



TUALATIN VALLEY
WATER DISTRICT

Board Meeting Minutes

February 21, 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 Director; Justin Dyke, Communications Director; 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 Lisac asked staff to investigate how the public water sector compares to other public sectors regarding bilingual employment.

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.

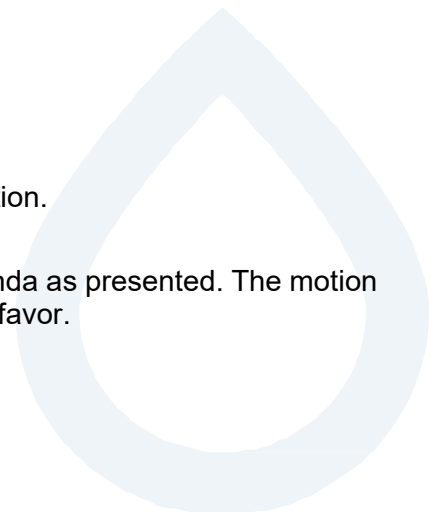
1. CONSENT AGENDA

A. Approve the January 17, 2024, regular meeting minutes.

B. Approve the February 6, 2024, work session meeting minutes.

C. Approval of the Willamette Water Supply System grant technical correction.

Motion was made by Duggan, seconded by Lisac, 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. Adoption of the TVWD Regional Principles. *Staff Report – Paul Matthews, Chief Executive Officer*

Paul Matthews presented his staff report on the TVWD Regional Principles.

Motion was made by Doane, seconded by Fisher to adopt Resolution 04-24, a resolution establishing the regional principles for the Tualatin Valley Water District. 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 6:40 PM

Todd Sanders, President

Jim Doane, Secretary






1

CUSTOMER ASSISTANCE PROGRAM UPDATE

- The update on Customer Assistance Program will be rescheduled.
- Staff is working on both the third-party verification and other business processes with the CIS.
- Staff plans to present an update to the Board in April.

1



2

CUSTOMER PHONE SURVEY REMINDER

- This week, our contractor will begin phone surveys of randomly selected TVWD, City of Hillsboro, and City of Beaverton water customers.
- Purpose: to understand perceptions and opinions about drinking water in advance of WWSS integration.
- Target: 400 respondents.
- Board members, Budget Committee members, and staff are asked not to participate to prevent bias of the results.



3

TALKIN' WATER

Six Things to Know About Your Water Service

- Thursday, February 9, 12:00-1:00pm.
- The access link will be posted on TVWD's website.
- Registration is not required.



4

ROY ROGERS ROAD CLOSURE

Key Facts

- Over Presidents' Day weekend to install 250-feet of 66-inch pipe.
- Road closure began at 7:00 pm on Friday, reopening Monday at 5:00 am.
- Required 24-hour/Day operations to complete pipe installation, backfill, and pavement restoration.
- Drivers were notified in advance using signs, TripCheck, City/County websites, and news updates.
- Approved detour routes were planned years in advance with the County.
- WWSP public outreach team worked with local businesses to manage potential impacts.
- Successful completion of this installation eliminates another significant construction and schedule risk for the WWSP.
- We appreciate the cooperation of Washington County in allowing the road closure.

DEPARTMENT REPORT

Human Resources Director Kylie Bayer will present the department report this evening.



Human Resources Division Update EEO-4 Reporting

Kylie Bayer, Human Resources Director

February 21, 2024

7

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

- EEOC enforces Title VII of the Civil Rights Act of 1964 – *prohibits employment discrimination based on race, color, religion, sex, and national origin.*
- EEOC investigates charges of discrimination against employers covered by the law
- EEOC works to prevent discrimination through outreach, education, and technical assistance programs
- Requires employers to periodically file workforce demographics reports



8

EEO-4 REPORTING

- Local governments must file report every other year
- Information collected:
 - Race/ethnicity
 - Sex
 - Job Category
 - Salary
- Why is this important?
 - Compliance with federal regulations
 - Identifying potential disparities
 - Benchmarking and monitoring progress on DEI efforts

DATA LIMITATIONS

- US census categories
- Limited to race and gender
- Self-reported upon hire
 - If not reported, employer can make assumption

TVWD'S 2023 EEO-4 DATA

Female	Male
28.3%	71.7%

	American Indian/ Alaska Native	Asian	Black/ African American	Hispanic/ Latino	Native Hawaiian/ Pacific Islander	Two or more races	White
TVWD Employees	0%	3.6%	1.5%	5.1%	2.9%	2.2%	84.8%
TVWD Service Area	.62%	15.91%	2.96%	14.86%	.49%	8.45%	59.78%



11

DEMOGRAPHIC DATA & DEI

Data can be used to pinpoint areas for improvement and apply interventions such as:

- Targeting outreach efforts to women, people of color, and people with bilingual skills
- Creating programs to expose population groups to water utility sector as a career
- Highlighting TVWD's commitment to equity and inclusion in job announcements and recruitment materials



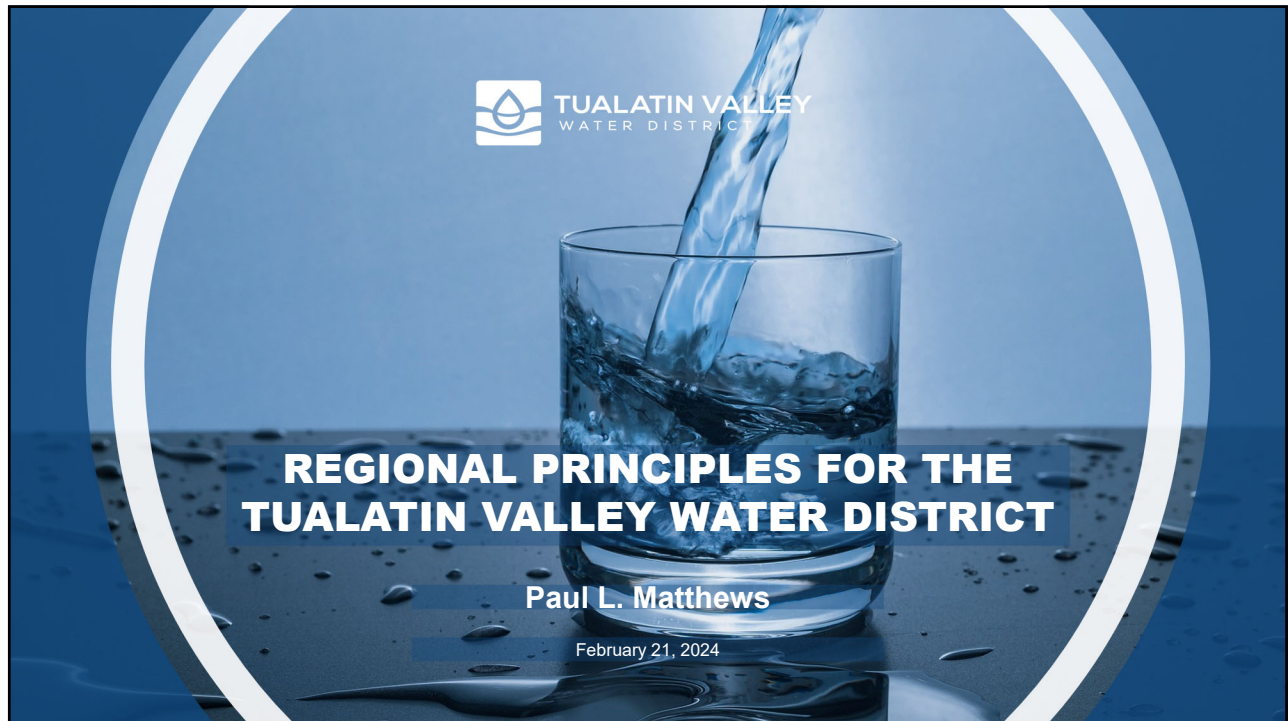
12

CONSENT AGENDA

- A. Approve the January 17, 2024, regular meeting minutes.
- B. Approve the February 6, 2024, work session meeting minutes.
- C. Willamette Water Supply System grant technical correction.



13



14

TONIGHT'S PROPOSED ACTION

Overview of Presentation

- Review the goals and objectives
- Share the proposed Regional Principles themselves
- Highlight the proposed resolution



Tualatin Valley Water District's Regional Principles

TVWD is committed to:

- The preservation of public health and safety
- The stewardship of a resilient and reliable water system
- The highest standards of quality and professionalism

Our regional commitments:

1. TVWD is committed to equitable, fair, mutually beneficial, and meaningful partnerships that respect current jurisdictional boundaries.
2. TVWD is committed to transparency among all interested entities. As a public agency, TVWD's actions are a matter of public record.
3. TVWD is committed to providing mutual aid to neighboring public agencies. Mutual aid might include:
 - a. Reciprocal arrangement for water and/or other services.
 - b. Fee-based services.
 - c. Other arrangements where appropriate.
4. TVWD will endeavor to respond to a request for assistance in a timely manner in accordance with the highest professional standards.
5. Threshold criteria for partnerships include:
 - a. Is the request consistent with TVWD's mission, vision, and values?
 - b. Does the request serve the best interest of TVWD's customers to build and maintain reciprocal relationships with neighboring utilities?
 - c. Does TVWD have the resources, expertise, equipment, system capacity, etc., to meet the request in a cost-effective manner?
 - d. Is TVWD in the best position to provide the services requested?



15

PURPOSE OF THE REGIONAL PRINCIPLES

Goals and Objective

- Improve relationships with regional stakeholders by communicating TVWD's principles on how it will support neighboring utilities.
- Improve the District's ability to react to regional needs in a timely manner.
- Further prepare the District for its evolving regional role.



16

THREE ELEMENTS TO REGIONAL PRINCIPLES

TVWD's Commitments

- Enterprise-level commitments

Regional Commitments

- What our potential partners can expect

Threshold Criteria for Partnerships

- How we will evaluate potential partnerships

17

ENTERPRISE-LEVEL COMMITMENTS

TVWD is Committed to:

- The preservation of public health and safety
- The stewardship of a resilient and reliable water system
- The highest standards of quality and professionalism

18

WHAT OUR PARTNERS CAN EXPECT

Our Regional Commitments

- TVWD is committed to equitable, fair, mutually beneficial, and meaningful partnerships that respect current jurisdictional boundaries.
- TVWD is committed to transparency among all interested entities. As a public agency, TVWD's actions are a matter of public record.
- TVWD is committed to providing mutual aid to neighboring public agencies. Mutual aid might include:
 - Reciprocal arrangement for water and/or other services.
 - Fee-based services.
 - Other arrangements where appropriate.
- TVWD will endeavor to respond to a request for assistance in a timely manner in accordance with the highest professional standards.

EVALUATION OF POTENTIAL PARTNERSHIPS

Threshold Criteria for Partnerships

- Is the request consistent with TVWD's mission, vision, and values?
- Does the request serve the best interest of TVWD's customers to build and maintain reciprocal relationships with neighboring utilities?
- Does TVWD have the resources, expertise, equipment, system capacity, etc., to meet the request in a cost-effective manner?
- Is TVWD in the best position to provide the services requested?

PROPOSED RESOLUTION

Highlights

- Recitals provide the context for the Board's decision
- Regional Principles included as an Exhibit to the resolution
- CEO is directed to align District's activities with the Regional Principles
- Future revisions require Board action

STAFF RECOMMENDATION

Adopt Resolution No. 04-24, a resolution establishing Regional Principles for the Tualatin Valley Water District