

Tualatin Valley Water District



This document represents the official meeting record of the June 17, 2015 regular meeting of the Tualatin Valley Water District (TVWD) Board of Commissioners held at 1850 SW 170th 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

Commissioners Present: President Richard Burke, Jim Doane, Jim Duggan, Marilyn McWilliams, and Dick Schmidt

Management Staff Present: CEO Knudson, P.E., Chief Executive Officer (CEO); Clark Balfour, Legal Counsel; Dave Kraska, P.E., Water Supply Program Director; Mike Britch, P.E., Chief Engineer; Dale Fishback, Field Operations Manager; Paul Matthews, Chief Financial Officer (CFO); Brenda Lennox, Customer & Support Services Manager

Staff Present: Tod Burton, Finance Planning Debt Project Manager, Judi Tonks, Clerical Support; Cheri Maki, Clerical Support; Krista Fullan, Conservation Assistant

Public Present: Wendell Cockrell, Kim Vandehey, Josh Miner, Andrew Carlstrom, Rich Carson

President Burke called the meeting to order at 7:03 p.m.

2. Reports by the Chief Executive Officer and Management Staff

CEO Knudson introduced Cheri Maki and Krista Fullan as alternate clerical support for future Board Meetings.

CEO Knudson presented his Chief Executive's Report (attached). Topics included:

- Water Supply Update;
- Addition of a Safety Minute at board meetings;
- Ms. Lennox discussed dehydration risks associated with people/pets that are left unattended in vehicles during warm weather.

The Department Report by Ms. Lennox included the following:

- Alternate work schedule options for meter readers during extreme weather;
- Shut-off guidelines for collection purposes;
- Conservation activities;
- Recently purchased Firefly electric cars for field customer service;
- Work process/flow changes for new computerized maintenance management system; and
- Update on new bill printing service provider.

Commissioner Schmidt inquired about whether or not extreme cold weather temperatures would affect the Firefly's range. Mr. Fishback assured Commissioner Schmidt that he did not consider it a concern and was optimistic about the vehicle's performance during inclement weather.

President Burke congratulated Ms. Lennox on her pending appointment as President-Elect of the AWWA in 2016.

3. Commissioner Communications

3.1 – Reports of Meetings Attended

The board members provided reports of meetings they attended during the month (see attached).

3.2 – Topics to be raised by the Commissioners

President Burke inquired about whether or not there should be changes made in the way Board Meetings are broadcast. CEO Knudson responded that the next step would be to draft a memo identifying this topic and outline the cost benefits and limitations associated with it. Commissioner Doane asked for clarification regarding the matter and CEO Knudson replied that specific options would be discussed at a future work session.

4. Public Comment

Kim Vandehey – 17207 SW Siler Ridge Ln., Aloha, OR

Mr. Vandehey testified that the amount of money the District offered to credit his account due to higher than average water bills, (which resulted from a broken pressure control valve (PRV) at his property) was insufficient. He asked the Board to consider a more equitable solution due to the fact he was unaware that the District had installed the PRV and therefore did not routinely inspect it.

President Burke explained to Mr. Vandehey the process for such grievances and asked that he first appeal to TVWD staff and then, if he was still dissatisfied, he encouraged him to return to the Board for further review.

CEO Knudson recommended that Mr. Vandehey contact him directly to collaborate on an appropriate resolution.

5. CONSENT AGENDA

5.1 Certification of Election Results, May 19, 2015 Election

5.2 Regular Meeting Minutes of May 20, 2015

5.3 Approve the Budget Committee Minutes of May 28, 2015

5.4 Approve the Work Session Minutes of June 2, 2015

President Burke requested the Board to divide the consent agenda into two motions. He called for the approval of items 5.1, 5.2 and 5.4. The motion carried.

AYES: Burke, McWilliams, Schmidt, Duggan, Doane

NAYS: None

ABSTENTIONS: None

President Burke called for the approval of item 5.3. The motion carried, with two abstentions.

AYES: McWilliams, Duggan, Doane

NAYS: None

ABSTENTIONS: Burke, Schmidt

BUSINESS AGENDA ITEMS

6. Oath of Office, Swearing-in of elected officials.

6.1 Position No. 4, Richard Burke

6.2 Position No. 5, Jim Doane

Commissioned Notary Judith Tonks swore Richard Burke and James Duggan into office as the elected Commissioners for the Tualatin Valley Water District (TVWD) for the term of July 1, 2015 to June 30, 2019.

7. Public Hearing for Proposed Tualatin Valley Water District Biennial Budget

Biennium Budget

CEO Knudson presented the approved biennium budget (see attached slides).
Mr. Burton presented a fund-by-fund budget overview (PowerPoint attached).

*****CLOSED REGULAR MEETING*****

*****OPENED BUDGET HEARING*****

Written Testimony – No written testimony was presented.

Public Testimony:

Andrew Carlstrom – 9580 SW Washington Place, Suite 550, Portland, OR 97225

Mr. Carlstrom testified that he is a District rate payer and citizen member of the Budget Committee and stated his support of the budget.

Wendell Cockrell – 7430 SW 163rd Place, Beaverton, OR

Mr. Cockrell testified that he has been a TVWD customer for over 30 years and had an issue with the budget being too low, specifically the amount set aside for procurement of replacing the utility billing system.

Rich Carson – 503.970.4251

Mr. Carson left the meeting before it ended, without speaking.

Mr. Matthews responded that the term “procurement” in the new water billing system budget refers to the upfront analysis, not the actual implementation and selection of the product that will come later.

Commissioner Duggan stated that he was confident in TVWD staff with regards to being able to come up with a new system on time and within budget.

Commissioner McWilliams stated that the District is careful to follow strict planning guidelines and clarified that the actual implementation of the system will happen in the 2017 – 2019 biennium.

CEO Knudson concluded by informing Mr. Cockrell that this is an ongoing process and will continue to be transparent as the project progresses.

*****CLOSED BUDGET HEARING*****

*****CONVENED REGULAR MEETING*****

8. Resolution 08-15, Adopting Budget and Making Appropriations for Tualatin Valley Water District for the Biennium Period 2015-2017

President Burke presented Resolution 08-15

Commissioner Duggan moved and Commissioner Doane seconded the motion to adopt. The motion carried.

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

9. Acceptance of the Water Master Plan

Mr. Britch recapped the Water Master Plan as presented in the notebooks previously handed out to the Commissioners.

A brief discussion amongst the Commissioners ensued. The consensus was that although there were a few minor inconsistencies within the document, overall it was comprehensive and well written. Staff agreed to investigate the noted discrepancies and make appropriate edits before submitting the final document to the State.

Commissioner Doane mentioned that due to the comprehensiveness of the document, it may pose certain security issues. Staff responded that there will be a summarized version of the plan that is distributed to the public instead of the complete document in an effort to minimize safety concerns.

President Burke presented the motion to accept the Water Master Plan.

Commissioner McWilliams moved and Commissioner Doane seconded the motion to adopt. The motion carried.

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

*****RECESSED REGULAR MEETING*****

*****CONVENED AS LOCAL CONTRACT REVIEW BOARD*****

10. Resolution 09-15, A Resolution Authorizing a Contract Specific Exemption

Mr Balfour, Legal Counsel, presented Resolution 09-15 which requests the LCRB to approve a special exemption to allow a 12 year term for the procurement of program management services on the Willamette Water Supply Program contract in order to secure more favorable pricing.

Commissioner McWilliams moved and Commissioner Doane seconded the motion to adopt Resolution 09-15. The motion carried.

AYES: Burke, McWilliams, Schmidt, Duggan, Doane

NAYS: None

ABSTENTIONS: None

*****ADJOURNED AS LOCAL CONTRACT REVIEW BOARD*****

*****RECONVENED AS BOARD OF COMMISSIONERS*****

11. ADJOURNMENT

There being no further business, President Burke adjourned the meeting at 8:45 p.m.

Approved by the Tualatin Valley Water District on July 15 2015.

BY: 
Richard Burke, President

BY: 
James Duggan, Secretary