



**TUALATIN VALLEY**  
WATER DISTRICT

# Board Meeting Minutes

May 18, 2022

## REGULAR SESSION – 6:08 PM

### CALL TO ORDER

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

Staff Present: Tom Hickmann, PE, Chief Executive Officer; Clark Balfour, General Counsel; Paul Matthews, Chief Financial Officer; Joe Healy, Senior Management Analyst; Carrie Pak, PE, Chief Engineer; Nicholas Augustus, PE, Engineering Division Manager; Pete Boone, PE, Water Operations Division Manager; Dave Kraska, PE, Water Supply Program Director; Tim Boylan, IT Services Director; Andrew Carlstrom, Customer Service Manager; Paul Visser, Waterworks Operator – Valve Crew; Chris Johnson, Field Customer Service Supervisor; Andrea Watson, Communications and Public Affairs Supervisor; Debbie Carper, District Recorder

Other Attendees: Kylie Bayer; Morris Yasavolian

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

Mr. Hickmann reported on Portland *Cryptosporidium* testing results, gave an update on legislative funding requests, highlighted the District's receipt of Excellence in Communications Awards and gave an overview of the Talkin' Water presentation on water efficient irrigation on May 9 (see attached presentation). He also announced the District was unsuccessful in pursuing a Bureau of Reclamation grant for the automated metering infrastructure (AMI) project. Then he introduced the District's new HR Director, Kylie Bayer, who will be starting on June 27.

Mr. Balfour gave the safety moment on electrical safety tips.

Mr. Balfour gave the department report on various projects he is working on and recent legal cases of interest (see attached presentation).

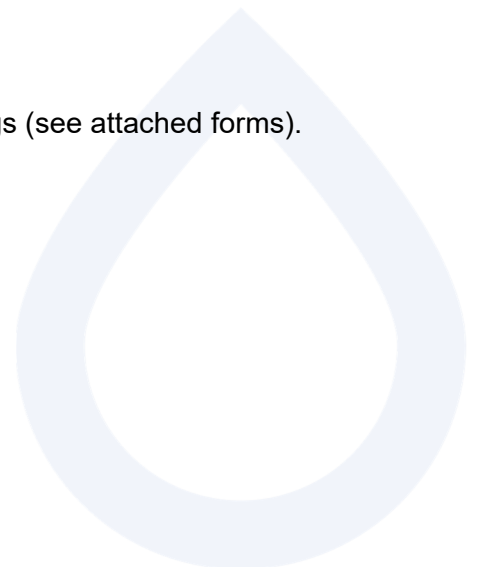
### COMMISSIONER COMMUNICATIONS

#### 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**

Morris Yasavolian, District customer, said he returned from a business trip and discovered a water leak that generated a bill of \$17,911.79. He attributed the leak to blasting at the nearby Baker Rock Resources quarry. He was approved for a water loss adjustment which resulted in an \$11,557.54 credit to his account. He asked the Board to credit the remainder of his bill and adopt a policy of 100% bill forgiveness for customers experiencing similar types of leaks while out of town.

### **1. CONSENT AGENDA**

- A. Approve the April 20, 2022, regular meeting minutes.
- B. Approve the May 3, 2022, work session minutes.
- C. Adopt Resolution 05-22, a resolution authorizing the Chief Executive Officer to extend the audit services agreement with Moss Adams LLP for two additional years.

Motion was made by Doane, seconded by Bagnall, 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 06-22, a resolution approving the Intergovernmental Agreement (IGA) Between Tualatin Valley Water District and the City of Beaverton for System Interconnection at SW Kemmer Road, to allow for providing reliable water service to present and future customers in the event of an emergency or planned maintenance of pumping facilities. *Staff Report – Nick Augustus*

Mr. Augustus described the main points of the IGA (see attached presentation).

Motion was made by Doane, seconded by Bagnall, to adopt Resolution 06-22, a resolution approving the Intergovernmental Agreement Between Tualatin Valley Water District and the City of Beaverton for System Interconnection at SW Kemmer Road. The motion passed with Bagnall, Doane and Sanders voting in favor. Commissioner Duggan abstained since he is employed by the City of Beaverton.

- B. Consider adopting the Rate Advisory Committee (RAC) Charter. *Staff Report – Andrea Watson, Paul Matthews*

Ms. Watson reviewed the RAC schedule and scope of work, including the specific policy questions the RAC will be asked to discuss (see attached presentation).

Motion was made by Duggan, seconded by Bagnall, to adopt the RAC Charter. The motion passed unanimously with Bagnall, Doane, Duggan and Sanders voting in favor.

- C. Consider adopting Resolution 07-22, a resolution approving the District's 2022-23 Financial Plan. *Staff Report – Paul Matthews*

Mr. Matthews reviewed the financial management process, the purpose and intended audience of the Financial Plan, an overview of the Plan document, proposed changes based on key assumptions and results and the next steps following Plan approval (see attached presentation).

Motion was made by Bagnall, seconded by Doane, to adopt Resolution 07-22, a resolution approving the District's 2022-23 Financial Plan. The motion passed unanimously with Bagnall, Doane, Duggan and Sanders voting in favor.

Mr. Matthews noted the latest financial performance update was included in the meeting materials.

- D. Consider adopting Resolution 08-22, a resolution establishing the cost-of-living adjustment (COLA) for employee compensation. *Staff Report – Paul Matthews*

Mr. Matthews described issues with including the consumer price index (CPI) in the District's pay adjustment formula and shared projected salary increases based on various caps to the CPI (see attached presentation).

Motion was made by Duggan, seconded by Doane, to adopt Resolution 08-22, a resolution establishing the COLA for employee compensation. The motion passed unanimously with Bagnall, Doane, Duggan and Sanders voting in favor.

### **3. INFORMATIONAL PRESENTATION**

- A Customer Information System (CIS) Implementation Update. *Staff Report – Andrew Carlstrom*

Mr. Carlstrom reviewed the CIS project purpose and implementation schedule (see attached presentation). He said the project remains on track for a July 5 go-live. Customers will need to register for the new customer self-service portal, and autopays will automatically continue after go-live. Finally, he reminded the Board of the customer communication plan.

### **ADJOURNMENT**

There being no further business, President Sanders adjourned the meeting at 7:41 p.m.

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Todd Sanders, President

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Jim Doane, Secretary



## PORTLAND CRYPTOSPORIDIUM RESULTS

For the month of April 2022, the Portland Water Bureau reported no *Cryptosporidium* oocyst detections in water samples collected from the Bull Run Headworks. Complete results of Portland's *Cryptosporidium* monitoring are posted on the City's website.

## LEGISLATIVE UPDATE

Congresswoman Bonamici submitted Tualatin Valley Water District's Community Project Funding request for the Willamette Water Supply System project to the Appropriations Committee for consideration. The request was submitted at \$3,000,000. It has been conveyed to us that Congresswoman Bonamici will continue working with Committee and House leadership to advocate for the inclusion of this project in the final bill.

## DISTRICT EARNS THREE COMMUNICATIONS AWARDS

Tualatin Valley Water District earned three 2022 Excellence in Communications Awards from the Pacific Northwest Section of America Water Works Association (PNWS-AWWA). These are merit-based awards, which achieve a standard of excellence in the criteria of message, idea, goal and alignment with the need to know standard for water industry continuing education units. The entries are judged by a panel of communications and public relations experts within and beyond the water industry.

- Video Series: Talkin' Water Virtual Customer Events
- Calendar: Emergency Preparedness Calendar
- Consumer Confidence Reports: Tualatin Valley Water District's Water Quality Report

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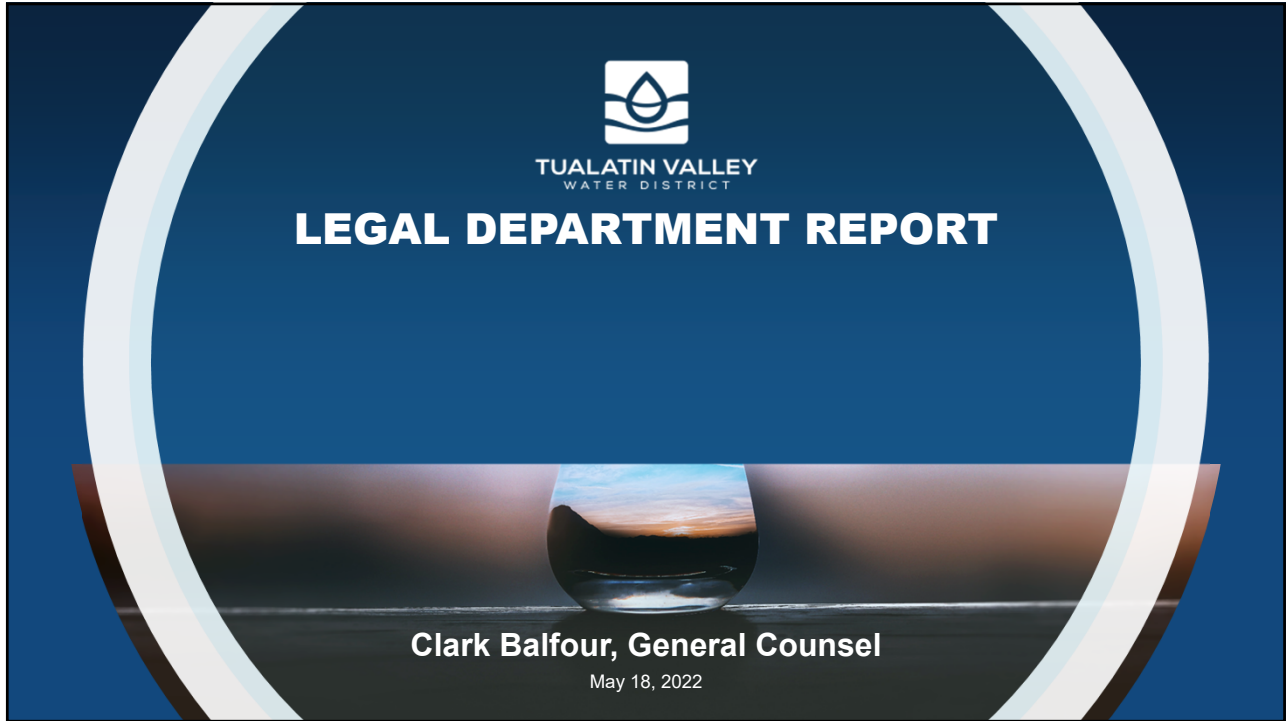
## TALKIN' WATER

The most recent Talkin' Water episode featured tips for setting up automatic irrigation systems for spring/summer use. Information was shared with 75 guests and related to using water wisely, making repairs, claiming rebates and backflow testing requirements. The content was provided by Steve Carper, Water Conservation Technician, and Kahlil Howell, Senior Water Quality Inspector.

Customers can locate the recorded presentation and a collection of how-to videos at: <https://linktr.ee/TalkinWater>

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## ONGOING MATTERS

An aerial photograph of a residential and commercial area. A red rectangular box highlights a specific area labeled "City Property" which contains a large circular structure. An orange line traces a path along "Kemmer Road" and "COB O&M". Other labels include "TVWD Property" and "Walker Road".

- CIS 
- Kemmer Road Intertie/Walker Road Connection
- Walker Road Emergency Connection

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## CONTRACTING

- Supply Agreements
- Audit Extension
- Mission, Vision, Values, Strategic Planning
- Class/Compensation Study



## OTHER ITEMS

- WIF/WWSS Easement Finalization
- Pending Litigation Matter
- HB 4061 Bulk Water Purchasers
- Walton v. Neskowin Regional Sanitary Authority
- Bialostosky v. Cummings
- City of Portland v. Bartlett





TUALATIN VALLEY  
WATER DISTRICT

# INTERGOVERNMENTAL AGREEMENT BETWEEN TVWD AND THE CITY OF BEAVERTON FOR SYSTEM INTERCONNECTION AT SW KEMMER ROAD

Nicholas Augustus, P.E.

May 18, 2022

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## IGA BETWEEN TVWD AND THE CITY OF BEAVERTON FOR SYSTEM INTERCONNECTION AT SW KEMMER ROAD

Mutually beneficial


- Single supplies to Cooper Mountain
- Saves cost / reduces impact

Connects Cooper Mountain Reservoirs

- Emergency / planned outage only
- Isolation valves would be operated
- SCADA to indicate flow



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## IGA BETWEEN TVWD AND THE CITY OF BEAVERTON FOR SYSTEM INTERCONNECTION AT SW KEMMER ROAD

### Infrastructure included

- City waterline
- TVWD waterline
- Valve vault

### Contracting

- City to design and construct City waterline and vault
- TVWD to design and construct ~1,500-ft 24-inch waterline in Kemmer Rd



## QUESTIONS?

Consider adopting a resolution approving the Intergovernmental Agreement Between Tualatin Valley Water District and the City of Beaverton for System Interconnection at SW Kemmer Road.

# Rate Advisory Committee Charter Adoption

Andrea Watson  
Communications and Public Affairs Supervisor



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## RATE ADVISORY COMMITTEE

### Rate Advisory Committee Schedule

- Board adopt Charter – May 18
- Appoint members – June 15
- Meet and report progress – Fall and Winter
- Receive recommendations - Winter
- Report accomplishments of RAC - Early 2023
- Report on actions taken from the recommendation list - ongoing

### Rate Advisory Committee Scope of Work

- Meet
- Study customer affordability issues
- Make recommendations to the Board of Commissioners related to customer affordability and rate design



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# POLICY QUESTIONS

## Affordability

### Affordability and Rate Structure

1. Should the District address affordability within its rate structure?
2. If the District addresses affordability in its rate structure, what are the options for doing so?
3. What are the other policy considerations (e.g., who will qualify for the affordability rate structure, how will the lost revenue from the affordability rate structure be recovered)?

### Affordability Programming

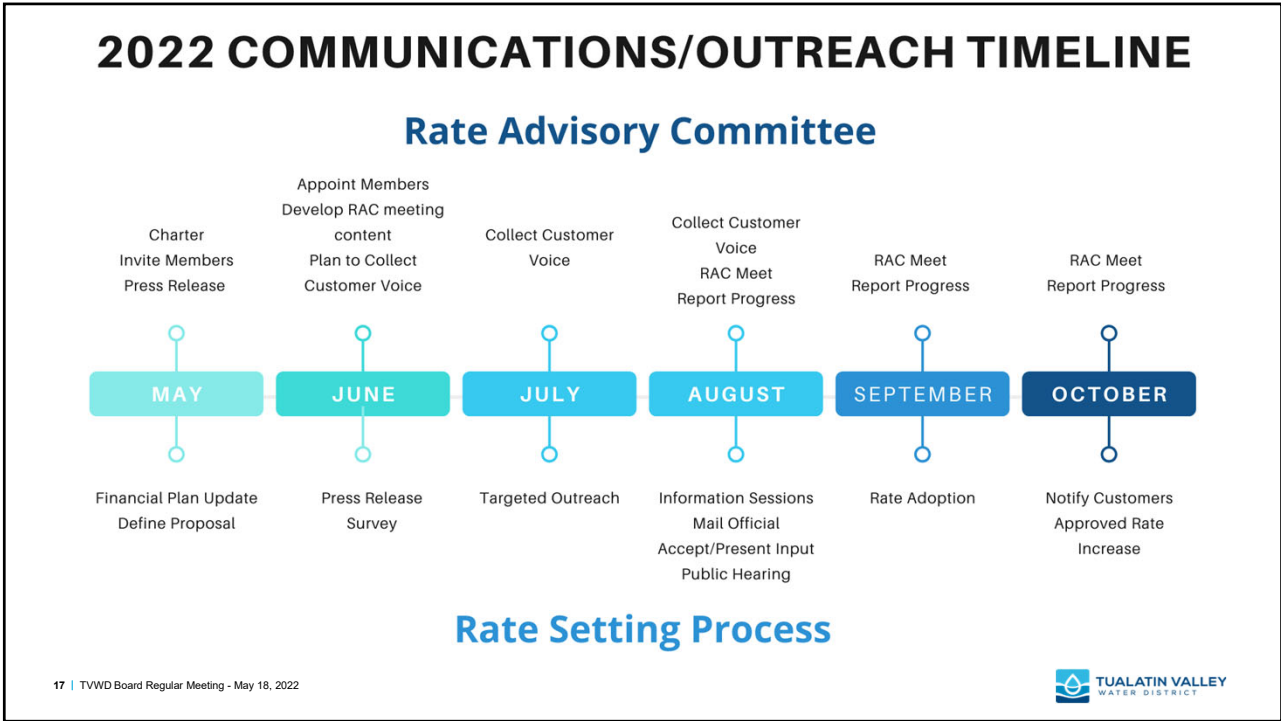
1. Should the District offer additional customer assistance programs, beyond the customer emergency assistance program to address affordability?
2. If so, what are the options for doing so?
3. What are the other policy considerations (e.g., who will qualify individuals for affordability programs, how will rates recover the costs associated with these programs)?

# POLICY QUESTIONS

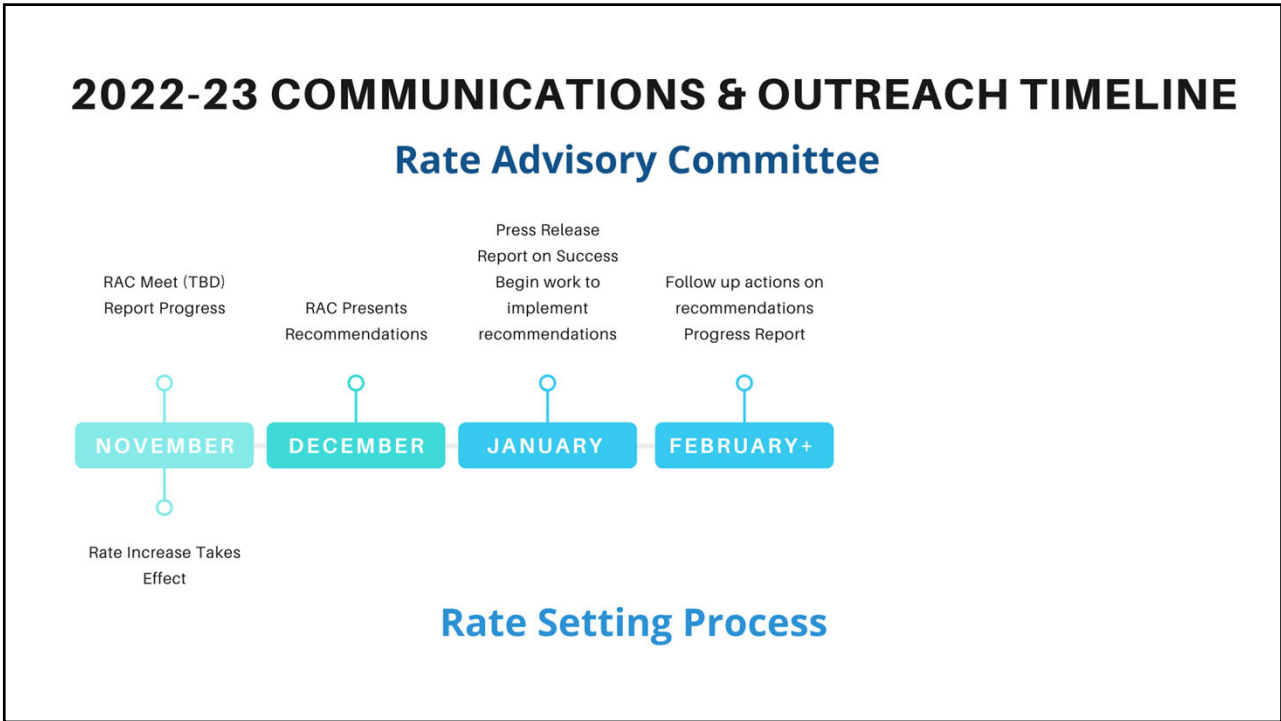
## Rate Design

### Rate Design

1. Should the District adjust the allocation of revenue received from its fixed and volume charges?
2. Should the District adjust its block rate structure (i.e., the amount of water allowed under each block and the relative differences in rates between the blocks)?



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# 2022-23 Financial Plan

*Board Regular Meeting*

May 18, 2022



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## Overview

### Tonight's Discussion

- Financial Management Process
- Purpose and Intended Audience of *2022-23 Financial Plan*
- Overview of the *2022-23 Financial Plan* Document
- Proposed Financial Plan
  - Key Assumptions
  - Key Results
- Next Steps

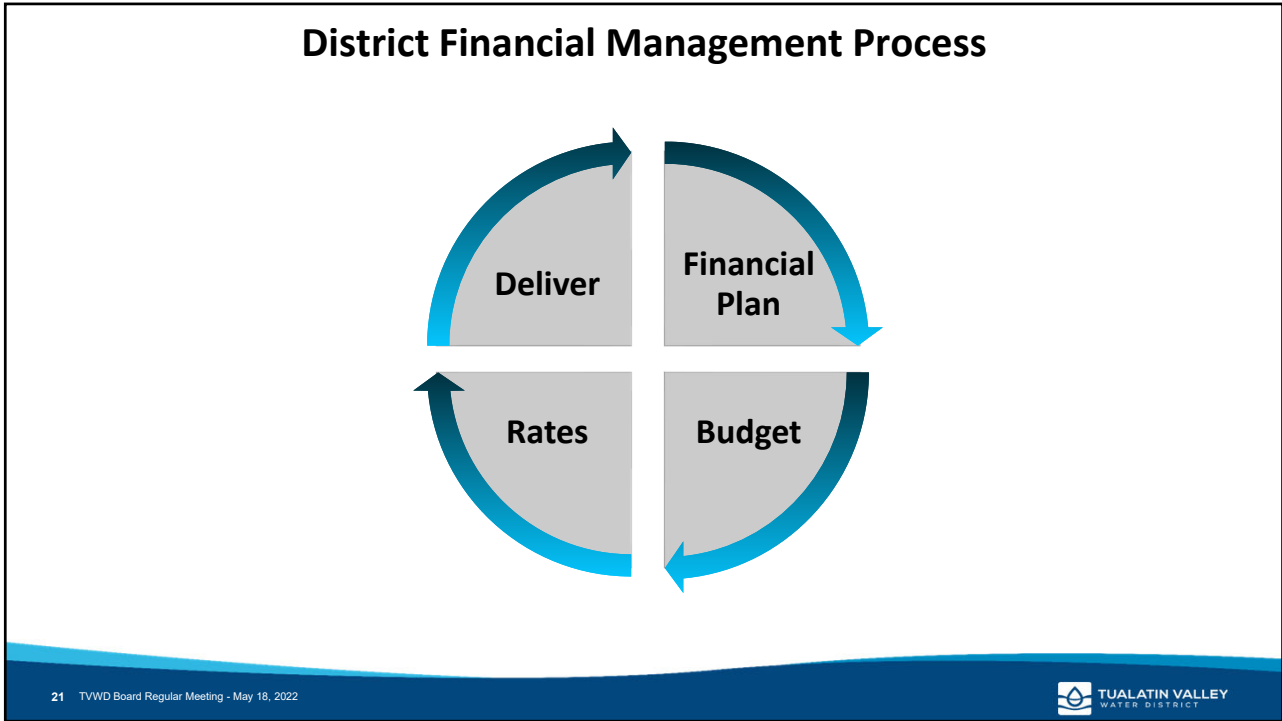
2022-23 FINANCIAL PLAN  
Tualatin Valley Water District

May 2022

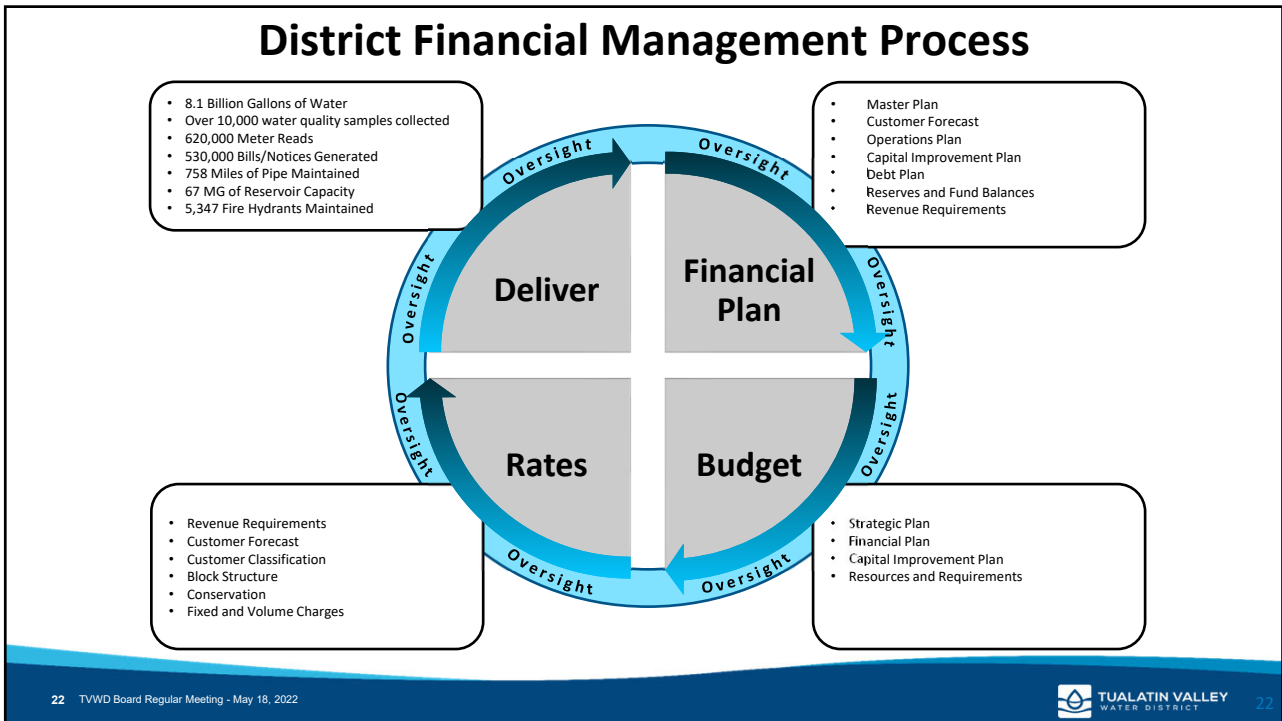


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## Purpose and Intended Audience for Financial Plan

### 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 Board Approval

### Financial Management Policies

- Approval requested as required by *Financial Management Policies*
- Board's approval demonstrates strong financial oversight
- 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

Main Body	Appendices
<ol style="list-style-type: none"> <li>1. Introduction</li> <li>2. Financial Management Objectives and Policies</li> <li>3. Water Sales Projections</li> <li>4. Capital Improvement Plan</li> <li>5. Capital Financing Plan</li> <li>6. Financial Forecast</li> <li>7. Funds and Reserves</li> </ol>	<ol style="list-style-type: none"> <li>A. Proposed Financial Plan Assumptions for the Financial Management Policies</li> <li>B. Bond Ordinance: Ordinance 01-19</li> <li>C. Master Revenue Bond Declaration</li> <li>D. 1st Supplement to Master Revenue Bond Declaration</li> <li>E. Parity Certificate</li> <li>F. PERS Valuation Report</li> <li>G. Forecast Model Summary Results</li> <li>H. Map of TVWD</li> </ol>

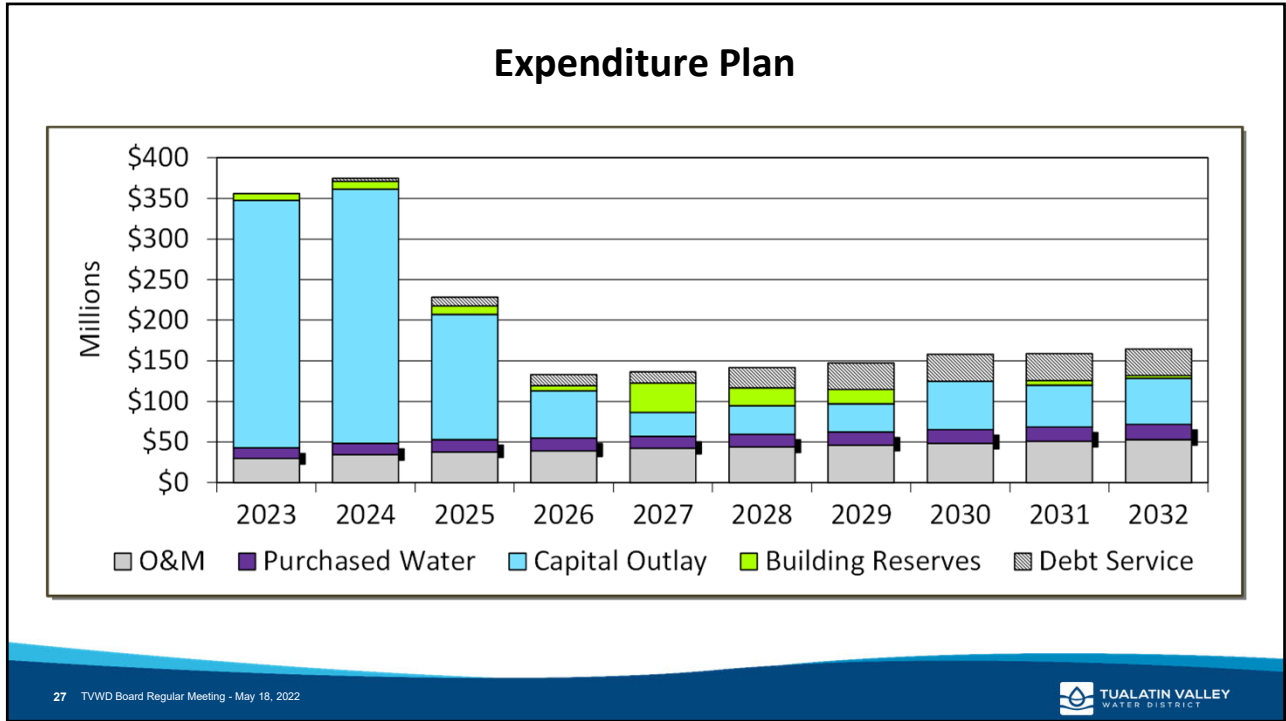
## Operating and Capital Expenditure Plan

	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	Totals
O&M Costs [1]	\$29.6	\$34.5	\$37.7	\$39.1	\$42.3	\$44.1	\$46.1	\$48.4	\$50.8	\$53.1	<b>\$425.7</b>
Purchased Water [2]	13.1	14.1	15.2	15.9	14.6	15.3	16.1	16.9	17.7	18.6	<b>157.5</b>
Capital Outlay	305.0	312.7	154.2	58.1	29.7	35.1	34.8	59.7	51.4	57.0	<b>1097.7</b>
Building Reserves	8.0	9.9	10.8	6.4	36.5	22.1	17.5	-	6.0	3.1	<b>120.3</b>
Debt Service	-	3.8	10.5	13.4	13.4	25.2	33.0	33.0	33.0	33.0	<b>198.3</b>
<b>Totals</b>	<b>\$355.8</b>	<b>\$375.0</b>	<b>\$228.4</b>	<b>\$132.9</b>	<b>\$136.5</b>	<b>\$141.9</b>	<b>\$147.5</b>	<b>\$158.0</b>	<b>\$158.8</b>	<b>\$164.7</b>	<b>\$1999.5</b>

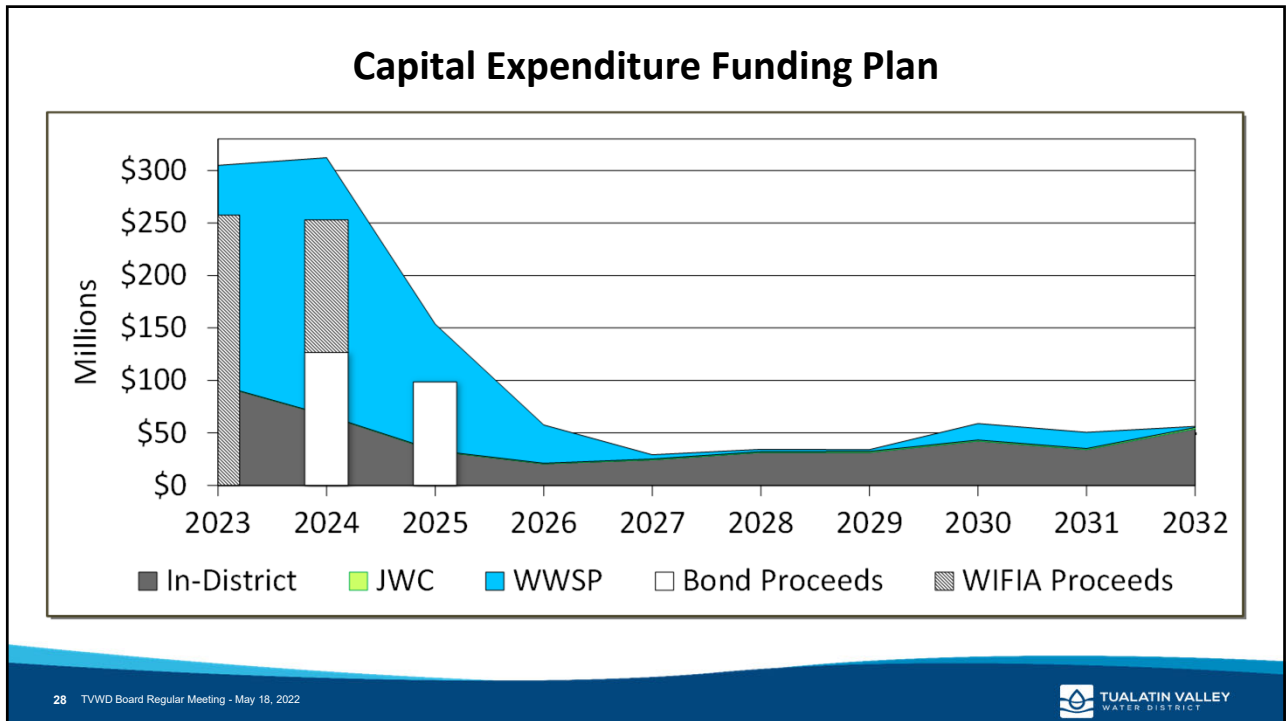
[1] O&M costs shown include debt issuance costs.

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





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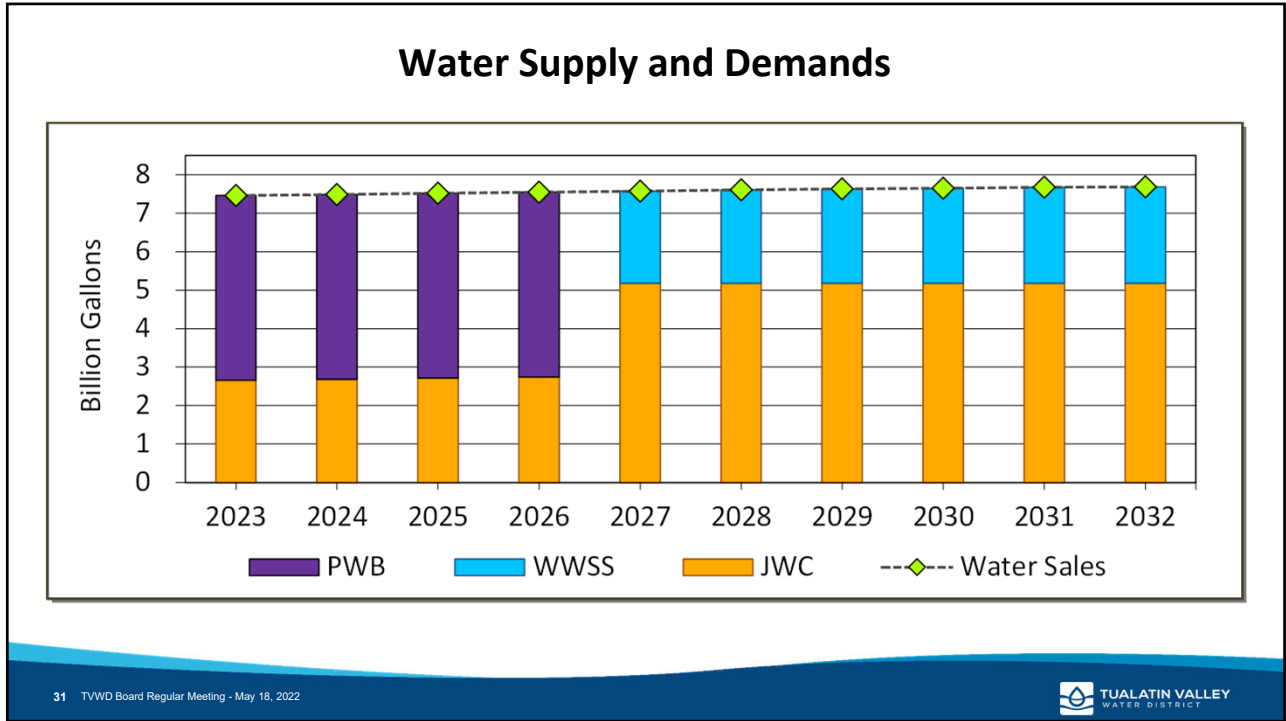
### Key Debt Assumptions

- Debt funding of \$660.3 million for capital expenditures through 2026.
- Issuance costs:
  - Revenue bonds: 0.75% of the par amount of bond issues in FY2024 and FY2025.
- Term of borrowing:
  - Revenue bonds: 30 years.
  - WIFIA: Maximum allowed (35 years after substantial completion).
- Debt service reserve:
  - Revenue bonds: MADS<sup>1</sup> 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, not-to-exceed:
  - 8.0x for two or more consecutive years.
  - 7.0x for more than 4 consecutive years.
- Minimum Cash Balances:
  - 250 days of forecast O&M costs.

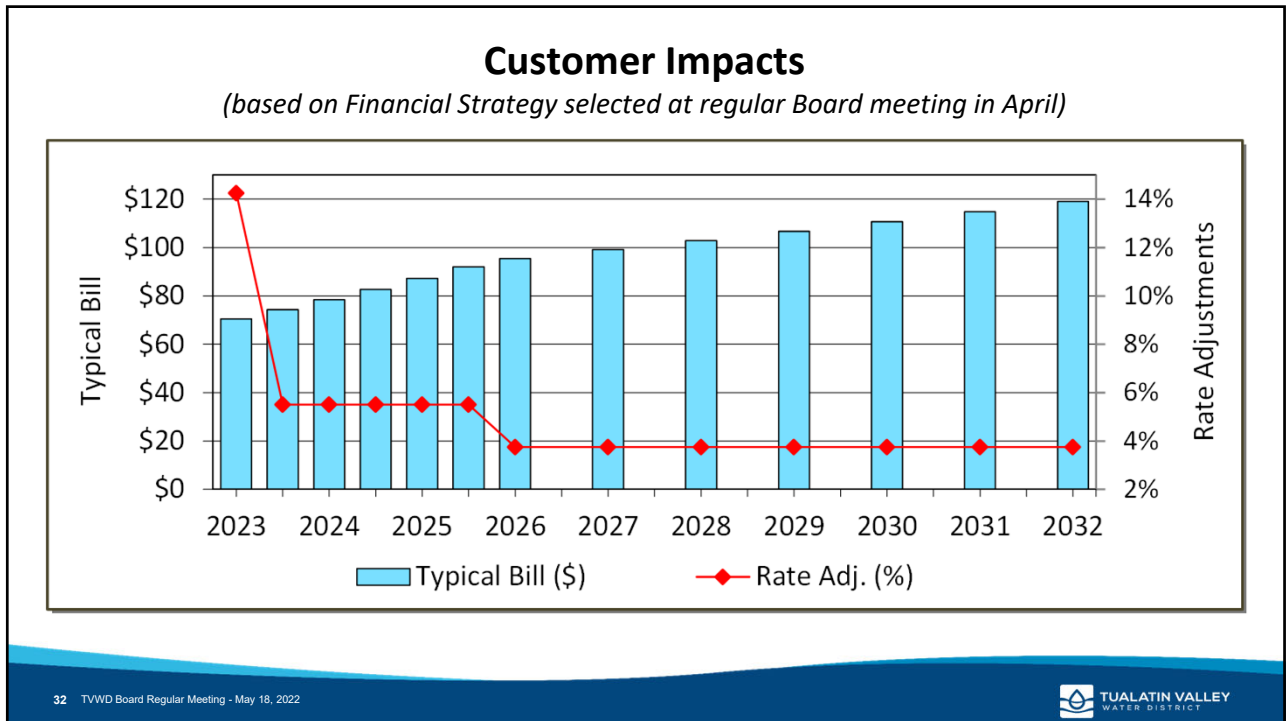
<sup>1</sup> Revenue bond debt service reserve projected as minimum of a 3-part test per issuance. Maximum annual debt service (MADS) is the projected minimum of the three parts for all future issues.

### Interest Rate Assumptions

	2023	2024	2025	2026	2027	2028	2029	2030
<b>Borrowing Rates</b>								
Revenue Bonds	5.00%	5.50%	5.50%	5.50%	5.50%	5.50%	5.50%	5.50%
WIFIA	1.35%	1.35%	1.35%	1.35%	1.35%	1.35%	1.35%	1.35%
<b>Earnings Rates</b>								
	2.00%	2.00%	1.75%	1.50%	1.25%	1.00%	1.00%	1.00%



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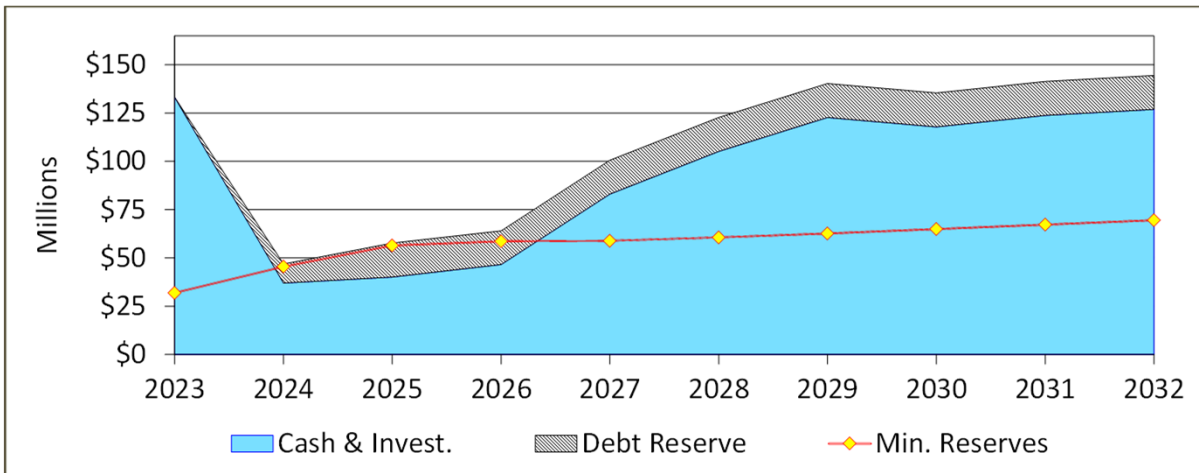
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### Customer Impacts

(based on Financial Strategy selected at regular Board meeting in April)

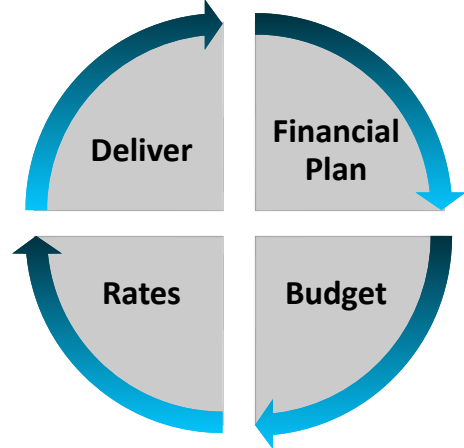
	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
<b>Rate Adjustments</b>										
November 1	14.25%	5.5%	5.5%	3.75%	3.75%	3.75%	3.75%	3.75%	3.75%	3.75%
May 1	5.5%	5.5%	5.5%							
<b>Typical Bill</b>										
November 1	\$70.44	\$78.40	\$87.26	\$95.51	\$99.09	\$102.81	\$106.66	\$110.66	\$114.81	\$119.12
May 1	\$74.31	\$82.71	\$92.06							

### Cash and Reserve Balances



### Next Steps

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



## Update on Financial Performance

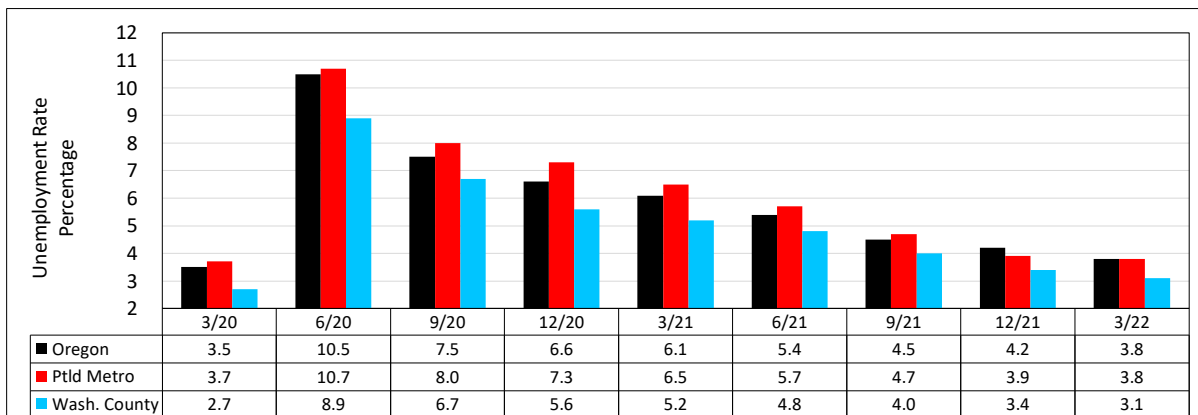
**Paul L. Matthews**  
Chief Financial Officer

## Overview of Tonight's Update

### Updates on:

- Unemployment Rates
- TVWD's Financial Performance
  - Revenue
  - Collections
  - Expenses

## Labor Market Appears to be Calm



## Monitoring TVWD's Financial Performance



### Revenue

- Impact on future water sales



### Collections

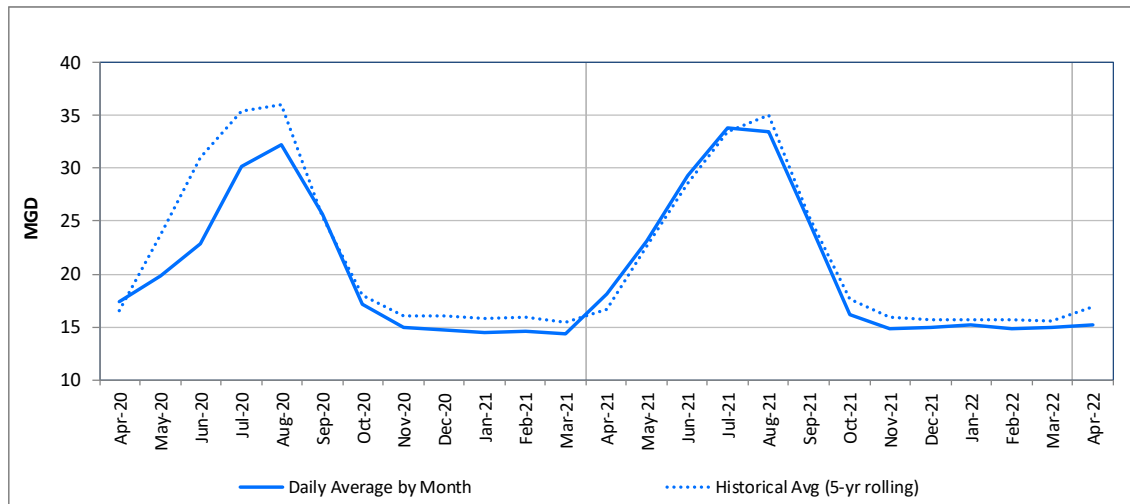
- Capacity for customers to pay their water bills

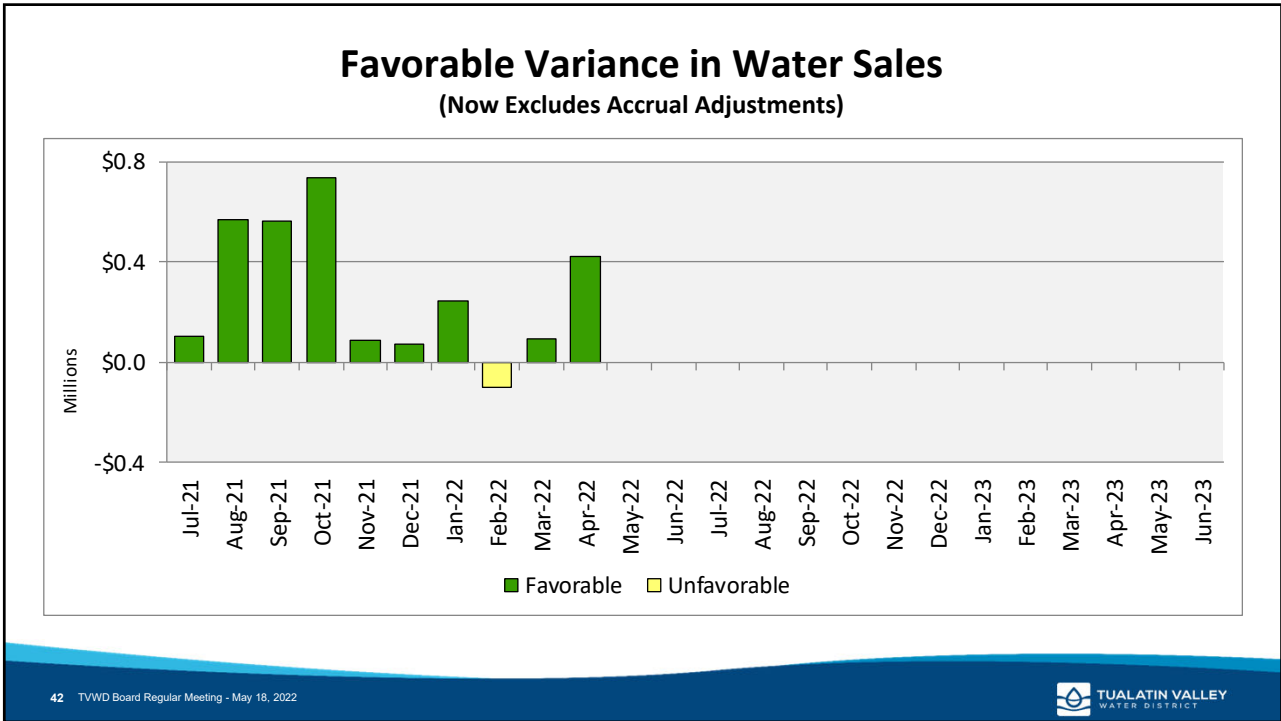
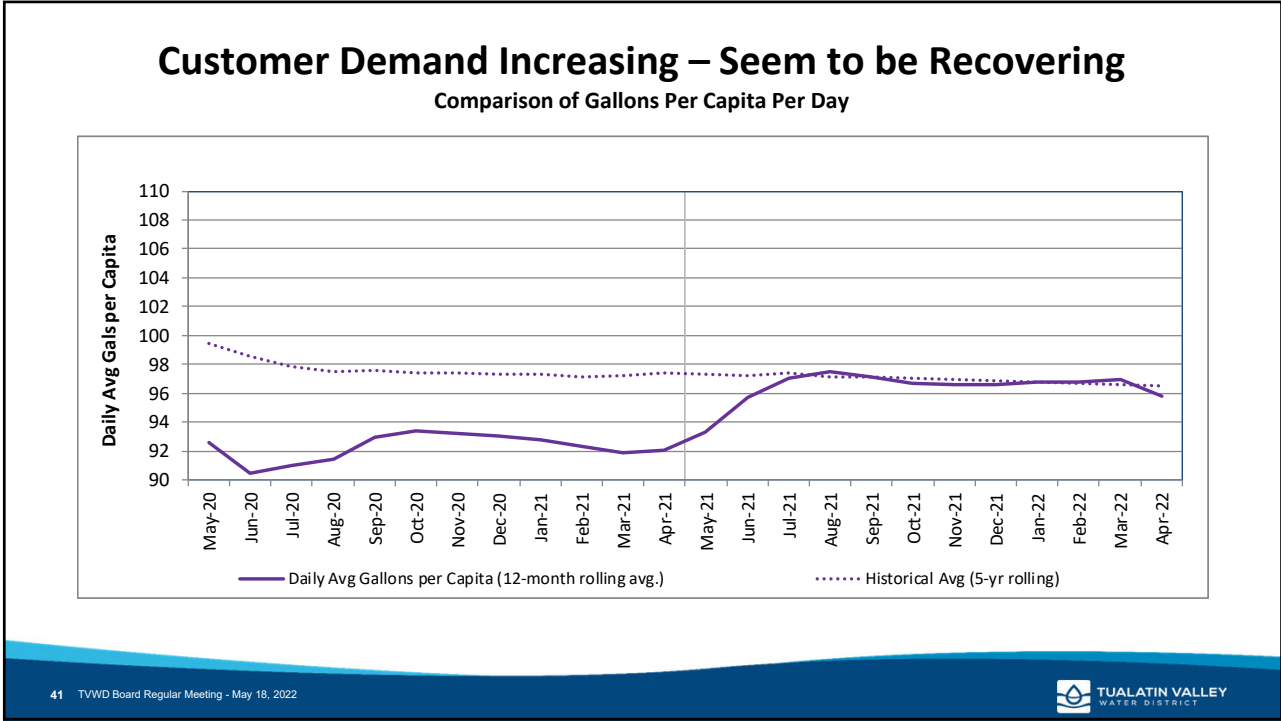


### Expenses

- Effect on budget to respond to COVID-19

## Water Deliveries Close to 5-Year Average

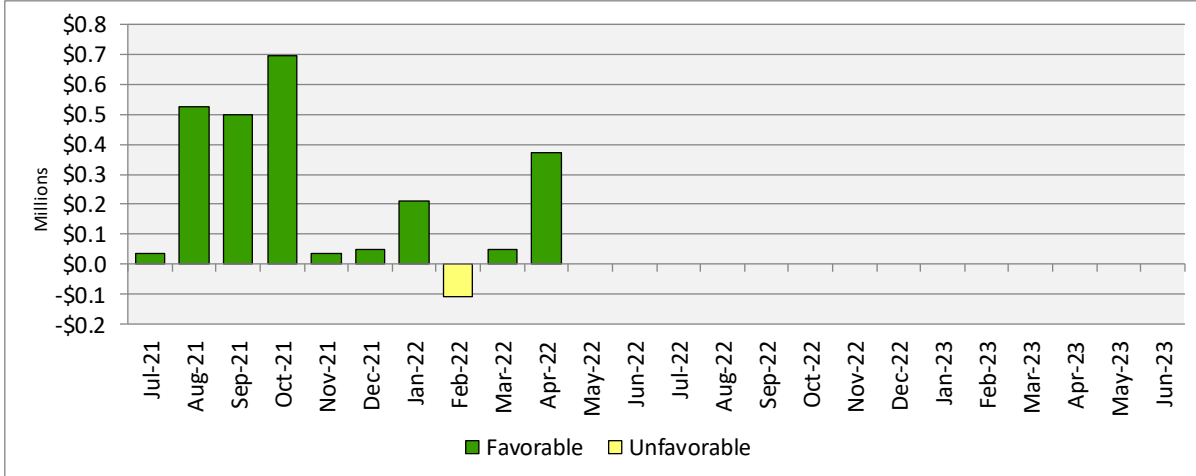






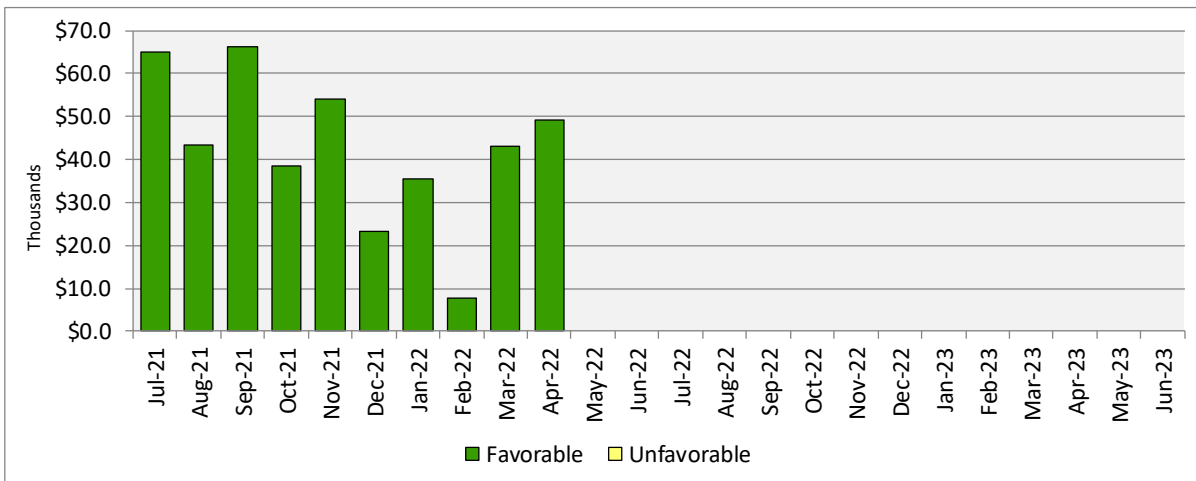
### Favorable Variance in Volume Water Sales Revenue

(Now Excludes Accrual Adjustments)

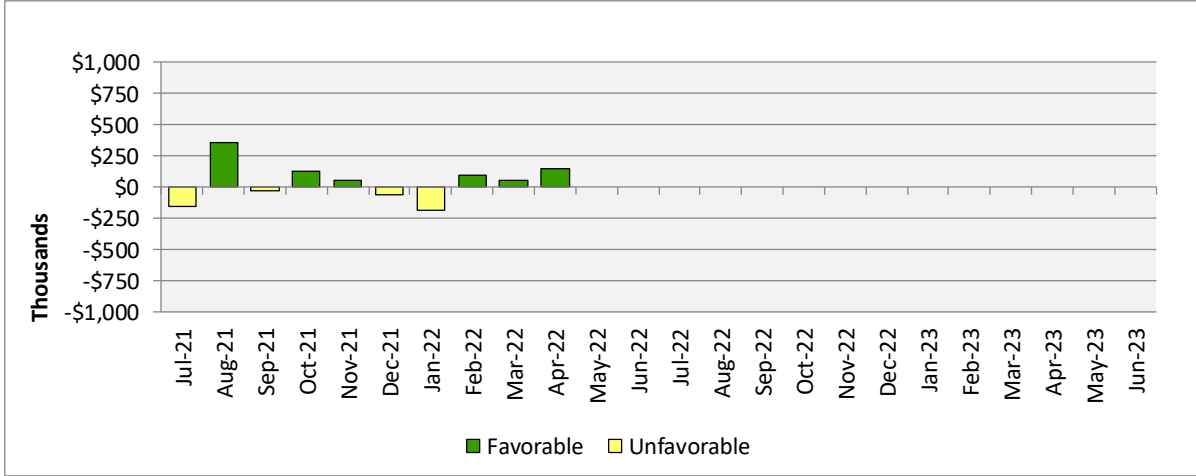


### Favorable Variance in Fixed Charge Revenue

(Now Excludes Accrual Adjustments)



### Favorable Variance in System Development Charge



### Revenue Trends by Customer Class

#### Revenue

- Now reporting on a cash basis – Excluding accrual adjustments
- Slight favorable variances in volume charges

#### Measurement Challenges

- COVID-19’s impact on the economy
- Bimonthly billing cycles
- Unbalanced billing cycles by month
- Limited data for fiscal year

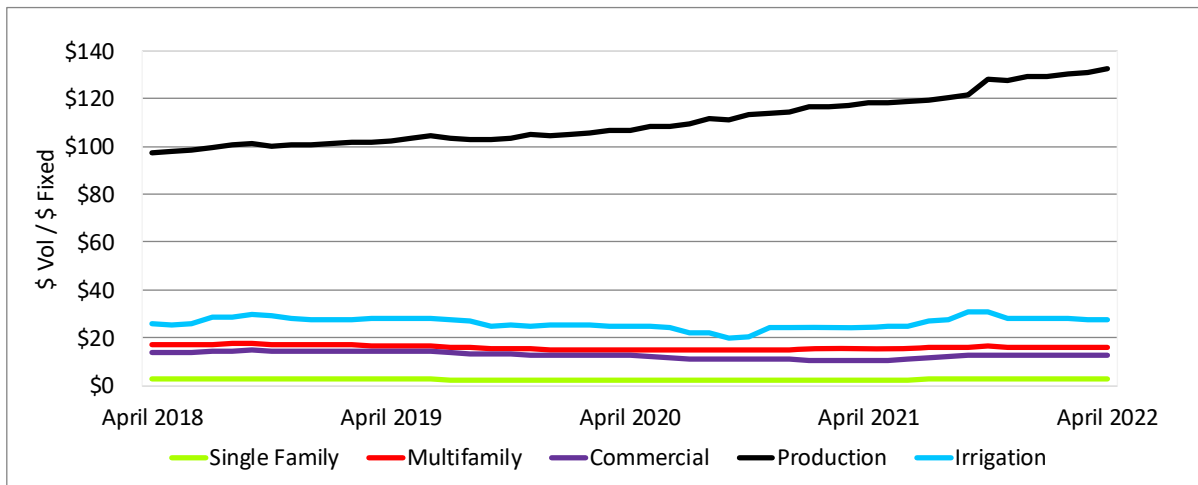
### Metric to Assess Trends

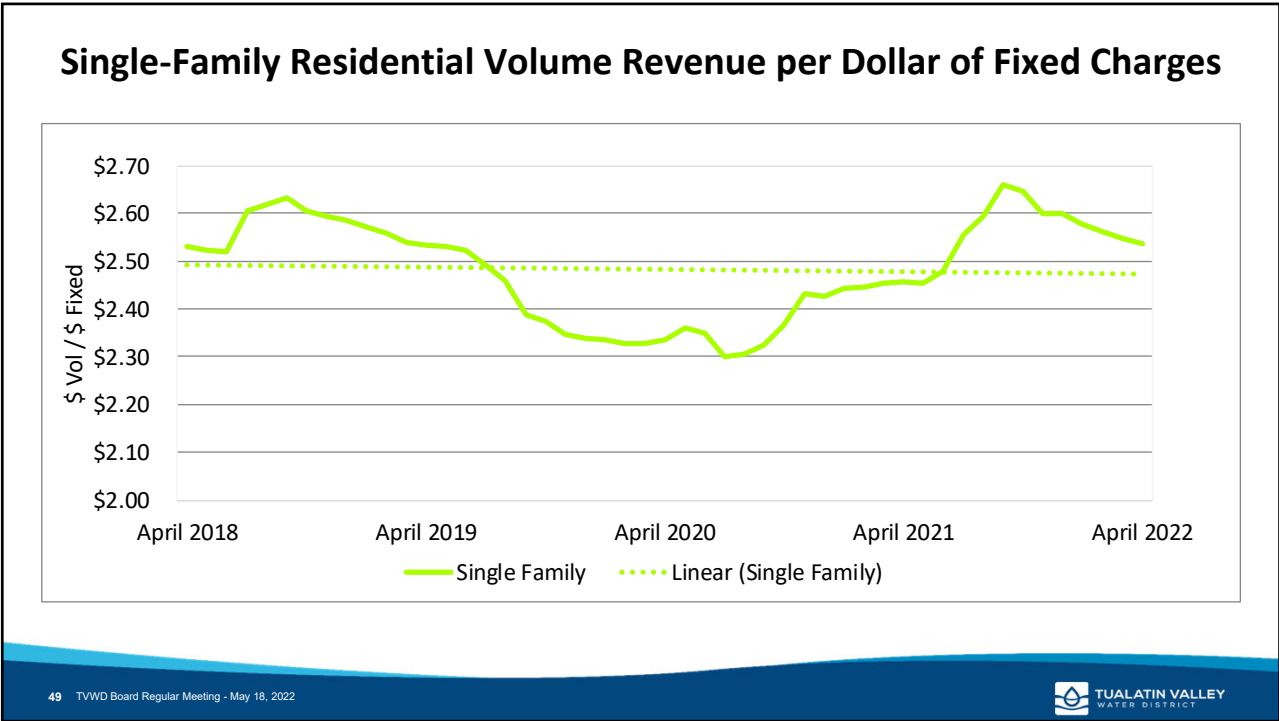
#### Approach

- 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

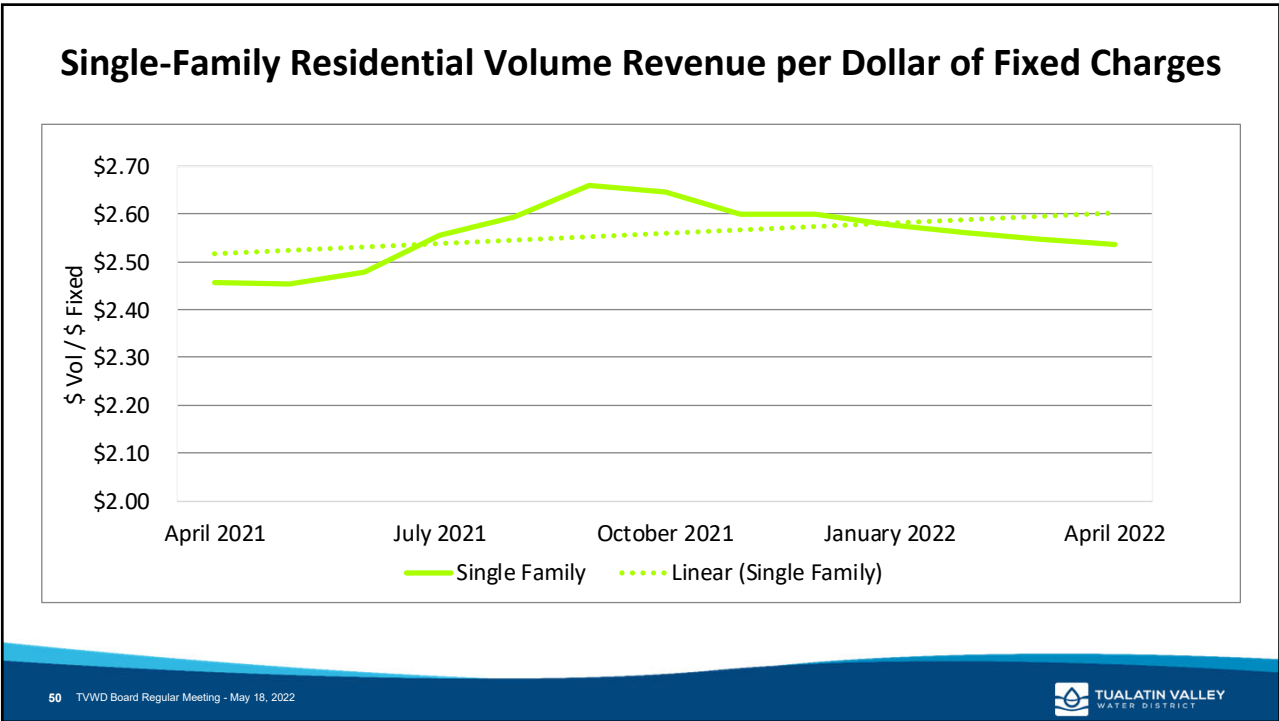
### Long-Term Trend By Customer Class

Volume Revenue per Dollar of Fixed Revenue

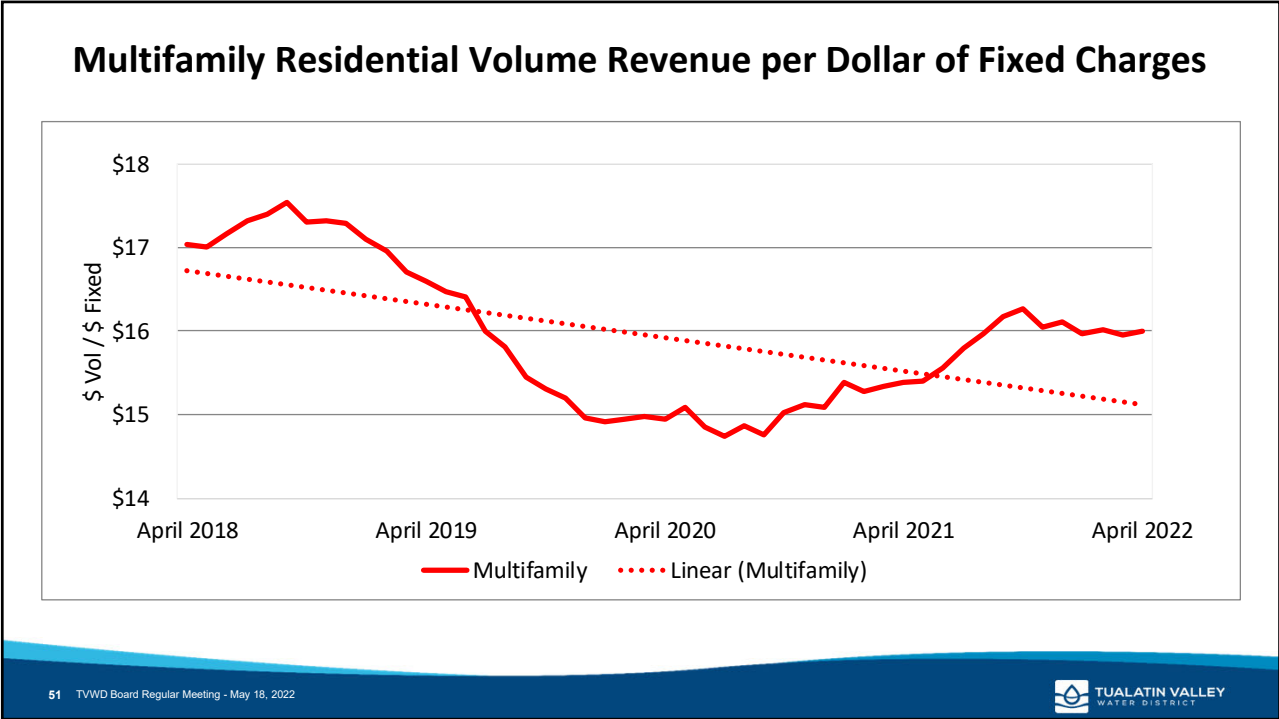




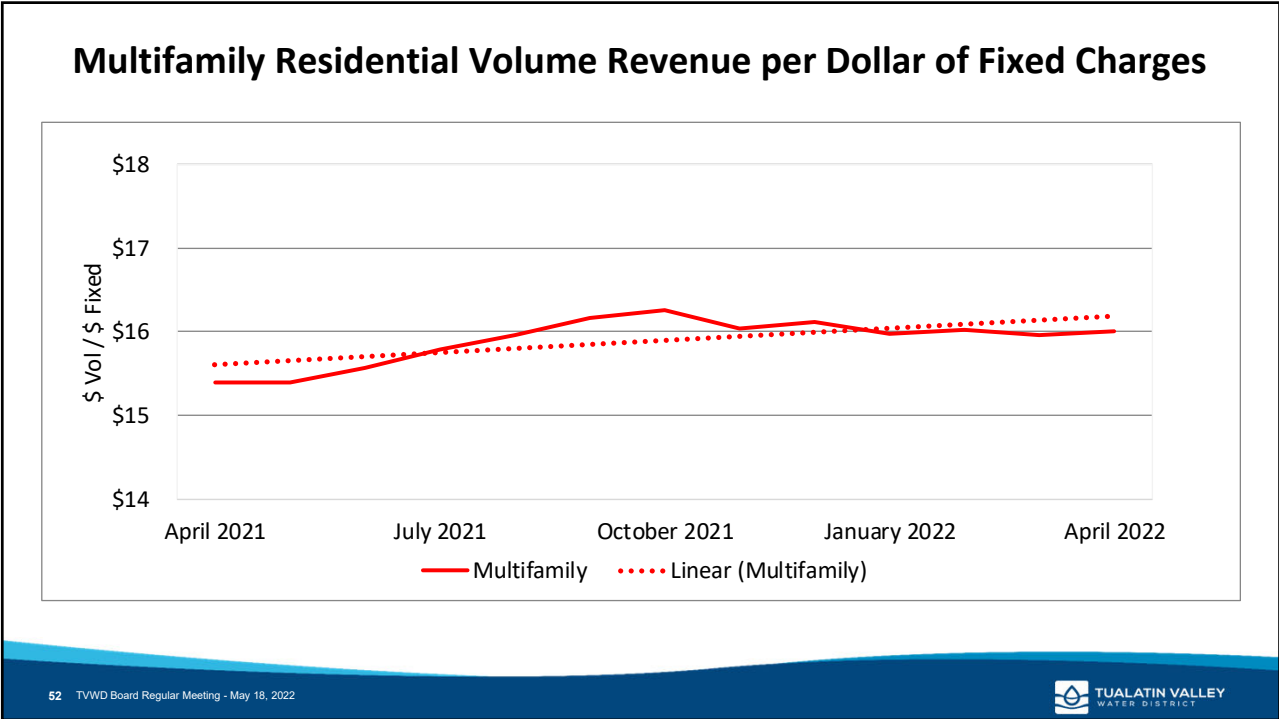
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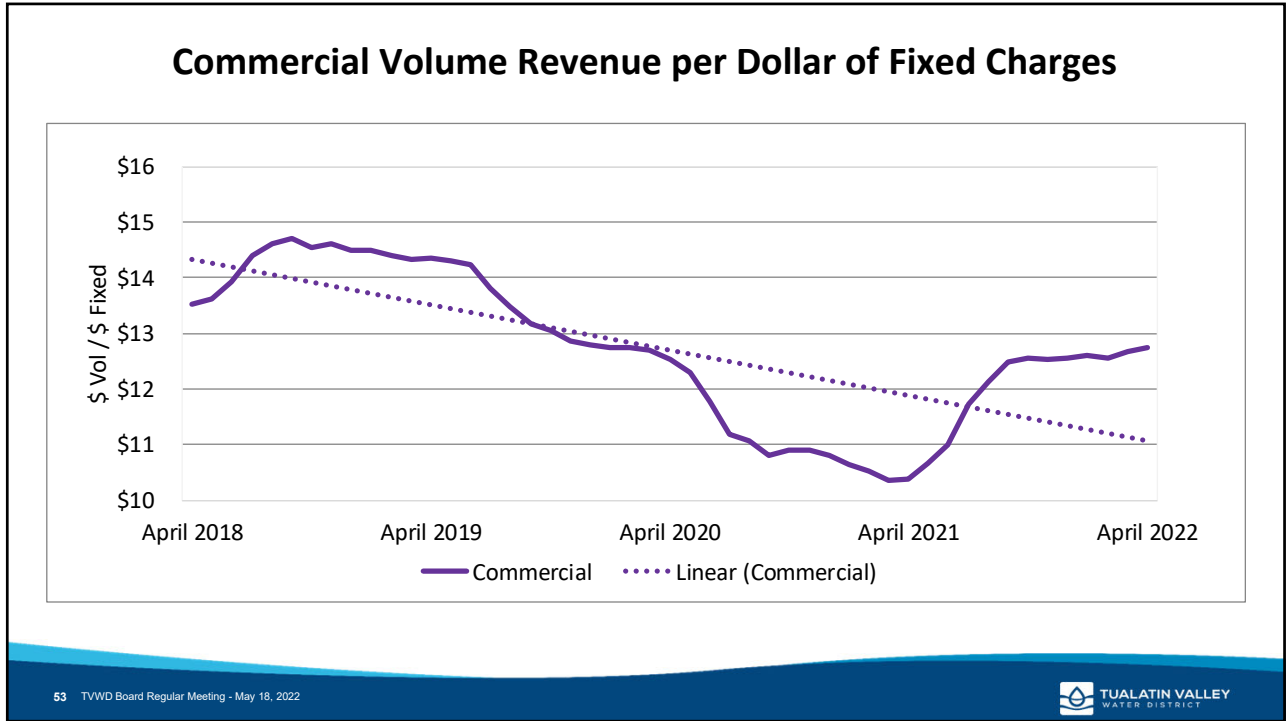
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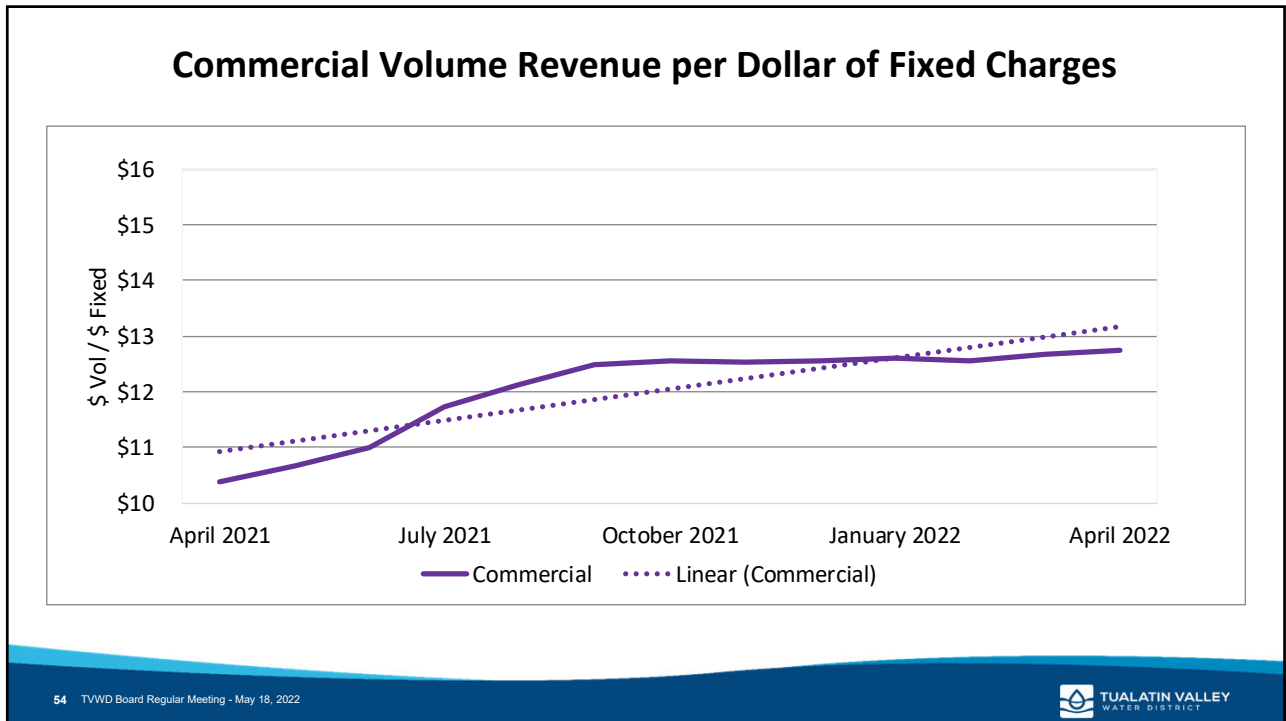
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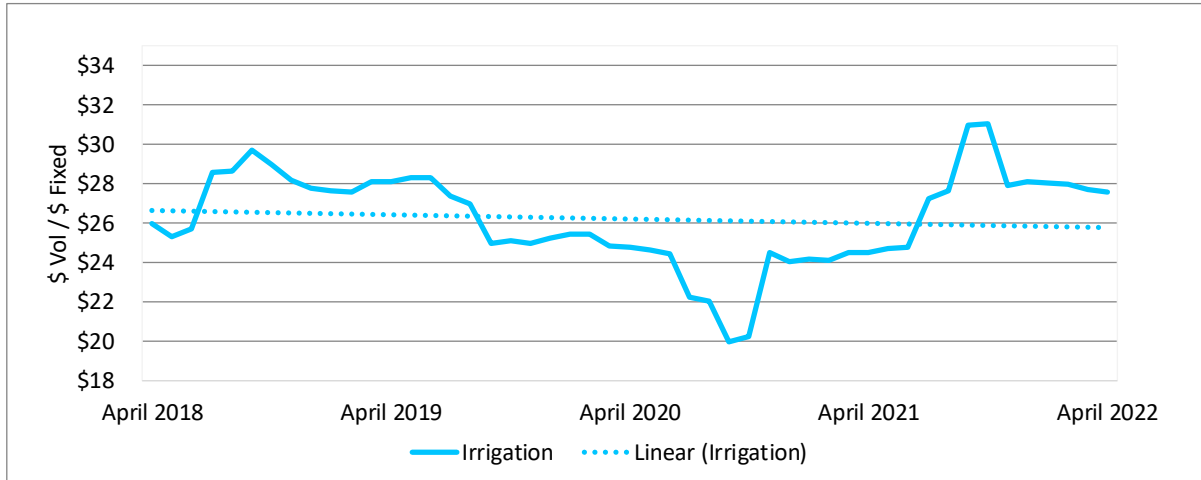


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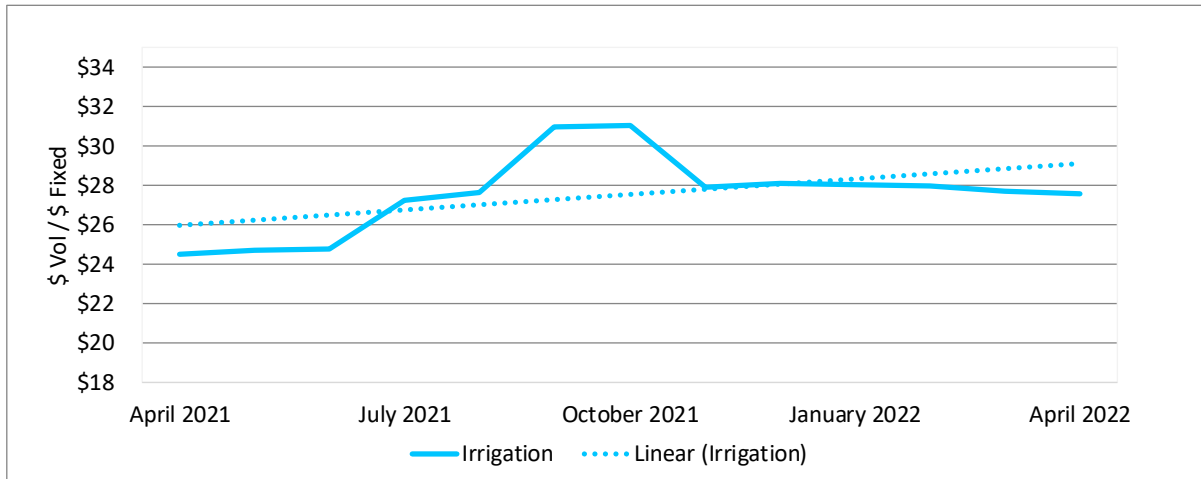


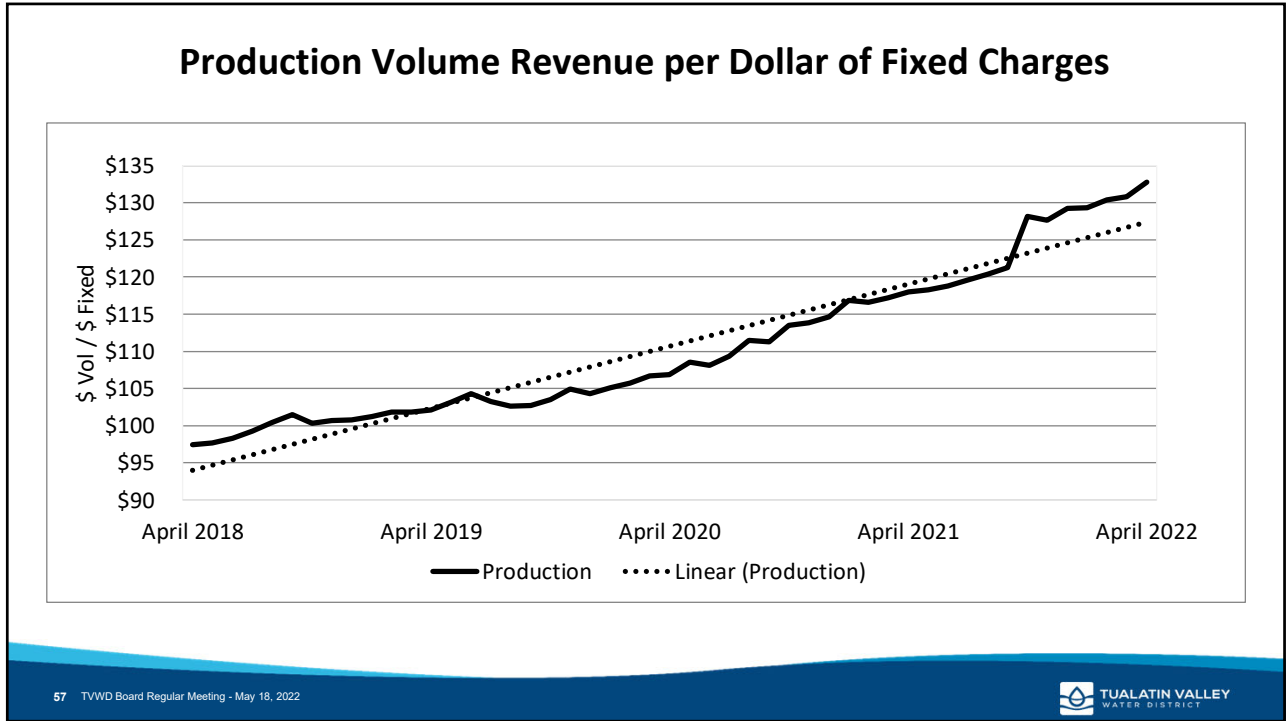
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### Irrigation Volume Revenue per Dollar of Fixed Charges

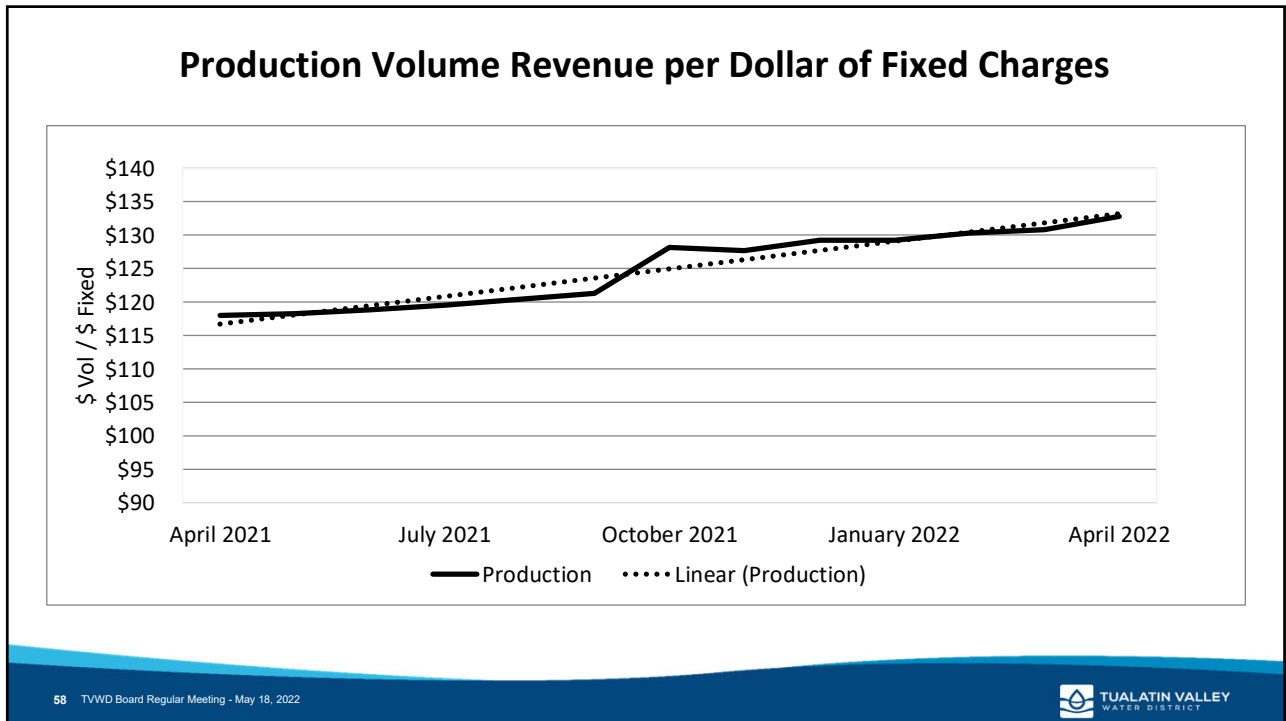


### Irrigation Volume Revenue per Dollar of Fixed Charges





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## What We've Learned This Month

### Revenue Trends

- Single-family residential trends continue in “normal” range
- Commercial class appears to be stabilizing – but below “normal”
- Multifamily residential similar to March
- Irrigation trends continue in “normal” range
- Production class remains strong

## Monitoring TVWD's Financial Performance



### Revenue

- Impact on future water sales



### Collections

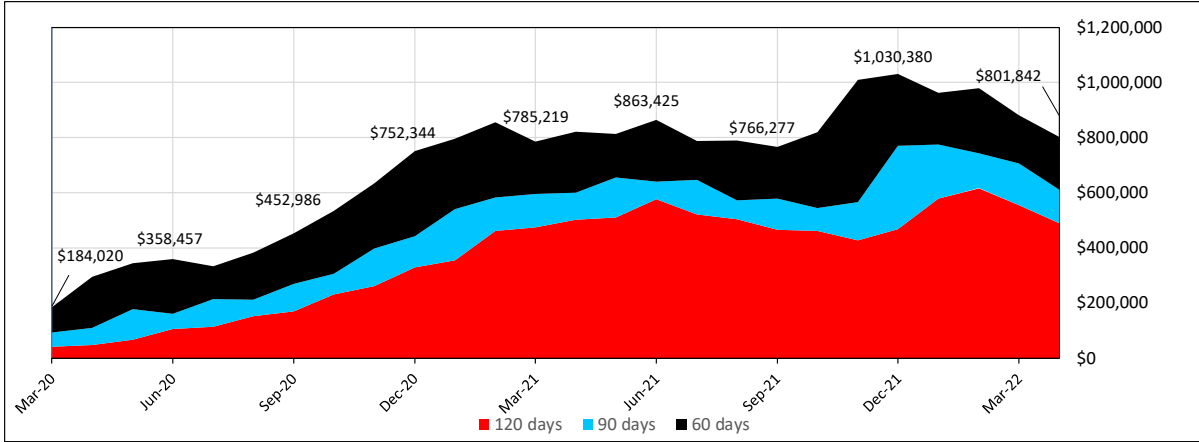
- Capacity for customers to pay their water bills



### Expenses

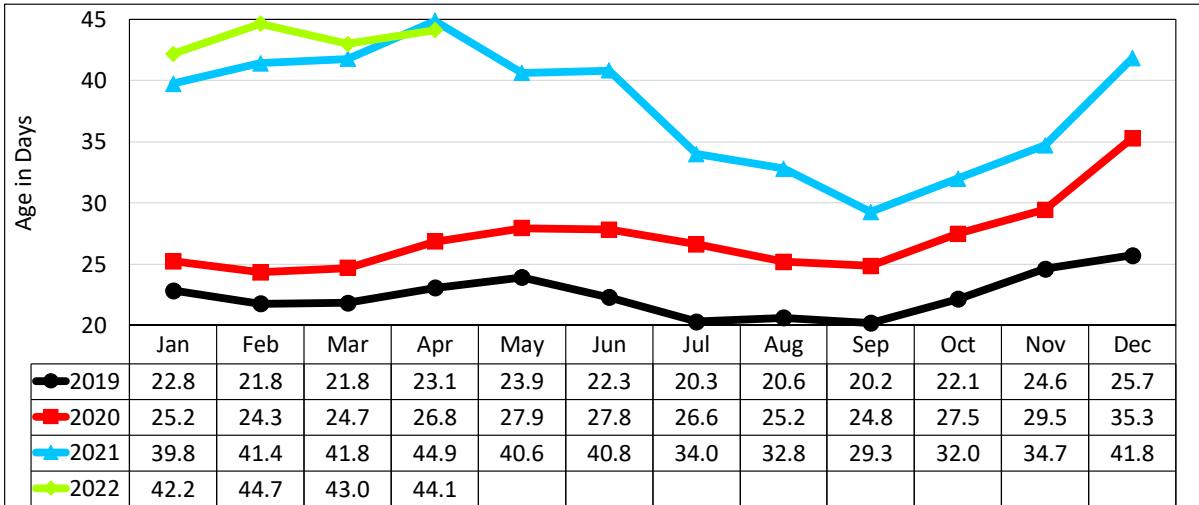
- Effect on budget to respond to COVID-19

### Accounts Receivable Continue to Age



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### Average Age of Accounts Receivable



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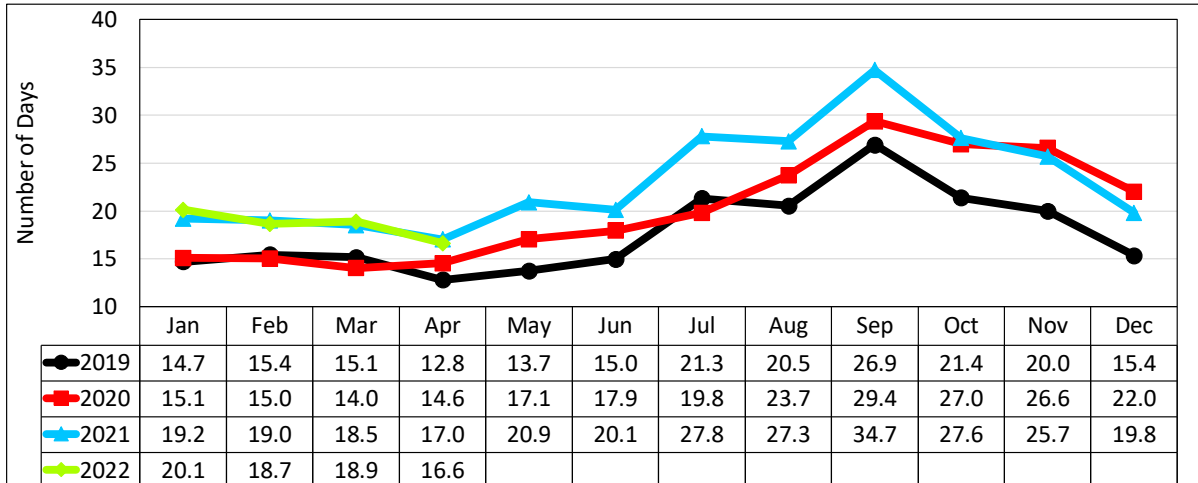
## Days Sales Outstanding

- 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

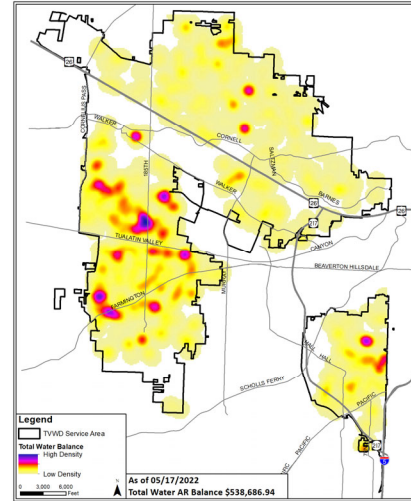
## Days Sales Outstanding



## 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



## Monitoring TVWD's Financial Performance



### Revenue

- Impact on future water sales



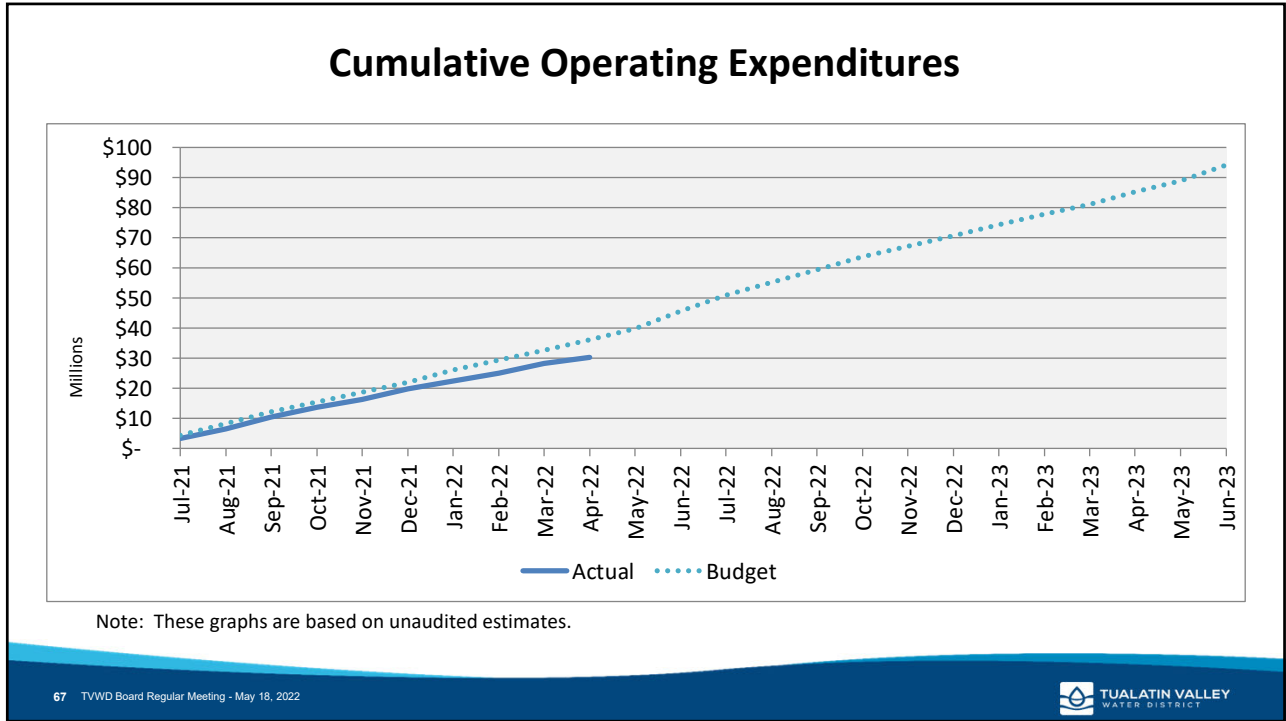
### Collections

- Capacity for customers to pay their water bills



### Expenses

- Effect on budget to respond to COVID-19



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### Closing Thoughts

#### Final Thoughts

- Trends in revenue seams to have stabilized
- Last summer’s revenues were strong
- Inflation continues to be a risk to the District’s financial plan (both operating and capital expenditures)
- Staff will continue to review situation with Board Finance Committee

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# Review of COLA Policy

May 18, 2022



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## Personnel Services Immediate Concerns

### Pay Adjustment Formula

- Includes CPI as a factor in the formula
- Multiplied by other factors to determine pay increases
- Multiplier effect has profound impacts during periods of low and high inflation
- 2 percent floor protects employees during periods of low inflation



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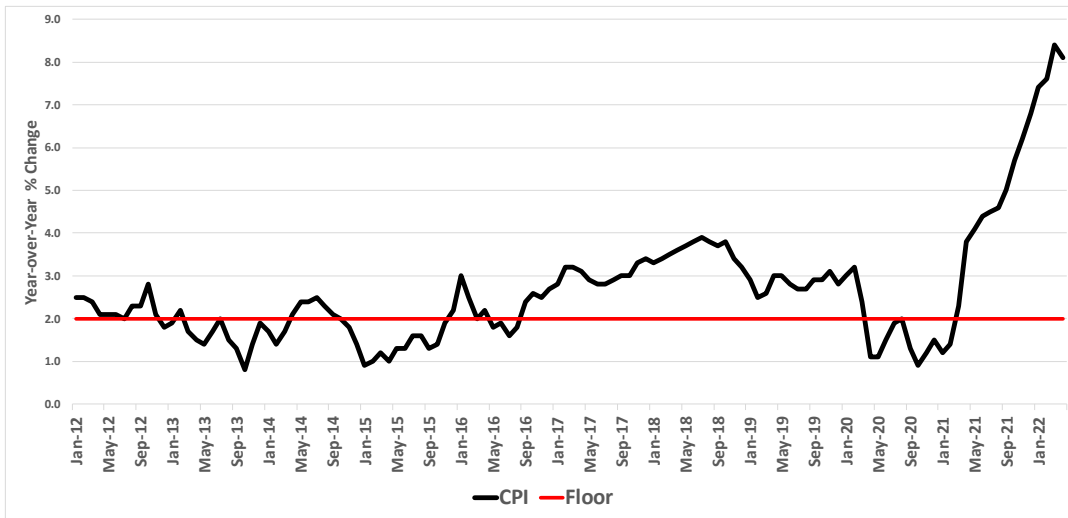
35

### Pay Adjustment Formula

$$Increase = \frac{Score}{2.75} \times \frac{1.20}{Compa-Ratio} \times \% \Delta CPI$$

Score	Compa-Ratio	CPI
<ul style="list-style-type: none"> <li>Score assessed by supervisor during performance review</li> <li>Range from 1 to 5 with 3 being "meets expectations"</li> </ul>	<ul style="list-style-type: none"> <li>Percentage measure of employee's current pay to the middle of range</li> <li>Range from 0.80 (bottom of grade) to 1.20 (top of grade)</li> </ul>	<ul style="list-style-type: none"> <li>CPI-U All items – West - Size Class A</li> <li>Measured through May of year as reported by Bureau of Labor Statistics in June</li> </ul>

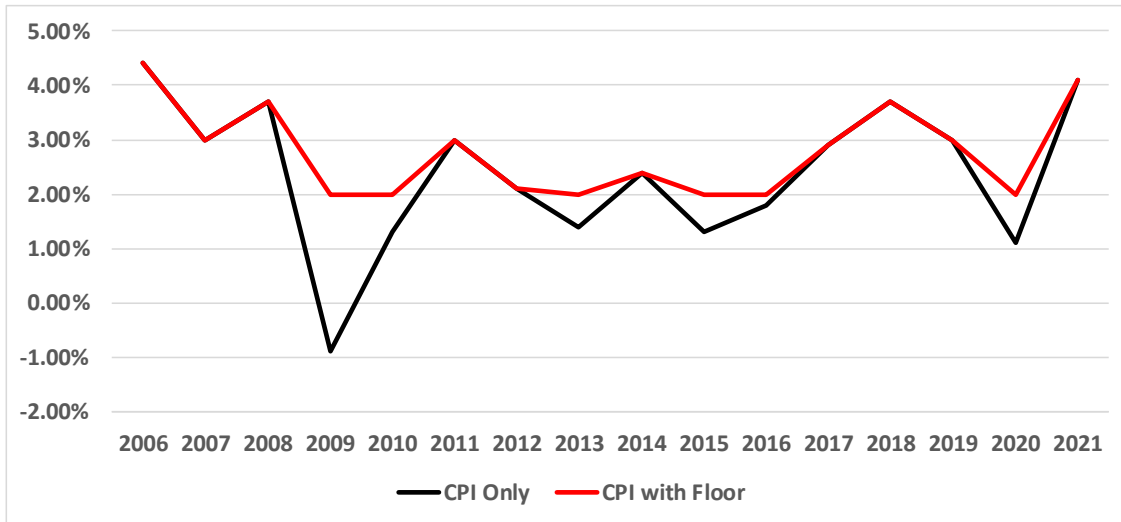
### CPI Used for Salary Adjustments



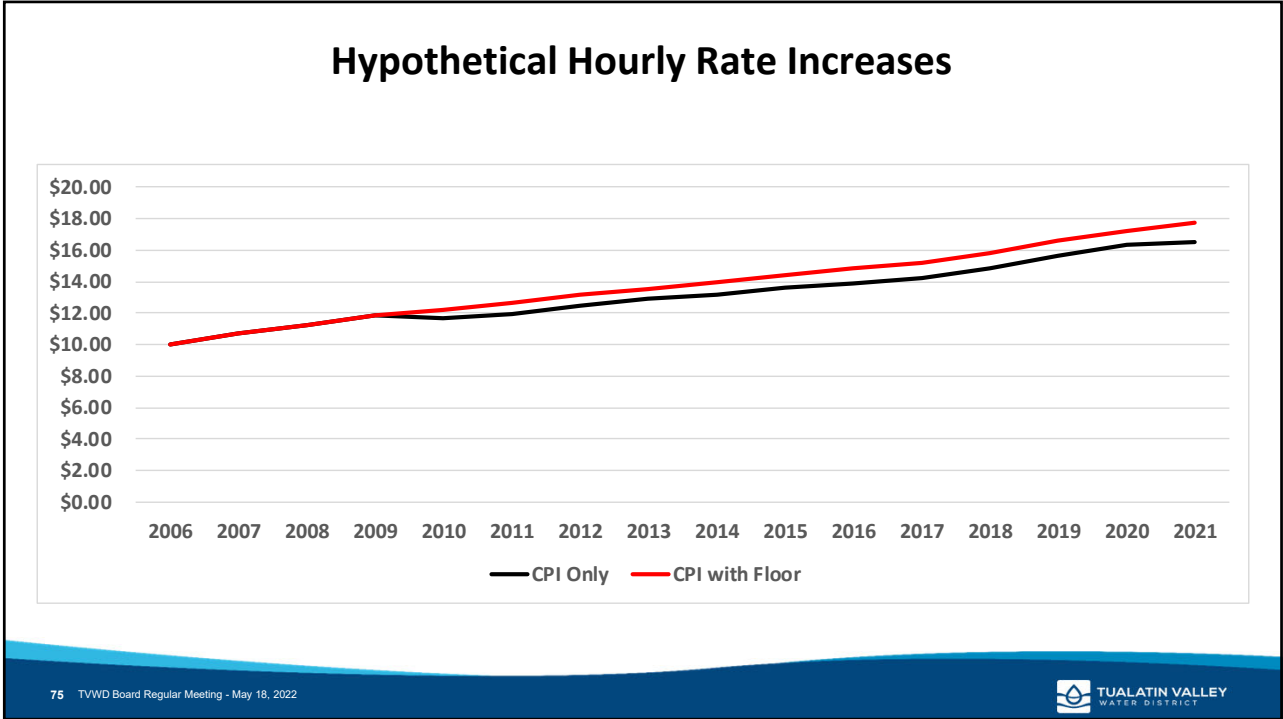
### Consideration of COLA Cap

CPI	Estimated Average Pay Increase
3.00%	4.7%
5.00%	7.9%
6.00%	9.6%
7.00%	11.2%
8.00%	12.8%
8.10%	13.0%
9.00%	14.4%
9.50%	15.3%

### Comparison of Pay Adjustments by Year







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### Consideration of COLA Cap

CPI	Estimated Average Pay Increase
3.00%	4.7%
5.00%	7.9%
6.00%	9.6%
7.00%	11.2%
8.00%	12.8%
8.40%	13.5%
9.00%	14.4%
9.50%	15.3%

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# Customer Information System (CIS) Update

*May 18, 2022*

**Andrew Carlstrom**  
Customer Service Manager



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## Customer Information System (CIS)

### Project Purpose

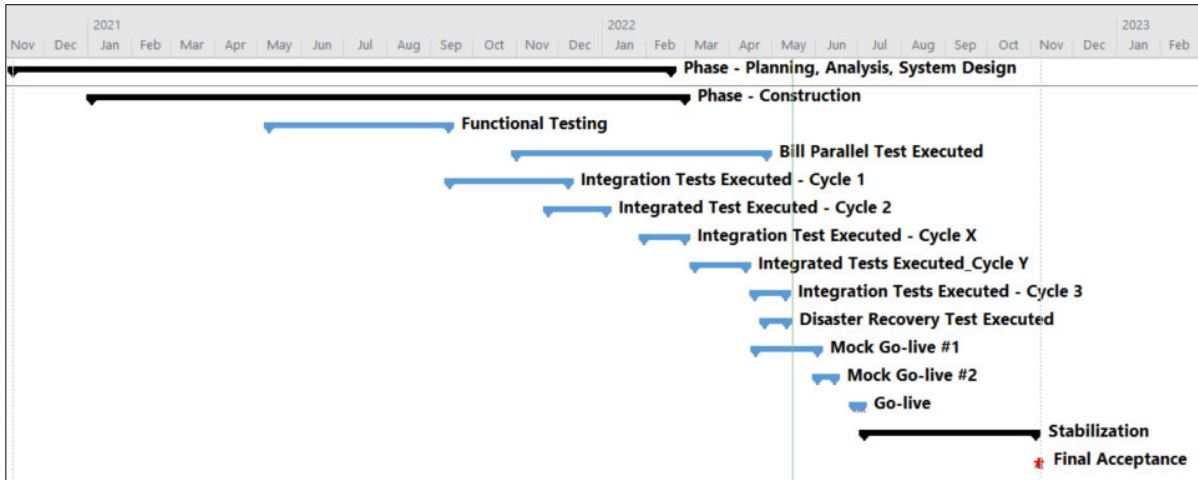
- **Replace TVWD's aging, customized Utility Billing ("UB") system with a commercial, off-the-shelf Customer Information System (Open Smartflex).**
  - Project will continue to build on the collaborative business relationship between TVWD and Clean Water Services.
  - TVWD/CWS are sharing costs, decision-making, and ownership of the new CIS.
  - TVWD is serving as the CIS "managing agency."
  - CIS is a foundational modernization implementation for TVWD.

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## CIS Implementation Project Schedule

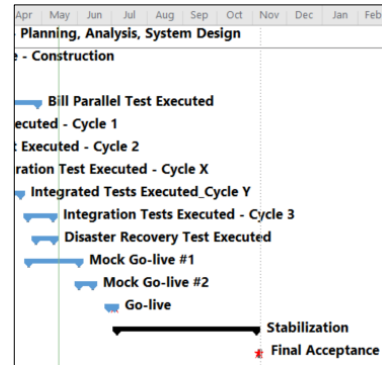
- 48 days to go-live



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## On Track for July 5 CIS Go-Live

- **Mock Go-Live #1**
  - May 12 – 31
  - One of two dress rehearsals prior to cutover weekend
  - Each mock has multiple go/no-go decision points
  - Data conversion continues positive results
  - The first two Mock Go-Live #1 decision points easily passed
- **Staff CIS Training**
  - June 1 – 30
- **Mock Go-Live #2**
  - June 1 – 14
- **Actual Go-Live**
  - Legacy system shut down 6/30
  - Cutover activities over Fourth of July weekend
  - New CIS available for staff, portal for customers – July 5



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## New Customer Self-Service Portal

- **Customer Inquiry: Will I have to re-register with the new portal? Will my autopay still work?**
  - Autopays will transfer in the CIS system cutover.
  - Accessing the new portal services, as well as making changes to Paymentus autopays, will first require customer registration.

### Simple Registration


The registration process is divided into three steps:

- 1. Register:** A form titled 'Registration' with a red warning: 'Please Note: A valid customer account number is needed to avoid in the Customer Self-Service Portal'. Fields include Name, Last name, Customer, Login email address, Password, and Confirm password. A checkbox for 'I agree to the Terms and Conditions' is checked.
- 2. Verify:** A form titled 'Verification code' asking to enter the code sent to the email address. It includes a 'Verification code' field and a 'Continue' button.
- 3. Connect:** A form titled 'Account lookup' asking to enter details to find the account. It includes fields for 'Account number', 'Find account using' (with a dropdown for 'Service or billing address zip code'), and 'Service or billing address zip code'. It has 'Cancel' and 'Continue' buttons.

## Reminder: CIS Customer Communications

When	What
May	<ul style="list-style-type: none"> <li>Website update</li> <li>Notify monthly pay plan customers</li> <li>Newsletter articles</li> </ul>
June	<ul style="list-style-type: none"> <li>“Coming soon” email</li> <li>Remind monthly pay plan customers</li> </ul>
<b>July 5</b>	<ul style="list-style-type: none"> <li><b>Open Smartflex Go-Live</b></li> </ul>
July/August	<ul style="list-style-type: none"> <li>Bill message</li> <li>Distribute informational handout</li> <li>Newsletter articles</li> </ul>
September/October	<ul style="list-style-type: none"> <li>Bill inserts</li> <li>Printing on envelopes</li> <li>Email to customers</li> <li>Banners, fliers</li> </ul>

Social media messages will be posted throughout the spring and summer.  
Talkin' Water live virtual portal demonstration will be scheduled for Fall.




**PROJECT  
CUMULUS**

A CWS & TVWD Partnership

**QUESTIONS?**

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TUALATIN VALLEY  
WATER DISTRICT 83

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# Tualatin Valley Water District



Delivering the Best Water  Service  Value

## Report of Meetings Attended

### Commissioner Bernice Bagnall

Date	Meeting or Function	Purpose	\$	Claimed
4/26/2022	Comm. Duggan, CEO, CFO	Finance Committee briefing	50.00	X Yes <input type="checkbox"/> No
5/3/2022	Board Work Session	WWSP, CIS, RAC	50.00	X Yes <input type="checkbox"/> No
5/18/2022	Regular Board meeting	District business	50.00	X Yes <input type="checkbox"/> No
			\$150	<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
				<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.*

In accordance with Board Policies, an amount equal to the unclaimed reimbursements for meetings will be transferred to the District's Customer Emergency Assistance Fund.

# Tualatin Valley Water District



Delivering the Best Water  Service  Value

## Report of Meetings Attended

### Commissioner Doane

Date	Meeting or Function	Purpose	\$	Claimed
4/26	WIF		50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4/28	Earthquakes short period		0	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5/3	Work Session		50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5/9	Talking Water		0	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5/18	Regular Meeting		50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
			\$150	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
			OK to pay CEAP D Garper	<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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In accordance with Board Policies, an amount equal to the unclaimed reimbursements for meetings will be transferred to the District's Customer Emergency Assistance Fund.

# Tualatin Valley Water District



Delivering the Best Water 💧 Service 💧 Value

## Report of Meetings Attended

Commissioner Jim Duggan

Date	Meeting or Function	Purpose	\$	Claimed
04/26/2022	TVWD Finance Committee	CIS, COLA, Audit Updates	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
05/03/2022	TVWD Board Work Session	WWSS, CIS, RAC Updates	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
05/05/2022	WWSS Board Meeting	Regular Monthly Mtg.	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
05/09/2022	Talkin' Water – Irrigation	Webinar: Spring Tune-Up	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
05/10/2022	Board Agenda Planning	Met w/Pres. Sanders	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
05/10/2022	CPO #1 Meeting	Election, Cedar Hills Dev.		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
05/18/2022	TVWD Board & Exec Mtg.	Regular Monthly Mtg.	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
			\$300	<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
				<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.*

In accordance with Board Policies, an amount equal to the unclaimed reimbursements for meetings will be transferred to the District's Customer Emergency Assistance Fund.



## Debbie Carper

---

**From:** Todd Sanders  
**Sent:** Friday, May 20, 2022 10:00 AM  
**To:** Debbie Carper  
**Subject:** Re: Meetings attended form approval

I approve the May 2022 Meetings Attended forms for Commissioner's Bagnall, Duggan and Doane.

Todd Sanders

---

**From:** Debbie Carper  
**Sent:** Friday, May 20, 2022 7:12 AM  
**To:** Todd Sanders  
**Subject:** Meetings attended form approval

Good morning!

In lieu of a physical signature, could you please email me your approval of the attached forms for Commissioners Bagnall, Duggan and Doane?

**Debbie Carper**  
District Recorder  
[Debbie.Carper@tvwd.org](mailto:Debbie.Carper@tvwd.org)  
phone: (503) 848-3014



TUALATIN VALLEY  
WATER DISTRICT



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

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# Tualatin Valley Water District



Delivering the Best Water 💧 Service 💧 Value

## Report of Meetings Attended

### Commissioner Todd Sanders

Date	Meeting or Function	Purpose	\$	Claimed
4/25	State Legislative Plan & meeting with Tom Hickmann	Lobbying efforts & hiring updates	50	X Yes <input type="checkbox"/> No
5/2	Zoom meeting with Sen. Wyden Chief of Staff	Sharing TVWD information	50	X Yes <input type="checkbox"/> No
5/3	Zoom meeting with Sen. Merkley Chief of Staff	Sharing TVWD information	50	X Yes <input type="checkbox"/> No
5/3	Board work session	WWSS & Financial Update		<input type="checkbox"/> Yes <input type="checkbox"/> No
5/9	State Legislative Strategy session with CFM & Tom Hickmann	Lobbying schedule and planning	50	X Yes <input type="checkbox"/> No
5/10	Meeting with Commissioner Duggan in lieu of Agenda Planning	Originally for Agenda setting. 1-1 on history of Washington County, Beaverton, Hillsboro, TVWD relations	50	X Yes <input type="checkbox"/> No
5/16	Meeting with Tom Hickmann	Update on Hiring	50	X Yes <input type="checkbox"/> No
5/18	Board Meeting	District Business	50	X Yes <input type="checkbox"/> No
			\$350	<input type="checkbox"/> Yes <input type="checkbox"/> No
			OK to pay D Carper	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

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

## Debbie Carper

---

**From:** Jim Doane  
**Sent:** Thursday, May 19, 2022 4:37 PM  
**To:** Debbie Carper  
**Cc:** Todd Sanders; Jim Doane  
**Subject:** Re: Meetings attended form approval  
**Attachments:** Meetings Attended Form - Sanders.docx

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I approve of Commissioner Sanders' request for reimbursement.  
Jim Doane

Sent from my iPhone

On May 19, 2022, at 07:08, Debbie Carper wrote:

Hi Commissioner Doane,

In lieu of a physical signature, could you please send me your email approval of the attached form for Commissioner Sanders?

**Debbie Carper**  
District Recorder  
[Debbie.Carper@tvwd.org](mailto:Debbie.Carper@tvwd.org)  
phone: (503) 848-3014