

Tualatin Valley Water District



This document represents the official meeting record of the August 4, 2015 work session of the Tualatin Valley Water District (TVWD) Board of Commissioners held at 1850 SW 170th Ave., Beaverton, OR 97003.

CALL TO ORDER AND ROLL CALL

President McWilliams called the meeting to order at 6:00 p.m.

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

Management Staff Present: Mark Knudson, P.E., Chief Executive Officer, (CEO); Paul Matthews, Chief Financial Officer (CFO); Brenda Lennox, Customer and Support Services Manager; Dave Kraska, P.E., Water Supply Program Director

Staff Present: Steve Carper, Conservation Technician; Lee Lawson, Customer Service and Billing Supervisor; Marlys Mock, Community Affairs Coordinator; Liz Ohlmann, Information Technology Officer; Mark Gallagher, Senior Network Administrator; Mike Jacobs, Risk Management Coordinator; Cheri Maki, Administrative Assistant

Public Present: None

Announcements

Steve Carper provided the safety moment which included relaxation techniques. Mr. Carper also provided a reminder that August is "National Make-a-Will Month."

1. Commissioner Topic – Board Meeting Video Options

CEO Knudson recapped the options outlined in his memo dated June 29, 2015, (attached) and proposed that the District continue using the current practice of having the Board Meetings videotaped and broadcast through TVCTV.

Following a brief discussion, the Commissioners expressed a consensus that TVCTV remains a good option and provides an economical, high value service and no change is needed in the current practice for video recording of Board Meetings.

President McWilliams suggested that the home page of the District's website include a link to the District's new YouTube channel and that the District revisit this topic in a couple of years to confirm that it continues to be the most appropriate option.

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

CFO Matthews introduced Marlys Mock, Lee Lawson and Liz Ohlmann. Together they gave an overview of the PCI topics to be discussed, (see attached slides.)

Ms. Mock presented the Communications Strategy portion, Mr. Lawson explained the Call Volume plan, and CFO Matthews discussed the Budget Implications segment.

The PCI Compliance Project team members fielded questions from the Commissioners and provided additional clarification.

3. Customer Welcome Kits

Mr. Carper exhibited the Welcome Kits that are currently being distributed and proposed that the District discontinue mailing the pre-packaged Welcome Kits and transition to a Welcome Letter only by November 1, 2015, (see attached memo).

The Commissioners expressed a consensus that routine distribution of the pre-packaged welcome kits was a good idea because it would save ratepayer's money and cut down on waste.

4. Fire Line Enforcement

Mr. Carper discussed illegal fire line use and presented slides, (attached) which covered the following points:

- Objective
- Background
- Proposed Revisions to New Fee Schedule
- Final Remedy Options
- Rules & Regulations
- Proposed Next Steps

A question and answer session followed. Based on feedback from the Board, staff will proceed as outlined in Mr. Carper's presentation and recommendations will be integrated into the rate resolution to be considered by the Board at the August regular meeting and as part of an amendment to the District Rules and Regulations to be considered by the Board this fall.

5. Right-of-Way License Fee

CFO Matthews presented Right of Way License Fee Options, (see attached slide). Outline included three different scenarios for the following options:

- Include in District-wide Revenue Requirements
- Establish a Unique Rate for Each Jurisdiction
- Include on Customer Bills

Commissioner Burke expressed strong opposition to any option that would limit the transparency of this fee or impose the cost on ratepayers in the unincorporated areas of the District. Following much discussion by the Commissioners indicated they generally prefer Option 3 in spite of the higher administrative burden because it provides the highest amount of transparency to ratepayers. It was suggested that Mr. Matthews further investigate all three options and identify specifically what additional resources might be needed to implement Option 3 by the anticipated target date.

6. Proposal to Establish Board Committees

CEO Knudson presented an updated proposal (see attached slides) to establish five ad-hoc committees of the Board. It was suggested that the proposed Policy and Board Development committees be consolidated into a single committee. The Commissioners expressed interest in the following committees, (see table below):

Committee	McWilliams	Schmidt	Doane	Duggan	Burke
Policy & Board Development				X	X
Water Supply		X	X		
Strategic Planning		X			X
Finance	X		X		

CEO Knudson will prepare an agenda item on this topic for consideration by the Board at the August regular meeting.

Adjournment

There being no further business, President McWilliams adjourned the meeting at 7:54 p.m.

Approved by the Tualatin Valley Water District on September 16, 2015.

BY: 
Marilyn McWilliams, President

BY: 
James Duggan, Secretary