

Tualatin Valley Water District



This document represents the official meeting record of the July 7, 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 6:00 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 Office, (CEO); Paul Matthews, Chief Financial Officer (CFO); Dave Kraska, P.E., Water Supply Program Director

Staff Present: Lee Lawson, Customer Service and Billing Supervisor; Liz Ohlmann, Information Technology Officer; Mark Gallagher, Senior Network Administrator; Bob Shields, Finance and Accounting Supervisor; Cheri Maki, Administrative Assistant

Public Present: John Plattsmier, HDR; Jon Holland, Brown & Caldwell; Bill VanDerveer, MWH; Gavin Gilchrist, MWH

2. Announcements

CEO Knudson provided the following announcement:

- Met with Mr. Vandehey this afternoon – Matter has been resolved
- Update on Chief Engineer recruitment process
- Updates on supply & demand

Commissioner Marilyn McWilliams moved to reverse the order of agenda items 4 and 5, and Commissioner Doane seconded.

Safety Moment – Paul Matthews demonstrated how to use the AED equipment.

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

CFO Matthews gave a brief overview and introduced Lee Lawson who presented a PowerPoint Presentation (attached) which detailed the new online payment process. Commissioner Doane asked for clarification regarding the process and whether or not customers can continue paying their bill by check. Mr. Lawson assured him that the option of paying by check will still be available and that there have been ongoing communications with our customers regarding the new billing system in an effort to provide a smooth transition. Commissioner McWilliams inquired about how we will handle “snow

birds” and Mr. Doane inquired about the percentage of customers who are currently using auto-pay. Mr. Lawson explained that there will be an extra grace period and communication with auto-pay customers before shut off would occur. Mr. Matthews responded that currently we have approximately 20% of our customers utilizing auto-pay.

4. Financial Plan and Future Rates

CFO Matthews presented his Financial Forecast and Water Rates plan (slides attached) and summarized the four main steps of the plan:

- Update on District’s financial performance
- Performance review of long-term financial forecasting scenarios
- Provide overview of rate designs and risks to the forecast
- Discuss upcoming rate study and communications strategy

Question and answer session ensued regarding the forecast. Mr. Matthews provided a brief recap and then discussed a variety of upcoming rate study scenarios and asked the Commissioners how they would like it presented at the next Board Meeting. The consensus of the Board was that a single scenario of 16.4% be used.

The next steps are:

- Prepare required notification
- Present rate resolution at August 19th Board Meeting
- Rates and charges effective November 1st

5. Willamette Water Supply Program Manager Contract

Dave Kraska introduced two consultants from MWH; Bill VanDerveer and Gavin Gilchrist and stated that their firm was chosen to contribute to this project based on their relevant experience and expertise. Mr. Kraska then provided an overview on the status of WWSP, (PowerPoint slides attached).

- Purpose and need for Program Management
- Program Manager selection process
- Work Plan for the first year
- Future updates

He then provided the following summation:

- Program manager selection process is complete
- The first six months will be very active during the program building phase
- Baseline schedule, budget and FY 16/17 work plan updates will be provided early 2016

6. Commissioner Topic – Board Meeting Video Options


President Burke requested that the Commissioner Topic agenda item be held over until the next work session due to time constraints.

7. Adjournment

There being no further business, President Burke adjourned the meeting at 8:24 p.m.

Approved by the Tualatin Valley Water District on August 3, 2015.

BY: 
Richard Burke, President

BY: 
James Duggan, Secretary