



**BOARD OF COMMISSIONERS
1850 SW 170th AVENUE
BEAVERTON, OR 97006**

**NOVEMBER 18, 2009
REGULAR MEETING
7:00 P.M.**

**Listening devices are available upon request
48 hours prior to the day of the meeting (503-642-1511)**

**Streaming live at www.tvwd.org
Broadcast by TVCTV (at a later date)**

ALL VERBAL TESTIMONY IS ELECTRONICALLY RECORDED

- 1. CALL TO ORDER – REGULAR MEETING
- 2. REPORTS BY GENERAL MANAGER AND MANAGEMENT STAFF
- 3. COMMISSIONER COMMUNICATION
 - 3.1 -Reports of Meetings Attended
 - 3.2 -Topics to be raised by the Commissioners
- 4. PUBLIC COMMENT:

This time is set aside for persons wishing to address the Board on items on the Consent Agenda, and matters not on the Agenda. Additional public comment will be invited on agenda items as they are presented. Each participant is limited to five minutes, unless an extension is granted by the Board.

CONSENT AGENDA: These items are considered to be routine and may be enacted in one motion without separate discussion. Any Board member may request that an item be removed by motion for discussion and separate action.

ITEMS REMOVED FOR SEPARATE DISCUSSION: Any items requested to be removed from the consent agenda for separate discussion, will be considered immediately after the Board of Commissioners have approved those items which do not need discussion.

- 5. CONSENT AGENDA ITEMS
 - 5.1 - Work Session Minutes of October 1, 2009
 - 5.2 - Regular Meeting Minutes of October 21, 2009

BUSINESS AGENDA ITEMS:

Time will be set aside for public comment for each business item. Each participant is limited to five minutes unless the Board grants an extension, or the agenda item is noted for a specific amount of time for public comment.

[6 INTERGOVERNMENTAL AGREEMENT – TUALATIN VALLEY WATER DISTRICT/TUALATIN VALLEY FIRE AND RESCUE FOR OCCUPATIONAL SERVICES \(MOTION\)](#)

7. ADJOURNMENT

**TUALATIN VALLEY WATER DISTRICT
REGULAR BOARD MEETING AGENDA ITEM**

MEETING DATE: NOVEMBER 18, 2009

TITLE: INTERGOVERNMENTAL IGA (IGA) BETWEEN TUALATIN VALLEY FIRE & RESCUE AND TUALATIN VALLEY WATER DISTRICT

ITEM: Our Bloodborne Pathogens program requires that the District offer “at risk” employees with Hepatitis B vaccinations. The District is required to determine the probability of exposure to blood or other potentially infectious materials (OPIM) based on job-related tasks. The District currently has 52 positions classified as “at risk” which is defined as follows: *Under normal work conditions, employees are not exposed to blood of other potentially infectious materials (OPIM). However due to the nature of their work requirements (work with/around equipment, tools, and sharp objects), employees may be exposed to blood or OPIM if an injury occurs.*

Tualatin Valley Fire & Rescue (TVF&R) provides Occupational Health Services including Hepatitis B vaccinations to other government agencies at a discounted rate.

STAFF RECOMMENDATION: Staff recommends that the Board move approval of the IGA with TVF&R and authorizes the General Manager to sign the document.

BUDGET IMPACT: Hepatitis B vaccinations can be provided by TVF&R at a cost of \$158 per employee. Using TVF&R rather than Providence Occupational Health, each vaccination will result in a cost savings of \$81.50 per person. This mandatory vaccine expense was approved in the 2009-2011 budgets. The only additional cost will be an estimated 3 hour clinic fee of \$40 per hour to administer vaccines.

Vaccinations have been offered to all “at risk” positions and 28 employees have requested to receive the shots. If the IGA is approved the projected savings is \$2,162.

ADDITIONAL INFORMATION: Brenda Lennox, Manager of Customer and Support Services, 503-848-3039 or brenda@tvwd.org

ATTACHMENTS: Purposed IGA

APPROVING MANAGERS INITIAL:

GENERAL MANAGER	_____	HUMAN RESOURCES	N/A
FIELD OPERATIONS	N/A	INTERGOV. RELATIONS	N/A
FINANCIAL SERVICES	N/A	CUSTOMER SERVICES	_____
ENGINEERING SERV.	N/A		

BOARD ACTION:

APPROVED _____
DENIED _____

**AGREEMENT BETWEEN
Tualatin Valley Fire & Rescue
Occupational Health Services Program
And
Tualatin Valley Water District**

This agreement is made and entered into this November 2, 2009, by and between Tualatin Valley Fire & Rescue Occupational Health Services Program (hereafter “OHSP”) and Tualatin Valley Water District (“TVWD”).

WHEREAS, TVWD has a need to obtain occupational infectious disease services as required by OAR 437, Division 2, Subdivision Z, services relating to Toxic & Hazardous Substances; bloodborne Pathogens (1910.1030); and

WHEREAS, TVWD has a need to obtain advice and expertise from OHSP regarding the provision of bloodborne and airborne pathogen services; and

WHEREAS, OHSP desires to provide the TVWD with bloodborne and airborne pathogen training exposure management and vaccination services under the terms and conditions hereinafter set forth;

NOW, THEREFORE, it is agreed between the parties:

I. OHSP Obligations – Required Services

A. Bloodborne and Airborne Pathogens Training and Services

OHSP will provide annual bloodborne pathogen training by a licensed nurse, with knowledge in bloodborne and airborne pathogens, subject to the approval of Michael Jacobs, experienced and knowledgeable in pre-hospital emergency and non-emergency services, and meeting the standards set forth in OAR 437 and the rules promulgated thereunder, who shall in cooperation with the TVWD staff:

1. Assist in the development and revision of the exposure control plan;
2. Provide annual bloodborne and airborne pathogen training;
3. Provide 24 hour on call services for exposure incidents;
4. Provide post-exposure management and follow-up;
5. Provide on-site accessible vaccination clinics to include hepatitis B vaccinations, hepatitis B titers and tuberculosis testing.

B. Bloodborne and Airborne Pathogen Service Delivery

OHSP shall provide TVWD with on-site training and vaccination clinics. Additional vaccination clinics may be determined and agreed upon by the parties at a later date, and billed accordingly. OHSP will provide TVWD with the records and documentation necessary for OSHA compliance. Each participant

will have a vaccination record established with OHSP. Records will be maintained by OHSP

C. Billing will be separate for laboratory and pharmacy services.

OHSP to comply with OAR 437, Division 2, Subdivision Z, services relating to Toxic & Hazardous Substances; bloodborne Pathogens (1910.1030).

II. Compensation

A. Amounts and Terms

Rates are based on a per services fee structure as listed below. Services will be billed monthly. Initial set up fee for data acquisition and legal counsel will be billed at \$75.00. Nursing hours at the rate of \$40.00 per hour may be applied to complicated exposure management, disease acquisition, or extended counseling services, upon authorization from TVWD or their designee.

Hepatitis A Vaccine	\$40.00 per dose (Series of 2)
Hepatitis B Vaccine	\$42.00 per dose (Series of 3)
Tuberculosis Test	\$17.00
Influenza Vaccination	based on market availability
Diphtheria/Tetanus/Pertussis (Adult)	\$50.00
Hepatitis B Immunity	\$32.00
Post-exposure Hepatitis C Test	\$37.00
Post-exposure HIV Antibody Test	\$32.00
Respiratory Questionnaire Review	\$10.00
Blood and Airborne Pathogen Training/Session	\$150.00
Vaccination and Testing Clinic/Per Hour	\$40.00
Mileage	Government rate
RN Service/Per Hour	\$40.00
Administrative Services/Per Hour	\$25.00
Exposure Control Plan Compliance/Review/Per Hour	\$40.00
Exposure Line Access Fee	\$75.00 per call

B. Pro-Rating of Compensation

If either party terminates this agreement at a time when TVWD has paid for services not yet provided, OHSP shall reimburse TVWD for that portion of the compensation paid for which it has not provided services. If this agreement is terminated at a time when OHSP has provided services for which payment has not yet been made, TVWD will pay OHSP for those services. Any payments or reimbursements will be calculated to the nearest day that services are provided.

III. General Provisions

A. Term of Agreement; Extension

The term of this agreement shall be for TVWD, commencing November 2, 2009, and expiring on June 30, 2010, unless earlier terminated or extended as provided herein. In the event either party desires to extend the term of this Agreement, it shall provide written notice to the other party of its desire to renew the Agreement at least 15 days prior to the expiration of the original term.

B. Amendment

This agreement may be amended by the mutual written agreement of the parties.

C. Renewal

This contract may be renewed upon mutual written consent of the parties.

D. Termination

This agreement may be terminated at any time by mutual consent of both parties, or by either party upon 30 days prior notice in writing or delivered by certified mail or in person to the other party.

E. Applicable Law

This agreement shall be governed and construed in accordance with the laws of the State of Oregon.

F. Waiver

The failure of any party to enforce any provision of this agreement shall not constitute a waiver of it or any other provision.

G. Indemnities

To the extent permitted by Oregon law (ORS 30.260 through 30.300), each party agrees to defend, indemnify, and hold and save harmless the other, including its officers, agents, and employees from damages arising out of its tortious acts, or those of its of its officers, agents, and employees acting within the scope of their employment and duties in the performance of this agreement.

H. Entire agreement

This instrument contains the entire agreement of the parties. No amendment or variation of the terms and conditions of this agreement shall be valid unless it is in writing and signed by both parties.

I. Notices

All notices required or allowed of one party to the other shall be deemed given when sent to the parties at the following addresses:

For **TVF&R**:
Fire Chief/Administrator
Tualatin Valley Fire & Rescue
20665 SW Blanton St.
Aloha, Oregon 97007

For **Tualatin Valley Water District**
Attention: Michael Jacobs
1850 SW 170th Avenue
Beaverton, Oregon 97006

J. Merger

This agreement constitutes the entire agreement between the parties. There are no understandings, agreements, representations, oral or written, not specified herein regarding this agreement. No amendment, consent or waiver of terms of the agreement shall bind either party unless in writing and signed by both parties. Any such amendment, waiver, or consent shall be effective only in the specific instance and for the specific purpose. The parties, by their signature below, acknowledge having read and understood the agreement and agree to be bound by its terms and conditions.

K. Assignment

Except as otherwise provided herein, this Agreement is personal to the parties and may not be assigned by either party without the prior written consent of the other.

L. Attorney Fees

In the event either party breaches its obligations under this Agreement, the nonbreaching party shall be entitled to all costs and expenses incurred, including reasonable attorney fees, as a result of the breach. In addition, in the event suit or action is instituted to enforce any of the terms of the contract, the prevailing party shall be entitled to recover from the other party such sum as the court or arbitrator may adjudge reasonable as attorney fees in arbitration, at trial, and on appeal of such suit or action, in addition to all other sums provided by law.

M. Status of Parties

Nothing contained herein shall be construed to imply a partnership, sublicense, joint venture, or principal and agent relationship between OHSP and TVWD, and neither party shall have any right, power or authority to create any obligation, express or implied, on behalf of the other unless expressly provided for in writing.

N. Insurance

OHSP shall maintain, or cause to be maintained by any independent contractors with which it contracts, public liability insurance and medical malpractice insurance, if applicable, in appropriate and adequate amounts, as determined in the reasonable discretion of OHSP.

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the date first set forth above.

Tualatin Valley Water District

**Tualatin Valley Fire & Rescue
Occupational Health Services Program**

By: _____

By: _____
Debra Guzman, Chief Financial Officer

Date

Date

ADDENDUM:

Occupational Health Services Program Manager, Leith Gerber, RN licensed in OR. Contact phone number is (503) 625-8189 contact address is 12400 SW Tonquin Rd. Sherwood, OR 97140.

The Supervising Physician is Mohamud Daya, MD, FACEP. He can be contacted through Leith Gerber, RN.

TVWD ORGANIZATIONAL GOALS

OCTOBER 2009

LEAD #	ALL DEPT INVOLVED	OBJECTIVES	2008-2009 TARGETED TASKS	2008-2009 TASK STATUS	% 08-09 TASK DONE	2009-2010 TARGETED TASKS
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GROUP 1

I. Provide a quality water supply in quantities to meet current & future needs

1	ENG	ENG	Timely response to development requests and water system growth	Update water system standards Participate in planning for North Bethany service area	Updated CAD stds & coord w/ Hillsboro complete; details 90% complete; specs 20% complete. Planning for North Bethany complete pending Washington County approval of transportation funding plan.	80	Complete updates to water system standards. Develop implementation schedule for water system improvements to serve North Bethany based on anticipated development schedule.
2	ENG	ENG, FIN	Capital improvements completed that provide reliable service to customers	Update and refine CIP tracking and reporting system Complete biennium's first year CIP projects	New CIP tracking tool / form developed with Finance; full implementation pending implementation of Financial system. Ongoing work on CIP projects underway.	80	Complete projects scheduled for first year of biennium.
3	ENG	ENG, FIN, ADMIN, OCIR, LEGAL	Water supply improvements implemented adequate to meet current and future needs	Complete 5% of Tualatin Basin Water Supply Plan project	Work by partners and interim program management team continues. Evaluation of seismic criteria complete - evaluation of significance to TVWD underway. Pipeline easement acquisition & permitting underway.	100	Complete reservoir restriction plan, governance agreement. Set aside adequate money to pay our share of TBWSP, provide continued leadership and participation w/project elements assigned to us
4	ENG	ENG, FIN	Water supply improvements implemented adequate to meet current and future needs	Participate in improvements identified in Joint Water Commission CIP	Selected consultant for JWC Ozone Pilot Study - development of study plan underway. Selected consultant for JWC pipeline easement encroachment study - base mapping underway.	100	Participate in improvements identified in Joint Water Commission CIP
5	OCIR	OCIR, ENG	Customers' per capita water use reduced, with emphasis on Reduced peak demands and encouragement of efficient use of water	Review and revise (if necessary) audit & rebate programs Develop updated Conservation Program for 2009-11	Reviewed rebate programs and used information to develop the budget for the conservation program for 2009-2011. We have implemented a new pilot rebate that focuses on outdoor water use.	100	Complete scheduled conservation events. Continue to review and revise events, assessments and rebate programs as data is continually developed.
6	OCIR	OCIR, OPS	Customers' per capita water use reduced, with emphasis on Reduced peak demands and encouragement of efficient use of water	Promote water-efficient Demonstration Garden and related outdoor water use techniques through events	Signage is up in the Garden. Garden has been used for technical classes to landscape construction professionals. Used for creating videos for RWPC and was featured in "Garden Time" TV show. District has provided "kid" tours using the garden	100	Continue to promote events in the water-efficient Demonstration Garden. Investigate holding an "open house" or other event that focuses on the garden. Complete one satellite garden w/THPRD

II. Provide an efficient, reliable and secure water system

7	ENG	ENG, ADMIN, FIN	Maximum value obtained through the Portland contract	Monitor usage, reduce seasonal peaking factor, reduce daily peaking factor, balance purchases between sources Operate ASR system at level most beneficial to District	Developed and implemented new Daily Water Report for daily tracking of supply & demand. Routine coordination of supply operations to minimize costs. ASR recovery underway to reduce peak season demand. Lower daily & seasonal PF's granted for	100	Monitor usage, minimize seasonal and daily peaking factors, balance purchases between sources Operate ASR system at level most beneficial to District
8	ENG	ENG, OCIR, OPS, LEGAL	Enhanced emergency water supply capabilities	Continue to develop Portland inter-tie Participate in regional inter-ties through Regional Water Providers Consortium that strengthen the District's water system	Portland intertie project pending Portland real estate acquisition. Consultant selected for consulting services for mapping and inventory of regional interties. Project scheduled to be in winter 2009.	25	Continue to develop Portland inter-tie Participate in regional inter-ties through Regional Water Providers Consortium that strengthen the District's water system
9	ENG	ENG, FIN, CUST	Compliance with state & District established regulations for backflow prevention	Work with backflow device users to obtain 100% compliance w/District regulations	Enhancements to backflow program implemented, established contracts with four testing services. Enrolled over 1,600 customers in gold program and 2000 customers in silver program. Less than 5 shutoffs required (10% of last year).	100	Continue to obtain 100% compliance w/District regulations

TVWD ORGANIZATIONAL GOALS

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LEAD #	ALL DEPT	INVOLVED	OBJECTIVES	2008-2009 TARGETED TASKS	2008-2009 TASK STATUS	% 08-09 TASK DONE	2009-2010 TARGETED TASKS
10	ENG	ENG	Increased efficiency, effectiveness, reliability & security of water system	Implement 50% of SCADA system enhancements Complete 50% of upgrades to water operations control room	Consultants identified under new flexible services agreements. Negotiation of scope of work underway. Implementation of improvements scheduled for fall 2009. Draft scope of work for control room remodel developed. Completed job description for new SCADA Technician position.	100	Implement balance of SCADA system enhancements and upgrades to water operations control room
11	ENG	ENG, FIN	Efficient, effective and secure access to accurate water system records	Complete GIS mapping of water system easements Begin implementation of enterprise-based GIS	Maps of existing easements linked in GIS. Work plan for implementation of enterprise GIS complete. Completed job description for new GIS Programmer position.	100	Begin implementation enterprise-based GIS
12	ENG	ENG	Efficient, effective and secure access to accurate water system records	Complete scanning of 75% of facility records	Inventory and organization of existing facility records ~70% complete. Scanning of records ~ 60% complete.	90	Complete scanning of 100% of facility records
13	ENG	ENG, ADMIN, OCIR, LEGAL	Defined obligations associated with existing extra-territorial connections	Evaluate the systems serving these customers Formalize water service arrangements Define long term infrastructure requirements	Coordinated with Metro for identification of infrastructure requirements for potential urban reserve areas. Started coordination with City of Portland for existing services.	50	Implement recommendations resulting from analysis. Relies upon work from Portland and Multnomah County.
14	FIN	FIN, ENG, ADMIN	District financially prepared for major water supply acquisition; bonds able to be sold at competitive prices and water rates manageable for customers	Meet fund balance targets Complete planning studies to identify updated project cost estimates Ensure debt service coverage exceeds required levels Adequately fund rate stabilization account Implement rate increases sufficient to maintain purchasing power	Financials remain strong; received two-level upgrade to S&P rating (to AA+). New budget includes \$33m appropriation to rate stabilization fund.	100	Meet fund balance targets, ensure debt service coverage exceeds required levels, adequately fund rate stabilization account, implement rate increases sufficient to maintain purchasing power and finance the capital plan; create forecast scenarios to plan for a range of financing possibilities
15	FIN	FIN, ENG, ADMIN, LEGAL	Refined District purchasing policies that meet District obligations while complying with state statutory requirements Adoption of additional District Local Contract Review Board Rules	Add Architectural, Engineering, and Related Services section, Construction Rules section and update Goods and Services Rules Update rules and make available to all departments Provide training to alert staff to rule changes	New rules and updates are complete, adopted by Board May 15, 2009. Training is planned	100	Not continuing objective
16	OPS	OPS, ENG	Increased security of water sources, employees and District assets	Enhance security at three highest priority sites per year Conduct one drill incorporating use of emergency water distribution system	Hatch reinforcement at 7 facilities complete. Intrusion systems upgraded at Taufel & Center Street, panic alarms upgrade at Office. EWDS system was not drilled due to slow delivery of materials. Earthquake drill was conducted with County.	100	Enhance security at next three highest priority sites per biennium - 50% done this year

III. Provide stewardship of District assets and resources

17	CUST	CUST, FIN	Department staff understands customer service needs and opportunities	Identify what actions can be tracked and develop individual and group goals. Implement tracking of customer service measures through phone	9 "phone codes" added for tracking of calls by type.	100	Create process for monitoring and analyzing trends identified from codes.
18	ENG	ALL DEPTS	Staff better understands maintenance costs and proactive response to renewal and replacement of assets	Explore the feasibility of implementing a Computerized Maintenance Management System (CMMS) at TVWD	Completed assessment study in 2008 and identified priorities relative to other IT initiatives as part of IT Strategic Plan. Implementation of CMMS delayed 2 yrs.	100	No further progress on this task planned for FY 09-10
19	ENG	ALL DEPTS	Effective management of District assets and resources	Develop two asset management plans (AMP) for key classes of assets	Identified and prioritized asset groups. Development of AMPs scheduled for winter 2009.	25	Complete two asset management plans (AMP) for key classes of assets

TVWD ORGANIZATIONAL GOALS

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LEAD	ALL		2008-2009	2008-2009	% 08-09	2009-2010
#	DEPT INVOLVED	OBJECTIVES	TARGETED TASKS	TASK STATUS	TASK DONE	TARGETED TASKS

GROUP 2

IV. Be an 'Employer of Choice' in the water industry

20	ADMIN	ALL DEPTS	As vacancies occur, high quality applicants are attracted	Promote full value of employment at TVWD in all job openings	We advertise each job opening that "We are a Sustainably Oriented, SHARP Safety Graduate and an Equal Opportunity Employer" & continue to provide quality benefits. 8 hired in 08-09	100	Attract candidates for job openings by providing competitive salaries and benefits, including our "green" benefits and maintaining an industry-leading professional environment
21	ADMIN	ALL DEPTS	Quality, trained, and motivated workforce is developed and maintained	Start Round 2 of workforce planning project – adding new employees and others interested in the project	We have started Round 2 of Workforce Planning with 8 new participants.	100	Provide District wide leadership training. Meet with employees individually if they need help with planning or finding classes. Create a Mentor Program. Provide feedback on job performance, including 360 review of managers.
22	ADMIN	ALL DEPTS	Institutional knowledge effectively retained and shared	Update work catalogs to assess critical positions (Locates / Valves / Maintenance Lead / Fleet / Development Svcs / Sr. Acct.) Begin writing procedures to document processes and systems Gather & document work processes needed for CMMS implementation	Documentation that has been completed is on Sharepoint to be shared. CMMS implementation moved out two years by Board.	25	Update documentation of critical position duties (Locates / Development Svcs / Sr. Acct./GM / CFO / HR Mgr) Create flow charts for all financial processes and IT systems
23	ADMIN	ALL DEPTS	Careers in the water industry encouraged to develop a quality, trained, and motivated workforce	Utilize interns as appropriate	We continued to use the CECOP Program for one Engineering Intern. We hired an additional intern that was not being sponsored through the CECOP Program.	100	Determine suitable projects and hire interns and temporary help as opportunities are identified
24	ENG	ENG, ADMIN	Effective engineering workforce is established and maintained	Identify appropriate in-house design projects & increase ability of Engineering staff to perform more complex projects	Prepared in-house designs for Center St security, Overton, trenchless project, Aragon, Butner Rd, Parkway and Grabhorn projects.	100	Identify appropriate in-house design projects & increase ability of Engineering staff to perform more complex projects

V. Promote customer awareness of the services and value we provide

25	CUST	CUST, OCIR, FIN	Greater efficiency in customer billing and payment processing; reduced resource use	Promote online billing and payment options for customers Implement outbound dialing capability	Promoting online account mgmt and bill pymt through Water Words articles and bill message area. Outbound dialing still under investigation by employee committee.	75	Add ability to schedule payments and handle recurring payments to online payment program. Define outbound dialing needs.
26	OCIR	OCIR	Greater customer understanding of programs offered by TVWD	Promote District's services, rebates and value in manners beyond newsletter and Web site Promote opportunities to interact in a positive manner with our customers and the community	Expanded CCR was distributed in June. Have also used print advertisement and banners to encourage participation in toilet rebate and recycling. Developed and distributing re-useable promotional products such as pint glasses and shopping bags to promote the "Tap Water Delivers" message	100	Develop a list of outreach opportunities and implement those supported by management. Identify annual opportunities to participate in events & provide presentations
27	OCIR	OCIR	Greater understanding of the value of water by District's youth	Update youth education programs to reflect "Tap Water Delivers" message Implement new regional 3rd - 5th grade program	Collected artwork for the 2010 youth calendar contest. Now have science based program for 3-5th graders which has been performed 7 times reaching 1070 students.	100	Review District youth education programs for consistency with "Tap Water Delivers" message
28	OCIR	ALL DEPTS	Staff understanding of District operations, issues, and programs	Create opportunities to expand internal communication among District staff re: knowledge of issues of interest to customers	Presentations made at All-employee meetings re: TVWD projects, policies and processes.	100	Continue All-ee meeting department updates, monthly newsletters, Intranet, Internet, department home pages, other internal communication among District staff re: knowledge of issues of interest to customers

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LEAD #	ALL DEPT	INVOLVED	OBJECTIVES	2008-2009 TARGETED TASKS	2008-2009 TASK STATUS	% 08-09 TASK DONE	2009-2010 TARGETED TASKS
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VI. Promote beneficial partnerships with other entities

29	FIN	FIN, CUST	Joint billing partners agree on meaning of language in contracts and language is updated to reflect current and anticipated system operation, roles & responsibilities, and service levels	Clarify terms and extend deadline for Beaverton utility billing contract Clarify contract terms and modify service level agreement with Clean Water Services	Beaverton IGA in progress; final draft of agreement is ready for legal review. CWS working relationship has altered to include more IT involvement on both sides in preparation for them to hold their data in-house and be less reliant on TVWD.	80	Negotiate revised IGA with Clean Water Services to reflect changes in billing services we provide and IT services they provide for themselves
30	OCIR	OCIR, ADMIN	Existing intergovernmental agreement (IGA) regarding the Willamette River Water Coalition (WRWC) is fulfilled in a manner that is beneficial for the District	Begin work on details to be incorporated into future IGA that address coordination, operations and organization of WRWC	WRWC Board adopted 2009-2010 work plan that includes a task to determine policies regarding ownership, operation, maintenance and management of the Willamette River Water Treatment Plant and other WRWC assets.	100	Implement WRWC IGA
31	OCIR	CUST	Existing contracts and additional opportunities to provide services to other public agencies are evaluated	Renegotiate or extend intergovernmental agreement with Valley View Water District	Amendment to Valley View Agreement extending it another 5 years was approved by both Boards in June. Sherwood transitional IGA returning operations of Sherwood's water system back to them was approved in June.	100	Complete the final phase of the Sherwood Transition. Prepare a revised three way water wheeling agreement to wheel water to Sherwood through June 2012. Work with Southwood Park on long term plan.
32	OCIR	OCIR, ADMIN, ENG	Information is made available to assist other water providers interested in using the Willamette River as a water source including District reports	Organize information regarding Willamette River so it is available when requested	Provided October Work Session materials to the WRWC members. Water Quality data is available on TVWD Web site. WRWC has hired a consultant to review WRWC Web site and plans to use TVWD materials.	100	No further tasks.

VII. Support effective organizational performance through enhanced internal operational systems

33	FIN	ALL DEPTS	Effective use of Information Technology resources	Form cross-functional team to review EMA reports and identify priorities, timelines and needed resources IT staff attends Management Team meeting monthly to give updates and get decisions as needed	Done; results presented at Board workshop. IT steering committee meets monthly at mgmt team	100	Continue to prioritize IT needs through steering committee mechanism.
34	FIN	ALL DEPTS	Effective deployment of Information Technology systems More robust & reliable IT systems to support business needs and internal controls	Conduct comprehensive analysis of first two system priorities (above) to allow informed choices and planning for system conversion Write and advertise RFPs for outside products; develop scopes for in-house projects	Analysis done; results are financial system and HR system are first. Hired outside consultant to assist with RFP, scope, and purchase of software.	100	Implement per plan developed in 2008-09. Fill ITO position; continue regular meetings with IT Steering committee to prioritize and plan projects.
35	FIN	FIN	District is no longer reliant on obsolete Group 4 financial systems; new systems integrate well with utility billing. More robust & reliable IT systems to support business needs and internal controls	Design or purchase new financial software	See above - decision is to purchase financial software package. Project is underway.	75	Select Finance/HR vendor and complete implementation; migrate Group 4 data; make sure we have good CIP tracking capabilities
36	FIN	FIN	Greater accountability through reduced use of petty cash and open purchase orders	Implement Procurement Card Program Install software, set up permissions and limits; and train users of P-cards	Done	100	Develop and distribute P-card reports for management review. Assess whether P-cards are meeting business needs.

TVWD ORGANIZATIONAL GOALS

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LEAD #	ALL DEPT INVOLVED	OBJECTIVES	2008-2009 TARGETED TASKS	2008-2009 TASK STATUS	% 08-09 TASK DONE	2009-2010 TARGETED TASKS	
37	ADMIN	ALL DEPTS	Reduced carbon footprint without compromised customer service or operational efficiency - employees, site, operations	Continue to generate and implement Carbon Emissions Reduction Task Force actions	The Carbon Emissions Reduction Task Force completed the immediate list of actions to be reviewed. The task force will review and/or recommend new items.	100	Continue to generate and implement Carbon Emissions Reduction Task Force actions - meeting on 16th cah ID specific tasks
38	ADMIN	ALL DEPTS	Reduced use of paper for increased efficiency and sustainability	25% of suitable documents in electronic form	More documents on Sharepoint. Presentations no longer printed, links given for review.	50	Make financial forms and approval documents electronic. Training on electronic organizing.
39	CUST	ALL DEPTS	Minimized employee exposure to hazardous substances used in District operations	Evaluate District use of toxic substances. Identify substances to eliminate. Identify replacement products that perform to satisfaction of employees	Updated MSDS library complete. Completed 1st assessment & recycled redundant chemicals at Metro. Utilized Dolphin software & partnering w/OHSU toxics program.	100	Conduct quarterly audits of inventory, reduce redundant chemicals as identified.
40	CUST	CUST, FIN	Enhanced understanding of customer usage & demand, reduced carbon footprint, enhanced financial and capital planning	Study & evaluate Automated Metering Infrastructure (AMI)	Consultant conducted workshop with TVWD and determined AMI is not cost effective	100	Continue to implement AMR in commercial settings, new subdivisions and replacements as appropriate.
41	FIN	ALL DEPTS	Maximized purchase of durable, recycled and recyclable materials	Incorporate sustainability guidelines into RFP language Create internal guidance document for sustainable purchasing	Done	100	Conduct outreach to vendors to familiarize them with the requirements; work with other purchasing agents to refine our requirements
42	FIN	ALL DEPTS	District's telecommuting policy implemented. Fast, efficient employee access from remote locations. Fewer computer & phone use.	Improve remote access to network through VPN, Firepass, and firewall enhancements Create ability to use Voice Over Internet Protocol "remote phone" capability	Second T1 line installed so remote access thru VPN is much better. Investigated free web conferencing tools. Still trouble-shooting issues with remote use of VOIP phones.	50	Identify critical staff who would need to telecommute in an emergency situation; provide targeted training on telecommuting rules and tools such as VPN and soft phones.

VIII. Fulfill District mission in a manner that provides regional leadership, protects the earth's environment, supports a strong economy, and promotes a robust community

TVWD ORGANIZATIONAL GOALS

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LEAD #	ALL DEPT INVOLVED	OBJECTIVES	2008-2009 TARGETED TASKS	2008-2009 TASK STATUS	% 08-09 TASK DONE	2009-2010 TARGETED TASKS	
43	OCIR	ALL DEPTS	District operations conducted in manner that creates no more carbon emissions than are adjusted through direct projects or offset through purchase of RECs and carbon offsets	Offset 100% of emissions (10% of which is through direct projects) Complete dewatering facility & install solar panels Explore additional photovoltaic (PV) installations at District facilities	Reservoir/Pump Station Photovoltaic Study completed - no projects anticipated this biennium. Micro hydro study completed and Center St generator electricity production fine tuned. Cornelius Pass site not suitable for micro hydro. GHG assessment approved by EPA personnel.	75	Commit to and achieve Climate Leaders goal of 100% adjustment of emissions. Develop RFP to select appropriate REC and carbon offset vendor(s). Implement further PV projects if possible.
44	OCIR	ALL DEPTS	Sustainable actions actively promoted to all staff	Integrate sustainability goals & actions into all departments Make quarterly Green Team presentations at All-Employee meetings.	Sustainability purchasing guidelines developed - Management Team reviewed. Employees educated on use of the guidelines. Sustainability integrated into performance review criteria for 2009 reviews. Sustainability related presentations by members of Green Team & OCIR staff made at 7 all employee meetings in 08-09.	100	Continue quarterly presentations at All-Employee meetings. Find new opportunities for staff outside OCIR to take on sustainability-related tasks.
45	OCIR	OCIR, ADMIN	Sustainable actions actively promoted to community	Participate in Partners for a Sustainable Washington County Community Collaborate with other entities on sustainability efforts	TVWD has become the Lead Administrative Agency (LAA) for the organization. A TVWD employee has been hired to serve as PSWCC coordinator (TVWD to be reimbursed). TVWD staff member is PSWCC Operations Team chair.	100	Continue to serve as the Lead Administrative Agency (LAA) and an active participant in Partners for a Sustainable Washington County Communities. Collaborate with other entities on sustainability efforts
46	OPS	ALL DEPTS	Minimized waste from District operations	Identify all waste streams in District operations	Pipe and other metals removed from ground as part of maintenance are recycled. Bids request that recyclable materials be recycled.	50	Identify HQ waste streams and options for waste reduction. Identify field waste streams and options for waste reduction. Explore ways to measure waste reduction.
47	OPS	OPS, ENG	Facility efficiency and sustainability opportunities determined. Stewardship of assets maintained	Conduct facilities audit for planning next budget cycle	Audit of all sites was completed in Sept 2008	100	Proactively coordinate TVWD maintenance activities with road owners to minimize road damage and disruption