

# Tualatin Valley Water District



Delivering the Best Water 💧 Service 💧 Value

## Board Meeting Minutes

July 21, 2021

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

### **REGULAR SESSION – 6:06 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; Tim Boylan, IT Services Director; Andrew Carlstrom, Customer Service Manager; Joel Cary, Water Resources Division 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 and described the District's water supply status (see attached memo). He also noted the District has aided water providers in Klamath Falls and Hermiston as they experience challenges. The District has also issued a letter of interest for Water Infrastructure Finance and Innovation Act (WIFIA) funding to make additional progress on the District's Capital Improvement Program.

Mr. Balfour gave the safety moment on summer fire safety. He also gave the department report on District issues for which he is providing legal assistance and key updates from the recent state legislative session (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 June 16, 2021 regular meeting minutes.

[Recorder's Note: Commissioner Schmidt lost connection at 6:40 p.m.]

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

## 2. BUSINESS AGENDA

- A. Consider adopting Resolution 08-21, a resolution establishing the water rate setting process for the 2021-23 biennium. *Staff Report – Paul Matthews*

Mr. Matthews reviewed the District's financial management process interdependencies and the risks driving the District's financial strategies (see attached presentation).

[Recorder's Note: Commissioner Schmidt reestablished connection at 6:44 p.m.]

Mr. Matthews provided information on planned capital expenditures and project debt financing by fiscal year. He outlined proposed changes to volume rates and fixed monthly charges and the resulting impact on the typical customer before showing how the proposed increase compares with other regional utilities.

After reviewing the legal requirements and best practices for rate adjustments, he outlined the proposed process timeline, noting the staff report did not reflect the correct times for the virtual forums (correct times are shown in the presentation).

In response to Commissioner feedback, staff said they will work on incorporating virtual breakout rooms to allow attendees to interact with Commissioners and staff in smaller settings. Breakout room practice sessions at the August work session could allow Commissioners to gain experience using them.

Motion was made by Duggan, seconded by Schmidt, to adopt Resolution 08-21, a resolution establishing the water rate setting process for the 2021-23 biennium. The motion passed unanimously with Bagnall, Doane, Duggan, Sanders and Schmidt voting in favor.

Mr. Matthews concluded by sharing next steps and giving the Board the opportunity to ask questions on the financial performance update provided in the presentation file.

## 3. INFORMATIONAL PRESENTATIONS

- A. Lead Service Line Inventory Requirement under the Environmental Protection Agency's Lead and Copper Rule Revisions. *Staff Report – Joel Cary*

Mr. Cary reviewed the recent Lead and Copper Rule Revisions, the progress District staff has already made to reach compliance and the steps yet to be taken (see attached presentation).

In response to questions, staff said:

- Galvanized pipe on the customer side of the meter would only trigger a replacement requirement if lead was found in a service line on the District side.
- It is highly unlikely the District has any lead pipe in service lines; there may be lead solder or other lead componentry, but those do not trigger the compliance elements of the rule.
- Staff is actively searching for lead componentry to prioritize replacement outside of the rule compliance efforts.
- The Board would be notified if staff found anything that required replacement.
- Staff will provide a link to guidance information provided by the American Water Works Association.
- The inventory undertaken to achieve compliance will have numerous additional operational benefits.

## **ADJOURNMENT**

There being no further business, President Sanders adjourned the meeting at 7:40 p.m.

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Todd Sanders, President

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Jim Doane, Secretary



## MEMO

**Date:** July 21, 2021  
**To:** Tualatin Valley Water District Board of Commissioners  
**From:** Tom Hickmann, CEO  
**Re:** Chief Executive Officer and Management Staff Report

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

- 1. Portland *Cryptosporidium* Results** – For the month of June 2021, the Portland Water Bureau reported one *Cryptosporidium* oocyst detection in water samples collected from the Bull Run Headworks. 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. Water Supply Update** – As you are aware, the Governor recently issued an executive order encouraging all Oregonians to use water wisely. This order also restricts water use at state-owned properties.

While parts of Oregon are facing severe drought conditions and our sympathies go out to those communities feeling the worst impacts from the drought, this order does not impact TVWD; our current water supplies are in good shape. This is the expected trend through the summer and remaining peak demand season as well. The Portland Water Bureau has reported that they are not anticipating any water supply shortages this year based on available supplies, customer demands and anticipated weather patterns. TVWD’s Barney Reservoir supply with the Joint Water Commission (JWC) is also in good shape, and no supply shortages are expected either. Last, we are continuing to use our aquifer storage and recovery supply as well to meet demands, which helps offset usage of our primary Portland and JWC sources throughout the season.

As usual, we will continue to promote wise water use this time of year to our customers and through TVWD’s daily operations in order to maintain our careful stewardship of these important resources. Taken as a whole, TVWD’s situation further supports the direction we have taken with development of the Willamette Water Supply System: having multiple, high-quality water sources available will continue to make sure TVWD can meet its mission of providing safe, reliable water to the communities we serve. As always, we will continue to

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

July 21, 2021

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monitor the situation and keep the Board updated should any changes to this situation occur.

- 3. 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*

July 21, 2021

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## Current Efforts

- Ongoing Project Support
  - CIS
  - Valve Replacement
  - Various Construction Projects
- Real Estate Title Matters
- Cooper Mountain Reservoir Intertie
- WWSS Support
- Legislative Session
- COVID

 Open



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## Legislative Session

- Change of Use HB 3103
- SDC HB 3040
- Plastic Pipe HB 2310
- Utility Assistance HB 3089
- Public Meetings HB 2560



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## Legislative Session

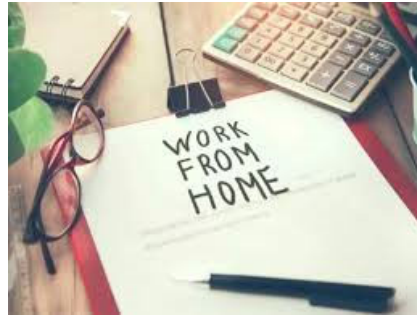


- Juneteenth HB 2168
- Prevailing Wage Rate
  - SB 493
- Surplus Lands
  - HB 2918
  - HB 3124
- County ROW HB 3049

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## Reopening

- Leadership Team
  - Work Conditions
  - Work from Home
  - Customer Service
  - Past Due Accounts
  - CWS Coordination



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## Questions?

*Dum invicem rursus occurremus*

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# Financial Forecast Update and Rate Setting Process for 2021-23

*July 21, 2021*

**Paul L. Matthews**  
Chief Financial Officer

**Tualatin Valley Water District**  
  
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## Presentation Overview

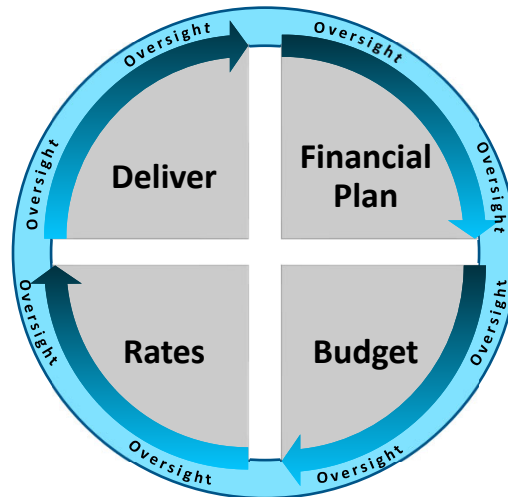
- Review latest financial forecast
- Present proposed water rate increases for November 2021 and November 2022
- Provide overview of proposed customer outreach efforts for rate adoption
- Answer questions on financial performance under COVID-19

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## District Financial Management Process Interdependencies



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## Financial Strategies

### Risks

- Significant risk that future rate increases could be higher than planned
- Economy may not recover to pre-COVID levels for water sales
- Significant construction risk remains

### Strategies

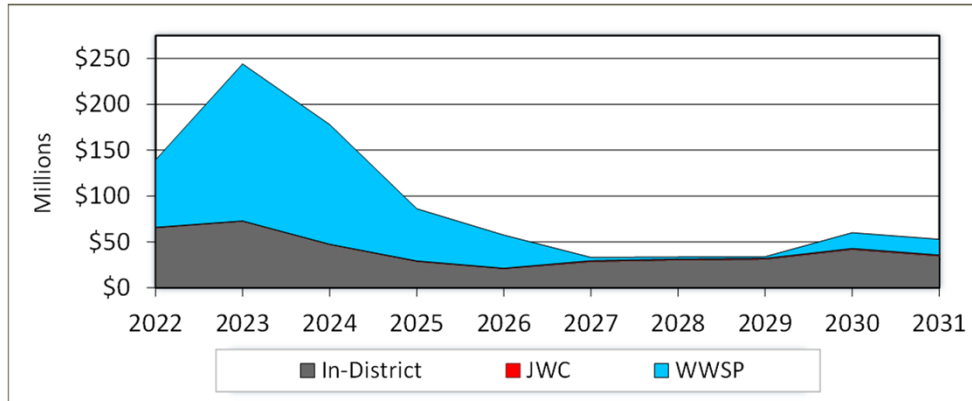
- Build financial capacity
- Adopt rates that provide financial resources in advance
- Enhance the Customer Emergency Assistance Program
- Pursue federal and state assistance

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### Planned Capital Expenditure by Fiscal Year

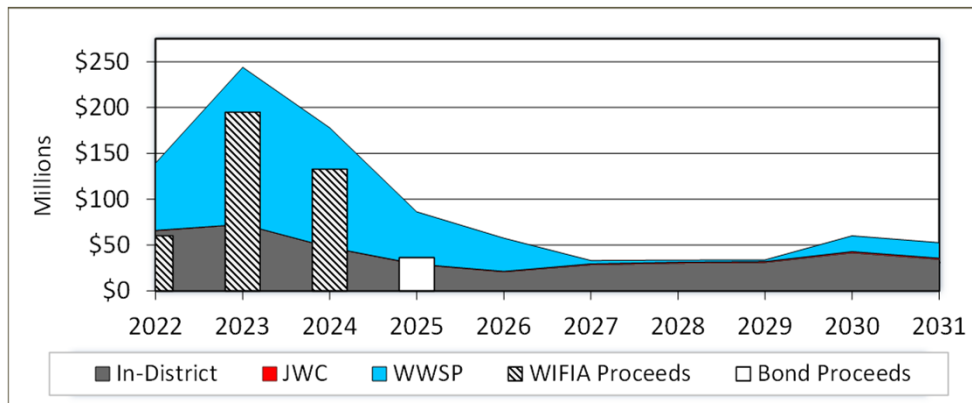


	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Totals
WWSP*	\$73.4	\$171.3	\$130.4	\$56.9	\$36.1	\$3.6	\$2.4	\$1.9	\$17.3	\$17.1	<b>\$510.3</b>
JWC*	0.6	0.1	0.3	0.7	0.6	1.0	1.0	1.1	1.1	1.1	<b>7.7</b>
In-District	65.5	72.6	47.3	28.6	20.7	28.4	30.2	30.9	41.7	34.5	<b>400.5</b>
<b>Totals</b>	<b>\$139.4</b>	<b>\$244.0</b>	<b>\$177.9</b>	<b>\$86.3</b>	<b>\$57.5</b>	<b>\$33.0</b>	<b>\$33.6</b>	<b>\$33.9</b>	<b>\$60.1</b>	<b>\$52.7</b>	<b>\$918.4</b>

\* TWWD share of projected total costs.

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### Projected Debt Financing by Fiscal Year



	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	Totals
WIFIA*	\$60	\$195	\$133	-	-	-	-	-	-	-	<b>\$388</b>
Bonds*	-	-	-	\$36	-	-	-	-	-	-	<b>36</b>
<b>Totals</b>	<b>\$60</b>	<b>\$195</b>	<b>\$133</b>	<b>\$36</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$424</b>

\*Net proceeds for capital expenditures (after issuance costs).

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### Proposed Volume Rates (\$/CCF<sup>1</sup>)

<b>Block</b> <sup>Notes 2,3</sup>	<b>Current</b>	<b>Nov 2021</b>	<b>Nov 2022</b>
Block 1	\$5.62	\$6.15	\$6.73
Block 2	\$8.01	\$8.77	\$9.60

<sup>1</sup> One CCF is 100 cubic feet of water or about 748 gallons.

<sup>2</sup> Single-Family Residential Class: Block 1 = Water use up to 28 CCF every two months.  
Block 2 = All consumption over 28 CCF every two months.

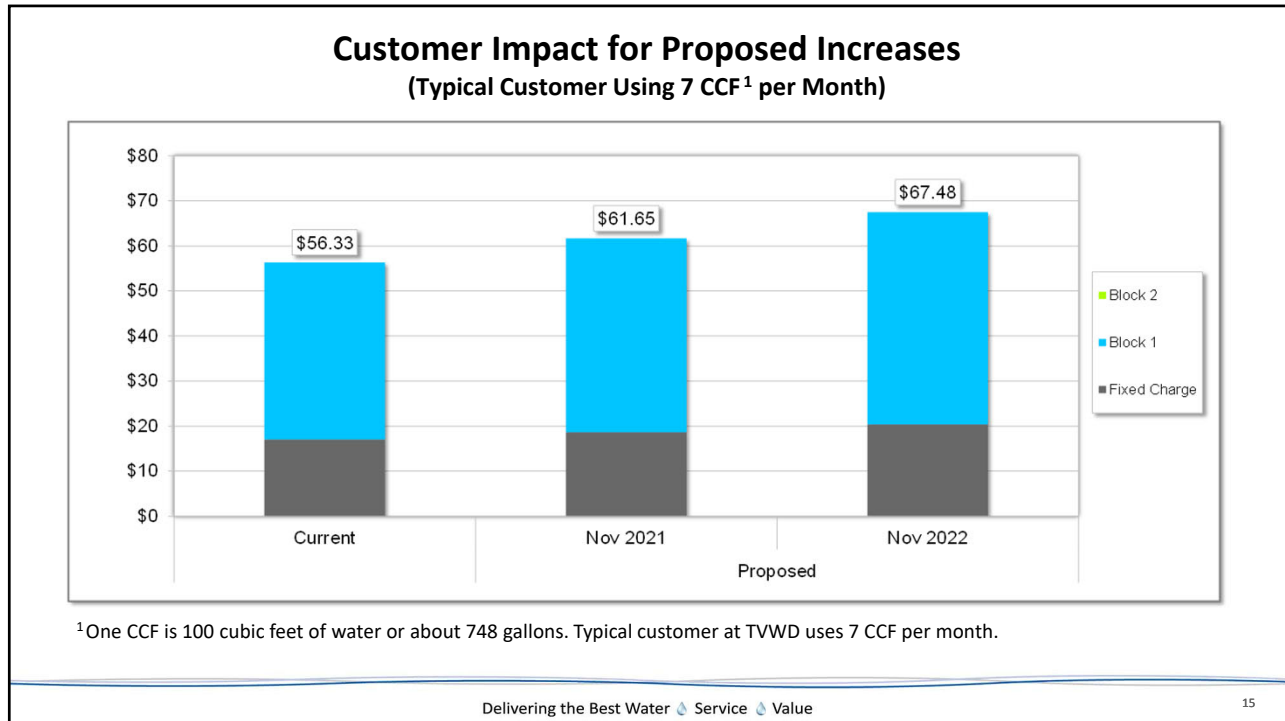
<sup>3</sup> Commercial and all other classes: Block 1 = Water use up to 140% of 12-month moving avg.  
Block 2 = All consumption exceeding the Block 1 threshold.

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### Proposed Fixed Monthly Charges

<b>Meter Size</b>	<b>Current</b>	<b>Nov 2021</b>	<b>Nov 2022</b>
5/8 Inch	\$16.99	\$18.60	\$20.37
3/4 Inch	18.71	20.49	22.44
1 Inch	23.06	25.25	27.65
1.5 Inch	30.99	33.93	37.15
2 Inch	45.71	50.05	54.80
3 Inch	127.27	139.36	152.60
4 Inch	170.53	186.73	204.47
6 Inch	274.83	300.94	329.53

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### Customer Impact (Typical Customer Using 7 CCF<sup>1</sup> per Month)

Typical Single-Family Residential Bill			
5/8-Inch Meter	Current	Nov 2021	Nov 2022
Fixed Charge	\$16.99	\$18.60	\$20.37
Volume Charge	\$39.34	\$43.05	\$47.11
<b>Total</b>	<b>\$56.33</b>	<b>\$61.65</b>	<b>\$67.48</b>
<b>Monthly Increase</b>		<b>\$5.32</b>	<b>\$5.83</b>

<sup>1</sup>One CCF is 100 cubic feet of water or about 748 gallons. Typical customer at TVWD uses 7 CCF per month.

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## Comparison to Other Utilities

City/Agency	Total Bill 2020	Total Bill 2021	% Change	Notes
Beaverton	\$40.99	\$46.61	<b>13.7%</b>	Effective Dec. 1, 2020
Tigard	\$57.70	\$64.57	<b>11.9%</b>	Effective July 1, 2021
Rockwood Wtr PUD	\$31.16	\$34.70	<b>11.4%</b>	Effective July 1, 2021
TVWD - Proposed	\$56.33	\$61.65	<b>9.4%</b>	Proposed Nov 1, 2021
Sunrise Water Auth.	\$32.50	\$35.50	<b>9.2%</b>	Effective July 1, 2021
Hillsboro - Inside City	\$33.59	\$36.32	<b>8.1%</b>	Effective Jan 1, 2021
Hillsboro - Upper System	\$50.42	\$54.48	<b>8.1%</b>	Effective Jan 1, 2021
Portland	\$56.07	\$60.44	<b>7.8%</b>	Effective July 1, 2021
West Slope	\$55.52	\$58.82	<b>5.9%</b>	Effective June 17, 2021
Gresham	\$44.76	\$47.14	<b>5.3%</b>	Effective Jan 1, 2021
City of Tualatin	\$31.44	\$32.80	<b>4.3%</b>	Effective July 1, 2021
Clackamas R. Water	\$47.15	\$48.58	<b>3.0%</b>	Effective May 1, 2021
Lake Oswego	\$49.02	\$50.00	<b>2.0%</b>	Effective Jan 1, 2021
Sherwood	\$52.50	\$53.45	<b>1.8%</b>	Effective July 1, 2021
Wilsonville	\$37.74	\$38.24	<b>1.3%</b>	Effective May 1, 2021
Forest Grove	\$39.25	\$39.25	<b>0.0%</b>	No rate change in 2021

Note: "Total Bill" assumes a typical single-family residential customer consuming 7 CCF/month.

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## Requirements for Adjusting Water Rates

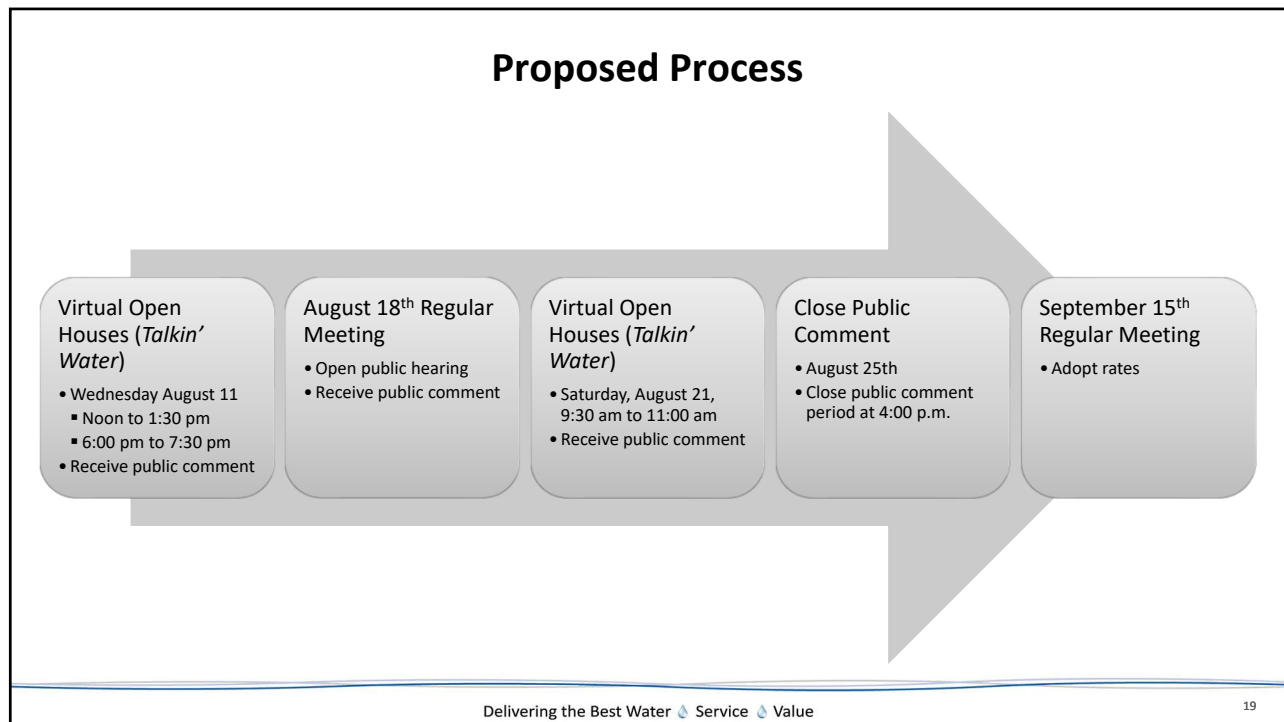
### Legal Requirements

- Mail postcard to customers notifying them of public hearing when rate adjustments will be considered
- Hold public hearing

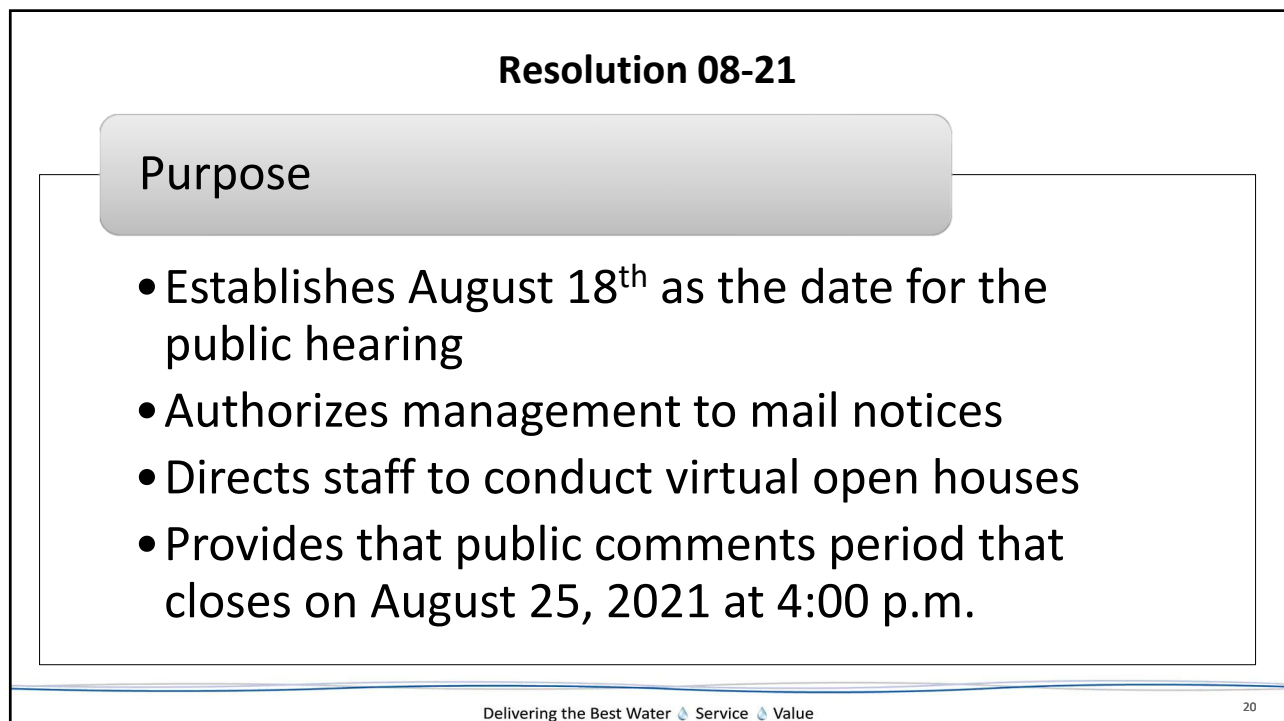
### Best Practices

- Open houses to inform customers of basis for rate adjustments
- Easier way for customers to provide comments to the Board that are included in public record

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## Questions and Answers

### *Financial Forecast Update and Rate Setting Process for 2021-23*

July 21, 2021

Regular Meeting



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### Next Steps

- Mail postcard to customers in July/August
- Conduct Virtual Open Houses
- Hold Public Hearing at August Regular Meeting
- Receive public comments
- Adopt new rates in September

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## Update on Financial Performance

**Paul L. Matthews**  
Chief Financial Officer

July 21, 2021



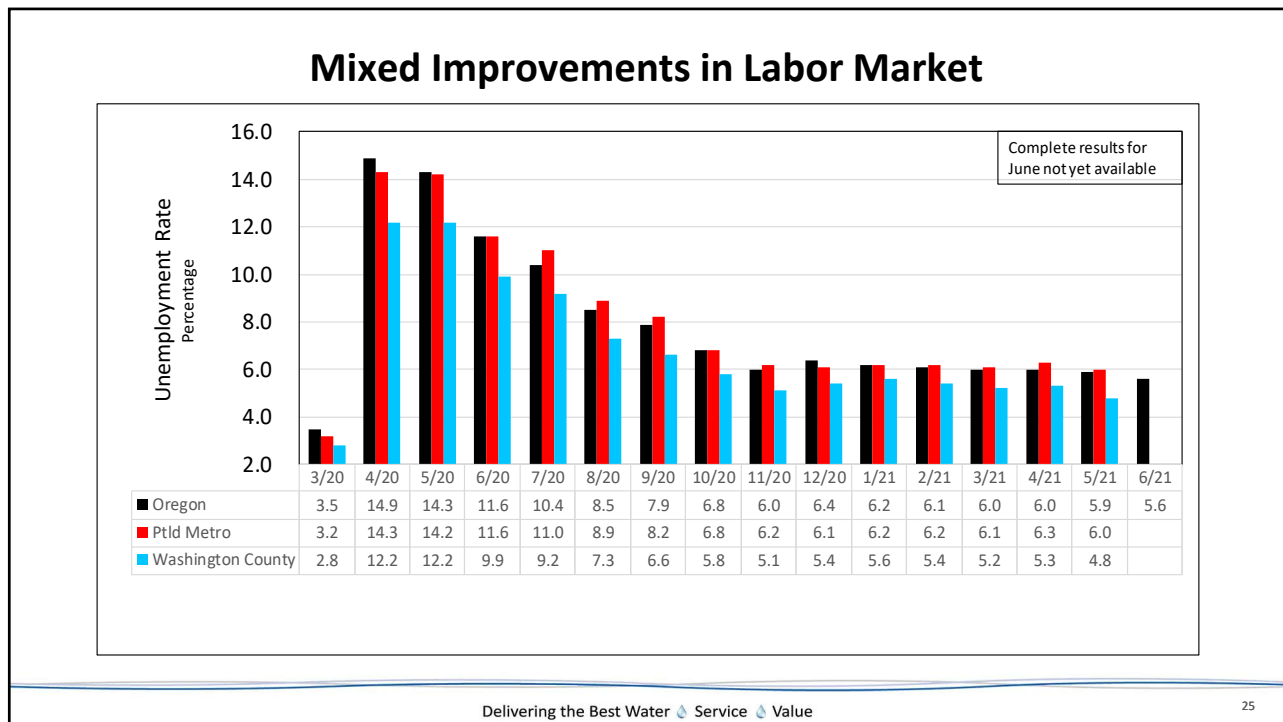
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### Overview of Tonight's Update

#### Updates on:

- Update on unemployment rates
- TVWD's Financial Performance
  - Revenue
  - Collections
  - Expenses

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### Monitoring TVWD's Financial Performance

#### Revenue

- Impact on future water sales

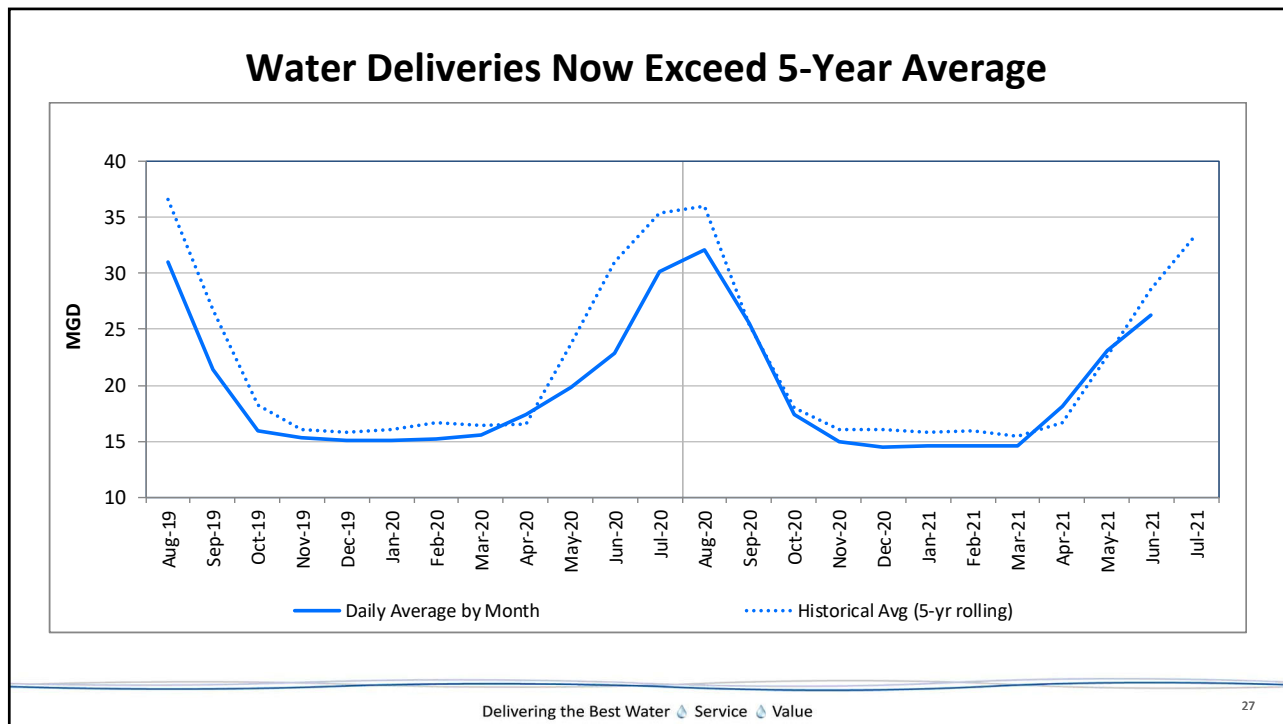
#### Collections

- Capacity for customers to pay their water bills

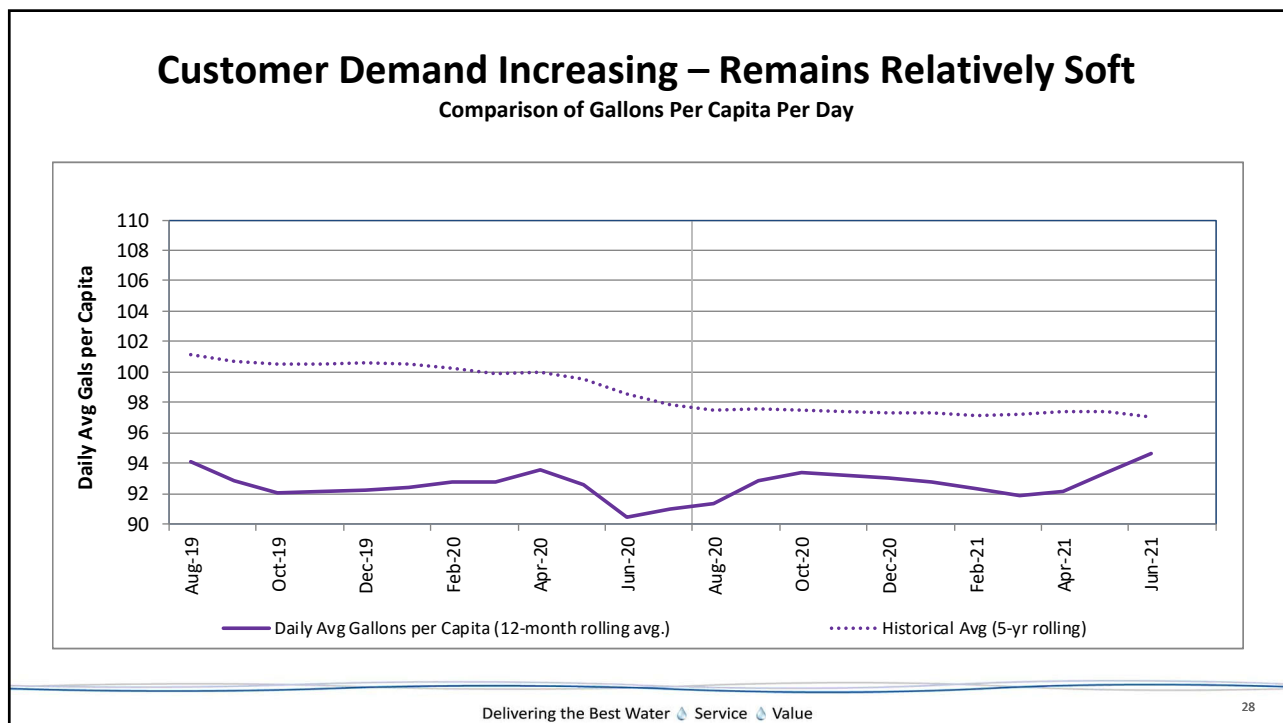
#### Expenses

- Effect on budget to respond to COVID-19

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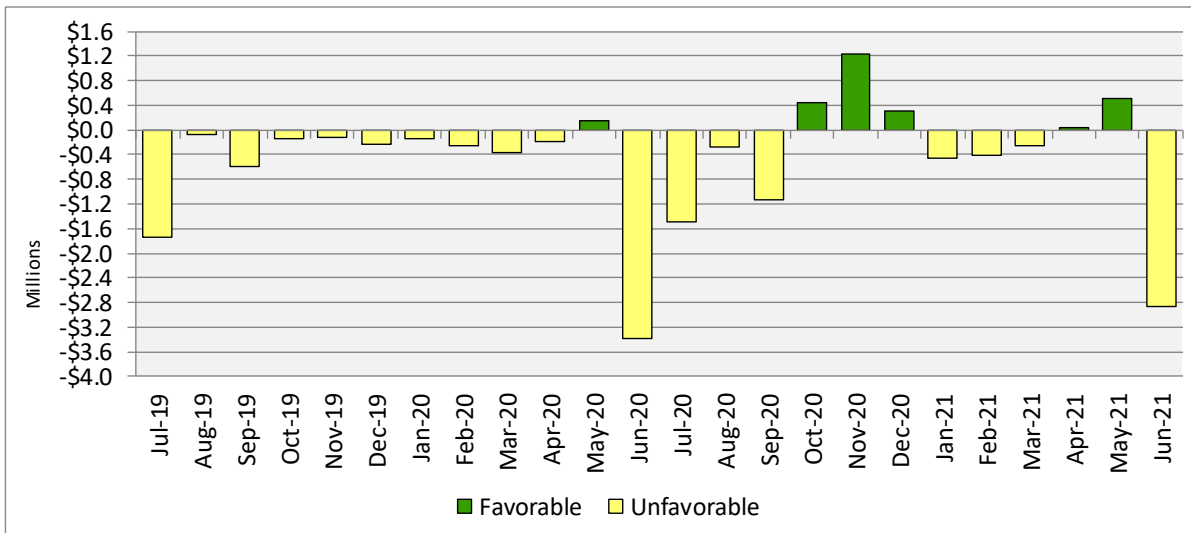


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### Unfavorable Variance in Water Sales Excludes Accrual Adjustment

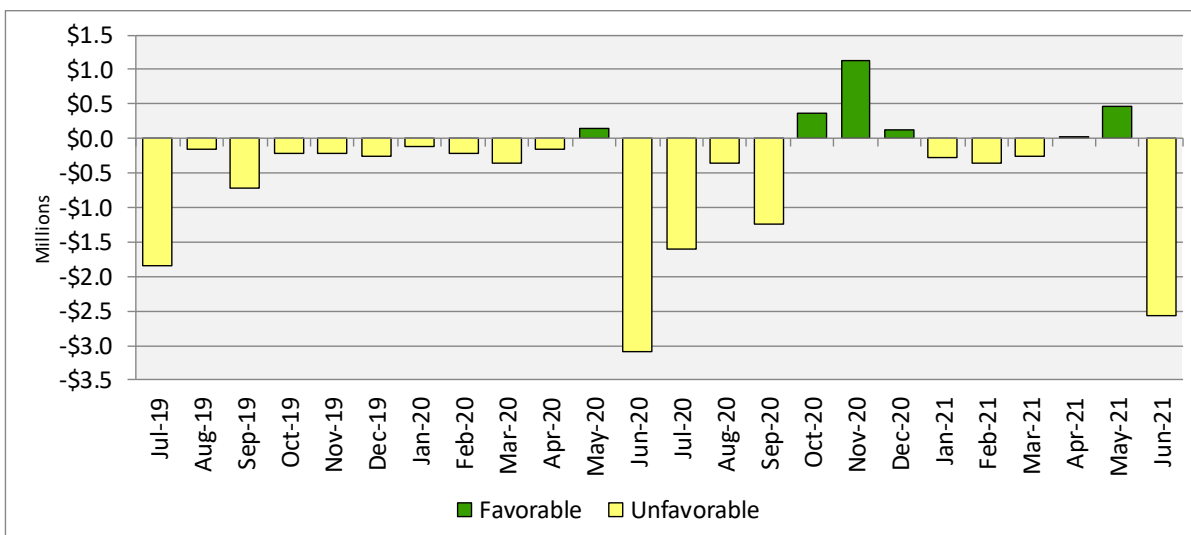


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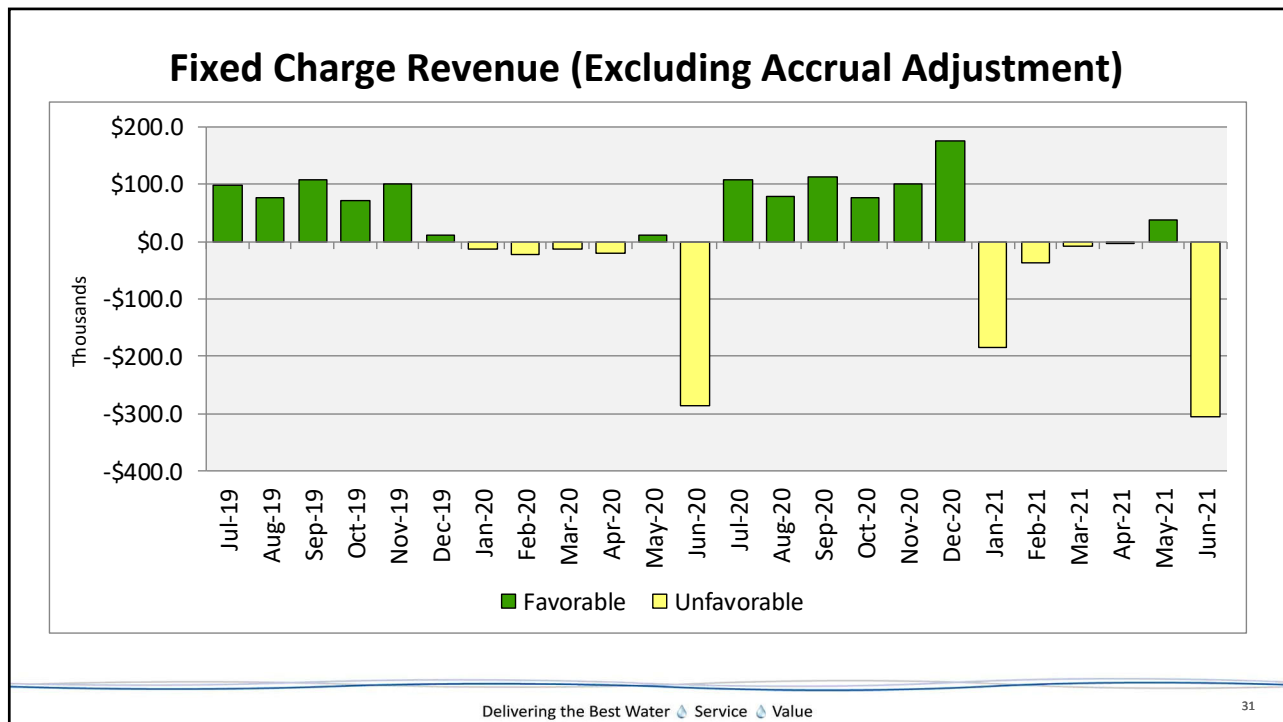
### Unfavorable Variance in Volume Water Sales Revenue (Excludes Accrual Adjustments)



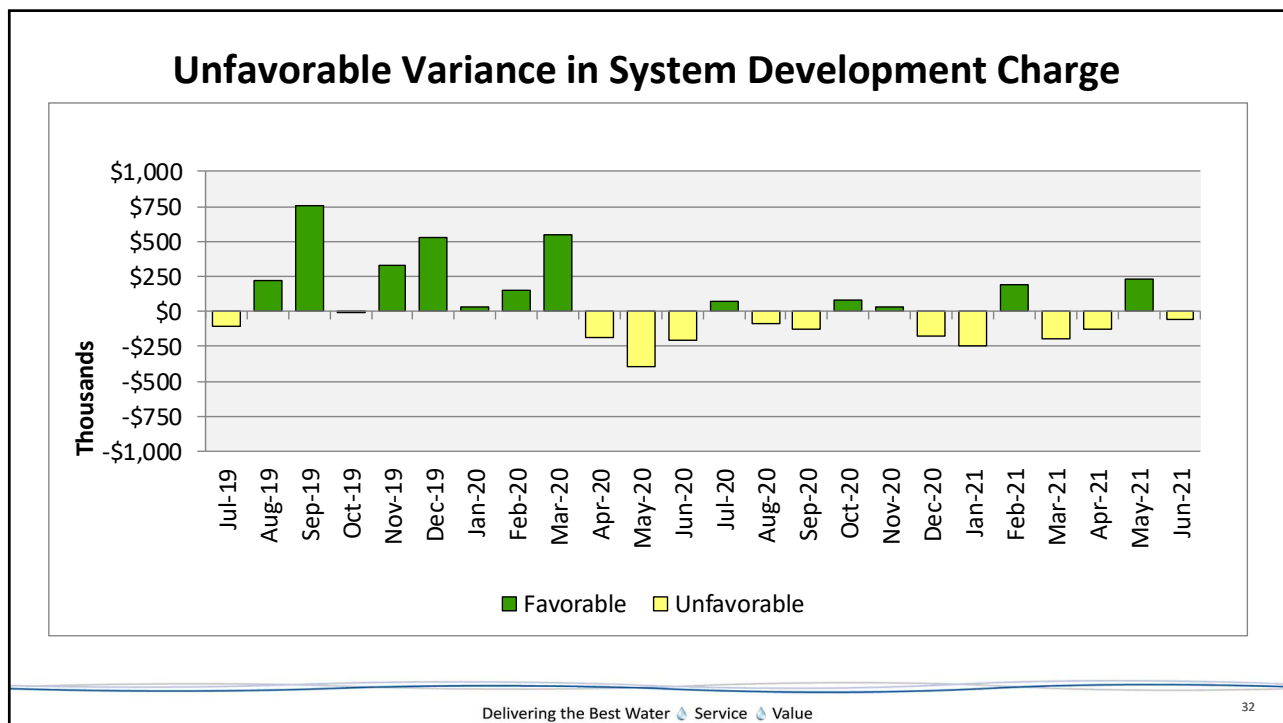
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## Revenue Trends by Customer Class

### Revenue

- Diminishing volatility
- Biennium performance remains uncertain
- Latest forecast suggests unfavorable variance of \$9.5 to \$12.5 million for biennium
- Final accrual adjustment will be key in determining variance

### Challenges

- COVID-19's impact on the economy
- Uneven variance in revenue by customer classes
- Bimonthly billing cycles
- Unbalanced billing cycles by month
- Year-end accrual adjustments determined in September 2021

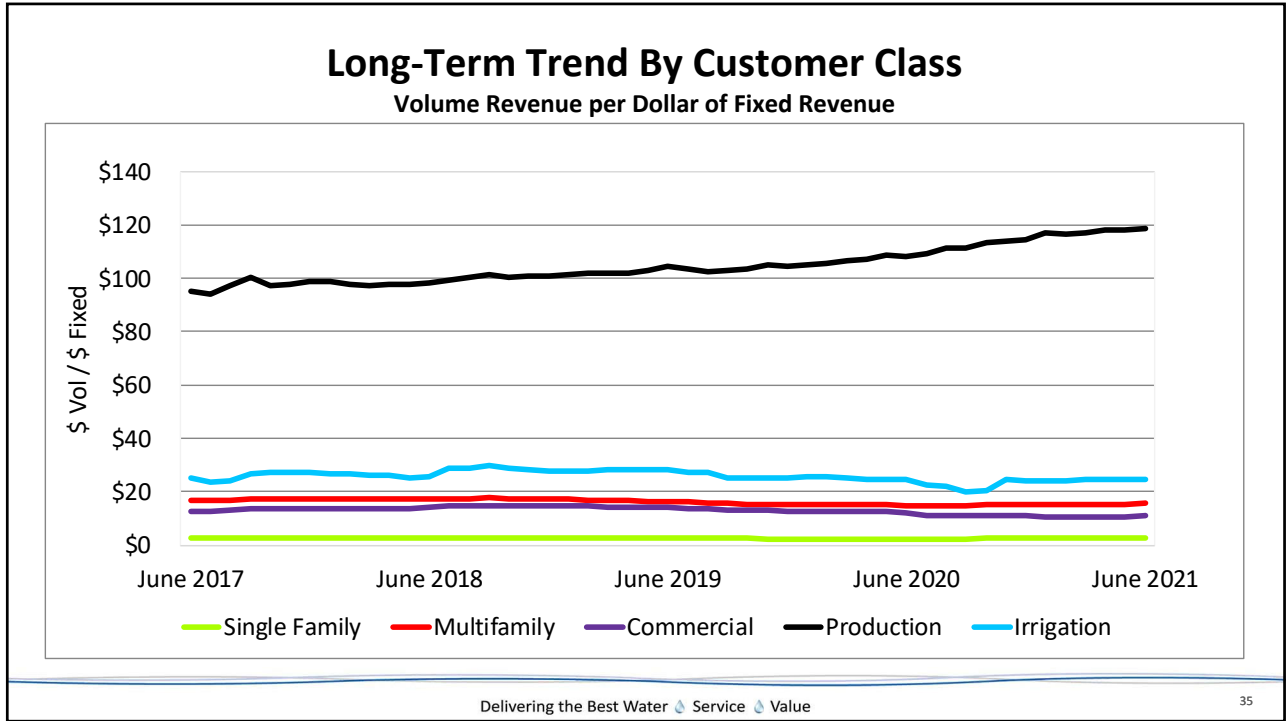
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## Metric to Assess Trends

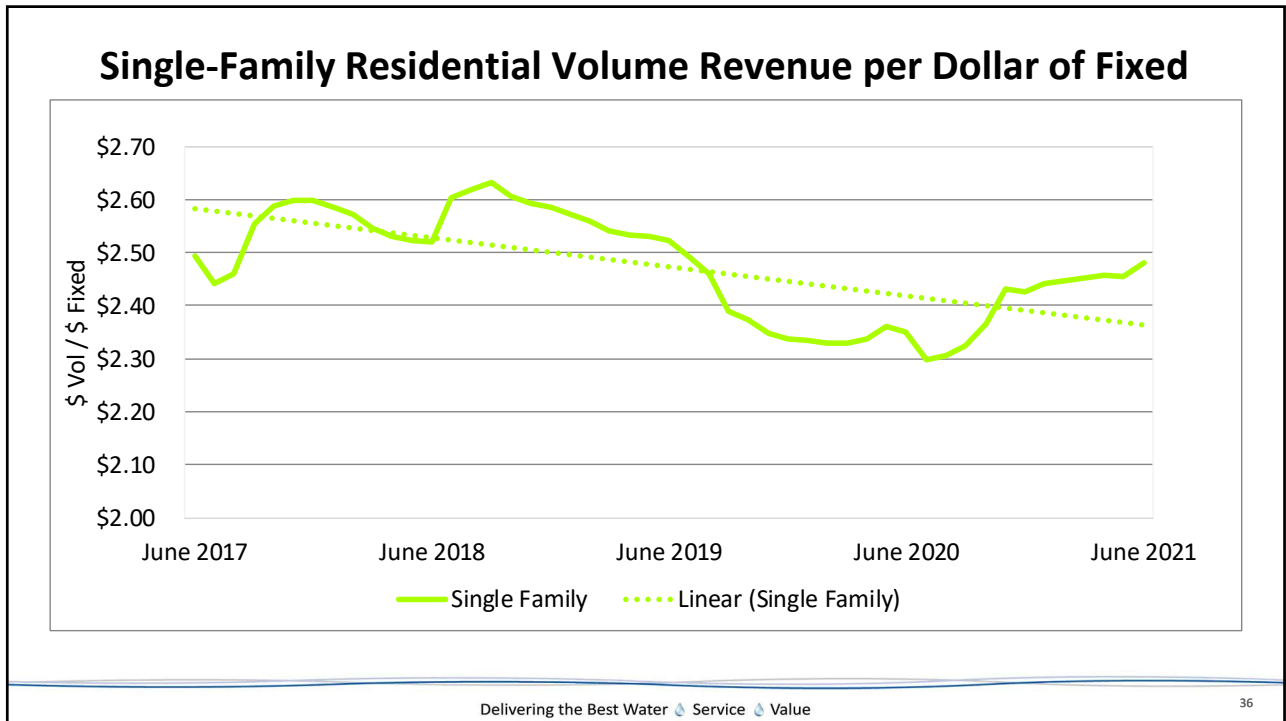
### Approach

- 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

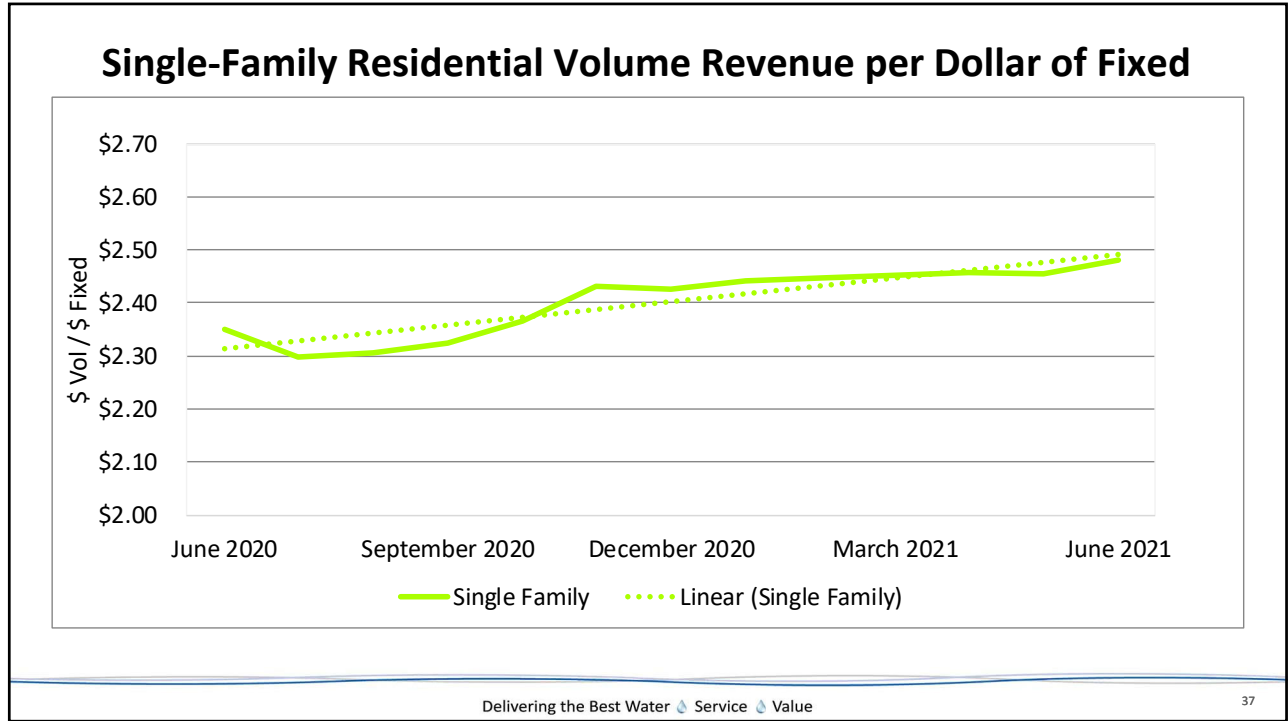
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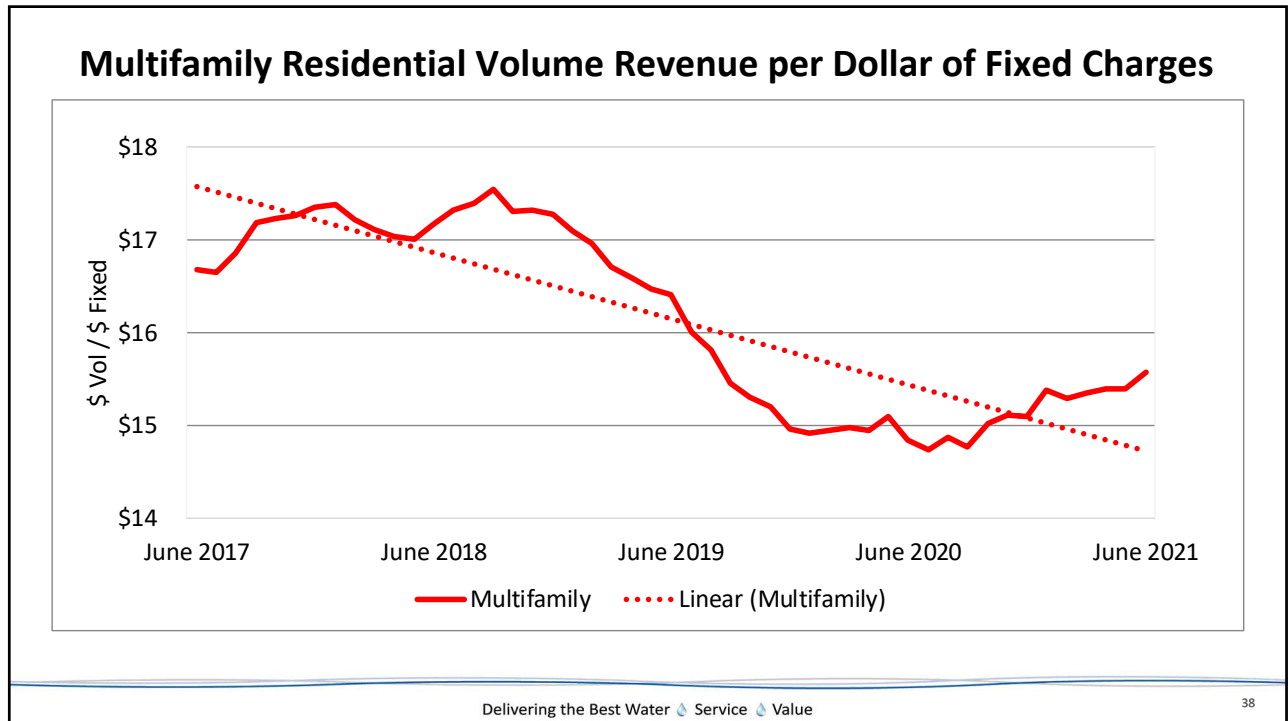
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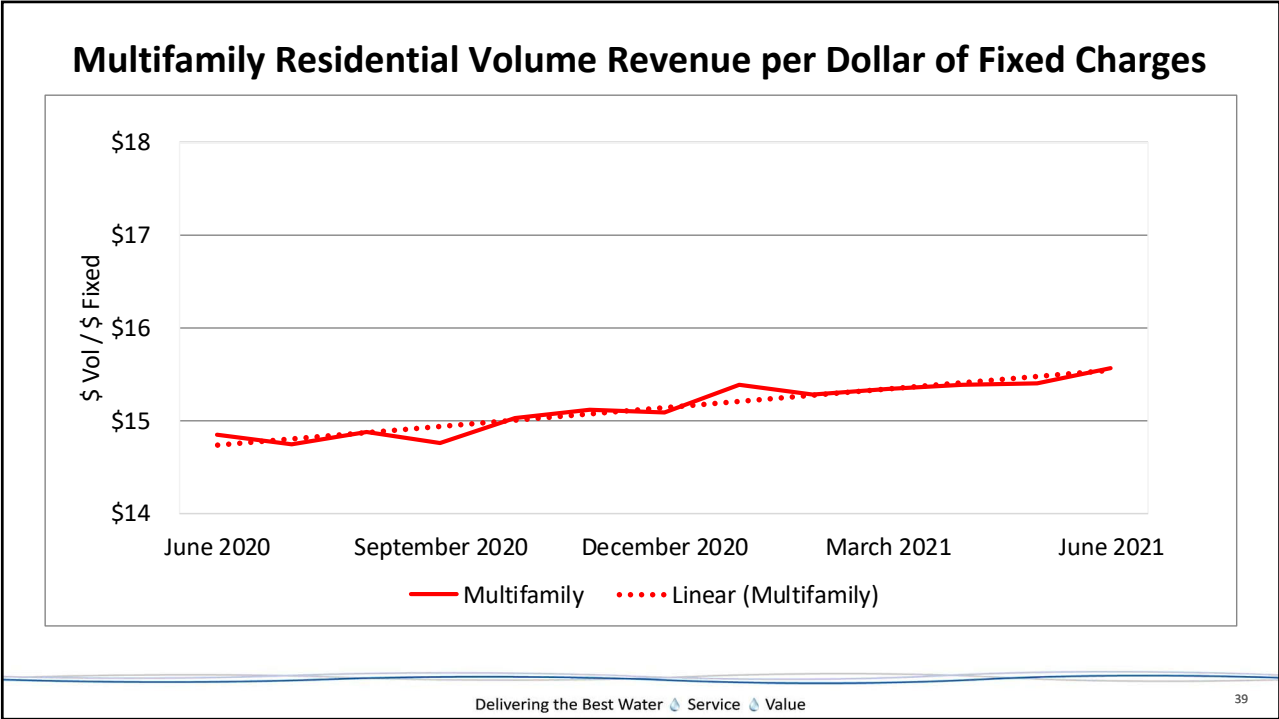


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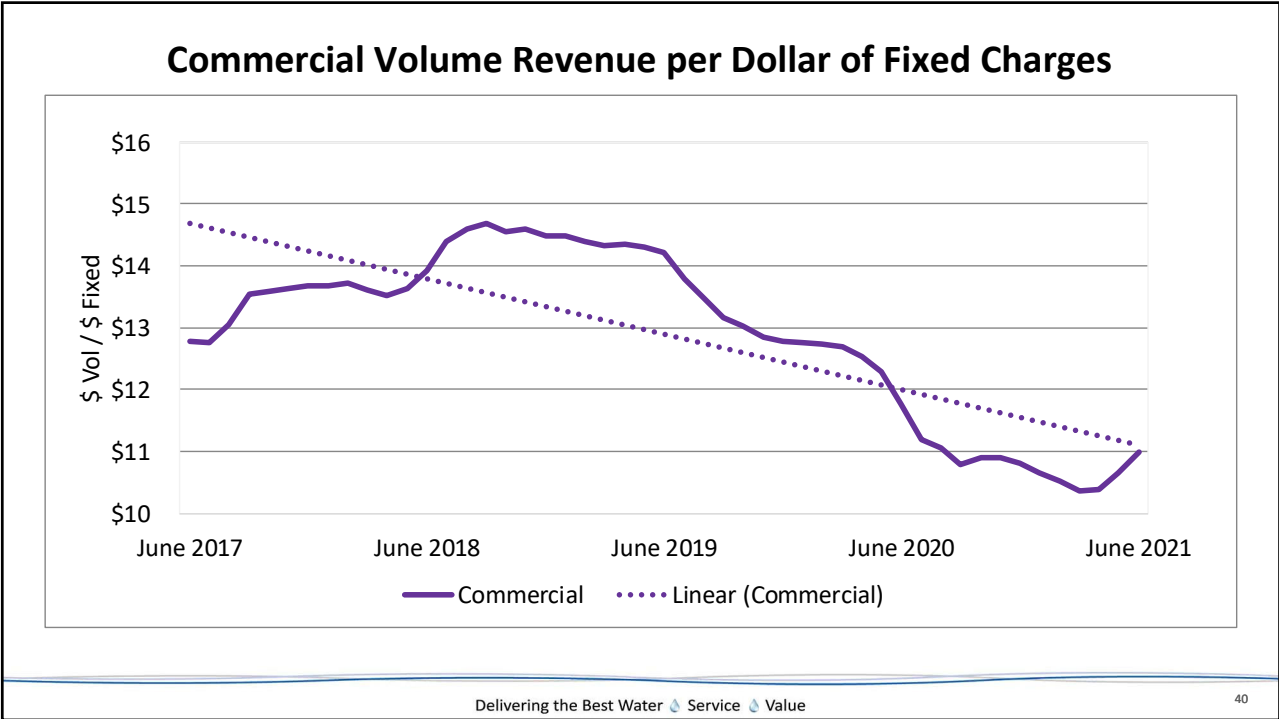


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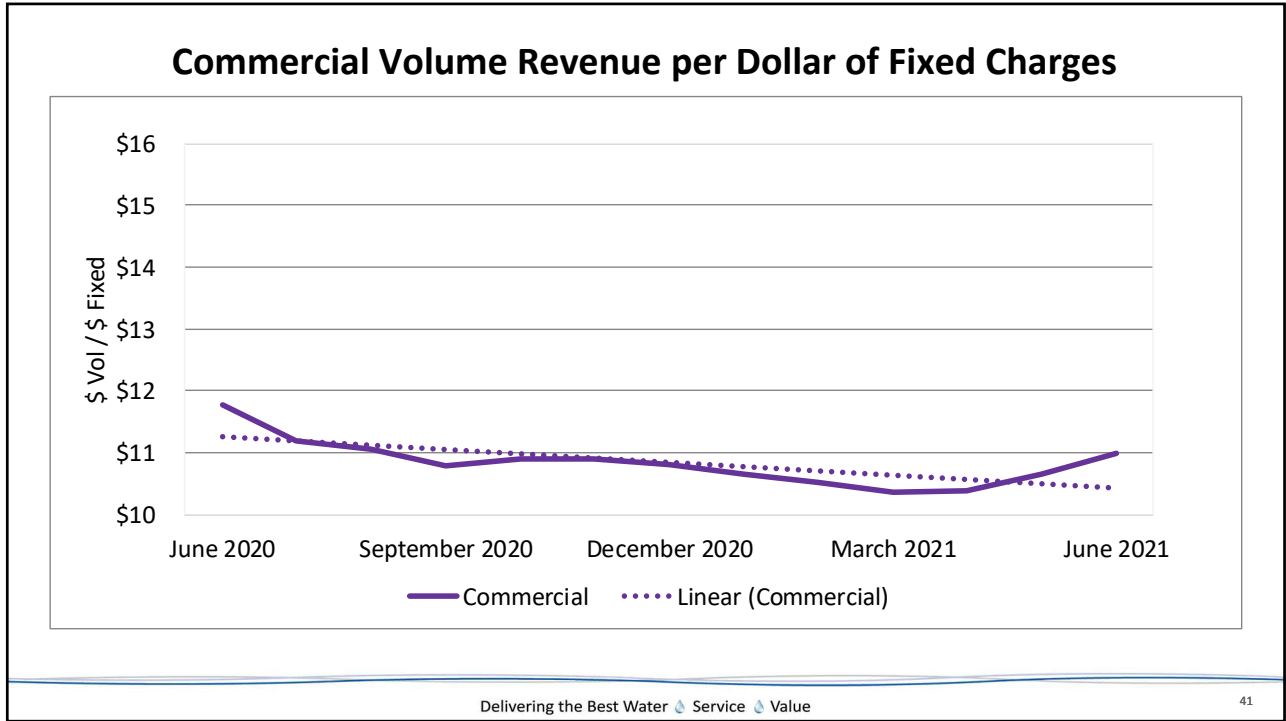




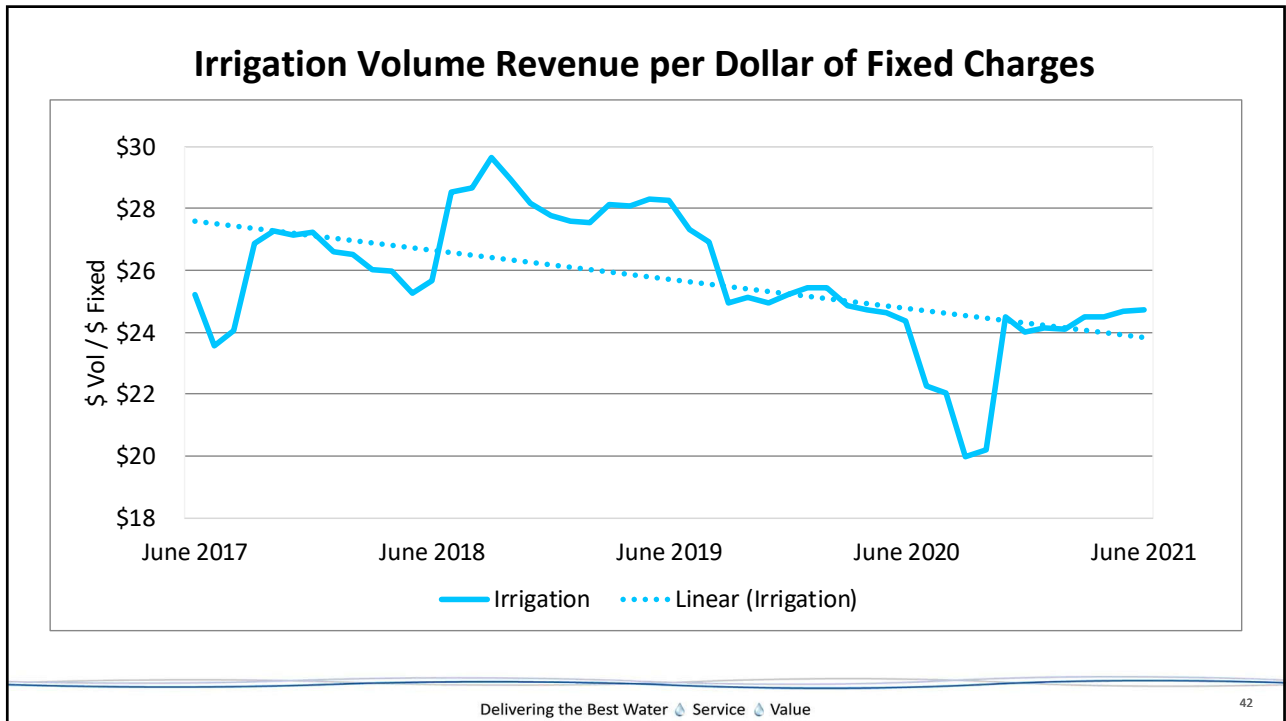
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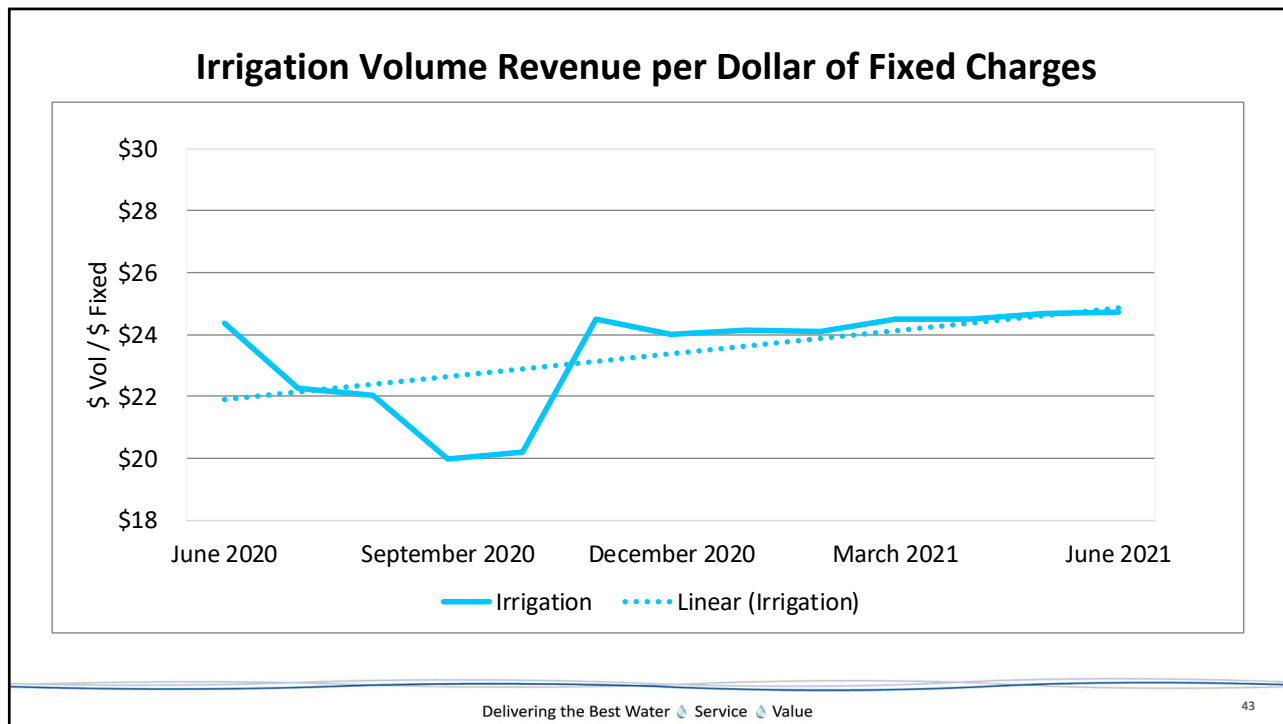
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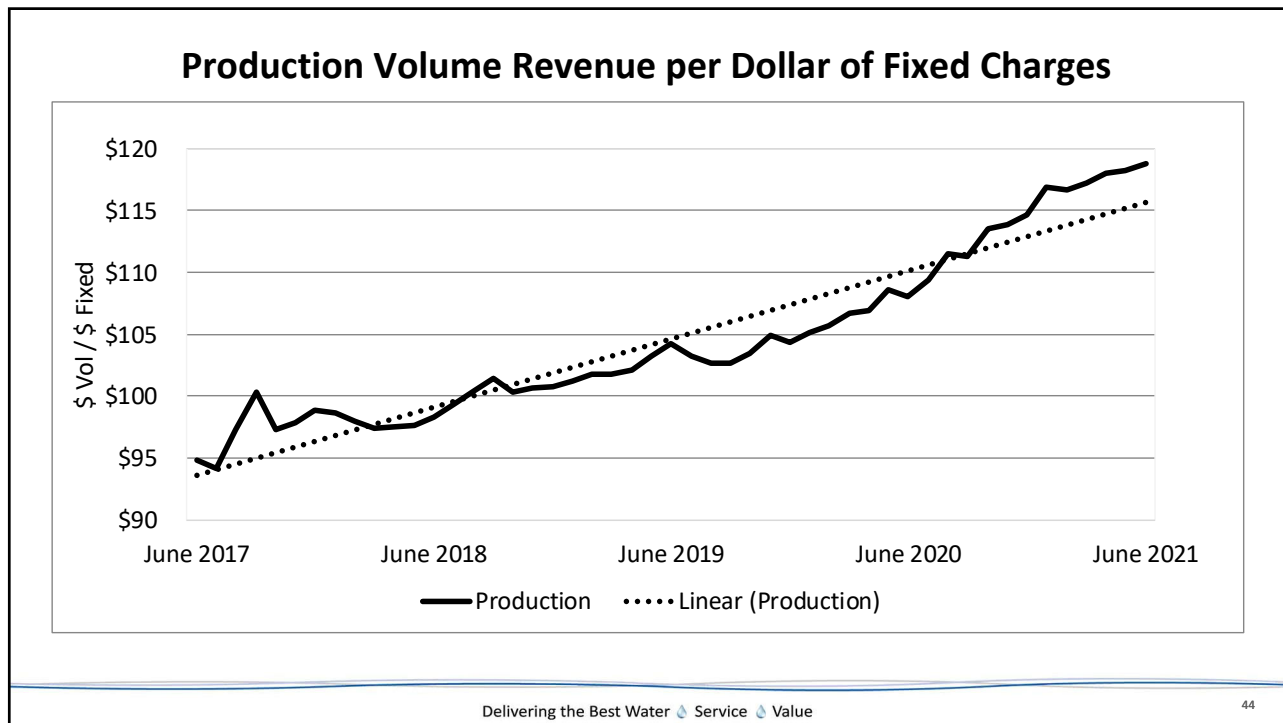
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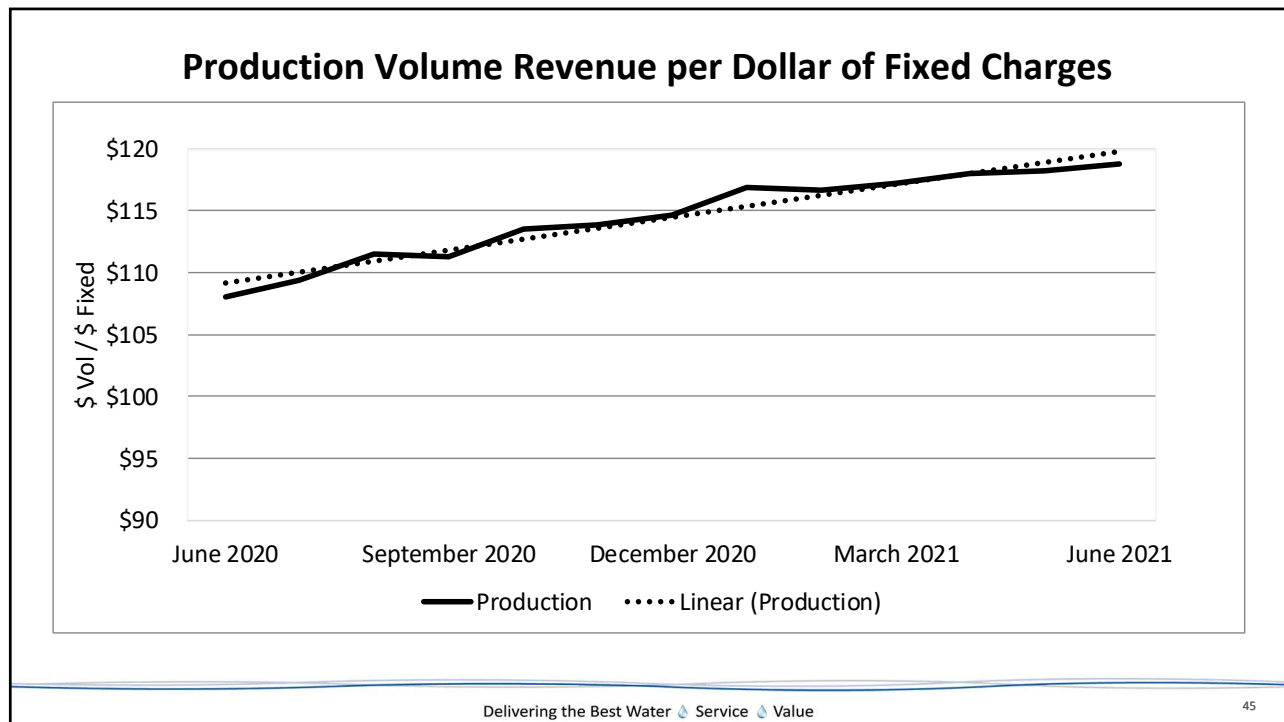
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### What We've Learned This Month

#### Revenue for June

- Unseasonably warm weather may be increasing outdoor water use
- Commercial class remains down, but appears to be recovering
- Single-family residential sales seem to have stabilized, may be improving
- Multifamily residential sees slight improvement
- Production class remains strong
- Accrual adjustments will be key in final revenue variance

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## Monitoring TVWD's Financial Performance



### Revenue

- Impact on future water sales



### Collections

- Capacity for customers to pay their water bills

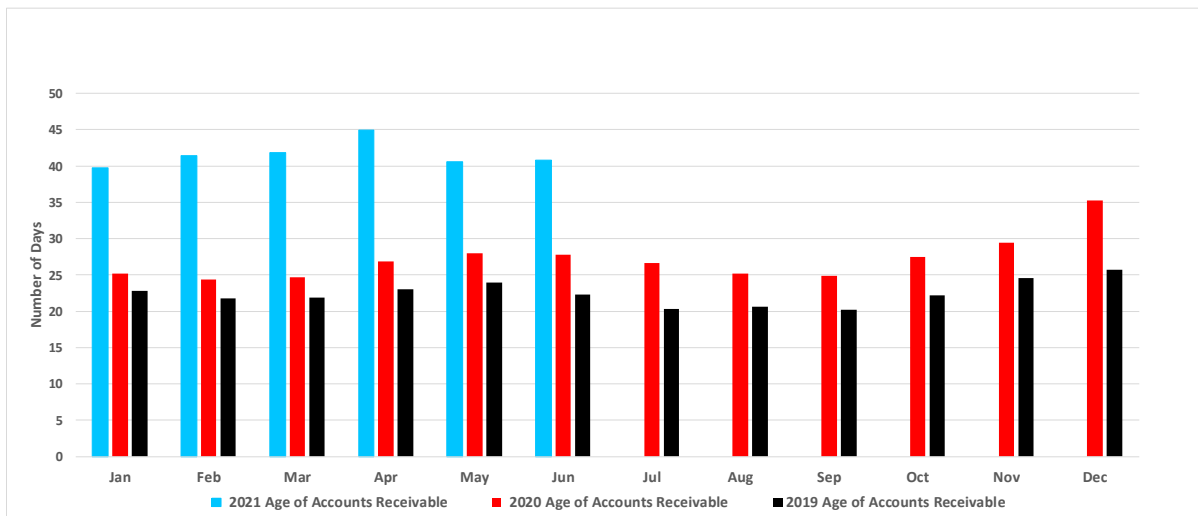


### Expenses

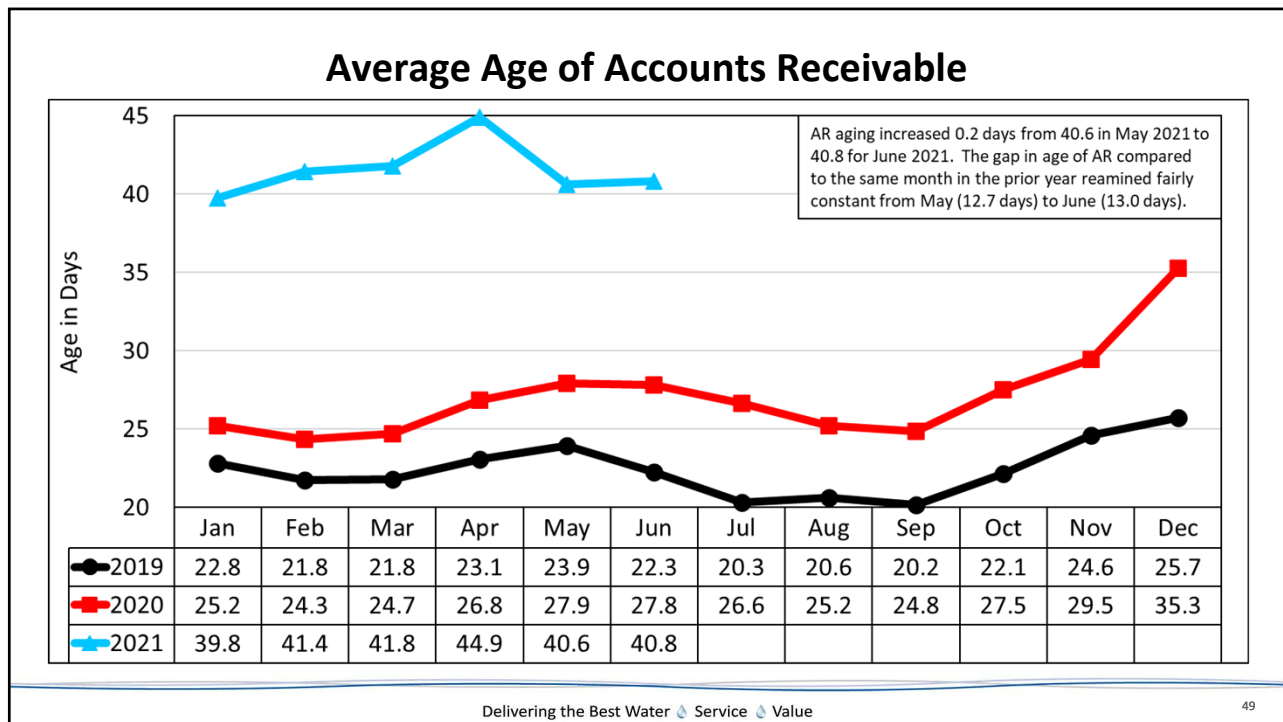
- Effect on budget to respond to COVID-19

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## Average Age of Accounts Receivable See Slight Decrease



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### Days Sales Outstanding

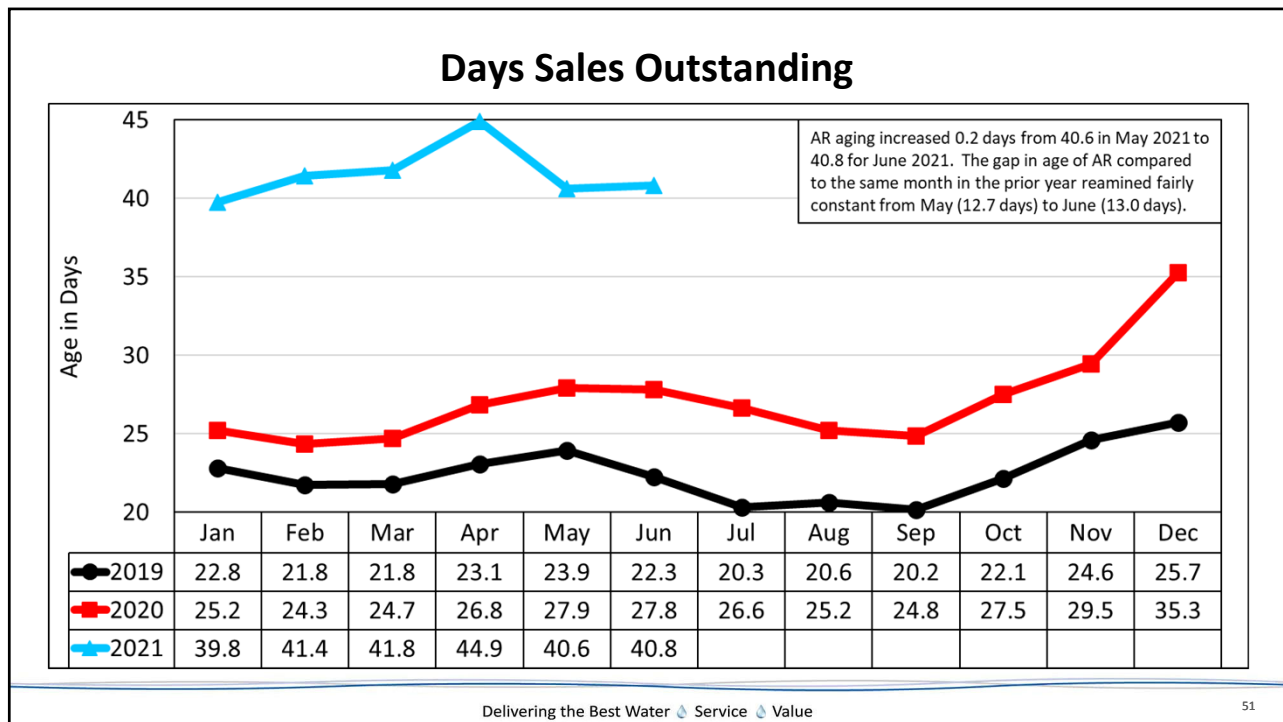
- Measures average number of days to collect on sales

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

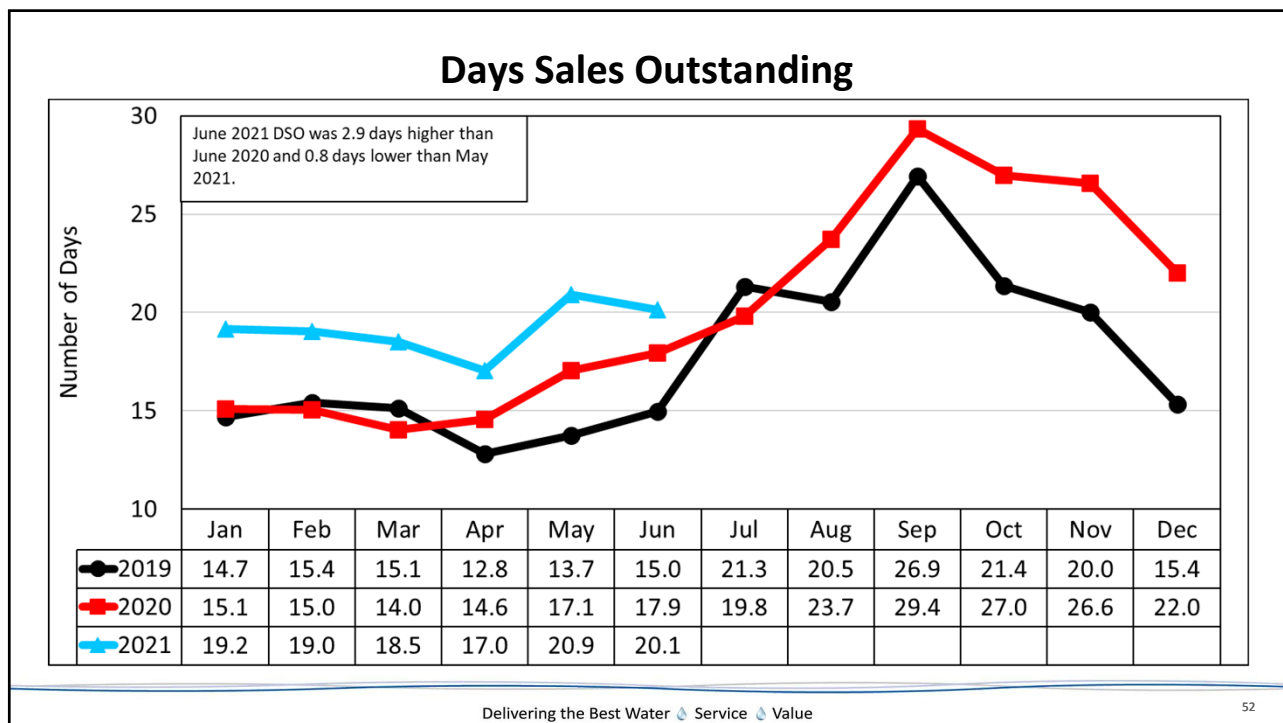
- Increases in Days Sales Outstanding could indicate collections challenges
- Proposed basis is years of sales to account for seasonality of water sales

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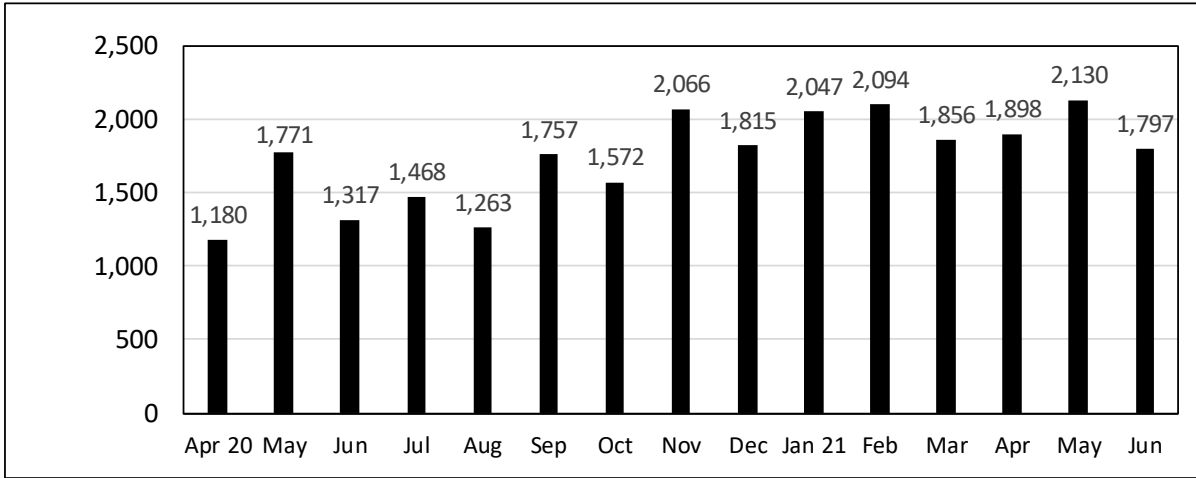


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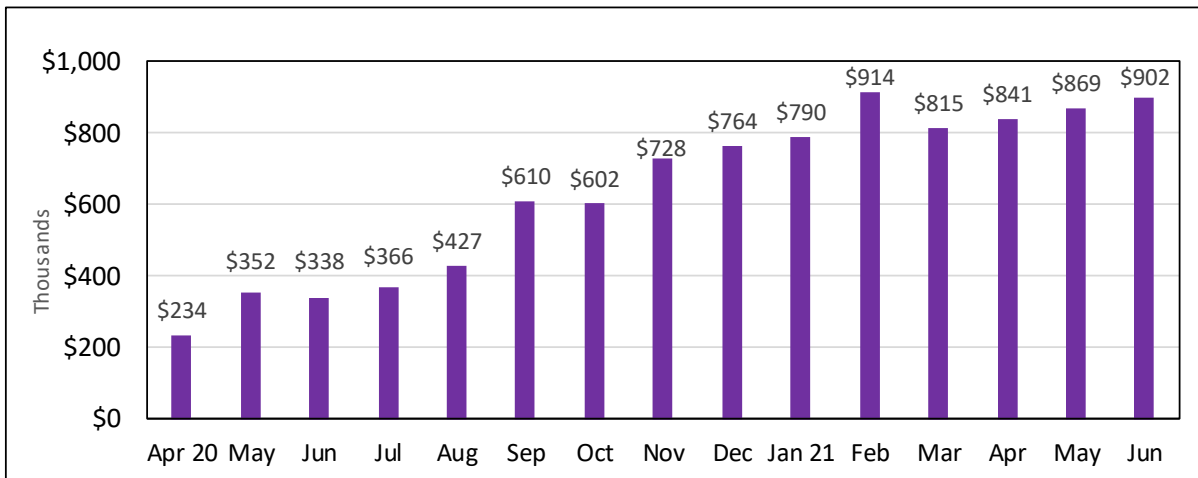
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### Number of Customers in "Shutoff" Status



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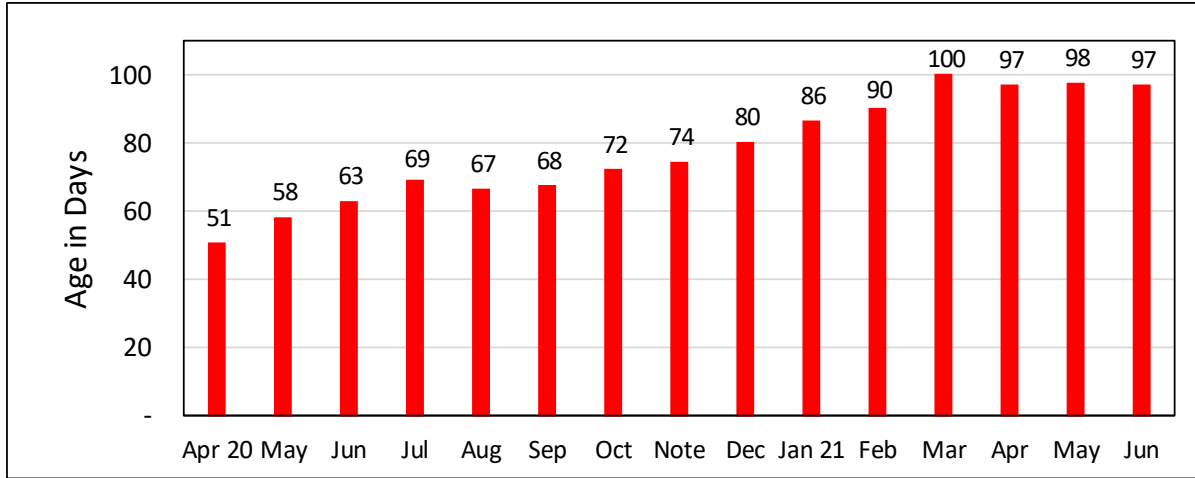
### Accounts Receivable of Customers in "Shutoff" Status



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### Age of Accounts Receivable of Customers in "Shutoff" Status

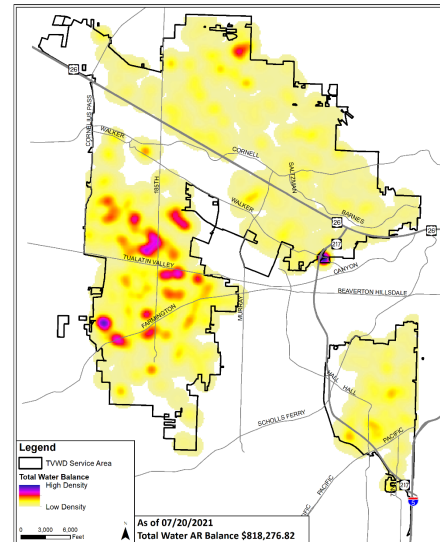


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### Locations of Struggling Customers

#### Heat map

- Based on District's GIS
- Shows density of dollar balances of bills by location
- Areas of most concern are more red/blue in color



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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

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## Reminder on Bad Debt Expense

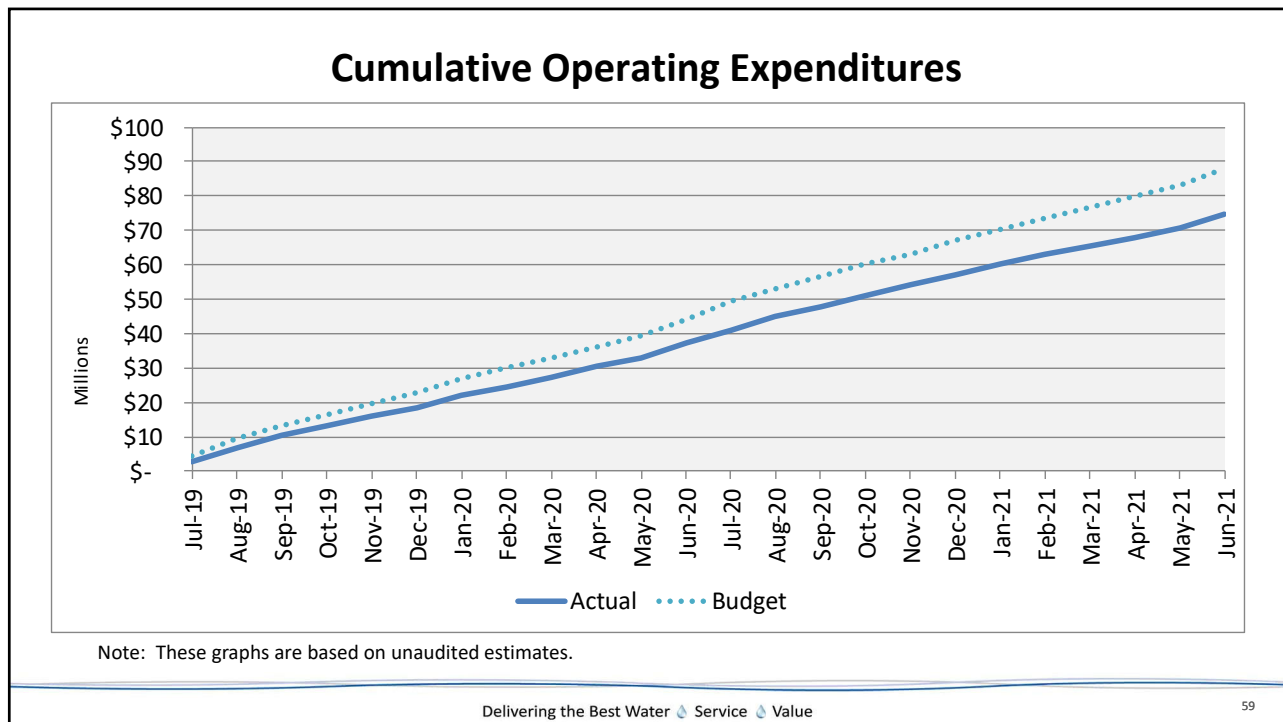
### Recent Adjustments

- 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 continues to monitor collections and allowance for doubtful accounts

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### Closing Thoughts

#### Final Thoughts

- Revenue seems to have stabilized at lower levels
- Likely to close the biennium with \$9.5 to \$12.5 million in unfavorable variance
- Final accrual adjustments will be key in determining biennium variance
- Taking actions to manage allowance for doubtful accounts


Delivering the Best Water Service Value

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**Questions and Comments**  
*Update on Financial Performance*

**Paul L. Matthews**  
Chief Financial Officer


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**Thank You**

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**Tualatin Valley Water District**  
  
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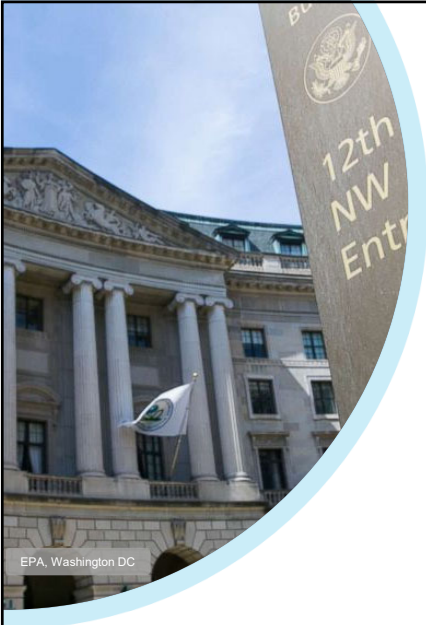
62



63



64



EPA, Washington DC


## LCRR RECAP\*

**What's changing and why are we starting this effort now?**

- The LCRR requires water systems to develop a lead service line (LSL) inventory or demonstrate absence of LSLs within 3 years of final rule publication
- EPA recently extending the compliance date in the LCRR by nine months to **October 16, 2024**
- LSL inventories must include both the public side (TVWD) and private side (customer) of the service line
- Compliance based categories: LSL, partially galvanized needing replacement, unknown, non-lead
- Submit to Oregon Health Authority (OHA) by above date

*Disclaimer: There's lot more to the LCRR as noted during the March Board meeting. Future updates will cover these aspects as TVWD works to implement all requirements of the LCRR.*


65 | Lead Service Line Inventory




65

## LSL Inventory

### Current Project Elements



66 | Lead Service Line Inventory



66

# WHERE ARE WE AT RIGHT NOW?

Several project elements already started

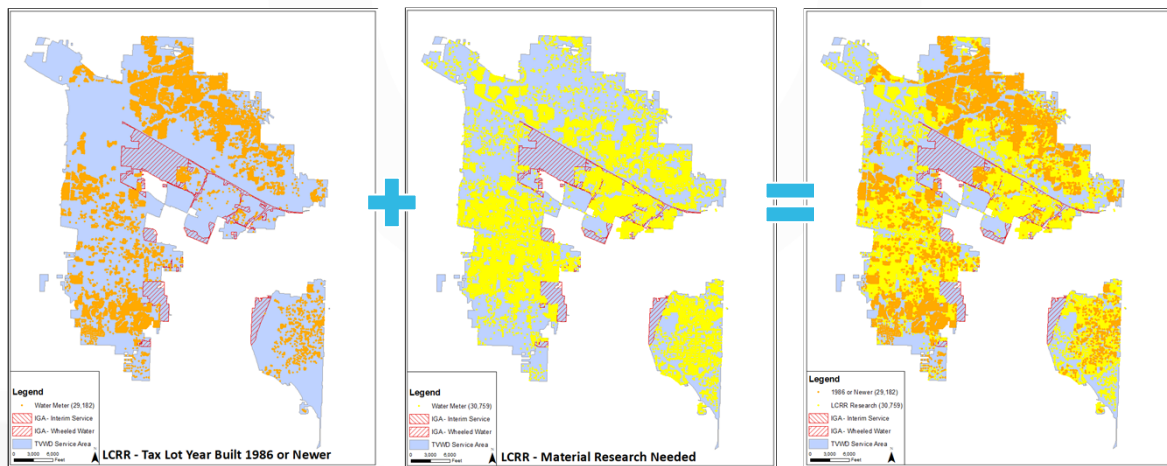
- ☑ Developed and refined process in GIS and Cityworks for staff to collect both front-side (TVWD) and back-side (customer) materials while performing meter condition assessments to support AMI planning
- ☑ Utilizing evidence-based approach as framework to establish data
  - Can staff visually inspect materials with a degree of confidence?
  - If yes, materials are captured
  - If no, data fields are marked as “not accessible” for further investigation
- ☑ Multiple data combinations are then paired to create LCRR classifications
  - For example, non lead service (TVWD side) + galvanized service (customer side) = no replacement needed

*Key takeaway? We're thinking this through now to establish accurate data for the entirety of the project*

67

# PRIORITIZING INSPECTIONS BASED ON 1985 LEAD BAN

Using what we know now to support our goal of defensible compliance data

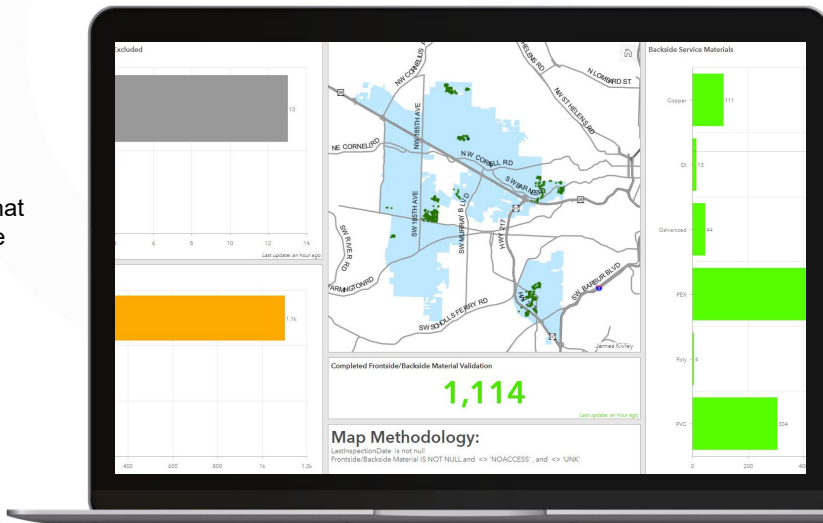


68

# PROGRESS

## Results to-date with this 'pilot' effort?

- ☑ Over 1,100 inspections performed
- ☑ Process has allowed us to refine data collection (i.e., what works for both field and office staff)
- ☑ Developed GIS-based dashboard to track progress
- ☑ To-date, most materials identified are copper, PEX, PVC and ductile iron
- ☑ No lead observed



# LSL Inventory

## Pending Project Elements



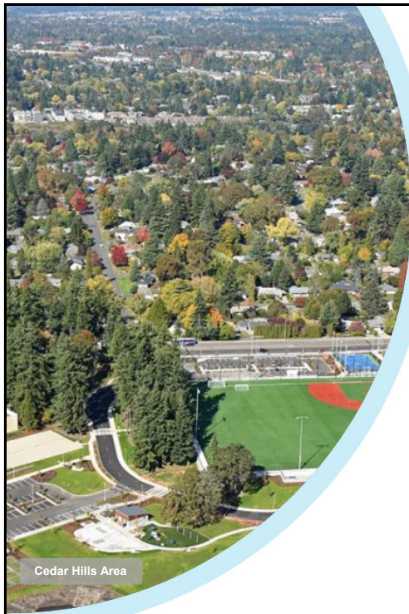




## PROJECT DEVELOPMENT

### Next steps for the remainder of 2021

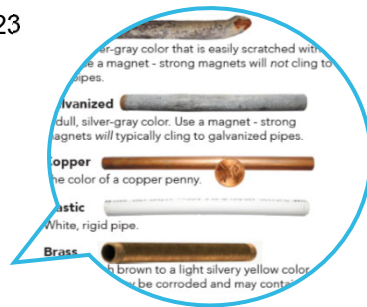
- Draft *Project Development Plan (PDP)* created to establish framework, objectives, etc.
- PDP establishes sub-project teams for specific areas of expertise
- Evaluating staffing needs to continue and/or expand field inspection process
  - With around 30,000 service lines needing evaluation within three (3) years, that's approximately 830 per month
  - How many resources (e.g., FTEs) do we need to apply in order to meet that objective?
- Utilizing GIS dashboards will help inform these decisions



## PROJECT DEVELOPMENT

### Next steps for the remainder of 2021

- TVWD Fiscal Year 2021-2023 Budget includes \$300k for professional and contract services
- Project will utilize this appropriation for:
  - Public outreach and communications for target areas
  - Potential investigative support
  - Data collection and management support



# Board Engagement

## Bringing These Elements Together



73 | Lead Service Line Inventory



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# KEY ITEMS FOR BOARD AWARENESS

## Putting the pieces of the puzzle together for TVWD Board awareness

### What are these key items of the LCRR?

- Submitting an LSL inventory *is* the regulatory requirement of the LCRR
- Having all materials identified by the October 16, 2024, compliance deadline *is not* required
- Materials categorized as unknown, LSL or partial galvanized needing replacement triggers additional actions:
  - Publicly available look-up tool (i.e., webpage)
  - Targeted notifications annually
  - Development of LSL Replacement Plan

### What are TVWD's goals?

- Ideally, to have all materials known *and* data ready by the compliance submission date
- How do we get there?
  - By bringing these elements together in a comprehensive and strategic project plan (in-progress)
  - Providing the TVWD Board regular updates during the next three (3) years
  - Engaging with OHA on expectation for LSL inventories (in-progress)

74 | Lead Service Line Inventory



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Willamette River



**TUALATIN VALLEY**  
WATER DISTRICT

**THANK YOU**

Joel Cary

# Tualatin Valley Water District



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## Report of Meetings Attended

### Commissioner Bernice Bagnall


Date	Meeting or Function	Purpose	\$	Claimed
6/17/2021	District Recorder	Oath of office/document signing	50.00	X Yes <input type="checkbox"/> No
6/24/2021	WEA	Mayor's Forum	50.00	X Yes <input type="checkbox"/> No
7/9/2021	JWC meeting	Curtailment plan, chlorine prices, etc.	50.00	X Yes <input type="checkbox"/> No
7/21/2021	Board meeting	District Business	50.00	X Yes <input type="checkbox"/> No
			\$200	<input type="checkbox"/> Yes <input type="checkbox"/> No
			OK to pay	<input type="checkbox"/> Yes <input type="checkbox"/> No
			D Carper	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

ORS 198.190, "A member of the governing body of a district may receive, not to exceed \$50.00 for each day or portion thereof as compensation for services performed as a member of the governing body. Such compensation shall not be deemed lucrative. The governing body may provide for reimbursement of a member for actual and reasonable traveling and other expenses necessarily incurred by a member in performing official duties." *Please note that in accordance with ORS 294.331 (3) members of the budget committee shall receive no compensation for their services as members of such committee.*

By Board Resolution 02-14, an amount equal to the unclaimed funds for services will be transferred to the District's Customer Emergency Assistance Program.

# Tualatin Valley Water District



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## Report of Meetings Attended

### Commissioner Jim Doane

Date	Meeting or Function	Purpose	\$	Claimed
21 July	Regular Meeting		50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
20 July	Meeting with Tom Hickman		50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9 July	BRJOC/JWC		50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
28 June	BRJOC/JWC Pre-Meeting		50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
			\$200	<input type="checkbox"/> Yes <input type="checkbox"/> No
			OK to pay CEAP D Carper	<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

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# Tualatin Valley Water District



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## Report of Meetings Attended

Commissioner Jim Duggan

Date	Meeting or Function	Purpose	\$	Claimed
06/29/2021	Drive-by Swearing-In-Ceremony	Oath of Office; New Term	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
07/01/2021	WWSS Board Meeting	Regular Monthly Mtg	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
07/12/2021	Meeting with Paul and Todd	Agenda Planning	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
07/21/2021	TVWD Board Meeting	Regular Monthly Mtg	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
			\$200	<input type="checkbox"/> Yes <input type="checkbox"/> No
			OK to pay D Carper	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
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				<input type="checkbox"/> Yes <input type="checkbox"/> No

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# Tualatin Valley Water District



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## Report of Meetings Attended

### Commissioner Todd Sanders

Date	Meeting or Function	Purpose	\$	Claimed
7/21/2021	Monthly Board Meeting	Lead Line Inventory requirements	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7/12/2021	Meet with CFO and Vice Chair	Establish Agenda for Monthly Board Meeting	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
			\$100	<input type="checkbox"/> Yes <input type="checkbox"/> No
			OK to pay D Carper	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
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Report of Meetings Attended

**Commissioner Dick Schmidt**

Date	Meeting or Function	Purpose	\$	Claimed
07092021	JWC		50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
07212021	Regular board		50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
06232021	Swear-in by Debbie		50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
			\$150	<input type="checkbox"/> Yes <input type="checkbox"/> No
			OK to pay	<input type="checkbox"/> Yes <input type="checkbox"/> No
			D Carper	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

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## Debbie Carper

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**From:** Todd Sanders  
**Sent:** Tuesday, July 27, 2021 8:40 AM  
**To:** Debbie Carper  
**Subject:** Re: Meetings attended forms approval

I approve the July Meetings Attended forms for all Commissioners.

Thanks,

---

**From:** Debbie Carper <[Debbie.Carper@tvwd.org](mailto:Debbie.Carper@tvwd.org)>  
**Sent:** Tuesday, July 27, 2021 7:12 AM  
**To:** Todd Sanders <[Todd.Sanders@tvwd.org](mailto:Todd.Sanders@tvwd.org)>  
**Subject:** RE: Meetings attended forms approval

Good morning! I've attached the revised form. Do I have your approval on all four?

Debbie C.

---

**From:** Debbie Carper <[Debbie.Carper@tvwd.org](mailto:Debbie.Carper@tvwd.org)>  
**Sent:** Thursday, July 22, 2021 7:27 AM  
**To:** Todd Sanders <[Todd.Sanders@tvwd.org](mailto:Todd.Sanders@tvwd.org)>  
**Subject:** Meetings attended forms approval

Good morning!

Could you please send me your email approval of the attached forms?

### Debbie Carper, MMC

District Recorder

1850 SW 170th Avenue, Beaverton, OR 97003

*direct* 503-848-3014

[debbie.carper@tvwd.org](mailto:debbie.carper@tvwd.org)

[www.tvwd.org](http://www.tvwd.org)

### Tualatin Valley Water District

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