

CLACKAMAS RIVER WATER
BOARD OF COMMISSIONERS
REGULAR MEETING & EXECUTIVE SESSION
Held at 16770 SE 82nd Dr. Clackamas, OR 97015



**This Meeting will have both an in person and remote option for attending
September 12, 2024 at 4:30pm**

AGENDA

Public Comment: If a member of the public wishes to address the Board during a meeting, they are encouraged to inform Board staff through email to kholtgang@crwater.com no later than 4pm the day of the meeting. If a person will attend the meeting through Zoom and wishes to provide public comment, prior notice to kholtgang@crwater.com no later than 4pm on the day of the meeting is **required** in order to ensure access. The notice should include the following information: (1) Full name; (2) Address/City/ZIP; (3) Email address or phone number to be used to access the Zoom meeting, so it can be unmuted; (4) District/Organization/Public; and (5) Topic of your public comment and or specific agenda item you wish to speak on.

Members of the public are welcome to speak for a maximum of three minutes during a time designated on the agenda for public comment. The speaker must state their name, address, and 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/87346263499> or by calling the following number 1-253-215-8782 and join meeting 873 4626 3499#. **Passcode:** 583388

REGULAR MEETING @ 4:30pm

Call to Order, Pledge of Allegiance and Roll Call – *Sherry French, President*

a. Approval of the Agenda

Recess Regular Meeting and Open Executive Session

EXECUTIVE SESSION

1. Discuss information or records that are exempt by law from public inspection pursuant to ORS 192.660 (2) (f) and 192.355 (9) (a) and ORS 40.225
2. To conduct deliberations with persons designated by the governing body to negotiate real property transactions. ORS 192.660 (2) (e)
3. To conduct deliberations with persons designated by the governing body to carry on labor negotiations ORS 192.660 (2) (d)

RECONVENE REGULAR MEETING -immediately following the Executive Session

Call to Order

Public Comment (see blue box at the top of the agenda)

Consent Agenda

CA-1: **Gross Payroll and Accounts Paid: August 2024**

Next Page

CA-2: **Cash & Investment Ending Balances Report**

CA-3: **Consider Approval of Surplus Property**-*Adam Bjornstedt, Chief Engineer*

Action Items

1. **Consider Contract Award: Construction Contract for “Webster Rd. Improvements”, Project 23-5305**- *Joe Eskew, Engineering Manager*
2. **Consider Approval of Contract Amendment with Team Electric for On-Call Electrical Services**- *Todd Heidgerken, General Manager*
3. **Consider Adoption of Resolution 05-2025, Updating Board Policy Related to Public Meetings Law**- *Todd Heidgerken, General Manager*
4. **Consider Approval of Resolution 06-2025 Extinguishing Expired Resolution 16-96**- *Adam Bjornstedt, Chief Engineer*

Informational Reports

5. Debt Covenant Compliance Reporting for FY 2024 -Including Analysis of the Year’s Revenue and Expenditures- *Christina Irish, Chief Financial Officer*
6. FEMA Grant Projects Update- *Adam Bjornstedt, Chief Engineer*
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

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

September 12, 2024

SUBJECT **Gross Payroll and Accounts Paid**

DRAFT MOTION	Move to approve the consent agenda items as presented
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EFFECTIVE DATE	September 12, 2024
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**PRINCIPAL STAFF
PERSON**

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

**DOCUMENTS
ATTACHED**

- 1) Earnings Statements for August 2024, Payrolls – 2 regular payrolls and 1 supplemental payroll - \$297,205.21
- 2) Monthly Check History for August 2024 - \$680,993.87 (net)

Monthly Check History Listing
Clackamas River Water
8/1/2024 to 8/31/2024

Bank code: apbank

Check #	Date	Vendor	Description	Invoice	Amount Paid	Check Total
6590	08/07/2024	00095 ING	VOLUNTARY PAYROLL DEDUCTION: DEFER COMP	08.09.24	2,636.73	2,636.73
6591	08/07/2024	00336 CITISTREET - STATE OF OREGON	VOLUNTARY PAYROLL DEDUCTION: DEFER COMP	08.09.24	4,509.41	4,509.41
6593	08/15/2024	00029 OREGON PERS	PERS PYMT: 1713611,1713901,1715056,17131	PR 08.12.24	37,733.78	37,733.78
6594	08/15/2024	04390 OMEGA PROCESSING	JULY 2024 PAYMENT PROCESSING (MERCHANT #	JULY 2024	9,703.57	9,703.57
6595	08/15/2024	01959 US BANK	CUSTOMER ANALYSIS JULY 2024	CAS JULY 2024	2,966.19	2,966.19
6596	08/15/2024	01959 US BANK	CUSTOMER ANALYSIS MAY 2024	CAS MAY 2024	3,362.82	3,362.82
6597	08/10/2024	01959 US BANK	OR HEALTH AUTHORITY	07/25/24 PAYABLEp	7,500.00	
			LIMBLECMMS.COM	07/25/24 HOUCKg	5,340.00	
			K2 SCIENTIFIC LLC	07/25/24 SCRANTONb	3,595.00	
			OR HEALTH AUTHORITY	07/25/24 PAYABLEo	2,400.00	
			GOLD STANDARD DIAGNOSTICS	07/25/24 TRIPLETtc	1,756.12	
			WWW COSTCO COM	07/25/24 HOLZGANGd	1,699.90	
			LIMBLECMMS.COM	07/25/24 KEOBOUNNAMh	828.00	
			CLACKAMAS OR 9888	07/25/24 SCRANTONc	663.98	
			OR *MILWAUKIE UTILITY	07/25/24 PAYABLEi	526.83	
			CLOUD CAMPAIGN	07/25/24 KEOBOUNNAMc	468.00	
			LIMBLECMMS.COM	07/25/24 HOUCKe	465.12	
			CLACKAMAS GARBAGE COMPANY	07/25/24 PAYABLEd	431.89	
			EB FOUR-DAY CROSS CON	07/25/24 SLEIGHTb	400.00	
			DIALOGTECHINC	07/25/24 KEOBOUNNAMb	323.68	
			THE HOME DEPOT 4017	07/25/24 OPERATIONSG	269.09	
			NW NATURAL 8004224012	07/25/24 PAYABLEg	255.03	
			CLACKAMAS COUNTY WATER EN	07/25/24 PAYABLEf	244.10	
			FLUID CONSERVATION	07/25/24 OPERATIONSa	225.00	
			FLASHALERT NEWSWIRE	07/25/24 HOLZGANGe	210.00	
			WATER TESTING REAGENTS AMZN MKTP US*RJ	07/25/24 TRIPLETTh	204.42	
			AMAZON.COM*RS0DH2X20	07/25/24 KEOBOUNNAME	199.99	
			ROUND TABLE PIZZA	07/25/24 HOLZGANGc	186.90	
			AMAZON MKTPL*RY8517JS0	07/25/24 SCRANTOND	185.28	
			NW NATURAL 8004224012	07/25/24 PAYABLEk	182.45	
			CLACKAMAS COUNTY WATER EN	07/25/24 PAYABLEc	181.65	
			JOHNSTONE SUPPLY 3000	07/25/24 MCCOMISKEYc	175.93	

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			OSU CAREER SERVICES	07/25/24 CAMPBELLb	175.00	
			AMAZON.COM*R75S85ZV0	07/25/24 SLEIGHTa	162.85	
			TBL* DRONE LAUNCH ACAD	07/25/24 HOUCKf	149.00	
			CLACKAMAS COUNTY WATER EN	07/25/24 PAYABLEe	147.05	
			OREGON GOVERNMENT FINA	07/25/24 PAYABLEm	125.00	
			DNH*GODADDY#3158745802	07/25/24 KEOBOUNNAMa	116.99	
			PLATT ELECTRIC 038	07/25/24 MCCOMISKEYd	113.84	
			HIRINGTHING INC	07/25/24 CAMPBELLa	105.00	
			USPS PO 4016800129	07/25/24 TRIPLETtb	97.88	
			AMAZON MKTPL*RC9M98SN0	07/25/24 PAYABLEa	97.00	
			REDLAND CAFE	07/25/24 OPERATIONSj	92.50	
			PORTLAND ROCK & LANDSCAPE	07/25/24 OPERATIONSb	88.00	
			BIEDLERS	07/25/24 MCCOMISKEYb	78.76	
			CSP*ESCAPOLOGYCLACKAM	07/25/24 HOLZGANGa	77.98	
			FRANKLIN PLANNER	07/25/24 VOYLESb	76.84	
			AMAZON.COM*RC3CG5SY1	07/25/24 OPERATIONSd	71.07	
			AMAZON MKTPL*RC3BA71G1	07/25/24 OPERATIONSb	69.86	
			THE HOME DEPOT #4017	07/25/24 MCCOMISKEYa	64.86	
			ADOBE *ADOBE	07/25/24 KEOBOUNNAMd	59.99	
			NW NATURAL 8004224012	07/25/24 PAYABLEi	59.57	
			AMAZON MKTPL*RC95D01N2	07/25/24 PAYABLEb	54.57	
			AMAZON MKTPL*RJ61P4K12	07/25/24 OPERATIONSk	52.98	
			AMZN MKTP US*RG3R56R71	07/25/24 TRIPLETta	52.87	
			AMZN MKTP US*R72907FW1	07/25/24 TRIPLETtd	52.87	
			AMAZON MKTPL*RJ4XL1QY0	07/25/24 KEOBOUNNAMI	47.40	
			TFS*FISHERSCI ECOM CHI	07/25/24 SCRANTONa	47.00	
			AMAZON MKTPL*R79652EU1	07/25/24 OPERATIONSf	45.95	
			LOWES #01824*	07/25/24 OPERATIONSi	39.98	
			FRED-MEYER #0063	07/25/24 TRIPLETTE	38.94	
			NW NATURAL 8004224012	07/25/24 PAYABLEj	38.82	
			AMAZON.COM*RJ4HR5LN2	07/25/24 KEOBOUNNAMg	35.96	
			NW NATURAL 8004224012	07/25/24 PAYABLEh	31.46	
			AMAZON MKTPL*RJ34O8LZ2	07/25/24 KEOBOUNNAMf	27.72	
			NW NATURAL 8004224012	07/25/24 PAYABLEn	21.74	
			CITY OF OREGON CITY- UTI	07/25/24 PAYABLEq	21.13	
			OPENAI *CHATGPT SUBSCR	07/25/24 VOYLESa	20.00	
			AMAZON.COM*RY8EJ4NZ1	07/25/24 HOUCKd	16.43	
			AMAZON MKTPL*RJ12F3MU0	07/25/24 TRIPLETt	14.99	

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			IN *AC'CENT SIGNS, LLC	07/25/24 HOLZGANGb	14.34	
			AMZN MKTP US*RC8GR7PV1	07/25/24 OPERATIONSc	13.19	
			AMAZON MKTPL*RJ9TF9KA0	07/25/24 KEOBOUNNAMj	12.98	
			BUZZSPROUT* INVOICE 64	07/25/24 MCGINNIS	12.00	
			UNIT PROCESS COMPANY	07/25/24 HOUCKa	-15.82	
			UNIT PROCESS COMPANY	07/25/24 HOUCKb	-23.47	
			CHOWN PORTLAND IPT	07/25/24 VOYLESc	-126.17	
			THE HOME DEPOT #4017	07/25/24 OPERATIONSe	-147.92	
			UNIT PROCESS COMPANY	07/25/24 HOUCKc	-2,407.11	28,940.23
6598	08/21/2024	01959 US BANK	MERCHANT BILLING JULY 2024	MB JULY 2024	391.09	391.09
6599	08/20/2024	00095 ING	VOLUNTARY PAYROLL DEDUCTION: DEFER COMP	08.23.24	2,636.73	2,636.73
6600	08/21/2024	00336 CITISTREET - STATE OF OREGON	VOLUNTARY PAYROLL DEDUCTION: DEFER COMP	08.23.24	4,509.41	4,509.41
6601	08/28/2024	00029 OREGON PERS	PERS PYMT: 1718177,1718572,1719193,17197	PR 08.23.24	75,399.33	75,399.33
96780	08/08/2024	03612 AKS ENGINEERING & FORESTRY LLC	82ND DR WATERLINE PHASE 2	2	13,559.70	13,559.70
96781	08/08/2024	00002 AMERICAN FAMILY LIFE ASSURANCE	ACC: 0XNX3 - VOL. PAYROLL DEDUCT JULY 20	709971	1,319.24	1,319.24
96782	08/08/2024	03777 CAROLLO ENGINEERS INC	BACKWASH BACKUP SUPPLY VALVES	5	1,130.00	1,130.00
96783	08/08/2024	01546 CASCADE COLUMBIA DIST CO INC	DENSE SODA ASH	899347	6,209.00	
			DENSE SODA ASH	897387	4,151.00	10,360.00
96784	08/08/2024	03811 CHRISTENSEN INC	471.10 GAL DIESEL W/ADDITIVE CIR B5	0597589-IN	1,219.15	1,219.15
96785	08/08/2024	03597 CLOUD RECORDS MANAGEMENT	ORMS-0153 / MONTHLY USER FEE PER USER OR	214000	370.20	370.20
96786	08/08/2024	00008 CONSOLIDATED SUPPLY CO.	4 PCS OF 7230-04	S011974088.001	1,439.28	1,439.28
96787	08/08/2024	03472 CREATIVE FINANCIAL STAFFING	TEMP HR SERVICES: RACHELLE BALL	124290219	2,022.30	
			TEMP HR SERVICES: RACHELLE BALL	124300221	1,898.40	3,920.70
96788	08/08/2024	00009 DAILY JOURNAL OF COMMERCE	ADVERTISEMENT FOR INSURANCE AGENT OF REC	745714994	124.20	124.20
96789	08/08/2024	04481 TREY DEPRETTO	SAFETY STEEL TOE BOOT REIMBURSEMENT	08.05.24	274.99	274.99
96790	08/08/2024	03743 EMERY & SONS CONSTRUCTION	INSTALLATION OF WTP VALVE REPLACEMENT	# 1	17,316.75	
			INSTALLATION OF WTP VALVE REPLACEMENT	PYMT 2	1,245.40	18,562.15

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96791	08/08/2024	04380 EXECUTIVE SECURITY SERVICES	ROUTINE PATROL - FY 24 ROUTINE PATROL RIVERSIDE PARK	16099 16171	5,880.00 3,900.00	9,780.00
96792	08/08/2024	01844 FERGUSON ENTERPRISES INC	1 PCS 3/4 BALL VALVE	2849251	18.09	18.09
96793	08/08/2024	00327 HR ANSWERS INC	PROFESSIONAL SERVICES	INV-104800	1,260.00	1,260.00
96794	08/08/2024	02284 K & D SERVICES OF OREGON INC	20555 S FERGUSON RD 2214-0232 13985 S LELAND 2214-0256	BILL24601 BILL24553	2,367.57 931.50	3,299.07
96795	08/08/2024	02545 LAKESIDE INDUSTRIES INC	5.12 TONS OF COLD PATCH	2816642	931.84	931.84
96796	08/08/2024	03289 LANE COUNCIL OF GOVERNMENTS	APRIL-JUNE LABOR HOURS AND NON-BILLABLE	94348	15,378.64	15,378.64
96797	08/08/2024	00133 LES SCHWAB TIRE CENTERS INC	BATTERY REPLACEMENT	22700887235	197.99	197.99
96798	08/08/2024	04180 MADRONE TECHNOLOGY GROUP INC.	TELECOMMUNICATION VOIP CONTRACT WORK IT HARDWARE	3973 3985 3971	1,600.70 202.50 200.00	2,003.20
96799	08/08/2024	04055 NYLUND INC	WATERLINE CONSTRUCTION	4672	38,544.98	38,544.98
96800	08/08/2024	00373 OREGON AFSCME	UNION DUES FOR PR 08.09.24	08.09.24	1,023.54	1,023.54
96801	08/08/2024	01198 PACIFIC OFFICE AUTOMATION	COPIER LEASE ACCT# 1055811323 ~	5030785343	180.00	180.00
96802	08/08/2024	03815 PETROCARD INC	SYSOPS FUEL	C520285	42.04	42.04
96803	08/08/2024	02833 PROCOM TECHNOLOGIES, LLC	CONTRACT WORK	26051	170.00	170.00
96804	08/08/2024	03548 RIVER CITY ENVIRONMENTAL INC	8441 SE CASON RD 2204-0256 ~ 15361 S REDLAND RD ~ 2214-0256 8702 SE CLATSOP ST 24-0022A-B	360670547 360644507 360454097	3,614.70 2,174.70 1,571.33	7,360.73
96805	08/08/2024	03394 TEAM ELECTRIC COMPANY	FURNISH LABOR & MATERIAL FOR CAMERA CONT	28305	2,656.00	2,656.00
96806	08/08/2024	00282 TERMINIX INTERNATIONAL INC	9100 SE MANGAN DR- CUST.# 1703007 JULY S	449628046	112.00	112.00
96807	08/08/2024	00107 UNITED SITE SERVICES INC	CLEANING OF RIVERSIDE PARK RESTROOMS CLEANING OF RIVERSIDE PARK RESTROOMS CLEANING OF PORTABLE RESTROOMS RENTAL CLEANING OF PORTABLE RESTROOMS RENTAL CLEANING OF PORTABLE RESTROOMS RENTAL	114-13895434 114-13895984 INV-4655845 INV-4662156 INV-4665196	406.00 216.00 51.00 51.00 46.45	770.45

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8/1/2024 to 8/31/2024

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96808	08/08/2024	00130 WASTE MANAGEMENT OF OREGON	TRASH REMOVAL SERVICES-RIVERSIDE PARK - TRASH REMOVAL SERVICES-MANGAN - CUST.# 5	9537911-1574-4 9537912-1574-2	2,396.35 552.09	2,948.44
96809	08/08/2024	04638 WEST COAST SOIL SOLUTIONS	Refund receipt #: 004853	Ref000202362	2,295.84	2,295.84
96810	08/08/2024	02247 WHA INSURANCE AGENCY INC	MERP ADMIN FEE JULY 2024	07.01.24	50.00	50.00
96811	08/08/2024	02373 WORLD CUP COFFEE & TEA SERVICE	COFFEE, TEA & SUPPLIES	0277416	140.45	140.45
96812	08/15/2024	04307 BEND MAILING SERVICES, LLC	JULY & AUGUST 2024 PROCESSING & POSTAGE	92042	8,531.41	8,531.41
96813	08/15/2024	03525 BIO-MED TESTING SERVICES INC	BACK GROUND CHECK	108176	47.00	47.00
96814	08/15/2024	02774 COMPASS LAND SURVEYORS, INC.	PROFESSIONAL LAND SURVEYORS	42942	16,689.00	16,689.00
96815	08/15/2024	04171 LSK GRAPHICS INC.	CONTRACT WORK	08.09.24	350.00	350.00
96816	08/15/2024	04180 MADRONE TECHNOLOGY GROUP INC.	COMPUTER UPGRADE~ COMPUTER UPGRADE - SCADA LAPTOP CONTRACT WORK CONTRACT WORK	3964 3965 3999 4000	21,986.42 2,104.10 270.00 202.50	24,563.02
96817	08/15/2024	02456 OREGON ASSOC OF WATER UTILITIE	MEMBERSHIP RENEWAL 2024-2025	38002	1,400.00	1,400.00
96818	08/15/2024	00021 PGE	WATER TREATMENT PLANT JULY 2024 PUMP STATION JULY 2024 ADMIN JULY 2024	WTP JULY 2024 PUMP STAT JULY 24 JULY 2024	59,926.98 41,547.76 3,946.42	105,421.16
96819	08/15/2024	00215 RELIABLE FENCE & CONSTRUCTION	RAZOR WIRE FOR 9100 SE MANAGAN RD	18261	5,736.00	5,736.00
96820	08/15/2024	00229 RICOH USA, INC.	ADDITIONAL COPIES #1021276-3745995 06/01	5069734784	27.43	27.43
96821	08/15/2024	00577 SPECIAL DISTRICTS ASSOC OREGON	AUGUST HEALTH BENEFITS PROGRAM	03-0054042 08/21/24	70,275.00	70,275.00
96822	08/15/2024	03614 SOCIETY OF ST. VINCENT DE PAUL	LOW INCOME ASSISTANCE FOR CRW CUSTOMERS	08.14.24	5,000.00	5,000.00
96823	08/15/2024	02854 VERIZON WIRELESS	ACC.#642537089-00001 CELL PHONE CHARGES ACC.#642537089-00001 CELL PHONE CHARGES	9970423617 9936222264	33.22 27.87	61.09
96824	08/15/2024	04513 WOLFE CONSULTING LLC	FINANCE/AUDIT CONSULT	3795	3,768.75	3,768.75
96825	08/26/2024	00193 ABC FIRE EXTINGUISHER INC	ANNUAL FIRE EXTINGUISHER TESTING - OPS ANNUAL FIRE EXTINGUISHER TESTING - PLANT	12470944 12470945	890.00 868.00	1,758.00

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96826	08/26/2024	00304 CANTEL SWEEPING	AUGUST LOT SWEEPINGS SERVICES	E35951	275.00	
			AUGUST LOT SWEEPINGS SERVICES	E35950	210.00	
			AUGUST LOT SWEEPINGS SERVICES	E35952	193.00	678.00
96827	08/26/2024	00200 CLACKAMAS COUNTY	TWO CREWS	CLCK-100310	850.00	850.00
96828	08/26/2024	04599 CLARK LAND RESOURCES	BRADLEY ROAD PUMP STATION PROPERTY SEARC	CRW-0724	1,825.00	1,825.00
96829	08/26/2024	03218 DIRECT TRANSPORT INC	DELIVERY OF BOARD PACKETS	327124	65.94	65.94
96830	08/26/2024	04419 ECAMSECURE	SECURITY SYSTEM EQUIPMENT AND LABOR/SECU	1232240	14,145.98	14,145.98
96831	08/26/2024	00167 GRAINGER INC	SIX BOXES OF GATORADE	9205225494	56.70	
			FOUR BOXES OF GATORADE	9205225502	37.80	94.50
96832	08/26/2024	00306 OFFICE DEPOT INC	ACCT#90261180 - ID#38683228 - OFFICE SUP	38000079901	33.06	33.06
96833	08/26/2024	00373 OREGON AFSCME	UNION DUES FOR PR 08.23.24	08.23.24	1,063.26	1,063.26
96834	08/26/2024	00151 PROVIDENCE OCCUPATIONAL HEALTH	PHYSICAL EXAM - DOT	53195	100.00	100.00
96835	08/26/2024	00229 RICOH USA, INC.	COPIER LEASE #1021276-3797919 09/05-10/	108523030	208.86	208.86
96836	08/26/2024	00229 RICOH USA, INC.	COPIER LEASE #1021276-3797919 08/12-09/	108523028	208.86	208.86
96837	08/26/2024	00229 RICOH USA, INC.	ADDITIONAL COPIES #1021276-3745995 07/01	5069889644	86.12	
			ADDITIONAL COPIES #1021276-3745995 07/01	5069888597	85.66	
			ADDITIONAL COPIES #1021276-3745995 07/01	5069903679	31.20	202.98
96838	08/28/2024	04225 BAY VALVE LLC	Low Lift Limit Tourque #2	0059335	8,125.20	8,125.20
96839	08/28/2024	00164 CENTURYLINK	ACC# 503-Z05-0025 691B PHONE SERVICES AU	08.06.24	401.92	401.92
96840	08/28/2024	04320 CHOWN INC	FACILITIES LOCK, DOOR AND SECURITY REPAIR	362271.00	44.00	44.00
96841	08/28/2024	03811 CHRISTENSEN INC	513.60 GALLONS UNLEADED REGULAR	0603894-IN	1,440.24	1,440.24
96842	08/28/2024	03644 CITY OF HAPPY VALLEY	ROW USAGE FEE - REG/LICENSE FEE 2ND QUAR	2ND QTR	1,875.00	1,875.00
96843	08/28/2024	04256 CITY WIDE FACILITY SOLUTIONS	JULY 2024 CLEANING/SUPPLIES - ADMN/OPS/W	STI035000205	7,516.05	
			JUNE 2024 CLEANING/SUPPLIES - ADMN/OPS/	STI035000202	7,103.68	14,619.73
96844	08/28/2024	02555 COMCAST	COMCAST MONTHLY CABLE INTERNET	2099723	256.85	256.85

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96845	08/28/2024	00008 CONSOLIDATED SUPPLY CO.	32 PCS OF 7110-01	S012040901.001	3,586.34	3,586.34
96846	08/28/2024	03238 CONSOR NORTH AMERICA	ENGINEERING DESIGN	W221673OR.A1-7	1,365.00	
			ENGINEERING DESIGN	W221673OR.A2-7	682.50	2,047.50
96847	08/28/2024	02856 CRYSTAL GREENS LANDSCAPING	AUGUST 2024 LANDSCAPING MAINTENANCE	374146	5,540.00	5,540.00
96848	08/28/2024	00009 DAILY JOURNAL OF COMMERCE	ADVERTISEMENT FOR WEBSTER RD IMPROVEMENT	745721060	567.00	567.00
96849	08/28/2024	03775 FIELD INSTRUMENTS & CONTROLS	(1) PROMAG W-400 FLOW METER	INV27495	12,408.75	12,408.75
96850	08/28/2024	03775 FIELD INSTRUMENTS & CONTROLS	(1) PROMAG W-400 FLOW METER	INV27764	1,877.77	
			(1) PROMAG W-400 FLOW METER	INV27553	1,640.55	3,518.32
96851	08/28/2024	04639 FLIKKEMA HOMES INC	Refund receipt #: 004789	Ref000202501	4,239.63	4,239.63
96852	08/28/2024	00167 GRAINGER INC	THREE WHEELED MARKING WANDS	9224615493	173.31	173.31
96853	08/28/2024	00124 H D FOWLER CO INC	4 PCS 3320-20, 1 PC 7320-06 & 12 PCS 057	16796204	620.08	620.08
96854	08/28/2024	00011 HACH COMPANY	TNT WATER TESTING EQUIPMENT AND REAGENTS	14113369	4,763.56	4,763.56
96855	08/28/2024	01541 HARRIS WORKSYSTEMS	ERGONOMIC CHAIRS	21-8581	2,982.32	2,982.32
96856	08/28/2024	03473 HASA INC	SODIUM HYPOCHLORITE 12.5% - LOW SALT	977876	10,426.00	
			HYPOCHLORITE SOLUTION	983498	10,402.00	20,828.00
96857	08/28/2024	02284 K & D SERVICES OF OREGON INC	2204-0256 8441 CASON RD	BILL24766	3,231.80	
			REDLAND @ NEIBUR 2214-0256	BILL24624	2,902.52	6,134.32
96858	08/28/2024	04321 KEITH MORRIS CONSTRUCTION INC	15655 SE 102ND AVE	1994	1,600.00	1,600.00
96859	08/28/2024	04440 LILY KISAMOV	UB Refund Cst #007877	Ref000193689	28.30	28.30
96860	08/28/2024	00133 LES SCHWAB TIRE CENTERS INC	OVERLAND PIPE TRAILER BATTERY	22700892803	123.29	123.29
96861	08/28/2024	04180 MADRONE TECHNOLOGY GROUP INC.	IT SOFTWARE SUB DATABACKUP	4024	3,306.42	3,306.42
96862	08/28/2024	00138 MILWAUKIE, CITY OF	15-500 BLOWER MOTOR & SERVICE	INV01030	356.72	356.72
96863	08/28/2024	03283 MINUTEMAN PRESS TEAM	FINAL NOTICE BACKFLOW LETTER	133950	475.00	475.00
96864	08/28/2024	04640 PACIFIC CREST TRAIL DETOX LLC	Refund receipt #: 004641	Ref000202502	175.59	175.59

Monthly Check History Listing
Clackamas River Water
8/1/2024 to 8/31/2024

Bank code: apbank

Check #	Date	Vendor	Description	Invoice	Amount Paid	Check Total
96865	08/28/2024	00229 RICOH USA, INC.	COPIER LEASE	108533926	48.04	48.04
96866	08/28/2024	03548 RIVER CITY ENVIRONMENTAL INC	17135 S SEAL CT 2214-0230 22185 S BEAVERCREEK RD 2214-0256	360942440 361321555	1,200.00 800.00	2,000.00
96867	08/28/2024	00282 TERMINIX INTERNATIONAL INC	CUST.# 1703011 -AUGUST PEST CONTROL SERV 9100 SE MANGAN DR- CUST.# 1703007 AUGUST	450651254 450651521	131.00 112.00	243.00
96868	08/28/2024	02854 VERIZON WIRELESS	ACC.#472115222-00001 CELL PHONE CHARGES ACC.#472115222-00002 CELL PHONE CHARGES	9971145564 9971145565	1,016.74 112.20	1,128.94

apbank Total: 680,993.87

Total Checks: 680,993.87

100 checks in this report

CLACKAMAS RIVER WATER

Agenda Item –
CA-2

REGULAR BOARD MEETING

September 12, 2024

SUBJECT Cash & Investment Ending Balances Report

DRAFT MOTION	Move to approve the consent agenda
EFFECTIVE DATE	September 12, 2024

**PRINCIPAL STAFF
PERSON**

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

**DOCUMENTS
ATTACHED** None

Agenda Summary

BACKGROUND

Clackamas River Water
Cash & Investment Ending Balances by Month
FY 2025

	US Bank General Checking	LGIP	Total	LGIP Interest Earnings	LGIP Interest Rate
July	\$ 2,480,716	\$25,458,991	\$ 27,939,707	\$113,225	5.27%
Aug	\$ 2,970,496	\$25,573,278	\$ 28,543,775	\$114,287	5.30%

CLACKAMAS RIVER WATER

**Agenda Item –
CA-3**

REGULAR BOARD MEETING

September 12, 2024

SUBJECT Consider Approval of Surplus Property

DRAFT MOTION	I move the Board approve surplus property to be disposed of in accordance with Oregon Statutes and Local Contract Review Board Rules
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EFFECTIVE DATE	September 12, 2024
-----------------------	--------------------

PRINCIPAL STAFF PERSON Todd Heidgerken, General Manager

BOARD ACTION REQUESTED The Board will be asked to approve a 1994 GMC 5-yard dump truck to be declared surplus

DOCUMENTS ATTACHED None

Agenda Summary

BACKGROUND The District recently purchased a new 2025 Freightliner 5-yard dump truck that was included in the CRW Biennial 23-25 budget. The authorized purchase was intended to replace the existing 1994 GMC dump truck that has been in service for 30 years.

CRW Board Policy provides for the disposal of surplus or unusable property in accordance with Oregon Statutes and Local Contract Review Board Rules (180-011). In researching options, the most economical option is to sell the existing 1994 GMC 5-yard dump truck at a public online auction.

ANALYSIS A replacement vehicle has been purchased which will allow for the following vehicle to be declared surplus:

1. 1994 GMC 5-yard dump truck

STAFF RECOMMENDATION Approve the 1994 GMC 5-yard dump truck to be declared surplus to allow for it to be sold.

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

September 12, 2024

SUBJECT Contract Award: Construction Contract for “Webster Rd. Improvements”, Project, 23-5305

DRAFT MOTION	Move to award the Webster Rd. Improvements, Project, 23-5305 construction contract to Trench Line Excavation, Inc. for the bid amount of \$424,896.00 and authorize the General Manager to sign the completed contract.
EFFECTIVE DATE	September 12, 2024

PRINCIPAL STAFF PERSON Joseph D. Eskew PE – Engineering Manager

BOARD ACTION REQUESTED The Board is requested to authorize a construction contract for \$424,896.00 to construct the Webster Rd. Improvements, Project, 23-5305.

DOCUMENTS ATTACHED Exhibit A: “Invitation to Bid”, published 8/14/2024. Exhibit B: “Notice of Intent to Award” with Bid Tally

Agenda Summary

BACKGROUND The Webster Rd. Improvements project was not included in the adopted 2023-2025 Biennial CIP Budget. This project is a response to a Clackamas County road improvement for Webster Road to improve road and pedestrian facilities around Bilquist Grade School. The road improvements require the relocation of 22 meters and valve box replacements. The existing water system in this area includes both a newer 12” Ductile Iron pipe and a parallel older 8” Cast Iron (CI) waterline. The County project provides an opportunity to remove the older CI pipe, which has required leak repairs in the past, from the system without the pavement restoration typically required by County permit.

This project scope includes construction of 22 new services assemblies, five new 8” taps on the 12” waterline and side street connections and abandonment of the 8” CI waterline and associated facilities.

PUBLIC INVOLVEMENT Public Bid process

ANALYSIS Review and Evaluation of Bids: At 2:00 p.m. on Thursday, August 29, 2024, formal proposals were received in response to the public advertisement for this project; two (2) proposals were received. A bid tally is attached and included in Exhibit B.

The low bid was submitted by Trench Line Excavation, Inc. Their proposal was for \$424,896.00 which is \$95,100.00 or 29% above the Engineer's estimate of \$329,796.00. The remaining bid was for \$466,276.00.

Trench Line Excavation, Inc. has been in the utility contracting trade for many years and has successfully completed projects for CRW in the recent past and remains on the CRW on-call list of Contractors. Staff believes their bid to be responsible, responsive, reflects the current marketplace and meets the requirements identified in the Bid Documents.

Staff reviewed information available for Trench Line Excavation, 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**

Based on past work experience, bonding ability and successful completion of similar projects, staff recommends that the contract be awarded to Trench Line Excavation, Inc. in the amount of \$424,896.00.

**WEBSTERSECTION 00020 - INVITATION TO BID
FOR
WEBSTER RD. IMPROVEMENTS, Project 23-5305
FOR
CLACKAMAS RIVER WATER
CLACKAMAS, OREGON**

Sealed bids marked “**WEBSTER RD. IMPROVEMENTS, PROJECT 23-5305**” will be received by Karin Holzgang, Contracts Coordinator, at the Clackamas River Water Office, located at 16770 SE 82nd Drive, Clackamas, Oregon 97015. Bids must be received at the location noted above no later than **2:00 PM** Pacific Time on **August 29, 2024**, 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 is located on Southeast Webster Rd. in Clackamas County, between Southeast Clackamas Rd and Southeast Roots Rd; and includes, but is not limited to the following Work:

1. Furnish and install five wet taps and approximately 220 LF of 6-inch and 8-inch diameter Restrained Joint Class 52 Ductile Iron waterline, fittings, and appurtenances to connect to existing pipelines and including the installation of 23 domestic services; and the abandonment of 8” waterline at four locations.
2. All required erosion control, traffic control, excavation, backfill, restoration and other work as required.
3. The Work includes, but is not limited to furnishing all required supervision, labor, equipment, materials, appurtenances, and miscellaneous work necessary for the construction.

The complete Contract Documents are available for viewing and download at CRW's website, www.crwater.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.*

No Prebid meeting will held 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.

Clackamas River Water will not receive or consider a bid for a public improvement contract unless the Bidder is licensed by the Construction Contractors Board or the State Landscape Contractors Board.

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 468A.720).

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

Published August 14, 16 & 19 2024



AG-1 EXHIBIT B

Notice of Intent to Award a Contract

September 3, 2024

CRW Project No. 23-5305

To: Interested Parties

Re: Webster Rd. Improvement- CIP 23-5305

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 Webster Rd. Improvement, CIP 23-5305 in the amount of **\$424,896.00** to:

Trench Line Excavation, Inc
33871 SE Eastgate Circle
Corvallis, OR 97333

The contract award will be heard by the Clackamas River Water Board of Commissioners at their scheduled Regular Board meeting on September 12, 2024. 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 82nd 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,

A handwritten signature in black ink that reads "Karin Holzgang".

Karin Holzgang
Contracts Coordinator/Executive Assistant, Clackamas River Water

Enclosures: Bid Tally Sheet, Contractor First Tier Form

CC: CRW Plan Holders List (20); Bob Steringer; Joe Eskew, PE

CLACKAMAS RIVER WATER

Webster Rd. Improvements

CIP 23-5305

BID TALLY

Bid opening 8/29/2024, 2:00 pm

DESCRIPTION	QTY	UNITS	<i>Engineer</i>		<i>Trench Line Excavation, Inc.</i>		<i>Civil Works NW, Inc.</i>	
			PRICE	AMOUNT	PRICE	AMOUNT	PRICE	AMOUNT
1 Mobilization, Bonds, Permits, Insurar	1	L.S.	\$ 15,000.00	\$ 15,000.00	\$ 21,000.00	\$ 21,000.00	\$ 23,000.00	\$ 23,000.00
2 Construction Staking	1	L.S.	\$ 5,000.00	\$ 5,000.00	\$ 6,500.00	\$ 6,500.00	\$ 7,500.00	\$ 7,500.00
3 Backfill Compaction Testing	9	Each	\$ 250.00	\$ 2,250.00	\$ 300.00	\$ 2,700.00	\$ 300.00	\$ 2,700.00
4 Class 52 Ductile Iron Pipe, 8-Inch - Re	140	LF	\$ 300.00	\$ 42,000.00	\$ 175.00	\$ 24,500.00	\$ 250.00	\$ 35,000.00
5 Class 52 Ductile Iron Pipe, 6-Inch - Re	70	LF	\$ 275.00	\$ 19,250.00	\$ 360.00	\$ 25,200.00	\$ 225.00	\$ 15,750.00
6 Pipe Fittings	1,116	lb	\$ 6.00	\$ 6,696.00	\$ 6.00	\$ 6,696.00	\$ 11.00	\$ 12,276.00
7 Fire Hydrant Assembly	2	Each	\$ 6,000.00	\$ 12,000.00	\$ 10,000.00	\$ 20,000.00	\$ 8,500.00	\$ 17,000.00
8 Blow-Off Assembly - Temporary Type	2	Each	\$ 1,200.00	\$ 2,400.00	\$ 1,500.00	\$ 3,000.00	\$ 2,000.00	\$ 4,000.00
9 Wet Tap - 12" x 8"	5	Each	\$ 5,000.00	\$ 25,000.00	\$ 10,000.00	\$ 50,000.00	\$ 10,000.00	\$ 50,000.00
10 Connection 1 - Clackamas Rd - West	1	Each	\$ 6,000.00	\$ 6,000.00	\$ 13,000.00	\$ 13,000.00	\$ 7,500.00	\$ 7,500.00
11 Connection 2 - Clackamas Rd - East	1	Each	\$ 6,000.00	\$ 6,000.00	\$ 10,500.00	\$ 10,500.00	\$ 7,500.00	\$ 7,500.00
12 Connection 3 - Bixel Way	1	Each	\$ 6,000.00	\$ 6,000.00	\$ 10,000.00	\$ 10,000.00	\$ 7,500.00	\$ 7,500.00
13 Connecton 4 - Webster Ln	1	Each	\$ 6,000.00	\$ 6,000.00	\$ 10,000.00	\$ 10,000.00	\$ 7,500.00	\$ 7,500.00
14 Connection 5 - Mabel Ave	1	Each	\$ 6,000.00	\$ 6,000.00	\$ 9,500.00	\$ 9,500.00	\$ 7,500.00	\$ 7,500.00
15 Replace Existing Valve Box	14	Each	\$ 1,000.00	\$ 14,000.00	\$ 500.00	\$ 7,000.00	\$ 350.00	\$ 4,900.00
16 Abandon Existing Water Lines and Fa	1	LS	\$ 12,000.00	\$ 12,000.00	\$ 6,000.00	\$ 6,000.00	\$ 7,500.00	\$ 7,500.00
17 1" Service - Long Side (Tap 12")	13	Each	\$ 2,700.00	\$ 35,100.00	\$ 5,800.00	\$ 75,400.00	\$ 6,000.00	\$ 78,000.00
18 1" Service - Short Side (Tap 12")	9	Each	\$ 2,400.00	\$ 21,600.00	\$ 3,500.00	\$ 31,500.00	\$ 4,850.00	\$ 43,650.00
19 2" Service - Short Side (Tap 12")	1	Each	\$ 9,000.00	\$ 9,000.00	\$ 10,500.00	\$ 10,500.00	\$ 14,000.00	\$ 14,000.00
20 Pressure Testing and Disinfection	1	L.S.	\$ 4,000.00	\$ 4,000.00	\$ 3,500.00	\$ 3,500.00	\$ 5,000.00	\$ 5,000.00
21 Trench Restoration - 9-inch HMAC	900	SF	\$ 20.00	\$ 18,000.00	\$ 26.00	\$ 23,400.00	\$ 30.00	\$ 27,000.00
22 Pavement Marking Restoration	1	L.S.	\$ 5,000.00	\$ 5,000.00	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	\$ 5,000.00
23 Traffic Control	1	L.S.	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 35,000.00	\$ 62,000.00	\$ 62,000.00
24 Erosion Control	1	L.S.	\$ 2,500.00	\$ 2,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
25 Site Restoration	1	L.S.	\$ 4,000.00	\$ 4,000.00	\$ 6,000.00	\$ 6,000.00	\$ 3,000.00	\$ 3,000.00
26 Extra Work as Authorized	1	L.S.	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
TOTAL				\$ 329,796.00		\$ 424,896.00		\$ 466,276.00

SECTION 00415

FIRST-TIER SUBCONTRACTOR DISCLOSURE FORM

WEBSTER RD. IMPROVEMENTS, Project 23-5305

PROJECT NAME: **WEBSTER RD. IMPROVEMENTS**

BID CLOSING: Date: August 29, 2024 Time: 2:00 PM

FIRST TIER SUBCONTRACTOR FORM DUE: 4:00 PM

This form must be submitted at the location specified in the Invitation to Bid on the advertised bid closing date and within two working hours after the advertised bid closing time.

List below the name of each subcontractor that will be furnishing labor or will be furnishing labor and materials and that is required to be disclosed, the category of work that the subcontractor will be performing and the dollar value of the subcontract. Enter "NONE" if there are no subcontractors that need to be disclosed. (ATTACH ADDITIONAL SHEETS IF NEEDED.)

NAME	DOLLAR VALUE	CATEGORY OF WORK
1. <u>East Side Paving</u>	<u>\$ 15,500</u>	<u>Paving</u>
2. _____	<u>\$ _____</u>	<u>_____</u>
3. _____	<u>\$ _____</u>	<u>_____</u>
4. _____	<u>\$ _____</u>	<u>_____</u>
5. _____	<u>\$ _____</u>	<u>_____</u>
6. _____	<u>\$ _____</u>	<u>_____</u>

Failure to submit this form by the disclosure deadline will result in a nonresponsive bid. A nonresponsive bid will not be considered for award.

Form submitted by (bidder name): Trench Line Excavation, Inc.

Contact name: Christopher Stoddard

Phone No.: 541-752-0481

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

September 12, 2024

SUBJECT Consider Approval of Contract Amendment with Team Electric for On-Call Electrical Services

DRAFT MOTION	Move that the Board approve the contract amendment and increase the not to exceed amount to \$130,000 and authorize the General Manger to sign the amendment.
EFFECTIVE DATE	September 12, 2024

PRINCIPAL STAFF PERSON Todd Heidgerken, General Manager

BOARD ACTION REQUESTED Approval of the contract amendment

DOCUMENTS ATTACHED None

Agenda Summary

BACKGROUND In 2023, CRW entered into a contract with Team Electric to perform routine and emergency electrical work for the District on an “on call” basis. Initially, it was believed that the amount of work would be within the approval authority of the General Manager. The work performed by an electrical contractor is vital to operate and maintain an extensive amount of electrical equipment involved in water treatment, pump stations, and other facilities. CRW is experiencing greater electrical work due to some deferred maintenance issues and the additional work associated with the WTP Valve Project. Given the age of the water treatment plant (WTP), there have been maintenance and repair issues arising which have required the services of Team Electric more frequently. Team Electric was also called upon to address needs related to the WTP Valve Project. During the valve project, unexpected areas were identified that required an immediate response and work by Team Electric.

STAFF RECOMMENDATION Approve the extension of the contract with Team Electric to provide “on call” electrical services with a not to exceed amount of \$130,000.

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

September 12, 2024

SUBJECT **Consider Adoption of Resolution 05-2025, Amending Board Policy**

DRAFT MOTION	Move the Board adopt Resolution 05-2025 Amending Board Policies
EFFECTIVE DATE	September 12, 2024

PRINCIPAL STAFF PERSON Todd Heidgerken, General Manager
C. Robert Steringer, CRW General Counsel

BOARD ACTION REQUESTED The Board will be asked to adopt Resolution 05-2025

DOCUMENTS ATTACHED Resolution 05-2025
Redline of changes proposed to Sections 1 & 2 of Board Policy

Agenda Summary

BACKGROUND The Board approved a full revision of the Board Policy in July 2024. In August 2024, Special District Insurance Services (SDIS) published a sample policy on public meetings law as part of its Best Practices Program. This program allows Special Districts an opportunity to earn up to 10% off their insurance premiums for general liability, auto liability and property insurance by implementing best practices to mitigate risk in areas of high exposure.

CRW Legal counsel has reviewed the sample policy and determined that it goes into more detail than the current CRW Board Policy related to public meetings. Accordingly, Legal Counsel has revised the Board Policy so that it includes all provisions of the SDIS sample policy. The Board is asked to adopt the resolution amending the Board Policy.

STAFF RECOMMENDATION Adopt Resolution 05-2025 amending Board Policy

CLACKAMAS RIVER WATER

RESOLUTION 05-2025

A RESOLUTION AMENDING CRW BOARD POLICIES

WHEREAS, Regular Meeting was called by the Board of Commissioners of Clackamas River Water (District) on September 12, 2024; and

WHEREAS, pursuant to the provisions of ORS 192.640, notice of said regular meetings and the purpose thereof was given in accordance with the requirements of said statute; and

WHEREAS, after consideration the Board of Commissioners finds that the Clackamas River Water Board Policies should be revised to include provisions from Special District Insurance Services' model public meetings policy.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF CLACKAMAS RIVER WATER THAT:

1. Clackamas River Water's Board Policies are revised as set out in Exhibit 1 to this resolution.
2. The Board of Commissioners authorizes District staff, in consultation with the District's General Counsel, to correct any formatting or typographical errors subsequently discovered in the Board Policies as adopted.

ADOPTED THIS 12th DAY OF SEPTEMBER 2024 BY THE BOARD OF COMMISSIONERS OF CLACKAMAS RIVER WATER.

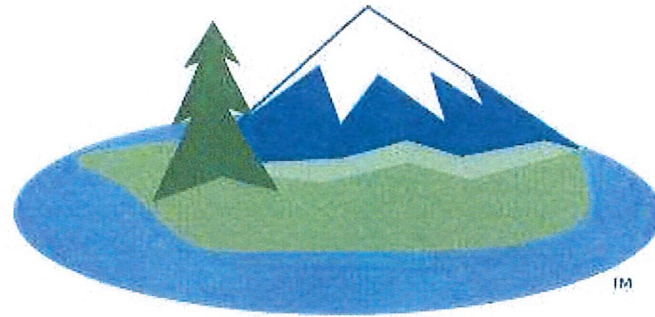
CLACKAMAS RIVER WATER

BY: _____

Sherry French, Board President

BY: _____

Naomi Angier, Board Secretary



Clackamas River Water

CLACKAMAS RIVER WATER

BOARD POLICIES

Complete Revisions

July 2024

**CLACKAMAS RIVER WATER
BOARD POLICIES**

SECTION 1	BOARD OPERATIONS
SECTION 2	BY-LAWS OF THE BOARD
SECTION 3	BUDGET & FINANCE
SECTION 4	BUSINESS OPERATIONS
SECTION 5	GENERAL MANAGER’S ROLE
SECTION 6	PURCHASING / CONTRACTING
SECTION 7	COMMUNITY RELATIONS
SECTION 8	COST OF WATER SERVICE & SYSTEM DEVELOPMENT

**CLACKAMAS RIVER WATER
BOARD POLICIES**

SECTION 1 BOARD OPERATION

- 1.1 Definitions
- 1.2 Powers of the Board
- 1.3 Functions of the Board
- 1.4 Orientation
- 1.5 Commissioner Conduct
- 1.6 Board Educational Development
- 1.7 Compensation for Services & Reimbursement for Expenses
- 1.8 Formulation of Policies
- 1.9 Public Meetings
- 1.10 Computer Policy

Section 1.1 Definitions

As used in these sections, unless the context requires otherwise:

- A. “Board of Commissioners” or “Board” means the governing body of Clackamas River Water.
- B. “CRW” means Clackamas River Water or properties owned by Clackamas River Water.
- C. “General Manager” means the appointed Administrator of Clackamas River Water.

Section 1.2 Powers of the Board

- A. The powers of the Board are outlined in Chapter 264 and Chapter 198 of the Oregon Revised Statutes relating to domestic water districts and special districts. The Board has the following general responsibilities, consistent with those statutes:
 - 1. Identify and adopt strategic priorities for CRW
 - 2. Hire, evaluate, and dismiss the General Manager
 - 3. Adopt the annual budget for CRW
 - 4. Adopt the Rates, Fees, and Charges schedule for CRW
- B. The Board may authorize ad-hoc advisory committees as it sees fit.
 - 1. The Board President or designee will outline the duties and responsibilities of each committee at the time of appointment.
 - 2. A Commissioner may serve as an ex-officio member.
 - 3. Advisory committees shall comply with Oregon Public Meetings Law and are responsible for providing any written records to District staff so they may be made available to the public if requested.

Section 1.3 Functions of the Board

A. Policy Making

1. The Board will establish strategic policy reserving to itself all authority and responsibility not otherwise assigned to the General Manager or others.
2. The Board is CRW's Local Contract Review Board pursuant to ORS 279A.060.

B. Oversight

1. The primary responsibility of the Board is to make policy-level decisions for CRW, and to hire, evaluate and manage CRW's General Manager, who will serve as CRW's chief executive officer. Administrative authority for the daily operations of CRW and the management of all CRW personnel is delegated to the General Manager to the extent reasonably possible.
2. No individual Commissioner may direct or order a staff member on any matter that relates to the daily operations or administrative activities of CRW unless expressly authorized by the Board. No individual Commissioner may order, direct, or conduct any review of personnel records of any staff member or any other record that is exempt under the Oregon Public Records Law unless expressly authorized by the Board.
3. If any Commissioner should be delegated by the Board to exercise any administrative authority for CRW, that direction shall be in writing and shall state the express purpose for which authority is being granted and for what duration, and any such appointment shall be agreed upon between the Board and the General Manager.
4. The Board will provide the financial means to implement Board policies in order to accomplish organizational goals and objectives as adopted by the Board of Commissioners.

C. Planning/Vision

1. The Board is committed to long-term planning as an essential activity to assure the viability of water service to water users in the region.
2. The Board will develop functional philosophies in the form of vision, mission, and/or values statements that provide guidance to the Board in the execution of its responsibilities and to the staff and others involved in the operations. These are to be reviewed periodically to assure their continued applicability.
3. Priorities will be established by the Board and be consistent with long-term planning. Areas to be considered for priority status will be balanced between community needs, District requirements, regulatory requirements, and recommendations of the General Manager.
4. The Board will conduct a periodic review of rates and charges.

D. Commissioner Assignments

1. At least annually, the Board will review the various organizations with which CRW has relationships and decide which organizations should have a Board representative assigned to them. The Board President will assign a CRW representative to any organization the Board determines should have a representative from the Board, unless a different assignment process is required by agreement or law.
2. A Commissioner's attendance at another organization's meeting is in the Commissioner's individual capacity, not in an official capacity, unless the Commissioner is assigned as an organizational representative pursuant to this section or the attendance is otherwise approved by the Board.
3. If a Commissioner appears before another governmental agency or organization to give a statement on an issue relevant to CRW, that Commissioner must state whether the statement reflects personal opinion, is the official position of CRW, or both. Additionally, if the Commissioner is representing CRW, the Commissioner must support and advocate for the official CRW position on the issue as established by vote of the Board.

Section 1.4 Orientation

A. Cooperating with Board Candidates

The Board, through the General Manager, shall cooperate with candidates for the Board on an equal basis and will provide them with information about Board policies and other aspects of the operation of CRW upon request.

B. Orienting New Commissioners

The Board and the General Manager shall assist each new member-elect to understand the Board's functions, policies, and procedures. If possible, orientation will be provided before the member-elect takes office. The General Manager will provide information including:

1. A copy of Board policies, including Local Contract Review Board Rules.
2. A copy of the law relating to the operation of water districts.
3. A copy of the Attorney General's "Public Records and Meetings Manual."
4. A copy of the Oregon Government Ethics Commission publication "Guide for Public Officials."

Section 1.5 Commissioner Conduct

The following Code of Conduct applies to Commissioners whenever they are acting in their official capacity, both in and outside of Board meetings.

- A. The Board shall not, to the extent possible, involve itself in the day-to-day operations of the District. Without prior approval of the Board, no Commissioner may interfere with or engage in District operations, including programs, maintenance, personnel management, administration, enforcement of facility rules, planning, training, or other daily operations and responsibilities of the General Manager. If the Board sees a need for an exception and asks a Commissioner to become involved in District operations, the Board will clearly state in writing the Commissioner's operational duties/functions, and the Board President and General Manager shall agree to said arrangement prior to the Commissioner commencing involvement.

- B. Commissioners will assist the Board President in preserving order and decorum during Board meetings and will not delay or interrupt proceedings. Commissioners will comply with any ruling of the President or Board, and the following rules will be observed to maintain order and decorum during meetings:
 - 1. Commissioners will review necessary information, including the agenda and meeting materials, before meetings, and will come to meetings prepared.
 - 2. Any Commissioner desiring to be heard will request to the President to be heard. Commissioners will be given an opportunity to speak at least once on any pending motion or agenda item. Once recognized, the speaker will confine their remarks to the subject under consideration.
 - 3. When speaking on behalf of the Board or District, Commissioners will represent the Board's official position, not their own personal opinion.
 - 4. Commissioners will be open and candid and should be succinct in stating their views. Commissioners should focus on a single issue or topic at any one time and allow one another to finish speaking without interruption.
 - 5. Board discussions are to focus on CRW issues; Commissioners should avoid raising non-District issues not relevant to the current discussion.
 - 6. Commissioners should keep discussions moving and adhere to established time limits on discussions.
 - 7. Commissioners will refrain from criticizing or berating each other, staff, or members of the public.

- C. The Board will respect the separation between policymaking and administration (Board and General Manager functions respectively) as outlined in these Board Policies by observing the following communication policies with respect to CRW staff:
 - 1. The Board will work with CRW staff as a team in the spirit of mutual respect and support.
 - 2. Outside of Board meetings, Commissioners will not attempt to influence a CRW employee or the General Manager, or advocate for a certain

outcome in regard to personnel matters, purchasing issues, the award of contracts or the selection of consultants. However, Commissioners discussing these matters with the General Manager outside of Board meetings in a non-coercive manner is appropriate.

3. Commissioners will, wherever possible, limit individual contact with CRW staff to the General Manager, management staff, and designated staff for requests that concern the relevant matter or matters, so as not to influence staff decisions or recommendations, interfere with their work performance, undermine management authority or prevent the Board as a whole from receiving information. The General Manager will determine the most effective way to respond to Board requests.
4. When expressing criticism to staff, either at a public meeting or through other communication, Commissioners will be professional and mindful of the role and responsibility of staff members.
5. Any written materials or information requested of staff by Commissioners will be submitted to the entire Board and include a notation stating who requested the information.
6. The Board President will refer comments or questions regarding CRW personnel or administration to the General Manager. The General Manager may, at their discretion, reply to the inquiry directly or instruct the appropriate staff member to do so.

D. Commissioners will protect the confidentiality of CRW information as follows:

1. Commissioners will keep all written materials provided to them on matters that are confidential under law in complete confidence to ensure that the District position is not compromised. No mention of the information read or heard should be made to anyone other than the Commissioners, General Manager, or legal counsel.
2. All public statements, information or media releases relating to a confidential matter will be handled by the General Manager, legal counsel, or designated Commissioner.
3. Unless required by law, no Commissioner may make public the discussions or information obtained in executive session. The Board may censure a Commissioner who discloses confidential information or otherwise violates this policy.
4. Commissioners will comply with the Oregon Public Records Law by retaining all documents they create that relate to the business of CRW, including their notes on documents, for the minimum period of time established by CRW's public records retention policy and any other applicable law. Commissioners may comply with this requirement by providing records to the employee designated by the General Manager as Executive Assistant to the Board for retention. This obligation continues

after a Commissioner leaves office.

Section 1.6 Board Educational Development

- A. The General Manager will inform and make available information on conferences, meetings and publications which may be useful and informative.

Section 1.7 Compensation for Services and Reimbursement for Expenses

- A. Commissioners will be compensated \$50 for any water-related meeting or conference attended on behalf of CRW. The stipend is limited to \$50 per day
- B. If a Commissioner wants reimbursement for attendance at a meeting that has not been authorized by the Board, prior Board approval is required.
- C. There is no reimbursement for mileage to and from CRW for meetings.
- D. Commissioners are not entitled to compensation for expenses that are included in the cost of an event registration.
- E. Commissioners shall request supplies they use for CRW business from designated CRW staff. CRW staff often can buy supplies at a lower cost than if the Commissioners makes the purchase on their own.
- F. Additional Provisions Regarding Attendance at Meetings or Events:
 - 1. To qualify for compensation or reimbursement, a meeting or event must be related to CRW's mission. Examples are meetings of other public or private entities, such as Chamber of Commerce meetings, SDAO or like events, city or county meetings, monthly agenda preparation meetings, or any other meeting where there is a prior expense authorization by the CRW Board or the Board President. In no event shall Commissioners receive compensation for meetings attended with staff at their own request.
 - 2. The Commissioner is encouraged to provide orally, or in writing, a summary of the meeting or event at the next regular Board meeting to the extent that it relates to CRW's operations, planning, or policies.
 - 3. All requests for expense reimbursement must be submitted within 60 days of expense incurrence. In the case of extenuating circumstances, exceptions may be made with approval from the Board President. The reimbursement form must be signed and include the dates and times for the meetings attended. Commissioners will not be compensated for time or mileage if a request is not timely submitted.
 - 4. While Commissioners may attend meetings or events, Commissioners shall not make statements on behalf of the District or Board without prior approval of the content by the Board, unless it is already published and attributable to the District. In all other circumstances, the Commissioner must be clear that statements are the individual position of the Commissioner and not the Board or District.

- G. Commissioners will submit expense reports for reimbursement to the employee designated by the General Manager as Executive Assistant to the Board, who will review the report to verify that the expenses are in compliance with Board Policy. If the report includes expenses that are questionable or outside policy, the employee designated by the General Manager as Executive Assistant to the Board shall review the expense request with the Chief Financial Officer. If the Chief Financial Officer is unable to confirm that an expense request complies with Board Policy, the General Manager will return the expense request to the Commissioner with direction that if the Commissioner wishes to be reimbursed, the Commissioner may submit their expense reimbursement directly to the Board for consideration. The Board’s vote is the final resolution.
- H. The Board adopts CRW Policy 1-2.10.003 (Travel Expense Policy) for itself and will follow it.
- I. If a Commissioner uses a personal vehicle to travel, the District will reimburse for travel at the then-existing IRS mileage rate. However, no reimbursement will be paid for travel to and from CRW property.
- J. No reimbursement shall be allowed for expenses incurred by or for spouses, guests or relatives of Commissioners. No reimbursement shall be allowed for alcoholic beverages.
- K. If CRW is reimbursing the member for the expenses and costs of travel, the time spent traveling shall not be considered a meeting or event for which compensation for services can be claimed.
- L. Travel and Credit Card Perks – CRW will book all travel and lodging for authorized travel by Commissioners. Commissioners traveling on CRW-related business may pay for incidental travel expenses using personal credit cards, debit cards, and other payment methods that accrue “points” or other promotional benefits.
- M. The Board and individual Commissioners will comply with Oregon government ethics requirements in connection with any compensation or reimbursement issues decided by the Board. Generally, a Commissioner making a request for compensation or reimbursement has a direct conflict of interest that must be declared by the requesting Commissioner, and the Commissioner may not participate in the deliberation or decision on the request.

Section 1.8 Formulation of Policies

- A. Proposed District policy amendments will be drafted by or at the direction of the General Manager for Board review.
- B. Adoption of new District policies, amendments of existing District policies, or repeal of existing District policies shall be made by resolution of the Board pursuant to a two-step procedure separated by no less than 28 days:
 - 1. Inclusion of the proposed action on the public agenda with introduction,

discussion, and deliberation at one meeting.

2. Inclusion of the proposed action on the public agenda with further deliberation and a vote to be held at a second meeting.
3. The Board may, by unanimous vote, waive the requirement of two readings and take action on a District policy in a single meeting.

C. Board Policies

1. The Board may temporarily suspend Board policies by majority vote if the motion has been provided to all Commissioners in writing or by unanimous vote when no such written motion has been provided.
2. Policies specific to Board governance, including these Board Policies, do not require a second reading or a 28-day passing period.

Section 1.9 Public Meetings

A. Governing law and application of policy

1. All meetings will be conducted in accordance with Oregon public meetings laws, ORS 192.610–695.
2. Commissioners will comply with the requirements of ORS 192.630, including those provisions prohibiting three or more Commissioners from meeting outside a properly noticed public meeting for the purpose of deciding on or deliberating toward a decision on any matter that will or may be decided by the Board, except as otherwise provided by ORS 192.610 to 192.705. For purposes of this policy, “meeting” includes (1) gathering in a physical location; (2) using electronic, video or telephonic technology to be able to communicate contemporaneously among participants; (3) using serial electronic written communication among participants; or (4) using an intermediary to communicate among participants.
3. The Board and each Commissioner will comply with ORS 192.700, requiring annual training on compliance with the Oregon Public Meetings Law. The Board directs the General Manager to arrange for Board training through a method that complies with ORS 192.700.
4. Any Commissioner who has a question about compliance with Oregon Public Meetings Law may direct the question to the General Manager. The General Manager, may, but is not required to, direct the question to the District’s General Counsel.
5. The District will use the Attorney General’s Public Records and Meetings Manual as a guidance document.
6. This policy applies to all Board Meetings of the District, and, to the extent that they exist, to any meetings of subcommittees or advisory groups appointed by the Board, provided such subcommittees or advisory groups normally have a

quorum requirement, take votes, and form recommendations as a body for presentation to the Board.

B. Preparation for Board Meetings

1. Agenda Preparation

a. Any Commissioner may request that an item be placed on the agenda for a Board meeting. All items must be submitted to the employee designated by the General Manager as Executive Assistant to the Board no later than 17 days before the scheduled meeting. The Board President and Secretary will decide whether the matter is placed on the agenda. The Board President may add, edit, or delete emergency items up to the time of the meeting. The Board may add or review agenda items by majority vote at the time the agenda is approved by the Board.

b. Unless modified by the Board, the agenda shall follow the following general format:

- Call to order
- Pledge of Allegiance
- Roll call by President or designee
- Approval of agenda
- Public comment
- Consent agenda
- Action items
- Informational reports
- Public comment
- Commissioner business
- Adjournment
- Executive session (pursuant to ORS 192.660)

2. Distribution of Materials to Board Members

The agenda and monthly report will be given to each Commissioner at least four days prior to any regularly scheduled Board meeting. Simultaneously, the General Manager will provide Commissioners with detailed information relevant to the agenda, including existing Board policy pertinent to agenda items.

3. Distribution of Agenda to the Public

- a. The employee designated by the General Manager as Executive Assistant to the Board will prepare, distribute, and post all public notices.
- b. At the same time the Board packet is distributed for any regularly scheduled Board meeting, the agenda will be distributed to the CRW office, local media, and to all persons or other media representatives who have requested notice in writing. The agenda will also be posted at the CRW administration building, the CRW web page, and other locations as designated by the Board.
- c. Other interested persons may request a Board packet, in writing, from the employee designated by the General Manager as Executive Assistant to the Board. CRW may charge for paper copies of the Board packet per CRW's public records policies.

C. Location and Timing of Meetings

1. The Board will hold meetings at such time and place within the District as it may determine.
2. The Board will make every reasonable effort to commence all public meetings no later than five minutes after the start time published in the meeting notice unless a delay in the start time is announced to the public at the scheduled start time.
3. No publicly attended Board meeting will extend beyond 10:00 PM or for a period of longer than three hours, unless the Board approves a motion to extend the meeting for a specified additional time period.
4. No executive session held following a public meeting will extend beyond 10:30 PM unless the Board approves a motion in public session to extend the meeting for a specified additional time period.

D. Accessibility of Meetings

1. No meeting will be held in any place where discrimination on the basis of race, creed, color, sex, age, national origin, or disability is practiced
2. All meetings will be held in places accessible to people with physical disabilities.
3. CRW will make a good faith effort to provide an interpreter for hearing impaired persons at any regularly scheduled meeting, so long as the person requesting the interpreter has given CRW at least 48 hours' notice of the request and has provided the name of the requester, sign language preference, and any other information CRW may request. "Good faith efforts" include contacting the Oregon Disabilities Commission, or other state or local agencies that maintain lists of qualified interpreters, to arrange for the

provision of interpreter services. If a meeting is held upon less than 48 hours' notice, CRW will make reasonable efforts to provide an interpreter. CRW need not make efforts to provide an interpreter for emergency meetings.

4. All meetings of the Board, except for executive sessions, will provide to members of the general public, to the extent reasonably possible, an opportunity to: access and attend the meeting by telephone, video, or other electronic or virtual means; to the extent in-person oral testimony is allowed, submit oral testimony by telephone, video, or other electronic or virtual means; and, to the extent in-person written testimony is allowed, submit written testimony, including by electronic mail or other electronic means. The District may take actions necessary to exclude malicious disruptions of meetings, including requiring persons to notify the District in advance if they wish to provide public testimony in a meeting so access permissions may be granted.

E. Occurrence of Meetings

1. Regular Meetings

The Board shall hold at least one regular meeting in each month, currently fixed as the second Thursday of each month. The Board reserves the right to change the day on which regular meetings recur. If the date of a regularly scheduled meeting is to be changed, the public must be given at least 14 days' notice except in case of an emergency.

2. Special Meetings

The Board may hold special meetings at the request of the President or at the request of any two Commissioners. Special meetings will be held with at least 24 hours' public notice.

3. Emergency Meetings

- a. Emergency meetings may be held at the request of the President or at the request of any three members of the Board upon less than 24 hours' notice in situations where a true emergency exists. A true emergency exists where there are objective circumstances which, in the judgment of the person or persons calling the meeting, create a real and substantial risk of harm to CRW which would be substantially increased if the Board were to delay in order to give 24 hours' notice before conducting the meeting. The convenience of Commissioners is not grounds for calling an emergency meeting.
- b. At the beginning of any emergency meeting, the Commissioner(s) calling the meeting will recite the reason(s) for calling the emergency meeting, which will be noticed in the minutes. If the Board determines that the reasons for calling the meeting are insufficient, the meeting

shall be immediately adjourned. Business conducted at the emergency meeting must be directly related to the emergency.

F. Notice of Meetings

1. Notice of the time, place, and principal subjects to be considered shall be given for all meetings.
2. For regular or special meetings, the notice will be in the form of the agenda, which will be distributed and posted pursuant to Section 1.9(B)(3) of this policy.
3. For emergency meetings, CRW will give as much notice as possible under the circumstances, but at minimum will contact local media to inform them of the meeting.

G. Meeting Procedures

A. These Board Policies, as supplemented by Robert's Rules of Order (Revised), shall guide the Board in its deliberations except as otherwise required by state law. Rules may be amended at any meeting by majority vote. The order of business may be suspended at any meeting by a majority vote of those present.

B. The President will preside at Board meetings.

C. Public Participation

The Board will provide a time at each regular meeting for public comment on non-agenda items. The employee designated by the General Manager as Executive Assistant to the Board will provide a process for those wanting to make public comment. All remarks should be addressed to the Board as a body. Each person is allowed a maximum of three minutes unless allocated additional time by the Board. Time may not be yielded or allocated by one person to another.

D. Meeting Conduct

Persons attending and making statements shall do so in a courteous, professional manner; common respect will be maintained among all participants. The Board President has inherent authority to keep order and to impose any reasonable restrictions necessary for the efficient and orderly conduct of the meeting, including rules related to the operation of electronic recording equipment, the formulation of which will prioritize the physical comfort and safety of Board members and the public in attendance. The President may regulate the order and length of appearances and limit appearances to presentations of relevant points and to limit repetitive and redundant comment. Only Commissioners or the General Manager may ask questions of a person, staff member, or attendee making a presentation or giving testimony. Questions from the audience to staff members or guests will not be allowed. The President is authorized to stop interruptions of Board deliberations or attempts to debate with staff, other meeting attendees, or

Commissioners. The President may, to the extent allowed by law, exclude a person for not complying with meeting policy or causing a disturbance. Any individual who fails to leave the premises when asked to do so may be treated as a trespasser, and law enforcement personnel may be contacted to remove the individual. Board members will comply with the Code of Conduct specified in Section 1.5 of this Policy

- E. Votes will be recorded. Any Commissioner may request a vote be changed if such request is made prior to consideration of the next order of business.
- F. Three Commissioners shall constitute a quorum. Commissioners may appear by telephonic or electronic means. Commissioners appearing remotely shall be counted for purposes of establishing a quorum so long as all Commissioners can speak to and hear each other. If only a quorum is present, a unanimous vote is required to approve a motion.
- G. The Board generally makes decisions by roll-call vote. In the event that a vote is not taken by roll call, any Commissioner may require that a roll-call vote be conducted if the request is stated promptly after the vote occurs.
- H. Members may append to the record, at the time of voting, a statement indicating the reason for the vote or the reason for abstaining.
- I. Any Commissioner with a potential conflict of interest will declare the conflict for the record but may participate in discussions and vote. Any Commissioner with an actual conflict of interest will declare the conflict for the record and will refrain from discussion or voting. To the extent any Board member has had any ex parte contact in a quasi-judicial matter, the member will declare the contact prior to participating in discussion on the matter.
- J. Pursuant to Oregon’s Indoor Clean Air Act, smoking is prohibited in CRW buildings and within 10 feet of all entrances, exits and accessibility ramps that lead to and from an entrance or exit, windows that open and air-intake vents. “Smoking” includes cigarettes, cigars, pipes, and the use of inhalant delivery systems and other devices. The Board may adopt anti-smoking policies that are stricter than state law and that prohibit smoking on non-building District properties.
- K. Meetings will be adjourned upon completion of agenda items, by a majority vote, or as a result of the loss of a quorum.

H. Minutes

- 1. The Board will keep minutes of all its meetings, including executive sessions, in accordance with the requirements of ORS chapter 192.650. Minutes may be taken in writing or by audio recording and will include at least the following information:
 - a. All Commissioners present;
 - b. All motions, proposals, resolutions, orders, ordinances and measures

proposed and their dispositions;

- c. Results of all votes; including the vote of each member by name;
 - d. The substance of any discussion on any matter;
 - e. Reference to any document discussed at the meeting.
2. Board meeting minutes, including recordings constituting official minutes, will be preserved until such time as their disposal is authorized by rule or specific authorization of the State Archivist pursuant to ORS 192.105. Recordings not constituting official minutes will be kept for a minimum of one (1) year after minutes are prepared and approved. All other meeting materials will be kept for a minimum of five (5) years. Written and recorded minutes will be available to the public within a reasonable time after the meeting.
 3. Executive sessions will be recorded. Minutes of executive sessions will be kept separately from minutes of open meetings.
 4. If disclosure of material in the executive session minutes would be inconsistent with the purpose for which the executive session was held, the material may be withheld from disclosure. No executive session minutes may be disclosed without prior authorization of the Board.
 5. Any tape recordings or written minutes of public Board meetings or executive sessions shall be retained by the District until such time as their disposal is authorized by rule or specific authorization of the State Archivist pursuant to ORS 192.105.

I. Executive Sessions

1. The Board will comply with Oregon law regarding executive sessions, including without limitation ORS 192.660.
2. Notice for a regular or special meeting called solely to hold an executive session will be given in the same manner as notice for a regular or special meeting described above, except that the notice will indicate the general subject matter to be considered and will set forth the statutory basis for calling the executive session. Notice for an emergency meeting called solely to hold an executive session will be given in the same manner as notice for an emergency meeting described above, except that the notice will indicate the general subject matter to be considered and will set forth the statutory basis for calling the executive session.
3. During executive sessions, the Board may fully discuss members' views but may not make any final decisions.
4. Before entering into executive session, the President will announce the statutory authority for doing so. Once the executive session has been convened, the President will direct any representatives of the news media who

are present not to report information from the executive session. Board members, CRW staff, and other present persons will not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole.

5. Authorized Purposes

a. Executive sessions will be held only for the following purposes:

1. ORS 192.660(2)(a). To consider the employment of a public officer, employee, staff member or individual agent if:
 - The District has advertised the vacancy;
 - The Board has adopted regular hiring procedures;
 - In the case of an officer, the public has had the opportunity to comment on the employment of the officer; and
 - In the case of the General Manager, the Board has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.

Authority pursuant to ORS 192.660(2)(a) does not apply to:

- The filling of a vacancy in an elective office.
 - The filling of a vacancy on any public committee, commission or other advisory group.
 - The consideration of general employment policies.
 - The employment of the General Manager, other public officers, employees and staff members when the procedures listed above have not been followed.
2. ORS 192.660(2)(b). To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.
 3. ORS 192.660(d). To conduct deliberations with persons designated by CRW to carry on labor negotiations.
 4. ORS 192.660(e). To conduct deliberations with persons designated by CRW to negotiate real property transactions.
 5. ORS 192.660(f). To consider information or records that are exempt by law from public inspection.
 6. ORS 192.660(g). To consider preliminary negotiations involving matters of trade or commerce in which CRW is in competition with governing bodies in other states or nations.

7. ORS 192.660(h). To consult with counsel concerning the legal rights and duties of CRW with regard to current litigation or litigation likely to be filed.
8. ORS 192.660(i). To review and evaluate the employment-related performance of the General Manager, a public officer, employee or staff member who does not request an open hearing.
9. ORS 192.660(j). To carry on negotiations under ORS chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.
10. ORS 192.660(n). To discuss information about review or approval of programs relating to the security the generation, storage, or conveyance of water.
11. ORS 192.660(o). To consider matters relating to the safety of CRW and its Board, staff, and volunteers and to the security of CRW facilities and meeting spaces.
12. ORS 192.660(p). To consider matters relating to cyber security infrastructure and responses to cyber security threats.
13. ORS 192.660(3). Labor negotiations, provided that negotiators for both sides request that negotiations be conducted in executive session. Labor negotiations conducted in executive session are not subject to the notification requirements of ORS 192.640.

Section 1.10 Computer Policy

Objective: To establish the respective responsibilities of CRW and the Commissioners in regard to District-approved devices purchased by the District for use by the Commissioners to conduct District-related business. All electronic devices and related equipment are and will remain property of the District.

- A. The District will provide an electronic device to each Commissioner for their use.
- B. Commissioners will sign the District's IT Asset Acknowledgement Form when issued any device. The Commissioner will acknowledge agreement to the District's IT policies.
- C. The District will provide basic training in the use of the electronic devices and will provide technical support for the care and maintenance of the device. The electronic devices will be the sole property of CRW.
- D. CRW shall be responsible for the cost of the maintenance and/or replacement of any defective equipment and/or software.
- E. At the end of the term of the Commissioner's service on the Board, the Commissioner will return all District property to the District immediately upon vacating office.

- F. CRW will provide the capability to interface with the connections of CRW.
- G. If the electronic device is damaged because of a negligent or intentional act, or other act for which the commissioner is responsible, the Commissioner will be responsible for its replacement costs.
- H. Information received on or maintained on the portable electronic communication devices is a public record and may be subject to disclosure under ORS Chapter 192. All such information must be preserved indefinitely unless a complete copy is provided to the General Manager for the District to preserve. Commissioners shall not communicate via portable electronic communication devices in a manner that violates the public meetings law under ORS Chapter 192.
- I. Commissioners are encouraged to use District-approved devices for communications related to District business in order to support District retention of public records and to reduce the likelihood that a Commissioner's personal devices must be searched for public records.

**CLACKAMAS RIVER WATER
BOARD POLICIES**

SECTION 2 BY-LAWS OF THE BOARD

- 2.1 Number of Positions and Terms
- 2.2 Officers
- 2.3 Duties of the President
- 2.4 Duties of the Secretary
- 2.5 Duties of the Treasurer
- 2.6 Duties of the General Manager as Clerk of the Board
- 2.7 Selection and Duties of the Legal Counsel
- 2.8 Selection and Duties of the Auditor

Section 2.1 Number of Positions and Terms

- A. Unless appointed, the Board shall consist of five members serving four (4) year terms, elected by CRW voters pursuant to ORS chapters 198, 255, and 264.
- B. No person, elected or appointed, shall be sworn in unless the qualifications set forth in ORS chapters 198, 255, and 264 are met. If an eligibility question arises, the Board will obtain an opinion from legal counsel prior to swearing in.
- C. Unless filling a vacancy, terms start officially on July 1. A new member must qualify by taking an oath of office before assuming the duties of the position.
- D. Should a vacancy occur on the Board, that vacancy will be advertised and the Board will select an individual from among those indicating their interest. ORS 198.320 will be followed in fulfilling this procedure.

Section 2.2 Officers

- A. The officers of the Board shall consist of:
 - 1. President
 - 2. Secretary
 - 3. Treasurer
- B. At the first meeting in July of each year, the Board shall elect from its members the officers for the ensuing year effective upon their election. In the event that there will be no change in the Board's membership on July 1 of a given year, the Board may in its discretion elect officers during a regular meeting in June of that year, effective at the beginning of the first meeting in July.
- C. The term of office for the officers shall be for one (1) year.
- D. The Board shall require a bond or an irrevocable letter of credit of any Commissioner or any officer or employee of the district who is charged with possession and control of district funds and properties as set out in ORS 198.220.

Section 2.3 Duties of the President

- A. The President shall preside at all meetings, shall have the right to make motions, discuss questions and vote on any issue.
- B. The President shall sign, on behalf of the Board, contracts, deeds and other similar documents as may require representative signature.
- C. The President shall appoint all committees except the Budget Committee, subject to approval of a majority of the Board, and perform all other duties as set forth in Board policies and rules.
- D. The President shall appoint, in the absence of the Secretary, a Commissioner to

temporarily act in that capacity, subject to the approval of the Board.

- E. The President, in addition to the Treasurer, shall sign short-term debt notes unless otherwise directed by the Board.

Section 2.4 Duties of the Secretary

- A. In the absence of the President, the Secretary shall perform the duties and have the rights and obligations of the President.
- B. In the absence of the Treasurer, the Secretary shall perform the duties of the Treasurer.
- C. Compile the agenda as described by Board policy.

Section 2.5 Duties of the Treasurer

- A. In the absence of both the President and Secretary, the Treasurer shall perform the duties and have the rights and obligations of the President.
- B. The Treasurer, in addition to the President, shall sign short-term debt notes.

Section 2.6 Duties of the General Manager as Clerk of the Board

It shall be the duty of the General Manager to perform the following functions as Clerk of the Board:

- A. Handle correspondence of special interest to the Board as follows:
 - 1. Ensure appropriate preparations have been made for Board Meetings
 - 2. Attend all Board meetings
 - 3. Ensure records are taken to record Board decisions.

Section 2.7 Selection and Duties of the Legal Counsel

- A. The Board shall select a General Counsel for CRW and negotiate the terms and conditions of the General Counsel's duties. The General Counsel will be authorized, in coordination with the General Manager, to engage special legal counsel for matters the General Counsel cannot perform directly.
- B. General Counsel shall advise the Board on specific legal problems submitted by the Board or the General Manager and recommend a course of action.
- C. The General Manager, or authorized staff, has authority to seek legal counsel from CRW's General Counsel as deemed advisable by the General Manager on matters relating to legal issues. The General Manager shall immediately advise the Board of the engagement of special counsel.
- D. With the approval of the Board, Commissioners may seek clarification from CRW's legal counsel on matters that affect or could affect CRW. All such

requests from individual Commissioners, except for requests dealing with the hiring, termination or performance issues of the General Manager, shall be submitted to counsel through the General Manager and shall be in writing with copy to the entire Board. All requests to counsel relating to the hiring, termination, or performance issues of the General Manager shall be in writing with copy to the entire Board.

- E. Legal counsel shall advise the Board of any action, or proposed action of the Board or CRW, that is not in compliance with the law.
- F. Legal counsel shall not take action on any matter unless directed to do so by the Board or the General Manager.
- G. When a non-represented employee of the CRW is called to testify or otherwise required to provide information on legal matters arising out of the scope of their employment with CRW, and to which they are not a named party or the subject of disciplinary action, the General Manager may authorize legal representation during such testimony to protect the interest of CRW. A Commissioner may request and obtain legal representation, if authorized by the Board in advance, under similar circumstances.
- H. General Counsel shall be the designated the registered agent of CRW, pursuant to ORS 198.340, unless otherwise designated by the Board.

Section 2.8 Selection and Duties of the Auditor

- A. The Board shall select the auditor for CRW. This selection will be done in a manner to allow timely preparation of the audit and cover audit services for a period of three (3) years. No contract shall be extended or renewed for more than two (2) terms without Board approval. This shall not prevent an incumbent service provider from responding to a Request for Proposal (RFP).
- B. The auditor shall:
 - 1. Examine the accounts of CRW at the close of every fiscal year in accordance with applicable accounting standards and laws.
 - 2. Include such tests of the accounting records and other such auditing procedures as are necessary in the circumstances.
 - 3. Render an opinion on the financial statements prepared at the close of the fiscal year.
 - 4. Support staff in preparing financial statements for publication as required by law.
 - 5. Make recommendations to the Board concerning CRW accounting records, procedures and related activities.
 - 6. Perform such other related services as requested by the Board.

7. Review the written accounting policies, practices, and procedures and render an opinion for the Board.

**CLACKAMAS RIVER WATER
BOARD POLICIES**

SECTION 3 BUDGET AND FINANCE

- 3.1 Formulation of Budget Document
- 3.2 Budget Committee - Membership and Responsibilities
- 3.3 Budget Administration
- 3.4 Banking Services
- 3.5 Purchase, Acquisition by Donation and Disposition of Real Property
- 3.6 Investment of Funds
- 3.7 Borrowing
- 3.8 Acknowledgement of Payments
- 3.9 Accounting Policy
- 3.10 Audit

Section 3.1 Formulation of Budget Documents

- A. The adopted budget document shall serve as the financial plan for operation and provide guidelines for carrying out the goals and objectives of CRW.
- B. Within the budget process the Board shall appoint the Budget Committee membership, appoint the CRW Budget Officer, and adopt the budget.
- C. The CRW budget shall be prepared and adopted in full compliance with State of Oregon Local Budget Law.

Legal References ORS 294.305 to 294.520, ORS 294.565

Section 3.2 Budget Committee - Membership and Responsibilities

- A. The Budget Committee shall consist of the five (5) members of the Board of Commissioners and five (5) community members. The Board shall establish a process for appointment of community members to the Budget Committee. Community members of the Budget Committee will serve for a four (4) year term.
- B. At the Budget Committee's first meeting, the Board President shall open the budget meeting. The Budget Committee shall select a chairperson and vice-chair.
- C. The responsibilities of the Budget Committee are:
 - 1. Approve the level of expenditures and set the corresponding tax levy requirements, if necessary, to balance each fund.
 - 2. Review and, if necessary, revise the proposed budget.
 - 3. Be aware of the legal constraints imposed upon CRW.
 - 4. Be familiar with the Budget Document and what it means.
 - 5. Approve the budget.
 - 6. Be involved in the supplemental budget activity as required by local budget law.
- D. The hearing on the budget shall be held after the budget is approved by the Budget Committee and at the time and place designated in the notice of the meeting required by ORS 294.438 - 294.453.
- E. The Board shall adopt the budget, make appropriations, and determine the tax levies, if necessary, to finance the programs approved to meet CRW goals and objectives.

Legal References ORS 294.414, ORS 294.428, ORS 294.456

Section 3.3 Budget Administration

- A. The adopted budget is the financial plan developed to carry out the programs supporting CRW's goals and objectives.
- B. The General Manager is authorized to approve expenditures up to the amount appropriated by the budget and in accordance with Local Contract Review Board Rules and any resolutions of the Board.
- C. The budget may be amended to reflect changes in budget categories.
- D. The Board will be provided financial reports, on a regularly scheduled basis, in which actual revenues and expenditures will be compared with budget.

Legal References ORS 294.456

Section 3.4 Banking Services

- A. The General Manager through the Chief Financial Officer will recommend, and the Board will approve, the selection of the banking entity utilized by CRW.
- B. Staff will advise the Board of any changes to the status of banking signatories.

Legal References ORS chapter 264

Section 3.5 Purchase, Acquisition by Donation and Disposition of Real Property

- A. The purchase, receipt by donation, lease, exchange, sale, or gift of all real property or real property interest by CRW must have the approval of the Board, provided that any acquisition or disposition of real property or real property interest having a fair market value of \$75,000 or less, and any disposition of a public utility easement, may be made by the General Manager, as delegated authority, in accordance with this policy. As used in this policy, "disposition" shall mean the sale, exchange, or other transfer of title or other interest in real property.
- B. Any donation or gifting of CRW property, regardless of value, shall be donated in accordance with the following guidelines:
 - 1. The method of donating or gifting of CRW property should be based on the type of property, the value of the property, administrative costs, and other factors to determine which method represents the greatest benefit to the public. To federal, state or local governmental or quasi-governmental entities
 - 2. CRW may donate or gift property to governmental or quasi-governmental entities, private utility companies having the ability to reuse the property for the benefit of District customers, on non-profit entities.
 - 3. The General Manager shall comply with applicable requirements and

conditions imposed as part of any funding agreement or grant. Any disposition of property or property interests in excess of \$75,000 shall comply with applicable law and the appraisal requirements of this policy as stated below.

- C. The General Manager shall project site needs in advance and the Board, with advice and counsel of the General Manager, shall select sites prior to immediate need. Such sites shall be chosen with a view to best serve the residents and properties of the whole District and will be based on demographic data, growth projections, availability, and cost of land. Any proposed acquisition of real property or real property interests in which a District employee or Commissioner has an interest shall be disclosed to the entire Board in a public meeting and any action taken on such acquisition shall be in accordance with ORS Chapter 244.
- D. Sites that have a fair market value of \$75,000 or more and become surplus to CRW's needs shall be declared such by Resolution of the Board and shall be considered for sale, exchange, gift or lease pursuant to State statute and this policy.
- E. Acquisition or disposition of real property or real property interests shall be accomplished pursuant to ORS 264.210, these Board Policies, and, in the event the exercise of eminent domain is necessary, ORS Chapter 35. All fair market value estimates, market studies, or appraisals as specified and detailed below shall be obtained from a real estate broker or appraiser having all necessary certifications and licenses in the State of Oregon and having knowledge of the real estate market in the location and type of property being acquired or disposed.
 - 1. For real property or property interests estimated by the General Manager to have a fair market value of \$75,000 or less, the General Manager shall obtain a market survey from an independent real estate broker. Upon confirmation of the estimated fair market value, the General Manager shall have delegated authority to acquire or dispose of the property in accordance with this policy.
 - 2. For real property or property interests estimated by the General Manager to have a fair market value of more than \$75,000 but not more than \$250,000, the General Manager shall obtain a market study from a real estate broker prior to consideration by the Board.
 - 3. For real property or property interests estimated by the General Manager to have a fair market value of more than \$250,000 the General Manager shall obtain an appraisal from a real estate appraiser prior to consideration by the Board.
- F. For acquisition of property for which CRW receives or uses federal financial assistance in any part of the project, the General Manager shall comply with the provisions of the Uniform Real Property Relocation and Acquisition Policies Act of 1970, as amended.
- G. All appraisal reports shall comply with the standards for appraisals as published in the Uniform Standards of Professional Appraisal Practice (USPAP) in effect at the time of the appraisal. The appraisal and level of documentation will depend

on the complexity of the appraisal problem. All appraisals must contain sufficient documentation, including valuation data and the appraiser's analysis of that data, to support the opinion of value.

- H. The General Manager may release any interest CRW might have in a public utility easement if the encumbered property is not served by CRW, the encumbered property is within the limits of a city, and the General Manager determines that CRW is unlikely to serve the encumbered property in the future. No appraisal is necessary for the release of a public utility easement under this subsection.

Legal References ORS 264.210, 49 CFR Part 24

Section 3.6 Investment of Funds

- A. CRW's policy is to invest a maximum of surplus-available funds as is reasonably prudent, while having available cash on hand to meet daily operating needs.
- B. The Investment Officer for CRW will be designated in the CRW Investment Policy adopted by the Board.
- C. The Investment Officer shall adhere to the rules set forth in ORS 294.035, ORS 294.040, and the CRW Investment Policy adopted by the Board.
- D. Diversification of investments will be in accordance with the CRW Investment Policy.
- E. The Investment Officer will provide the Board with a register of outstanding investments on at least a quarterly basis. This report will include the name of the financial institution, issue date, maturity date, principal invested, and the interest rate, if applicable.

Legal References ORS 294.805 to 294.885, ORS 295.002 to ORS 295.093

Section 3.7 Borrowing

- A. Staff shall recommend, and the Board shall approve, the total amount of short-term loans when borrowing is necessary.
- B. CRW is authorized to contract for short-term loans for the purpose of meeting current expense. These notes shall be signed by the Board President and Treasurer.
- C. CRW has authority to issue Revenue Bonds by resolution in accordance with Oregon State Law.

Legal References ORS 287A.180, 287A.150

Section 3.8 Acknowledgement of Payments

Staff shall provide the Board with a monthly report of all expenditures. The Board will review and acknowledge the expenditure report at its regular meeting in the month that is two months after the month of the report.

Section 3.9 Accounting Policy

CRW's financial and accounting procedures, records and reporting will be in accordance with Generally Accepted Accounting Principles (GAAP) and the Government Accounting Standards Board's (GASB) authoritative guidance.

Section 3.10 Audit

The General Manager, or designee, will work with the auditor selected pursuant to Section 2.8 of these Board Policies each year to accomplish the objective of the annual audit.

Legal Reference ORS 297.405 et. seq.

**CLACKAMAS RIVER WATER
BOARD POLICIES**

SECTION 4 BUSINESS OPERATIONS

- 4.1 Personnel
- 4.2 Preparation and Modification of Personnel Policies
- 4.3 Employment Classification of Commissioners
- 4.4 Safeguarding Assets
- 4.5 Use of CRW Property
- 4.6. Risk Management and Insurance Program
- 4.7 Insurance Agent of Record
- 4.8 Property Appraisal
- 4.9 Disposal of Surplus or Outdated Equipment and Property
- 4.10 Pension Plan
- 4.11 Records Management
- 4.12 Annexation, Merger, Consolidation

Section 4.1 Personnel

CRW is committed to equal employment opportunity. Management is required to recruit, employ, train, transfer, promote, pay, discipline, lay off, and terminate employees solely on the basis of individual qualifications and merit and/or according to the standards and policies outlined in its personnel and related policies. Decisions involving any aspect of the employment relationship must be made without regard to an employee's race, color, creed, religion, sex, age, national origin, marital status, physical or mental handicaps that with reasonable accommodation do not prevent performance of the work involved, or any other status or characteristic protected under any applicable federal or state law.

Discrimination or harassment based on any of those factors is totally inconsistent with the Board's philosophy and will not be tolerated at any time.

Section 4.2 Preparation and Modification of Personnel Policies

The General Manager shall prepare and modify personnel and employment policies in compliance with state and federal law and general CRW Board policy applicable to personnel. The General Manager shall provide copies of any personnel manual or policy and modifications to such manual or policies to a Commissioner upon request.

Section 4.3 Employment Classification of Commissioners

The District's Commissioners, whether elected or appointed, are employees for tax withholding purposes only. Commissioners are not entitled to any employment related benefits as required by law or as otherwise provided in CRW's personnel policies or manual.

Section 4.4 Safeguarding Assets

The CRW Board of Commissioners fully supports a structure of policies and procedures that systematically provide reasonable assurance that management will achieve its basic objectives (operations, financial reporting, and compliance). This policy includes the following five components:

1. Provide a favorable *control environment*;
2. Provide a periodic *risk assessment*;

3. Provide for the design, implementation and maintenance of effective *control activities*;
4. Provide for effective *information and communication*; and
5. Provide for ongoing *monitoring* of the effectiveness of control-related policies and procedures, as well as the resolution of any potential problems identified.

Source: Governmental Accounting, Auditing, and Financial Reporting (GAAFR), Stephen J. Gauthier. Copyright 2012 by the Government Finance Officers Association of the United States and Canada, Chicago, IL, (p. 736)

Section 4.5 Use of CRW Property

- A. Board Use of CRW Property: Commissioners are required to comply with Oregon Government Ethics Law (ORS 244.010 to 244.047) in the use of CRW property in the execution of their duties as a Commissioner.
 1. Commissioners are prohibited from loaning CRW property without approval of the Board.
 2. It is the policy of CRW to loan equipment to other special districts or governmental agencies when it does not adversely impact operations. The General Manager will determine methods of remunerations and charges as defined in miscellaneous fee schedule.
- B. Employee Use of CRW Property: CRW employees are required to comply with Oregon Government Ethics Law (ORS 244.010 to 244.047) as well as Operations and Personnel Policies of CRW. The General Manager will administer all policies related to acquisition, use, and disposition of CRW property.
 1. Employees are prohibited from loaning CRW property without approval of the General Manager.
 2. CRW property is defined as all tools, equipment, material, and facilities - regardless of cost - owned or leased by CRW.
 3. In the event of an emergency, employees are permitted to loan equipment to other governmental agencies and then report to the General Manager following the emergency.

Section 4.6 Risk Management and Insurance Program

- A. The Board shall provide a program of risk management consistent with legal requirements pertaining thereto and with the ability of CRW to finance the same.
- B. The General Manager and the Insurance Agent of Record will recommend, and the Board will review and approve, the purchase of necessary insurance or a self-insurance program sufficient to meet minimum statutory requirements and provide for adequate insurance for all activities. Any self-insurance program

adopted by CRW shall provide for reasonably adequate reserves. Coverage shall be adequate to protect:

1. Itself as a corporate body
2. Its Board of Commissioners
3. Its appointed officers
4. Its employees

The above entities and individuals are to be insured against financial loss to the extent required or authorized by law where the loss arises out of a claim, suit or judgment by reason of negligence or other acts resulting in accidental injury to a person or damage to property within or without CRW while the above named insured are acting in the discharge of their duties within the scope of their obligations as Commissioners or as employees carrying out their duties. Normally, Commissioners will not be held personally liable for the consequences of their actions and decisions in fulfilling Board responsibilities. However, Commissioners will be held personally liable in the event they have acted outside the scope of their duties (as defined in Section 1 of Board Policy) or their conduct is not required to, or cannot be, indemnified by CRW.

- C. The District shall purchase insurance to cover or self insure:
1. All real and personal property of CRW.
 2. Losses due to employee dishonesty, injury or death.
 3. A program of benefits for employees to the limits established from time to time by the Board.
- D. The General Manager shall develop and maintain procedures and regulations to carry out this policy and may designate CRW employees to administer and supervise the program.
1. The person(s) so designated shall be guided by the reasonable person rule and shall:
 - i. Identify and measure those risks.
 - ii. Evaluate physical properties owned or leased by CRW.
 - iii. Establish risk management records to reflect values of such property.
 - iv. Establish procedures to maintain property and designate security personnel to protect property.
 - v. Establish procedures for good housekeeping, safe environmental conditions for employees and members of the public.

- vi. Establish procedures for handling of risk management funds and record keeping.
- vii. Utilizing the services of the CRW's insurance consultant and/or Broker to determine which risks can normally be assumed as a proper business risk and which risks shall be ceded to professional risk bearers considering:
 - 1. Frequency and magnitude of loss; and
 - 2. The ability of the CRW to replace damaged property.

Section 4.7 Insurance Agent of Record

- A. CRW will retain an insurance agent of record for casualty and property insurance, bonds, and workers' compensation.
- B. Any appointment shall comply with CRW's Local Contract Review Board Rules.
- C. The agent shall be responsible for assisting CRW with the development of a sound risk management program and for writing and servicing all necessary policies and statutory bonds.

Section 4.8 Property Valuation for Insurance Purposes

- A. CRW shall maintain an up-to-date valuation of all buildings, including improvements, fixtures, and fixed contents, as necessary to inform decisions on property and casualty insurance.
- B. A valuation may be performed by CRW's insurance agent of record.

Section 4.9 Disposal of Surplus or Outdated Equipment and Property

- A. CRW shall dispose of surplus or unusable property in accordance with Oregon statutes and Local Contract Review Board Rules adopted by the Board.

Section 4.10 Pension Plan

- A. CRW is a Public Employees' Retirement System (PERS) participating agency.
- B. CRW also authorizes participation in qualified 457-type retirement plans.

Section 4.11 Records Management

- A. The Board directs the General Manager to develop policies that conform to the Secretary of State Archives Division public records retention schedule applicable to special districts.
- B. Compliance with the Oregon Public Records Law (ORS 192.311 through 192.478), including proper filing and retention of records in accordance with

these statutes, Oregon Administrative Rules 166-150-0005 to 166-150-0215 as applicable, and CRW's Record Management Policy, shall be required of all employees and Commissioners.

**CLACKAMAS RIVER WATER
BOARD POLICIES**

SECTION 5 GENERAL MANAGER ROLE

- 5.1 General Manager as Administrator of CRW
- 5.2 General Manager Appointment and Terms of Employment

Section 5.1 General Manager as Administrator of CRW

- A. In accordance with the policies adopted by the Board, all administrative and operational functions are delegated to the General Manager.
- B. The General Manager shall create and maintain an organizational structure such that staff is arranged for efficient and effective operation of CRW.
- C. In all areas, the General Manager is delegated to develop and maintain the water system at levels necessary to maintain CRW's investments.

Section 5.2 Appointment and Terms of Employment - General Manager

- A. The General Manager shall be appointed and work at the pleasure of the Board.
- B. The terms of employment shall be agreed upon by the Board and the General Manager and be reduced to writing in the form of an employment contract between CRW and the General Manager.
- C. The Board shall review the position, the person, and the terms of employment annually. The results of the review shall be contained in an annual evaluation.
- D. The terms of employment shall include, without limitation: responsibilities of the General Manager, demonstrable skills, and salary and benefit considerations.

**CLACKAMAS RIVER WATER
BOARD POLICIES**

SECTION 6 PURCHASING/CONTRACTING

- 6.1 General
- 6.2 Responsibility, Authority, Standardization
- 6.3 Sales to Outside Agencies

Section 6.1 General

CRW recognizes that effective purchasing policies can result in significant savings. In accordance with ORS 279A.060, CRW has adopted Local Contract Review Board Rules. Clackamas River Water's Board of Commissioners is the Local Contract Review Board and acts as such.

Section 6.2 Responsibility, Authority, Standardization

- A. The General Manager is responsible for the procurement of all goods and services and for establishing procedures to sell goods and services.
- B. Standardization of supplies, materials and equipment is to be achieved whenever possible.
- C. Only persons designated by the General Manager are authorized to order or otherwise commit CRW for materials, equipment, supplies and services.
- D. Commissioners may not contact vendors, consultants or other parties having an existing contractual relationship with CRW related to current agency business or relationships without first being authorized for such contact by a majority vote of the CRW Board.

Section 6.3 Intergovernmental Cooperation

- A. Whenever feasible, CRW will attempt to develop cooperative agreements with federal, state, or local governmental agencies to promote the efficient use of resources by sharing facilities and avoiding duplication of services. Charges for goods or services sold to participating governmental agencies will be limited to their direct and indirect costs.
- B. All agreements with other government agencies will be in writing and any agreement will be submitted to the Board for approval unless the Board has delegated applicable contracting authority to the General Manager.

**CLACKAMAS RIVER WATER
BOARD POLICIES**

SECTION 7 COMMUNITY RELATIONS

- 7.1 Communication with the Public and News Media
- 7.2 Gifts and Donations
- 7.3 Public Records
- 7.4 Participation in Community Affairs

Section 7.1 Communications with the Public

Public involvement with CRW is encouraged. In order to foster that involvement, the General Manager shall keep the public informed of relevant policies and directives.

- A. Nothing in this section shall prevent CRW employees from taking an active part in community affairs.
- B. Employees are entitled to enter into political activity provided it is in conformance with ORS 260.432.

Section 7.2 Gifts and Donations

- A. CRW may accept gifts, grants, donations, and title to property from parties desiring to convey property to CRW. Upon receipt, CRW shall have sole and complete control of same. The Board may recognize the receipt of gifts and donations.
- B. The Board shall recognize presentations of memorials or other awards without such recognition being considered as a testimonial or endorsement by CRW.

Section 7.3 Public Records

- A. Public records are to be created, maintained, retained and destroyed pursuant to the definitions and requirements of ORS chapter 192.
- B. CRW shall comply with the Oregon Public Records Law, ORS 192.311-192.478. Access to public records will be provided pursuant to a Public Records Policy adopted by the General Manager and made available to the public.
- C. The Board designates the General Manager as CRW's records custodian. The General Manager may delegate records custodian functions to CRW staff.
- D. Notwithstanding CRW's Public Records Policy, the Board, from time to time, may set policy and grant a waiver of fees with respect to public records requests by Commissioners relating to agenda items under current discussion by the Board.
- E. Authorization Required for Removal of Original Records
 - 1. An original record of CRW shall not be removed from CRW's files or the place at which the record is regularly maintained, except upon authorization of the Board.
- F. Unauthorized Alteration, Removal or Destruction of Originals
 - 1. If any person attempts to alter, remove, or destroy any CRW record, the CRW representative shall immediately terminate such person's review, and the person shall be removed from CRW premises. Nothing in this Board Policy shall prevent the destruction of public records as is allowed by Oregon law relating to public record retention and destruction.

**CLACKAMAS RIVER WATER
BOARD POLICIES**

SECTION 8 COST OF WATER SERVICE AND SYSTEM DEVELOPMENT

- 8.1 Billing and Collection
- 8.2 Water Loss Policy
- 8.3 Meter and Service Installation Charges
- 8.4 Water Critical Customers
- 8.5 Service to Other Entities
- 8.6 Availability of Service
- 8.7 System Safety and Water Quality
- 8.8 Local Improvement District (L.I.D.)
- 8.9 Metering
- 8.10 Developer Installed Systems

Section 8.1 Billing and Collection

It is the policy of CRW that all customers pay for the costs of providing water to their premises. The Board will adopt rules and regulations, water rate structures, and other resolutions and ordinances that provide details on the conditions and costs for those services. These will be reviewed periodically and updated by the General Manager and submitted to the Board for consideration and adoption.

Section 8.2 Water Loss Policy

Recognizing the possibility of water leakage within the customer-owned system, leakage is generally non-disputable and at the customer's expense. If any adjustment is to be made it will be consistent with the CRW Leak Adjustment Policy.

Section 8.3 Meter and Service Installation Fees

- A. The fees for meter and service installation will be set by the Board and reviewed annually.
- B. When the meter is purchased, the customer will pay the balance due, plus a system development charge (SDC) as applicable.

Section 8.4 Water Critical Customers [deleted]

Section 8.5 Service to Other Entities

CRW may sell surplus water to other governmental entities upon Board approval and in accordance with the requirements of ORS Chapter 264.

Section 8.6 Availability of Service

The Board directs the General Manager to establish policies to provide CRW's customers with uninterrupted service.

Section 8.7 System Safety & Water Quality

The Board directs the General Manager to ensure there are appropriate policies and procedures to comply with State and Federal mandates for location and protection of underground facilities for the installation and maintenance of backflow devices.

Section 8.8 Local Improvement District (L.I.D.)

Upon petition by CRW customers, the Board authorizes the General Manager to begin the procedure to establish a Local Improvement CRW (L.I.D.) under provisions of ORS 264.362.

Section 8.9 Metering

- A. Clackamas River Water reserves the right to determine the proper meter size and configuration to be used to supply its customers.
- B. Metering devices are to be installed in accordance with CRW rules and regulations. Any exceptions are to be approved by the Board.

Section 8.10 Developer Installed Systems

All new water mains will be installed in accordance with CRW's water extension procedures and CRW's water system standard specifications.

CLACKAMAS RIVER WATER

BOARD POLICIES RECEIPT ACKNOWLEDGMENT FORM

I am a duly elected Commissioner of the board of Clackamas River Water and hereby acknowledge that I have been provided a copy of the Board Policies, and that it contains important information regarding my role as a Commissioner. I have read and understand the policies contained in the Board Policies and have asked the currently presiding board president or the general manager for clarification of any information that I did not understand or had further questions regarding.

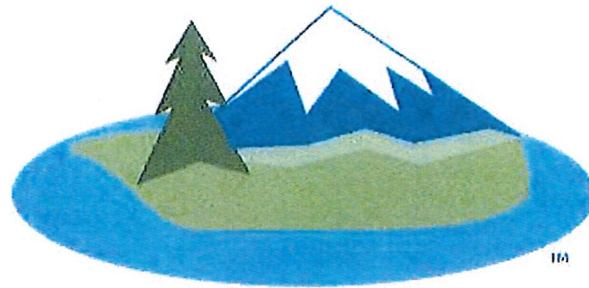
By my signature below, I agree to observe and comply with all policies and guidelines contained in the Board Policies.

Commissioner's Name (Print)

Commissioner's Signature

Date

REDLINE OF PROPOSED CHANGES TO SECTIONS 1 & 2



Clackamas River Water

CLACKAMAS RIVER WATER

BOARD POLICIES

Complete Revisions

July 2024

**CLACKAMAS RIVER WATER
BOARD POLICIES**

SECTION 1	BOARD OPERATIONS S DEFINITIONS —
SECTION 2	BY-LAWS OF THE BOARD
SECTION 3	BUDGET & FINANCE
SECTION 4	BUSINESS OPERATIONS
SECTION 5	GENERAL MANAGER'S ROLE
SECTION 6	PURCHASING / CONTRACTING
SECTION 7	COMMUNITY RELATIONS
SECTION 8	COST OF WATER SERVICE & SYSTEM DEVELOPMENT

**CLACKAMAS RIVER WATER
BOARD POLICIES**

SECTION 1 BOARD OPERATION

- 1.1 Definitions
- 1.2 Powers of the Board
- 1.3 Functions of the Board
- 1.4 Orientation
- 1.5 ~~Board Educational Development~~Commissioner
Conduct
- 1.6 Board Educational Development
- ~~1.7~~ Compensation for Services & Reimbursement for Expenses
- ~~1.78~~ Formulation of Policies
- ~~1.89~~ Public Meetings
- ~~1.9~~ ~~Agenda Preparation~~
- ~~1.10~~ ~~Preparation for Board Meetings~~
- ~~1.11~~ ~~Procedures during Board Meetings~~
- 1.~~12~~10 Computer Policy

Section 1.1 Definitions

As used in these sections, unless the context requires otherwise:

- A. “Board of Commissioners” or “Board” means the governing body of Clackamas River Water.
- B. “CRW” means Clackamas River Water or properties owned by Clackamas River Water.
- C. “General Manager” means the appointed Administrator of Clackamas River Water.

Section 1.2 Powers of the Board

- A. The powers of the Board are outlined in Chapter 264 and Chapter 198 of the Oregon Revised Statutes relating to domestic water districts and special districts. The Board has the following general responsibilities, consistent with those statutes:
 - 1. Identify and adopt strategic priorities for CRW
 - 2. Hire, evaluate, and dismiss the General Manager
 - 3. Adopt the annual budget for CRW
 - 4. Adopt the Rates, Fees, and Charges schedule for CRW
- B. The Board may authorize ad-hoc advisory committees as it sees fit.
 - 1. The Board President or designee will outline the duties and responsibilities of each committee at the time of appointment.
 - 2. A Commissioner may serve as an ex-officio member.
 - 3. Advisory committees shall comply with Oregon Public Meetings Law and are responsible for providing any written records to District staff so they may be made available to the public if requested.

Section 1.3 Functions of the Board

A. Policy Making

1. The Board will establish strategic policy reserving to itself all authority and responsibility not otherwise assigned to the General Manager or others.
2. The Board is CRW's Local Contract Review Board pursuant to ORS 279A.060.

B. Oversight

1. The primary responsibility of the Board is to make policy-level decisions for CRW, and to hire, evaluate and manage CRW's General Manager, who will serve as CRW's chief executive officer. Administrative authority for the daily operations of CRW and the management of all CRW personnel is delegated to the General Manager to the extent reasonably possible.
2. No individual Commissioner may direct or order a staff member on any matter that relates to the daily operations or administrative activities of CRW unless expressly authorized by the Board. No individual Commissioner may order, direct, or conduct any review of personnel records of any staff member or any other record that is exempt under the Oregon Public Records Law unless expressly authorized by the Board.
3. If any Commissioner should be delegated by the Board to exercise any administrative authority for CRW, that direction shall be in writing and shall state the express purpose for which authority is being granted and for what duration, and any such appointment shall be agreed upon between the Board and the General Manager.
4. The Board will provide the financial means to implement Board policies in order to accomplish organizational goals and objectives as adopted by the Board of Commissioners.

C. Planning/Vision

1. The Board is committed to long-term planning as an essential activity to assure the viability of water service to water users in the region.
2. The Board will develop functional philosophies in the form of vision, mission, and/or values statements that provide guidance to the Board in the execution of its responsibilities and to the staff and others involved in the operations. These are to be reviewed periodically to assure their continued applicability.
3. Priorities will be established by the Board and be consistent with long-term planning. Areas to be considered for priority status will be balanced between community needs, District requirements, regulatory requirements, and recommendations of the General Manager.

4. The Board will conduct a periodic review of rates and charges.

D. Commissioner Assignments

1. At least annually, the Board will review the various organizations with which CRW has relationships and decide which organizations should have a Board representative assigned to them. The Board President will assign a CRW representative to any organization the Board determines should have a representative from the Board, unless a different assignment process is required by agreement or law.
2. A Commissioner's attendance at another organization's meeting is in the Commissioner's individual capacity, not in an official capacity, unless the Commissioner is assigned as an organizational representative pursuant to this section or the attendance is otherwise approved by the Board.
3. If a Commissioner appears before another governmental agency or organization to give a statement on an issue relevant to CRW, that Commissioner must state whether the statement reflects personal opinion, is the official position of CRW, or both. Additionally, if the Commissioner is representing CRW, the Commissioner must support and advocate for the official CRW position on the issue as established by vote of the Board.

Section 1.4 Orientation

A. Cooperating with Board Candidates

The Board, through the General Manager, shall cooperate with candidates for the Board on an equal basis and will provide them with information about Board policies and other aspects of the operation of CRW upon request.

B. Orienting New Commissioners

The Board and the General Manager shall assist each new member-elect to understand the Board's functions, policies, and procedures. If possible, orientation will be provided before the member-elect takes office. The General Manager will provide information including:

1. A copy of Board policies, including Local Contract Review Board Rules.
2. A copy of the law relating to the operation of water districts.
3. A copy of the Attorney General's "Public Records and Meetings Manual."
4. A copy of the Oregon Government Ethics Commission publication "Guide for Public Officials."

Section 1.5 Commissioner Conduct

The following Code of Conduct applies to Commissioners whenever they are acting in their official capacity, both in and outside of Board meetings.

- A. The Board shall not, to the extent possible, involve itself in the day-to-day operations of the District. Without prior approval of the Board, no Commissioner may interfere with or engage in District operations, including programs, maintenance, personnel management, administration, enforcement of facility rules, planning, training, or other daily operations and responsibilities of the General Manager. If the Board sees a need for an exception and asks a Commissioner to become involved in District operations, the Board will clearly state in writing the Commissioner's operational duties/functions, and the Board President and General Manager shall agree to said arrangement prior to the Commissioner commencing involvement.
- B. Commissioners will assist the Board President in preserving order and decorum during Board meetings and will not delay or interrupt proceedings. Commissioners will comply with any ruling of the President or Board, and the following rules will be observed to maintain order and decorum during meetings:
 - 1. Commissioners will review necessary information, including the agenda and meeting materials, before meetings, and will come to meetings prepared.
 - 2. Any Commissioner desiring to be heard will request to the President to be heard. Commissioners will be given an opportunity to speak at least once on any pending motion or agenda item. Once recognized, the speaker will confine their remarks to the subject under consideration.
 - 3. When speaking on behalf of the Board or District, Commissioners will represent the Board's official position, not their own personal opinion.
 - 4. Commissioners will be open and candid and should be succinct in stating their views. Commissioners should focus on a single issue or topic at any one time and allow one another to finish speaking without interruption.
 - 5. Board discussions are to focus on CRW issues; Commissioners should avoid raising non-District issues not relevant to the current discussion.
 - 6. Commissioners should keep discussions moving and adhere to established time limits on discussions.
 - 7. Commissioners will refrain from criticizing or berating each other, staff, or members of the public.
- C. The Board will respect the separation between policymaking and administration (Board and General Manager functions respectively) as outlined in these Board

Policies by observing the following communication policies with respect to CRW staff:

1. The Board will work with CRW staff as a team in the spirit of mutual respect and support.
2. Outside of Board meetings, Commissioners will not attempt to influence a CRW employee or the General Manager, or advocate for a certain outcome in regard to personnel matters, purchasing issues, the award of contracts or the selection of consultants. However, Commissioners discussing these matters with the General Manager outside of Board meetings in a non-coercive manner is appropriate.
3. Commissioners will, wherever possible, limit individual contact with CRW staff to the General Manager, management staff, and designated staff for requests that concern the relevant matter or matters, so as not to influence staff decisions or recommendations, interfere with their work performance, undermine management authority or prevent the Board as a whole from receiving information. The General Manager will determine the most effective way to respond to Board requests.
4. When expressing criticism to staff, either at a public meeting or through other communication, Commissioners will be professional and mindful of the role and responsibility of staff members.
5. Any written materials or information requested of staff by Commissioners will be submitted to the entire Board and include a notation stating who requested the information.
6. The Board President will refer comments or questions regarding CRW personnel or administration to the General Manager. The General Manager may, at their discretion, reply to the inquiry directly or instruct the appropriate staff member to do so.

D. Commissioners will protect the confidentiality of CRW information as follows:

1. Commissioners will keep all written materials provided to them on matters that are confidential under law in complete confidence to ensure that the District position is not compromised. No mention of the information read or heard should be made to anyone other than the Commissioners, General Manager, or legal counsel.
2. All public statements, information or media releases relating to a confidential matter will be handled by the General Manager, legal counsel, or designated Commissioner.
3. Unless required by law, no Commissioner may make public the discussions or information obtained in executive session. The Board may

censure a Commissioner who discloses confidential information or otherwise violates this policy.

4. Commissioners will comply with the Oregon Public Records Law by retaining all documents they create that relate to the business of CRW, including their notes on documents, for the minimum period of time established by CRW's public records retention policy and any other applicable law. Commissioners may comply with this requirement by providing records to the employee designated by the General Manager as Executive Assistant to the Board for retention. This obligation continues after a Commissioner leaves office.

Section 1.6 Board Educational Development

- A. The General Manager will inform and make available information on conferences, meetings and publications which may be useful and informative.

Section 1.7 Compensation for Services and Reimbursement for Expenses

- A. Commissioners will be compensated \$50 for any water-related meeting or conference attended on behalf of CRW. The stipend is limited to \$50 per day
- B. If a Commissioner wants reimbursement for attendance at a meeting that has not been authorized by the Board, prior Board approval is required.
- C. There is no reimbursement for mileage to and from CRW for meetings.
- D. Commissioners are not entitled to compensation for expenses that are included in the cost of an event registration.
- E. Commissioners shall request supplies they use for CRW business from designated CRW staff. CRW staff often can buy supplies at a lower cost than if the Commissioners makes the purchase on their own.
- F. Additional Provisions Regarding Attendance at Meetings or Events:
 1. To qualify for compensation or reimbursement, a meeting or event must be related to CRW's mission. Examples are meetings of other public or private entities, such as Chamber of Commerce meetings, SDAO or like events, city or county meetings, monthly agenda preparation meetings, or any other meeting where there is a prior expense authorization by the CRW Board or the Board President. In no event shall Commissioners receive compensation for meetings attended with staff at their own request.
 2. The Commissioner is encouraged to provide orally, or in writing, a summary of the meeting or event at the next regular Board meeting to the extent that it relates to CRW's operations, planning, or policies.
 3. All requests for expense reimbursement must be submitted within 60 days of

expense incurrence. In the case of extenuating circumstances, exceptions may be made with approval from the Board President. The reimbursement form must be signed and include the dates and times for the meetings attended. Commissioners will not be compensated for time or mileage if a request is not timely submitted.

4. While Commissioners may attend meetings or events, Commissioners shall not make statements on behalf of the District or Board without prior approval of the content by the Board, unless it is already published and attributable to the District. In all other circumstances, the Commissioner must be clear that statements are the individual position of the Commissioner and not the Board or District.
- G. Commissioners will submit expense reports for reimbursement to the employee designated by the General Manager as Executive Assistant to the Board, who will review the report to verify that the expenses are in compliance with Board Policy. If the report includes expenses that are questionable or outside policy, the employee designated by the General Manager as Executive Assistant to the Board shall review the expense request with the Chief Financial Officer. If the Chief Financial Officer is unable to confirm that an expense request complies with Board Policy, the General Manager will return the expense request to the Commissioner with direction that if the Commissioner wishes to be reimbursed, the Commissioner may submit their expense reimbursement directly to the Board for consideration. The Board's vote is the final resolution.
- H. The Board adopts CRW Policy 1-2.10.003 (Travel Expense Policy) for itself and will follow it.
- I. If a Commissioner uses a personal vehicle to travel, the District will reimburse for travel at the then-existing IRS mileage rate. However, no reimbursement will be paid for travel to and from CRW property.
- J. No reimbursement shall be allowed for expenses incurred by or for spouses, guests or relatives of Commissioners. No reimbursement shall be allowed for alcoholic beverages.
- K. If CRW is reimbursing the member for the expenses and costs of travel, the time spent traveling shall not be considered a meeting or event for which compensation for services can be claimed.
- L. Travel and Credit Card Perks – CRW will book all travel and lodging for authorized travel by Commissioners. Commissioners traveling on CRW-related business may pay for incidental travel expenses using personal credit cards, debit cards, and other payment methods that accrue “points” or other promotional benefits.
- M. The Board and individual Commissioners will comply with Oregon government ethics requirements in connection with any compensation or reimbursement issues

decided by the Board. Generally, a Commissioner making a request for compensation or reimbursement has a direct conflict of interest that must be declared by the requesting Commissioner, and the Commissioner may not participate in the deliberation or decision on the request.

Section 1.8 Formulation of Policies

- A. Proposed District policy amendments will be drafted by or at the direction of the General Manager for Board review.
- B. Adoption of new District policies, amendments of existing District policies, or repeal of existing District policies shall be made by resolution of the Board pursuant to a two-step procedure separated by no less than 28 days:
 - 1. Inclusion of the proposed action on the public agenda with introduction, discussion, and deliberation at one meeting.
 - 2. Inclusion of the proposed action on the public agenda with further deliberation and a vote to be held at a second meeting.
 - 3. The Board may, by unanimous vote, waive the requirement of two readings and take action on a District policy in a single meeting.
- C. Board Policies
 - 1. The Board may temporarily suspend Board policies by majority vote if the motion has been provided to all Commissioners in writing or by unanimous vote when no such written motion has been provided.
 - 2. Policies specific to Board governance, including these Board Policies, do not require a second reading or a 28-day passing period.

Section 1.9 Public Meetings *(See ORS 192.610—192.695)*

A. Governing law and application of policy

- 1. All meetings will be conducted in accordance with Oregon public meetings laws, ORS 192.610–695.
- 2. Commissioners will comply with the requirements of ORS 192.630, including those provisions prohibiting three or more Commissioners from meeting outside a properly noticed public meeting for the purpose of deciding on or deliberating toward a decision on any matter that will or may be decided by the Board, except as otherwise provided by ORS 192.610 to 192.705. For purposes of this policy, “meeting” includes (1) gathering in a physical location; (2) using electronic, video or telephonic technology to be able to communicate contemporaneously among participants; (3) using serial electronic written communication among participants; or (4) using an intermediary to communicate among participants.

3. The Board and each Commissioner will comply with ORS 192.700, requiring annual training on compliance with the Oregon Public Meetings Law. The Board directs the General Manager to arrange for Board training through a method that complies with ORS 192.700.
4. Any Commissioner who has a question about compliance with Oregon Public Meetings Law may direct the question to the General Manager. The General Manager, may, but is not required to, direct the question to the District's General Counsel.
5. The District will use the Attorney General's Public Records and Meetings Manual as a guidance document.
6. This policy applies to all Board Meetings of the District, and, to the extent that they exist, to any meetings of subcommittees or advisory groups appointed by the Board, provided such subcommittees or advisory groups normally have a quorum requirement, take votes, and form recommendations as a body for presentation to the Board.

B. Preparation for Board Meetings

1. Agenda Preparation

- a. Any Commissioner may request that an item be placed on the agenda for a Board meeting. All items must be submitted to the employee designated by the General Manager as Executive Assistant to the Board no later than 17 days before the scheduled meeting. The Board President and Secretary will decide whether the matter is placed on the agenda. The Board President may add, edit, or delete emergency items up to the time of the meeting. The Board may add or review agenda items by majority vote at the time the agenda is approved by the Board.
- b. Unless modified by the Board, the agenda shall follow the following general format:
 - Call to order
 - Pledge of Allegiance
 - Roll call by President or designee
 - Approval of agenda
 - Public comment
 - Consent agenda

- Action items
- Informational reports
- Public comment
- Commissioner business
- Adjournment
- Executive session (pursuant to ORS 192.660)

2. Distribution of Materials to Board Members

The agenda and monthly report will be given to each Commissioner at least four days prior to any regularly scheduled Board meeting. Simultaneously, the General Manager will provide Commissioners with detailed information relevant to the agenda, including existing Board policy pertinent to agenda items.

3. Distribution of Agenda to the Public

- a. The employee designated by the General Manager as Executive Assistant to the Board will prepare, distribute, and post all public notices.
- b. At the same time the Board packet is distributed for any regularly scheduled Board meeting, the agenda will be distributed to the CRW office, local media, and to all persons or other media representatives who have requested notice in writing. The agenda will also be posted at the CRW administration building, the CRW web page, and other locations as designated by the Board.
- c. Other interested persons may request a Board packet, in writing, from the employee designated by the General Manager as Executive Assistant to the Board. CRW may charge for paper copies of the Board packet per CRW's public records policies.

C. Location and Timing of Meetings

1. The Board shall will hold meetings at such time and place within the District as it may determine.
2. The Board will make every reasonable effort to commence all public meetings no later than five minutes after the start time published in the meeting notice unless a delay in the start time is announced to the public at the scheduled start time.
3. No publicly attended Board meeting will extend beyond 10:00 PM or for a period of longer than three hours, unless the Board approves a motion to

extend the meeting for a specified additional time period.

4. No executive session held following a public meeting will extend beyond 10:30 PM unless the Board approves a motion in public session to extend the meeting for a specified additional time period.

D. Accessibility of Meetings

1. No meeting will be held in any place where discrimination on the basis of race, creed, color, sex, age, national origin, or disability is practiced
2. All meetings will be held in places accessible to people with physical disabilities.
3. CRW will make a good faith effort to provide an interpreter for hearing impaired persons at any regularly scheduled meeting, so long as the person requesting the interpreter has given CRW at least 48 hours' notice of the request and has provided the name of the requester, sign language preference, and any other information CRW may request. "Good faith efforts" include contacting the Oregon Disabilities Commission, or other state or local agencies that maintain lists of qualified interpreters, to arrange for the provision of interpreter services. If a meeting is held upon less than 48 hours' notice, CRW will make reasonable efforts to provide an interpreter. CRW need not make efforts to provide an interpreter for emergency meetings.
4. All meetings of the Board, except for executive sessions, will provide to members of the general public, to the extent reasonably possible, an opportunity to: access and attend the meeting by telephone, video, or other electronic or virtual means; to the extent in-person oral testimony is allowed, submit oral testimony by telephone, video, or other electronic or virtual means; and, to the extent in-person written testimony is allowed, submit written testimony, including by electronic mail or other electronic means. The District may take actions necessary to exclude malicious disruptions of meetings, including requiring persons to notify the District in advance if they wish to provide public testimony in a meeting so access permissions may be granted.

E. Occurrence of Meetings

1. Regular Meetings

The Board shall hold at least one regular meeting in each month, currently fixed as the second Thursday of each month, on a day to be fixed by it and may hold special meetings under such rules as it may make. The Board reserves the right to change the day on which regular meetings recur. If the date of a regularly scheduled meeting is to be changed, the public must be given at least 14 days' notice except in case of an emergency.

~~The Board has established the regular meeting date of record as the second Thursday of each month.~~

2. Special Meetings

The Board may hold special meetings at the request of the President or at the request of any two Commissioners. Special meetings will be held with at least 24 hours' public notice.

3. Emergency Meetings

- a. Emergency meetings may be held at the request of the President or at the request of any three members of the Board upon less than 24 hours' notice in situations where a true emergency exists. A true emergency exists where there are objective circumstances which, in the judgment of the person or persons calling the meeting, create a real and substantial risk of harm to CRW which would be substantially increased if the Board were to delay in order to give 24 hours' notice before conducting the meeting. The convenience of Commissioners is not grounds for calling an emergency meeting.
- b. At the beginning of any emergency meeting, the Commissioner(s) calling the meeting will recite the reason(s) for calling the emergency meeting, which will be noticed in the minutes. If the Board determines that the reasons for calling the meeting are insufficient, the meeting shall be immediately adjourned. Business conducted at the emergency meeting must be directly related to the emergency.

F. Notice of Meetings

1. Notice of the time, place, and principal subjects to be considered shall be given for all meetings.
2. For regular or special meetings, the notice will be in the form of the agenda, which will be distributed and posted pursuant to Section 1.9(B)(3) of this policy.
3. For emergency meetings, CRW will give as much notice as possible under the circumstances, but at minimum will contact local media to inform them of the meeting.

A.G. Meeting Procedures

Section 1.12—Procedures during Board Meetings

1. These Board Policies, as supplemented by Robert's Rules of Order (Revised), shall guide the Board in its deliberations except as otherwise required by state law. Rules may be amended at any meeting by majority vote. The order of business may be suspended at any meeting by a majority vote of those present.

1.2. The President will preside at Board meetings.

2.3. Public Participation

The Board will provide a time at each regular meeting for public comment on non-agenda items. The employee designated by the General Manager as Executive Assistant to the Board will provide a process for those wanting to make public comment. All remarks should be addressed to the Board as a body. Each person is allowed a maximum of three minutes unless allocated additional time by the Board. Time may not be yielded or allocated by one person to another.

3.4. Meeting Conduct

Persons attending and making statements shall do so in a courteous, professional manner; common respect will be maintained among all participants. The Board President has inherent authority to keep order and to impose any reasonable restrictions necessary for the efficient and orderly conduct of the meeting, including rules related to the operation of electronic recording equipment, the formulation of which will prioritize the physical comfort and safety of Board members and the public in attendance. The President may regulate the order and length of appearances and limit appearances to presentations of relevant points and to limit repetitive and redundant comment. Only Commissioners or the General Manager may ask questions of a person, staff member, or attendee making a presentation or giving testimony. Questions from the audience to staff members or guests will not be allowed. The President is authorized to stop interruptions of Board deliberations or attempts to debate with staff, other meeting attendees, or Commissioners. The President may, to the extent allowed by law, exclude a person for not complying with meeting policy or causing a disturbance. Any individual who fails to leave the premises when asked to do so may be treated as a trespasser, and law enforcement personnel may be contacted to remove the individual. Board members will comply with the Code of Conduct specified in Section 1.5 of this Policy

4.5. Votes will be recorded. Any Commissioner may request a vote be changed if such request is made prior to consideration of the next order of business.

5.6. Three Commissioners shall constitute a quorum. Commissioners may appear by telephonic or electronic means. Commissioners appearing remotely shall be counted for purposes of establishing a quorum so long as all Commissioners can speak to and hear each other. If only a quorum is present, a unanimous vote is required to approve a motion.

6.7. The Board generally makes decisions by roll-call vote. In the event that a vote is not taken by roll call, any Commissioner may require that a roll-call vote be conducted if the request is stated promptly after the vote occurs.

8. Members may append to the record, at the time of voting, a statement indicating the reason for the vote or the reason for abstaining.
9. Any Commissioner with a potential conflict of interest will declare the conflict for the record but may participate in discussions and vote. Any Commissioner with an actual conflict of interest will declare the conflict for the record and will refrain from discussion or voting. To the extent any Board member has had any ex parte contact in a quasi-judicial matter, the member will declare the contact prior to participating in discussion on the matter.
10. Pursuant to Oregon’s Indoor Clean Air Act, smoking is prohibited in CRW buildings and within 10 feet of all entrances, exits and accessibility ramps that lead to and from an entrance or exit, windows that open and air-intake vents. “Smoking” includes cigarettes, cigars, pipes, and the use of inhalant delivery systems and other devices. The Board may adopt anti-smoking policies that are stricter than state law and that prohibit smoking on non-building District properties.
11. Meetings will be adjourned upon completion of agenda items, by a majority vote, or as a result of the loss of a quorum.

H. Minutes

1. The Board will keep minutes of all its meetings, including executive sessions, in accordance with the requirements of ORS chapter 192.650. Minutes may be taken in writing or by audio recording and will include at least the following information:
 - a. All Commissioners present;
 - b. All motions, proposals, resolutions, orders, ordinances and measures proposed and their dispositions;
 - c. Results of all votes; including the vote of each member by name;
 - d. The substance of any discussion on any matter;
 - e. Reference to any document discussed at the meeting.
2. Board meeting minutes, including recordings constituting official minutes, will be preserved until such time as their disposal is authorized by rule or specific authorization of the State Archivist pursuant to ORS 192.105. Recordings not constituting official minutes will be kept for a minimum of one (1) year after minutes are prepared and approved. All other meeting materials will be kept for a minimum of five (5) years. Written and recorded minutes will be available to the public within a reasonable time after the meeting.
3. Executive sessions will be recorded. Minutes of executive sessions will be

kept separately from minutes of open meetings.

4. If disclosure of material in the executive session minutes would be inconsistent with the purpose for which the executive session was held, the material may be withheld from disclosure. No executive session minutes may be disclosed without prior authorization of the Board.
5. Any tape recordings or written minutes of public Board meetings or executive sessions shall be retained by the District until such time as their disposal is authorized by rule or specific authorization of the State Archivist pursuant to ORS 192.105.

I. Executive Sessions

1. The Board will comply with Oregon law regarding executive sessions, including without limitation ORS 192.660.
2. Notice for a regular or special meeting called solely to hold an executive session will be given in the same manner as notice for a regular or special meeting described above, except that the notice will indicate the general subject matter to be considered and will set forth the statutory basis for calling the executive session. Notice for an emergency meeting called solely to hold an executive session will be given in the same manner as notice for an emergency meeting described above, except that the notice will indicate the general subject matter to be considered and will set forth the statutory basis for calling the executive session.
3. During executive sessions, the Board may fully discuss members' views but may not make any final decisions.
4. Before entering into executive session, the President will announce the statutory authority for doing so. Once the executive session has been convened, the President will direct any representatives of the news media who are present not to report information from the executive session. Board members, CRW staff, and other present persons will not discuss or disclose executive session proceedings outside of the executive session without prior authorization of the Board as a whole.

5. Authorized Purposes

a. Executive sessions will be held only for the following purposes:

1. ORS 192.660(2)(a). To consider the employment of a public officer, employee, staff member or individual agent if:
 - The District has advertised the vacancy;
 - The Board has adopted regular hiring procedures;
 - In the case of an officer, the public has had the opportunity to

comment on the employment of the officer; and

- In the case of the General Manager, the Board has adopted hiring standards, criteria and policy directives in meetings open to the public in which the public has had the opportunity to comment on the standards, criteria and policy directives.

Authority pursuant to ORS 192.660(2)(a) does not apply to:

- The filling of a vacancy in an elective office.
 - The filling of a vacancy on any public committee, commission or other advisory group.
 - The consideration of general employment policies.
 - The employment of the General Manager, other public officers, employees and staff members when the procedures listed above have not been followed.
2. ORS 192.660(2)(b). To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.
 3. ORS 192.660(d). To conduct deliberations with persons designated by CRW to carry on labor negotiations.
 - ~~2.4.~~ ORS 192.660(e). To conduct deliberations with persons designated by CRW to negotiate real property transactions.
 5. ORS 192.660(f). To consider information or records that are exempt by law from public inspection.
 - ~~3.6.~~ ORS 192.660(g). To consider preliminary negotiations involving matters of trade or commerce in which CRW is in competition with governing bodies in other states or nations.
 7. ORS 192.660(h). To consult with counsel concerning the legal rights and duties of CRW with regard to current litigation or litigation likely to be filed.
 8. ORS 192.660(i). To review and evaluate the employment-related performance of the General Manager, a public officer, employee or staff member who does not request an open hearing.
 - ~~4.9.~~ ORS 192.660(j). To carry on negotiations under ORS chapter 293 with private persons or businesses regarding proposed acquisition, exchange or liquidation of public investments.

10. ORS 192.660(n). To discuss information about review or approval of programs relating to the security the generation, storage, or conveyance of water.

11. ORS 192.660(o). To consider matters relating to the safety of CRW and its Board, staff, and volunteers and to the security of CRW facilities and meeting spaces.

5.12. ORS 192.660(p). To consider matters relating to cyber security infrastructure and responses to cyber security threats.

13. ORS 192.660(3). Labor negotiations, provided that negotiators for both sides request that negotiations be conducted in executive session. Labor negotiations conducted in executive session are not subject to the notification requirements of ORS 192.640.

Section 1.1310 Computer Policy

Objective: To establish the respective responsibilities of CRW and the Commissioners in regard to District-approved devices purchased by the District for use by the Commissioners to conduct District-related business. All electronic devices and related equipment are and will remain property of the District.

- A. The District will provide an electronic device to each Commissioner for their use.
- B. Commissioners will sign the District's IT Asset Acknowledgement Form when issued any device. The Commissioner will acknowledge agreement to the District's IT policies.
- C. The District will provide basic training in the use of the electronic devices and will provide technical support for the care and maintenance of the device. The electronic devices will be the sole property of CRW.
- D. CRW shall be responsible for the cost of the maintenance and/or replacement of any defective equipment and/or software.
- E. At the end of the term of the Commissioner's service on the Board, the Commissioner will return all District property to the District immediately upon vacating office.
- F. CRW will provide the capability to interface with the connections of CRW.
- G. If the electronic device is damaged because of a negligent or intentional act, or other act for which the commissioner is responsible, the Commissioner will be responsible for its replacement costs.
- H. Information received on or maintained on the portable electronic communication devices is a public record and may be subject to disclosure under ORS Chapter 192. All such information must be preserved indefinitely unless a complete copy is

provided to the General Manager for the District to preserve. Commissioners shall not communicate via portable electronic communication devices in a manner that violates the public meetings law under ORS Chapter 192.

- I. Commissioners are encouraged to use District-approved devices for communications related to District business in order to support District retention of public records and to reduce the likelihood that a Commissioner’s personal devices must be searched for public records.

**CLACKAMAS RIVER WATER
BOARD POLICIES**

SECTION 2 BY-LAWS OF THE BOARD

- 2.1 Number of Positions and Terms
- 2.2 Officers
- 2.3 Duties of the President
- 2.4 Duties of the Secretary
- 2.5 Duties of the Treasurer
- 2.6 Duties of the General Manager as Clerk of the Board
- 2.7 Selection and Duties of the Legal Counsel
- 2.8 Selection and Duties of the Auditor
- ~~2.9 Minutes~~
- ~~2.10 Budget Hearing~~

Section 2.1 Number of Positions and Terms

- A. Unless appointed, the Board shall consist of five members serving four (4) year terms, elected by CRW voters pursuant to ORS chapters 198, 255, and 264.
- B. No person, elected or appointed, shall be sworn in unless the qualifications set forth in ORS chapters 198, 255, and 264 are met. If an eligibility question arises, the Board will obtain an opinion from legal counsel prior to swearing in.
- C. Unless filling a vacancy, terms start officially on July 1. A new member must qualify by taking an oath of office before assuming the duties of the position.
- D. Should a vacancy occur on the Board, that vacancy will be advertised and the Board will select an individual from among those indicating their interest. ORS 198.320 will be followed in fulfilling this procedure.

Section 2.2 Officers

- A. The officers of the Board shall consist of:
 - 1. President
 - 2. Secretary
 - 3. Treasurer
- B. At the first meeting in July of each year, the Board shall elect from its members the officers for the ensuing year effective upon their election. In the event that there will be no change in the Board’s membership on July 1 of a given year, the Board may in its discretion elect officers during a regular meeting in June of that year, effective at the beginning of the first meeting in July.
- C. The term of office for the officers shall be for one (1) year.
- D. The Board shall require a bond or an irrevocable letter of credit of any Commissioner or any officer or employee of the district who is charged with possession and control of district funds and properties as set out in ORS 198.220.

Section 2.3 Duties of the President

- A. The President shall preside at all meetings, shall have the right to make motions, discuss questions and vote on any issue.
- B. The President shall sign, on behalf of the Board, contracts, deeds and other similar documents as may require representative signature.
- C. The President shall appoint all committees except the Budget Committee, subject to approval of a majority of the Board, and perform all other duties as set forth in Board policies and rules.

- D. The President shall appoint, in the absence of the Secretary, a Commissioner to temporarily act in that capacity, subject to the approval of the Board.
- E. The President, in addition to the Treasurer, shall sign short-term debt notes unless otherwise directed by the Board.

Section 2.4 Duties of the Secretary

- A. In the absence of the President, the Secretary shall perform the duties and have the rights and obligations of the President.
- B. In the absence of the Treasurer, the Secretary shall perform the duties of the Treasurer.
- C. Compile the agenda as described by Board policy.

Section 2.5 Duties of the Treasurer

- A. In the absence of both the President and Secretary, the Treasurer shall perform the duties and have the rights and obligations of the President.
- B. The Treasurer, in addition to the President, shall sign short-term debt notes.

Section 2.6 Duties of the General Manager as Clerk of the Board

It shall be the duty of the General Manager to perform the following functions as Clerk of the Board:

- A. Handle correspondence of special interest to the Board as follows:
 1. Ensure appropriate preparations have been made for Board Meetings
 2. Attend all Board meetings
 3. Ensure records are taken to record Board decisions.

Section 2.7 Selection and Duties of the Legal Counsel

- A. The Board shall select a General Counsel for CRW and negotiate the terms and conditions of the General Counsel’s duties. The General Counsel will be authorized, in coordination with the General Manager, to engage special legal counsel for matters the General Counsel cannot perform directly.
- B. General Counsel shall advise the Board on specific legal problems submitted by the Board or the General Manager and recommend a course of action.
- C. The General Manager, or authorized staff, has authority to seek legal counsel from CRW’s General Counsel as deemed advisable by the General Manager on matters relating to legal issues. The General Manager shall immediately advise

the Board of the engagement of special counsel.

- D. With the approval of the Board, Commissioners may seek clarification from CRW's legal counsel on matters that affect or could affect CRW. All such requests from individual Commissioners, except for requests dealing with the hiring, termination or performance issues of the General Manager, shall be submitted to counsel through the General Manager and shall be in writing with copy to the entire Board. All requests to counsel relating to the hiring, termination, or performance issues of the General Manager shall be in writing with copy to the entire Board.
- E. Legal counsel shall advise the Board of any action, or proposed action of the Board or CRW, that is not in compliance with the law.
- F. Legal counsel shall not take action on any matter unless directed to do so by the Board or the General Manager.
- G. When a non-represented employee of the CRW is called to testify or otherwise required to provide information on legal matters arising out of the scope of their employment with CRW, and to which they are not a named party or the subject of disciplinary action, the General Manager may authorize legal representation during such testimony to protect the interest of CRW. A Commissioner may request and obtain legal representation, if authorized by the Board in advance, under similar circumstances.
- H. General Counsel shall be the designated the registered agent of CRW, pursuant to ORS 198.340, unless otherwise designated by the Board.

Section 2.8 Selection and Duties of the Auditor

- A. The Board shall select the auditor for CRW. This selection will be done in a manner to allow timely preparation of the audit and cover audit services for a period of three (3) years. No contract shall be extended or renewed for more than two (2) terms without Board approval. This shall not prevent an incumbent service provider from responding to a Request for Proposal (RFP).
- B. The auditor shall:
 - 1. Examine the accounts of CRW at the close of every fiscal year in accordance with applicable accounting standards and laws.
 - 2. Include such tests of the accounting records and other such auditing procedures as are necessary in the circumstances.
 - 3. Render an opinion on the financial statements prepared at the close of the fiscal year.
 - 4. Support staff in preparing financial statements for publication as required by law.

5. Make recommendations to the Board concerning CRW accounting records, procedures and related activities.
6. Perform such other related services as requested by the Board.
7. Review the written accounting policies, practices, and procedures and render an opinion for the Board.

~~Section 2.9 — Minutes~~

- ~~A. — The Board shall keep minutes of all its meetings in accordance with the requirements of ORS chapter 192. Recordings of meetings, when created, shall serve as the official minutes of the meetings.~~
- ~~B. — Board meeting minutes, including recordings constituting official minutes, will be preserved permanently. Recordings not constituting official minutes will be kept for a minimum of one (1) year after minutes are prepared and approved. All other meeting materials will be kept for a minimum of five (5) years. The District will follow Oregon Secretary of State Archives Division public record retention rules with respect to minutes and meeting materials. Recordings shall be available to the public within a reasonable time after the meeting.~~
- ~~C. — Executive sessions will be recorded.~~
- ~~D. — According to ORS 192.660, CRW has determined that any information discussed during Executive Session is confidential and non-disclosable unless specifically authorized by the Board or as required or as excluded by law.~~

**CLACKAMAS RIVER WATER
REGULAR BOARD MEETING**

September 12, 2024

SUBJECT Consider Approval of Resolution 06-2025 Extinguishing Expired Resolution 16-96

DRAFT MOTION	Move to approve Resolution 06-2025, which will extinguish expired resolution 16-96, “A resolution identifying the May Road Local Improvement District water line improvements as advance financing improvements eligible for advance financing reimbursement.”
EFFECTIVE DATE	September 12, 2024

PRINCIPAL STAFF

PERSON Adam Bjornstedt, Chief Engineer

BOARD ACTION REQUESTED The Board is requested to approve Resolution 06-2025, which will extinguish expired resolution 16-96.

DOCUMENTS ATTACHED Exhibit A – Resolution 06-2025
Exhibit B – Extinguishment Agreement, including original resolution 16-96

Agenda Summary

BACKGROUND In May 1996, the CRW Board approved Resolution 16-96, which established a reimbursement requirement for the installation of the May Road water main, to be paid by multiple lots along May Road in Oregon City. Currently, original lot addresses and legal lot lines have been changed, divided, or moved, and may no longer be accurate. ORS 264.320 established that such reimbursement agreements are void 10 years after installation; therefore, the reimbursement requirement no longer exists.

A current developer of property in the May Road area that was subject to the original agreement has requested that CRW perform this administrative action to officially “extinguish” the prior resolution and subsequent reimbursement requirement. This action, including signing of the agreement in Exhibit B, is necessary so that the property’s title can be cleared from any attachment to this expired resolution/agreement, which is no longer in force or effect. This action would also extend to the title of any other property affected by the original resolution.

There is no negative impact of CRW approving this resolution; legal counsel concurs and has provided the suggested language for Resolution 06-2025, as shown in Exhibit A.

STAFF

RECOMMENDATION Approve Resolution 06-2025

CLACKAMAS RIVER WATER
RESOLUTION 06-2025

A RESOLUTION EXTINGUISHING EXPIRED RESOLUTION 16-96,
“A RESOLUTION IDENTIFYING THE MAY ROAD LOCAL IMPROVEMENT DISTRICT
WATER LINE IMPROVEMENTS AS ADVANCE FINANCING IMPROVEMENTS
ELIGIBLE FOR ADVANCE FINANCING REIMBURSEMENT.”

WHEREAS, CRW has at times approved resolutions to establish reimbursement obligations to recover the costs for financing water system extensions; and

WHEREAS, these resolutions are subject to ORS 264.320, which establishes that such obligations are void 10 years after installation of the extension; and

WHEREAS, Resolution 16-96 was approved over 10 years ago and therefore is no longer valid.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Clackamas River Water as follows:

RESOLVED, that the Board of Commissioners extinguishes Resolution 16-96, which no longer is in force or effect; and

RESOLVED, that the Board of Commissioners authorizes the General Manager to execute any agreements or instruments consistent with this resolution, including without limitation filings to clear the title of affected property owners.

INTRODUCED AND ADOPTED THIS 12TH DAY OF SEPTEMBER, 2024 BY THE BOARD OF COMMISSIONERS OF CLACKAMAS RIVER WATER.

CLACKAMAS RIVER WATER

BY: _____

Sherry French, Board President

BY: _____

Naomi Angier, Board Secretary

AFTER RECORDING RETURN TO:

EXHIBIT B

Pacific Lifestyle Homes, Inc.
11815 NE 99th Street, Suite 1200
Vancouver, WA 98682

Extinguishment of Clackamas River Water Resolution No. 16-96

This Extinguishment of Clackamas River Water Resolution No. 16-96 is made and entered into this _____ day of _____ 2024 by Clackamas River Water.

RECITALS

Clackamas River Water board of directors entered into Resolution No. 16-96 on May 9th, 1996, as document no. 96-075707 in Clackamas County, State of Oregon.

Resolution No. 16-96 affects multiple lots along May Road, Oregon City, State of Oregon. Original lot area(s) shown in Exhibit A. Lot lines have been divided and/or moved and may be no longer accurate.

Resolution No. 16-96, also known as a late Comer's Agreement, established a reimbursement requirement for the installation of the May Road water main established in 1996 and were to be paid my multiple lots along May Road, Oregon City, State of Oregon. Original lot addresses and legal lot lines shown in Exhibit "A" have been changed, divided, or moved and may no longer be accurate.

ORS 264.320 established that such jurisdictional agreements are void 10 years after installation; therefore, reimbursements are no longer required.

DECLARATION

NOW, THEREFORE, Clackamas River Water declares, on behalf of itself and its members, heirs, successors, and assigns, that Resolution No. 16-96 is hereby terminated and is hereby extinguished.

(Signatures on next page)

By: _____
Title: _____
Clackamas River Water

State of Oregon)
) ss.
County of Clackamas)

I certify that I know or have satisfactory evidence that Todd Heidgerken, acting as General Manager of Clackamas River Water, is the person who appeared before me and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument, and acknowledged it as president of Clackamas River Water to be the free and voluntary act of such party for the use and purpose mentioned in the instrument.

Dated this ____ of _____, 2024

Notary Public for Oregon

My Commission Expires: _____

35/2011

Exhibit "A"

CLACKAMAS RIVER WATER RESOLUTION NO. 16-96

A RESOLUTION IDENTIFYING THE MAY ROAD LOCAL IMPROVEMENT DISTRICT WATER LINE IMPROVEMENTS AS ADVANCE FINANCING IMPROVEMENTS ELIGIBLE FOR ADVANCE FINANCING REIMBURSEMENT

WHEREAS, Clackamas River Water has previously adopted, by resolution, a process for permitting partial reimbursement to developers who construct public improvements which would potentially benefit other intervening property owners, and

WHEREAS, Clackamas River Water has previously formed the May Road Local Improvement District for the purpose of constructing certain water system improvements within the boundaries of the local improvement district and assessing property owners within the assessment boundaries under the Bancroft Bonding Act; and

WHEREAS, Clackamas River Water has identified other property owners lying without the assessment boundaries who may benefit from connection to these water system improvements in the future, and

WHEREAS, Clackamas River Water is desirous of recovering a portion of the cost of the construction and installation of these water system improvements from future benefitting property owners lying without the assessment boundaries; and

WHEREAS, Clackamas River Water has notified intervening property owners of the pendency of its application for advance financing reimbursement;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Clackamas River Water as follows:

96-075707

Page 1. CLACKAMAS RIVER WATER - RESOLUTION NO. 16-96

RETURN TO: ALAN FLETCHER
CLACKAMAS RIVER WATER
P.O. BOX 2439
CLACKAMAS, OR 97015-2439

1. Designation of Advance Financing Improvement.

The water system improvements constructed within the May Road Local Improvement District, more particularly described in Exhibit A attached hereto and incorporated herein by reference, are designated an advance financing public improvement. Clackamas River Water has expended \$234,900 to construct the water system improvements and is in the process of assessing the cost of these improvements to property owners within the assessment boundaries of the local improvement district.

2. Methodology for Determining Advance Financing Reimbursement.

Clackamas River Water has identified certain parcels located without the assessment boundaries which could potentially benefit from connection to the advance financing improvements identified in this Resolution. Legal descriptions of these properties are set forth in Section 5 of this Resolution. Clackamas River Water determines that the sum of \$7,118 per unit is eligible for advance financing reimbursement. The initial advance financing reimbursement amount for each intervening undeveloped property is determined by dividing the total cost of the water system improvements by the number of lots within the May Road Local Improvement District.

3. Determination of Advance Financing Reimbursement.

The determination of advance financing reimbursement amounts for individual intervening parcels located without the assessment boundaries are contained in Exhibit B, attached hereto and incorporated herein by reference. When collected, and on a periodic basis, the Local Improvement District assessment and advance financing reimbursement will be recalculated to reflect the increased dollar participation by newly developed lots benefiting from the improvements that are without the Local Improvement District boundaries.

4. Collection of Advance Financing Reimbursements.

The advance financing reimbursements for individual intervening parcels not located within the assessment boundaries shall be increased by 9% annual simple interest from the date of this Resolution until such time as connection is effected to the advance financed public improvement by the intervening properties. The advance financing reimbursement shall be immediately due and payable by

intervening property owners upon connection to a portion of the advance financed water system improvement. Clackamas River Water, upon receipt of advance financing reimbursements, shall on an annual basis make appropriate credits and/or refunds to assessed property owners within the assessment boundaries. Clackamas River Water shall incur no liability for the manner in which it remits advance financed reimbursements, including its failure to make such credits or refunds.

5. Legal Description of Advance Financing Reimbursement Properties.

The legal descriptions of the individual advance financing reimbursement properties are described in Exhibit C attached hereto and incorporated herein by reference.

INTRODUCED AND ADOPTED this 9th day of May 1996.

CLACKAMAS RIVER WATER

By: Paul E. Rogers
President

By: Lowell S. Hanna
Secretary



ATTESTED:

By: D.L. Tuneberg

State of Oregon
County Of Clackamas

This instrument was acknowledged before me on May 9, 1996 by Paul E. Rogers, President and Lowell S. Hanna, Secretary, of Clackamas River Water.

D.L. Tuneberg
D.L. Tuneberg, Director of Management Planning, Clackamas River Water
My commission expires on 12/1/96
Page 3. CLACKAMAS RIVER WATER - RESOLUTION NO. 16-96

EXHIBIT B

Determination of Advance Financing Reimbursements

There are thirty-two (32) lots within the May Road Local Improvement District (LID) assessment boundaries. In addition, there is one resident that wishes to participate by purchasing one share of the prorated costs at the time of assessment. This brings the total number to thirty-three (33) lots among which the total LID costs will be distributed. As noted on Table 1, the amount to be initially assessed each property in the LID and the amount that is subject to Advance Financing Reimbursement is \$7,118.

Item	Cost
Pipeline Construction. (D.M. Excavating)	\$200,615
Engineering. (CH2M Hill)	\$22,847
Legal. (John H. Hammond, Jr.)	\$1,366
Administration, Materials and Public Notices.	\$5,072
Future Administration Costs, \$500 Per Year for 10 years. (Clackamas River Water)	\$5,000
Total LID Costs	\$234,900
Developed Lots	Per Unit Reimbursement
Thirty-three (33)	\$7,118

EXHIBIT C

Legal Descriptions of Advance Financing Reimbursement Properties

3 IE 14 00201
Anthony E Aldredge
Roberta L Aldredge
10902 S Huntington Dr
Oregon City, OR 97045

3 IE 14 1200
John Wetton
20721 S May Rd
Oregon City, OR 97045

3 IE 14 02008
Steven L Beagley
Laina K Beagley
20305 S May Rd
Oregon City, OR 97045

3 IE 14 02009
William J Morris
Phyllis M Morris
1130 NW 5th Pl
Canby, OR 97013

3 IE 14D 300
Dennis Finch
Rhonda Finch
20586 S Nursery Ln
Oregon City, OR 97045

3 E 14D 400, 600
Louis Zarosinski
Josephine E Zarosinski
20657 S Nursery Ln
Oregon City, OR 97045

3 E 14D 00700
Barbara L Russell
20606 S Mny Rd
Oregon City, OR 97045

3 E 14D 500, 1100, 1200
Thomas E Lillie
Carol M Lillie
20691 S Nursery Ln
Oregon City, OR 97045

3 E 14D 1300, 1400
Evan N Hale
20707 S Nursery Ln
Oregon City, OR 97045

3 E 14D 01900
Oscar Ramos
Debra Hessel
10650 S GeoAnn Rd
Oregon City, OR 97045

3 E 14D 3000, 3090
William P Moore
Carol Moore
20975 Gould Ct
Oregon City, OR 97045

3 E 14D 06000, 6090
Louis L Nielson
Nadja L Nielson
10800 S GeoAnn Rd
Oregon City, OR 97045

3 E 14D 7000, 7090
Matthew Chojnacki
Lillian Chojnacki
10850 S GeoAnn Rd
Oregon City, OR 97045

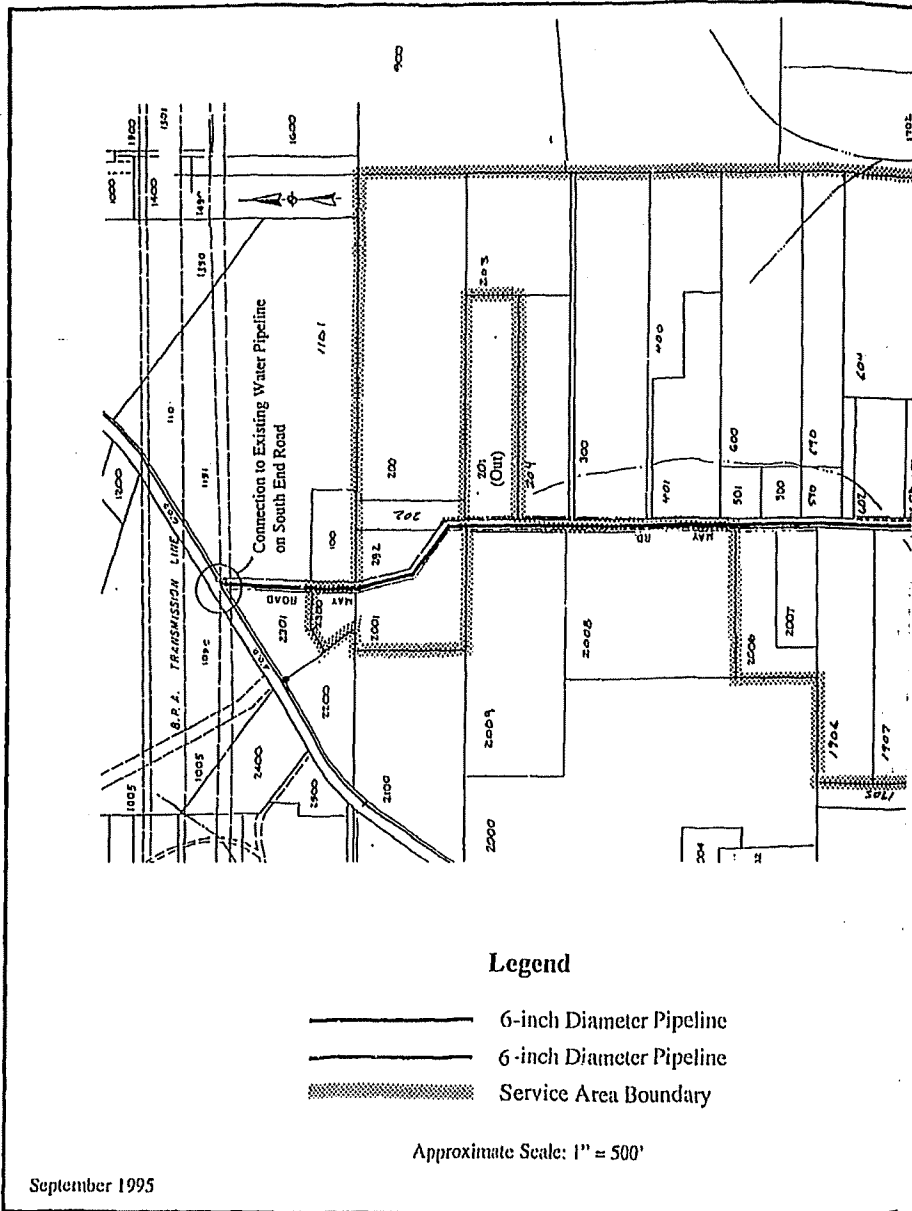
3 IE 14D 8000, 8090,
9000, 9090
Benjamin L Fritchie
Virginia L Fritchie
10928 S GeoAnn Rd
Oregon City, OR 97045

3 E 14D 10000, 10090
Dorothy M Bartel
Leonard Bartel
11050 S GeoAnn Rd
Oregon City, OR 97045

3 E 14D 12000
Robert K. Porter
Linda K Porter
21051 S Gould Ct
Oregon City, OR 97045

3 E 14D 13000
William G Varitz
Marjory G Varitz
17828 Robinwood Ct
West Linn, OR 97068

3 E 14D 14000
Jack A Berrow
21500 S Gould Ct
Oregon City, OR 97045



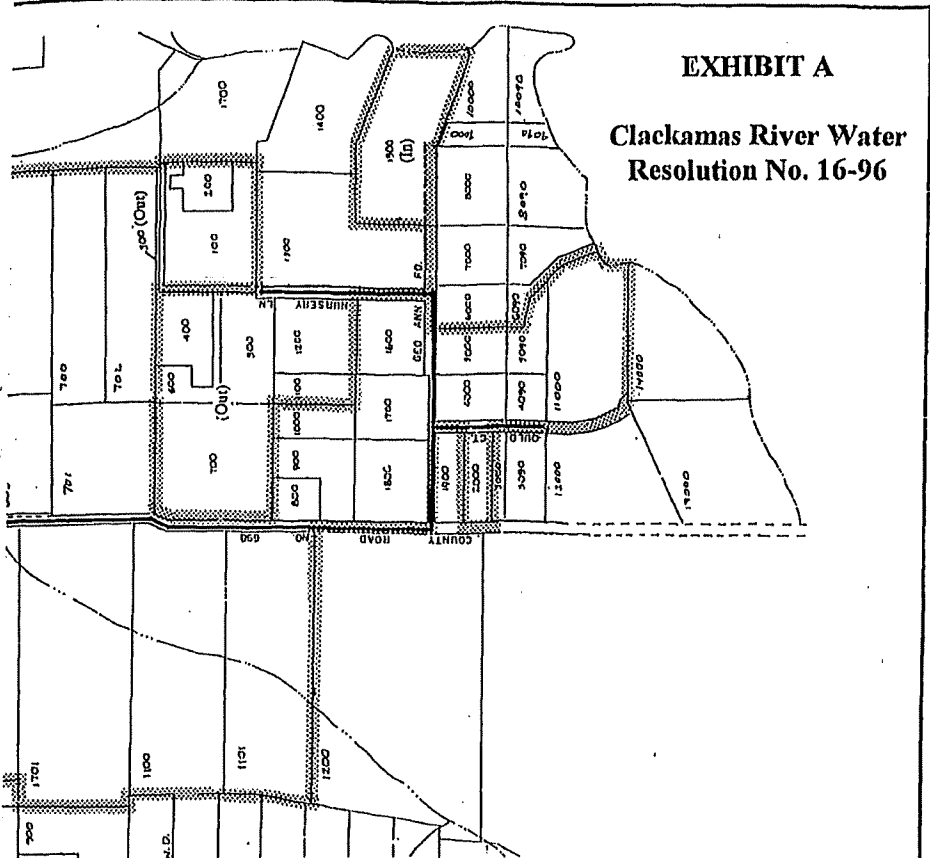


EXHIBIT A
Clackamas River Water
Resolution No. 16-96

STATE OF OREGON 96-075707
 CLACKAMAS COUNTY
 Received and placed in the public
 records of Clackamas County
 RECEIPT# AND FEE: 43555 \$55.00
 DATE AND TIME: 10/10/96 01:54 PM
 JOHN KAUFFMAN, COUNTY CLERK

Pipeline Alignment and Service Area Boundary
May Road Water Pipeline
Clackamas River Water



CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

September 12, 2024

SUBJECT Debt Covenant Compliance Reporting for FY 2024- Including Analysis of the Year’s Revenue and Expenditures

PRINCIPAL STAFF PERSON Christina Irish, Chief Financial Officer

DOCUMENTS ATTACHED Exhibit A - Rate Covenant Report on the 2016 Revenue Bonds

Agenda Summary

BACKGROUND CRW has incurred debt as a result of issuing Water Revenue Bonds in 2016. As part of our financial responsibility, we will annually report to the Board the status of our debt coverage. The debt coverage looks at the district’s net revenues and our ability to pay our revenue bond debt.

Per Resolution 4-2000 Master Water Revenue Bond Section 5.2 requires measuring two levels of coverage. Section 5.3 details who and how the information is to be provided. Resolution 05-2010 First Supplemental Resolution, Section E 4, requires compliance with Resolution 4-2000.

The Rate Covenant Report on 2016 Revenue Bonds demonstrates compliance with Resolution 4-2000 Section 5.2 measuring the two levels of coverage.

As noted in the attached letter to the Board, the CRW coverage is well above the minimum covenant requirements which highlights our sound financial position.



September 12, 2024

EXHIBIT A

Board of Commissioners:

Re: Debt Covenant Report for 2016 Revenue Bonds

As an Authorized Officer identified in the 2016 Revenue Bond documentation, I am reporting to you per the bond covenants. This report demonstrates CRW's compliance to Section 5.2 of Resolution 4-2000 Master Water Revenue Bond Resolution authorizing the bond issue.

Section 5.2 requires measuring two levels of coverage. Section 5.3 details who and how the information is to be provided. CRW's year end June 30, 2024, unaudited financial statements are:

	Unaudited
Gross Revenues	\$18,191,200
Operating Expenses	\$12,490,008
Net Revenues	\$ 5,701,192
Rate Stabilization Reserve Funds	\$ -0-
Stabilized Net Revenue	\$ 5,701,192
SDCs & interest	\$ 1,521,598
Debt Service – 2016	\$ 1,238,300

For the year ending June 30, 2024, CRW Stabilized Net Revenues were equal to 460% (covenant requires 125%) of the year's annual debt service. This is calculated by dividing the year's debt service into Gross Revenues that have been reduced by operating expenses and the Net Revenues being reduced by transfers to a stabilization account or increased by transfers from it. In this case, operating expenses do not include capital costs, depreciation, debt service or similar expenses.

Also, for the year ending June 30, 2024, CRW Net Revenues minus system development charges and interest earnings were equal to 337% (covenant requires 100%) of the year's annual debt service. This varies only from the first test by the ratio target, the exclusion of SDCs and related interest earnings in the calculation.

This information will be maintained as part of the necessary subsequent disclosures to investors, financial institutions, and other interested parties.

Christina Irish
Chief Financial Officer

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

September 12, 2024

SUBJECT FEMA Grant Projects Update

DRAFT MOTION	None
EFFECTIVE DATE	N/A

PRINCIPAL STAFF PERSON Adam Bjornstedt, PE – Chief Engineer

BOARD ACTION REQUESTED None

DOCUMENTS ATTACHED None

Agenda Summary

BACKGROUND Three grants were awarded by FEMA/OEM in the 2022-23 grant cycle, from the FEMA Hazard Mitigation Grant Program (2020 wildfire grant funding). An update on these projects will be provided via a PowerPoint presentation at the Board Meeting.

The projects included in this update are:

- CIP 5291, I-205 Waterline Crossings Mitigation
- CIP 5306, Redland Road Waterline Upgrade (Bradley to Potter)
- Project 1160, Pump Stations Emergency Power Study

FEMA Grant Projects- Update

Regular Board Meeting
September 12, 2024

Presenter: Adam Bjornstedt, Chief Engineer



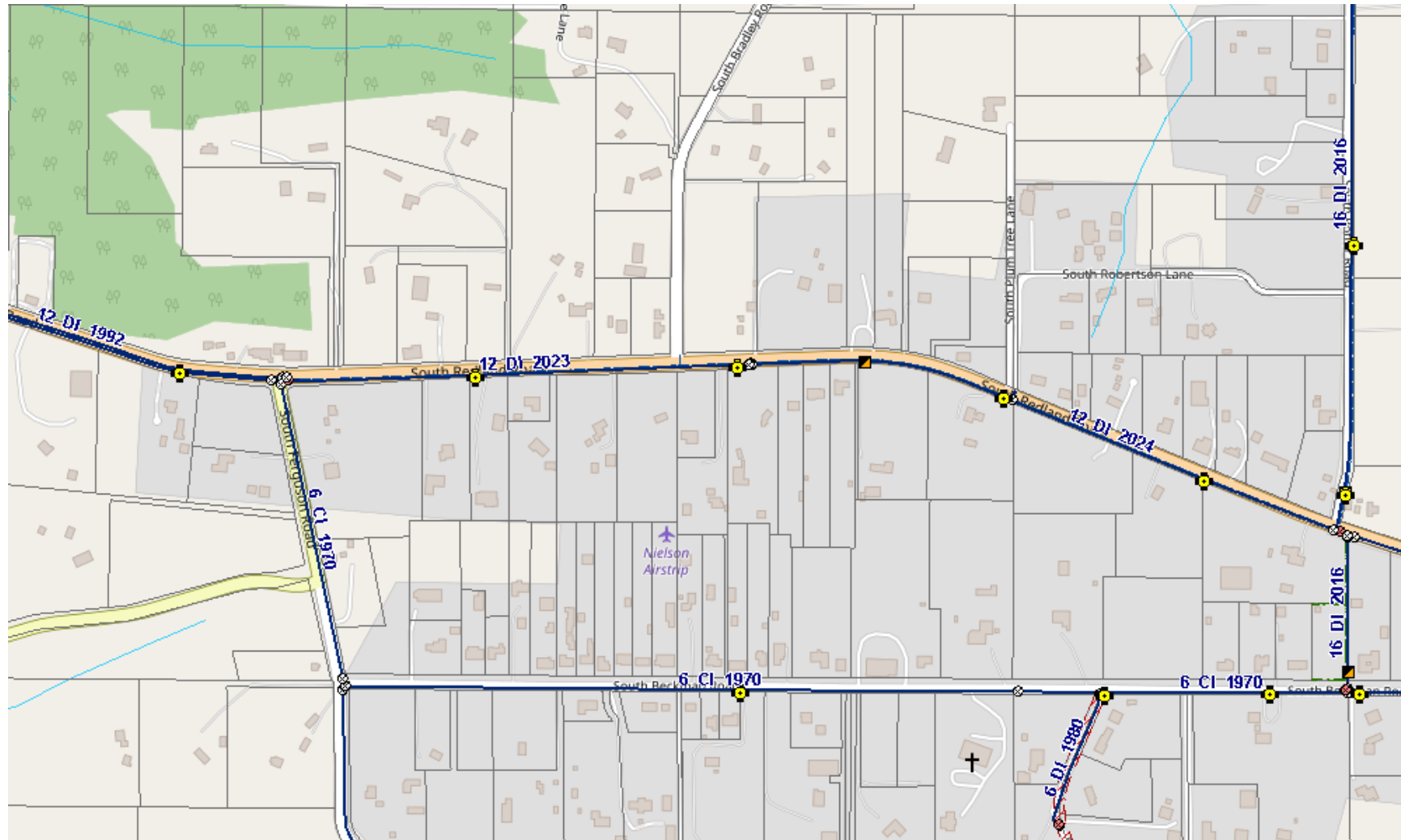
FEMA Hazard Mitigation Grant Program

- Three CRW projects funded in 2022-23 grant cycle
- Grants reimburse actual expenditures
- Two construction projects of new waterlines (Redland Road “Phase 2”- Bradley to Potter; and I-205 Crossings)
 - These replace old cast iron waterlines at risk of failure.
- One planning project to assess emergency power needs at our remote pump station sites.
- Between FEMA (90%) and State (10%) shares, CRW has essentially no out of pocket expenses.
- Total awarded (all 3 grants) = about \$2.2 million

Redland “Phase 2” Project

- 2,500 feet of new 12” DI pipe on Redland Road
- Replaces 8” CI pipe between Bradley and Potter Roads
- Companion project to “Phase 1” (complete) which replaced another 2,500 feet of pipe (Bradley to Ferguson)
- Project is complete and under budget

Redland "Phase 2" Project



Redland "Phase 2" Project



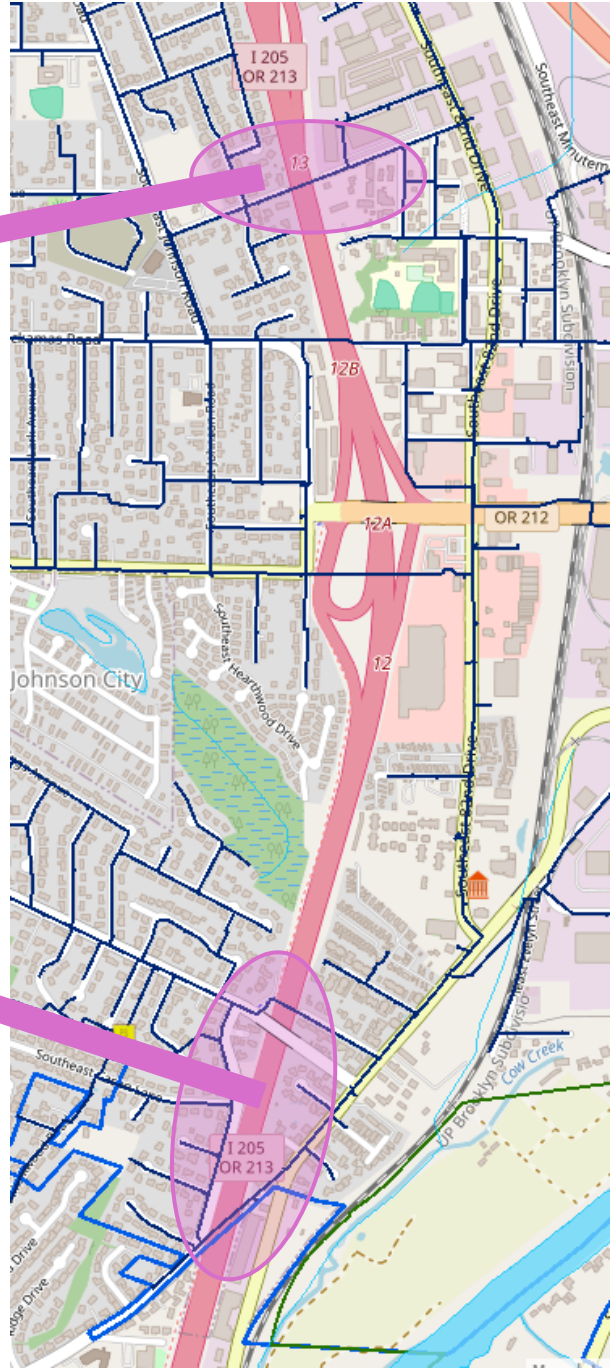
Redland "Phase 2" Project



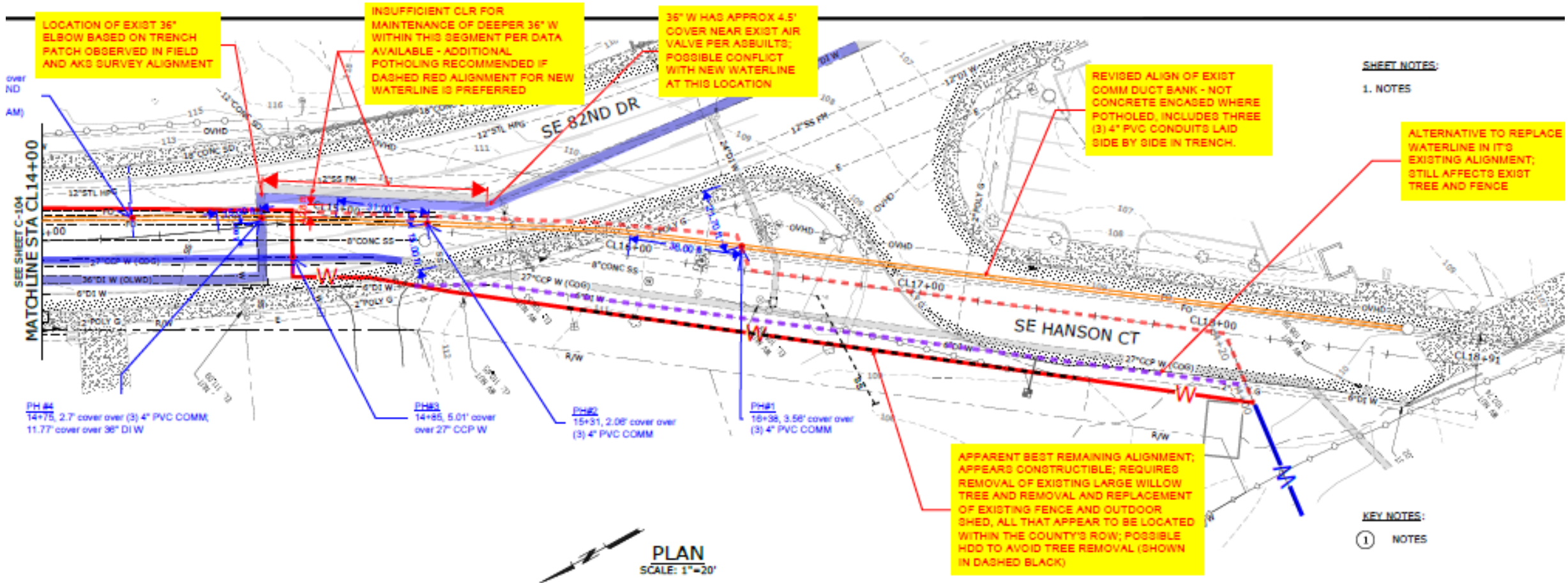
I-205 Crossings Mitigation Project

- New 12” DI pipe to replace two I-205 CI pipe crossings
- Southern crossing ties to separate 82nd Drive waterline replacement project
- Two initial locations identified- Hanson (6”) and Jannsen (8”) crossings
- Issues with utility conflicts and pipe alignment revealed during 82nd/Hanson design; switched to Manfield (10”) crossing
- Project is in design

I-205 Crossings Mitigation Project



I-205 Crossings Mitigation Project



Emergency Power Study Project

- With consultant, assessed 12 sites for applicability/feasibility of installing permanent on-site emergency generators
- Answered key “level of service” questions for each site to determine high priority locations
- 5 of the 12 sites were selected as high priority:
 - Holly Lane PS
 - Glen Oak PS
 - 90th PS
 - Beavercreek PS/Reservoir site
 - Barlow Crest PS

Grant Projects

- Thank you to all involved in administering and executing these projects!
- Looking at further opportunities for grant-funded projects.

Questions?

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

September 12, 2024

SUBJECT Management Report

--

PRINCIPAL STAFF Todd Heidgerken
PERSON

DOCUMENTS
ATTACHED

Table of Contents

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

- A. Management Report**
- B. Informational articles or Materials- None at this time**

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

September 12, 2024

SUBJECT Management Report

PRINCIPAL STAFF Todd Heidgerken
PERSON

BOARD ACTION None
REQUESTED

A. Management Report

1. **Communications:**

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

2. **Regional Water Providers Consortium (RWPC) Technical Committee Meeting** – The

RWPC Technical Committee reviewed the activities of RWPC programs and initiated discussions on the 2025-2026 budget concepts and work plan. One idea discussed was a “Trust Your Tap Water” Community Survey Project. The project would be used to gather regional information on the public’s perception of the quality of their drinking water along with other questions that could be used to help guide what information might be helpful to include in customer communications, not only from individual water providers but also through the RWPC multimedia campaigns. The RWPC Technical Committee also selected Jessica Dorsey of City of Hillsboro to serve as the Committee Chair and Mike Grimm of West Slope Water District to serve as the Vice-Chair.

3. **CRW Insurance Agent of Record-** CRW’s Local Contractor Review Board (LCRB) rules

direct a process for selecting an Insurance Agent of Record for the District. During August staff conducted an RFP (Request for Proposal) process for selecting an Insurance Agent of Record. Staff advertised in the Daily Journal of Commerce and on the CRW website, two proposals were received and reviewed by staff. After the scoring/rating process was completed, staff selected WHA Insurance as the CRW Insurance Agent of Record. A contract was executed between CRW and WHA for these services.

4. **Clackamas River Water Providers (CRWP)** – The CRWP held a coordination meeting

with PGE and Oregon Department of Fish and Wildlife (ODFW) to discuss possible water releases from Timothy Lake to augment flows in the Clackamas River in late September. CRWP has an agreement with PGE that allows for the release of water. The meeting with PGE and ODFW is to coordinate if the CRWP will request the release of water and if there are any concerns with impacts to fish. The CRWP has submitted a formal request to PGE to release the inflow amount plus 75 cubic feet per second (cfs) from Timothy Lake from September 15 through October 1. ODFW indicated support for the request.

The CRWP is once again planning to hold its Annual Watershed Tour. The tour will be held on Saturday, October 5th from 8 am to 3 pm and will focus on the lower watershed. Tours of

the various water treatment plants in the lower portion of the river will be the focus. The tour will include an overview of the CRW Water Treatment Plant which will also serve as the starting point for the tour. Space is limited and those interested are being asked to RSVP by September 25th or earlier. All transportation, meals, and snacks will be provided. If interested in attending, please email Christine Hollenbeck at christine@clackamasproviders.org.

5. **Sunrise Water Authority (SWA) Building Dedication** - On Thursday, September 19 from 3:00 pm to 5:00 pm, SWA will hold a building dedication and open house at their facility located at 17563 SE Armstrong Court. The dedication ceremony is planned for 3:30 pm with the presentation of the Ernie Platt memorial plaque. Additional information on how to RSVP if you plan to attend will be provided once it becomes available.
6. **Down the River Clean Up** – Annually, “We Love Clean Rivers” and in partnership with various organizations, coordinate the “Down the River Clean Up”. The event is on Sunday, September 8. Once again, Riverside Park will serve as one of the staging areas for volunteers to clean up areas along the river.
7. **Emergency Update**- Clackamas River Water Providers (CRWP) held a tabletop exercise on September 5th, where each agency reviewed how they would assess capabilities and current state of water in storage that can be distributed to the public. The end goal was to add the relevant answers to our emergency response plan to assist in supporting the emergency drinking water needs post catastrophic earthquake.

Also, September is National Resilience Month. An initial focus was on how to prepare yourself and your family. At the all-staff meeting on Thursday, August 29th, staff received blank journals and have the month of September to do one of the activities that will help staff better prepare their households which allow them to be more effective in responding in a disaster.

8. **Security Update** – Thank you to staff for their continued support during the security system upgrade project and their patience during the various troubleshooting activities. We now have better encrypted and more resilient security features and a better ability to monitor remote sites.
9. **Safety Update** – Fire Extinguishers throughout CRW facilities were inspected as part of the annual scheduled inspection, all are in working order. Thank you to the Safety Committee for their help with this.
10. **Looking Ahead:**
 - Placeholder for Possible Board Work Session - September 23
 - SDAO Metro Breakfast will be held on September 24 at 7:30 am in Wilsonville.
 - The agenda setting meeting for the October Board meeting will be held on Thursday, September 26 at 9:00 am.
 - Regional Water Providers Consortium Board Meeting will be held on October 9 at 6:30 pm.
 - Please note that the CRW Regular October Board meeting has been moved to Thursday, October 17.



Clackamas River Water

Monthly Update

September 2024



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Purchase Order Report- August 2024

Purchase Order Report August 2024

Vendor: 00011 - HACH COMPANY

PO #	Description	Total Amount
25-0064	PH METER AND PROBES	2,466.10

Vendor: 00282 - TERMINIX INTERNATIONAL INC

PO #	Description	Total Amount
25-0068	MONTHLY PEST CONTROL SERVICES	3,200.00

Vendor: 00285 - ARAMARK UNIFORM SERVICES INC

PO #	Description	Total Amount
25-0065	ACCT. #934649000 - BUILDING MAINT. SUPPLIES	5,100.00

Vendor: 00304 - CANTEL SWEEPING

PO #	Description	Total Amount
25-0066	LOT SWEEPING SERVICES	8,800.00

Vendor: 01641 - MP PLUMBING COMPANY

PO #	Description	Total Amount
25-0063	FY25 PLUMBING SERVICES-MP PLUMBING	15,000.00

Vendor: 03701 - SHRED NORTHWEST LLC

PO #	Description	Total Amount
25-0067	ADMIN SHREDDING SERVICE	1,300.00

Vendor: 04635 - BRIDGE CITY HVAC

PO #	Description	Total Amount
25-0062	FY25 HVAC MAINTENANCE & REPAIR	25,000.00

Vendor: 04641 - BEZATES CONSTRUCTION INC

PO #	Description	Total Amount
25-0069	FY25 METAL FABRICATION WORK	10,000.00

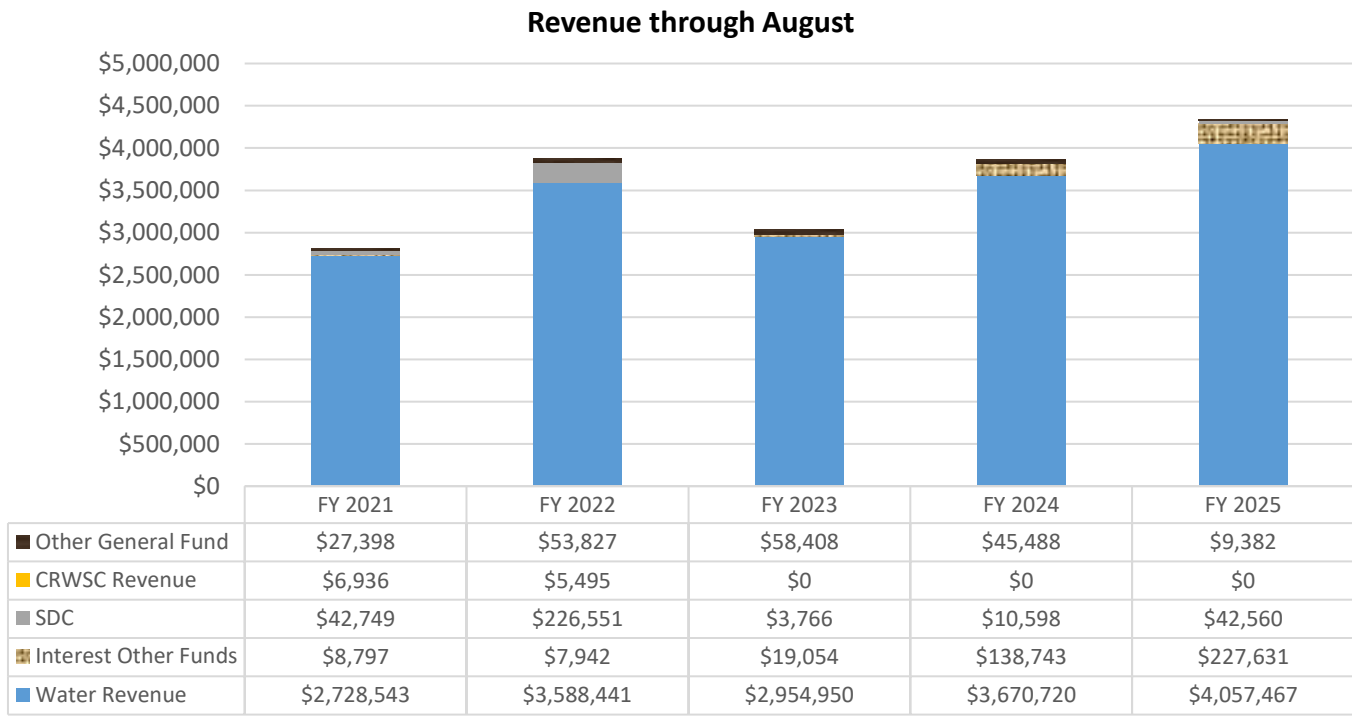
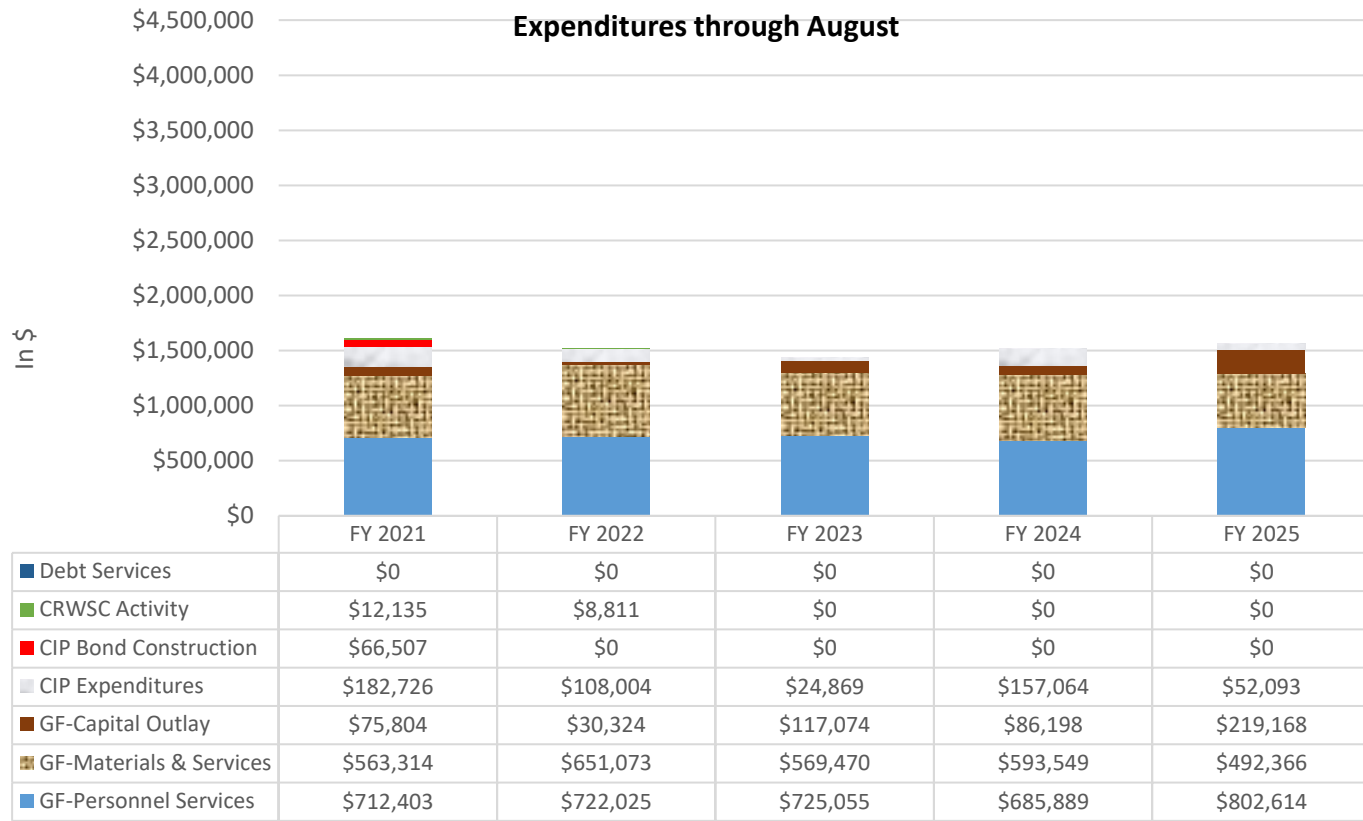
Company	Product / Service	Rates	Eff. Date	Exp. Date	New/Amended/ Extended
K & D	Flagging Services	NTE \$90,000	1/1/24	12/31/24	Amended to increase the NTE; per the Board 7/18
Meterreaders LLC	Meter Reading Services	NTE \$94,000	7/1/22	6/30/25	Amended & Extended for time and NTE per the Board 7/18
S 2 Contractors, Inc	Paving Services	NTE \$88,000	7/15/24	7/14/25	Approved by the Board 7/18
Team Electric	On-Call Electrical Services	NTE \$74,750	1/1/24	12/31/24	Amended to increase the NTE
Verizon Wireless	Cell phone plans/Equipment		3/19/21	8/11/29	Extended
WHA Insurance Agency, Inc.	Insurance Agent of Record Services	NTE \$40,000	9/2/24	8/31/27	New Contract

Summary of Legal

	<i>August 2024</i>
Harrang Long Gary Rudnick monthly retainer	\$ 4,600.00
Harrang Long Gary Rudnick work outside of retainer/Client Cost	\$
Sub-contracted legal services	\$ _____
Total Legal	\$ 4,600.00

Public Records Request Received

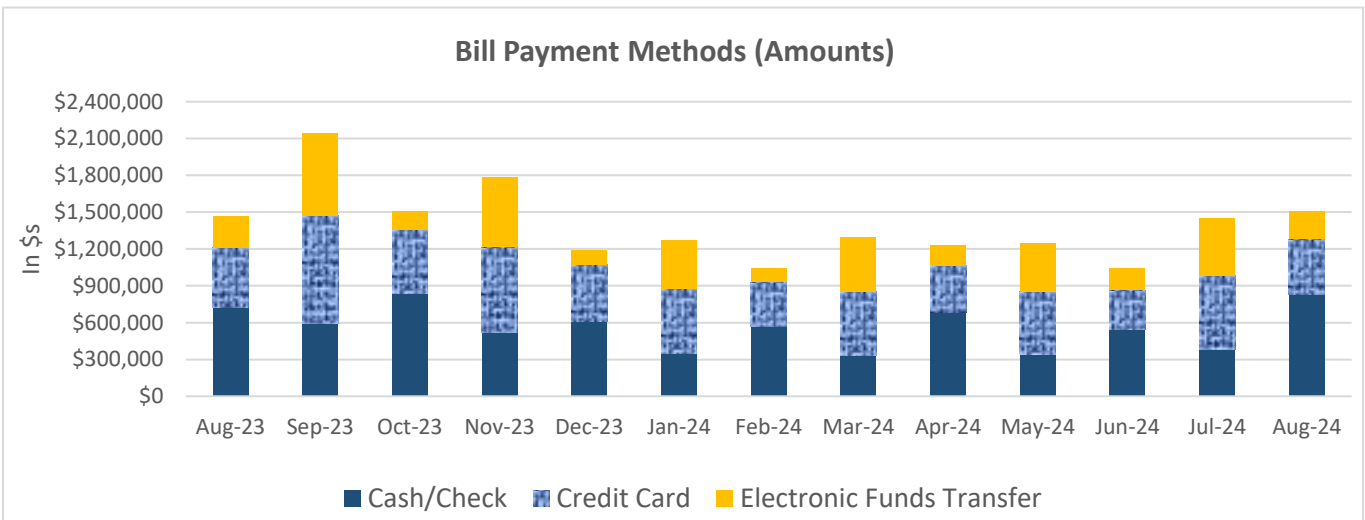
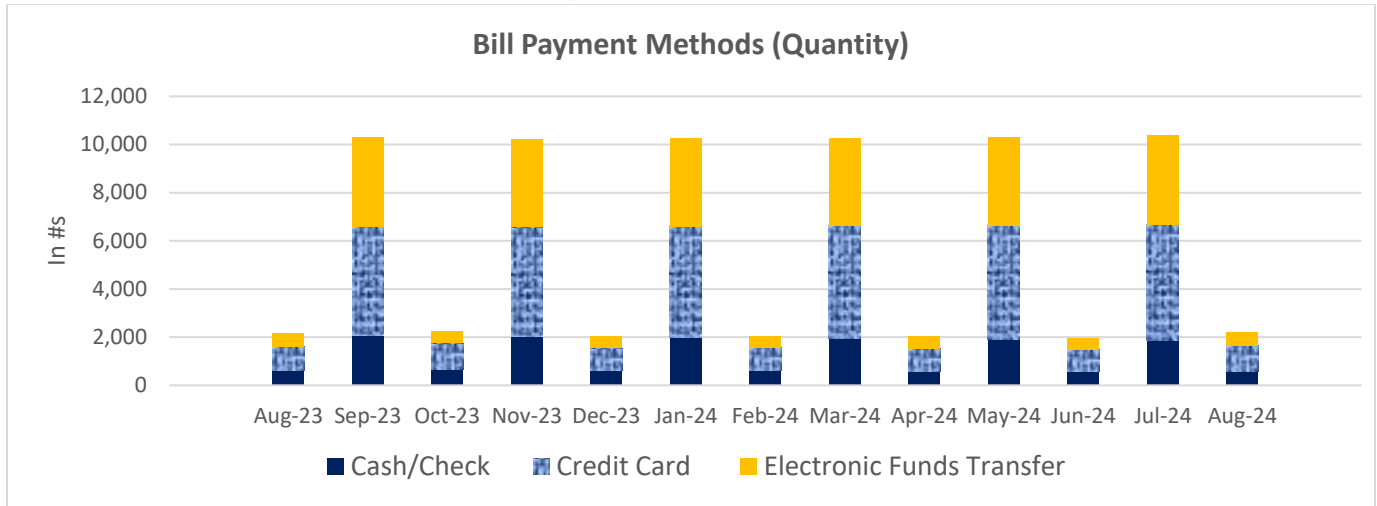
Number of Records Requests Received in August 2024 **1**



1) Water Revenue is higher than prior years due to unusually higher temperatures in July and increased rates. 2) SDC revenue saw additional development applications in August. 3) Interest Other Fund revenue is higher primarily due to increasing interest rates and a higher account balance. 4) Personal Services expenditure is higher compared to last year due to all positions being filled. 5) CIP expenditures is low with the completion of several projects in FY24 6) GF-Capital Outlay is higher than prior years due to payment of a purchased vehicle 7) There are no costs for CIP Bond or CRWSC as those funds have been closed out but will be reported in the 5-year graph.

(as of the end of August 2024)

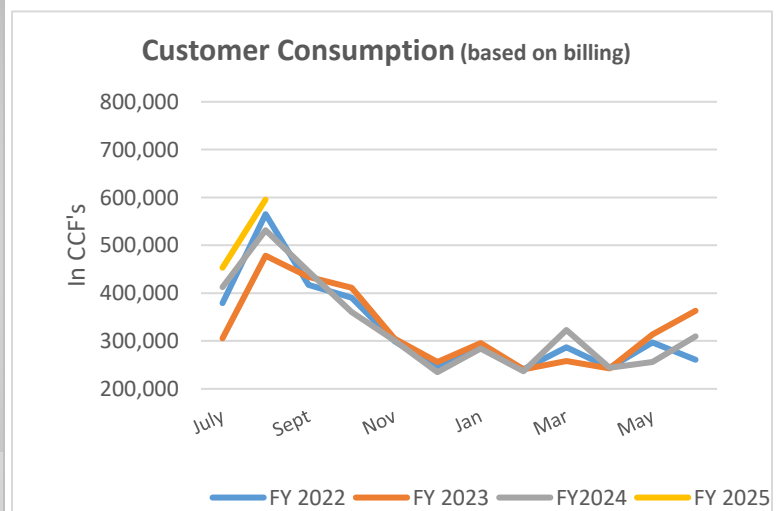
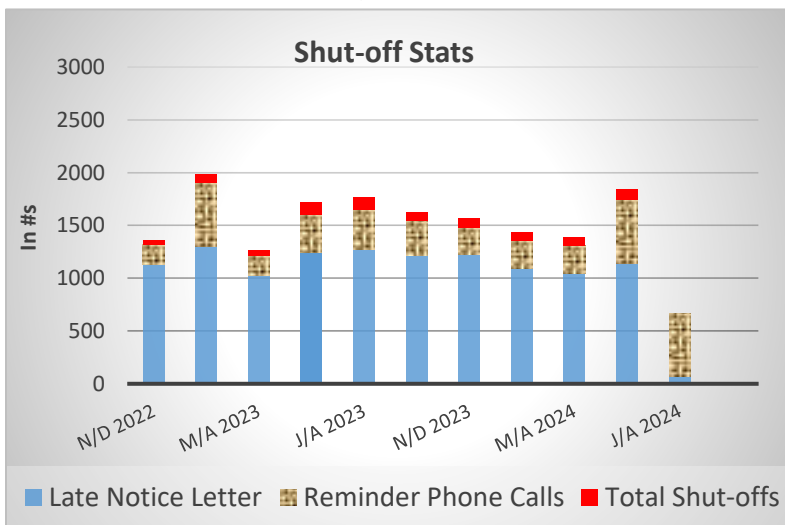
Residential Customers are billed on even months, Commercial Customers are billed on odd months.



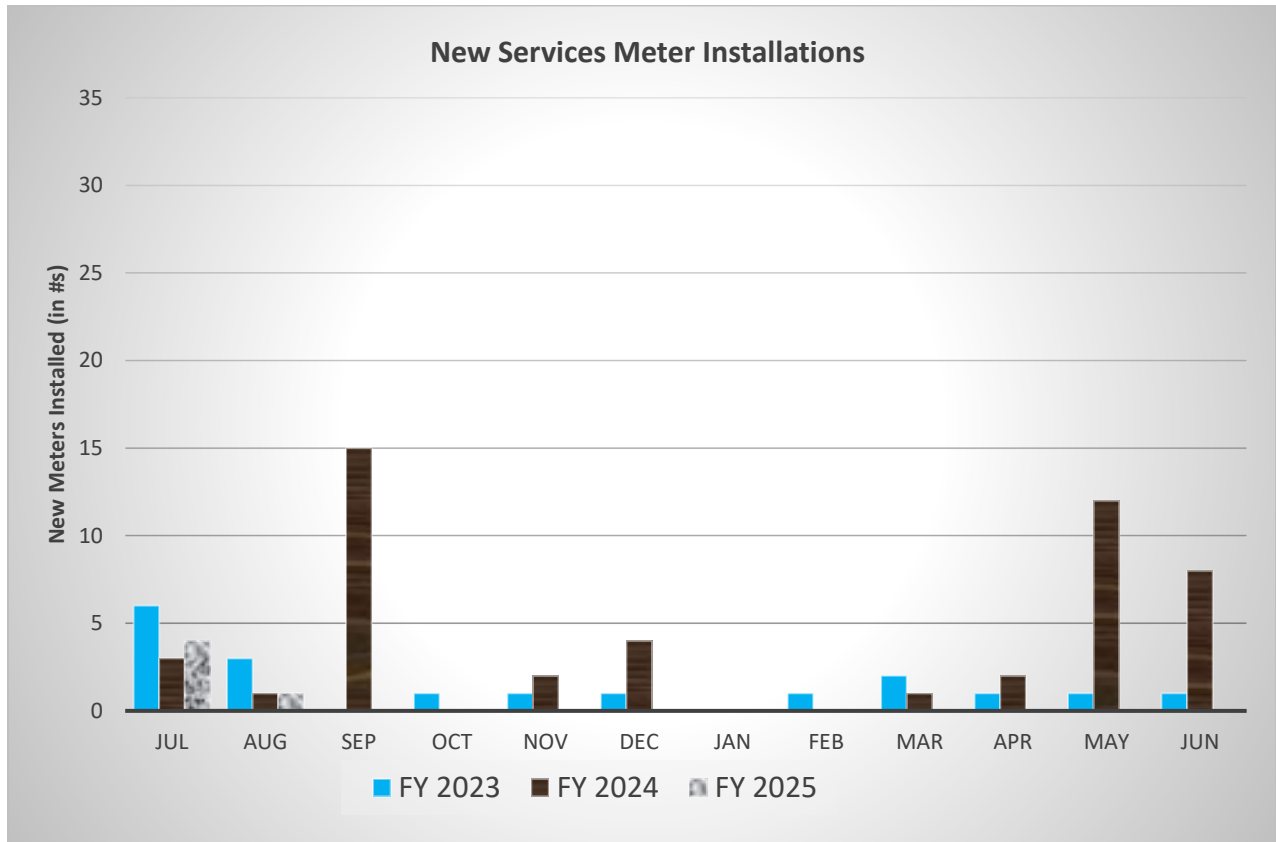
Cash/Check – Received via Lockbox, Counter

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

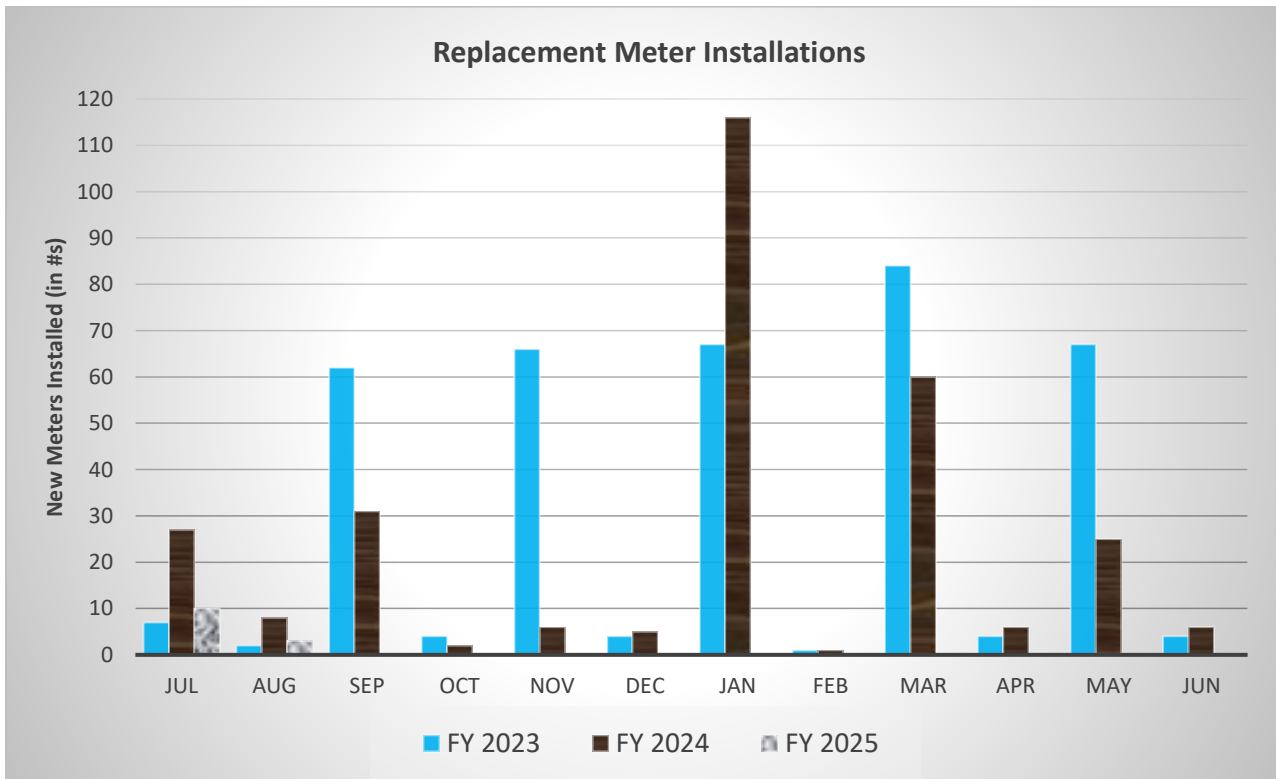
Electronic Funds Transfer – Received via Bank-to-Bank Transfer, Automatic Checking Withdrawal (RapidPay)



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



No new services for Sept. FY21, April F22, Sept. FY 22, Sept. FY 23, Jan FY23, Oct. FY24, Jan FY24, Feb FY24



Annual 2024 Goal for Meter Replacement is 350- Year to date is 227

Operation Statistics

	Leak Repairs Made (all pipe sizes)	Leak Detection Completed (miles)	Hydrant Maintenance	Locate Requests	Valve Maintenance & Mapping	After-hours Callouts	Meter Maintenance Tasks	Cross Connection Inspections
Jan. 2024	3	0	38	311	4	28	60	5
Feb. 2024	0	0	109	340	116	3	0	13
Mar. 2024	1	0	4	397	7	3	86	16
April 2024	0	0	91	483	18	3	0	0
May 2024	1	0	21	469	35	4	44	15
June 2024	0	22.0	126	402	1	5	0	10
July 2024	3	19	127	423	0	7	50	2
Aug. 2024	1	38	105	418	0	16	0	0
Sep. 2024								
Oct. 2024								
Nov. 2024								
Dec. 2024								
Total to Date	9	79	621	3243	181	69	240	61
2024 Annual Goal	N/A	97	905	N/A	600	N/A	N/A	96

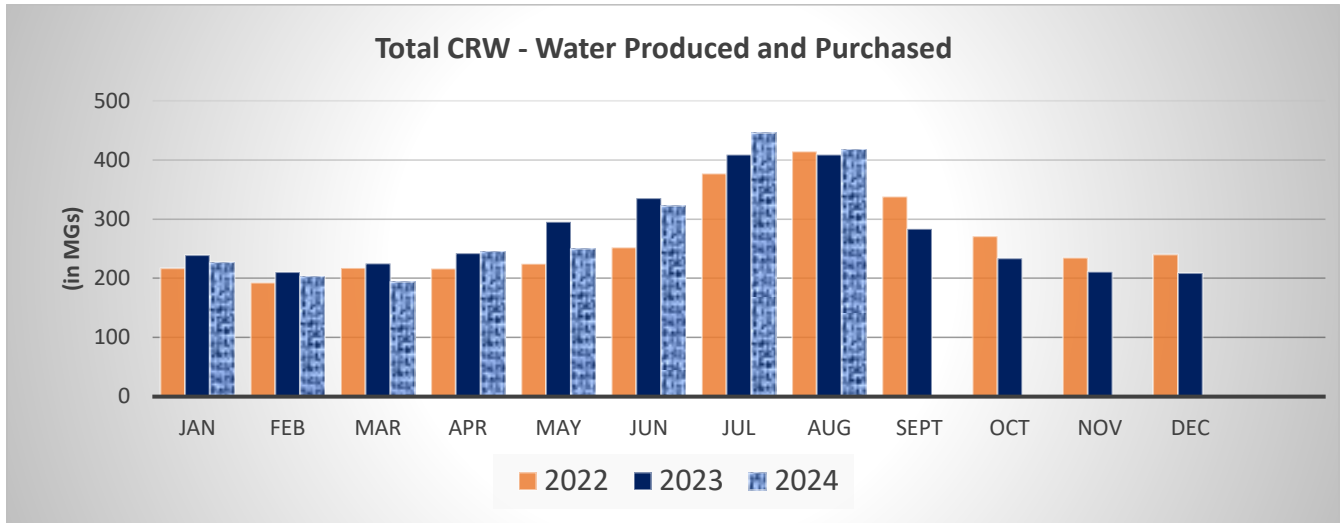
Note - Annual maintenance goals are established based on several criteria including; AWWA Best Management Practices, identified system priority maintenance and repair focus needs, and internal/external project forecasts.

Capital Project Status Report – August 2024

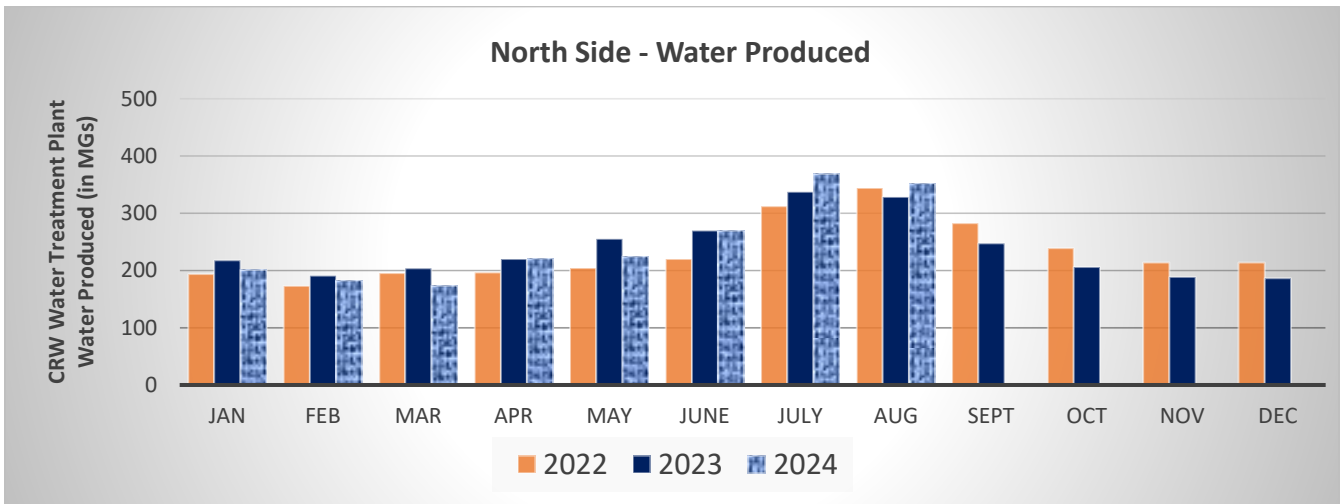
Project No.	Name	Project Budget	Spent to Date	Remaining Project Budget	Project Status
5301	Trans/CRW Impact Projects	\$250,000	\$9,607	\$240,393	
Utility coordination and adjustments at: Johnson Cr. Blvd at 79th Place Signals; ODOT 82nd Ave., Webster Rd.					
5303	82 nd Dr. Waterline Phase 2	\$1,041,000	\$112,552	\$928,448	In Design
New survey complete. Beginning conflict analysis and route selection.					
5291	I-205 Crossings:	\$1,119,000	\$133,576	\$985,424	In Design
Grant amendment approved, proceeding with design at Manfield Ct.					
5306	Redland Rd. Waterline Phase 2	\$1,355,000	\$773,409	\$581,591	Complete
Complete.					
5307	Redland Rd. PRV	\$1,003,000	\$30,698	\$972,302	In Design
Design in progress.					
5308	Low Lift PS Improvements	\$749,000	\$501	\$748,499	In Design
Scoping project.					
5309	WTP Structural Improvements	\$1,000,000	\$222,884	\$777,116	Construction
Repairs ongoing. Evaluating next steps.					
5273	Redland Rd. Waterline Phase 1	\$666,000	\$359,216	\$306,784	Complete
Complete.					
5270	Linwood Road Improvements	\$210,000	\$127,553	\$82,447	Construction
Punch list items are ongoing.					
5278	Monroe Street Improvements	\$850,000	\$55,329	\$794,671	In Design
The design is 100% complete. County scheduled to advertise for construction in September 2024.					
5280	Pump Station Chlorine	\$142,000	\$7,695	\$134,305	In Design
Design at 30% complete.					
5281	WTP Polymer Feed System	\$252,000	\$938	\$251,062	In Design
Design at 30%. Construction tentative beginning of 2025.					
5282	WTP Filter Valve Replacement	\$1,302,000	\$1,215,396	\$53,947	Complete
Complete.					
5302	King Rd Improvements	\$0	\$1,202	(\$1,202)	Design
Opportunity project with City of Milwaukie Road improvements. Approx. 1000 LF of waterline replacement. Exploring IGA with Milwaukie.					
5305	Webster Improvement	\$0	\$31,126	(\$31,126)	Construction
Bid with Trench Line Excavation as successful bidder.					
5292	Johnson Cr Blvd Improvements	\$0	\$2,004	(\$2,004)	In Design
Coordinating with Clackamas County. Project downsized to pavement overlay with ADA upgrades at intersections.					
5312	Thiessen Rd. Culvert Crossing	\$0	\$2,358	(\$2,358)	In Design
Coordinating 8" waterline relocation to accommodate Clackamas County culvert replacement.					

Private Project Tracking – August 2024

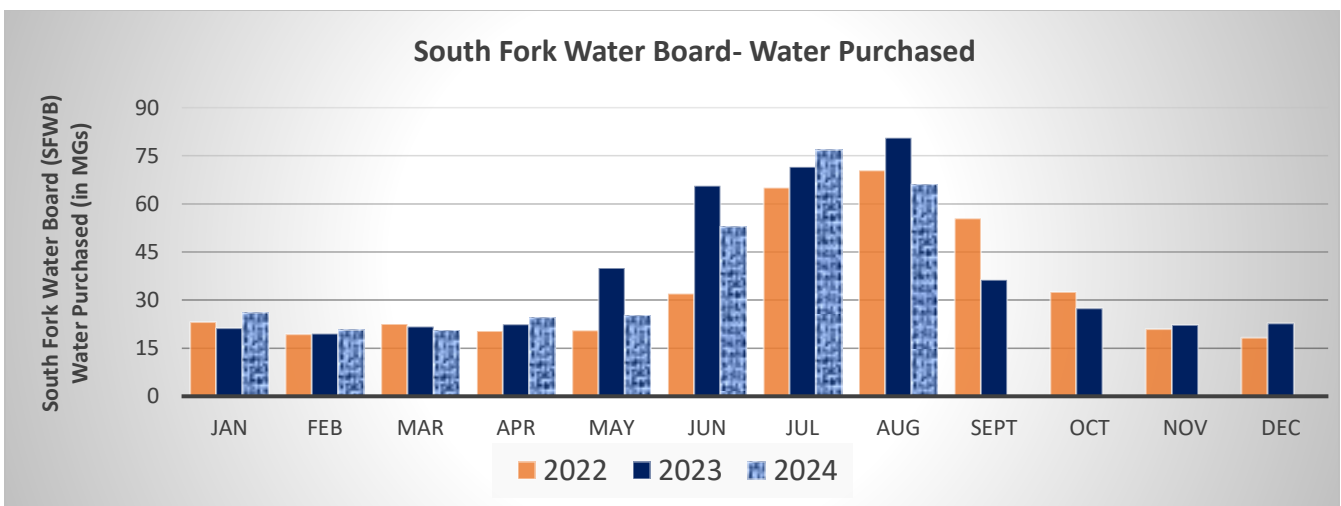
Project No.	Name	Description	Phase	Status
20-5262 Private	Bonaventure Senior Living	6" fire service and 3" meter	Const.	Punch List.
22-5295 Private	Jannsen Multi-Family	New fire and domestic service for 8-plex development.	Const.	On Hold.
22-5298 Private	Serres Farms 2 Subdivision	7-lot subdivision	Const.	Pending Construction Start.
23-5299 Private	Prologis Park Clackamas	4-Warehouses with Fire and domestic service	Design	Developer reimagining site configuration with redesign.
23-5304 Private	WES - IT2 30" Force Main	Relocate waterline at four locations	Const.	WES has selected Tapani as Contractor. Pending Construction Start.



*March & April 2024 Data includes water purchased from NCCWC during WTP Shutdown



*March & April 2024 Data includes water purchased from NCCWC during WTP Shutdown



Regulatory

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

Cyanotoxin Testing

Microcystin and Cylindrospermopsin sampling of our raw water began in May and occurs every two weeks for compliance.

No cyanotoxins have been detected in our raw water.

Non-Regulatory

General water quality parameters (pH, temperature, chlorine, TDS, hardness, alkalinity) were collected throughout the distribution system at 16 locations in the North and South systems.

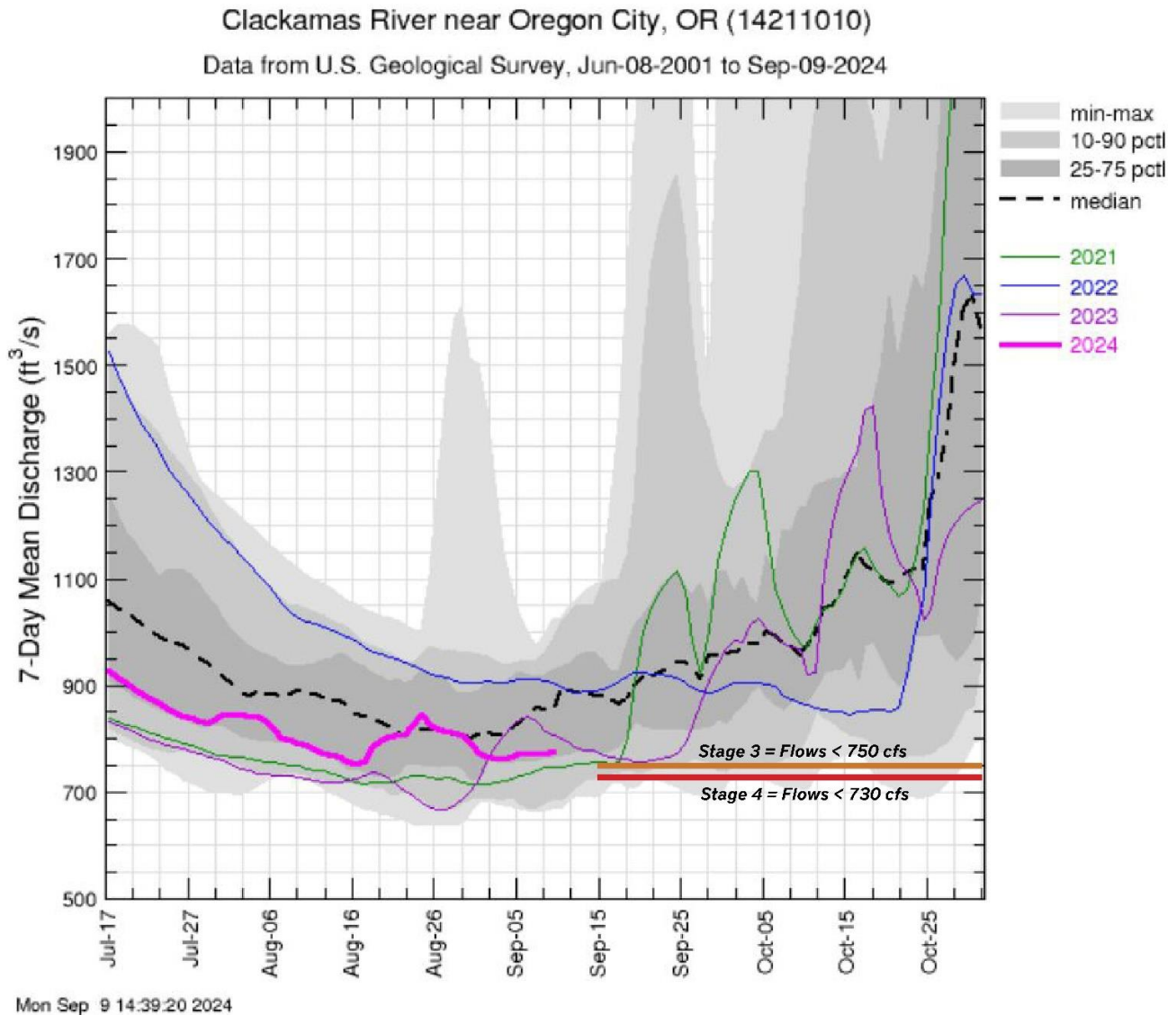
Monthly watershed sampling was conducted at 4 long-term sampling locations for total organic carbon, nutrients (nitrate/nitrite, total phosphorus, orthophosphate, etc), coliform density, pH,

Weekly algae monitoring is occurring at 3 locations in the North Fork Reservoir and CRW's intakes. This work includes species monitoring with the FlowCAM and nutrient analysis.

River Flow Conditions Reports

- The current Clackamas River **7-day average streamflow is 86% of normal** (median).
- August **precipitation in the Clackamas basin was 191% of normal**. Precipitation since the beginning of the water year (October 1 – September 8) has been 101% of normal.
- **The three-month outlook (Sep-Nov)** from the NOAA Climate Prediction Center calls for **equal chances of above and below temperatures and a slightly elevated chance of above normal precipitation for Western Oregon**.

Note: Flow is currently at a 7-day average of 772 cfs. We have flow triggers for conservation at 750 and 730 cfs beginning September 15th. With rain in the forecast on September 11th, it seems likely that this will **create no issues for us this fall**.



CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

September 12, 2024

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

- Commissioner Reimbursement Requests

Agenda Summary

BACKGROUND

CLACKAMAS RIVER WATER

Commissioner Request for Reimbursement

Month July 2024

Commissioner's Name Naomi Angier

Please Print

Date	Meetings	Amount
	CRW Regular Board Meeting –	\$ 50.00
	CRW Work Session	\$
	Miscellaneous Meeting Executive board meeting June 6	\$ 50.00
	Agenda setting meeting July 25	\$ 50.00
		\$
		\$

Total \$ 150.00

Date	Meals	Amount
		\$
		\$
		\$
		\$

Total \$ _____

Date	Mileage *	Amount
		\$
		\$
		\$
		\$
		\$
		\$

Total \$ _____

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

Total \$ _____

Date	Miscellaneous ***	Amount
		\$
		\$
		\$

Total \$ _____

- * Mileage \$ _____ per mile
- ** Lodging bills must be attached in support of reimbursement request
- *** Miscellaneous expenses to be supported with bills where possible

Total Expenses \$ _____
Adjustments \$ _____
Amount Due Commissioners \$ 150.00

I hereby certify under penalties of perjury and other laws regarding falsification of records and/or official misconduct, the above request for reimbursement to be accurate and complete and further certify that I am authorized to receive reimbursement as part of my authorized duties as a CRW commissioner.

Respectfully submitted, Naomi Angier
Commissioner's Signature

For Accounting:
 Payroll: Taxable \$ 150.00 Non-Taxable \$ _____ entered P/R H. Angier
 Accounts Payable: VENDOR # _____ ACCT# 01.601.5730 AMOUNT \$ _____ Entered A/P _____
 Board: Reimbursement as of _____

Christina Tuzi 8/12/24
 CFO Date

CLACKAMAS RIVER WATER

Commissioner Request for Reimbursement

Month July 2024

Commissioner's Name Sherry French Please Print

Date	Meetings	Amount
	CRW Regular Board Meeting - 7/18	\$ 50 -
	CRW Work Session	\$
	Miscellaneous Meeting	\$
	7/9 Oak Lodge	\$ 50 -
	7/29 Seaside	\$ 50 -
	7/25 Agenda	\$ 50 -
Total \$		<u>200 -</u>

Date	Meals	Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Total \$		_____

Date	Mileage *	Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Total \$		_____

Date	Motel/Hotel Lodging **	Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Total \$		_____

Date	Miscellaneous ***	Amount
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Total \$		_____

* Mileage \$_____ per mile
 ** Lodging bills must be attached in support of reimbursement request
 *** Miscellaneous expenses to be supported with bills where possible

Total Expenses	\$ _____
Adjustments	\$ _____
Amount Due Commissioners	<u>\$ 200 -</u>

I hereby certify under penalties of perjury and other laws regarding falsification of records and/or official misconduct, the above request for reimbursement to be accurate and complete and further certify that I am authorized to receive reimbursement as part of my authorized duties as a CRW commissioner.

Respectfully submitted Sherry French
 Commissioner's Signature

For Accounting:	Non-Taxable \$ _____	entered P/R <u>Chastine</u>
Payroll: Taxable \$ <u>200.00</u>		
Accounts Payable: VENDOR # _____	ACCT# <u>01.601.4105</u>	AMOUNT \$ _____ Entered A/P _____
Board: Reimbursement as of _____		

Chastine 8/29/24
 CFO Date

CLACKAMAS RIVER WATER

Commissioner Request for Reimbursement

Month August 2024

Commissioner's Name Sherry French Please Print

Date	Meetings	Amount
	CRW Regular Board Meeting / Exec Session	\$ 50.00
	CRW Work Session	\$
	Miscellaneous Meeting 8/1 CH	\$ 50.00
	8/13 Oak Lodge	\$ 50.00
	8/28 Sunrise	\$ 50.00
	8/29 Appnd	\$ 50.00
Total \$		<u>250.00</u>

Date	Meals	Amount
		\$
		\$
		\$
		\$
		\$
Total \$		_____

Date	Mileage *	Amount
		\$
		\$
		\$
		\$
		\$
Total \$		_____

Date	Motel/Hotel Lodging **	Amount
		\$
		\$
		\$
		\$
Total \$		_____

Date	Miscellaneous ***	Amount
		\$
		\$
		\$
Total \$		_____

- * Mileage \$ _____ per mile
- ** Lodging bills must be attached in support of reimbursement request
- *** Miscellaneous expenses to be supported with bills where possible

Total Expenses \$ _____
Adjustments \$ _____
Amount Due Commissioners \$ 250.00

I hereby certify under penalties of perjury and other laws regarding falsification of records and/or official misconduct, the above request for reimbursement to be accurate and complete and further certify that I am authorized to receive reimbursement as part of my authorized duties as a CRW commissioner.

Respectfully submitted Sherry French
 Commissioner's Signature

For Accounting: Payroll: Taxable \$ <u>250.00</u>	Non-Taxable \$ _____	entered P/R <u>U. Quigley</u>
Accounts Payable: VENDOR # _____	ACCT# <u>01.601.4105</u>	AMOUNT \$ _____ Entered A/P _____
Board: Reimbursement as of _____		

Christina Tull 8/29/24
 CFO Date

CLACKAMAS RIVER WATER

Commissioner Request for Reimbursement

Month Aug 2024

Commissioner's Name Lester B Garrison Please Print

Date	Meetings	Amount
	CRW Regular Board Meeting -- <u>8 Aug 2024</u>	\$ 50.00
	CRW Work Session	\$
	Miscellaneous Meeting	\$
		\$
		\$

Date	Meals	Amount
		Total \$ <u>50.00</u>
		\$
		\$
		\$

Date	Mileage *	Amount
		Total \$ _____
		\$
		\$
		\$

Date	Motel/Hotel Lodging **	Amount
		Total \$ _____
		\$
		\$
		\$

Date	Miscellaneous ***	Amount
		Total \$ _____
		\$
		\$
		\$

* Mileage \$. _____ per mile
 ** Lodging bills must be attached in support of reimbursement request
 *** Miscellaneous expenses to be supported with bills where possible

Total Expenses \$ 50.00
Adjustments \$ _____
Amount Due Commissioners \$ _____

I hereby certify under penalties of perjury and other laws regarding falsification of records and/or official misconduct, the above request for reimbursement to be accurate and complete and further certify that I am authorized to receive reimbursement as part of my authorized duties as a CRW commissioner.

Respectfully submitted Lester Garrison Commissioner's Signature

For Accounting:			
Payroll: Taxable \$ <u>50.00</u>	Non-Taxable \$ _____	entered P/R <u>M. Quigley</u>	
Accounts Payable: VENDOR # _____	ACCT# <u>01.601.5730</u>	AMOUNT \$ _____	Entered A/P _____
Board: Reimbursement as of _____			

8/15/24
 CFO Date

CLACKAMAS RIVER WATER

Commissioner Request for Reimbursement

Month August, 2024

Commissioner's Name Robert Rubitschew
Please Print

Date	Meetings	Amount
	CRW Regular Board Meeting - <u>8/8/2024 (5:45 pm)</u>	\$ <u>50.00</u>
	CRW Work Session	\$ _____
	Miscellaneous Meeting <u>EXECUTIVE SESSION 8/8/24 (4:30 PM)</u>	\$ _____
		\$ _____
		\$ _____

Total \$ 50.00

Date	Meals	Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Total \$ _____

Date	Mileage *	Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

Total \$ _____

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

Total \$ _____

Date	Miscellaneous ***	Amount
_____	_____	\$ _____
_____	_____	\$ _____
_____	_____	\$ _____

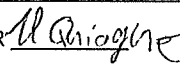
Total \$ _____

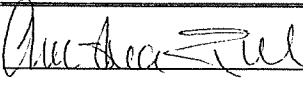
- * Mileage \$ _____ per mile
- ** Lodging bills must be attached in support of reimbursement request
- *** Miscellaneous expenses to be supported with bills where possible

Total Expenses \$ _____
Adjustments \$ _____
Amount Due Commissioners \$ _____

I hereby certify under penalties of perjury and other laws regarding falsification of records and/or official misconduct, the above request for reimbursement to be accurate and complete and further certify that I am authorized to receive reimbursement as part of my authorized duties as a CRW commissioner.

Respectfully submitted, 
Commissioner's Signature

For Accounting:
 Payroll: Taxable \$ 50.00 Non-Taxable \$ _____ entered PIR 
 Accounts Payable: VENDOR # _____ ACCT# 01.601.5730 AMOUNT \$ _____ Entered A/P _____
 Board: Reimbursement as of _____

 8/12/24
CFO Date