

**CLACKAMAS RIVER WATER BOARD OF COMMISSIONERS  
REGULAR BOARD MEETING  
January 11, 2024**

**COMMISSIONERS PRESENT VIA ZOOM MEETING:**

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

**STAFF PRESENT:**

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

**CRW Employees:** IT Manager, Kham Keobounnam;  
Christa Wolfe Chief Financial Officer; Joe Eskew,  
Engineering Manager

**COMMISSIONERS ABSENT:0**

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

**Call Regular Meeting to Order**

Commissioner French called the meeting to order at 6:00pm. 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**

**Presentation-** Julie Desimone with Moss Adams provided the Audit presentation. (see attachment)  
Commissioner Rubitschun asked about how any of the recommendations/suggestions from Moss Adam to management were conveyed?  
Also asked how sample sizes are determined when looking at the different areas of the audit.

**Consent Agenda**

CA-1: Gross Payroll and Account Paid for December 2023- *Christa Wolfe, Chief Financial Officer*  
CA-2: Cash & Investment Ending Balances Report- *Christa Wolfe, Chief Financial Officer*

**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**

**Tabled until February**

**Agenda Item 2.0 Contract Award: Construction Contract for Redland Waterline Phase 2 Project 23-5306**

Mr. Eskew presented that this agenda item is for a contract award for the Redland Waterline Phase 2 project. This project will upsize the pipe from 8" to 12". The contractor who is the apparent low bidder received good recommendations, CRW has not worked with this contractor before. Also reviewed that CRW staff provide inspection on the projects.

Commissioner Rubitschun asked about warranty's provided by the contractor once project is complete, this is a one-year warranty under CRW's contract. Commissioner Garrison asked about the highlighted areas on the bid tally sheet, these are errors found by staff from the submitted bids.

**MOTION:** Commissioner Danel move to award the Redland Waterline Phase 2 construction contract to Nylund, Inc. for the bid amount of \$636,794.52 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 3.0 Consider Consultant Selection for 82<sup>nd</sup> Drive Waterline Phase 2, Project 23-5303**

Mr. Eskew explained this is a grant funded project that is a continuation of the phase 1 work conducted in previous years. This will upgrade the pipe size. Commissioner Rubitschun asked what the lifespan of the new ductile iron pipe will be, 75 years. Asked if the ductile iron is US made, yes.

**MOTION:** Commissioner Danel move to award a Professional Services Contract to Consor North America, Inc. for design and engineering services during construction associated with the 82<sup>nd</sup> Drive Waterline, Phase 2 Project for an amount not to exceed \$135,106 and authorize the General Manager's signature on 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 Professional Services Contract: I-205 Crossings Project, CIP 23-5291**  
Mr. Eskew explained this is a project for an additional waterline crossing under I-205. The current crossing was identified on a risk assessment for replacement. Consor is also working on another utility project in the same area which will provide additional area knowledge for the design. Garrison asked the age of the pipe that will be replaced, 1950's or 1960's.

**MOTION:** Commissioner Danel move to award a Professional Services Contract to Consor North America, Inc. for design and engineering services during construction associated with the I-205 Crossings Project for an amount not to exceed \$184,544 and authorize the General Manager's signature on the completed contract. Commissioner Rubitschun seconded the motion.

**MOTION CARRIED 5-0**

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

**Agenda Item 5.0 Project Acceptance: Accept Assets Constructed under the Mapelane Rd. Waterline Project, CIP 21-5279**  
Mr. Eskew shared that this item is a project acceptance. This project had a price increase due to a change in scope based on findings of the current pipe. Commissioner Rubitschun asked why the pipe was sized at 8", this is a standard size for a residential area.

**MOTION:** Commissioner Danel move to accept assets and approve the "Notice of Acceptance" for the Mapelane Rd Waterline, to establish the project completion date and authorize the General Manager's signature on said Notice of Acceptance. Commissioner Rubitschun seconded the motion.

**MOTION CARRIED 5-0**

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

**Agenda Item 6.0 Consider Approval of Intergovernmental Agreement (IGA) with Lane Council of Governments (LCOG) for Bargaining Services**

Mr. Heidgerken shared the management has worked with LCOG previously on the CBA efforts. This agreement would allow CRW to utilize the services for collective bargaining.

**MOTION:** Commissioner Danel move approve the Intergovernmental Agreement (IGA) with Lane Council of Governments (LCOG) and authorize the General Manager to sign the agreement on behalf of the Board. Commissioner Rubitschun seconded the motion.

**MOTION CARRIED 5-0**

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

**Agenda Item 7.0 Professional Services Contract: Emergency Power Study Project, Project 23-1160**

Mr. Eskew shared this a study that will look at pump stations in the district for Emergency Power. This is another grant funded project.

**MOTION:** Commissioner Danel move to award a Professional Services contract to Kennedy/Jenks Consultants, Inc. for design services associated with the Emergency Power Study Project for an amount not-to-exceed \$109,203 and authorize the General Managers signature on the completed contract. Commissioner Rubitschun seconded the motion.

**MOTION CARRIED 5-0**

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

**Agenda Item 8.0 Management Report**

- The Board received the monthly stats report
- CRW received the distinguished budget award for the current BN and received the highest possible scores from the reviewers
- Hired a water treatment processing specialist, Endalkachew Muche; Hired a Water Resources Manager, Steve Houck;

**No public comment- None**

**Agenda Item 10.0 Commissioner Reports and Reimbursements**

Angier- attended the Executive Committee meeting for the RWPC  
French- The February Board meeting is Tuesday February 6; The SDAO conference is February 8-11; attended the Oak Lodge meeting; attended the C-4 meeting; attended the Sunrise Authority Meeting- rate increase of 5% approved.

Commissioner French thank all the staff who worked on the boil water occurrence over the Christmas Holiday

**Open meeting is adjourned 7:18**



MOSSADAMS



# Clackamas River Water

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Communication with Those Charged with  
Governance



# Agenda

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1. Nature of Services Provided
2. Significant Audit Areas
3. Auditor Opinions / Reports
4. Required Communications
5. Upcoming Accounting Standards



# Nature of Services Provided

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1

Independent Auditors' Report on the financial statements of Clackamas River Water

2

Assistance with, and technical review of the financial statements for compliance with GAAP

3

Disclosures and Independent Auditors' Comments Required by the Minimum Standards for Audits of Oregon Municipal Corporations

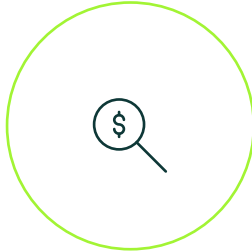
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Communication to Those Charged with Governance



# Significant Audit Areas

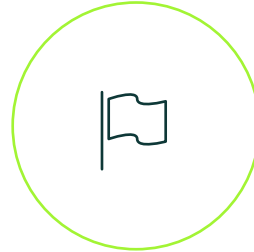
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**WORK ORDERS-  
CLASSIFICATION**



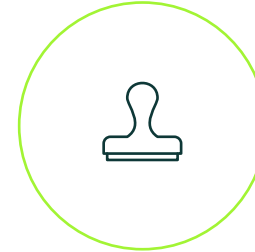
**CUSTOMER BILLINGS -  
ACCURACY**



**PENSION  
LIABILITIES -  
VALUATION**



**CONSISTENT  
APPLICATION OF  
INTERNAL  
CONTROLS**



**COMPLIANCE  
WITH OREGON  
MINIMUM  
STANDARDS**







# Audit Opinion/ Reports

Financial  
Statements

Unmodified  
(clean) opinion  
on financial  
statements

Oregon  
Minimum  
Standards

No reportable  
findings

Communication  
to Those  
Charged with  
Governance

Best practice  
recommendations



# Required Communications

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- Planned scope and timing
- Significant accounting policies
- **Audit adjustments – No audit adjustments**
- Management's consultation with other accountants
- No disagreements with management
- No difficulties in performing the audit
- **New Standard Implemented – GASB 96 – *Subscription-Based Information Technology Arrangements***





# Internal Control Communications

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- **Material Weaknesses – None**
- **Significant Control Deficiency – None to Report**



**THANK  
YOU**

Assurance, tax, and consulting offered through Moss Adams LLP. Wealth management offered through Moss Adams Wealth Advisors LLC. Investment banking offered through Moss Adams Capital LLC.



**Clackamas River Water**

# **Monthly Update**

*January 2024*



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  - Winter Conditions Report ..... 13

Purchase Order Report- December 2023

Purchase Order Report - December 2023

Vendor: 00086 - PARAMOUNT SUPPLY CO

PO #	Description	Total Amount
24-0088	(3) ASCO PILOT VALVES	1,166.39

Vendor: 00402 - DLT SOLUTIONS

PO #	Description	Total Amount
24-0090	INFOWATER PRO 2024 SINGLE-USER - ELD ANNUAL SUBSCRIPTION	5,107.96

Vendor: 00555 - TYLER TECHNOLOGIES INC

PO #	Description	Total Amount
24-0089	TYLER TECH ANNUAL MAINT. AGREEMENT	40,271.67

Vendor: 01361 - D & H FLAGGING INC

PO #	Description	Total Amount
24-0091	FLAGGING AND TRAFFIC CONTROL SERVICES - D&H FLAGGING INC.	70,000.00

Vendor: 02284 - K & D SERVICES OF OREGON INC

PO #	Description	Total Amount
24-0092	FLAGGING & TRAFFIC CONTROL SERVICES - K&D SERVICES OF OREGON INC	70,000.00

Vendor: 03394 - TEAM ELECTRIC COMPANY

PO #	Description	Total Amount
24-0093	ELECTRICLE MAINT. AND CONSTRUCTION SERVICES - TEAM ELECTRIC CO.	65,000.00

Vendor: 04250 - CIMCO-GC SYSTEMS, LLC, DBA GC SYSTEMS

PO #	Description	Total Amount
24-0094	(3) CHECK VALVES FOR BARLOW CREST PUMP #1 CLA-VAL CONTROL VALVE	590.00

Vendor: 04553 - ANTEC CORPORATION

PO #	Description	Total Amount
24-0086	FIELD SUPPORT SERVICES - SEAL REPLACEMENT	800.00

Vendor: 04554 - OLD HICKORY SHEDS LLC

PO #	Description	Total Amount
24-0087	POND EQUIPMENT SHED	6,246.00

## Contract Log

(Executed since last board meeting December 14, 2023)

Company	Product / Service	Rates	Eff. Date	Exp. Date	New/Amended/ Extended
Christensen Inc	Bulk Fuel	NTE \$50,000	1/1/24	12/31/25	Extended
D&H Flagging	Traffic Control & Flagging Services	NTE \$70,000	1/1/24	12/31/24	New
K & D Flagging	Traffic Control & Flagging Services	NTE \$70,000	1/1/24	12/31/24	New

## Summary of Legal

*December 2023*

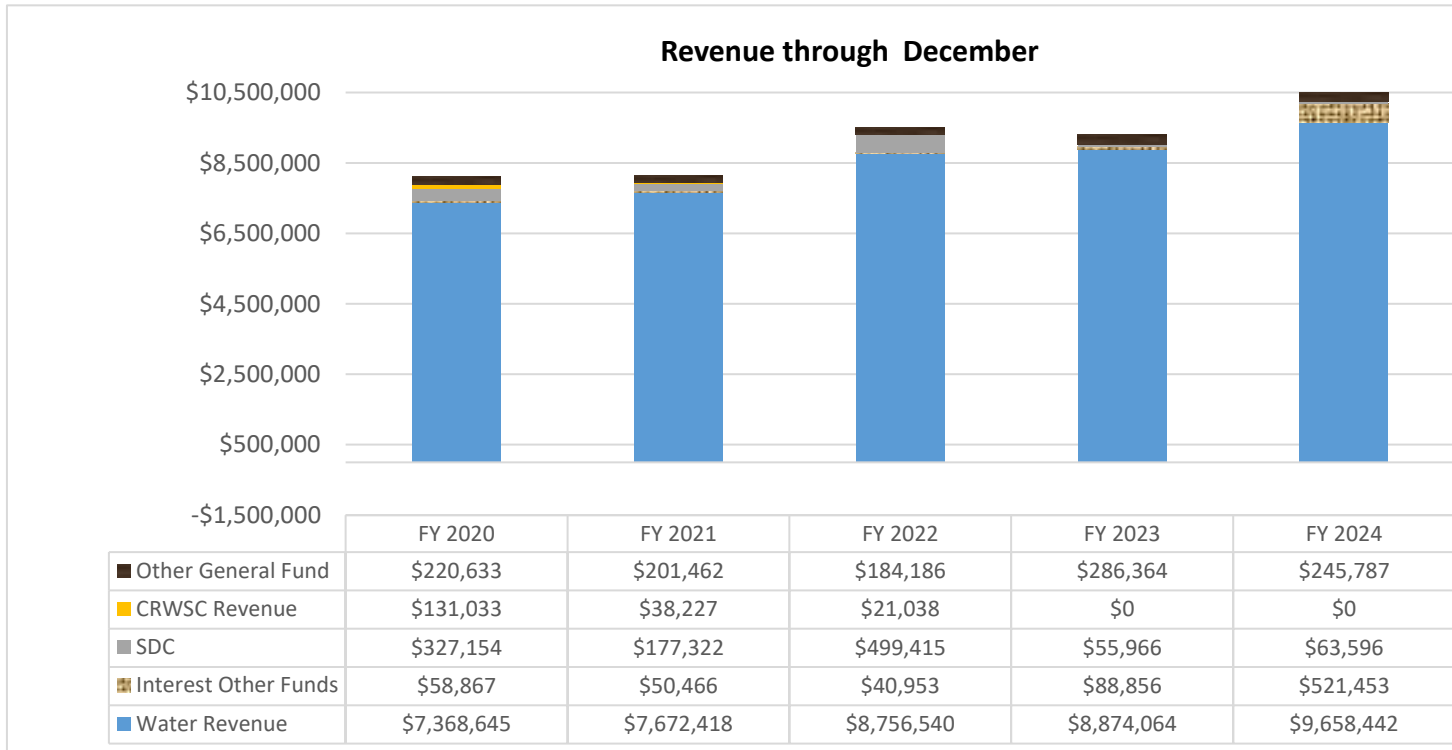
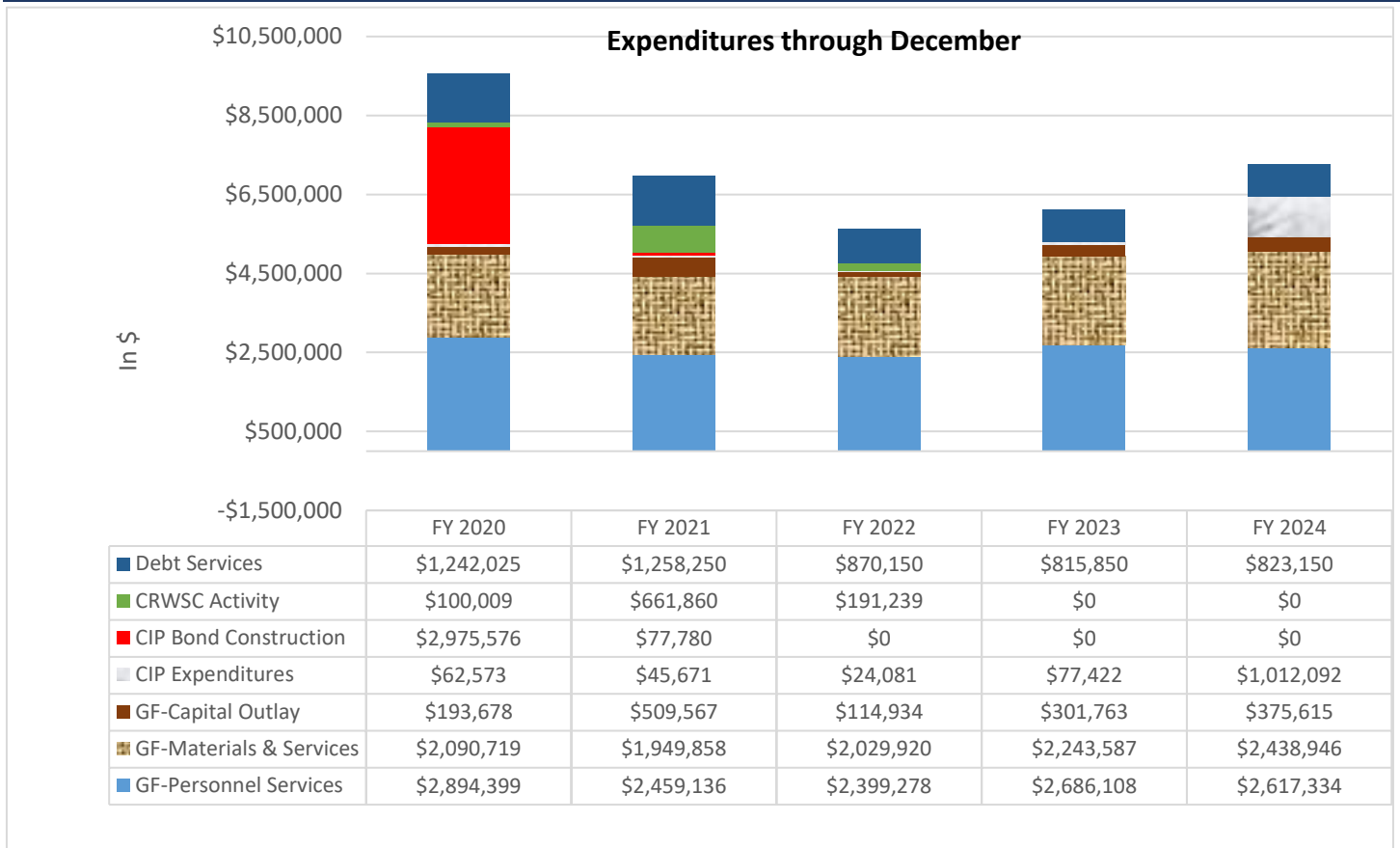
Harrang Long Gary Rudnick monthly retainer	\$ 4,600.00
Harrang Long Gary Rudnick work outside of retainer/Client Cost	\$ 1,976.00
Sub-contracted legal services	\$ _____
<b>Total Legal</b>	<b>\$ 6,576.00</b>

## Public Records Request Received

Number of Records Requests Received in December 2023

3

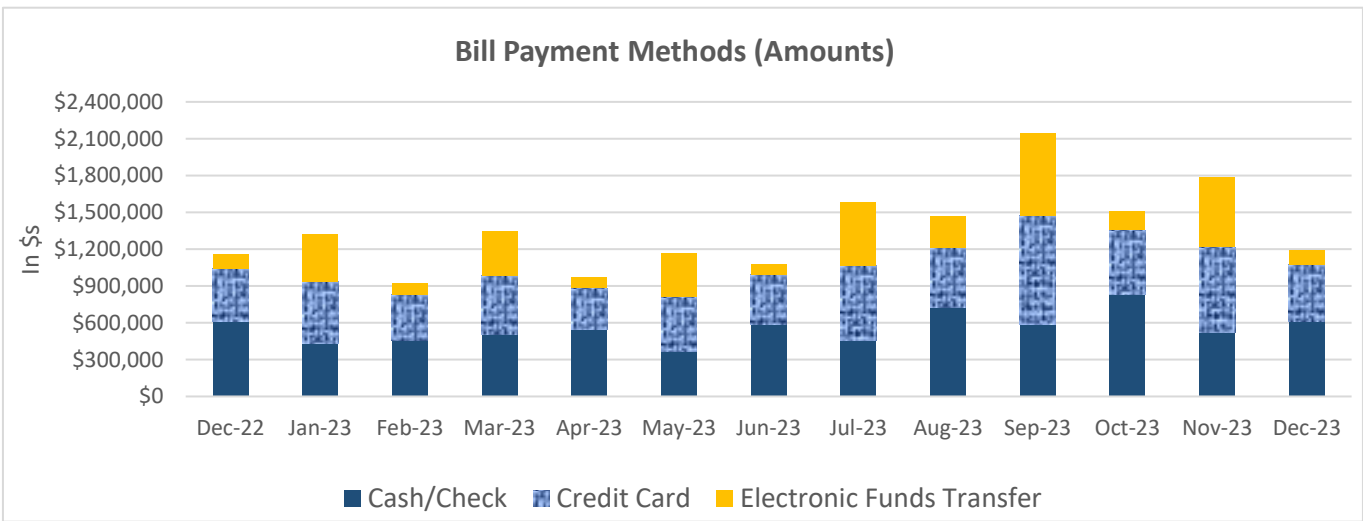
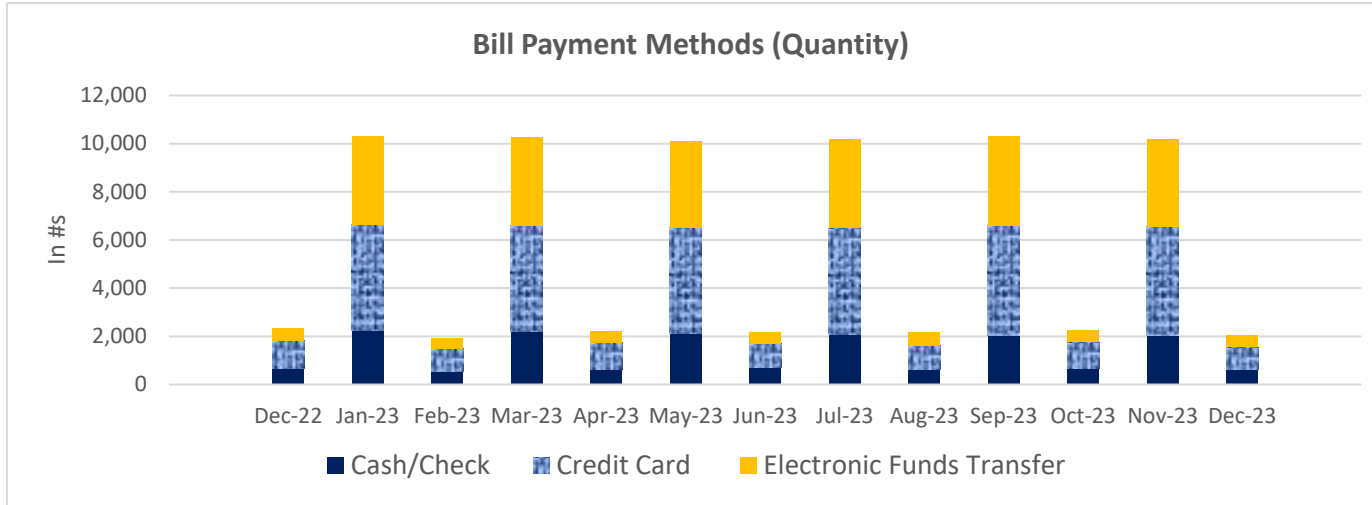




1) Water revenue has seen the highest consumption compared to previous years plus new rates became effective in September 2023. 2) CIP activity is significantly higher this year compared to last year mainly due to the completion of the Maple Lane Rd project. 3) There are no costs for CIP Bond or CRWSC 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 December 2023)

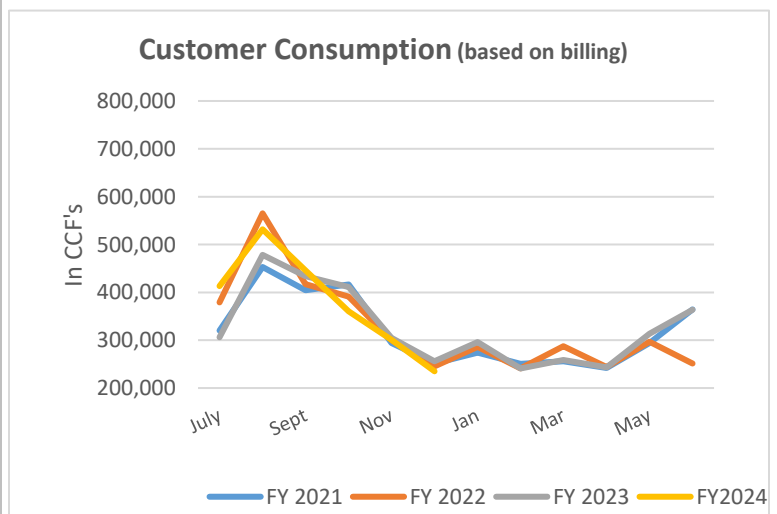
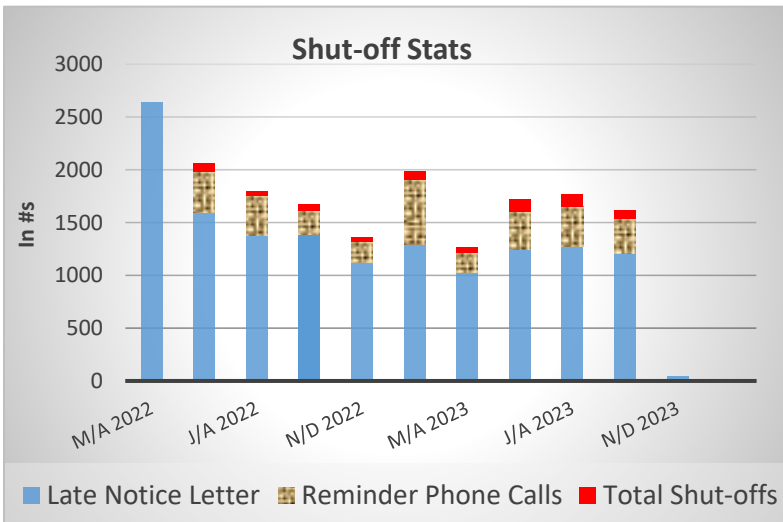
Residential Customers are billed on even months, Commercial Customers are billed on odd months.



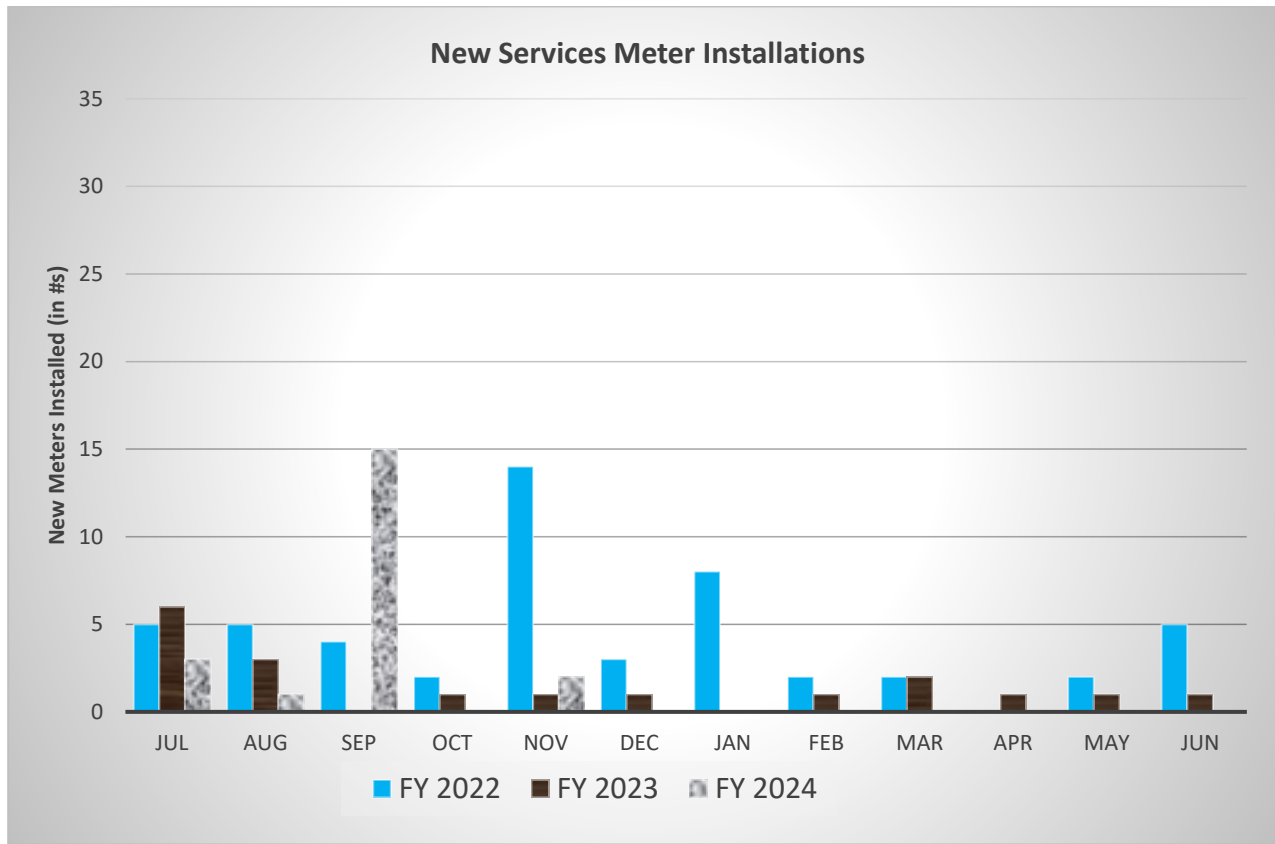
Cash/Check – Received via Lockbox, Counter

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

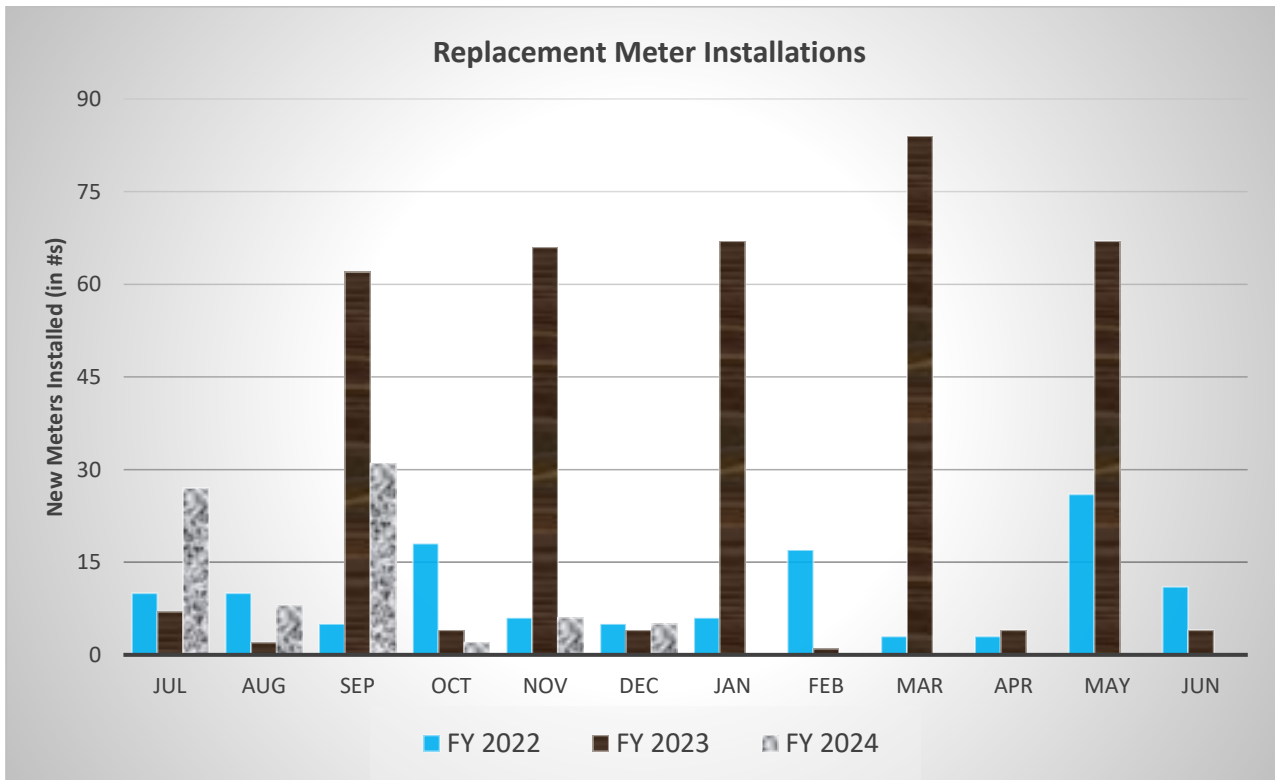
Electronic Funds Transfer – Received via Bank-to-Bank Transfer, Automatic Checking Withdrawal (RapidPay)



\*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

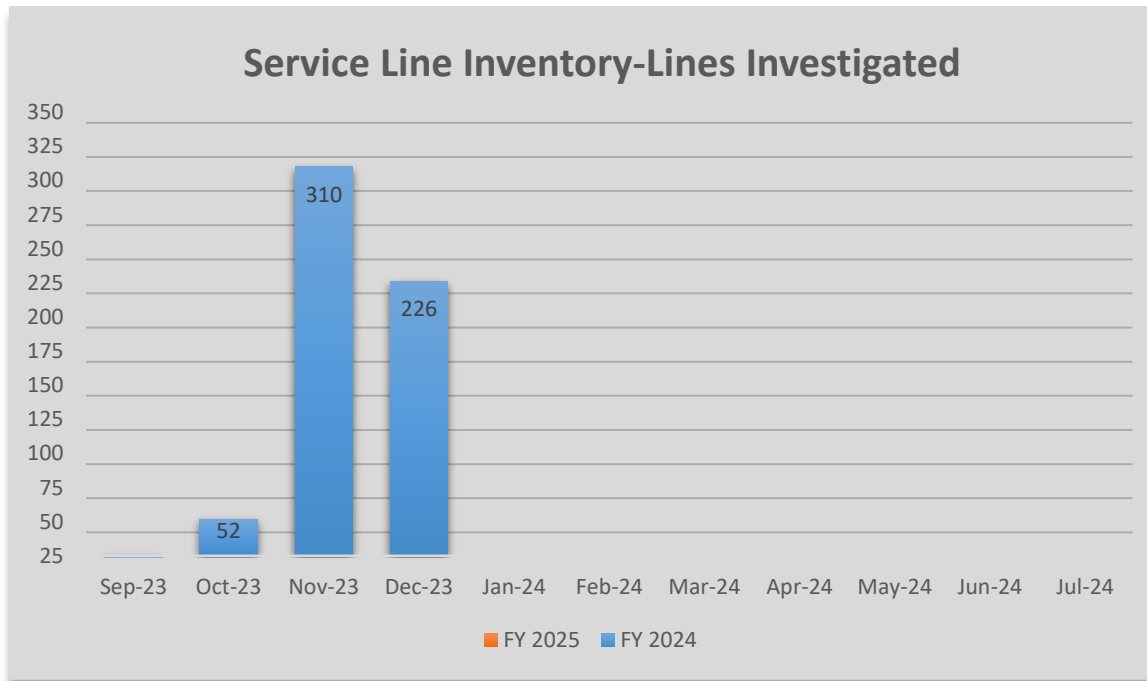


**Annual 2023 Goal for Meter Replacement is 350- Year to date is 306.**

## 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. 2023	0	0.0	6	374	95	3	47	0
Feb. 2023	0	0.0	140	366	162	0	58	2
Mar. 2023	4	0.0	4	496	80	4	0	0
April 2022	1	23.7	169	378	219	7	0	0
May 2023	3	40.6	1	440	5	9	54	3
June 2023	1	9.0	188	401	124	7	0	1
July 2023	1	24.6	135	338	0	5	112	0
Aug. 2023	3	9.1	241	391	4	4	2	3
Sep. 2023	2	29.2	114	381	2	2	81	0
Oct. 2023	6	0.0	0	394	70	6	0	0
Nov. 2023	3	0.0	0	265	17	8	69	1
Dec. 2023	4	0.0	1	292	41	8	0	2
<b>Total to Date</b>	<b>28</b>	<b>136.2</b>	<b>999</b>	<b>4516</b>	<b>819</b>	<b>63</b>	<b>423</b>	<b>12</b>
<b>2023 Annual Goal</b>	N/A	120.0	1,110	N/A	500	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. Total Investigations to date is 588.**

## Project Updates

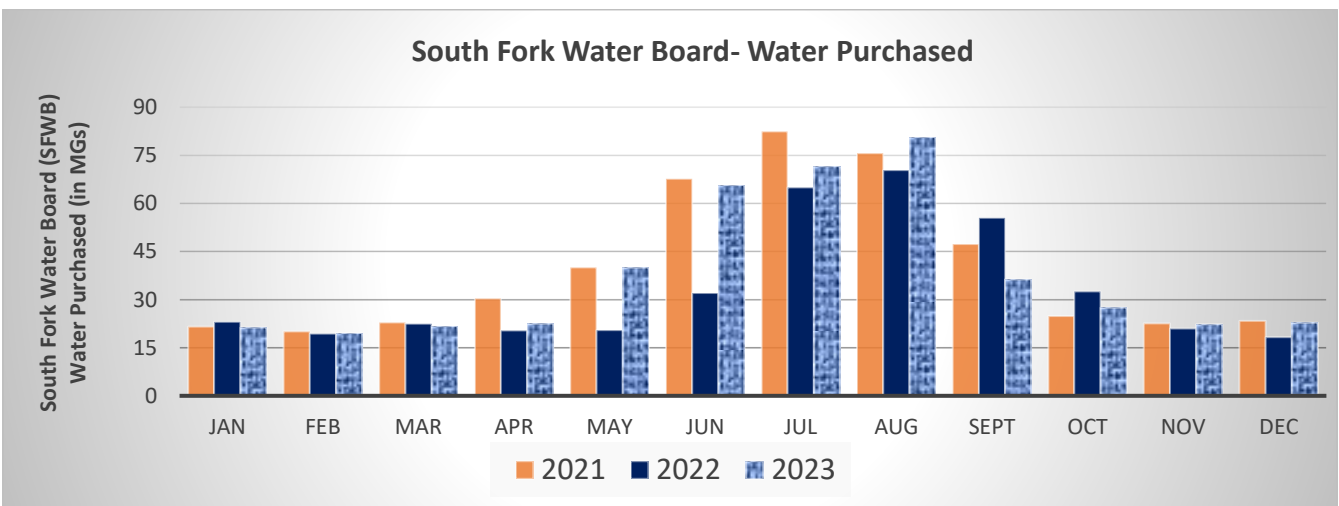
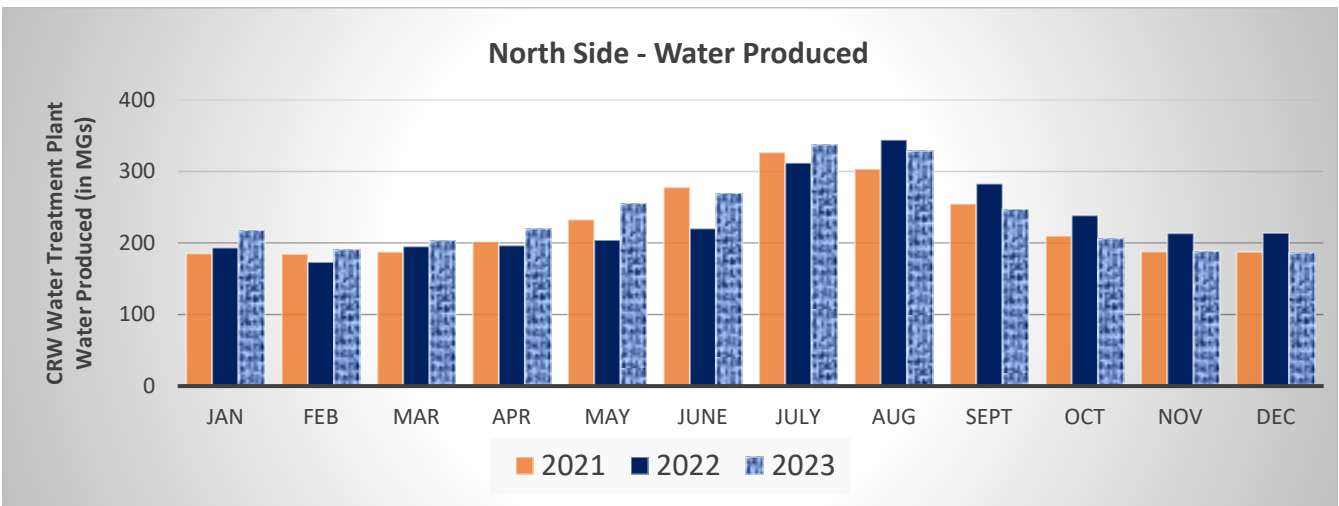
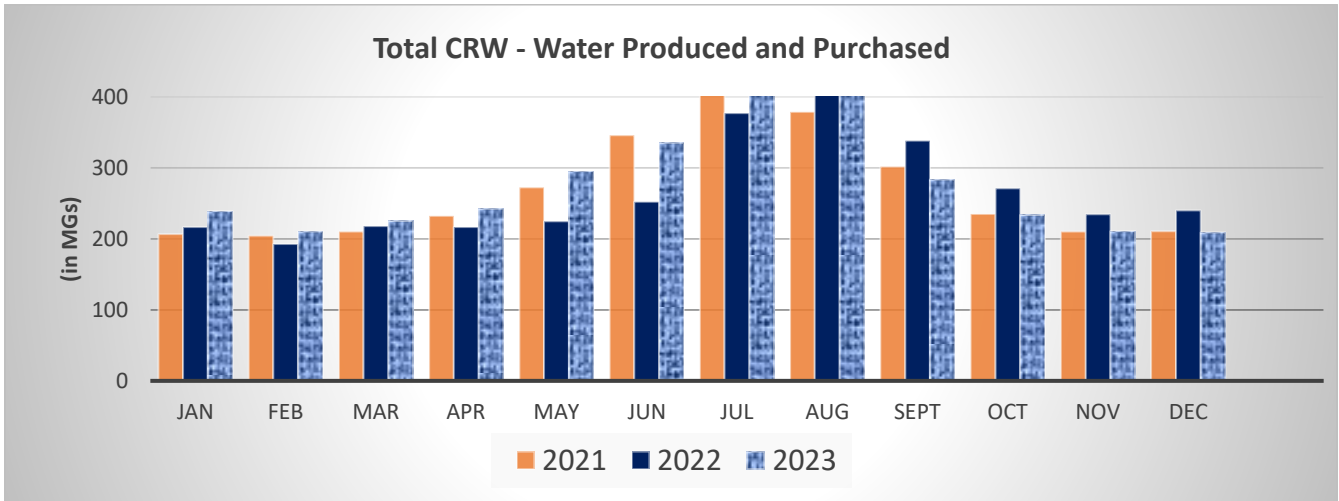
### Private Development Projects

#### Private Project Tracking – November 2023

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.	Punch List Underway
<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 Tracking – December 2023

Project No.	Name	Budget BN 2023-25	Total to Date*	Remaining Budget	Status
5301	Trans/CRW Impact Projects	\$250,000	\$3,137	\$246,863	
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	\$26,868	\$1,014,132	In Design
Survey complete. Preparing to hire design consultant.					
5291	I-205 Crossings:	\$1,119,000	\$1,938	\$1,117,703	In Design
Survey complete. Preparing to hire design consultant.					
5306	Redland Rd. Waterline Phase 2	\$1,355,000	\$23,126	\$1,331,874	Construction
Project bid in December.					
5307	Redland Rd. PRV	\$1,003,000	\$5,745	\$997,255	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	\$139	\$999,861	No Activity
Preparing consultant selection.					
5273	Redland Rd. Waterline Phase 1	\$666,000	\$33,588	\$632,412	Construction
Waterline construction complete. Closing out project.					
5270	Linwood Road Improvements	\$210,000	\$61,002	\$148,998	Construction
Construction is ongoing. CRW is coordinating service replacement work with the County and Contractor.					
5278	Monroe Street Improvements	\$850,000	\$22,507	\$827,493	In Design
Design at 30% complete. Coordinating with County road design.					
5280	Pump Station Chlorine	\$142,000	\$954	\$141,046	Design in progress
Designing spaces to house the new and upgraded chlorination equipment.					
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	\$167,764	\$1,134,236	Valve procurement
Several valves have been delivered with delivery continuing into February 2024. An installation contract is being prepared.					
5305	Webster Improvement of Bilquist		\$4,507	(\$4,507)	In Design
Tracking water improvements prior to Clackamas Co. Road project.					
	<b>BN 23-25 Totals</b>	\$9,939,000	\$367,045	\$9,571,955	
5279	Maplelane Road Waterline	\$846,000	\$1,131,766	(\$285,766)	Complete
<b>The budget showing is from FY21-23. Total expenditures are for both FY21-23 and FY23-25 combined.</b>					



Information provided is shown in Calendar Years and not Fiscal Years

### **Regulatory**

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

### **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, VOCs (Volatile Organic Chemicals), nutrients (nitrate/nitrite, total phosphorus, orthophosphate, etc), coliform density, pH, dissolved oxygen, TDS, and temperature.



## Winter Conditions Reports

- As of January 8th, **the Willamette basin snowpack was 45% of median.**
- December **precipitation in the Willamette basin was 102% of normal.** Precipitation since the beginning of the water year (October 1 – January 8) has been 86% of normal.
- The April - July **streamflow forecast in the Clackamas River at Estacada is 86% of median.**
- **The three-month outlook** from the NOAA Climate Prediction Center calls for **above normal temperatures** for Oregon, and **normal precipitation.**

