**CLACKAMAS RIVER WATER BOARD OF COMMISSIONERS**

**REGULAR BOARD MEETING**

**BOARD INDEX OF AUDIOTAPE**

**July 10, 2014**

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| --- | --- | --- | --- |
| **COMMISSIONERS PRESENT:** | | **STAFF PRESENT:** | |
| Larry Sowa, President | Lee Moore, General Manager | |
| Ken Humberston, Secretary | | Carol Bryck, Chief Financial Officer | |
| Hugh Kalani, Treasurer | | Bob George, District Engineer | |
| Dave McNeel | Adam Bjornstedt, Engineering Manager | | | |
|  | Cindy Richards, Sunrise Water Authority *(in for Adora Campbell)* | | | |

|  |  |
| --- | --- |
| *Absent: Grafton Sterling* |  |

**VISITORS PRESENT:**

Not listed.

**Call to Order**

The meeting was called to order at **6:01 pm** by President Sowa. The pledge of allegiance was recited.

**MOTION:** Ken Humberston moved to approve the agenda seconded by Hugh Kalani.

**MOTION CARRIED 4-0**

**Ayes:** Humberston, Kalani, McNeel, Sowa

**Nays:** None

**Abstentions:** None

**Public Comment**

None

**Agenda Item 1.0: Election of Board Officers**

**MOTION:** Ken Humberston moved to approve the current Board Officers. Hugh Kalani seconded the motion.

**MOTION CARRIED 4-0**

**Ayes:** Humberston, Kalani, McNeel, Sowa

**Nays:** None

**Abstentions:** None

**Agenda Item 2.0: Commissioner Assignments**

**MOTION:** Ken Humberston moved to continue with the current assignments. Dave McNeel. seconded the motion.

There was discussion regarding the logistics of attending South Fork Water Board (SFWB) meetings due to the fact their meetings are held at the same time as CRW meetings. Board consensus was for McNeel to schedule monthly meetings with SFWB and allow reimbursement for attendance.

**MOTION CARRIED 4-0**

**Ayes:** Humberston, Kalani, McNeel, Sowa

**Nays:** None

**Abstentions:** None

**Agenda Item 3.0: Report Executive Session (June 23, 2014)**

Humberston provided a summary of the Executive Session held on June 23, 2014. Sowa asked for public comment. There was none.

**Agenda Item 4.0: Approve Goals for the District/General Manager** *– Lee Moore, Sr., General Manager*

**MOTION:** Ken Humberston moved to approve goals, as presented, for the District and the General Manager. Hugh Kalani seconded the motion.

McNeel referred to Goal #6 – the Continuity of Operations Plan (COOP) - and requested that if a plan exists, it be communicated to the Board. Moore confirmed a plan existed. Humberston asked if the Incident Commander would change in different emergency circumstances. Moore replied the Incident Commander would remain the same, though others may serve as a liaison based on their expertise. In response to the Board’s request(s), Moore would include the COOP progress in the General Manager’s report.

**MOTION CARRIED 4-0**

**Ayes:** Humberston, Kalani, McNeel, Sowa

**Nays:** None

**Abstentions:** None

**Agenda Item 5.0: Recurring Payments: Approve for Existing FY 2014-2015 Contracts in Excess of General Manager’s Authority Limit –** *Carol Bryck, CFO*

**MOTION:** Ken Humberston moved to acknowledge recurring purchases that exceed $50,000 for fiscal year 2014-2015. Hugh Kalani seconded the motion.

**MOTION CARRIED 4-0**

**Ayes:** Humberston, Kalani, McNeel, Sowa

**Nays:** None

**Abstentions:** None

**Agenda Item 6.0: Resolution 01-2015: Approve Authorization for Bank Accounts** – *Carol Bryck*

**MOTION:** Ken Humberston moved to adopt Resolution 01-2015 authorizing bank accounts and check signatures effective July 10, 2014. Hugh Kalani seconded the motion.

Bryck stated if there is interest, Staff can create a request for proposal for banking services. From her experience fees and services were nearly the same between banks and noted US Bank has a presence in government banking. There was no interest in a request for proposal.

**MOTION CARRIED 4-0**

**Ayes:** Humberston, Kalani, McNeel, Sowa

**Nays:** None

**Abstentions:** None

**Agenda Item 7.0: Resolution 02-2015: Adopt and/or Update Investment Policy** – *Carol Bryck*

**MOTION:** Ken Humberston moved to adopt Resolution 02-2015, adopting the Clackamas River Water Investment Policy. Hugh Kalani seconded the motion.

Humberston asked Staff to strike the word “million” on Page 5 as it was redundant. McNeel asked about the effects of the rate increase. Bryck commented Staff had received a few questions from customers, but feedback had been minimal. McNeel commented it would be interesting to see what happened when customers receive their bills after the recent high temperatures. Moore reported he had received three phone calls from customers who appreciated the printed materials explaining the rate increase.

**MOTION CARRIED 4-0**

**Ayes:** Humberston, Kalani, McNeel, Sowa

**Nays:** None

**Abstentions:** None

**Agenda Item 8.0: Project Acceptance: WTP Emergency Power and Electrical Upgrades (CIP 09-5096)** *– Adam Bjornstedt, Engineering Manager*

**MOTION:** Ken Humberston moved to approve and authorize the Board President’s signature of the “Notice of Acceptance” for the Emergency Power and Electrical Upgrades project, CIP 09-5096, which establishes the project completion date as July 10, 2014. Hugh Kalani seconded.

This project involved design and construction of the emergency power generator facility and major electrical upgrades at the water treatment plant. CRW had partnered with Portland General Electric under the Dispatchable Standby Generator program for long-term maintenance.

**MOTION CARRIED 4-0**

**Ayes:** Humberston, Kalani, McNeel, Sowa

**Nays:** None

**Abstentions:** None

**Consent Agenda**

CA 1.0: Gross Payroll and Accounts Paid

CA 2.0: Metering Vault Easement: Grant of Easement to CRW by CarMax Auto Superstores, West Coast, Inc.

**MOTION:** Ken Humberston moved to approve the Consent Agenda. Hugh Kalani seconded the motion.

**MOTION CARRIED 4-0**

**Ayes:** Humberston, Kalani, McNeel, Sowa

**Nays:** None

**Abstentions:** None

**Agenda Item 9.0 Financial Report**

As of June 2014, the accounts receivable aging ending balance was $220,000 less than the balance for April 30, 2014 primarily due to the transition of commercial accounts to the odd month billing cycle. Cash investment was at $8.1 million not including interest in LGIP. As of May 31st, revenue was at 95.78%% into the budget; Water Sales were at 95.04% and compared to last year these figures was a bit higher than last year. Personnel Services was steady, Materials & Services was at 81.38%.

**Agenda Item 10.0: General Manager’s Report**

Moore referred to Item 6 of his monthly updates regarding, “CRW Real ‘Land’ Property,” and asked for a sense of the Board on the issue, particularly with regards to the policy previously put in place. When asked, Bob George commented he didn’t have an opinion one way or the other. McNeel inquired about zoning. George replied this had not been done. Moore added Staff wasn’t sure if such work was something the Board wanted to fund. Humberston felt it made sense to consider selling the smaller property, but e would like more information on the larger property. McNeel summarized by saying the question was whether or not the Board should direct Staff to do more research on these properties and present options. Kalani’s opinion was the investment in researching the smaller property would probably be greater than the value of the property and didn’t think it was the right time to pursue it. George commented even if the Board and/or parties expressed an interest it would take 30-45 days begin the process of assessing the value, usage and zoning information and a decision wasn’t required tonight. Sowa suggested maintaining the current policy. Moore hadn’t wanted to act on the issue without Board direction. No action was taken.

Kalani referred to Item number 7 of the Manager’s Report and requested an updated Board calendar from July and ongoing.

Moore concluded the Manager’s Report by providing each Commissioner with a plaque of recognition for their role on the Board in the previous year.

**Meeting adjourned at 7:21 pm**