



# Tualatin Valley Water District



Delivering the Best Water  Service  Value

## Board Meeting Minutes

September 16, 2020

*This meeting was held by phone and the internet.*

### **REGULAR SESSION – 7:02 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; Clark Balfour, General Counsel; 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; Katherine Lipari DeSau, Executive Assistant

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

Mr. Hickmann reported on Portland *Cryptosporidium* testing results, the recent wildfire incidents, and Tualatin Valley Water District's (TVWD) COVID-19 response efforts (see attached memo). He announced that the District will be cancelling its emergency water lease from the Joint Water Commission since the Bull Run watershed is no longer located in an evacuation zone. Mr. Hickmann reported on false social media rumors about water quality and emphasized that TVWD water is safe to drink.

He also announced that the District re-executed its Water Infrastructure Finance and Innovation Act (WIFIA) loan. The new interest rate is 1.35% and reduces total debt services by approximately \$122 million dollars over the life of the loan. He acknowledged TWWD Finance staff, Environmental Protection Agency staff and Senator Merkley's office for their assistance and support. In response to a question, staff stated that the City of Hillsboro will likely re-execute their WIFIA loan within the next few weeks.

Mr. Balfour presented the safety moment on wildfire smoke. Ms. Pak added that TVWD field crews are currently working indoors due to the hazardous air quality.

Mr. Balfour provided the legal department report on work related to the District's Water WIFIA loan refinance, Customer Information System project, agreements and projects with the City of Beaverton, the COVID-19 response, the Willamette Water Supply System and the Joint Water Commission (see attached presentation).

#### **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 August 19, 2020 regular meeting minutes.
- B. Approve the September 1, 2020 work session minutes.

Motion was made by Duggan, seconded by Sanders, 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 adopting Resolution 13-20, a resolution approving the Intergovernmental Agreement Between Tualatin Valley Water District and the City of Portland for Water Main Transfer. *Staff Report – Carrie Pak*

Ms. Pak presented background information and an overview of the proposed Intergovernmental Agreement Between Tualatin Valley Water District and the City of Portland for Water Main Transfer. She also displayed maps depicting the waterlines and flow (see attached presentation).

Motion was made by Doane, seconded by Schmidt, to adopt Resolution 13-20, a resolution approving the Intergovernmental Agreement Between Tualatin Valley Water District and the City of Portland for Water Main Transfer. The motion passed unanimously with Bagnall, Doane, Duggan, Sanders and Schmidt voting in favor.

- B. Consider approving a motion to postpone the biennial meeting with the Beaverton City Council to a mutually agreed date in calendar 2021. *Staff Report – Clark Balfour*

Mr. Balfour explained that the 2018 Agreement for Domestic Water Service between TVWD and the City of Beaverton requires that the governing bodies meet to discuss water issues in 2020. Due to COVID-19 and Beaverton's government transition to a council-manager structure, postponing this meeting was recommended. TVWD's General Counsel and Beaverton's City

Attorney agreed that a motion by each governing body, with the CEO and Mayor executing a confirming letter, would suffice to postpone the meeting.

Motion was made by Schmidt, seconded by Sanders, that the 2020 biennial meeting between the Beaverton City Council and the TVWD Board of Commissioners would be rescheduled to a mutually agreeable time in calendar year 2021, and that the CEO is authorized to execute a confirming letter to the City. The motion passed unanimously with Bagnall, Doane, Duggan, Sanders and Schmidt voting in favor.

### **3. INFORMATIONAL PRESENTATION**

#### **A. Update on the District's Financial Performance. *Staff Report – Paul Matthews***

Mr. Matthews provided information on local unemployment rates, TVWD's financial performance, including revenue, collections and expense information and the latest WIFIA news (see attached presentation). He explained that staff are closely monitoring revenues which are currently under budget in the current biennium by millions of dollars.

Mr. Matthews agreed to share raw data from two presentation slides (Comparison of Gallons Per Capital Per Day and Comparison of Water Deliveries) with Commissioner Sanders and answer any outstanding questions. In response to a question, staff explained that customer arrearage data by zip code is not a current District capability. However, this item is included in the District's workplan. The current priority is connecting eligible customers to Cares Act funding through Community Action.

Commissioners commended staff for their work re-executing the WIFIA loan.

### **ADJOURNMENT**

There being no further business, President Bagnall adjourned the meeting at 8:24 p.m.

---

Bernice Bagnall, President

---

Todd Sanders, Secretary



## MEMO

**Date:** September 16, 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 August 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](http://www.portlandoregon.gov/water/cryptoresults).
- 2. Wildfire Incidents** – As a result of the recent wildfires, Tualatin Valley Water District (TVWD) temporarily reduced its water demands from Portland Water Bureau and obtained emergency leased water from the Joint Water Commission to meet customer needs. In conjunction with local Partners, staff worked diligently on contingency supply plans. Our region is fortunate to have several high-quality water sources, which contribute to the public health, fire protection and economic/business/industrial demands for water.

The District, through its Emergency Operations Center, continues to monitor system and demand and is prepared to facilitate any adjustments as necessary. Events such as this reinforce the value of regional planning, partnerships and the importance of alternative water sources in the event of emergencies.

During this time, it is also important to note that:

- TVWD’s water remains safe to drink and use.
- Water quality continues to exceed all state and federal standards.
- Water supply is meeting the needs of our customers.
- TVWD is prepared to provide emergency drinking water through emergency distribution trailers and support emergency responders or customers in our region.

- 3. COVID-19 Response** – TVWD continues to navigate and respond to challenges posed by the current pandemic. Customer Service representatives have reached out to 367 customers with account delinquencies, informing them about the new Utility Assistance program, funded by the CARES Act.

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

September 16, 2020

Page 2

The District has adapted working conditions to accommodate staff needs which were identified during the recent caregiver survey. Employees, including field staff, are able to work within flexible schedules while still completing the necessary work to fulfill TVWD's mission.

- 4. Safety Minute and Department Report** – Clark Balfour, General Counsel, will present the safety minute and department report this evening.

# Legal Department Report

*Clark Balfour, General Counsel*

September 16, 2020



1

## WIFIA Loan Refinance

- Re-Execution (Re-Finance) of 2019 WIFIA Loan
- Due Diligence Efforts
  - Review of Required Representations and Certifications
  - Confirmation of Compliance
- Review of Loan Documents
- Preparation of Opinion Letters
- Support of the CFO
- Closing

2

## Customer Information System Project

- Joint Project with CWS
- Tentative Award
- Negotiations
- Contract Terms and Documentation
  - Nearly Complete



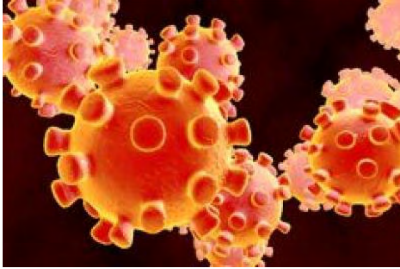
3

## Beaverton

- Bradley Corner Main Transfer (Portland)
- Bradley Corner Emergency Intertie
  - TVWD, Beaverton & Tigard
- Agreement for Water Service
  - Separation Efforts
  - Emergency Connection IGA
- County Road Opportunity Projects

4

## COVID



- TVWD/WWSP Internal
  - Ongoing Assistance in:
    - Work Leave Policies
    - Emergency Declaration and Response
    - Customer Service Issues
    - Employee Work Management
    - Adjustment to Working from Home
- TVWD/WWSP External
  - Contract Performance

5

## WWSS

- Land Acquisition
  - Resolutions of Public Need
  - Eminent Domain Proceedings
- Land Disposition
  - Water Treatment Plant site
  - Trammell Crow
- WIFIA Support
- Contract Management



6



## Joint Water Commission

- North Transmission Line
  - Forest Grove Emergency or Alternate
  - Beaverton
  - City of Banks for Wholesale Contract Service
- Land Purchase-Water Intake
- Scoggins Dam Raise



7

## Questions?

8

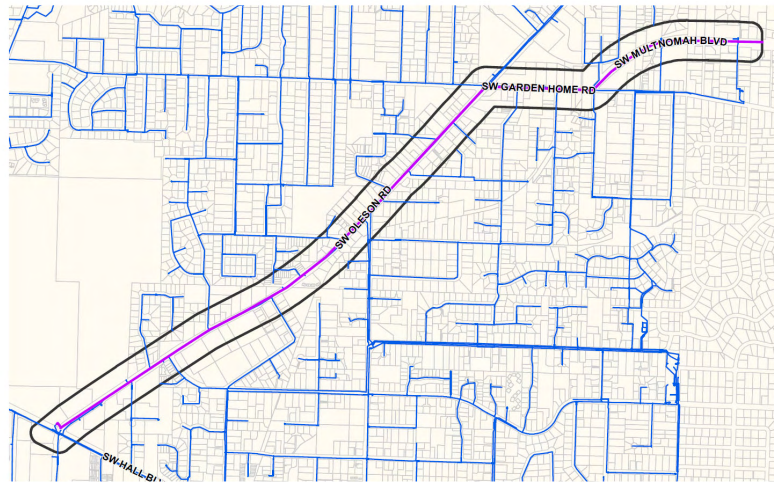
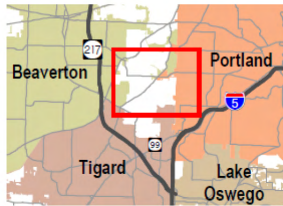
# Intergovernmental Agreement for Water Main Transfer

## *Bradley Corner Water System Facilities*

Carrie Pak, P.E.  
Chief Engineer



9



- Existing 24-inch Portland waterline
  - 2,700 LF in Garden Home/Multnomah
  - 7,000 LF in Oleson

10

## Overview

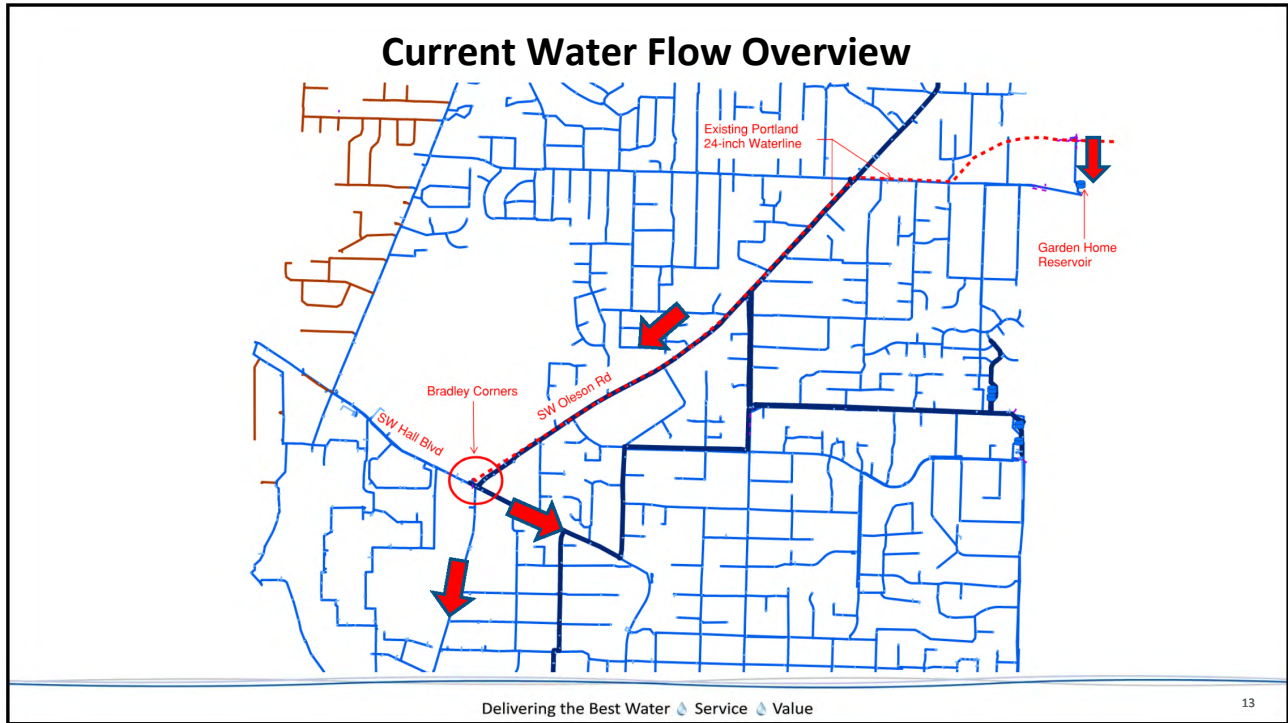
- Constructed in 1973
- Financial partners
  - WinMar Company, Inc.
  - Metzger Water District
  - City of Beaverton
  - Tigard Water District
- Ownership was transferred to the City of Portland in 1974

11

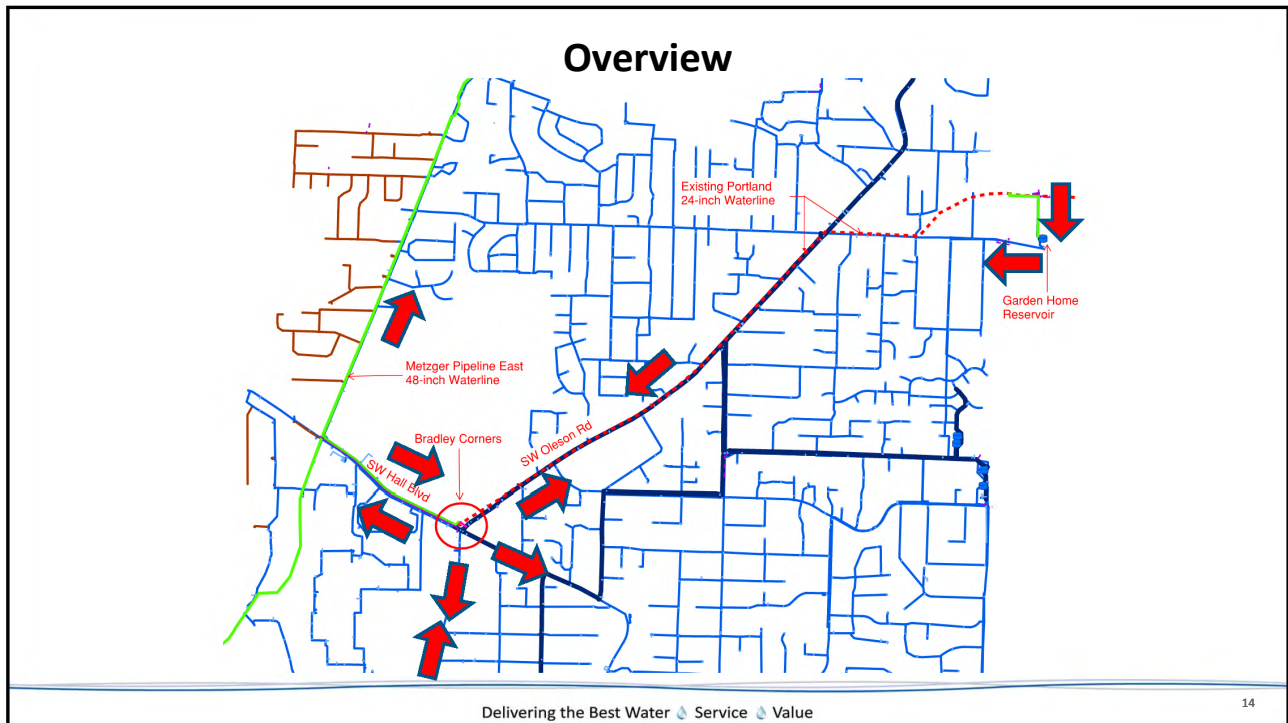
## Water Main Transfer

- Transfer of Ownership from the City to TVWD
- Responsibilities:
  - Operations and Maintenance
  - Wheel to Portland Customers
- Prior to 2026:
  - Negotiate a wholesale agreement with Portland
  - Emergency Supply Agreement, if appropriate
    - Portland
    - Tigard/Lake Oswego
    - Beaverton

12



13



14

## Conclusion

- Consider adopting a resolution approving an Intergovernmental Agreement Between Tualatin Valley Water District (District) and the City of Portland (City) for Water Main Transfer (Bradley Corner Water System Facilities) and
- Authorize the Chief Executive Officer to execute an amended version of the contract so long as the final executed version is substantially the same as that set forth on Exhibit 1 and the General Counsel has approved.

15

## Update on Financial Performance

**Paul L. Matthews**  
Chief Financial Officer

16

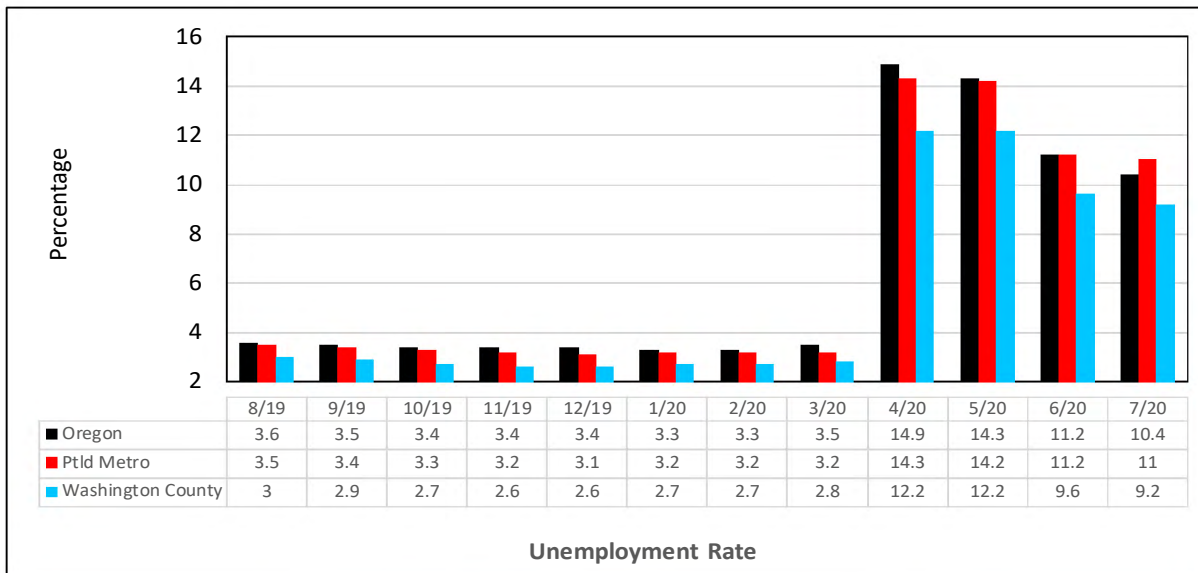
### Overview of Tonight's Presentation

#### Updates on:

- Local unemployment rates
- TVWD's Financial Performance
  - Revenue
  - Collections
  - Expenses
- WIFIA

17

### Unemployment Still High



18



## Monitoring TVWD's Financial Performance



### Revenue

- Impact on future water sales



### Collections

- Capacity for customers to pay their water bills



### Expenses

- Effect on budget to respond to COVID-19

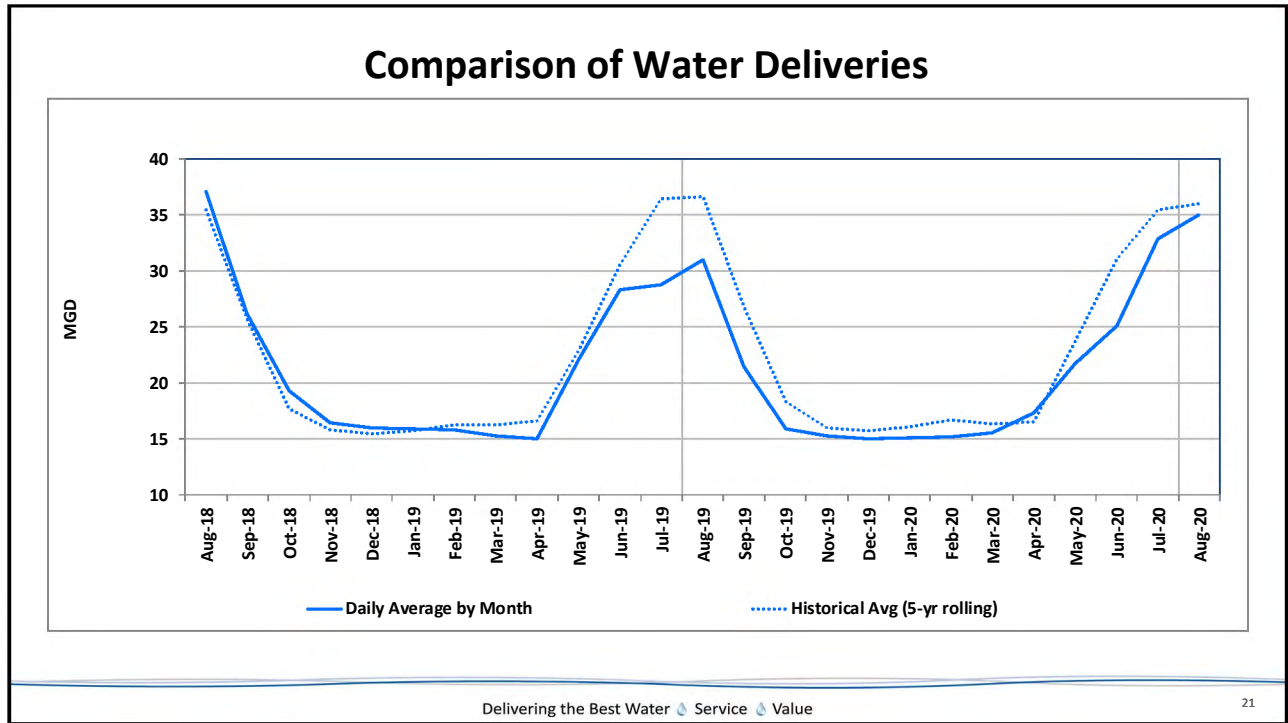
19

## What We've Learned This Month

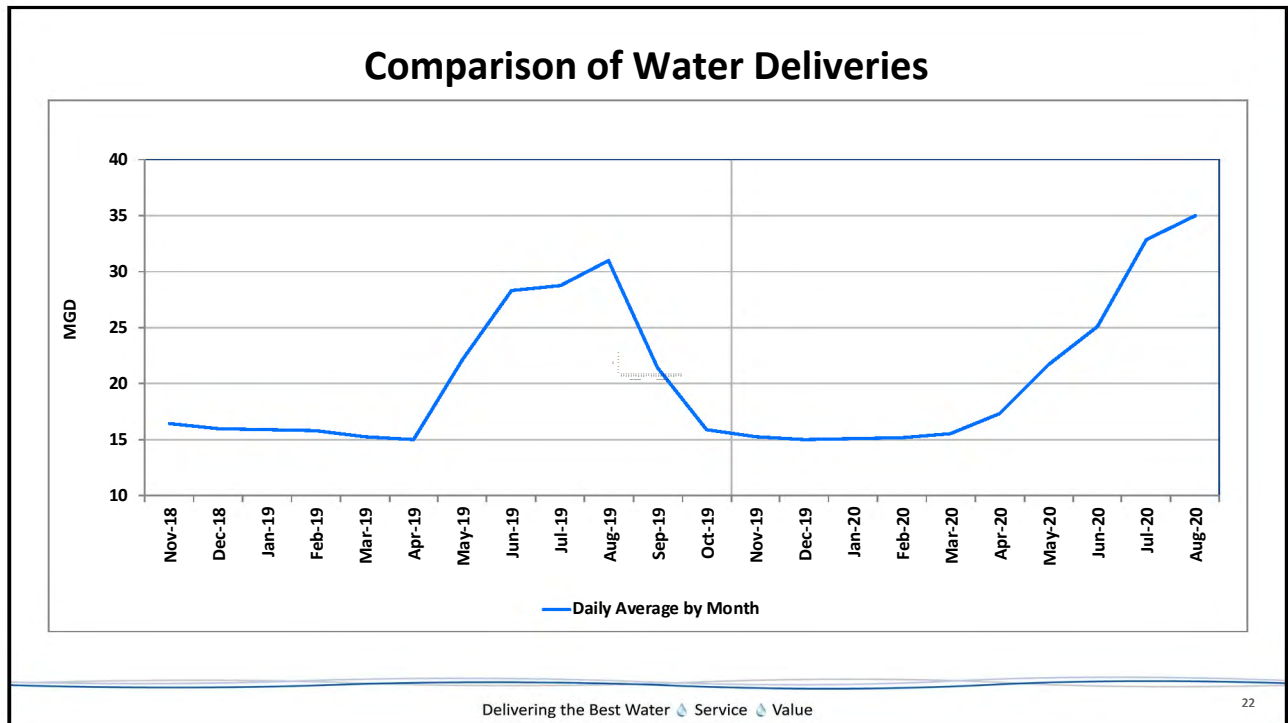
### Water Sales in August

- Water sales in August 2020 approximately 104.5% of water sales in August 2019 (about \$279 thousand higher)
- Commercial and irrigation class down about a 18% from rolling 12-month ending August 30, 2019 and 2020 (about \$2.3 million)
- Single-family residential sales down 1.5% from rolling 12-month ending August 30, 2019 and 2020 (\$549 thousand)
- Collections currently less of a concern than water sales

20

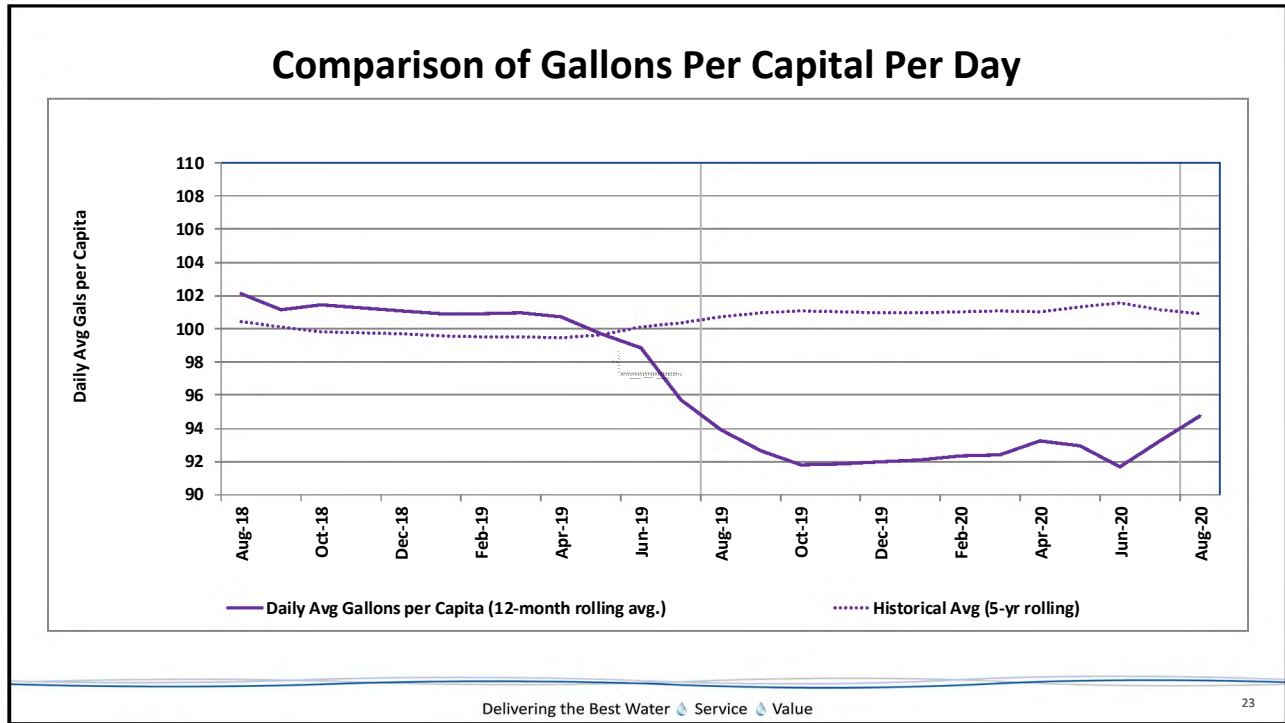


21



22





23

### Forecasting Revenue

#### Challenges

- Potential changes in non-revenue water
- Bimonthly billing
- Block rate structure
- Weather
- Beaverton
- COVID-19
- Lack good leading indicator of water sales

Delivering the Best Water Service Value

24

## What Are We Seeing

### Residential Demand (Single-family and Multifamily)

- Lower revenue in August, but slight improvement vs. budget

### Commercial

- Confirmed it's trending downward. Slight improvement, but full recovery not apparent

### Production (Larger demands, typically industrial)

- Remains stronger than plan. August 116% of prior year (\$77 thousand)

### Irrigation

- Improved in August from July, still well below plan. Off by \$38 thousand from August 2019 (12%).

## Monitoring TVWD's Financial Performance



### Revenue

- Impact on future water sales



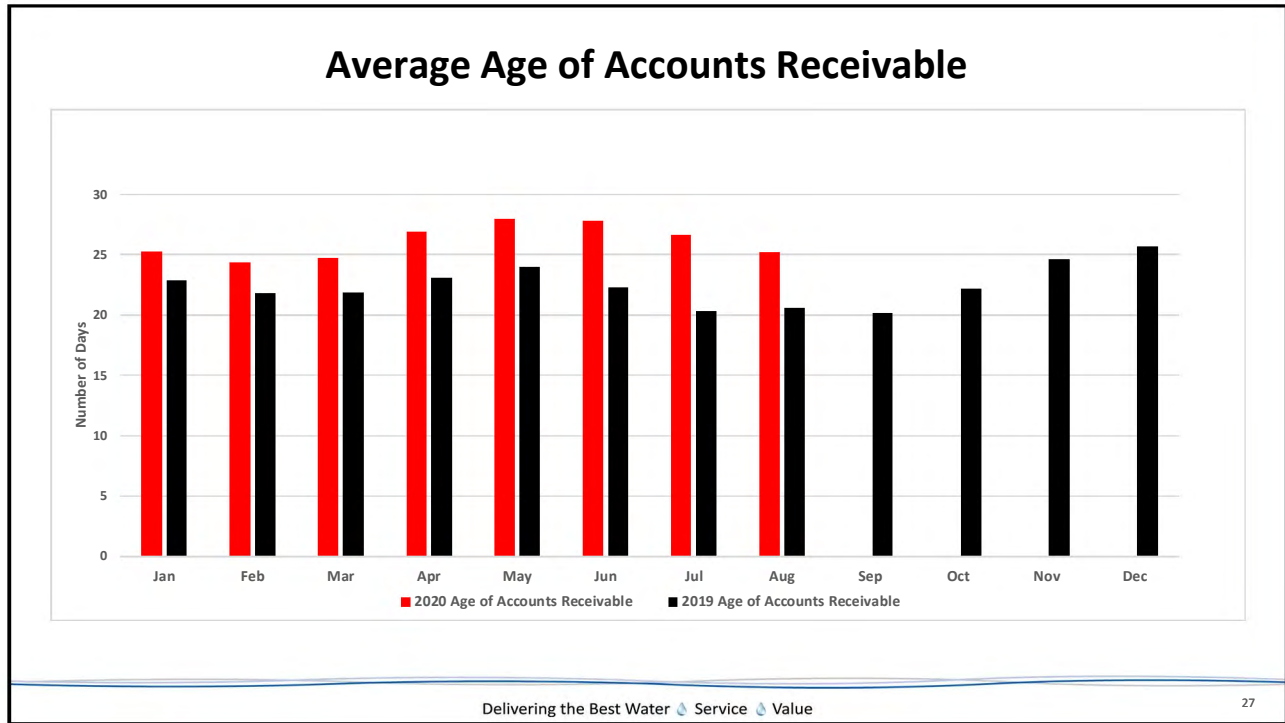
### Collections

- Capacity for customers to pay their water bills

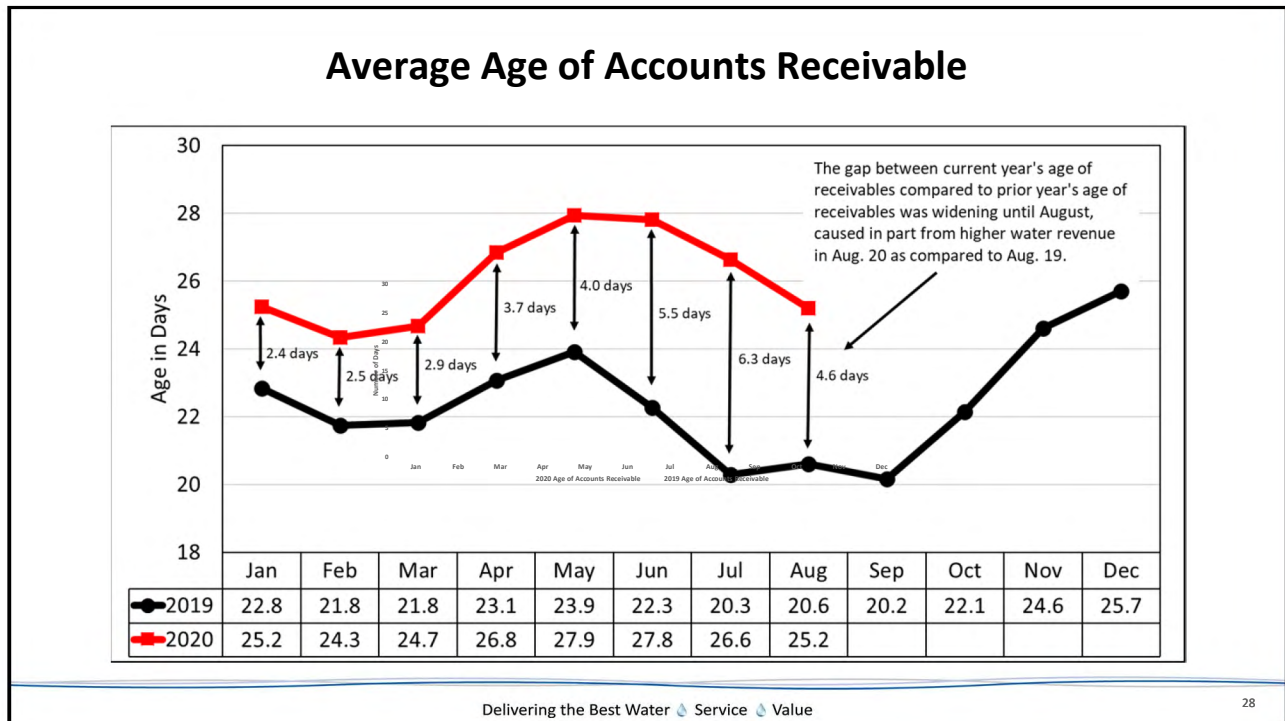


### Expenses

- Effect on budget to respond to COVID-19



27



28

## Days Sales Outstanding

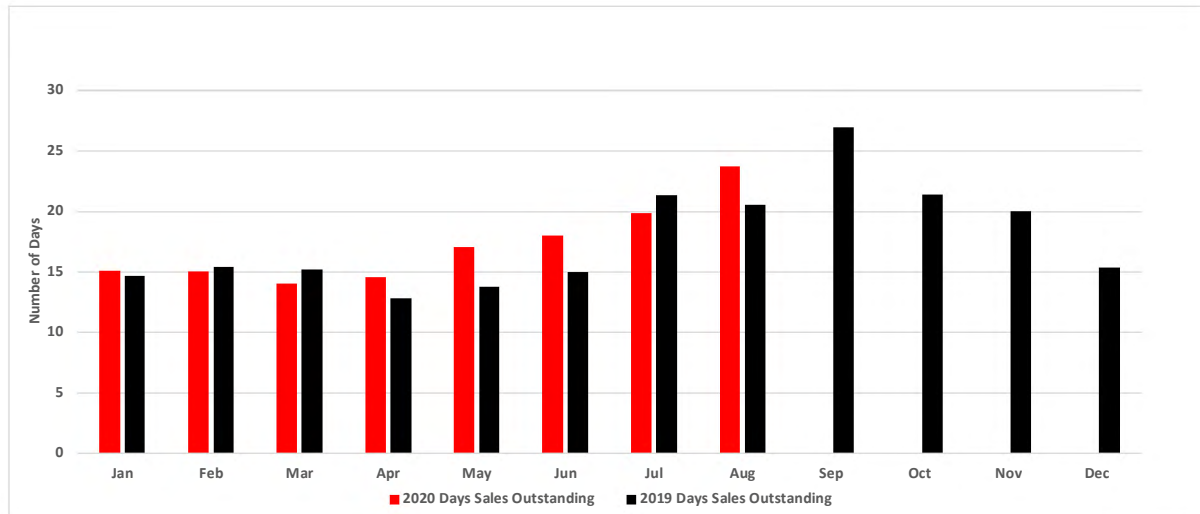
- Measures average number of days to collect on sales

$$\text{Days Sales Outstanding} = \frac{\text{Account Recievable}}{\text{Total Sales}} * 365$$

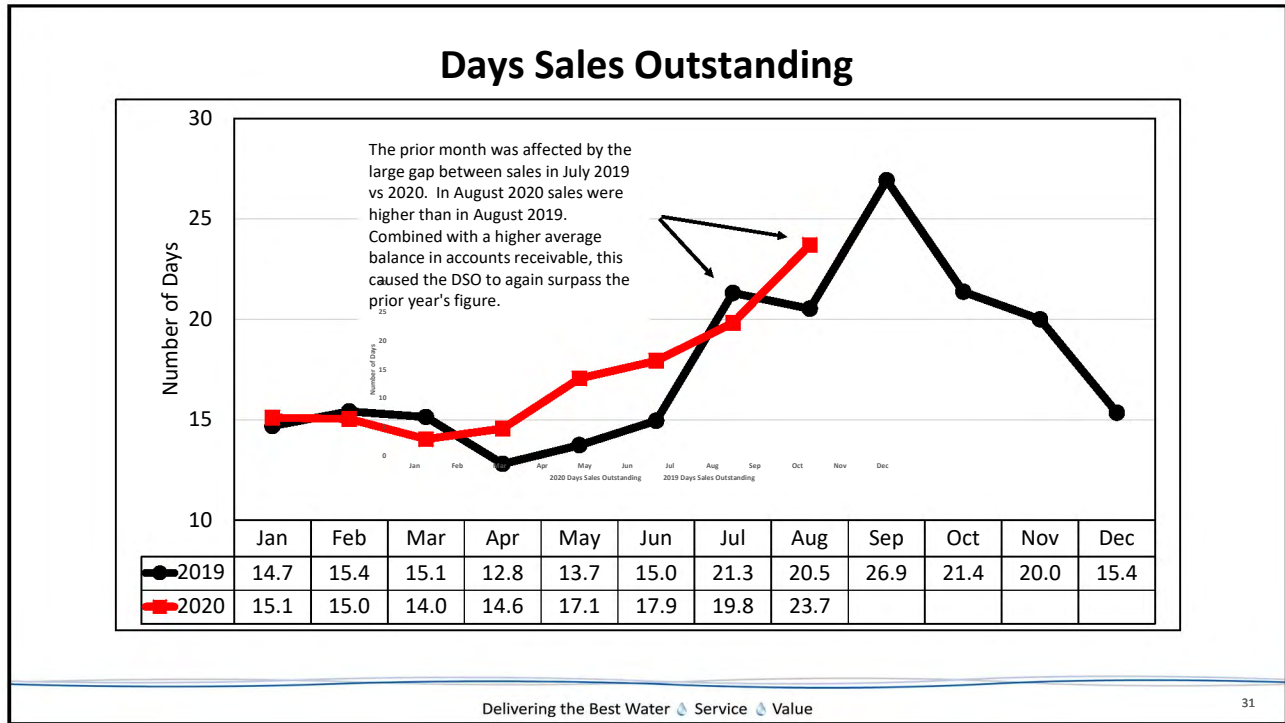
- Increases in Days Sales Outstanding could indicate collections challenges
- Proposed basis is years of sales to account for seasonality of water sales

29

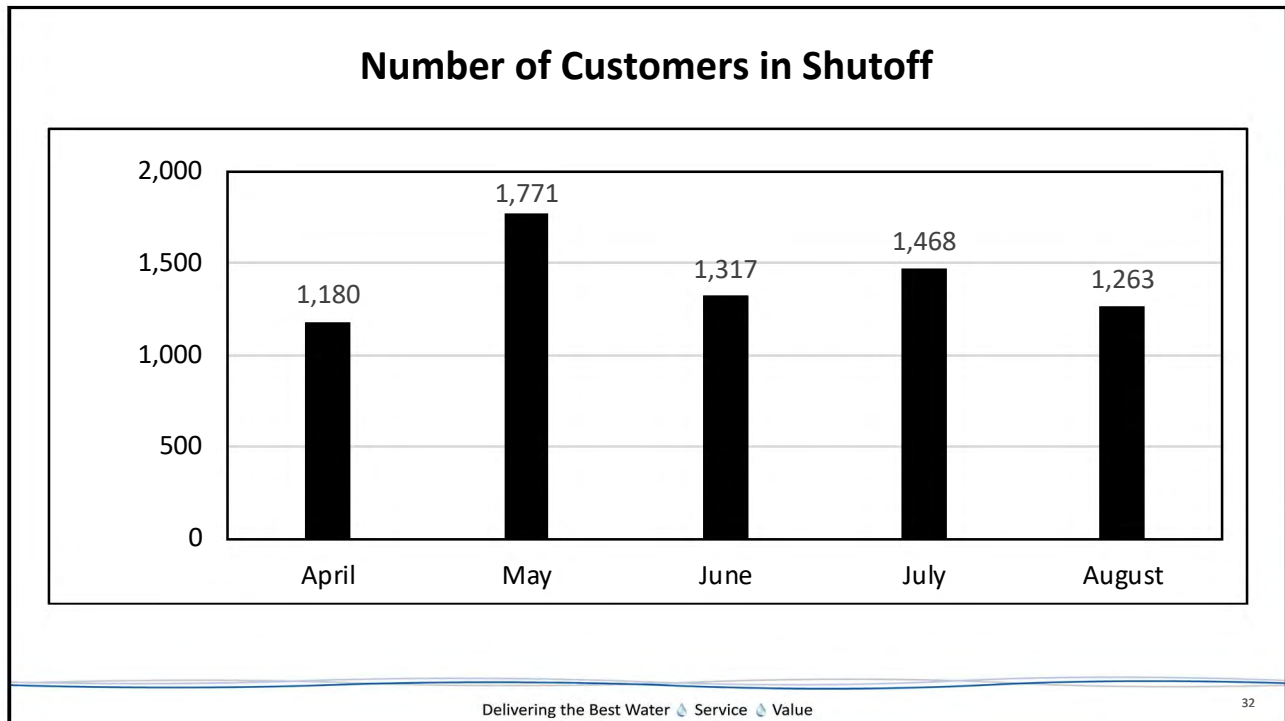
## Days Sales Outstanding



30

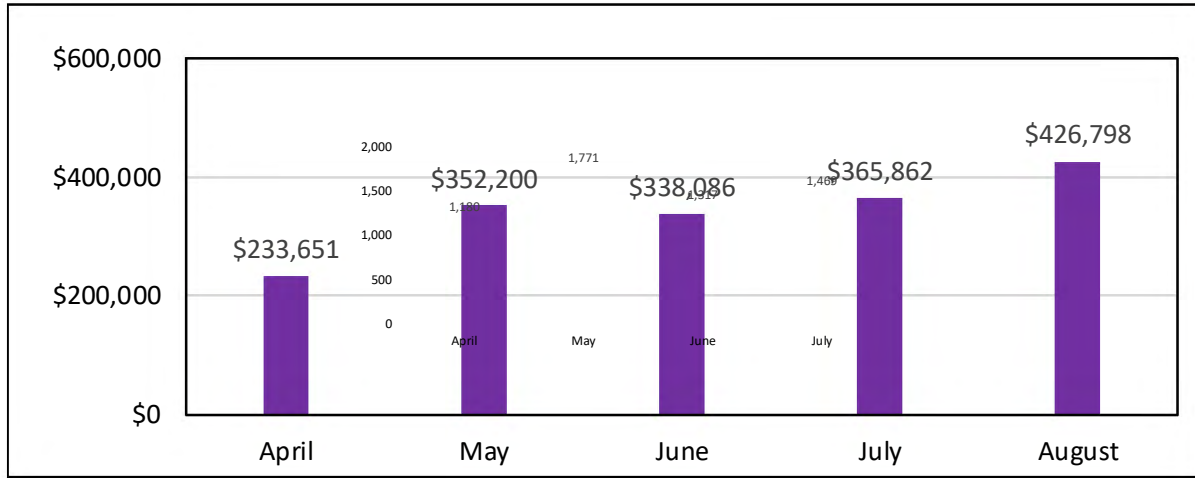


31



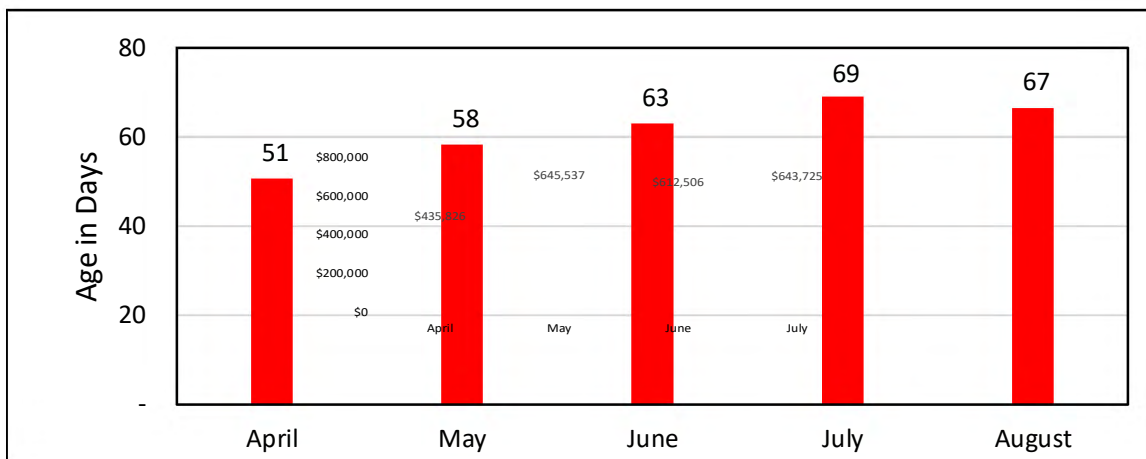
32

### Accounts Receivable of Customers in Shutoff



33

### Age of Accounts Receivable in Shutoff



34

## Monitoring TVWD's Financial Performance



### Revenue

- Impact on future water sales



### Collections

- Capacity for customers to pay their water bills



### Expenses

- Effect on budget to respond to COVID-19

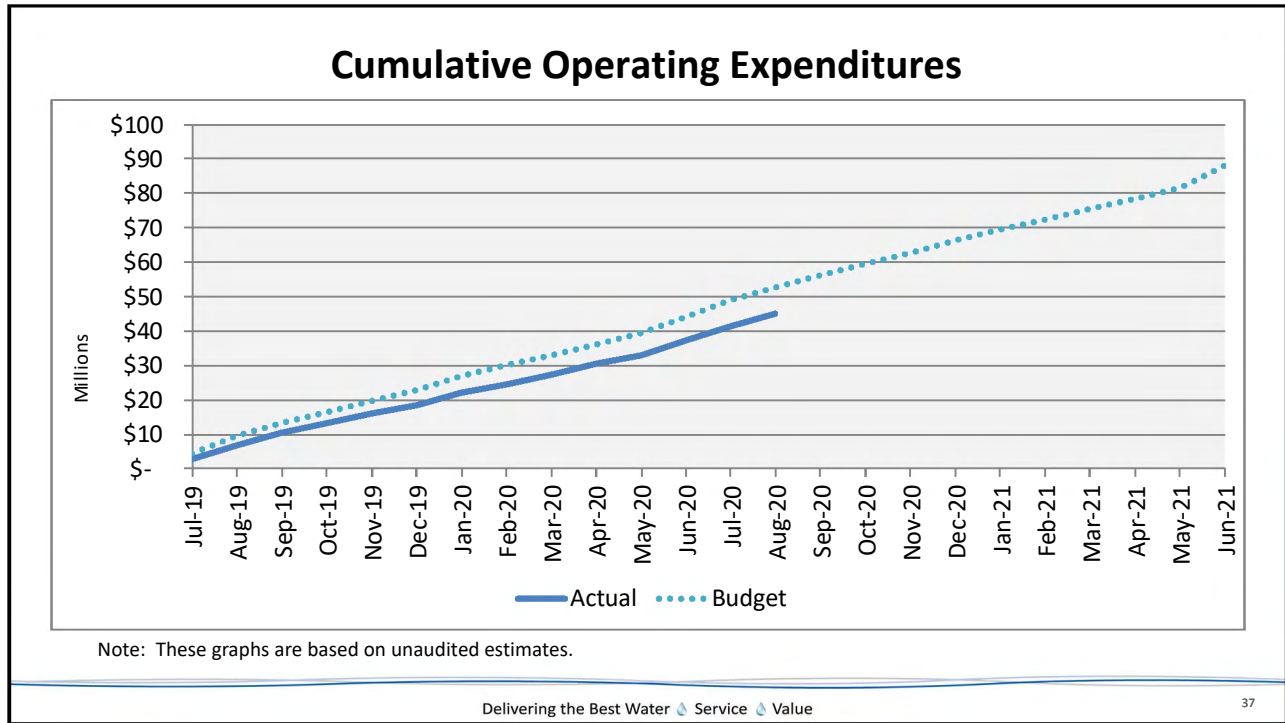
35

## Budget and COVID-19 Issues

### Types of COVID-19 Expenses


- Direct expenses
- Leave-related expenses
- Intangible expenses
- Bad debt expense
- Customer Emergency Assistance Fund

36



37

### Application for CARES Act Reimbursement



## WASHINGTON COUNTY OREGON

**Washington County CARES Act  
Cities & Special Districts Assistance Grant**

DESCRIPTION	DATE (\$)	ACTUAL COSTS (\$)	TOTAL PROJECTED COSTS
Provide pay for staff to City of Trout Valley during COVID-19	8/15/20	6,500.00	\$89,964
COVID-19 related cleaning, safety, and administrative supplies	8/15/20	15,000.00	20,245.62
Face masks for staff	3,406.11	1,500.00	4,906.11
enhanced cleaning services for admin building	13,117.50	18,000.00	31,117.50
Field porta-potties for operations staff without access during COVID-19	7,885.00	8,000.00	15,885.00
Miscellaneous cleaning, safety, and administrative supplies	19,734.00	10,000.00	29,734.00
Emergency Operations Center	43,800.00	0.00	43,800.00
<b>TOTAL</b>	<b>\$136,215</b>	<b>\$45,500</b>	<b>\$236,715</b>

**Claim Period for this Request:** 08/01/2020 to 08/31/2020  
**Date Submitted:** 9/16/2020

<b>Grant award amount:</b>	\$	<b>236,715.00</b>
<b>Total claimed before this request:</b>	\$	<b>99,371.37</b>
<b>Total claimed for this period:</b>	\$	<b>13,942.44</b>
<b>Grant balance remaining to be claimed:</b>	\$	<b>123,401.19</b>

Delivering the Best Water Service Value

38



## Late Breaking News...

### WIFIA News

- Re-executed WIFIA Loan
- New interest rate dropped from 2.39% to 1.35%
- Reduction in total debt services of \$122,014,211.82
- When debt service kicks in, annual debt service dropped from \$19 million to \$15.5 million, saving more than \$3.5 million per year

39

## Questions and Comments

### *COVID-19 and Financial Performance*

**Paul L. Matthews**  
Chief Financial Officer

40

# Tualatin Valley Water District



Delivering the Best Water Service Value

## Report of Meetings Attended

### Commissioner Bernice Bagnall

Date	Meeting or Function	Purpose	\$	Claimed
8/25	Virtual Rates Forum	Listen to ratepayer concerns and feedback	\$50.00	X Yes <input type="checkbox"/> No
8/26	BRJOC Auditor conf. call	Audit due diligence	\$50.00	X Yes <input type="checkbox"/> No
9/1	Board worksession	WWSP & CIS updates	\$50.00	X Yes <input type="checkbox"/> No
9/8	CEO and Board VP	Agenda planning	\$50.00	X Yes <input type="checkbox"/> No
9/16	Board meeting	District business	\$50.00	X Yes <input type="checkbox"/> No
			<b>\$250</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<b>Ok to pay - K. L. DeSau</b>		<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 9/16/2020

Requested by Bernice Bagnall  
Commissioner

Date 9/17/2020

Approved by See attached email  
President

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.

## Katherine DeSau

---

**From:** Todd Sanders  
**Sent:** Thursday, September 17, 2020 9:17 AM  
**To:** Katherine DeSau  
**Subject:** Re: Request for Approval - Meeting Attendance Form

I approve Commissioner Bagnall' September 2020 Meeting Attended form.

Todd Sanders

---

**From:** Katherine DeSau <Katherine.DeSau@tvwd.org>  
**Sent:** Wednesday, September 16, 2020 7:49 PM  
**To:** Todd Sanders <Todd.Sanders@tvwd.org>  
**Subject:** Request for Approval - Meeting Attendance Form

Greetings,

In lieu of your signature, please review and email me your approval of Commissioner Bagnall's attached Meeting Attendance Form.

Thank you,

**Katherine Lipari DeSau**

Executive Assistant

1850 SW 170<sup>th</sup> Ave, Beaverton, OR 97003  
*direct* 503-848-3078 // *office* 503-848-3000  
[katherine.desau@tvwd.org](mailto:katherine.desau@tvwd.org)  
[www.tvwd.org](http://www.tvwd.org)

**Tualatin Valley Water District**

Delivering the Best Water • Service • Value

# Tualatin Valley Water District



Delivering the Best Water Service Value

## Report of Meetings Attended

### Commissioner Jim Doane

Date	Meeting or Function	Purpose	\$	Claimed
17 Sept	Regular Meeting		50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4 Sept	Meeting Tom, Paul, Jim Duggan	Pay Issues	50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
1 Sept	Work Session		50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
			\$150 to CEAP	<input type="checkbox"/> Yes <input type="checkbox"/> No
			Ok to pay - K. L. DeSau	<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
				<input type="checkbox"/> Yes <input type="checkbox"/> No

Date 9/16/20

Requested by Jim Doane  
Commissioner

Date 9/17/2020

Approved by See attached email  
President

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



Delivering the Best Water Service Value

## Report of Meetings Attended

### Commissioner Jim Duggan

Date	Meeting or Function	Purpose	\$	Claimed
08/25/2020	TVWD Rate Forum Event	Public web event	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
08/26/2020	CPO #1 & #7 Meeting	NW Saltzman Rd. Project	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
09/01/2020	TVWD Board Work Session/Exec.	WWSS, PDX, CIS Updates	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
09/03/2020	WWSS Board Meeting	Exec. Session & Reg. Mtg	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
09/04/2020	Meeting with Tom & Jim Doane	Compensation Study	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
09/09/2020	RWPC Exec. Committee Mtg.	Reg. 1/3 <sup>rd</sup> Mtg.; Budget	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
09/10/2020	WWSS Documents/Faye Branton	Sign documents & tour	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
09/16/2020	TVWD Board Meeting	Reg. Monthly Mtg.	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
			<b>\$400</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<b>Ok to pay - K. L. DeSau</b>		<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 09/16/2020

Requested by James J. Duggan  
Commissioner

Date 9/17/2020

Approved by See attached email  
President

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



Delivering the Best Water Service Value

## Report of Meetings Attended

### Commissioner Todd Sanders

Date	Meeting or Function	Purpose	\$	Claimed
Sept. 2	Monthly Work Session	Budget, Covid Discussion	50	X Yes <input type="checkbox"/> No
Sept. 11	Meet with CEO	Budget Update	50	X Yes <input type="checkbox"/> No
Sept 16	Monthly Board Meeting	IGA with Beaverton, Financial Report	50	X Yes <input type="checkbox"/> No
				X Yes <input type="checkbox"/> No
			<b>\$150</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<b>Ok to pay - K. L. DeSau</b>		<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
				<input type="checkbox"/> Yes <input type="checkbox"/> No

Date 9/16/2020

Requested by Todd Sanders  
Commissioner

Date 9/17/2020

Approved by See attached email  
President

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.



Report of Meetings Attended

**Commissioner Dick Schmidt**

Date	Meeting or Function	Purpose	\$	Claimed
09012020	Work Session	Various updates	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
09082020	Agenda meeting, Tom, Bernice	Board meeting agenda	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
09162020	Regular board		50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
			\$150	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Ok to pay - K. L. DeSau		<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 9/16/2020

Requested by Dick Schmidt  
Commissioner

Date 9/17/2020

Approved by See attached email  
President

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.

## Katherine DeSau

---

**From:** Katherine DeSau  
**Sent:** Thursday, September 17, 2020 9:49 AM  
**To:** Bernice Bagnall  
**Subject:** RE: Request for Approval - Meeting Attendance Forms

Thank you for your review and approval. Yes, I double checked and the first form/attachment pertained to Commissioner Doane. I will be sure to insert his name in the archived record.

Regards,

**Katherine Lipari DeSau**  
Executive Assistant

1850 SW 170<sup>th</sup> Ave, Beaverton, OR 97003  
*direct* 503-848-3078 // *office* 503-848-3000  
[katherine.desau@tvwd.org](mailto:katherine.desau@tvwd.org)  
[www.tvwd.org](http://www.tvwd.org)

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

---

**From:** Bernice Bagnall <bernice.bagnall@tvwd.org>  
**Sent:** Thursday, September 17, 2020 9:41 AM  
**To:** Katherine DeSau <Katherine.DeSau@tvwd.org>  
**Subject:** Re: Request for Approval - Meeting Attendance Forms

I assume the first form, although unsigned, is for Commissioner Doane - that looks like his meeting schedule to me. You might insert his name before including it in the meeting minutes. I approve all of these forms.

Thanks, Bernice Bagnall

---

**From:** Katherine DeSau <[Katherine.DeSau@tvwd.org](mailto:Katherine.DeSau@tvwd.org)>  
**Sent:** Wednesday, September 16, 2020 8:04 PM  
**To:** Bernice Bagnall <[bernice.bagnall@tvwd.org](mailto:bernice.bagnall@tvwd.org)>  
**Subject:** Request for Approval - Meeting Attendance Forms

Greetings,

In lieu of your signature, please review and email me your approval of Commissioner Doane, Duggan, Sanders and Schmidt's attached Meeting Attendance Forms.

Thank you,

**Katherine Lipari DeSau**  
Executive Assistant

1850 SW 170<sup>th</sup> Ave, Beaverton, OR 97003  
*direct* 503-848-3078 // *office* 503-848-3000  
[katherine.desau@tvwd.org](mailto:katherine.desau@tvwd.org)  
[www.tvwd.org](http://www.tvwd.org)

**Tualatin Valley Water District**



