

Tualatin Valley Water District



Delivering the Best Water Service Value

Board Meeting Minutes

October 21, 2020

This meeting was held by phone and the internet.

REGULAR SESSION – 6:03 PM

CALL TO ORDER

Commissioners Present: Bernice Bagnall; Jim Doane, PE; Jim Duggan, PE; Todd Sanders; Dick Schmidt. (Commissioner Schmidt joined late due to connection problems requiring staff technical support.)

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; Tim Boylan, IT Services Director; Katherine Lipari DeSau, Executive Assistant

REPORTS BY THE CHIEF EXECUTIVE OFFICER AND MANAGEMENT STAFF

Mr. Hickmann reported on Portland *Cryptosporidium* testing results, customer financial assistance, Customer Information System vendor contract execution, the recent Association of Metropolitan Water Agencies' virtual Executive Management Conference and proposed cancelling the November 3rd work session (see attached memo). Commissioners agreed with the recommendation to cancel the November 3rd work session.

Mr. Boylan presented the safety moment on data safety. He also provided the Information Technology (IT) department report on IT's strategic objectives, cloud first strategy, 2020 key project highlights and the District's voice system (see attached presentation). Commissioner Bagnall commended IT's flexibility during COVID-19 and the implementation of field operations mobile applications.

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 September 16, 2020 regular meeting minutes.
- B. Approve the October 6, 2020 work session minutes.
- C. Consider adopting Resolution 14-20, a resolution adding an 8-inch waterline connection, from NW Kenai Court to NW Cornelius Pass Road, to the Capital Project List for the Tualatin Valley Water District.

Motion was made by Sanders, 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. INFORMATIONAL PRESENTATIONS

- A. Regional Water Supply Overview. *Staff Report – Carrie Pak*

Ms. Pak presented an overview of the regional water supply. She provided background information, described major water supplies, and telescoped the future regional supply (see attached presentation). Water resiliency and coordination with other water agencies was emphasized to respond to potential Cascadia events or other emergencies such as the recent wildfires.

In response to a question, Mr. Balfour confirmed that the Cities of Tigard and Tualatin have charter limitations that require a vote prior to the use Willamette River water; Portland has not voted on the use of Willamette River water.

- B. Update on the District's Financial Performance. *Staff Report – Paul Matthews*

Mr. Matthews provided information on household economic status and TVWD's financial performance, including revenue, collections, and expense information (see attached presentation). He emphasized that TVWD is facing a unique financial challenge in that revenues are committed to fund capital expenditures over time as well as serve as debt leverage. Since revenues are lower than planned, this results in pressure to reduce capital expenditures or fund more with debt. Mr. Matthews alerted the Board that the current financial situation will impact the upcoming biennial budget.

ADJOURNMENT

There being no further business, President Bagnall adjourned the meeting at 7:55 p.m.

Bernice Bagnall, President

Todd Sanders, Secretary



MEMO

Date: October 21, 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 September 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. Customer Financial Assistance** – To date, 41 customers received approximately \$21,050 in CARES bill relief. Staff worked diligently notifying individuals with account delinquencies about this important program. Customers who have been impacted by COVID-19 are encouraged to apply for financial assistance. Details are available on the District’s website at www.tvwd.org/relief.
- 3. Customer Information System Vendor Contract Execution** – On October 15, TVWD, on behalf of project Partners, executed Customer Information System (CIS) vendor contract documents with Open International LLC. While the Partners have already begun pre-implementation activities, Clean Water Services and TVWD now officially transition with Open towards the upcoming start of the CIS project implementation phase. Many thanks to the efforts of the Partners’ contract negotiation team contributors and Commissioners for supporting this initiative.
- 4. AMWA Virtual Executive Management Conference** – On October 13 and 14, I participated in the Association of Metropolitan Water Agencies’ (AMWA) 2020 virtual Executive Management Conference. This was the first virtual conference that AMWA has held with a very different format from years past. It consisted of two, two-hour sessions held over two days. The first day focused on the importance of diversity; speakers shared information about the various programs they were implementing to improve awareness and create more inclusive working environments. For me, it was confirmation of the diversity, equity, and inclusion (DEI) work we have embarked on at the District, and in a breakout session, I was able to share with other utilities the things we have

CEO & Management Staff Report to the TVWD Board of Commissioners

October 21, 2020

Page 2

implemented at TVWD. This includes the DEI training, the facilitation of open discussions through small groups, book clubs that are reading and discussing books regarding racism and diversity, and the DiSC training. All of that fit with the types of things many utilities are embracing and encouraging across the country.

On day two, there were presentations on how the COVID events were impacting water utilities from across the country and how agencies are managing workforce and financial challenges. Again helpful, but also gave some new concepts and ideas that I will be looking into for customer assistance for low income.

5. **November 3rd Work Session** – Currently, the only topic we have scheduled for the November Work Session is the WWSS update. Staff suggests moving this update to the November 18th Board Meeting and cancelling the November 3rd Work Session.
 6. **Safety Minute and Department Report** – Tim Boylan, IT Director, will present the safety minute and department report this evening.
-

IT Department Update

October 21, 2020

Tim Boylan

Director of IT Services

Tualatin Valley Water District

Delivering the Best Water  Service  Value

1

Agenda

- IT Strategic Objectives
- Cloud First Strategy
- 2020 Key Project Highlights
 - Telecommunications Upgrades
 - Field Mobility
- Voice System Update



Delivering the Best Water  Service  Value

2

2

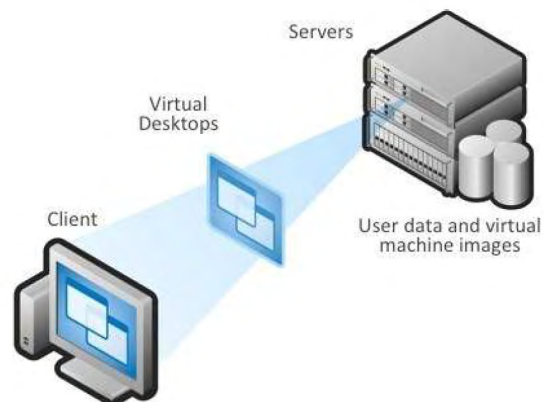
2019 – 2021 IT Strategic Objectives

Maturity	Simplification	Resiliency	Customer Focused
<ul style="list-style-type: none"> Standards-based Decision Frameworks Capacity management Education and Training 	<ul style="list-style-type: none"> Retire Legacy Technologies Commercial / Cloud-First Increase automation Standardize 	<ul style="list-style-type: none"> Increase awareness Design for Protection Plan for Recoverability Test 	<ul style="list-style-type: none"> Transparency Efficiency Responsive Communication Self Service

3

10/24/18 - Looking Ahead: Cloud And Virtualization

- TVWD's software and service strategy is based on two key elements:
 - Cloud First
 - Buy, don't Build
- Benefits of this strategy include:
 - Supportability
 - Resiliency
 - Scalability
- This strategy requires:
 - Cloud Services Vendors
 - Robust Connectivity
 - Security Controls
 - Virtualization



4

2020 Key Customer Projects

Project	Maturity	Simplify	Resilient	Customer
NeoGov Implementation		✓	✓	✓
WWSP Technology Standards/Processes	✓	✓	✓	✓
Telecommunications Upgrades	✓		✓	✓
Customer Information System (CIS)	✓	✓	✓	✓
Meter Sales Application Replacement		✓		✓
Field Mobility Program	✓	✓	✓	✓
COVID / Remote Work Support	✓	✓	✓	✓

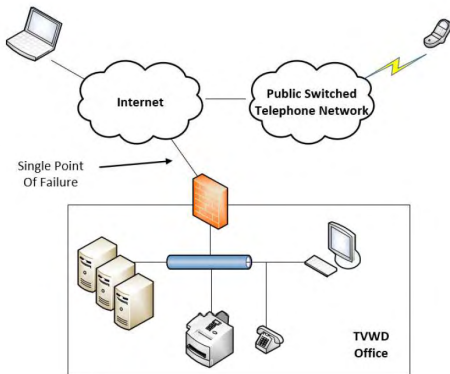
- ✓ **Maturity:** Standards-based, Decision Frameworks, Capacity Management, Training
- Simplify:** Retire Legacy Tech, Commercial/Cloud-First, Automation, Standardize
- Resilient:** Recoverable, Designed for Protection, Increased Awareness, Tested
- Customer:** Efficient, Transparent, Responsive, Self-Service, Communication

5

Telecommunications Upgrades

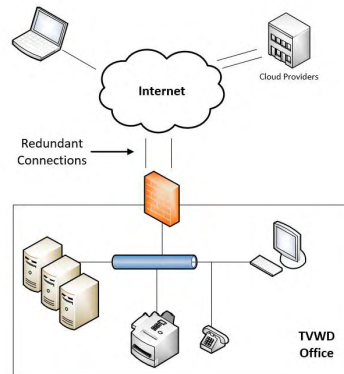
Legacy Network

- Limited Capacity (1 x 100Mbps)
- Single Point of Failure



Upgraded Network

- Expanded Capacity (2 x 200 Mbps)
- Resilient Architecture



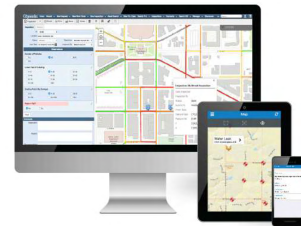
6

Field Mobility

Goal: Improve the field work experience with improved devices and applications.

Projects:

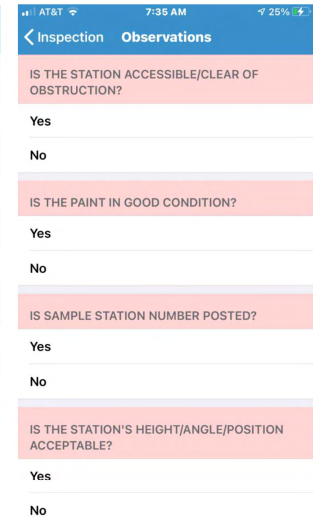
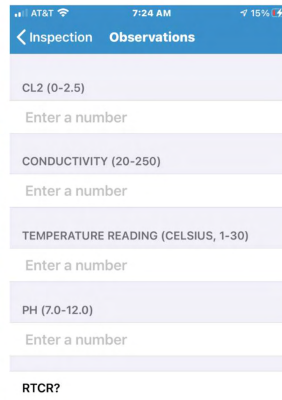
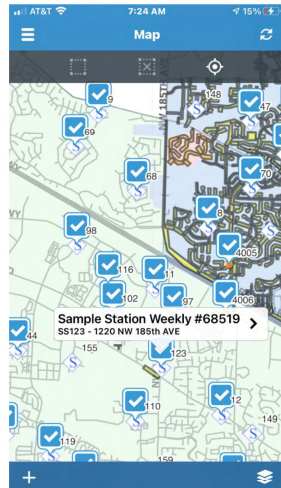
- AT&T FirstNet Membership
- Mobile Device Implementation
- Radio System Upgrade
- Cityworks Mobile Implementation
- Updated Work Processes
 - Unidirectional Flushing
 - Hydrant Inspections
 - Meter Inspections
 - Water Quality Sampling
 - Pipe Condition Assessment



7

Water Quality Monitoring

- Created a fast, simple workflow to enable weekly sampling at 152 stations.
- Utilizes Cityworks Mobile on iPhones.
- Data is updated in real time and becomes available for reporting or transferring.



8

Inspections

- Inspections were often documented on paper then entered in to Cityworks when crews returned to the office.
- Using Cityworks Mobile and a simplified work process, inspections can be completed quickly in the field.
- Similar workflows developed for additional processes.

The image displays two screenshots of the Cityworks mobile application interface for conducting inspections. The left screenshot shows the 'Inspection Observations' screen where the user selects the overall condition (Excellent, Good, Fair, Poor, Failed) and chooses an install method (Corrosion Protection or PE Bags, Rock Bedding & Rock Backfill, etc.). A yellow callout box with a red '1' indicates: '1-Tap the appropriate response to all questions, scroll as necessary.' A red '2' is placed over the 'Complete' button. The right screenshot shows the 'Inspection' details screen for 'Pipe Condition Assessment 2', including fields for Priority, Status, Submit To, Address, Asset (WMAIN #TEST01), Comments, Observations, and Resolution. A yellow callout box with a red '1' indicates: '1-Enter Comments if needed'. A yellow callout box with a red '2' indicates: '2-Mark as Complete'. A yellow callout box with a red '3' indicates: '3-Tap Map to go back to Map'. A red '2' is also placed over the 'Complete' button at the bottom.

Delivering the Best Water Service Value

9

9

Phone System Challenges

- Current Avaya Phone System
 - Over a decade old with limited upgrade options.
 - Customer Service does not have key capabilities they require
 - System is ineffective in supporting remote/hybrid employees
- COVID Remote Work Impacts
 - Unable to route customer calls to remote agents.
 - IT procured voice services via Microsoft to craft a hybrid solution
 - Customers are experiencing extended wait times and limited menu options

Delivering the Best Water Service Value

10

10

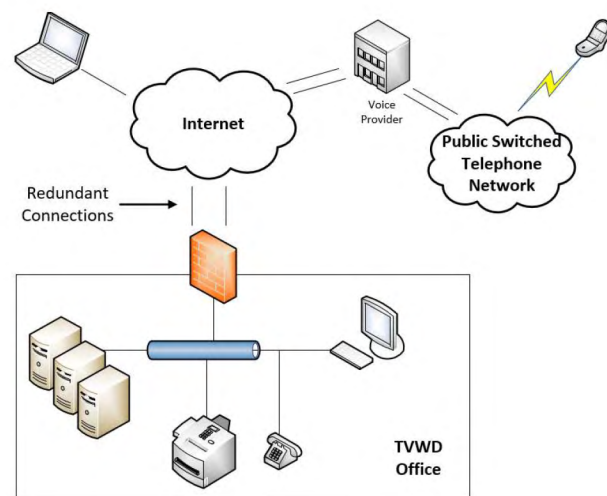
Voice Strategy

- Accelerate plan to replace on premises voice system with cloud-based service.
- Key Opportunities:
 - More resilient, supported, and accessible platform.
 - Flexible, skills-based call management for a better customer experience.
 - Automation, self-service, and reporting capabilities.
 - District employees will have a single number for voice, fax, or text
 - Will enables hybrid office/home/remote employees
 - Ability to answer calls on handsets, computers, or smartphones.
 - Advanced features like voicemail to text or application integration.
 - Elimination of unnecessary fax machines and related phone numbers/lines.

11

Voice Next Steps

- Requirements process complete.
- Vendors identified.
- Contracting in progress.
- Implementation to begin in October/November 2020.
- Customer Service go live target is 30 days from contracting.



12

Thank you!

Questions?

13

Regional Water Supply Overview

Carrie Pak, PE
October 21, 2020

14

Agenda

- Brief Background
- Descriptions of Major Regional Water Supplies
- Looking Forward
- Questions

10/21/2020

15

Brief Look Back

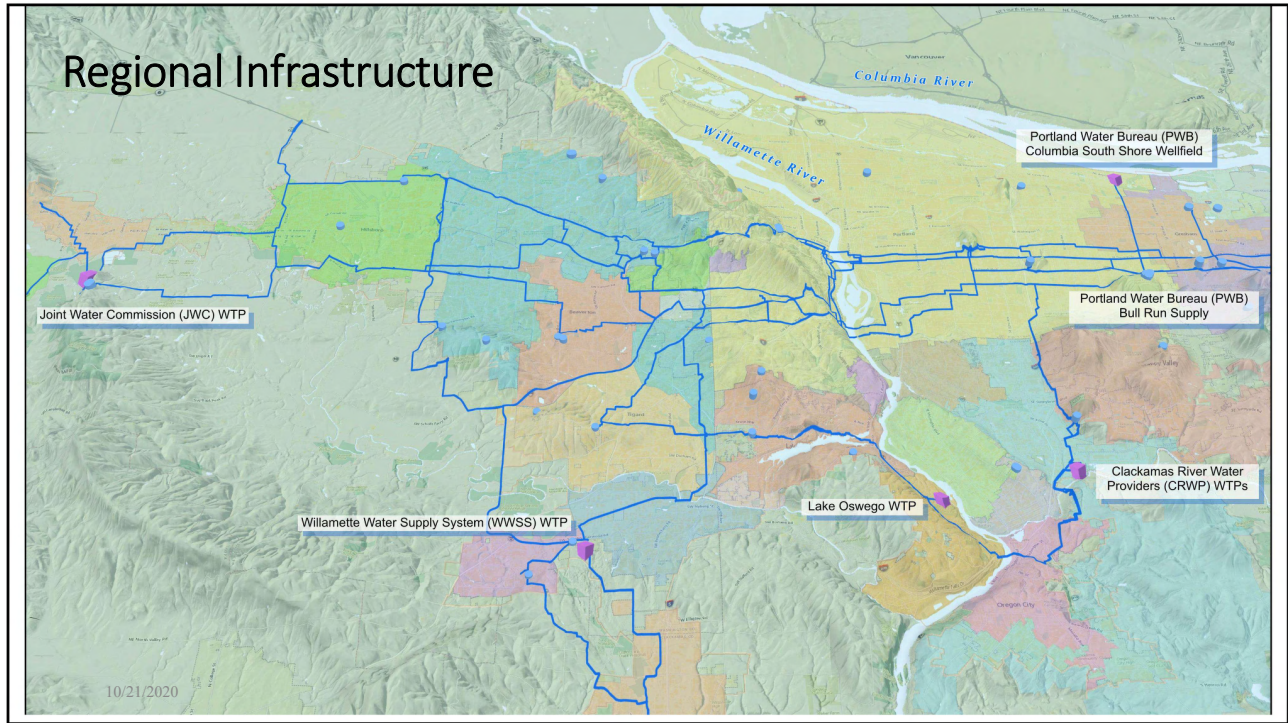
The timeline features a central blue arrow pointing right, with vertical lines connecting key events to the arrow. The events are as follows:

- 1991:** Regional Supply Discussion Start
- October 1996:** Regional Water Supply Plan Endorsed
- July 2000:** Regional Transmission and Storage Strategy Discussion
- 2001:** Bull Run Regional Drinking Water Agency
- 2004:** Regional Supply Plan Update
- 2006:** New Regional Water Supply Agreements
- 2016:** Regional Supply Update
- 2020:** Today

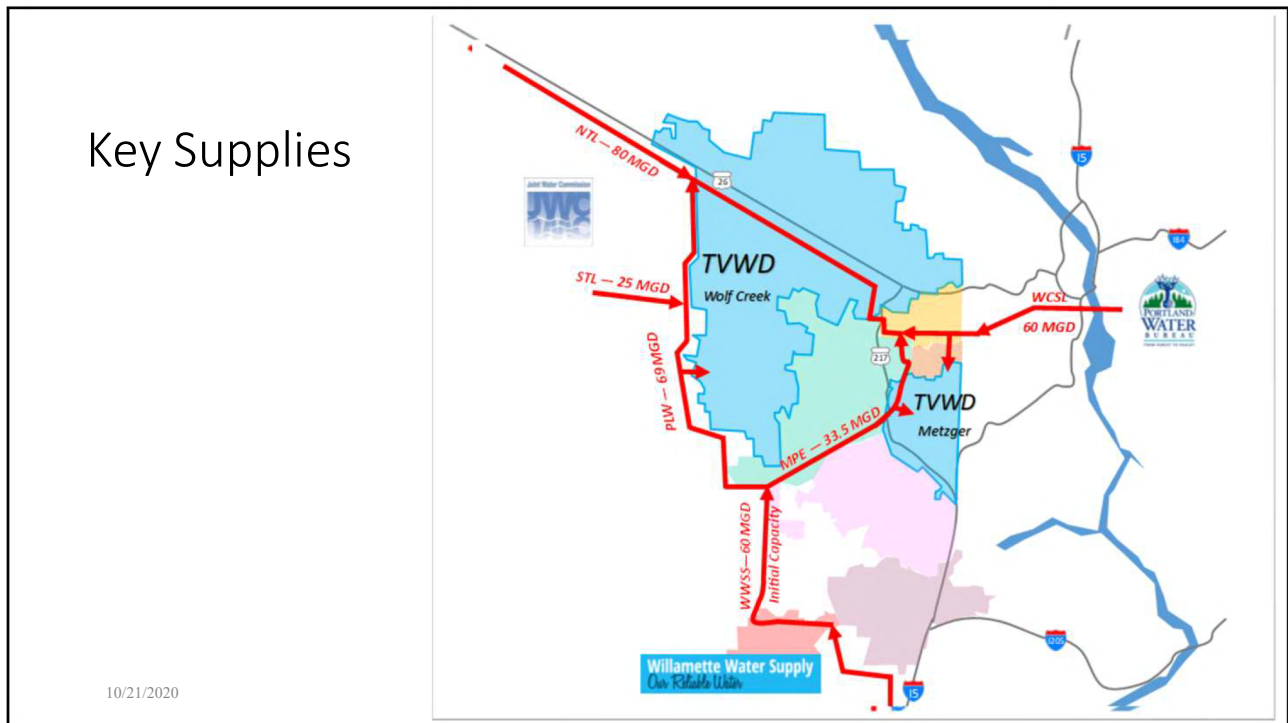
The report cover includes the title 'Regional Water Supply Plan Update', the date 'October 2016', the logo of the Regional Water Providers Consortium, and the text 'Prepared by the Regional Water Providers Consortium of the Portland, Oregon Metropolitan Area'.

10/21/2020

16



17



18

Water Supply – Joint Water Commission

- Trask/Tualatin River
- Scoggins Reservoir – 13,500 ac-ft
- Barney Reservoir – 14,886 ac-ft
- WTP – 85 MGD
- Fernhill Reservoirs – 40 MG
- NTL – 80 MGD
- STL – 25 MGD

10/21/2020

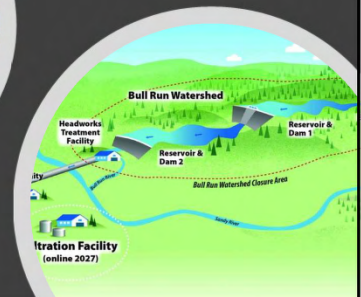


19

Water Supply – Portland's Bull Run/Columbia South Shore Well Field

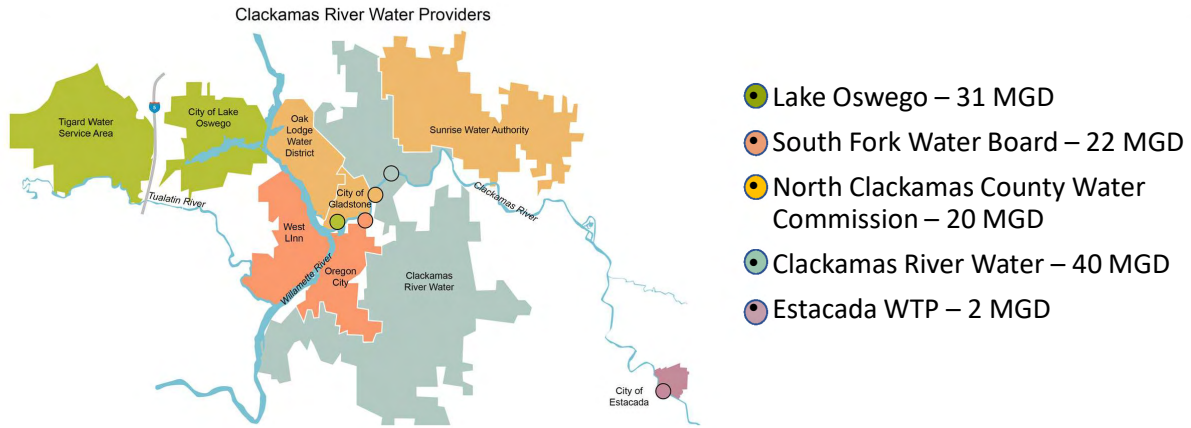
- Reservoirs 1 & 2 – 30,400 ac-ft
- Bull Run Supply – 210 MGD
- CSSWF – 90 MGD
- Powell Butte – 100 MG
- Kelly Butte – 25 MG
- Washington Park – 12.4 MG
- WCSL – 42 MGD
- Willamette River Crossing – 39 MGD
- Filtration Facility – 145 MGD

10/21/2020



20

Water Supply – Clackamas Water Providers



10/21/2020

21

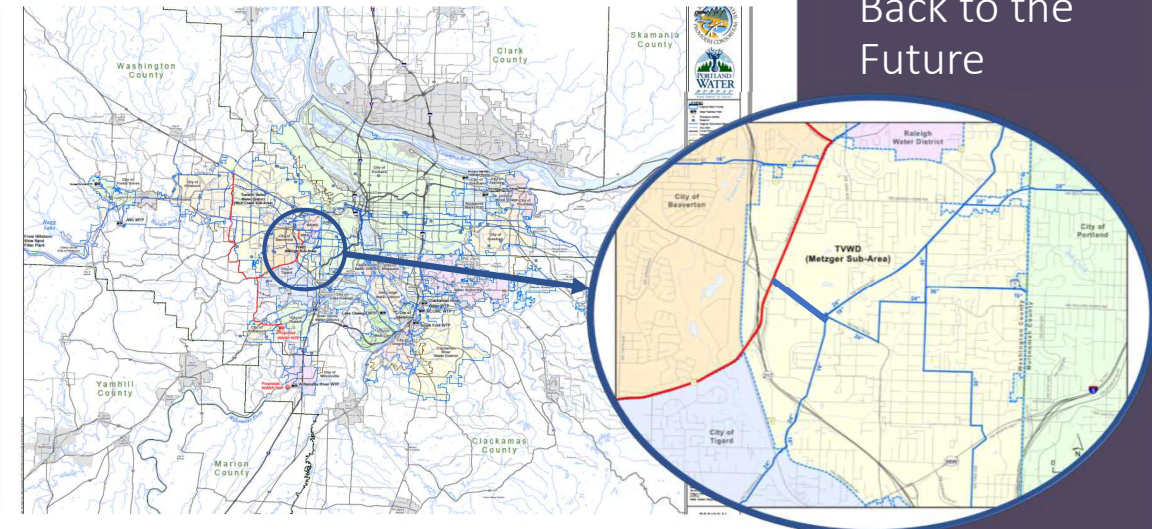
Willamette Water Supply *Our Reliable Water*

- Partners – TVWD, Hillsboro, and Beaverton
- WTP – 60 MGD initial capacity
- Supply Conduit – 48-66-inch diameter, 30+ miles
- Reservoirs – 30 MG

Willamette
Water
Supply
System

10/21/2020

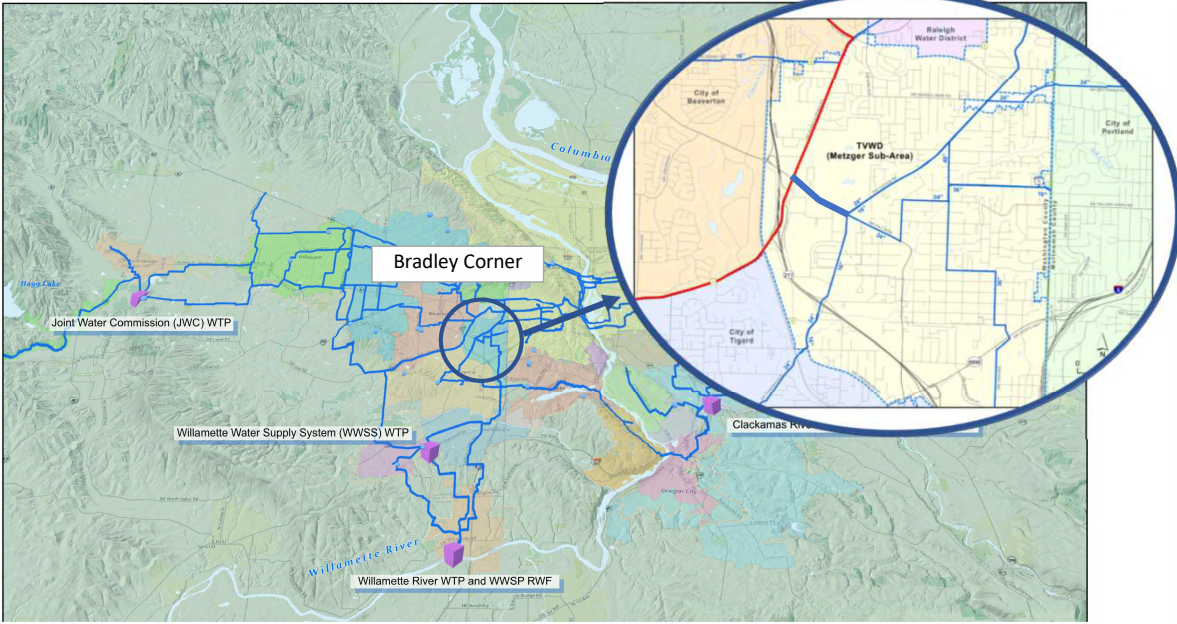
22



Back to the Future

- Less than half a mile of pipe potentially enables several emergency interties

23



Bradley Corner

Joint Water Commission (JWC) WTP

Willamette Water Supply System (WWSS) WTP

Willamette River WTP and WWSP RWF

Clackamas RWF

City of Beaverton

City of Tigard

City of Portland

Raleigh Water District

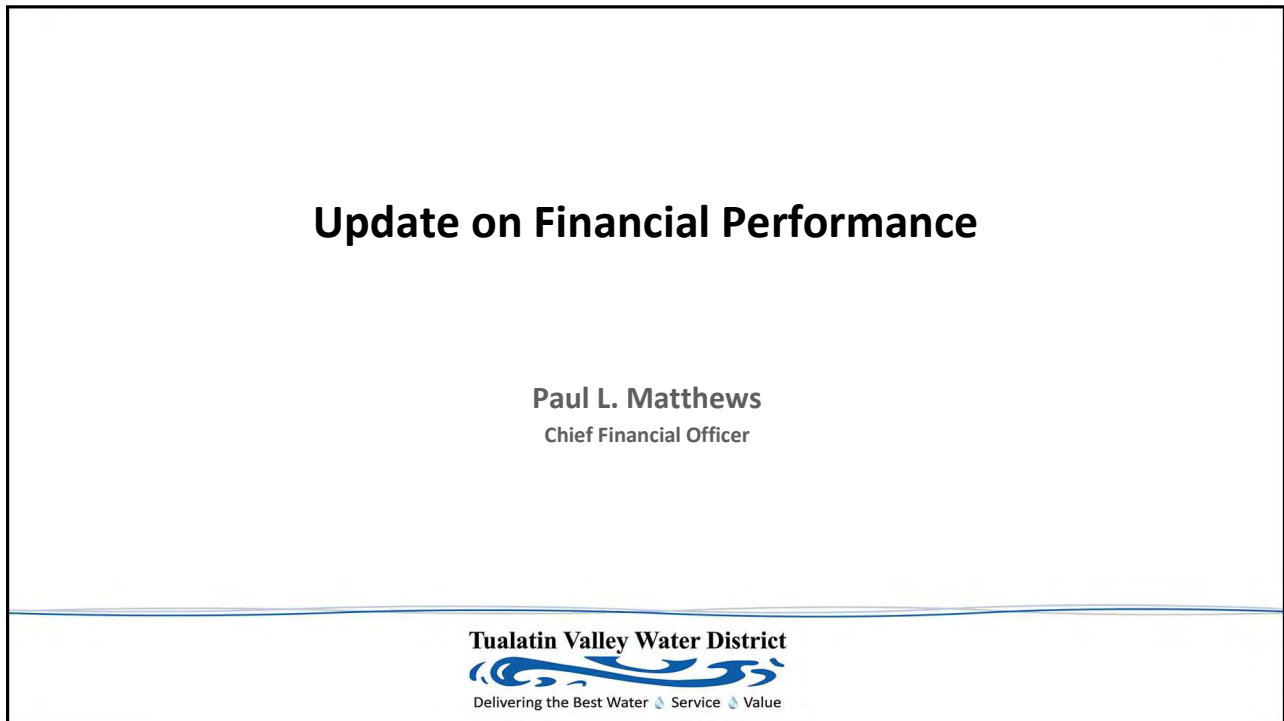
TWWD (Metzger Sub-Area)

- Less than half a mile of pipe potentially enables several emergency interties

24



25



26

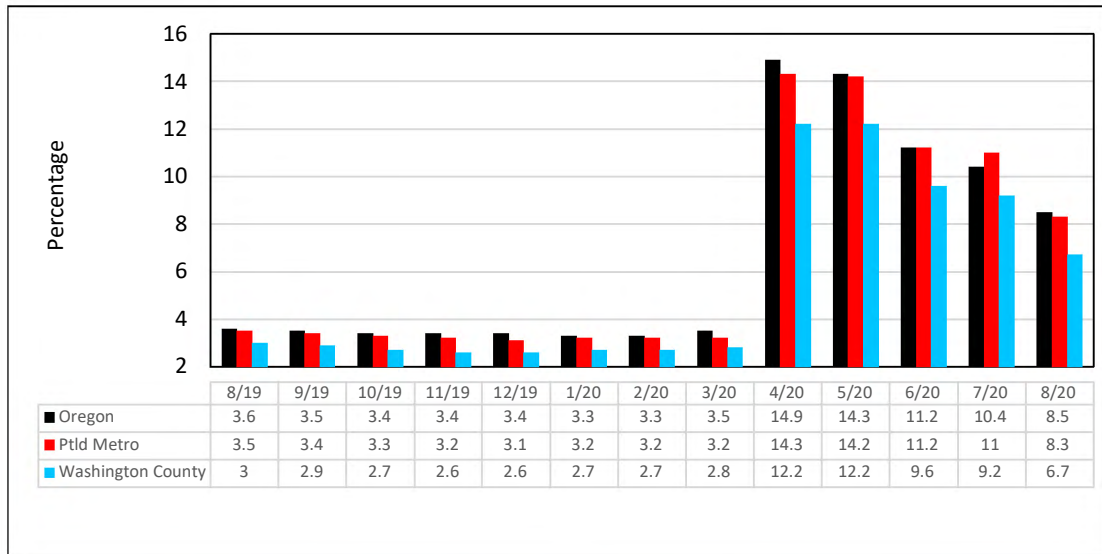
Overview of Tonight's Presentation

Updates on:

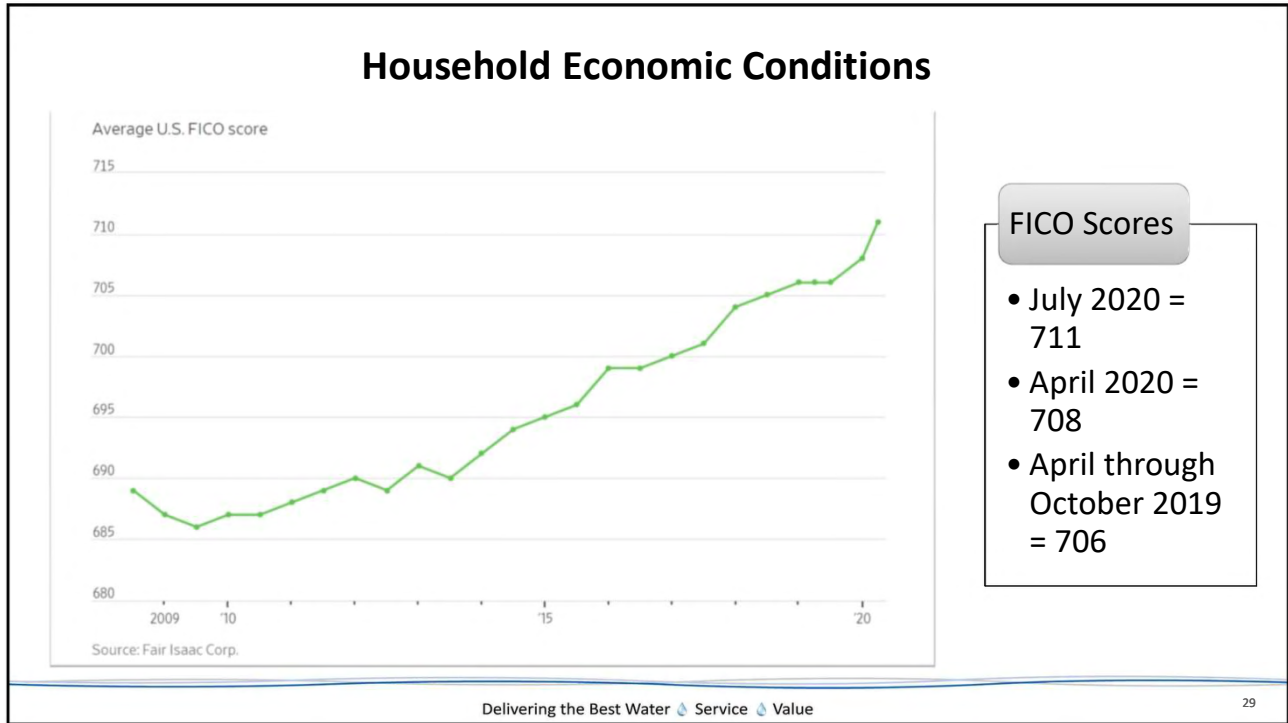
- Household economic status
- TVWD's Financial Performance
 - Revenue
 - Collections
 - Expenses

27

Unemployment Is Trends Downward



28



29

Monitoring TVWD's Financial Performance

Revenue

- Impact on future water sales

Collections

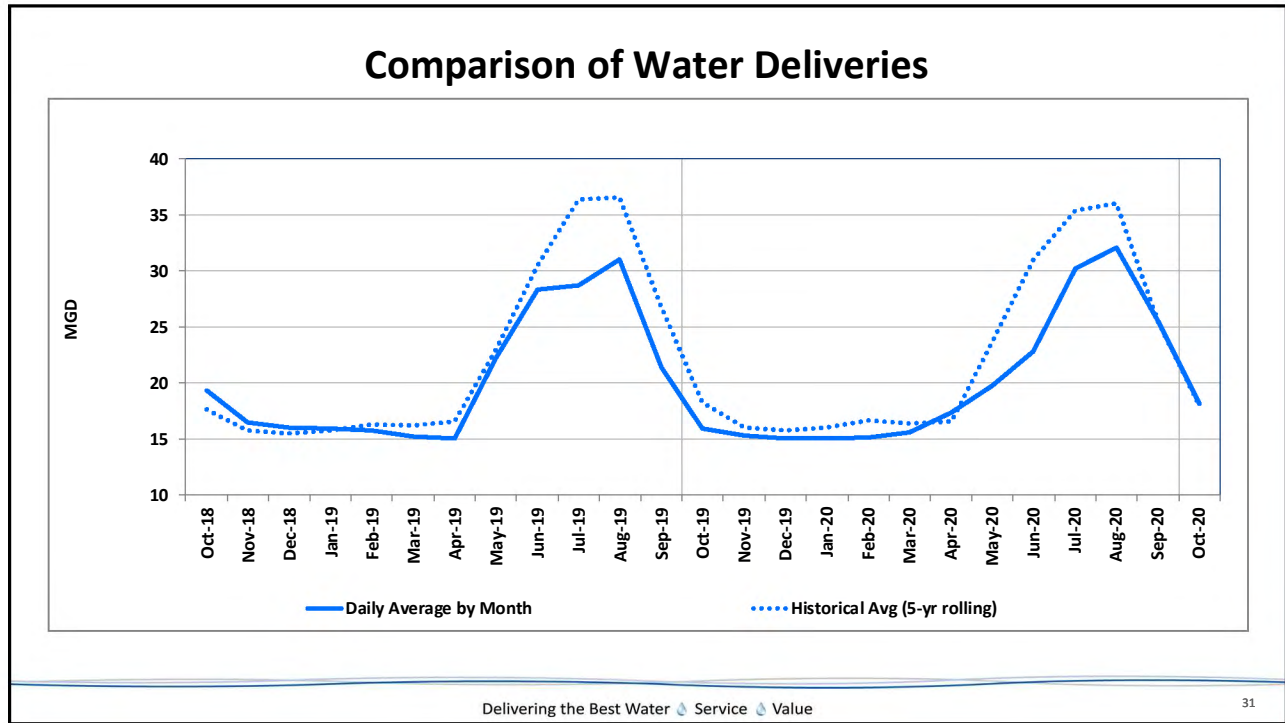
- Capacity for customers to pay their water bills

Expenses

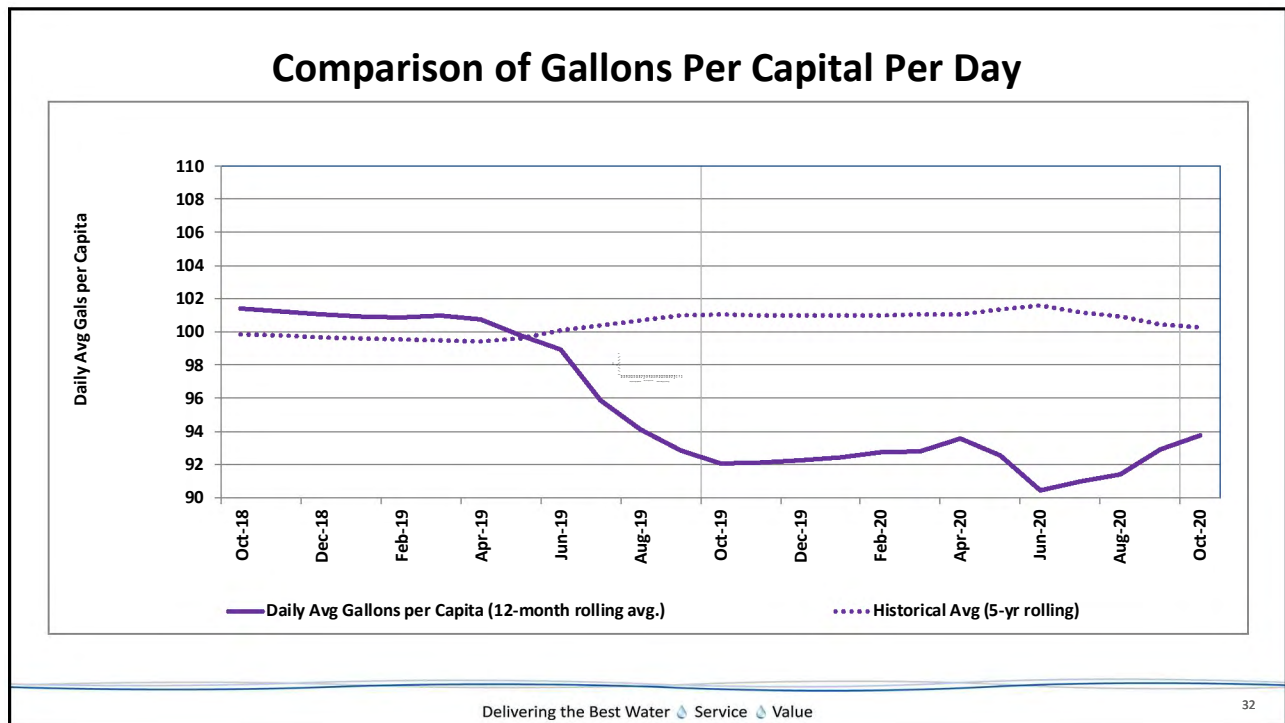
- Effect on budget to respond to COVID-19

Delivering the Best Water Service Value

30



31



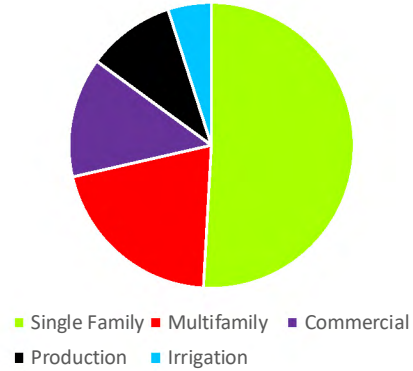
32

Composition of TVWD's Revenue

Volume-Based Revenue

- Approximately 78% of annual sales revenue
 - Recovered by two-block rates
- Residential (single-family and multifamily) are about 70% of volume sales revenue
- Commercial, production, and irrigation about 30% of volume sales revenue

Volume-Based Revenue by Class



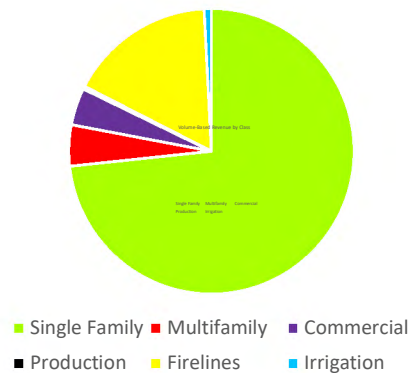
33

Composition of TVWD's Revenue

Fixed Charge Revenue

- Approximately 22% of annual sales revenue
 - Charge varies by meter size
- Single-family residential about 73% of fixed charge revenue
- Firelines about 17% of fixed charge revenue
- Other classes about 10% of fixed charge revenue

Fixed Charge Revenue by Class



34

Revenue Trends by Customer Class

Fixed Charge Revenue	Volume-based Revenue	Challenges
<ul style="list-style-type: none"> • Revenue generally have favorable variance of about \$100 K per month 	<ul style="list-style-type: none"> • Greater volatility • Downward trend evident before COVID 	<ul style="list-style-type: none"> • Bimonthly billing cycles • Unbalanced billing cycles by month

Delivering the Best Water Service Value 35

35

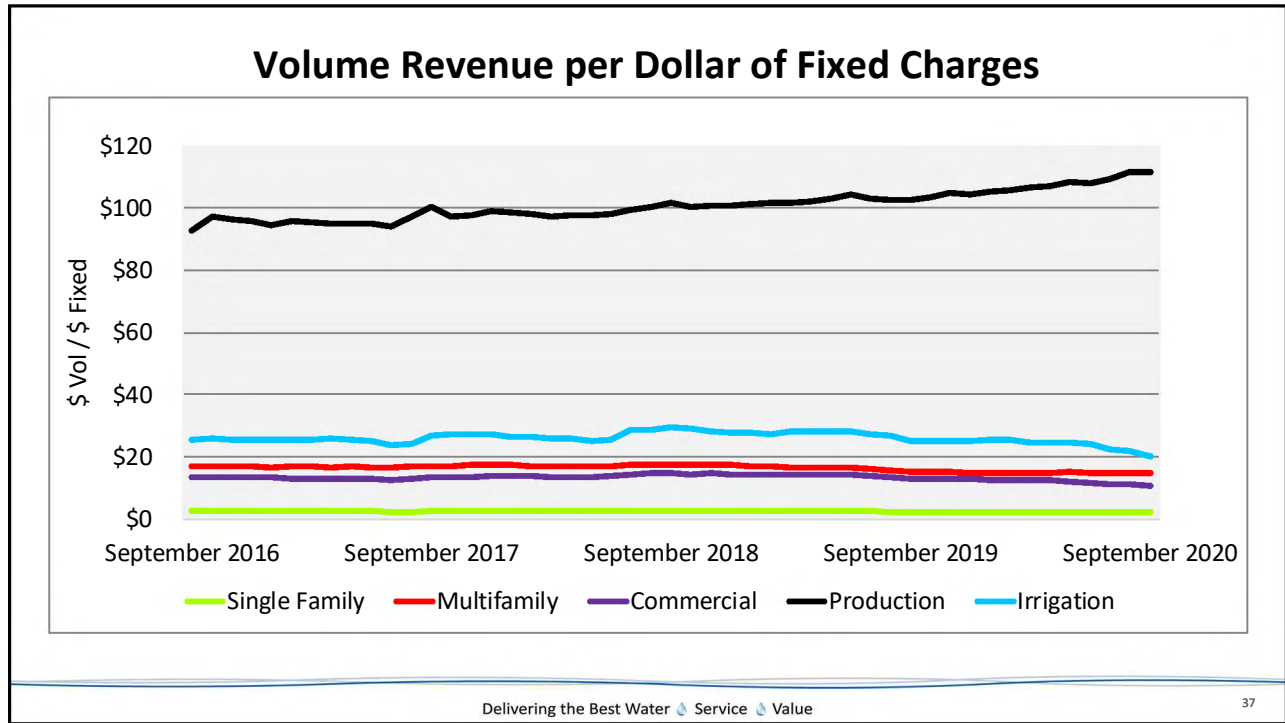
Metric to Assess Trends

Approach

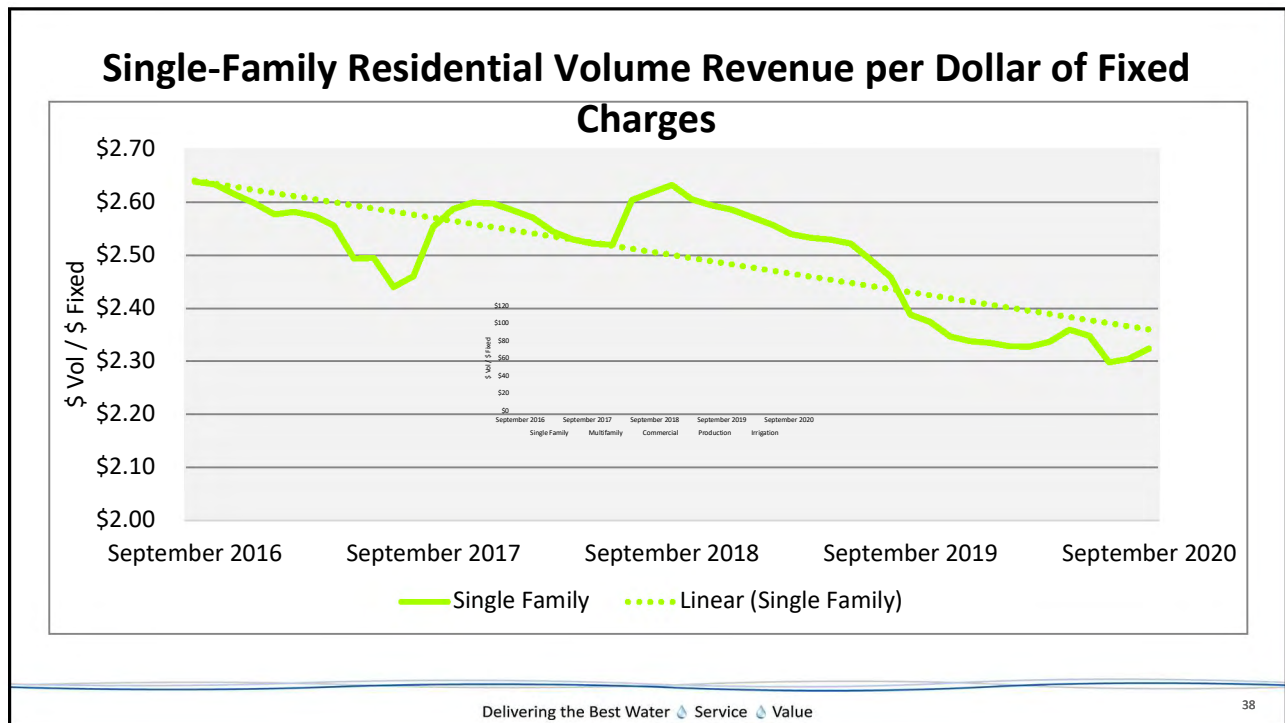
- Volume-based revenue per dollar of fixed charges
- Reduces the impact of seasonal variability in revenue
- Addresses the challenges of unbalanced billing cycles
- Provides meaningful trend data over time

Delivering the Best Water Service Value 36

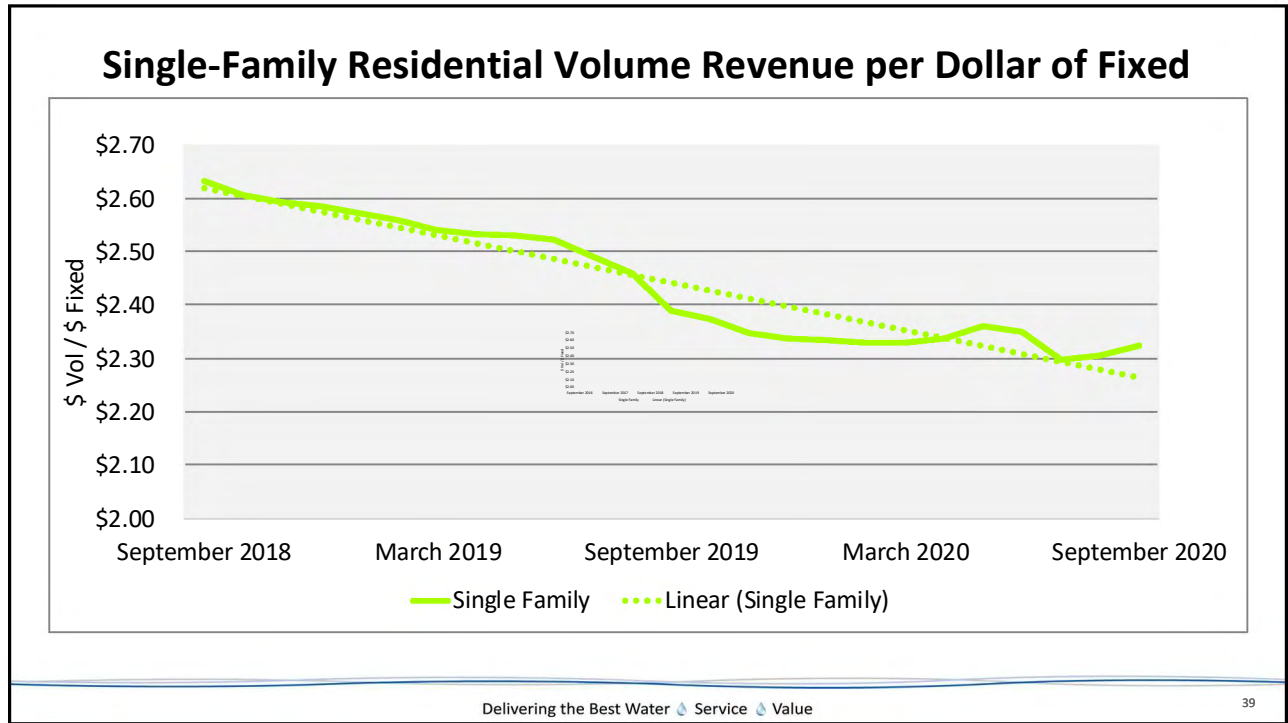
36



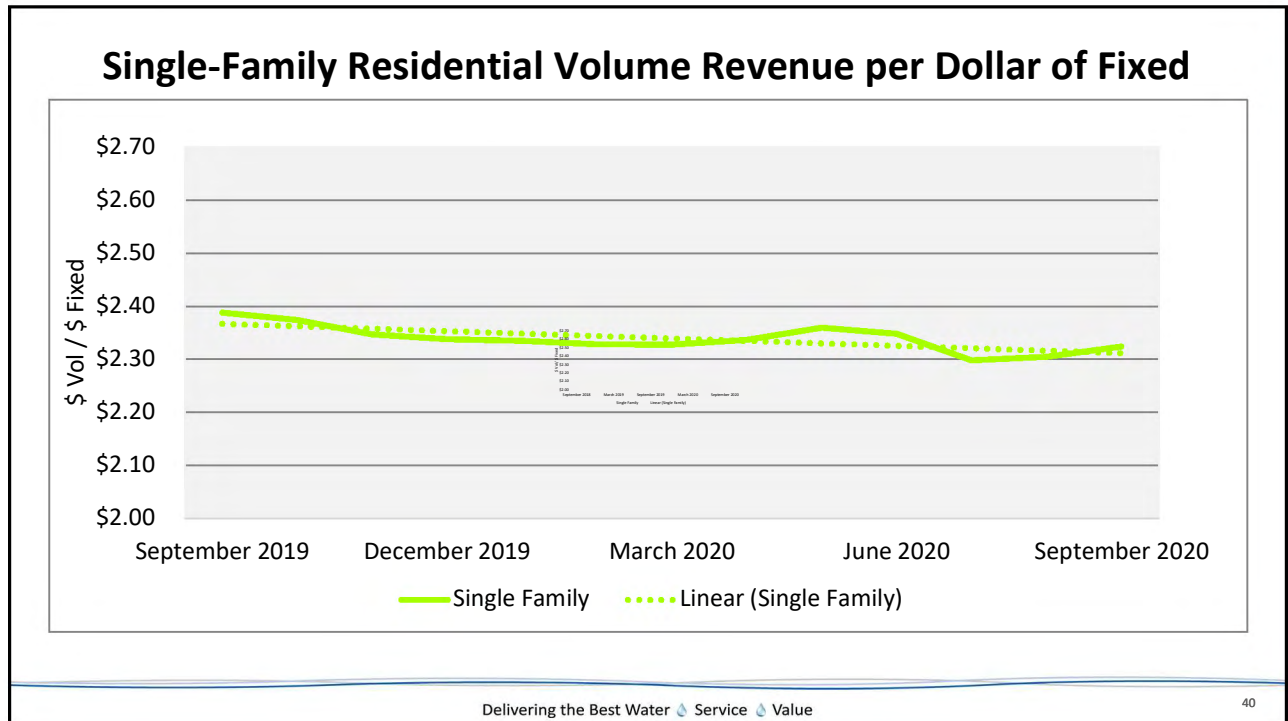
37



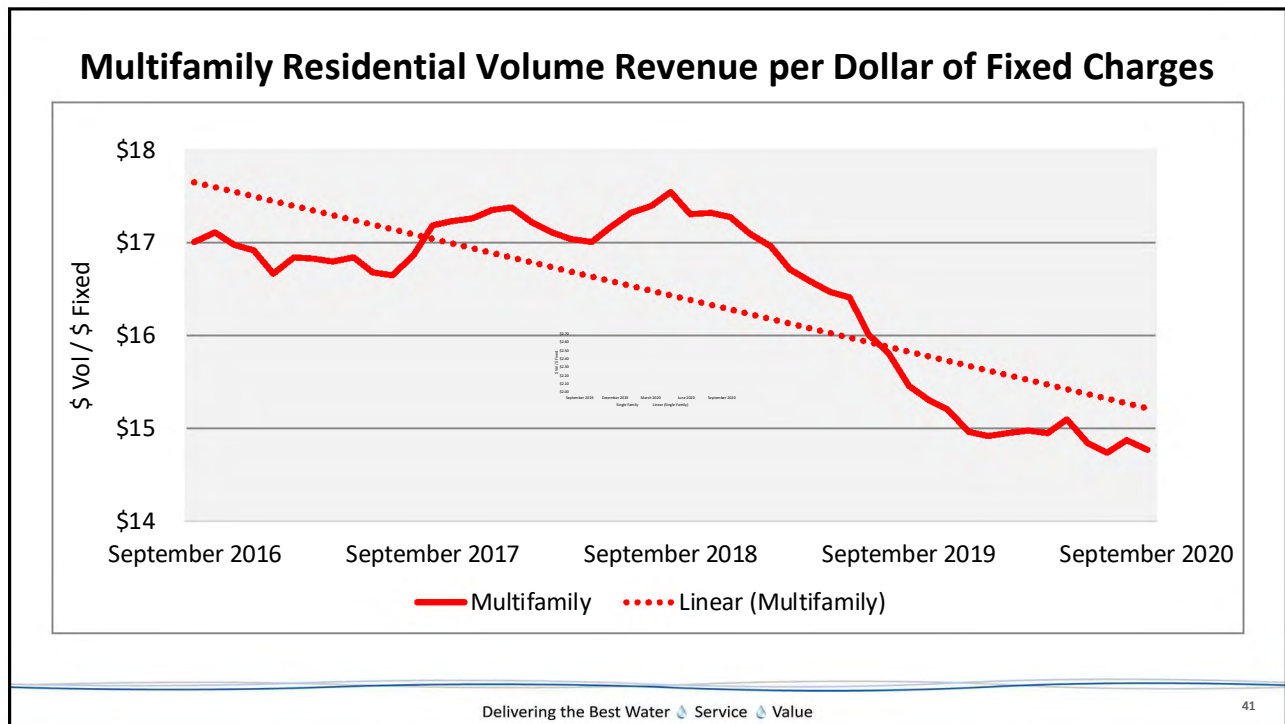
38



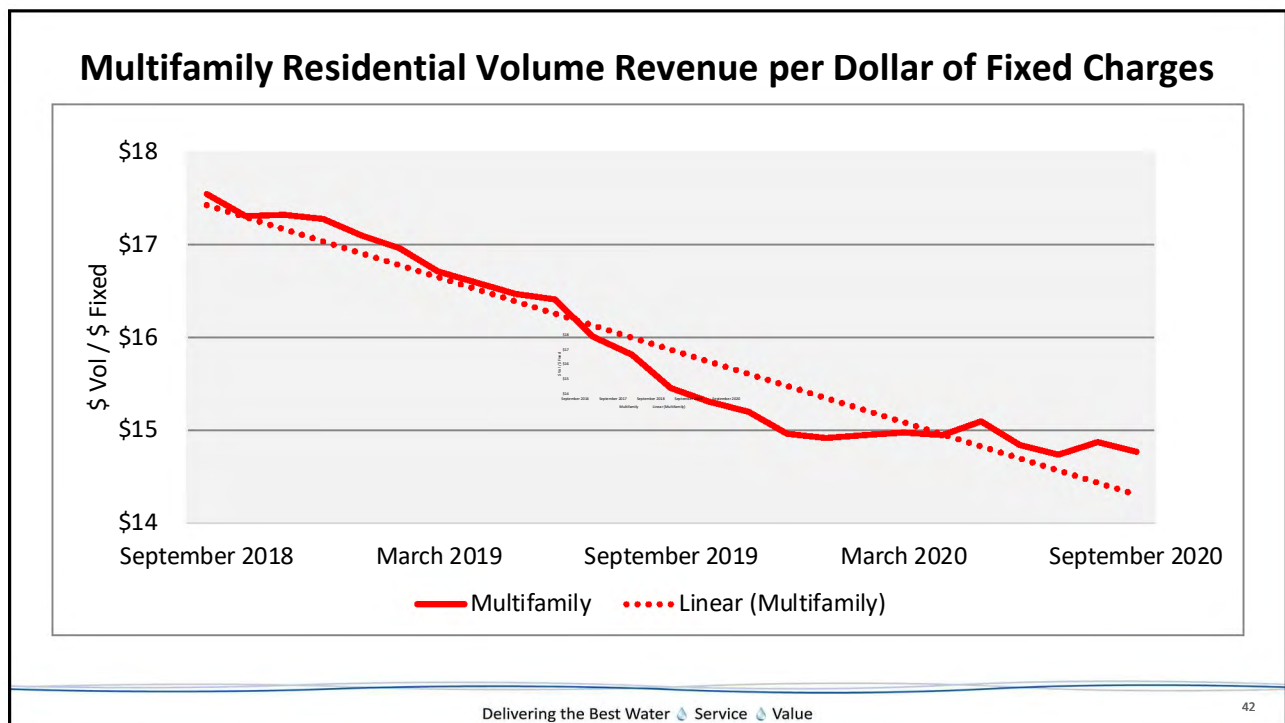
39



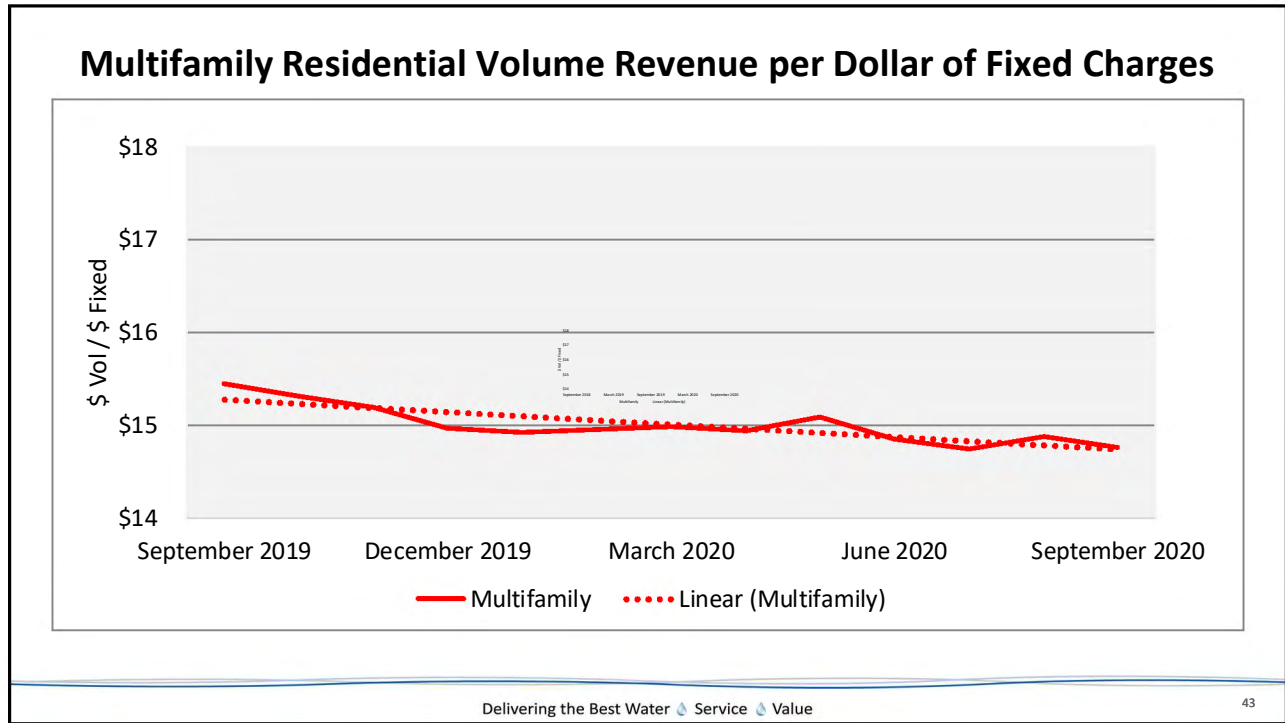
40



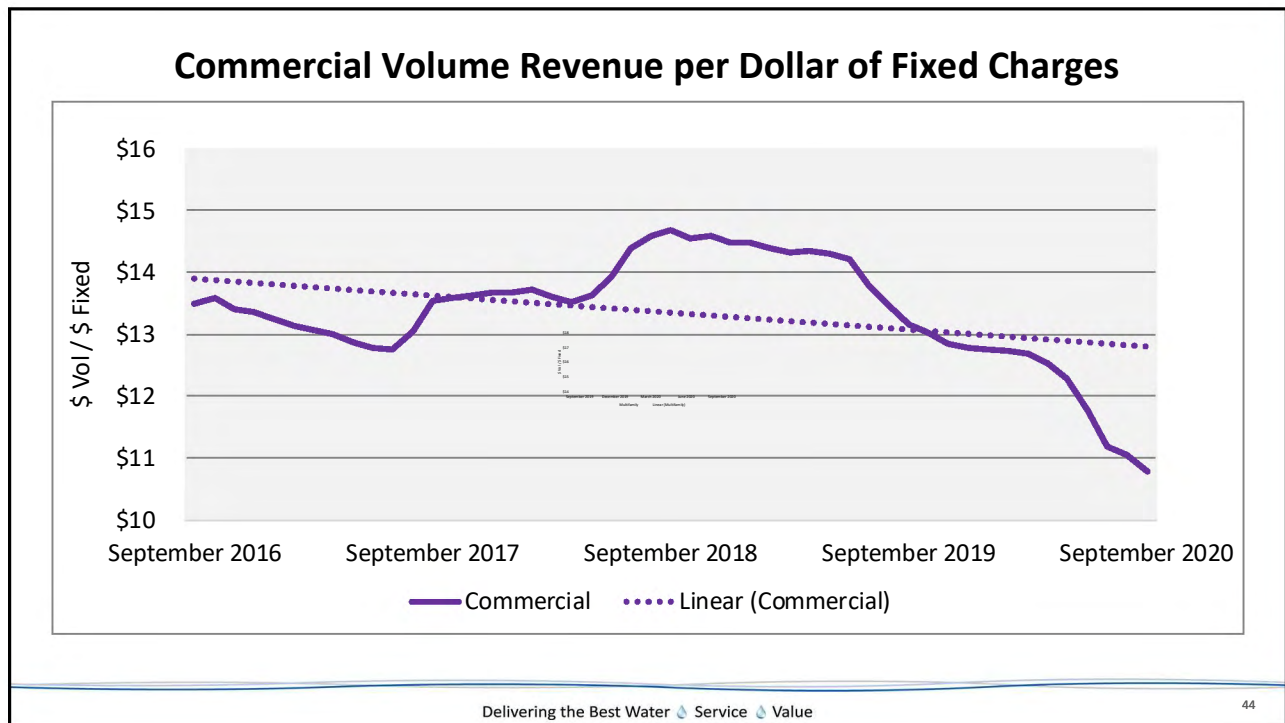
41



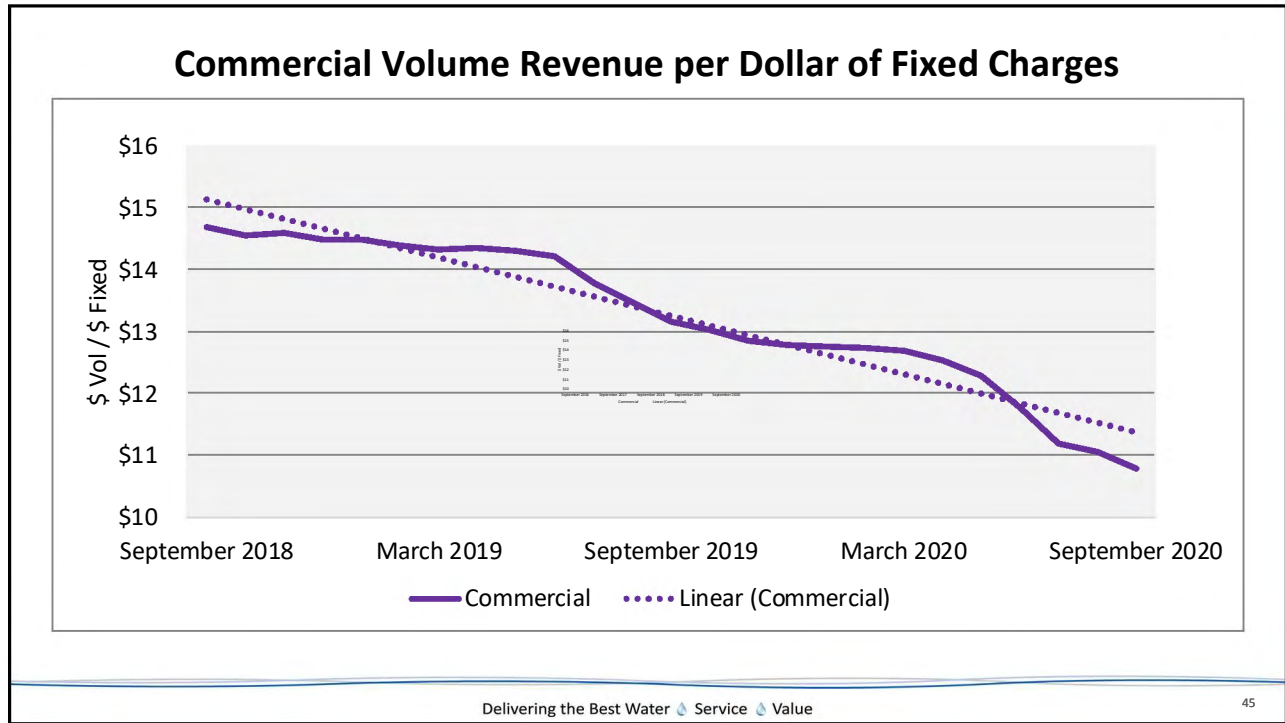
42



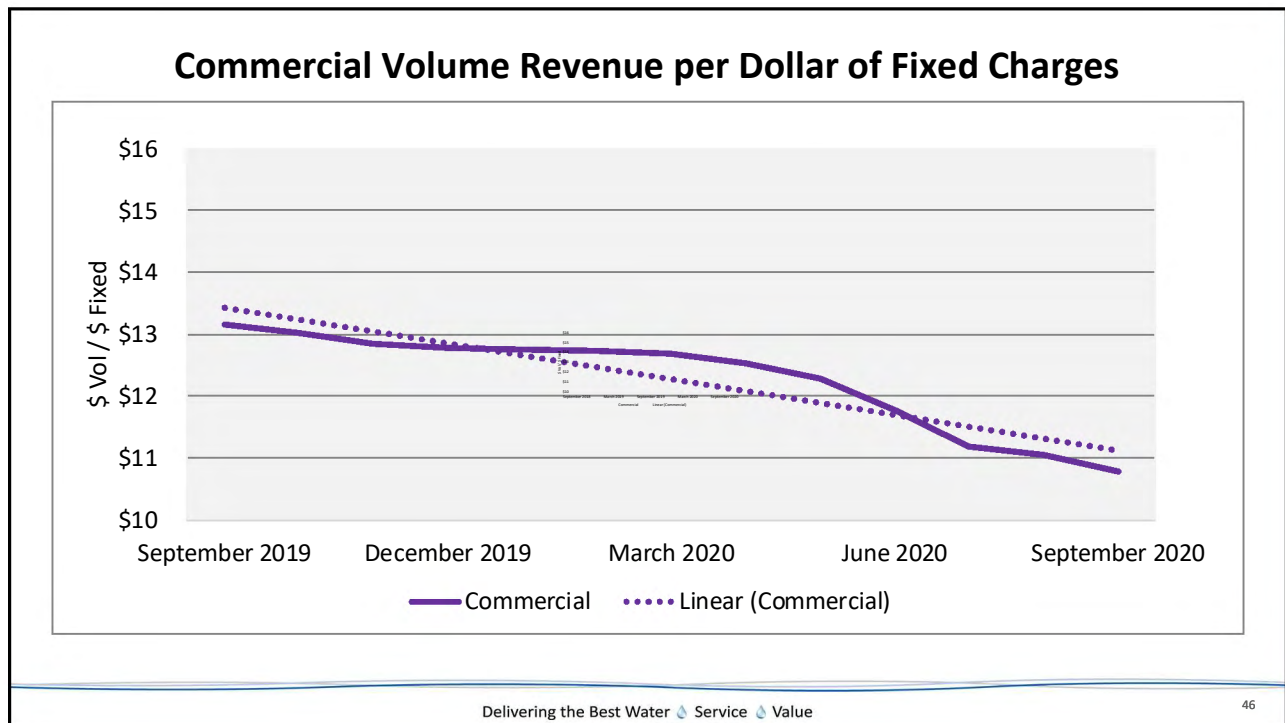
43



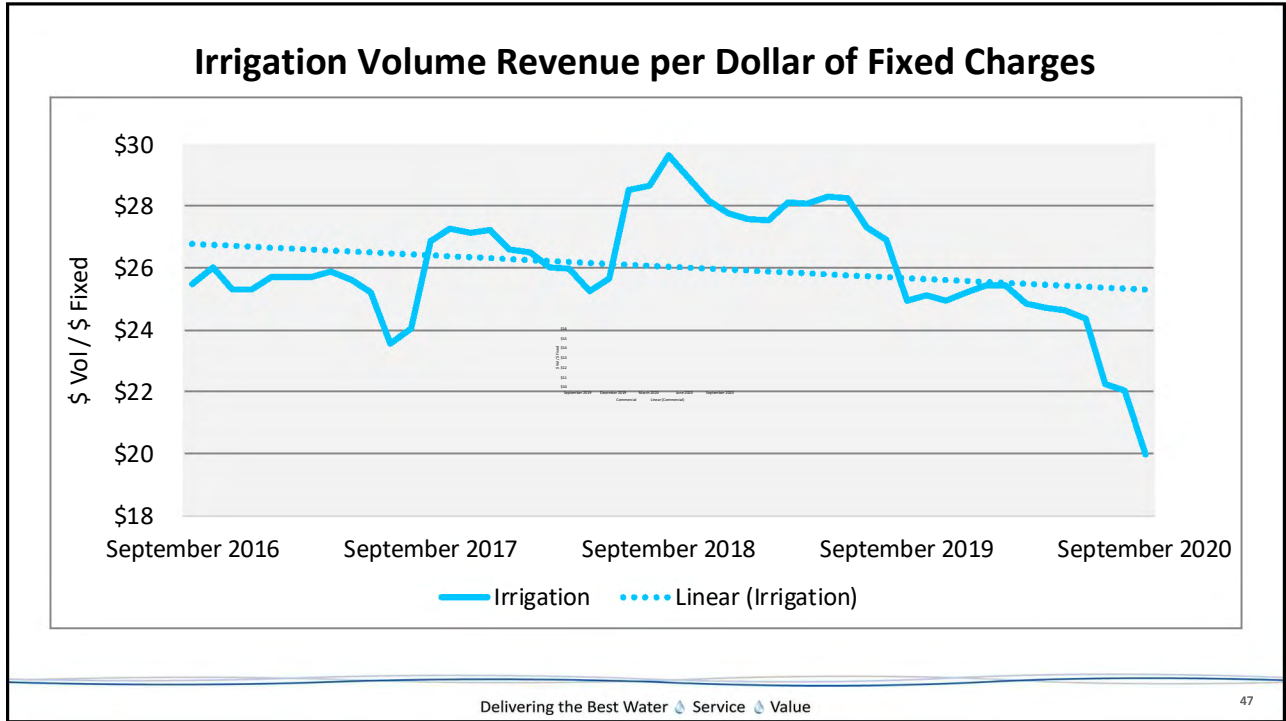
44



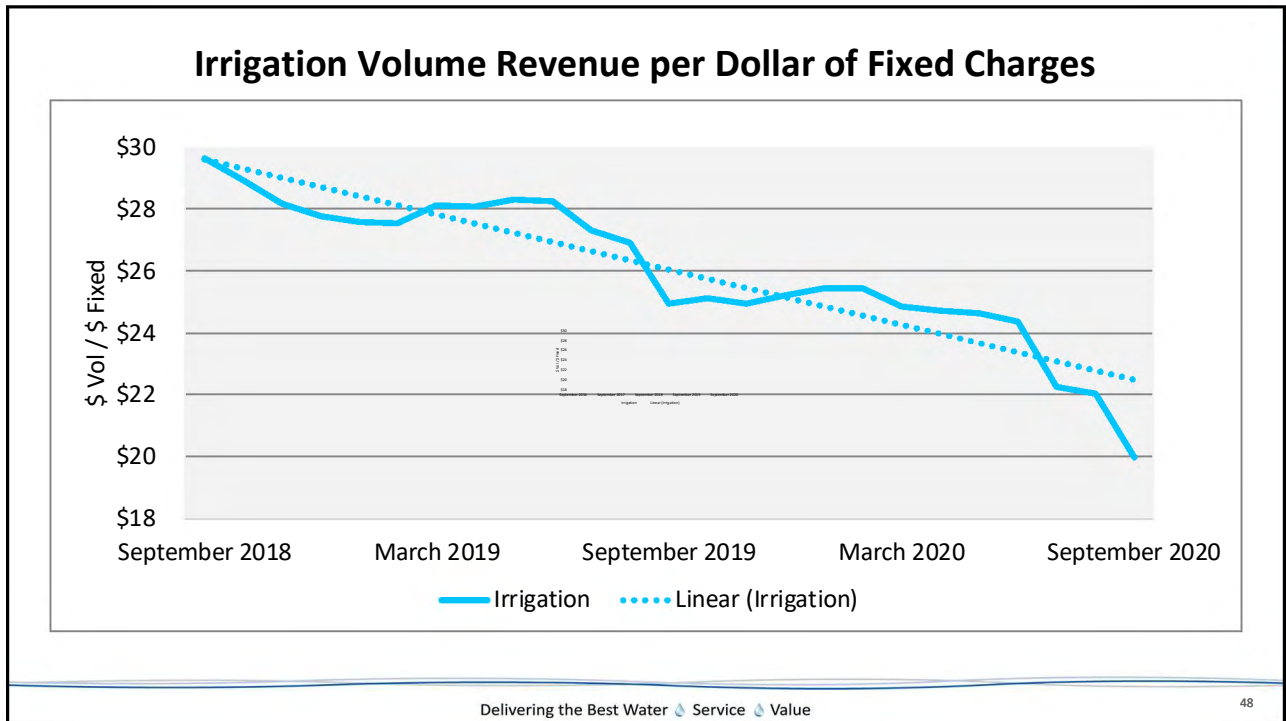
45



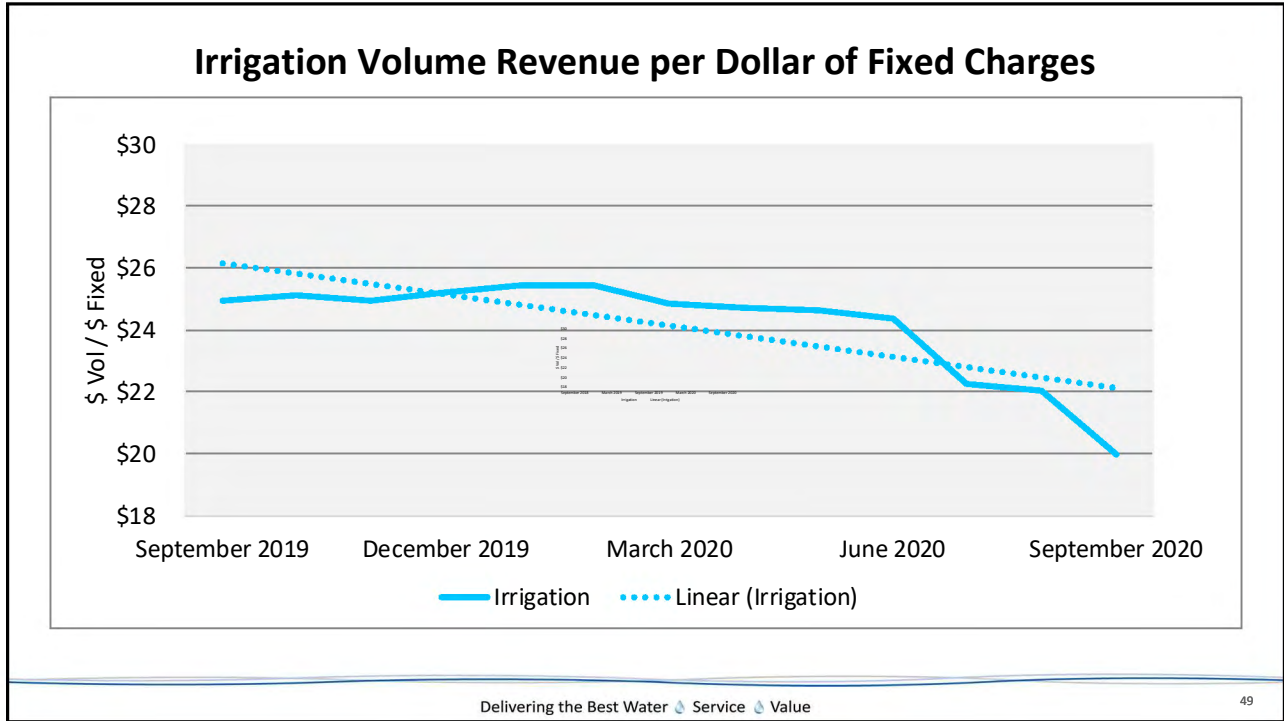
46



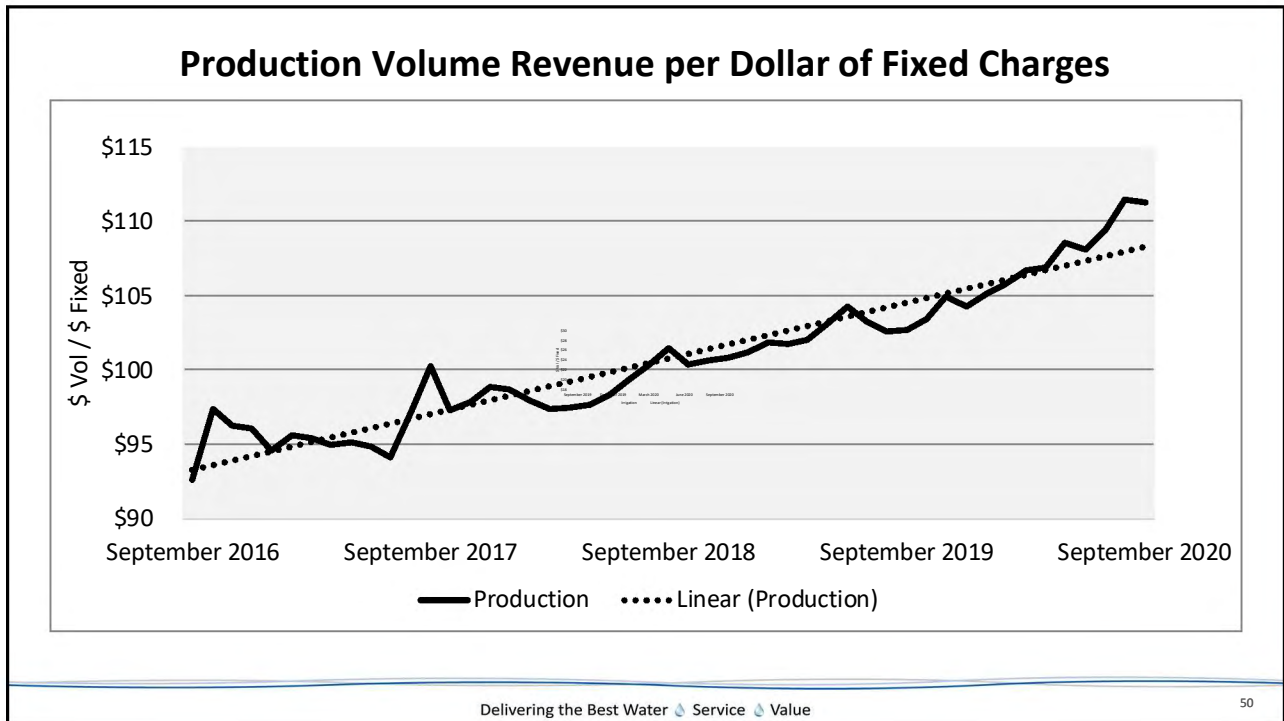
47



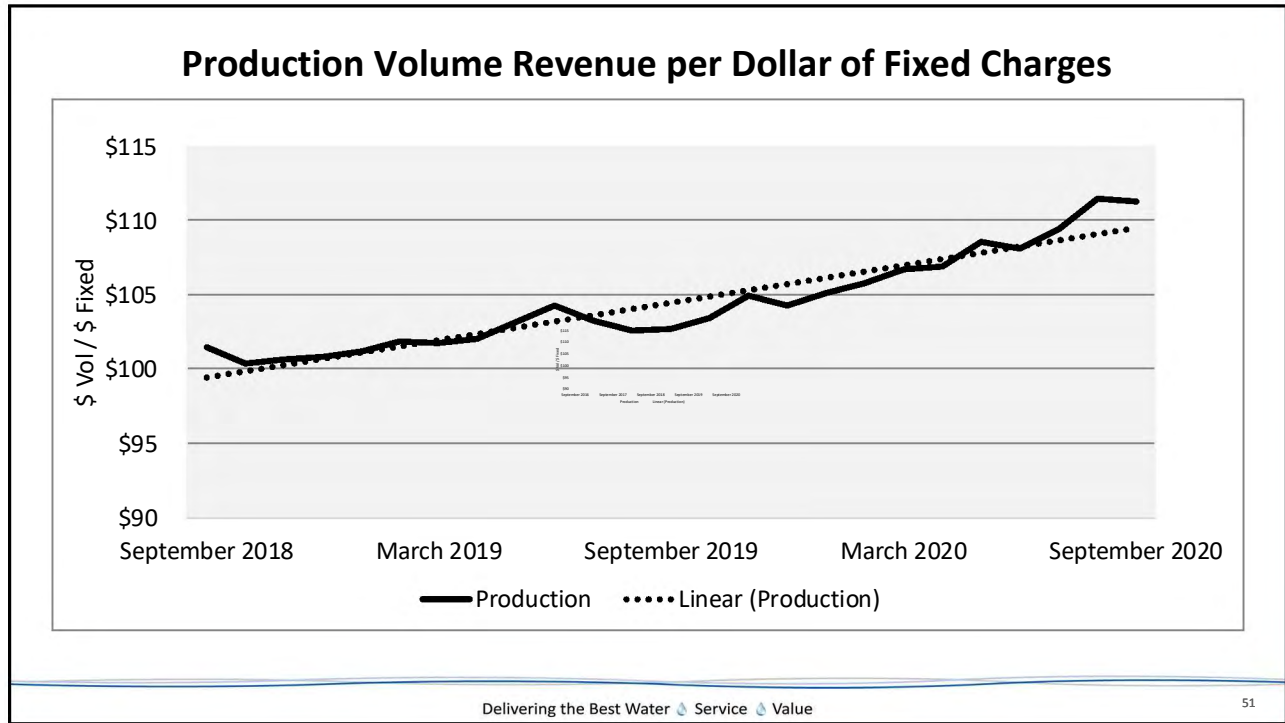
48



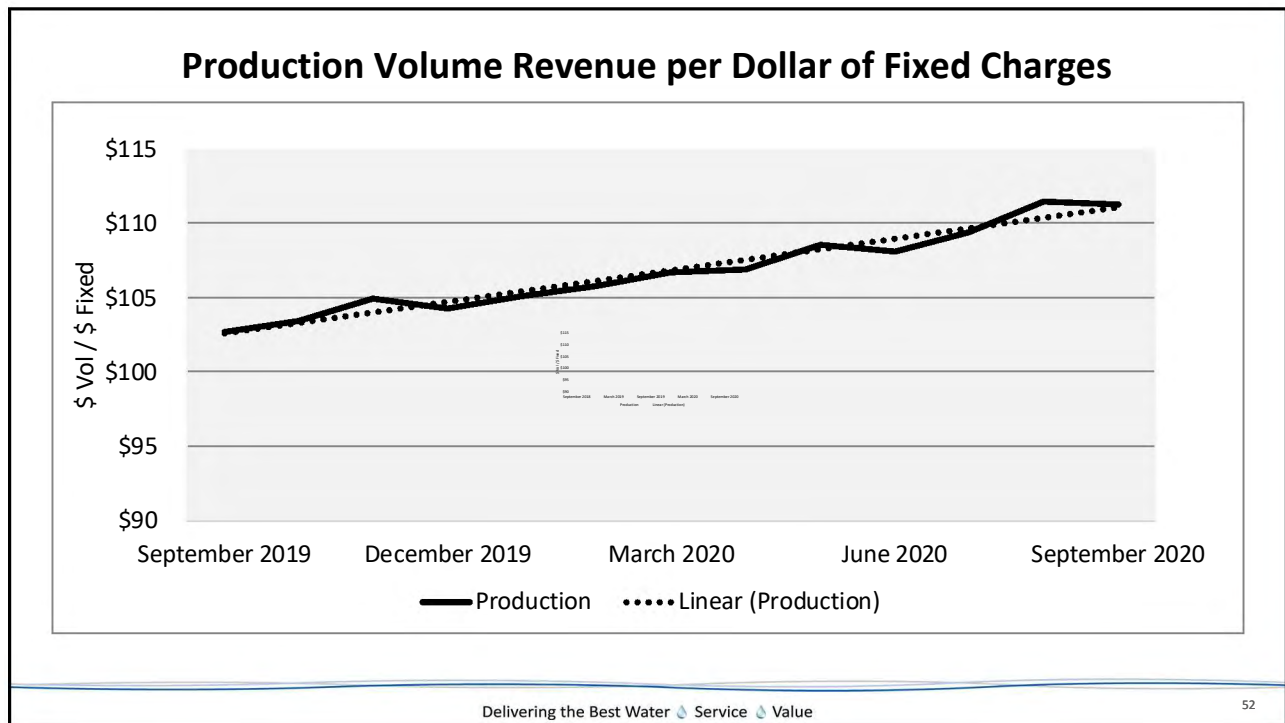
49



50



51



52

What We've Learned This Month

Revenue for September

- Water sales in September 2020 approximately 105.5% of water sales in September 2019 (about \$567 thousand higher)
- Commercial and irrigation classes down
- Single-family and multifamily residential sales seem to have stabilized
- Production class remains strong

53

Monitoring TVWD's Financial Performance



Revenue

- Impact on future water sales



Collections

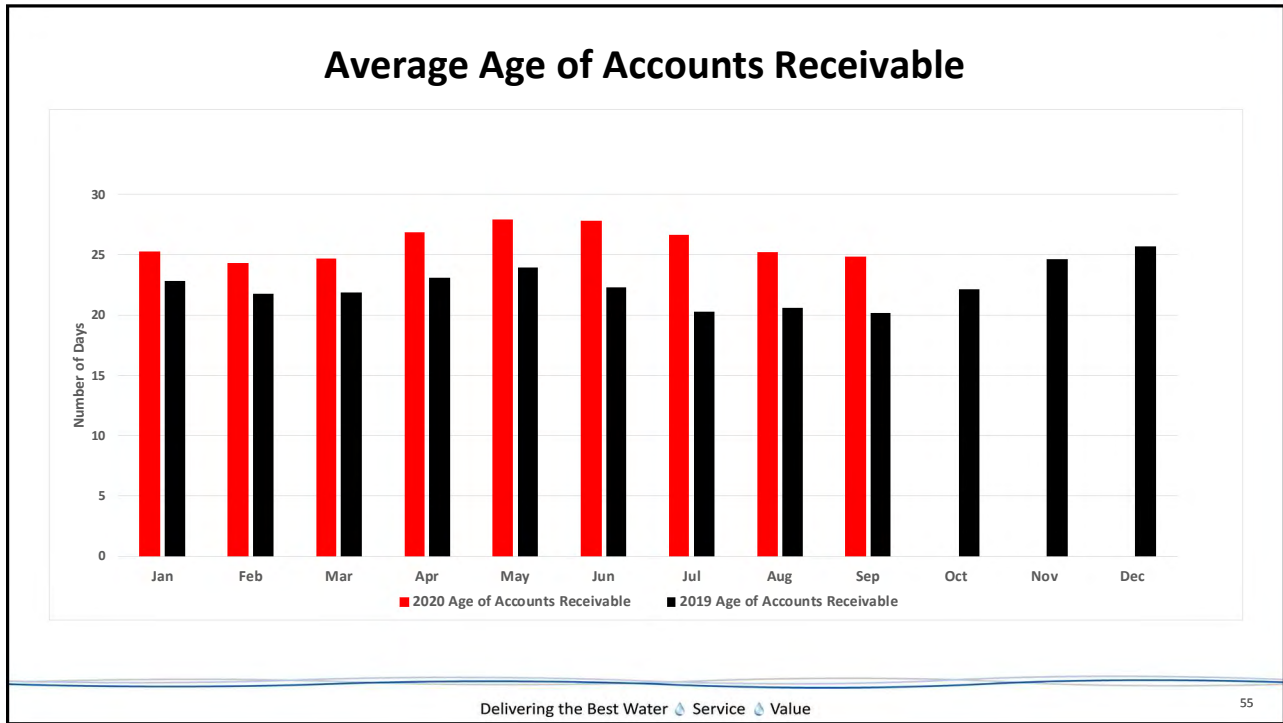
- Capacity for customers to pay their water bills



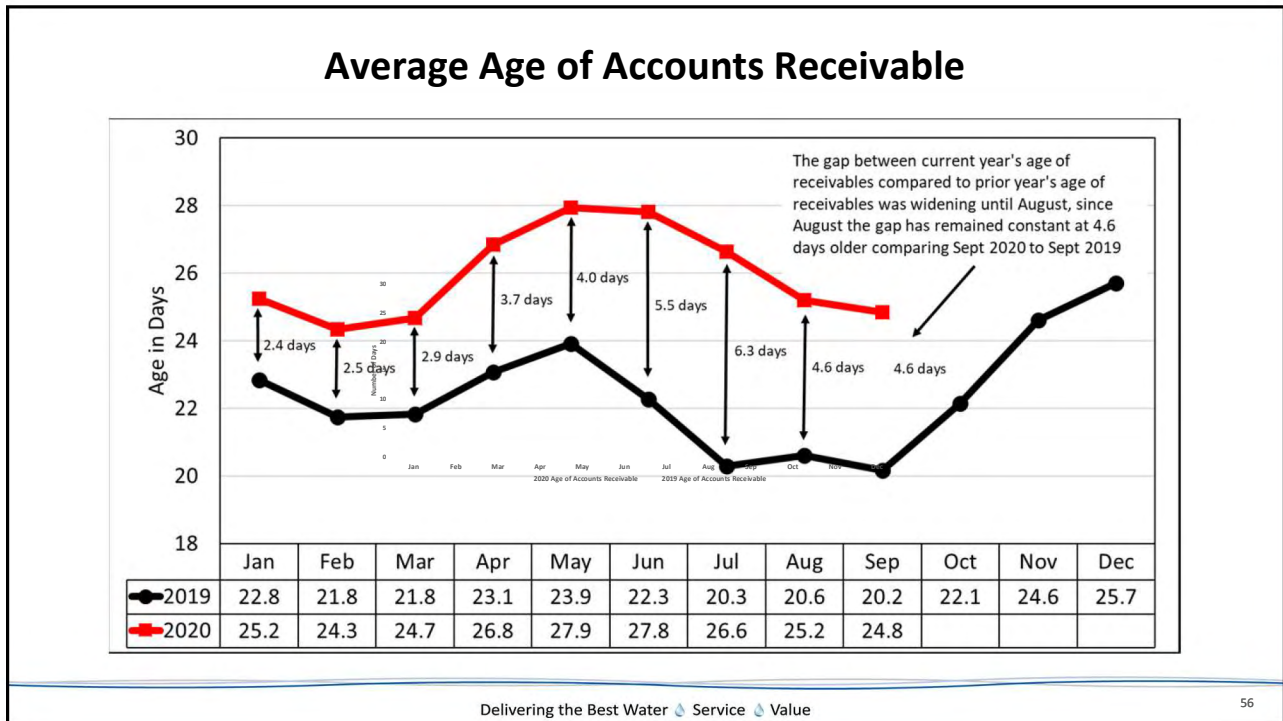
Expenses

- Effect on budget to respond to COVID-19

54



55



56

Days Sales Outstanding

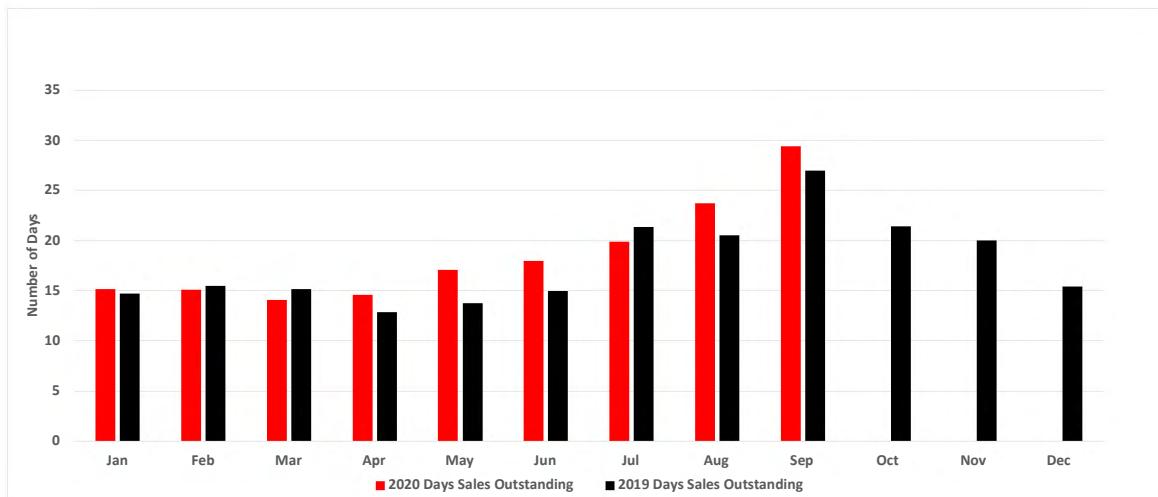
- Measures average number of days to collect on sales

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

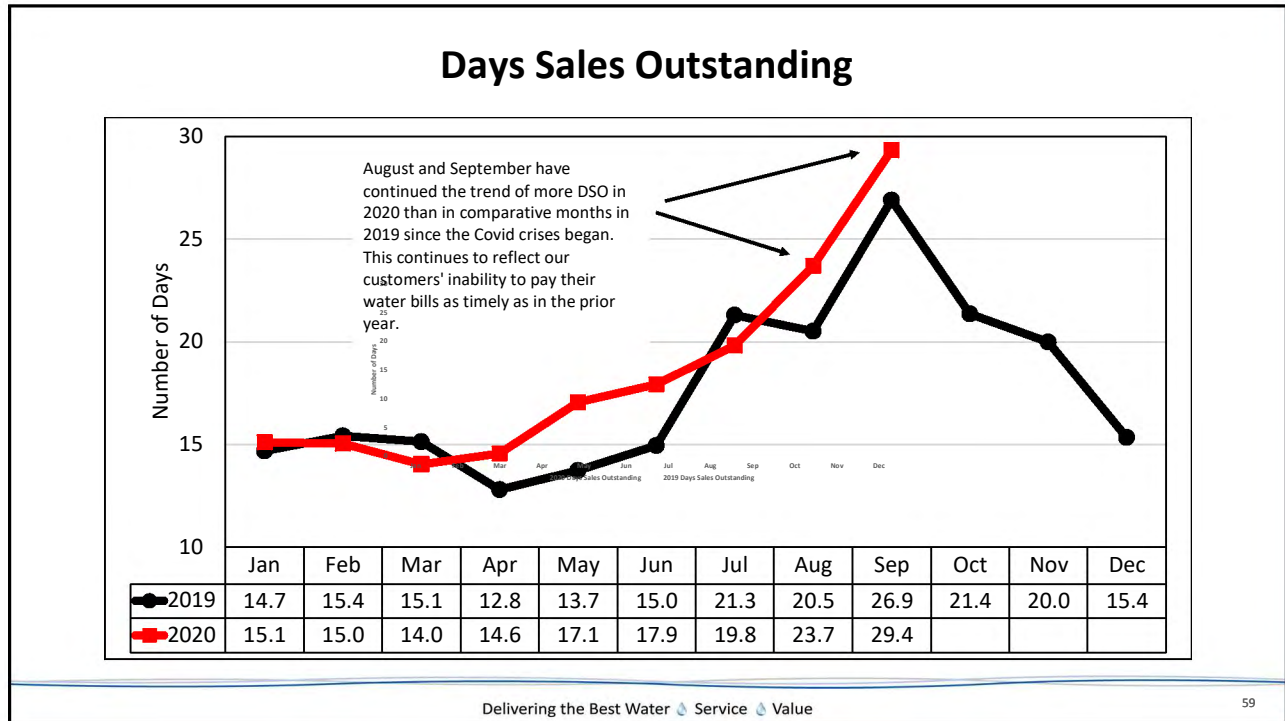
- Increases in Days Sales Outstanding could indicate collections challenges
- Proposed basis is years of sales to account for seasonality of water sales

57

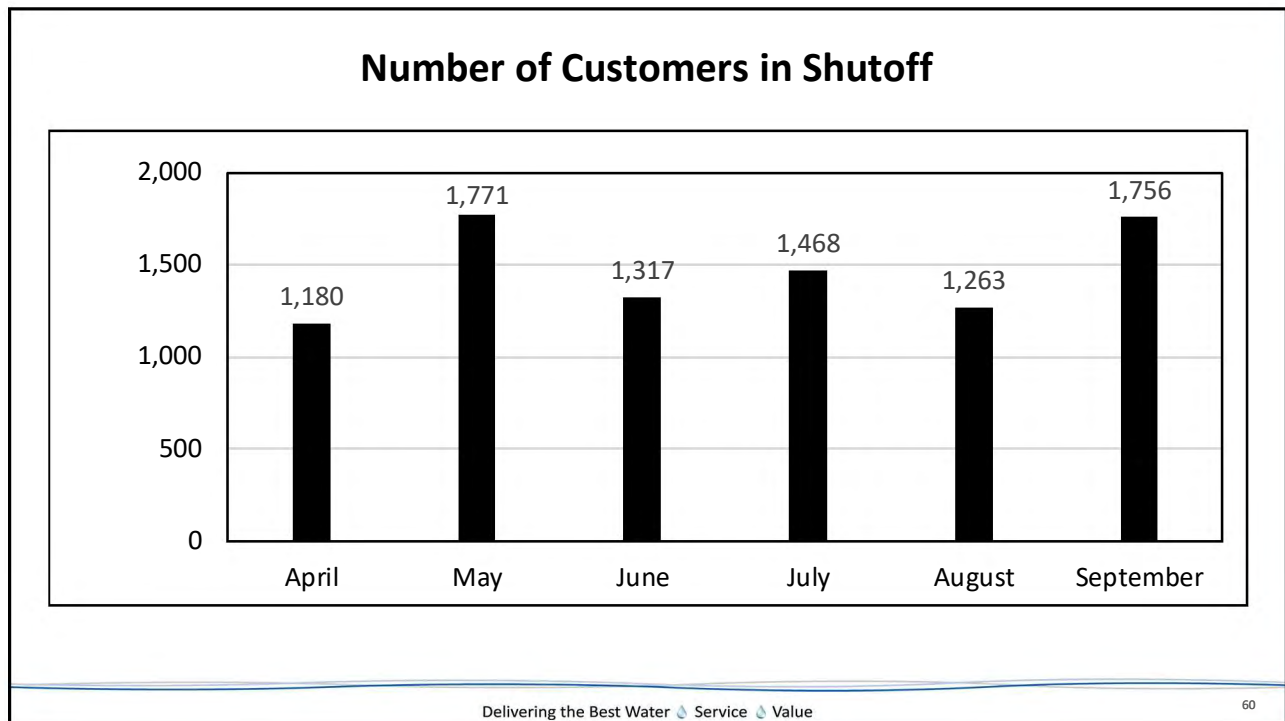
Days Sales Outstanding



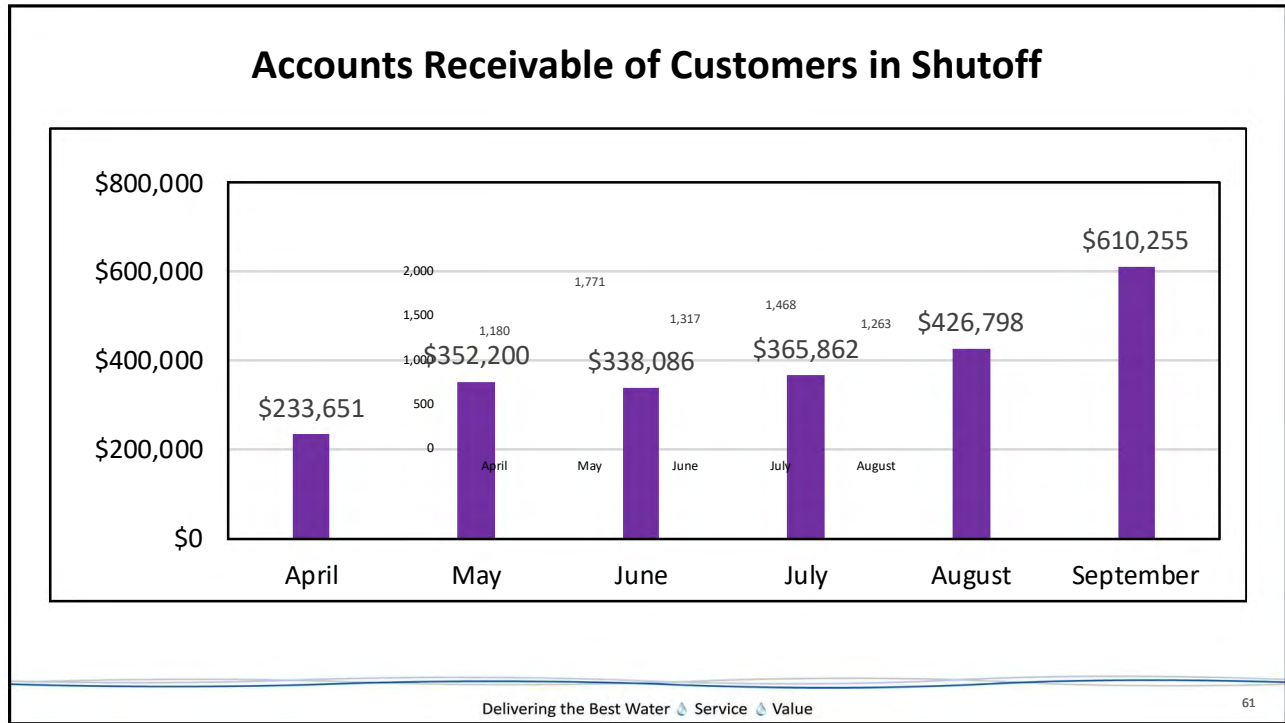
58



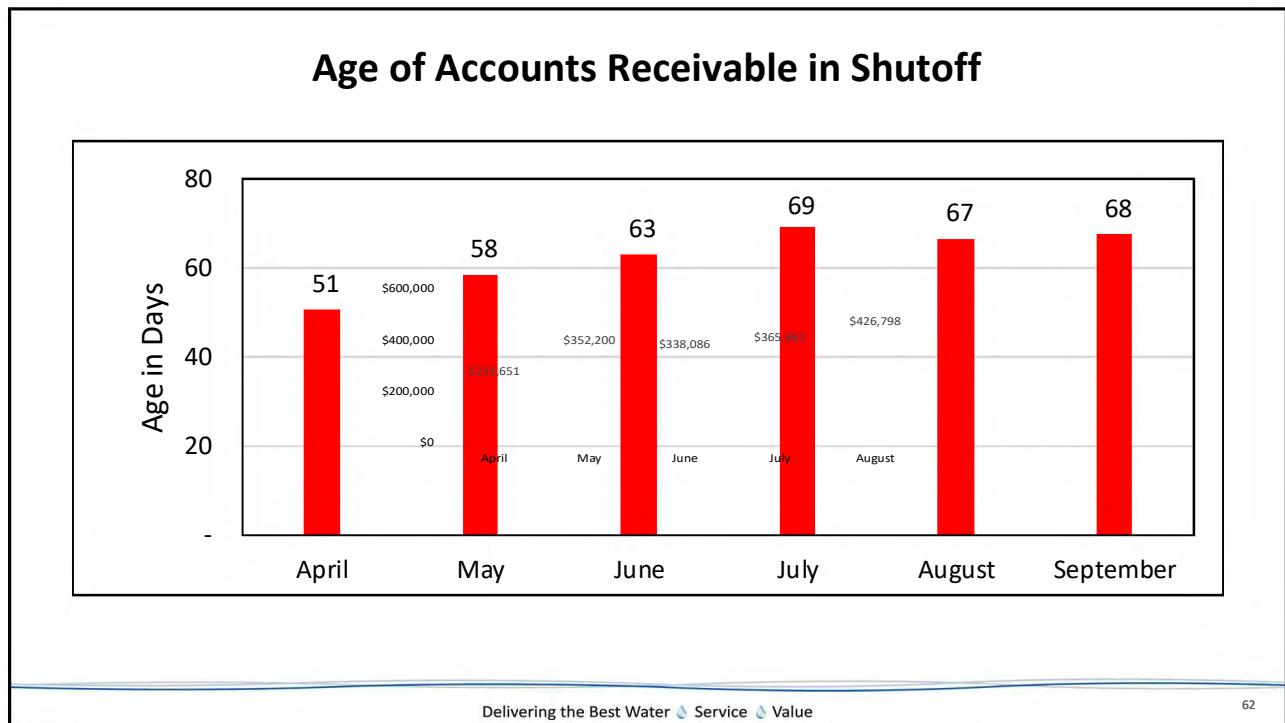
59



60



61



62

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

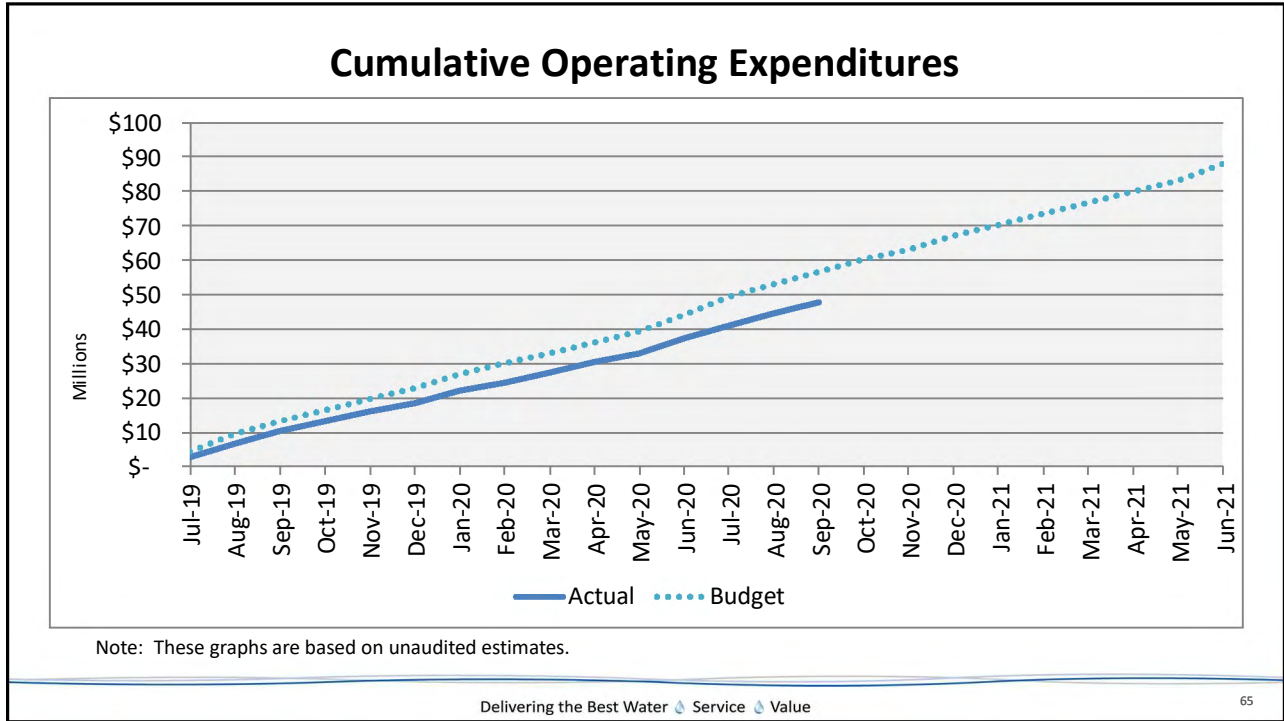
63

Budget and COVID-19 Issues

Types of COVID-19 Expenses

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

64



65

Questions and Comments

COVID-19 and Financial Performance

Paul L. Matthews
Chief Financial Officer

Delivering the Best Water Service Value

66

Tualatin Valley Water District



Delivering the Best Water Service Value

Report of Meetings Attended

Commissioner Bernice Bagnall

Date	Meeting or Function	Purpose	\$	Claimed
9/24/2020	Westside Economic Alliance	Economic outlook for Oregon	\$50.00	X Yes <input type="checkbox"/> No
10/6/2020	Board work session	Goals/WWSS/CIS update	\$50.00	X Yes <input type="checkbox"/> No
10/9/2020	JWC/BRJOC	Wholesale water/Emergency interties/IGAs	\$50.00	X Yes <input type="checkbox"/> No
10/12/2020	CEO & Board VP	Agenda planning	\$50.00	X Yes <input type="checkbox"/> No
10/21/2020	Regular Board meeting	District business	\$50.00	X Yes <input type="checkbox"/> No
			\$250	<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

Date 10/21/2020

Requested by Bernice Bagnall
Commissioner

Date 10/21/22

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: Wednesday, October 21, 2020 5:44 PM
To: Katherine DeSau
Subject: RE: Request for Approval - Meeting Attendance Form

I approve Commissioner Bagnall's October 2020 Meeting Attended form.

Todd Sanders

From: Katherine DeSau <Katherine.DeSau@tvwd.org>
Sent: Wednesday, October 21, 2020 12:35 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 170th Ave, Beaverton, OR 97003
direct 503-848-3078 // *office* 503-848-3000
katherine.desau@tvwd.org
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 Doane

Date	Meeting or Function	Purpose	\$	Claimed
21 October	Regular Meeting		50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9 October	JWC/BJOC		50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
6 October	Work Session		50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
23 Sept	Interview Concerning WIF		50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
30 Sept	Virtual Meeting		50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
			\$250 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

Date 19 Oct 2020

Requested by Jim Doane
Commissioner

Date 10/22/20

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
10/01/2020	WWSS Board Mtg./Exec. Session	Exec. Session & Reg. Mtg	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10/06/2020	TVWD Board Work/Exec. Session	WWSS, Public Info Prgm.	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10/07/2020	RWPC Board Meeting	Reg. 1/3 rd Mtg.; Updates	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10/08/2020	WWSS Documents/Faye Branton	Sign documents	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10/20/2020	Washington County CCI Meeting	Tanya Ange – Vision/Plan	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10/21/2020	TVWD Board Mtg./Exec Session	Reg. Monthly Mtg.	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
			\$300	<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

Date 10/21/2020

Requested by James J. Duggan
Commissioner

Date 10/22/2020

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 Sanders

Date	Meeting or Function	Purpose	\$	Claimed
Oct 6	TVWD Work Session	Work session	\$50.00	X Yes <input type="checkbox"/> No
Oct 13	Willamette River Water Coalition mtg	Semi-annual mtg	50	x Yes <input type="checkbox"/> No
Oct 21	Monthly Board Meeting	Monthly meeting	50	x 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
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

Date 10/21/2020

Requested by Todd Sanders
Commissioners

Date 10/22/2020

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
10062020	Work Session	WWSS, CIS	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1012020	Agenda meeting, Tom, Bernice	Board meeting agenda	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10212020	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
				<input type="checkbox"/> Yes <input type="checkbox"/> No

Date 10/21/2020

Requested by Dick Schmidt
Commissioner

Date **10/22/2020**

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: Bernice Bagnall
Sent: Thursday, October 22, 2020 9:38 AM
To: Katherine DeSau
Subject: Re: Request for Approval - Meeting Attendance Forms

Hi Katherine:

I approve these four meeting attendance forms.

Thanks, Bernice Bagnall

From: Katherine DeSau <Katherine.DeSau@tvwd.org>
Sent: Wednesday, October 21, 2020 6:49 PM
To: Bernice Bagnall <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 170th Ave, Beaverton, OR 97003
direct 503-848-3078 // *office* 503-848-3000
katherine.desau@tvwd.org
www.tvwd.org

Tualatin Valley Water District

Delivering the Best Water • Service • Value