

**CLACKAMAS RIVER WATER BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
May 12, 2022**

COMMISSIONERS PRESENT VIA ZOOM MEETING:

Sherry French President
Naomi Angier, Secretary
Tessah Danel, Treasurer
Rusty Garrison
Position #5- Vacant

STAFF PRESENT:

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

CRW Employees: Chief Engineer, Adam Bjornstedt; Chief Financial Officer, Jason Kirkpatrick; Water Resources Manager, Rob Cummings; IT Manager, Kham Keobounnam

COMMISSIONERS ABSENT:0

VISITORS: Bob Steringer, Kevin Williams, Chris Hawes

Call Regular Meeting to Order

Commissioner French called the meeting to order at 6:00 pm and roll call taken and the pledge of allegiance was recited

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

MOTION CARRIED 4-0

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

Public Comment- none

Agenda Item 1.0 Consider Second Reading By Title Only of Ordinance 01-2022 Fees and Charges Update and Adoption

Mr. Kirkpatrick shared that this is the second reading of the ordinance and there have been no changes to the ordinance since the first reading in April.

MOTION: Commissioner Angier Move that the CRW Board approve Jason Kirkpatrick, CFO to conduct the Second Reading by Title Only of Ordinance 02-2022 and to adopt the ordinance. Commissioner Danel seconded the motion

MOTION CARRIED 4-0

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

Mr. Kirkpatrick read the Ordinance by title only

Agenda Item 2.0 Consider Approval of Intergovernmental Agreement (IGA) with Clackamas County Oregon housing Community Services and CRW for Low-Income Housing Water Assistance (LIHWA) Programs

Mr. Kirkpatrick share that the IGA would allow CRW to participate in a County administered program to assist low-income households with water bills. Commissioner Danel applauded this effort to help low income families.

MOTION: Commissioner Angier Move to Approve the Intergovernmental Agreement with Clackamas County for the Low-Income Housing Water Assistance Program. Commissioner Danel seconded the motion.

MOTION CARRIED 4-0

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

Agenda Item 3.0 Consider Contract Amendment for River City Environmental for Vac-Excavation Services

Mr. Bjornstedt shared that River City provides vac-truck services for CRW currently and staff is asking the Board to approve a contract spend increase that exceeds the General Managers authority. Currently the contract has an NTE of \$65,000 and with the increase of costs passed along from the vendor and the additional work that staff if doing for emergencies and investigative work ahead of projects. Commissioner Garrison asked if buying a vac-truck for CRW would be more cost effective and staff has done an analysis that with the maintenance costs it would not be cost effective for CRW to own their own vac-truck.

MOTION: Commissioner Angier Move to Approve Amendment #2 to contract 03548-08-2020 for vac-excavation services with River City Environmental Inc for the not-to-exceed amount of \$90,000 and authorize the General Manager to sign the contract. Commissioner Danel seconded the motion

MOTION CARRIED 4-0

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

Agenda Item 4.0 Consider Approval of Intergovernmental Agreement (IGA) with Clackamas County for Corrections Work Crew Support

Mr. Heidgerken share that this IGA is an extension of the current agreement with the Corrections Work Crew for Clackamas County for an additional year. Commissioner Angier if the work crew received any compensation for this work. Commissioner Danel asked about the what happened when the built in extensions ended and was told there would be a new agreement from the County for CRW to consider.

MOTION: Commissioner Angier Move to Approve the Intergovernmental Agreement with Clackamas County for Clackamas County Corrections Work Crew Support. Commissioner Danel seconded the motion

MOTION CARRIED 4-0

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

Consent Agenda

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

CA-2: Cash Position and Transfers April 2022

MOTION: Commissioner Angier moved to approve the Consent Agenda as presented Commissioner Danel seconded the motion.

MOTION CARRIED 4-0

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

Agenda Item 5.0 Quarterly Update- 3rd Quarter FY 2022 (see attached pp)

- Currently through 9 months of the Biennium. Overall General fund revenue is @ 42.9% and Personnel services are at 30% (this includes Workers compensation insurance, HRA Veba contributions and transit tax and there are a couple of vacant positions
- Materials and Services is at 31.2% - credit card fees are higher than budgeted.
- Capital outlay is at 19.5%
Commissioner Danel asked when the last time there an RFP for a full package of banking services was to determine if we are getting the best rates and best deal. Commissioner Garrison asked about the vacant positions, and staff is in process of trying to fill the vacant positions.

Agenda Item 6.0

Update on Clackamas Regional Water Supply Commission (CRWSC) and North Clackamas County Water Commission (NCCWC) Water Supply Agreement

- Staff has been working establishing a new water supply agreement with NCCWC
- Staff has been working on a dissolution agreement for the CRWSC
- There will be time scheduled during the May 23 Board Work Session for questions and more Board discussion, tonight's purpose is to present an overall picture and allow time for the Board to digest and review and bring back any questions at the Work Session
- The NCCWC Board has met and provided tentative approval of the water supply agreement and a formal action at their June meeting. The CRW Board will be asked to approve the agreement in June as well
- Within the CRW/NCCWC agreement a wholesale water rate model is included. CRW staff has met with SWA GM and Finance Director to review the rate structure that will be incorporated into the agreement. The CRW Board will be asked to approve a Resolution at the June meeting adopting the rate model for the agreement
- In the current NCCWC agreement there is a provision that relates only to CRW and Oak Lodge where Oak Lodge serves some of CRW customers. For the new agreement that provision is being removed and a separate agreement is being drafted between CRW and Oak Lodge for this. The CRW Board and Oak Lodge Board will be asked to approve this agreement at their June Board Meeting.
- There will also be a separate planning document between CRW and NCCWC that will be created following the adopting of the new water supply agreement. This will be more a process document but until that is drafted things will remain the same as under the current document
- The CRWSC dissolution document has placeholders that still need to be finalized. It is anticipated that the final document will be ready for the June Board meeting for the Board to approve
- A separate staffing services agreement will be developed to allow CRW to provide the services to SWA that are currently being provided. This is meant to bridge the gap of time when the CRWSC is dissolved and SWA determines what staffing needs they would want to receive from CRW.
- The Board is asked to reach out to Todd with any questions on these topics that can be addressed at the May work session.
- Commissioner Garrison shared that he has been attending the NCCWC meetings and shared that the process has been very orderly and thought out

Agenda Item 7.0

Management Report

- The Monthly report has been provided to the Board and posted on the CRW website. There is a new section listing PO that were initiated during the monthly reporting period.
- During the PNWS/AWWA conference CRW received honorable mention for the CRW Podcast the looks at water history.
- Agenda preparation meeting for the June meeting will be held on May 26
- The May work session will be held on the 23rd.

- Oak Lodge water services has been approved for Authority status that takes effect July 1.
- There are two interns starting this month one assisting with the chemical hygiene program and once assisting at the WTP
- Staff is still working on filling the Water Resources Manager, Sr. Finance And Accounting Specialist, Customer Service Specialist and a seasonal Waterworks position.

Public comment- none

Agenda Item 9.0 Commissioner Reimbursements and Reports

- Commissioner French- Congratulated Oak Lodge for being approved as a water Authority. Oak Lodge has a new commissioner. Also attended the April Sunrise Water Authority meeting. Also attended the C4 meeting as the alternate for representing water.

Agenda Item 10.0 Proposed Process for Filling Board Vacancy Position #5

- Commissioner Alexander resigned from the Board effective May 3, 2022 leaving a vacancy on the board at position #5. The Board will need to appoint a member to fill the term until the next May election at which time the position would be on the ballot.
- The open position would be noticed on the CRW website and sent out to interested parties. Applications would be due May 31. The Board would conduct interviews during a work session beginning at 5:30 ahead of the June 9 board meeting and appoint the new commissioner at either the July Board meeting or as a Special meeting ahead of a June work session if one is scheduled

Open meeting is adjourned 7:05pm



Clackamas River Water

Clackamas River Water

3rd Quarter Update – Fiscal Year 2022

Board Meeting – May 12, 2022

Jason Kirkpatrick, CFO



3rd Quarter Update – FY 2022

- 3rd Quarter – First year of Biennium – January 1, 2022, through March 31, 2022
- Showing costs through 9 of 24 periods (July 1, 2021, through March 31, 2022) for the Biennium – 37.5%

3rd Quarter Update – FY 2022 Revenue

General Fund Revenues

- Third quarter (July 1, 2021 through March 31, 2022) of Fiscal Year 2022. CRW is in year one of the 2021-2023 Biennium, and we are 37.5% through the budget.
- Total General Fund Revenue is 42.9% of the biennial budget.
- Water sales budget is \$25,569,000 for the biennium and we have recorded \$11,028,178 through March. Water sales are 43.1% of the biennial budget.

3rd Quarterly Update – FY 2022

General Fund Expenses

- Personnel Services
 - 30.0 % of biennial budget
 - Total costs through the 3rd Quarter - \$3.6 million
- Includes:
 - Annual Workers Compensation Insurance payment
 - Second HRA VEBA contribution
 - Second quarter transit tax
- Excludes:
 - Vacant positions in System Operations, Water Resources, FACS, and Administration



3rd Quarter Update

FY 2022

General Fund Expenses

- Materials & Services – 31.2%
 - Analysis of categories that are greater than 37.5%
 - Credit Card processing fees and annual payments
- Capital Outlay – 19.5%
 - This year we are experiencing longer than normal lead times so not certain when those will be recorded as actual expenditures.
 - Capital Outlay items come in larger chunks and do not occur evenly throughout the year

3rd Quarterly Update – FY 2022

SDC Revenues

- Biennial Budget - \$1,789,400
- Actual to Date - \$536,651 – 30.0%



3rd Quarter Update – FY 2022

Capital Improvements Project Fund

Project #	Description	BN 21-23 Budget	FY 2022 Actual	Remaining Budget	% of Budget
5274	ODOT/City/County DTD Adj	\$ 250,000	\$ 2,499	\$ 244,216	2.3%
5243	CRC Mobility (see 5274 budget)	-	3,285		N/A
5275	Athens Dr Waterline Replacement	641,000	74,852	\$ 566,148	11.7%
5276	Fawn Dr Waterline Replacement	277,000	-	\$ 277,000	0.0%
5277	Leland Rd Waterline & Master Meter	493,000	-	\$ 493,000	0.0%
5273	Redland Rd Waterline - Phase 1	1,080,000	3,622	\$ 1,076,378	0.3%
5270	Linwood Rd Improvements	328,000	110,135	\$ 217,865	33.6%
5278	Monroe St Improvements	940,000	721	\$ 939,279	0.1%
5279	Maplelane Rd Waterline	846,000	39,959	\$ 806,041	4.7%
5280	Pump Station Supplemental Chlorine	168,000	1,365	\$ 166,635	0.8%
5281	WTP Polymer Feed System Replacement	476,000	-	\$ 476,000	0.0%
5282	WTP Filter Valve Replacement	692,000	4,921	\$ 687,079	0.7%
5253	82nd Dr Waterline - Phase 1 (carryover)	97,000	46,974	\$ 50,026	48.4%
5287	Easement Maint 90th St Pump Station	-	55,825	\$ (55,825)	
		\$ 6,288,000	\$ 344,158	\$ 5,943,842	5.5%

The background is a solid blue color with numerous water droplets of various sizes scattered across it. The droplets are rendered with realistic shading and highlights, giving them a three-dimensional appearance. The text "Questions or comments ?" is centered in the middle of the image in a white, sans-serif font.

Questions or comments ?