CLACKAMAS RIVER WATER BOARD OF COMMISSIONERS WORK SESSION **Clackamas River Water** January 25, 2021 at 6:00pm THIS MEETING WILL HAVE REMOTE ACCESS VIA ZOOM* AGENDA

16770 SE 82nd Drive, Clackamas, OR 97015

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/86949807708 or by calling the following number 12532158782 and join meeting 86949807708#. Passcode: 535172

Work Session @ 6:00pm

Call to Order, Roll Call

- 1. Budget Committee Interviews- Todd Heidgerken, General Manager & Carol Bryck, Chief Financial Officer
- 2. American Water Infrastructure Act (AWIA)- Donn Bunyard, Emergency Manager
- 3. Strategic Planning Update- Todd Heidgerken, General Manager
- Commissioner Communications- CRW Board of Commissioners 4.
- 5. General Manager Update- Todd Heidgerken, General Manager

Public Comment

Adjourn Work Session

Work Session Reminders:

- Work Session audio only a.
- b. No decisions will be made by the CRW Board
- Staff may get direction or a sense of the board on key issues c.
- d. Members of the public are allowed to attend but not participate (public comment provided at the end of the session)

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.

Agenda Item – 1

BOARD WORK SESSION

Subject	Budget Committee Interviews
Principal Staff Person	Carol Bryck, Chief Financial Officer
Documents Attached	Budget Committee Applications
	Agenda Summary
BACKGROUND	Oregon Local Budget Law under ORS 294.414 (2) requires each local government and special district to appoint a budget committee consisting of the governing body and an equal number of electors.
	Board Policy Section 3.1 Formulation of Budget Documents states: Within the budget process the Board shall appoint the Budget Committee membership, appoint the CRW Budget Officer and adopt the budget.
	Section 3.2 Budget Committee – Membership and Responsibilities states: The Budget Committee shall consist of five (5) members of the Board of Commissioners and five (5) community members. Board members shall be responsible for recommending a candidate for consideration and subsequent appointment by the Board of Commissioners, for a four (4) year term.
	Currently, four openings exist on the Budget Committee. Two vacancies are due to openings remaining from the prior budget cycle (fulfilling a two-year term), and two vacancies are due to completion of the four-year terms for Erin Blue and Gary Kerr. The remaining Budget Committee member is Janet Brandt.
	To solicit interest for these four positions, CRW included information in the bill inserts for October and December 2020 and posted information on the CRW website and social media. As of the submittal deadline, CRW received applications from six qualified ratepayers.
	All candidates have been invited to attend the January 25 work session. The Board will have an opportunity to ask questions about the applicant and their interest in CRW. No deliberations and decisions will be made at this meeting. Appointment of new Budget Committee members is scheduled for the regular Board Meeting on February 11.

CRW Budget Committee Applicants

Candidate 1

Name: Erin Blue

Occupation: Financial Analyst

Employer: Clackamas Water Environment Services

Years of Residence as a CRW ratepayer: 11 years

Education Background: Bachelor of Science, Accounting from Lindfield College.

Certified Management Accountant (CMA)

Professional or Vocational Background:

- Clackamas Water Environment Services Financial Analyst- 2014 to Present Provide financial and data analysis, provide financial and data analysis, support, and information to both internal and external stakeholders to facilitate and enhance decision making, financial transparency, and stakeholder value.
- People's Herbs, Inc Assistant Branch Manager / Co-owner 2001 - 2014 Managed small business accounting and other administrative functions, including SOP development, inventory management, product costing, and software systems implementation.

Prior Civic Activities:

- Clackamas River Water Budget Committee Member 2017 - 2020
- CASH Oregon / AARP Volunteer Tax Aide 2011 - 2016
- Government Finance Officers Association Member of Special Review Committee 2015 - Present

Briefly explain why you want to serve on the CRW budget committee.

The work that CRW does is vital to our community. I greatly appreciated the opportunity to serve as a budget committee member for the last two biennial budgets and would love to serve again to contribute to the community and participate in the important work CRW does.

Candidate 2

Name: James Dille

Occupation: Retired

Employer: N/A

Years of Residence as a CRW ratepayer: 44 years

Education Background: Central Catholic HS 1968 4-year Honors Program

14th of 192 Graduates

1968-69 Seattle University

Fall '69 Portland State University

Professional or Vocational Background:

- 17 years in family service business after US Navy in Vietnam
- Svc Billing Supervisor, Allison Electric
- Accounting Supervisor, Coffey Laboratories
- Last 11 years before retirement in Mortgage Business, finishing as Operations VP at Premier Mortgage

Prior Civic Activities:

- 1974-86 Board Member Clackamas Fire #71
- 1975-87 Board Member Clackamas Water, followed by
- one year on the Budget Committee
- CFD #1 Civil Service Commission 1986-Present
- 2012-2019 Treasurer Crooked River Ranch HOA
- 2017-19 Board Member Crooked River Ranch Fire

Briefly explain why you want to serve on the CRW budget committee.

I was raised by parents who believed in community involvement. At 24 years old I was elected to CFD #71, assuming the seat my father held for several years. I added Clackamas Water the next year serving both for 11 years. The HOA was almost like a small city council and after giving that up I felt the need to get back into my local community.

Candidate 3

Name: Paul Leipzig

Occupation: Retired

Employer: N/A

Years of Residence as a CRW ratepayer: 6 years

Education Background: Bachelor of Science, Plant Ecology-UC Berkeley

Professional or Vocational Background:

- Natural Resources Conservation Service- 5 years
- Banking Industry- 30 years

Prior Civic Activities:

- Chamber of Commerce
- Rotary
- Agricultural organizations
- Homeowner's Associations

Briefly explain why you want to serve on the CRW budget committee.

I view this as an opportunity to contribute my experience in both financial matters (including budgeting) and environmental and resource management. A chance to give back to the community.

Candidate 4

Name: Robert Rubitschun

Occupation: Part-time Senior Consultant

Employer: Optware Solutions, LLC

Years of Residence as a CRW ratepayer: 34 years

Education Background: Bachelor of Science, Forestry from Michigan State university

Masters in Forest Products from Oregon State University

MBA from Marylhurst University (concentration in Strategic Planning/Leadership)

My early education focused on learning industry specific knowledge and technical skills. I began my career by applying these skills to help customers solve problems. Years later, I earned an MBA and acquired in-depth business management understanding. I feel this combination of education would be an asset to CRW.

Professional or Vocational Background:

I have had a full career and very much enjoyed being part of a team focused on making a difference. I have held several management positions throughout my career. Listed below are three distinct professional jobs that I spent considerable time in:

- I worked in the natural resources field for over 20 year and helped landowners be good stewards of their resources. The focus was on sustainability and doing more with less. Financial management was paramount to decision-making.
- I worked in the software industry helping customers use business analytics to improve competitiveness and update their legacy systems. One position concentrated on the implementation of activity-based costing and budgeting solutions.
- I worked in a private software company that specialized in a management solution for Vocational Rehabilitation clientele used by state governments. Adhering to government regulations and procedures was essential for getting reimbursed for services provided. Core skills used in these positions: Budgeting, Analysis, Planning, Project Management, Management, Problem-solving, Mathematical business modeling, Thinking-outside-thebox, Leadership, Writing, Presenting, etc.

Prior Civic Activities:

I have helped others outside my professional duties:

- Oregon City High School Band volunteer (leadership committee, media contact, fundraising, community liaison, board member liaison)
- Oregon City High School Country Cross volunteer (coach mentor, fundraising, community liaison, purchasing manager, media contact)
- Oregon City High School Track volunteer (meet event announcer)
- Night with Sylvia (fundraising event to raise funds to pay for medical expensive for an Oregon City woman who had limbs amputated)
- Neighborhood Leadership Committee (organize work parties, committee member to update CCR's, new neighbor welcoming group, provide elderly home maintenance assistance)

Briefly explain why you want to serve on the CRW budget committee.

I have had a very rewarding professional career and I still feel I have more to give. My combination of education and work experience is unique, and I believe it could be beneficial to CRW. I believe water is one of the most precious natural resources on our planet. Water is synonymous with life--where there's water, life can thrive. We need to be good stewards of our water resources and provide high quality water at affordable rates. The Pacific Northwest is known for some of the best water in the country and with that comes a responsible to demonstrate leadership and to be the best stewards possible. Additionally, I have family relations who farm in Boise, ID and water management is a constant conversation topic. We all need water, and I would enjoy using my skills to help CRW be the best possible provider of water to our community. Thank you for your consideration.

Candidate 5

Name: Vasiliy Safin

Occupation: Researcher

Employer: Reed College

Years of Residence as a CRW ratepayer: 1 year

Education Background: Bachelor of Arts in Psychology, Reed College

MA and PhD in Psychology/Cognitive Science, Stony Brook University (Stony Brook, NY)

Professional or Vocational Background:

I worked in secondary school and non-profits since college, but the last few years I have been working in academia primarily as a researcher.

Prior Civic Activities:

My volunteering activities are primarily in education and immigrant services through organizations like IRCO. In addition, I have also worked to be a resource for the Slavic community who are adapting to our region and seeking to better understand our civic system.

Briefly explain why you want to serve on the CRW budget committee.

I served on several budget committees as a doctoral student and it gave me a greater understanding of the university's decision-making and budgetary needs that go with it. Of course, I also enjoyed being part of the decision-making body. I have been looking to volunteer for local committees to be more civically involved. Since I have lived in Clackamas for nearly 15 years and care deeply about this community and our water, serving on the CRW budget committee feels like a great fit.

Candidate 6

Name: David Shireman

Occupation: Manager; Instructional Design

Employer: K12, Inc./Stride, Inc.

Years of Residence as a CRW ratepayer: 1 year

Education Background: Master of Education, Educational Leadership-Eastern Washington University, Cheney, WA

Bachelors of Arts, Psychology & German, Whitman College, Walla Walla, WA

Professional or Vocational Background:

The majority of my professional background has been as a K-12th grade educator, curriculum developer and curriculum design manager. Following are specific roles:

- Manager, Curriculum Design, K12, Inc./ Stride, Inc. private educational company, work remotely. This role has progressed from instructional designer to team leader and manager from 2007 to present.
- Senior Project Manager (instruction and Curriculum), HOSTS Learning, private educational company. This role progressed from curriculum specialist to senior manager from 2000 to 2007.
- Classroom teacher and Administrative Intern, Milton-Freewater School District, Milton-Freewater, OR. This role included instructing at grades K-6, instruction in Spanish, and instruction of English Language Development from 1995 to 2000.

Prior Civic Activities:

- Legislative Intern, Office of Vice President Dan Quayle, Washington, DC, 1992.
- Volunteer Firefighter, College Place, WA, 1993-1996.
- Planning Commissioner, City of College Place, WA, 1995-1997.
- Meals on Wheels Weekly Volunteer, 2011-2014.
- Men's Lacrosse Referee and Scorekeeper, Oregon Youth Lacrosse Association/Oregon High School Lacrosse Association, 2012-present

Briefly explain why you want to serve on the CRW budget committee.

A community's water system is vital to its health and wellbeing. The manner in which that water system is managed and its impact on the greater environment is important in both the short term (will there be enough clean, usable water for the community in the immediate future?) and the long term (are the practices being used to manage the resource sustainable into the future?) I am generally familiar with the complexities of running a municipal or special district agency such as this, including staffing, budgetary constraints, regulatory practices, and community interest, and I understand that such organizations need budget committee members who will review the budget proposal, provide feedback, and monitor activities. I recognize that such a role is advisory and is not to manage staff or overstep into the board's role. Instead, it is to receive the proposed budget and consider, from multiple viewpoints if that budget will meet the organization's needs while also upholding sound fiscal practices. For me, contributing to my community, whether through youth sports organizations, volunteer firefighting, participating on planning commission, or weekly food delivery to homebound community members, is a responsibility that we all share. I recently relocated to Redland and am seeking to become more involved in my local community. Part of the reason that I relocated to this area was its proximity to the Clackamas and Willamette rivers. I am an outdoorsman and appreciate the importance of stewardship for the environment. I welcome the opportunity to learn more about the Clackamas River Water Agency while helping to shape its future.

BOARD WORK SESSION

Subject	American Water Infrastructure Act (AWIA) Update
PRINCIPAL STAFF Person	Donn Bunyard, Emergency Manager
DOCUMENTS ATTACHED	Attachment 1 - Emergency Preparedness Terms, Acronyms, and Definitions
	Agenda Summary
Background	The American Water Infrastructure Act (AWIA) is federal legislation that was passed in 2018. There are two primary components required by AWIA that impact water providers. They are the completion of a full Risk & Resilience Assessment (RRA) and development of an Emergency Response Plan (ERP). Staff will provide the Board of Commissioners with an update on CRW's progress in completing the AWIA requirements.
	The RRA is the first phase of the project and was completed in December 2020. The update will review the assessment process, results of our effort, and highlight a few of the action items identified to mitigate risk and improve resilience at the District.
	Development of the ERP is phase 2 and the second major project component. AWIA requires that the ERP have specific contents to guide and support response and recovery planning. An overview of those components will be provided along with some of the next steps in the process.

Attachment 1 - Emergency Management Definitions and Acronyms

Asset is an item of value or importance.

AWIA is the American Water Infrastructure Act (2018) that requires public water suppliers to conduct a full Risk & Resilience Assessment (RRA) and develop an Emergency Response Plan (ERP) based on the RRA.

Critical Asset is an asset whose absence or unavailability would significantly degrade the ability of a utility to carry out its mission or would have unacceptable financial or political consequences for the owner or the community.

Consequence is the immediate short- and long-term effects of a malevolent attack or natural hazard.

Continuity of Operations Planning (COOP) is a federal initiative to encourage people and departments to plan to address how critical operations will continue under a broad range of circumstances.

Dependency is the reliance on an asset in order to perform mission objectives.

Emergency Response Plan (ERP) outlines how an agency will respond to an emergency and establishes guidelines to manage the event in an effective, efficient, and timely manner.

Hazard is something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Hazard Mitigation Plan is defined actions to be taken to reduce or eliminate the long-term risk to life and property from **hazard** events. It is an on-going process that occurs before, during, and after disasters and serves to break the cycle of damage and repair in **hazardous** areas.

Incident is a natural or human-caused event that requires a response to protect life or property.

Incident Action Checklist (IAC) is a list of hazard specific actions to be performed by first responders in response to an event impacting CRW assets, customers, and the public.

Incident Command System (ICS) is a management system designed to enable effective and efficient incident response by integrating a combination of facilities, equipment, personnel, procedures, and communications within a common organizational structure that is used nationwide by response agencies.

Mitigation is a series actions or system features designed to: reduce or minimize the damage caused by natural disasters or human caused events. Mitigation actions and strategies are intended to reduce the consequences of an incident and are captured or identified in a Hazard Mitigation Plan.

Attachment 1 - Emergency Management Definitions and Acronyms

Mutual Aid is an agreement among emergency responders to lend assistance across jurisdictional boundaries due to an event that exceeds local resources.

National Incident Management System (NIMS) is a comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. It is integrated to:

- Provide a common standard for overall incident management.
- Apply to a full spectrum of incidents, hazards, and impacts regardless of size, location, or complexity.
- Improve coordination and cooperation between public and private entities in a variety of incident management activities.

Preparedness is a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and corrective action to ensure coordination during incident response and recovery.

Resilience is the ability of an asset or system to withstand an attack or natural hazard without interruption of performing the asset or system's function or, if the function is interrupted, to restore the function rapidly.

Infrastructure Resilience (IR) The ability to reduce the magnitude and/or duration of disruptive events. The effectiveness of a **resilient infrastructure** or enterprise depends upon its ability to anticipate, absorb, adapt to, and/or rapidly recover from a potentially disruptive event.

Risk is a function of consequences, hazard frequency, or likelihood and vulnerability, which with point estimates is the product of the terms. It is the expected value of the consequences of an initiating event weighted by the likelihood of the event's occurrence and the likelihood that the event will result in consequences if it occurs.

Risk Analysis (RA) is the technical and scientific process of estimating the components of risk and provides the processes for identifying threats, hazards, or hazard scenarios, event probability estimation, vulnerability assessment, and consequence estimation. The risk analysis process answers three basic questions: (1) What can go wrong and how it can happen? (2) What is the likelihood that it will go wrong? (3) What are the consequences if it does go wrong?

Risk & Resilience Assessment (RRA) is the assessment of the risk to critical assets and the ability of the asset to survive or recover from the event with minimal disruption of service

Risk Management is the deliberate, cyclical process of understanding risk based on a risk analysis and deciding upon, implementing, and managing action, e.g., security countermeasures or consequence mitigation features, to achieve an acceptable level of risk at an acceptable cost.

System is a group of interacting, interrelated, or interdependent elements such as people, property, materials, environment, and/or processes for a single purpose.

Attachment 1 - Emergency Management Definitions and Acronyms

Threat is a man-made or natural event with the potential to cause harm. *Threat Likelihood* is the probability that an undesirable event will occur.

Vulnerability is an inherent state of a system (e.g., physical, technical, organizational, cultural) that can be exploited by an adversary or impacted by a natural hazard to cause harm or damage.

Vulnerability Assessment/Vulnerability Analysis (VA) is a systemic examination of the ability of an asset to withstand a specific threat or undesired event, including current security and emergency preparedness procedures and controls. A vulnerability assessment often suggests countermeasures, mitigation measures, and other security improvements.

Vulnerability Estimate is the probability, given the incident occurs, that an attack or natural event will cause specifically estimated consequences.

BOARD WORK SESSION

Subject	Strategic Planning Update
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PRINCIPAL STAFF Person	Todd Heidgerken, General Manager
DOCUMENTS ATTACHED	Strategic Planning Strategy and Tactics Summary
	Agenda Summary
Background	The District continues to work on the strategic planning process to create a shared vision to navigate CRW through 2025. As an initial step in this process, the District refreshed our vision and mission statements, identified core values, and created strategic objectives to focus on.
	 The next steps involve the development of strategies, tactics, and measures for each of the strategic objectives. These three items can be thought of as the following: Strategies – What should be done to achieve the Strategic Objective? Tactics – What actions should we take that will help us meet the strategic objective and strategy? Measures– What metrics are going to be used to know we are making progress or being successful? To develop strategies and identify tactics, a task force was developed for each of the three strategic objectives. Eighteen staff volunteered to participate in the three task forces. We had participation from all the departments at CRW.
	The attached summary includes the strategies that have been developed. In addition, the document provides some examples of tactics that the task forces identified for each of the strategies. Staff will review this information with the Board during the work session and respond to questions, receive feedback, and confirm the strategies. Once strategies are confirmed, next steps will involve further developing, refining, and prioritizing the tactics. Accomplishing some tactics may require additional resources; the management team will use the information generated to develop the priorities for the tactics. Prioritization will be important as we develop momentum for the strategic planning process. Once tactics are established, the management team will then focus on the development of measures that can be used to indicate progress towards implementing the strategies and objectives. Along the way, the Board and staff will be provided progress updates.



Clackamas River Water Strategic Plan Strategy and Tactical Summary

January 2021

Vision: We will be known for exceptional services, stewardship, and high quality water which is essential to the vitality of our region.

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

Values: Water Quality, Customer Service, Financial Accountability, Responsible Stewardship

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

STRATEGY: Develop common methodologies to	STRATEGY: Develop targeted, consistent, and	STRATEGY: Manage, maintain, and improve
prioritize, communicate, and execute CRW	comprehensive maintenance programs that achieve	District's Emergency Preparedness (EP) programs
infrastructure improvements.	stewardship goals for built infrastructure.	and initiatives.
EXAMPLE TACTICS	EXAMPLE TACTICS	EXAMPLE TACTICS
Research and develop prioritization and scoring methodology for all categories of projects, utilizing District planning studies and examples.	Develop an asset management program for all CRW infrastructure.	Provide ongoing implementation and maintenance of RRA and ERP programs and projects, including cross-over with capital improvement program where possible.
Create communication and educational tools to	Create communication and educational tools to develop	Continue to develop regional emergency
build capital improvement plan buy-in- for staff,	District philosophy shift from "reactive" to "proactive"	preparedness coordination efforts, including
Board, and public audiences.	maintenance- for staff, management, and Board.	basinwide planning and leveraging opportunities.

OBJECTIVE: Be a water district of choice for attracting, developing and retaining a highly qualified workforce

by providing a safe, healthy, rewarding environment that values employees STRATEGY: Identify and implement targeted initiatives to increase training and development opportunities for management and staff. STRATEGY: Improve workplace communication and collaboration. STRATEGY: Optimize recruitment practice to best retain and attract employees.		
EXAMPLE TACTICS	EXAMPLE TACTICS	EXAMPLE TACTICS
Create a gap analysis or skills matrix to help identify training needs.	Identify opportunities to build stronger interaction between departments.	Create a succession plan to help capture institutional knowledge and prepare for key retirements.
	Empower employees to provide input into decision- making processes.	Review our recruitment process for effectiveness.

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

STRATEGY: Ensure staff has information required to perform their jobs and for accurate external communication.	channels for CRW to share information, reach	STRATEGY: Identify broader constituents, including other stakeholders and indirect customers, and develop communication avenues to reach them.
EXAMPLE TACTICS	EXAMPLE TACTICS	EXAMPLE TACTICS
Develop an employee survey to identify what employees need/want to know.	Provide timely and pertinent content for our website. Develop a plan for periodic and scheduled updates.	Enhance frequency and content of CRW social media - expand social media presence.
Develop an internal who's who document accessible to staff highlighting job functions, roles and responsibilities.	Add a "Kudos, Comments and Complaints" form to our website so customers can provide feedback to us. Determine ways to reach customers that don't look at our website with same opportunity to provide feedback.	Advertise CRW as a provider in locations within the District explaining our role in the community. (Stores, schools, malls, etc.)

BOARD WORK SESSION

Subject	Commissioner Communications
PRINCIPAL STAFF Person	CRW Board of Commissioners
Documents Attached	
	Agenda Summary
BACKGROUND	Time is being set aside during the work session to provide an opportunity for Commissioners to:
	 Identify topics for consideration at future works sessions or board meetings; Discuss future agenda items.

Agenda Item – 5

BOARD WORK SESSION

January 25, 2021

SUBJECT	General Manager Update
Principal Staff Person	Todd Heidgerken, General Manager

DOCUMENTS None ATTACHED

Agenda Summary

BACKGROUND Time has been set aside to briefly update and inform the Board on topics since the January Board Meeting.

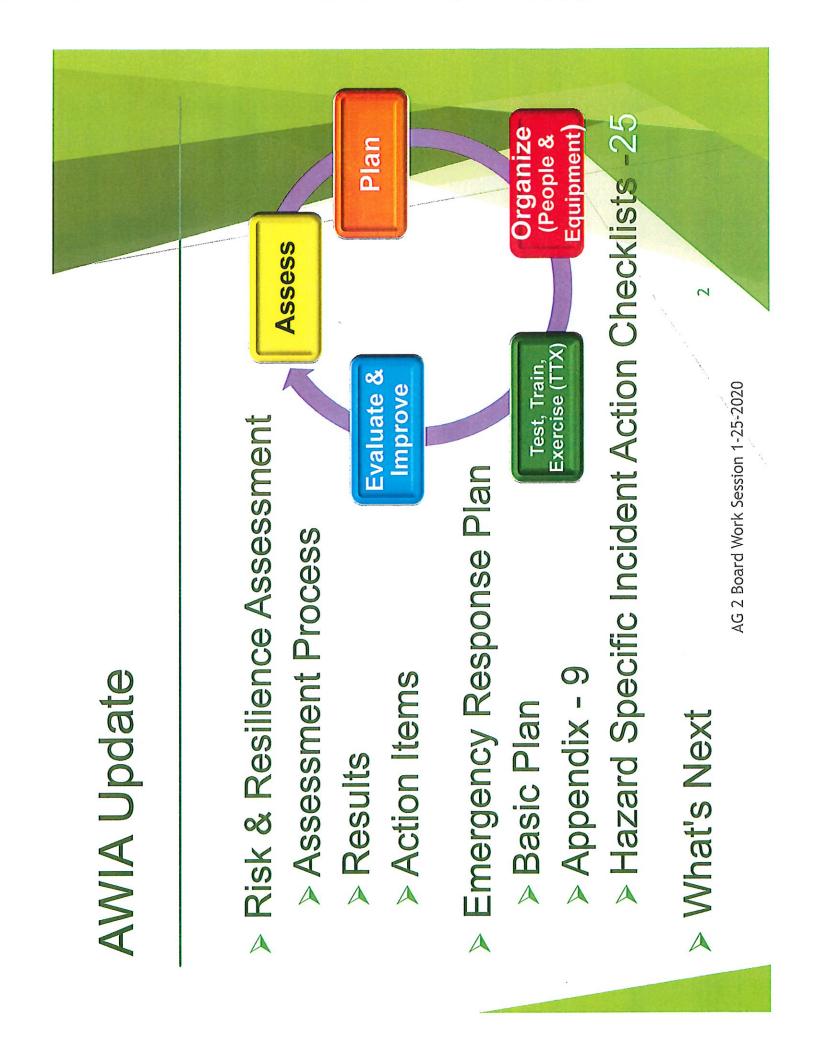


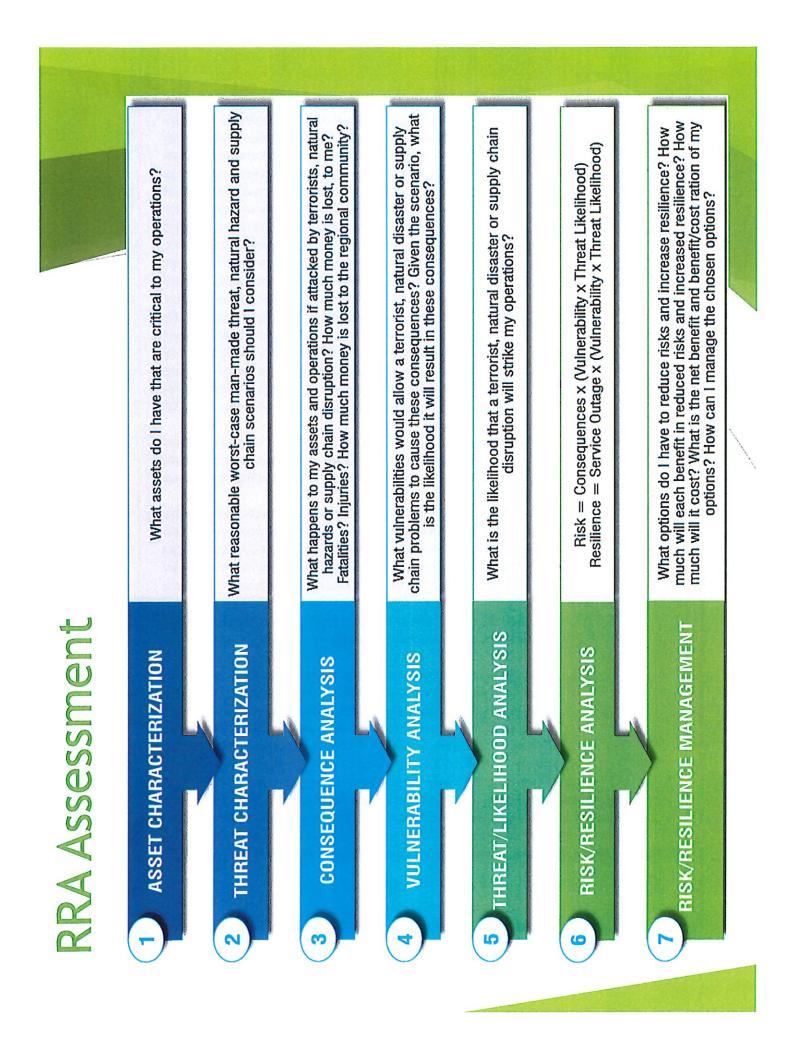
Emergency Preparedness

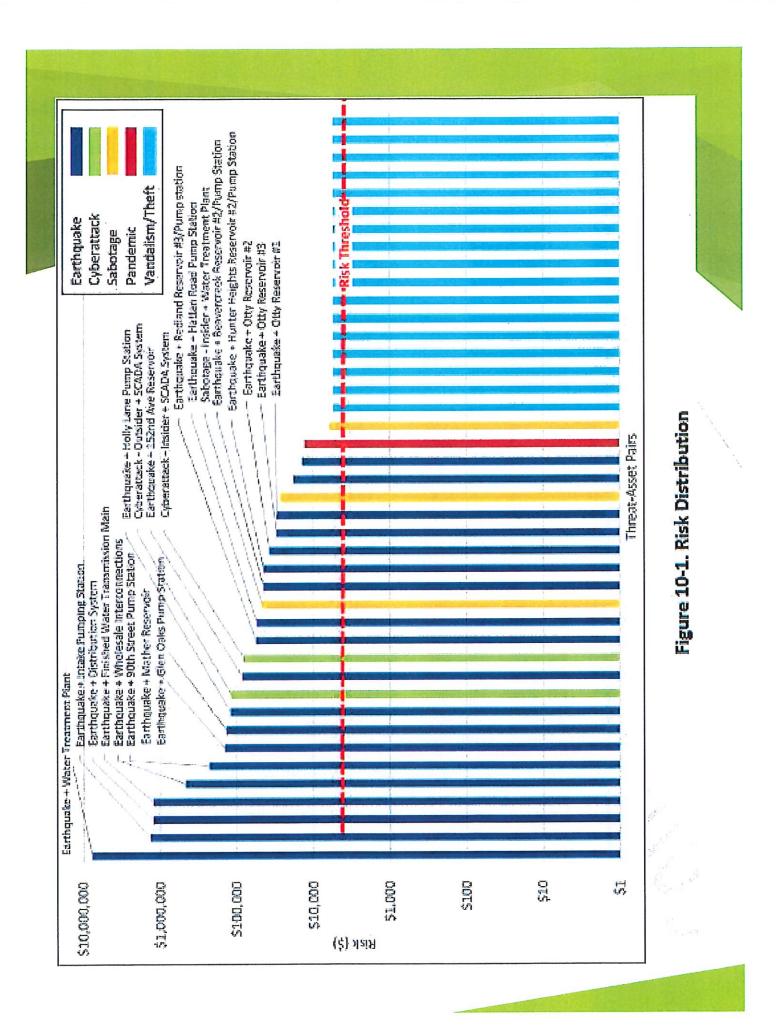
American Water Infrastructure Act (AWIA)

Board Work Session

Presented by Donn Bunyard







RRA

ERP



CRW Proactive Actions =
 * Increased Resilience
 Utility Resilience Index - 67.2

> Earthquake & Cyber -TAPs
 > Plant & Pipes
 > Resilient Specifications
 * Design & Opportunity
 > SCADA System - OT

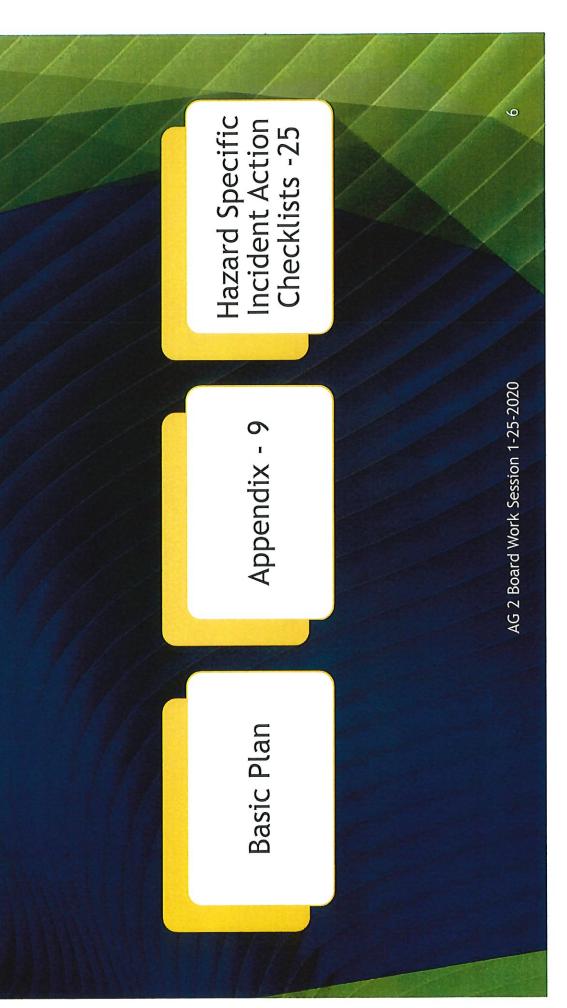
Master Plan

CYBER Improvements -IT

Detection
 Active vs Passive Site Security

AG 2 Board Work Session 1-25-2020





What's Next?

RRA Mitigation Strategies - Implement ERP TTX - Incident Action Checklists CRW Resilience Strategies & Tactics Natural Hazard Mitigation Plan Access Plans, Test, & Update Continual Forward Progress

AG 2 Board Work Session 1-25-2020

