



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

**WEDNESDAY  
SEPTEMBER 18, 2013  
7:00 PM  
REGULAR BOARD MEETING**

**Listening devices are available upon request  
48 hours prior to the day of the meeting (503-642-1511)  
Streaming live at [www.tvwd.org](http://www.tvwd.org)  
Broadcast by TVCTV (at a later date)**

**An Executive Session is scheduled before the Regular Meeting at 6 PM,  
called under 192.660 (2) (e) to conduct deliberations with persons  
designated by the governing body to negotiate real property transactions.**

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- 1. CALL TO ORDER – REGULAR MEETING
- 2. REPORTS BY THE CHIEF EXECUTIVE OFFICER AND MANAGEMENT STAFF
- 3. COMMISSIONER COMMUNICATION
  - 3.1 -Reports of Meetings Attended
  - 3.2 -Topics to be raised by the Commissioners
- 4. 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 Business 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. Should three citizens testify on the same topic, each participant will be limited to three minutes.

**CONSENT AGENDA:** These items are considered to be routine and may be enacted in one motion without separate discussion. Any Board member 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 require discussion.

- 5. **CONSENT AGENDA ITEMS**
  - 5.1 - Work Session Minutes of August 6, 2013.....4
  - 5.2 - Regular Meeting Minutes of August 21, 2013 ..... 48

**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.

- 6. [DIRECT REMAINING CONTRIBUTIONS OF EMPLOYEE IRS 125 FLEXIBLE SPENDING ACCOUNT TO CARE TO SHARE \(MOVE TO APPROVE\).....91](#)
  
- 7. ADJOURNMENT

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

**MEETING DATE: SEPTEMBER 18, 2013**

**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. The funds are deducted from an employee's paycheck tax-free and are used to pay for any unreimbursed medical, dental, vision, and dependent day care expenses 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 employer. This becomes miscellaneous income to the District. 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. Each year since 2007, the Board has moved to approve donating the forfeited employee contributions to Care to Share. In 2012, employees' unused funds totaled \$932.50. Staff proposes that these forfeited funds be contributed to the Care to Share program.

**STAFF RECOMMENDATION:** Staff recommends the Board move to approve a contribution to Care to Share of \$932.50 to be used in accordance with the District's current agreement with Care to Share to help pay District customer's water bills.

**BUDGET IMPACT:** An unanticipated revenue amount of \$932.50 will not be available for other District uses.

**ADDITIONAL INFORMATION:** Mark Knudson, (503) 848-3027, [markk@tvwd.org](mailto:markk@tvwd.org); Brenda Lennox, (503)848-3039, [brenda@tvwd.org](mailto:brenda@tvwd.org); Paul Matthews, (503) 848-3017, [paulm@tvwd.org](mailto:paulm@tvwd.org); Amy Heinlen, (503 )848-3015, [amy@tvwd.org](mailto:amy@tvwd.org).

**ATTACHMENTS:** None

**APPROVING MANAGERS INITIAL:**

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