



TUALATIN VALLEY
WATER DISTRICT

Board Meeting Minutes

March 20, 2024

REGULAR MEETING – 6:00 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, 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.

Andrew Carlstrom presented the department report for Customer Service.

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.

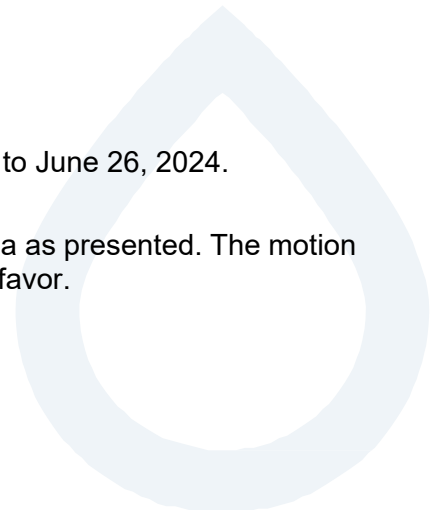
PUBLIC COMMENT

There were none.

1. CONSENT AGENDA

- A. Approve the February 21, 2024 Regular Meeting Minutes
- B. Approve the March 5, 2024 Work Session Meeting Minutes
- C. Consider a Resolution Rescheduling the June 19, 2024 Regular Meeting to June 26, 2024.

Motion was made by Fisher, 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. Consider a Resolution Establishing Federal and State Legislative Strategies – *Paul Matthews, Chief Executive Officer*

Paul Matthews presented his staff report on the TVWD federal and state legislative strategies.

Motion was made by Doane, seconded by Lisac to adopt Resolution 06-24, a resolution establishing the federal and state legislative strategies 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 6:42 PM

Todd Sanders, President

Jim Doane, Secretary





1

WASHINGTON COUNTY SUPPLY LINE

Status and Update

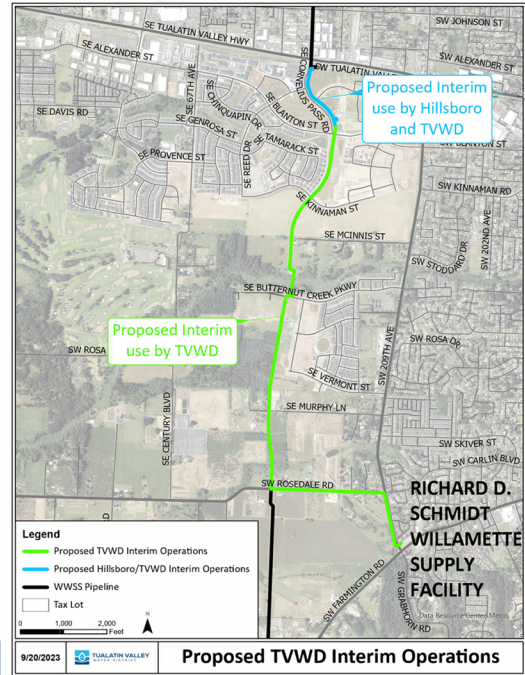
- Planning and preparation began on Monday to refill the Washington County Supply Line (WCSL) following its connection to the MPE pipeline.
- TVWD crews are working closely with the WWSP team to coordinate the filling and testing process before the WCSL is returned to full service.
- Fluoridation of the District's Wolf Creek service area will resume following the resumption of flow in the WCSL, which is scheduled for the end of this month.

2

PLW PIPELINE UPDATE

Status

- Work is underway to commission a segment of the WWSS PLW pipeline along the western boundary of TVWD’s service area.
- The PLW pipeline will be placed into interim use to bring Joint Water Commission (JWC) water from the JWC’s South Transmission Line (STL) to the District’s soon-to-be-commissioned *Richard D. Schmidt Willamette Supply Facility*, then into TVWD’s distribution system
- This segment of PLW will remain in interim use while the construction of the WWSS continues.



3

PLW PIPELINE UPDATE

Interim Use



- Conditioning the cement mortar lining helps prepare the PLW segment in advance of the commissioning and startup.
- Hillsboro also intends to use the northern most section of PLW pipeline in an interim fashion.
- Interim use is a beneficial way to manage the water quality in the pipelines as construction of the WWSS continues.

4

COMMUNICATIONS UPDATE

- The Water Supply Integration (WSI) Communications project team completed the phone survey and is now reviewing the results to better understand customer feedback ahead of the planned focus groups.
- Tomorrow, the consultants will conduct two focus groups of water customers within the Partners' service areas.
- Data collected from the phone surveys and focus groups will help advise the project team on next steps and upcoming messaging.



5

BRIEFING OF FORMER TVWD LEADERS

Current Plans

- Gather former leaders on May 16, 2024 at 11:30 am for an update on TVWD and the WWSP
- Lunch will be provided for the Board and the invited guests
- Celebrate TVWD's history of long-term planning for infrastructure and productive partnerships

6

DEPARTMENT REPORT

Customer Service Director Andrew Carlstrom will present tonight's department report.



7



Department Report – Customer Service

Andrew Carlstrom, Customer Service Manager

March 20, 2024

8

Talkin' Water

- TVWD's Communications conducts virtual "Talkin' Water" forum events that allow District customers to receive information and interact with staff experts from District departments on specific topics.
- These events, which are then available for replay, have received positive customer feedback.
- The February 29 Talkin' Water event was entitled "6 Things to Know About Your Water Service" and had a large attendance – 56 members of the public.
- This Board Department Report is a condensed version of the topics covered on February 29.



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FEBRUARY 29 TALKIN' WATER EVENT EXPERTS



Presenter

Mike

Field Customer Service Lead



Presenter

Jesus

Customer Service and Billing Specialist



11

#1 Can I shut off my water at the meter?



12

LEAVE SHUTTING OFF THE METER TO TVWD

- Contact our office to have your water shut off at the meter if you don't have a home shutoff valve.
- Incorrectly turning meter valves poses risks.
 - Risk 1: Not doing it properly
 - Risk 2: You break it, you buy it
 - Risk 3: Disruption of water to neighbors, tampering fine
- Trained professionals are available 24/7 for emergencies.



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EMERGENCY WATER SHUTOFF

- Locate your shut off valve before you have a leak or an emergency.
- Common locations are:
 - Crawl space or basement.
 - Garage, possibly near a water heater or laundry hookup.
 - Outside near the foundation, often protected by a concrete ring or clay pipe.



14

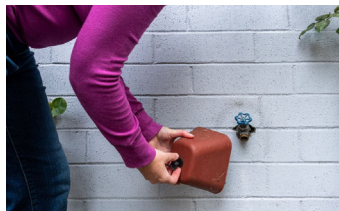
#2 How can I prevent pipes from freezing or breaking?



15

BUNDLE UP EXPOSED FIXTURES

- Closing crawl space vents keeps cold air from circulating around exposed pipes.
- Disconnect and drain hoses from outside faucets.
- Turn off and drain irrigation systems and backflow assemblies.
- Cover hose bibs and backflow assemblies.
- Insulate hot and cold pipes in unheated areas, such as the garage, crawl space or attic.



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DURING A FREEZE EVENT

- Open cabinet doors to let heat aid pipes.
- Have a steady drip of cold water at an inside faucet farthest from your water meter.
 - This keeps water moving, making it less likely to freeze.
- Make sure your water meter box is accessible.
- If a neighbor is away or you are next to a vacant house, notify TVWD if you suspect a leak.
- TVWD will respond 24 hours a day, 7 days a week by calling 503.848.3000.
- **Only Call 9-1-1 for fire and life-threatening emergencies.**



17

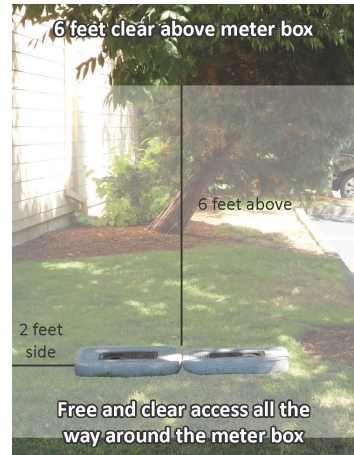
#3 Can I change the landscape around my meter box or fire hydrant?



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WATER METER CLEARANCE GUIDELINES

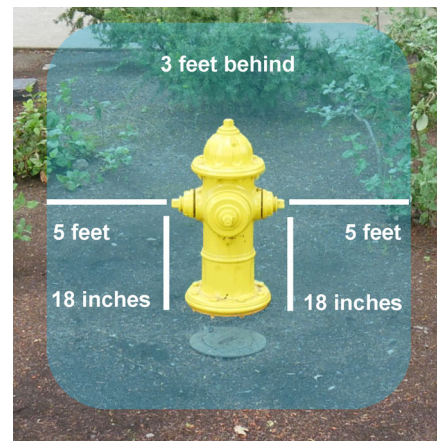
- Meters need “free and clear” access so our staff can easily access the meter.
 - For reading and emergency response needs
- All obstructions must be trimmed or removed.
- Clearance requirements:
 - 6 feet above the meter box
 - 2 feet on each side



19

FIRE HYDRANT CLEARANCE GUIDELINES

- Fire hydrants must be visible from the street and easily accessible.
- All obstructions must be trimmed or removed.
- Never alter or paint a hydrant.
- Clearance requirements:
 - 3 feet behind
 - 5 feet to each side of the hydrant
 - At least 18 inches to the ground



20

#4 How do I know my meter reading is accurate?

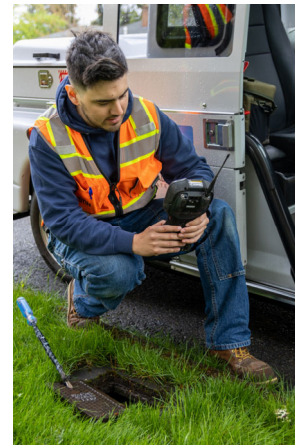


TUALATIN VALLEY
WATER DISTRICT

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WATER METER FUNCTIONALITY

- Meters are mechanical devices prone to wear and tear.
- TVWD regularly maintains and replaces meters.
- Three potential scenarios for meter conditions:
 - Working correctly: Ideal scenario
 - Slowing down: Leads to underbilling
 - Fails completely: Water still flows through, no usage recorded



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WATER DISTRICT

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#5 How can I help keep utility employees safe on the job?



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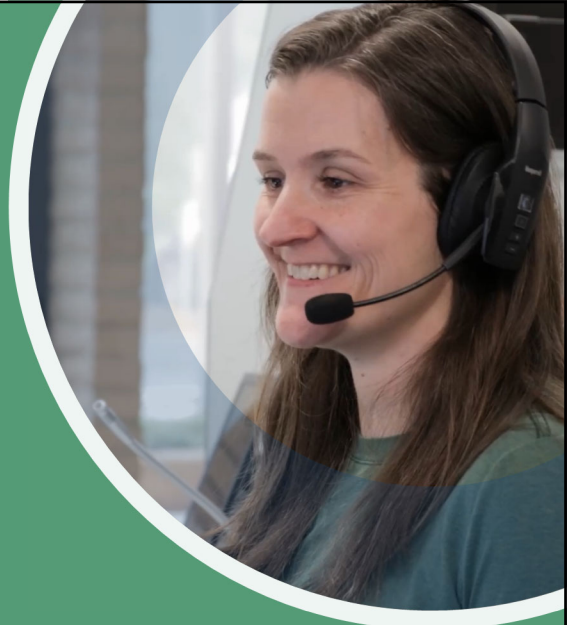
STAY SAFE AROUND YOUR UTILITY WORKERS

- Plan ahead and know where construction is. Avoid the area if possible.
- Slow down and avoid distractions.
- Obey all flaggers, signs and instructions.
- Maintain a safe distance.



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#6 How can I receive assistance with my water bill?



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AVAILABLE ASSISTANCE

- Long-term payment agreements
- More time to pay
- One-time per year emergency assistance
 - Additional program coming in the future: income-qualified bill discount (20%)
- Community Action of Oregon
- St. Vincent de Paul
- 211 – connect with community resources



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WE ARE HERE TO HELP!

- **Website:** twd.org/help
- **Email:** CustomerService@twd.org
- **Phone:** 503.848.3000
- Online payment options:
twd.org/portal
- Phone payment options:
844.331.8344
- You can donate to help a neighbor with their water bill.



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CONSENT AGENDA

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OVERVIEW

Three Elements

- Establish Board-adopted legislative strategies that guide the District's federal and state legislative efforts.
- Align the efforts of the District's state and federal lobbyists.
- Leverage lobbying efforts of national and state industry organizations.

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TONIGHT'S PRESENTATION



Objectives

Why is the Board being asked to establish its legislative strategies?



Highlight of Strategies

What are the key elements of the strategies?



Next Steps

How will the strategies be used and what other changes will be proposed?

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FEDERAL & STATE LEGISLATIVE STRATEGIES

Objective

- Provides guidance to management on the Board's legislative priorities.
- Allows management to coordinate activities of the District's lobbyists to pursue the Board's priorities.
- Aligns and coordinates federal and state legislative priorities.
- Prepares the District for its evolving regional role.

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WORK TO-DATE

Key Activities

- Prepared draft State Legislative Strategy
- Prepared draft Federal Legislative Strategy
- Presented Strategies at the February 6th Work Session
- Prepared proposed resolution which was attached to the staff report



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PROPOSED FEDERAL LEGISLATIVE STRATEGY

Priority	Item
1	Federal Funding for Water Infrastructure Projects. Monitor and pursue opportunities to increase federal investments in water infrastructure. Work with federal agencies, legislative champions, and federal partners to steer federal dollars to critical water infrastructure projects. Lobby for additional funding for TVWD Congressionally Directed Spending and grant projects.
1	Affordability of Water for Vulnerable Customers. Monitor issues related to customer assistance programs to address the affordability of water for economically vulnerable customers. Support the funding of a permanent Low-Income Household Water Assistance Program (LIHWAP), full funding of the Drinking Water State Revolving Loan Fund and the Mid-Size and Large Drinking Water Infrastructure Program.
1	Protect the Willamette River as a Drinking Water Source. Support the strategic use of environmental laws to protect the water quality of the Willamette River. This includes reducing the introduction of PFAS into the water and controlling it at the source and holding those responsible for the contamination accountable. Work with federal regulators for a favorable outcome on the Willamette River Basin Review Feasibility Study (Reallocation).
2	Economic Development. Support efforts to strengthen the economy by ensuring water-intensive industries have ready access to a reliable and resilient water supply. Ensure TVWD can continue to support the growth of the semiconductor industry in the United States.
2	Project Delivery and Contracting. Work to avoid negative impacts to TVWD's project delivery related to legislation impacting procuring, contracting, and financing water infrastructure. Advocate for the protection of tax-exempt financing options for water infrastructure.



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PROPOSED STATE LEGISLATIVE STRATEGY

Priority	Item
1	Protect the Willamette River as a Drinking Water Source. Work with stakeholders, regulatory agencies, and drinking water providers to ensure TVWD can continue to provide reliable, resilient, and safe water to its communities. Guard against efforts to reduce environmental or habitat safeguards within the Willamette River basin. Protect access to water and stored water rights.
1	Water Quality. Monitor issues related to water quality, including lead service lines, PFAS, water contaminants, and water quality testing.
1	State Funding for Water Infrastructure Projects. Monitor and pursue opportunities to increase state investments in water infrastructure. Work with state agencies, legislative champions, and federal partners to steer state and federal dollars to critical water infrastructure projects. Lobby for additional funding for TVWD related to affordable housing, resiliency, climate change, and public health.
2	Economic Development, Land Use, and Housing. Support efforts to increase affordable housing supply through policies which encourage sustainable growth and economic development. Ensure TVWD can continue to support the growth of Oregon's semiconductor industry.
2	Project Delivery and Contracting. Work with legislators and stakeholders to avoid negative impacts to TVWD project delivery related to contracting issues, financing, and system development charges.

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NEXT STEPS

Propose Changes to the Board's Policies

- New section that covers advocacy
- Designate a Board Committee to enable quick responses to the needs of advocacy
- Consider renaming the *Policy and Board Development Committee* to include advocacy

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STAFF RECOMMENDATION

Adopt Resolution 06-24, a resolution establishing the state and federal legislative strategies for the Tualatin Valley Water District.



TUALATIN VALLEY
WATER DISTRICT

Report of Meetings Attended

Commissioner: Doane

Date: 3/20/2024

Date	Meeting or Function	Purpose	\$	Claimed
3/5/24	Board Work Session		50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3/20/24	Board Meeting		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
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

OK to donate \$100.00 to CEAF - SK

Date: 3/20/24

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: 3/20/24

Date	Meeting or Function	Purpose	\$	Claimed
2/29/24	JWC Meeting	New commissioner orientation	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2/29/24	Talkin' Water	6 Things to Know About Your Water Service	0	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3/5/24	Board Work Session	WWSP, Supply Integration Planning & Communications	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3/20/24	TVWD Board Meeting	March meeting	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
				<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 \$150.00 - SK

Date: 3/20/24

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: Carl Fisher

Date: 3/20/2024

Date	Meeting or Function	Purpose	\$	Claimed
2/29/24	Talking Water	Community Session	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3/05/24	TVWD Work Session	Regular work session	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3/11/24	Washington Co. Public Affaris Forum	Hear updates about North Plains	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3/12/24	TVWD Agenda Planning Meeting	Plan board meeting	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3/14/24	WEA Policy Conference	Engage in regional policy discussions	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3/20/24	TVWD Boad Meeting	Regular Board 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 \$300.00 - SK

Date: 3/20/24

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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Report of Meetings Attended

Commissioner Jim Duggan

Date	Meeting or Function	Purpose	\$	Claimed
2/28/2024	Metro MPAC	Hazard Waste; UGB MSA	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2/29/2024	TVWD Talkin' Water Webinar	6 Things to Know	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3/05/2024	TVWD Board Work Session	WWSS & WSI Updates	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3/11/2024	Wash.Cnty. Public Affairs Forum	North Plains - Mayor	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3/12/2024	Wash. Co. CPO#1	Updates; Fish, ODOT	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3/20/2024	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

OK to pay \$300.00 - SK

Date: 3/20/2024

Requested by: James. J. Duggan

Commissioner

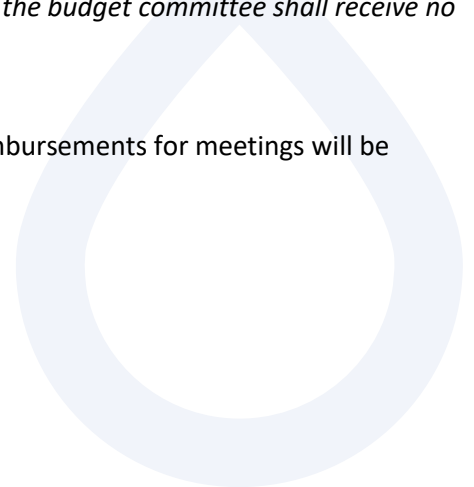
Date: _____

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.*

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.



From: [Todd Sanders](#)
To: [Sam Kaufmann](#)
Subject: Re: March 20 Board Meeting - Meetings attended form
Date: Tuesday, March 26, 2024 1:59:17 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)
[image010.png](#)
[image012.png](#)
[image013.png](#)
[image014.png](#)

I approve Commissioner Duggan's March 2024 meeting minutes.

Todd Sanders

From: Sam Kaufmann <Sam.Kaufmann@tvwd.org>
Sent: Tuesday, March 26, 2024 1:55 PM
To: Todd Sanders <Todd.Sanders@tvwd.org>
Subject: FW: March 20 Board Meeting - Meetings attended form

Hi Todd,

Commissioner Duggan's meetings attended form didn't make it into the stack at the board meeting last week. Do you approve of the attached meetings attended form?

Thanks,



Reliable, resilient
and safe water

Sam Kaufmann
District Recorder
He/Him
Phone: 503.848.3094
sam.kaufmann@tvwd.org



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From: Katherine Lipari DeSau <Katherine.DeSau@tvwd.org>
Sent: Wednesday, March 20, 2024 11:25 AM
To: Jim Duggan <jim.duggan@tvwd.org>
Cc: Todd Sanders <Todd.Sanders@tvwd.org>; Paul Matthews <paul.matthews@tvwd.org>; Sam



Report of Meetings Attended

Commissioner Todd Sanders

Date	Meeting or Function	Purpose	\$	Claimed
3/20	Monthly Board Meeting	March meeting	50	X Yes No
3/15	Meeting with Consultant	Meet to discuss legislative activities	50	x Yes <input type="checkbox"/> No
3/14	Meet with CEO	Biweekly updates	50	X Yes No
3/12	Meet with CEO and VP	Agenda planning	50	x Yes <input type="checkbox"/> No
3/5	Monthly work session	Updates on WWSS integration	50	X Yes No
2/29	Meet with CEO	Biweekly updates	50	x Yes <input type="checkbox"/> No
2/26	Meet with Rep. Chaichi	ZOOM meeting with District 35 state Rep	50	x Yes <input type="checkbox"/> No
2/23	Legislative outreach	Legislative outreach	50	x Yes <input type="checkbox"/> No
2/22	Legislative outreach	Legislative outreach	50	x Yes <input type="checkbox"/> No

Date: 3/20/24

Requested by: Todd Sanders

OK to pay \$450.00 - 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. 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.

From: [Jim Doane](#)
To: [Sam Kaufmann](#)
Cc: [Jim Doane](#)
Subject: RE: March meetings attended
Date: Tuesday, April 2, 2024 9:10:13 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image018.png](#)
[image019.png](#)
[image020.png](#)

I approve

Jim Doane

From: Sam Kaufmann <Sam.Kaufmann@tvwd.org>
Sent: Wednesday, March 27, 2024 5:18 PM
To: Jim Doane <jim.doane@tvwd.org>
Subject: FW: March meetings attended

Hi Jim,

Do you approve of the March meetings attended form for Commissioner Sanders?

Thank you,



Reliable, resilient
and safe water

Sam Kaufmann
District Recorder
He/Him
Phone: 503.848.3094
sam.kaufmann@tvwd.org



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From: Todd Sanders <Todd.Sanders@tvwd.org>
Sent: Tuesday, March 26, 2024 1:59 PM
To: Sam Kaufmann <Sam.Kaufmann@tvwd.org>
Subject: Re: March meetings attended

attached! Sorry.

From: Sam Kaufmann <Sam.Kaufmann@tvwd.org>

Sent: Monday, March 25, 2024 6:15 PM

To: Todd Sanders <Todd.Sanders@tvwd.org>

Subject: March meetings attended

Hi Todd,

I don't seem to have a March meetings attended form for you. Can you email it to me when you have a moment?

Thanks,



Reliable, resilient
and safe water

Sam Kaufmann

District Recorder

He/Him

Phone: 503.848.3094

sam.kaufmann@tvwd.org



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