

Tualatin Valley Water District



This document represents the official meeting record of the June 2, 2015 regular meeting of the Tualatin Valley Water District (TVWD) Board of Commissioners held at 1850 SW 170th Ave., Beaverton, OR 97003.

1. Call to Order and Roll Call

President Burke called the meeting to order at 6:04 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, Chief Executive Officer (CEO); Clark Balfour, Legal Counsel; Paul Mathews, Chief Financial Officer (CFO); Dave Kraska, Water Supply Program Director; Mike Britch, Chief Engineer

Staff Present: Todd Heidgerken, Deputy Water Supply Program Director; Peter Boone, Principal Engineer; Liz Ohlmann, Information Technology Officer; Lee Lawson, Customer Service & Billing Supervisor; Mark Gallagher, Senior Network Administrator; Steve Carper, Conservation Technician; Renée Castilla, District Recorder

Public Present: Brad Moore, Staheli Trenchless Consultants

Mr. Mark Knudson presented a memorandum to the Board regarding "Proposed Commissioner Topic on Rate Communication (attached). Mr. Knudson also stated he would be a participant on the interview panel for the Portland Water Bureau Director. He further stated staff interviewed two program firms for the Willamette Water Supply Program (WWSP) Management Firm earlier in the day and a decision is expected soon.

2. Update on Payment Card Industry (PCI) Compliance Project

Ms. Liz Ohlmann presented the Update on Payment Card Industry (PCI) Compliance Project. She stated staff has been working with the 3rd party service provider to configure both an Interactive Voice Response (IVR) system and the payment website. Further, the IVR has both an English and Spanish speaking version of the same text.

Mr. Lee Lawson presented a demonstration of the IVR to the Board (Call Script attached).

Discussion followed regarding the IVR script and the progress staff have made to date.

3. Review of the Water Master Plan

Mr. Peter Boone presented the Review of the Water Master Plan (PowerPoint attached). The Board also received both volumes of the Water Master Plan in its entirety.

Discussion followed regarding the Metzger Pipe Line and whether that infrastructure would still be built; and water demands over the next fifty years relating to changes in density, e.g. single family residences. In addition, Commissioner Doane asked that the reference to "critical customers" be changed to "critical facilities". Further, the Board asked for clarification regarding the overall budget for WWSP, CIP and other funds needed for future operations and maintenance. Staff stated they would provide to the Board a better estimate of future dollars needed to address those items.

4. Review of the Fire Line Enforcement Policy

Mr. Steve Carper presented the Fire Line Enforcement Policy (PowerPoint attached).

Following the presentation, the Board agreed to increase the penalties for illegal use of the Fire Line. Staff stated the changes would be included in the Rates & Finances item to be presented to the Board at the July 7, 2015 Work Session.

5. Review of the Willamette Water Quality Goals

Mr. Dave Kraska presented the Review of the Willamette Water Quality Goals for the Water Treatment Plan (PowerPoint attached).


Discussion followed regarding external partners joining the WWSP and further becoming users of the proposed Willamette River Water Treatment Plant (WRWTP). In addition, staff provided clarification on construction costs associated with expansion of the current WRWTP. Further, the Board emphasized the importance of providing excellent water quality for all users of the system.

6. Adjournment

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

Approved by the Tualatin Valley Water District on July 15, 2015 +

BY: 
Richard Burke, President

BY: 
James Duggan, Secretary

Tualatin Valley Water District



This document represents the official meeting record of the June 30, 2015 regular meeting of the Tualatin Valley Water District (TVWD) Board of Commissioners held at 1850 SW 170th Ave., Beaverton, OR 97003.

1. Call to Order and Roll Call

President Burke called the meeting to order at 6:05 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, Chief Executive Officer

Staff Present: Cheri Maki, Administrative Assistant

Guest Speakers: Rob Mills, SDIS Board of Trustees; Frank Stratton, Executive Director, SDAO

Public Present: None

2. Information Item: Board Practices Assessment by The Special Districts Associate of Oregon

Rob Mills and Frank Stratton introduced themselves and stated that the main purpose of the meeting was to help build dialogue amongst ourselves regarding how we are doing and ways we can improve using self-assessment guidelines that highlight the following six key performance areas:

- Board Duties and Responsibilities
- Operational Compliance
- Budget and Finance
- Customer Relations
- Personnel Administration
- Policies and Procedures

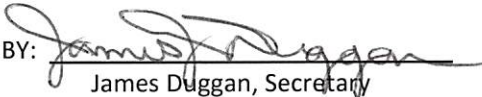
3. Rob Mills' Meeting Summary - will be completed and shared with the Board after it is finalized

4. Adjournment

There being no further business, President Burke adjourned the meeting at 7:47 p.m.

Approved by the Tualatin Valley Water District on August 4, 2015

BY: 
Richard Burke, President

BY: 
James Duggan, Secretary