

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
June 13, 2024 at 6:00pm**

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 kholtzgang@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 kholtzgang@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/81936011874> or by calling the following number 1-253-215-8782 and join meeting/ 81936011874#. **Passcode:** 516826

REGULAR BOARD MEETING @ 6:00pm

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

a. Approval of the Agenda

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

Consent Agenda

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

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

CA-3: **Consider Approval of Contract Amendment with Cascade Columbia Exceeding the General Managers Signature Authority**

Action Items

1. **Resolution 06-2024: A Resolution Establishing Retail Water Rates, System Development Charges, Miscellaneous Fees and Charges For Services** – *Todd Heidgerken, General Manager*
2. **Consider First Reading, By Title Only, of Resolution 07-2024 Updating Board Policy-** *Todd Heidgerken, General Manager & C. Robert Steringer, CRW Legal Counsel*
3. **Consider Approval of Resolution 08-2024 Approve Utility Billing Bad Debt Write-Off for FY 2023-2024 Uncollectible Water Bills-** *Todd Heidgerken, General Manager*
4. **Consider Resolution 09-2024- Updating the Wholesale Water Rates Charged to North Clackamas County Water Commission (NCCWC)-** *Todd Heidgerken, General Manager*

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5. **Consider Approval of Contract Extension with Madrone Technology for IT Support, Equipment & Subscriptions Exceeding the General Managers Signature Authority-***Todd Heidgerken, General Manager*
6. **Consider Approval of the Intergovernmental Agreement (IGA) Extension Between CRW and Clackamas River Water Providers (CRWP) for or Emergency Management Coordination Services-** *Todd Heidgerken, General Manager & Beth McGinnis, Emergency Manager*
7. **Consider Approval of Contract with S 2 Contractors for Paving Services Exceeding the General Managers Signature Authority-** *Todd Heidgerken, General Manager***DELETED**

Informational Reports

8. Management Report – *Todd Heidgerken, General Manager*
9. Public Comment (*see blue box at the top of the agenda*)

Commissioner Business

10. Commissioner Reports and Reimbursements
11. Election of Board officers- *CRW Board of Commissioners*

Adjourn regular meeting

EXECUTIVE SESSION- will start immediately following the regular meeting

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. 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)

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

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

June 13, 2024

SUBJECT **Gross Payroll and Accounts Paid**

DRAFT MOTION	Move to approve the consent agenda items as presented
EFFECTIVE DATE	June 13, 2024

**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 April 2024, Payrolls – 3 regular payrolls - \$435,163
2) Monthly Check History for May 2024 - \$881,381 (net)

Monthly Check History Listing
Clackamas River Water
5/1/2024 to 5/31/2024

Bank code: apbank

Check #	Date	Vendor	Description	Invoice	Amount Paid	Check Total
6548	05/08/2024	00029 OREGON PERS	PERS PMT:1678992,1680503,1681702,1682644	PR 04.05.24	23,756.77	23,756.77
6549	05/08/2024	00095 ING	VOLUNTARY PAYROLL DEDUCTION: DEFER COMP	PR 05.03.24	2,648.95	2,648.95
6550	05/08/2024	00336 CITISTREET - STATE OF OREGON	VOLUNTARY PAYROLL DEDUCTION: DEFER COMP	PR 05.03.24	3,351.10	3,351.10
6551	05/08/2024	00029 OREGON PERS	PERS PMT:1683327,1684778,1686079,163328,	04.06.24	36,824.96	36,824.96
6553	05/15/2024	04390 OMEGA PROCESSING	APRIL 2024 PAYMENT PROCESSING (MERCHANT	APRIL 2024	9,920.65	9,920.65
6554	05/15/2024	01959 US BANK	CAS APRIL 2024	CAS 04.01.24	1,959.58	1,959.58
6555	05/15/2024	01959 US BANK	MERCHANT BILLING APRIL 2024	MB APRIL 2024	1,619.62	1,619.62
6556	05/15/2024	01959 US BANK	IN *C-MORE PIPE SERVICES	04/25/24	3,300.00	
			FIELD INSTRUMENTS AND CON	04/25/24 HOUCKh	1,356.85	
			CIMCO GC SYSTEMS LLC	04/25/24 RAYp	1,260.08	
			DTD BUILDING CODES	04/25/24 BJORNSTEDTc	1,212.06	
			NW NATURAL 8004224012	04/25/24 PAYABLEe	1,133.98	
			AWWA EVENTS	04/25/24 HEIDGERKENa	1,010.00	
			INTERSTATE ADVANCED MATE	04/25/24 MCCOMISKEYr	1,000.00	
			NW NATURAL 8004224012	04/25/24 PAYABLEi	778.19	
			SQ *AQUARIUM SERVICES OF	04/25/24 MCCOMISKEYf	685.00	
			IN *VERBAL JUDO INSTITUTE	04/25/24 MCGINNISC	567.60	
			TFS*FISHERSCIECOM HUS	04/25/24 TRIPLETTg	543.21	
			INTERSTATE ADVANCED MATE	04/25/24 MCCOMISKEYi	500.00	
			B2B PRIME*6W7W209G3	04/25/24 VOYLESd	499.00	
			AMZN MKTP US*4M4ZU0AC3	04/25/24 RAYn	482.00	
			BUDGET BLINDS EAST INC	04/25/24 HOLZGANGg	424.00	
			CLACKAMAS GARBAGE COMPANY	04/25/24 PAYABLEa	400.31	
			THE HOME DEPOT 4017	04/25/24 MCCOMISKEYs	381.67	
			ALASKA AIR 0272366588510	04/25/24 HOLZGANGf	378.10	
			LOWES #01824*	04/25/24 MCCOMISKEYo	351.20	
			THE HOME DEPOT 4017	04/25/24 MCCOMISKEYe	339.36	
			DIALOGTECHINC	04/25/24 KEBOUNNAMc	323.68	
			AMZN MKTP US*PF9ZC1LN3	04/25/24 SCRANTONc	319.90	
			OR *MILWAUKIE UTILITY	04/25/24 PAYABLEg	300.03	
			PARKROSE WEST LINN	04/25/24 MCCOMISKEYc	281.77	
			SUNRIVER RESORT	04/25/24 MCGINNISd	278.04	

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Check #	Date	Vendor	Description	Invoice	Amount Paid	Check Total
			9 MASONS SUPPLY CO	04/25/24 OPERATIONSg	277.08	
			ALL IN ONE MOBILITY	04/25/24 RAYg	250.00	
			ELTDIRECT.COM	04/25/24 SLEIGHTc	249.00	
			CLACKAMAS COUNTY WATER EN	04/25/24 PAYABLEb	244.10	
			PARKROSE WEST LINN	04/25/24 MCCOMISKEYk	239.79	
			THE HOME DEPOT 4017	04/25/24 MCCOMISKEYa	237.45	
			OSBEELS	04/25/24 BJORNSTEDTa	230.00	
			NEOGOV	04/25/24 CAMPBELLc	199.00	
			NEOGOV	04/25/24 CAMPBELLd	199.00	
			NEOGOV	04/25/24 CAMPBELLi	199.00	
			NW NATURAL 8004224012	04/25/24 PAYABLEf	194.80	
			WATER/WASTEWATER JOBS	04/25/24 CAMPBELLE	185.00	
			CLACKAMAS COUNTY WATER EN	04/25/24 PAYABLEc	181.65	
			CIMCO GC SYSTEMS LLC	04/25/24 RAYq	179.38	
			THE HOME DEPOT #4017	04/25/24 MCCOMISKEYY	177.29	
			NW NATURAL 8004224012	04/25/24 PAYABLEh	169.77	
			NORTHWEST RIVER SUPPLIES	04/25/24 HOUCKI	168.15	
			THE HOME DEPOT #4017	04/25/24 RAYi	166.17	
			TFS*FISHERSCI ECOM HUS	04/25/24 TRIPLETTc	161.60	
			CLACKAMAS COUNTY WATER EN	04/25/24 PAYABLEd	147.05	
			NW NATURAL 8004224012	04/25/24 PAYABLEk	138.16	
			ALASKA AIR 0272366587381	04/25/24 HOLZGANGe	133.10	
			THE HOME DEPOT #4017	04/25/24 MCCOMISKEYh	131.39	
			PARKROSE WEST LINN	04/25/24 RAYe	128.00	
			HARBOR FREIGHT TOOLS 477	04/25/24 RAYf	122.91	
			COASTAL FARM & RANCH OC	04/25/24 MCCOMISKEYp	119.99	
			DNH*GODADDY.COM	04/25/24 KEOBOUNNAMA	116.99	
			MCMASTER-CARR	04/25/24 RAYr	112.19	
			HIRINGTHING INC	04/25/24 CAMPBELLh	105.00	
			OREGON GOVERNMENT FINA	04/25/24 CAMPBELLa	100.00	
			THE HOME DEPOT #4017	04/25/24 OPERATIONSf	99.94	
			INGALLINAS BOX LUNCH PORT	04/25/24 HOLZGANGa	95.75	
			THE HOME DEPOT #4017	04/25/24 MCCOMISKEYm	93.81	
			AMZN MKTP US*OG2OT5LD3	04/25/24 HOUCKe	92.29	
			AMERICAN NATIONAL STANDAR	04/25/24 RAYb	92.00	
			PAYPAL *PNWS AWWA	04/25/24 CAMPBELLb	90.00	
			PAYPAL *PNWS AWWA	04/25/24 CAMPBELLf	90.00	
			PAYPAL *PNWS AWWA	04/25/24 CAMPBELLj	90.00	

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Check #	Date	Vendor	Description	Invoice	Amount Paid	Check Total
			AMZN MKTP US*211YO8B13	04/25/24 SCRANTONa	89.95	
			INGALLINAS BOX LUNCH PORT	04/25/24 HOLZGANGb	82.57	
			LOC LEAGUE OF OREGON C	04/25/24 CAMPBELLg	80.00	
			THE HOME DEPOT #4017	04/25/24 OPERATIONSe	71.67	
			SP IDENTICARD.COM	04/25/24 MCGINNISb	67.25	
			AMZN MKTP US*V10W475M3	04/25/24 HOUCKf	66.99	
			AMZN MKTP US*VG7UI0QZ3	04/25/24 TRIPLETTd	64.86	
			AMZN MKTP US*VI6EPONE3	04/25/24 HOUCKb	64.61	
			THE HOME DEPOT #4017	04/25/24 MCCOMISKEYI	63.02	
			AMZN MKTP US*L52GM4YY3	04/25/24 SCRANTONb	61.04	
			THE HOME DEPOT #4017	04/25/24 RAYh	56.75	
			PARKROSE HARDWARE	04/25/24 MCCOMISKEYt	55.20	
			ADOBE *ADOBE	04/25/24 KEOBOUNNAMf	54.99	
			DONUT LAND	04/25/24 HOLZGANGd	54.89	
			THE HOME DEPOT #4017	04/25/24 RAYl	54.47	
			AMAZON.COM*M132Y3KX3	04/25/24 OPERATIONSd	50.82	
			AMZN MKTP US*D60999TE3	04/25/24 TRIPLETTf	46.09	
			AMZN MKTP US*VH5YX3BI3	04/25/24 KEOBOUNNAMb	39.99	
			MILLER PAINT CLAC 190	04/25/24 RAYm	39.25	
			AMZN MKTP US*WG5EY8773	04/25/24 OPERATIONSb	39.11	
			NW NATURAL 8004224012	04/25/24 PAYABLEj	38.82	
			CARVER HANGAR	04/25/24 HOUCKd	37.00	
			TEXACO 0372506	04/25/24 OPERATIONSh	35.40	
			DNH*GODADDY.COM	04/25/24 KEOBOUNNAMd	35.17	
			FERGUSON ENT #3041	04/25/24 RAYk	35.04	
			DTD BUILDING CODES FEE	04/25/24 BJORNSTEDTb	33.33	
			AMZN MKTP US*3M5UJ6UR3	04/25/24 OPERATIONSc	33.21	
			AMAZON RET* 111-102223	04/25/24 KEOBOUNNAMh	31.62	
			AMZN MKTP US*KK96T0HK3	04/25/24 TRIPLETTE	29.79	
			NEW SEASONS MARKET	04/25/24 HOLZGANGc	28.87	
			THE HOME DEPOT #4017	04/25/24 RAYc	27.14	
			THE HOME DEPOT #4017	04/25/24 RAYd	26.97	
			CURTIS TRAILERS	04/25/24 MCCOMISKEYb	26.07	
			AMZN MKTP US*RH3EL79S1	04/25/24 SLEIGHTb	24.90	
			SQ *A AAAWESOME LOCKSMITH	04/25/24 OPERATIONSa	24.00	
			AMZN MKTP US*QU2295EK3	04/25/24 KEOBOUNNAME	23.99	
			FERGUSON ENT #3041	04/25/24 RAYj	23.83	
			UNIT PROCESS COMPANY	04/25/24 HOUCKj	23.47	

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apCkHist
 05/31/2024 3:41PM

Bank code: apbank

Check #	Date	Vendor	Description	Invoice	Amount Paid	Check Total
			AMZN MKTP US*332OS5GX3	04/25/24 TRIPLETTb	23.26	
			AMAZON.COM*SC0TP3R03	04/25/24 HOUCKc	21.79	
			CLACKAMAS STEEL & MFG IN	04/25/24 MCCOMISKEYZ	21.33	
			CITY OF OREGON CITY- UTI	04/25/24 PAYABLEI	21.13	
			CHATGPT SUBSCRIPTION	04/25/24 VOYLESa	20.00	
			AMZN MKTP US*RA1K82LQ2	04/25/24 TRIPLETTa	19.99	
			AMAZON.COM*FHT10ZH3	04/25/24 VOYLESb	18.99	
			PARKROSE HARDWARE	04/25/24 RAYo	17.50	
			AMZN MKTP US*RA04G2AW2	04/25/24 HOUCKa	16.99	
			AMZN MKTP US*126NB12P3	04/25/24 KEBOUNNAMi	16.99	
			PLATT ELECTRIC 038	04/25/24 MCCOMISKEYd	15.95	
			UNIT PROCESS COMPANY	04/25/24 HOUCKk	15.82	
			COSTCO WHSE #0097	04/25/24 HOLZGANGh	14.99	
			WATKINS PARK PUB	04/25/24 MCCOMISKEYg	12.50	
			BUZZSPROUT* INVOICE 61	04/25/24 MCGINNISa	12.00	
			AMZN MKTP US*KU3AO6VV3	04/25/24 KEBOUNNAMg	9.99	
			AMZN MKTP US*A48BN50X3	04/25/24 HOUCKg	9.98	
			CLACKAMAS STEEL & MFG IN	04/25/24 MCCOMISKEYn	6.90	
			FERGUSON ENT #3041	04/25/24 MCCOMISKEYq	5.75	
			WATKINS PARK PUB	04/25/24 MCCOMISKEYj	-12.50	
			AMZN MKTP US	04/25/24 SLEIGHTa	-21.95	
			AMZN MKTP US	04/25/24 TRIPLETTb	-53.37	
			HARBOR FREIGHT TOOLS 243	04/25/24 RAYa	-99.99	
			B2B PRIME	04/25/24 VOYLESc	-342.21	25,626.80
6557	05/16/2024	00029 OREGON PERS	PERS PYMT: 1675094,1675368,1675623,16763	PR 03.06.2024	75,515.97	75,515.97
6558	05/22/2024	00029 OREGON PERS	PERS PYMT:1688668,1689614,1689614,168961	PR 04.21.24	35,807.21	35,807.21
6560	05/22/2024	00336 CITISTREET - STATE OF OREGON	VOLUNTARY PAYROLL DEDUCTION: DEFER COMP	PR 05.17.24	3,351.10	3,351.10
6562	05/23/2024	00095 ING	VOLUNTARY PAYROLL DEDUCTION: DEFER COMP	PR 05.17.25	2,648.95	2,648.95
6563	05/23/2024	00095 ING	VOLUNTARY PAYROLL DEDUCTION: DEFER COMP	PR 04.19.24	2,445.04	2,445.04
95278	05/23/2024	01546 CASCADE COLUMBIA DIST CO INC	DENSE SODA ASH	873475	6,335.00	6,335.00
96371	05/08/2024	00285 ARAMARK UNIFORM SERVICES INC	ACCT. #934649000 - BUILDING MAINT. SUPPL	5291438496	99.82	99.82
			ACCT. #934649000 - BUILDING MAINT. SUPPL	5291443085	99.82	99.82
			ACCT. #934649000 - BUILDING MAINT. SUPPL	5291447678	99.82	99.82

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Check #	Date	Vendor	Description	Invoice	Amount Paid	Check Total
			ACCT. #934649000 - BUILDING MAINT. SUPPL	5291452272	84.54 -	
			ACCT. #934649000 - BUILDING MAINT. SUPPL	5291456863	84.54	468.54
96372	05/08/2024	04603 BELLA TERRA, LLC	Refund receipt #: 004120	Ref000200809	1,070.00	1,070.00
96373	05/08/2024	04595 JOSHUA CAINE	RED WING INSOLES FOR BOOTS	04.25.24	69.99	69.99
96374	05/08/2024	00317 CDW GOVERNMENT INC.	IT HARDWARE	QQ83045	1,428.44	1,428.44
96375	05/08/2024	04598 CHEMTRAC LLC	HYDROACT 2 WITH DURATRAC 4 SCM	34092	13,315.00	13,315.00
96376	05/08/2024	04320 CHOWN INC	REPAIR OF HANDICAP DOOR	342178.00	720.48	
			REPAIR OF DOOR IN THE LOWER PUMP ROOM	345470.00	300.00	1,020.48
96377	05/08/2024	02774 COMPASS LAND SURVEYORS, INC.	REDLAND ROAD PRV	42854	10,565.00	10,565.00
96378	05/08/2024	03472 CREATIVE FINANCIAL STAFFING	TEMP HR SERVICES: RACHELLE BALL	124150215	1,194.38	1,194.38
96379	05/08/2024	04480 CRAIG CROCKETT	CDL TEST FEE	04.25.24	220.00	
			CDL EXAM DL/ID FEE	05.02.24	200.00	420.00
96380	05/08/2024	02856 CRYSTAL GREENS LANDSCAPING	APRIL 2024 LANDSCAPING MAINTENANCE	330806	5,540.00	5,540.00
96381	05/08/2024	03218 DIRECT TRANSPORT INC	DELIVERY OF BOARD PACKETS	321828	67.45	67.45
96382	05/08/2024	04597 EAGLE NEST ENTERPRISES	CDL ENTRY LEVEL DRIVER TRAINING	1982	822.50	822.50
96383	05/08/2024	04380 EXECUTIVE SECURITY SERVICES	ROUTINE PATROL - FY 24	15536	4,100.00	4,100.00
96384	05/08/2024	01844 FERGUSON ENTERPRISES INC	FITTINGS FOR C12 REPAIR	2470257-1	3,091.24	
			PLUMBING FOR NEW INSTRUMENTS	2566341	109.47	
			FITTINGS FOR C12 REPAIR	2470257	87.76	
			FITTING FOR INSTRUMENT INSTALL	2562662	84.78	
			FITTINGS FOR C12 REPAIR	2530655	57.20	
			FITTINGS FOR C12 REPAIR	2527035	32.17	
			FITTINGS FOR C12 REPAIR	2535853	26.50	
			CLEAR CPVC PRIMER	CM372246	-26.66	3,462.46
96385	05/08/2024	01844 FERGUSON ENTERPRISES INC	1 PC 3" DI GATE VALVE & 1 PCS 7825-04	1257667	2,899.50	
			BRS TEE 3" BRS 150# FLG	1257649	2,253.00	
			FILTER VALVES AND ACTUATORS FOR WTP REPL	1258360	2,097.94	
			WAX TAPE	1257489	420.80	
			CREDIT FOR RETURNED PARTS	CM374997	-1,877.68	5,793.56

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96386	05/08/2024	03775 FIELD INSTRUMENTS & CONTROLS	(1) PROMAG W-400 FLOW METER	INV27623	287.39	287.39
96387	05/08/2024	02322 GENERAL PACIFIC INC	200 PCS 6600-00	1490834	22,400.00	22,400.00
96388	05/08/2024	00167 GRAINGER INC	6 PADLOCK PINS FITTINGS FOR CL REPAIR	9053405776 9090062192	791.94 14.00	805.94
96389	05/08/2024	03240 HARRANG LONG PC	GENERAL LEGAL	102909	4,600.00	
			GENERAL LEGAL	102911	889.92	
			GENERAL LEGAL	102910	405.00	5,894.92
96390	05/08/2024	02284 K & D SERVICES OF OREGON INC	7077 SE FIR AVE 2204-0256 2204-0256	BILL23605	1,106.75	1,106.75
96391	05/08/2024	03759 KENNEDY/JENKS CONSULTANTS INC	HATTAN PS PRV MODIFICATIONS	170974	771.18	771.18
96392	05/08/2024	02922 KONE INC	CUST.# N295970 - SERVICE CALL	1158596452	221.45	
			CUST.# N295970 - SERVICE CALL	1158421210	172.94	394.39
96393	05/08/2024	00133 LES SCHWAB TIRE CENTERS INC	07-200 ALIGNMENT	22700873913	114.99	
			08-100 ALIGNMENT	22700873914	114.99	229.98
96394	05/08/2024	04180 MADRONE TECHNOLOGY GROUP INC.	IT SOFTWARE SUB DATA BACKUP	3739	3,306.42	
			TELECOMMUNICATION	3746	1,600.70	
			CONTRACT WORK	3741	270.00	
			CONTRACT WORK	3740	135.00	5,312.12
96395	05/08/2024	00012 METERADERS LLC	JUNE READS CYCLE 1,2 & 3	11219	6,468.05	6,468.05
96396	05/08/2024	01833 MIKE PATTERSON	17298 SE WATER AVE REPAIRS	MPP10214	13,368.00	13,368.00
96397	05/08/2024	00056 OAK LODGE WATER SERVICES DISTR	PAYMENTS FOR SVC TO CRW CUST. IN OAK LOD	05.02.24	6,542.12	6,542.12
96398	05/08/2024	00373 OREGON AFSCME	UNION DUES FOR PR 05.03.24	PR 05.03.24	1,028.17	1,028.17
96399	05/08/2024	00048 OREGON CITY, CITY OF	PAYMENTS FOR SVC TO CRW CUST. IN OREGON	05.02.24	12,135.59	12,135.59
96400	05/08/2024	01198 PACIFIC OFFICE AUTOMATION	COPIER LEASE ACCT# 1055811323 MAY 2024	5029632870	180.00	180.00
96401	05/08/2024	03815 PETROCARD INC	PLANT & SYSOPS	C448022	166.49	166.49
96402	05/08/2024	04079 PLATT ELECTRIC SUPPLY	LG LED 8024E345-G7	04.25.24	67.79	67.79
96403	05/08/2024	04539 PREMIER TRUCK GROUP	CB RADIO ANTENNA REPAIR ON TRUCK # 2500	81928030	469.56	469.56

Monthly Check History Listing
Clackamas River Water
5/1/2024 to 5/31/2024

Bank code: apbank

Check #	Date	Vendor	Description	Invoice	Amount Paid	Check Total
96404	05/08/2024	03996 RH2 ENGINEERING INC	WTP STRUCTURAL PROJECT DESIGN & CONSTRUC	98813	15,186.05	15,186.05
96405	05/08/2024	00229 RICOH USA, INC.	ADDITIONAL COPIES #1021276-3745995 04/12	108213892	208.86	254.61
			ADDITIONAL COPIES #1021276-3797919 04/10	108223373	45.75	
96406	05/08/2024	03548 RIVER CITY ENVIRONMENTAL INC	8441 CASON RD 04/16-04/23/24	354221285	3,843.28	3,843.28
96407	05/08/2024	03394 TEAM ELECTRIC COMPANY	VAULT INSPECTION 9100 SE MANAGN DR	27868	28,617.45	28,617.45
96408	05/08/2024	00282 TERMINIX INTERNATIONAL INC	CUST.# 1703011 -APRIL PEST CONTROL SERVI	446120643	131.00	
			9100 SE MANGAN DR- CUST.# 1703007 APRIL	446063608	112.00	243.00
96409	05/08/2024	00107 UNITED SITE SERVICES INC	CLEANING OF PORTABLE RESTROOMS RIVERSIDE	114-13843472	360.00	
			CLEANING OF PORTABLE RESTROOMS RENTAL	114-13844313	180.00	
			PORTABLE RESTROOMS	INV-4451759	51.00	
			CLEANING OF PORTABLE RESTROOMS	INV-4457830	51.00	642.00
96410	05/08/2024	04485 W3GLOBAL	SERVICES OF TRAVIS ANDREWS	34874	3,735.00	3,735.00
96411	05/08/2024	00168 WICHITA FEED & HARDWARE	HITCH PINS SANDING WHEEL	10538	35.55	35.55
96412	05/08/2024	04513 WOLFE CONSULTING LLC	FINANCE/AUDIT CONSULT	3712	2,150.00	2,150.00
96413	05/17/2024	00002 AMERICAN FAMILY LIFE ASSURANCE	ACC:0XNX3 - VOL. PAYROLL DEDUCT MAY 202	026331	1,070.68	1,070.68
96414	05/17/2024	04307 BEND MAILING SERVICES, LLC	CREDIT APPLIED TO POSTAGE	90928	2,321.81	2,321.81
96415	05/17/2024	03811 CHRISTENSEN INC	500 GAL UNLEADED REGULAR E10	0566337-IN	1,736.04	1,736.04
96416	05/17/2024	00519 COLONIAL LIFE	MAY 2024 VOLUNTARY PAYROLL DEDUCTION, E7	77938620505927	353.61	353.61
96417	05/17/2024	02856 CRYSTAL GREENS LANDSCAPING	TREATMENT SPRINKLER REPAIR	335937	2,730.00	2,730.00
96418	05/17/2024	04560 CSC INTERIOR WORKS & REPAIRS	ADMIN BUILDING INTERIOR REPAIRS	1026	1,135.00	1,135.00
96419	05/17/2024	03743 EMERY & SONS CONSTRUCTION	92ND BRIDGE REPAIR WORK	01	24,625.94	24,625.94
96420	05/17/2024	01844 FERGUSON ENTERPRISES INC	TRAFFIC SAFETY KITS	1257949	5,601.68	
			FILTER VALVES AND ACTUATORS FOR WTP REPL	1256363	3,286.86	8,888.54
96421	05/17/2024	01844 FERGUSON ENTERPRISES INC	BASKETS STRAINER RELOCATE FITS	2577248	90.14	
			CPVC FITTINGS	2571691	75.19	
			BRASS FOR PSI BW MAIN VALVE	2579272	44.31	209.64

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96422	05/17/2024	00073 FIRST RESPONSE INC.	INSTALLATION OF PHOTOELECTRIC SMOKE DETE	64512	883.24	883.24
96423	05/17/2024	03887 DBA: NAPA AUTO PARTS GENUINE	CLEANERS	4462-488155	22.47	22.47
96424	05/17/2024	00167 GRAINGER INC	WATERBUG WATER SENSOR	9094501013	77.62	77.62
96425	05/17/2024	04164 TODD HEIDGERKEN	REIMBURSEMENT FOR UBER AT THE CONFERENCE	05.03.24	64.28	64.28
96426	05/17/2024	02922 KONE INC	QUARTERLY MAINTENANCE WTP LIFT	871056964	128.88	128.88
96427	05/17/2024	04180 MADRONE TECHNOLOGY GROUP INC.	CONTRACT WORK	3662	1,350.00	
			CONTRACT WORK	3573	337.50	
			IT HARDWARE	3571	300.00	
			CONTRACT WORK	3758	270.00	
			CONTRACT WORK	3775	202.50	
			CONTRACT WORK	3759	135.00	
			IT HARDWARE	3782	100.00	2,695.00
96428	05/17/2024	00079 ONE CALL CONCEPTS INC.	OUNC FEES	4010524	453.60	453.60
96429	05/17/2024	03645 RITZ SAFETY LLC	FLOOR MOUNT SLEEVE GALVANIZED	6682685	2,866.68	
			RAIN GEAR HOODS	6690769	83.49	2,950.17
96430	05/17/2024	03548 RIVER CITY ENVIRONMENTAL INC	7077 SE FIR AVE~ 2204-0500	352775836	1,200.00	1,200.00
96431	05/17/2024	04310 ROBERT HALF LLC	TEMPORARY POSITION - PAYROLL	63513383	3,172.00	
			TEMPORARY POSITION - PAYROLL	63542320	1,903.20	5,075.20
96432	05/17/2024	03083 S-2 CONTRACTORS, INC	2214-0256~	2411 E1	16,600.00	16,600.00
96433	05/17/2024	00107 UNITED SITE SERVICES INC	CLEANING OF PORTABLE RESTROOMS	INV-4467967	46.45	46.45
96434	05/17/2024	02854 VERIZON WIRELESS	ACC.#642537089-00001 CELL PHONE CHARGES	9963045280	27.68	27.68
96435	05/17/2024	04485 W3GLOBAL	SERVICES OF TRAVIS ANDREWS	35094	6,705.00	
			SERVICES OF TRAVIS ANDREWS	34999	4,770.00	11,475.00
96436	05/17/2024	02247 WHA INSURANCE AGENCY INC	MERP ADMIN FEE APRIL 2024	05.02.24	50.00	50.00
96437	05/17/2024	00168 WICHITA FEED & HARDWARE	12 HITCH PINS	10537	30.00	30.00
96438	05/24/2024	00304 CANTEL SWEEPING	MAY LOT SWEEPING SERVICES	E33788	275.00	
			MAY LOT SWEEPING SERVICES	E33787	210.00	

Monthly Check History Listing
Clackamas River Water
5/1/2024 to 5/31/2024

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96439	05/24/2024	01546 CASCADE COLUMBIA DIST CO INC	MAY LOT SWEEPING SERVICES	E33789	193.00	678.00
96440	05/24/2024	00317 CDW GOVERNMENT INC.	ASCORBIC ACID	889310	1,472.02	
96441	05/24/2024	00164 CENTURYLINK	CASCADE COLUMBIA - SODIUM HYPOCHLORITE	889632	308.75	1,780.77
96442	05/24/2024	04256 CITY WIDE FACILITY SOLUTIONS	COMPUTER PERIPHERALS & SOFTWARE	RJ52111	793.02	793.02
96443	05/24/2024	00200 CLACKAMAS COUNTY	ACC# 503-Z05-0025 691B PHONE SERVICES MA	05.04.24	401.58	401.58
96444	05/24/2024	03597 CLOUD RECORDS MANAGEMENT	APRIL 2024 PAPER/SOAP/SUPPLIES	ST1035000193	7,232.11	7,232.11
96445	05/24/2024	03635 CNA SURETY	RECORDING OF EASEMENT REDLAND RD PHASE O	05.08.24	128.00	128.00
96446	05/24/2024	02555 COMCAST	ORMS-0153 / MONTHLY USER FEE PER USER OR	213636	370.20	370.20
96447	05/24/2024	03238 CONSOR NORTH AMERICA	OR STREET OPENING - CITY OF PORTLAND 07/	62817806-2024	103.00	103.00
96448	05/24/2024	00017 CORE & MAIN LP	COMCAST MONTHLY CABLE INTERNET	2099723	256.85	256.85
96449	05/24/2024	00017 CORE & MAIN LP	ENGINEERING SERVICES - 82ND DR PHASE 2,	W221673OR.A2-A	4,865.00	4,865.00
96450	05/24/2024	03472 CREATIVE FINANCIAL STAFFING	14 PCS OF 6670-00	U696505	4,092.20	4,092.20
96451	05/24/2024	04611 LEANNE CROSBY**	1 PC M-57 VERTICAL SHOE	U354592	998.18	998.18
96452	05/24/2024	02856 CRYSTAL GREENS LANDSCAPING	TEMP HR SERVICES: RACHELLE BALL	124170212	1,469.48	1,469.48
96453	05/24/2024	04560 CSC INTERIOR WORKS & REPAIRS	UB Refund Cst #036542	Ref000201360	78.57	78.57
96454	05/24/2024	04614 CLACKAMAS COUNTY DEVELOPMENT	SPRINKLER HEAD REPLACEMENTS	339749	290.00	290.00
96455	05/24/2024	03218 DIRECT TRANSPORT INC	ADMIN OUTSIDE AREA UPGRADE	1028	1,600.00	1,600.00
96456	05/24/2024	04419 ECAMSECURE	UB Refund Cst #045572	Ref000201365	348.49	348.49
96457	05/24/2024	04608 ESTATE OF CHUCK C HODSON	DELIVERY OF BOARD PACKETS	322610	54.77	54.77
96458	05/24/2024	04613 ESTATE OF ROB HOLBROOK	SECURITY SYSTEM MONITORING AND MAINTENAN	1188309	2,753.33	2,753.33
96459	05/24/2024	01844 FERGUSON ENTERPRISES INC	UB Refund Cst #026235	Ref000201357	181.91	181.91
			UB Refund Cst #044987	Ref000201364	87.69	87.69
			12 PCS 1.5" BRASS PARTS	1261311	994.08	994.08

Monthly Check History Listing
Clackamas River Water
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96460	05/24/2024	03775 FIELD INSTRUMENTS & CONTROLS	PROMAG W 400 COMMISSIONING	INV28445	934.56	934.56
96461	05/24/2024	00167 GRAINGER INC	ADJ CABLE LOCKOUT & FOOD GRADE GREASE COLD CHISEL SET	9073551575 9110607489	268.89 73.40	342.29
96462	05/24/2024	03558 MIKE GRANT**	UB Refund Cst #040117	Ref000201361	55.96	55.96
96463	05/24/2024	03426 GT EXCAVATING LLC	1.5' FULL INSTALL 24-0015	3007	7,765.00	7,765.00
96464	05/24/2024	00124 H D FOWLER CO INC	448 FT 7600-06	16701990	2,504.32	2,504.32
96465	05/24/2024	04509 DANIELLE HOAG	UB Refund Cst #04550	Ref000201363	67.73	67.73
96466	05/24/2024	04609 JACK IN THE BOX	UB Refund Cst #034635	Ref000201358	1,682.74	1,682.74
96467	05/24/2024	02284 K & D SERVICES OF OREGON INC	8441 SE CARSON 2204-0500 7077 SE FIR AVE-2204-0500	BILL23828 BILL23752	1,495.02 951.50	2,446.52
96468	05/24/2024	03759 KENNEDY/JENKS CONSULTANTS INC	PS FACILITY EMERGENCY POWER STUDY TASK # 4- HATTAN PS PRV MODIFICATIONS	171921 171912	14,054.51 2,867.32	16,921.83
96469	05/24/2024	04617 COMMERCIAL NET LEASE REALTY LP**	UB Refund Cst #045899	Ref000201368	126.76	126.76
96470	05/24/2024	00133 LES SCHWAB TIRE CENTERS INC	20-100 ALIGNMENT/TPMS SENSOR	22700878657	1,254.43	1,254.43
96471	05/24/2024	04180 MADRONE TECHNOLOGY GROUP INC.	IT SOFTWARE SUB DATA BACKUP	3798	3,306.42	3,306.42
96472	05/24/2024	00138 MILWAUKIE, CITY OF	ALIGNMENT WITH SERVICES AND BRAKES	INV00993	1,035.43	1,035.43
96473	05/24/2024	04055 NYLUND INC	REDLAND WATERLINE PHASE 2	4603	104,623.61	104,623.61
96474	05/24/2024	00373 OREGON AFSCME	UNION DUES FOR PR 05.17.24	PR 05.17.24	989.29	989.29
96475	05/24/2024	04607 DENNIS & BONNIE PARKER**	UB Refund Cst #013090	Ref000201356	62.76	62.76
96476	05/24/2024	00021 PGE	PUMP STATION APRIL 2024 WATER TREATMENT PLANT APRIL 2024 ADMIN APRIL 2024	PUMP STATION WTP APRIL 2024 ADMIN APRIL 2024	25,909.97 8,287.69 3,159.83	37,357.49
96477	05/24/2024	02386 PRINCIPAL FINANCIAL GROUP	MAY 2024 LIFE, AD&D & LTD, ACC.# 108 172	MAY 2024	9,671.28	9,671.28
96478	05/24/2024	04618 PROLOGIS (MP)	UB Refund Cst #047194	Ref000201369	117.46	117.46
96479	05/24/2024	00151 PROVIDENCE OCCUPATIONAL HEALTH	PHYSICAL EXAM - DOT	50833	100.00	100.00

Monthly Check History Listing
Clackamas River Water
5/1/2024 to 5/31/2024

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96480	05/24/2024	04483 READY NORTHWEST LLC	EM CONSULT - GRANT - FY 24 PAID	489	1,500.00	
			EM CONSULT - GRANT - FY 24 PAID	488	1,000.00	
			EM CONSULT - GRANT - FY 24 PAID	490	500.00	3,000.00
96481	05/24/2024	00229 RICOH USA, INC.	ADDITIONAL COPIES #1021276-3745995 04/30	5069384025	112.84	
			ADDITIONAL COPIES #1021276-3797919 04/01	5069401723	94.55	
			ADDITIONAL COPIES #1021276-3797919 04/01	5069384541	73.17	280.56
96482	05/24/2024	04606 ROBERT RINKES**	UB Refund Cst #011318	Ref000201355	64.57	64.57
96483	05/24/2024	04612 CAMERON & MIKAYLA RINKES	UB Refund Cst #043676	Ref000201362	93.46	93.46
96484	05/24/2024	03645 RITZ SAFETY LLC	Fall Protection and Retrieval System	6694426	2,646.40	
			Fall Protection and Retrieval System	6694428	661.60	3,308.00
96485	05/24/2024	03548 RIVER CITY ENVIRONMENTAL INC	7050 SE OVERLAND 2204-0236	355383053	1,888.68	1,888.68
96486	05/24/2024	04310 ROBERT HALF LLC	TEMPORARY POSITION - PAYROLL	63585218	3,172.00	3,172.00
96487	05/24/2024	04310 ROBERT HALF LLC	TEMPORARY POSITION - PAYROLL	63570975	3,172.00	3,172.00
96488	05/24/2024	04615 TONYA SARE	UB Refund Cst #045721	Ref000201366	152.23	152.23
96489	05/24/2024	00577 SPECIAL DISTRICTS ASSOC OREGON	MAY HEALTH BENEFITS PROGRAM	03-0054042	78,701.00	78,701.00
96490	05/24/2024	00107 UNITED SITE SERVICES INC	SHOP RENTAL WITH HANDWASH	INV-4491243	334.00	334.00
96491	05/24/2024	02854 VERIZON WIRELESS	ACC.#472115222-00001 CELL PHONE CHARGES	9963809398	2,008.78	
			ACC.#472115222-00002 CELL PHONE CHARGES	9963809399	395.96	2,404.74
96492	05/24/2024	04485 W3GLOBAL	SERVICES OF TRAVIS ANDREWS	35163	585.00	585.00
96493	05/24/2024	04616 KIRK WARDIUS (MP)	UB Refund Cst #045754	Ref000201367	37.95	37.95
96494	05/24/2024	00130 WASTE MANAGEMENT OF OREGON	TRASH REMOVAL SERVICES-RIVERSIDE PARK -	9502769-1574-7	2,167.54	
			TRASH REMOVAL SERVICES-MANGAN - CUST # 5	9502770-1574-5	552.09	2,719.63
96495	05/24/2024	03809 WRIGHT MANUFACTURING LLC	FABRICATE AND DELIVER ACCESS LADDERS	3-100264	10,550.00	10,550.00
96496	05/24/2024	04610 JOHN YANKEY	UB Refund Cst #034937	Ref000201359	113.10	113.10
96497	05/29/2024	00164 CENTURYLINK	ACC# 503-723-6700 962 MAY 2024	05.16.24	89.19	89.19

Monthly Check History Listing
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96498	05/29/2024	03238 CONSOR NORTH AMERICA	ENGINEERING SERVICES -I205 CROSSINGS, CI	W221673OR.A1-4	21,302.30	21,302.30
96499	05/29/2024	00017 CORE & MAIN LP	1 PIECE 7821-06	U958865	1,102.40	1,102.40
96500	05/29/2024	04481 TREY DEPRETTO	APPLICATION AND CERTIFICATION TEST FEE	05.23.24	186.00	186.00
96501	05/29/2024	04380 EXECUTIVE SECURITY SERVICES	ROUTINE PATROL - FY 24	15656	3,900.00	3,900.00
96502	05/29/2024	04411 GOODFELLOW BROS LLC	ONE LOAD OF SPOILS DUMPING	17705	96.00	96.00
96503	05/29/2024	00124 H D FOWLER CO INC	8 PCS 12' FIRE HOSE WITH FITTINGS	166781168	747.20	747.20
96504	05/29/2024	04602 HOTROD DREAMWORKS	REPAIR TO 23-100	11246	3,324.67	3,324.67
96505	05/29/2024	04596 STEVEN HOUCK	WTP EMPLOYEE EVENT	05.27.24	434.94	434.94
96506	05/29/2024	00327 HR ANSWERS INC	PROFESSIONAL SERVICES	INV-103487	1,935.00	1,935.00
96507	05/29/2024	04180 MADRONE TECHNOLOGY GROUP INC.	SCADA SERVER RACK REPLACEMENT WITH BACKU	3678	2,749.49	2,749.49
96508	05/29/2024	04389 OREGON METER REPAIR & WATER	SCADA SERVER RACK REPLACEMENT WITH BACKU	3678A	2,749.49	5,498.98
96509	05/29/2024	01198 PACIFIC OFFICE AUTOMATION	3' LARGER METER TESTING 32 METERS	1197	4,660.00	4,660.00
96510	05/29/2024	02240 PACIFIC POWER GROUP LLC	QUARTERLY ADDITIONAL IMAGES-	264346	396.82	396.82
96511	05/29/2024	00018 PITNEY BOWES GLOBAL FIN SVC LL	SERV CALL FOR GENERATOR DUE TO HIGH SPEED	494339-000	973.08	973.08
96512	05/29/2024	03991 GLEN RAY	POSTAGE REFILL AND OVERAGE FEE MAY 24	800-900-0718-MAY	1,517.25	1,517.25
96513	05/29/2024	00229 RICOH USA, INC.	MATERIALS & LABOR FOR YEARS OF SERVICE G	05.28.24	300.00	300.00
96514	05/29/2024	00229 RICOH USA, INC.	ADDITIONAL IMAGES #1021276-3734774- 05/1	108291848	208.86	208.86
96515	05/29/2024	03548 RIVER CITY ENVIRONMENTAL INC	ADDITIONAL COPIES #1021276-3797919 05/10	108302756c	45.75	254.61
96516	05/29/2024	00107 UNITED SITE SERVICES INC	ADDITIONAL COPIES #1021276-3745995 06/05	108291850	208.86	208.86
96517	05/29/2024	04485 W3GLOBAL	8709 SE CAUSEY AVE 2204-0238	356350105	1,752.00	3,352.00
			7995 SE OTTY ST 2204-0238	355381043	1,600.00	
			RIVERSIDE PARK RESTROOMS	114-13860869	360.00	
			RIVERSIDE PARK RESTROOMS	114-13861526	180.00	
			9101 SE SUNNYBROOK RESTROOMS	INV-4519181	51.00	591.00
			SERVICES OF TRAVIS ANDREWS	35196	675.00	675.00

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apbank Total: 881,381.06

161 checks in this report

Total Checks: 881,381.06

CLACKAMAS RIVER WATER

Agenda Item – CA-3

REGULAR BOARD MEETING

June 13, 2024

SUBJECT Consider Approval of Contract Amendment with Cascade Columbia Exceeding the General Managers Signature Authority

DRAFT MOTION I move to approve the contract amendment with Cascade Columbia for the Not To Exceed Amount of \$115,000; and authorize the General Manager to sign the completed contract.

EFFECTIVE DATE June 13, 2024

PRINCIPAL STAFF PERSON

BOARD ACTION REQUESTED The Board is requested to approve the contract amendment with Cascade Columbia for water treatment chemicals for the not to exceed amount of \$115,000.

DOCUMENTS ATTACHED None

Agenda Summary

BACKGROUND The existing contract with Cascade Columbia was entered into effective August 1, 2023. Cascade Columbia Distributing supplies necessary chemicals to CRW for water treatment. Since the commencement of the current contract term there has been an increase in the cost of chemical supplies due to market demand.

ANALYSIS Cascade Columbia has been a reliable supplier of the necessary water treatment chemicals and has been timely in their delivery and provided a quality product that meets the needs of CRW.

STAFF RECOMMENDATION Approve the amendment of the contract with a Not-to-Exceed amount of \$115,000 for water treatment chemicals with Cascade Columbia Distributing.

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

June 13, 2024

SUBJECT Resolution No. 06-2024 – A Resolution Establishing Retail Water Rates, System Development Charges, Miscellaneous Fees and Charges For Services

DRAFT MOTION	Move to approve Resolution No. 06-2024 updating Clackamas River Water Rates, SDCs, Fees, and Charges
EFFECTIVE DATE	July 1, 2024, unless otherwise noted in the Rates, Fees, and Charges Document

PRINCIPAL STAFF PERSON Todd Heidgerken, General Manager

BOARD ACTION REQUESTED Consider Resolution No. 6-2024 updating Clackamas River Water Rates, SDCs, Fees, and Charges

DOCUMENTS ATTACHED Exhibit A - Resolution No. 06-2024 that includes the “Rates, Fees and Charges” document that is referenced as Exhibit A in the Resolution
Exhibit B – Comparison of fees and charges that are proposed for change.

Agenda Summary

BACKGROUND The District updates its Rates, Fees, and Charges document annually and posts it to the CRW website. This Resolution No. 06-2024 updates the document effective July 1, 2024, unless otherwise noted.

On May 15, 2024, the Board of Commissioners conducted a rate hearing proposing a two-year rate plan, with an increase of 5.5% in each year, effective September 1st of 2024 and 2025. Those rates are included in Resolution 06-2024.

System Development Charges (SDCs) are updated annually to reflect increases in the Engineering News Record (ENR) Construction Cost Index (CCI). The updated Rates, Fees, and Charges document updates the SDCs based on the ENR CCI.

Other Miscellaneous Fees and Charges for Services are reviewed annually to establish the fees or charges associated with other services or fees that the District administers. New vehicles are added, and surplus vehicles are deleted from the list.

**CLACKAMAS RIVER WATER
RESOLUTION 06-2024
A RESOLUTION ESTABLISHING RETAIL WATER RATES,
SYSTEM DEVELOPMENT CHARGES,
MISCELLANEOUS FEES, AND CHARGES FOR SERVICES**

WHEREAS, the CRW Board of Commissioners is responsible for setting water rates for CRW's customers, and

WHEREAS, Ordinance 01-2021 provides that the rates for direct retail water service shall be updated annually as reflected in a Rates, Fees, and Charges document approved by the Clackamas River Water Board of Commissioners (the "Board"); and

WHEREAS, the Board adopted Resolution 12-2023 on May 11, 2023, which adopted a Rates, Fees, and Charges document establishing CRW's direct retail water rates, updated system development charges, and schedule of fees and charges for various services the district provides; and

WHEREAS, the Board previously adopted Ordinance 03-2021 establishing system development charges ("SDCs") and providing for them to be modified annually consistent with the Engineering News Record (ENR) Construction Cost Index (CCI); and

WHEREAS, a public hearing and presentation of proposed rate increase for direct retail water service was held May 15, 2024; and

WHEREAS, pursuant to the provisions of ORS 264.312, notice of said public hearing and the purpose thereof was given by mailing a notice of hearing to the patrons of the District in accordance with the requirement of said statute.

NOW THEREFORE BE IT RESOLVED by the Clackamas River Water Board of Commissioners that:

1. The "Rates, Fees, and Charges" document attached as Exhibit A to this resolution is approved. The effective dates of specific rates, fees, and charges are as set out in the adopted "Rates, SDCs, Fees, and Charges" document.
2. The rates, fees, and charges adopted by Resolution 12-2023 shall remain in effect until the effective dates for such rates, fees, and charges set forth in the "Rates, SDCs, Fees, and Charges" document attached as Exhibit A and adopted by this resolution.

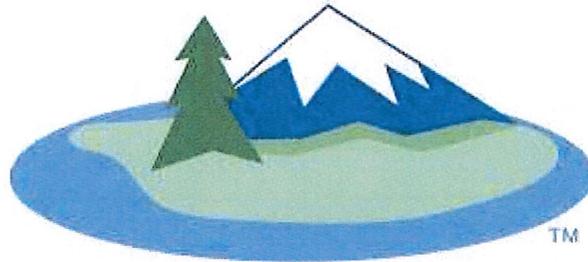
ADOPTED by the Clackamas River Water Board of Commissioners on this 13th day of June 2024.

Sherry French, President

Tessah Danel, Secretary

EXHIBIT A

CLACKAMAS RIVER WATER RATES, FEES, AND CHARGES



Clackamas River Water

Effective: July 1, 2024
(unless otherwise noted)

CLACKAMAS RIVER WATER RATES, FEES, AND CHARGES

Water Rates Effective Date: 9/1/2024

Fee Variance and Waiver Statement

Based upon an unusual circumstance or event, demonstrated hardship, or public benefit, the General Manager is authorized to waive or decrease a fee(s) or charge(s) in a particular matter or establish a fee not yet authorized in this document. When a new fee is established by the General Manager it may be incorporated into the Ordinance. It shall be communicated to the Board of Commissioners in writing to allow opportunity for comment.

Any request for a waiver or reduction must be in writing.

Water Rates

The billing cycle for water customers in Cycle 1, 2 and 3 shall be for a two-month period billed at the end of the even months (February, April, June, August, October, and December), due and payable on the 15th of the odd months (January, March, May, July, September, and November), and delinquent on the 25th of that month.

The billing cycle for water customers in Cycle 4 (commercial & industrial accounts, North of river) shall be for a two-month period billed at the end of the odd months (January, March, May, July, September and November), due and payable on the 15th of the even months (February, April, June, August, October and December) and delinquent on the 25th of that month.

Cycle 1 and 2, in general, are residential customers North of the Clackamas River. Cycle 3 are customers South of the Clackamas River. Cycle 4, in general, are commercial or industrial customers North of the Clackamas River.

A late charge of \$5 or 5% of balances greater than \$100 will be assessed after the 25th of the month due. The late fee becomes part of the total user charge due for the water utility.

Deposit: A \$40 deposit may be charged for accounts on the shut off list, with an additional \$10 charged for each subsequent delinquency up to a maximum of \$300 for residential customers and up to a maximum of \$400 for commercial customers. Accounts with property in foreclosure may be charged a higher initial deposit at the District's discretion.

Clackamas River Water

Direct Retail Water Rates

Water Rates Effective Date: 9/1/2024

9/1/2024	
Meter Size (Inches)	Bi-Monthly Domestic Service Charges
Full 3/4	67.78 \$
1	93.25
1 1/2	133.25
2	183.75
3	287.32
4	441.99
6	828.38
8	1,872.27
10	2,945.40
12	3,558.61

Residential Commodity Charge (Volume) per 100 Cubit Feet	Proposed Rate 9/1/24
Block 1	2.89
Block 2	3.21
Block 3	3.83
Block 4	4.87

Multi-Family, Commercial & Industrial	Proposed Rate 9/1/24
Block 1	3.54
Block 2	4.43

Clackamas River Water

Direct Retail Water Rates

Water Rates Effective Date: 9/1/2025

9/1/2025	
Bi-Monthly Domestic Service Charges	Bi-monthly Fire Service
\$ 71.51	\$ 74.85
98.38	74.85
140.58	89.53
193.86	106.66
303.12	151.64
466.30	241.65
873.94	421.70
1,975.24	602.19
3,107.40	962.72
3,754.33	1,187.76

Residential Commodity Charge	Proposed Rate 9/1/25
	\$ 3.05
	\$ 3.38
	\$ 4.04
	\$ 5.14

Multi-Family, Commercial & Industrial	Proposed Rate 9/1/25
	\$ 3.74
	\$ 4.67

Clackamas River Water
System Development Charge Calculation Table
Effective July 1, 2024
ENR Factor 1.003905

Ordinance 01-2022 (1)

Meter Size (Inches)	MCE Weighting Factor	2024 SDC Reimbursement	2024 SDC Improvement	Total SDC Charges
Full 3/4	1.00	4,313	6,327	10,639
1	1.67	7,190	10,545	17,735
1 1/2	3.33	14,380	21,093	35,473
2	5.33	23,008	33,744	56,752
3	10.60	46,015	67,489	113,504
4	16.67	71,900	105,450	177,350
6	33.33	143,798	210,901	354,700
8	53.33	230,078	337,442	567,520
10	76.67	330,738	485,072	815,810
12	112.50	485,321	711,792	1,197,113

- 1 Originating Ordinance updating methodology 02-2021, supersedes Ordinance 1-97
- 2 SDCs calculated on most recent Engineering News Record Construction Cost Index for Seattle.

ENR CCI Calculation:			Index	Factor
Seattle WA	December	2022	15115.33	1.000000
Seattle WA	December	2023	15174.36	1.003905

Engineering News Records (ENR)
Construction Cost Index (CCI)
Meter Capacity Equivalents (MCE)

CLACKAMAS RIVER WATER

Miscellaneous Fees and Charges

7/1/2024

Water Rates Effective Date: 9/1/2024

Domestic Service Installation:

Meter Drop-in (Existing Service Assembly)	
3/4" or 1" Standard Meter	\$350
3/4" or 1" Meter w/Automatic Meter Reader (AMR)	\$600
1-1/2" or 2" Meter	\$1,300
Full Service Install	TMO
Service Relocation	TMO
Service Upgrade	TMO
Service Abandonment	TMO

Engineering Services:

Fire Service Review	
Fire Hydrant	TMO
Relocate Fire Hydrant	TMO
Fire Service	TMO
Specification (CRW projects)	TMO
Plan Check/Inspection (deposit required based on cost estimate)	TMO
Field Flow Testing	TMO
General Hydraulic Modeling	TMO
Meter Test (If results are within AWWA standards)	TMO with \$150 Minimum
Water Quality Test	TMO

Bacterial Test:

Other water provider	Per IGA / MOU
Other requests	TMO

Public Records:

Minimum Charge for Labor	\$25.00
Copies (per page)	\$0.10
Electronic Records CD or DVD readily available	\$10
Other Requested Services	TMO
Document Charges	TMO
Annual Financial Report (CAFR)*	\$25
Budget Document*	\$25
* Available at www.crwater.com	
Waivers, reductions, exemptions	must be written request
Per General Manager discretion	

Cross Connection

Late compliance test reporting	\$25
Disconnect penalty	\$100
Non-compliance penalty	up to \$500/day

CLACKAMAS RIVER WATER
Miscellaneous Fees and Charges

7/1/2024

Water Rates Effective Date: 9/1/2024

Utility fees and penalties

Penalty Fee	\$5 or 5% of balance in excess of \$100
Disconnect Fee	\$50
NSF Fee	\$35
After Hours (Non-emergency) Call Out	TMO with \$340 minimum

Removing, Obstructing Access, or Tampering / Interfering with the Meter or Distribution System:
(meter, fire hydrant, vault, valve, or any other part of the CRW water system)

Broken/Tampered Lock \$200

Removing, Obstructing Access, or Tampering
with the Meter or Distribution System: TMO with \$300 minimum

Deposit for Delinquent Account:

Residential \$300/ maximum
Commercial \$400/ maximum

Right-of-Way Usage Fee:

City of Oregon City	\$0.25/2-month billing period
Resolution No. 13-26 11/15/2013 www.orcity.org	
City of Happy Valley	\$0.07/2-month billing period
Resolution No.16-13 7/1/2016 www.happyvalleyor.gov	

Fire Hydrant Use - Unauthorized:

Unauthorized Fire Hydrant & Other Equipment Use	\$1,000
Non-approved Tank/Truck Use	\$1,000
Use of Water without a Permit	\$600

Fire Hydrant Use - Authorized:

Fire Hydrant Water Usage Permit:	
Permit Fee (1 day)	\$150
Permit Fee (up to 4 months) annual	\$200
Permit Renewal Fee (up to 4 months)	\$25
- 2 renewals maximum	
Security/Damage Deposit	\$2,400
Meter Fee (annual)	\$100
Usage (Reporting Required, \$15 monthly minimum)	Commercial Block 2 rate, \$15 monthly minimum billing
Non-Reporting Penalty	\$ 50/Month
Late Exchange Fee (Hydrant meter)	\$ 150/Month

Temporary Service

Standard Temporary Service (up to 120 days)	\$500 + Service Install + Estimated Abandonment Fee
Standard Irrigation Service for Stormwater Facilities (per permit or up to 3 years)	\$500 + Service Install + Estimated Abandonment Fee
Temporary Service Extension (up to 120 days for standard, 1 year for Irrigation Services)	\$200 + Adjusted Abandonment Fee

Other Fees & Charges:

Damaged Service/Property	TMO
Research	TMO

CLACKAMAS RIVER WATER

Equipment and Vehicle Rates for Job Costing

Effective Date: July 1, 2024

	Year	Equipment/Vehicle Number	Current Hourly Rate
Trailer			
Trailmax T-12-UR Vehicle Hauler	2001	300	\$ 15.75
Trailmax 20 ton-Trailer	2001	400	\$ 42.00
Trailmax 20 ton-Trailer	1992	201	\$ 42.00
Eagerbeaver Shoring Trailer	1991	202	\$ 36.75
Trailmax GEMST Service Trailer T-16-T	2017	500	\$ 21.00
Port-A-Potty Trailer #1	1999	205	\$15.75
Port-A-Potty Trailer #2	1999	206	\$15.75
Port-A-Potty w/ Hand Wash Trailer #3	2022	207	\$21.00
Generator			
Multi-quip Generator and Trailer 40KW	1989	927	\$ 60.00
Onan Diesel Generator 250KW	1994	931	\$ 100.00
Miller Generator/Welder	1990	933	\$ 20.00
Onan Diesel Generator 250KW	1998	934	\$ 100.00
Multi-quip Generator and Trailer 40KW	1990	928	\$ 60.00
Miscellaneous Tools			
Yanmar Excavator - Mini/Attachments	2006	07-E1000	\$ 52.50
Speed Shoring Shield Box 8 X 8	1994	950	\$ 21.00
Speed Shoring Shield Box 8 X 8	1992	951	\$ 21.00
Asphalt/Concrete Saw	2018	18-003	\$ 52.50
Toyota Fork Lift	2019	F19	\$ 36.75
John Deere 410L Backhoe	2020	20-1000	\$ 68.25
Vac-Trailer Valve Box Cleaner	2022	1470	\$ 68.25
John Deere 344L Front End Loader	2022	22-1000	\$ 68.25
Dump Truck			
5 YD. GMC.	1994	2200	\$ 57.75
10 YD. Freightliner	1996	2300	\$ 73.50
5 YD Frieghtliner	2020	2400	\$ 57.75
12 YD Freightliner	2021	2500	\$ 73.50
Van			
Ford Transit Van 350	2020	20-100	\$ 26.25

CLACKAMAS RIVER WATER

Equipment and Vehicle Rates for Job Costing

Effective Date: July 1, 2024

	Year	Equipment/Vehicle Number	Current Hourly Rate
Pickup			
Toyota T-100 4 X 4	1998	1001	\$ 26.25
Toyota Tacoma 4X4	2006	07-200	\$ 26.25
Toyota Tacoma 4X4	2015	15-100	\$ 26.25
Toyota Tacoma 4X4	2015	15-200	\$ 26.25
Toyota Tacoma 4X4	2015	15-300	\$ 26.25
Toyota Tacoma 4X4	2015	15-400	\$ 26.25
Toyota Tacoma 4X4	2015	15-500	\$ 26.25
Toyota Tacoma 4X4	2021	21-200	\$ 26.25
Ford F-150 4X4	2018	18-100	\$ 26.25
Ford F-150 4X4	2020	20-200	\$ 26.25
Service Truck			
Ford F-350 4-Wheel/Clubcab	2007	07-300	\$ 36.75
Freightliner M2 106	2016	15-600	\$ 68.25
Ford F550 Valve Maintenance	2018	18-200	\$ 52.50
Ford F550 2 yard dump bed	2022	21-300	\$ 52.50
Ford F550 Hydrant Maintenance	2023	23-100	\$ 52.50
Automobiles			
Ford Explorer	2015	15-700	\$ 26.25
Misc. Equipment			
Plunge Saw w/ Pump and Accessories (Hyd)	2013	Emergency	TMO
		Non-Emergency	\$ 36.75
Plunge Saw and Accessories (Gas)	2013	Emergency	TMO
		Non-Emergency	\$ 26.25
Hurricane Water Purification System	2013	Emergency	TMO
		Non-Emergency	TMO
Overland Pipe System (E-600)	2014	Emergency	TMO
		Non-Emergency	TMO
Water Treatment Trailer (E-200)	2014	Emergency	TMO
		Non-Emergency	TMO
Water Distribution Trailer (E-100)	2012	Emergency	TMO
		Non-Emergency	TMO
Variable Message System Trailer (E-400)	2017	Emergency	TMO
		Non-Emergency	\$ 15.75
Variable Message System Trailer (E-500)	2017	Emergency	TMO
		Non-Emergency	\$ 15.75
TEREX Genie Light Plant	2019	Emergency	TMO
		Non-Emergency	\$ 26.25

CLACKAMAS RIVER WATER Fees and Charges: Notes

AWWA - American Water Works Association

CCI - Construction Cost Index

ENR - Engineering News Record

ERU - Equivalent Residential Unit

NSF - Non-sufficient funds

SDC - System Development Charges

TMO - Time, Materials and Overhead

Minimum charge for non-emergency after hours calls - \$340

Time - Employee labor including overhead - straight time if during regular business hours and time and a half if after hours.

Materials are charged at actual cost.

Overhead is 39.3% of labor charged.

Example:

			Old Rates
<i>CRW Position</i>	\$ 66.26	<i>hourly rate</i>	\$ 67.53
	\$ 99.39	<i>overtime rate</i>	\$ 101.30
	39.3%	<i>overhead rate</i>	38.2%
<i>Straight time plus overhead</i>	\$ 92.27		\$ 93.35
<i>After hours rate plus overhead</i>	\$ 138.40		\$ 140.02

EXHIBIT B

Clackamas River Water Direct Retail Water Rates

Effective Date:	9/1/2023	
Meter Size (Inches)	Bi-Monthly Domestic Service Charges	Bi-monthly Fire Service
Full 3/4	\$ 64.25	\$ 67.25
1	88.39	67.25
1 1/2	126.30	80.44
2	174.17	95.83
3	272.34	136.24
4	418.95	217.11
6	785.19	378.88
8	1,774.66	541.04
10	2,791.85	864.96
12	3,373.09	1,067.15
Residential Commodity Charge	Residential Commodity Charge	
	Volume	Rate 9/1/23
Block 1	1 - 4	\$ 2.74
Block 2	5 - 8	\$ 3.04
Block 3	9 - 24	\$ 3.63
Block 4	25 & up	\$ 4.62

Proposed 9/1/2024	
Bi-Monthly Domestic Service Charges	Bi-monthly Fire Service
\$ 67.78	\$ 70.95
93.25	70.95
133.25	84.86
183.75	101.10
287.32	143.73
441.99	229.05
828.38	399.72
1,872.27	570.80
2,945.40	912.53
3,558.61	1,125.84
Proposed Rate 9/1/24	
\$	2.89
\$	3.21
\$	3.83
\$	4.87

Proposed 9/1/2025	
Bi-Monthly Domestic Service Charges	Bi-monthly Fire Service
\$ 71.51	\$ 74.85
98.38	74.85
140.58	89.53
193.86	106.66
303.12	151.64
466.30	241.65
873.94	421.70
1,975.24	602.19
3,107.40	962.72
3,754.33	1,187.76
Proposed Rate 9/1/25	
\$	3.05
\$	3.38
\$	4.04
\$	5.14

Multi-Family, Commercial & Industrial	Volume	Rate 9/1/23
Block 1	c	\$ 3.36
Block 2	d	\$ 4.20

Proposed Rate 9/1/24	
\$	3.54
\$	4.43

Proposed Rate 9/1/25	
\$	3.74
\$	4.67

System Development Charge

Meter Size (Inches)	MCE Weighting Factor	2023 SDC Reimbursement	2023 SDC Improvement	Total SDC Charges	2024 SDC Reimbursement	2024 SDC Improvement	Total SDC Charges
Full 3/4	1.00	4,296	6,302	10,598	4,313	6,327	10,639
1	1.67	7,162	10,504	17,666	7,190	10,545	17,735
1 1/2	3.33	14,324	21,011	35,335	14,380	21,093	35,473
2	5.33	22,918	33,613	56,531	23,008	33,744	56,752
3	10.60	45,836	67,226	113,062	46,015	67,489	113,504
4	16.67	71,620	105,040	176,660	71,900	105,450	177,350
6	33.33	143,239	210,081	353,320	143,798	210,901	354,700
8	53.33	229,183	336,129	565,312	230,078	337,442	567,520
10	76.67	329,451	483,185	812,636	330,738	485,072	815,810
12	112.50	483,433	709,023	1,192,456	485,321	711,792	1,197,113

Overhead Rate

CRW Position	Old Rates	2024 Proposed
\$ 66.26 hourly rate	\$ 67.53	Minimum charge for non-emergency after hours calls - \$340
\$ 99.39 overtime rate	\$ 101.30	Time - Employee labor including overhead - straight time if during regular business hours and time and a half if after hours.
39.3% overhead rate	38.2%	Materials are charged at actual cost.
Straight time plus overhead	\$ 93.35	
After hours rate plus overhead	\$ 140.02	

Equipment and Vehicle Rate

The Equipment and Vehicle rate was increased by 5% from the previous hourly rate (see sample below).

Equipment and Vehicle Rates for Job Costing		Effective Date:	July 1, 2023	2024 Proposed
Year	Equipment/Vehicle Number	Current Hourly Rate	2024 Proposed	
Trailer				
2001	Trailmax T-12-UR Vehicle Hauler	300 \$ 15.00	\$ 15.75	
2001	Trailmax 20 ton-Trailer	400 \$ 40.00	\$ 42.00	
1992	Trailmax 20 ton-Trailer	201 \$ 40.00	\$ 42.00	
1991	Eagerbeaver Shoring Trailer	202 \$ 35.00	\$ 36.75	
2017	Trailmax GEMST Service Trailer T-16-T	500 \$ 20.00	\$ 21.00	
1999	Port-A-Potty Trailer #1	205 \$ 15.00	\$ 15.75	
1999	Port-A-Potty Trailer #2	206 \$ 15.00	\$ 15.75	
2022	Port-A-Potty w/ Hand Wash Trailer #3	207 \$ 20.00	\$ 21.00	

Misc. Fees and Charges

Misc. Fees and Charges remained the same except for the following:

Miscellaneous Fees and Charges	7/1/2023	2024 Proposed
Utility fees and penalties		
After Hours (Non-emergency) Call Out	TMO with \$325 minimum	TMO with \$340 minimum
Fire Hydrant Use - Authorized:		
Security/Damage Deposit	\$1,400	\$2,400
Temporary Service		
Standard Temporary Service (up to 120 days)	\$500 + Service Install + Estimated Abandonment Fee	
Standard Irrigation Service for Stormwater Facilities (per permit or up to 3 years)	\$500 + Service Install + Estimated Abandonment Fee	
Temporary Service Extension (up to 120 days for standard, 1 year for Irrigation Services)	\$200 + Adjusted Abandonment Fee	

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

June 13, 2024

SUBJECT Consider First Reading, By Title Only, of Resolution 07-2024, Amending Board Policy

DRAFT MOTION	Move the Board Conduct a first reading by title only of Resolution 07-2024 Amending Board Policies
EFFECTIVE DATE	

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

BOARD ACTION REQUESTED The Board will be asked to conduct a first reading by title only of Resolution 07-2024

DOCUMENTS ATTACHED Resolution 7-2024
CRW Board Policy -Redline Version

Agenda Summary

BACKGROUND CRW Board Policies were last fully updated in 2013. Since that adoption there have been updates to sections of the rules, but a full review and update has not occurred since 2013. Legal Counsel provided the General Manager and Executive Assistant with an initial update to review and discuss. Edits and comments were incorporated in the draft and then the draft was discussed and reviewed with the Agenda Setting Committee. The draft was discussed with the full Board at the April 22, 2024, and May 28, 2024, Board Work Sessions. Legal Counsel incorporated comments obtained from the Board Work Sessions into the attached draft for final approval by the Board.

STAFF RECOMMENDATION Conduct a first reading by title only of Resolution 07-2024 amending Board Policy

CLACKAMAS RIVER WATER

RESOLUTION 07-2024

A RESOLUTION AMENDING CRW BOARD POLICIES

WHEREAS, Regular Meetings were called by the Board of Commissioners of Clackamas River Water (District) on June 13, 2024, and July 18, 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, this resolution was given aa first reading by title only at the Board of Commissioners' meeting on June 13, 2024; and

WHEREAS, after consideration the Board of Commissioners finds that the Clackamas River Water Board Policies should be substantially revised and restated to account for changes in applicable laws, to account for changes in Board and District practices, to improve the policies, and to clarify existing policies.

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

1. Clackamas River Water's Board Policies are revised and restated 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 ____ DAY OF ____ 2024 BY THE BOARD OF COMMISSIONERS OF CLACKAMAS RIVER WATER.

CLACKAMAS RIVER WATER

BY: _____

Sherry French, Board President

BY: _____

Tessah Danel, Board Secretary



Clackamas River Water

CLACKAMAS RIVER WATER

BOARD POLICIES

Complete Revisions

July 2024

**CLACKAMAS RIVER WATER
BOARD POLICIES**

SECTION 1	BOARD OPERATION 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
- 1.6 Compensation for Services & Reimbursement for Expenses
- 1.7 Formulation of Policies
- 1.8 Public Meetings
- 1.9 Agenda Preparation
- 1.10 Preparation for Board Meetings
- 1.11 Procedures during Board Meetings
- 1.12 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. The Board shall hold meetings at such time and place within the District as it may determine. The Board shall hold at least one regular meeting in each month on a day to be fixed by it and may hold special meetings under such rules as it may make.
- B. The Board has established the regular meeting date of record as the second Thursday of each month.
- C. The Board shall make every reasonable effort to commence all public meetings no later than five (5) 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.
- D. No publicly attended Board meeting shall extend beyond 10:00 p.m. or for a period of time longer than three hours unless the Board approves a motion to extend the meeting for a specified additional time period.
- E. No Executive Session held following a public meeting shall extend beyond 10:30 p.m. unless the Board approves a motion in public session to extend the meeting for a specified additional time period.

- F. The Board adopts the definitions relating to public meetings as set forth in ORS 192.610.
- G. The Board reserves the right to change the place, time, and date of such regular Board meetings and to call and hold such additional or special meetings, as shall be deemed necessary, as provided by law. The Board President or two Commissioners may call special meetings. If the date of a regular scheduled meeting is to be changed, the public must be given at least 14 days' notice except in the event of an emergency.
- H. The Board, through District staff, will comply with Oregon law regarding public meeting notices, including without limitation ORS 192.640. The Board may require posting or publication of additional notices as it deems necessary to provide notice to the public.
- I. The Board, through District staff, will comply with Oregon law regarding the location of meetings, access to meetings, accommodation for persons with disabilities, and the availability of interpreters as required by Oregon law, including without limitation ORS 192.630.
- J. The Board, through District staff, will comply with Oregon law regarding minutes and record keeping of meetings, including without limitation ORS 192.650. The full recordings of open meetings are deemed to be the official minutes of such meetings.
- K. The Board will comply with Oregon law regarding executive sessions, including without limitation ORS 192.660.
- L. The Board, through staff, will comply with Oregon law requiring remote access to meetings open to the public to the extent reasonably possible, including without limitation ORS 192.670. 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.
- M. 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.
- N. 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.

- O. 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.
- P. The District will use the Attorney General's Public Records and Meetings Manual as a guidance document.

Section 1.10 Agenda Preparation

- A. The General Manager will draft a proposed agenda for Board meetings and present the draft to the Board President and Secretary for review approximately two weeks prior to the meeting in question. The Board President and Secretary will approve the Board meeting agenda with any revisions they might make to the draft agenda.
- B. 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.
- C. The Board President can add, edit or delete emergency items up to the time of the Board Meeting.
- D. The Board may add or review agenda items by majority vote at the time the agenda is approved by the Board.

Section 1.11 Preparation for Board Meetings

- A. The employee designated by the General Manager as Executive Assistant to the Board shall prepare, distribute, and post all public notices.
- B. The agenda serves as the public notice of the time and place of the meeting and will be distributed to the Board and interested persons, including news media, who have requested notice. The agenda will be posted at the CRW administration building, the CRW web page, and other locations as designated by the Board.
- C. Commissioners will receive a Board packet.
- D. Other interested persons may request a 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.

Section 1.12 Procedures during Board Meetings

- 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. Public Participation
 1. 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.
 2. 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. 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.
- C. 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.
- D. 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.
- E. 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.
- F. Members may append to the record, at the time of voting, a statement indicating the reason for the vote or the reason for abstaining.

Section 1.13 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
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



Clackamas River Water

CLACKAMAS RIVER WATER

BOARD POLICIES

Complete Revisions

OctoberXXXXXXXXXXJuly 201234

CLACKAMAS RIVER WATER
BOARD POLICIES

SECTION 1 BOARD OPERATION 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
- 1.6 Compensation for Services & Reimbursement for Expenses
- 1.7 Formulation of Policies
- 1.8 Public Meetings
- 1.9 Agenda Preparation
- 1.10 Preparation for Board Meetings
- 1.11 Procedures during Board Meetings
- 1.12 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 ~~these the following~~ general responsibilities, consistent with ~~the~~ afore-stated ~~those~~ statutes:
 - 1. Identify and adopt strategic ~~policies-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
 - 4. ~~Make decisions in the best interest of CRW and not in the interest of a Board member~~
 - 5. ~~Monitor execution of Board Policy to ensure compliance with Oregon Public Meeting Law (ORS 192)~~
- 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 ~~board member~~ Commissioner may serve as an ex-officio member.
 - 3. Advisory committees shall comply with Oregon Public Meetings Law and are responsible for ~~keeping-providing~~ any written records to District staff so they may be ~~and ensuring they are~~ 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. The Board will select a general manager and delegate to this selected General Manager the responsibility for implementing and executing policies adopted by the Board.~~
- ~~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. The Board and General Manager will develop a priority sequence for short-term activities. The Board will make final selection of the activities that will~~

be the responsibility of the General Manager.

~~4.3. Annual p~~ 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.

~~5.4. Conduct~~ The Board will conduct a periodic review of rates and charges.

D. Commissioner Assignments

~~1.~~ At least annually, Commissioners-the Board will review the various organizations with which CRW has relationships and decide which organizations should have a Board representative assigned to them. Commissioners may volunteer for assignments to these entities based on areas of interest or t
~~The Board President may 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 make the assignments.~~

~~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.

~~4.3.~~ 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 ~~Board Member~~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 ~~all appropriate~~ 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."
- ~~3.4.~~ 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 1.56 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 1.67 Compensation for Services and Reimbursement for Expenses

~~Board Members will be compensated \$50 for any water related meeting or conference attended on behalf of CRW.~~

~~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~~

~~A.B. Board Members are reminded that the stipend is limited to \$50 per day. If additional meetings are attended in the same day or if you a Commissioner wants reimbursement for attendance at a meeting that has not been authorized by the Boardnon-authorized meetings, then prior Board approval is required.~~

~~B.C. There is no reimbursement for mileage to and from CRW for meetings.~~

~~C.D. Commissioners are not entitled to compensation for expenses that are included in the cost of an event registration.~~

~~D.E. Commissioners shall request are encouraged to notify CRW prior to purchasing 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.~~

~~E.F. Additional Criteria for Compensation or Reimbursement Provisions Regarding Attendance at Meetings or Events: In order to qualify for compensation, the following must be met:~~

- ~~1. To qualify for compensation or reimbursement, a meeting or event must be ~~It must be a public meeting or event that is related to CRW's mission. Examples are meetings by of other Public-public or Private-private Entities/entities, such as Chamber of Commerce meetings, SDAO or like Eventsevents, City-city or County-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. But iIn no event shall Board MembersCommissioners receive compensation for meetings attended with staff at their own request.~~~~
- ~~2. The Board memberCommissioner 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 document reimbursement form must be signed and detailed withinclude 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 Board membersCommissioners may attend meetings or events, Board memberCommissioners 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 ~~Board member~~Commissioner must be clear that statements are the individual position of the ~~Board member~~Commissioner and not the Board or District.

~~5.~~ ~~If the above criteria are not met, Commissioners will not be compensated for time or mileage.~~

~~F.G.~~ Commissioners will submit expense reports for reimbursement to the ~~CFO~~employee designated by the General Manager as Executive Assistant to the Board, who and the CFO will ~~then review that reimbursement~~the report to verify that the expenses are in compliance with Board Policy. ~~If there are the report includes~~ expenses that are questionable or outside policy, the ~~CFO employee designated by the General Manager as Executive Assistant to the Board~~ shall review the expense request with the ~~General Manager~~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 there is still disagreement the document shall be returned to the Commissioner and if they the Commissioner wishes to be reimbursed, still want reimbursement~~ the Commissioner may submit their expense reimbursement directly to the Board for consideration. ~~The requestor must declare their conflict of interest and refrain from voting on their own expense submission.~~ The Board's vote is the final resolution.

~~G.H.~~ The Board ~~will follow and does~~ adopts the CRW Policy 1-2.10.003 (Travel Expense Policy)~~staff policies~~ for itself and will follow it.

~~H.I.~~ If a ~~Board member~~Commissioner uses ~~his/hers~~hera 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.

~~H.J.~~ ~~No reimbursement shall be allowed for expenses incurred by or for spouses, guests or relatives of Board members~~Commissioners. No reimbursement shall be allowed for alcoholic beverages.

~~J.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.

~~K.L.~~ ~~Frequent Flyer Miles~~Travel and Credit Card Perks ~~CRW will book all travel and lodging for authorized travel by Commissioners. Board member~~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~~not accrue frequent flyer miles or other promotional benefits in their personal accounts.~~

~~L.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 ~~When requests are brought before the Board where 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, exists, the Board must first declare a conflict of interest (abstentions are prohibited) and then identify a quorum to vote on the issue. Discussions and deliberation of the issue when there is a conflict is not allowed.~~

Updated per Board Res. 3/12/15

Section 1.7-8 Formulation of Policies

- ~~A.~~ — Proposals to adopt, change, delete, add to or repeal a policy may originate from several people including a Board member, General Manager, customer, employee, employee organization, or civic group.
- ~~B.A.~~ Proposed District policy amendments will be drafted by or at the direction of the General Manager for Board review.
- ~~C.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 changes, additions, deletions and repeal of established policies require a two-step procedure separated by no less than 28 days:
- ~~1. Included~~ Inclusion of the proposed action in on the public agenda with introduction, discussion, and deliberation at one meeting.
 - ~~2. Included in~~ Inclusion of the proposed action on the public agenda with further deliberation and a vote to be held at a second meeting.
 - ~~2.3.~~ The Board may, by unanimous vote, waive the requirement of two readings and take action on a District policy in a single meeting.
 - ~~3.~~ Adoption of new policies, amendments and suspensions to existing policies shall be made by resolution of the Board.
- ~~D.~~ — Amendment
- ~~1.~~ Board policies may only be amended by a majority vote after the proposed amendment has been reduced to writing and been placed on the agenda.
- ~~E.C.~~ Suspension Board Policies
- ~~1.~~ The Board may temporarily suspend Board policies may be suspended by a majority vote if the motion has been provided to all Commissioners in writing of members in the call for which the proposed suspension has been described in writing, or by unanimous vote of all members when no such written notice motion has been given provided.

~~2. The board may vote to suspend the second reading and the 28-day passing period as it so chooses.~~

~~3.2. Policies specific to board government governance, including these Board Policies, do not require a second reading or a 28-day passing period.~~

Section 1.8-9 Public Meetings (See ORS 192.610 – 192.660695)

~~ORS 264.430 Proceedings of Board: The Board of Commissioners shall hold meetings at such time and place within the District as it may determine. The Board shall hold at least one regular meeting in each month on a day to be fixed by it and may hold special meetings under such rules as it may make.~~

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

~~A. The Board shall hold meetings at such time and place within the District as it may determine. The Board shall hold at least one regular meeting in each month on a day to be fixed by it and may hold special meetings under such rules as it may make.~~

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

~~A.C. The Board shall make every reasonable effort to commence all public meetings no later than five (5) 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.~~

~~B.D. No publicly attended Board meeting shall extend beyond 10:00 p.m. or for a period of time longer than three hours unless the Board approves a motion to extend the except that such a meeting may extend for a specified additional time period approved by the Board.~~

~~C.E. Any No Executive Session held following a public meeting shall not extend beyond 10:30 p.m. unless the Board approves a motion in public session to extend except that such a meeting may extend for a specified additional time period approved by the Board.~~

~~D.F. The Board adopts the definitions relating to public meetings as set forth in ORS 192.610.~~

~~E.G. The Board reserves the right to change the place, time, and date of such regular Board meetings and to call and hold such additional or special meetings, as shall be deemed necessary, as provided by law. The Board President or two Board members Commissioners may call special meetings. If the date of a regular scheduled meeting is to be changed, not withstanding an emergency, the public~~

must be given at least ~~30~~ 14 days' notice ~~except in the event of an emergency.~~

- H. The Board, through District staff, will comply with Oregon law regarding public meeting notices, including without limitation ORS 192.640. ~~Except in the case of emergency meetings, all meetings are to be posted and advertised as required by law.~~ The Board ~~from time to time~~ may require posting or publication of additional notices as it deems necessary to provide notice to the public.
- I. The Board, through District staff, will comply with Oregon law regarding the location of meetings, access to meetings, accommodation for persons with disabilities, and the availability of interpreters as required by Oregon law, including without limitation ORS 192.630.
- J. The Board, through District staff, will comply with Oregon law regarding minutes and record keeping of meetings, including without limitation ORS 192.650. The full recordings of open meetings are deemed to be the official minutes of such meetings.
- K. The Board will comply with Oregon law regarding executive sessions, including without limitation ORS 192.660.
- L. The Board, through staff, will comply with Oregon law requiring remote access to meetings open to the public to the extent reasonably possible, including without limitation ORS 192.670. 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.
- M. 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.
- N. 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.
- ~~F.O.~~ 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.

~~G.P.~~ The District will use the Attorney General's Public Records and Meetings Manual as a guidance document.

Section 1.910 Agenda Preparation

- A. ~~The General Manager will draft a proposed agenda for Board meetings and present the draft to the Board President and Secretary for review approximately two weeks prior to the meeting in question. The Board President and Secretary will approve the Board meeting agenda with any revisions they might make to the draft agenda.~~
- ~~A.B.~~ Any Commissioner may request that an item be placed on the agenda for a Board meeting. Agenda items for Board Meetings are submitted to the Board Secretary on a monthly basis to be presented to the Board President for approval. 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.
- ~~B.C.~~ The Board President may approve, add or delete agenda items prior to approval of the agenda. The Board President can add, edit or delete emergency items up to the time of the Board Meeting.
- ~~C.D.~~ The Board President may add or review agenda items to the agenda by majority vote at the time the agenda is approved by the Board, at any time, at his/her discretion.

Section 1.1011 Preparation for Board Meetings

- A. The ~~Agency's Executive Assistant~~ employee designated by the General Manager as Executive Assistant to the Board shall prepare, distribute, and post all public notices.
- B. The agenda serves as the public notice of the time and place of the meeting and will be distributed to the Board, and interested persons, including news media, ~~which~~ who have requested notice. The agenda will be posted at the CRW administration building, the CRW web page, and other locations as designated by the Board.
- C. ~~Board member~~ Commissioners will receive a Board packet.
- D. Other interested persons may request a packet, in writing, ~~to from CRW's the Executive Assistant to the Board~~ 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.

Section 1.11-12 Procedures during Board Meetings

- A. ~~Except as otherwise provided by state law, These Board policy Policies, as supplemented by -and/or Board Motion~~ “Robert’s Rules of Order”² (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. Public Participation
1. The Board will provide a time at each regular meeting for public comment on non-agenda items. The ~~Executive Assistant 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.
 2. 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. 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 ~~Board member~~ 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 ~~Board member~~ Commissioners. The President may, to the extent allowed by law, exclude a person for not complying with meeting policy or causing a disturbance.
- C. Votes will be recorded. Any ~~member~~ Commissioner may request a vote be changed if such request is made prior to consideration of the next order of business.
- D. Three ~~members~~ 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.
- E. The Board generally makes decisions by ~~Members may request a~~ 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.

- F. Members may append to the record, at the time of voting, a statement indicating the reason for the vote or the reason for abstaining.
- ~~G. Members must declare a conflict of interest and abstain from voting when required to do so by law and may abstain on the basis of a conflict or other reason when allowed to do so by law.~~

Section 1.4213 Computer Policy

Objective: To establish the respective responsibilities of CRW and the Commissioners in regard to ~~District-approved portable electronic communication~~ devices purchased by the District for use by the Commissioners to conduct District-related business. ~~As used herein, portable electronic communication devices shall include all related equipment and hardware, such as but not limited to, modem, printer, software and Internet access. All electronic devices and related equipment are and will remain property of the District.~~

- A. The District will provide ~~an portable electronic communication~~ device to each Commissioner for ~~his/her~~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.
- ~~B.C.~~ The District will provide basic training in the use of the portable electronic communication devices and will provide technical support for the care and maintenance of the hardware and software device. The portable electronic communication devices will be the sole property of CRW.
- ~~C.D.~~ CRW shall be responsible for the cost of the maintenance and/or replacement of any defective equipment and/or software, the cost of connection to the Internet, and the cost of use of the Internet for District purposes.
- ~~D.E.~~ At the end of the term of the Commissioner's service on the Board, or resignation from the Board, the Commissioner will return ~~it~~ all District property to the District within thirty (30) days of immediately upon vacating office.
- ~~E.F.~~ CRW will provide the capability to interface with the connections of CRW.
- ~~E.G.~~ If the portable electronic communication 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 the portable electronic communication devices in a manner that shall not violate the public meetings law under ORS Chapter 192.

G.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. Public meetings law under ORS Chapter 192.

Section 1.12 Revised per Board 10.16.14

**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 ~~as provided in ORS 264~~.
- D. ~~Before a board member may take the position of an officer of the board they must provide proof of the ability to be bonded for \$20,000 of financial loss~~ 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 ~~Board member~~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~~ General ~~or other legal~~ eCounsel for CRW and negotiate the terms and conditions of ~~the General Ceounsel's~~ 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 Legal eCounsel 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 ~~counsel~~ General Counsel as deemed advisable by the General Manager on matters relating to legal issues. Upon engagement of special counsel, ~~¶~~The General Manager shall immediately advise the Board of ~~such the~~ engagement of special counsel.
- ~~C.D.~~ With ~~Upon receiving such the~~ approval ~~or consensus~~ of the Board, Board ~~members~~ Commissioners may seek clarification from CRW's legal counsel on matters ~~that affect or of current litigation affecting CRW or a matter that could affect CRW.~~ All such requests from individual ~~Board member~~ 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.
- ~~D.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.
- ~~E.F.~~ Legal counsel shall not take action on any matter unless directed to do so by the Board or the General Manager.
- ~~F.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 ~~his or her~~ their ~~employment with CRW, and to which he or she is~~ 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.~~
- ~~G.H.~~ Legal eGeneral 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-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.

~~A.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 two one (21) 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, in accordance with the requirements of ORS Chapter 192. Recordings shall be available to the public within a reasonable time after the meeting.

~~B.C.~~ Executive sessions will be recorded.

~~C.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.

Section 2.10—Budget Hearing

- A. ~~The annual 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 294.416—294.430.~~

**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.
- ~~D. The Budget Officer will annually review the existing CRW capitalized items/facilities to determine regular maintenance and future needs. The review will relate to changing laws, area growth and/or fire control. All material jobs/projects are to be included in the Capital Improvement Program.~~

Legal References ORS 294.305 ~~TO~~ 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 members shall be responsible for establishing a process for consideration and subsequent appointment by the Board of Commissioners, 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.

~~D.E.~~ The Board of Commissioners 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 Sect.3.2 Updated 2/15 per Board Resolution

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. ~~Annually,~~ 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 ~~of real property or property interests~~ 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 ~~\$2075,000~~ 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 order of priority 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.

~~2.3.~~ 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. ~~To non-profit entities serving a wide spectrum within the District boundaries.~~

~~3. To non-profit entities having a narrower focus within the District boundaries.~~

~~4. To non-profit entities serving within the State of Oregon.~~

~~5. To private utility companies having the ability to reuse the facilities located on the property.~~

~~6. To private utilities having the ability to use the property.~~

~~In the event that Federal or State funding is to be used as part of the entirety of the purchase price, the General Manager shall comply with applicable requirements and conditions imposed as part of the Federal or State funding agreement or grant. Any disposition of property or property interests in excess of \$20,000 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 ~~Board member~~ 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. Selection of specific sites will depend upon county planning requirements, accessibility and relationship to the street system, availability of utilities, topography of the land and ease of exit and entry of emergency equipment.~~

~~E.D.~~ Sites that have a fair market value of \$2075,000 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.

~~F.E.~~ Acquisition or disposition of real property or real property interests shall be accomplished pursuant to ORS 264.210, ~~this policy~~ 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 \$2075,000 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.

1. ~~For acquisition of property, the General Manager shall comply with the provisions of the Uniform Real Property Relocation and Acquisition Policies Act of 1970, as amended.~~

2. For real property or property interests estimated by the General Manager to have a fair market value of more than \$2075,000 but not more than \$150250,000, 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 \$150250,000 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 General Manager, or designee, is 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 ~~Oregon Revised Statutes~~ [ORS 294.035](#), ~~and~~ [ORS 294.040](#), ~~and the~~ ~~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. ~~all expenditures made for the prior month at their monthly business meeting.~~

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 ~~in~~ 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.

~~(Whenever the pronoun "he" is used it is solely for editorial reasons. All positions are open to employees of either gender.)~~

Section 4.2 Preparation and Modification of Personnel Policies

The General Manager shall prepare and modify personnel and employment policies in compliance with ~~Oregon state~~ and ~~Federal-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 ~~at such time as they are implemented by the General Manager~~ 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 ~~subsequent sections of~~ 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: ~~The Board is~~ Commissioners are required to comply with Oregon Government Ethics Law ~~the ethics laws of Oregon~~ (ORS ~~244.010 TO~~ 244.010 to 244.047) in the use of CRW property in the execution of their duties as a ~~CRW Board member~~ Commissioner.
 1. ~~Board Members~~ Commissioners are prohibited from loaning CRW property without approval of the Board.
 2. It is the policy of CRW to loan equipment to other ~~Districts~~ special districts or ~~Governmental~~ 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 ~~the ethics laws of Oregon~~ Government Ethics Law (ORS ~~2-44~~ 2-44.010 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 ~~load~~ 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. ~~CRW staff~~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 individual members~~
- 4.3. Its appointed officers
- 5.4. Its employees

~~Except for acts outside the scope of duties, criminal or the result of willful or wanton misconduct,~~ 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 ~~Board member~~Commissioners or as employees carrying out their duties. Normally, ~~Board member~~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 ~~Board~~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. CRW shall require contractors doing business with CRW to carry general liability and automobile liability insurance (for any automobiles used to perform services for CRW). Prior to the commencement of any work or services secured by contract with CRW, the contractor shall procure, and thereafter during the term of the contract continue to, carry general liability and automobile liability (to the extent applicable), insurance with a company or companies authorized to issue insurance in the State of Oregon with limits provided by the contract. Such~~

~~insurance shall cover all risks arising directly or indirectly out of the contractor's activities or performance. Certificates evidencing such insurance and bearing endorsements naming CRW as an additional insured, on such policy or policies of insurance shall be delivered to CRW. The certificate shall require not less than ten (10) days' written notice to CRW prior to any change of the coverage's or any portion thereof and notice to CRW in the event of cancellation of such policy or coverage's. Additionally, all contracts shall contain a provision by which the contractor shall indemnify and defend CRW from any claim, loss or liability arising out of, or related to any activity, performance or nonperformance of the contractor in connection with said contract. The provisions for insurance and indemnification in all contracts shall be reviewed and approved by CRW's legal counsel. The limits of liability for each contractor will meet or exceed the Oregon Tort limit requirements for Oregon Special Districts, unless otherwise agreed to.~~

E.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:
 - 2.1 Frequency and magnitude of loss; and
 - 3.2 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. ~~The agent will be designated by the Board for a period to be determined by the Board with an annual review of the type and quality of service and the insurance program recommended by such agent. Any appointment shall comply with CRW's Local Contract Review Board Rules. The term of such contract shall be for such period as the Board shall determine is in the best interest of CRW, provided that the term shall not exceed the length allowed by 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.
- D. ~~CRW may require the agent of record to develop and deliver the annual risk management report to the Board of Commissioners. If so required, CRW will maintain the right to edit and finalize the report prior to it being delivered to the Board of Commissioners~~

Section 4.8 Property ~~Appraisal~~ Valuation for Insurance Purposes

- A. CRW shall maintain an up-to-date ~~appraisal valuation~~ of all buildings, including improvements, fixtures, and fixed contents, as necessary to inform decisions on property and casualty insurance.
- B. ~~The appraisal shall be conducted by an appraiser who is certified or has a history of successful experience in the field. This appraisal~~ A valuation may be performed by CRW's insurance agent of record.
- C. ~~Effective in 1997, a physical reappraisal of replacement values on property and improvements shall be conducted no less than each ten (10) years. All values of all buildings shall be updated at least annually or more often if necessary.~~

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~~ 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.~~440-311~~ through 192.~~505478~~), 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 ~~Board members~~Commissioners.

~~Section 4.12 Annexation, Merger, Consolidation Policy~~

- ~~A. The Board will consider all annexations where the annexing entity proposes to automatically withdraw the territory annexed. The Board will generally not oppose annexations where the property owner has requested annexation in order to receive other services. The Board, however, retains the right to oppose annexations that may have a deleterious effect on CRW’s operations and/or financial well being, or is otherwise considered not to be in the best interest of CRW. The General Manager shall render an opinion on any such action prior to Board consideration.~~
- ~~B. The Board may consider the concept of consolidation or merger with adjoining governmental entities providing water services.~~

**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, ~~but not necessarily be limited to~~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. ~~Board Member~~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 No service charges will be added to~~for goods or services sold to participating governmental agencies will be limited to their direct and indirect costs.
- B. All agreements ~~between with~~ other government agencies will be in writing and any agreement ~~that exceed the General Manager's contracting authority~~ 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 will be~~ encouraged. In order to foster that involvement, the General Manager shall keep the public informed of relevant policies and directives ~~in a manner consistent with ORS 192.~~

- 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 ~~done on their own time that no political pressure is placed upon other employees, and that all political activities are~~ 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 ~~shall~~ 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

~~Public records are to be created, maintained, retained and destroyed pursuant to the definitions and requirements of ORS Chapter 192.~~

- ~~A. Public records are to be created, maintained, retained and destroyed pursuant to the definitions and requirements of ORS chapter 192.~~
- ~~B. Clackamas River Water CRW shall comply with the Oregon Public Records Law, ORS 192.410311-192.505478. Access to public records will be provided pursuant to a Public Records Policy adopted by the General Manager and made available to the public.~~
- ~~A.C. The Board designates the General Manager as CRW's records custodian. The General Manager may delegate records custodian functions to CRW staff.~~
 - ~~B. Public Record Requests: In order to facilitate the public's access to records in CRW's possession, and to avoid unnecessary expenditure of staff time, all requests for inspection or copies of public records must be submitted to CRW in writing. The written request shall specify the records requested with reasonable particularity, furnishing the dates,~~

subject matter and such other detail as may be necessary to enable CRW personnel to readily locate the records sought. CRW staff shall determine what records, if any, are subject to the requests that are exempt from public disclosure as provided by law.

~~C. Access:~~ CRW shall permit inspection and examination of its non-exempt public records during regular business hours in CRW's offices, or such other locations as the Board may reasonably designate from time to time. Copies of non-exempt public records maintained in machine readable or electronic form shall be furnished, if available, in the form requested. If not available in the form requested, such records shall be made available in the form in which they are maintained. ORS 192.440(2).

~~D. Certified Copies:~~ Certified copies of non-exempt public records shall be furnished upon request and receipt of payment therefore.

~~E.D.~~ The Board, from time to time, may set a reasonable charge or fee, by resolution, for making public records available for inspection or copying, which charges or fees shall be applicable to all requests for inspection or copying made after the date of adoption of the applicable charge or fee. The General Manager, as the Custodian of Records, shall have the ability to waive charges or fees for requests requiring nominal effort or expense as the General Manager deems appropriate. Notwithstanding this CRW's ~~p~~Public ~~r~~Records ~~p~~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.

~~F.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.

~~G.~~ On-Site Review of Original Records

- ~~1. If a request to review original records is made, CRW shall permit such a review provided that search charges or fees are paid in advance in accordance with paragraph E, above. A CRW representative shall be present at any time original records are reviewed, and the charges for standing by while the records are reviewed shall be the same as the charges for searching or reviewing records.~~

~~H.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 ~~policy-Board~~ Policy shall prevent the destruction of public records as is allowed by Oregon

| lawthe Secretary of State's statutes, rules or guidelines 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 ~~periodically~~ 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 ~~adopted by the Board~~.

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]~~

~~A. CRW provides reasonable notice of temporary service interruptions to customers who have been identified as a "water critical user" so they can have an opportunity to secure an alternate supply of domestic water during the service interruption.~~

~~B. "Water Critical Customer" shall mean any person who notifies CRW in writing that domestic water is critical to the health or health maintenance of the customer. Water critical customers may include, but are not limited to, those customers using kidney dialysis machines, elderly individuals living alone and bedridden or other chronically ill individuals.~~

~~C. The General Manager is hereby authorized and directed to establish and implement a procedure whereby water critical customers may notify the General Manager in writing that they are a water critical customer and wish to be notified in the event of temporary service interruptions.~~

~~D. It is not the intent or purpose of the water critical customer policy to amend or in any manner alter the Rules and Regulations of the CRW relating to the purchase of and payment for water by water critical customers or the adopted Rules and Regulations relating to the nonpayment of water charges, fees, or the sanctions for the misuse of CRW property.~~

Commented [BS1]: In the alternative to deleting Section 8.4, the following could be added:

"Nothing in this Section 8.4 shall be construed as the adoption of a standard of care applicable to CRW. The Board, in behalf of CRW, disclaims any and all liability, under any legal theory, based on an alleged failure to take any actions specified in this Section 8.4."

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 ~~our~~ 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. ~~Criteria to be used in such determination are:~~
 - ~~1. Type of building being serviced.~~
 - ~~2. Size of building being serviced.~~
 - ~~3. Occupancy of building being serviced.~~
 - ~~4. Construction/facilities of building being serviced, including fixture units as determined by the County Plumbing Department.~~
 - ~~5. Usage to which building is to be applied.~~
- 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

CLACKAMAS RIVER WATER

BOARD POLICIES

SECTION 1 — BOARD OPERATION DEFINITIONS —

SECTION 2 — BY LAWS OF THE BOARD

SECTION 3 — BUDGET & FINANCE

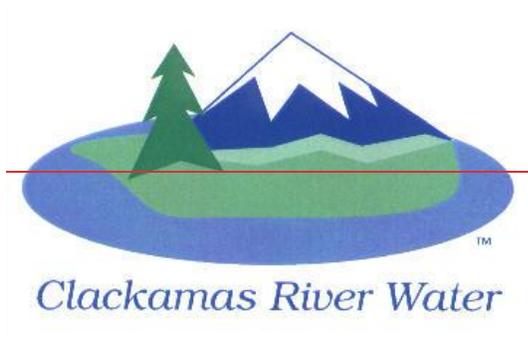
SECTION 4 — BUSINESS OPERATIONS

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~~

Complete Revisions

October 2013

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

June 13, 2024

SUBJECT Consider Approval of Resolution No. 08-2024 Approve Utility Billing Bad Debt Write-off for FY 2023-24, Uncollectible Water Bills

DRAFT MOTION	Move to approve Resolution No. 08-2024 Bad Debt Write-off for FY 2023-24, Uncollected Water Bills.
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EFFECTIVE DATE	June 30, 2024
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PRINCIPAL STAFF PERSON Todd Heidgerken, General Manager

BOARD ACTION REQUESTED Consider Resolution No. 08-2024 to write off uncollectible bad debt on utility billing (UB) accounts.

DOCUMENTS ATTACHED Exhibit A - Resolution No. 08-2024 with Bad Debt List Attachment

Agenda Summary

BACKGROUND CRW Board Policies - Section 3.9 Audit

At the end of each fiscal year, in preparation for the annual audit, staff has the opportunity to recognize those receivables that are “doubtful” and should be removed from the balance sheet.

The process for UB accounts with bad debts:

- Account is closed, final bill is sent.
- Based on the due date in the intent to collect letter, the account is turned over to the collection company including all pertinent information on the customer in the CRW files. If CRW receives additional information, it is forwarded to the collection company.
- CRW has used Professional Credit Services for collections on bad debt accounts since October 1, 2012.
- By law, CRW is not allowed to turn over or pursue bankruptcy accounts outside of the formal bankruptcy process. There is one (1) account in bankruptcy for bad debt write-off for FY 2023-24.

Bad debts are divided into three types or groups: bankrupt, commercial/industrial, and residential. Commercial accounts are business accounts, while residential accounts are homeowner, renter or landlord accounts. CRW does not pursue collection on an old bill from a new

owner, landlord or renter even if the water service was shut off for non-payment. The water usage follows the former owner or tenant.

This year, staff is recommending \$19,269.22 of write offs on 78 utility billing accounts. CRW customer accounting staff works diligently to pursue collection on outstanding utility accounts. All accounts greater than \$10 have been turned over to collections.

The percentage of bad debts for write off is just over 0.11% of total retail water sales of nearly \$17,000,000 for the FY24 period.

Accounts in the bad debt write off (accounts closed prior to or on 06/30/2023) include:

- Bankruptcy – 3 accounts for \$1,543.21.
- Commercial/Industrial – 2 accounts for \$1,062.76.
- Residential – 73 accounts for \$16,663.25

Although the number of accounts written off is higher than last year, the total write off is less than the previous year. A primary factor for this is that we returned to our normal collection processes which were in place prior to the pandemic. Prior to this year, the highest bad debt write-off amount was \$22,237.95.

Collection on CRW utility billing accounts remains high through repeated notices requesting payment, direct phone calls, and tracking customers within district boundaries. CRW will continue to pursue collections, and work with a collection agency that works on behalf of CRW even though accounts have been written off.

CLACKAMAS RIVER WATER

RESOLUTION No. 08-2024

BAD DEBT WRITE-OFF FOR FY 2023-2024
UNCOLLECTABLE WATER BILLS

WHEREAS, each year those water customer final billings, for which collection efforts have been unsuccessful, are identified and prepared for Board consideration (see attached list); and,

WHEREAS, it is essential for audit purposes to clear old accounts;

NOW, THEREFORE, BE IT RESOLVED, by the Clackamas River Water Board of Commissioners to write-off an amount not to exceed \$19,269.22 for fiscal year 2023-24 as bad debts.

ADOPTED by the Clackamas River Water Board of Commissioners on this 13th day of June 2024.

Sheryl French, Board President

Tessah Danel, Board Secretary

Account #	Account Type	Account Status	Primary Cust Name	Prime Location Address	Account balance due	Closed Date
016176-03	Fire	Bankrupt	BED BATH & BEYOND	12535 SE 82ND AVE	\$370.70	4/25/2023
031472-01	Fire	Bankrupt	CLAIM JUMPER RESTAURANT #042	9085 SE SUNNYSIDE RD	\$205.14	10/3/2022
031473-01	Commercial	Bankrupt	CLAIM JUMPER RESTAURANT	9085 SE SUNNYSIDE RD	\$967.37	10/3/2022
				Commercial Total (Bankrupt)	\$1,543.21	
021299-06	Trailer Park	Collections	FIRST COMMERCIAL PROPERTIES CC	6823 SE MABEL AVE	\$166.69	10/31/2022
028176-08	Commercial	Collections	ROSE CITY RV (CC)	9124 SE 64TH AVE	\$896.07	8/4/2022
				Commercial Total	\$1,062.76	
006235-10	Residential North	Collections	MUNOZ (CC), MORGAN	8845 SE TIFFANY CT	\$151.32	9/30/2022
006282-11	Residential North	Closed	PETERSON, APRIL	17390 SE 82ND DR	\$112.44	4/1/2023
006447-09	Residential North	Closed	VAZQUEZ, JENNIFER	16107 SE 135TH AVE	\$54.17	3/25/2023
006760-08	Residential North	Collections	HANSEN (CC), SHARON	8850 SE TOLBERT ST	\$106.71	12/30/2022
007677-12	Residential North	Closed	ORELLANA, MAURA	7424 SE CLACKAMAS RD	\$54.31	6/8/2023
008750-05	Residential North	Closed	MASON, PATTY	14090 SE JOHNSON RD	\$68.70	4/25/2023
009018-08	Residential North	Closed	VERTNER, JENNIFER	14465 SE BEVINGTON CT	\$120.84	5/24/2023
009961-04	Residential North	Collections	MCLAUGHLIN (CC), ISABELLE	14460 SE CREEKSIDE DR	\$220.08	4/13/2023
009991-04	Residential North	Collections	PROPERTIES 2018 LLC (CC), CATAMOUNT	6105 SE KELLOGG CT	\$222.93	4/13/2023
010212-13	Residential North	Collections	CLAUSS (CC), ESTATE OF JACQUELINE	5930 SE ALDERCREST RD	\$118.43	10/25/2022
010543-11	Residential North	Collections	TAYLOR (CC), BRENDA	6958 SE WILSHIRE ST	\$781.68	9/29/2022
019939-09	Residential North	Collections	RICHARDS (CC), CHRISTINA	16226 SE 135TH AVE	\$109.06	1/12/2023
021168-00	Residential North	Collections	FULLER (CC), M JANE	7665 SE CYPRESS AVE	\$174.28	11/1/2022
021412-02	Residential North	Collections	HUBER (CC), TERRY & CATHERINE	10040 SE AMHERST ST	\$73.81	10/20/2022
023038-06	Residential North	Collections	LAUGHLAND (CC), RYAN	14130 SE RASPBERRY CT	\$205.58	12/31/2022
023312-02	Residential North	Collections	GARTNER (CC), FRANK & ESTHER	14307 SE UPPER ALDERCREST DR	\$71.64	10/7/2022
023764-08	Residential North	Closed	YEMANE, ABIGAIL	6450 SE ALDERCREST CT	\$244.04	2/13/2023
024532-08	Residential North	Closed	WALTERS, SAMANTHA	17637 SE 82ND DR	\$302.25	4/13/2023
024808-08	Residential North	Collections	YOUNG (CC), RONALD P	15532 SE JOHNSON RD	\$49.61	4/4/2023
025790-12	Residential North	Collections	FAIR (CC), TEAONSHAE	15284 SE 94TH AVE APT 1	\$271.56	12/22/2022
026424-04	Residential North	Collections	RATHE (CC), ERIC	15600 SE LOU ANN CT	\$152.42	10/25/2022
029026-02	Residential North	Collections	SPENCER (CC), SHAD	16027 SE BRENDA AVE	\$106.62	1/13/2023
029961-00	Residential North	Collections	MCKINNEY (CC), STEVE	15154 SE P JAYS CT	\$228.69	11/2/2022
031288-10	Residential North	Collections	PALMER (CC), BUDDY	17123 SE 82ND DR	\$175.34	12/4/2022
011314-06	Residential North	Collections	ROQUE** (CC), TANIA A	10911 SE ALYSSA DR	\$175.99	3/16/2023
011696-03	Residential North	Collections	SUMNER (CC), ASHLEE	7611 SE HARMONY RD	\$147.77	7/22/2022
012052-09	Residential North	Collections	MONDRAGON (CC), JACKIE	11482 SE 77TH PL	\$252.39	3/16/2023
012919-10	Residential North	Collections	LAMB (CC), JAZZMIN	6707 SE HALE ST	\$310.66	11/3/2022
012984-06	Residential North	Closed	MILNE, COURTLAND	6509 SE LAURA ST	\$137.95	3/31/2023
013196-02	Residential North	Closed	ESCUERO, JUSTIN	9922 SE LINWOOD AVE	\$311.07	3/12/2023
013903-06	Residential North	Closed	TUPPER, DENISE	8833 SE 70TH AVE	\$105.21	5/2/2023
014903-12	Residential North	Collections	LE (CC), QUI	8230 SE CLATSOP ST	\$189.92	10/3/2022
015380-11	Residential North	Closed	RAIMER, KEVIN	7930 SE JOHNSON CREEK BLVD	\$156.93	2/25/2023
018161-03	Residential North	Collections	HANEY (CC), JACOB & LYNNZEE	8815 SE GARDEN LN	\$270.30	4/12/2023
020224-05	Residential North	Closed	JAMES, TINA	7059 SE FERN AVE	\$986.96	4/25/2023

020593-04	Residential North	Closed	STURSA, SAM	7930 SE OVERLAND ST	\$287.83	4/11/2023
022815-09	Residential North	Collections	GRAVES (CC), LARRY	7800 SE OTTY ST	\$383.71	1/17/2023
023209-00	Residential North	Closed	WILLARD, LAUREN E	7709 SE SOUTHGATE ST	\$202.13	4/24/2023
023490-09	Residential North	Collections	DANIELS (CC), RICHARD	9607 SE 76TH AVE	\$164.18	8/2/2022
023552-11	Residential North	Collections	WHITE (CC), BRANDON	7012 SE FIR AVE	\$382.59	2/8/2023
025133-01	Residential North	Collections	WHITE (CC), ESTATE OF CAROLYN	6490 SE JORDAN ST	\$221.45	10/13/2022
026333-08	Residential North	Closed	MORA, ANGEL	8874 SE OWEN DR	\$31.25	5/1/2023
026737-08	Residential North	Collections	NEWCOMB (CC), HEATHER	9949 SE LINWOOD AVE	\$127.47	12/25/2022
026918-07	Residential North	Closed	WODESSO, DAWIT	9835 SE LINWOOD AVE	\$169.50	4/18/2023
027061-01	Residential North	Closed	FOURMOST PROPERTIES LLC**	6370 SE LAURA ST	\$87.20	3/10/2023
027061-04	Residential North	Collections	KLUBBEN (CC), JACOB	6370 SE LAURA ST	\$79.28	11/2/2022
030389-04	Residential North	Collections	LEONARD (CC), CHUCK & LINDA	6700 SE MAY ST	\$189.48	12/26/2022
031119-07	Residential North	Closed	OCHS, BOBBI	7512 SE MONROE ST	\$638.50	6/8/2023
031190-07	Residential North	Collections	PARKER (CC), NICOLE & KENNETH	6881 SE ALBERTA ST	\$125.54	3/10/2023
032377-02	Residential North	Closed	HOLCOMB, SARAH	7162 SE FERN AVE	\$501.17	2/13/2023
				Residential North Total	\$10,812.94	
000192-05	Residential South	Collections	MORRIS (CC), RALPH	16651 S ARCHER DR	\$69.38	9/1/2022
002584-05	Residential South	Collections	RUNYEN (CC), JOHN	3391 S BEAVERCREEK RD	\$506.06	12/25/2022
002679-14	Residential South	Closed	ROSENTHAL (O/L), BRETT	21651 S BEAVERCREEK RD	\$432.01	4/11/2023
003353-01	Residential South	Collections	SMITH** (CC), DAWN	22233 S MARILYNS AVE	\$123.84	12/6/2022
003353-04	Residential South	Collections	SAAVEDRA (CC), GEOVANNY	22233 S MARILYNS AVE	\$350.49	8/11/2022
003780-04	Residential South	Collections	HERRING (CC), VERNON	18106 S WALDOW RD	\$153.38	7/15/2022
004731-09	Residential South	c	POWELL, DARWIN	21480 S CLEARVIEW CT	\$92.24	1/1/2023
004988-04	Residential South	Collections	MEI (CC), JOHN	21292 S BEAVERCREEK RD	\$116.14	10/5/2022
005079-11	Residential South	Collections	SALCEDA (CC), VANESSA	19868 S SOUTH END RD	\$121.76	1/15/2023
005083-04	Residential South	Collections	HART-BAUTER (CC), COURTNEY & KYLE	17135 S SEAL CT	\$153.13	9/7/2022
005091-09	Residential South	Collections	FOUST (CC), KYLEIGH	18370 S MATTHEW CT	\$710.84	10/31/2022
006128-05	Residential South	Closed	HILL, KRISTINA	21481 S FERGUSON RD	\$453.76	5/4/2023
020061-08	Residential South	Collections	LOFGREN** (CC), ROBERTA	14430 S MAPLE LANE RD	\$104.44	8/31/2022
020061-09	Residential South	Closed	HOLDINGS LLC (CC) O/L, NW INVESTMENT	14430 S MAPLE LANE RD	\$314.42	1/12/2023
020061-10	Residential South	Closed	JEFFERIES, KYLIE	14430 S MAPLE LANE RD	\$204.04	6/25/2023
021600-08	Residential South	Collections	REED (CC), KRISTINA	18121 S STEAMER CT	\$306.01	2/7/2023
025902-09	Residential South	Collections	LOFGREN (CC), ROBERT	14714 S REDLAND RD	\$380.49	8/25/2022
026673-04	Residential South	Closed	KLINGE (O/L), BRIAN	15411 S REDLAND RD	\$179.19	4/11/2023
026859-10	Residential South	Collections	BANNING (CC), NICK & JESSICA	17972 S CANTER LN	\$383.87	7/20/2022
027624-08	Residential South	Collections	MAZURENKO (CC), DMITRIY N	18008 S GLISAN RD	\$236.98	3/31/2023
028930-06	Residential South	Collections	HAAK (CC), JEANNIE	15837 S WILSHIRE CIR	\$48.07	9/26/2022
030364-04	Residential South	Closed	ESTATE OF MARIA BRAND	14930 S LELAND RD	\$148.83	1/17/2023
031732-01	Residential South	Collections	PALMER (CC), KIMBERLY	17140 S BRADLEY RD	\$260.94	10/5/2022
				Residential South Total	\$5,850.31	
				Grand Total	\$19,269.22	

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

June 13, 2024

SUBJECT Consider Resolution No. 09-2024 Updating the Wholesale Water Rates Charged to North Clackamas County Water Commission (NCCWC)

DRAFT MOTION Move to approve Resolution No. 09-2024 updating the wholesale water rates charged to North Clackamas County Water Commission (NCCWC) effective July 1, 2024.

EFFECTIVE DATE July 1, 2024

PRINCIPAL STAFF PERSON Todd Heidgerken, General Manager

BOARD ACTION REQUESTED Consider adoption of Resolution No. 09-2024, updating wholesale water rates charged to North Clackamas County Water Commission

DOCUMENTS ATTACHED Resolution No. 09-2024

Agenda Summary

BACKGROUND CRW's wholesale water supply agreement is with North Clackamas County Water Commission (NCCWC). Section 4 of the agreement provides for annual adjustments to wholesale rates based on either an update to the wholesale rate model or by using the Consumer Price Index (CPI-U b/c).

CRW along with FCS Group developed a rate model for wholesale water customers based on the M1 Manual of the American Water Works Association (AWWA) to establish the initial rates. For this wholesale rate update, the CPI-U b/c index for Annual 2023 is being used. That percentage change is 4.2%

July 1, 2024, the new wholesale water rates for NCCWC will be:
For water delivered at Mather Road/152nd Interties \$1.1186/CCF
For water delivered at Otty Road Intertie \$1.4138/CCF

Annual rate increases are calculated and take effect at the beginning of each fiscal year, July 1, for water purchases on or after that date.

STAFF RECOMMENDATION Adopt Resolution 09-2024 updating wholesale water rates charged to North Clackamas County Water Commission

CLACKAMAS RIVER WATER

RESOLUTION No. 09-2024

**Establishing Wholesale Water Rates Charged to
North Clackamas County Water Commission**

WHEREAS, Clackamas River Water (CRW) has entered into a water supply agreement with the North Clackamas County Water Commission (NCCWC) effective July 1, 2022; and

WHEREAS, the agreement provides that CRW is to adopt rates each year; and

WHEREAS, CRW conducted a rate study to evaluate wholesale water rates during fiscal year 2021-22; and

WHEREAS, CRW has updated the cost-of-service model as prescribed in Section 4 of the water supply agreement.

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

Section 1: The following rates are per CCF and shall apply for water purchased.

Section 2: Beginning July 1, 2024, the North Clackamas County Water Commission rates shall be:

For water delivered at Mather Road/152 nd Interties	\$1.1186
For water delivered at Otty Road Intertie	\$1.4138

ADOPTED by the Clackamas River Water Board of Commissioners this 13th day of June 2024.

Sheryl French, Board President

Tessah Danel, Board Secretary

**CLACKAMAS RIVER WATER
REGULAR BOARD MEETING**

June 13, 2024

SUBJECT Consider Approval of Contract Extension with Madrone Technology for IT Support, Equipment and Subscriptions Exceeding the General Managers Signature Authority

DRAFT MOTION I move the Board authorize the contract extension with Madrone Technology for Information Technology Equipment, Licenses and Support for a not-to-exceed amount of \$219,000 and authorize the General manager to sign the extension.

EFFECTIVE DATE June 13, 2024

PRINCIPAL STAFF PERSON Todd Heidgerken, General Manager

BOARD ACTION REQUESTED The Board is being asked to authorize the General Manager execute a contract extension with Madrone Technology for a not-to-exceed amount of \$219,000.

DOCUMENTS ATTACHED Scope of Services

Agenda Summary

BACKGROUND CRW has engaged the services of Madrone Technology for information technology (IT) equipment and consulting work. The District is allowed to contract directly with a specific vendor for Communication and Information Systems services and equipment under the Local Contract Review Board Rules (LCRB 110-12 (f)(9)).

Madrone Technology is able to provide CRW with additional services allowing the District to realize cost savings, improve coordination and consolidate vendors. To accomplish this, the District would like to enter into a contract with Madrone Technology to provide IT support, equipment, and software licenses to CRW.

The District has budgeted for several IT related capital outlay project over the next biennium. These projects will require consulting/support services that can be provided by Madrone Technology. In addition, Madrone Technology has the ability to purchase equipment at competitive prices that will be necessary to complete those projects. Besides equipment and IT consulting services, the District currently has several IT licenses and subscriptions that we are required to have and are purchased and managed through various separate vendors. Under this contracting approach, the District can purchase those licenses and subscriptions through Madrone Technology at a cost savings and realize time efficiencies by managing one vendor rather than multiple vendors.

Madrone Technology is based in Clackamas County. Having a local IT support provides timely response and limiting interruptions. Madrone Technology is very familiar with CRW's IT system and security issues and thereby limiting IT support to this one vendor, allows for the security of the system to be increased.

The current contract with Madrone Technology allows CRW to extend the contract period for an additional year. Staff desire to exercise this extension.

**STAFF
RECOMMENDATION**

Authorize the General Manager to execute a contract extension with Madrone Technology for a not-to-exceed amount of \$219,000.

Madrone Technology Group - Scope of Services

Service Name	Service Description
Information Technology Consulting	Assist IT Manager with Information Technology Services on a regular basis, including: <ul style="list-style-type: none"> • Server monthly patch • Data backup management • Antivirus management • Device management • Firewall management • Operating Systems Management (Server & Client) • Assist in systems alert • SCADA Windows OS Management (Server & Client) • Assist with disaster recovery • Assist with security systems • Capital project
Computer, Peripherals & Software	<ul style="list-style-type: none"> • As needed
Maintenance Subscription	<ul style="list-style-type: none"> • Antivirus software • Data backup • Equipment maintenance subscriptions • Google email subscriptions • Microsoft Office365 subscriptions • Remote connection software subscriptions • Mobile device management subscriptions • Proxmox License subscription (for virtual environment) • Phone service (VoIP-Systems)



14275 S. Clackamas River Drive * Oregon City, OR 97045

May 15, 2024

Todd Heidgerken
General Manager
16770 SE 82nd Drive
Clackamas, OR 97015-2439

Dear Todd,

The Clackamas River Water Providers (CRWP) currently has an Intergovernmental Agreement with Clackamas River Water (CRW) which provides the CRWP assistance on the coordination of certain emergency management activities. The current agreement allows for the IGA to be extended once for an additional one-year period upon mutual agreement of the parties.

The CRWP would like to extend the current agreement for through June 30, 2025 to have access to 0.2 FTE of CRW staff time to continue to work on coordination of emergency management activities. Attachment A will be updated for the work to be completed during the FY 2024-25 fiscal year.

Sincerely,

A handwritten signature in blue ink that reads "Kim Swan".

Kim Swan
Water Resource Manager
Clackamas River Water Providers

CONTRACT EXTENSION AGREEMENT
between
CLACKAMAS RIVER WATER and CLACKAMAS RIVER WATER PROVIDERS

This Contract Extension Agreement (“Agreement”), subject to the conditions stated herein, is entered into by and between Clackamas River Water, a domestic water supply district organized under ORS Chapter 264 and special district subject to ORS Chapter 198 (“CRW”), and Clackamas River Water Providers, an intergovernmental entity formed under ORS Chapter 190 (“CRWP”), and collectively referred to as the “Parties.”

The Parties have agreed to extend for one year the current Intergovernmental Agreement for Services between CRW and CRWP. With this Agreement, the Intergovernmental Agreement for Services will remain in full force and effect through June 30, 2025, as the current contract, with the exception of the following changes:

Article I. CRW Services to CRWP. The current Article I will be replaced with the following language:

CRW through its agents and employees, will provide CRWP with assistance on the coordination of certain emergency management activities as provided in this Agreement. The scope and schedule of services is set out in Amended Attachment A (the “Services”). CRW will assign its Emergency Manager to perform the Services for an average of 0.2 FTE (8 hours) per week. Attachment A may be amended from time to time upon the written agreement of the CRWP Board and the CRW General Manager.

Agreed to this ____ day of _____, 2024.

CLACKAMAS RIVER WATER
PROVIDERS

By _____
WYATT PARNO,
CRWP Board Chair

Date _____

CLACKAMAS RIVER WATER

By _____
SHERRY FRENCH,
CRW Board President

Date _____

**CLACKAMAS RIVER WATER
REGULAR BOARD MEETING**

June 13, 2024

SUBJECT Consider Approval of Contract with S 2 Contractors for Paving Services Exceeding the General Managers Signature Authority

DRAFT MOTION I move the Board to authorize the contract extension with S 2 Contractors for Paving Services for a not-to-exceed amount of \$90,000 and authorize the General manager to sign the contract.

EFFECTIVE DATE June 13, 2024

PRINCIPAL STAFF PERSON Todd Heidgerken, General Manager

BOARD ACTION REQUESTED The Board is being asked to authorize the General Manager execute a contract with S 2 Contractors for a not-to-exceed amount of \$90,000.

DOCUMENTS ATTACHED none

Agenda Summary

BACKGROUND CRW has contracted with S 2 Contractors for paving services since 2020 by participating in established contracts through the City of Lake Oswego. CRW has been happy with the quality of work provided by S 2 Contractors. The contract provides Paving Services that are used for pavement repairs in concert with scheduled and emergency system maintenance of the CRW water distribution system. Staff is requesting that the General Manger be authorized to sign a contract that allows continued participation in the cooperative purchasing agreement established by the City of Lake Oswego.

STAFF RECOMMENDATION Authorize the General Manager to execute a contract with S 2 Contractors for a not-to-exceed amount of \$90,000.

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

June 13, 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

June 13, 2024

SUBJECT Management Report

PRINCIPAL STAFF PERSON Todd Heidgerken

BOARD ACTION REQUESTED None

A. Management Report

1. **Communications:**

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

2. **Consumer Confidence Report (CCR)** – Annually, CRW and other water providers provide customers and the public with information and water quality results for the previous year. CRW’s CCR (also referred to as a “Drinking Water Quality Report”) is currently posted on the CRW website. Information regarding the report and how to download it will also be included in the billing insert in addition to postcards being provided. Many thanks go to Tracy Triplett, CRW Water Quality and Lab Administrator, for compiling the information and putting it in a very readable and educational format. A nice feature this year was the inclusion of photos of various staff who contribute to providing our community with high quality, safe drinking water.
3. **Regional Water Providers Consortium (RWPC) Board Meeting** – The RWPC Board met on June 5 to receive updates, elect officers, and review program reports. Steve Via, Director of Federal Relations for the American Water Works Association (AWWA) provide the Board with an overview of Federal water issues, specifically updates on regulatory activities associated with cybersecurity and PFAS.

The RWPC elected Renee Brouse of the City of Sherwood to serve as the Board Chair and elected Gary Barth of Sunrise Water Authority to be the Vice Chair for the coming year. Executive Committee members representing each County were also selected during the meeting. CRW Commissioner, Naomi Angier will continue to represent water providers in Clackamas County. Jim Duggan of Tualatin Valley Water District and Tom Lewis of Rockwood Water PUD were reappointed as representatives for Washington and Multnomah Counties respectively.

The Board also approved a resolution to carry over \$41,000 of unspent funds from this fiscal year to the next to be used to implement recommendations from the “Provision of Emergency Drinking Water Supply Framework” and complete an educator focus group to look at the RWPC youth education programming.

4. **Clackamas River Water Providers (CRWP)** – The June 5 meeting of the CRWP Board focused on PGE water supply and operations outlook and updates on studies involving cyanotoxins, earthquake risks, and cybersecurity (separate presenters).

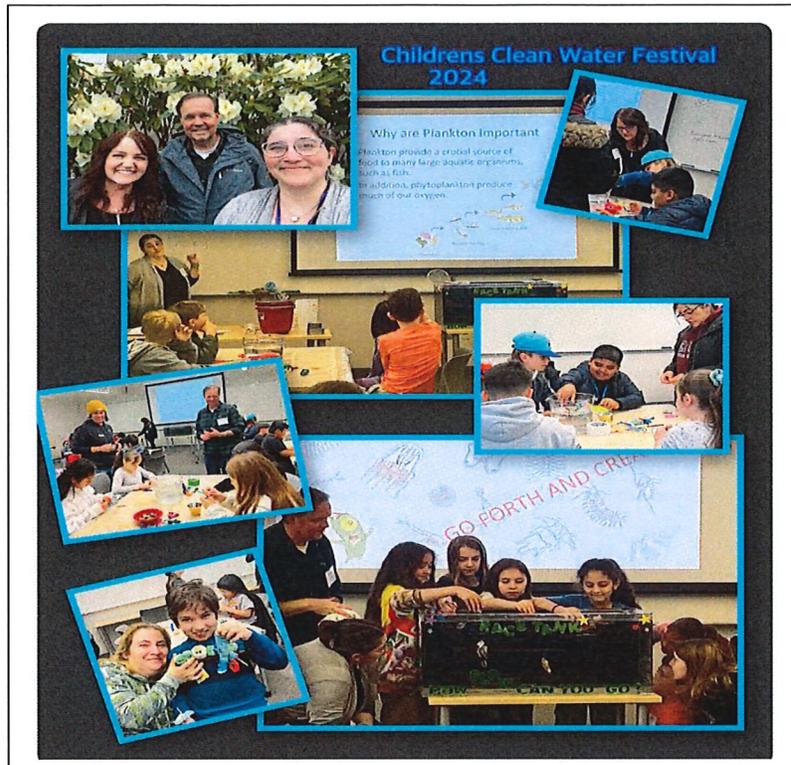
The CRWP has an agreement with PGE to request the release of water stored in Timothy Lake. Annually the CRWP meets with PGE to check in on the status of the stored water and any operational changes. PGE has continued to be a valuable partner is sharing information about algal blooms and monitoring information that they have contracted with CRW to analyze.

The USGS's, Kurt Carpenter, shared information about their cyanotoxin study progress. The earthquake risk discussion was focused on the impacts an earthquake would have on the release of hazardous materials in the watershed. The cybersecurity item was led by Wade Hathhorn of Sunrise Water Authority, providing an overview of their “unplugged” exercise. The CRWP Board also received reports from staff regarding CRWP activities and implementation of programs.

5. **Special Districts Association of Oregon (SDAO) Metro Breakfast** – Various types of special districts in the tri-county area met to receive an overview of the results from the Oregon Legislatures most recent “short session” and identified items that will likely be addressed during the next legislative session. The overview was provided by the SDAO Governmental Affairs team. In addition, SDAO Executive Director, Frank Stratton, shared recent progress on the federal level to gain recognition of special districts at the federal level. There are 38,000 special districts in the US however there is no definition in federal law. This has been a barrier to special districts receiving federal funding that has been distributed to other local governments. Given the success in the House, the focus is now on the Senate.
6. **Emergency Management Update** - CRW participated in the CRWP Emergency Drinking Water workshop #3. The focus was on developing reporting tools that all members of the CRWP can use to report on the utilities ability to provide emergency potable drinking water to a broader county effort for distribution post 9.0 magnitude earthquake (Cascadia Subduction Zone).
7. **Safety Update** – As we approach a midpoint to the year, CRW has had no reportable injuries so far in 2024! We are working on building upon our safety successes during the previous two years. At all staff on May 22nd, the safety training focus was on active shooter hazards. The June all staff meeting will include an overview of changes to the CRW security policy. This is important given all of the security improvements that have been made at the district.
8. **Security Update-**
 - Alarm panels are the last item for the security upgrade project. We will be replacing obsolete panels so our contractor can better monitor CRW facilities for intrusion.
 - We increased security patrols at Riverside Park to address some dumping and fire risks that occurred in May. A daily Resource Officer presence for the park began on Memorial Day weekend and will continue through at least Labor Day with the possibility of longer if the park continues to experience heavy use.

- Recent work with armed security was a success in supporting employees having to approach a customer residence regarding unpaid bills and blocked access to the meter.

9. 2024 Children’s Clean Water Festival



On April 30th CRW Staff Jana, Alan, and Tracy spent the day with local school children putting on The Great Plankton Race! It has been a festival favorite since 2013, teaching kids about plankton and challenging them to build their own. They then race to see who can sink the slowest. Thanks to the hard work and experience of the team, the day was a raging success. The kids had a lot of fun – and learned a little in the process! Gratitude for the team that made it happen, and CRW for supporting this outreach. Teaching our youth to think about stewardship, ecosystems, and clean drinking water is a good investment in the future. Thank you, Tracy, Jana and Alan, for helping to make learning fun!!

10. Looking Ahead:

- CRW offices will be closed on Wednesday June 19 to observe the Juneteenth Holiday
- The agenda setting meeting for the July Board meeting will be held on June 27 at 9:00am
- CRW offices will be closed on Thursday July 4 to observe the Independence Day Holiday
- The CRW Regular July Board Meeting will be held on Thursday, June 18 at 6pm

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

June 13, 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 April 2024

Commissioner's Name Sherry French Please Print

Date	Meetings	Amount
	CRW Regular Board Meeting - 4/11	\$ 50
	CRW Work Session 4/22	\$ 50
	Miscellaneous Meeting 4/18 Business of County	\$ 50
4/14	City	\$ 50
4/16	Oak Lodge	\$ 50
4/24	MPAC - Sunrise	\$ 50

Total \$ 300

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 \$ 300

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:		entered P/R <u>H. Quiogue</u>	
Payroll: Taxable \$ <u>300</u>	Non-Taxable \$ _____	AMOUNT \$ _____	Entered A/P _____
Accounts Payable: VENDOR # _____	ACCT# <u>01.601.4105</u>	Board: Reimbursement as of _____	

CFO
Date 5-13-2024

CLACKAMAS RIVER WATER

Commissioner Request for Reimbursement

Month April 2024

Commissioner's Name Lester GARRISON
Please Print

Date	Meetings	Amount
	CRW Regular Board Meeting -	\$ 50
	CRW Work Session	\$ 50
	Miscellaneous Meeting	\$
		\$
		\$
		\$

Total \$ 100

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 \$ 100
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 [Signature] 5/11/24
 Commissioner's Signature

For Accounting:		entered P/R <u>H. Quiogue</u>	
Payroll: Taxable \$ <u>\$100</u>	Non-Taxable \$ _____	AMOUNT \$ _____	Entered A/P _____
Accounts Payable: VENDOR # _____ ACCT# <u>01.601.4105</u>			
Board: Reimbursement as of _____			

[Signature] 5-15-2024
 CFO Date

CLACKAMAS RIVER WATER

Commissioner Request for Reimbursement

Month May, 2024

Commissioner's Name Robert Rubitschew
Please Print

Date	Meetings	Amount	
	CRW Regular Board Meeting -	\$	
	CRW Work Session	\$	
	Miscellaneous Meeting	\$	
		\$	
		\$	
		\$	

Total \$ 100.00

Date	Meals	Amount	
		\$	
		\$	
		\$	
		\$	

Total \$ _____

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

Total \$ _____

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

Total \$ _____

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

Total \$ _____

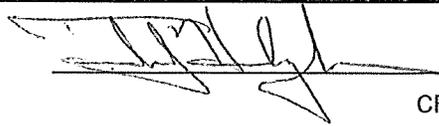
- * Mileage \$ _____ per mile
- ** Lodging bills must be attached in support of reimbursement request
- *** Miscellaneous expenses to be supported with bills where possible

Total Expenses \$ _____
Adjustments \$ _____
Amount Due Commissioners \$ 100.00

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 
 Commissioner's Signature

For Accounting:	Payroll: Taxable \$ <u>100</u>	Non-Taxable \$ _____	entered P/R <u>H Quiogue</u>
Accounts Payable: VENDOR # _____	ACCT# <u>01.601.5730</u>	AMOUNT \$ _____	Entered A/P _____
Board: Reimbursement as of _____			

 5-29-2024
 CFO Date

CLACKAMAS RIVER WATER

REGULAR BOARD MEETING

June 13, 2024

SUBJECT Election of Board Officers

DRAFT MOTION	Move to nominate _____ for Board President
	Move to nominate _____ for Board Secretary
	Move to nominate _____ for Board Treasurer
EFFECTIVE DATE	July 1, 2024

PRINCIPAL STAFF PERSON CRW Board

Agenda Summary

BACKGROUND

Section 2.2 of the CRW Board policies provides that in the event that there will be no change in the Board’s membership on July 1 of a given year, the Board may, at its discretion, elect officers during a regular meeting in June of that year. The terms would be effective at the beginning of the first meeting in July. The officers of the Board are President, Secretary and Treasurer. Duties for each of these positions are described in Sections 2.3, 2.4, and 2.5 of the board policies.

Commissioners are nominated and elected to these positions by motion. Currently, for Fiscal Year 2023-2024, the officers are:

- Sherry French, President
- Tessah Danel, Secretary
- Bob Rubitschun, Treasurer

The board will elect officers for each position



Clackamas River Water

Monthly Update

June 2024



Monthly Update 3

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 Non-Regulatory 12

 River Flow Conditions Report 13

Purchase Order Report- May 2024

Purchase Order Report May 2024

Vendor: 00165 - UNIVAR SOLUTIONS USA INC

PO #	Description	Total Amount
24-0151	55 Gallon drum of Drakeol #10 Mineral	1,773.10

Vendor: 00548 - UNIT PROCESS CO., BRAY SALES INC

PO #	Description	Total Amount
24-0152	BADGER METER FLOWMETER FOR GLEN OAK PS	1,955.66

Vendor: 04320 - CHOWN INC

PO #	Description	Total Amount
24-0150	PARK RESTROOM DOORS SECURITY ENHANCEMENTS	1,452.49

Vendor: 04602 - HOTROD DREAMWORKS

PO #	Description	Total Amount
24-0145	REPAIR TO 23-100	3,324.67

Vendor: 04604 - KRUSE PLUMBING

PO #	Description	Total Amount
24-0147	FY-24 BLANKET PO FOR PLUMBING SERVICES	10,000.00

Vendor: 04605 - ULTRABLOCK INC

PO #	Description	Total Amount
24-0148	ULTRABLOCK MODULAR BLOCKS	7,470.00

Company	Product / Service	Rates	Eff. Date	Exp. Date	New/Amended/ Extended
Alexin Laboratories	General Lab Services	NTE \$50,000	5/1/24	4/30/25	Extended
Carollo Engineers	On-call for Water Treatment Plant Projects	NTE \$40,000	5/6/24	10/31/24	New
Clark Land Resources	Right of way acquisition-Bradley Pump Station	NTE \$15,000	5/14/24	4/30/25	New
Ecamsecure	Security System equipment & labor	NTE \$215,381	9/14/24	6/30/24	Extended. Approved by the Board Sept 2023
Executive Security Services	Patrol Services (routine & Park)	NTE \$85,000	5/1/23	4/30/25	Approved by the Board May 15, 2024
Grainger, Inc.	Maintenance Supplies		7/1/18	12/31/24	Extended-Cooperative contract participation
RH2 Engineering, Inc.	WTP Concrete repair & seismic Imp.	NTE 143, 329	11/9/23	3/31/25	NTE increase, approved by the Board Nov. 2023

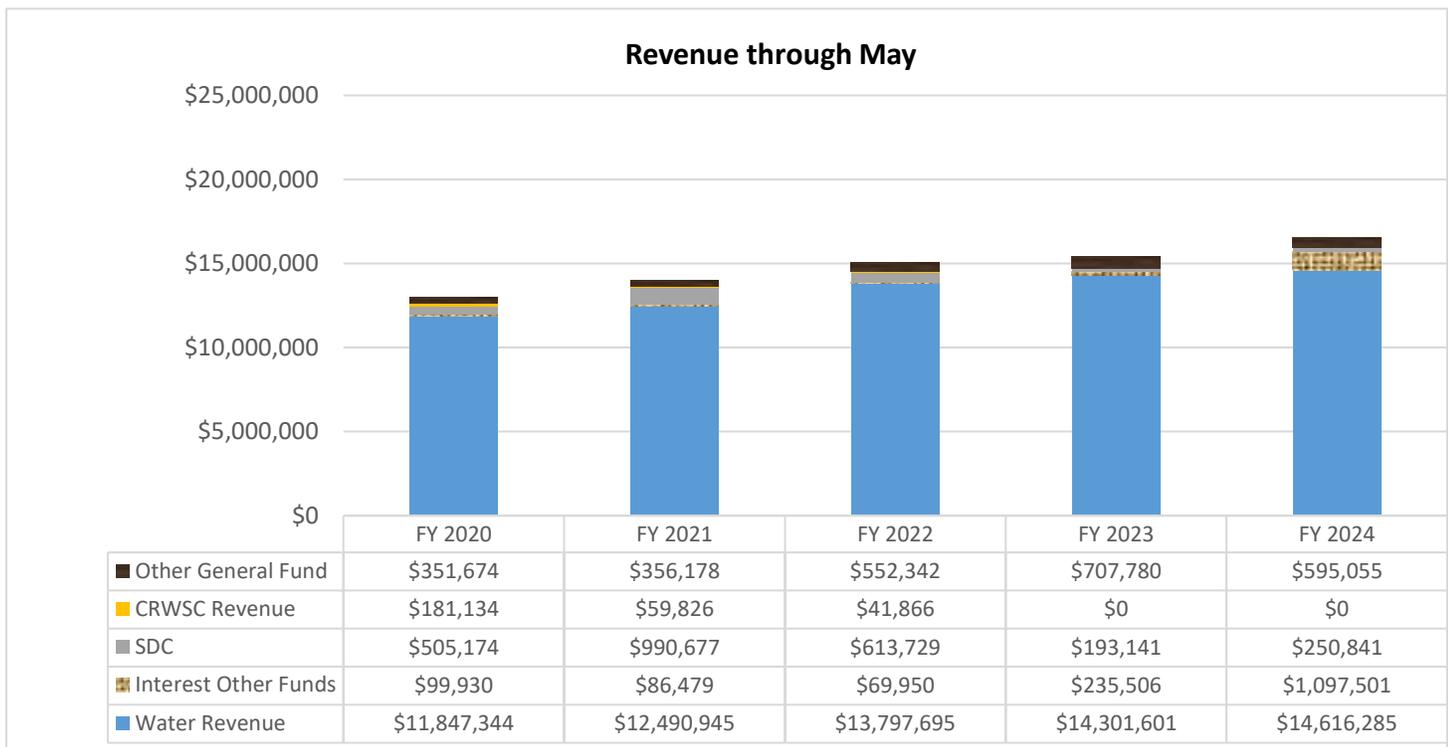
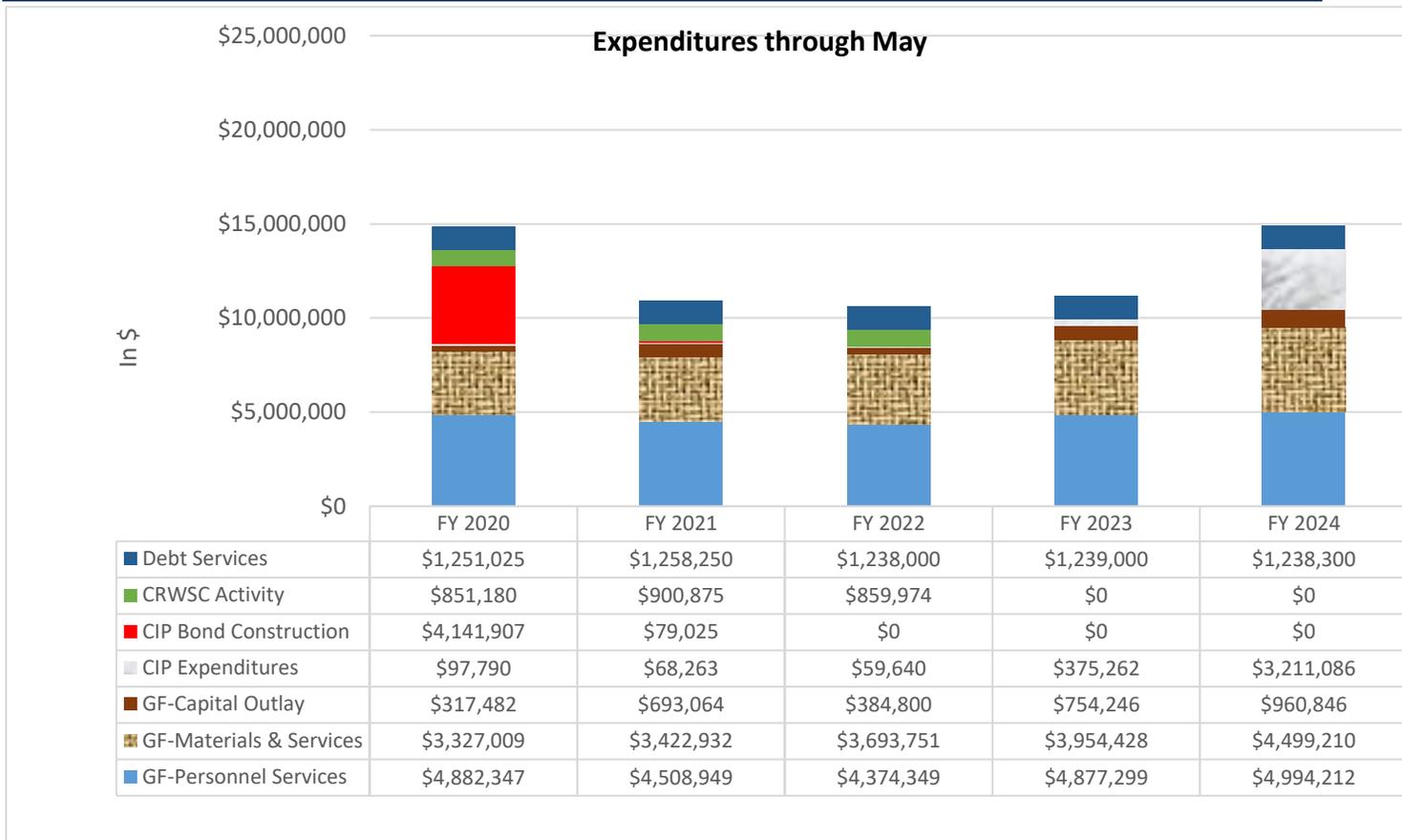
Summary of Legal

	<i>May 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 May 2024	1
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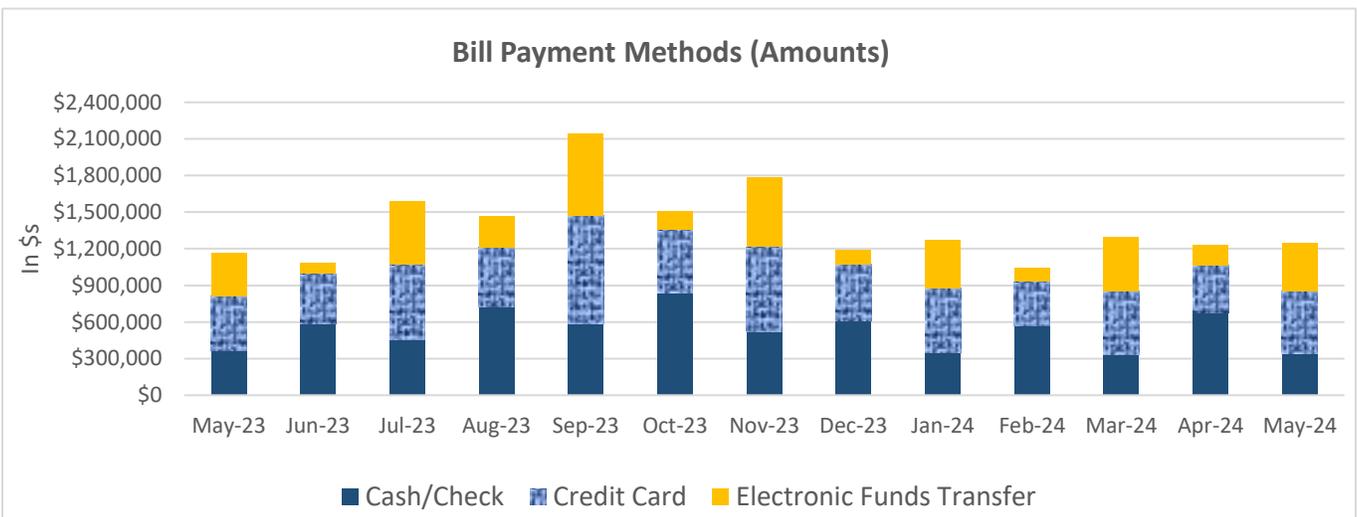
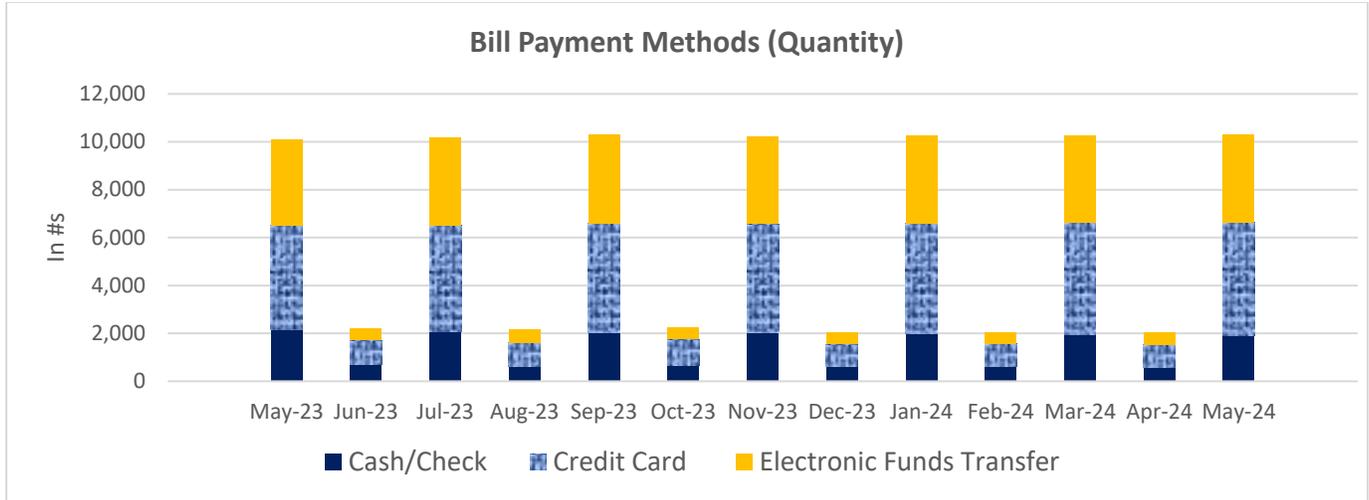
Financial Activity



1) SDC revenue picked up a few more applications in May. 2) Interest Other Fund revenue is higher primarily due to increasing interest rates and a higher account balance. 3) CIP expenditure is high due to the completion of the Valve Replacement project and increased activity on the Redland Rd project. 4) Unanticipated expenses in Contract Work in Materials and Services are the main drivers for the higher-than-normal total. 5) 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. 6) GF-Capital Outlay is higher than prior years due to purchased equipment related WTP project.

(as of the end of May 2024)

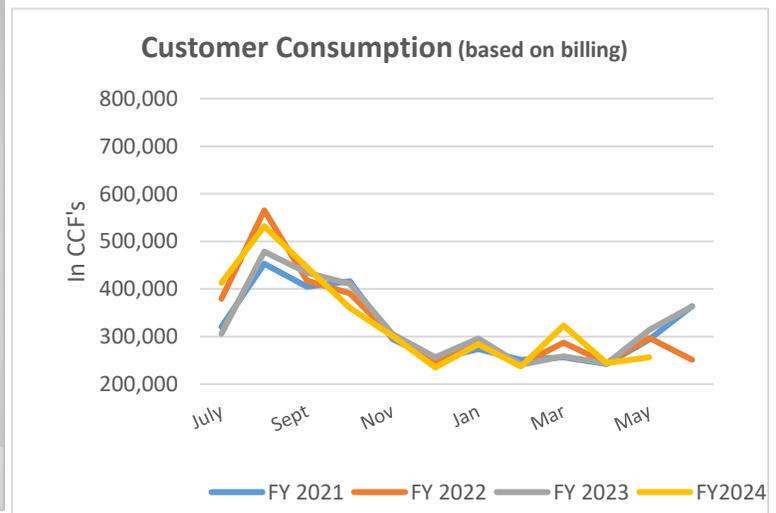
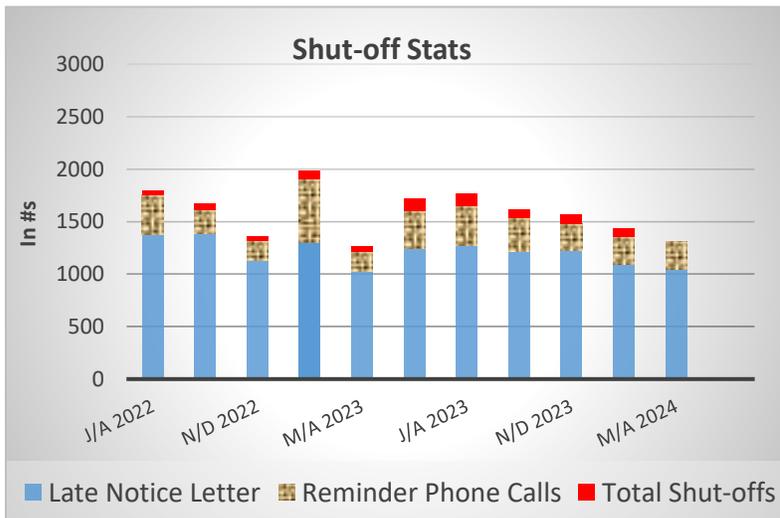
Residential Customers are billed on even months, Commercial Customers are billed on odd months.



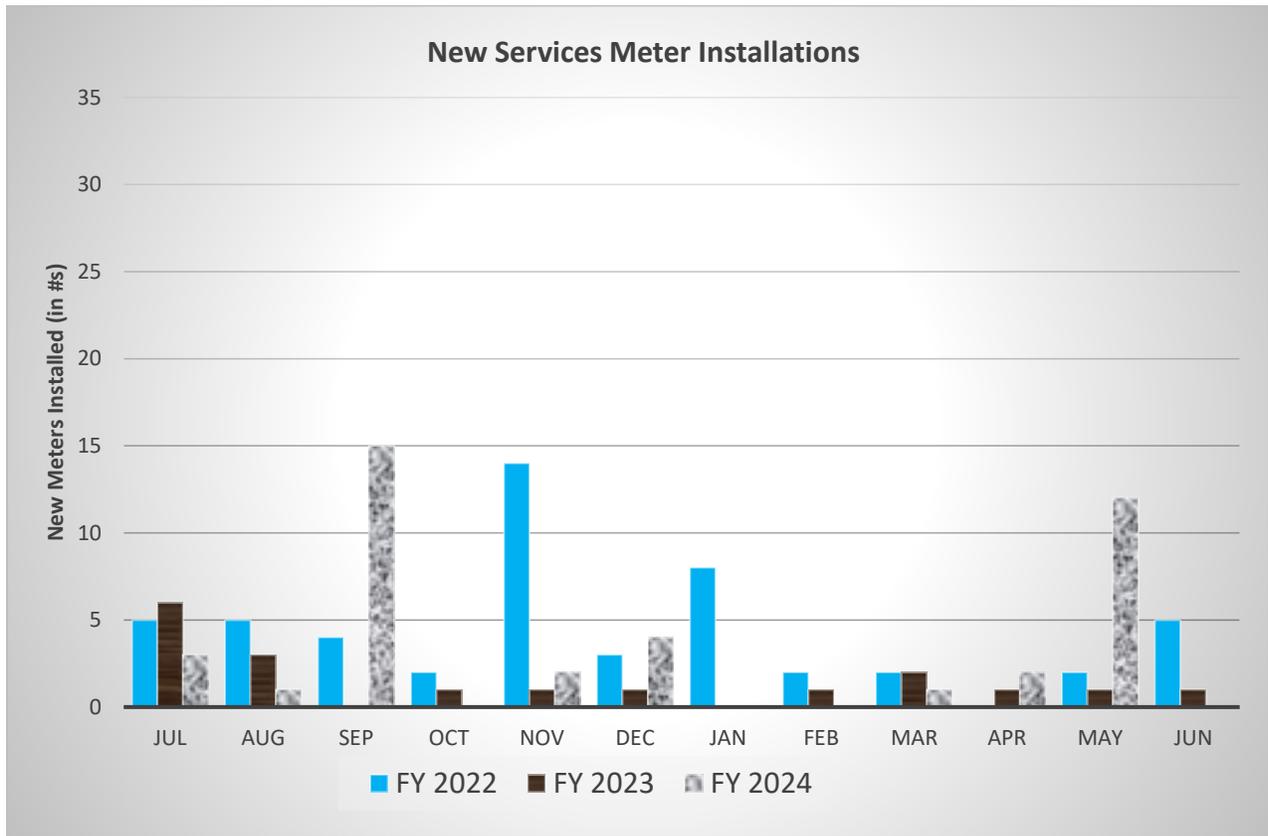
Cash/Check – Received via Lockbox, Counter

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

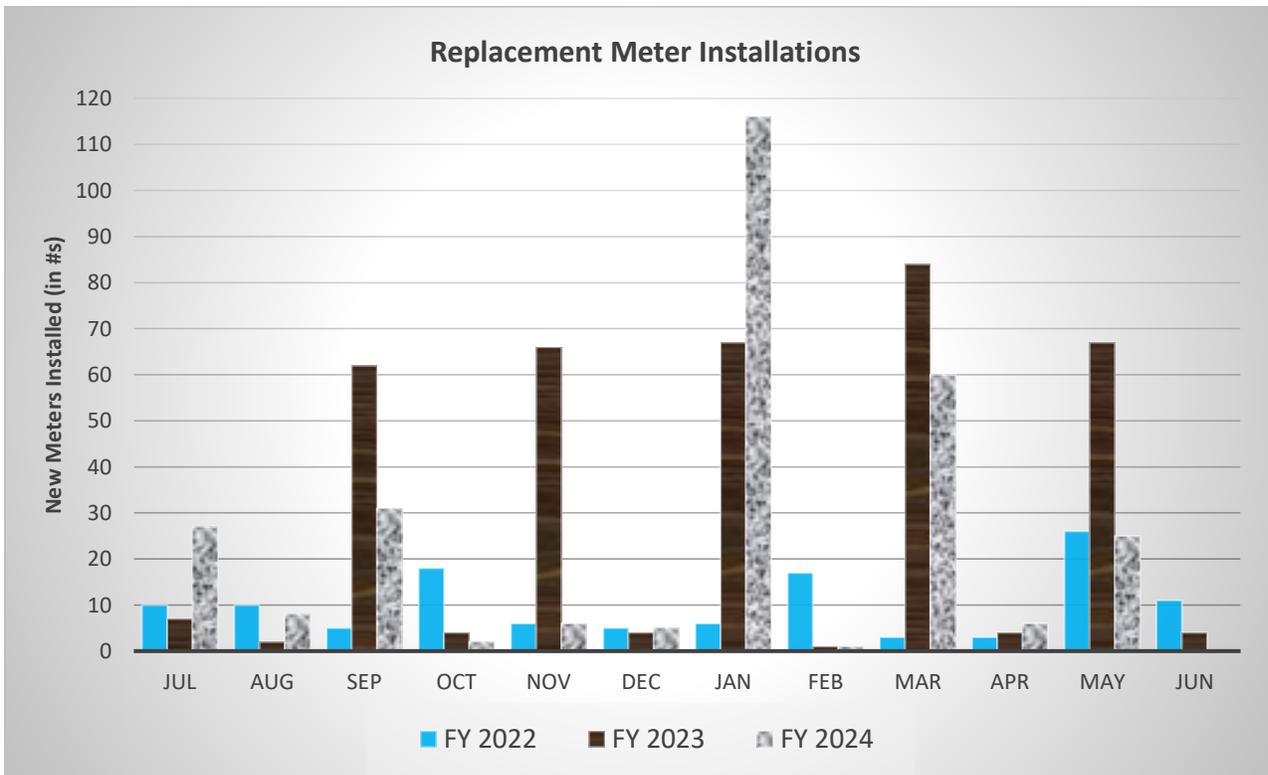
Electronic Funds Transfer – Received via Bank-to-Bank Transfer, Automatic Checking Withdrawal (RapidPay)



*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 208.

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								
July 2024								
Aug. 2024								
Sep. 2024								
Oct. 2024								
Nov. 2024								
Dec. 2024								
Total to Date	5	0	263	2000	180	41	190	49
2024 Annual Goal	N/A	N/A	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.

Project Updates

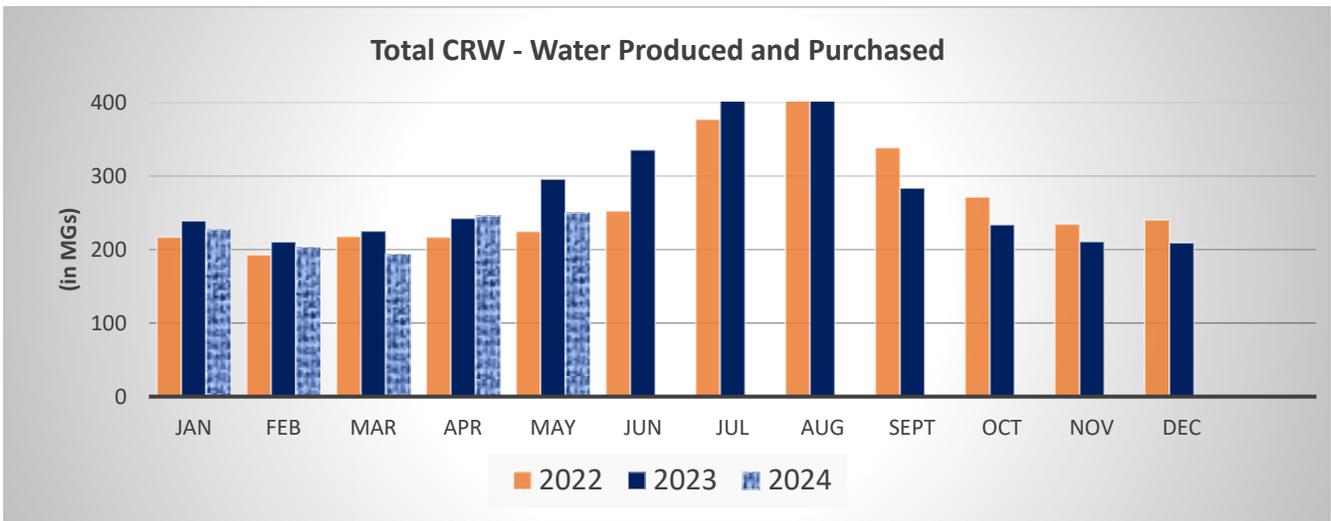
Private Development Projects

Capital Project Status Report – May 2024

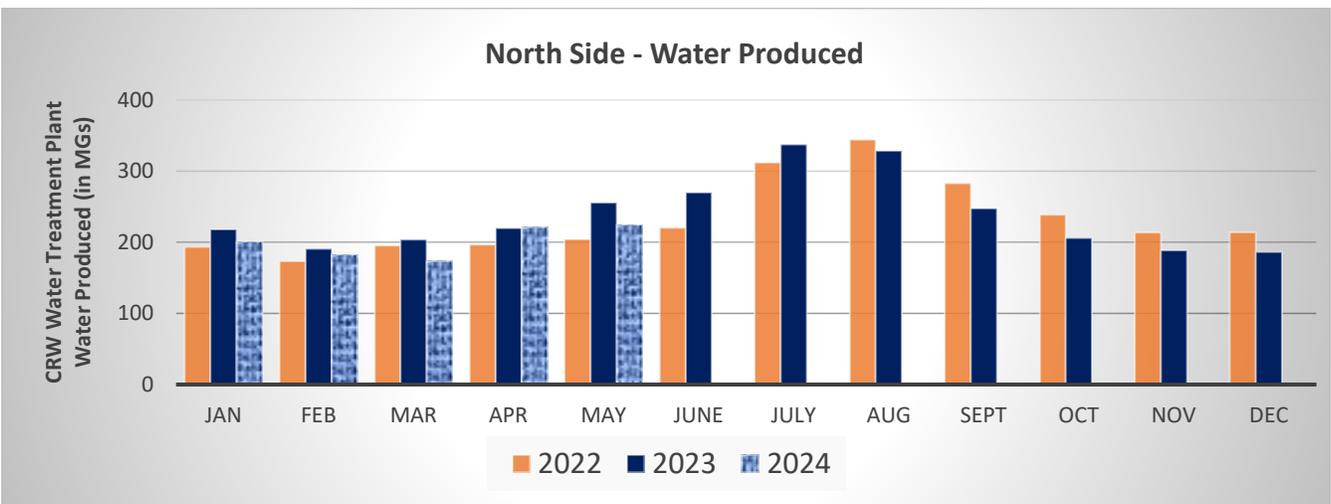
Project No.	Name	Project Budget	Spent to Date	Remaining Project Budget	Project Status
5301	Trans/CRW Impact Projects	\$250,000	\$7,774	\$242,226	
Utility coordination and adjustments at: Johnson Cr. Blvd at 79th Place Signals; ODOT 82nd Ave., Webster Rd.					
5303	82 nd Dr. Waterline Phase 2	\$1,041,000	\$73,070	\$967,930	In Design
Design consultant progressing. Evaluating alternative routes.					
5291	I-205 Crossings:	\$1,119,000	\$116,748	\$1,002,252	In Design
Design consultant progressing. Evaluating alternative routes.					
5306	Redland Rd. Waterline Phase 2	\$1,355,000	\$697,048	\$657,952	Construction
Contractor is demobilizing. Punch list items are ongoing.					
5307	Redland Rd. PRV	\$1,003,000	\$18,408	\$984,592	In Design
Design underway. Survey in progress.					
5308	Low Lift PS Improvements	\$749,000	\$0	\$749,000	No Activity
No Activity.					
5309	WTP Structural Improvements	\$1,000,000	\$133,827	\$866,173	Construction
Construction during valve replacement complete. Evaluating next steps.					
5273	Redland Rd. Waterline Phase 1	\$666,000	\$357,247	\$308,753	Construction
Waterline in service Construction punch list underway.					
5270	Linwood Road Improvements	\$210,000	\$99,384	\$110,617	Construction
Punch list items are ongoing.					
5278	Monroe Street Improvements	\$850,000	\$50,103	\$799,897	In Design
Design at 90% complete. Executed IGA with Clackamas Co. for construction tentative start summer of 2024.					
5280	Pump Station Chlorine	\$142,000	\$3,603	\$138,397	In Design
Design at 30% complete. Construction tentative during summer of 2024.					
5281	WTP Polymer Feed System	\$252,000	\$938	\$251,062	In Design
Designing space and layout of proposed feed system on first floor of WTP. Construction tentative beginning of 2025.					
5282	WTP Filter Valve Replacement	\$1,302,000	\$861,355	\$440,645	Construction
Valve installation complete. Plant is functioning normal.					
5305	Webster Improvement at Bilquist School	\$0	\$21,767	(\$21,767)	In Design
Finalizing plan for service adjustments prior to Clackamas Co. Road project. Bid opening scheduled in July.					
5292	Johnson Creek Blvd Improvements	\$0	\$2,004	(\$2,004)	In Design
Coordinating utility conflicts for Clackamas County Road improvements.					
5312	Thiessen Rd. Culvert Crossing	\$0	\$2,129	(\$2,129)	In Design
Coordinating 8" waterline relocation to accommodate Clackamas County culvert replacement.					

Private Project Tracking – May 2024

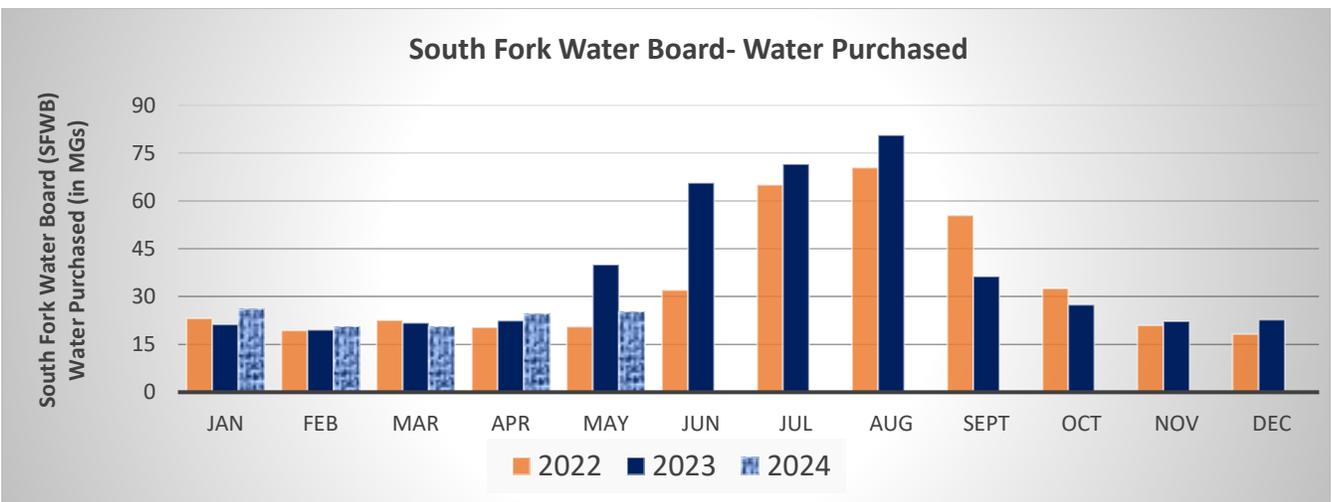
Project No.	Name	Description	Phase	Status
20-5262 Private	Bonaventure Senior Living	6" fire service and 3" meter	Const.	Site construction ongoing.
21-5285 Private	130 th Industrial Park	3-fire services 3-commercial services	Const.	Complete.
21-5289 Private	224 Logistics Center	Unified Grocer site; 4 fire & 4 Domestic Services	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 Subdivision	7-lot of subdivision	Const.	Pending Construction Start
23-5299 Private	Prologis Park Clackamas	4-Warehouses with Fire and domestic service	Const.	Pending Construction Start
23-5304 Private	WES - IT2 30" Force Main	Relocate waterline at four locations	Const.	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 April monitoring period showed no presence of coliform/*E. coli* bacteria.

In February we began sampling for the Fifth Unregulated Contaminant Monitoring Rule (UCMR5) in both our North and South systems. The second quarterly sampling event occurred during May.

Cyanotoxin Testing

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

No cyanotoxins were detected in our raw water in May.

Non-Regulatory

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

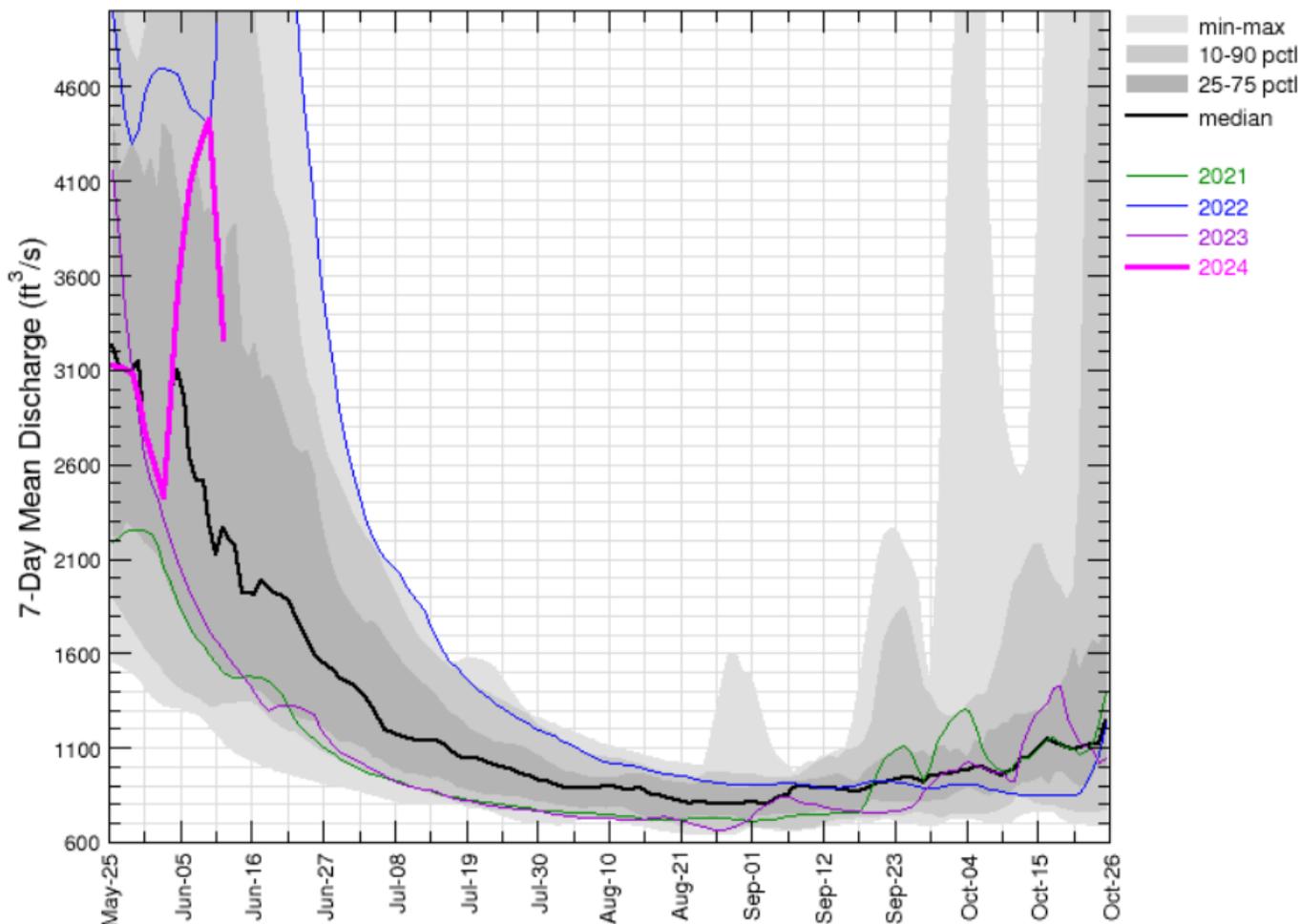
Monthly watershed sampling was conducted at 4 long-term sampling locations for total organic carbon, nutrients (nitrate/nitrite, total phosphorus, orthophosphate, etc.), coliform density, pH, dissolved oxygen, TDS, and temperature.

River Flow Conditions Reports

- As of June 11th, the **Clackamas basin snowpack has melted**. The current Clackamas River **7-day average streamflow is 180% of normal** (median).
- **May precipitation in the Clackamas basin was 136% of normal**. Precipitation since the beginning of the water year (October 1 – June 10) has been 103% of normal.
- The June through September **streamflow forecasts in the Clackamas River at Estacada is near 100% of median**.
- **The three-month outlook (Jun-Aug)** from the NOAA Climate Prediction Center calls for an elevated chance of **above normal temperatures**, and elevated chances of **below-normal precipitation** for all of Oregon.

Clackamas River near Oregon City, OR (14211010)

Data from U.S. Geological Survey, Jun-08-2001 to Jun-11-2024



Tue Jun 11 12:23:27 2024