



Board Meeting Minutes  
April 20, 2016

**BOARD MEETING – 7:00 PM**

**1. CALL TO ORDER AND ROLL CALL**

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

Staff Present: Mark Knudson, P.E., Chief Executive Officer; Tod Burton, Financial Planning Debt Project Manager; Dave Kraska, P.E., Water Supply Program Director; Debbie Werner, District Recorder; Clark Balfour, Legal Counsel; Carrie Pak, P.E., Chief Engineer; Dale Fishback, Field Operations Manager, Mike Jacobs, Risk Management Coordinator; Joel Cary, Water Quality Cross Connection Lead; Todd Perimon, P.E., Principal Engineer; Neil Kennedy, Emergency/Risk/Security Coordinator; Pete Boone, P.E., Senior Engineer; Alex Cousins, Communications and Public Affairs Supervisor; Bill Richmond, Water Quality Analyst

**2. REPORTS BY THE CHIEF EXECUTIVE OFFICER AND MANAGEMENT STAFF**

Mr. Kennedy presented the Safety Minute on how to respond during and after an earthquake.

Mr. Knudson gave his report, including information on staffing updates, Joint Water Commission activities and billing practices for duplexes (see attached memo and its attachment).

Mr. Kennedy provided information on emergency water storage (see attached presentation).

**3. COMMISSIONER COMMUNICATIONS**

A. Report of meetings attended

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

B. Topics to be raised by the Commissioners

There were none.

**4. PUBLIC COMMENT**

There was none.

## **5. CONSENT AGENDA**

- A. Approve the March 16, 2016 regular meeting minutes.

Motion was made by Doane, seconded by Duggan, to approve the March 16, 2016 meeting minutes. The motion passed unanimously with Burke, Doane, Duggan, McWilliams and Schmidt voting in favor.

- B. Approve the April 5, 2016 work session minutes.

Motion was made by Duggan, seconded by Doane, to approve the April 5, 2016 work session minutes. The motion passed unanimously with Doane, Duggan and McWilliams voting in favor. Commissioners Burke and Schmidt abstained since they were not in attendance at that meeting.

## **6. BUSINESS AGENDA ITEMS**

- A. Consider changes to District participation in Portland's Joint Monitoring Program for lead in water.

Ms. Pak provided introductory comments and Mr. Cary gave a presentation (see attached presentation). He provided background information on lead issues in drinking water, an overview of Portland's Joint Monitoring Program and options for the District's involvement in the Program.

Staff received feedback from the Board to put the District's lead levels on the District website to distinguish results from those of other participants in the Joint Monitoring Program.

In response to questions, Mr. Cary said:

- A variety of reasons, including how each water system operates, the time of year and temperature and the sample collection quality, contribute to varying lead levels over time.
- pH targets are 8.0 for Portland and 7.8-7.9 for the Joint Water Commission.
- District-specific data will help staff understand possible corrosion in the system, which allows targeting specific areas with flushing or additional maintenance, and provides information on how the Willamette River water may impact the system overall.

Mr. Knudson emphasized the additional staff and analytical costs for the third option.

Motion was made by Burke, seconded by Duggan, to approve option three to expand the District's lead monitoring program following the fall 2016 sampling period and continue in the Joint Monitoring Program while evaluating options for possible future withdrawal from the Program. The motion passed unanimously with Burke, Doane, Duggan, McWilliams and Schmidt voting in favor.

- B. Consider adopting Resolution No. 06-16, a resolution authorizing transfer of meters, system development charge credits and other water system modifications as part of the expansion of the Nike campus.

Ms. Pak provided introductory comments and Mr. Boone gave a presentation (see attached presentation). He provided an overview of the Nike campus expansion and staff's resulting recommendation.

Motion was made by Doane, seconded by Burke, to adopt Resolution No. 06-16, a resolution authorizing transfer of meters, system development charge credits and other water system modifications as part of

the expansion of the Nike campus. The motion passed unanimously with Burke, Doane, Duggan, McWilliams and Schmidt voting in favor.

C. Consider declaration of Bonny Slope Reservoir and Pump Station as surplus property.

Ms. Pak provided introductory comments and Mr. Boone gave a presentation providing an overview of the site and staff's recommendation (see attached presentation).

Motion was made by Duggan, seconded by Doane, to declare the Bonny Slope Reservoir and Pump Station as surplus property. The motion passed unanimously with Burke, Doane, Duggan, McWilliams and Schmidt voting in favor.

D. Consider adopting Resolution No. 07-16, a resolution approving and accepting a cooperative improvement (utility) agreement with the Oregon Department of Transportation, City of Wilsonville and City of Hillsboro for water system facilities improvements for the Willamette Water Supply System.

Mr. Perimon gave a presentation giving the background on the project and the highlights of the agreement (see attached presentation).

Motion was made by Doane, seconded by Schmidt, to adopt Resolution No. 07-16, a resolution approving and accepting a cooperative improvement (utility) agreement with the Oregon Department of Transportation, City of Wilsonville and City of Hillsboro for water system facilities improvements for the Willamette Water Supply System. The motion passed unanimously with Burke, Doane, Duggan, McWilliams and Schmidt voting in favor.

E. Consider adopting Resolution No. 08-16, a resolution amending Board Policy Handbook Article 1.15.90 Selection and Duties of Legal Counsel.

Mr. Knudson provided an overview of the suggested policy change.

Motion was made by Burke, seconded by Doane, to adopt Resolution No. 08-16, a resolution amending Board Policy Handbook Article 1.15.90 Selection and Duties of Legal Counsel. The motion passed unanimously with Burke, Doane, Duggan, McWilliams and Schmidt voting in favor.

## **7. INFORMATIONAL PRESENTATIONS**

A. District Strategic Communications Plan Update – presented by Communications and Public Affairs Supervisor Alex Cousins

Mr. Cousins gave a presentation describing the scope, objectives, process and elements of the communications plan. He asked the Board a series of questions to gain their input (see attached presentation).

The Commissioners provided the following feedback:

- Communication levels should progress logically with no surprises.
- Information should be provided in an interesting manner.
- School outreach programs should continue.

- There should be more customer outreach, such as public open houses, to create two-way communication without the need to come to a Board meeting.
  - There should be consideration of the current environment of information overload.
  - Low-key outreach programs (such as at the County Fair) should be continued.
  - Informational materials should be clear, concise and communicate a proactive stance.
  - There should be efforts to increase general awareness of water providers.
  - Interactive maps can be a popular item to draw public interest.
- B. 2016 Legislative Session Recap – presented by Communications and Public Affairs Supervisor Alex Cousins and Legal Counsel Clark Balfour

Mr. Cousins provided a handout summarizing bills of interest to the District (see attachment), and he and Mr. Balfour provided a brief overview of the contents. They anticipate future legislation to be introduced on the Public Employee Retirement System, public records, Water Resources Department fees and more.

In response to a request, Mr. Knudson said staff would schedule a Board work session providing information in preparation for the 2017 legislative session.

## **8. ADJOURNMENT**

There being no further business, President McWilliams adjourned the meeting at 8:49 p.m.

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Marilyn McWilliams, President

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Jim Duggan, Secretary