

Tualatin Valley Water District



This document represents the official meeting record of the October 21, 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: Marilyn McWilliams, Jim Duggan, Jim Doane, Dick Schmidt, Richard Burke

Management Staff Present: Mark Knudson, P.E., Chief Executive Officer (CEO); Paul Matthews, Chief Financial Officer (CFO); Dave Kraska, P.E., Willamette Water Supply Director; Clark Balfour, Legal Counsel; Dale Fishback, Field Operations Manager

Staff Present: Steve Carper, Conservation Technician; Mike Jacobs, Risk Management Coordinator; Pete Boone, Senior Engineer; Faye Branson, Administrative Assistant, Willamette Water Supply Program; Cheri Maki, Administrative Assistant to the CEO

Public Present: None

President McWilliams called the meeting to order at 7:05 p.m.

2. REPORTS BY THE CHIEF EXECUTIVE OFFICER AND MANAGEMENT STAFF

CEO Knudson announced that October is Breast Cancer Awareness Month and that management staff were wearing pink to show support.

Dave Kraska presented the safety moment which focused on planning ahead and using common sense when completing home improvement projects.

CEO Knudson presented the CEO Report (attached), which included a water supply update and the Pacific Northwest winter forecast from the National Oceanic and Atmospheric Administration (NOAA). Commissioner Burke asked about the certainty of the NOAA forecasts. CEO Knudson responded that the only thing certain about the forecast is that it is uncertain.

CEO Knudson also provided a brief Payment Card Industry (PCI) status update. He also informed the Board that the Regulatory Limits for the WWSP Reserve agenda topic which was originally planned to be presented tonight has been postponed until the City of Hillsboro is also ready to move forward. He anticipates that a proposal will be ready at November or December's Board Meeting.

Mr. Kraska introduced Faye Branton who recently joined TVWD as an Administrative Assistant and is working with the Willamette Water Supply Project team.

Mr. Kraska the provided the Department Report which focused on the WWSP, PowerPoint attached. Topics included:

- WWSP Commitments
- Progress Made to Date
- On-going Efforts

3. COMMISSIONER COMMUNICATIONS

3.1 Reports of meetings attended

Commissioners provided reports of meetings they attended during the month (see attached).

3.2 Topics to be raised by the Commissioners

There were no topics raised.

4. PUBLIC COMMENT

There was no public comment.

5. CONSENT AGENDA

- 5.1 Approve the Executive Session Minutes of September 16, 2015
- 5.2 Approve the Regular Board Minutes of September 16, 2015
- 5.3 Approve the Work Session Minutes of October 6, 2015
- 5.4 Approve the IGA with Tualatin Valley Fire and Rescue to Lease District-Owned Property at 18755 SW Kemmer Road for use as a Temporary Fire Station
- 5.5 Approve Communications from Auditors for Statement of Audit Standards (SAS) 114

Commissioner Burked requested that item 5.3 be separated.

Commissioner Doane moved to approve Items 5.3. Commissioner Duggan seconded. The motion carried 5-0-1.

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

Commissioner Schmidt moved to approve Items 5.1, 5.2, 5.4 and 5.5. Commissioner Duggan seconded. The motion carried 5-0-0.

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

6. BUSINESS AGENDA ITEMS

6.1 Special District Insurance Services (SDIS) Better and Best Practices Checklist

Mike Jacobs presented the staff report on this item. Mr. Jacobs said that the District receives a 10% discount on the property casualty insurance rates by participating in the SDIS Better and Best Practices Program. He explained that the insurance discount this year was dependent on TVWD's participation in the following five categories:

- Completion of online training class
- Attendance at SDIS training event
- Membership to affiliate organization
- Completion of Better and Best Practices Checklist
- Submission of District's Public Records and Public Meetings Policies

Mr. Jacobs confirmed that TVWD has successfully completed all five categories and cited that the final requirement is for the Board to approve the self-assessment checklist, attached.

Commissioner Burke moved to approve Item 6.1 and Commissioner Schmidt seconded. The motion carried 5-0-0.

AYES: McWilliams, Schmidt, Doane, Burke, Duggan

NAYS: None

ABSTENTIONS: None

6.2 Ordinance 01-15. An Ordinance Adopting and Amending TVWD Rules and Regulations, Second Reading (by Title only)

CEO Knudson provided a brief summary stating that modifications to the fees and practices for Fire Line Enforcement have been completed. The next step is to approve final revisions to the District's Rules and Regulations. Clark Balfour reported that there haven't been any changes to Ordinance 01-15 since the first reading at the September Board meeting and asked for a motion to read by Title only and a Motion to Adopt.

Commissioner Doane moved to read by Title only and adopt Item 6.2 and Commissioner Burke seconded. The motion carried 5-0-0.

AYES: McWilliams, Schmidt, Doane, Burke, Duggan

NAYS: None

ABSTENTIONS: None

Mr. Balfour read, "Ordinance 01-15, An Ordinance Adopting and Amending Rules and Regulations for Use of the District's Water System". The Ordinance will become effective on November 20, 2015.

6.3 Adopt District 2015 Water Master Plan

CEO Knudson gave a brief introduction to the topic and asked Pete Boone to present the staff report for the Master Plan.

Mr. Boone presented a PowerPoint, attached. His outline included the following topics:

- Agenda
- Water demands
- Introduction of goals
- Previous Presentations and Actions
- Level of Service Goals
- Water demands over next 50 years
- Water Resources: Supply vs. Demand
- System analysis: Day-to-day operations
- Willamette supply integration
- Reliability and Resiliency
- Capital Improvements Plan
- Conclusions
- Staff Recommendations

Commissioners thanked staff for the comprehensiveness of the plan. Commissioner Doane commented that he has reviewed the Master Plan in detail and commended the staff for the thorough plan. Commissioner Doane asked about the schedule of future updates to the Master Plan. Mr. Boone responded that the Oregon Health Authority does not have a specific time requirement for Master Plan updates. Mr. Boone said that staff will be preparing a summarized version for the public.

Mr. Boone recommended the Board to adopt Item 6.3. Commissioner Doane moved to adopt Item 6.3 and Commissioner Burke seconded. The motion carried 5-0-0.

AYES: McWilliams, Schmidt, Doane, Burke, Duggan

NAYS: None

ABSTENTIONS: None

6.4 Resolution 14-15, A Resolution Authorizing Modifications to the Fair and Accurate Credit Transaction Act Identity Theft Policy and Delegation of Authority.

Mr. Jacobs recommended the Board adopt Resolution 14-15 which would allow Board delegation of authority to the Chief Executive Officer (CEO) or designee to oversee, implement, develop, report, amend and administer the identity theft prevention policy.

Commissioner Burke moved to adopt item 6.4. Commissioner Doane seconded. The motion carried 5-0-0.

AYES: McWilliams, Schmidt, Duggan, Doane, Burke

NAYS: None

ABSTENTIONS: None

6.5 Adopt CEO Goals and Objectives for 2016

CEO Knudson presented the CEO Goals and Objectives for 2016, slides attached. Topics included:

- CEO Performance Evaluation Process
- Proposed CEO Goals & Objectives for 2016
- Staff Recommendation

Mr. Knudson recommended the Board adopt the CEO Goals and Objectives for 2016. Commissioner Schmidt moved to adopt. Commissioner Duggan seconded. The motion carried 5-0-0.

AYES: McWilliams, Schmidt, Duggan, Doane, Burke

NAYS: None

ABSTENTIONS: None

7. ADJOURNMENT

There being no further business, President McWilliams adjourned the meeting at 8:40 p.m.

Approved by the Tualatin Valley Water District on November 18, 2015.

BY:


Marilyn McWilliams, President

BY:


James Duggan, Secretary