



**Board of Commissioners Work Session
1850 SW 170th Avenue
Beaverton, OR 97003**

February 2, 2016

Assisted listening devices are available upon request 48 hours prior to the day of the meeting by calling 503-848-3000.

WORK SESSION – 6:00 PM

- 1. CALL TO ORDER**
- 2. ANNOUNCEMENTS**
- 3. DISCUSSION ITEMS**
 - A. Willamette Water Supply Program Treatment Plant Master Plan Preferred Approach
 - B. Update on Right-of-Way License Fee Billing System Project
 - C. Cybersecurity Update
- 4. ADJOURNMENT**



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WORK SESSION AGENDA ITEM

MEETING DATE: FEBRUARY 2, 2016

TITLE: WILLAMETTE WATER SUPPLY PROGRAM TREATMENT PLANT MASTER PLAN PREFERRED APPROACH

ITEM: A major component of the Willamette Water Supply Program (WWSP) is the water treatment plant that will process Willamette River water for delivery into the new transmission system. The Willamette River Water Treatment Plant (WRWTP) Master Plan (MP), which has been underway for about a year, has identified alternative approaches for expanding its capacity. The next step in completing the MP is to select which of the alternative approaches to complete.

In November and December of 2015, the WRWTP MP team made presentations to each of the participating agencies to explain the status of the project, the alternatives being considered, and the process by which a preferred alternative will be selected. In January of 2016, we convened a Blue Ribbon Panel of experts to review the goals and plans for the WRWTP expansion, and to provide guidance on the direction that should be taken.

This workshop presentation will include a review of the WRWTP MP alternatives being considered. We will also review the preliminary findings and draft recommendations from the Blue Ribbon Panel. The work session will not be used to select a specific treatment option; however, the schedule and process to select a preferred treatment alternative will be summarized.

BUDGET IMPACT: The decision on which WRWTP expansion alternative to complete will have an impact on the overall WWSP budget. Information on the relative costs associated with the various alternatives will be presented at the meeting.

ADDITIONAL INFORMATION: Dave Kraska, david.kraska@tvwd.org, 503-848-3032

ATTACHMENTS: None.

APPROVING MANAGERS INITIAL:

Chief Executive Officer	<i>DK</i>	Customer Services	N/A
Engineering Services	N/A	Field Operations	N/A
Financial Services	N/A	Human Resources	N/A
Legal	N/A	Water Supply Program	<i>DK</i>



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WORK SESSION AGENDA ITEM

MEETING DATE: FEBRUARY 2, 2016

TITLE: UPDATE ON RIGHT-OF-WAY LICENSE FEE BILLING SYSTEM PROJECT

ITEM: As a result of recent court rulings, various cities within the District’s service area have announced intentions to assess what they roughly describe as a right-of-way fee. As currently being discussed by the cities, these proposed fees are expected to be based on the gross receipts of water sales within each city’s corporate limits. As such, these fees operate as a gross receipts tax, perhaps subject to challenge, which will be reviewed when a city shares its methodology with TVWD.

Staff has undertaken a project to allow the District to collect this fee exclusively from the customers within the jurisdiction assessing it, assuming it is a valid fee. As currently contemplated, the collection of the fee will be presented on each customer’s bill explicitly to ensure the transparency of the fee.

At this work session, staff will brief the Board on the project plan to implement the necessary changes to the utility billing system and customer bills. Staff will also present an overview of the customer communications strategy for the implementation of the new fee.

BUDGET IMPACT: There is no direct budget impact for effort. The project will be conducted with District personnel resources that are already included in the biennial budget.

ADDITIONAL INFORMATION: Paul Matthews, paul.matthews@tvwd.org, 503-848-3017; Liz Ohlmann, elizabeth.ohlmann@tvwd.org, 503-848-3042.

ATTACHMENTS: None

APPROVING MANAGERS INITIAL:

Chief Executive Officer	<i>ME</i>	Customer Services	<i>bf</i>
Engineering Services	N/A	Field Operations	N/A
Financial Services	<i>PO</i>	Human Resources	N/A
Legal	<i>CS</i>	Water Supply Program	N/A



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WORK SESSION AGENDA ITEM

MEETING DATE: FEBRUARY 2, 2016

TITLE: CYBERSECURITY UPDATE

ITEM: The District has completed the implementation of its Payment Card Industry (PCI) Data Security Standard (DSS) compliance project. The District achieved its PCI Compliance on October 29, 2015.

As part of the PCI compliance project, the District adopted various cybersecurity policies to protect its data and the data of its customers. In addition to these cybersecurity policies, the District is implementing the American Water Works Association Security Framework to protect its information technology (IT), supervisory control and data acquisition (SCADA), geographical information systems (GIS), and other important information technology systems. The District must also follow various State of Oregon mandates related to public records retention and the ethical use of District resources.

This presentation will include a briefing of the Board of Commissioners on the new policies that were formalized as required by the PCI compliance project and good practices to safe guard the District’s systems will be reviewed. The presentation will highlight the Commissioner’s role in maintaining cybersecurity and complying with the new cybersecurity policies and procedures. In addition to the presentation, staff will elicit discussion with the Commissioners on how the District can better serve the Commissioners’ IT needs in a safe and secure manner.

BUDGET IMPACT: There is no direct budget impact for this item.

ADDITIONAL INFORMATION: Paul Matthews, paul.matthews@tvwd.org, 503-848-3017; Liz Ohlmann, elizabeth.ohlmann@tvwd.org, 503-848-3042.

ATTACHMENTS: None

APPROVING MANAGERS INITIAL:

Chief Executive Officer	<i>ME</i>	Customer Services	N/A
Engineering Services	N/A	Field Operations	N/A
Financial Services	<i>PO</i>	Human Resources	N/A
Legal	<i>CS</i>	Water Supply Program	N/A