

Tualatin Valley Water District



Delivering the Best Water • Service • Value



BOARD MEETING AGENDA

February 19, 2020

President Bernice Bagnall

Treasurer Jim Duggan

Vice President Dick Schmidt

Secretary Todd Sanders

Acting Secretary Jim Doane

To prepare to address the Board, please fill out the Public Comment Form located on the table near the main door to the meeting room. All testimony is electronically recorded. You are not required to give your address when speaking to the Board of Commissioners, only your name. Public participation is encouraged.

Assistive listening devices are available upon request 48 hours prior to the day of the meeting by calling (503) 848-3000. For additional questions or assistance, see the District Recorder seated near the windows.

Meetings are broadcast by Tualatin Valley Community Television (TVCTV) Government Access Programming at a later date. To obtain the monthly programming schedule, contact TVCTV at (503) 629-8534 or visit

www.tvctv.org.

For online meeting information, Commissioner bios and more, visit www.tvwd.org.

VISION

Delivering the best water • service • value

MISSION STATEMENT

To provide our community quality water and customer service

VALUES

Reliability • Integrity • Stewardship • Excellence • Safety

EXECUTIVE SESSION – 6:00 PM – MAIN CONFERENCE ROOM

An executive session of the Board is called under ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection and ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

REGULAR SESSION – 7:00 PM

CALL TO ORDER

REPORTS BY THE CHIEF EXECUTIVE OFFICER AND MANAGEMENT STAFF

COMMISSIONER COMMUNICATIONS

- A. Reports of meetings attended
- B. Topics to be raised by the Commissioners

PUBLIC COMMENT

This time is set aside for persons wishing to address the Board on items on the Consent Agenda and matters not on the agenda. Additional public comment will be invited on agenda items as they are presented. Each person is limited to five minutes, unless an extension is granted by the Board. Should three or more people testify on the same topic, each person will be limited to three minutes.

1. CONSENT AGENDA

These items are considered to be routine and may be approved in one motion without separate discussion. Any Board members may request that an item be removed by motion for discussion and separate action. Any items requested to be removed from the Consent Agenda for separate discussion will be considered immediately after the Board has approved those items which do not require discussion.

- A. Approve the January 15, 2020 regular meeting minutes.
- B. Approve the February 4, 2020 work session minutes.

2. BUSINESS AGENDA

- A. None.

3. INFORMATIONAL PRESENTATION

- A. Proposed Update to Other Service Charges and Penalties. *Staff Report – Paul Matthews*

ADJOURNMENT

Tualatin Valley Water District



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Board Meeting Minutes

January 15, 2020

REGULAR SESSION – 7:00 PM

CALL TO ORDER

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

Staff Present: Tom Hickmann, PE, Chief Executive Officer; Clark Balfour, General Counsel; Paul Matthews, Chief Financial Officer; Dave Kraska, PE, Water Supply Program Director; Andrew Carlstrom, Customer Service Manager; Carrie Pak, PE, Chief Engineer; Joe Healy, Senior Management Analyst; Collin Fleming, Facilities Supervisor; Debbie Carper, District Recorder

Other Attendees: David Schmidt

REPORTS BY THE CHIEF EXECUTIVE OFFICER AND MANAGEMENT STAFF

Mr. Hickmann reported on the *Cryptosporidium* detections in Bull Run water over the past month, noted the submittal of the District's Water Management and Conservation Plan to the Oregon Water Resources Department and said staff received bids for the Metzger North-South Fireflow Improvement Project (see attached memo). Ms. Pak indicated there was one recent issue with a valve in the project area which will not delay project completion.

Ms. Pak provided the safety minute on how to avoid and recover from getting a cold.

Ms. Pak outlined her department's organizational structure before highlighting the asset management division in more detail (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

Commissioner Bagnall requested a future discussion on paperless meeting packets, and Mr. Hickmann said the discussion will be scheduled for the February 4 Board work session.

PUBLIC COMMENT

There was none.

1. CONSENT AGENDA

- A. Approve the December 18, 2019 regular meeting minutes.
- B. Approve the January 7, 2020 work session minutes.
- C. Adopt Resolution 01-20, a resolution approving the Intergovernmental Agreement Between Washington County and Tualatin Valley Water District for Construction of Waterline Work on SW Tualatin Valley Highway from SW 211th Avenue to SW 209th Avenue.
- D. Adopt Resolution 02-20, a resolution approving the Intergovernmental Agreement Between Washington County and Tualatin Valley Water District for Construction of Waterline Work on NW Cornell Road from NW 102nd Avenue to NW 113th Avenue.

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

2. BUSINESS AGENDA

- A. Consider adopting Resolution 03-20, a resolution adopting the investment policy for the Tualatin Valley Water District. *Staff Report – Paul Matthews*

Mr. Matthews described key elements, guiding principles and proposed changes to the investment policy as well as highlighted the investment strategy and current unusual yield curve (see attached presentation).

Motion was made by Duggan, seconded by Doane, to adopt Resolution 03-20, a resolution adopting the investment policy for the Tualatin Valley Water District. The motion passed unanimously with Bagnall, Doane, Duggan, Sanders and Schmidt voting in favor.

- B. Consider adopting Resolution 04-20, a resolution amending system development charges for the Tualatin Valley Water District and declaring an effective date. *Staff Report – Paul Matthews*

Mr. Matthews gave an overview of the process and history regarding system development charge adjustments before going into greater detail about proposed adjustments this year (see attached presentation).

Motion was made by Duggan, seconded by Schmidt, to adopt Resolution 04-20, a resolution amending system development charges for the Tualatin Valley Water District and declaring an effective date. The motion passed unanimously with Bagnall, Doane, Duggan, Sanders and Schmidt voting in favor.

ADJOURNMENT

There being no further business, President Bagnall adjourned the meeting at 7:49 p.m.

Bernice Bagnall, President

Todd Sanders, Secretary



MEMO

Date: January 15, 2020

To: Tualatin Valley Water District Board of Commissioners

From: Tom Hickmann, CEO

Re: Chief Executive Officer and Management Staff Report

The following items will be covered during the report by the CEO:

- 1. Portland *Cryptosporidium* Results** – Portland Water Bureau reported that in the 50 liters sampled daily, between Sunday, Jan. 5 and Wednesday, Jan. 8, one *Cryptosporidium* oocyst was detected in the sample collected on Jan. 6. *Cryptosporidium* was not detected in the samples collected on Jan. 5, Jan. 7 or Jan. 8. Prior to these detections, *Cryptosporidium* was last detected from the Bull Run Watershed intake on Dec. 16, 2019. The State has determined that the public does not need to take additional protections at this time. Portland Water Bureau will continue increased sampling four times per week until we have at least three weeks without any detections. Additional information can be found at www.portlandoregon.gov/water/cryptoreresults.
- 2. Water Management and Conservation Plan** – This week, TVWD submitted its five-year Water Management and Conservation Plan progress report to the Oregon Water Resources Department. This report outlines progress made since 2015 on specific water conservation and supply measures TVWD is required to perform, such as annual water loss audits, conservation-based billing (e.g., use of a block rate structure) and public outreach and communications methods. The next full report will be due in another five years, at which time TVWD will complete a comprehensive assessment of its conservation and water supply measures, including a water rights review along with any required actions TVWD must maintain or implement to continue using these rights.
- 3. Notable CIP Project Update** – Bids for the Metzger North-South Fireflow Improvement Project were received earlier today. When complete, approximately 10,000 feet of waterline will help improve fireflow in the 498 pressure zone in Metzger, connecting the Taylors Ferry Reservoir site to the southern portion of the Metzger area. The project is anticipated to be complete by June 30, 2020.

CEO & Management Staff Report to the TVWD Board of Commissioners

January 15, 2020

Page 2

- 4. Safety Minute and Department Report** – Carrie Pak, Chief Engineer, will present the safety moment and department report this evening.

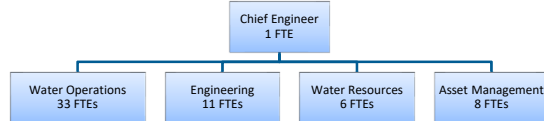
Engineering and Operations

Department Report

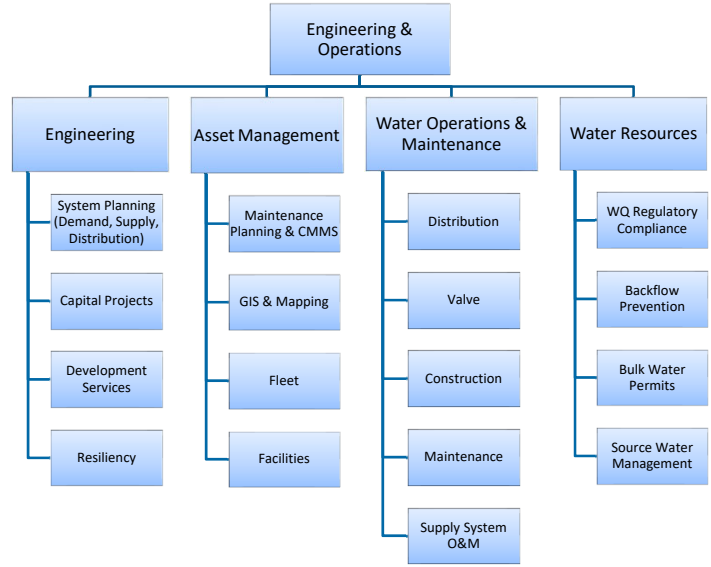
Carrie Pak, P.E.
Chief Engineer
January 15, 2020



Department Structure



Functional Structure



Asset Management Division



Asset Management

- Budget: \$2.29 M
- Contains
 - GIS (Geographic Information System)
 - CMMS (Computerized Maintenance Management System)
 - Facilities
 - Fleet



Asset Management

GIS/CMMS

- Assessing, analyzing and documenting assets
- Customer support / map requests / data requests
- Emergency mapping response
- System inventory



Emergency Earthquake Drill

Asset Management – Facilities

- Purpose:
 - Maintenance of the structures and landscape (non-water components) at over three dozen locations
 - Oversee custodial, HVAC and landscaping contracts
 - Manage non-water-distribution related utilities
- Supervisor and 2 FTE, plus up to five seasonal employees



Asset Management – Facilities

- Facilities CIP: \$1.39M
- Challenges:
 - Growing facility count (TVWD and WWSS)
 - Growing District staff with proportional demands
 - Seasonality of workload
 - Complexity of sites



Asset Management – Fleet

- Purpose:
 - Maintain the District’s 128-unit fleet
 - Manage the Joint Fueling Facility
 - Fabricate specialty tools



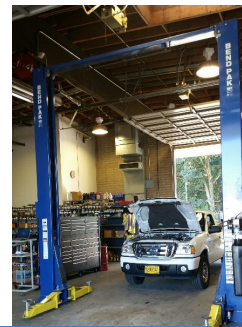
- 1 Coordinator, 1 Technician

11 compact pickups	13 medium duty
11 full-size pickups	10 heavy trucks
13 minivans/cars/SUVs	11 construction equipment
10 meter reading vehicles	14 powered equipment
20 generators and pumps	15 trailers

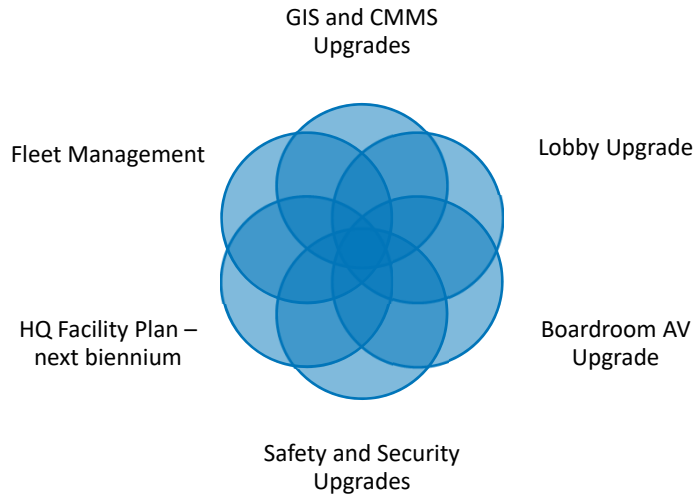


Asset Management – Fleet

- Fleet CIP (vehicle purchases): \$1.25M
- Challenges:
 - Alternative fuels
 - Technology and safety improvements
 - Diversity of the fleet
 - Regulatory environment
 - Aging fleet



2020 and Beyond



Resolution Adopting the Investment Policy

Resolution 03-20

Paul Matthews
Chief Financial Officer

January 15, 2020

Tualatin Valley Water District


Delivering the Best Water Service Value

District's Investment Policy

Key Elements

- District adopts Investment Policy annually
- Allows the District to invest in securities with maturities exceeding 18 months
- Required by ORS 294.135
- Recommendations by District's professional investment advisor
- Investment objectives
- Authorized investments
- Requirements for portfolio diversification

Guiding Principles Remain Unchanged

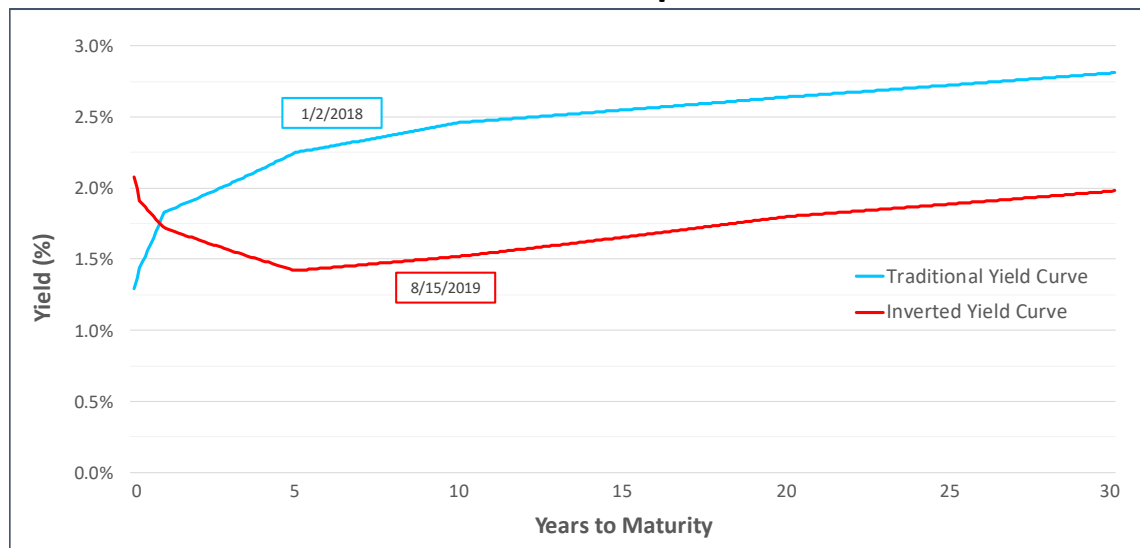


Investment Strategy

Balancing Risk and Return

- Interest rate risk – market values of investments with longer maturities are more sensitive to changes in interest rates
- TVWD has stayed relatively shorter in the market
- TVWD generally holds securities to maturity (book yield)
- Focusing on benchmarks for duration helps the District avoid risks of trying to time markets

Yield Curve Comparison



Source: US Dept. of the Treasury (<https://www.treasury.gov/resource-center/data-chart-center/interest-rates/Pages/TextView.aspx?data=yield>)

Proposed Changes to the Investment Policy

What Changed?

- Aligned with Oregon Short Term Funds Board sample policy
- Minor edits and formatting changes

Proposed Changes to the Investment Policy

Additional Change

- Added Fitch Ratings as a Nationally Recognized Statistical Ratings Organization (NRSRO)

7. AUTHORIZED AND SUITABLE INVESTMENTS

7.1: Authorized Investments

- All investments of the District shall be made in accordance with Oregon Revised Statutes: ORS 294.035 (Investment of surplus funds of political subdivisions; approved investments), ORS 294.040 (Restriction on investments under ORS 294.035), ORS 294.135 (Investment maturity dates), ORS
- This policy recognizes S&P, ~~and~~ Moody's, ~~and~~ Fitch Ratings as the major Nationally Recognized Statistical Ratings Organizations (NRSRO).

Staff Findings and Recommendation

Findings

- Proposed Resolution 03-20 complies with ORS 294.135
- Follows Oregon Short Term Fund Board guidelines
- Incorporates changes recommended by the District's Investment Advisor

Recommendation

- Staff recommends adopting Resolution 03-20, a resolution adopting the Investment Policy for the Tualatin Valley Water District

Questions

Resolution Adopting the Investment Policy

Annual Adjustment to the System Development Charge

Resolution 04-20

Paul Matthews
Chief Financial Officer



Overview

Overview of SDCs

- Process for adjustments
- History on adjustments

Proposed adjustments to SDCs

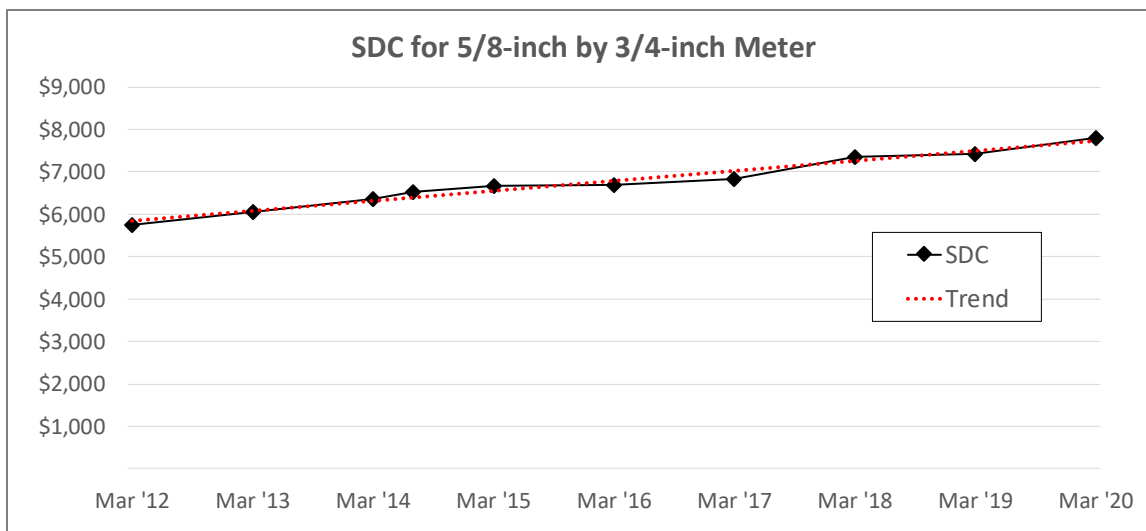
- Comparison to other communities
- Comparison to other SDCs and similar charges

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

Historical SDC Adjustments



Note: The ENR CCI (Seattle) increased 4.98% from December 2018 to December 2019. All proposed SDCs (effective 3/1/2020), presented above and on the following slides, are based on this increase.

Proposed SDCs (Meters 1-1/2-inches or Less)

Meter Size	Existing	Proposed	Change
5/8" X 3/4"	\$7,419	\$7,788	\$369
3/4" x 3/4"	\$11,129	\$11,682	\$553
1"	\$18,548	\$19,470	\$922
1-1/2"	\$37,095	\$38,940	\$1,845

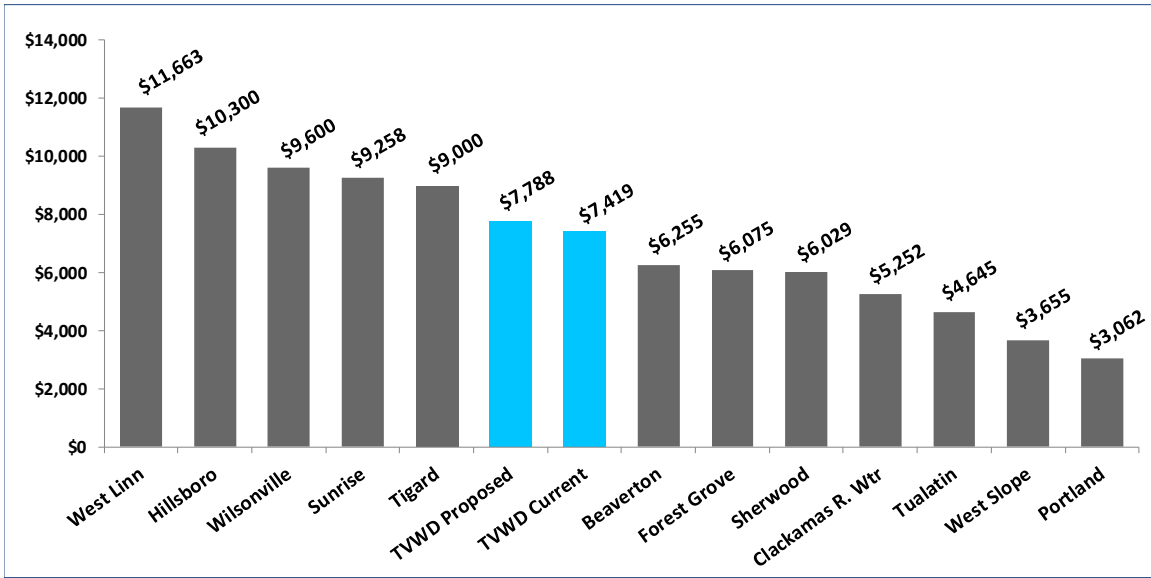
Note: Proposed SDCs based on a 4.98% increase in the ENR CCI (Seattle) from Dec. 2018 to Dec. 2019.

Proposed SDCs (Meters Larger than 1-1/2-inches)

Component	Existing	Proposed	Change
Peak-Day	\$6,101	\$6,404	\$303
Storage	\$1,318	\$1,384	\$66
Total	\$7,419	\$7,788	\$369

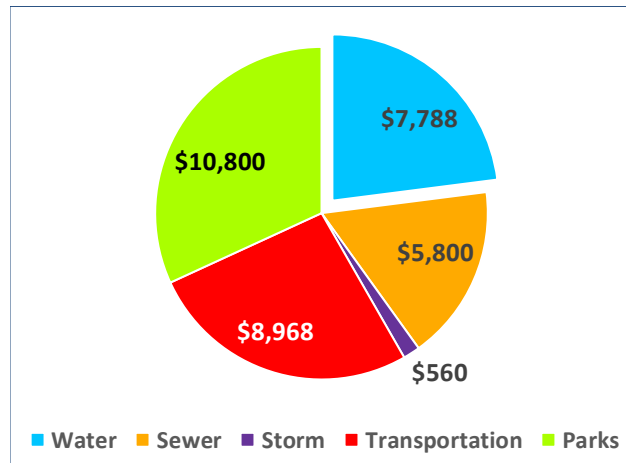
Note: Proposed SDCs based on a 4.98% increase in the ENR CCI (Seattle) from Dec. 2018 to Dec. 2019.

TVWD SDC Comparison to Other Communities



Comparison to SDCs for Other Services

Service	Charge
Water	\$7,788
Sanitary Sewer	5,800
Stormwater Management	560
Transportation Development Tax	8,968
Parks and Recreation	10,800
Total	\$33,916



Staff Recommendation

- Staff recommends the Board adopt Resolution 04-20, a resolution amending system development charges for the Tualatin Valley Water District and declaring an effective date.

Questions

Annual Adjustment to the System Development Charge

Tualatin Valley Water District



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Report of Meetings Attended

Commissioner Bernice Bagnall

Date	Meeting or Function	Purpose	\$	Claimed
1/10/2020	+ SR 300 JWC Qtrly meeting	Audits, regular business	50.00	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1/14/2020	CEO & Dick Schmidt	Agenda planning	50.00	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1/15/2020	Board meeting	District business	50.00	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
			\$150 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
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				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

Date 1/15/2020

Signed and approved

Date 1/15/2020

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.

Tualatin Valley Water District



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Report of Meetings Attended

Commissioner Jim Doane

Date	Meeting or Function	Purpose	\$	Claimed
1/15	Reg Mtg			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
1/10	JWC /BJOC ✓			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
1/7	Work Session			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
1/9	ALOMA Business Assoc			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1/5	Open N ^o W/yr			<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$100 to Comm. Doane		<input type="checkbox"/> Yes <input type="checkbox"/> No
		\$150 to LEAP		<input type="checkbox"/> Yes <input type="checkbox"/> No
		OK to pay Dcarper		<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

Date 1/15

Signed and approved

Date 1/15/2020

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Tualatin Valley Water District



Delivering the Best Water Service Value

Report of Meetings Attended

Commissioner Jim Duggan

Date	Meeting or Function	Purpose	\$	Claimed
7 JAN 2020	TVWD WORKSESSION	FEE'S & CHARGES SDC; WIF REP	50 ⁰⁰	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
9 JAN 2020	WWSS BOARD MTG.	EXEC & REG. MTGS PERMAGT. CONTRACT	50 ⁰⁰	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
15 JAN 2020	TVWD BOARD MTG.	EXEC & REG. MTGS.	50 ⁰⁰	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
			450⁰⁰	<input type="checkbox"/> Yes <input type="checkbox"/> No
			OK to pay D Carper	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Date 15 JAN 2020

Signed and approved

Date 1/15/2020

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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
1/15/20	BOARD Mtg	Financial Investment	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1/7/20	BOARD Work Session	LDWSS update ^{policy}	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1/2/20	Meet w/ CEO's Legal ^{Counsel}	Updated on missed mtg	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
			#150	<input type="checkbox"/> Yes <input type="checkbox"/> No
			OK to pay DCarper	<input type="checkbox"/> Yes <input type="checkbox"/> No
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				<input type="checkbox"/> Yes <input type="checkbox"/> No

Date 1/15/2020

Signed and approved

Date 1/15/2020

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.



Report of Meetings Attended

Commissioner Dick Schmidt

Date	Meeting or Function	Purpose	\$	Claimed
01072020	Work Session	TP updates	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
01102020	JWC	TP updates, financials	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
01142020	Meeting/ Tom, Bernice	Board agenda	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
01152020	Regular board		50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
			\$200 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

Date 01152020

Signed and approved

Date 01/15/2020

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.

Tualatin Valley Water District



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Board Work Session Minutes
February 4, 2020

WORK SESSION – 6:00 PM

CALL TO ORDER

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

Staff Present: Tom Hickmann, PE, Chief Executive Officer; Dave Kraska, PE, Water Supply Program Director; Carrie Pak, PE, Chief Engineer; Paul Matthews, Chief Financial Officer; Clark Balfour, General Counsel; Andrea Watson, Communications and Public Affairs Supervisor; Debbie Carper, District Recorder

ANNOUNCEMENTS

Mr. Hickmann discussed proposed legislation requiring open bidding for plastic pipe (see attached memo) and asked for Commissioner feedback. Commissioners were comfortable with staff working with the Special District Association of Oregon and Oregon Water Utility Council to determine the best approach to responding to the legislation.

Next, he briefly highlighted the Willamette Water Supply System (WWSS) cost allocation before asking for Board feedback on water-related opportunities and travel for staff. Commissioners were supportive of staff travel and involvement at national and international events and engagements and requested management use its best judgment on which staff is best to send. In response to a question, Mr. Hickmann said he would like to see the District's presence move beyond the presenter role, at future Pacific Northwest Section conferences of the American Water Works Association, to involvement in competitions like meter madness and pipe tapping.

Mr. Hickmann concluded his announcements by updating the Board on recent and upcoming staff workshops, providing his schedule for the week and introducing a combined safety/policy minute on the District's policy and recent training on creating a respectful workplace.

1. DISCUSSION ITEMS

- A. Willamette Water Supply System Commission Update. *Staff Report – Dave Kraska*

Mr. Kraska outlined the February 6 WWSS Commission Board meeting agenda, focusing on the Willamette Water Supply Program (WWSP) Baseline 5.0 budget update and the catalysts for changes (see attached presentation).

In response to questions, staff said:

- The Management Reserve can be increased by increasing the overall baseline cost of the WWSP.
- Mr. Kraska will send the Board a graph showing the changes to the baseline budget over time.
- Staff is working with City of Hillsboro staff to address their concerns. In addition, Mr. Kraska will make a presentation at the next Hillsboro Utilities Commission meeting.

Commissioner feedback included:

- A desire not to change any of the major infrastructural elements of the WWSS.
- A desire not to change the planned physical infrastructure of the water treatment plant.
- Deferring projects is an acceptable strategy.

B. Paperless Meeting Packets. *Staff Report – Tom Hickmann*

Mr. Hickmann requested guidance from the Board on whether or not there is a desire to eliminate hard copy meeting materials at regular meetings and work sessions.

In response to questions about using a personal device to view Board meeting materials, staff said:

- As long as Commissioners are viewing a link to an agenda and meeting packet posted online, personal devices should not be discoverable.
- Personal devices may become discoverable if a Commissioner uses a tool to annotate the agenda and meeting packet.

Commissioner feedback included:

- Reducing the paper provided at Board meetings solely to the agenda.
- If issued a District device, preference would be to have the ability to use Outlook and to have a version of Adobe Acrobat that allows annotation of PDF files.

ADJOURNMENT

There being no further business, President Bagnall adjourned the meeting at 8:01 p.m.

Bernice Bagnall, President

Todd Sanders, Secretary



MEMO

Date: February 4, 2020
To: TVWD Board of Commissioners
From: Tom Hickmann, CEO
Re: CEO Announcements

I will cover the following items during the CEO's Announcements at the work session:

1. **Be Sure to Use Microphones** – Just a reminder to please be sure to use your microphone whenever you are speaking during the work session this evening. Also, please be sure to turn off your microphone when you are not speaking.
2. **LC 199 Plastic Pipe Legislation** – We have been working closely with OWUC, SDAO, and the LOC regarding the proposed legislation requiring open bidding for plastic pipe. The backers of this bill have reached out to some Commissioners and to me requesting that we back this bill. In the subsequent time, a great deal of information has come to light regarding this legislation.
 - This has been a state by state effort going back to 2014. To date, this legislation has failed in thirteen states.
 - The study the backers have used in Oregon uses both Bend and Portland as examples of closed bidding, showing that in both cases, both entities paid significantly more for ductile iron rather than plastic pipe. These studies are significantly flawed and compare to a single entity, in Washington, that allowed for plastic pipe. There is simply not enough data in the study to make their case.
 - The study does not recognize any of the other factors that go into why any entity would want to use a different type of material other than plastic.
 - This legislation has been opposed from major water institutions like AWWA and ASCE.
 - TVWD and all other entities prefer to allow the engineers and operations staff to make decisions related to materials and not be forced into a material with cost being the only factor.
3. **WWSS Cost Allocation** – Staff has spent a significant amount of time going over the cost allocation methodology with our WWSS partners. We believe significant progress in understanding has been achieved in recent weeks and has eased concerns of partner agencies. The Board will hear more on the WWSS project status later this evening and where discussions are headed.

4. **Water-Related Opportunities and Travel** – At times, TVWD staff are asked to present or participate in conferences or water-related organizations which are hosted out-of-state and sometimes outside of the country. It is my belief that these events provide valuable learning, not just for TVWD, but also for other organizations. These opportunities also provide TVWD with recognition and can enhance recruitment efforts. Since my arrival to TVWD, I have been asked to participate in the following:
- *Isle Utilities’ Technology Approval Group (TAG)* - “TAG brings regional water and wastewater utilities together three times a year to evaluate emerging technologies, identify project opportunities and engage in collaborative testing or deployments.”
 - *Rogue Water Lab* is a non-profit organization revolutionizing how the water industry communicates with the public. The “Lab” is a “hub for inspiration, tools & resources, and opportunities for engagement through a variety of mediums and platforms, including events, workshops, podcasts and videos.” They have a national following in the water sector, several of whom are in academia, and have asked leaders in the industry to help guide them to bring communication and leadership change to the industry by increasing the diversity of voices.
 - Most recently, I was asked to serve on a panel with my equivalents from London and Paris at the *Smart Water Networks Forum (SWAN) 2020 Conference*, in Glasgow, Scotland. “SWAN is a leading global hub for advancing the use of smart, data-driven solutions in water and wastewater networks worldwide.”

I am requesting the Board’s guidance on these, and other opportunities which may arise, not only for myself, but TVWD staff in general. Does the Board support and encourage TVWD’s out-of-state participation in water-related opportunities and conferences?

5. **Staff Communications Workshops** – In November, management and select supervisory staff participated in workshops which utilized DiSC profiling tools to enhance communication and collaboration and commence the strategic planning process. The training was valuable, and I felt it would be beneficial to share these important communication tools with all employees. Today, TVWD’s management consultant led a half-day, interactive communications workshop for approximately 29 employees. A half-day session will also be held tomorrow for another group of staff. The final workshop will be offered mid-March. I anticipate these workshops will enhance District communications and allow for more employee participation in our strategic planning process.
6. **CEO’s Schedule** – I will be out of the office Thursday, February 6 and Friday, February 7, attending the Special District Association of Oregon, pre-conference and annual conference. Customer Service Manager, Andrew Carlstrom, will serve as acting in capacity (AIC) February 6 and 7.
7. **Board Communications Log** – There were no updates to the Board communications log this month.
-

8. **Safety Minute** – I will present tonight’s safety minute.

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Willamette Water Supply Commission Update
TVWD Board Work Session

February 4, 2020

1

Outline

Review February WWSS Commission Board Meeting Agenda → Review Approvals and Procurements Forecast → Update on WWSP Activities

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REVIEW FEBRUARY WWSS COMMISSION BOARD MEETING AGENDA

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Willamette Water Supply System February 6, 2020 Board Meeting Agenda

1. General Manager's Report
2. Public Comment
3. Consent Agenda
 - A. January 9, 2020 meeting minutes
4. Business Agenda
 - A. Approve RES_1.0 Design, Bidding and Services During Construction Contract
 - B. Adopt PLW_1.3 Resolution of Necessity
5. Information Items
 - A. WWSP Baseline 5.0 Status Update
 - B. Planned March Business Agenda items

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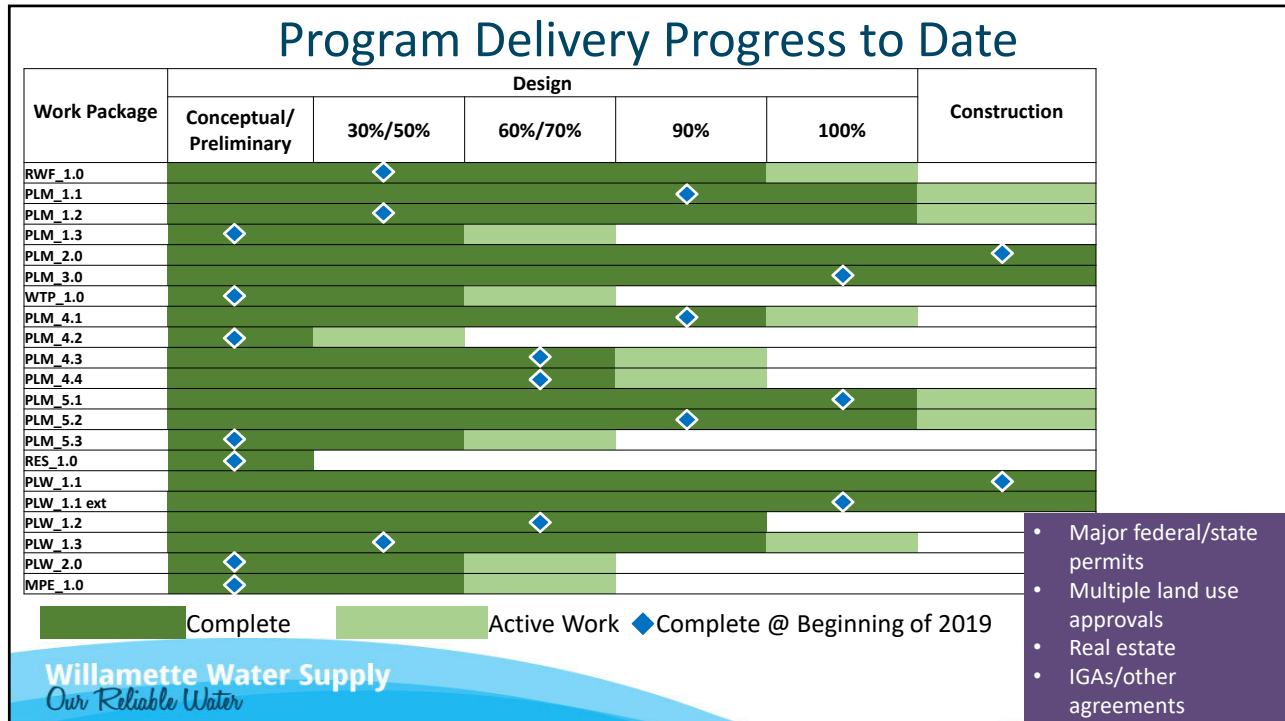
WWSP Baseline 5.0 Status Update

- Overview of Baseline status and major cost drivers
- WWSS Baseline 5.0 budget request for FY 2020-21
- Outline approach for Program-level cost management

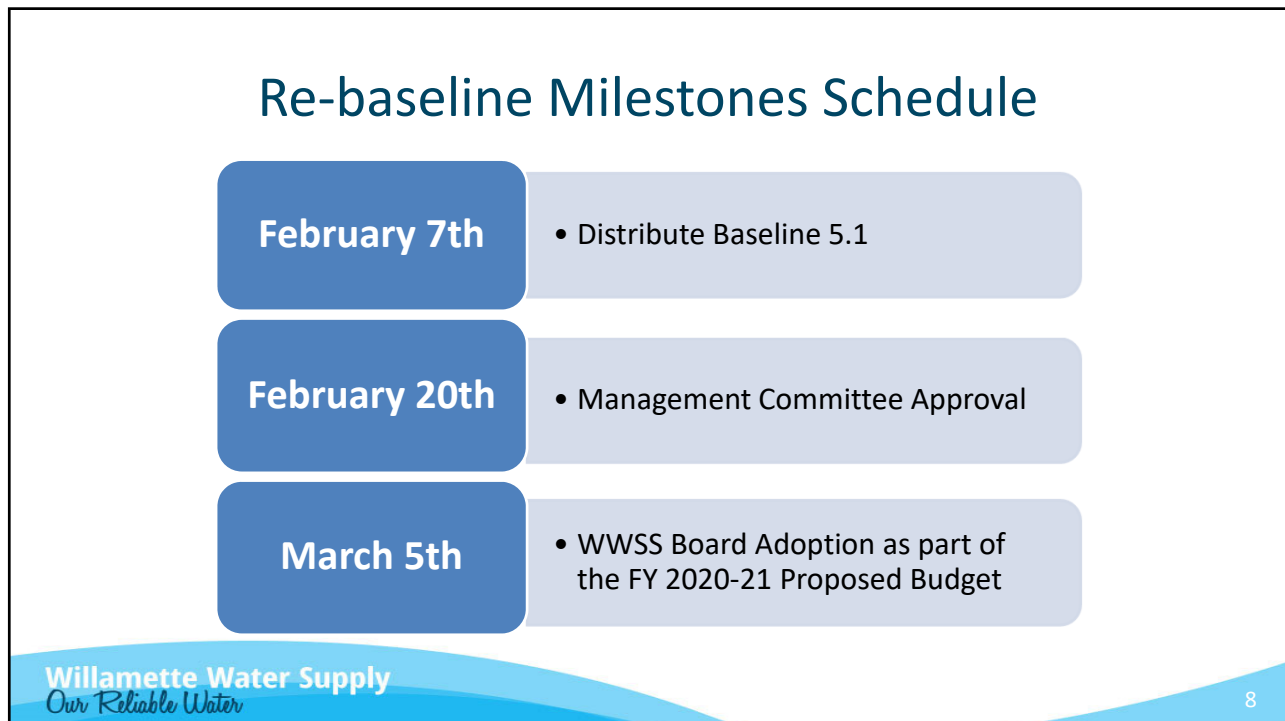
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OVERVIEW OF BASELINE STATUS AND MAJOR COST DRIVERS

6



7



8

Baseline Summary

	Current	Baseline 5.0	Change
WWSS Projects	\$ 910,565,495	\$ 941,551,612	\$ 30,986,117
Ancillary Projects	106,026,157	128,003,776	21,977,620
System Wide	156,316,106	151,275,899	(5,040,206)
WWSS Real Estate	50,441,611	52,689,691	2,248,080
WWSS Management Reserve	<u>41,629,045</u>	<u>13,452,861</u>	<u>(28,176,184)</u>
Total	\$ 1,264,978,414	\$ 1,286,973,840	\$ 21,995,426

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WWSS Projects Summary

	Current	Baseline 5.0	Change
WWSS Projects	\$ 910,565,495	\$ 941,551,612	\$ 30,986,117
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WWSS Management Reserve	<u>41,629,045</u>	<u>13,452,861</u>	<u>(28,176,184)</u>
Total	\$ 1,264,978,414	\$ 1,286,973,840	\$ 21,995,426

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WTP_1.0

\$32,562,668 increase



Budget changes due to:

- Project definition represents the 30% OPCC (with subsequent modifications to refine the 30% design concept)
 - Increase from treatment plant concept represented in the predesign

Value-Based Decisions Related to Cost:

- 72 mgd re-rate capability
- Disinfection strategy
- Seismic design approach
- Standby power

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PLM_4.0

\$2,408,688 increase:

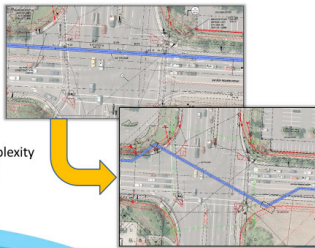
PLM_4.1 Hwy99 Crossing

Open Cut

- 250 LF of Open Cut
- Extensive Traffic Control
- Limited work hours

Re-Baseline Alignment

- 270 LF of Trenchless
- Minimizes traffic control complexity
- Allows for normal work hours



Budget changes due to:

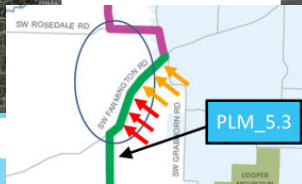
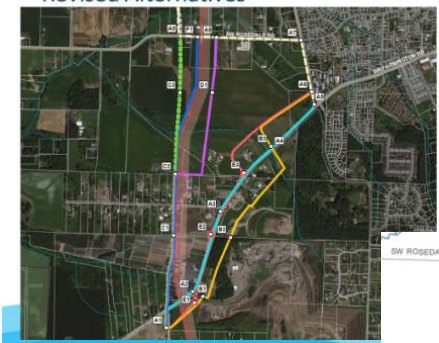
- PLM 4.1 change from open cut construction to trenchless construction driven by Washington Co.
- Delays to project due to Washington Co. lead (escalation cost to WWSP)

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PLM_5.0

\$7,755,506 decrease:

Revised Alternatives



Budget changes due to:

- Alignment change (avoids extensive seismic mitigation along Farmington Rd)
- Reduces pipeline length



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PLW_1.0

\$4,921,868 decrease:



Budget changes due to:

- Alignment change in PLM_5.0
- Reduction in pipe size for TVWD turnout at 209th and Farmington (~4,000 ft)
- TVWD 209th and Farmington Chemical Feed Facility removed from budget

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PLW_2.0

\$7,216,797 increase:

Beaverton Creek – Open Cut Resource Crossing

- Geotechnical and seismic constraints for depth
- Open cut constructability concerns; high groundwater, unstable soils, wetland resources
- Creek bypass limitations; short in-water work window
- Traffic control for construction and materials/equipment delivery
- Limited construction access
- Protection of existing facilities and utilities
- Vibration and noise sensitive neighbors
- New assisted living development



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Rock Creek – Open Cut Resource Crossing

- Geotechnical and seismic constraints
- Open cut constructability concerns
- Wetlands surrounding pipe alignment
- Non-negotiable 50' easement
- Creek bypass limitations; short in-water work window
- Limited construction access
- Protection of existing facilities and utilities
- Increased safety considerations for public park
- Trenchless crossing under TriMet light rail tracks



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Budget changes due to:

- Dewatering and wet water work associated with pipe installation with two deep creek installations
- 400' of additional pipe due to minor alignment changes, including the indirect alignment through Orenco Woods Nature Park

Ancillary Projects Summary

	Current	Baseline 5.0	Change
WWSS Projects	\$ 910,565,495	\$ 941,551,612	\$ 30,986,117
Ancillary Projects	106,026,157	128,003,776	21,977,620
System Wide	156,316,106	151,275,899	(5,040,206)
WWSS Real Estate	50,441,611	52,689,691	2,248,080
WWSS Management Reserve	41,629,045	13,452,861	(28,176,184)
Total	\$ 1,264,978,414	\$ 1,286,973,840	\$ 21,995,426

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MPE_1.0

\$6,064,686 increase:

MPE_1.0 - OR217 Trenchless Crossings

Baseline Alignment

- 270 LF of Trenchless
- 1 Trenchless drive
- 1,900 LF of Open Cut

Re-Baseline Alignment

- 780 LF of Trenchless
- 3 Trenchless drives
- 1,300 LF of Open Cut
- Avoids remediation site
- Avoids constructability and traffic complexities on Cascade



Budget changes due to:

- Complexity associated with Hwy 217 crossings
- Addition of the Metzger Turnout for TVWD
- Complexity associated with the Beaverton-Hillsdale tie-in

COB_1.0

\$15,804,280 increase:

- Nimbus to Beaverton-Hillsdale Hwy

Budget changes due to:

- The budget was added to the Baseline with an OPCC cost estimate

City of Beaverton 16" Pipeline Project

COB_1.0 Project Scope

- 16,780 LF of 16" DIP
- 29 Existing Main connections
- 18 Service connections
- 4 Trenchless crossings



System Wide Summary

	Current	Baseline 5.0	Change
WWSS Projects	\$ 910,565,495	\$ 941,551,612	\$ 30,986,117
Ancillary Projects	106,026,157	128,003,776	21,977,620
System Wide	156,316,106	151,275,899	(5,040,206)
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Real Estate Summary

	Current	Baseline 5.0	Change
WWSS Projects	\$ 910,565,495	\$ 941,551,612	\$ 30,986,117
Ancillary Projects	106,026,157	128,003,776	21,977,620
System Wide	156,316,106	151,275,899	(5,040,206)
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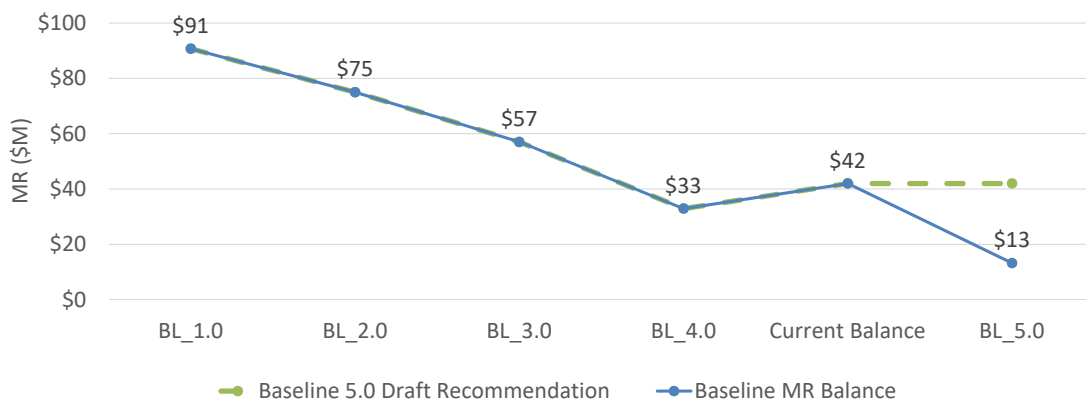
Management Reserve Summary

	Current	Baseline 5.0	Change
WWSS Projects	\$ 910,565,495	\$ 941,551,612	\$ 30,986,117
Ancillary Projects	106,026,157	128,003,776	21,977,620
System Wide	156,316,106	151,275,899	(5,040,206)
WWSS Real Estate	50,441,611	52,689,691	2,248,080
WWSS Management Reserve	41,629,045	* 13,452,861	(28,176,184)
Total	\$ 1,264,978,414	\$ 1,286,973,840	\$ 21,995,426

*Does not include the WTP property sale @ \$4.25 million resulting in a revised MR balance of \$17.7 million

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Management Reserve



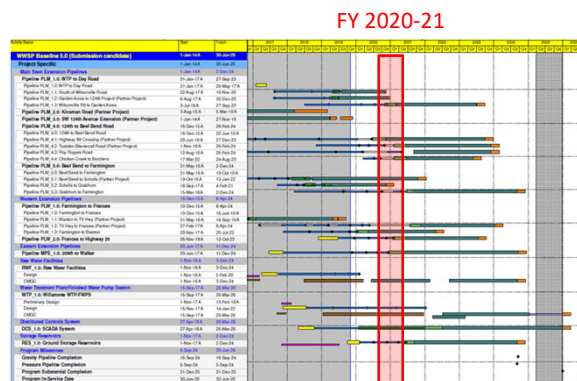
22

BASELINE 5.0 FY 2020-21 BUDGET REQUEST

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Program Work Planned for FY 2020-21

- Implement
 - WWSS IGA
 - WIFIA compliance program
 - Safety program
 - Communications and outreach program
- Continue acquisitions
 - Real estate
 - Permits and land use approvals
- Progress design on 11 projects
- Advance 13 construction projects
- Plan
 - Water supply integration
 - Commissioning and start-up
 - Operations



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FY 2020-21 Requested Budget

<u>Party</u>	FY 2020-21 Budget
Beaverton	\$ 7,661,764
Hillsboro	51,133,745
TVWD	62,987,588
WIF	<u>3,894,698</u>
Total	\$ 125,677,794

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OUTLINE APPROACH FOR PROGRAM-LEVEL COST MANAGEMENT

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Current Status and Path Forward

- Hillsboro has indicated they cannot approve Baseline 5.0
 - Focus on WWSS WTP as primary cause
- WWSS Management Committee (Tom, Niki, COB)
 - Define desired outcome
- WWSP Team
 - Investigate cost management at Program level
 - Adjust timing of construction projects
 - Defer PLW_2.0
 - Defer second RES_1.0 tank
 - Identify potential WTP_1.0 cost reductions
 - Evaluate financing strategies
 - Others

- Evaluate risks and consequences
- Define implementation requirements
- Enable informed decision-making

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WWSS WTP Opinion of Probable Construction Cost (OPCC) Progression

	Date	OPCC	
30% OPCC	March 2019	\$266 M	
30% OPCC (after Value Eng.)	May 2019	\$228 M	
30% OPCC (Baseline 5.0)	December 2019	\$235 M	
Mid-60% OPCC Draft	11/4/2019	\$307 M	} Δ = +\$33 M
Mid-60% OPCC Draft Update 1	11/22/2019	\$288 M	
Mid-60% OPCC Draft Update 2	12/11/2019	\$275 M	
Mid-60% OPCC Final	1/14/2020	\$268 M	

OPCC values in current dollars on the submittal date

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Current Status of WWSS WTP OPCC

- Validation of the OPCC Completed (WWSP and CDM Smith)
 - Scope and quantities (focus on concrete, piping, electrical)
 - Unit costs and labor rates
 - Buildup of general conditions and project contingency
 - Estimate of permitting costs
- Reviewing Sundt risk analysis
- Mid-60% OPCC progression has been logged

Potential Opportunities for Cost Changes

Maintain Flexibility to Reduce and Defer WWSS Costs

- Identify WTP_1.0 elements that can be bid as “add alternates” (constructed or deleted based on bids)
- Preserve option to defer construction of one of the RES_1.0 terminal storage reservoirs
- Preserve option to delay construction of PLW_2.0

*Enables continuing
Program-level cost
management*

Reduce WWSS Estimated Cost

- Redesign the WTP_1.0 to a new budget target

*Not reversible
by 2026*

WWSP Evaluating Opportunities to Enable Informed Decision-Making by the WWSS Board

Cost, Cashflow and Finance	Level of Service (LOS)	Communications and Commitments	Permitting	Schedule
<ul style="list-style-type: none"> • How does the opportunity impact the Program cost and financing? <ul style="list-style-type: none"> ○ Capital costs (annual and total Program) ○ Operational costs (types, increases or decreases) ○ Funding (WIFIA funding impacts) ○ Cost distribution (impacts characterized by partner) 	<ul style="list-style-type: none"> • How does the opportunity impact the Program LOS goals? <ul style="list-style-type: none"> ○ Public health protection (finished water quality) ○ Reliability (emergency response, raw water quality) ○ Capacity (allowance or 72-mgd re-rate, 60-mgd base capacity) 	<ul style="list-style-type: none"> • How does the opportunity change public narrative? 	<ul style="list-style-type: none"> • Does the opportunity require modifications to existing permits or new permits? 	<ul style="list-style-type: none"> • Does the opportunity modify the schedule or completion of the Program by June 30, 2026?

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All WWSS Partners Need to Agree on Cost Control Opportunities Recommended to the Board

- Cost impacts
 - Design/other contract amendments
 - Annual spend
 - Projected operational cost impacts
 - Capital project escalation
 - Distribution among partners
- Accept any impacts partner funding plans
- Program changes
 - Capacity, level of service, in-service date
- Communications plan to the public and any affected entities is supported and consistent
- Permitting impacts do not affect Program in any unacceptable ways

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Recommended Strategy

- WWSP to identify and evaluate potential opportunities
- WWSS Management Committee to agree on recommended opportunities
- Finish in time to respond to Partner budget schedules
 - WWSS MC to select opportunities at its February 20, 2020 meeting
- Anticipate WWSS Board make contingent approval of Baseline 5.1
 - Contingency: Board to require preservation and implementation of recommended opportunities in the future if necessary to meet defined financial constraints
 - Enables timely approval of budget for next fiscal year (which is below the budget in the approved Baseline 4.1)

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REVIEW APPROVALS AND PROCUREMENTS FORECAST

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Approvals and Procurement Forecast for December 2019 – February 2020

Program Baseline or Related Plans

Description	Program Director	WWSS Management Committee	WWSS Commission Board
WWSP Annual Rebaseline Schedule and Budget	NA	2/22/2020	3/5/2020

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Approvals and Procurement Forecast for December 2019 – February 2020

Real Estate

Description	Program Director	WWSS Management Committee	WWSS Commission Board
PLW_1.3 Resolution of Need	NA	1/23/2020	2/6/2020
PLM_4.3 Resolution of Need	NA	2/20/2020	3/5/2020

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Approvals and Procurement Forecast for January 2020 – March 2020 IGAs, MOUs, Permit Commitments

Metzger Pipeline East Pipeline (MPE_1.0)

- Project agreement for COB_1.0 – under additional discussion with COB

South Hillsboro Area Pipeline (PLW_1.3)

- Hagg Lane (Butternut Creek) Agreement Amendment (Dec)

Washington County Land Use & Trans.

- Various IGA amendments (Dec)
 - PLM_4.1 Design
 - PLM_4.2 Design
 - PLW_1.2 Design

Scholls Ferry Area Pipeline (PLM_5.2)

- Metropolitan Land Group Developer Agreement

Approvals and Procurement Forecast for December 2019 – February 2020 Contracts

Title	Goal	Value	Key Dates
RES_1.0 Design, Bidding, and Services During Construction	Procure the design consultant for the WWSS reservoirs project	\$6.2 M	WWSS Board Approval: 2/6/2020 Notice to Proceed: 2/7/2020

Approvals and Procurement Forecast for December 2019 – February 2020

Contract Amendments and Change Orders*

Title	Goal	Value	Key Date
MPE_1.0 Design Amendment	Add final design and services during construction for the COB_1.0 project	\$1.56M	8/21/2019 approval by WWSS MC (delegated by the WWSS Board)
PLM_5.3 Design Amendment	Amend contract for final design and services during construction to reflect realignment north of Farmington	TBD	2/20/2020 approval by WWSS MC
Program Regulatory Permitting and Related Consulting Services	Amend contract to provide professional services through February 2021	\$2.1M	1/9/2020 approval by WWSS Board
PLM_1.2 Construction Contract Change Order	Amend contract to add Day Road crossing	TBD	2/20/2020 approval by WWSS MC
WTP_1.0 Design Amendment	Amend contract for design services related to added engineering services	TBD	2/20/2020 approval by WWSS MC

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UPDATE ON WWSP ACTIVITIES

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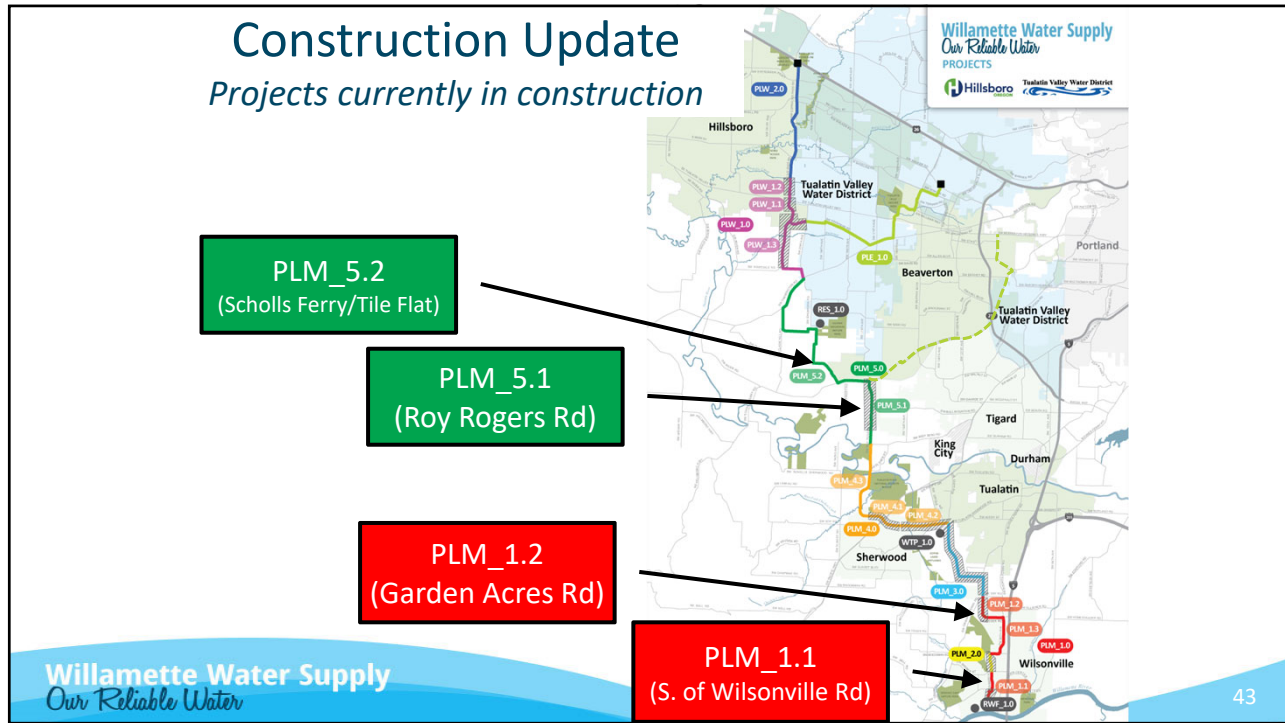
Notable Topics

- Commissioning and Start-up Planning
 - Initial planning workshop with Sundt on 2/12/20
 - Review of CDM and Sundt comments on Commissioning Approach TM
 - Define Sundt’s work plan for draft Plan (due 5/1/20)
 - Priorities:
 - Agree on details of commissioning plan
 - Confirm plans with project managers and project teams
 - Identify all project components necessary for commissioning
 - Implement any newly-identified components

Project Delivery Progress

Work Package	Design					Construction
	Conceptual/ Preliminary	30%/50%	60%/70%	90%	100%	
RWF_1.0						★
PLM_1.1						
PLM_1.2						
PLM_1.3						
PLM_2.0						
PLM_3.0						
WTP_1.0						
PLM_4.1						
PLM_4.2						
PLM_4.3						
PLM_4.4						
PLM_5.1						
PLM_5.2						
PLM_5.3						
RES_1.0						★
PLW_1.1						
PLW_1.1 ext						
PLW_1.2						
PLW_1.3						
PLW_2.0						
MPE_1.0						

Complete
 Active Work



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PLM_1.1

Contractor: James W. Fowler Co.
Designer: HDR

Current and Planned Activities:

- Began Pipeline installation
- 100 LF of pipe installed
- Coordinating driveway access with Wilsonville Concrete
- Staging area and erosion control completed
- Utility crossings and protection

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Construction Photos – PLM_1.1

First Pipe Installation



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Construction Photos – PLM_1.1

Protection of Sewer Line Crossing the Trench



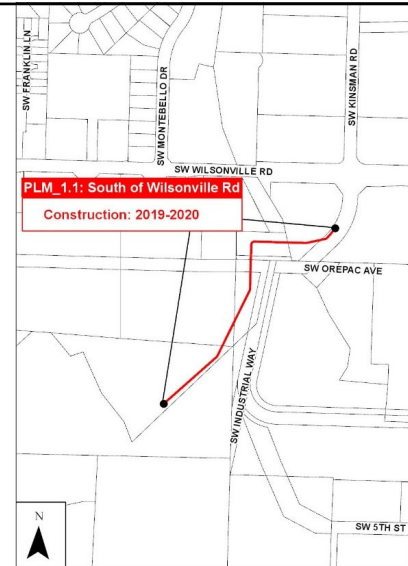
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PLM_1.1 Notable Topics

- External Coordination
 - Continued coordination with Wilsonville Concrete
- Potential Claims
 - None
- Delivery Challenges
 - None



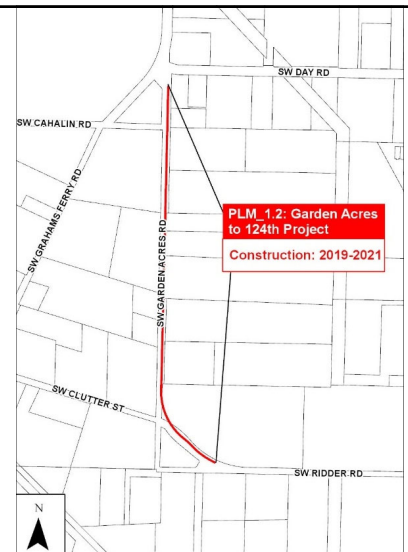
47

PLM_1.2

Partner: City of Wilsonville
Contractor: Moore Excavation Inc.
Designer: HDR

Current and Planned Activities:

- Continued installation of sanitary and storm sewers
- Continued waterline submittals
- First waterline activity now scheduled for May 2020



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Construction Photos – PLM_1.2

- Excavation and Installation of 18" Sanitary Sewer Upgrades



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Construction Photos – PLM_1.2

- Excavation and Installation of 42-inch Storm Drain Along SW Ridder Rd.



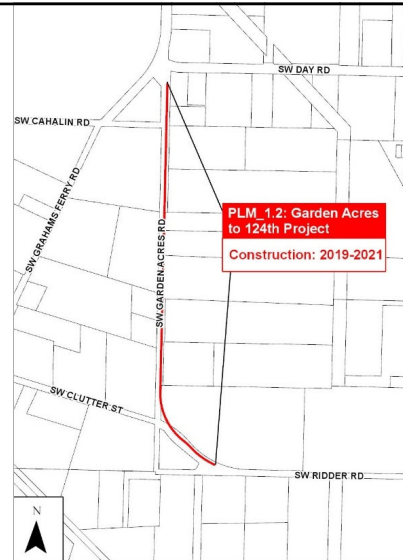
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PLM_1.2 Notable Topics

- Partner Coordination
 - No issues
- Potential Claims
 - None
- Delivery Challenges
 - None



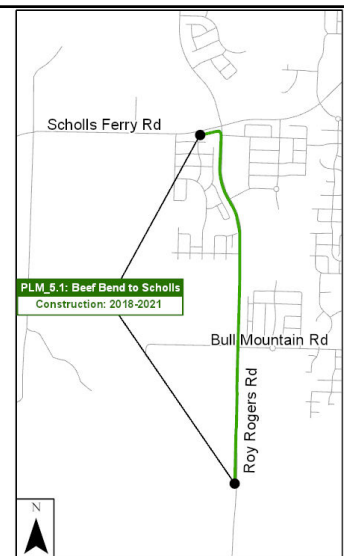
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PLM_5.1

Partner: Washington Co.
Contractor: Tapani, Inc.
(Moore Excavation Inc. – Waterline Sub)
Designer: Jacobs

Current and Planned Activities:

- Shoring installation (Secant Piles) completed for trenchless pipe installation
- Excavation for jacking and receiving shafts underway
- Tunneling subcontractor mobilized



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Construction Photos – PLM_5.1

Secant Pile Shoring System
Installed and Northern Shaft
Excavation Underway



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Construction Photos – PLM_5.1

Excavation of the Northern
Jacking Shaft



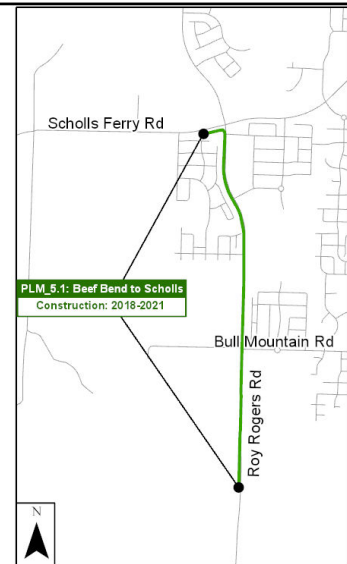
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PLM_5.1 Notable Topics

- Partner Coordination
 - Tigard turnout change order in progress
- Potential Claims
 - Request for additional compensation for Frontier fiber cable relocation
- Claims
 - None
- Delivery Challenges
 - None



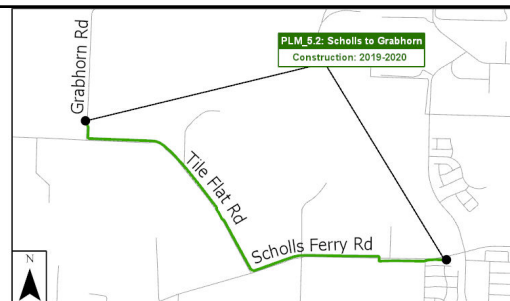
55

PLM_5.2

Contractor: Emery & Sons
Designer: Jacobs

Current and Planned Activities:

- Real estate acquisition – one property remaining
- 3,600 LF of pipe installed, welded and backfilled
- Mobilized second crew installing pipe toward the east on Scholls Ferry Rd.
- Tile Flat Road closure implemented
- Tree removal, road widening and utility relocation



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Construction Photos – PLM_5.2

Pipe Installation Along Scholls Ferry Rd.



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Construction Photos – PLM_5.2

Tile Flat Rd. Tree Removal



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01.09.2020

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Construction Photos – PLM_5.2

Road Widening for Safety Barrier Installation



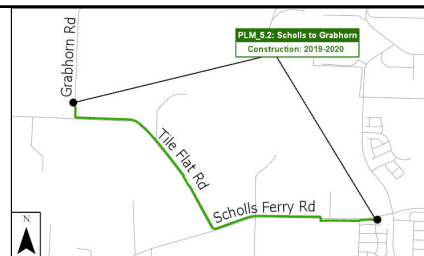
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PLM_5.2 Notable Topics

- External Coordination
 - PGE and Frontier utilities relocation along Tile Flat Road
- Potential Claims
 - None
- Delivery Challenges
 - Final easement acquisition
 - Utility relocation has delayed work



Willamette Water Supply
Our Reliable Water

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QUESTIONS

Willamette Water Supply
Our Reliable Water

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Tualatin Valley Water District



Delivering the Best Water 💧 Service 💧 Value

To: Board of Commissioners
From: Paul L. Matthews, Chief Financial Officer
Date: February 19, 2020
Subject: Proposed Update to Other Service Charges and Penalties

Key Concepts:

- Historically, the District updates its Other Service Charges and Penalties (miscellaneous charges) as part of its biennial rate-setting process. These miscellaneous charges cover a variety of services the District provides customers. Examples of miscellaneous charges include fire hydrant fees, public records request fees, etc.
- Staff is proposing revisions to the District's hydrant water fees.
- Staff is proposing that these revisions be effective May 1, 2020.

Background:

In August 2019, the Board held a public hearing to adopt new water rates. The Board acted at its September 18, 2019 regular meeting to adopt Resolution 24-19, which established new water rates and other service charges and penalties for the District. The other service charges and penalties are the miscellaneous charges.

Staff is proposing that the District adopt revised hydrant water fees. The proposal includes revising:

1. The fire hydrant fees to accommodate larger truck sizes in the fire-hydrant permit program.
2. Adjust the 12-month fire hydrant permit fees per the revised truck size delineations.
3. Add a 12-month permit and usage clause for Clean Water Services.
4. Make other minor changes to item labels and/or descriptions.

Staff proposes that the Board adopt a revised Exhibit B to Resolution 24-19, with the revisions described above and presented in the attachment to this staff report, to be effective May 1, 2020. Consideration for approval of the revision is scheduled for the March 18, 2020 regular meeting.

Budget Impact:

None. This proposal is not intended to materially affect the expenditures or revenue of the District. As such, no material budget impact is anticipated.

Staff Contact Information:

Paul L. Matthews; Chief Financial Officer; 503-848-3017; paul.matthews@tvwd.org

Attachments:

Proposed Exhibit B - Other Services Charges & Penalties (redline version)

Proposed Exhibit B - Other Services Charges & Penalties

Management Staff Initials:

Chief Executive Officer	GRH	Customer Service Manager	N/A
Chief Engineer	CEP	IT Services Director	N/A
Chief Financial Officer	POW	Human Resources Director	N/A
General Counsel	CS	Water Supply Program Director	N/A

TUALATIN VALLEY WATER DISTRICT
EXHIBIT B - OTHER SERVICES CHARGES & PENALTIES

Effective
5/1/2020

<p>1. Water Service on or off at customer's or owner's request</p> <ul style="list-style-type: none"> a. First call -- during office hours, Monday through Friday except for snowbird turn off. b. Leaks or emergencies beyond customer control -- during office hours or after hours or weekends c. Service on and off, second call during office hours d. Service on and off, second call after hours (an additional) e. All snowbird turn offs <p>2. Water Service on and off for non-payment</p> <ul style="list-style-type: none"> a. Service on and off, during office hours, Monday through Friday b. After hours or weekend service on and off (an additional) c. Broken promise turn off <p>3. Additional charges, if necessary, to enforce payment of bill or charges</p> <ul style="list-style-type: none"> a. Removal of meter b. Reinstallation of meter c. Installation or removal of locking device-first occurrence d. Installation or removal of locking device-second occurrence e. Installation or removal of locking device-third occurrence f. Repair of breakage/damage to locking mechanism (curb stops, etc.) g. Service off water at main or reinstating service h. Check returned by bank for non-payment (NSF) i. Meter tampering and/or using water without authority j. Penalty for incorrect financial institution account information First two times no charge. Charge per incident, third time and above. <p>4. Illegal use of water</p> <p>5. Illegal use of fire line</p> <ul style="list-style-type: none"> a. First occurrence b. Second occurrence (plus estimated water usage billed at Block 1 rate) c. Third occurrence (plus estimated water usage billed at Block 1 rate) d. All subsequent occurrences subject to final remedies determined by CEO or designee on a case-by-case basis per District Rules and Regulations (plus estimated water usage billed at Block 1 rate) <p>6. Decreasing or increasing size of meter</p> <p>7. Testing water meters at customer's or owner's request</p> <ul style="list-style-type: none"> a. Testing on premises (5/8" – 3/4" – 1") b. Removal of meter for testing (5/8" – 3/4" – 1") c. Testing of meters larger than 1" <p>8. Usage of meter key</p> <ul style="list-style-type: none"> a. Deposit refundable with key return <p>9. Removal of meter during construction</p> <ul style="list-style-type: none"> a. Removal of meter b. Loss of meter (see Meter & Service Installation Charges) 	<p>N/C</p> <p>N/C</p> <p>\$100</p> <p>\$85</p> <p>\$95</p> <p>\$100</p> <p>\$85</p> <p>\$100</p> <p>\$185</p> <p>N/C</p> <p>\$100</p> <p>\$115</p> <p>\$220</p> <p>& meter pulled</p> <p>Time & Materials</p> <p>Time & Materials</p> <p>\$33</p> <p>\$60</p> <p>\$25</p> <p>\$150</p> <p>(plus water usage billed at current rates)</p> <p>N/C</p> <p>\$150</p> <p>\$1,000</p> <p>Time & Materials</p> <p>(plus any applicable system development charges)</p> <p>\$185</p> <p>\$400</p> <p>Time & Materials</p> <p>\$25 Deposit</p> <p>\$185</p> <p>Based on Meter Size</p>
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TUALATIN VALLEY WATER DISTRICT
EXHIBIT B - OTHER SERVICES CHARGES & PENALTIES

Effective
5/1/2020

10. Fire hydrant fees		Time & Materials
a. Repair of breakage/damage		
12-month fire hydrant permits -- mandatory for fire hydrant usage:		
b. Hydrant permit (tanks ≤500 gallons)		\$225
c. Hydrant permit (tanks 501-1499 gallons)		\$675
d. Hydrant permit (tanks 1500-2999 gallons)		\$1,220
e. Hydrant permit (tanks ≥3000 gallons)		\$2,410
f. Off-site tank inspection (does not include permit)		\$95
g. Penalty for unauthorized hydrant use (within a 12-month period):		
First offense		\$1,000
Second offense		\$2,000
Third offense		\$4,000
h. Penalty for using non-approved (uninspected) tank (within a 12-month period)		\$2,000
Daily Hydrant meter fees:		
i. Administrative Fee		\$510
j. Daily Fee for 1-inch meter		\$0.10
k. Daily Fee for 2-inch meter		\$0.20
l. Daily Fee for 3-inch meter		\$1.20
m. Hydrant meter deposit (refundable less damages):		
1-inch		\$500
2-inch		\$1,000
3-inch		\$2,000
Fire hydrant fees for Clean Water Services:		
n. 12-month fire hydrant permit (plus water usage billed at current Block 1 rate)		TBD
11. Backflow prevention device testing		
Device testing		
a. Initial test fee per device		\$110
b. All subsequent tests are the responsibility of the owner -- to be done annually by a State Certified Backflow Tester of their choice		
Gold plan		
Annual fee per device dependent on customer agreement to have the District schedule & perform required annual test. Test performed by District contractor & includes \$50 annually in minor repairs to existing device to achieve passing test.		\$35
Enforcement fee		
Annual fee per device. Applies if customer hasn't completed annual test by required date and is scheduled for shutoff. Test performed by District contractor in lieu of shutoff. Fee does not include cost of repairs that may be required.		\$50
Service on and off for non-compliance of annual testing and reporting.		
a. Service on and off, during office hours, Monday through Friday		\$100
b. After hours or weekend service on and off (an additional)		\$85

TUALATIN VALLEY WATER DISTRICT
EXHIBIT B - OTHER SERVICES CHARGES & PENALTIES

Effective
5/1/2020

12. Flow testing of fire hydrants		
a. Request for flow test, we have existing information within last 3 years, and no significant changes have occurred.		\$30
b. No existing fire flow information. Modeled fire flow is ok.		\$105
c. No existing information. Full test is requested.		\$565
d. Extended pressure test (if requested as part of full flow test).		\$695
e. Extended pressure test without an additional flow test.		\$470
13. Plan review fees (see Resolution 25-18)		
14. SDC finance contract and recording fee		\$500
15. Temporary irrigation meter		\$2,305
16. Public records request fees		
a. Staff time - no cost for first half hour of staff time (rate per hour)		\$35
b. Staff time to transcribe a recording (rate per hour)		\$35
c. Attorney time for reviewing and redacting records (billed in tenths of an hour)		Actual cost
d. Certified copy service (rate per certification)		\$5
Photocopies:		
e. Black and white - 8 1/2" x 11" (price per sheet of paper)		\$0.02
f. Black and white - 8 1/2" x 14" and larger (price per sheet of paper)		\$0.05
g. Color - 8 1/2" x 11" (price per page)		\$0.05
h. Color - 8 1/2" x 14" and larger (price per page)		\$0.15
i. Data media (e.g., CD or DVD)		Actual cost
j. Mailing and postage supplies		Actual cost

Other billing charges

Any other services performed by District personnel for which there is not a fee specified in this Resolution shall be charged at the employee's salary plus the cost of other personnel expenses for the actual time spent on the service (minimum 0.25 hours); plus the cost for materials and District equipment used including overhead rates and any deposits required by the District.

Carrying charges

Bills issued by TVWD which remain unpaid for over thirty (30) days may be subject to a carrying charge at a rate of 9% per year on the unpaid balance.

Fee Waivers

The Chief Executive Officer (CEO) or designee may waive all or a portion of the Other Service Charges & Penalties in Exhibit B if the CEO or designee determines that it is in the equitable and best interest of the District considering the particular circumstances involved in each case.

TUALATIN VALLEY WATER DISTRICT
EXHIBIT B - METER AND SERVICE INSTALLATION CHARGES

Effective
5/1/2020

Meter and Service Installation Charges By Meter Size

METER SIZE	Subdivision		
	Service Install*	Refundable**	Meter Fee
5/8" } 3/4" } 1" } 1-1/2" } 2" }	\$970	\$220	\$315
1" Service Line			\$335
			\$395
			\$590
			\$720

* Per District water system standards all meters to 1" in size require a 1" service line.

** Amount refundable applies only if TVWD is able to install its services before other utilities.

~~N/C~~

METER SIZE	Dig-Ins		Banked Dig-Ins		
	Service Install*	Meter Fee	Banked Dig-in Fee	Meter Fee	
5/8" } 3/4" } 1" } 1-1/2" } 2" }	\$2,415	\$315	\$970	\$315	
1" Service Line		\$335		\$335	
		\$395		\$395	
		\$590		N/A	N/A
		\$720		N/A	N/A

* Per District water system standards all meters to 1" in size require a 1" service line.

All new meters include Automatic Meter Reading (AMR) capability.

Dig-ins are defined as a service tap in an existing main in an existing street.

Subdivisions are defined as undeveloped streets where mains will be installed.

Banked dig-ins are defined as one excavation with more than one service tap.

Fees for Banked Dig-Ins for meters larger than 1" will be determined on a case by case basis by the District's Engineering Department.

TUALATIN VALLEY WATER DISTRICT
EXHIBIT B - OTHER SERVICES CHARGES & PENALTIES

Effective
5/1/2020

<hr/>	
1. Water Service on or off at customer's or owner's request	
a. First call -- during office hours, Monday through Friday except for snowbird turn off.	N/C
b. Leaks or emergencies beyond customer control -- during office hours or after hours or weekends	N/C
c. Service on and off, second call during office hours	\$100
d. Service on and off, second call after hours (an additional)	\$85
e. All snowbird turn offs	\$95
2. Water Service on and off for non-payment	
a. Service on and off, during office hours, Monday through Friday	\$100
b. After hours or weekend service on and off (an additional)	\$85
c. Broken promise turn off	\$100
3. Additional charges, if necessary, to enforce payment of bill or charges	
a. Removal of meter	\$185
b. Reinstallation of meter	N/C
c. Installation or removal of locking device-first occurrence	\$100
d. Installation or removal of locking device-second occurrence	\$115
e. Installation or removal of locking device-third occurrence	\$220
	& meter pulled
f. Repair of breakage/damage to locking mechanism (curb stops, etc.)	Time & Materials
g. Service off water at main or reinstating service	Time & Materials
h. Check returned by bank for non-payment (NSF)	\$33
i. Meter tampering and/or using water without authority	\$60
j. Penalty for incorrect financial institution account information First two times no charge. Charge per incident, third time and above.	\$25
4. Illegal use of water	\$150
	(plus water usage billed at current rates)
5. Illegal use of fire line	
a. First occurrence	N/C
b. Second occurrence (plus estimated water usage billed at Block 1 rate)	\$150
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		\$395		\$395	
		\$590		N/A	N/A
		\$720		N/A	N/A

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