

**CLACKAMAS RIVER WATER BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
November 10, 2022**

COMMISSIONERS PRESENT VIA ZOOM MEETING:

Sherry French President
Naomi Angier, Secretary
Tessah Danel, Treasurer-
Rusty Garrison
Bob Rubitschun

STAFF PRESENT:

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

CRW Employees: Chief Financial Officer, Jason Kirkpatrick; IT Manager, Kham Keobounnam; Chief Engineer, Adam Bjornstedt; Engineering Manager, Joe Eskew; Engineering Associate, Anthony Steele; Water Resources Manager, John McKeivitt; Retired Water Resources Manager, Rob Cummings

COMMISSIONERS ABSENT:0

VISITORS: Bob Steringer, Kevin Williams, Chris Hawes, Travis Hollingsworth (customer), Frieda Cummings, Christie McKeivitt

Call Regular Meeting to Order

Commissioner French called the meeting to order at 6:00pm. The pledge of allegiance was recited.

Mr. Heidgerken introduced Mr. McKeivitt to the Board as the new CRW Water Resources Manager.

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

MOTION CARRIED 5-0

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

Public Comment- Mr. Hollingsworth shared that he received a letter for the district stating that there was a misread on his water meter for August and that staff didn't realize the misread until the October billing. He was notified that there would be a correction to the bill to correct the error in the reading to reflect the correct amount of water that went through the meter. His question is that he is concerned about errors in reading the meters. He is concerned about billing issues. Commissioner French suggested that Mr. Hollingsworth speak with Mr. Heidgerken and then asked that the Board will be informed on the conversation and resolve.

Agenda Item 1.0 Consider approval of customer service agreement with Peterson Power Systems, Inc. for water treatment plant generator switchgear modernization

Mr. Bjornstedt shared that this is a repair that came to the attention of staff over the summer and staff realized that the making the replacements of the switchgear now before they fail. The question was asked about having this equipment on a regular replacement schedule to budget for to have monies earmarked for.

MOTION: Commissioner Angier move to award the customer service agreement with Peterson Power Systems, Inc. for the quote amount of \$202,348.50 and authorize the General Manager to sign the completed contract. Commissioner Danel seconded the motion.

MOTION CARRIED 5-0

Ayes: Angier, Danel, French, Garrison, Rubitschun

Nays:

Abstentions: None

Agenda Item 2.0 **Consider approval of Resolution 03-2023: Request for annexation into CRW service boundary for property located at 17085 S. Killdeer Rd., Beaver Creek Oregon 97004 (TLID 32E24 00601)**

Mr. Bjornstedt shared that this is a straightforward annexation request by a homeowner whose well is failing and want to get on public water.

MOTION: Commissioner Angier move to approve Resolution 03-2023 endorsing annexation of territory into the jurisdictional boundaries of the Clackamas River Water for property located at 17085 S. Killdeer Rd., Beaver Creek, Oregon. Commissioner Danel seconded the motion.

MOTION CARRIED 5-0

Ayes: Angier, Danel, French, Garrison, Rubitschun

Nays:

Abstentions: None

Agenda Item 3.0 **Consider approval to increase the not-to-exceed amount of the contract with S-2 Contractors**

Mr. Bjornstedt shared that staff is looking to increase the not to exceed amount of the on-call contract. The increase is due to increased material costs and changes in Clackamas County's standards and what is required when doing a job within the county.

MOTION: Commissioner Angier move to the contract amendment with S-2 Contractors, Inc. for paving services for a revised total contract amount not to exceed \$84,740 and authorize the General Manager to sign the completed contract. Commissioner Danel seconded the motion.

MOTION CARRIED 5-0

Ayes: Angier, Danel, French, Garrison, Rubitschun

Nays:
Abstentions: None

Agenda Item 4.0 Consider approval of purchase of New F550 service truck for meter maintenance tasks

Mr. Bjornstedt shared that this vehicle will cost more than what was budgeted for originally based on current economic conditions. This vehicle will be used for meter maintenance and will be the last large vehicle needed in the fleet. The vehicle will be received in parts, with the Ford body being paid for in the current biennium and the body and crane will be purchased in the next biennium and will be budgeted for.

MOTION: Commissioner Angier move to approve the purchase of one 2023 Ford F-550 chassis with service body, associated equipment and hardware for the Not-to-exceed amount of \$195,000. Commissioner Danel seconded the motion.

MOTION CARRIED 5-0

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

Agenda Item 5.0 Contract Award: Construction contract for fuel station expansion, CO -2312

Mr. Steele shared that this is a project that was pushed forward after the ice storm in 2020 emphasizing the need for fuel reserves and resiliency. The fuel will be for emergency and every day vehicle use to keep the fuel turned over. The project was split into two parts where staff procured the tanks and then separately bid the installation part of the project which is what the Board is being asked to award tonight.

Commissioner Rubitschun asked what kind of access there will be to the fuel in the tanks, there is a kiosk with a specific card to activate use of the pump and they access can be tracked based on the cards used. The question was also asked about any cameras near the tanks.

MOTION: Commissioner Angier move to award the fuel station expansion construction contract to meng-Hannan Construction, Inc. for the bid amount of \$105,000 and authorize the General Manager to sign the completed contract. Commissioner Danel seconded the motion.

MOTION CARRIED 5-0

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

Consent Agenda

CA-1: Gross Payroll and Account Paid for October 2022

CA-2: Cash Position and Transfers October 2022

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

MOTION CARRIED 5-0

Ayes: Angier, Danel, French, Garrison, Rubitschun

Nays:

Abstentions: None

Agenda Item 6.0 Quarterly Update- 1st Quarter FY 2023 (see attached presentation)
Mr. Kirkpatrick represent a financial update for the 1st quarter of the second year of the biennium.

Agenda Item 7.0 Management Report

- The monthly report was provided to the Board and is posted on the CRW website.
- The CRWP newsletter was also included in the report
- Moss Adams auditors will be on site at CRW for the annual audit preparation
- Jennifer Miller started as an Accounting Specialist this week in the FACS department.
- Rob Cummings last day at CRW will be November 30. He has been selected as by SDAO as the Special Districts Outstanding Employee award. He will receive the award at the annual SDAO conference.

Commissioner Garrison asked where we are with other staffing positions and the current Water Works Mechanic position listing closes tomorrow. The next position to be advertised for will be an administrative coordinator. Commissioner Angier asked about who reads meters for the district and Mr. Heidgerken shared that the district contracts with a vendor to read meters.

Agenda Item 9.0 Commissioner Reports and Reimbursements

- Commissioner Danel attended the Sunrise meeting remotely in October. The new building has had progress in construction, discussed the SDAO conference and there were committee reports. Comms. Danel and French attended the Oregon City Business Alliance where there was a water focus and presentation by WES.
- Commissioner French attended the Oak Lodge meeting, there were discussions on insurance renewal, approving a contract and emergency fuel. Also attended C-4 and IMPAC meetings.

No public comment

Open meeting is adjourned 7:12pm