

**Tualatin Valley Water District**



**BOARD OF COMMISSIONERS  
1850 SW 170<sup>th</sup> AVENUE  
BEAVERTON, OR 97006**

**AGENDA**

**WORK SESSION  
TUESDAY, OCTOBER 1, 2013  
6 TO 8 PM**

This meeting is accessible to persons with disabilities. Accommodations, including listening devices, are available upon request 48 hours prior to the day of the meeting by contacting the Executive Assistant, 503-642-1511

- 1. [REVIEW OF BOARD INFORMATION TECHNOLOGY NEEDS..... 2](#)
- 2. [WILLAMETTE WATER SUPPLY GOVERNANCE..... 3](#)
- 3. [PROPOSED AMENDMENTS TO THE LOCAL CONTRACT REVIEW BOARD RULES REGARDING BIDDER/PROPOSER RESPONSIBILITY ..... 4](#)
- 4. [CEO COMMUNICATIONS AND WORK PLAN ..... 5](#)
- 5. ADJOURNMENT

**TUALATIN VALLEY WATER DISTRICT  
WORK SESSION AGENDA ITEM**

**MEETING DATE: OCTOBER 1, 2013**

**TITLE: REVIEW OF BOARD INFORMATION TECHNOLOGY NEEDS**

**ITEM:** The District is reviewing its mobile computing requirements as it prepares for the implementation of the computerized maintenance management system (CMMS). The CMMS implementation will save the District substantial resources in both efficiencies in operations and improved planning for investments in infrastructure. To help realize the economic benefits of CMMS, the District will be streamlining computer support methods to enable supporting a larger mobile computing base without additional support resources. One method of accomplishing this goal is to reduce support costs on a per user basis by standardizing technologies, and using technologies that are inherently more supportable.

In addition to the initiative to reduce support costs, the District is examining its policies on electronic communications. This review is part of the District's periodic review of similar policies with the aim of protecting the District, its citizens, employees, and Board members.

Staff and legal counsel will present information on the District's electronic use policy and computer support needs. During the work session, staff will elicit input from the Commissioners on their computing support needs with the goal of developing a strategy to efficiently and effectively meet those needs.

**STAFF RECOMMENDATION:** This item is informational only. Staff recommendations will be presented in a subsequent work session based on the findings from this work session.

**BUDGET IMPACT:** None at this time. Staff may recommend changes to IT support policies in a future work session that may have budget implications.

**ADDITIONAL INFORMATION:** Paul Matthews, PaulM@tvwd.org, 503-848-3017; or Mark Knudson, MarkK@tvwd.org, 503-848-3027

**ATTACHMENTS:** None

**APPROVING MANAGERS INITIAL:**

CHIEF EXECUTIVE OFFICER	_____	HUMAN RESOURCES	<u>NA</u>
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FIELD OPERATIONS	<u>NA</u>	INTERGOV. RELATIONS	<u>NA</u>
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FINANCIAL SERVICES

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CUSTOMER SERVICES

NA

ENGINEERING SERV.

NA

**TUALATIN VALLEY WATER DISTRICT  
WORK SESSION AGENDA ITEM**

**MEETING DATE: OCTOBER 1, 2013**

**TITLE: WILLAMETTE WATER SUPPLY GOVERNANCE**

**ITEM:** The TVWD Board of Commissioners held work sessions on August 6 and September 3 to discuss concepts for a future intergovernmental agreement (IGA) regarding the governance of the Willamette water supply. During these discussions, the Board expressed a desire to step back and look at what should be included in a Willamette governance agreement either as part of the Willamette River Water Coalition (WRWC) or outside of the WRWC. It was believed that an initial step would be to work with existing and potential partners on identifying principles they would like to see in a governance agreement.

The September 19 WRWC Board meeting provided an opportunity to engage the other WRWC members on the approach to broaden the Willamette water supply governance discussion to include non-WRWC members. The purpose of this agenda item is to report on the WRWC Board's discussion and review the next steps.

**STAFF RECOMMENDATION:** This topic is for informational purposes only.

**BUDGET IMPACT:** There is no anticipated budget impact associated with the review and discussion of governance concepts.

**ADDITIONAL INFORMATION:** Mark Knudson, [markk@tvwd.org](mailto:markk@tvwd.org) or 503-848-3027; Clark Balfour, [cbalfour@cablehouston.com](mailto:cbalfour@cablehouston.com) or 503-224-3092; or Todd Heidgerken, [toddh@tvwd.org](mailto:toddh@tvwd.org) or 503-848-3013

**ATTACHMENTS:** None

**APPROVING MANAGERS INITIAL:**

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

**TUALATIN VALLEY WATER DISTRICT  
WORK SESSION AGENDA ITEM**

**MEETING DATE: October 1, 2013**

**TITLE: PROPOSED AMENDMENTS TO THE LOCAL CONTRACT REVIEW BOARD RULES  
REGARDING BIDDER/PROPOSER RESPONSIBILITY**

**ITEM:** Recently questions arose about the District's Local Contract Review Board (LCRB) rules and how those rules affect the evaluation of solicitations from firms with questionable business practices. In 2007, the Board adopted amended LCRB rules including Section 210-030 related to bidder responsibility determinations in pipe, fittings, and hydrant purchases exceeding \$25,000. These amendments were in response to public information about various suppliers who had violated Occupational Safety and Health Administration (OSHA) rules and other environmental statutes and administrative rules resulting in penalties and compliance orders. The Board sought to adopt criteria setting forth Board values in determining bidder responsibility for those public contracts.

Staff has reviewed the existing policy and seeks direction as to whether consideration of safety, environment, and legal compliance should be expanded to include other District solicitations. Second, staff asks for the Board's direction on the treatment and definition of Affiliates. Finally, staff requests direction on the development of appropriate criteria staff can apply to solicitations which would be subject to these rules.

**STAFF RECOMMENDATION:** Staff requests guidance from the board to develop appropriate amendments to the LCRB rules and criteria on which to evaluate solicitations.

**BUDGET IMPACT:** None

**ADDITIONAL INFORMATION:** Paul Matthews, PaulM@tvwd.org, 503-848-3017; or Mark Knudson, MarkK@tvwd.org, 503-848-3027

**ATTACHMENTS:** None.

**APPROVING MANAGERS INITIAL:**

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

ENGINEERING SERV.

N/A

**TUALATIN VALLEY WATER DISTRICT  
WORK SESSION AGENDA ITEM**

**MEETING DATE:** October 1, 2013

**TITLE:** CEO COMMUNICATIONS AND WORK PLAN

**ITEM:** This item will consist of an update on the following activities that were included in the CEO's 100-Day Plan:

1. Hire the new Chief Engineer
2. CEO transition activities
3. Meetings with key stakeholders
4. Review of District strategic initiatives

The CEO will also provide an overview of the anticipated scope and approach for preparing the CEO's Work Plan in the coming weeks.

**STAFF RECOMMENDATION:** This item is presented for information only – no action is required.

**BUDGET IMPACT:** None

**ADDITIONAL INFORMATION:** Mark Knudson at 503-848-3027 or [markk@tvwd.org](mailto:markk@tvwd.org)

**ATTACHMENTS:** None

**APPROVING MANAGERS INITIAL:**

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