and public property, sensitive fish and wildlife habitat areas that are not to be disturbed, and includes information on how to be good river stewards and protect our drinking water source. The site was designed to be mobile friendly, and can evolve as information changes over time.

Visit it at [www.clackamaswatertrail.org](http://www.clackamaswatertrail.org) to see how you can enjoy the Clackamas while being a good steward of the river.

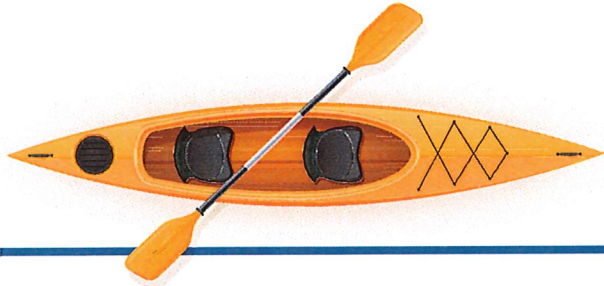
(Continued on page 2)



CHRISTINE HOLLENBECK, Public Education and Conservation Program Coordinator, (503) 723-3511 • [christine@clackamasproviders.org](mailto:christine@clackamasproviders.org)  
KIM SWAN, Water Resource Manager, (503) 723-3510 • [kims@clackamasproviders.org](mailto:kims@clackamasproviders.org)

## Low Impact Recreation continued

For more information about the Clackamas Water Trail website, please contact Kim Swan at **(503) 775-6864** or via email at [kims@clackamasproviders.org](mailto:kims@clackamasproviders.org).



**We Love Clean Rivers** is an Oregon nonprofit agency focused on community-based river stewardship projects. They clean high use rivers by mobilizing the recreation community and provide expertise in sustainable river recreation planning and management.



## Time to Shut Off Your Outdoor Irrigation Systems

Summer is over, the days are shorter, nights are longer, and it is beginning to be much cooler. All of the plants are going into their dormant stage which means they do not need any supplemental water. For those of you who let your lawns go dormant during the summer and did not water (thank you), you are beginning to see your lawns turn green again.

The *Weekly Watering Number* ended Thursday, October 13th, and if you haven't already done so, it is time to shut off your outdoor irrigation systems and drain the water out for the winter to prevent freezing.

### Putting Your Irrigation System to Bed for the Winter

Water left in the pipes of your irrigation system can freeze over winter, causing damage to the entire system. You owe it to yourself to make an annual habit of winterizing your irrigation system. That means removing the remaining water from the pipes so there's nothing to expand when temperatures dip down below freezing.

There are three basic methods for draining water from your irrigation system. Which method you should use will depend on the type of irrigation system you have.

#### Manual Valve Systems

Some irrigation systems are equipped with manual drainage that allows you to empty excess water from the system by simply opening a valve. If you have such a system, shut off the supply of water to the system, look for the manual valves at the ends and low points of the piping. Open all of

the valves and drain the water from the system, including the backflow assembly.

#### Automatic Valve Systems

Other irrigation systems are equipped with valves that will automatically drain water out of the pipes if pressure falls below a certain number of pounds per square inch (PSI). These can be activated by turning off the water supply and briefly running one of the sprinkler heads to relieve the water pressure in the system. You may still need to drain the water between the shut off valve and the backflow assembly. If the sprinkler heads are equipped with check valves, you will need to empty those separately.

#### Irrigation System Blow-Out

The final method of winterizing your irrigation system is to force compressed air through the system to discharge excess water through the sprinkler heads. This method is potentially hazardous, both to the wrong types of irrigation systems and to anyone who attempts to do this without taking the proper safety precautions. If you've never worked with compressed air or have blown out an irrigation system, we highly recommend you hire a licensed landscape professional for assistance.

Winterizing your irrigation system is a critical part of annual irrigation system maintenance. It can save you from having to pay for the repair of costly leaks and water line breaks in the spring.

Visit our website for [more water conservation tips](#).

## Partner Spotlight

# The Environmental Learning Center @ Clackamas Community College

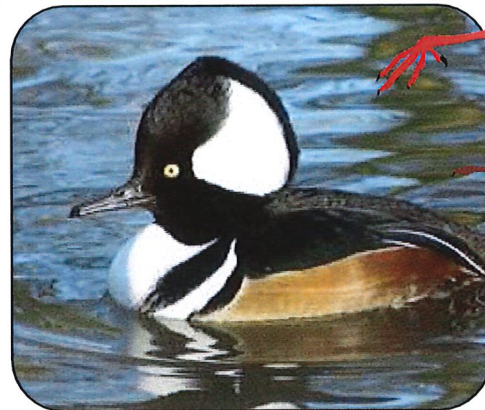
The Environmental Learning Center, ELC, has a rich history as an educational resource for the college, regional schools, industry, and the community. Located on the former site of a Smucker's processing plant in Oregon City, the ELC was created to demonstrate what people could do to reclaim industrial sites, address stormwater issues, and restore wildlife habitat in urban areas. Each year thousands of people visit the ELC to explore the site and learn about watershed health. The site serves as an important stormwater facility for the College campus and provides critical wetland habitat for resident and migratory birds, such as Great Blue Heron, Red-winged Blackbird, and Hooded Merganser.

The ELC site is a conduit for stormwater for nearly half of the College's 165-acre campus, plus stormwater from Oregon City High School, and other areas along Beaver Creek Road. The original ELC ponds were once considered state-of-the-art, but they no longer functioned effectively for stormwater management. The need for a larger-scale stormwater management system, coupled with the spread of invasive plants left the site physically degraded, and impaired the quality of water flowing from the ELC downstream into the Newell Creek Canyon. Because it is the headwaters of Newell Creek, the ELC plays a vital role in the overall health of the watershed. Newell Creek could not be adequately protected until the water that flows through the ELC site could be effectively cooled and filtered.

In 2014, Clackamas Community College applied for and received a Metro Nature in Neighborhoods grant for the Newell Creek Headwaters Restoration and Education project (aka ELC).

Thanks to this grant, community members and the College, the Environmental Learning Center underwent a major restoration June 2017-May 2018. During that time, the 5-acre site was redeveloped into an outdoor learning laboratory, demonstration project, and natural area that showcases the important benefits of wetlands in stormwater management.

The ELC offers many opportunities for adults and children alike to explore and learn about the outdoors through hands-on environmental education: field trips, live streams, day-



camp and more for K-12 students, continuing education trainings for professionals, and workshops and special events for community members. The ELC is open daily from dawn to dusk, and welcomes all to explore its trails and discover native plants and wildlife.

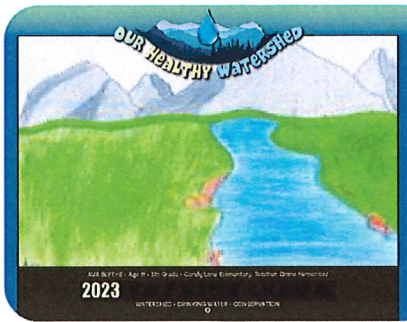
### CRWP Partnership with the ELC

The Clackamas River Water Providers have partnered with the Environmental Learning Center since 2007 supporting the ELC's community education efforts by providing annual financial support to put towards the K-12 field trips, day camps and a preschool program, Water Industry Career Events for high school students, and Professional Development workshops for all who live with-in our CRWP member [service areas](#). CRWP staff also acts as a guest speaker for the Water Industry Career Events for our high schools and at the Professional Development workshops.

The ongoing partnership between the Clackamas River Water Providers and the Environmental Learning Center provides the CRWP with another avenue in which to reach our member customers, young, old, and in-between supporting environmental education and ensuring everyone in our communities understand the importance of watershed health and what all our roles are in protecting our natural water ways.

For more information about the Environmental Learning Center, their history, resources, and educational opportunities [CLICK HERE](#).

# 2023 Water Calendars are Now Available!



Each year the Clackamas River Water Providers invite teachers and their students to participate in our annual *Kid's Water Calendar* coloring contest.

The theme for the 2023 Calendar is "Our

Healthy Watershed". Students from 22 classes and 15 different schools submitted pictures depicting what a healthy watershed looks like to them. One picture from each class was chosen to be in the calendar and displayed on the CRWP website for two weeks so family, friends, and our community members could vote for which one

of the 22 pictures would be on the cover. The remaining pictures are displayed each month and on the "Honorable Mention" page at the back of the calendar.

During the month of October each school that participated in the contest receives a box of calendars to give away to students and families.

In addition, the 2023 calendars are available to the public at your water providers front offices, local libraries, and upon request by contacting our office at 503-723-3511 or by emailing [christine@clackamasproviders.org](mailto:christine@clackamasproviders.org).

The CRWP annual calendar contest continues to be one of our most successful projects because of the enthusiastic participation of our teachers, students, and community members. Thank you to everyone for your participation and support.

## Indoor Home Water Audit Kit

The Clackamas River Water Providers has a **FREE Indoor Home Water Audit Kit** to help you figure out how much water you are using and where you can save. Conducting an audit is simple, it will help you locate leaks so you can prioritize fixing them, and identify which fixtures may need to be upgraded to new low flow fixtures so you can start saving water and money today.

### **Indoor Home Water Audit Kit Includes:**

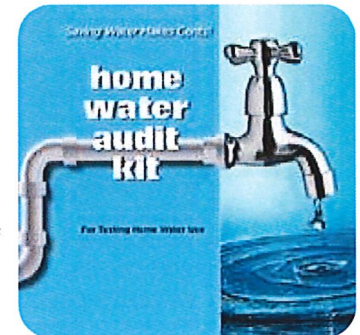
- **Audit Kit Instructions** – This brochure will guide you through the steps of how to conduct an indoor home water audit.
- **Flow Meter Bag** – Use this bag to measure how much water your household fixtures (kitchen faucet,

showerhead, bathroom faucet) use.

- **Drip Gauge** – Use this to measure drips around your house. Even a seemingly small drip can waste a lot of water. This gauge will give you an idea just how much that might be.

- **Leak Detection Tablets** – Use these tablets to see if your toilet has a leak.

For more information about our Home Water Audit Kit and additional **FREE Water Conservation Tools**, [CLICK HERE](#).



## Fall Quiz:

1. What are the methods used to drain water from your irrigation system?

- A. Manual Drainage
- B. Automatic Drainage
- C. Forced Compressed Air Drainage
- D. All of the above

2. How much water per day does one person need to store for Emergency Preparedness?

- A. 5 quarts
- B. At least 1 gallon
- C. No water is needed
- D. 10 liters

3. It is true, that the water needs of plants drop dramatically in the Fall.

- A. Yes
- B. No

4. The CRWP 'Indoor Home Water Audit Kit' includes:

- A. Flow Meter Bag
- B. Drip Gauge
- C. Leak Detection Tabs
- D. All of the Above

Answers - Can be found on page 7

# Source Water Protection Week – Annual Watershed Tour



Protect the  
**SOURCE**

Source Water Protection Week  
Sept. 25–Oct. 1, 2022

During the week of September 25th through October 1st, the Clackamas River Water Providers joined the American Water Works Association (AWWA) in celebrating the second annual Source Water Protection Week.

Source water protection is the foundation of any drinking water utility and is one of the primary ways we can reduce the risk to our drinking water source from contamination. Source water protection can also:

- Reduce the need for additional treatment to meet water quality standards.
- Help us be prepared and reduce the impacts and costs of an emergency when we understand the risks to sources quality from contamination.
- Help us preserve the Clackamas River as a high-quality drinking water source and minimize future drinking water treatment costs while being good stewards of the river.

Throughout the week, we raised awareness about the importance of protecting the Clackamas River, our drinking water source, with posts on our Facebook page each day - [Facebook@CRWP.ClackamasProviders](https://www.facebook.com/CRWP.ClackamasProviders).

The week concluded with our Annual Watershed Tour on October 1st. This year's tour consisted of floating the Clackamas River from Carver Park to Clackamette Park.

Along the way we saw bald eagles, blue herons, stormwater outfalls, two of Clackamas River Basin Council's restoration projects, lower river tributaries that



flow into the Clackamas, and all four of our lower river drinking water intake structures, providing everyone with an unique perspective of this amazing river that we get our drinking water from.

Protecting and conserving our drinking water plays a key role in making the best overall use of the precious resource we share. For more information about what we are doing to protect the Clackamas River or for more information about our annual watershed tour contact Kim Swan at [kims@clackamasproviders.org](mailto:kims@clackamasproviders.org).



# How Water Systems Work

## Emergency Preparedness

We don't just plan for the "Big One," we plan for "Every One." Out of sight out of mind, service on demand, and it's as easy as turning on your tap.

As water providers we not only ensure that you have water 24/7/365 days per year, but we also plan for emergencies which can come in all shapes and sizes.



Be it an earth quake, an eruption, a drought, ice storm, power outage, or a major water line break, people still need water. The Clackamas River Water Providers are working together, and with other

providers in the region, to plan for events that could impact your water supply. Our job is to make sure water is there for you when you need it – even in an emergency.

**Planning Ahead** - To avoid emergencies before they happen, the Clackamas River Water Providers are replacing old water lines, seismically upgrading facilities, planning for future or alternative water supplies, monitoring watersheds, and ensuring regulatory compliance.

**Being Prepared** - Practice makes perfect. We conduct yearly emergency exercises to test our capabilities and constantly look for ways to improve our coordination and communication during an emergency.

**What You Can Do** - As prepared as we are, some emergencies are potentially bigger than us – especially



natural disasters. That's why everyone needs to help. If an earthquake, winter storm, or other disaster strikes our community, you may not have access to food and water for days or even weeks. Take time now to prepare for you and your family. The most important thing you can do to prepare for an emergency is to plan ahead and have essential emergency supplies on hand. Here's what you can do to plan for the "Big One" yourself – and help us, help you.

Having an ample supply of WATER is a top priority in an emergency. You can live for weeks without food, but without water, you can die in as little as 3 days. Help your water provider, emergency responders, and other relief organizations help you by having an adequate emergency supply of water, food and other essentials.

You will need to store at least one gallon of water per person per day. According to the Red Cross and FEMA, you should store at least a two-week supply of water for each member of your family. A minimum three-day supply is essential. Don't forget to store additional supplies of water for your pets.

In an emergency, drink at least 2 quarts of water a day, 3 to 4 quarts a day if you are in a hot climate, pregnant, sick, or a child. If supplies run low, don't ration water: Drink the amount you need today and look for more tomorrow.

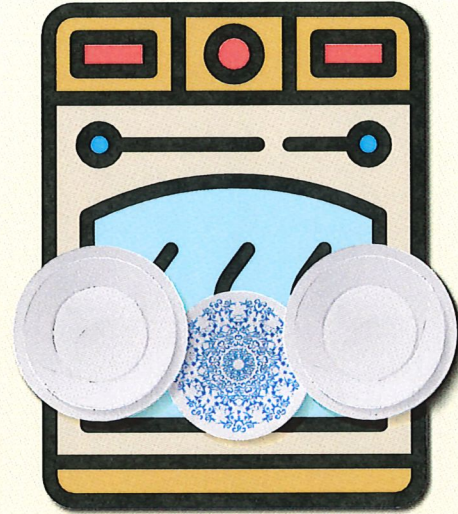
For more information on how you can prepare for an emergency, visit these helpful links,

Clackamas River Water Providers, Emergency Preparedness webpage: <https://www.clackamasproviders.org/emergency-preparedness/>

Regional Water Providers Consortium, Emergency Preparedness webpage: <https://www.regionalh2o.org/emergency-preparedness>

## Fall Water Conservation Tips

- **Water needs of plants drop dramatically in the fall.** It is time to winterize and shut off the irrigation system.
- **Mulch garden beds to feed the soil** and prevent weeds from growing.
- **Aerate your lawn** and add a top dressing of compost mix to feed the soil promoting root growth during the winter.
- **Fall is the perfect time to plant trees** and shrubs. The soil is warm, and there is plenty of natural moisture.



- **Wash your car** at a commercial car wash that recycles its water.
- **Thaw frozen food** in your refrigerator, not in the sink with running water.
- **Run the dishwasher** only when it is full.
- **Get a free CRWP indoor home water audit kit** and find ways you can save water indoors this winter.

### Fall Quiz:

#### Answers

Question 1 - Answer is D  
Question 2 - Answer is B

Question 3 - Answer is A  
Question 4 - Answer is D



# Faces of Drinking Water *by Christine Hollenbeck*

For our Fall 2022 interview article we interviewed Kim Anderson, the Government Relations Manager for [Sunrise Water Authority](#).

**CRWP: Kim, how long have you been working for Sunrise Water Authority?**

**Kim:** My start date was February 8, 2000, so I guess that means I've been here for 22 years so far.

**CRWP: How did you acquire your position at Sunrise?**

**Kim:** I was originally hired as an administrative assistant. Through the years, I have been able to learn and grow and turn my hand to a variety of tasks and the position has evolved over time.

**CRWP: What was your background prior to working in drinking water?**

**Kim:** I was co-owner of a company in Missoula, Montana that performed real estate closings, real estate contract collections, and provided IRC Section 1031 tax deferred exchange intermediary services.

**CRWP: What is your favorite/ least favorite part of your job?**

**Kim:** One of my favorite parts of my job is the work I do with the SDAO Water Legislative Committee. I really enjoy digging into proposed legislation and getting a clear idea of its potential impacts on the water industry and working with the others on the committee to formulate alternative language and rebuttals or endorsements.

My least favorite part is probably prepping the Board room for meetings.

**CRWP: Do you plan on retiring from Sunrise Water Authority?**

**Kim:** I haven't really thought too much about retirement yet. It still seems

quite far off, but I don't have plans to leave Sunrise.

**CRWP: What accomplishments are you most proud of in your career at Sunrise Water Authority?**

**Kim:** With a long career there's a lot to choose from, but two recent projects come to mind.

We were able to initiate a low-income assistance program that is administered by Clackamas County. It is the first water utility bill assistance program that the County has been involved in and they have expressed interest in expanding the model to other water utilities. One benefit of the program, in my opinion, is that by referring customers that are in need of assistance with water bills, Social Services has the opportunity to connect them to other sources of aid that they may not have been aware of.

The other accomplishment is a comprehensive inventory of the easements held or granted by Sunrise. Our amazing GIS technician, Ashley Baker, is helping me transform a very long list of properties where Sunrise holds or has granted an easement into a mapping tool that allows our engineers to tell at a glance where Sunrise holds easements. Tracking down copies of all the documents related to the many easements we hold has been a monumental task. The easement documents are available for viewing by clicking on the property, so there's no longer a need to dig through dusty files and the County Recorder records to find out that information. An internal process is being set up to make sure any new easements get added to the tool moving forward, so this will be a dynamic tool for our engineering staff.

**Kim Anderson**  
Government Relations Manager  
Sunrise Water Authority



**CRWP: : What advice would you give to someone starting out in the field (What do you wish you knew your first week working in drinking water)?**

**Kim:** Memorize acronyms quickly.

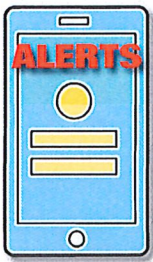
**CRWP: How has the industry changed since you began working in the water industry?**

**Kim:** A lot has changed since I started. As with many industries, I would say that technology has had a huge impact. When I started, we had a thermal paper fax. Maps were all paper. Payments were by cash, check or doing an imprint of a credit card. I even set up the first email accounts for Mt. Scott Water District, before Sunrise Water Authority was formed, early in my career here.

Advances in technology have improved so many aspects of how we do business. GIS mapping, online payments, digital media, smart meter technology and so many other technology solutions have dramatically expanded the accessibility of data to inform our decision making and advance our efficiency and effectiveness in reliably delivering safe water to our customers.

*(Continued on page 9)*

# Sign-up for Public Alerts



By signing up, you can receive emergency notifications for your home or any other address (such as a business). You will only be contacted when the associated address is affected by an emergency.

If the call is picked up by an answering machine, it will leave a message and not call back. If the number is busy or there is no

answer, the system will try contacting your other contact methods. Once you have acknowledged receipt of a message on one device, the system will stop trying to contact your other devices.

## #ClackCo PublicAlerts

By providing your contact information as a county resident you can opt-in to receive critical emergency messaging via email, phone call, and text during times of disasters. Important messages that could be relayed include notices to evacuate, shelter-in-place, shelter locations, and other extremely important information. To learn more and sign-up [CLICK HERE](#).



## Faces continued

**CRWP: What do you think is most important about your job?**

**Kim:** To me the most important thing about my job is knowing that what we do every day is critical to protecting the health and wellbeing of people. Few people really comprehend that water providers aren't only a supplier of an essential service, but are also protectors of public health.

**CRWP: What would you like the public to know about their drinking water?**

**Kim:** I would like the public to know that local water providers are here to protect their health and wellbeing and that our employees are committed to that principle. My specific role on our team is to assure that decisions are made in a timely manner, communicated within and outside the organization, and assist in making sure the agency is operating efficiently and effectively.

**CRWP: What can the public do to help make your job easier?**

**Kim:** There is an unprecedented level of distrust of government these days. Local government is the most trusted of all levels of government, but even at this level I still hear from customers about how all we want to do is take more money from their pockets.

It would help tremendously if people could understand that we are cost of service funded, meaning we only charge what we must to perform the functions that provide safe water to their taps, and that those costs are unique to each agency. So, comparing what you pay for water to what your friend across town pays isn't an accurate way to gauge if you are paying too much for water. I guess my ask would be that ratepayers educate themselves just a bit on how we

work and the amazing value they actually get for the rates they pay.

**CRWP: What is the most significant project you've been involved with in your career?**

**Kim:** Possibly the construction of Reservoir 11 or the new administration and operations building that is currently under construction.

**CRWP: What is the one thing you can't live without at work?**

**Kim:** My foot heating pad. Hopefully I can retire it when we move into our new building sometime in 2023.

**CRWP: What would you say water is to you? Kim:** Life.

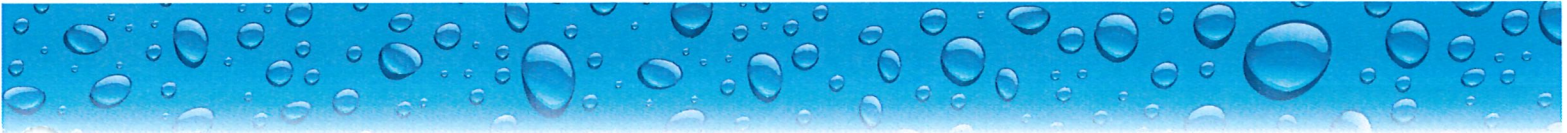
**CRWP: What do you do for fun outside of work?**

**Kim:** I am an active small-scale farmer. I raise and show registered Simmental and SimmAngus cattle and have a small herd of Boer meat goats. That pretty much consumes every hour outside of work.

The CRWP thank Kim for this interview. One of the things I (Christine) really enjoy about doing these interviews for our E-newsletters is that even though I have worked with a lot of these people for many years, I still learn something new about them from the articles.

Kim and I have worked in the water industry together for a very long time which brings a level of comfort and mutual understanding. Not only for our positions in drinking water, but for each other personally.

Thank you, Kim for all that you do for Sunrise Water Authority and we here at CRWP look forward to many more years together.



**Clackamas River Water Providers**

*Working together to protect and conserve our drinking water.*

14275 S Clackamas River Drive, Oregon City, OR 97045 • [www.clackamasproviders.org](http://www.clackamasproviders.org)

**Our Members:**



[www.crwater.com](http://www.crwater.com)



[www.cityofestacada.org](http://www.cityofestacada.org)



[www.ci.gladstone.or.us](http://www.ci.gladstone.or.us)



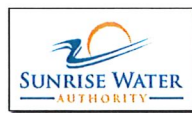
[www.ci.oswego.or.us](http://www.ci.oswego.or.us)



[www.oaklodgewater.com](http://www.oaklodgewater.com)



[www.sfwb.org](http://www.sfwb.org)



[www.sunrisewater.com](http://www.sunrisewater.com)



[www.tigard-or.gov](http://www.tigard-or.gov)

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**CLACKAMAS RIVER WATER**

**REGULAR BOARD MEETING**

**November 10, 2022**

**SUBJECT** Commissioner Reports and Reimbursement Requests

**DRAFT MOTION** NO MOTION REQUIRED

**EFFECTIVE DATE**

**PRINCIPAL STAFF PERSON** Board of Commissioners

**BOARD ACTION REQUESTED** Commissioner Communications

**DOCUMENTS ATTACHED**

**Agenda Summary**

**BACKGROUND**

None