

Tualatin Valley Water District



BOARD OF COMMISSIONERS
1850 SW 170th AVENUE
REGULAR MEETING MINUTES

OCTOBER 16, 2013

Commissioners: Vice-President - Dick Schmidt, Jim Duggan, Jim Doane, and Marilyn McWilliams
(President Richard Burke was absent)

Management

Staff: Mark Knudson, Patty Rupp, Todd Heiderken, Paul Matthews, Dale Fishback, Brenda Lennox, and Mike Britch

Legal Counsel: Clark Balfour

Public: Vaughn Brown

Note: Unless otherwise indicated the term "Motion carried" means the action of the Board of Commissioners was unanimous.

Vice-President Schmidt called the Regular meeting of the Tualatin Valley Water District (TVWD) Board of Commissioners to order at 7:00 p.m.

REPORTS BY CHIEF EXECUTIVE OFFICER (CEO) AND MANAGEMENT STAFF *(Report attached)*

Chief Executive Officer (CEO), Mark Knudson, provided the following information and updates to the Board:

Portland's Total Coliform Event

Arranmore Cross Connection Control Updates

Department Report:

Customer and Support Services Manager, Brenda Lennox, provided the department report. She provided updates to the Board of the Computer Maintenance Management System, Risk /Safety Management Program, and the addition of 15 Automated Meter Reading devices to the Valley View Water District.

Ms. Lennox indicated that the Portland Business Journal had recently named TVWD the fifth healthiest place to work within the Metro area. TVWD employees fall in the category of 100 to 499 employees that includes both the public and private sectors.

BOARD REPORTS OF MEETINGS ATTENDED REPRESENTING TVWD, AND COMMISSIONER TOPICS

A report was given by each Board member of meetings they attended during the past month.

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

None.

CONSENT AGENDA

It was moved by Commissioner Doane and seconded by Commissioner McWilliams approving the Consent Agenda, consisting of 5.1- Work Session minutes of September 3, 2013, 5.2- Regular meeting minutes of September 18, 2013, and 5.3 - Communication from Auditors for Statement of Audit Standard (SAS) 114. The motion carried.

RESOLUTION 10-13, FINANCE SIGNATURE AUTHORIZATION

Chief Financial Officer, Paul Matthews, provided the staff report. He explained that proposed Resolution 10-13 supersedes Resolution 03-12 (adopted January 18, 2012), which authorized the Chief Executive Officer (CEO) to establish, as needed, cash management, investment, and safekeeping-related accounts; open and close accounts; execute agreements; and to make funds transfer arrangements for the purpose of managing the District's cash and investments. Resolution 10-13 is substantially the same as the prior Board resolution.

The proposed Resolution 10-13 does not affect the District's investment policy.

It was moved by Commissioner Doane and seconded by Commissioner Duggan adopting Resolution 10-13, as described by Mr. Matthews. The motion carried.

ADJOURNMENT

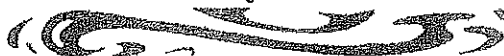
There being no further business, and without objection, Vice-President Schmidt adjourned the meeting at 7:30 p.m.

BOARD OF COMMISSIONERS
TUALATIN VALLEY WATER DISTRICT

BY _____ BY _____
President, Richard Burke Secretary, James Duggan

Date Approved: November 20, 2013

Tualatin Valley Water District



Chief Executive's Report

UPDATED VERSION

To: Tualatin Valley Water District Board of Commissioners

From: Mark Knudson, CEO

Date: October 16, 2013

The following topics will be covered during the CEO's report at the board meeting this evening:

1. **Portland Total Coliform Event.** About one month ago, Portland started detecting total coliform bacteria in a portion of the Portland distribution system in the West Hills. This portion of the Portland system has the potential to feed about 170 homes in TVWD's Metzger service area as well as the Valley View Water District. Total coliform bacteria are considered "indicator bacteria" in that they indicate the possible presence of fecal contamination; total coliform organisms do not make people sick but their presence is cause for concern and why a standard exists.

Portland continued to detect total coliform bacteria in that area throughout the month of September. Although this didn't trigger the need for a boil water notice, there were sufficient positive total coliform results that Portland triggered what is called a Tier 2 violation of the Total Coliform Rule. This will require that Portland notify all of the affected customers that may have received water from that portion of the Portland distribution system.

After the initial detections, TVWD and Portland took steps to minimize the likelihood that any TVWD customers would receive water from that part of the Portland system. TVWD staff also conducted additional monitoring and did not detect coliform bacteria in the TVWD system. We shared all of that information with the Oregon Health Authority Drinking Water Services. The state is still evaluating the situation and has yet to decide if TVWD will be required to notify our customers of Portland's violation of the Total Coliform Rule.

Key points:

- Total coliform bacteria are not pathogenic and, as such, do not cause people to become ill.
- TVWD took steps to limit supply from that portion of the Portland distribution system; we conducted additional monitoring and did not detect coliform bacteria in TVWD's system.
- Portland's monitoring results exceeded the standard established in the Total Coliform Rule; however, TVWD's results did not exceed the standard.
- Portland and TVWD staffs have been working closely with the Oregon Health Authority to identify the appropriate actions and next steps.
- We anticipate that we may need to send a letter, via US Mail, to about 170 homes in a portion of TVWD's Metzger service area notifying them of Portland's violation of the Total Coliform Rule.

CEO Report to the TVWD Board of Commissioners.

October 16, 2013

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2. **Arranmore Cross Connection Control Update.** As of October 14, 2013, 127 of the 144 homes within the Arranmore development (89%) are in full compliance with District backflow protection requirements.

Of the 17 homes that have yet to comply, 8 have decided to disconnect from the auxiliary water supply (a permanent "cut and cap"). These homeowners were allowed to wait until after the irrigation system was de-pressurized, so that they could terminate their irrigation service without shutting down the irrigation system. On October 3, Arranmore stopped using of their irrigation well and the 8 homeowners have been given 30 days to disconnect from the irrigation system.

The remaining 9 homes must install a DC assembly. TVWD staff has been in contact with these 9 residents and they represent challenging situations. Several of the homes are rentals, with tenants that changed over the course of this process and/or the tenant did not forward the information to the owner. In some cases, the owners live abroad. In other situations, the properties were sold and the backflow requirements were not disclosed to the new owners.

To date, we have not terminated water service for non-compliance; however, now that we are after the previously established compliance date, staff is working diligently to coordinate with the few remaining homeowners to achieve compliance. If a resident fails to keep their commitments or fails to make continued progress on installing backflow protection or disconnecting from the irrigation system, we intend to use termination of water service as our remaining tool to achieve enforcement in order to achieve 100% compliance with TVWD's Cross-Connection Control Program in the Arranmore subdivision by no later than December 31, 2013.

3. **Department Report** will be by Brenda Lennox of Customer and Support Services.



Vendor: 700-704 - Commissioner Jim Doane

Account # 1-10-01-7370

CHECK HERE IF REQUESTING COMPENSATION for services performed on behalf of the District as authorized under ORS 198.190. See below for additional information.

DATE	MEETING OR FUNCTION	PURPOSE	\$
10/16	Regular Mtg		50
10/11	Work Session		50
9/19	WRWC		50
			150 ⁰⁰ ✓

Date 10/16/2013

Requested by Jim Doane
Commissioner

Date 10/16/13

Approved by _____
President

ORS 198.190 "A member of the governing body of a district may receive, not to exceed \$50.00 for each day or portion thereof as compensation for services performed as a member of the governing body. Such compensation shall not be deemed lucrative. The governing body may provide for reimbursement of a member for actual and reasonable traveling and other expenses necessarily incurred by a member in performing official duties." *Please note that in accordance with ORS 294.331 (3) members of the budget committee shall receive no compensation for their services as members of such committee.*



Vendor: 700-702 - Commissioner Jim Duggan

Account # 1-10-01-7370

CHECK HERE IF REQUESTING COMPENSATION for services performed on behalf of the District as authorized under ORS 198.190. See below for additional information.

DATE	MEETING OR FUNCTION	PURPOSE	\$
1 OCT 2013	BOARD TVWD WORK SESSION	IT NEEDS WORK PLAN	50 ⁰⁰
2 OCT 2013	RWPC BOARD MTG.	REG 1/3 YR MTG	50 ⁰⁰
15 OCT 2013	AWWA WATER LEADERSHIP SIMPOSIUM	TRAINING	50 ⁰⁰
16 OCT 2013	TVWD BOARD MTG.	REG. MNTLY. MTG.	50 ⁰⁰
			200 ⁰⁰ ✓

Date 16 OCT 2013

Requested by Commissioner

Date 10/16/13

Approved by President

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Vendor: 700-705 - Marilyn McWilliams

Account # 1-10-01-7370

x CHECK HERE IF REQUESTING COMPENSATION for services performed on behalf of the District as authorized under ORS 198.190. See below for additional information.

DATE	MEETING OR FUNCTION	PURPOSE	\$
9/19/13	Willamette River Water Coalition	Discuss Governance	50
9/22/13	Congresswoman Bonamico Town Hall	Report on activities, questions from audience	0
9/25/13	Metro Policy Advisory Committee	Legislative Update, SW Corridor Recommendations	50
9/26/13	Regional Infrastructure Project	Discussion of public/private partnerships	0
10/1/13	TVWD Work Session	Key Initiatives of 2013/15 Biennium	50
10/2/13	Westside Economic Alliance	Infrastructure for new development	0
10/7/13	Met with Mark, Mike, Dick on JWC	Preparation for meeting	50
10/9/13	Metro Policy Advisory Committee	SW Corridor Plan/Shared Investment Strategy, Cully	50
10/11/13	BRJOC/JWC meeting	Standby Power Generation, N Transmission Line Repair	50
10/14/13	Washington County Public Affairs Forum	Brian Wegener on surface water /development	0
10/17/13	TVWD regular board meeting	Regular business	50
			350

Date October 16, 2013

Requested by [Signature]
Commissioner

Date 10/16/13

Approved by _____
President

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Vendor: 700-701 Commissioner Dick Schmidt

Account # 1-10-01-7370

X CHECK HERE IF REQUESTING COMPENSATION for services performed on behalf of the District as authorized under ORS 198.190. See below for additional information.

DATE	MEETING OR FUNCTION	PURPOSE	\$
100113	Work Session	IT requirements, WRWC,	50
100713	Meeting/Mark	JWC agenda	50
100813	Meeting with Mark	Board agenda	50
101113	Joint Water Commission	Backup power for TP	50
101613	Regular board		50
			250 ✓

Date 10/16/13

Requested by _____
Commissioner

Date 16 Oct 2013

Approved by _____
President

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