



TUALATIN VALLEY
WATER DISTRICT

Board Meeting Minutes

January 17, 2024

REGULAR MEETING – 6:01 PM

CALL TO ORDER

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

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

REPORTS BY THE CHIEF EXECUTIVE OFFICER AND MANAGEMENT STAFF

Paul Matthews presented the Chief Executive Officer report.

Commissioner Duggan expressed interest in voting on behalf of the District's Board to fill the Washington County special district seat on the Metropolitan Policy Advisory Committee (MPAC) at the meeting convened by the Special Districts of Oregon (SDAO) on February 21, 2024.

Motion was made by Doane, seconded by Fisher to appoint Commissioner Duggan to vote at the February 21, 2024 meeting convened by SDAO as the Tualatin Valley Water District representative to select the MPAC member representing Special Districts in Washington County. The motion passed unanimously with Doane, Duggan, Fisher, Lisac and Sanders voting in favor.

Pete Boone, PE, updated the Board on the recent weather event.

Tim Boyland presented the department report for IT Services.

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.

PUBLIC COMMENT

There were none.

1. CONSENT AGENDA

1850 SW 170th Ave | Beaverton, Oregon 97003 | 503-848-3000 | twd.org



- A. Approve the December 20, 2023, regular meeting minutes.
- B. Consider adoption of the Tualatin Valley Water District Investment Policy.

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

2. BUSINESS AGENDA

- A. Annual adjustment of System Development Charges. Staff Report – Justin Carlton, Interim Chief Financial Officer.

Justin Carlton presented his staff report on the annual adjustment to System Development Charges for the Tualatin Valley Water District.

Motion was made by Doane, seconded by Lisac to adopt Resolution 02-24, a resolution amending System Development Charges for the Tualatin Valley Water District and declaring an effective date. 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 7:20 p.m.

Todd Sanders, President




Jim Doane, Secretary






1

METROPOLITAN POLICY ADVISORY COMMITTEE
 Washington County Special District Representative

-  SDAO is facilitating a process for a Washington County special district representative to fill a vacancy on the MPAC
-  MPAC advises the Metro Council on the amendment or adoption of the Regional Framework Plan and other matters specified in the Metro Charter
-  MPAC meets monthly, usually on the last Wednesday of the month at 5:00 PM.

2 | 2024 Strategic Plan 

2

MPAC VACANCY PROCESS

Key Steps

- SDAO will host a meeting on February 21, at 10:00 am, to select the representative
- Representative must be an elected member of a special district within Washington County
- Each interested individual will give a short five-minute presentation on why they are qualified and interested
- Each special district attending will have one vote
- The nominee receiving the greatest number of votes will be the special district representative to MPAC for Washington County
- The nominee receiving the second most votes will have the option to serve as the alternate

3 | 2024 Board Meeting - Staff Report



3

QUESTIONS FOR THE BOARD

Is a TVWD Board member interested in the MPAC position vacancy?

- More than one board member from a special district could seek the position

Do Commissioners wish to appoint a representative to vote at the February 21 meeting?

- Could be an elected official or staff member

4 | 2024 Board Meeting - Staff Report



4

WASHINGTON COUNTY SUPPLY LINE



6 | CEO and Management Staff Report



5

OPERATIONAL RESPONSE TO SEVERE WEATHER

- Customer service calls
- Power and SCADA outages
- Supply changes
- Emergency locate requests
- Access and travel challenges
- Internet provider outage
- Coordination with TVFR



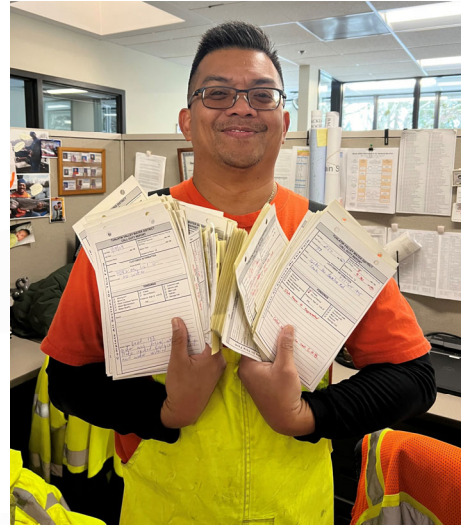
6 | CEO and Management Staff Report



6

HIGHLIGHTS ON CUSTOMER SERVICE CALLS

- 207 customer emergency calls over the weekend
- Friday night-Tuesday morning
- Significant call volume Sunday afternoon
- Peak staffing: Dispatcher and 4 pairs of operators
- 47 additional calls Tuesday night into Wednesday morning

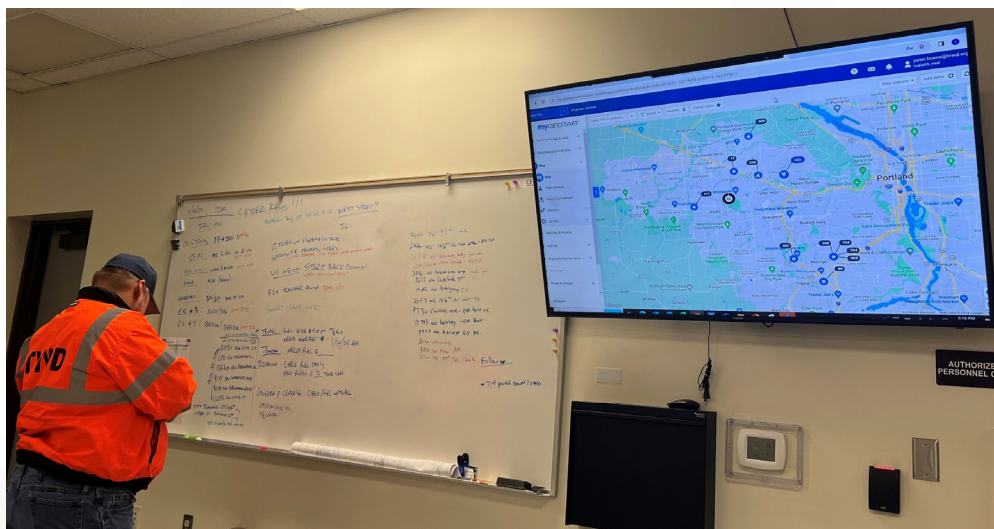


7 | CEO and Management Staff Report



7

RESPONSE COORDINATION



8 | CEO and Management Staff Report



8

POWER OUTAGES CHALLENGE OPERATIONS

Emergency generators provided backup power at:
Ridgewood View Pump Station (86 hours)
Tueful Pump Station (79 hours)
Sunset Pump Station (25 hours)
Thompson Pump Station (8 hours)
Florence Lane Pump Station

1,020 gallons of diesel fuel was delivered



SCADA COMMUNICATIONS OUTAGES

- Communications failures by franchised utilities
- Current project underway to improve SCADA resiliency and reliability
- Mobile tools allow real-time access/control of the water system



PORTLAND SUPPLY UPDATE

Transitioned to the backdown system to allow connection of MPE to the WCSL
 Portland encountered power outages in the facilities feeding the backdown system
 TVWD transitioned to JWC to relieve impact on Portland's system



11

SUPPLY CHANGES



12

INCREASED NEED FOR EMERGENCY LOCATES



13 | CEO and Management Staff Report



13

DOWNED TREES PRESENT OBSTACLES



14 | CEO and Management Staff Report



14

MORE DOWNED TREES



15 | CEO and Management Staff Report



15

OTHER COLD-WEATHER OBSTACLES



16 | CEO and Management Staff Report



16

COORDINATION WITH TVFR



17 | CEO and Management Staff Report



17

DEPARTMENT REPORT

IT Services Director Tim Boylan will present the department report this evening.

18 | CEO and Management Staff Report



18



TUALATIN VALLEY
WATER DISTRICT

IT DEPARTMENT UPDATE



Tim Boylan
January 17, 2024

19



TUALATIN VALLEY
WATER DISTRICT

AGENDA

- Roadmap Principles and Progress
- Key Accomplishments
- Current Initiatives and Performance
- Looking Forward

20

2019 – 2025 IT Roadmap Principles

- Support a Flexible and Changing Workforce
- Buy & Integrate vs. Build
- Cloud First (Where Possible)
- Security & Resilience
- Data and Outcome Focused

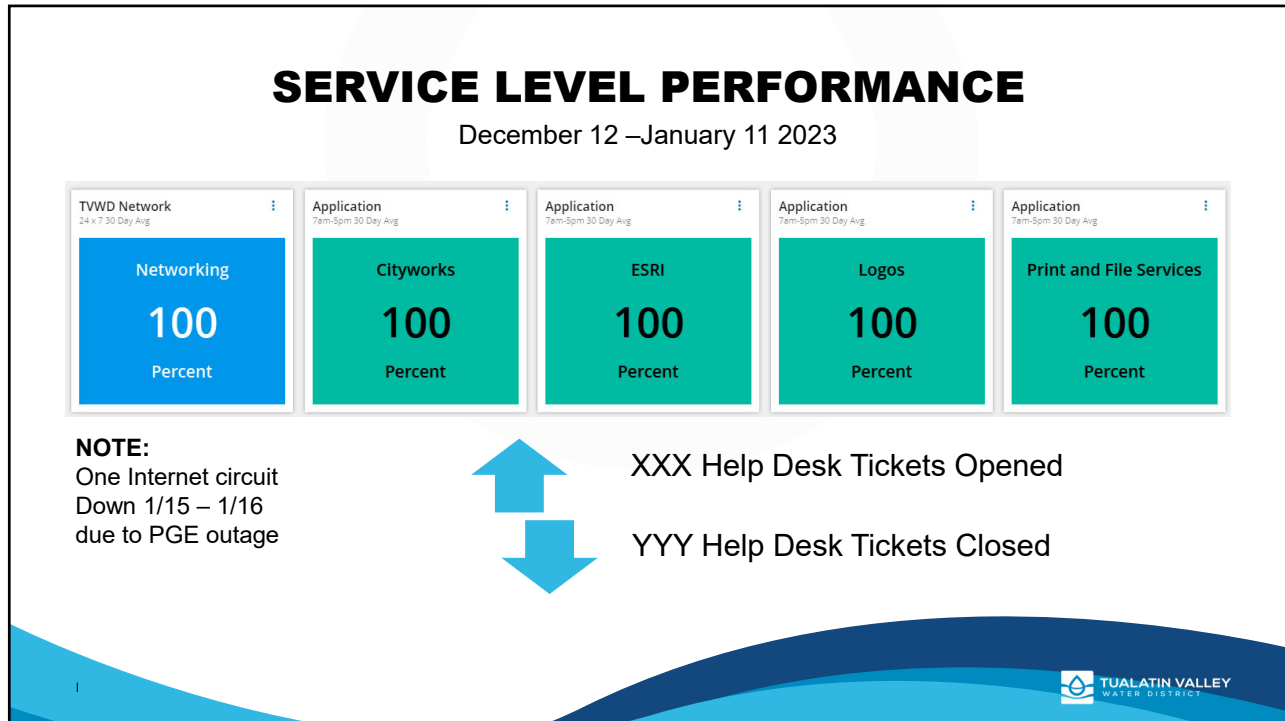



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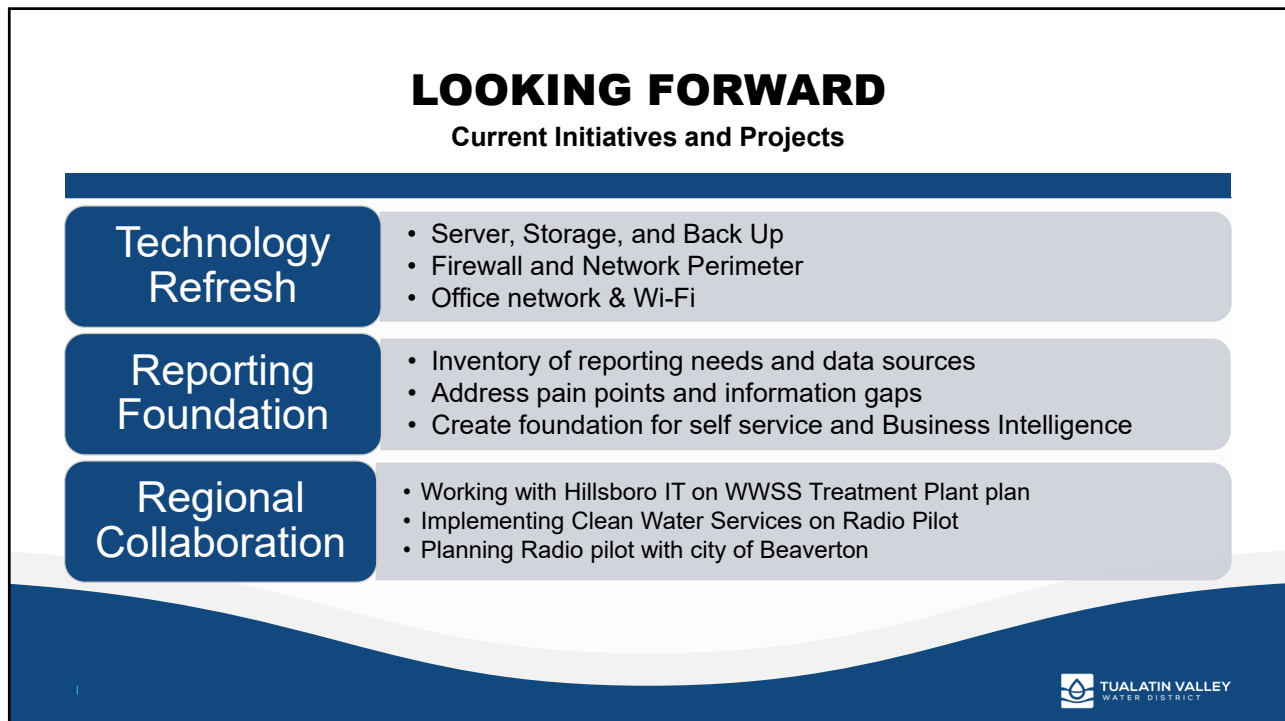
IT ROADMAP PLAN & PROGRESS

2019 – 2021 Service Improvement	2021 – 2023 System Changes	2023 – 2025 Data & Resiliency
Focus Areas: -Self Help Portal Updates -Service Delivery Updates -Increase Flexibility -Support the CIS Project	Focus Areas: -IT Process Updates -Retire Legacy Applications -Organization Updates -Complete the CIS Project	Focus Areas: -Technology Refresh -Data Quality & Reporting -Cybersecurity Improvement -Support WWSS Program
Key Adjustments & Additional Projects -COVID: Remote Worker Support, Phone System Replacement -CIS Stabilization: Integrations, Process Updates, Reporting -Application Projects: NeoGov, GIS, Water Quality, and more		

22



23



24

CONSENT AGENDA

- A. Approve the December 20, 2023, regular meeting minutes.
- B. Consider annual adoption of the Tualatin Valley Water District Investment Policy.




TUALATIN VALLEY
WATER DISTRICT

UPDATE OF SYSTEM DEVELOPMENT CHARGE
Annual Inflationary Adjustment

Justin Carlton
January 17, 2024

OVERVIEW

Overview of SDCs

- Process for adjustments
- History on adjustments

Proposed adjustments to SDCs

- Comparison to other communities
- Comparison to other SDCs and similar charges

27 |



27

OVERVIEW OF SDCS

Ordinance 01-12

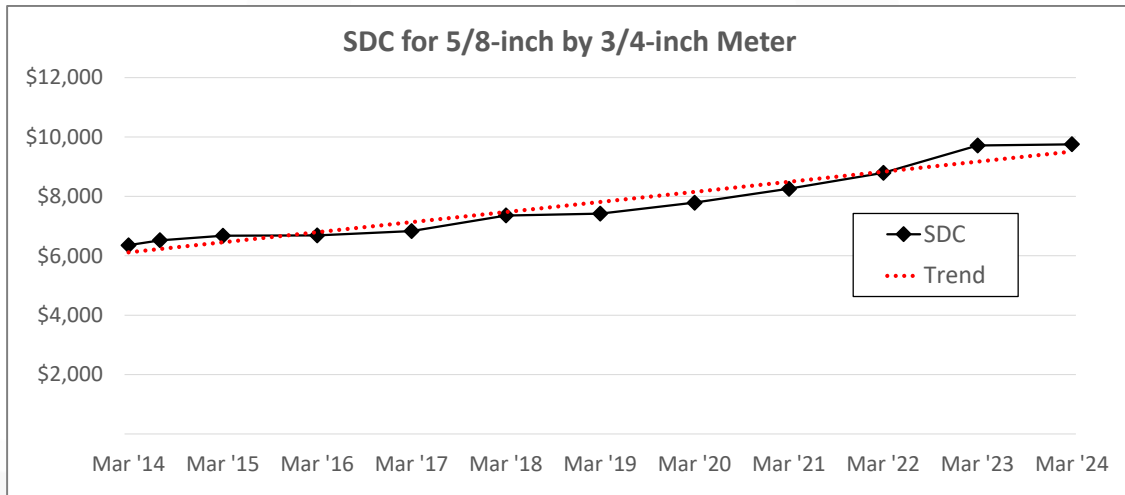
- Enacted by the Board, effective August 17, 2012
- Requires the District to review SDCs annually
- Adjustment in SDCs based on change in *Engineering News Record (ENR) Construction Cost Index (CCI) for Seattle*
- Complies with Oregon law

28 |



28

HISTORICAL SDC ADJUSTMENTS



Note: The ENR CCI (Seattle) increased 0.39% from December 2022 to December 2023. Proposed SDCs (effective 3/1/2024) presented above and on the following slides, are based on this increase.

29 |



29

EXISTING AND PROPOSED SDCs (METERS 1-1/2 INCHES OR LESS)

Meter Size	Existing	Proposed	Change
5/8" X 3/4"	\$9,716	\$9,754	\$38
3/4" x 3/4"	\$14,574	\$14,631	\$57
1"	\$24,290	\$24,385	\$95
1-1/2"	\$48,580	\$48,770	\$190

Note: Proposed SDCs based on a 0.39% increase in the ENR CCI (Seattle) from Dec. 2022 to Dec. 2023.

30 |



30

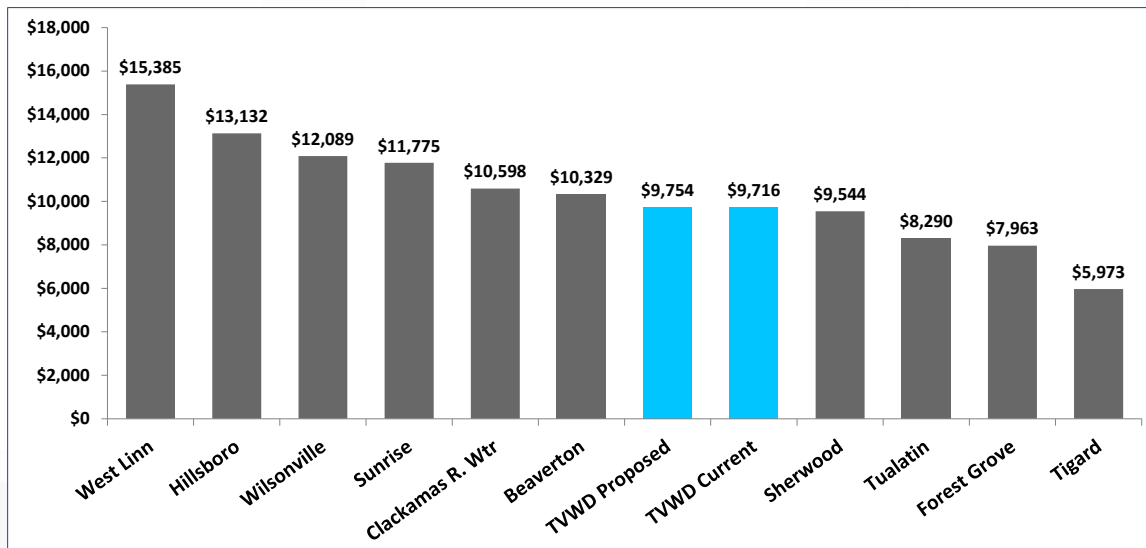
EXISTING AND PROPOSED SDCs (METERS LARGER THAN 1-1/2 INCHES)

Component	Existing	Proposed	Change
Peak-Day	\$7,991	\$8,021	\$30
Storage	\$1,725	\$1,733	\$8
Total	\$9,716	\$9,754	\$38

Note: Proposed SDCs based on a 0.39% increase in the ENR CCI (Seattle) from Dec. 2022 to Dec. 2023.

31

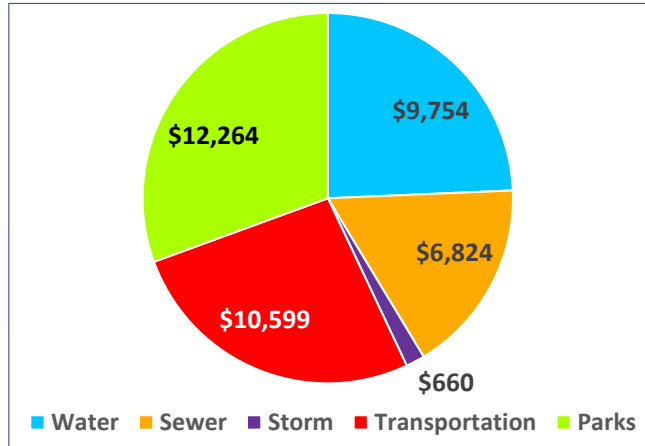
TVWD SDC COMPARISON TO OTHER COMMUNITIES



32

COMPARISON TO SDCs FOR OTHER SERVICES

Service	Charge
Water	\$9,754
Sanitary Sewer	6,824
Stormwater Management	660
Transportation Development Tax	10,599
Parks and Recreation	12,264
Total	\$40,101



STAFF RECOMMENDATION

- Staff recommends the Board adopt Resolution No. 02-24, a resolution amending system development charges for the Tualatin Valley Water District and declaring an effective date.



Report of Meetings Attended

Commissioner Doane

Date	Meeting or Function	Purpose	\$	Claimed
				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
1/12	JWC/BJOC		50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
1/17	Regular Mtg		50	<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
				<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

18 Jan 2024 _____

Requested by: Jim Doane
Commissioner

OK to donate \$100 to CEAF - SK

Date: _____

Approved by: _____
President





Report of Meetings Attended

Commissioner Jim Duggan

Date	Meeting or Function	Purpose	\$	Claimed
1/09/2024	Wash. Co. CPO #1	Updates – MSTIP – Dev.	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1/10/2024	RWPC Executive Com.	Regular 1/3 Yr. Mtg.	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1/17/2024	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
				<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 \$150 - SK

Date: 1/17/2024

Requested by: James. J. Duggan

Commissioner

Date: _____

Approved by: _____

President





Report of Meetings Attended

Commissioner:

Date:

Date	Meeting or Function	Purpose	\$	Claimed
				<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

OK to pay \$250 - SK

Date: _____ Approved by: _____

President Secretary





Report of Meetings Attended

Commissioner Todd Sanders

Date	Meeting or Function	Purpose	\$	Claimed
1/17/24	Monthly meeting	January Monthly meeting	50	X Yes No
1/9/24	Board Agenda Setting meeting	Paul, Comm. Fisher	50	x Yes <input type="checkbox"/> No
1/8/24	Meeting with consultant	Interagency relationships	50	X Yes No
1/10/24	Meeting with Comm. Fisher	Planning for legislative outreacch	50	x Yes <input type="checkbox"/> No
1/4/24	Meeting with Paul Matthews	Administrative updated	50	XYes No
1/3/24	Meeting with consultant	Planning for legislative outreach	50	x Yes <input type="checkbox"/> No
1/12/24	BR & JWC meeting	Updates on Barney Res. and Joint Water Comm.	50	x Yes <input type="checkbox"/> No
				x Yes <input type="checkbox"/> No
				x Yes <input type="checkbox"/> No
				X Yes <input type="checkbox"/> No
				X Yes <input type="checkbox"/> No
				X Yes <input type="checkbox"/> No
				X Yes <input type="checkbox"/> No
				X Yes <input type="checkbox"/> No

Date: 1/17/2024

Requested by: Todd Sanders
Commissioner

OK to pay \$350 - SK

Date: _____

Approved by: _____
President



From: [Todd Sanders](#)
To: [Sam Kaufmann](#)
Subject: Re: January meetings attended
Date: Tuesday, January 30, 2024 11:28:03 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)

I approve the Jan 2024 meeting minutes for Commissions Doane, Duggan and Fisher.

Todd Sanders

Get [Outlook for Android](#)

From: Sam Kaufmann <Sam.Kaufmann@tvwd.org>
Sent: Monday, January 29, 2024 12:32:09 PM
To: Todd Sanders <Todd.Sanders@tvwd.org>
Subject: RE: January meetings attended

Hi Todd,

Just a reminder to please sign off on the meeting attended forms.

Thanks,



Reliable, resilient
and safe water

Sam Kaufmann

District Recorder

He/Him

Phone: 503.848.3094

sam.kaufmann@tvwd.org



IMPORTANT: The contents of this email and any attachments are confidential. They are intended for the named recipient(s) only. If you have received this email by mistake, please notify the sender immediately and do not disclose the contents to anyone or make copies thereof.

From: Sam Kaufmann
Sent: Wednesday, January 24, 2024 1:02 PM
To: Todd Sanders <Todd.Sanders@tvwd.org>
Subject: January meetings attended

Hi Todd,

Do you approve of the attached meetings attended forms for Commissioners, Doane, Duggan and Fisher? I'm still waiting for Commissioner Lisac's meeting attended form.

Thanks,



Reliable, resilient
and safe water

Sam Kaufmann

District Recorder

He/Him

Phone: 503.848.3094

sam.kaufmann@twd.org



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From: [Jim Doane](#)
To: [Sam Kaufmann](#)
Subject: Re: January meetings attended for Commissioner Sanders
Date: Thursday, February 1, 2024 9:10:03 PM

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, Sorry I didn't catch it.
Jim
Sent from my iPhone

On Feb 1, 2024, at 17:19, Sam Kaufmann <Sam.Kaufmann@tvwd.org> wrote:

Hi Jim,

It's come to my attention that I sent you commissioner Duggan's meetings attended form instead of Commissioner Sanders. I've attached Todd's form to this email. Do you approve?

Thanks,

<image001.png><image002.png> **Sam Kaufmann**

District Recorder

He/Him

Phone: 503.848.3094

sam.kaufmann@tvwd.org

Reliable, resilient
and safe water

[<image003.png>](#)

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<Meetings Attended Form-ToddSanders-Jan2024.pdf>