



**TUALATIN VALLEY**  
WATER DISTRICT

# Board Meeting Minutes

October 18, 2023

## REGULAR MEETING – 6:00 PM

### CALL TO ORDER

Commissioners Present: Jim Doane, PE; Jim Duggan, PE; Carl Fisher; Elliot Lisac, Todd Sanders

Staff Present: Paul Matthews, Interim Chief Executive Officer; Clark Balfour, General Counsel; Justin Carlon, Interim Chief Financial Officer; Pete Boone, PE, Chief Operating Officer; Dave Kraska, PE, Water Supply Program Director; Andrew Carlstrom, Customer Service Manager; Justin Dyke, Interim Communications and Public Affairs Supervisor; Kylie Bayer, Human Resources Director; Tim Boylan, IT Services Director and Sam Kaufmann, District Recorder.

### 1. PUBLIC HEARING

- A. Consider the first reading of an ordinance amending System Development Charges. *Staff Report – Clark Balfour*

Clark Balfour presented his staff report on the proposed amendments to System Development Charges.

Commissioner Sanders opened the public hearing at 6:02 p.m. and called for questions from the public. There were none. Commissioner Sanders Closed the public hearing at 6:03 p.m.

Motion was made by Duggan, seconded by Doane, to perform the first reading of Ordinance 02-23 by title. The motion passed unanimously with Doane, Duggan, Fisher, Lisac and Sanders voting in favor.

The district recorder read Ordinance 02-23 by title.

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

Paul Matthews presented the CEO report and Pete Boone presented his department update.

### COMMISSIONER COMMUNICATIONS

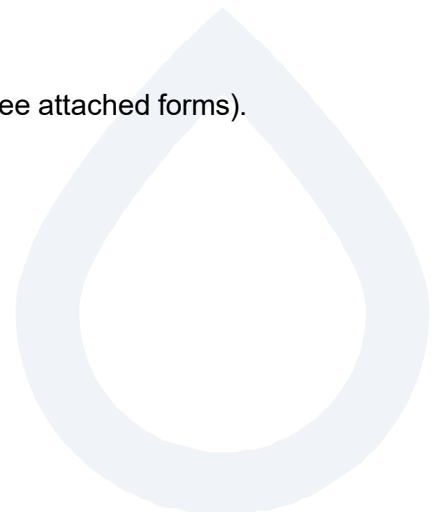
- A. Reports of meetings attended.

Commissioners described and submitted a list of recently attended meetings (see attached forms).

- B. Topics to be raised by the Commissioners.

None.

### 2. CONSENT AGENDA



- A. Approve the September 20, 2023, regular meeting minutes.
- B. Approve the October 3, 2023, work session meeting minutes.
- C. Approve the October 3, 2023, special meeting minutes.

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

## **ADJOURNMENT**

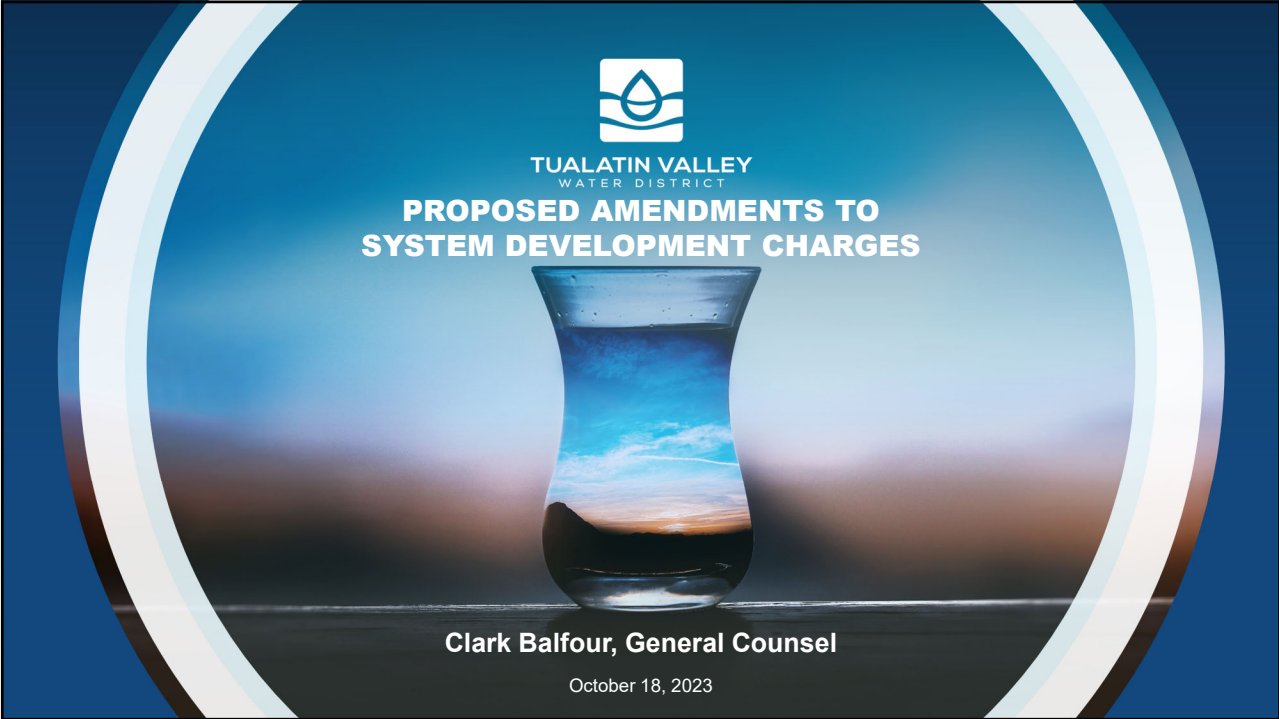
There being no further business, President Sanders adjourned the meeting at 6:31 p.m.

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Todd Sanders, President

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Jim Doane, Secretary



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## TALKIN' WATER

TVWD's next virtual forum will be held noon, October 25, and focus on residential winter irrigation preparation. Pre-registration is not required for this event. Those who may be interested can find the link at: [www.tvwd.org/talkingwater](http://www.tvwd.org/talkingwater).

## BOARD EDUCATIONAL OPPORTUNITIES

Tomorrow, TVWD's Executive Assistant will send the Board a list of upcoming conference/educational opportunities. As a reminder, the District's Board Policies encourage Commissioners "...to attend the annual conferences of AWWA or one other non-political national conference as well as the annual conferences of the Pacific Northwest Section of AWWA and SDAO."

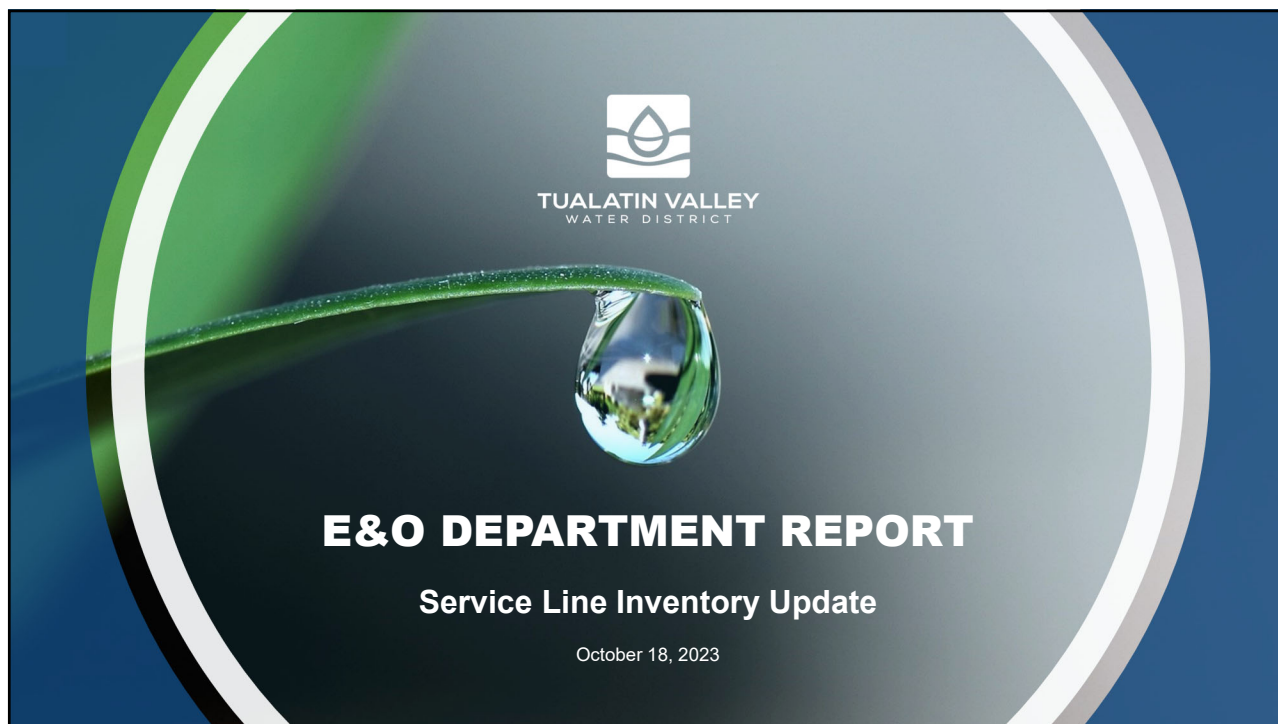
Also, House Bill 2805 requires annual training on the best practices and requirements of public meetings law. This training needs to be provided by Oregon Government Ethics Commission or another organization of the Commission's choice.

## **LEADERSHIP TEAM PLANNING SESSION**

On November 13, the Leadership Team will meet to review TVWD's 2023-2025 strategic plan, initiatives, and project list. The Leadership Team will discuss priorities, timelines, and resource constraints. I plan to provide you an update at the December work session. In addition to that update, I plan to present more detailed information and recommendations during the February work session.

## **DEPARTMENT REPORT**

Chief Operating Officer Pete Boone will present the department report this evening.



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## SERVICE LINE INVENTORY

Project background and summary

- **EPA requires water systems to develop a “lead service line (LSL) inventory” under new rules**
  - Initial inventory must be submitted to the Oregon Health Authority by October 16, 2024
- **TVWD has no known LSLs**
  - The “Service Line Project” is designed to confirm this using ~400 randomly selected sites for physical evaluation (i.e., minor excavation adjacent to the meter)
  - Statistical modeling then used to confirm absence of LSLs across the District

8 | Service Line Inventory Update

8



9 | Service Line Inventory Update

## PROJECT UPDATES

### Milestones, timelines, and next steps

- **Through a competitive RFP, the District is in the process of awarding the excavation work to our selected contractor**
  - The contractor will perform all on-site work w/ District support for data collection and customer engagement
  - The work is expected to be completed by February, well in advance of the inventory submission deadline
- **Additional outreach and communications underway by District staff**
  - Selected sites will be notified in the coming weeks of the pending work
  - Tailored communications for sites in or outside of the public right of way



## COMMUNITY FOCUSED

### Portfolio of resources

- **“Keeping Water Safe” microsite**
  - Project background
  - Timeline
  - FAQs
  - Video content
  - Bi-lingual
- **Staff resources**
  - Fact sheets/brochures
  - Field and office staff talking points



10 | Service Line Inventory Update





**THANK YOU. QUESTIONS?**

**Peter Boone, PE, PLS**

Chief Operating Officer

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## **CONSENT AGENDA**

- A. Approve the September 20, 2023, regular meeting minutes.
- B. Approve the October 3, 2023, work session meeting minutes
- C. Approve the October 3, 2023, special meeting minutes

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**TUALATIN VALLEY**  
WATER DISTRICT

**Report of Meetings Attended**

Commissioner: Carl Fisher

Date: 10/18/2023

Date	Meeting or Function	Purpose	\$	Claimed
10/2/23	Met with Paul Matthews	Check in Meeting	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10/3/23	TVWDSpecial Board Meeting, Executive Session	Board Meeting	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10/10/23	Agenda Planning Meeting	Met with Paul Matthews and Comm. Sanders to plan next board meeting	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10/11/23	Phone Call with Comm. Sanders	to discuss upcoming board meetings	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10/15/23	Met with WEA Director	to discuss how they can start presenting about water issues in the county	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10/18/23	TVWD Board Meeting	Regular monthly meeting	50	<input checked="" 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

OK to pay \$300 - SK

Date: 10/18/23

Approved by:



President



Secretary

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

## Report of Meetings Attended

Commissioner: Lisac

Date: 10/18/23

Date	Meeting or Function	Purpose	\$	Claimed
10/3/23	TVWD work session, special meeting, and executive session	WWSP update, Supplemental Budget, affordable housing SDCs	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10/4/23	Check-in with Interim CEO	Broad discussion regarding District priorities	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10/11/23	Call with President Sanders	Planning for future executive session	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10/13/23	BRJOC/JWC Board Meetings & executive session	Quarterly board meetings	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10/18/23	TVWD Board Meeting	October meeting	50	<input checked="" 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

Ok to pay \$250 -SK

Date: 10/18/23

Approved by



President



Secretary

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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**TUALATIN VALLEY**  
WATER DISTRICT

**Report of Meetings Attended**

**Commissioner Jim Duggan**

Date	Meeting or Function	Purpose	\$	Claimed
9/28&29/23	OSBEELS Symposium - Traverse	Webinar – PDH for P.E.	-	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10/03/2023	TVWD Work & Exec. Sessions	WWSP & CEO Updates	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10/04/2023	RWPC Board Meeting	Regular 1/3 Yr. Mtg.	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10/05/2023	Meeting with Paul Matthews	Interim CEO Update	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10/10/2023	Wash. Co. CPO #1	Local Updates – Sheriff	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10/18/2023	TVWD Board Meeting	Regular Monthly Mtg.	50	<input checked="" 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


OK to pay \$250 - SK

Date: 10/18/2023

Requested by: James. J. Duggan

Commissioner

Date: 10/18/23

Approved by: 

President

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**Report of Meetings Attended**

Commissioner: Todd Sanders

Date: 10/18/23

Date	Meeting or Function	Purpose	\$	Claimed
10/4	Meeting with consultant Norm Eder	Intergovernmental Relations	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10/3	Monthly Work Session	Work Session	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10/2	Check in with Interim CEO	Interim CEO expectations	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9/29	Phone calls and emails with staff	Intermin CEO placement	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9/28	Phone calls and emails with staff	Intermin CEO placement	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9/26	Meeting with consultant Norm Eder	Intergovernmental Relations	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9/25	Meeting with CFM	Lobbying work	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9/22	PHone calls and emails with staff	CEO retirement	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9/21	Phone calls and emails with staff	CEO retirement	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

Date: 10/18/23

Approved by




President

Secretary

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**Report of Meetings Attended**

Commissioner: Todd Sanders

Date: 10/18/23

Date	Meeting or Function	Purpose	\$	Claimed
10/18/23	Monthly Board meeting	Rates, SDC	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10/17	Meeting with Consultant Norm Eder	Intergovernmental Relations	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10/16	Phone calls & emails with staff	Board actions and proposals	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10/13	Phone calls & emails with Board members	Non decision discussions	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10/12	Meeting with interim CEO	Intergovernmental Relations	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10/11	Phone calls & emails	Intergovernmental Relations	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10/10	Agenda setting Meeting	Setting Agenda for Monthly Board Meeting	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10/09	WRWC Meeting	Water Rights Certification	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10/05	Meeting with interim CEO	Intergovernmental Relations	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10/4	Phone calls with staff	Leadership team discussion	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

OK to pay \$950 - SK

Date: 10/18/23

Approved by [Redacted Signature]

President  Secretary

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**Report of Meetings Attended**

**Commissioner Doane**

Date	Meeting or Function	Purpose	\$	Claimed
10/18	Regular Meeting		50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10/13	BJOC/JWC		50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10/9	BJOC/JWC Premeeting		50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9/28	First Day OSBEELS Symposium		50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9/29	Second Day OSBEELS Symposium		50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10/5	MTG CEO		50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
10/3	Work Session		50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

Date: 19 Oct 2023

Requested by: Jim Doane

OK to pay \$350 to CEAF  
-SK

Commissioner

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

President

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

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**From:** [Todd Sanders](#)  
**To:** [Sam Kaufmann](#)  
**Subject:** Re: OCT Meetings Attended  
**Date:** Tuesday, October 24, 2023 4:37:38 PM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image006.png](#)  
[image007.png](#)  
[image008.png](#)

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I approve Jim Doane's October 2023 Meeting Attended form.

Todd Sanders

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