

**Tualatin Valley Water District**



**BOARD OF COMMISSIONERS  
1850 SW 170th AVENUE  
BEAVERTON, OR 97006**

**JULY 28, 2011  
REGULAR MEETING & RATE HEARING  
7:00 PM**

**AN EXECUTIVE SESSION WILL BE HELD BEFORE THE REGULAR MEETING AT 6:00 PM, CALLED UNDER ORS 192.660 2 (f), AND ORS 192.502 (9) TO CONSIDER INFORMATION OR RECORDS THAT ARE EXEMPT BY LAW FROM PUBLIC INSPECTION**

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**ALL VERBAL TESTIMONY IS ELECTRONICALLY RECORDED**

**ALL WRITTEN PUBLIC TESTIMONY RECEIVED WILL BE READ FOR THE RECORD**

- 1. CALL TO ORDER – REGULAR MEETING
- 2. OATH OF OFFICE, SWEARING-IN OF ELECTED OFFICIALS  
(May 17, 2011 Election)
  - 2.1 - Position No. 4, Richard Burke - Term of office: July 1, 2011 to June 30, 2015
  - 2.2 - Position No. 5, James Doane - Term of office: July 1, 2011 to June 30, 2015
- 3. ELECTION OF BOARD OFFICERS (MOTION TO APPOINT) .....
- 4. BOARD APPOINTMENTS TO COMMITTEES .....
- 5. REPORTS BY CHIEF EXECUTIVE OFFICER AND MANAGEMENT STAFF
- 6. COMMISSIONER COMMUNICATION
  - 6.1 -Reports of Meetings Attended
  - 6.2 -Topics to be raised by the Commissioners
- 7. PUBLIC COMMENT:  
**This time is set aside for persons wishing to address the Board on items on the Consent Agenda and matters not on the Agenda. Additional public comment will be**

**invited on agenda items as they are presented. Each participant is limited to five minutes, unless an extension is granted by the Board.**

CONSENT AGENDA: These items are considered to be routine and may be enacted in one motion without separate discussion. Anyone may request that an item be removed by motion for discussion and separate action.

ITEMS REMOVED FOR SEPARATE DISCUSSION: Any items requested to be removed from the consent agenda for separate discussion, will be considered immediately after the Board of Commissioners have approved those items which do not need discussion.

8. CONSENT AGENDA ITEMS

- 8.1- Regular Meeting of June 23, 2011 .....
- 8.2- Certification of Election Results May 17, 2011, Board of Commissioners .....

**BUSINESS AGENDA ITEMS:**

**Time will be set aside for public comment for each business item. Each participant is limited to five minutes unless the Board grants an extension or the agenda item is noted for a specific amount of time for public comment.**

**\*\*OPEN RATE HEARING\*\***

9. PUBLIC HEARING FOR PROPOSED RATES IN ACCORDANCE WITH ORS, CHAPTER 264.312 FOR THE PURPOSE OF CONSIDERING RATES AND CHARGES TO CUSTOMERS FOR WATER SERVICES PROVIDED

- 9.1 - Presentation by Chief Financial Officer, Bernice Bagnall
- 9.2 - Written testimony is read for the record
- 9.3 - Public testimony is heard

**\*\*\*CLOSE RATE HEARING\*\*\***

10. RESOLUTION 07-11, ESTABLISHING RATES, FEES, AND OTHER CHARGES FOR TVWD; DECLARING EFFECTIVE DATE AND OTHER MATTERS RELATING THERETO (MOTION TO ADOPT) .....

11. DIRECT REMAINING CONTRIBUTIONS OF EMPLOYEE IRS 125 FLEXIBLE SPENDING ACCOUNT TO "CARE TO SHARE" (MOTION TO APPROVE) .....

12. ALTERNATIVE METHODS FOR PUBLIC BROADCAST OF DISTRICT BOARD MEETINGS (MOTION).....

13. ADJOURNMENT



TUALATIN VALLEY WATER DISTRICT  
BOARD AGENDA ITEM

**MEETING DATE:** July 28, 2011

**TITLE:** Election of Board Officers

**ITEM:** The Bylaws of the Board of Commissioners, Section 2.2 Officers, lists the officer's positions as President, Vice President, Treasurer, Secretary, and Acting Secretary. This section of the bylaws states that the term of office shall be for a one year as provided in ORS 264. Members may serve an office for more than one year, but no longer than three consecutive years. At the first regular meeting in July of each year, the Board shall elect from its members the officers for the ensuing year.

**Current Officers and Positions (2010-2011):**

- President, Dick Schmidt, (first term)
- Vice President, Commissioner Marilyn McWilliams (first term)
- Treasurer, Commissioner Richard Burke (first term)
- Secretary, Commissioner Jim Duggan (first term)
- Acting Secretary Commissioner Jim Doane (third term)

**STAFF RECOMMENDATION:** None

**BUDGET IMPACT:** Funds have been budgeted for reimbursement of Board members in accordance with Section 1.6 of the Board Policy Handbook.

**ADDITIONAL INFORMATION:** CEO, Greg DiLoreto, (503) 848-3032, [greg@tvwd.org](mailto:greg@tvwd.org)

**ATTACHMENTS:** None

APPROVING MANAGERS INITIALS

CHIEF EXECUTIVE OFFICER	_____	HUMAN RESOURCES	N/A
FIELD OPERATIONS	N/A	INTERGOV. RELATIONS	N/A
FINANCIAL SERVICES	N/A	CUSTOMER SERVICES	N/A
ENGINEERING SERV.	N/A		

**BOARD ACTION:**

APPROVED \_\_\_\_\_  
DENIED \_\_\_\_\_

**TUALATIN VALLEY WATER DISTRICT  
BOARD AGENDA ITEM**

**MEETING DATE: July 28, 2011**

**TITLE:** Board President Appoints Board Members to Committees

**ITEM:** Tualatin Valley Water District Board Members serve on various committees within the community, representing the Board of Commissioners. Committee appointments are reviewed annually by the Board President according to the Bylaws, Chapter 1, Article 1.15.40 and appointed at this meeting by the President with the approval of a majority of the Board. Attached is a list of the committees and the Board representative.

**STAFF RECOMMENDATION:** None. Board direction is requested.

**BUDGET IMPACT:** Funds are available in 2011-2012 Budget for expenses incurred by the Board in the course of attending the committee meetings.

**ADDITIONAL INFORMATION:** CEO, Greg DiLoreto, 503-848-3032, [greg@tvwd.org](mailto:greg@tvwd.org)

**ATTACHMENTS:** Listing of Committees and Current Board Assignments 2010-2011

**APPROVING MANAGERS INITIALS**

CHIEF EXECUTIVE OFFICER _____	HUMAN RESOURCES	N/A
FIELD OPERATIONS N/A	INTERGOV. RELATIONS	N/A
FINANCIAL SERVICES N/A	SUPPORT SERVICES	N/A
ENGINEERING SERVICES N/A		

BOARD ACTION:

APPROVED \_\_\_\_\_  
DENIED \_\_\_\_\_

2010-2011  
Board Appointments to Committees

**Commissioner Richard Burke**

- Willamette River Water Coalition – Alternate
- TVWD Employee Committee - Board Representative
- Aloha Business Association – Alternate

**Commissioner Jim Doane**

- Joint Water Commission – Primary
- Tualatin Basin Water Supply Policy Steering Committee - Primary

**Commissioner Jim Duggan**

- Regional Water Providers Consortium Board
- Regional Water Providers Consortium Executive Committee
- Washington County Public Officials Caucus
- 

**Commissioner Marilyn McWilliams**

- Regional Water Providers Consortium Board - Alternate
- Willamette River Water Coalition – Primary
- Metropolitan Policy Advisory Committee (MPAC) – Special Districts of Washington County Primary Representative

**Commissioner Dick Schmidt**

- Joint Water Commission (JWC) - Commissioner
- Joint Water Commission (JWC)/ Barney Joint Ownership Commission– Primary
- Tualatin Basin Water Supply Policy Steering Committee - Alternate
- Regional Water Providers Consortium, Executive Committee – Alternate
- Aloha Business Association - Primary

**TUALATIN VALLEY WATER DISTRICT  
BOARD AGENDA ITEM**

**MEETING DATE: JULY 28, 2011**

**TITLE: RESOLUTION 07-11: A RESOLUTION ESTABLISHING RATES, FEES AND OTHER CHARGES FOR THE TUALATIN VALLEY WATER DISTRICT, DECLARING EFFECTIVE DATE, AND OTHER MATTERS RELATING THERETO.**

**ITEM:** This resolution sets District water rates and charges, other than system development charges. For the typical residential customer using 14 CCF (CCF = 100 cubic feet or 748 gallons) bimonthly the proposed schedule of water rates reflects a 1.5% overall increase. Water commodity charges are recommended to increase 1.6%, and the standard 5/8”meter fixed meter charge 1.2%. About 95% of all residential customers and 90% of District customers, including multifamily and commercial are connected to a 5/8” meter. In addition, the District’s peak commodity rate is recommended to increase 1.4% and all other fixed meter charges from ¾” to 10” are recommended to increase 1.5%.

The proposed rate increases are lower than the 4.0% we had expected to recommend for 2011-12. A combination of a delay in our water supply project; lower than expected purchased water costs; adjustments to fixed charges approved in 2010-11; and a projected leveling off of water demand allowed us to recommend a lower increase, The recommended water commodity and fixed charges are in conformance with the Board’s policy directives to establish cost of service rates, provide sufficient resources for District operational and capital needs, including the planned future water supply, and promote predictable and stable rates to avoid unexpected increases.

Staff conducted a cost of service review of other District fees and charges, and recommends increases to some fees including water meter removal, and meter and service installations. Staff is also recommending the addition of a new meter fee and customer class code for Temporary Irrigation meters. Finally, staff is recommending October 1, 2011 as the effective date of the rate schedule, a month earlier than in prior years but still after the summer watering season. Additional information is included on the attached “Background” sheet.

**STAFF RECOMMENDATION:** Staff is recommending that the Board approve Resolution 07-11 and the proposed rate schedules attached as Exhibits A to the Resolution effective October 1, 2011.

**BUDGET IMPACT:** Sets water rates and charges

**ATTACHMENTS:** Resolution 07-11 & Background

**ADDITIONAL INFORMATION:** Bernice Bagnall, Chief Financial Officer, 503-848-3017  
Tod Burton, Financial Planning & Debt Project Manager, 503-848-3040

**APPROVING MANAGERS INITIALS**

CHIEF EXECUTIVE OFFICER _____	HUMAN RESOURCES	N/A
FIELD OPERATIONS N/A	INTERGOV. RELATIONS	N/A
FINANCIAL SERVICES _____	SUPPORT SERVICES	N/A
ENGINEERING SERVICES N/A		
BOARD ACTION: APPROVED _____	DENIED _____	

## **Rate Resolution 07-11 –Background**

For over a decade, the District has performed an annual review of its revenue requirements. This is accomplished through the use of a 50-year revenue forecasting model that looks at future expenditures and predicts necessary revenue from rates required to meet those expenditures. Staff has completed this analysis and determined that for 2011-12 a 1.5% revenue increase, rather than the 4% projected previously, is adequate to meet the requirements of the District.

This result is driven by a number of factors:

- The timing of the development of future interim and long-term water supply development as adopted in the 2011-13 Biennium Budget and six-year Capital Improvement Plan has been pushed out with bond sales anticipated to be issued during the 2014-2022 timeframe. Future larger rate increases will be necessary to meet debt service coverage requirements, but are not required at this time.
- We continue to control spending for District operations and capital improvements, and begin the 2011-13 biennium with higher than projected beginning fund balances.
- Although demand has fallen for the past three years due to the combination of slower growth, conservation, and cooler wetter patterns we project overall demand has leveled off to about 9.5 million CCF per year. District revenue requirements in the financial forecast have been adjusted to reflect this systemic change in demand going forward.
- Adjustments to fixed charges approved by the Board in 2010-11 have helped stabilize the predictability of revenue derived from the meter charge portion of the rate schedule.
- The wholesale cost increase from our contract with the Portland Water Bureau was lower than projected. This combined with the use of the Grabhorn aquifer storage and recovery facility and the use of less expensive interruptible water purchased from Portland has lowered the District's anticipated purchased water cost, especially for peak summer use.
- Inflation is running about 3%. Given the factors listed above the District is able to meet its revenue requirements while recommending a lower than inflation 1.5% overall increase in recognition of the difficult economic conditions faced by many of our customers.

As authorized in the 2011-13 Biennial Budget, the District will be conducting an update to its cost of service rate methodology, which was last revised in 2005. Through a series of workshops planned for this fall the Board will be asked to participate in the review of options and consider changes to the District's existing rate structure to ensure we continue to adequately and equitably cover our fixed and variable costs. We anticipate completion of the rate study by December 2011, with implementation of changes to the rate structure commencing in 2012-13.

### **Billing Impacts of the Revenue Increase**

For the average residential customer using 14 CCF of water on a bi-monthly basis, the proposed rate increase will result in a bill that is \$0.72 (1.5%) higher than their current bill, or less than 40 cents per month. Water usage for any household is affected by the use of water efficient fixtures and practices and the amount of time residents actually spend in their homes.



Customers in all classes of service will see similar water bill increases. Meters of all sizes are recommended to increase 1.5%. The commodity water charge is recommended to increase from \$2.47/ccf to \$2.51/ccf (1.6%) and the peak rate from \$3.54 to \$3.59/ccf (1.4%). We are not recommending changes to the methodology of when peak charges are applied to the different customer classes.

Staff also conducted a cost of service review of all other District fees and charges. This analysis has resulted in some recommended changes to some of those fees. A summary of the recommendations is given below.

## **Other Service Charges and Penalties Summary of Recommended Changes**

### Exhibit A - Other Service Charges and Penalties & Meter and Service Installations

#### After Hours and Weekend Water Service On and Off

The District assesses fees for shutting off and turning on water for non-payment of bills, non-compliance with backflow device annual testing and reporting, and as requested by the customer. We are recommending an increase of the fee from \$50 to \$55 for after hours or weekend service. This is an additional charge to the \$60 fee for water service on or off performed during business hours.

#### Removal of Meter and Locking of Meters

This fee is assessed when it is necessary to remove or lock a meter due to non-payment. It is an activity of last resort should other attempts to address customer delinquencies prove unsuccessful. We recommend an increase for the removal of meter fee from \$80 to \$85 and locking of meter (first occurrence) from \$50 to \$55 based on the cost of service review.

#### Testing Water Meters at Customer's or Owner's Request

Recommendation to increase the cost for removal of meter for testing (5/8" to 1") from \$255 to \$285 based on cost of service. This service is rarely performed. Most meter testing is conducted on the premises.

#### Backflow Prevention Device Testing

No changes to the Gold and Silver programs implemented May 1, 2009. Customer fees are covering the cost for backflow testing by the independent contractors signed up with the District.

#### Temporary Irrigation Meters (New Section)

Resolution 07-11 establishes a new customer class (Class Code 7) for Temporary Irrigation. This customer class is to specifically identify and track District customers who install Temporary Irrigation Meters for a limited period of up to two years for the irrigation of water quality facilities and other landscaping requirements as required by development permits. Customers will not need to pay system development charges, but will be assessed a \$1,990 fee for meter installation and eventual abandonment. Class 7 customers will also pay applicable fixed and commodity water charges in accordance to the water rate schedule. Customers in this class have meters installed for a limited duration as required by permit. Engineering Services will monitor the program.

### Meter and Service Installation Charges

Meter and service installation fees, including dig-ins reflect both the cost of the meter (including automated meter reading devices) and installation. Meter fees are recommended to be adjusted 8% to 9% depending on the size of the meter to obtain full cost recovery of the AMR devices, and labor and equipment costs for installation. Effective in 2010 as determined by District water system standards all meter installs up to 1" will include a 1" service line. This allows the upsizing of a less than 1" meter to a higher capacity for requirements such as fire suppression without the need to upgrade the service line.

**Staff Recommendation/Effective Date:** District staff is recommending that all Exhibit A rates and charges become effective October 1, 2011 – one month earlier than in previous years, but still after the peak summer water season is over.

TUALATIN VALLEY WATER DISTRICT  
RESOLUTION 07-11

**A RESOLUTION ESTABLISHING RATES, FEES, AND OTHER CHARGES FOR THE TUALATIN VALLEY WATER DISTRICT: DECLARING EFFECTIVE DATE: AND, OTHER MATTERS RELATING THERETO.**

WHEREAS, a public hearing was held by the Board of Commissioners of the Tualatin Valley Water District on July 28, 2011 for the purpose of considering increases in the rates to be paid for the purchase of water and related fees from the District, 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, and

WHEREAS, based upon the recommendations of the Administrative Staff of the District and the testimony heard, received and considered by the Board from such public hearing, the Board of Commissioners finds that:

- (1) The District purchases most of its water supply for distribution within the District from the City of Portland, Oregon, and acquires substantially the remainder of its supply as a member of the Joint Water Commission, and
- (2) The Board of Commissioners accepts and approves the recommendation of its Administrative Staff that the rates for water purchased should be adjusted in accordance with the staff written recommendation which is a part of the record herein; and
- (3) It is necessary to adopt the rates for water purchased from the District and related rates and charges in accordance with the Schedule of Rates set forth below in order to provide funds to cover the cost of operating the District, and the water purchased from the City of Portland by the District and acquired through the Joint Water Commission; and
- (4) The Board of Commissioners desires to establish a new customer class code to specifically identify and track District customers who install Temporary Irrigation Meters for a limited period of up to two years for the irrigation of water quality facilities and other landscaping requirements as required by development permits. Existing customer class codes were previously defined in Resolution 10-95 adopted August 16, 1995.

BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TUALATIN VALLEY WATER DISTRICT THAT:

Section 1: Effective October 1, 2011

The rates and charges shown in Exhibit "A" attached hereto and by this reference incorporated herein, shall be adopted by the District.

Section 2:

A new Class Code 7 is established for Temporary Irrigation. Users shall consist of customers required to install temporary meters for a limited period of up to two years for the irrigation of water quality facilities and other landscaping requirements as specified by development permits. Users will not be required to pay System Development Charges for this temporary use, but will be required to pay a Temporary Irrigation Meter fee and Commodity Water and Fixed Charges as specified in Exhibit "A"

Section 3:

The secretary of the District be and hereby is authorized and instructed to post a copy of this resolution in a public and conspicuous place at the office of the District

INTRODUCED AND ADOPTED THIS 28<sup>TH</sup> DAY OF JULY, 2011

TUALATIN VALLEY WATER DISTRICT

BY: \_\_\_\_\_  
President

BY: \_\_\_\_\_  
Secretary

**TUALATIN VALLEY WATER DISTRICT**  
**EXHIBIT "A" - WATER RATES**

**COMMODITY WATER CHARGE:**

**Effective 10/1/2011**

<u>CLASS CODE 1</u>	<u>RESIDENTIAL</u> 0-28 CCF 29 +	\$2.51 \$3.59
<u>CLASS CODE 2</u>	<u>MULTI-FAMILY</u>  12 MONTH MOVING AVERAGE 1.4 ALLOWANCE OVER ALLOWANCE	  \$2.51 \$3.59
<u>CLASS CODE 3</u>	<u>COMMERCIAL NON-PRODUCT</u>  12 MONTH MOVING AVERAGE 1.4 ALLOWANCE OVER ALLOWANCE	  \$2.51 \$3.59
<u>CLASS CODE 4</u>	<u>PRODUCTION PROCESSES</u>  12 MONTH MOVING AVERAGE 1.4 ALLOWANCE OVER ALLOWANCE	  \$2.51 \$3.59
<u>CLASS CODE 5</u>	<u>FIRELINE</u>  COMMODITY RATE	  \$2.51
<u>CLASS CODE 6</u>	<u>IRRIGATION</u>  12 MONTH MOVING AVERAGE 1.4 ALLOWANCE OVER ALLOWANCE	  \$2.51 \$3.59
<u>CLASS CODE 7</u>	<u>TEMPORARY IRRIGATION</u>  12 MONTH MOVING AVERAGE 1.4 ALLOWANCE OVER ALLOWANCE	  \$2.51 \$3.59
<u>CLASS CODE 8</u>	<u>LOCAL GOVERNMENT WATER PURVEYORS</u> Commodity charges shall be at contractual rates.	

**BI-MONTHLY RATE\***

**FIXED CHARGE:**

FOR ALL CLASS CODES

<u>METER SIZE</u>	<u>TOTAL FIXED CHARGE</u>
5/8"	\$ 13.72
3/4"	\$ 14.48
1"	\$ 16.78
1 1/2"	\$ 19.90
2"	\$ 28.36
3"	\$ 90.68
4"	\$ 113.58
6"	\$ 167.42
8"	\$ 229.28
10"	\$ 355.44

\* Monthly rates will be 1/2 of fixed charges plus commodity rate.

Note: If snowbird customers do not notify District of their return and water turn-on and there has been movement on the meter, the District will charge fixed charges for the entire 2 month billing cycle.

# EXHIBIT "A" - OTHER SERVICES CHARGES & PENALTIES

Effective  
10/1/2011

<b>1. Water Service on or off at customer's or owner's request</b>	
a. First call -- during office hours, Monday through Friday except for snowbird turn off.	N/C
b. Leaks or emergencies beyond customer control -- during office hours <b>or</b> after hours <b>or</b> weekends	N/C
c. Service on and off, second call during office hours	\$60
d. Service on and off, second call after hours (an additional)	\$50
e. All snowbird turn offs	\$50
<b>2. Water Service on and off for non-payment</b>	
a. Service on and off, during office hours, Monday through Friday	\$60
b. After hours or weekend service on and off (an additional)	\$50
c. Broken promise turn off	\$60
<b>3. Additional charges, if necessary, to enforce payment of bill or charges</b>	
a. Removal of meter	\$85
b. Reinstallation of meter	N/C
c. Installation or removal of locking device-first occurrence	\$55
d. Installation or removal of locking device-second occurrence	\$75
e. Installation or removal of locking device-third occurrence	\$150
	& meter pulled
f. Repair of breakage/damage to locking mechanism (curb stops, etc.)	Parts & Labor
g. Service off water at main or reinstating service	Parts & Labor
h. Check returned by bank for non-payment (NSF)	\$25
i. Meter tampering and/or using water without authority	\$60
j. Penalty for incorrect financial institution account information First two times no charge. Charge per incident, third time and above.	\$25
<b>4. Illegal use of water</b>	\$150
(plus water usage billed at current rate)	
<b>5. Decreasing or increasing size of meter</b>	Parts & Labor
<b>6. Testing water meters at customer's or owner's request</b>	
a. Testing on premises (5/8" – 3/4" – 1")	\$80
b. Removal of meter for testing (5/8" – 3/4" – 1")	\$285
c. Testing of meters larger than 1"	Parts & Labor
<b>7. Usage of meter key</b>	
a. Deposit refundable with key return	\$25 Deposit
<b>8. Removal of meter during construction</b>	
a. Removal of meter	\$85
b. Loss of meter (replacement cost)	\$240 - \$550
<b>9. Fire hydrant permits -- mandatory for fire hydrant usage</b>	
a. Three month permit (plus water usage billed at current rate)	\$55
b. Six month permit (plus water usage billed at current rate)	\$80
c. Twelve month permit (plus water usage billed at current rate)	\$130
d. Penalty for unauthorized hydrant use	\$500
e. Penalty for using non-approved (uninspected) tank	\$950
f. Failure to report water usage	\$15/day for unreported usage

# EXHIBIT "A" - OTHER SERVICES CHARGES & PENALTIES

Effective  
10/1/2011

<b>10. Backflow prevention device testing</b>	
<b>Device testing</b>	\$100
a. Initial test fee per device	
b. All subsequent tests are the responsibility of the owner -- to be done annually by a State Certified Backflow Tester of their choice	
<b>Gold Plan</b>	
Annual fee per device dependant on customer agreement to have the District schedule & perform required annual test. Test performed by District contractor & includes \$50 annually in minor repairs to existing device to achieve passing test.	\$35
<b>Silver Plan</b>	
Annual fee per device. Applies if customer hasn't completed annual test by required date and is scheduled for shutoff. Test performed by District contractor in lieu of shutoff. Fee does not include cost of repairs that may be required.	\$50
<b>Service on and off for non-compliance of annual testing and reporting.</b>	
a. Service on and off, during office hours, Monday through Friday	\$60
b. After hours or weekend service on and off (an additional)	\$50
<b>11. Flow testing of fire hydrants</b>	\$185
<b>12. Plan Review</b>	
a. Residential subdivision 1-10 lots	\$175
b. Residential subdivision 11-50 lots	\$250
c. Residential subdivision 51-100 lots	\$400
d. Residential subdivision more than 100 lots	\$450
e. Commercial development, meter smaller than 2"	\$325
f. Commercial development, meter 2" or larger	\$450
<b>13. Temporary Irrigation Meter</b>	\$1,990

## OTHER BILLING CHARGES

Any other services performed by District personnel for which there is not a fee specified in Resolution 07-11 shall be charged at the employee's salary plus the cost of other personnel expenses for the actual time spent on the service (minimum 0.25 hours); plus the cost for materials and District equipment used including a 10% overhead rate and any deposits

The District may charge for time expended searching records to provide historical data per District Resolution 14-00. A written request and/or deposit may be required.

## Carrying Charges

Bills issued by TVWD which remain unpaid for over thirty (30) days may be subject to a carrying charge at a rate of 9% per year on the unpaid balance.

# EXHIBIT "A"- METER AND SERVICE INSTALLATION CHARGES

**Effective**  
**10/1/2011**

## Meter and Service Installation Charges By Meter Size

METER SIZE	Subdivision		
	Service Install*	Refundable**	Meter Fee
5/8" } 1" 3/4" } Service 1" } Line	\$800	\$175	\$255
1-1/2"			\$485
2"			\$595

\*Per District water system standards all meters to 1" in size require a 1" service line

\*\*Amount refundable applies only if TVWD is able to install its services before other utilities

METER SIZE	Dig-Ins		Banked Dig-Ins		
	Service Install*	Meter Fee	Banked Dig-in Fee	Meter Fee	
5/8" } 1" 3/4" } Service 1" } Line	\$1,990	\$255	\$800	\$255	
1-1/2"		\$485		N/A	\$485
2"		\$595		N/A	\$595

\*Per District water system standards all meters to 1" in size require a 1" service line

All new meters include Automatic Meter Reading (AMR) capability.

Dig-ins are defined as a service tap in an existing main in an existing street.

Subdivisions are defined as undeveloped streets where mains will be installed.

Banked dig-ins are defined as one excavation with more than one service tap.

Fees for Banked Dig-Ins for meters larger than 1" will be determined on a case by case basis by the District's Engineering Department.



TUALATIN VALLEY WATER DISTRICT  
BOARD AGENDA ITEM

**MEETING DATE: JULY 28, 2011**

**TITLE:** Direct Remaining Contributions of Employee IRS 125 Flexible Spending Account to Care to Share

**ITEM:** TVWD employees participate in an IRS approved flexible spending health account. Once each year, employees who wish to participate designate a portion of each paycheck into this account. There is no cost to the District. The funds are deducted from an employee's paycheck tax-free and are used to pay for any unreimbursed medical, dental or vision expenses and dependent day care that qualify under the plan. Employees estimate at the beginning of the plan year how much of those unreimbursed expenses they might incur during the year. IRS rules state that any money not used by the employee at the end of the plan year is forfeited to the District and rolls into our other miscellaneous income. The District can use those funds for any lawful purpose, however the District is prohibited by the IRS from returning those funds to the employees that contributed them. In 2007 and 2008, \$2,881.66 remained and was donated to Care to Share. In 2009, employees left \$1,556.43 and in 2010, they left \$2,893.39. Given the difficult economic climate, it is proposed that this leftover amount from 2009 and 2010 once again be contributed to the Care to Share program.

**STAFF RECOMMENDATION:** Staff recommends the Board move to approve a contribution to Care to Share of \$4,449.82 to be used in accordance with the District's current agreement with Care to Share for help in paying District customer's water bills.

**BUDGET IMPACT:** An unanticipated revenue amount of \$4,449.82 will not be available for other district uses.

**ADDITIONAL INFORMATION:** Greg DiLoreto, (503) 848-3032, [greg@tvwd.org](mailto:greg@tvwd.org); Brenda Lennox, (503) 848-3039, [brenda@tvwd.org](mailto:brenda@tvwd.org); Bernice Bagnall, (503) 848-3017, [bernice@tvwd.org](mailto:bernice@tvwd.org); Debbie Erickson, (503) 848-3015, [Debbie@tvwd.org](mailto:Debbie@tvwd.org).

**ATTACHMENTS:** None

**APPROVING MANAGERS INITIALS:**

CHIEF EXECUTIVE OFFICER	_____	HUMAN RESOURCES	_____
FIELD OPERATIONS	N/A	INTERGOV. RELATIONS	N/A
FINANCIAL SERVICES	_____	CUSTOMER SERVICES	_____
ENGINEERING SERV.	N/A		

**BOARD ACTION:**

APPROVED \_\_\_\_\_  
DENIED \_\_\_\_\_

**TUALATIN VALLEY WATER DISTRICT  
REGULAR BOARD MEETING AGENDA ITEM**

**MEETING DATE: JULY 28, 2011**

**TITLE:** TVWD Board Meeting Viewing Options

**ITEM:** The Board of Commissioners inquired about options for making the viewing of TVWD’s Board meetings more available to customers. Currently, TVWD Board meetings are recorded by Tualatin Valley Community TV (TVCTV) and then rebroadcast on public access on certain dates and times. TVCTV provides a video recording of each meeting yet TVWD currently doesn’t post this video on the TVWD Web site. The Board meetings are not broadcast live, however; the District does provide live audio streaming over the internet and posts the audio on the TVWD Web site so the meeting can be listened to at the public’s discretion.

In response to the Board’s interest in reviewing Board meeting viewing options, staff has prepared a memo that outlines opportunities for the Board to consider. These options look at continuing with the current process to using video Web streaming and a combination of the two.

**STAFF RECOMMENDATION:** Staff recommends that Option 2 “Current Process and Add On-Demand Video Streaming to the Web” be implemented. This approach can be implemented at no additional cost and provide better access to viewing meetings (on demand beginning the day after the actual meeting date). It also allows for the professional quality of the video to be maintained.

**BUDGET IMPACT:** The 2011-2013 Budget includes \$7,500 annually for the recording of TVWD Board meetings.

**ADDITIONAL INFORMATION:** Todd Heidgerken, 503-848-3013, [toddh@tvwd.org](mailto:toddh@tvwd.org) or Frank Reed, 503-848-3058, [frankr@tvwd.org](mailto:frankr@tvwd.org) .

**ATTACHMENTS:** Board Meeting Viewing Options Memo

**APPROVING MANAGERS INITIAL:**

CHIEF EXECUTIVE OFFICER	_____	HUMAN RESOURCES	N/A
FIELD OPERATIONS	N/A	INTERGOV. RELATIONS	_____
FINANCIAL SERVICES	N/A	CUSTOMER SERVICES	N/A
ENGINEERING SERV.	N/A		

**BOARD ACTION:**

APPROVED \_\_\_\_\_  
DENIED \_\_\_\_\_