

**CLACKAMAS RIVER WATER BOARD OF COMMISSIONERS  
REGULAR BOARD MEETING  
February 6, 2024**

**COMMISSIONERS PRESENT VIA ZOOM MEETING:**

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

**STAFF PRESENT:**

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

**CRW Employees:** IT Manager, Kham Keobounnam;  
Chief Financial Officer, Christa Wolfe; Engineering  
Manager, Joe Eskew; Water Resources Manager,  
Steve Houck; Chief Engineer, Adam Bjornstedt

**COMMISSIONERS ABSENT:0**

**VISITORS:** Bob Steringer, Chris Hawes, Julie Desimone

**Call Regular Meeting to Order**

Commissioner French called the meeting to order at 6:02pm. The pledge of allegiance was recited

**MOTION:** Commissioner Danel moved to approve the agenda as amended. Commissioner Rubitschun seconded the motion

**MOTION CARRIED 5-0**

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

**Public Comment- None**

**Consent Agenda**

CA-1: Gross Payroll and Account Paid for January 2024- *Christa Wolfe, Chief Financial Officer*  
CA-2: Cash & Investment Ending Balances Report- *Christa Wolfe, Chief Financial Officer*  
CA-3: Project Acceptance: Accept assets constructed for the "Clackamas CLT Subdivision" project,  
22-5294

**MOTION:** Commissioner Danel moved to approve the consent agenda as presented.  
Commissioner Rubitschun seconded the motion.

**MOTION CARRIED 5-0**

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

**Agenda Item 1.0 Acknowledge receipt of the Audited Financial Statements for Fiscal Year 2023**

Ms. Wolfe provided the ACFR to the Board and shared the audit has been filed to the State and to GFOA. Also provided to the Board was the auditors letter to the Board.

**MOTION:** Commissioner Danel move the Board to acknowledge receipt of the Fiscal Year 2023 Annual Comprehensive Financial Report ending June 30, 2023. Commissioner Rubitschun seconded the motion.

**MOTION CARRIED 5-0**

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

**Agenda Item 2.0 Consider Approval of Increase to the Not to Exceed amount of the contract with Omega**

Mr. Heidgerken & Ms. Wolfe shared that Omega is the company CRW uses to process credit card payments. There is a percentage fee associated with accepting credit cards for payment and Omega collects those fees from CRW. The amount each year of the fees is an estimate and after review of the current fee charges will exceed the amount estimated on the July recurring payments approved by the Board. Staff is asking the Board to approve an increase to the not to exceed amount

**MOTION:** Commissioner Danel move the Board approve an increase in the Not to Exceed amount of the contract with Omega for credit card processing services to \$320,000. Commissioner Rubitschun seconded the motion.

**MOTION CARRIED 5-0**

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

**Agenda Item 3.0 Consider Construction Contract Award for Water Treatment Plant (WTP) Valve Replacement, Project 21-5282**

Mr. Eskew presented to the Board that this project will involve the replacement of valves at the WTP where the plant will be shut down. There is a narrow window of time for the project to get completed. Staff has chosen Emery & Sons who is on contract for on-call construction to conduct the work based on expertise.

Commissioner Angier asked if this is a budgeted project (yes), how long is the shutdown of the plant (6 weeks). Commissioner Garrison shared that the NCCWC plant manager shared their support at the recent NCCWC Board meeting.

**MOTION:** Commissioner Danel move to the Board award a construction contract for the Water Treatment Plant Valve Replacement to Emery and Sons Construction Group for the Not to Exceed amount of \$440,000 and authorize the General Manager to sign the completed contract. Commissioner Rubitschun seconded the motion.

**MOTION CARRIED 5-0**

**Ayes:** Angier, Danel, French, Garrison, Rubitschun

**Nays:**

**Abstentions:** None

**Agenda Item 4.0 Quarterly Report- 2<sup>nd</sup> Quarter FY 2024 (See attached presentation)**

**Agenda Item 5.0 Management Report**

- The Board received the following items; monthly stats report and will also be posted on the website; The Regional Water Providers Consortium annual report, The CRWP Quarterly report
- CRW received the GFOA Distinguished Budget Award
- Service Line inventory investigations have been completed for the identified sample group of customers
- The Board will have a Work Session on February 26 beginning at 5pm with an Executive Session following the public meeting.

**No public comment- None**

**Agenda Item 7.0 Commissioner Reports and Reimbursements**

- Commissioner Angier attended the Metro Breakfast
- Commissioner Garrison attended the NCCWC meeting
- Commissioner French & Danel attended the City Business Alliance lunch
- Commissioner French attended C-4; Sunrise Water Authority Board Meeting; Oak Lodge Board meeting.

Commissioner French- Recognized Mary Powelson for her 50 years of service to CRW as a Water Treatment Processor and thanked her for her service.

The CRW Board of Commissioners is convening an Executive Session to:

1. To 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)

**Open meeting is adjourned 7:12pm**



*Clackamas River Water*

# Clackamas River Water

## 2nd Quarter Update – Fiscal Year 2024

Board Meeting – February 6, 2024  
Christa Bosserman Wolfe, CPA, CFO



# Biennium (BN) 2023-2025



# General Fund Budget to Actual Status

+  
•  
0



Revenues tracking slightly higher than anticipated (31.1% vs 25%) to date. Drivers:

Water Service varies seasonally  
Interest Earnings (LGIP rate 5.0%)



Expenses tracking slightly lower than anticipated 19.3% vs 25%)



Personnel savings due to vacant positions in Water Resources, FACS, and Administration (18.8% vs 25%).



Material & services are tracking closely to the budget at 22.1%




Capital outlay spending does not have an even burn rate due to various equipment replacement schedules and lead times.

# Capital Improvement Projects Fund Budget to Actual Status

- 10.2% spent through 2<sup>nd</sup> quarter.
- Will see spending ramp up the next quarter for projects like Redland Rd Phase 2, I-205 Crossings, and 82<sup>nd</sup> Drive.
- Progress reports are provided to the Board as part of the Monthly Report.





# System Development Charge Reserve Fund Budget to Actuals

---

- 29.7% SDC revenue from new construction received to date
- Interest earnings trending higher than budgeted due to current rates.





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

Questions?



**Clackamas River Water**

# **Monthly Update**

***February 2024***



- Monthly Update ..... 3
  - Purchase Order Report.....3
  - Contracts Log..... 4
  - Summary of Legal..... 4
  - Public Records Request Received ..... 4
  - Financial Reports..... 5
  - Statistics ..... 6
  - Activity Reports ..... 7
- System Operations ..... 8
  - Operation Statistics..... 8
  - Project Updates..... 9-10
- Water Resources & Water Quality ..... 11
  - Water Distribution Charts ..... 11
  - Sampling Reports ..... 12
    - Regulatory ..... 12
    - Non-Regulatory ..... 12
  - Winter Conditions Report ..... 13

Purchase Order Report- January 2024

Purchase Order Report January 2024

Vendor: 00125 - ENCORE GRAPHIC

PO #	Description	Total Amount
24-0097	AP CHECK STOCK	465.00

Vendor: 00215 - RELIABLE FENCE & CONSTRUCTION

PO #	Description	Total Amount
24-0038	Blanket PO - FENCE REPAIRS	25,000.00

Vendor: 00353 - METRO OVERHEAD DOOR INC

PO #	Description	Total Amount
24-0033	Blanket PO - GARAGE DOOR AND AUTO GATE REPAIRS	25,000.00

Vendor: 00573 - ABC ROOFING INC.

PO #	Description	Total Amount
24-0096	Blankete PO - ABC Roofing Admin Roof	25,000.00

Vendor: 01844 - FERGUSON ENTERPRISES INC

PO #	Description	Total Amount
23-0070	FILTER VALVES AND ACTUATORS FOR WTP REPLACEMENT PROJECT	744,813.69

PO #	Description	Total Amount
24-0100	WACKWASH ISOLATION VALVES	4,996.76

Vendor: 02981 - CLEAN HARBORS ENV SERVICES

PO #	Description	Total Amount
24-0098	Cleanup of Spilled Sodium Hypochlorite	3,938.42

**Contract Log**

*(Executed since last board meeting January 11, 2024)*

Company	Product / Service	Rates	Eff. Date	Exp. Date	New/Amended/ Extended
BnK Inc.	System Operations Shop Remodel	\$239,8995	1/23/24	5/31/24	New approved by the Board the November '23 Brd. Meeting
Conсор North America, Inc	I-205 Crossing	NTE \$184,544	1/11/24	11/30/24	New- approved by the Board at the January Board meeting
Conсор North America, Inc	82 <sup>nd</sup> Dr. WL project	NTE \$135,106	1/11/24	6/30/24	New- approved by the Board at the January Board meeting
Kennedy/Jenks Consultants	Emergency Power Study	NTE \$109,203	1/11/24	6/30/24	New- approved by the Board at the January Board Meeting
Nylund Inc.	Redland Rd. Ph. 2 WL Project	NTE \$636,794.52	1/23/24	6/30/24	New- approved by the Board at the January Board Meeting
Team Electric	On-call Electrical support	NTE \$65,000	1/1/24	12/31/24	New

**Summary of Legal**

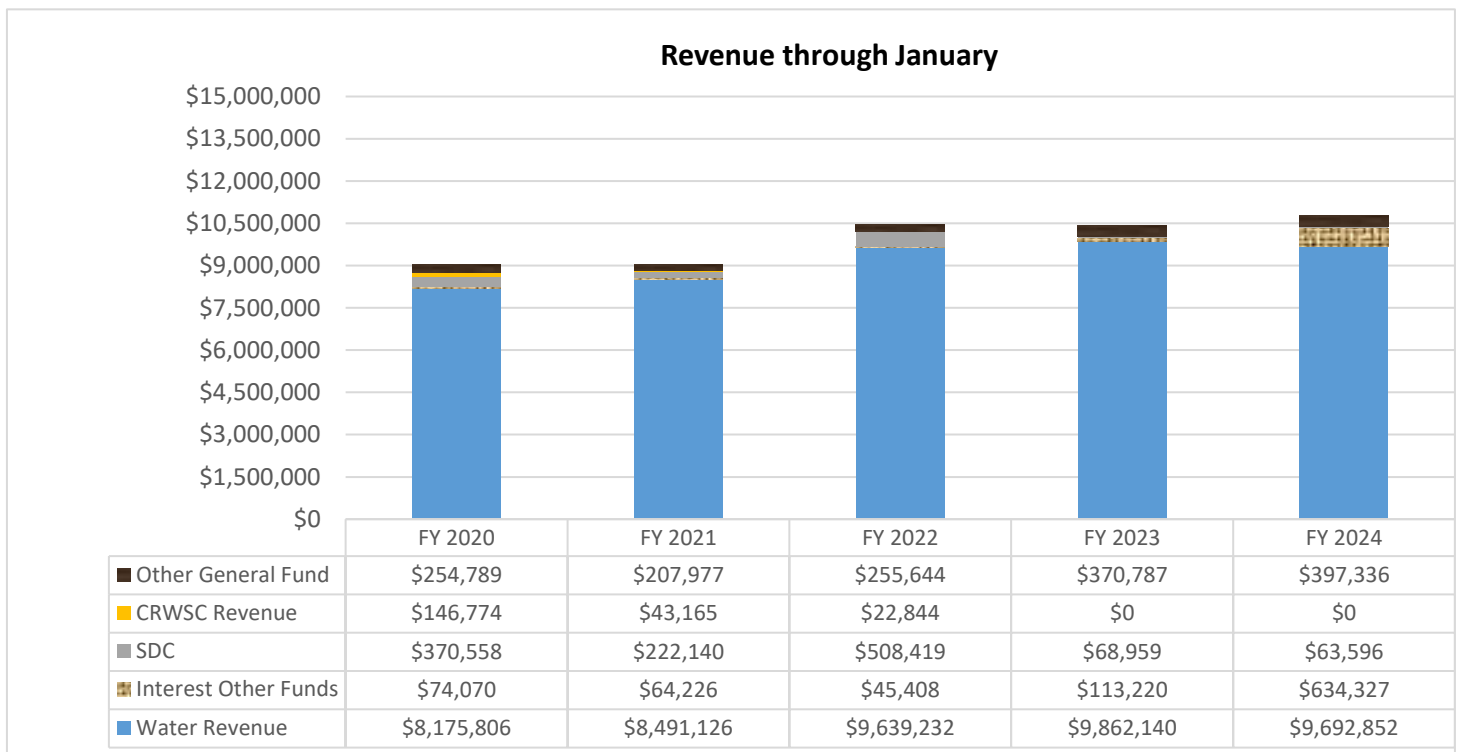
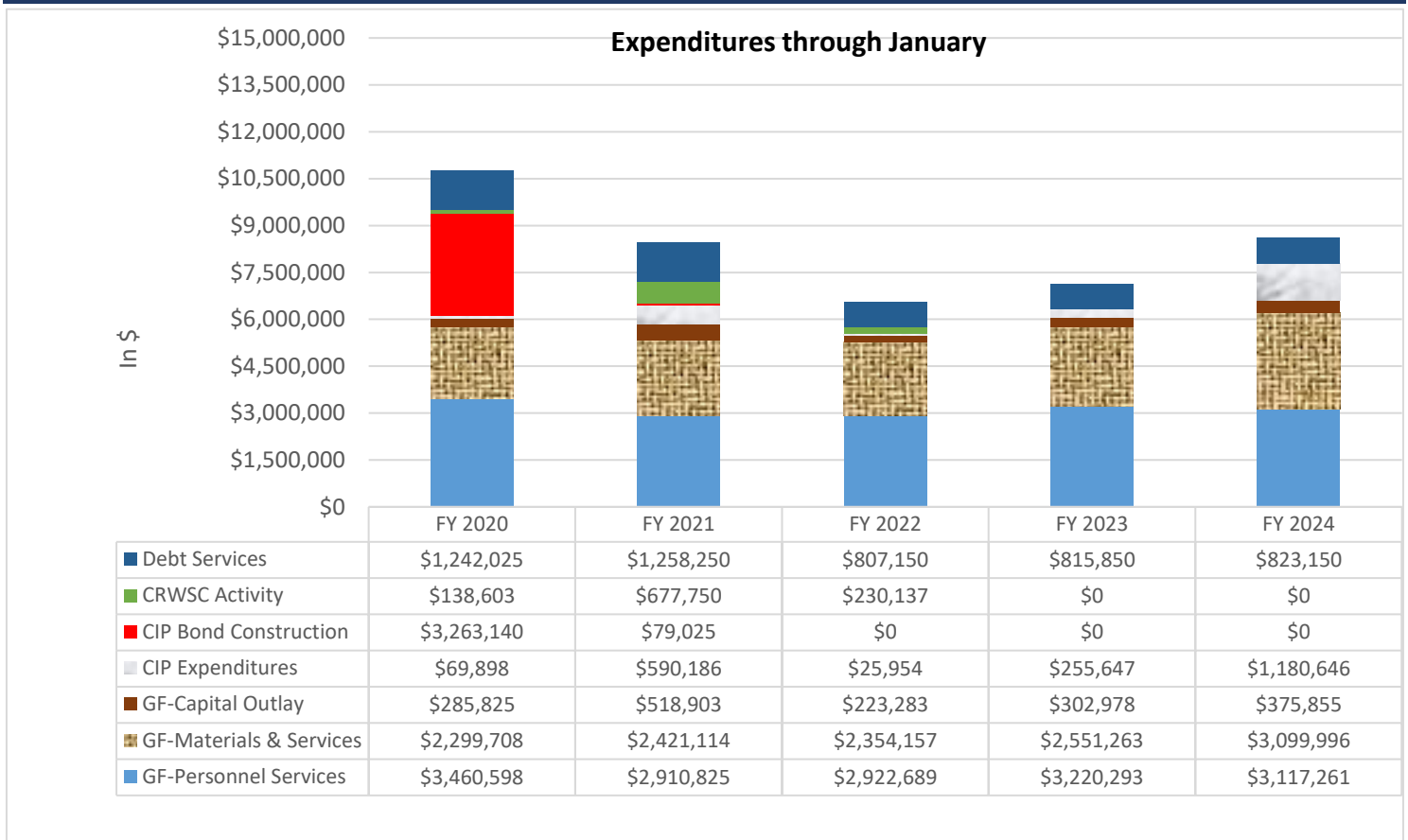
*January 2024*

Harrang Long Gary Rudnick monthly retainer	\$ 4,600.00
Harrang Long Gary Rudnick work outside of retainer/Client Cost	\$ 2,800.00
Sub-contracted legal services	\$ _____
<b>Total Legal</b>	<b>\$ 7,400.00</b>

**Public Records Request Received**

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

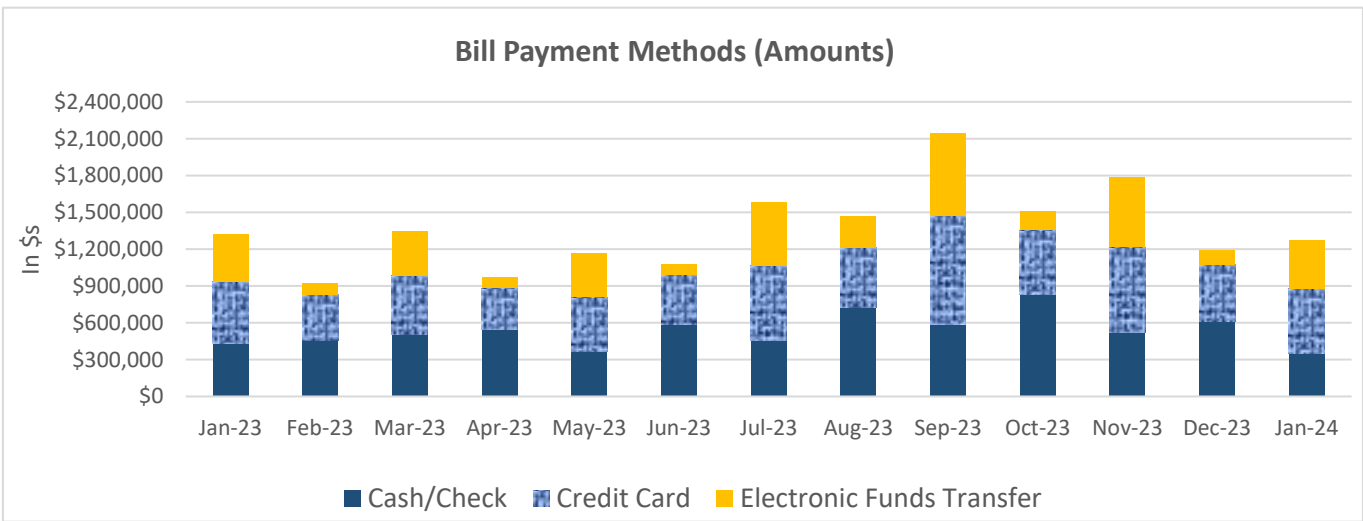
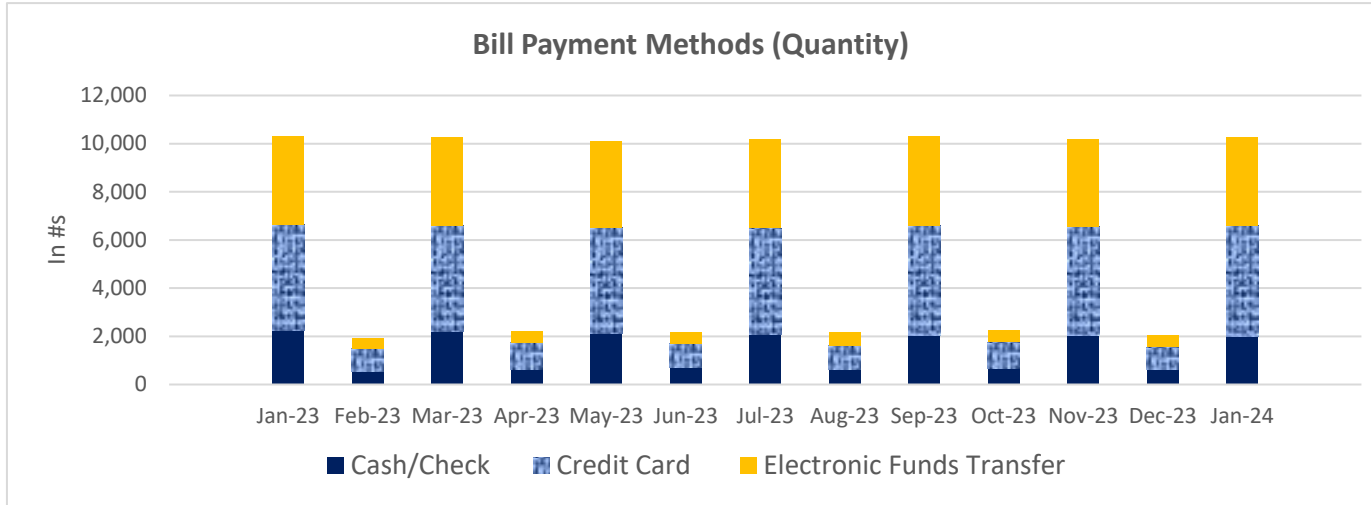
## Financial Activity



1) Water revenue has seen the highest consumption compared to previous years plus new rates became effective in September 2023. 2) CIP activity is significantly higher this year compared to last year mainly due to the completion of the Maple Lane Rd project. 3) 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. 4) Expenditures in Materials & Services is unusually high mainly due to increased activity in contract work.

(as of the end of January 2024)

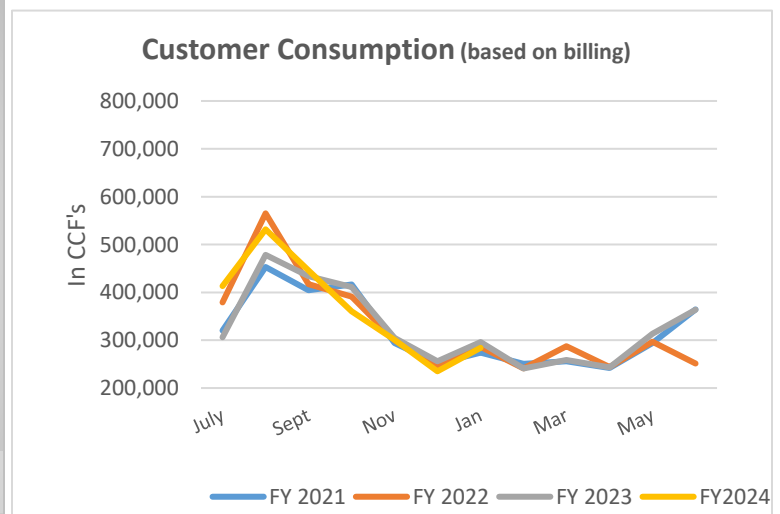
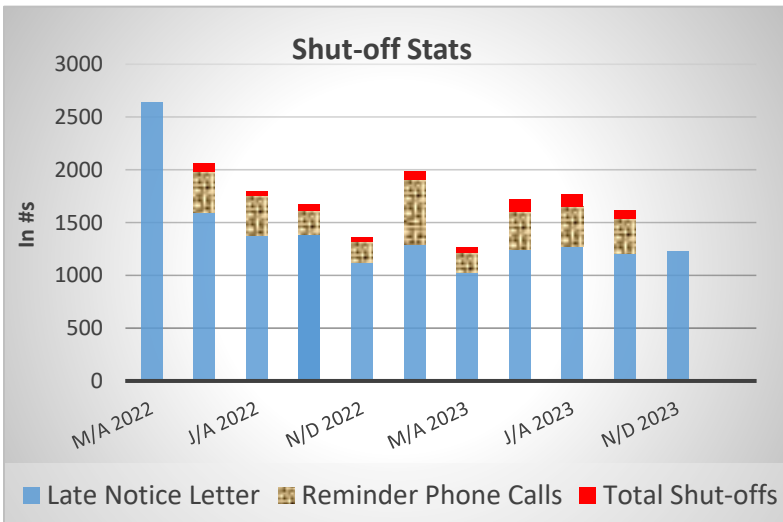
Residential Customers are billed on even months, Commercial Customers are billed on odd months.



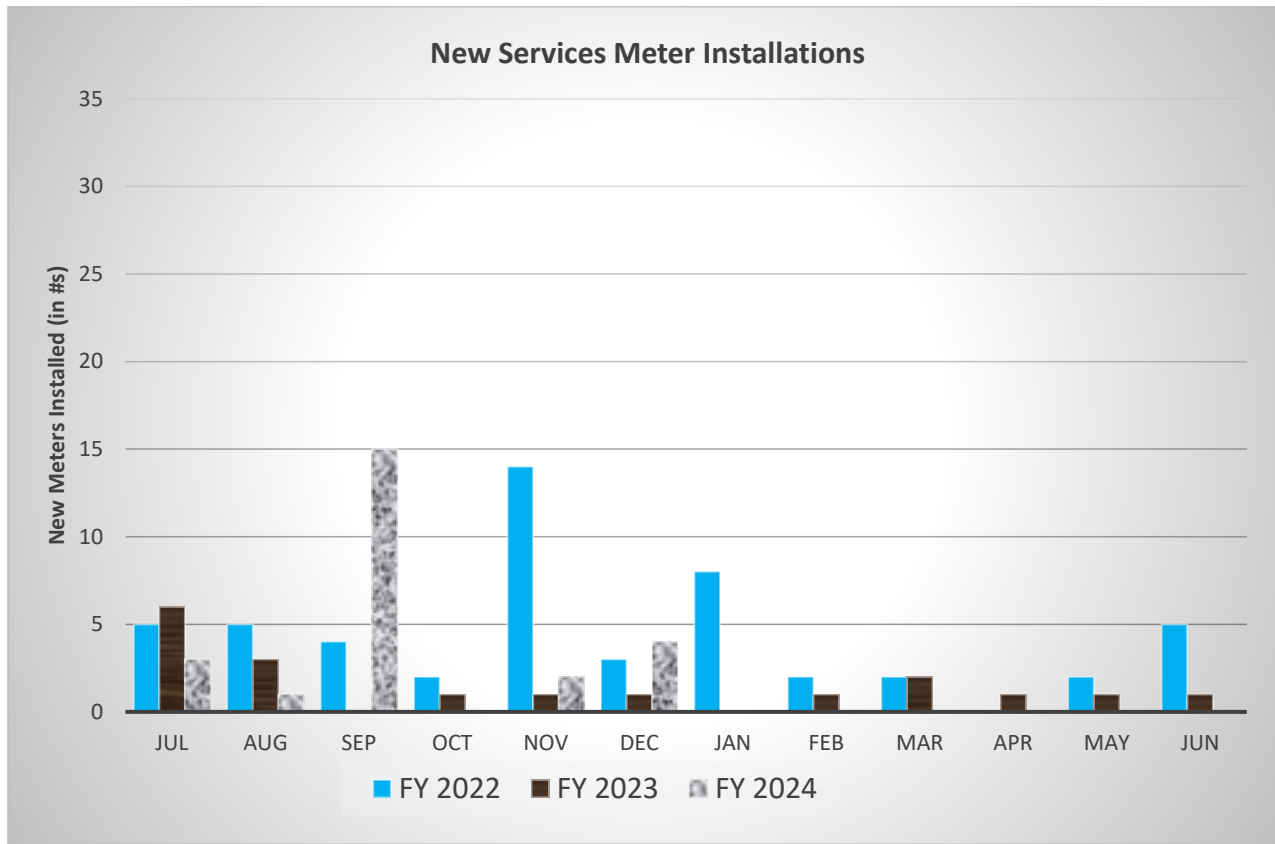
Cash/Check – Received via Lockbox, Counter

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

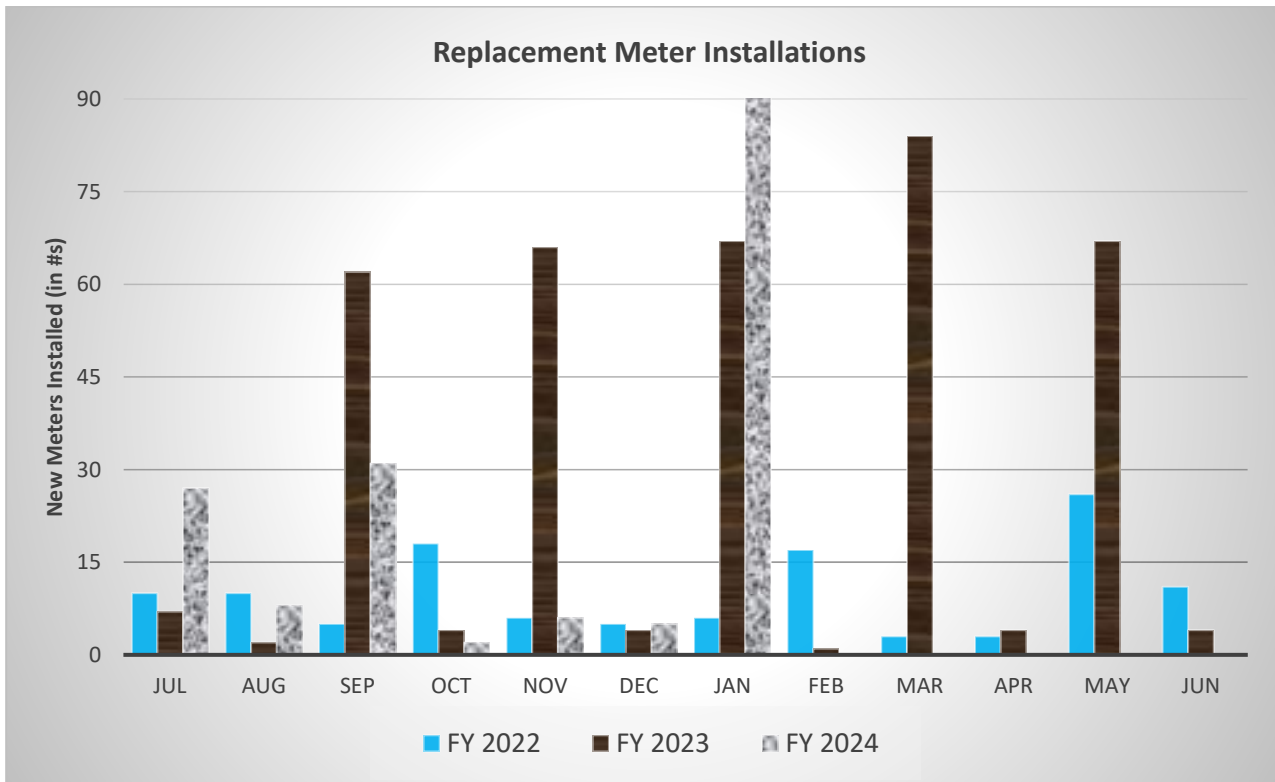
Electronic Funds Transfer – Received via Bank-to-Bank Transfer, Automatic Checking Withdrawal (RapidPay)



\*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



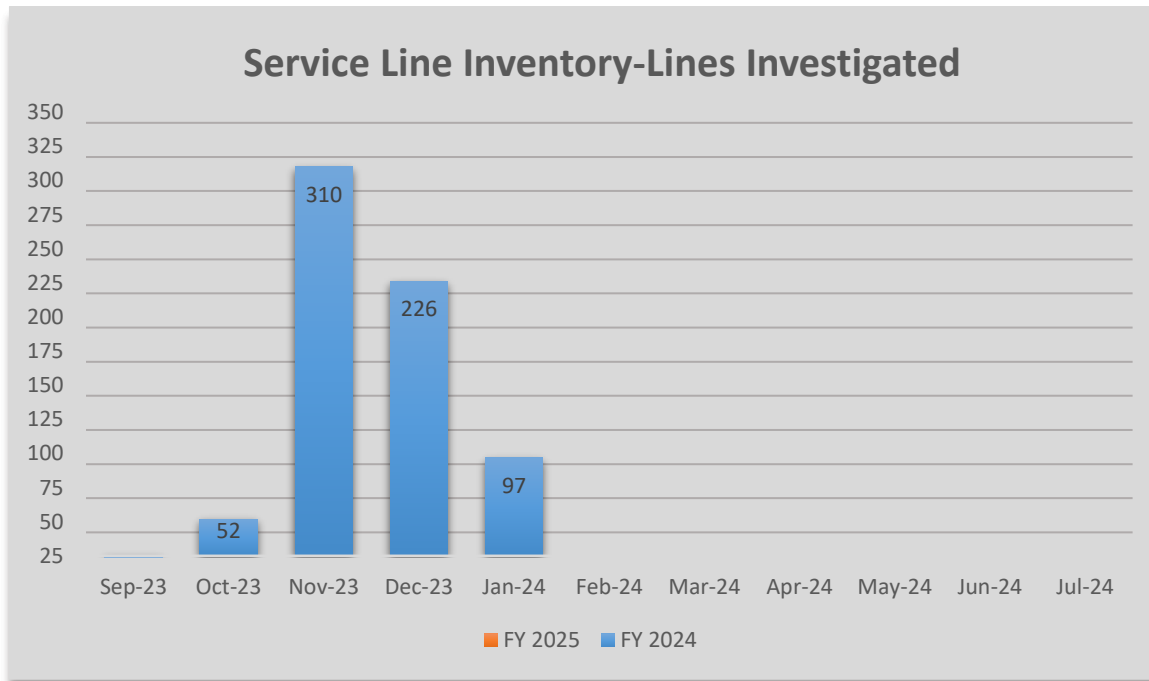
**Annual 2024 Goal for Meter Replacement is 350- Year to date is 116.**



## 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								
Mar. 2024								
April 2024								
May 2024								
June 2024								
July 2024								
Aug. 2024								
Sep. 2024								
Oct. 2024								
Nov. 2024								
Dec. 2024								
<b>Total to Date</b>	<b>3</b>	<b>0</b>	<b>38</b>	<b>311</b>	<b>4</b>	<b>28</b>	<b>60</b>	<b>5</b>
<b>2024 Annual Goal</b>	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.



No investigations for Sept. 2023

**Project Goal: Investigate 683 randomly selected service lines by July 2024. All selected lines have been investigated.**

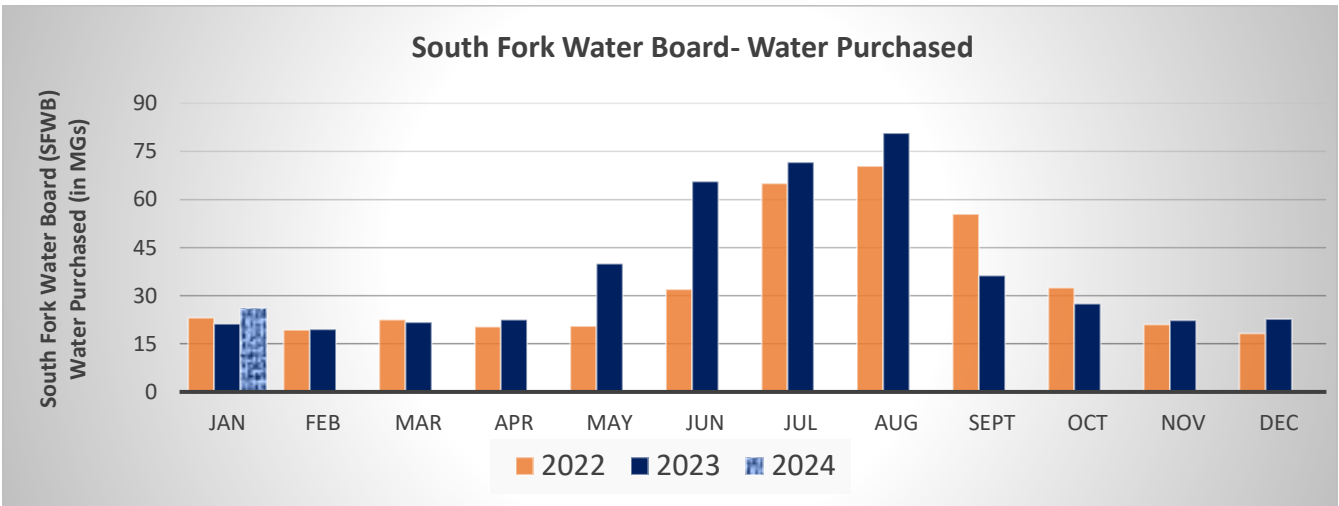
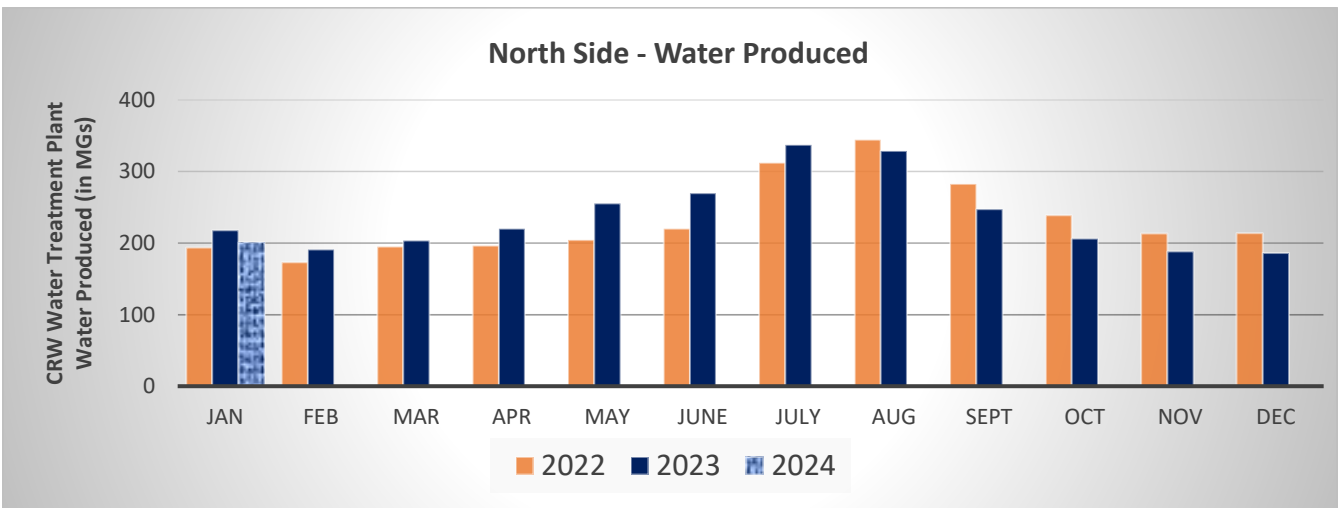
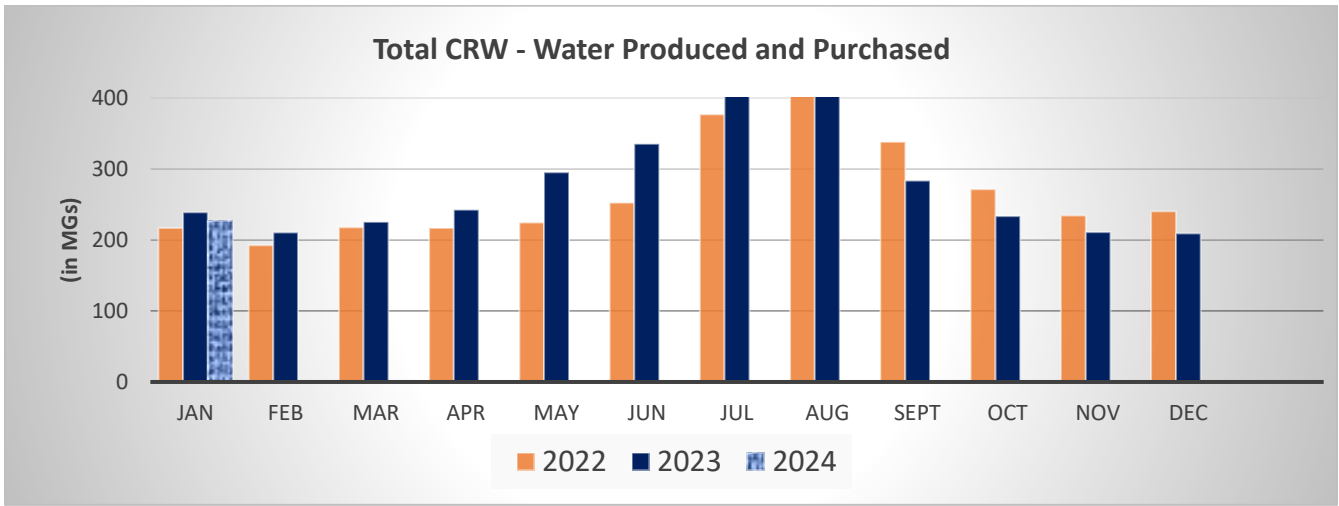
Private Development Projects

Private Project Tracking – January 2024

Project No.	Name	Description	Phase	Status
<b>20-5262 Private</b>	Bonaventure Senior Living	6" fire service and 3" meter	Const.	Site construction ongoing.
<b>21-5285 Private</b>	130 <sup>th</sup> Industrial Park	3-fire services 3-commercial services	Const.	Punch list Underway.
<b>21-5289 Private</b>	224 Logistics Center	Unified Grocer site; 4 fire & 4 Domestic Services	Const.	Construction underway
<b>22-5294 Private</b>	Clackamas CLT	8" main extension for 10 lot subdivision	Const.	Complete.
<b>22-5295 Private</b>	Jannsen Multi-Family	New fire and domestic service for 8-plex development.	Const.	Pending Construction start.
<b>22-5298 Private</b>	Serres Farms Subdivision	7-lots of subdivision	Design	Design Review Underway.
<b>23-5299 Private</b>	Prologis Park Clackamas	4-Warehouses with Fire and domestic service	Design	Design Review Underway.

## Capital Project Status Report – January 2024

Project No.	Name	Project Budget	Spent to Date	Remaining Project Budget	Project Status
5301	Trans/CRW Impact Projects	\$250,000	\$4,110	\$245,890	
Utility coordination and adjustments at: Johnson Cr. Blvd at 79th Place Signals; ODOT 82nd Ave., Webster Rd.					
5303	82 <sup>nd</sup> Dr. Waterline Phase 2	\$1,041,000	\$28,005	\$1,012,995	In Design
Design consultant beginning work.					
5291	I-205 Crossings:	\$1,119,000	\$18,606	\$1,100,394	In Design
Design consultant beginning work. Scheduling Geotech exploration.					
5306	Redland Rd. Waterline Phase 2	\$1,355,000	\$25,157	\$1,329,843	Construction
Contractor under contract and preparing to begin construction.					
5307	Redland Rd. PRV	\$1,003,000	\$5,790	\$997,210	In Design
Design underway.					
5308	Low Lift PS Improvements	\$749,000	\$0	\$749,000	No Activity
No Activity.					
5309	WTP Structural Improvements	\$1,000,000	\$16,533	\$983,467	No Activity
Preparing consultant selection.					
5273	Redland Rd. Waterline Phase 1	\$666,000	\$36,446	\$629,554	Construction
Waterline in service Construction punch list underway.					
5270	Linwood Road Improvements	\$210,000	\$96,931	\$113,069	Construction
Construction is ongoing. CRW is coordinating service replacement work with the County and Contractor.					
5278	Monroe Street Improvements	\$850,000	\$27,179	\$822,821	In Design
Design at 30% complete. Coordinating with County Road design.					
5280	Pump Station Chlorine	\$142,000	\$1,000	\$141,000	Design in progress
Design at 30% complete. Coordinating with road designer. Preparing IGA with County for construction delivery.					
5281	WTP Polymer Feed System	\$252,000	\$220	\$251,780	Design phase
Designing space and layout of proposed feed system on first floor of WTP.					
5282	WTP Filter Valve Replacement	\$1,302,000	\$210,976	\$1,091,024	Valve procurement
Preparing installation contract in preparation for plant closure for installation.					
5305	Webster Improvement of Bilquist	\$0	\$7,353	(\$7,353)	In Design
Preparing plan for service adjustments prior to Clackamas Co. Road project.					
5279	Maple Lane Waterline	\$846,000	\$1,190,559	(\$344,559)	Completed



Information provided in shown in Calendar Years and not Fiscal Years

### **Regulatory**

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

Quarterly Disinfection By-Product sampling was conducted at 4 locations in the North Service Area and 4 locations in the South Service Area distribution systems.

Annual Point of Entry Sampling was conducted in the North and South Service Areas for inorganic compounds, including metals, synthetic inorganic chemicals (SIOCs, 29 regulated for drinking water, 5 unregulated), volatile organic compounds, (VOCs, 21 regulated, 36 unregulated) and synthetic organic chemicals (SOCs, 29 regulated, 14 unregulated).

### **Non-Regulatory**

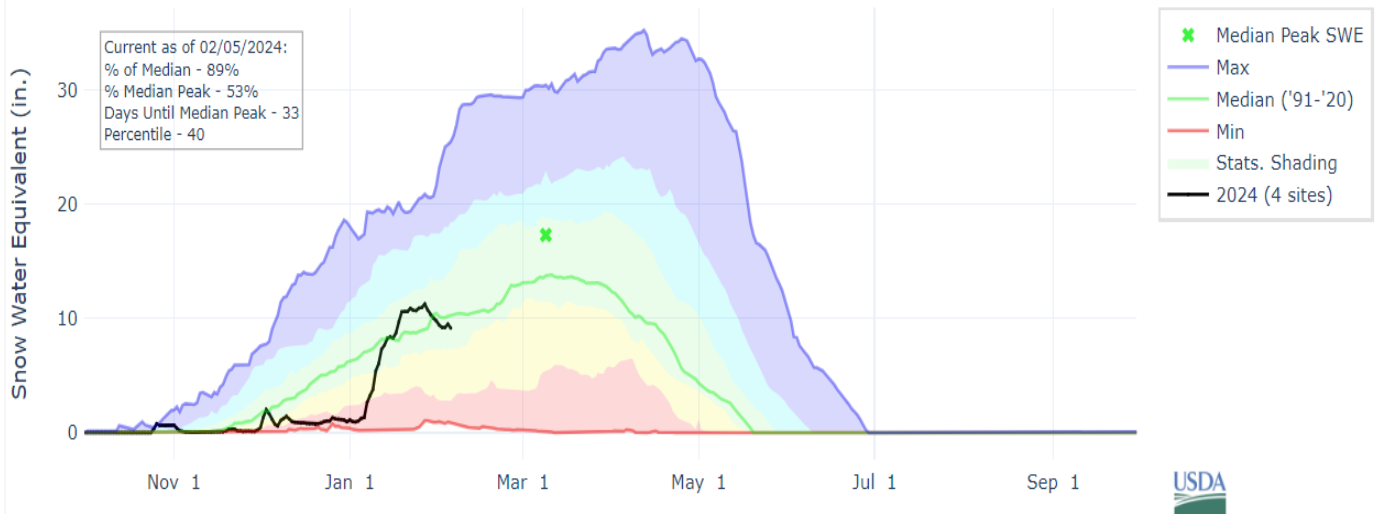
General water quality parameters (pH, temperature, chlorine, TDS, hardness, alkalinity) were collected throughout the distribution system at 19 locations in the North and South systems.

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.

## Winter Conditions Reports

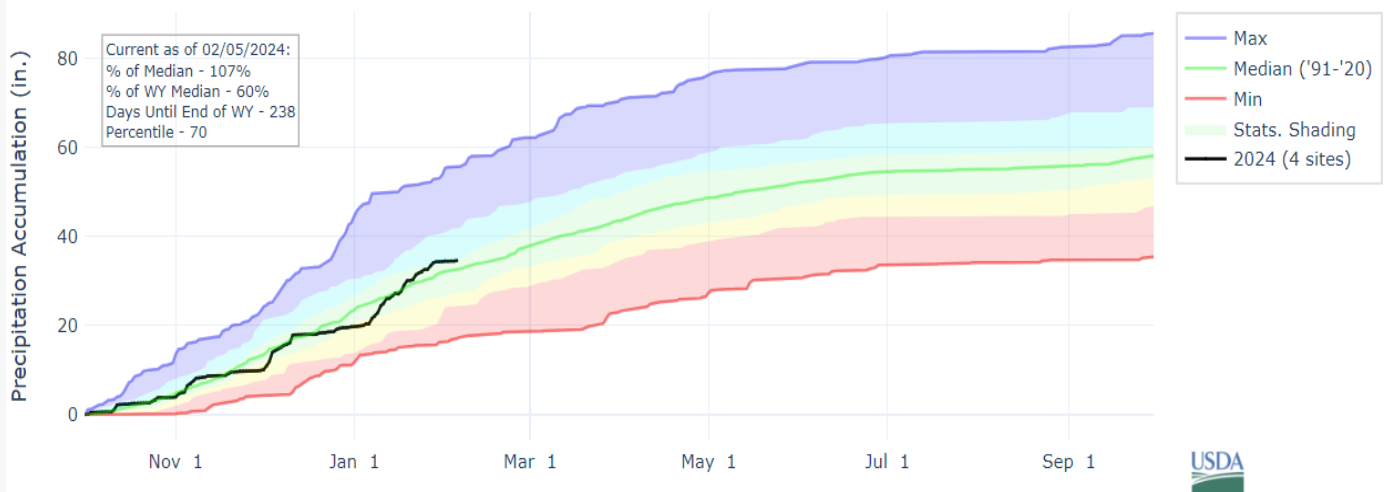
- As of February 2, 2024, the **Willamette basin snowpack was 91% of median.**
- December **precipitation in the Clackamas basin was 157% of normal.** Precipitation since the beginning of the water year (October 1 – February 1) has been 108% of normal.
- **The three-month outlook** from the NOAA Climate Prediction Center shows high likelihood of **above normal temperatures** for Oregon, and a **slightly elevated chance of below normal precipitation.**

### SNOW WATER EQUIVALENT IN CLACKAMAS



Statistical shading breaks at 10th, 30th, 50th, 70th, and 90th Percentiles

### PRECIPITATION ACCUMULATION IN CLACKAMAS



Statistical shading breaks at 10th, 30th, 50th, 70th, and 90th Percentiles