



Board Meeting Minutes

June 17, 2020

This meeting was held by phone and the internet.

REGULAR SESSION – 7:01 PM

CALL TO ORDER

Commissioners Present: Bernice Bagnall; Jim Doane, PE; Jim Duggan, PE; Todd Sanders; Dick Schmidt

Staff Present: Tom Hickmann, PE, Chief Executive Officer; Paul Matthews, Chief Financial Officer; Carrie Pak, PE, Chief Engineer; Dave Kraska, PE, Water Supply Program Director; Andrew Carlstrom, Customer Service Manager; Tim Boylan, IT Services Director; Andrea Watson, Communications and Public Affairs Supervisor; Clark Balfour, General Counsel; Pete Boone, Water Operation Division Manager; Joel Cary, Water Resources Division Manager; Tara Vanderwey, Water Quality Specialist; Debbie Carper, District Recorder

REPORTS BY THE CHIEF EXECUTIVE OFFICER AND MANAGEMENT STAFF

Mr. Hickmann reported on May 2020 *Cryptosporidium* detections in Bull Run water, TVWD's most recent COVID-19 response efforts and asked the Board for feedback on holding Board meetings, work sessions and other meetings virtually for the foreseeable future (see attached memo).

The Board expressed an interest in continuing with virtual meetings, including extending the option beyond the pandemic.

Mr. Hickmann continued his announcements, asking the Board to review the current fiscal year Board officers/appointments prior to taking action at the July 15 Board meeting to make assignments for the upcoming fiscal year. He also asked if the Board would consider canceling the July 7 work session, given there are only two routine items on the agenda, and the Board agreed to the cancellation.

Ms. Vanderwey presented the safety moment on proper use of sunscreen.

She then gave the department report on staff's recent system water quality optimization work, including information on how staff improved data points, refined modeling and analyzed the results, as well as made an assessment of the model's limitations and brainstormed possible improvements (see attached presentation). Finally, Ms. Vanderwey described staff plans to form a task force with the objectives of improving water quality and chlorine residual, developing

procedures for moving any water in the system to any point in the system and practicing the transition to a new water source.

Commissioner Sanders encouraged staff to explore another interpolation technique as well as suggested using alternate data filters.

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

Commissioner Schmidt expressed interest in discussing low income/lifeline water rates in response to a recent customer inquiry.

Feedback from the Board and staff included:

- The Rate Advisory Committee recommended exploring other rate mechanisms rather than lifeline rates since the latter shifts revenue generation burdens to other customers.
- A desire to be more targeted toward providing rate relief to customers who really need it.
- Hesitation to change rate structures at a time when a new Customer Information System is in development.
- Staff's plan to bring targeted assistance efforts involving the Customer Emergency Assistance Program to the Board at a future work session for policy development.
- The Portland Water Bureau explored a rate structure that was built around specific costs to serve specific customers, which was abandoned due to the associated administrative challenges.
- Staff followed up with the inquirer and he appreciated the resulting conversation.

PUBLIC COMMENT

There was none.

1. CONSENT AGENDA

- A. Approve the May 20, 2020 regular meeting minutes.
- B. Approve the June 2, 2020 work session minutes.

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

2. BUSINESS AGENDA

- A. Consider approving a motion to read by title only the draft ordinance amending and restating Rules and Regulations for the use of the District's water system and receive oral testimony or written comments and direct that the ordinance be brought back for a second reading and adoption at the July 15, 2020 Board meeting. *Staff Report – Clark Balfour*

Mr. Balfour reviewed the staff report, highlighting the most substantive change to the Rules and Regulations regarding the line extension policy and the staff recommendation to add a procedural component to the process allowing affected parties the opportunity to testify to the Board prior to Board action. He said staff reached out to the Home Builders Association to provide information on the proposed change and there was no response.

Motion was made by Duggan, seconded by Doane, to read by title only the draft ordinance amending and restating Rules and Regulations for the use of the District's water system. The motion passed unanimously with Bagnall, Doane, Duggan, Sanders and Schmidt voting in favor.

Mr. Balfour read the ordinance title into the record.

There was no public testimony and no written comments received.

Motion was made by Schmidt, seconded by Sanders, to direct that the draft ordinance amending and restating Rules and Regulations for the use of the District's water system be brought back for a second reading and adoption at the July 15, 2020 Board meeting. The motion passed unanimously with Bagnall, Doane, Duggan, Sanders and Schmidt voting in favor.

- B. Consider adopting Resolution 11-20, a resolution approving the Intergovernmental Agreement Between Tualatin Valley Water District and the City of Beaverton for Emergency Water Use. *Staff Report – Clark Balfour*

Mr. Clark displayed the map exhibit to the proposed Intergovernmental Agreement Between Tualatin Valley Water District and the City of Beaverton for Emergency Water Use (see attached presentation). He said the agreement gives the District the ability to provide supplemental and emergency water to City of Beaverton customers in an agreed-upon area that will be withdrawn from the District's system and includes provisions for District compensation for providing these services.

Motion was made by Sanders, seconded by Schmidt, to adopt Resolution 11-20, a resolution approving the Intergovernmental Agreement Between Tualatin Valley Water District and the City

of Beaverton for Emergency Water Use. The motion passed unanimously with Bagnall, Doane, Duggan, Sanders and Schmidt voting in favor.

- C. Consider action items related to the executive session, if needed. *Staff Report – Clark Balfour*

Mr. Balfour said the District needs to purchase the adjacent property to the Miller Hill facility and had to file a condemnation case when settlement could not be reached with the property owner. He said the property owner agreed to settle late this afternoon.

Motion was made by Duggan, seconded by Doane, to approve a settlement in the pending condemnation case with Tim Gray for \$850,000 and direct the Chief Executive Officer and legal counsel to prepare and execute all documents necessary to conclude the matter and vest title to the property in the District. The motion passed unanimously with Bagnall, Doane, Duggan, Sanders and Schmidt voting in favor.

ADJOURNMENT

There being no further business, President Bagnall adjourned the meeting at 8:11 p.m.

Bernice Bagnall, President

Todd Sanders, Secretary



MEMO

Date: June 17, 2020

To: Tualatin Valley Water District Board of Commissioners

From: Tom Hickmann, CEO

Re: Chief Executive Officer and Management Staff Report

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

1. **Portland *Cryptosporidium* Results** – For the month of May 2020, the Portland Water Bureau reported no *Cryptosporidium* oocyst detections in water samples collected from the Bull Run Headworks. Additional details may be found at www.portlandoregon.gov/water/cryptoresults.
2. **COVID-19 Response** – Tualatin Valley Water District is working towards a partial, or limited, reopening. Staff is in the process of finalizing the District's reopening and exposure control plans. Significant work has already been taken to encourage social distancing within the building. Limited occupancy signs have been posted in offices and conference rooms, inboxes have been relocated outside cubicles/offices, floor markings have been affixed to note six feet of separation, all in an effort to reduce COVID-19 exposure. The Communications Team has been working on a training video to educate staff on the new safety measures.

We will retain the ability for staff to work from home under our temporary work from home policy. Each manager will be working with their staff on a case by case basis to address this. The main requirement will be that we can track the work by the staff member to ensure the work is getting completed.

The lobby remodel project continues with an estimated completion date of the end of this month. The new lobby will improve customer amenities as well as provide a barrier which will increase safety and reduce risk of coronavirus and other droplet transmitted germs. As a result, we will be able to open the front desk up to customers once this work is complete and still maintain the safety of our employees.

3. **Virtual Board Meeting Participation** – As the District begins to reopen, TVWD will eventually be able to return to in-person meetings which include social distancing and precautionary measures. We can't at this time give an exact date

CEO & Management Staff Report to the TVWD Board of Commissioners

June 17, 2020

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that we can return to in-person meetings, but it will be prior to a full Phase 3 reopening. Unless there are objections, due to the continued presence of COVID-19 in our community, I would like to continue to offer Board members the opportunity to participate in work sessions, regular meetings and other meetings, virtually, for the time being.

4. **Annual Board Appointments** – Fiscal year 2020-2021 Board appointments are scheduled to be approved during the July regular meeting. Attached please find the current year's appointments. The Board is asked to review the current appointments and notify me if there is a desire to modify.
 5. **July Work Session** – There are only two routine items scheduled for the July 7th work session: a WWSS Commission update and TVWD financial update. Neither update contains urgent or time sensitive information. Therefore, staff requests guidance on whether or not the Board wishes to cancel this work session.
 6. **Safety Minute and Department Report** – Tara Vanderwey, Water Quality Specialist, will present the safety minute and department report this evening.
-

BOARD APPOINTMENTS AND ASSIGNMENTS
Effective July 17, 2019 for Fiscal Year 2019-20

Board Officers	Commissioner				
	Bagnall	Doane	Duggan	Sanders	Schmidt
President	Second Term*				
Vice President					Second Term*
Treasurer			Third Term*		
Secretary				Second Term*	
Acting Secretary		Third Term*			
Internal Committees					
Budget Committee	Member	Member	Member	Member	Member
Policy and Board Development Committee	Member		Member		
Water Supply Committee		Member		Member	
Strategic Planning Committee		Member		Member	
Finance Committee and Audit Committee	Member		Member		
External Committees					
Willamette River Water Coalition Board		Alternate		Primary	
Willamette Intake Facilities Commission Board		Primary			Alternate
Willamette Water Supply System Commission Board			Primary		Alternate
Joint Water Commission	Vice Chair**	Backup			Alternate
Barney Joint Ownership Commission	Chair				Alternate
Regional Water Providers Consortium Board/Executive Committee			Primary		Alternate
Aloha Business Association		Primary			
Washington County Public Affairs Forum (event attendance)				Alternate	Primary
Westside Economic Alliance (event attendance)	Primary	Alternate			

Policy and Board Development Committee – This committee will provide input and review of proposed updates to the Board Policy Manual. In reviewing and updating the Board policies, this committee will also identify effective Board processes, structures and roles. Other roles for this committee may include Board retreat planning, Board performance evaluation planning and orientation of new Commissioners.

Water Supply Committee – This committee will provide input to the CEO on strategic and policy matters related to continued implementation of the Willamette Water Supply Program, including issues such as system capacity, levels of service, expectations for seismic resiliency, public outreach strategies and partnership agreements.

Strategic Planning Committee – Members of this committee will participate in the biennial District strategic planning process to identify and prioritize District Initiatives for the coming biennium. The committee will also conduct periodic progress reviews of District Initiatives and track progress toward completing the initiatives.

Finance Committee – This committee will work with the CEO and CFO to track the District's financial performance and will participate in development of draft financial policies and strategies such as debt planning and long-term rate planning.

Audit Committee – This committee provides independent review and oversight of the District's financial reporting processes, internal controls and independent auditors.

Engineering & Operations Department Report

System Water Quality Optimization

Tara Vanderwey
Water Quality Specialist



1

Overview

- Background
- Data Improvements
- Modeling Effort
- Results

2

Why is this important?

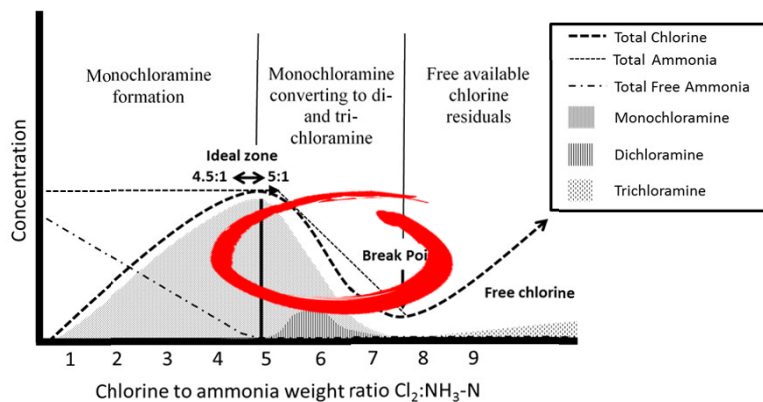
- Improve overall system water quality
- Planning for the Willamette Water Supply System Integration
- Testing our options for 2026



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Source Water History/Background

- PWB and JWC are similar yet distinct
 - PWB – Chloramine
 - JWC – Free chlorine
- Blending – “backside” of the curve
- In the early years of JWC supply, sources were kept separated.
- Since 2000s, JWC and PWB have been blended



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WQ Data Improvements



Past limitations and current improvements

- WQ staff began capturing comprehensive system data in 2005
- Data was geared towards individual analyses and compliance (RTCR)
- 2017 the data was cleaned up and new format geared toward analysis

Data/understanding no longer stuck in our heads

- WQ parameters can be plotted over time for individual sample stations
- Seasonal trends can be analyzed for single sites or groups of sites

Timeseries analysis useful but not the full picture

- Trying to infer data between two sample stations is difficult
- Hard to visualize system wide trends, plotting multiple sites gets messy

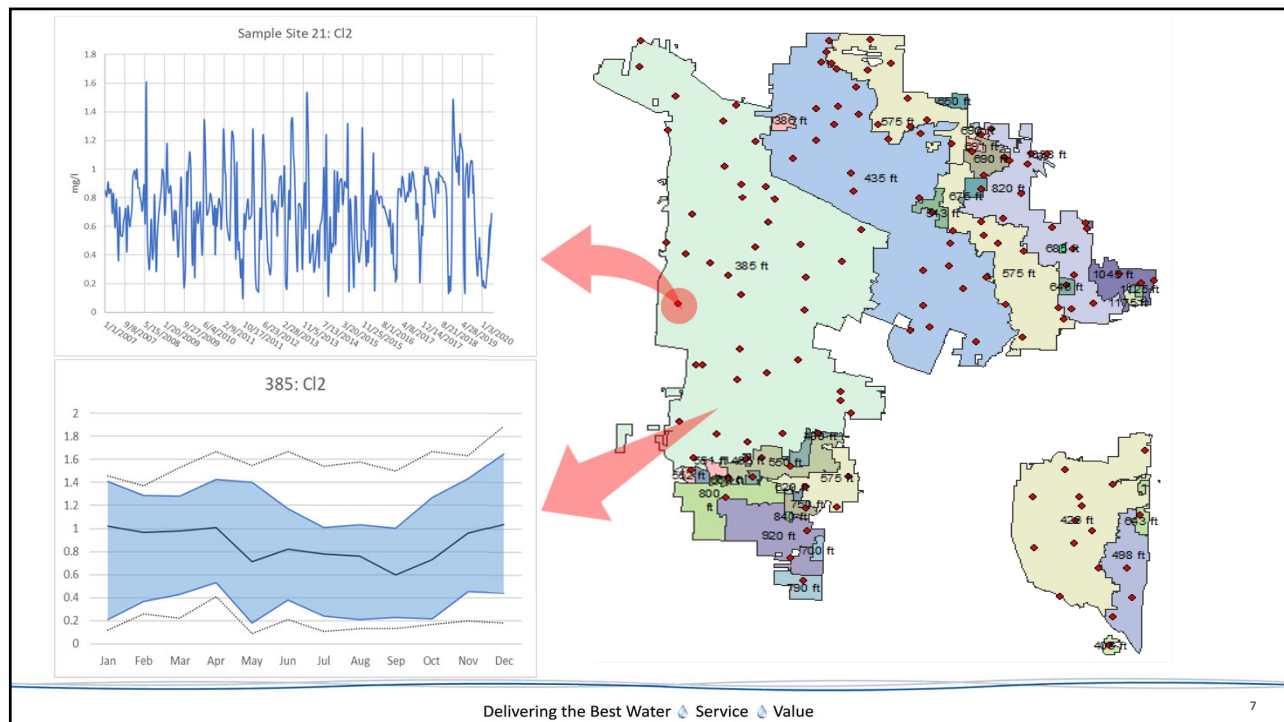
5



Timeseries Data

How have we implemented our data improvements?

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7



Modeling Effort

How can we visualize our data over a wide area?

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- Water quality targets
 - Maintain a free chlorine residual ≥ 0.2 mg/L or a total chlorine residual ≥ 0.5 mg/L for at least 95% of the measurements taken
- Data driven approach made sense, however there were limitations
 - Timeseries analysis was retrospective
 - No way to visualize data over a wide area
 - Difficult to visualize and track trends in the data
- Point data is not a substitute for spatial analysis
 - We needed an approach that displayed the data with respect to time and space –GIS!



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The Interpolation Approach



GIS Interpolation is used in geology and meteorology to model subsurface environments, elevation, and rainfall at points where values are unknown



Interpolation uses data to calculate unknown values



Interpolation assumes points close to one another are more similar than those far apart

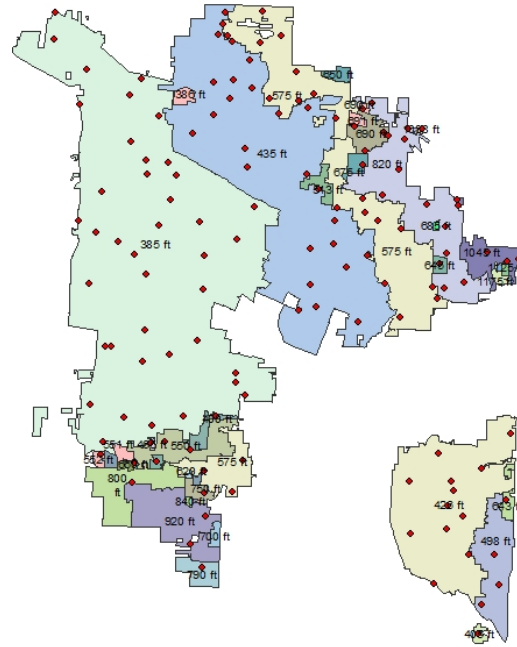
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Data used for the Interpolation

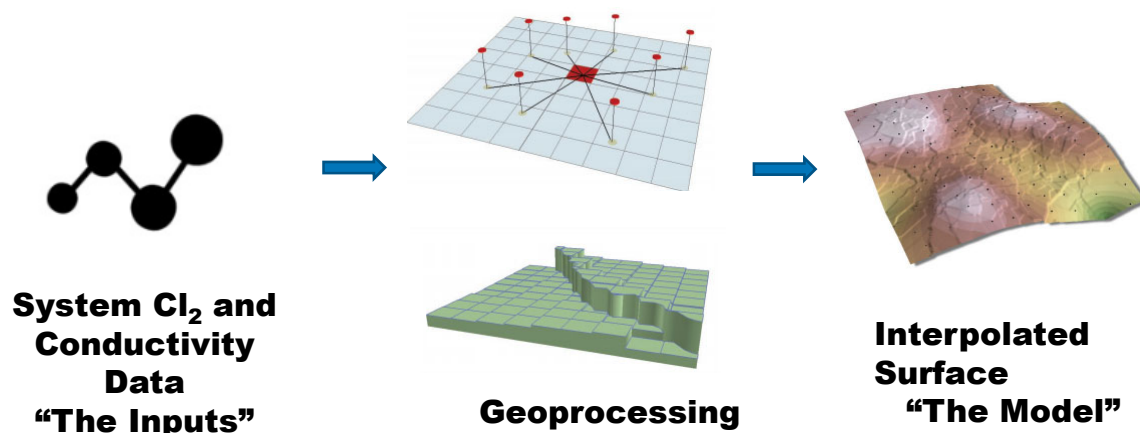
- 139 sample stations
 - Wide geographic area
 - Joint effort between WQ and Operations staff
- Weekly Cl_2 and conductivity data collected from each station
- Data collection typically completed in a consistent 3-day period
- Focused effort performed by single unit field resources during COVID-19 response



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Conceptual Model of the Process

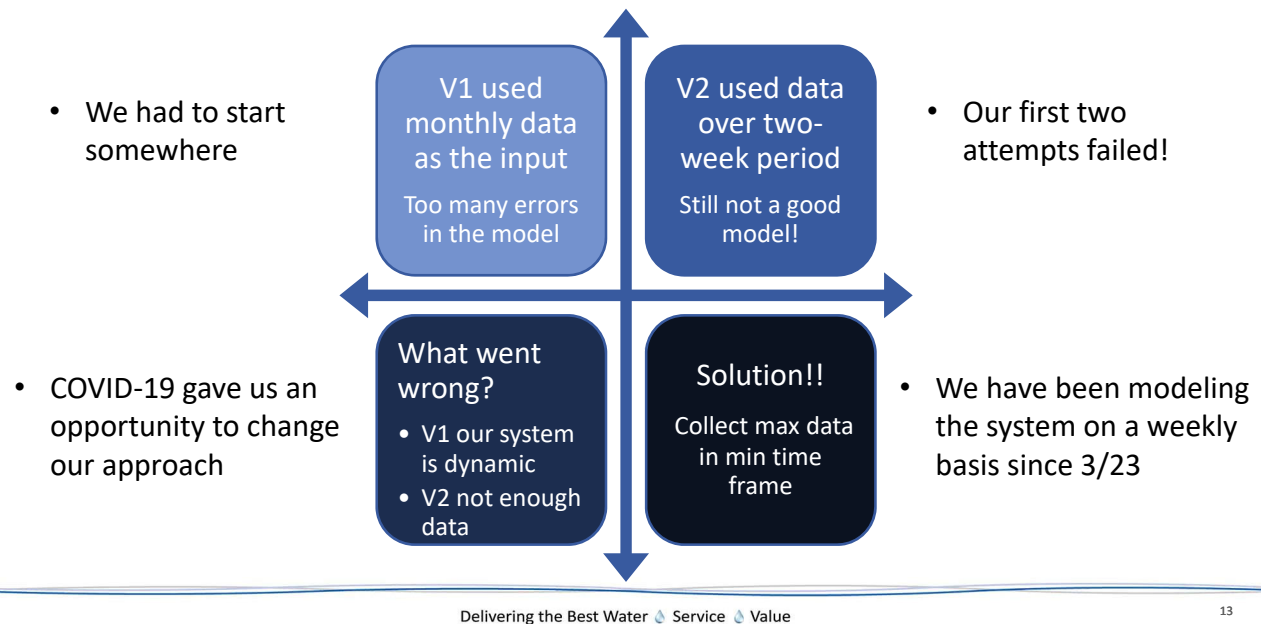


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Trial & Error – How did we end up with our current model?



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Results

How well did the model match what we already know about the system?

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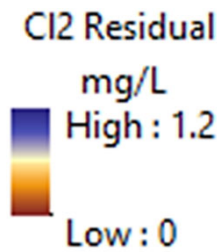
Interpretation of Map Colors

Residual Color Ramp

Blue = Cl₂ ≥ 1.2 mg/l

Yellow = Cl₂ approx. 0.6 mg/L

Orange = Cl₂ nearing 0.00 mg/L

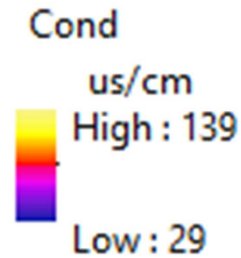


Conductivity (Blending) Color Ramp

Yellow = 100% JWC Source

Blue = 100% PWB Source

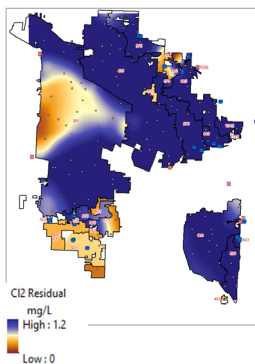
Red/Pink = Blending



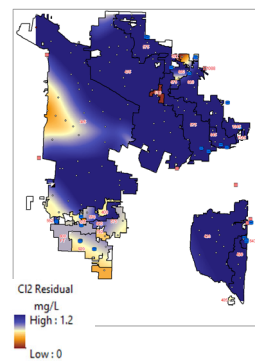
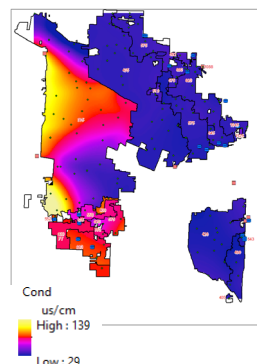
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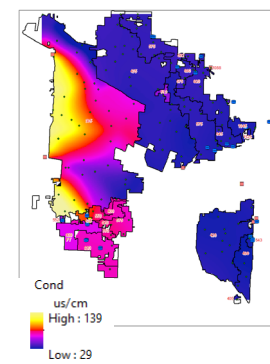
Modeling Two Consecutive Weeks



5/4/20 - 5/7/20



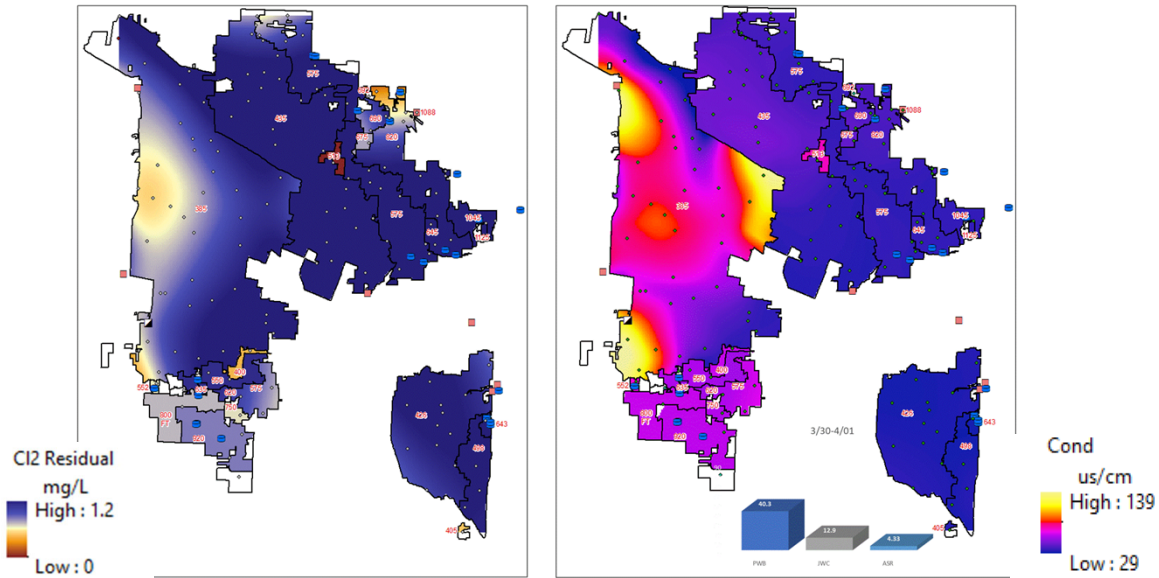
5/11/20 - 5/14/20



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Modeling System Dynamics: 3/30/20 – 6/03/20



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How can we use the Model?

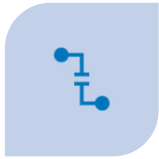
- Identify areas where we can improve water quality
- Identify areas that experience frequent swings in chemistry
- Make system adjustments and monitor the effects
- Develop a better understanding of how our system changes over time
- Improve accuracy of TVWD hydraulic model

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Limitations of this model



Current model does not account for areas where pressure zones may be connected by PRVs



The model has a slight directional bias when data is sparse



Transitional areas might not be as well defined as the model suggests

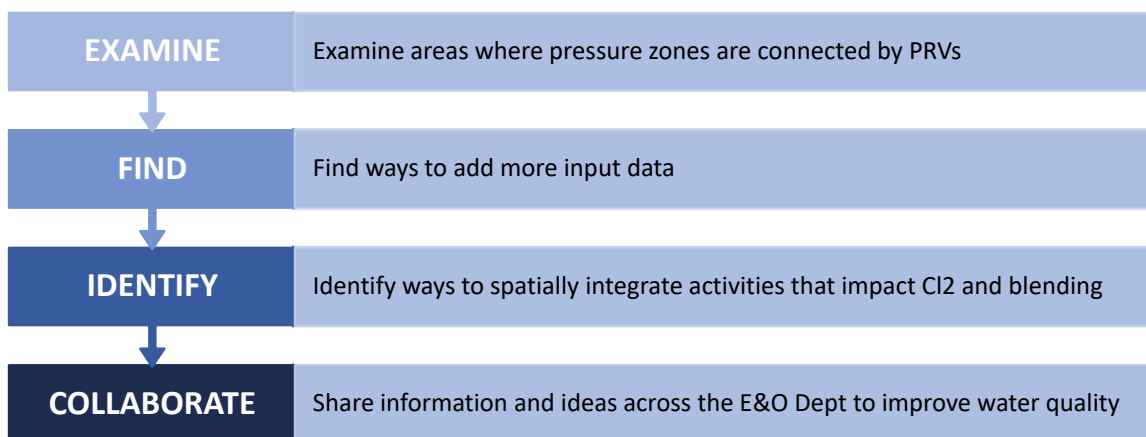


Does not account for factors such as consumption or water temperature

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How do we improve the model?

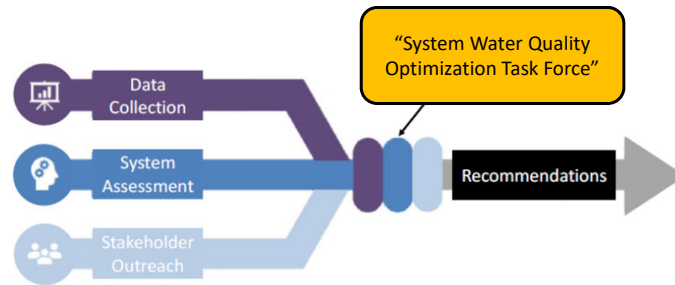


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Next Steps – Task Force Development

- Task Force – Water Quality, System Ops, Engineering, and GIS staff
- Developing project charter
- Task Force Objectives:
 - Improve water quality & chlorine residual
 - Develop procedures for deliberately moving water from entry points to all parts of the system (Any Water Anywhere)
 - Plan for (and practice!) PWB to WWSS conversion

Task Force Process



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Questions?

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IGA Between TVWD and Beaverton for Emergency Water Use

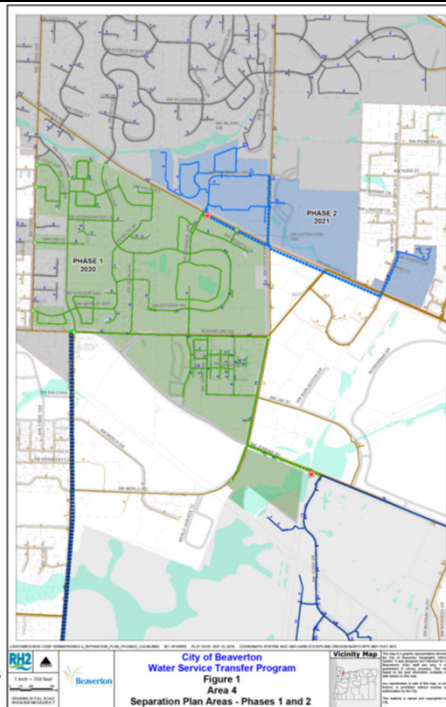
June 17, 2020

Clark Balfour
General Counsel

Tualatin Valley Water District

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Tualatin Valley Water District



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Report of Meetings Attended

Commissioner Bernice Bagnall

Date	Meeting or Function	Purpose	\$	Claimed
5/28/2020	Westside Economic Alliance	Annual Mayor's forum	\$50.00	X Yes <input type="checkbox"/> No
6/2/2020	TVWD Work Session	WWSS, SDCs, Rules & Regs update	\$50.00	X Yes <input type="checkbox"/> No
6/9/2020	CEO and Board VP	Agenda planning	\$50.00	X Yes <input type="checkbox"/> No
6/17/2020	TVWD Board Meeting	District Business	\$50.00	X Yes <input type="checkbox"/> No
		OK DCarper	\$200	<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
				<input type="checkbox"/> Yes <input type="checkbox"/> No

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.

Debbie Carper

From: Todd Sanders
Sent: Wednesday, June 17, 2020 5:54 PM
To: Debbie Carper
Subject: RE: Commissioner Bagnall form approval

I approve Commissioner Bagnall's Meeting form for June 2020.

Todd Sanders

From: Debbie Carper <Debbie.Carper@tvwd.org>
Sent: Wednesday, June 17, 2020 11:32 AM
To: Todd Sanders <Todd.Sanders@tvwd.org>
Subject: Commissioner Bagnall form approval

Hi Commissioner Sanders,

In lieu of your signature, could I get your email approval of Commissioner Bagnall's attached form?

Debbie Carper, MMC

District Recorder

1850 SW 170th Avenue, Beaverton, OR 97003

direct 503-848-3014

debbie.carper@tvwd.org

www.tvwd.org

Tualatin Valley Water District

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Report of Meetings Attended

Commissioner Jim Doane

Date	Meeting or Function	Purpose	\$	Claimed
17 June	Regular Meeting		50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
11 June	Westside Economic Alliance	Economic Forecasts	50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2 June	Work Session		50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		OK to pay CEAP	\$150	<input type="checkbox"/> Yes <input type="checkbox"/> No
		DCarper		<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
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				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

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Report of Meetings Attended

Commissioner Duggan

Date	Meeting or Function	Purpose	\$	Claimed
06/02/2020	TVWD Board Workshop	WWSS Update, SDC's	50	× Yes <input type="checkbox"/> No
06/03/2020	RWPC Board Mtg.	CVD-19 & Budget Update.	50	× Yes <input type="checkbox"/> No
06/04/2020	WWSS Meeting	Reg. Monthly Mtg; BL 5.2	50	× Yes <input type="checkbox"/> No
06/16/2020	Meeting with TVWD/WWSS staff	WWSS Ancillary Projects	50	× Yes <input type="checkbox"/> No
06/17/2020	TVWD Board Meeting	Exec. Session & Reg. Mtg	50	× Yes <input type="checkbox"/> No
		OK to pay DCarper \$250		<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
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				<input type="checkbox"/> Yes <input type="checkbox"/> No

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Report of Meetings Attended

Commissioner Sanders

Date	Meeting or Function	Purpose	\$	Claimed
6/02/2020	Board work session	Monthly meeting	\$50.00	X Yes <input type="checkbox"/> No
6/09/2020	WRWC Meeting	Water Coalition meeting	\$50.00	X Yes <input type="checkbox"/> No
6/17/2020	Board meeting	District Business	\$50.00	X Yes <input type="checkbox"/> No
		OK to pay DCarper	\$150	<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
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				<input type="checkbox"/> Yes <input type="checkbox"/> No

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Report of Meetings Attended

Commissioner Dick Schmidt

Date	Meeting or Function	Purpose	\$	Claimed
06022020	Work Session	Construction update. financials due to CORVID	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
06092020	Meeting/Bernice & Tom	Agenda review	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
06172020	Regular board		50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		OK to pay DCarper	\$150	<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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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.

Debbie Carper

From: Bernice Bagnall
Sent: Wednesday, June 17, 2020 8:20 PM
To: Debbie Carper
Subject: Re: Approval for meetings attended forms

Hi Debbie:

I approve the meetings attended forms for Commissioner's Doane, Duggan, Sanders, and Schmidt.

Thanks!

-Bernice

From: Debbie Carper <Debbie.Carper@tvwd.org>
Sent: Wednesday, June 17, 2020 5:59 PM
To: Bernice Bagnall <bernice.bagnall@tvwd.org>
Subject: Approval for meetings attended forms

Hi Commissioner Bagnall,

Could I please get your email approval for the attached forms?

Debbie Carper, MMC

District Recorder

1850 SW 170th Avenue, Beaverton, OR 97003

direct 503-848-3014

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