This meeting was held by phone and the internet.

REGULAR SESSION – 6:04 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; Clark Balfour, General Counsel; Dave Kraska, PE, Water Supply Program Director; Andrew Carlstrom, Customer Service Manager; Amy Blue, Human Resources Director; Mike Jacobs, Risk Management Coordinator; Andrea Watson, Communications and Public Affairs Supervisor; David Shick, Controller; Lisa Houghton, WWSP Finance Manager; Debbie Carper, District Recorder

REPORTS BY THE CHIEF EXECUTIVE OFFICER AND MANAGEMENT STAFF

Mr. Hickmann reported on recent Cryptosporidium detections in Bull Run water as well as modified guidance from the Centers for Disease Control (CDC) regarding face covering requirements (see attached memo). He said that the Oregon Health Authority and Oregon Occupational Safety and Health Administration have announced their updated requirements align with CDC guidance. Mike Jacobs, Risk Management Coordinator, will verify employee vaccination status to allow employees who have been vaccinated to forego wearing masks and social distancing. Mr. Hickmann said the District has been working on an Alternate Work Arrangements policy.

He asked the Board for feedback regarding in-person versus virtual Board meetings. Commissioners expressed a desire to discuss the matter further in a work session. During that discussion they would like to learn more about audiovisual upgrade options for the board room and consider changing how meetings are broadcast to the public.

Mr. Hickmann continued his announcements by describing the National Weather Service forecast for the region, legislative updates, the latest Talkin’ Water virtual forums and the recent availability of the District’s 2020 Water Quality Report. He said the next day he is scheduled to speak to the Oregon House of Representatives Water Committee regarding investing in projects that enhance seismic resiliency.

In response to a question, staff clarified the Willamette River water level is at 50% of normal currently.

Mr. Matthews presented the safety moment on drunk driving.
Mr. Matthews presented the department report on documents produced by the Finance Department, including Financial Management Policies, the Financial Plan, the biennial budget, the Comprehensive Annual Financial Report, the Indirect Cost Allocation Plan, Business Case Evaluation Guidelines and Agency Agreement Letters (see attached presentation). He said staff would also like to produce a System Development Charge Report as well as a Cost-of-Service Analysis.

Next, Mr. Matthews reported on how the Willamette Water Supply Program (WWSP) Baseline 6.1 Budget, which included project deferrals, was considered by the Environmental Protection Agency as being within the parameters of the Water Infrastructure Finance and Innovation Act loan agreement.

In response to a question, Mr. Kraska said the WWSP baseline budget is updated each year. Baseline 6.1 was approved at the April Willamette Water Supply System Commission Board meeting. Staff will begin preparation of the next budget update in December 2021 and take it through the normal approval process.

**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 April 21, 2021 regular meeting minutes.

   B. Approve the May 4, 2021 work session minutes

Motion was made by Doane, seconded by Schmidt, 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 04-21, a resolution approving the District’s Financial Plan for the 2021-2023 biennium. **Staff Report – Paul Matthews**

Mr. Matthews described the District’s financial management process, the Financial Plan’s purpose and intended audience and the policy-driven approval requirement before providing additional information on the plan contents (see attached presentation). He said staff may add an Operations Plan, Capital Improvements Plan and additional historical information to future plans. Mr. Matthews concluded with the additional actions staff would take if the Board approves the plan.

In response to a question, he said the net leverage ratio does not take into account customer income information; however, rating agencies examine District demographics and affordability measurements at the county level.

Motion was made by Duggan, seconded by Doane, to adopt Resolution 04-21, a resolution approving the District’s Financial Plan for the 2021-2023 biennium. The motion passed unanimously with Bagnall, Doane, Duggan, Sanders and Schmidt voting in favor.

B. Consider adopting Resolution 05-21, a resolution transferring General Fund general operating contingency appropriation to Willamette Intake Facilities (WIF) Fund materials and services appropriation and capital outlay appropriation for the biennial budget period 2019-21. **Staff Report – Paul Matthews**

Mr. Matthews described the WIF Fund, the District’s role as Managing Agency for the WIF, options to align the District’s biennial budget with the WIF annual budget and staff’s recommended transfers of appropriations (see attached presentation).

Motion was made by Sanders, seconded by Doane, to adopt Resolution 05-21, a resolution transferring General Fund general operating contingency appropriation to Willamette Intake Facilities Fund materials and services appropriation and capital outlay appropriation for the biennial budget period 2019-21. 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 7:43 p.m.
MEMO

Date: May 19, 2021
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 April 2021, the Portland Water Bureau reported a total of two *Cryptosporidium* oocyst detections in water samples collected from the Bull Run Headworks. The Oregon Health Authority has determined that the public does not need to take additional protections at this time. Complete results of Portland’s *Cryptosporidium* monitoring are posted on the City’s website: https://www.portland.gov/water/water-quality/test-results#toc-cryptosporidium.

2. **COVID-19 Update** – The District is closely monitoring workforce related COVID-19 implications. Last week, the Center for Disease Control (CDC) announced modified guidance. Staff is working with Oregon OSHA to see when/if we can lift face covering requirements at TVWD.

   In addition, TVWD has been working towards an Alternate Work Arrangement policy for eligible staff. This policy encompasses alternate work schedules, telework, and telecommuting opportunities and would be effective after temporary emergency work from home provisions are discontinued.

   The Board may want to start thinking about when/if it wants to start holding in person meetings again. Currently, we can hold in person meetings if everyone is masked and socially distant. However, this may be lifted in the near future and the Board may want to consider when they will start holding in person meetings again. The other issue for the Board to consider is if they want to continue the option for virtual attendance even after the constraints of the pandemic are lifted. Some agencies have expressed a desire to continue virtual attendance because of its convenience. We have budgeted for an upgrade in the AV system for the Board Room which would allow for some to participate virtually in the near future.
3. **Weather Forecast** – The National Weather Service recently provided an updated forecast for the region. We are working with all of our regional partners closely and monitoring the situation. Here are the key takeaways:

- Willamette Valley – driest April on record
- Past 60 days in Oregon between 25-75% below normal rainfall
- Three-month outlook is dry and warmer than normal
- Expecting lowest stream flows on record (Clackamas doing pretty good right now due to good snow pack – but expect will be at 2015 levels by mid-summer)
- Willamette River at Salem 50% of normal

4. **Legislative Update** – TVWD continues to pursue potential funding opportunities at both the federal and state level. Last week, the District’s AMI funding request was submitted to the Senate. We are also closely watching any Federal Infrastructure Bills that may provide funding. In terms of utility assistance, we know that the December 2020 and American Rescue Act program funds will be kept separately. Both funding streams will be passed through the Oregon Housing and Community Services Department and those will pass through to the Community Action agencies. The funding amounts are expected in the coming weeks.

5. **Talkin’ Water** – TVWD’s next Talkin’ Water virtual forum event, featuring backflow prevention, will be held June 2, at noon. The presentation will be provided by Kahlil Howell, Senior Water Quality Inspector. Registration information will be posted to the District’s website at [www.tvwd.org/virtualforums](http://www.tvwd.org/virtualforums).

The May Talkin’ Water event was held at noon today, by Steve Carper, Water Conservation Technician. Over 100 customers registered for this event, and the content is available via [tvwd.org](http://tvwd.org) or on our YouTube channel. If you have an irrigation system, there are some great tips on how to conduct your outdoor watering for efficiency while maintaining healthy landscaping and grass.


7. **Safety Minute and Department Report** – Paul Matthews, Chief Financial Officer, will present the safety minute and department report this evening.
Finance Department Report

What’s All This Writing About

May 19, 2021
Regular Board Meeting

Overview

Finance Department

- Documents Finance produces
- Update on WIFIA and Baseline 6.1
Financial Management Documents

5. Indirect Cost Allocation Plan (ICAP). Documentation of how TVWD’s overhead costs should be shared with partners and capitalized with projects.
7. Agency Agreement Letters. Provides partners cost estimates for their budgets consistent with IGAs.

District Financial Management Process

- PY 2020
  - 7.8 Billion Gallons of Water
  - Over 6,000 water quality samples collected
  - 630,000 Meter Reads
  - 540,000 Bills/Notices Generated
  - 752 Miles of Pipe Maintained
  - 3,747 Fire Hydrants Maintained

- Master Plan
- Customer Forecast
- Operations Plan
- Capital Improvement Plan
- Debt Plan
- Reserves and Fund Balances
- Revenue Requirements

- Strategic Plan
- Financial Plan
- Capital Improvement Plan
- Resources and Requirements

- Revenue Requirements
- Customer Forecast
- Customer Classification
- Block Structure
- Conservation
- Fixed and Volume Charges

Delivering the Best Water  Service  Value
Financial Management Policies

Purpose

• Demonstrate the District’s commitment to strong financial management
• Document the financial policies to be followed by the District
• Provide basis for practices that affect our partners
• Embrace GFOA best practices

Financial Plan

Purpose

• Ensures strategic focus
• Provides accountability over time
• Provides stakeholders needed information
• Demonstrates commitment to sound financial management
• Communicates details to external parties
**Biennial Budget**

**Purpose**

- Provides 2-year spending plan
- Establishes legal spending limits for the District
- Ensures accountability through audit process
- Follows Oregon budget law and GFOA best practices

---

**Comprehensive Annual Financial Report**

**Purpose**

- Presents the District’s audited financial statements
- Official record of various District statistics
- Provides accountability through independent audit
- Follows Oregon audit law and GFOA best practices
- Source of historical information for external parties
Indirect Cost Allocation Plan (ICAP)

Purpose
• Provides basis for cost recovery from partners
• Substantiates overhead charges for capitalization of projects
• Follows federal guidelines for the allocation of indirect costs
• Follows District’s Financial Management Policies

Business Case Evaluation Guidelines

Purpose
• Provides framework for conducting BCEs at TVWD
• Establishes discount rates, assumed inflation rates and other factors necessary to conduct a BCE
• Provides basis for District’s Least-Cost Analysis Policy
• Describes industry-standard approaches for BCEs
• Follows District’s Financial Management Policies
Other Important Finance Documents

Agency Agreement Letters

- Provides partners with the cost of providing services
- Examples:
  - Beaverton Meter Reading
  - Beaverton Wheeling Rates
  - Beaverton Joint Billing
  - CWS Joint Billing
  - South Hillsboro Wheeling
  - West Slope Water District Fireline Service

Possible Future Additions

Workload Dependent

- SDC Report. Provide information supporting the District’s SDCs.
- Cost-of-Service Analysis. Provide cost estimates for providing District services. Extend and document the wheeling rate analysis to provide transparent cost estimates to neighboring agencies.
WWSP Baseline 6.1

Financial Strategy

- Delay portions of PLW_2.0
- Delay 15 MG of terminal storage
- Integrated into Financial Plan

WIFIA Update

- Supported by WIFIA Program

WIFIA Program Approves WWSS Project Deferrals

...The changes are consistent with the Loan Agreements between EPA and TVWD and the City of Hillsboro and constitute a logical evolution of a complicated project typical of what we see in big infrastructure undertakings. The proposed baseline budget does not change the definition of the Project as presented in the Loan Agreements...
Questions and Answers

Finance Department Report

What’s All This Writing About
Regular Board Meeting

2021-23 Financial Plan

Board Regular Meeting
May 19, 2021
Overview

Tonight’s Discussion

• Financial Management Process
• Purpose and intended audience of 2021-23 Financial Plan
• Overview of the 2021-23 Financial Plan document
• Proposed Financial Plan
  • Key Assumptions
  • Key Results
• Next Steps

District Financial Management Process
District Financial Management Process

FY 2020
- 7.8 Billion Gallons of Water
- Over 6,000 water quality samples collected
- 630,000 Meter Reads
- 540,000 Bills/Notices Generated
- 752 Miles of Pipe Maintained
- 3,747 Fire Hydrants Maintained

- Master Plan
- Customer Forecast
- Operations Plan
- Capital Improvement Plan
- Debt Plan
- Reserves and Fund Balances
- Revenue Requirements

Delivering the Best Water  Service  Value
**District Financial Management Process**

- **Deliver**
- **Financial Plan**
- **Rates**
- **Budget**

**Purpose and Audience**

**Purpose**
- Ensures strategic focus
- Provides accountability over time
- Provides stakeholders needed information
- Demonstrates commitment to sound financial management

**Audience**
- Internal stakeholders
- Finance community
- Rating agencies
- WIFIA program team
Why Approval

Financial Management Policies

- Approval requested as required by *Financial Management Policies*
- Approval rather than adoption since the Financial Plan provides guidance to management rather than sets firm policies
- Rate process is a separate Board-directed process

Overview of the Document

<table>
<thead>
<tr>
<th>Main Body</th>
<th>Appendices</th>
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<tbody>
<tr>
<td>2. Financial Management Objectives and Policies</td>
<td>B. Capital Improvements Plan Summary</td>
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<td>3. Water Sales Projections</td>
<td>C. Bond Ordinance: Ordinance 01-19</td>
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<td>4. Capital Improvements Plan</td>
<td>D. Master Revenue Bond Declaration</td>
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<td>5. Capital Financing Plan</td>
<td>E. 1st Supplement to Master Revenue Bond Declaration</td>
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<td>6. Financial Forecast</td>
<td>F. Parity Certificate</td>
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<td>7. Funds and Reserves</td>
<td>G. PERS Valuation Report</td>
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<td>H. Forecast Model Summary Results</td>
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<td>I. Map of TVWD</td>
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## Expenditure Plan

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[1] O&M costs shown include debt issuance costs.

[2] Consistent with past reporting, Purchased Water includes pumping power costs.
Key Debt Assumptions

- Debt funding of $453.7 million for capital expenditures through 2031
- Issuance costs:
  - Revenue bonds: 0.75% of the par amount of the bond issue in FY2025
  - WIFIA Loan: $500 thousand
- Term of Borrowing:
  - Revenue bonds: 30 years
  - WIFIA: Maximum allowed (35 years after substantial completion)
- Debt service reserve:
  - Revenue bonds: MADS \(^1\) per issue
  - WIFIA: None

- Debt Service Coverage Ratio:
  - 2.0x including SDCs in gross revenue
  - 1.5x excluding SDCs in gross revenue
- Additional Bonds Test:
  - 1.3x including SDCs
  - 1.15x excluding SDCs
- Net Leverage Ratio:
  - 8.0x maximum, not-to-exceed ratio
  - Financial Plan shall not exceed 7.0x for more than 3 consecutive years
- Minimum Cash Balances: 250 days of forecast O&M costs

\(^1\) Revenue bond debt service reserve projected as minimum of a three-part test per issuance. Maximum annual debt service (MADS) is the projected minimum of the three parts for all future issues.
# Interest Rate Assumptions

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<th>Description</th>
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<th>FY2023</th>
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<td>3.50%</td>
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## Purchase Water

**FY2020 Supply [1]**
- Total Water Volume: 10.3 million CCF
- JWC Volume (million CCF), 2.5
- Portland Volume (million CCF), 8.0

Portland Water was 76.4% of Total Volume

**FY2020 Cost**
- Total Water Cost: $10.3 million
- JWC Cost (million), $1.1
- Portland Cost (million), $9.2

Portland Water was 89.0% of Total Cost

---

[1] CCF = one hundred cubic feet or 748 gallons.
Water Supply and Demands

Customer Impacts
Customer Impacts

Future Plans for Financial Plan

- Operations Plan
- Capital Improvements Plan
- Integrate additional history
Next Steps

- Update Appendix A of *Financial Management Policies*
- Conduct rate-setting process
- Training on financial disclosure issues
- Issue future revenue bonds

Questions and Answers

2021-23 Financial Plan

Board Regular Meeting
May 15, 2019
Staff Recommendation

Staff recommends the Board adopt Resolution 04-21, approving the District’s 2021-23 Financial Plan

Update on Financial Performance

Paul L. Matthews
Chief Financial Officer

May 19, 2021
Overview of Tonight’s Presentation

Updates on:

• Update on unemployment rates
• TVWD’s Financial Performance
  ▪ Revenue
  ▪ Collections
  ▪ Expenses

Improvements in Labor Market Slows

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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

---

**Water Deliveries Remain Below 5-Year Average**

![Graph showing water deliveries below 5-year average](image)

- **Daily Average by Month**
- **Historical Avg (5-yr rolling)**
Customer Demands Remain Soft
Comparison of Gallons Per Capita Per Day

Small Favorable Variance in Water Sales

Favorable  Unfavorable
Volume Water Sales Revenue Is Flat

Fixed Charge Revenue Lag to Flat
System Development Charge Remain Weak

Revenue Trends by Customer Class

Revenue
- Diminishing volatility
- Biennium performance remains uncertain
- Latest forecast suggests unfavorable variance of $9 to $11 million for biennium

Challenges
- COVID-19’s impact on the economy
- Uneven variance in revenue by customer classes
- Bimonthly billing cycles
- Unbalanced billing cycles by month
**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

---

**Long-Term Trend**

*Volume Revenue per Dollar of Fixed Revenue*

- Single Family
- Multifamily
- Commercial
- Production
- Irrigation

---

`$0  $20  $40  $60  $80  $100  $120  $140`

`April 2017  April 2018  April 2019  April 2020  April 2021`
Irrigation Volume Revenue per Dollar of Fixed Charges

$\text{Vol} / $ Fixed

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<th>$18</th>
<th>$19</th>
<th>$20</th>
<th>$21</th>
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Irrigation
Linear (Irrigation)

Delivering the Best Water • Service • Value
What We’ve Learned This Month

Revenue for April

• Volatility in volume water sales is lower – expected for this time of year
• Commercial class remains down – future sales maybe affected by reopening of local economy
• Single-family residential sales seem to have stabilized at lower levels
• Multifamily residential sees slight improvement
• Production class remains strong

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
Average Age of Accounts Receivable Continues to Increase

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<td>10</td>
<td>15</td>
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<td>40</td>
<td>45</td>
<td>50</td>
<td>55</td>
<td>60</td>
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</table>

Average Age of Accounts Receivable

AR aging increased 3.1 days from 43.8 in Mar 21 to 46.9 for Apr 21. Beginning in Dec 20 the age of AR became significantly older than prior years.
Days Sales Outstanding

- Measures average number of days to collect on sales

\[
\text{Days Sales Outstanding} = \frac{\text{Account Receivable}}{\text{Total Sales}} \times 365
\]

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

March 2021 DSO was 4.5 days higher than March 2020 while April 2021 DSO was only 2.4 days higher than April 2020. March to April 2020 AR balance increased $90 thousand, while March to April 2021 AR balance decreased $178 thousand.

Number of Customers in “Shutoff” Status

Delivering the Best Water  Service  Value
Accounts Receivable of Customers in “Shutoff” Status

Age of Accounts Receivable of Customers in “Shutoff” Status
Locations of Struggling Customers

Heat map

- Based on District’s GIS
- Shows density of dollar balances of bills by location
- Areas of most concern are bluer in color

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
Reminder on Bad Debt Expense

Recent Adjustments

- Allowance for doubtful accounts increased from 0.11% of sales to 0.85% of sales (historical rate has been about 0.20%)
- One-time bad debt expense of about $250 thousand to bring allowance to about $500 thousand

Future Adjustments

- Staff will continue to monitor collections and allowance for doubtful accounts

Cumulative Operating Expenditures

Note: These graphs are based on unaudited estimates.
Closing Thoughts

Final Thoughts

• Revenue seems to have stabilized at lower levels
• Likely to close the biennium with $9 to $11 million in unfavorable variance
• Taking actions to manage allowance for doubtful accounts

Questions and Comments

Update on Financial Performance

Paul L. Matthews
Chief Financial Officer
Proposed Supplemental Funding for Willamette Intake Facilities Fund

Proposed Transfer of Appropriations

May 19, 2021
Board Regular Meeting

Overview

1. Willamette Intake Facilities Fund (Fund 44)
2. TVWD’s role as Managing Agency
3. Budgetary requirements
4. Options available to address budgetary requirements
5. Recommended action: Transfer of appropriations
6. Questions and answers
**Fund to Address**

**Willamette Intake Facilities Fund**

- Joint venture of TVWD and the cities of Beaverton, Hillsboro, Sherwood, Tigard and Wilsonville
- WIF Fund (44) accounts for the transactions of the WIF
- WIF Board adopts Annual Work Plan and Budget (AWPB)
- FY2021 AWPB exceeds what TVWD budgeted for WIF Fund

**TVWD as the Managing Agency**

**Manage the Entity**

- Governance and operations
- Capital project delivery

**Manage Its Financial Affairs**

- Accounting
- Budgetary controls
WIF Fund Budget Requirements

<table>
<thead>
<tr>
<th>Description</th>
<th>2019-21 Biennium</th>
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<th>Reconciliation for 2019-21 Biennium</th>
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<td></td>
<td>FY2020</td>
<td>FY2021</td>
<td>Total</td>
<td>Actual/Planned Spending</td>
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<td>TVWD's Appropriations</td>
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<tr>
<td>Materials and Services</td>
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<td>$169,800</td>
<td>$346,615</td>
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<tr>
<td>Capital Outlay</td>
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<td>6,825,998</td>
<td>7,557,825</td>
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<tr>
<td>Total</td>
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<td>$6,995,798</td>
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<td>Annual Work Plan &amp; Budget</td>
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<td>Materials and Services</td>
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<td>$531,965</td>
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<td>$8,825,024</td>
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<td>Materials and Services</td>
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<td>$7,898,382</td>
<td>$8,533,798</td>
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Options for the WIF Budget Requirements

**Supplemental Budget**
- Recognize investments from Partners (including TVWD) as a resource
- Increase appropriations accordingly

**Transfer of Appropriation**
- Uses appropriations authority within the District’s General Operating Contingency
Proposed Transfer of Appropriations

General Fund (01)

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<tr>
<th>Description</th>
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<td>Resources</td>
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<tr>
<td>Requirements</td>
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<tr>
<td>General Operating Contingency</td>
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<td>Interfund Transfer</td>
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<td>Net Requirements</td>
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Willamette Intake Facilities Fund (44)

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<tr>
<th>Description</th>
<th>Change</th>
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<tr>
<td>Resources</td>
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<td>Interfund Transfer</td>
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<td>Requirements</td>
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<td>Materials and Services</td>
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<td>Capital Outlay</td>
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<td>Total</td>
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Management’s Recommendation

Management recommends the Board approve Resolution 05-21, transferring General Fund General Operating Contingency appropriation to the Willamette Intake Facilities Fund Materials and Services appropriation and Capital Outlay appropriation for the biennial budget period 2019-21.
Questions and Answers

Proposed Supplemental Funding for Willamette Intake Facilities Fund

Proposed Transfer of Appropriations
May 19, 2021
### Report of Meetings Attended

**Commissioner Bernice Bagnall**

<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting or Function</th>
<th>Purpose</th>
<th>$</th>
<th>Claimed</th>
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<td>4/22/2021</td>
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<td>X No</td>
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<td>5/19/2021</td>
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<td>District Business</td>
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<td>X Yes</td>
<td>□ No</td>
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$100

OK to pay D Carper

□ Yes □ No

□ Yes □ No

□ Yes □ No

□ Yes □ No

□ Yes □ No

□ Yes □ No

□ Yes □ No

□ Yes □ No

□ Yes □ No

□ Yes □ 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.
I approve Commissioner Bagnall's Meetings attended for May 2021.

Todd Sanders

Good morning,

Could I please have your email approval of Commissioner Bagnall’s meetings attended form (attached)?

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
Delivering the Best Water • Service • Value
Report of Meetings Attended

**Commissioner Jim Doane**

<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting or Function</th>
<th>Purpose</th>
<th>$</th>
<th>Claimed</th>
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<td>19 May</td>
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<tr>
<td>4 May</td>
<td>Work Session</td>
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<td>50</td>
<td>□ Yes □ No</td>
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<td>26 April</td>
<td>WIF Commission</td>
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<td>22 April</td>
<td>Budget workshop #3</td>
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$150 OK to pay CEAP

D Carper □ Yes □ No

□ Yes □ No □ Yes □ No

□ Yes □ No □ Yes □ No

□ Yes □ No

□ Yes □ No

□ Yes □ No

□ Yes □ 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.

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Report of Meetings Attended

**Commissioner Jim Duggan**

<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting or Function</th>
<th>Purpose</th>
<th>$</th>
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<td></td>
<td>Session</td>
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<td>05/11/2021</td>
<td>Washington County CPO#1 Mtg.</td>
<td>State Sen. Elizabeth</td>
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<td>Steiner Hayward</td>
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<td>TVWD Board Meeting</td>
<td>Reg. Monthly Mtg.</td>
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<td></td>
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</table>

$200 OK to pay

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.

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.
Report of Meetings Attended

**Commissioner Todd Sanders**

<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting or Function</th>
<th>Purpose</th>
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<td>5/19/2021</td>
<td>May Talkin’ Water</td>
<td>Efficient Outdoor Water Use</td>
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</table>

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.

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Report of Meetings Attended

**Commissioner Dick Schmidt**

<table>
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<th>Date</th>
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<td>Regular board</td>
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<td></td>
<td>No</td>
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</table>

$150

OK to pay D. Carper

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.
I approve the meetings attended forms for all 4 commissioners.

Thanks, Bernice Bagnall

Good morning,

Could I please have your approval of the attached forms?

Debbie Carper, MMC
District Recorder
1850 SW 170th Avenue, Beaverton, OR 97003
direct 503-848-3014
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