

# Tualatin Valley Water District



Delivering the Best Water 💧 Service 💧 Value

## Board Meeting Minutes April 18, 2018

### **REGULAR SESSION – 7:00 PM**

#### **CALL TO ORDER**

Commissioners Present: Richard Burke; Jim Doane, PE; Jim Duggan, PE; Dick Schmidt  
Commissioner Absent: Bernice Bagnall

Staff Present: Paul Matthews, Chief Financial Officer; Clark Balfour, General Counsel; Andrew Carlstrom, Customer Service Manager; Dave Kraska, PE, Water Supply Program Director; Carrie Pak, PE, Chief Engineer; Andrea Watson, Communications and Public Affairs Supervisor; Collin Fleming, Building and Grounds Maintenance Supervisor; Christopher Bowers, Administrative Assistant; Debbie Werner, District Recorder

#### **REPORTS BY THE CHIEF EXECUTIVE OFFICER AND MANAGEMENT STAFF**

Ms. Watson presented the Safety Minute on preventing skin cancer.

Mr. Matthews provided an update on a former employee, the Chief Executive Officer, and summer water supply expectations (see attached memo).

Ms. Watson gave the department report on the website update project, including information on project goals, next steps and budget (see attached presentation). In response to questions, staff said Willamette Water Supply Program (WWSP) project construction activities can be found on the [www.ourreliablewater.org](http://www.ourreliablewater.org) website. The new website will have more connection points to the WWSP website as well as overall improved navigability.

#### **COMMISSIONER COMMUNICATIONS**

##### A. Reports of meetings attended

Commissioners described and submitted a list of recently attended meetings (see attached forms).

##### B. Topics to be raised by the Commissioners

There were none.

#### **PUBLIC COMMENT**

There was none.

**1. CONSENT AGENDA**

- A. Approve the March 14, 2018 joint work session minutes.
- B. Approve the March 21, 2018 regular meeting minutes.
- C. Approve the April 2, 2018 joint work session minutes.
- D. Approve the April 3, 2018 work session minutes.

Motion was made by Schmidt, seconded by Doane, to approve the Consent Agenda as presented. The motion passed unanimously with Burke, Doane, Duggan and Schmidt voting in favor.

**2. BUSINESS AGENDA**

- A. Consider adopting Resolution No. 14-18, a resolution accepting conveyance of property on NW Thompson Road from Multnomah County to Tualatin Valley Water District.

Ms. Pak gave an overview of the staff report and displayed a map of the subject property (see attached presentation).

Motion was made by Doane, seconded by Schmidt, to adopt Resolution No. 14-18, a resolution accepting conveyance of property on NW Thompson Road from Multnomah County to Tualatin Valley Water District. The motion passed unanimously with Burke, Doane, Duggan and Schmidt voting in favor.

- B. Consider adopting Resolution No. 15-18, a resolution granting and accepting the Intake Facilities Easement Between the Tualatin Valley Water District and the Cities of Wilsonville, Sherwood, Hillsboro, Tigard and Beaverton.

Mr. Balfour gave an overview of the staff report and displayed a map showing the intake facilities and the pipeline easement locations (see attached presentation).

Motion was made by Duggan, seconded by Doane, to adopt Resolution No. 15-18, a resolution granting and accepting the Intake Facilities Easement Between the Tualatin Valley Water District and the Cities of Wilsonville, Sherwood, Hillsboro, Tigard and Beaverton. The motion passed unanimously with Burke, Doane, Duggan and Schmidt voting in favor.

- C. Consider adopting Resolution No. 16-18, a resolution granting and accepting the Pipeline Easement Between the Tualatin Valley Water District and the Cities of Wilsonville and Hillsboro for the Willamette Water Supply System.

Motion was made by Doane, seconded by Schmidt, to adopt Resolution No. 16-18, a resolution granting and accepting the Pipeline Easement Between the Tualatin Valley Water District and the Cities of Wilsonville and Hillsboro for the Willamette Water Supply System. The motion passed unanimously with Burke, Doane, Duggan and Schmidt voting in favor.

- D. Consider adopting Resolution No. 17-18, a resolution adopting amended policies of the Board of Commissioners.

Mr. Balfour gave an overview of the staff report.

Motion was made by Duggan, seconded by Doane, to adopt Resolution No. 17-18, a resolution adopting amended policies of the Board of Commissioners. The motion passed unanimously with Burke, Doane, Duggan and Schmidt voting in favor.

### **ADJOURNMENT**

There being no further business, President Burke adjourned the meeting at 7:31 p.m.

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Richard Burke, President

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Dick Schmidt, Secretary



## MEMO

**Date:** April 18, 2018

**To:** TVWD Board of Commissioners

**From:** Paul L. Matthews, Chief Financial Officer

**Re:** Chief Executive Officer and Management Staff Report

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In Mark Knudson's absence, I will cover the following items during the report by the CEO and management staff:

1. **Safety Minute** – Andrea Watson, TVWD's Communications and Public Affairs Supervisor, will present the safety minute this evening.
2. **Former Engineering Manager** – We received news that Gary Pippin passed away over the weekend. Gary was TVWD's Engineering Manager for 30 years and retired in 2007. His service was held earlier today.
3. **Update on the CEO** – I am sitting in for Mark Knudson as he continues his recovery from his recent surgery on his shoulder. I am happy to report that Mr. Knudson's recovery is progressing well. In fact, we received an email from him on Monday where he reported that his doctor will allow him to return next week for a limited number of hours per day. As Mr. Knudson continues his recovery we will continue to rotate management duties on his behalf. I will continue to act in the capacity of the CEO for the remainder of this week and Amy Heinlen, the District's Human Resources Director, will assume those duties on Monday.
4. **Expectations for Summer Water Supply** – As we approach the summer watering season, water demands typically increase as our citizens increase their water use to maintain landscaping and support other summertime activities. The District closely monitors the availability of its water resources to meet these peak-season demands. I am happy to report that the District's water supplies are in excellent shape again this year. The Barney Reservoir, which supplies the District's water to the Joint Water Commission (JWC), is completely full. In addition, our JWC partners store water in Hagg Lake which is expected to fill later this spring. In addition to providing water to the JWC and other water users, Hagg Lake also provides a flood-control function which requires delaying filling to later in the year so it can be used to reduce flood hazards in the Tualatin basin due to late season storms. The City of Portland reports that its Bull Run facilities are full and

## CEO & Management Staff Report to the TVWD Board of Commissioners

April 18, 2018

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have adequate supplies to meet the District's needs including the District's purchase of additional interruptible water for this summer. And finally, the District's Aquifer Storage and Recovery well at Grabhorn is fully recharged and ready for service. Although the availability of water resources is excellent, we continue to urge our customers to use water wisely. However, the District expects to have more than adequate supplies to meet our customers' needs this summer.

5. **Department Report.** In keeping with the District's mission "to provide our community with quality water and customer service," Andrea Watson, the Communications and Public Affairs Supervisor, will present the Department Report this evening.



## District Website Update Project

Andrea Watson  
Communications & Public Affairs Supervisor  
April 18, 2018

**Tualatin Valley Water District**  
  
Delivering the Best Water 💧 Service 💧 Value

### Summary of Takeaways

- **New website will better provide information to customers**
- **Project part of District Initiatives**
- **Project in 2017-2019 adopted budget**
- **Customer Service Department leading project**
- **Staff will keep Board informed**



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## Goals/Outcomes

- **Address 2017-2019 Initiatives**
  - Assigned to Customer Service Department
- **Modernize and expand TVWD virtual service center**
  - Improve customer digital experience
- **Better serve**
  - Customers, District
- **Better reflect and represent**
  - Mission, vision, values
- **Better communicate value**
  - TVWD provides to community
  - Of water



## Goals/Outcomes (continued)

- **Expand capacity to create microsites for partnerships**
  - Examples: Willamette River Water Coalition (WRWC), Willamette Intake Facilities (WIF)
- **Document connections and interfaces**
  - Between products and the TVWD website
- **Accessibility**
  - Meet ADA requirements
- **Respond to feedback**
  - Brand visioning session
  - Management Team feedback



## Project Next Steps

- **Approval of charter, staff resources**
- **Establish needs**
  - Requirements
  - RFP (request for proposal)
  - Evaluation criteria
- **Determine vendor**
  - Publish RFP
  - Select vendor
  - Negotiate contract
- **Implement**
  - Develop and execute, implementation plan



## Budget

### Website Project Budget

**\$60,000, 2017-2019 Adopted Budget**

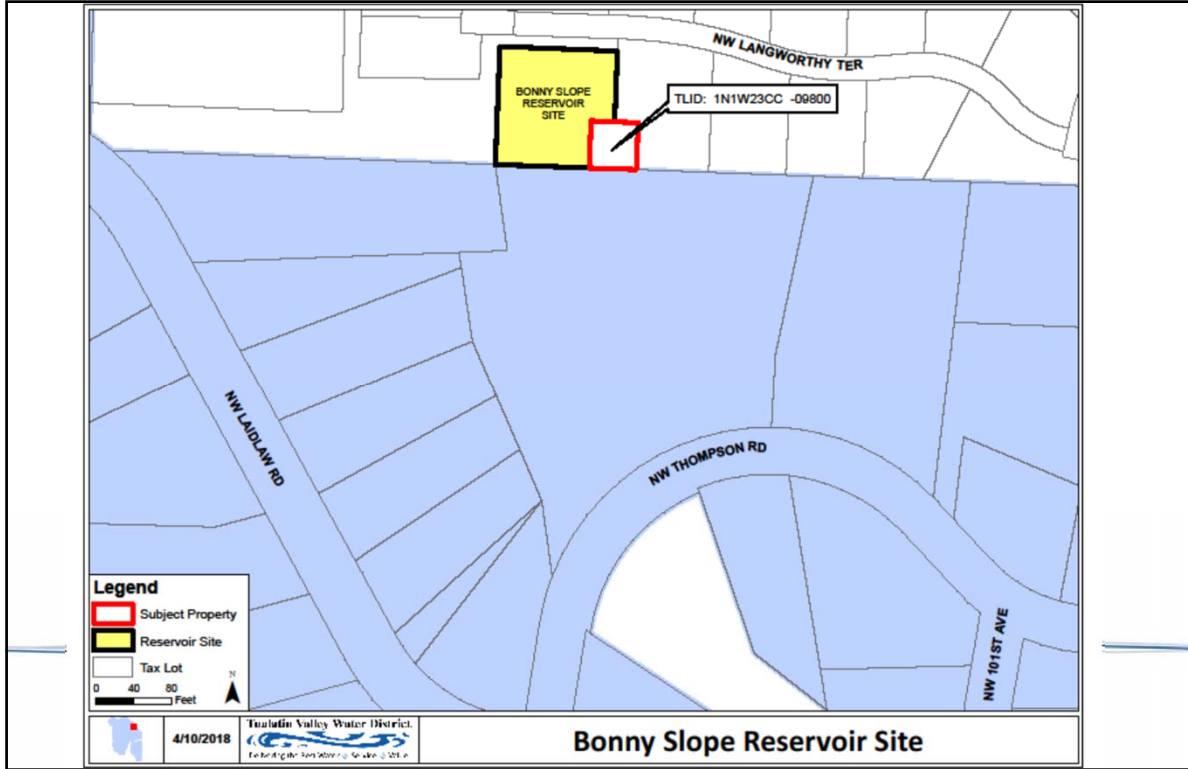
**Micro-sites, such as Willamette River Water Coalition, may create capacity to generate/recover revenue**



# QUESTIONS?

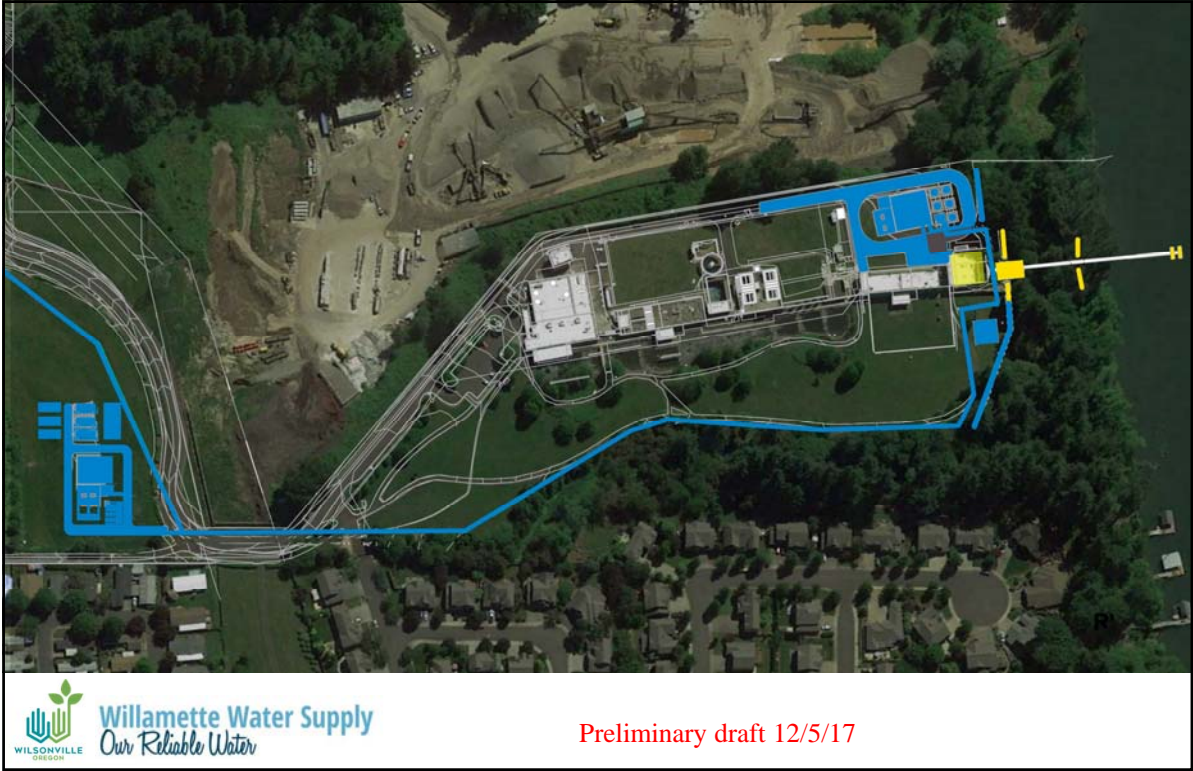
# NW Thompson Road Property

Carrie Pak, PE  
Chief Engineer



## Intake Facilities Easement and Pipeline Easement

Clark Balfour  
General Counsel



 **Willamette Water Supply**  
*Our Reliable Water*

Preliminary draft 12/5/17

# Tualatin Valley Water District



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## Report of Meetings Attended

### Commissioner Richard Burke

Date	Meeting or Function	Purpose	\$	Claimed
4/18/18	BOARD MEETING	CONDUCT TVWD BUS.	50 <sup>00</sup>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4/18/18	MTG. w/ CLARK B.	SET BRD. MTG. AGENDA	50 <sup>00</sup>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4/3/18	TVWD WORKSHOP	DISCUSS PENDING MATTERS	50 <sup>00</sup>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4/2/18	MTG. w/ WEST SLOPE WTR. DIST.	INTERGOV. RELATIONS	50 <sup>00</sup>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
			\$200	<input type="checkbox"/> Yes <input type="checkbox"/> No
			OK to pay D. Werner	<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

Date 4/18/18

Date 18 APRIL 18

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



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## Report of Meetings Attended

### Commissioner Jim Doane

Date	Meeting or Function	Purpose	\$	Claimed
4/18	Reg Mtg		50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4/13	JWC / BJOC	PIPELINE ISSUES	50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4/12	KINDRA MORAN		50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4/3	Work Session		50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4/2	West Slope		50	<input type="checkbox"/> Yes <input checked="" 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
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				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

250  
OK to pay  
LEAP  
DUMER

Date 18 April

Date 4/18/18

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## Report of Meetings Attended

### Commissioner Jim Duggan

Date	Meeting or Function	Purpose	\$	Claimed
2 APRIL 18	WEST SLOPE W.D.	JOINT MTG.	50 <sup>00</sup>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3 APRIL 18	TVWD BOARD WORK SESSION	REG. INFO <sup>CUSTOMER</sup>	50 <sup>00</sup>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
11 APRIL 18	RWPC EXEC. COM. MTG.	STRATEGIC PLAN UPDATES	50 <sup>00</sup>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
18 APRIL 18	TVWD BOARD MTG.	EXEC. MTG & REG. MONTHLY MTG	50 <sup>00</sup>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
			\$200	<input type="checkbox"/> Yes <input type="checkbox"/> No
			OK to pay Diner	<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
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				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

Date 18 APRIL 18

Date 4/18/18

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Report of Meetings Attended

**Commissioner Dick Schmidt**

Date	Meeting or Function	Purpose	\$	Claimed
040218	TVWD/WSWD meeting	Catch up on what we are doing	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
041218	Aloha Business Assoc.	Updates on community business relations	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
041318	JWC	WTP expansion, budget,	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
041818	Regular board		50	<input checked="" 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

*\$200  
OK to pay  
DWerner*

Date 041818

Date 4/18/18

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