

# Tualatin Valley Water District



Delivering the Best Water • Service • Value



## BOARD MEETING AGENDA\*

July 15, 2020

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President Bernice Bagnall

Treasurer Jim Duggan

Vice President Dick Schmidt

Secretary Todd Sanders

Acting Secretary Jim Doane

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\*To slow the spread of COVID-19, this meeting is dial-in only. It will not be held at a physical location. If you wish to attend via conference call and need dial-in information, please contact [debbie.carper@tvwd.org](mailto:debbie.carper@tvwd.org) or call 503-848-3014 by 4:30 p.m. on July 15, 2020. If you wish to address the TVWD Board, please request the Public Comment Form and return it 48 hours prior to the day of the meeting.

For online meeting information, Commissioner bios and more, visit [www.tvwd.org](http://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

## **REGULAR SESSION – 7:00 PM – MICROSOFT TEAMS MEETING**

### **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 June 17, 2020 regular meeting minutes.

### **2. BUSINESS AGENDA**

- A. Consider approving a motion to read by title only Ordinance 01-20 amending and restating Rules and Regulations for the use of the District's water system, receive oral testimony or written comments and adopt the ordinance. *Staff Report – Clark Balfour*
- B. Consider approving the appointments of Board officers and internal and external committee assignments for the 2020-21 fiscal year as found in the proposed Board Appointments and Assignments document. *Staff Report – Tom Hickmann*

### **3. INFORMATIONAL PRESENTATION**

- A. Update on the District's Financial Performance. *Staff Report – Paul Matthews*

### **ADJOURNMENT**

**Tualatin Valley Water District**



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Board Meeting Minutes

June 17, 2020

*This meeting was held by phone and the internet.*

**REGULAR SESSION – 7:01 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; Paul Matthews, Chief Financial Officer; Carrie Pak, PE, Chief Engineer; Dave Kraska, PE, Water Supply Program Director; Andrew Carlstrom, Customer Service Manager; Tim Boylan, IT Services Director; Andrea Watson, Communications and Public Affairs Supervisor; Clark Balfour, General Counsel; Pete Boone, Water Operation Division Manager; Joel Cary, Water Resources Division Manager; Tara Vanderwey, Water Quality Specialist; Debbie Carper, District Recorder

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

Mr. Hickmann reported on May 2020 *Cryptosporidium* detections in Bull Run water, TVWD's most recent COVID-19 response efforts and asked the Board for feedback on holding Board meetings, work sessions and other meetings virtually for the foreseeable future (see attached memo).

The Board expressed an interest in continuing with virtual meetings, including extending the option beyond the pandemic.

Mr. Hickmann continued his announcements, asking the Board to review the current fiscal year Board officers/appointments prior to taking action at the July 15 Board meeting to make assignments for the upcoming fiscal year. He also asked if the Board would consider canceling the July 7 work session, given there are only two routine items on the agenda, and the Board agreed to the cancellation.

Ms. Vanderwey presented the safety moment on proper use of sunscreen.

She then gave the department report on staff's recent system water quality optimization work, including information on how staff improved data points, refined modeling and analyzed the results, as well as made an assessment of the model's limitations and brainstormed possible improvements (see attached presentation). Finally, Ms. Vanderwey described staff plans to form a task force with the objectives of improving water quality and chlorine residual, developing

procedures for moving any water in the system to any point in the system and practicing the transition to a new water source.

Commissioner Sanders encouraged staff to explore another interpolation technique as well as suggested using alternate data filters.

## **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 Schmidt expressed interest in discussing low income/lifeline water rates in response to a recent customer inquiry.

Feedback from the Board and staff included:

- The Rate Advisory Committee recommended exploring other rate mechanisms rather than lifeline rates since the latter shifts revenue generation burdens to other customers.
- A desire to be more targeted toward providing rate relief to customers who really need it.
- Hesitation to change rate structures at a time when a new Customer Information System is in development.
- Staff's plan to bring targeted assistance efforts involving the Customer Emergency Assistance Program to the Board at a future work session for policy development.
- The Portland Water Bureau explored a rate structure that was built around specific costs to serve specific customers, which was abandoned due to the associated administrative challenges.
- Staff followed up with the inquirer and he appreciated the resulting conversation.

## **PUBLIC COMMENT**

There was none.

### **1. CONSENT AGENDA**

- A. Approve the May 20, 2020 regular meeting minutes.
- B. Approve the June 2, 2020 work session minutes.

Motion was made by Schmidt, seconded by Doane, 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 approving a motion to read by title only the draft ordinance amending and restating Rules and Regulations for the use of the District's water system and receive oral testimony or written comments and direct that the ordinance be brought back for a second reading and adoption at the July 15, 2020 Board meeting. *Staff Report – Clark Balfour*

Mr. Balfour reviewed the staff report, highlighting the most substantive change to the Rules and Regulations regarding the line extension policy and the staff recommendation to add a procedural component to the process allowing affected parties the opportunity to testify to the Board prior to Board action. He said staff reached out to the Home Builders Association to provide information on the proposed change and there was no response.

Motion was made by Duggan, seconded by Doane, to read by title only the draft ordinance amending and restating Rules and Regulations for the use of the District's water system. The motion passed unanimously with Bagnall, Doane, Duggan, Sanders and Schmidt voting in favor.

Mr. Balfour read the ordinance title into the record.

There was no public testimony and no written comments received.

Motion was made by Schmidt, seconded by Sanders, to direct that the draft ordinance amending and restating Rules and Regulations for the use of the District's water system be brought back for a second reading and adoption at the July 15, 2020 Board meeting. The motion passed unanimously with Bagnall, Doane, Duggan, Sanders and Schmidt voting in favor.

- B. Consider adopting Resolution 11-20, a resolution approving the Intergovernmental Agreement Between Tualatin Valley Water District and the City of Beaverton for Emergency Water Use. *Staff Report – Clark Balfour*

Mr. Clark displayed the map exhibit to the proposed Intergovernmental Agreement Between Tualatin Valley Water District and the City of Beaverton for Emergency Water Use (see attached presentation). He said the agreement gives the District the ability to provide supplemental and emergency water to City of Beaverton customers in an agreed-upon area that will be withdrawn from the District's system and includes provisions for District compensation for providing these services.

Motion was made by Sanders, seconded by Schmidt, to adopt Resolution 11-20, a resolution approving the Intergovernmental Agreement Between Tualatin Valley Water District and the City

of Beaverton for Emergency Water Use. The motion passed unanimously with Bagnall, Doane, Duggan, Sanders and Schmidt voting in favor.

- C. Consider action items related to the executive session, if needed. *Staff Report – Clark Balfour*

Mr. Balfour said the District needs to purchase the adjacent property to the Miller Hill facility and had to file a condemnation case when settlement could not be reached with the property owner. He said the property owner agreed to settle late this afternoon.

Motion was made by Duggan, seconded by Doane, to approve a settlement in the pending condemnation case with Tim Gray for \$850,000 and direct the Chief Executive Officer and legal counsel to prepare and execute all documents necessary to conclude the matter and vest title to the property in the District. 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 8:11 p.m.

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Bernice Bagnall, President

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Todd Sanders, Secretary



## MEMO

**Date:** June 17, 2020

**To:** Tualatin Valley Water District Board of Commissioners

**From:** Tom Hickmann, CEO

**Re:** Chief Executive Officer and Management Staff Report

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

- 1. Portland *Cryptosporidium* Results** – For the month of May 2020, the Portland Water Bureau reported no *Cryptosporidium* oocyst detections in water samples collected from the Bull Run Headworks. Additional details may be found at [www.portlandoregon.gov/water/cryptoresults](http://www.portlandoregon.gov/water/cryptoresults).
- 2. COVID-19 Response** – Tualatin Valley Water District is working towards a partial, or limited, reopening. Staff is in the process of finalizing the District's reopening and exposure control plans. Significant work has already been taken to encourage social distancing within the building. Limited occupancy signs have been posted in offices and conference rooms, inboxes have been relocated outside cubicles/offices, floor markings have been affixed to note six feet of separation, all in an effort to reduce COVID-19 exposure. The Communications Team has been working on a training video to educate staff on the new safety measures.

We will retain the ability for staff to work from home under our temporary work from home policy. Each manager will be working with their staff on a case by case basis to address this. The main requirement will be that we can track the work by the staff member to ensure the work is getting completed.

The lobby remodel project continues with an estimated completion date of the end of this month. The new lobby will improve customer amenities as well as provide a barrier which will increase safety and reduce risk of coronavirus and other droplet transmitted germs. As a result, we will be able to open the front desk up to customers once this work is complete and still maintain the safety of our employees.

- 3. Virtual Board Meeting Participation** – As the District begins to reopen, TVWD will eventually be able to return to in-person meetings which include social distancing and precautionary measures. We can't at this time give an exact date

## CEO & Management Staff Report to the TVWD Board of Commissioners

June 17, 2020

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that we can return to in-person meetings, but it will be prior to a full Phase 3 reopening. Unless there are objections, due to the continued presence of COVID-19 in our community, I would like to continue to offer Board members the opportunity to participate in work sessions, regular meetings and other meetings, virtually, for the time being.

4. **Annual Board Appointments** – Fiscal year 2020-2021 Board appointments are scheduled to be approved during the July regular meeting. Attached please find the current year's appointments. The Board is asked to review the current appointments and notify me if there is a desire to modify.
  5. **July Work Session** – There are only two routine items scheduled for the July 7<sup>th</sup> work session: a WWSS Commission update and TVWD financial update. Neither update contains urgent or time sensitive information. Therefore, staff requests guidance on whether or not the Board wishes to cancel this work session.
  6. **Safety Minute and Department Report** – Tara Vanderwey, Water Quality Specialist, will present the safety minute and department report this evening.
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**BOARD APPOINTMENTS AND ASSIGNMENTS**  
Effective July 17, 2019 for Fiscal Year 2019-20

Board Officers	Commissioner				
	Bagnall	Doane	Duggan	Sanders	Schmidt
President	Second Term*				
Vice President					Second Term*
Treasurer			Third Term*		
Secretary				Second Term*	
Acting Secretary		Third Term*			
<b>Internal Committees</b>					
Budget Committee	Member	Member	Member	Member	Member
Policy and Board Development Committee	Member		Member		
Water Supply Committee		Member		Member	
Strategic Planning Committee		Member		Member	
Finance Committee and Audit Committee	Member		Member		
<b>External Committees</b>					
Willamette River Water Coalition Board		Alternate		Primary	
Willamette Intake Facilities Commission Board		Primary			Alternate
Willamette Water Supply System Commission Board			Primary		Alternate
Joint Water Commission	Vice Chair**	Backup			Alternate
Barney Joint Ownership Commission	Chair				Alternate
Regional Water Providers Consortium Board/Executive Committee			Primary		Alternate
Aloha Business Association		Primary			
Washington County Public Affairs Forum (event attendance)				Alternate	Primary
Westside Economic Alliance (event attendance)	Primary	Alternate			

**Policy and Board Development Committee** – This committee will provide input and review of proposed updates to the Board Policy Manual. In reviewing and updating the Board policies, this committee will also identify effective Board processes, structures and roles. Other roles for this committee may include Board retreat planning, Board performance evaluation planning and orientation of new Commissioners.

**Water Supply Committee** – This committee will provide input to the CEO on strategic and policy matters related to continued implementation of the Willamette Water Supply Program, including issues such as system capacity, levels of service, expectations for seismic resiliency, public outreach strategies and partnership agreements.

**Strategic Planning Committee** – Members of this committee will participate in the biennial District strategic planning process to identify and prioritize District Initiatives for the coming biennium. The committee will also conduct periodic progress reviews of District Initiatives and track progress toward completing the initiatives.

**Finance Committee** – This committee will work with the CEO and CFO to track the District’s financial performance and will participate in development of draft financial policies and strategies such as debt planning and long-term rate planning.

**Audit Committee** – This committee provides independent review and oversight of the District’s financial reporting processes, internal controls and independent auditors.

# Engineering & Operations Department Report

## *System Water Quality Optimization*

Tara Vanderwey  
Water Quality Specialist



1

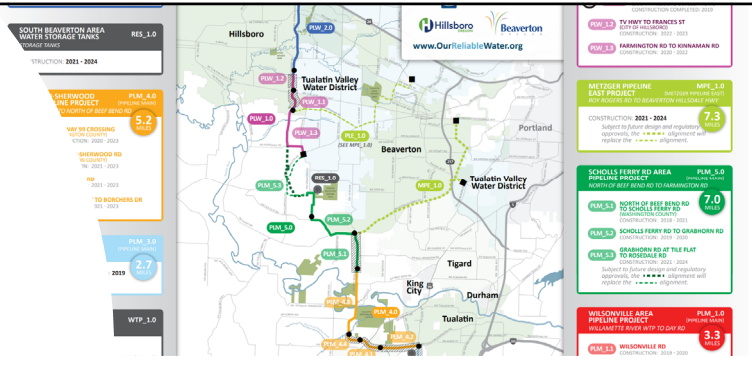
## Overview

- Background
- Data Improvements
- Modeling Effort
- Results

2

## Why is this important?

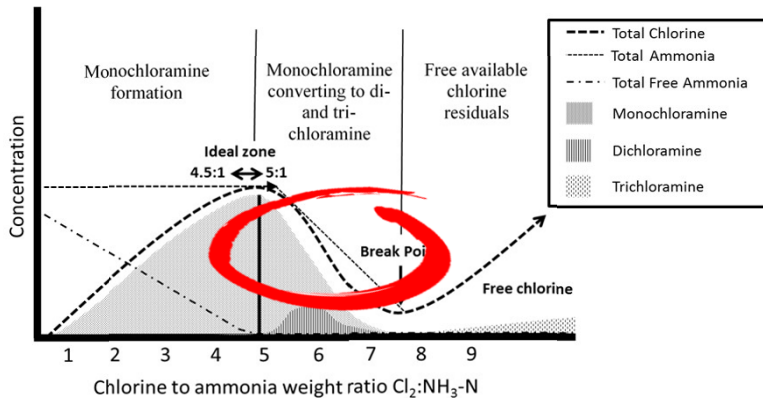
- Improve overall system water quality
- Planning for the Willamette Water Supply System Integration
- Testing our options for 2026



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## Source Water History/Background

- PWB and JWC are similar yet distinct
  - PWB – Chloramine
  - JWC – Free chlorine
- Blending – “backside” of the curve
- In the early years of JWC supply, sources were kept separated.
- Since 2000s, JWC and PWB have been blended



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## WQ Data Improvements



Past limitations and current improvements

- WQ staff began capturing comprehensive system data in 2005
- Data was geared towards individual analyses and compliance (RTCR)
- 2017 the data was cleaned up and new format geared toward analysis

Data/understanding no longer stuck in our heads

- WQ parameters can be plotted over time for individual sample stations
- Seasonal trends can be analyzed for single sites or groups of sites

Timeseries analysis useful but not the full picture

- Trying to infer data between two sample stations is difficult
- Hard to visualize system wide trends, plotting multiple sites gets messy

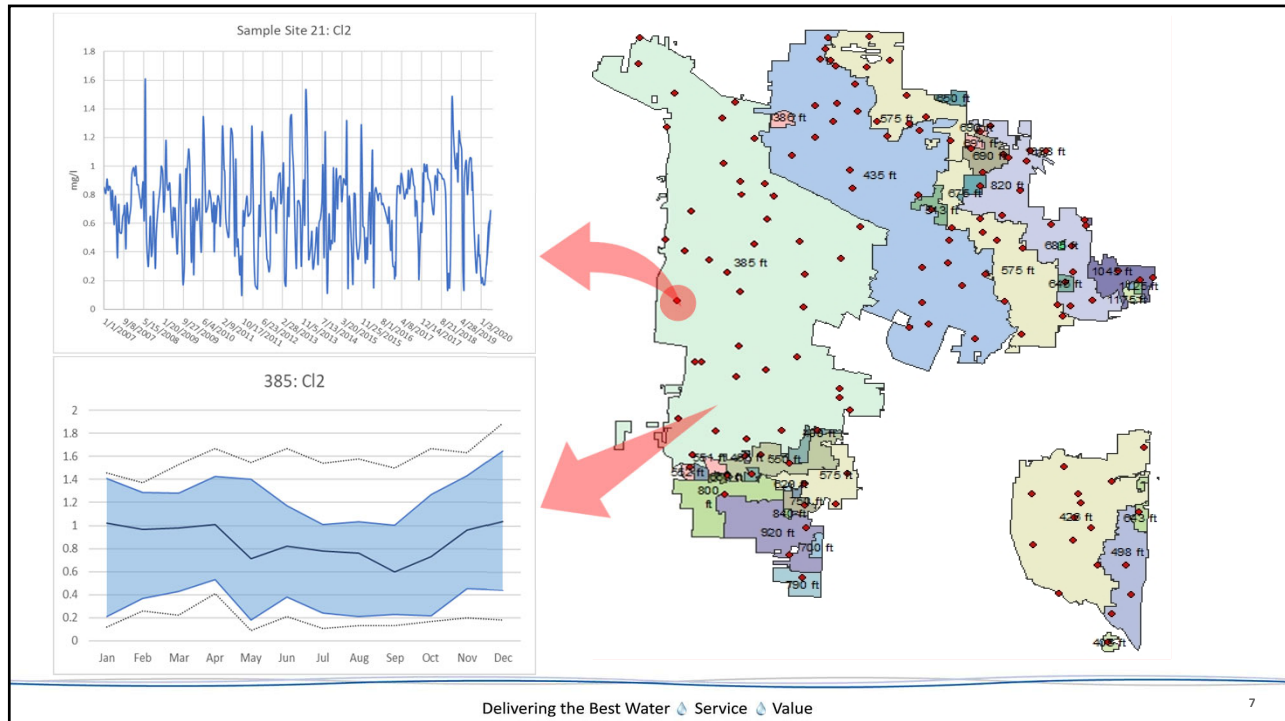
5



## Timeseries Data

How have we implemented our data improvements?

6



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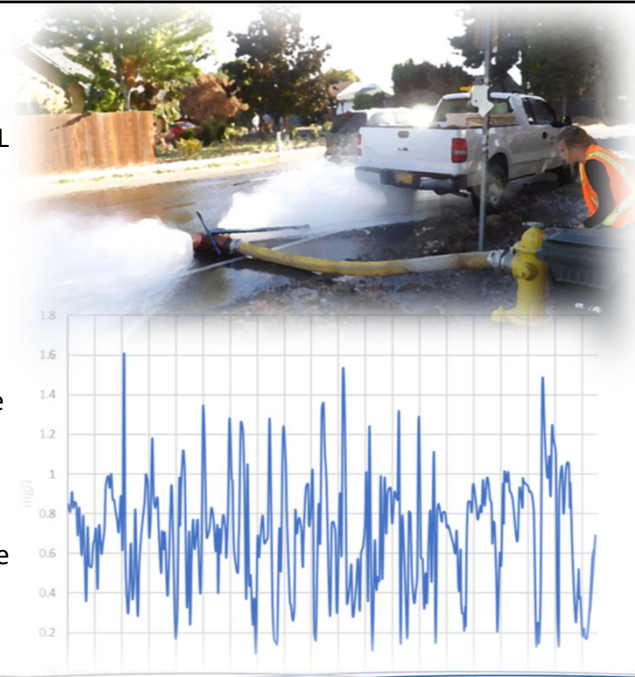
# Modeling Effort

How can we visualize our data over a wide area?

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- Water quality targets
  - Maintain a free chlorine residual  $\geq 0.2$  mg/L or a total chlorine residual  $\geq 0.5$  mg/L for at least 95% of the measurements taken
- Data driven approach made sense, however there were limitations
  - Timeseries analysis was retrospective
  - No way to visualize data over a wide area
  - Difficult to visualize and track trends in the data
- Point data is not a substitute for spatial analysis
  - We needed an approach that displayed the data with respect to time and space –GIS!



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## The Interpolation Approach



GIS Interpolation is used in geology and meteorology to model subsurface environments, elevation, and rainfall at points where values are unknown



Interpolation uses data to calculate unknown values



Interpolation assumes points close to one another are more similar than those far apart

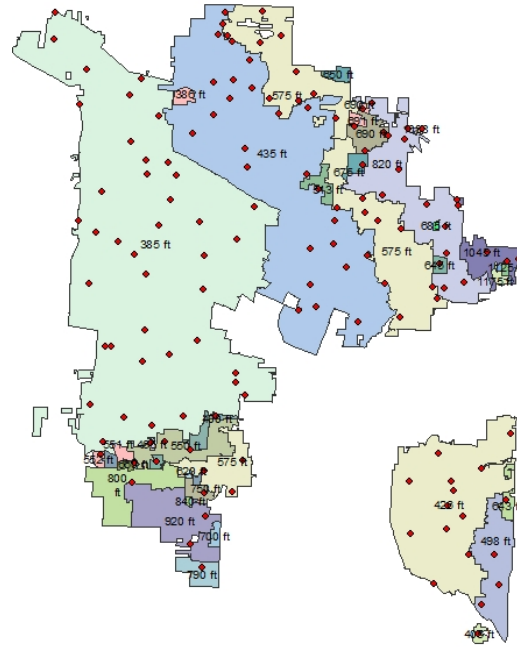
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## Data used for the Interpolation

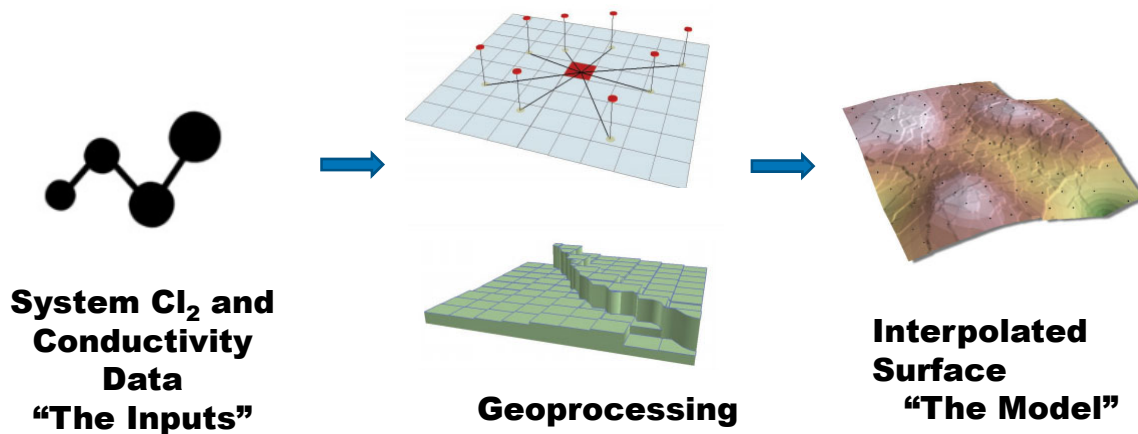
- 139 sample stations
  - Wide geographic area
  - Joint effort between WQ and Operations staff
- Weekly  $\text{Cl}_2$  and conductivity data collected from each station
- Data collection typically completed in a consistent 3-day period
- Focused effort performed by single unit field resources during COVID-19 response



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## Conceptual Model of the Process

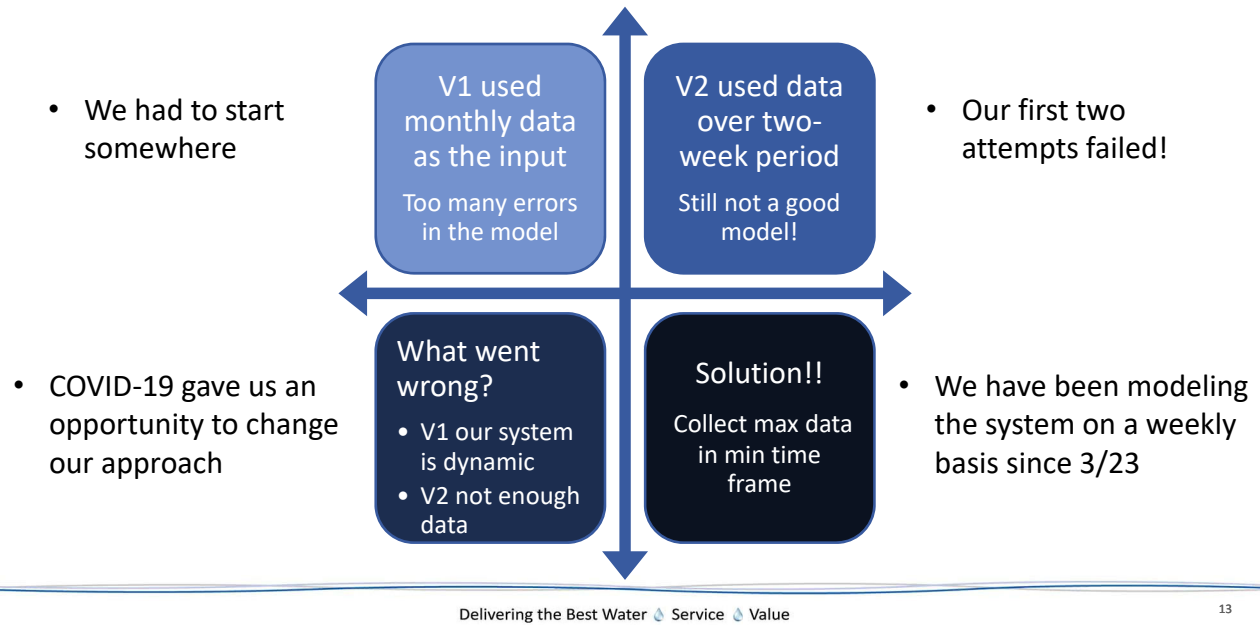


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## Trial & Error – How did we end up with our current model?



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## Results

How well did the model match what we already know about the system?

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## Interpretation of Map Colors

### Residual Color Ramp

Blue = Cl<sub>2</sub> ≥ 1.2 mg/l

Yellow = Cl<sub>2</sub> approx. 0.6 mg/L

Orange = Cl<sub>2</sub> nearing 0.00 mg/L

### Cl<sub>2</sub> Residual

mg/L

High : 1.2



Low : 0

### Conductivity (Blending) Color Ramp

Yellow = 100% JWC Source

Blue = 100% PWB Source

Red/Pink = Blending

### Cond

us/cm

High : 139

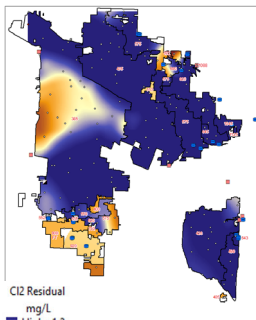


Low : 29

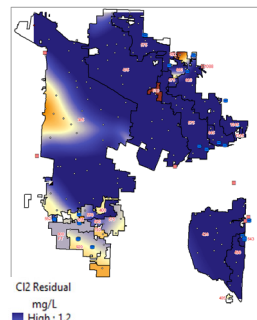
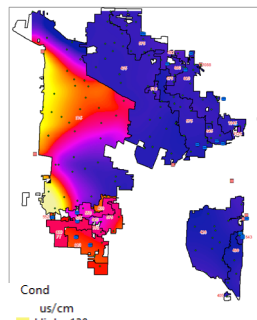
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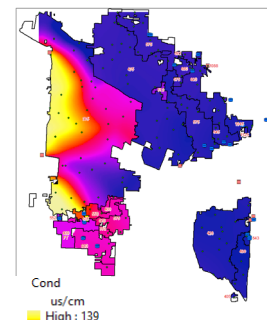
## Modeling Two Consecutive Weeks



5/4/20 - 5/7/20

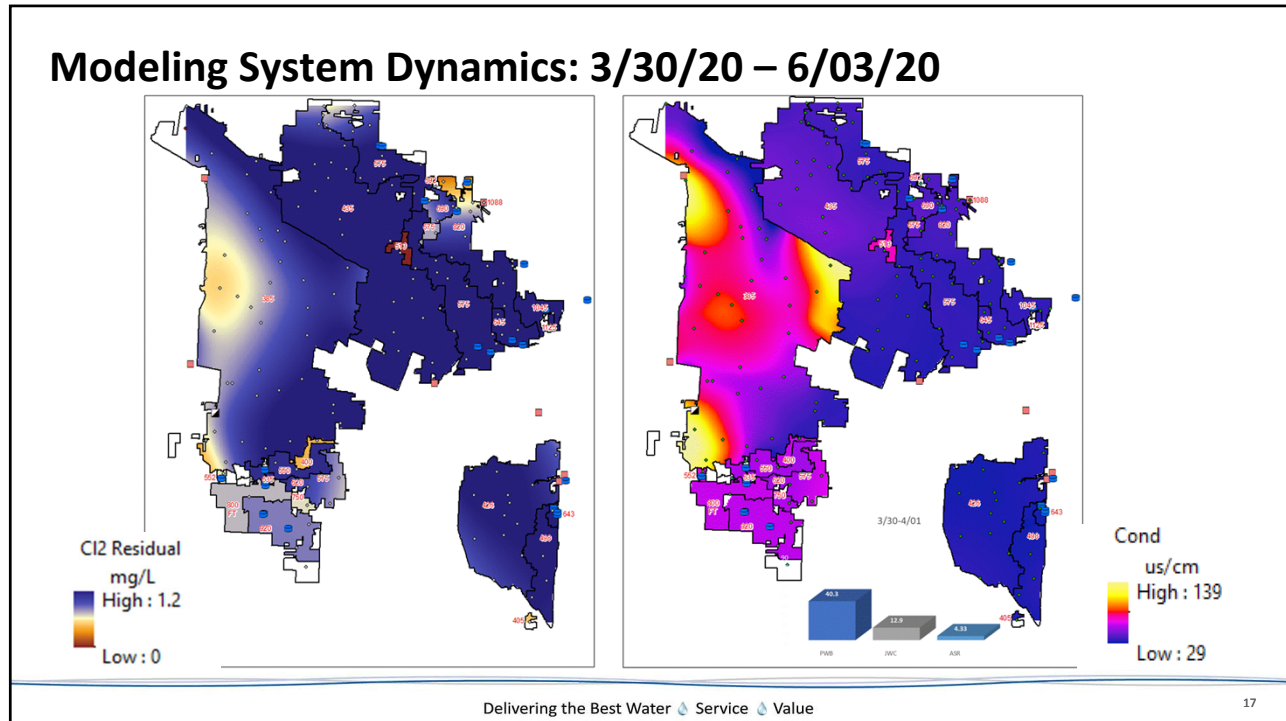


5/11/20 - 5/14/20



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## How can we use the Model?

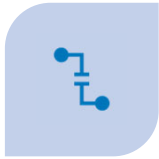
- Identify areas where we can improve water quality
- Identify areas that experience frequent swings in chemistry
- Make system adjustments and monitor the effects
- Develop a better understanding of how our system changes over time
- Improve accuracy of TVWD hydraulic model

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## Limitations of this model



Current model does not account for areas where pressure zones may be connected by PRVs



The model has a slight directional bias when data is sparse



Transitional areas might not be as well defined as the model suggests

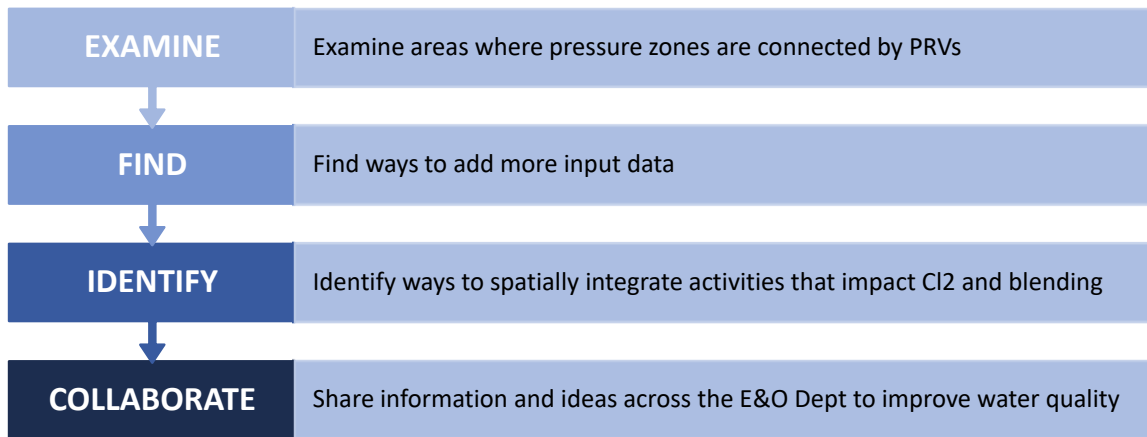


Does not account for factors such as consumption or water temperature

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## How do we improve the model?

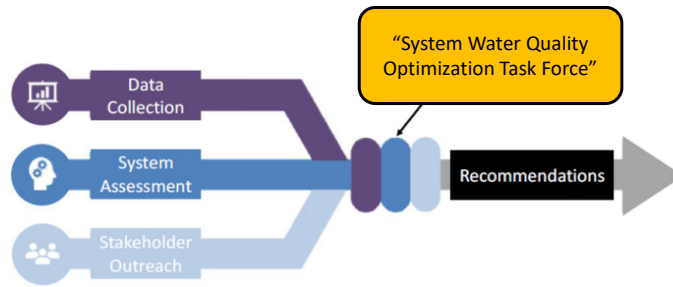


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## Next Steps – Task Force Development

- Task Force – Water Quality, System Ops, Engineering, and GIS staff
- Developing project charter
- Task Force Objectives:
  - Improve water quality & chlorine residual
  - Develop procedures for deliberately moving water from entry points to all parts of the system (Any Water Anywhere)
  - Plan for (and practice!) PWB to WWSS conversion

Task Force Process



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Questions?

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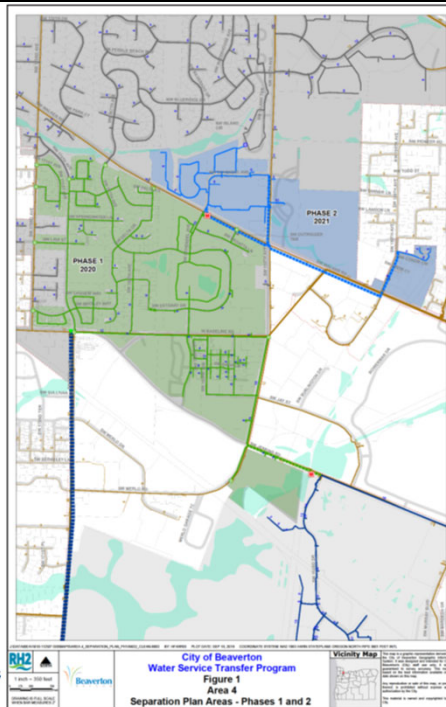
# IGA Between TVWD and Beaverton for Emergency Water Use

*June 17, 2020*

**Clark Balfour**  
General Counsel



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# Tualatin Valley Water District



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## Report of Meetings Attended

### Commissioner Bernice Bagnall

Date	Meeting or Function	Purpose	\$	Claimed
5/28/2020	Westside Economic Alliance	Annual Mayor's forum	\$50.00	X Yes <input type="checkbox"/> No
6/2/2020	TVWD Work Session	WWSS, SDCs, Rules & Regs update	\$50.00	X Yes <input type="checkbox"/> No
6/9/2020	CEO and Board VP	Agenda planning	\$50.00	X Yes <input type="checkbox"/> No
6/17/2020	TVWD Board Meeting	District Business	\$50.00	X Yes <input type="checkbox"/> No
		OK DCarper	\$200	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

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.

## Debbie Carper

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**From:** Todd Sanders  
**Sent:** Wednesday, June 17, 2020 5:54 PM  
**To:** Debbie Carper  
**Subject:** RE: Commissioner Bagnall form approval

I approve Commissioner Bagnall's Meeting form for June 2020.

Todd Sanders

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**From:** Debbie Carper <Debbie.Carper@tvwd.org>  
**Sent:** Wednesday, June 17, 2020 11:32 AM  
**To:** Todd Sanders <Todd.Sanders@tvwd.org>  
**Subject:** Commissioner Bagnall form approval

Hi Commissioner Sanders,

In lieu of your signature, could I get your email approval of Commissioner Bagnall's attached form?

### Debbie Carper, MMC

District Recorder

1850 SW 170th Avenue, Beaverton, OR 97003

*direct* 503-848-3014

[debbie.carper@tvwd.org](mailto:debbie.carper@tvwd.org)

[www.tvwd.org](http://www.tvwd.org)

### Tualatin Valley Water District

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# Tualatin Valley Water District



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## Report of Meetings Attended

### Commissioner Jim Doane

Date	Meeting or Function	Purpose	\$	Claimed
17 June	Regular Meeting		50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
11 June	Westside Economic Alliance	Economic Forecasts	50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2 June	Work Session		50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
		OK to pay CEAP	\$150	<input type="checkbox"/> Yes <input type="checkbox"/> No
		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
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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 Duggan

Date	Meeting or Function	Purpose	\$	Claimed
06/02/2020	TVWD Board Workshop	WWSS Update, SDC's	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
06/03/2020	RWPC Board Mtg.	CVD-19 & Budget Update.	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
06/04/2020	WWSS Meeting	Reg. Monthly Mtg; BL 5.2	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
06/16/2020	Meeting with TVWD/WWSS staff	WWSS Ancillary Projects	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
06/17/2020	TVWD Board Meeting	Exec. Session & Reg. Mtg	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		OK to pay DCarper \$250		<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

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



Delivering the Best Water  Service  Value

## Report of Meetings Attended

### Commissioner Sanders

Date	Meeting or Function	Purpose	\$	Claimed
6/02/2020	Board work session	Monthly meeting	\$50.00	X Yes <input type="checkbox"/> No
6/09/2020	WRWC Meeting	Water Coalition meeting	\$50.00	X Yes <input type="checkbox"/> No
6/17/2020	Board meeting	District Business	\$50.00	X Yes <input type="checkbox"/> No
		OK to pay DCarper	\$150	<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

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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
06022020	Work Session	Construction update. financials due to CORVID	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
06092020	Meeting/Bernice & Tom	Agenda review	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
06172020	Regular board		50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
		OK to pay DCarper	\$150	<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

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.

## Debbie Carper

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**From:** Bernice Bagnall  
**Sent:** Wednesday, June 17, 2020 8:20 PM  
**To:** Debbie Carper  
**Subject:** Re: Approval for meetings attended forms

Hi Debbie:

I approve the meetings attended forms for Commissioner's Doane, Duggan, Sanders, and Schmidt.

Thanks!

-Bernice

---

**From:** Debbie Carper <Debbie.Carper@tvwd.org>  
**Sent:** Wednesday, June 17, 2020 5:59 PM  
**To:** Bernice Bagnall <bernice.bagnall@tvwd.org>  
**Subject:** Approval for meetings attended forms

Hi Commissioner Bagnall,

Could I please get your email approval for the attached forms?

### Debbie Carper, MMC

District Recorder

1850 SW 170th Avenue, Beaverton, OR 97003

*direct* 503-848-3014

[debbie.carper@tvwd.org](mailto:debbie.carper@tvwd.org)

[www.tvwd.org](http://www.tvwd.org)

### Tualatin Valley Water District

Delivering the Best Water • Service • Value

## Tualatin Valley Water District



Delivering the Best Water 💧 Service 💧 Value

**To:** Board of Commissioners

**From:** Clark Balfour, General Counsel

**Date:** July 15, 2020

**Subject:** Proposed Ordinance Amending and Restating the Rules and Regulations

---

### **Requested Board Action:**

Consider adopting an ordinance amending and restating Rules and Regulations for the use of the District's water system.

### **Key Concepts:**

- By ordinance, the Board has adopted Rules and Regulations that govern the use of the District's system.
- The Rules and Regulations have been periodically amended and restated, most recently by Ordinance 02-18.
- Staff proposes amendments and restatement of the District's Rules and Regulations which will require adoption through an ordinance process.
- The first reading of the proposed ordinance occurred June 17, 2020.
- The second reading of the proposed ordinance will be held July 15, 2020.
- The new provisions are scheduled to be effective on August 15, 2020.
- In addition to usual public notice practices for ordinance adoption and meetings, staff has notified the Portland Metropolitan Area Home Builders Association.

### **Background:**

Staff has conducted a periodic review of the Rules and Regulations and recommends amendments to be adopted through the ordinance process. These amendments include clarification changes, changes to obtain language consistency and more substantive changes in Section 19, Line Extension. The substantive changes are:

#### *Section 19 Line Extension*

This discussion primarily concerns the distribution system. Much of the District's distribution system was constructed by private owners/developers who constructed the facilities and then donated them to the District. The Board has also recognized that merely extending a water line to serve property is only part of the picture. Additional facilities may be required to complete loops and other water system betterments that are more beneficial for District operations or system strength. For that reason, the Board has adopted mechanisms for the District to pay for those additional facilities or improvements that are more for the benefit of the District and beyond what would be required for the owner/developer's project. Sometimes that allocation can be precise, while other times we are faced

with a rough proportionality test. With that in mind, we suggest further changes to the authorized methods to extend or expand the District's system to address typical issues that arise.

The four methods typically used to expand the system are:

1. Owner/developer line extension constructed by and at owner/developer expense
2. Owner/developer line extension constructed by District at owner/developer expense
3. District initiated construction with proportional cost added to connection fee at time of connection
4. District initiated or landowner(s) petition for a Local Improvement District

#### *Upsizing or Additional Facilities*

Often, the District asks the owner/developer to install additional facilities or upsize facilities to serve future customers. We pay that cost of those additional facilities or the incremental cost of upsizing that are solely for the benefit of the District. Staff wishes to clarify District authority to require and include additional facilities to connect the line the owner/developer is extending with another line already in place or under construction by another party. The benefit to the District is obtaining a stronger looped system with redundant methods of service delivery. There are instances where there is a shared benefit from these types of facilities and, recognizing that there may be more/less benefit to the owner/developer, there should be a mechanism to consider the equitable allocation of the owner/developer and District monetary contributions. This may have an impact on the allocation of costs under the Reimbursement Agreement discussion below. The proposed changes speak to these issues.

#### *Methods of Financing*

The typical methods of financing additions to the system are:

1. Owner/developer constructed and financed
2. Owner/developer constructed and financed with Reimbursement Agreement
3. District constructed but owner/developer financed (rare)
4. District initiated and constructed with surcharge collected at time of connection
5. District or landowner initiated Local Improvement District

The focus of the ordinance amendments are Methods 1 and 2. Method 1 is easiest because it often means the construction of the extension, completing loops or other improvements to the District's adjacent or contiguous system, that clearly benefits only the owner/developer's project.

Method 2 has presented more challenges because Method 2 is usually a longer extension, by an owner/developer, from the end of the District's system to and through the owner/developer's property. The extension passes intervening properties that now have access to District water and may wish to connect. ORS 264.320 authorizes the owner/developer to ask for an agreement for reimbursement of the proportionate share of design and construction costs incurred, if any of those intervening properties connect to the line within 10 years. For years, at the staff level, the District has prepared Reimbursement Agreements, notified property owners/developers of the potential charge if they connect, recorded them and collected and remitted funds on an annual basis for the 10-year term.

The proposed changes are procedural and substantive. On the substantive side, we seek clarification that an intervening property owner/developer, who is bringing water to its development from another

direction, can be required to connect to another line extension where there is a Reimbursement Agreement. This recognizes there is a partial benefit when indirect service comes from the subject line, allowing a more equitable allocation of the “proportionate” cost of the line subject to reimbursement. We believe our Rules and Regulations should provide flexibility in the allocation of costs to recognize proportionality.

On the procedural side, we think a more formal process, closer to a Local Improvement District, is necessary to meet due process requirement. First, we believe the owner/developer should prepare a petition, on forms provided by the District, to create a Reimbursement District. If complete, then staff will recommend that the Board conduct a hearing. Prior to the hearing, notice of the proposed Reimbursement District, with proposed allocation of cost per the benefitted properties, shall be mailed to all affected landowners. At the Board hearing, the benefitted landowners can submit written or oral testimony as to whether the property is benefitted, the methodology for cost allocation is in error or the amount of allocation should be reduced. The Board would then approve, approve with modifications or deny and send the petition back for re-crafting.

Notice of the final decision would be mailed to all affected landowners. Staff would prepare the Reimbursement Agreement in accord with the Board’s order, and it would be executed and recorded in County records.

This proposed ordinance was included in a published notice of the June 17, 2020, Board of Commissioners meeting as required by law. An additional notice was published referencing the second reading of the proposed ordinance during today’s July 15, 2020, Board of Commissioners meeting.

**Budget Impact:**

None

**Staff Contact Information:**

Clark Balfour; General Counsel; 503-848-3061; [clark.balfour@tvwd.org](mailto:clark.balfour@tvwd.org)






Carrie Pak, PE; Chief Engineer; 503-848-3045; [carrie.pak@tvwd.org](mailto:carrie.pak@tvwd.org)

**Attachments:**

Proposed ordinance

Redline version of *Rules and Regulations*

**Management Staff Initials:**

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



## ORDINANCE NO. 01-20

### AN ORDINANCE AMENDING AND RESTATING RULES AND REGULATIONS FOR THE USE OF THE DISTRICT'S WATER SYSTEM

WHEREAS, under the authority of ORS 264.306, the Board of Commissioners of the Tualatin Valley Water District previously adopted Rules and Regulations which provided for usage of the District's water system and which have been amended from time to time; and

WHEREAS, the Board of Commissioners finds that it is necessary to adopt, amend and restate the Rules and Regulations set forth in Exhibit A, attached hereto and incorporated by reference; and

WHEREAS, this ordinance shall fix the effective date of the Rules and Regulations attached hereto and at that time the current Rules and Regulations shall be superseded and repealed, and being advised.

NOW THEREFORE, IT IS HEREBY ORDAINED BY THE BOARD OF COMMISSIONERS OF THE TUALATIN VALLEY WATER DISTRICT:

Section 1. The Rules and Regulations attached hereto as Exhibit A, and incorporated by reference, are hereby adopted as of the effective date below.

Section 2. This ordinance is on file at the District's administrative office and is available for review. The District Recorder of the District is instructed to send a certified copy of this ordinance to the County Clerk and publish the required notices under ORS 198.560.

Section 3. This ordinance has been included in the published notice of the meeting where it was adopted. The published notice did state the time, date and place of the of the meeting and gave a brief description of the ordinance to be considered at the meeting, and that copies of the ordinance are available at the office of the District. The presiding officer caused the notice to be published not more than 10 days or less than four days before the meeting in a newspaper of general circulation.

Section 4. Pursuant to Oregon Revised Statute Chapter 198, the ordinance was read at two regular meetings of the District Board of Commissioners on two different days, at least six days apart, prior to the adoption thereof, to wit: the 17<sup>th</sup> day of June 2020 and the 15<sup>th</sup> day of July 2020.

Section 5. This ordinance was adopted following a second reading by the affirmative vote of at least a majority of the members of the District Board of Commissioners at its regular meeting on the 15<sup>th</sup> day of July 2020, and was signed by the presiding officer and attested to by the secretary.



Section 6. This ordinance shall take effect on August 15, 2020, at 12:01 a.m. and all the current Rules and Regulations are repealed at that time.

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Bernice Bagnall, President

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Todd Sanders, Secretary

**RULES AND REGULATIONS**

**Revision Date:** \_\_\_\_\_

**Adopted By Ordinance No. XX-2002-18  
Under The Authority Of  
Oregon Revised Statutes 264.306**

TUALATIN VALLEY WATER DISTRICT  
1850 SW 170th Avenue  
Beaverton, Oregon 97003

(503) 848-3000  
[www.tvwd.org](http://www.tvwd.org)

# TUALATIN VALLEY WATER DISTRICT RULES AND REGULATIONS

## 1.0 PREFACE

- 1.1 The Tualatin Valley Water District (**TVWD**) is a unit of local government ~~municipal corporation defined by ORS 174.109~~ organized and operating under Chapter 264 of the Oregon Revised Statutes. The purpose of **TVWD** is to supply its **Users** with water for domestic (municipal and industrial) purposes as provided by law and, in connection therewith, may supply, furnish and sell water over and above the needs of its **Users** to any persons, corporations or associations, either within or outside the District, or to other communities, water districts or municipal corporations.
- 1.2 **TVWD** is governed by the authority vested in a **Board** of five commissioners residing within **TVWD's** boundaries and elected by voters. Regular monthly meetings are held by the **Board**. These meetings are open to the public. ~~in.~~

## 2.0 DEFINITIONS

- 2.1 **"Board"** shall mean the Board of Commissioners of the Tualatin Valley Water District.
- 2.2 **"CEO"** shall mean the Chief Executive Officer of the Tualatin Valley Water District or the Chief Executive Officer's designee.
- 2.3 **"Class Code"** shall mean the code assigned to each **Customer Connection** by the **District** to determine applicable **Rates, Fees and Other Charges** for that **Customer Connection**.
- 2.4 **"Connection Charges"** shall be the current service installation charge and meter installation charge as adopted by the **Board**.
- 2.5 **"Customer"** shall mean any ~~User~~ citizen, business or other entity who purchases water from **TVWD**.
- 2.6 **"Customer Connection"** shall mean the point at which the **District Service Line/Service Connection** connects to the **Customer Service Line** or **Fire Service Line**.
- 2.7 **"Customer Service Line"** shall mean any pipes, valves, fitting or appurtenances beginning at the outlet of the **Meter Assembly** into the premises served, excluding **Fire Service Systems** ~~Lines~~.
- 2.XX "Developer" shall mean any person or entity who has a written agreement with an Owner that authorizes the Developer to act on behalf of the Owner to obtain any permit or approval from the District for design and construction of water system improvements to serve Owner's property.
- 2.8 **"District"** shall mean the Tualatin Valley Water District.
- 2.9 **"District Service Line/Service Connection"** shall mean the pipe, valves, stops and fittings from a main to the outlet of the **Meter Assembly**.
- 2.10 **"District Standards"** shall mean the latest revision of the **District's** Water System Design and Construction Standards.

- 2.11 **“District’s System”** shall include the network of pipelines, reservoirs, pump stations, hydrants and other appurtenances necessary for the delivery of water to the **User’s System** and shall include all **District Service Lines** thereto.
- 2.12 **“Fire Service SystemLine”** shall include, but is not limited to, valves, backflow prevention assemblies, special water meters, pipes, and other devices installed solely for service to the standby connection dedicated for fire service only. The **Fire Service SystemLine** shall be owned and solely maintained, repaired and replaced by the **Owner** from the **District’s** valve where the **Fire Service System Line** connects into the **District’s System** or from the downstream side of the last connection to a portion of the **District’s System** (such as a public fire hydrant, **District Service Line**, etc.)
- 2.13 **“Meter Assembly”** is defined as meter, meter box and/or vault, valves, tailpiece, bypass, yoke and other appurtenances to which the **User’s System** is connected.
- 2.14 **“Owner”** shall mean and include any person or entity who owns the property or structures served or to be served by the **District**.
- 2.15 **“Rates, Fees and Other Charges”** shall mean the current rates, fees and charges as adopted by the **Board**.
- 2.16 **“Rules and Regulations”** shall mean these **Rules and Regulations** as adopted by ordinance by the **Board**.
- 2.17 **“Service Area”** shall be that area included within the corporate limits of the **District**, and such other territory as the **Board** shall determine to provide **Water Service**.
- 2.18 **“System Development Charges”** shall mean charges assessed as authorized by Ordinance 01-12 and subsequent revisions.
- 2.19 **“TVWD”** shall mean the Tualatin Valley Water District.
- 2.20 **“User”** shall mean any person, entity, User or occupant of the premises receiving **Water Service**.
- 2.21 **“User’s System”** shall consist of those parts of the facilities beyond the termination of the **District’s System** that are utilized in conveying water to points of use, including the **Customer Service Line** and **Fire Service SystemLine**.
- 2.22 **“Water Main”** shall mean any pipe located in the public street, alley, right-of-way or within an easement on private property which is owned or maintained by the **District** for the purpose of distributing water to **Users** and servicing fire hydrants.
- 2.23 **“Water Service”** shall mean the delivery of water to the **User**.
- 2.24 **“Water Supply Shortage Plan”** shall mean the **District’s** approved **Water Supply Shortage Plan** incorporated by reference.

### 3.0 PURPOSE

These **Rules and Regulations** establish the conditions by which the **District** will conduct its business and operations and how **Customers** may receive service.

#### 4.0 DISTRICT OWNERSHIP

- 4.1 The **District** owns the **District's System** unless otherwise agreed in writing.
- 4.2 No person other than those authorized by the **District** shall construct, maintain, operate, repair or alter the **District's System**.
- 4.3 No person other than those authorized by the **District** shall make a **Service Connection** or disconnect an existing **Service Connection**.
- 4.4 At all times, **Owners, Customers** and **Users** shall provide the **District** with safe, reasonable and efficient access to the **District's System** and the **District's Service Line** to conduct operations, maintenance, repair and replacement of the Districts System and consent is granted as a condition of service. District will endeavor to provide notice reasonable under the circumstances.

#### 5.0 COMPLIANCE WITH RULES AND REGULATIONS/CONTRACT FOR SERVICE

- 5.1 By requesting or receiving **Water Service** from the **District, Customers** and **Users** agree to abide by these **Rules and Regulations**.
- 5.2 Water shall not be used from a new or proposed service until authorized by the **District**.
- 5.3 Every **User** grants to the **District**, its agents and employees the right at all reasonable times to enter upon the **User's** premises to determine compliance with these **Rules and Regulations**. District will endeavor to provide notice reasonable under the circumstances.

#### 6.0 USE OF WATER

- 6.1 The **District** will furnish water for lawful domestic, household, business, industrial, irrigation, community use and for fire protection purposes as the **District's System** may reasonably supply and as may be approved by the **Board**.
- 6.2 The **District** may enter into contracts to allow for sale or trade of water to other water providers. Said contracts must be approved by the ~~Board or its designee~~.
- 6.3 No person shall use water supplied by the **District** to create or operate a public or private water system within the **District Service Area** unless approved by the **District** and any other required governmental approval is obtained.
- 6.4 In the event that the **Board** or its designee shall determine that conditions exist which require the restriction or prohibition of use of water in order to comply with the **District's Water Supply Shortage Plan** or to protect the health, safety or welfare of **Users**, the **Board** or designee shall establish a schedule of use restrictions and prohibitions. The schedule shall indicate the uses prohibited or restricted and the period or periods of prohibited and/or restricted use.

~~6.5~~—6.5 Any **User** using water in violation of the adopted **Rules and Regulations** shall be given notice in writing by the **District** of said violation. The notice shall advise the **User** that if unlawful use is not discontinued, the **Water Service** to the premises may be terminated. The notice of violation and termination shall be delivered to the **User** of the premises at which the unlawful use is occurring. If the **District** is unable for any reason to serve a written notice to the **User**, the written notice may be posted on the property and the posting shall constitute delivery of notice.

6.6 **Water Service** may be terminated immediately without notice if the use is a threat to health, safety or welfare as determined at the sole discretion of the **District**.

~~6.5~~—6.76. The **District** allows no waste or unauthorized use of water. **Users** will be responsible for all water use in the **User's System**.

## 7.0 WATER LOSS ADJUSTMENT POLICY

Adjustments for the billing ~~(or billings)~~ for water consumption based on water loss resulting from a leak or leaks in any portion of the **User's System** or plumbing on or within the **User's** property may be made one time per calendar year per meter.

- 7.1 To request a billing adjustment to a ~~Residential~~**User** ~~a~~**Account** for water losses resulting from leaks in the **User's System** or plumbing, the **User** shall:
- A. Repair leaks within 30 days of the date the leak ~~(or leaks)~~ are discovered or reasonably should have been discovered;
  - B. File a request for billing adjustment form within ~~three months~~90 days of the date of the leak repair describing the cause of the water loss, the repair ~~(or repairs)~~ made to the **User's System** or plumbing and the dates the repairs were made.
- 7.2 If it is determined by the **CEO** that a water loss for a ~~User~~**Residential** ~~a~~**Account** has occurred by reason of a leak ~~(or leaks)~~ in the **User's System** or plumbing, and the **User** has complied with the procedures set forth in the preceding sections, then an adjustment shall be calculated in accordance with the following:
- A. For purposes of calculating the water loss adjustment, the **CEO** shall consider the amount of water consumed in the same period of the previous year as ordinary and normal water usage by the **User**. Water consumption greater than the normal amount of the previous year shall be deemed excess water use.
  - B. An adjustment allowance will consist of 50% of the excess water use for no more than three billing periods (six months total) if billed on a bi-monthly basis and no more than six billing periods (six months total) if billed on a monthly basis.
  - C. The billing ~~(or billings)~~ to the **User** shall be adjusted in an amount based on the water volume rate in effect for the loss period multiplied by the adjustment allowance. This amount shall be credited to the **User's** account after repairs have been completed. During the loss period, the

peaking charges for consumption are excused, if in the prior year no peaking water charges were applied.

7.3 Alternative Method for Calculation of Ordinary and Normal Water Usage for Non-Residential Accounts.

- A. Shall only be used for the purposes of calculating the water loss adjustment for a **User** on a non-residential account that has made repairs to a water loss condition which lasted longer than one calendar year.
- B. **User** must complete requirements set forth by 7.1.B.
- C. For purposes of establishing ordinary and normal water usage by the **User** following the completion of repairs, the **CEO** shall consider the amount of water consumed for the subsequent three complete billing periods if billed bi-monthly or six ~~months~~ billing periods if billed monthly.
- D. For the purpose of calculating the water loss adjustment, staff will compare the reestablished ordinary and normal usage to the same period of the previous year. Water usage greater than the ordinary and normal usage shall be deemed excess water use.
- E. An adjustment allowance will consist of 50% of the excess water use for no more than three billing periods (six months total) if billed on a bi-monthly basis and no more than six billing periods (six months total) if billed on a monthly basis.~~or six months.~~

7.4 If multiple leak requests are submitted from the same **User**, the **CEO** shall determine the eligibility for the water loss request.

7.5 The Water Loss Adjustment Policy may be used in cases of unexplained water loss, fire protection, vandalism or theft of water beyond the reasonable control of the **Customer**.

## 8.0 SERVICE CONNECTION

8.1 **Service Connections** shall be provided only from **District Water Mains** and shall be located at such points as the **District** shall determine in its sole discretion, all in accordance with District Standards.

8.2 Request for a new water **Service Connection** shall be made to the **District**. No meter installations or connections will be made until all currently adopted **Connection Charges** and **System Development Charges** have been paid in full.

8.3 Unless authorized by the **District** in writing, a **Service Connection** shall provide water to only one single-family dwelling per real property parcel (tax lot). Multi-family dwellings or multiple service uses such as office buildings, commercial malls or industrial **Users and the like** will be served via a master meter. ~~The District may require duplexes to be individually metered.~~

Unless authorized by the **District** in writing, each tax lot ~~tax lot~~ or structure receiving service shall have its own water connection. All accessory buildings and premises used as a part of such dwelling, business or

institution may be served from such connection as approved by the **CEO**. In the case of a commercial or industrial property with multiple **Users** on a single tax lot, more than one **Service Connection** may be provided upon approval by the **District** after payment of the appropriate fees.

- 8.4 No **User** shall extend the **Customer Service Line**, without **District** approval, to furnish water to any residence, business, institution or other premises on the same or neighboring tax lot(s) other than that occupied by the **User**.
- 8.5 All **Service Connections** shall be installed by the **District** unless specifically authorized in writing by the **District**. Work performed will be performed in accordance with **District Standards** relating to size, materials, location and methods of installation. The charges shall be as set forth in the **Rates, Fees and Other Charges**.
- 8.6 **Customer's** capacity from meter purchase shall be limited to that obtained during original purchase and subsequent upgrades regardless of other system improvements that allow greater capacity.
- 8.7 **Users** shall make a request to the **District** for all **Water Services** desired.
- 8.8 Removal or relocation of a **Service Connection** shall be at the expense of the party requesting the change. The **District** shall not bear responsibility for reconnection of the **Customer Service Line**. No **Service Connection** extension can be made unless approved in writing by the **District**.
- 8.9 The **District** reserves the right to relocate the **District Service Line/Service Connection** within the utility easement as necessary to accommodate water system improvements or street improvements or for other similar activities. By virtue of connecting to the **District's System** the **Customer** authorizes the **District** to reconnect the **District Service Line/Service Connection** to the **Customer Connection** when necessary. **District** will endeavor to provide reasonable notice under the circumstances.

## 9.0 TEMPORARY SERVICE

- 9.1 A **User** who is required to install temporary meters for a limited period of up to two years for the irrigation of water quality facilities and other landscaping requirements as specified by development permits may make a request to the **District** for a temporary irrigation meter.
- The **User** will be required to pay a Temporary Irrigation Meter Fee and Water Volume and Fixed Charges as specified in the **Rates, Fees and Other Charges**.
- 9.2 The **District** may grant temporary **Water Service** during construction and for special events approved for such service by the **District**. The length of time and conditions of temporary **Water Service** shall be determined by the **District** at the time of application.

All costs for installing and removing these temporary services shall be paid by the **User** in advance. Such costs shall be determined by the **District** and shall include, but are not limited to:

- A. Labor
- B. Material



- C. Equipment rental
- D. Overhead
- E. Monthly fixed charges (if applicable)

If the actual cost of installing and removing these temporary services exceeds the estimated cost, the applicant shall pay the excess cost to the **District** within 30 days after billing by the **District** of the actual cost. If the actual cost of providing the temporary service is less than the estimated cost, the **District** shall refund the difference to the applicant after determination of actual cost.

The **User** will be required to pay all applicable Water Volume and Fixed Charges as specified in the **Rates, Fees and Other Charges**.

### 10.0 CUSTOMER SERVICE LINES

- 10.1 The **User** is solely responsible to pay the cost to install the **Customer Service Line** from the **Meter Assembly** to the structure to be served.
- 10.2 **Customer Service Lines** shall be installed in accordance with applicable plumbing codes and other specialty codes.
- 10.3 No pump equipment shall be connected to a **Customer Service Line** without prior written approval from the **District**.
- 10.4 The **User** shall be solely responsible for maintenance, repair and replacement of the **Customer Service Line** and associated appurtenances.
- 10.5 The **District** is not responsible for **Customer Service Lines**.

### 11.0 CLASS CODES, RATES, FEES AND OTHER CHARGES

The **District** will assign a **Class Code** for each **Customer Connection**. **Class Codes** will be used to determine applicable **Rates, Fees and Other Charges**.

- 1. **Class Code 1 – Residential** shall consist of **Customer Connections** serving a dwelling unit, whether a shared structure or freestanding, where one District meter serves only one dwelling unit.
- 2. **Class Code 2 – Residential Multi-Family** shall consist of **Customer Connections** serving two or more dwelling units.
- 3. **Class Code 3 - Non-Residential** shall consist of **Customer Connections** not serving one or more dwelling units. Class Code 3 does not include **Customer Connections** classified in Class Code 4, Class Code 5 or Class Code 6.
- 4. **Class Code 4 - Production Processes** shall consist of **Customer Connections** that would otherwise be in Class Code 3 but where the water passing through a **District** meter is used in a production process.

5. **Class Code 5 - Fire Lines** shall consist of **Customer Connections** for **Fire Service Lines** on private property where water can only be used for fire suppression.
6. **Class Code 6 – Irrigation** shall consist of **Customer Connections** where water passing through a **District** meter can only be used for seasonal agricultural or landscaping purposes and not returned to a wastewater utility system.
7. **Class Code 7 - Temporary Irrigation** shall consist of **Customer Connections** that are for temporary irrigation where the **Customer** is required to install temporary meters for a limited period of up to two years for the irrigation of water quality facilities and other landscaping requirements as specified by development permits.
8. **Class Code 8 – Local Government/Water Provider** shall consist of **Customer Connections** that are for local government water ~~providers~~surveyors and **Customers** that have a wholesale rate approved by the **District Board** of Commissioners.

The **District** shall establish **Rates, Fees and Other Charges** for use of water, services and property of the **District** by resolution. A copy of the established **Rates, Fees and Other Charges** shall be on file in the **District** office for examination by the public during business hours.

## 12.0 METER READING AND BILLING

- 12.1 Meters shall be read at regular intervals as determined by the **District**.
- 12.2 The **User** is responsible for ensuring safe and efficient access to the **Meter Assembly** at all times. Access to the meter requires six feet vertical clearance above the meter box and two feet clearance around.
- 12.3 Whenever it is necessary to enter a building to access the **Meter Assembly**, a safe passageway must be maintained by the **User**, free and clear of obstructions of any kind from the building entrance to the **Meter Assembly**.
- 12.4 The **User** consents to the right of **TVWD** employees or agents to remove obstructions as necessary to maintain access to the **Meter Assembly**. Costs incurred by **TVWD** to gain access to the **Meter Assembly** may be billed to the **User**.
- 12.5 If the **District** determines that it is unable to read a meter, billing shall be calculated in accordance with the following:
  - A. The **District** will estimate water consumption based on available historical data.
  - B. A true-up bill will be produced during the next billing cycle when an actual read is obtained.
- 12.6 If it ~~appears to is determined by~~ the **District** that a meter fails to register accurately, the **District** will estimate water consumption based on available historical data and may test the meter under Section 14.0.
- 12.7 A **User** may request that the meter be re-read if there is a reasonable basis to conclude the bill is in error.

### 13.0 PAYMENTS FOR SERVICE

- 13.1 Bills from the **District** shall be due, payable and delinquent in accordance with the terms set forth by the **District**.
- 13.2 The **District** may turn off water supply to the premises for which payment is delinquent. The service will be restored after acceptable terms of payment are arranged for all delinquent bills, including charges established within the **Rates, Fees and Other Charges**.
- 13.3 The **District** has contracted, and retains the right to establish contracts with, other agencies for the purpose of billing for said agency's services and collections. The terms of those contracts regarding allocation of payments received are incorporated by reference. Future contracts or amendments to existing contracts shall be incorporated by reference upon approval by the **Board**.
- 13.4 Outstanding charges owed to the **District** may be transferred to a **Customer's** new account within the **District**.

The **District** may collect unpaid charges incurred by a **Customer** at previous service locations within the **District** as part of the **Customer's** current water bill. These unpaid charges are subject to current collection terms set forth by the **District**.

### 14.0 METER ACCURACY AND TESTING

- 14.1 The **District's** meters shall operate within the standards established by the American Water Works Association (AWWA) Section C700.
- 14.2 A **User** may request the meter be tested by making a request for such testing to the **District**:
- A. If the test shows the water meter registers outside the AWWA standard, the meter shall be repaired or replaced at no cost to the **User** for a new meter, parts or labor.
- An adjustment of the volume (water unit) charge may be made if the meter registers in excess of the AWWA standard. Charge adjustments shall be made retroactive for a period not to exceed one year.
- B. If the test shows that the water meter registers within the AWWA standard, the **User** shall pay for the test in accordance with **District's Rates, Fees and Other Charges**. The cost for the test shall be billed by the **District**, and the **District** may charge a **User** for water delivered, not to exceed one year prior to the testing.
- 14.3 The **District** may audit, test or replace the meter at any time at the **District's** discretion.

### 15.0 RESPONSIBILITY FOR DAMAGES OR INJURIES

- 15.1 The **User** is responsible for all damage or injury resulting from the failure to properly construct, maintain, repair or correct conditions in the **User's System**.

- 15.2 The **District** will not be liable for any damages or injuries caused by termination or interruption of service, reduction of water supply, variations in water pressure or quality of water.
- 15.3 The **User** shall be liable for any damage to the **District's System** which is caused by an intentional, reckless, or negligent act of the **User**, his tenants, agents, employees, contractors, licensees or permittees. The **User** responsible for the damage or tampering may be fined and/or have service terminated.
- 15.4 Only the **District** may operate, modify or alter the **District's System**. Violators shall be responsible for any damage and adverse effects to water quality or availability of water due to unauthorized operation, modification or alteration of the **District's System**.
- 15.5 The **User** is responsible for compliance with all city and county codes and requirements related to maintenance of their property and plumbing system.

### 16.0 WATER SERVICE INTERRUPTION

From time to time, the **District** must interrupt **Water Service** for maintenance, replacement or repairs of the **District's System**. The **District** will not be responsible for damages to the User's property caused by ~~such~~ interruptions of **Water Service** or fluctuation of pressure unless caused by the District's negligence.

### 17.0 CONNECTION TO ANOTHER WATER SUPPLY

No other water supply shall be connected to the **Customer Service Line** without written approval of the **CEO**.

### 18.0 ~~BACKFLOW AND~~ CROSS CONNECTION CONTROL AND BACKFLOW PREVENTION

**Service Connections** shall be protected against backflow into the **District's System** as required by the **District**. Service of water may be terminated if a backflow prevention assembly required by the **District** is not installed, tested, ~~and~~ maintained, repaired or replaced; or if it is found that a backflow prevention assembly has been removed or bypassed; or if an unprotected cross-connection exists. Service may be terminated following written notice and expiration of the time to cure conditions or defects. Furthermore, service may be terminated immediately without notice if an immediate threat to public health and safety has been determined by the District. In all cases, service will not be restored until such conditions or defects are corrected.

The **User** consents to and shall provide the **District** access for inspection at all reasonable times to the **User's System** to determine if an unprotected cross-connection or violation of the **District's** cross-connection control requirements exists and that compliance requirements are met. If no accommodations are made to allow access, the District may will require a reduced pressure backflow prevention assembly to be installed at the Customer Connection at the expense of the User, consistent with Oregon Administrative Rules. Nothing herein shall prevent the District from terminating service as provided in this Section.

### 19.0 EXTENSION OF DISTRICT'S SYSTEM

~~Where required by the District~~ In general, Owners shall extend all Water Mains the entire distance between opposite boundaries of the property to be served (to and through), and, when required by the District, design, construct and -make appropriate connections to other parts of the District's System as determined by the District using industry best practices to provide redundancy of service, typically through the provision of looped

systems. When the line extension will be on Owner/Developer's property and- the District, in its sole and absolute discretion, does not require Owner to design and construct water system facilities to and through the property, then an easement shall be granted by the Owner to the District unconditionally authorizing the District to construct future improvements. ~~and~~ **Water Mains** shall be located within public right-of-way or, if necessary, within easements approved by the District.

Unless authorized by the **CEO**, projects must be designed and constructed in accordance with **District Standards** approved by the **CEO** and Chief Engineer. All extensions shall be constructed only by the **District** or by a contractor acceptable to the **District**. Contractors shall anticipate and allow for inspection by the **District** during construction. All connections for services shall be made in the manner elsewhere set forth in these **Rules and Regulations**. Prior to final acceptance, the project must be demonstrated to operate and perform as intended.

The methods to extend the Water System are:

19.1 **Owner/Developer Extension.** ~~An Owner/Developer~~ **Parties** other than the **District** may request to extend the **District's System**, in conformance consistent with these **Rules and Regulations** and the **District's Standards**, at his/her/its their sole cost and expense. Parties using non-**District** funds for construction of water improvements shall select an engineer or contractor of their choice who meets the **District's** requirements, including qualifications of the engineer and contractor. ~~Such parties shall adhere to **District's Standards**.~~

~~A. The **District** may participate in the **Owner/Developer Extension** where the **District** determines the extension would benefit the **District's System**. The **District** will reimburse the **Owner** for the costs of the additional extension beyond what is required for the development.~~

19.2 All extensions of the **District's System** require plan submission, review and written **District** approval.

19.3 **Owner Request.** Upon request of the **Owner**, the **District** may, at its sole discretion, construct system improvements at the expense of the **Owner**. The cost and scheduling of the extension and improvements shall be determined by the **District**.

Installation or construction shall not commence until the applicant has paid a deposit in advance to the **District** in an amount estimated by the **District** to cover the cost of construction of the **District's System** extension. Following completion of construction, the **District** shall determine the actual cost of the project, including overhead, supervision and engineering. The **District** shall refund to the applicant any part of the deposit which exceeds the actual project cost, or the applicant shall pay to the **District** the actual project cost less the deposit already paid.

19.4 **District Extension.** The **District** may extend the **District's System** when, in the opinion of the **District**, the public convenience and welfare is best served by such construction.

At its sole discretion and where it appears equitable that the cost of such construction be apportioned, the **District** may apportion all or any part of the cost of the construction of the **District's System** among the persons as may at any subsequent time apply for a **Service Connection** from said extension. The charge shall be at an amount established by the **District**.

No **Service Connection** or **Fire Service Line** shall be made by the **District** until the **Owner** ~~applicant~~ has paid in advance to the **District** the apportioned charge for the construction of the extended **District's System, Connection Charges** and the appropriate **System Development Charge**.

- 19.5 Local Improvement District or Assessment District Equivalent. The **District** may extend its **District's System** upon written request of the **Owners** of abutting property. It may also extend the **District's System** through property intended to be developed under the applicable zoning and development code. The **District** may require formation of a local improvement district or assessment district or other such security for payment as it deems appropriate. The process for formation of a Local Improvement District or Assessment District shall be according to then applicable statutory requirements. Terms of payment shall be ~~provided in the local improvement district or equivalent documents~~ approved by the **Board**.
- 19.6 After acceptance by the **District**, the facilities shall be the sole property of the **District** and maintained and operated by **District** personnel exclusively. If the **District's System** extension is by a party other than the **District**, the property **Owner** and its contractor shall be responsible for a warranty period of one year after acceptance for failures of materials or workmanship. Conveyance documents shall be in a form acceptable to the District in its sole discretion.
- 19.7 Additional or Upsizing of Facilities. The **District** may elect to require or install larger **Water Mains** or other system improvements other than needed for the applicant's service requirements; construction of additional facilities to connect with other parts of the District's water system; and to provide improved service to the property or other benefitted properties. When it does so, the **District will pay is responsible** for the incremental cost. Where the additional facilities provide a partial benefit to the applicant's property, the District shall determine the amount of the District's contribution in its sole discretion. All cases shall be considered separately, and the requirements for each project shall be specified to the applicant. Design and construction shall be by the **District**, the **District's** contractor or a contractor approved by the **District**.
- 19.8 Reimbursement District and Agreement. Pursuant to ORS 264.320, the **District** may establish Reimbursement District and Agreement subsequent to the following:
- A. The line must be designed and constructed according to **District Standards**, be inspected and accepted by the **District** as part of the **District's System**. The term of the reimbursement agreement shall not exceed 10 years from the date of acceptance.
  - B. The request for partial reimbursement shall be made by pPetition in a form acceptable to the **District** prior to the time of acceptance of the facilities by the **District**.
  - C. The petition shall include, among other things:
    - i. Plans and designs;
    - ii. Identification of the applicant's property and address;
    - iii. Identification of the benefitted properties and owners' addresses;
    - iv. Map of the benefitted properties;
    - v. Project costs incurred or anticipated to be incurred;
    - vi. Proposed equitable calculation methodology that takes into account one or more of the following factors: benefitted parcels, number of current connections, potential connections depending upon future zoning, ease of connection of property once

improvements are made and other relevant factors to achieve an equitable allocation of project costs;

vii. Payment of all fees

The Petition shall include, among other things:

.1 plans and designs;

.2 identification of the applicant's property and address;

.3 identification of the benefitted properties and owners' addresses;

.4 map of the benefitted properties;

.5 project costs incurred or anticipated to be incurred;

.6 proposed equitable calculation methodology that takes into account one or a combination of the following factors: benefitted parcels, number of current connections, potential connections depending upon future zoning, ease of connection of property once improvements are made and other relevant factors to achieve an equitable allocation of project costs;

.7 payment of all fees

D. C. Upon receipt of the pPetition request, the CEO or designee shall review the pPetition for completeness. If incomplete, the applicant shall provide the necessary information to be deemed complete. If deemed complete, the CEO or designee will review the pPetition to determine which, if any, facilities are eligible for reimbursement, costs eligible for reimbursement, and identification of properties that would be required to pay the reimbursement fee, and the other factors listed in C.7. The CEO shall prepare a staff report and submit it to the Board of Commissioners.

E. The CEO or designee shall then notify the applicant of the hearing date before the Board of Commissioners where the Reimbursement District and Agreement will be considered. Notice of such hearing shall be mailed by first class United States U.S. mail to the names and mailing addresses of the applicant and the benefitted owners as shown in the Washington County real property records not less than 14 days before the hearing date asking for written comment and the right to appear before the Board and comment. The notice shall include a map of the benefitted properties; a description of the project; the proposed ~~if these criteria are met, the CEO shall compute the~~ amount of reimbursement for each potential lot that could connect to the extension according to the pPetition, which includes the lots of the person or entity extending the line, ~~and notify the person seeking the agreement for reimbursement of the eligible amount.~~

F. At the time of hearing, the Board shall review the staff report, take testimony or comment from all affected landowners regarding the formation of the Reimbursement District and Agreement, the actual or estimated costs, and the extent to which properties are benefitted. Testimony or comment may be in written or electronic form or by oral testimony. The Board will close the hearing and then decide whether to approve the pPetition, approve the pPetition as modified by the Board, or deny the pPetition. If denied, the matter shall be concluded. If approved, then by resolution the Board shall declare formation of ~~the~~ of the Reimbursement Reimbursement District, identify the benefitted properties and allocate costs in accordance with the final adopted methodology. If the pProject has not been completed, then the Reimbursement District will be approved but final application of the methodology and allocation of costs shall not be made until final pProject costs are known and the Board holds a subsequent hearing to make a final determination. The notice and hearing process shall follow



the procedure of Section E. The **Board's** decision shall be limited to the final pProject costs and allocation according to the previously approved methodology.

G. ~~—D.~~ If the **Board** approves formation of the Reimbursement District, ~~CEO finds that the reimbursement eligibility requirements are met,~~ the **CEO or designee** shall prepare a Reimbursement Agreement that, among other things, identifies all benefitted properties, allocates the cost among them, states the term of the agreement, provides that it is binding on the property and meets all requirements for recording. ~~n agreement that makes final determination as to reimbursement eligibility. If a person disputes in writing the decision of the CEO within 10 days of notification specifying the reason for the dispute, the Board will make a final decision on reimbursement eligibility.~~ In no event will the reimbursement obligation extend longer than the minimum period provided by ORS 264.320. If the final pProject costs are unknown at the time of **Board** approval because the pProject has not been completed, a Preliminary Reimbursement Agreement shall be prepared and recorded stating that the costs are estimates and that when final pProject costs and allocations are determined, a Final Reimbursement Agreement shall be recorded with the final costs.

H. \_\_\_\_\_

\_\_\_\_\_ H. \_\_\_\_\_ Within 15 days following the **Board's** decision on the formation of the Reimbursement District,

\_\_\_\_\_ orOr the ~~the~~ decision of final pProject cCosts, the **District** shall mail notice of the decision to all Land

\_\_\_\_\_ Landowners at the addresses set forth in the pPetition, unless the landowner provides a different address. ~~ne~~

\_\_\_\_\_ Address.

E. ~~—I.~~ The applicant or affected landowners may appeal the decision by writ of review under ORS Chapter 34 within 60 days of the **Board's** decision.

J. \_\_\_\_\_ As the identified properties connect, all applicable **Rates, Fees and Other Charges** and the reimbursement amount shall be collected by the **District**. The **District** will remit to the person ~~any~~the reimbursement amount collected within a reasonable time after receipts by the District. by June 30 of each year for reimbursement of charges collected since the previous July 1.

## 20.0 TERMINATION OF WATER SERVICE

- 20.1 Termination at Request of **User**. When a **User** notifies the **District** that the **User** wishes service discontinued, the **District** will read the meter and issue a bill including applicable charges for termination.
- 20.2 Termination of Service by **District**. **Water Service** shall be subject to termination upon the occurrence of:
- A. Non-payment of charges established within the **District's** adopted **Rates, Fees and Other Charges**.



- B. Non-compliance with these **Rules and Regulations** relating to matters other than non-payment of charges.
- C. Lack of use of a **Water Service** for a period indicating intent to terminate **Water Service**.
- D. Threat to health, safety or welfare determined at the sole discretion of the **District**. Under these conditions, termination may be immediate and without notice.

20.3 Notice of the **District's** intent to terminate service shall be sufficient if given by any of the following:

- A. U.S. mail sent to the **User's** address as shown in **District** records, or
- B. By hand delivery of a notice to the **User's** service premises.

When the notice is sent by mail, the notice shall be deemed complete upon deposit in the mail. The period for compliance shall be as set forth in the notice. When notice is hand delivered, the notice shall be deemed complete when delivered to the **User's** service address and the period of compliance shall be as set forth in the notice.

20.4 Limitation of Liability. The **District** shall not be liable or responsible for any consequential, indirect, punitive, incidental or ~~special damages or~~ damages of any kind regardless of the basis of the claim or in any way arising out of the **District's** termination of **Water Service**.

## **21.0 STANDBY FIRE PROTECTION SERVICE CONNECTIONS**

- 21.1 Standby fire protection systems connected to a **Fire Service Line** shall be installed in accordance with applicable **District** regulations and **District Standards**. The **User** shall make adequate provision to prevent the use of water from such systems for purposes other than fire extinguishing or fire system testing.
- 21.2 Charges for the **Fire Service Line** shall be according to the **District's Rates, Fees and Other Charges**.
- 21.3 The **User** shall pay the cost of installing the **Fire Service Line**, including the cost of **Water Mains** and related improvements in compliance with applicable **District Rates, Fees and Other Charges** and **System Development Charges**.
- 21.4 All water provided by the **District** through a **Fire Service Line** shall be provided subject to the supply and pressure existing in the water distribution system. The **District** shall not be responsible for loss or damage resulting from lack of water supply or water pressure.
- 21.5 If water is used from a **Fire Service Line** in violation of these **Rules and Regulations**, the **User** shall pay for the water based on an estimate of the amount used as determined by the **District's Rates, Fees and Other Charges**. Any unauthorized use during a subsequent billing period within 12 months of a prior notification of unauthorized use, shall be subject to the schedule of fines and penalties as established by the **District's Rates, Fees and Other Charges**.

Following the third occurrence of unauthorized fire line use, within 12 months of the first such use, the **User** is subject to **Final Remedies** as determined by the **CEO**, plus estimated water usage billed at the

Block 1 rate. The **CEO** shall determine final remedy on a case-by-case basis and may include one or more of the following:

- A. A fine of \$5,000 for the unauthorized use;
- B. A civil penalty ~~of \$500~~ calculated on ~~per~~ person per day (Section 26.1.A);
- C. A System Development Charge may be assessed on the service. The District shall determine the amount of the System Development Charge. The CEO may thereafter treat the fire line as a standard Service Connection subject to all applicable provisions of these Rules and Regulations.

~~\_\_\_\_\_~~ Termination of Water Service (Section 20.2); or

D.

~~D-E.~~ Such other actions as the CEO determines appropriate under the circumstances.

- 21.6 The **CEO** may waive or postpone invoking a final remedy, as described above, for **Customers** that work in good faith with the **District** to resolve illegal fire line use issues in a timely manner, as determined by the **CEO**.
- 21.7 The **District** is not the owner nor in any way responsible for operation, maintenance, repair and replacement of the Fire Service Lines.

## 22.0 USE OF FIRE HYDRANTS

- 22.1 No person except those authorized by the **District** shall operate or attempt to operate any fire hydrant.
- 22.2 The **District** may authorize use of a fire hydrant for a temporary water supply. The **User** shall pay all **Rates, Fees and Other Charges** for such service and shall conform to **District** permit requirement for hydrant use including but not limited to compliance with applicable backflow prevention requirements.
- 22.3 **Users** requesting flow testing of fire hydrants shall pay appropriate **Rates, Fees and Other Charges**.
- 22.4 Unless otherwise approved by the **CEO**, only the **District** may change or relocate a fire hydrant. If a **User** requests hydrant change or relocation and the **District** approves, the **User** shall pay all costs of such change.
- 22.5 Privately owned fire hydrants are to be used only for fire emergencies or other uses specifically authorized by the **District**.
- 22.6 The fire service agency shall not be deterred or hindered from gaining immediate access to fire protection equipment and hydrants. Access from the street to the fire hydrant, fire protection system and control valves shall be maintained in a manner such that the equipment or fire hydrants are immediately visible. A clear space shall be maintained within a 3-foot radius of fire hydrants, fire protection equipment and control valves. Access from the street to the hydrant shall be kept clear if the travel distance is greater than three feet. **Owners** shall be responsible for pruning or removing landscaping or other obstructions that restrict access to or visibility of a fire hydrant.

- 22.7 A minimum of 18 inches shall be maintained between the ground and the center of the lowest hydrant discharge port. No change in grade (ground elevation) is allowed within a 3-foot radius of the hydrant without approval of the **District**.
- 22.8 The **District** designates hydrant paint color. No change in hydrant color is allowed unless specifically authorized by the **District**.
- 22.9 Upon notice from the **District**, the property **Owner** shall within 14 days remove such obstruction or correct non-compliance. If the obstruction is not removed or compliance is not achieved within the required time, the **District** shall take corrective action. If the obstruction presents an urgent safety hazard, the **District** may take immediate corrective action. All charges associated with corrective actions, including those taken by the **District**, will be the responsibility of the property **Owner**.

### 23.0 OPERATION OF SYSTEM

Unless authorized by the **District**, no person shall operate any portion of the **District's System**.

### 24.0 SERVICE OUTSIDE THE DISTRICT

- 24.1 Water shall not be provided outside the **District** boundary without approval of the **Board**, except where such service is temporarily required to avoid a health, safety or other emergency hazard.
- 24.2 Service to other water providers and to **Users** located outside of the boundaries of the **District** will be made only if the **District** has sufficient surplus water and pursuant to an agreement approved by the **Board**. Such services may be discontinued at any time if the best interest and the needs of the **District** so require.
- 24.3 The **Board** reserves the right to increase the rate to any **User** outside the **District** without notice. The rate schedule for sale of water to other governmental units will be set by the **Board**, but will not be less than the cost of producing and transporting the water to the other governmental unit's connection to the **District** system unless otherwise established by agreement.

### 25.0 MISCELLANEOUS

- 25.1 Severability. If any portion of these **Rules and Regulations** is found invalid by a court of competent jurisdiction, the remaining sections of these **Rules and Regulations** shall be unaffected thereby.
- 25.2 Fees. The **District** may adopt fees and charges by resolution as it deems appropriate for services provided under these **Rules and Regulations**.
- 25.3 **District** Approval. Unless otherwise specified, when **District** approval and/or authorization is required by these **Rules and Regulations**, approval shall be in writing and by the **CEO**.

### 26.0 VIOLATIONS AND REMEDIES

26.1 The District shall seek to enforce these Rules and Regulations by progressive measures to obtain compliance. ~~Notwithstanding~~Notwithstanding the foregoing, the District may enforce ~~V~~violation of these Rules and Regulations by commencement of legal or equitable proceedings for damages, remedial costs and attorney fees and costs. In addition any violation of these Rules and Regulations is punishable by a civil penalty of \$500 per day for each day of violation as set on the District's schedule of District Rates, Fees and Other Charges plus any costs the District has incurred to cure the violation or damages of any kind to the District's system unless these Rules and Regulations provide for a larger amount, at the discretion of the CEO. Each day of violation shall be a separate violation. In addition to this administrative proceeding to recover a civil penalty, said fine, the District may obtain, legal, injunctive or equitable relief to abate the violation, the District may also including termination of Water Service as a violation of these Rules and Regulations.

A. 26.1.1 ~~Notice of V~~violation shall be given to the User by first class U.S. mail to the User's address as shown on the District's records.

B. 26.1.2 ~~The n~~Notice shall specify the violation and the date the civil penalty will commence to accrue which shall be a date not less than 10 days from the date of the notice and also the daily accrual of civil penalty until remedied. The nNotice shall also state any remedial costs incurred by the District to cure the violation or any other damage incurred by the District.

C. 26.1.3 ~~The n~~Notice assessing ment of the civil penalty (and other costs or damages asserted by District) shall provide that the total amount assessed ~~penalty~~ shall be final on the date stated unless the User requests a hearing in writing delivered to the District within 10 days of the notice.

D. 26.1.4 If a hearing is requested, the ~~CEO or designee~~ will set a schedule for submission of written documents or other relevant evidence and a time for hearing as provided in Section 26.3.

E. 26.1.5 ~~The CEO or designee~~ will make a decision within 30 days of the close of the hearing. The ~~CEO or designee~~ may:

A.F. A. ~~Deny the appeal and affirm the assessment of the civil penalty~~ (and other costs or damages asserted);

B.G. B. ~~Affirm the appeal and remove the civil penalty assessment~~

C.H. C. ~~Make such other decision equitable under the circumstances.~~

D. 26.1.6 ~~The CEO's or designee's~~ decision may be reviewed by writ of review in the Circuit Court of the State of Oregon for Washington County if the Petition for Writ is filed within 30 days of the decision.

E.I. 26.1.7 ~~The District may pursue any other remedy at law or in equity in addition to this civil penalty process.~~

26.2 If a violation of these Rules and Regulations exists and the District takes action to remedy the violation, then the User shall be responsible for all remedial costs and damages incurred. Remedial costs shall mean all labor, materials and costs incurred by or on behalf of TVWD to cure the violation

- 26.3 Any person aggrieved by a ruling or interpretation of the provisions of this ordinance or who has received a Notice of Civil Penalty under Section 26.1 ~~may~~ 26.1 may submit a written appeal to the **CEO** within 105 days of the decision or Notice ~~Notice~~. The appeal shall set forth the events and circumstances leading to the appeal, the nature of the ruling or interpretation from which relief is sought, the nature of the impact of the ruling on appellant and any other reasons for appeal.
- 26.4 The **CEO** shall study the matter, hear testimony and provide for additional written argument if necessary and issue a written decision to the appellant affirming, denying or modifying the interpretation or ruling or Notice of Civil Penalty.
- 26.5 If the appellant considers that their grievance has not been handled satisfactorily, they may apply to the **CEO** ~~Board~~ for reconsideration ~~view~~ of the matter within 30 days from the date of the written decision. The CEO may either affirm, modify or reverse the decision without further hearing in writing. In the alternative ~~the CEO may appoint a Hearings Officer to Board may~~ make an independent review of the case, provide for a hearing, consider the existing record, additional briefs and hear additional testimony on the matter. The Hearings Officer may also limit review to if it deems necessary or restrict it to the record. Within 60 days from receipt of the appeal, the ~~Board~~ CEO or Hearings Officer will prepare a written decision affirming, affirming in part, or denying on the matter which shall be sent to the appellant. ~~In lieu of a hearing by the Board, a hearing officer may be appointed.~~
- 26.6 Decisions of the CEO or Hearings Officer shall be the final decision of the District Board ~~shall be~~ reviewable by the Circuit Court of the State of Oregon for Washington County, solely and exclusively under the provision of ORS 34.010 to 34.100. Exhaustion of administrative remedies is required prior to initiation of legal proceedings.

## 27.0 REVISION AND MODIFICATION OF THESE RULES, REGULATIONS AND CHARGES

Only the **Board** may amend these **Rules and Regulations**. For these **Rules and Regulations**, the **District** may adopt implementing policies.

## 28.0 CONSTITUTIONALITY, SAVING CLAUSE

If any clause, sentence, paragraph, section or portion of these **Rules and Regulations** for any reason shall be adjudged invalid by a court of competent jurisdiction, such judgment shall not affect, impair or invalidate the remainder of these **Rules and Regulations**.

**Tualatin Valley Water District**



Delivering the Best Water 💧 Service 💧 Value

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## Tualatin Valley Water District



Delivering the Best Water 💧 Service 💧 Value

**To:** Board of Commissioners

**From:** Tom Hickmann, PE, Chief Executive Officer

**Date:** July 15, 2020

**Subject:** Board Officer and Committee Appointments

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### **Requested Board Action:**

Consider approving the appointments of Board officers and internal and external committee assignments for the 2020-21 fiscal year as found in the proposed Board Appointments and Assignments document.

### **Key Concepts:**

- The Board annually approves officer appointments as well as appointments to internal and external committees.
- Commissioners have suggested that there be no changes to the current appointments to either the internal or external committees.

### **Background:**

Internal and external committee appointments are made by the Board President with approval by the full Board per Board Policy Chapter 3, Subsection 1(b). The proposed Board appointments and assignments are outlined in the attached document.

Officers: The officers of the Board shall consist of President, Vice President, Treasurer, Secretary and Acting Secretary. Terms of office are for one year, and no member may serve more than three consecutive terms as President.

The duties of the President include presiding at meetings (with the right to make motions, discuss and vote on any issue), signing documents, serving as Board representative in speaking to other governmental bodies (unless another Commissioner is so designated), having authority over committee appointments and calling special meetings. The Vice President performs these duties in the absence of the President.

The Treasurer serves as liaison between Board and staff regarding financial policies. In the absence of both the President and Vice President, the Treasurer performs the duties of the President.

The Secretary countersigns official documents that the President signs. The Acting Secretary performs this duty in the absence of the Secretary.

Internal Committees: Commissioners serve on various special interest committees, including the Budget Committee, Finance and Audit Committee, Policy and Board Development Committee, Strategic

Planning Committee and Water Supply Committee. A description of each committee can be found in the attached document.

External Committees: Commissioners represent the District on various committees within the community.

**Budget Impact:**

None

**Staff Contact Information:**

Tom Hickmann, PE; Chief Executive Officer; 503-848-3088; [tom.hickmann@tvwd.org](mailto:tom.hickmann@tvwd.org)

**Attachment:**

Proposed Board Appointments and Assignments Fiscal Year 2020-21

**Management Staff Initials:**

Chief Executive Officer	TRH	Customer Service Manager	N/A
Chief Engineer	N/A	IT Services Director	N/A
Chief Financial Officer	N/A	Human Resources Director	N/A
General Counsel	CB	Water Supply Program Director	N/A



**DRAFT BOARD APPOINTMENTS AND ASSIGNMENTS**  
**Effective July 15, 2020 for Fiscal Year 2020-21**

Board Officers	Commissioner				
	Bagnall	Doane	Duggan	Sanders	Schmidt
President	Third Term*				
Vice President					Third Term*
Treasurer			Fourth Term*		
Secretary				Third Term*	
Acting Secretary		Fourth Term*			
<b>Internal Committees</b>					
Budget Committee	Member	Member	Member	Member	Member
Policy and Board Development Committee	Member		Member		
Water Supply Committee		Member		Member	
Strategic Planning Committee		Member		Member	
Finance Committee and Audit Committee	Member		Member		
<b>External Committees</b>					
Willamette River Water Coalition Board		Alternate		Primary	
Willamette Intake Facilities Commission Board		Primary			Alternate
Willamette Water Supply System Commission Board			Primary		Alternate
Joint Water Commission	Vice Chair**	Backup			Alternate
Barney Joint Ownership Commission	Chair				Alternate
Regional Water Providers Consortium Board/Executive Committee			Primary		Alternate
Aloha Business Association		Primary			
Washington County Public Affairs Forum (event attendance)				Alternate	Primary
Westside Economic Alliance (event attendance)	Primary	Alternate			

**Policy and Board Development Committee** – This committee will provide input and review of proposed updates to the Board Policy Manual. In reviewing and updating the Board policies, this committee will also identify effective Board processes, structures and roles. Other roles for this committee may include Board retreat planning, Board performance evaluation planning and orientation of new Commissioners.

**Water Supply Committee** – This committee will provide input to the CEO on strategic and policy matters related to continued implementation of the Willamette Water Supply Program, including issues such as system capacity, levels of service, expectations for seismic resiliency, public outreach strategies and partnership agreements.

**Strategic Planning Committee** – Members of this committee will participate in the biennial District strategic planning process to identify and prioritize District Initiatives for the coming biennium. The committee will also conduct periodic progress reviews of District Initiatives and track progress toward completing the initiatives.

**Finance Committee** – This committee will work with the CEO and CFO to track the District’s financial performance and will participate in development of draft financial policies and strategies such as debt planning and long-term rate planning.

**Audit Committee** – This committee provides independent review and oversight of the District’s financial reporting processes, internal controls and independent auditors.

**Tualatin Valley Water District**



Delivering the Best Water 💧 Service 💧 Value

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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:** July 15, 2020  
**Subject:** Update on the District's Financial Performance

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### Key Concepts:

- The COVID-19 crisis has significantly affected the local economy and our customers.
- The effect on the local economy may affect the District's future revenue, collections and expenses.
- Staff will provide the Board of Commissioners and update on the District's financial performance in light of the COVID-19 crisis.

### Background:

The Board of Commissioners has requested that staff present information about how the current COVID-19 crisis could affect the District's financial performance and the District's customers' ability to pay their water bills. Staff is monitoring various metrics as indicators of impacts on future revenue, collections and expenses.

Staff has developed reporting tools to monitor the impacts of COVID-19. Staff will present the status of the District's financial situation using those new tools.

### Budget Impact:

None. The costs of preparing this information item are appropriated in District's 2019-21 Biennial Budget; however, the findings from this briefing, and future briefings, may provide the Board information that it may use to modify the District's current biennial budget.

### Staff Contact Information:

Paul L. Matthews; Chief Financial Officer; 503-848-3017; [paul.matthews@tvwd.org](mailto:paul.matthews@tvwd.org)

### Attachments:

None

**Management Staff Initials:**

Chief Executive Officer	TRH	Customer Service Manager	AC
Chief Engineer	CEP	IT Services Director	TB
Chief Financial Officer	POH	Human Resources Director	AB
General Counsel	CS	Water Supply Program Director	DB