



Board Meeting Minutes
February 17, 2016

BOARD MEETING – 7:00 PM

1. CALL TO ORDER AND ROLL CALL

Commissioners Present: Richard Burke, Jim Doane, Jim Duggan and Dick Schmidt
Commissioner Absent: Marilyn McWilliams

Staff Present: Mark Knudson, Chief Executive Officer; Paul Matthews, Chief Financial Officer; Dave Kraska, Willamette Water Supply Director; Brenda Lennox, Customer & Support Services Manager; Dale Fishback, Field Operations Manager; Carrie Pak, Chief Engineer; Clark Balfour, Legal Counsel; Mike Jacobs, Risk Management Coordinator; Debbie Werner, District Recorder

2. REPORTS BY THE CHIEF EXECUTIVE OFFICER AND MANAGEMENT STAFF

Mr. Matthews presented the Safety Minute on winter driving and walking recommendations.

Mr. Knudson gave his report, including information on staff updates, changes to the District's monthly status report and a reminder on the District's February 23 showing of the video *Unprepared* on the topic of Oregon's earthquake preparedness (see attached).

Mr. Matthews provided the Finance/IT Department update on the District's unclaimed property program (see attached presentation), clarifying "property" in this case means payments by customers in excess of what is owed.

3. COMMISSIONER COMMUNICATIONS

A. Report of meetings attended

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

B. Topics to be raised by the Commissioners

There were none.

4. PUBLIC COMMENT

There was none.

5. CONSENT AGENDA

- A. Approve the January 20, 2016 executive session minutes

[Recorder's Note: The Board considered each item on the Consent Agenda separately since Commissioner Duggan wished to abstain from voting on the minutes from the meetings for which he was absent.]

The Commissioners approved the January 20, 2016 executive session minutes with Burke, Doane and Schmidt voting in favor. Commissioner Duggan abstained.

- B. Approve the January 20, 2016 regular meeting minutes

The Commissioners approved the January 20, 2016 regular meeting minutes with Burke, Doane and Schmidt voting in favor. Commissioner Duggan abstained.

- C. Approve the February 2, 2016 work session minutes

The Commissioners approved the February 2, 2016 work session minutes with Burke, Doane, Duggan and Schmidt voting in favor.

6. BUSINESS AGENDA ITEMS

- A. Consider adopting Resolution No. 04-16, a resolution amending system development charges for the Tualatin Valley Water District and declaring an effective date.

Mr. Matthews gave a staff report (see attached presentation).

Motion was made by Doane, seconded by Burke, to adopt Resolution No. 04-16, a resolution amending system development charges for the Tualatin Valley Water District and declaring an effective date. The motion passed unanimously with Burke, Doane, Duggan and Schmidt voting in favor.

- B. Consider approval of participation by Mark Knudson as an area representative in the Multi-Agency Coordinating Group (MACG).

Mr. Knudson and Mr. Balfour gave a staff report (see attached presentation).

In response to questions, Mr. Knudson said:

- The MACG will allocate all emergency resources available, not just water-related resources.
- There is no urgency in getting the approval from the Regional Water Provider Consortium Board so there is no issue with their next meeting not being until June.

Motion was made by Duggan, seconded by Doane, to approve the participation by Mark Knudson as an area representative in the MACG. The motion passed unanimously with Burke, Doane, Duggan and Schmidt voting in favor.

7. ADJOURNMENT

There being no further business, Vice President Schmidt adjourned the meeting at 7:38 p.m.

Dick Schmidt, Vice President

Jim Duggan, Secretary

MEMO

Date: February 17, 2016
To: Tualatin Valley Water District Board of Commissioners
From: Mark Knudson, CEO
Re: Chief Executive Officer & Management Staff Report

The following items will be covered during the report by the CEO and management staff:

1. **Safety Minute** – Finance/IT – Paul Matthews.
2. **Staff Updates.** Carrie Pak, the District’s new Chief Engineer, is now on staff. I was able to introduce her last month as a visitor but she is now on staff and already contributing to several key projects. You will be hearing more from Carrie in the near future.
3. **Monthly Report.** At your desks this evening is a printed copy of the District’s Monthly Status Report. There are a couple of reasons for this:
 - a. **Distribution Schedule:** Although we typically distribute the report to you electronically, we experienced a delay in getting the report out this month and I wanted to make sure you have a copy available for your reference during the meeting this evening.
 - b. **Name Change:** For the last two years, we have called this report the “CEO Monthly Report.” It turns out that title has generated confusion by the staff regarding this document and the monthly report I present at the Board meeting each month. Therefore, we have changed the name of this report to the “TVWD Month in Review.”
 - c. **Public Access:** The Month in Review report provides important updates and indicators on the status of the District and, as of last month, this report is now available online at the District’s website under About Us.
4. **Unprepared Video Showing.** Just a reminder that the District, in cooperation with the Washington County Office of Emergency Management, is hosting a showing of the video *Unprepared* next Tuesday, February 23, at 6:30 pm at the District’s headquarters. The video was produced by Oregon Public Broadcasting and focuses on Oregon’s earthquake preparedness. After viewing the video, we will also have a unique opportunity to visit with Allison Prych, one of the

CEO & Management Staff Report to the TVWD Board of Commissioners

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engineers featured in the video and one of Oregon's leading experts on seismic preparedness.

Members of the public are invited to attend and learn more about seismic preparedness in our community. I'm told we will even be providing light refreshments. Again, it will be Tuesday, February 23 at 6:30 pm here at TVWD's office. Details are also available online at the District's website.



5. **Department Report.** Paul Matthews, the District's Chief Financial Officer, will present the department report this evening.



Department Report
Finance and Information Technology

Paul L. Matthews
Chief Financial Officer



Tualatin Valley Water District

Delivering the Best Water  Service  Value

Finance and IT Department Report

Providing Enhanced Service to the Public

- Increasing awareness of unclaimed property
- Verifying customer donations to the Customer Emergency Assistance Fund

Delivering the Best Water  Service  Value

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Reuniting Customers with Unclaimed Property

Unclaimed Property

- Refunds, credits, and other dollars due former customers or businesses where the District has no payment address
 - Customers and business who have moved without forwarding addresses
 - Business who have changed their names or closed
- By law, TVWD remits unclaimed property to the Oregon Division of State Lands
- Before submitting the unclaimed property, staff conducts due diligence to find the rightful owner
 - Oregon law requires due diligence on amounts over \$100
 - TVWD conducts due diligence with all amounts

Resources for Unclaimed Property

- Oregon Department of Public Lands:
https://oregonup.us/upweb/up/UP_search.asp
- National Association of Unclaimed Property Administrators:
<https://www.unclaimed.org/>

Verifying Customer Donations

- Customer Service Department administers the Customer Emergency Assistance Program
- Finance reconciles payments received from online sources each work day
 - When donations are unusually large or equal the payment amount, our reconciling accountant notifies Customer Service Supervisors to verify customer intentions
- Proactive interdepartmental team work enhances customer experience and avoids unintended late payments, etc.

A RESOLUTION AMENDING THE SYSTEM DEVELOPMENT CHARGES

Paul L. Matthews
Chief Financial Officer

Overview

- System Development Charges (SDCs) assessed to new connections as one-time charges to allow growth to pay for itself
- Ordinance 01-12 governs SDCs at the District
 - Requires annual review of the District’s SDCs
 - Engineering News Record (ENR) Seattle Construction Cost Index (CCI) for December over December change
- Findings
 - ENR increased by 0.13 percent
 - SDC for a typical new single-family home built in the District will increase \$9 from \$6,678 to \$6,687

Proposed SDCs

PROPOSED CHARGE	METER SIZE	TOTAL	REIMBURSEMENT	IMPROVEMENT	ADMINISTRATIVE
	5/8" X 3/4"	\$6,687	\$1,171	\$5,406	\$110
	3/4" x 3/4"	10,031	1,757	8,109	165
	1"	16,718	2,928	13,515	275
	1-1/2"	33,435	5,855	27,030	550

Proposed SDCs for Larger Meters

PROPOSED CHARGE (Admin fee rolled into reimbursement portion of SDC.)	
PEAK DAY SDC	
REIMBURSEMENT FEE	\$770 per peak day ERU
IMPROVEMENT FEE	<u>4,729</u> per peak day ERU
PEAK DAY SDC COST	\$5,499 per peak day ERU
STORAGE SDC	
REIMBURSEMENT FEE	\$512 per storage ERU
IMPROVEMENT FEE	<u>676</u> per storage ERU
STORAGE SDC COST	\$1,188 per storage ERU

Implementation of Adjustment

- Adopting Resolution 04-16 establishes new SDCs
- Outreach
 - Home Builders of Metro Portland were updated on change
 - Small increase suggests special mailing to selected developers is not justified
- Impact on budget is estimated to be \$9,600
- Proposed effective date of the SDC change is March 1, 2016
- Staff recommends the Board adopt Resolution 04-16

Questions and Answers



Consider Approval of Participation by Mark Knudson as an Area Representative in the Multi-Agency Coordinating Group (MAC-G)

TVWD Board Meeting

February 17, 2016

Mark Knudson & Clark Balfour



Overview

- What is the MAC-G
- What is an Area Representative
- Why this is a Proposal to the Board
- Next Steps
- Staff Recommendation
 - Long-term improvements to backbone systems
 - Multiple benefits beyond reliability

What is the MAC-G

- Portland Metropolitan Region's Multi-Agency Coordination System (MAC-S)
 - Oregon: Washington, Clackamas, Multnomah & Columbia
 - Washington: Clark County
- Concept of Operations Plan
 - Structure & process for cross-jurisdictional collaboration and coordination for emergency management during severe events
- Regional Multi-Agency Coordination Group (MAC-G)
 - Establishes criteria and prioritizes assignment of scarce resources during severe events

What is an Area Representative

- Agency representatives (A-REP) to the MAC-G
- Represent various disciplines and geographic areas likely to be impacted by regional disasters
 - By discipline:
 - Police, Fire, Public Health, Public Works / Transportation, Water
 - By geographic region
 - East & west of Willamette River
- Representatives with a stake in emergency planning & response

Why this is a Proposal to the Board

- Assignment of TVWD CEO during regional emergency
 - Recommendation of Regional Water Providers Consortium Technical Committee & Washington County Emergency Manager
 - Based on Mark's regional experience
 - Recognition of capabilities of TVWD staff to respond to an event
- Recognition of policy implications
 - Acknowledgement of expectations
 - Regional significance
 - Potential liability & benefits

Next Steps

- Approval by the Regional Water Provider Consortium Board
 - Acknowledgment of regional nature of role
 - Direction to act on behalf of the 20 existing members of the RWPC
- TVWD Board President to execute Delegation of Authority letter to the MAC-G
 - Acknowledgement of role
 - Limitation of liability

Staff Recommendation

- Staff recommends the TVWD Board approve Mark Knudson's participation as an Area Representative in the MAC-G
- Proposed Motion:
I move that the Board approve the participation of Mark Knudson as a MAC-G area representative to act on behalf of the District and the Regional Water Providers Consortium and that, upon approval of his participation by the Regional Water Providers Consortium Board, the Board President is authorized to execute a Delegation of Authority letter to the MAC-G

Questions

Tualatin Valley Water District



Report of Meetings Attended

Commissioner Richard Burke

Date	Meeting or Function	Purpose	\$	Claimed
2-17-16	TUWVWD BRD. MEETING	CONDUCT BRD. BUS.	50 ⁰⁰	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2-2-16	WORKSHOP	UPDATES ON VAR. ISSUES	50 ⁰⁰	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1-29-16	LUNCH W/MARK KNUDSON	BOARD DEV. TOPICS	50 ⁰⁰	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1-28-16	WEA BREAKFAST	SOCIAL MEDIA DISCUSSION	50 ⁰⁰	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2-4-2-6	SDAO CONFERENCE	NETWORKING/BOARD ED.	0 ⁰⁰	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
			\$200 ⁰⁰	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
			OK Dinner	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

Date 2-17-16

Signed and Approved

Date 02/17/16

ORS 198.190, "A member of the governing body of a district may receive, not to exceed \$50.00 for each day or portion thereof as compensation for services performed as a member of the governing body. Such compensation shall not be deemed lucrative. The governing body may provide for reimbursement of a member for actual and reasonable traveling and other expenses necessarily incurred by a member in performing official duties." *Please note that in accordance with ORS 294.331 (3) members of the budget committee shall receive no compensation for their services as members of such committee.*

By Board Resolution 02-14, an amount equal to the unclaimed funds for services will be transferred to the District's Customer Emergency Assistance Program.

Tualatin Valley Water District



Report of Meetings Attended

Commissioner Jim Doane

Date	Meeting or Function	Purpose	\$	Claimed
17 Feb	Regular Mtg		50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9 Feb	Executive Comm JWC		50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2 Feb	WORK 5035700		50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
1 Feb	VOTING ISSUES		50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
27 Jan	Meeting - Water Supply Comm.		50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5-6 Feb	SDAO		0	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

OK
Dwerner

Date 17 Feb 2016

Signed and Approved

Date 02/17/16

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Report of Meetings Attended

Commissioner Dick Schmidt

Date	Meeting or Function	Purpose	\$	Claimed
012716	Water Supply Program	Information as to progress and work to be done.	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
0204-040716	PNW-ADWA SDAC	Annual meeting		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
020916	Meeting/Mark/Marylyn	Agenda for board meeting	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
021716	Regular board		50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
			50 150	<input type="checkbox"/> Yes <input type="checkbox"/> No
Click here to enter text.	Click here to enter text.	Click here to enter text.	OK DWarter	<input type="checkbox"/> Yes <input type="checkbox"/> No
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Date 021716

Signed and Approved

Date 17 FEB 2016

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Tualatin Valley Water District



Report of Meetings Attended

Commissioner Jim Duggan

Date	Meeting or Function	Purpose	\$	Claimed
6 JAN 2016	RWPC EXEC COM. MTG.	REG. 1/3 YR MTG.	50 ⁰⁰	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2 FEB 2016	TVWD BOARD WORKSHOP	WWSP-T CYBER ISS.	50 ⁰⁰	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3 FEB 2016	RWPC BOARD MTG.	REG. 1/3 YR ADOPT 16-17 BUDGET	50 ⁰⁰	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4-7 FEB 2016	SDAO ANNUAL CONFERENCE		—	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
17 FEB 2016	TVWD BOARD MTG.	EXEC. 1 REG. MNTM	50 ⁰⁰	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
			\$ 200 ⁰⁰	<input type="checkbox"/> Yes <input type="checkbox"/> No
			OK	<input type="checkbox"/> Yes <input type="checkbox"/> No
			DWerner	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

Date 17 FEB 2016

Signed and Approved

Date 02/17/16

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