

# Tualatin Valley Water District



This document represents the official meeting record of the April 15, 2015 regular meeting of the Tualatin Valley Water District (TVWD) Board of Commissioners held at 1850 SW 170<sup>th</sup> Ave., Beaverton, OR 97003. The video recording of this meeting can be found at: <http://www.tvwd.org/about-us/board-meetings-and-minutes.aspx>.

## 1. Call to Order and Roll Call

President Burke called the meeting to order at 7:06 p.m.

President Richard Burke	PRESENT
Commissioner Jim Doane	PRESENT
Commissioner Jim Duggan	PRESENT
Commissioner Marilyn McWilliams	PRESENT
Commissioner Dick Schmidt	PRESENT

Management Staff Present: Mark Knudson, CEO; Clark Balfour, Legal Counsel; Dave Kraska, Water Supply Program Director; Mike Britch, Chief Engineer; Brenda Lennox, Manager of Customer and Support Services; Dale Fishback, Manager of Field Operations; Paul Matthews, Chief Financial Officer, CFO

Staff Present: Todd Heidgerken, Deputy Water Supply Program Director; Liz Ohlmann, Information Technology Officer; Mark Gallagher, Senior Network Administrator; Lee Lawson, Customer Service & Billing Supervisor; Renee Castilla, District Recorder

Public Present: John Plattsmier, HDR; Scott Christensen, HDR; Jordan Luevano, Resers

## 2. Reports by the Chief Executive Officer and Management Staff

Mr. Mark Knudson presented his Chief Executive's Report (Attached). Topics included:

- Introduction of Dave Kraska, new Water Supply Program Director;
- Water supply status;
- Scam alert regarding City of Beaverton water customers;
- 2014 Comprehensive Annual Financial Reports (CAFR) award from Government Finance Officers Association (GFOA);
- TVWD recognized by the US Environmental Protection Agency (USEPA) as Green Power leader;
- The Joint Water Commission (JWC) Water Treatment Plant receives safety award;
- Next budget committee workshop will be held Tuesday, April 21, 2015; and
- Department report presented by Finance and Information Technology.

Mr. Paul Matthews presented the District's Finance and Information Technology Department report. He highlighted the overall budget process including dates and times of budget meetings.

President Burke commented that staff has sent communications to those public who testified last year.

President Burke emphasized the importance of citizens attending budget workshops as the budget is being prepared rather than waiting until the final meeting when the budget is up for approval. He also expressed his thanks to staff for being proactive in their communications to those who have testified previously to the Board regarding the District's budget.

### **3. Reports of Meetings Attended and Commissioner Topics**

The board members provided reports of meetings they attended during the month.

### **4. Public Comment**

There were no public comments.

## **CONSENT AGENDA**

### **5. Consent Agenda Items**

#### **5.1 Regular Meeting Minutes of March 18, 2015**

Commissioner McWilliams moved and Commissioner Duggan seconded the motion to adopt items 5.1 of the consent agenda. The motion carried.

AYES: Burke, McWilliams, Schmidt, Duggan, Doane  
NAYS: None  
ABSTAIN: None

## **BUSINESS AGENDA ITEMS**

### **6. Information Item: Update on the Payment Card Industry (PCI) Compliance Project**

Mr. Matthews introduced Liz Ohlmann, Information Technology Officer.

Ms. Ohlmann introduced Mark Gallagher and Lee Lawson. She stated they would be presenting the Update on the Payment Card Industry (PCI) Compliance Project (memorandum attached).

Mr. Gallagher provided a brief background on the PCI Compliance Project including accomplishments, overall customer communication approach and next steps.

The Board expressed their thanks to staff for their hard work and for keeping the project on schedule and on budget given the amount of overall work, including security changes the staff is implementing. The Board also stated it was important for the public to understand the PCI Compliance Project is important for TVWD and its ability to continue accepting credit/debit card payments for their utility bill.

**7. Information Item: Update on the Firefly Electric Vehicle Pilot**

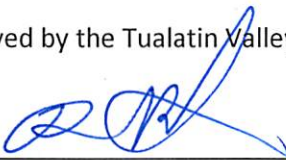
Mr. Dale Fishback presented the Update on the Firefly Electric Vehicle Pilot (PowerPoint and memorandum attached).

Discussion occurred and questions were asked regarding the size and quietness of the vehicle. Staff assured the Board both the size and minimal sound did not pose a risk to District staff. The Board expressed their thanks to staff for their innovative ideas and willingness to try new things at the District.

**8. Adjournment**

There being no further business, President Burke adjourned the meeting at 7:55 p.m.

Approved by the Tualatin Valley Water District on May 20, 2015.

BY:   
Richard Burke, President

BY:   
James Duggan, Secretary