



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

March 1, 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. Hydrant Permit Program Update
 - B. Revised Total Coliform Rule Update
 - C. Status Update on District Initiatives for 2015-17
 - D. Board Retreat Agenda Planning
- 4. ADJOURNMENT**



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WORK SESSION AGENDA ITEM

MEETING DATE: MARCH 1, 2016

TITLE: HYDRANT PERMIT PROGRAM UPDATE

ITEM: During the August 2015 Board meeting, two customers testified that they had observed contractors’ wasteful actions while filling water trucks. The customers were concerned about three potential issues: state of contractor equipment, usage reporting requirements, and other potential options for permitted use of construction water.

Staff has completed a review of the District’s hydrant permit program to address these concerns. This work session presentation will include a review of the existing program and bulk water accounting procedures. A review of other agencies’ hydrant permit programs will also be included.

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

ADDITIONAL INFORMATION: Carrie Pak, carrie.pak@tvwd.org, 503-848-3045; Joel Cary, joel.cary@tvwd.org, 503-848-3019

ATTACHMENTS: None

APPROVING MANAGERS INITIAL:

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



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WORK SESSION AGENDA ITEM

MEETING DATE: MARCH 1, 2016

TITLE: REVISED TOTAL COLIFORM RULE UPDATE

ITEM: On April 1, 2016, the federally mandated Revised Total Coliform Rule (RTCR) will go into effect under the Oregon Health Authority’s primacy. This rule is an update to the existing Total Coliform Rule (TCR), which was implemented in 1990. These rules are designed to protect the integrity of the distribution system by performing population based, monthly monitoring of microbiological contaminants.

District staff will provide a brief overview of both the TCR and RTCR requirements, highlighting any potential changes to TVWD’s existing TCR Sampling Plan as a result of the new rule.

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

ADDITIONAL INFORMATION: Carrie Pak, carrie.pak@tvwd.org, 503-848-3045; Joel Cary, joel.cary@tvwd.org, 503-848-3019.

ATTACHMENTS: None

APPROVING MANAGERS INITIAL:

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



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WORK SESSION AGENDA ITEM

MEETING DATE: MARCH 1, 2016

TITLE: STATUS UPDATE ON DISTRICT INITIATIVES FOR 2015-17

ITEM: TVWD staff captures the important work that is done beyond the essential day-to-day operations of the District through the District Initiatives tracking process. An update on these initiatives is presented at Board work sessions every six months.

For the 2015-17 bienium, the District’s Strategic Planning Core Team identified 12 District Initiatives. In addition, several initiatives were carried over from the 2013-15 biennium. These initiatives are based on the District’s vision, mission, values and strategic direction and have helped to inform the District’s adopted budget.






At the work session, staff will review the current status of select initiatives. A report summarizing the status of all initiatives is attached.

BUDGET IMPACT: There is no budget impact at this time, as all initiatives are being accomplished within current budgets.

ADDITIONAL INFORMATION: Mark Knudson, Chief Executive Officer, mark.knudson@tvwd.org, (503) 848-3027; Joe Healy, Senior Management Analyst, joe.healy@tvwd.org, 503-848-3085

ATTACHMENTS: Summary of 2015-17 Initiatives

APPROVING MANAGERS INITIAL:

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

TVWD INITIATIVES STATUS SUMMARY | 2015-17 BIENNIUM

#	INITIATIVE	DEPT.	REVIEW DATE	STATUS.	STATUS	TARGET DATE	DONE
1	Review & Revise Employee Benefits Package	HR	2/16/2016	C	C	Completed	✓
2	Evaluate Organizational Staffing Requirements	HR	2/16/2016	G	●	Jul-18	
3	Develop Internal Workforce Training Program	HR	2/16/2016	Y	●	Sep-18	
4	Develop & Implement Aging Infrastructure Strategy	Engineering	2/17/2016	Y	●	Jun-17	
5	Develop & Implement District Resiliency Policy & Program	Engineering			●		
6	Improve Project Management and CIP Tracking	Engineering		Y	●		
7	Upgrade District-wide Records Management System	Admin	2/5/2016	Y	●	Jun-17	
8	Review and Revise Board Policies & Provide Policy Training	Admin	2/5/2016	Y	●	Jun-17	
9	Implement Key Findings from IT Master Plan	Finance-IT	2/17/2016	R	●	Jun-17	
10	Develop and Implement Utility Billing Strategy	Finance-IT	2/17/2016	R	●	Jun-17	
11	Address and Communicate Rate-related Issues	Admin	2/19/2016	Y	●	Sep-16	
12	Update Communication & Outreach Program	Admin	2/19/2016	Y	●	Jul-16	
13	Beaverton Strategy	Admin	2/15/2016	Y	●	Jun-15	
14	Portland Dispute Resolution	Admin	2/15/2016	Y	●	May-16	
15	Mains Replacement Program	Engineering	2/17/2016	Y	●	Jun-17	
16	Service Agreement – South Hillsboro	Finance-IT	2/17/2016	G	●		
17	Unaccounted For Water	Engineering	5/11/2015	G	●	Jul-15	
18	Enterprise GIS Work Plan	Engineering	2/9/2016	Y	●	Jan-17	
19	New Communication Tools	Admin	Completed	C	C	Completed	✓
20	CMMS Implementation	Finance-IT	2/17/2016	G	●	Jun-15	
21	SDC Study	Finance-IT	2/17/2016	B	●	Jun-16	
22	New Bond Indenture	Finance-IT	2/17/2016	C	C	Completed	✓
23	401(k) Modernization	HR	2/9/2015	C	C	Completed	✓
24	Emergency Plan Update	Customer Services	2/18/2016	Y	●	Jul-16	
25	Rebate Program Review & Update	Customer Services	2/18/2016	R	●	Jun-16	
26	Field Mobile Communications Update	Customer Services	2/18/2016	Y	●	Jun-16	
27	Right-of-Way License Fees	Finance-IT	2/17/2016	G	●	Jul-16	

KEY:

On Schedule	G	●
Some issues slowing this down	Y	●
Significantly off schedule	R	●
Not yet begun / not yet reported	B	●
Completed	C	



WORK SESSION AGENDA ITEM

MEETING DATE: MARCH 1, 2016

TITLE: BOARD RETREAT AGENDA PLANNING

ITEM: The Board discussed retreat planning with staff at the December 1, 2015 work session and subsequently provided staff with a list of desired retreat topics. Staff compiled that list and created the attached Board Retreat Topics Preferences matrix.

Staff used the matrix to create the attached proposed agenda to help shape the retreat discussion. The objective of this work session discussion is for Board concurrence on the proposed retreat agenda.

Topics of interest identified by the Board and staff that are not a part of the retreat discussion likely will be addressed through future projects and initiatives.

As a reminder, the retreat will be held Monday, April 18 from 10 a.m. to 3 p.m. at the Washington County Consolidated Communications office located at 17911 NW Evergreen Parkway in Beaverton.

BUDGET IMPACT: None.

ADDITIONAL INFORMATION: Mark Knudson, 503-848-3027, mark.knudson@tvwd.org; Debbie Werner, 503-848-3014, debbie.werner@tvwd.org

ATTACHMENTS: Board Retreat Topics Preferences and Draft Board Retreat Agenda

APPROVING MANAGERS INITIAL:

Chief Executive Officer	<i>mk</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	N/A

Board Retreat Topics Preferences

Topic	Burke	Doane	Duggan	McWilliams	Schmidt	Proposed Agenda?
Board meetings: <ul style="list-style-type: none"> • Expectations/organization of the Board • Determine if any improvements need to be made • Determine if following Robert’s Rules of Order • Add graphics in presentations to enhance TV experience 		X		X	X	Yes
Communication between Board and staff: <ul style="list-style-type: none"> • Determine if existing tools can be improved • Procedures in contacting staff for info (who to contact first) and determine if Board interfering at all • Using District email addresses 		X		X	X	Yes
Communication from Board/staff to public: <ul style="list-style-type: none"> • Scope of Board member interactions with public • Tie every message to TVWD mission and make it timely and appropriate for audience 	X	X				
Strategic planning: <ul style="list-style-type: none"> • Changes in scope of TVWD operations (personnel, responsibilities, acting as lead agency, staff growth) • Focus on District Initiatives • PERS/health insurance • Legislative/SDAO • Anticipate plans of biggest customers • Leverage power for future of TVWD • Water quality monitoring 		X	X	X		Yes
Board policies: <ul style="list-style-type: none"> • Clarify staff/Board boundaries re: committee work • Ensure Board governance over District direction 	X		X	X		Yes
Board succession planning: <ul style="list-style-type: none"> • Board recruitment • Orientation program 	X	X	X	X		Yes
Strategic partnerships: <ul style="list-style-type: none"> • Focus on WWSP (changes in organization, relationship to partners, leadership on governing board) • Board relations with other boards (and meeting attendance) 			X	X	X	Yes
Expand citizen involvement in budget/rate processes	X					



**Board of Commissioners Retreat
17911 NW Evergreen Parkway
Beaverton, OR 97006**

April 18, 2016

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

DISCUSSION ITEMS

- | | | |
|------------------------------|-----------------------|--------------|
| 1. Board Succession Planning | 10:00-10:45 a.m. | (45 minutes) |
| 2. Board Policies | 10:45-11:15 a.m. | (30 minutes) |
| 3. Break | 11:15-11:25 a.m. | (10 minutes) |
| 4. Board/Staff Communication | 11:25 a.m.-12:10 p.m. | (45 minutes) |
| 5. Lunch Break | 12:10-12:25 p.m. | (15 minutes) |
| 6. Board Meetings | 12:25-1:10 p.m. | (45 minutes) |
| 7. Break | 1:10-1:20 p.m. | (10 minutes) |
| 8. Strategic Partnerships | 1:20-2:00 p.m. | (40 minutes) |
| 9. Strategic Planning | 2:00-3:00 p.m. | (60 minutes) |