BOARD MEETING AGENDA*
August 18, 2021

President Todd Sanders  
Treasurer Bernice Bagnall  
Vice President Jim Duggan  
Secretary Jim Doane  
Acting Secretary Dick Schmidt

*To slow the spread of COVID-19, this meeting is only available via phone or the web. It will not be held at a physical location. If you wish to attend, please email debbie.carper@tvwd.org or call 503-848-3014 by 4:30 p.m. on August 17, 2021.

The meeting is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the contact listed above.

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

VISION
Delivering the best water • service • value

MISSION STATEMENT
To provide our community quality water and customer service

VALUES
Reliability • Integrity • Stewardship • Excellence • Safety
EXECUTIVE SESSION – 5:00 PM – MICROSOFT TEAMS MEETING

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

REGULAR SESSION – 6:00 PM – MICROSOFT TEAMS MEETING

CALL TO ORDER

1. PUBLIC HEARING

A. Consider adopting Resolution 10-21, a resolution establishing water rates and other service charges for the Tualatin Valley Water District with an effective date of November 1, 2021. (No action will be taken on this item at this meeting.) Staff report – Paul Matthews

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.

2. 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 July 21, 2021 regular meeting minutes.

B. Approve the August 3, 2021 work session minutes.
3. BUSINESS AGENDA

A. Consider adopting Resolution 09-21, a resolution of the Board of Commissioners directing the Chief Executive Officer to take reasonable and necessary steps to increase the COVID-19 vaccination rate among District employees.

ADJOURNMENT
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To: Board of Commissioners

From: Paul L. Matthews, Chief Financial Officer

Date: August 18, 2021

Subject: Resolution Establishing Water Rates and Other Service Charges

Requested Board Action:
Consider adopting a resolution establishing water rates and other service charges for the Tualatin Valley Water District with an effective date of November 1, 2021.

Key Concepts:
- At its May 19, 2021 regular meeting, the Board of Commissioners (Board) adopted Resolution 04-21 which approved the District’s 2021-23 Financial Plan.
- The 2021-23 Financial Plan anticipates increases in water rates to fund the District’s capital and operating expenditures.
- At its July 21, 2021 regular meeting, the Board adopted Resolution 08-21 which established the rate-setting process to implement the revenue adjustments necessary for the approved Financial Plan.
- At the July 21, 2021 regular meeting, staff also presented a proposal to adjust water rates to produce the revenues required by the approved Financial Plan.
- The District notified customers as required by Oregon law of the Board’s intention to consider water rates at a public hearing to be held during the August 18, 2021 regular meeting.

Background:
The proposed resolution sets the District’s water rates and charges. This resolution does not affect system development charges.

At the Board’s July 21, 2021 regular meeting, staff presented a review of the District’s financial status, an overview of the revenue assumptions in the District’s approved Financial Plan and a proposal to adjust water rates accordingly. Based on the direction of the Board, staff has prepared the attached proposed rate resolution.

The proposed rate adjustments include changes to both the volume charges and the fixed charges. The proposed volume charges are:

<table>
<thead>
<tr>
<th>Block</th>
<th>Current</th>
<th>Nov 2021</th>
<th>Nov 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block 1</td>
<td>$5.62</td>
<td>$6.15</td>
<td>$6.73</td>
</tr>
<tr>
<td>Block 2</td>
<td>$8.01</td>
<td>$8.77</td>
<td>$9.60</td>
</tr>
</tbody>
</table>
There are no changes proposed for the block thresholds under which the block rates apply. For single-family residential customers, consumption of 28 hundred cubic feet (CCF) or less of water per bimonthly period is charged at the lower block 1 rate. Consumption exceeding 28 CCF during a bimonthly period is charged at the higher block 2 rate. The block rates are designed to charge customers in proportion to the cost of serving them. Customers with lower peak demands will have lower water bills than customers with higher peak demands. This rate design is consistent with the Board’s policy that rates should reflect the cost of serving customers.

For customers other than single-family residential, the block 1 rates apply to all water billed at or below 140% of the customer’s 12-month average consumption. Consumption exceeding 140% of a customer’s 12-month average consumption is charged at the higher block 2 rate. As with single-family residential customers, this rate design is consistent with the Board’s policy that rates should reflect the cost of serving customers.

The proposed fixed charges vary by meter size and are:

<table>
<thead>
<tr>
<th>Meter Size</th>
<th>Current</th>
<th>Nov 2021</th>
<th>Nov 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/8 Inch</td>
<td>$16.99</td>
<td>$18.60</td>
<td>$20.37</td>
</tr>
<tr>
<td>3/4 Inch</td>
<td>18.71</td>
<td>20.49</td>
<td>22.44</td>
</tr>
<tr>
<td>1 Inch</td>
<td>23.06</td>
<td>25.25</td>
<td>27.65</td>
</tr>
<tr>
<td>1.5 Inch</td>
<td>30.99</td>
<td>33.93</td>
<td>37.15</td>
</tr>
<tr>
<td>2 Inch</td>
<td>45.71</td>
<td>50.05</td>
<td>54.80</td>
</tr>
<tr>
<td>3 Inch</td>
<td>127.27</td>
<td>139.36</td>
<td>152.60</td>
</tr>
<tr>
<td>4 Inch</td>
<td>170.53</td>
<td>186.73</td>
<td>204.47</td>
</tr>
<tr>
<td>6 Inch</td>
<td>274.83</td>
<td>300.94</td>
<td>329.53</td>
</tr>
</tbody>
</table>

For the typical single-family residential customer, the proposed rate adjustment would result in an increase in their water bill of $5.32 per month beginning November 1, 2021, and another $5.83 per month beginning November 1, 2022.

<table>
<thead>
<tr>
<th>Typical Single-Family Residential Bill</th>
<th>Current</th>
<th>Nov 2021</th>
<th>Nov 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Charge</td>
<td>$16.99</td>
<td>$18.60</td>
<td>$20.37</td>
</tr>
<tr>
<td>Volume Charge</td>
<td>$39.34</td>
<td>$43.05</td>
<td>$47.11</td>
</tr>
<tr>
<td>Total</td>
<td>$56.33</td>
<td>$61.65</td>
<td>$67.48</td>
</tr>
<tr>
<td>Monthly Increase</td>
<td></td>
<td>$5.32</td>
<td>$5.83</td>
</tr>
</tbody>
</table>

This estimate of the increase is based on a typical customer with a 5/8-inch meter using 7 CCF per month. About 95% of the District’s residential customers have a 5/8-inch meter. The estimate of the typical bill is presented as a monthly amount to be consistent with other utility bills customers typically receive. Most of the District’s customers are, however, billed bimonthly. The actual bill impact on individual customers, both residential and all non-residential, will vary based on water volume usage and meter/service line size.
Staff also analyzed the bill impacts for customers using more than the typical single-family residential customer. For single-family residential customers with consumption of 12 CCF per month (i.e., 24 CCF in a bimonthly billing period), their bill would increase by $7.97 beginning in November 2021, and an additional $8.73 per month beginning in November 2022.

### Above Average Single-Family Residential Bill

<table>
<thead>
<tr>
<th>5/8-Inch Meter</th>
<th>Current</th>
<th>Nov 2021</th>
<th>Nov 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Charge</td>
<td>$16.99</td>
<td>$18.60</td>
<td>$20.37</td>
</tr>
<tr>
<td>Volume Charge</td>
<td>$67.44</td>
<td>$73.80</td>
<td>$80.76</td>
</tr>
<tr>
<td>Total</td>
<td>$84.43</td>
<td>$92.40</td>
<td>$101.13</td>
</tr>
<tr>
<td>Monthly Increase</td>
<td></td>
<td>$7.97</td>
<td>$8.73</td>
</tr>
</tbody>
</table>

Similar, for those single-family residential customers with high consumption of 28 CCF per month (56 CCF in a bimonthly billing period), their bill would increase by $19.67 per month in November 2021, and an additional $21.51 per month in November 2022.

### High-Use Single-Family Residential Bill

<table>
<thead>
<tr>
<th>5/8-Inch Meter</th>
<th>Current</th>
<th>Nov 2021</th>
<th>Nov 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Charge</td>
<td>$16.99</td>
<td>$18.60</td>
<td>$20.37</td>
</tr>
<tr>
<td>Volume Charge</td>
<td>$190.82</td>
<td>$208.88</td>
<td>$228.62</td>
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<tr>
<td>Total</td>
<td>$207.81</td>
<td>$227.48</td>
<td>$248.99</td>
</tr>
<tr>
<td>Monthly Increase</td>
<td></td>
<td>$19.67</td>
<td>$21.51</td>
</tr>
</tbody>
</table>

Staff also conducted a cost-of-service analysis of the District’s other fees and charges and recommends adjustments to a select number of them. These adjustments are required to maintain the Board’s policy on cost of service.

Staff is also recommending minor adjustments to the District’s other fees and charges largely to offset the affects of inflation. However, because of reductions in the District’s labor costs, the fees associated with installations of meters and services will see a slight reduction. For the service installations, the reduction is approximately 0.5%.

Consistent with the Board’s direction in Resolution 08-21, staff also engaged in a customer outreach strategy. This strategy included conducting a series of three virtual open houses where staff can answer questions from customers about the proposed increases in water rates. The first two virtual open houses are scheduled for August 11, 2021 (the first from 12:00 noon to 1:30 p.m., and the second from 6:00 p.m. until 7:30 p.m.). Even though these virtual open houses occur before the August 18, 2021 regular Board meeting, they occur after the deadline to prepare this staff report. Staff will update the Board on the information learned during those open houses. The third open house is scheduled for August 21, 2021 from 9:30 a.m. until 11:00 a.m.

This agenda item includes a public hearing which will provide the public with an opportunity to address the Board directly on the proposed increase in water rates. In addition to the comments received during the public hearing, comments received from the public before 4:00 p.m. on August 25, 2021 will be included in the public record and made available to the Board before its regular meeting in September.
Resolution Establishing Water Rates and Other Service Charges

This will allow the Board to consider the entire public record before taking action at its September 15, 2021 regular meeting.

**Budget Impact:**
The water rates and fees in the proposed resolution are estimated to generate revenue consistent with the District’s approved *Financial Plan*, six-year capital improvement plan and Adopted 2021-23 Biennial Budget.

**Staff Contact Information:**
Paul Matthews; Chief Financial Officer; 503-848-3017; paul.matthews@tvwd.org

**Attachments:**
Proposed resolution

**Management Staff Initials:**

<table>
<thead>
<tr>
<th>Position</th>
<th>Initials</th>
<th>Position</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Executive Officer</td>
<td></td>
<td>Customer Service Manager</td>
<td>AC</td>
</tr>
<tr>
<td>Chief Engineer</td>
<td></td>
<td>IT Services Director</td>
<td>N/A</td>
</tr>
<tr>
<td>Chief Financial Officer</td>
<td></td>
<td>Human Resources Director</td>
<td>N/A</td>
</tr>
<tr>
<td>General Counsel</td>
<td></td>
<td>Water Supply Program Director</td>
<td></td>
</tr>
</tbody>
</table>
RESOLUTION NO. 10-21

A RESOLUTION ESTABLISHING WATER RATES AND OTHER SERVICE CHARGES FOR THE TUALATIN VALLEY WATER DISTRICT WITH AN EFFECTIVE DATE OF NOVEMBER 1, 2021.

WHEREAS, a public hearing was held by the Board of Commissioners of the Tualatin Valley Water District on August 18, 2021 to consider increases in water rates and related fees to fund District operations, the purchase of water and capital improvements; and

WHEREAS, notice of the public hearing and its purpose was provided by mailing a notice of the hearing to the customers of the District in accordance with the requirement of Oregon Revised Statutes (ORS) 264.312; and

WHEREAS, based on the recommendations of the administrative staff of the District and the testimony heard, received and considered by the Board from the public hearing, the Board of Commissioners finds that:

(1) It is necessary to adopt fixed and volume rates for water services provided by the District, and related fees and charges, to provide resources to fund the costs of operating the District, fund necessary capital improvements and support the development of new water supplies; and,

(2) The adopted budget for the 2021-2023 biennium, six-year capital improvement plan and District Financial Plan identify current and future resources needed to continue implementation of the Willamette Water Supply System and construct improvements to the District’s water system infrastructure for seismic and system reliability purposes; and,

(3) The District purchases its water supply for distribution within the District from the City of Portland, Oregon, and, as a partner, from the Joint Water Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TUALATIN VALLEY WATER DISTRICT THAT:

Section 1: This resolution takes effect November 1, 2021. The rates and charges shown in Exhibit A and Exhibit B, attached hereto and by this reference incorporated herein, are hereby adopted by the District.

Section 2: The District hereby shall make a copy of this resolution available to the public at the office of the District and through other media.

Approved and adopted at a regular meeting held on the 15th day of September 2021.

_______________________________  ________________________________
Todd Sanders, President                Jim Doane, Secretary
## TUALATIN VALLEY WATER DISTRICT
### EXHIBIT A - WATER RATES

### VOLUME WATER CHARGE:

<table>
<thead>
<tr>
<th>CLASS CODE</th>
<th>RESIDENTIAL</th>
<th>11/1/2021</th>
<th>11/1/2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLOCK 1</td>
<td>0-28 CCF (PER BI-MONTHLY BILLING PERIOD)</td>
<td>$6.15</td>
<td>$6.73</td>
</tr>
<tr>
<td>BLOCK 2</td>
<td>29+ (PER BI-MONTHLY BILLING PERIOD)</td>
<td>$8.77</td>
<td>$9.60</td>
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</table>

<table>
<thead>
<tr>
<th>CLASS CODE</th>
<th>MULTI-FAMILY</th>
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</thead>
<tbody>
<tr>
<td>BLOCK 1</td>
<td>UP TO 1.4 TIMES 12-MONTH MOVING AVERAGE</td>
<td>$6.15</td>
<td>$6.73</td>
</tr>
<tr>
<td>BLOCK 2</td>
<td>OVER 1.4 TIMES 12-MONTH MOVING AVERAGE</td>
<td>$8.77</td>
<td>$9.60</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>CLASS CODE</th>
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<td>BLOCK 1</td>
<td>UP TO 1.4 TIMES 12-MONTH MOVING AVERAGE</td>
<td>$6.15</td>
<td>$6.73</td>
</tr>
<tr>
<td>BLOCK 2</td>
<td>OVER 1.4 TIMES 12-MONTH MOVING AVERAGE</td>
<td>$8.77</td>
<td>$9.60</td>
</tr>
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<table>
<thead>
<tr>
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<th>11/1/2021</th>
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<tbody>
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<td>BLOCK 1</td>
<td>UP TO 1.4 TIMES 12-MONTH MOVING AVERAGE</td>
<td>$6.15</td>
<td>$6.73</td>
</tr>
<tr>
<td>BLOCK 2</td>
<td>OVER 1.4 TIMES 12-MONTH MOVING AVERAGE</td>
<td>$8.77</td>
<td>$9.60</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>CLASS CODE</th>
<th>FIRELINE</th>
<th>11/1/2021</th>
<th>11/1/2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLOCK 1</td>
<td>ALL CONSUMPTION</td>
<td>$6.15</td>
<td>$6.73</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CLASS CODE</th>
<th>IRRIGATION</th>
<th>11/1/2021</th>
<th>11/1/2022</th>
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</thead>
<tbody>
<tr>
<td>BLOCK 1</td>
<td>UP TO 1.4 TIMES 12-MONTH MOVING AVERAGE</td>
<td>$6.15</td>
<td>$6.73</td>
</tr>
<tr>
<td>BLOCK 2</td>
<td>OVER 1.4 TIMES 12-MONTH MOVING AVERAGE</td>
<td>$8.77</td>
<td>$9.60</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CLASS CODE</th>
<th>TEMPORARY IRRIGATION</th>
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</thead>
<tbody>
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<td>BLOCK 1</td>
<td>UP TO 1.4 TIMES 12-MONTH MOVING AVERAGE</td>
<td>$6.15</td>
<td>$6.73</td>
</tr>
<tr>
<td>BLOCK 2</td>
<td>OVER 1.4 TIMES 12-MONTH MOVING AVERAGE</td>
<td>$8.77</td>
<td>$9.60</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CLASS CODE</th>
<th>LOCAL GOVERNMENT WATER PURVEYORS</th>
<th>11/1/2021</th>
<th>11/1/2022</th>
</tr>
</thead>
</table>

**Fixed Charges (for all class codes):**

<table>
<thead>
<tr>
<th>METER SIZE OR EQUIVALENT</th>
<th>BI-MONTHLY</th>
<th>BI-MONTHLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>SERVICE SIZE</td>
<td>11/1/2021</td>
<td>11/1/2022</td>
</tr>
<tr>
<td>5/8”</td>
<td>$18.60</td>
<td>$37.20</td>
</tr>
<tr>
<td>3/4”</td>
<td>$20.49</td>
<td>$40.98</td>
</tr>
<tr>
<td>1”</td>
<td>$25.25</td>
<td>$50.50</td>
</tr>
<tr>
<td>1 1/2”</td>
<td>$33.93</td>
<td>$67.86</td>
</tr>
<tr>
<td>2”</td>
<td>$50.05</td>
<td>$100.10</td>
</tr>
<tr>
<td>3”</td>
<td>$139.36</td>
<td>$278.72</td>
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<tr>
<td>4”</td>
<td>$186.73</td>
<td>$373.46</td>
</tr>
<tr>
<td>6”</td>
<td>$300.94</td>
<td>$601.88</td>
</tr>
<tr>
<td>8”</td>
<td>$434.69</td>
<td>$869.38</td>
</tr>
<tr>
<td>10”</td>
<td>$714.95</td>
<td>$1,429.90</td>
</tr>
</tbody>
</table>

Note: If snowbird customers do not request a service turn-on from the District and there has been movement on the meter, the District will apply fixed charges for the entire 2-month billing cycle.

Private fire services are charged at the service size as determined by the nominal size of the backflow prevention assembly unless otherwise established by the District’s Chief Engineer based on engineering equivalence. For service sizes not listed above, the next larger service size will be used.
1. Water Service on or off at customer's or owner's request
   a. First call -- during office hours, Monday through Friday except for snowbird turn off. N/C
   b. Leaks or emergencies beyond customer control -- during office hours or after hours or weekends N/C
   c. Service on and off, second call during office hours $105
   d. Service on and off, second call after hours (an additional) $90
   e. All snowbird turn offs $100

2. Water Service on and off for non-payment
   a. Service on and off, during office hours, Monday through Friday $105
   b. After hours or weekend service on and off (an additional) $90
   c. Broken promise turn off $105

3. Additional charges, if necessary, to enforce payment of bill or charges
   a. Removal of meter $195
   b. Reinstallation of meter N/C
   c. Installation or removal of locking device-first occurrence $105
   d. Installation or removal of locking device-second occurrence $120
   e. Installation or removal of locking device-third occurrence $230
   & meter pulled
   f. Repair of breakage/damage to locking mechanism (curb stops, etc.) Time & Materials
   g. Service off water at main or reinstating service Time & Materials
   h. Check returned by bank for non-payment (NSF) $34
   i. Meter tampering and/or using water without authority $60
   j. Penalty for incorrect financial institution account information First two times no charge. Charge per incident, third time and above. $25

4. Illegal use of water $150
   (plus water usage billed at current rates)

5. Illegal use of fire line
   a. First occurrence N/C
   b. Second occurrence (plus estimated water usage billed at Block 1 rate) $150
   c. Third occurrence (plus estimated water usage billed at Block 1 rate) $1,000
   d. All subsequent occurrences subject to final remedies determined by CEO or designee on a case-by-case basis per District Rules and Regulations (plus estimated water usage billed at Block 1 rate)

6. Decreasing or increasing size of meter Time & Materials
   (plus any applicable system development charges)

7. Testing water meters at customer's or owner's request
   a. Testing on premises (5/8" – 3/4" – 1") $195
   b. Removal of meter for testing (5/8" – 3/4" – 1") $420
   c. Testing of meters larger than 1" Time & Materials

8. Usage of meter key
   a. Deposit refundable with key return $25 Deposit

9. Removal of meter during construction
   a. Removal of meter $195
   b. Loss of meter (see Meter & Service Installation Charges) Based on Meter Size
10. Fire hydrant fees
   a. Repair of breakage/damage
      12-month fire hydrant permits -- mandatory for fire hydrant usage:
         b. Hydrant permit (tanks ≤500 gallons) $235
         c. Hydrant permit (tanks 501-1499 gallons) $685
         d. Hydrant permit (tanks 1500-2999 gallons) $1,225
         e. Hydrant permit (tanks ≥3000 gallons) $2,420
         f. Off-site tank inspection (does not include permit) $100
         g. Penalty for unauthorized hydrant use (within a 12-month period):
            First offense $1,000
            Second offense $2,000
            Third offense $4,000
      h. Penalty for using non-approved (uninspected) tank (within a 12-month period) $2,000

   Hydrant meter fees:
      i. Administrative Fee $535
      j. Daily Fee for 1-inch meter $0.10
      k. Daily Fee for 2-inch meter $0.20
      l. Daily Fee for 3-inch meter $1.20
      m. Hydrant meter deposit (refundable less damages):
         1-inch $500
         2-inch $1,000
         3-inch $2,000

   Fire hydrant fees for Clean Water Services:
      n. 12-month fire hydrant permit (plus water usage billed at current Block 1 rate) $135

11. Backflow prevention device testing
    Device testing
       a. Initial test fee per device $110
       b. All subsequent tests are the responsibility of the owner -- to be done annually by a State Certified Backflow Tester of their choice

   Gold plan
      Annual fee per device dependent on customer agreement to have the District schedule & perform required annual test. Test performed by District contractor & includes $50 annually in minor repairs to existing device to achieve passing test.
      $35

   Enforcement fee
      Annual fee per device. Applies if customer hasn’t completed annual test by required date and is scheduled for shutoff. Test performed by District contractor in lieu of shutoff. Fee does not include cost of repairs that may be required.
      $50

   Service on and off for non-compliance of annual testing and reporting.
      a. Service on and off, during office hours, Monday through Friday $105
      b. After hours or weekend service on and off (an additional) $90
12. Flow testing of fire hydrants
   a. Request for flow test, we have existing information within last 3 years, and no significant changes have occurred. $30
   b. No existing fire flow information. Modeled fire flow is ok. $105
   c. No existing information. Full test is requested. $585
   d. Extended pressure test (if requested as part of full flow test). $720
   e. Extended pressure test without an additional flow test. $485

13. SDC finance contract and recording fee $520

14. Temporary irrigation meter $2,355

15. Public records request fees
   a. Staff time - no cost for first half hour of staff time (rate per hour) $35
   b. Staff time to transcribe a recording (rate per hour) $35
   c. Attorney time for reviewing and redacting records (billed in tenths of an hour) Actual cost
   d. Certified copy service (rate per certification) $5

Photocopies:
   e. Black and white - 8 1/2" x 11" (price per sheet of paper) $0.02
   f. Black and white - 8 1/2" x 14" and larger (price per sheet of paper) $0.05
   g. Color - 8 1/2" x 11" (price per page) $0.05
   h. Color - 8 1/2" x 14" and larger (price per page) $0.15
   i. Data media (e.g., CD or DVD) Actual cost
   j. Mailing and postage supplies Actual cost

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

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

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

**Effective 11/1/2021**

<table>
<thead>
<tr>
<th>METER SIZE</th>
<th>Service Install*</th>
<th>Refundable**</th>
<th>Meter Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/8&quot;</td>
<td>$315</td>
<td></td>
<td>$315</td>
</tr>
<tr>
<td>3/4&quot;</td>
<td>$965</td>
<td>$220</td>
<td>$335</td>
</tr>
<tr>
<td>1&quot;</td>
<td>$2,405</td>
<td></td>
<td>$335</td>
</tr>
<tr>
<td>1-1/2&quot;</td>
<td>$3,000</td>
<td>$0</td>
<td>$585</td>
</tr>
<tr>
<td>2&quot;</td>
<td>$3,000</td>
<td>$0</td>
<td>$715</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>METER SIZE</th>
<th>Dig-Ins</th>
<th>Banked Dig-Ins</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Service Install*</td>
<td>Meter Fee</td>
</tr>
<tr>
<td>5/8&quot;</td>
<td>$315</td>
<td>$315</td>
</tr>
<tr>
<td>3/4&quot;</td>
<td>$2,405</td>
<td>$335</td>
</tr>
<tr>
<td>1&quot;</td>
<td>$2,405</td>
<td>$335</td>
</tr>
<tr>
<td>2&quot;</td>
<td>$3,000</td>
<td>$585</td>
</tr>
</tbody>
</table>

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

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

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

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

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

Fees for Banked Dig-Ins for meters larger than 1" will be determined on a case by case basis by the District’s Engineering Department.
REGULAR SESSION – 6:06 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; Clark Balfour, General Counsel; Dave Kraska, PE, Water Supply Program Director; Tim Boylan, IT Services Director; Andrew Carlstrom, Customer Service Manager; Joel Cary, Water Resources Division Manager; Debbie Carper, District Recorder

REPORTS BY THE CHIEF EXECUTIVE OFFICER AND MANAGEMENT STAFF

Mr. Hickmann reported on recent Cryptosporidium detections in Bull Run water and described the District’s water supply status (see attached memo). He also noted the District has aided water providers in Klamath Falls and Hermiston as they experience challenges. The District has also issued a letter of interest for Water Infrastructure Finance and Innovation Act (WIFIA) funding to make additional progress on the District’s Capital Improvement Program.

Mr. Balfour gave the safety moment on summer fire safety. He also gave the department report on District issues for which he is providing legal assistance and key updates from the recent state legislative session (see attached presentation).

COMMISSIONER COMMUNICATIONS

A. Reports of meetings attended

Commissioners described and submitted a list of recently attended meetings (see attached forms).

B. Topics to be raised by the Commissioners

There were none.

PUBLIC COMMENT

There was none.
1. CONSENT AGENDA

A. Approve the June 16, 2021 regular meeting minutes.

[Recorder’s Note: Commissioner Schmidt lost connection at 6:40 p.m.]

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

2. BUSINESS AGENDA

A. Consider adopting Resolution 08-21, a resolution establishing the water rate setting process for the 2021-23 biennium. Staff Report – Paul Matthews

Mr. Matthews reviewed the District’s financial management process interdependencies and the risks driving the District’s financial strategies (see attached presentation).

[Recorder’s Note: Commissioner Schmidt reestablished connection at 6:44 p.m.]

Mr. Matthews provided information on planned capital expenditures and project debt financing by fiscal year. He outlined proposed changes to volume rates and fixed monthly charges and the resulting impact on the typical customer before showing how the proposed increase compares with other regional utilities.

After reviewing the legal requirements and best practices for rate adjustments, he outlined the proposed process timeline, noting the staff report did not reflect the correct times for the virtual forums (correct times are shown in the presentation).

In response to Commissioner feedback, staff said they will work on incorporating virtual breakout rooms to allow attendees to interact with Commissioners and staff in smaller settings. Breakout room practice sessions at the August work session could allow Commissioners to gain experience using them.

Motion was made by Duggan, seconded by Schmidt, to adopt Resolution 08-21, a resolution establishing the water rate setting process for the 2021-23 biennium. The motion passed unanimously with Bagnall, Doane, Duggan, Sanders and Schmidt voting in favor.

Mr. Matthews concluded by sharing next steps and giving the Board the opportunity to ask questions on the financial performance update provided in the presentation file.

3. INFORMATIONAL PRESENTATIONS

A. Lead Service Line Inventory Requirement under the Environmental Protection Agency’s Lead and Copper Rule Revisions. Staff Report – Joel Cary
Mr. Cary reviewed the recent Lead and Copper Rule Revisions, the progress District staff has already made to reach compliance and the steps yet to be taken (see attached presentation).

In response to questions, staff said:

- Galvanized pipe on the customer side of the meter would only trigger a replacement requirement if lead was found in a service line on the District side.
- It is highly unlikely the District has any lead pipe in service lines; there may be lead solder or other lead componentry, but those do not trigger the compliance elements of the rule.
- Staff is actively searching for lead componentry to prioritize replacement outside of the rule compliance efforts.
- The Board would be notified if staff found anything that required replacement.
- Staff will provide a link to guidance information provided by the American Water Works Association.
- The inventory undertaken to achieve compliance will have numerous additional operational benefits.

ADJOURNMENT

There being no further business, President Sanders adjourned the meeting at 7:40 p.m.

____________________________    _______________________
Todd Sanders, President           Jim Doane, Secretary
MEMO

Date: July 21, 2021
To: Tualatin Valley Water District Board of Commissioners
From: Tom Hickmann, CEO
Re: Chief Executive Officer and Management Staff Report

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

1. **Portland Cryptosporidium Results** – For the month of June 2021, the Portland Water Bureau reported one *Cryptosporidium* oocyst detection in water samples collected from the Bull Run Headworks. Complete results of Portland’s *Cryptosporidium* monitoring are posted on the City’s website: https://www.portland.gov/water/water-quality/test-results#toc-cryptosporidium.

2. **Water Supply Update** – As you are aware, the Governor recently issued an executive order encouraging all Oregonians to use water wisely. This order also restricts water use at state-owned properties.

   While parts of Oregon are facing severe drought conditions and our sympathies go out to those communities feeling the worst impacts from the drought, this order does not impact TVWD; our current water supplies are in good shape. This is the expected trend through the summer and remaining peak demand season as well. The Portland Water Bureau has reported that they are not anticipating any water supply shortages this year based on available supplies, customer demands and anticipated weather patterns. TVWD’s Barney Reservoir supply with the Joint Water Commission (JWC) is also in good shape, and no supply shortages are expected either. Last, we are continuing to use our aquifer storage and recovery supply as well to meet demands, which helps offset usage of our primary Portland and JWC sources throughout the season.

   As usual, we will continue to promote wise water use this time of year to our customers and through TVWD’s daily operations in order to maintain our careful stewardship of these important resources. Taken as a whole, TVWD’s situation further supports the direction we have taken with development of the Willamette Water Supply System: having multiple, high-quality water sources available will continue to make sure TVWD can meet its mission of providing safe, reliable water to the communities we serve. As always, we will continue to
monitor the situation and keep the Board updated should any changes to this situation occur.

3. **Safety Minute and Department Report** – Clark Balfour, General Counsel, will present the safety minute and department report this evening.
Legal Department Report

Clark Balfour, General Counsel

July 21, 2021

Current Efforts

• Ongoing Project Support
  – CIS
  – Valve Replacement
  – Various Construction Projects
• Real Estate Title Matters
• Cooper Mountain Reservoir Intertie
• WWSS Support
• Legislative Session
• COVID
Legislative Session

- Change of Use HB 3103
- SDC HB 3040
- Plastic Pipe HB 2310
- Utility Assistance HB 3089
- Public Meetings HB 2560

Legislative Session

- Juneteenth HB 2168
- Prevailing Wage Rate
  - SB 493
- Surplus Lands
  - HB 2918
  - HB 3124
- County ROW HB 3049
Reopening

- Leadership Team
  - Work Conditions
  - Work from Home
  - Customer Service
  - Past Due Accounts
  - CWS Coordination

Questions?

*Dum invicem rursus occurremus*
Financial Forecast Update and Rate Setting Process for 2021-23

July 21, 2021

Paul L. Matthews
Chief Financial Officer

Presentation Overview

• Review latest financial forecast
• Present proposed water rate increases for November 2021 and November 2022
• Provide overview of proposed customer outreach efforts for rate adoption
• Answer questions on financial performance under COVID-19
District Financial Management Process Interdependencies

Financial Strategies

Risks
- Significant risk that future rate increases could be higher than planned
- Economy may not recover to pre-COVID levels for water sales
- Significant construction risk remains

Strategies
- Build financial capacity
- Adopt rates that provide financial resources in advance
- Enhance the Customer Emergency Assistance Program
- Pursue federal and state assistance
Planned Capital Expenditure by Fiscal Year

<table>
<thead>
<tr>
<th></th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
<th>2025</th>
<th>2026</th>
<th>2027</th>
<th>2028</th>
<th>2029</th>
<th>2030</th>
<th>2031</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>WWSP*</td>
<td>$73.4</td>
<td>$171.3</td>
<td>$130.4</td>
<td>$56.9</td>
<td>$36.1</td>
<td>$3.6</td>
<td>$2.4</td>
<td>$1.9</td>
<td>$17.3</td>
<td>$17.1</td>
<td>$510.3</td>
</tr>
<tr>
<td>JWC*</td>
<td>0.6</td>
<td>0.1</td>
<td>0.3</td>
<td>0.7</td>
<td>0.6</td>
<td>1.0</td>
<td>1.0</td>
<td>1.1</td>
<td>1.1</td>
<td>1.1</td>
<td>7.7</td>
</tr>
<tr>
<td>In-District</td>
<td>65.5</td>
<td>72.6</td>
<td>47.3</td>
<td>28.6</td>
<td>20.7</td>
<td>28.4</td>
<td>30.2</td>
<td>30.9</td>
<td>41.7</td>
<td>34.5</td>
<td>400.5</td>
</tr>
<tr>
<td>Totals</td>
<td>$139.4</td>
<td>$244.0</td>
<td>$177.9</td>
<td>$86.3</td>
<td>$57.5</td>
<td>$33.0</td>
<td>$33.6</td>
<td>$33.9</td>
<td>$60.1</td>
<td>$52.7</td>
<td>$918.4</td>
</tr>
</tbody>
</table>

* TVWD share of projected total costs.

Projected Debt Financing by Fiscal Year

<table>
<thead>
<tr>
<th></th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
<th>2025</th>
<th>2026</th>
<th>2027</th>
<th>2028</th>
<th>2029</th>
<th>2030</th>
<th>2031</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>WIFIA*</td>
<td>$60</td>
<td>$195</td>
<td>$133</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$388</td>
</tr>
<tr>
<td>Bonds*</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$36</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>36</td>
</tr>
<tr>
<td>Totals</td>
<td>$60</td>
<td>$195</td>
<td>$133</td>
<td>$36</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>$424</td>
</tr>
</tbody>
</table>

* Net proceeds for capital expenditures (after issuance costs).
## Proposed Volume Rates

($/CCF^{1})

<table>
<thead>
<tr>
<th>Block Notes 2,3</th>
<th>Current</th>
<th>Nov 2021</th>
<th>Nov 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block 1</td>
<td>$5.62</td>
<td>$6.15</td>
<td>$6.73</td>
</tr>
<tr>
<td>Block 2</td>
<td>$8.01</td>
<td>$8.77</td>
<td>$9.60</td>
</tr>
</tbody>
</table>

1 One CCF is 100 cubic feet of water or about 748 gallons.

2 Single-Family Residential Class: Block 1 = Water use up to 28 CCF every two months. Block 2 = All consumption over 28 CCF every two months.

3 Commercial and all other classes: Block 1 = Water use up to 140% of 12-month moving avg. Block 2 = All consumption exceeding the Block 1 threshold.

---

## Proposed Fixed Monthly Charges

<table>
<thead>
<tr>
<th>Meter Size</th>
<th>Current</th>
<th>Nov 2021</th>
<th>Nov 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/8 Inch</td>
<td>$16.99</td>
<td>$18.60</td>
<td>$20.37</td>
</tr>
<tr>
<td>3/4 Inch</td>
<td>18.71</td>
<td>20.49</td>
<td>22.44</td>
</tr>
<tr>
<td>1 Inch</td>
<td>23.06</td>
<td>25.25</td>
<td>27.65</td>
</tr>
<tr>
<td>1.5 Inch</td>
<td>30.99</td>
<td>33.93</td>
<td>37.15</td>
</tr>
<tr>
<td>2 Inch</td>
<td>45.71</td>
<td>50.05</td>
<td>54.80</td>
</tr>
<tr>
<td>3 Inch</td>
<td>127.27</td>
<td>139.36</td>
<td>152.60</td>
</tr>
<tr>
<td>4 Inch</td>
<td>170.53</td>
<td>186.73</td>
<td>204.47</td>
</tr>
<tr>
<td>6 Inch</td>
<td>274.83</td>
<td>300.94</td>
<td>329.53</td>
</tr>
</tbody>
</table>
Customer Impact for Proposed Increases
(Typical Customer Using 7 CCF\(^1\) per Month)

\(1\) One CCF is 100 cubic feet of water or about 748 gallons. Typical customer at TVWD uses 7 CCF per month.

---

Customer Impact
(Typical Customer Using 7 CCF\(^1\) per Month)

<table>
<thead>
<tr>
<th>Typical Single-Family Residential Bill</th>
<th>5/8-Inch Meter</th>
<th>Current</th>
<th>Nov 2021</th>
<th>Nov 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fixed Charge</td>
<td>$16.99</td>
<td>$18.60</td>
<td>$20.37</td>
<td></td>
</tr>
<tr>
<td>Volume Charge</td>
<td>$39.34</td>
<td>$43.05</td>
<td>$47.11</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$56.33</td>
<td>$61.65</td>
<td>$67.48</td>
<td></td>
</tr>
<tr>
<td>Monthly Increase</td>
<td>$5.32</td>
<td>$5.83</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

\(1\) One CCF is 100 cubic feet of water or about 748 gallons. Typical customer at TVWD uses 7 CCF per month.
## Comparison to Other Utilities

<table>
<thead>
<tr>
<th>City/Agency</th>
<th>Total Bill 2020</th>
<th>Total Bill 2021</th>
<th>% Change</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beaverton</td>
<td>$40.99</td>
<td>$46.61</td>
<td>13.7%</td>
<td>Effective Dec. 1, 2020</td>
</tr>
<tr>
<td>Tigard</td>
<td>$57.70</td>
<td>$64.57</td>
<td>11.9%</td>
<td>Effective July 1, 2021</td>
</tr>
<tr>
<td>Rockwood Wtr PUD</td>
<td>$31.16</td>
<td>$34.70</td>
<td>11.4%</td>
<td>Effective July 1, 2021</td>
</tr>
<tr>
<td>TVWD - Proposed</td>
<td>$56.33</td>
<td>$61.65</td>
<td>9.4%</td>
<td>Proposed Nov 1, 2021</td>
</tr>
<tr>
<td>Sunrise Water Auth.</td>
<td>$32.50</td>
<td>$35.50</td>
<td>9.2%</td>
<td>Effective July 1, 2021</td>
</tr>
<tr>
<td>Hillsboro - Inside City</td>
<td>$33.59</td>
<td>$36.32</td>
<td>8.1%</td>
<td>Effective Jan 1, 2021</td>
</tr>
<tr>
<td>Hillsboro - Upper System</td>
<td>$50.42</td>
<td>$54.48</td>
<td>8.1%</td>
<td>Effective Jan 1, 2021</td>
</tr>
<tr>
<td>Portland</td>
<td>$56.07</td>
<td>$60.44</td>
<td>7.8%</td>
<td>Effective July 1, 2021</td>
</tr>
<tr>
<td>West Slope</td>
<td>$55.52</td>
<td>$58.82</td>
<td>5.9%</td>
<td>Effective June 17, 2021</td>
</tr>
<tr>
<td>Gresham</td>
<td>$44.76</td>
<td>$47.14</td>
<td>5.3%</td>
<td>Effective Jan 1, 2021</td>
</tr>
<tr>
<td>City of Tualatin</td>
<td>$31.44</td>
<td>$32.80</td>
<td>4.3%</td>
<td>Effective July 1, 2021</td>
</tr>
<tr>
<td>Clackamas R. Water</td>
<td>$47.15</td>
<td>$48.58</td>
<td>3.0%</td>
<td>Effective May 1, 2021</td>
</tr>
<tr>
<td>Lake Oswego</td>
<td>$49.02</td>
<td>$50.00</td>
<td>2.0%</td>
<td>Effective Jan 1, 2021</td>
</tr>
<tr>
<td>Sherwood</td>
<td>$52.50</td>
<td>$53.45</td>
<td>1.8%</td>
<td>Effective July 1, 2021</td>
</tr>
<tr>
<td>Wilsonville</td>
<td>$37.74</td>
<td>$38.24</td>
<td>1.3%</td>
<td>Effective May 1, 2021</td>
</tr>
<tr>
<td>Forest Grove</td>
<td>$39.25</td>
<td>$39.25</td>
<td>0.0%</td>
<td>No rate change in 2021</td>
</tr>
</tbody>
</table>

Note: “Total Bill” assumes a typical single-family residential customer consuming 7 CCF/month.

## Requirements for Adjusting Water Rates

**Legal Requirements**
- Mail postcard to customers notifying them of public hearing when rate adjustments will be considered
- Hold public hearing

**Best Practices**
- Open houses to inform customers of basis for rate adjustments
- Easier way for customers to provide comments to the Board that are included in public record
**Proposed Process**

- **Virtual Open Houses (Talkin’ Water)**
  - Wednesday August 11
  - Noon to 1:30 pm
  - 6:00 pm to 7:30 pm
  - Receive public comment

- **August 18th Regular Meeting**
  - Open public hearing
  - Receive public comment

- **Virtual Open Houses (Talkin’ Water)**
  - Saturday, August 21
  - 9:30 am to 11:00 am
  - Receive public comment

- **Close Public Comment**
  - August 25th
  - Close public comment period at 4:00 p.m.

- **September 15th Regular Meeting**
  - Adopt rates

---

**Resolution 08-21**

**Purpose**

- Establishes August 18th as the date for the public hearing
- Authorizes management to mail notices
- Directs staff to conduct virtual open houses
- Provides that public comments period that closes on August 25, 2021 at 4:00 p.m.
Questions and Answers

Financial Forecast Update and Rate Setting Process for 2021-23

July 21, 2021
Regular Meeting

Next Steps

• Mail postcard to customers in July/August
• Conduct Virtual Open Houses
• Hold Public Hearing at August Regular Meeting
• Receive public comments
• Adopt new rates in September
Update on Financial Performance

Paul L. Matthews
Chief Financial Officer

July 21, 2021

Tualatin Valley Water District
Delivering the Best Water. Service. Value.

Overview of Tonight’s Update

Updates on:

• Update on unemployment rates
• TVWD’s Financial Performance
  ▪ Revenue
  ▪ Collections
  ▪ Expenses
Mixed Improvements in Labor Market

<table>
<thead>
<tr>
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<td>Oregon</td>
<td>3.5</td>
<td>14.9</td>
<td>14.3</td>
<td>11.6</td>
<td>10.4</td>
<td>8.5</td>
<td>7.9</td>
<td>6.8</td>
<td>6.0</td>
<td>6.4</td>
<td>6.2</td>
<td>6.1</td>
<td>6.0</td>
<td>6.0</td>
<td>5.9</td>
<td>5.6</td>
</tr>
<tr>
<td>Pirt Metro</td>
<td>3.2</td>
<td>14.3</td>
<td>14.2</td>
<td>11.6</td>
<td>11.0</td>
<td>8.9</td>
<td>8.2</td>
<td>6.8</td>
<td>6.2</td>
<td>6.1</td>
<td>6.2</td>
<td>6.2</td>
<td>6.1</td>
<td>6.3</td>
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<td>12.2</td>
<td>9.9</td>
<td>9.2</td>
<td>7.3</td>
<td>6.6</td>
<td>5.8</td>
<td>5.1</td>
<td>5.4</td>
<td>5.6</td>
<td>5.4</td>
<td>5.2</td>
<td>5.3</td>
<td>4.8</td>
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</tbody>
</table>

Complete results for June not yet available

Monitoring TVWD’s Financial Performance

Revenue
- Impact on future water sales

Collections
- Capacity for customers to pay their water bills

Expenses
- Effect on budget to respond to COVID-19
Water Deliveries Now Exceed 5-Year Average

[Graph showing water deliveries over time, with blue line representing daily average by month and dotted line representing historical 5-year rolling average.]

Customer Demand Increasing – Remains Relatively Soft

Comparison of Gallons Per Capita Per Day

[Graph showing daily average gallons per capita over time, with purple line representing daily average gallons per capita (12-month rolling avg.) and dotted line representing historical 5-year rolling average.]
Unfavorable Variance in Water Sales Excludes Accrual Adjustment

Unfavorable Variance in Volume Water Sales Revenue (Excludes Accrual Adjustments)
### Fixed Charge Revenue (Excluding Accrual Adjustment)

- **Thousands**
  - **Favorable**
    - July 19: $400.0
    - August 19: $300.0
    - September 19: $200.0
    - October 19: $100.0
    - November 19: $0.0
    - December 19: $100.0
    - January 20: $200.0
    - February 20: $300.0
    - March 20: $400.0
    - April 20: $500.0
    - May 20: $600.0
    - June 20: $700.0
    - July 20: $800.0
    - August 20: $900.0
    - September 20: $1,000.0
    - October 20: $1,100.0
    - November 20: $1,200.0
    - December 20: $1,300.0
    - January 21: $1,400.0
    - February 21: $1,500.0
    - March 21: $1,600.0
    - April 21: $1,700.0
    - May 21: $1,800.0
    - June 21: $1,900.0

- **Unfavorable**
  - July 19: $-400.0
  - August 19: $-300.0
  - September 19: $-200.0
  - October 19: $-100.0
  - November 19: $0.0
  - December 19: $100.0
  - January 20: $200.0
  - February 20: $300.0
  - March 20: $400.0
  - April 20: $500.0
  - May 20: $600.0
  - June 20: $700.0
  - July 20: $800.0
  - August 20: $900.0
  - September 20: $1,000.0
  - October 20: $1,100.0
  - November 20: $1,200.0
  - December 20: $1,300.0
  - January 21: $1,400.0
  - February 21: $1,500.0
  - March 21: $1,600.0
  - April 21: $1,700.0
  - May 21: $1,800.0
  - June 21: $1,900.0

### Unfavorable Variance in System Development Charge

- **Thousands**
  - **Favorable**
    - July 19: $-1,000.0
    - August 19: $-750.0
    - September 19: $-500.0
    - October 19: $-250.0
    - November 19: $0.0
    - December 19: $250.0
    - January 20: $500.0
    - February 20: $750.0
    - March 20: $1,000.0
    - April 20: $1,250.0
    - May 20: $1,500.0
    - June 20: $1,750.0
    - July 20: $2,000.0
    - August 20: $2,250.0
    - September 20: $2,500.0
    - October 20: $2,750.0
    - November 20: $3,000.0
    - December 20: $3,250.0
    - January 21: $3,500.0
    - February 21: $3,750.0
    - March 21: $4,000.0
    - April 21: $4,250.0
    - May 21: $4,500.0
    - June 21: $4,750.0

- **Unfavorable**
  - July 19: $1,000.0
  - August 19: $750.0
  - September 19: $500.0
  - October 19: $250.0
  - November 19: $0.0
  - December 19: $250.0
  - January 20: $500.0
  - February 20: $750.0
  - March 20: $1,000.0
  - April 20: $1,250.0
  - May 20: $1,500.0
  - June 20: $1,750.0
  - July 20: $2,000.0
  - August 20: $2,250.0
  - September 20: $2,500.0
  - October 20: $2,750.0
  - November 20: $3,000.0
  - December 20: $3,250.0
  - January 21: $3,500.0
  - February 21: $3,750.0
  - March 21: $4,000.0
  - April 21: $4,250.0
  - May 21: $4,500.0
  - June 21: $4,750.0
### Revenue Trends by Customer Class

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Challenges</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Diminishing volatility</td>
<td>• COVID-19’s impact on the economy</td>
</tr>
<tr>
<td>• Biennium performance remains uncertain</td>
<td>• Uneven variance in revenue by customer classes</td>
</tr>
<tr>
<td>• Latest forecast suggests unfavorable variance of $9.5 to $12.5 million for biennium</td>
<td>• Bimonthly billing cycles</td>
</tr>
<tr>
<td>• Final accrual adjustment will be key in determining variance</td>
<td>• Unbalanced billing cycles by month</td>
</tr>
<tr>
<td></td>
<td>• Year-end accrual adjustments determined in September 2021</td>
</tr>
</tbody>
</table>

### Metric to Assess Trends

**Approach**

- Volume-based revenue per dollar of fixed charges
- Reduces the impact of seasonal variability in revenue
- Addresses the challenges of unbalanced billing cycles
- Provides meaningful trend data over time
Long-Term Trend By Customer Class
Volume Revenue per Dollar of Fixed Revenue

<table>
<thead>
<tr>
<th></th>
<th>June 2017</th>
<th>June 2018</th>
<th>June 2019</th>
<th>June 2020</th>
<th>June 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Family</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multifamily</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commercial</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Production</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Irrigation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Single-Family Residential Volume Revenue per Dollar of Fixed

<table>
<thead>
<tr>
<th></th>
<th>June 2017</th>
<th>June 2018</th>
<th>June 2019</th>
<th>June 2020</th>
<th>June 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Family</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Linear (Single Family)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Single-Family Residential Volume Revenue per Dollar of Fixed

Multifamily Residential Volume Revenue per Dollar of Fixed Charges
### Commercial Volume Revenue per Dollar of Fixed Charges

- **Graph Title:** Commercial Volume Revenue per Dollar of Fixed Charges
- **Y-axis:** $\text{Vol}/\$\text{Fixed}$
- **X-axis:** Time periods:
  - June 2020
  - September 2020
  - December 2020
  - March 2021
  - June 2021
- **Lines:**
  - Purple: Commercial
  - Dotted: Linear (Commercial)

### Irrigation Volume Revenue per Dollar of Fixed Charges

- **Graph Title:** Irrigation Volume Revenue per Dollar of Fixed Charges
- **Y-axis:** $\text{Vol}/\$\text{Fixed}$
- **X-axis:** Time periods:
  - June 2017
  - June 2018
  - June 2019
  - June 2020
  - June 2021
- **Lines:**
  - Blue: Irrigation
  - Dotted: Linear (Irrigation)
Irrigation Volume Revenue per Dollar of Fixed Charges

Production Volume Revenue per Dollar of Fixed Charges
What We’ve Learned This Month

Revenue for June

- Unseasonably warm weather may be increasing outdoor water use
- Commercial class remains down, but appears to be recovering
- Single-family residential sales seem to have stabilized, may be improving
- Multifamily residential sees slight improvement
- Production class remains strong
- Accrual adjustments will be key in final revenue variance
Monitoring TVWD’s Financial Performance

Revenue
- Impact on future water sales

Collections
- Capacity for customers to pay their water bills

Expenses
- Effect on budget to respond to COVID-19

Average Age of Accounts Receivable See Slight Decrease

<table>
<thead>
<tr>
<th>Month</th>
<th>2021 Age of Accounts Receivable</th>
<th>2020 Age of Accounts Receivable</th>
<th>2019 Age of Accounts Receivable</th>
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<tbody>
<tr>
<td>Jan</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Feb</td>
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<td></td>
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<td>Mar</td>
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<td>Apr</td>
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<td>May</td>
<td></td>
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<tr>
<td>Jun</td>
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</tr>
<tr>
<td>Jul</td>
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<tr>
<td>Aug</td>
<td></td>
<td></td>
<td></td>
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<td>Sep</td>
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<tr>
<td>Oct</td>
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<td></td>
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<tr>
<td>Nov</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dec</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Days Sales Outstanding

- Measures average number of days to collect on sales

\[
\text{Days Sales Outstanding} = \frac{\text{Account Receivable}}{\text{Total Sales}} \times 365
\]

- Increases in Days Sales Outstanding could indicate collections challenges
- Proposed basis is years of sales to account for seasonality of water sales
Days Sales Outstanding

AR aging increased 0.2 days from 40.6 in May 2021 to 40.8 for June 2021. The gap in age of AR compared to the same month in the prior year remained fairly constant from May (12.7 days) to June (13.0 days).

Days Sales Outstanding

June 2021 DSO was 2.9 days higher than June 2020 and 0.8 days lower than May 2021.
Number of Customers in “Shutoff” Status

Accounts Receivable of Customers in “Shutoff” Status
Age of Accounts Receivable of Customers in “Shutoff” Status

Locations of Struggling Customers

Heat map

- Based on District’s GIS
- Shows density of dollar balances of bills by location
- Areas of most concern are more red/blue in color
Monitoring TVWD’s Financial Performance

Revenue
- Impact on future water sales

Collections
- Capacity for customers to pay their water bills

Expenses
- Effect on budget to respond to COVID-19

Reminder on Bad Debt Expense

Recent Adjustments
- Allowance for doubtful accounts increased from 0.11% of sales to 0.85% of sales (historical rate has been about 0.20%)
- One-time bad debt expense of about $250 thousand to bring allowance to about $500 thousand

Future Adjustments
- Staff continues to monitor collections and allowance for doubtful accounts
Cumulative Operating Expenditures

Note: These graphs are based on unaudited estimates.

Closing Thoughts

Final Thoughts

- Revenue seems to have stabilized at lower levels
- Likely to close the biennium with $9.5 to $12.5 million in unfavorable variance
- Final accrual adjustments will be key in determining biennium variance
- Taking actions to manage allowance for doubtful accounts
Questions and Comments

Update on Financial Performance

Paul L. Matthews
Chief Financial Officer

Thank You
Lead Service Line Inventory

Joel A. Cary

July 22, 2021

Presentation Outline

1. Lead and Copper Rule Revisions (LCRR) recap
2. Current project elements
3. Additional project elements in development
4. Board engagement: Project goals and roadmap to compliance
The LCCR requires water systems to develop a lead service line (LSL) inventory or demonstrate absence of LSLs within 3 years of final rule publication.

EPA recently extending the compliance date in the LCRR by nine months to October 16, 2024.

LSL inventories must include both the public side (TVWD) and private side (customer) of the service line.

Compliance based categories: LSL, partially galvanized needing replacement, unknown, non-lead.

Submit to Oregon Health Authority (OHA) by above date.

Disclaimer: There’s lot more to the LCRR as noted during the March Board meeting. Future updates will cover these aspects as TVWD works to implement all requirements of the LCRR.
WHERE ARE WE AT RIGHT NOW?

Several project elements already started

- Developed and refined process in GIS and Cityworks for staff to collect both front-side (TVWD) and back-side (customer) materials while performing meter condition assessments to support AMI planning.
- Utilizing evidence-based approach as framework to establish data
  - Can staff visually inspect materials with a degree of confidence?
  - If yes, materials are captured
  - If no, data fields are marked as “not accessible” for further investigation.
- Multiple data combinations are then paired to create LCRR classifications
  - For example, non lead service (TVWD side) + galvanized service (customer side) = no replacement needed.

*Key takeaway? We’re thinking this through now to establish accurate data for the entirety of the project.*

PRIORITIZING INSPECTIONS BASED ON 1985 LEAD BAN

Using what we know now to support our goal of defensible compliance data.
PROGRESS

Results to-date with this ‘pilot’ effort?

☑ Over 1,100 inspections performed
☑ Process has allowed us to refine data collection (i.e., what works for both field and office staff)
☑ Developed GIS-based dashboard to track progress
☑ To-date, most materials identified are copper, PEX, PVC and ductile iron
☑ No lead observed

LSL Inventory

Pending Project Elements
PROJECT DEVELOPMENT

Next steps for the remainder of 2021

• Draft Project Development Plan (PDP) created to establish framework, objectives, etc.
• PDP establishes sub-project teams for specific areas of expertise
• Evaluating staffing needs to continue and/or expand field inspection process
  • With around 30,000 service lines needing evaluation within three (3) years, that’s approximately 830 per month
  • How many resources (e.g., FTEs) do we need to apply in order to meet that objective?
• Utilizing GIS dashboards will help inform these decisions

PROJECT DEVELOPMENT

Next steps for the remainder of 2021

• TVWD Fiscal Year 2021-2023 Budget includes $300k for professional and contract services
• Project will utilize this appropriation for:
  • Public outreach and communications for target areas
  • Potential investigative support
  • Data collection and management support
Board Engagement
Bringing These Elements Together

KEY ITEMS FOR BOARD AWARENESS
Putting the pieces of the puzzle together for TVWD Board awareness

What are these key items of the LCRR?
- Submitting an LSL inventory is the regulatory requirement of the LCRR
- Having all materials identified by the October 16, 2024, compliance deadline is not required
- Materials categorized as unknown, LSL or partial galvanized needing replacement triggers additional actions:
  - Publicly available look-up tool (i.e., webpage)
  - Targeted notifications annually
  - Development of LSL Replacement Plan

What are TVWD’s goals?
- Ideally, to have all materials known and data ready by the compliance submission date
- How do we get there?
  - By bringing these elements together in a comprehensive and strategic project plan (in-progress)
  - Providing the TVWD Board regular updates during the next three (3) years
  - Engaging with OHA on expectation for LSL inventories (in-progress)
THANK YOU
Joel Cary
## Report of Meetings Attended

**Commissioner Bernice Bagnall**

<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting or Function</th>
<th>Purpose</th>
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<th>Claimed</th>
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<tr>
<td>6/17/2021</td>
<td>District Recorder</td>
<td>Oath of office/document signing</td>
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<td>X Yes □ No</td>
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<td>6/24/2021</td>
<td>WEA</td>
<td>Mayor’s Forum</td>
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<tr>
<td>7/9/2021</td>
<td>JWC meeting</td>
<td>Curtailment plan, chlorine prices, etc.</td>
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<tr>
<td>7/21/2021</td>
<td>Board meeting</td>
<td>District Business</td>
<td>50.00</td>
<td>X Yes □ No</td>
</tr>
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$200 OK to pay D Carper

Please note that in accordance with ORS 294.331 (3) members of the budget committee shall receive no compensation for their services as members of such committee.

By Board Resolution 02-14, an amount equal to the unclaimed funds for services will be transferred to the District’s Customer Emergency Assistance Program.
Report of Meetings Attended

**Commissioner Jim Doane**

<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting or Function</th>
<th>Purpose</th>
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<tbody>
<tr>
<td>21 July</td>
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<tr>
<td>20 July</td>
<td>Meeting with Tom Hickman</td>
<td></td>
<td>50</td>
<td>□ Yes □ No</td>
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<tr>
<td>9 July</td>
<td>BRJOC/JWC</td>
<td></td>
<td>50</td>
<td>□ Yes □ No</td>
</tr>
<tr>
<td>28 June</td>
<td>BRJOC/JWC Pre-Meeting</td>
<td></td>
<td>50</td>
<td>□ Yes □ No</td>
</tr>
</tbody>
</table>

$200 OK to pay CEAP D Carper

ORS 198.190, “A member of the governing body of a district may receive, not to exceed $50.00 for each day or portion thereof as compensation for services performed as a member of the governing body. Such compensation shall not be deemed lucrative. The governing body may provide for reimbursement of a member for actual and reasonable traveling and other expenses necessarily incurred by a member in performing official duties.” *Please note that in accordance with ORS 294.331 (3) members of the budget committee shall receive no compensation for their services as members of such committee.*

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Report of Meetings Attended

**Commissioner Jim Duggan**

<table>
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<tr>
<th>Date</th>
<th>Meeting or Function</th>
<th>Purpose</th>
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<td>06/29/2021</td>
<td>Drive-by Swearing-In-Ceremony</td>
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<td>× Yes □ No</td>
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<tr>
<td>07/01/2021</td>
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<tr>
<td>07/12/2021</td>
<td>Meeting with Paul and Todd</td>
<td>Agenda Planning</td>
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<td>× Yes □ No</td>
</tr>
<tr>
<td>07/21/2021</td>
<td>TVWD Board Meeting</td>
<td>Regular Monthly Mtg</td>
<td>50</td>
<td>× Yes □ No</td>
</tr>
</tbody>
</table>

$200 OK to pay
D Carper

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Report of Meetings Attended

**Commissioner Todd Sanders**

<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting or Function</th>
<th>Purpose</th>
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<th>Claimed</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/21/2021</td>
<td>Monthly Board Meeting</td>
<td>Lead Line Inventory requirements</td>
<td>50</td>
<td>x Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>x Yes □ No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/12/2021</td>
<td>Meet with CFO and Vice Chair</td>
<td>Establish Agenda for Monthly Board Meeting</td>
<td>50</td>
<td>x Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>x Yes □ No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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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**

<table>
<thead>
<tr>
<th>Date</th>
<th>Meeting or Function</th>
<th>Purpose</th>
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<td>07212021</td>
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<td>06232021</td>
<td>Swear-in by Debbie</td>
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<td>☒ Yes ☐ No</td>
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</tr>
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$150 OK to pay D Carper

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.
I approve the July Meetings Attended forms for all Commissioners.

Thanks,

Debbie C.
Board Work Session Minutes
August 3, 2021

This meeting was held by phone and the internet.

WORK SESSION – 6:01 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; Dave Kraska, PE, Water Supply Program Director; Clark Balfour, General Counsel; Tim Boylan, IT Services Director; Andrew Carlstrom, Customer Service Manager; Mike Jacobs, Risk Management Coordinator; Amy Blue, HR Director; Matt Oglesby, Asset Management Division Manager; Andrea Watson, Communications and Public Affairs Supervisor; Debbie Carper, District Recorder

ANNOUNCEMENTS

Mr. Hickmann reminded the Board of the upcoming virtual forums on water rates, requested feedback on the revision plan for the Board Policies, suggested canceling the September 7 Board work session and noted the update to the Board Communications Log (see attached memo).

Commissioners agreed with the suggested Board Policies revision plan and with canceling the September work session.

Mr. Hickmann also announced that, along with multiple neighboring and partner agencies, the District is reinstating mask mandates following Centers for Disease Control guidance, effective August 4. The mask requirement applies to all staff, customers and visitors inside any District facility.

Mr. Boylan gave the safety moment on avoiding heat related illness.

1. DISCUSSION ITEMS

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

Mr. Kraska reviewed the WWSS Commission August agenda, the current approvals and procurement forecast and recent Willamette Water Supply Program activities (see attached presentation).
Mr. Boylan provided the background and drivers for updates to the technology in the Board room before describing requirements and software options and asking for Board feedback (see attached presentation).

Commissioners concurred with the staff recommendation to continue to use Microsoft Teams, one noting that the captioning in Teams is more helpful than in Zoom.

In response to Mr. Boylan’s question about a preference for either wall or tabletop screens in the Board room, Commissioners said:
- If only large screens are used, enlarging the captions would be helpful, if they wouldn’t prove too distracting for others.
- Improving the placement of large screens could negate the need for small screens at the dais.

Mr. Boylan said staff could test out placing screens in multiple places and potentially change the layout of the room.

In response to Mr. Boylan’s questions about the desired production value and whether to broadcast the meetings live, Commissioners said:
- Paying for high production value is not the best use of ratepayer funds; minimal production is required.
- The focus should be on accessibility for attendees rather than on high quality production.
- The public should have a similar remote experience as attending a live meeting with real-time viewing and commenting.
- The District can continue to work with Tualatin Valley Community Television (TVCTV) if it complements staff efforts and is financially viable.

In response to Mr. Boylan’s question about when to return to in-person meetings, Commissioners said they would feel comfortable following the Board room upgrade timeline and consider returning to in-person meetings when the upgrade is complete in early 2022.

Mr. Boylan said staff will update the Board on progress made on the upgrade as well as ask for additional Board input as needed during the provisioning and design process.

Mr. Hickmann also noted that given logistical challenges, the upcoming virtual forums on water rates will not include breakout rooms as previously announced.

C. COVID-19 Vaccinations. Staff Report – Tom Hickmann

Commissioner Sanders said he requested the addition of this item to the original agenda.
Mr. Hickmann said, as other agencies are doing, he is looking for policy direction from the Board on personnel matters related to the COVID-19 pandemic. Staff has drafted a proposed resolution, included in the meeting packet, for Board feedback.

Commissioner consensus included:
- The desire to act quickly to encourage staff to get vaccinated, up to but not including termination.
- The goal of adopting a resolution no later than the August 18 regular Board meeting.
- The desire to send the message to staff that, other than for medical or religious exemptions, vaccination is expected.
- Direction to management staff to investigate the costs and feasibility of daily temperature checks of unvaccinated staff and testing unvaccinated staff for COVID-19 every other day or biweekly; also, to check if unvaccinated staff claiming medical or religious exemptions could be subject to similar requirements.
- Looking to management staff to recommend District-paid staff travel restrictions based on vaccination status, along with a desire to limit travel during this time as COVID-19 cases are increasing.
- Having staff legally vet any potential options prior to the Board consideration of adoption of the resolution.
- The desire to add specific staff requirements and Board and management directives to the draft resolution and review it as soon as possible.
- Not to offer financial incentives to the unvaccinated.
- The desire to educate prospective staff on the Board’s expectations regarding vaccination.

Mr. Hickmann noted staff has researched testing and, if it is a District requirement, the District needs to pay for it. He said staff will also check what other organizations are mandating for staff. Staff will provide the Board with more information as soon as possible.

**ADJOURNMENT**

There being no further business, President Sanders adjourned the meeting at 7:51 p.m.

_____________________________  _______________________________
Todd Sanders, President                Jim Doane, Secretary
MEMO

Date: August 3, 2021
To: TVWD Board of Commissioners
From: Tom Hickmann, CEO
Re: CEO Announcements

The following Announcements will be covered during the work session:

1. **Be Sure to Unmute and Mute** – Just a reminder to please be sure to unmute whenever you are speaking and mute yourself when you are done during the work session this evening.

2. **August Talkin’ Water** – August’s Talkin’ Water virtual forum will feature water rates. This is an opportunity to share information about the water rate proposal and connect with customers. Three sessions, containing the same content, will be held as follows:
   - Wednesday, August 11, from 12:00 pm – 1:30 pm
   - Wednesday, August 11, from 6:00 pm – 7:30 pm
   - Saturday, August 21, from 9:30 am – 11:00 am.

3. **Board Policies Revision Plan** – Periodically, the Board of Commissioners reviews the Board Policies; these policies were last revised February 20, 2019. Attached to today’s announcements is a proposed timeline to review and consider Board policy updates. The Board is asked to please review the schedule and provide feedback to staff.

4. **September 7th Board Work Session** – Staff suggest that we cancel the September 7, 2021, work session since there is only one agenda item, the WWSS Update.

5. **Board Communications Log** – There was one update to the Board communications log this month. Please see the attached, updated log and information about polyethylene wrapped pipe locations.

6. **Safety Minute** – Tim Boylan, IT Services Director, will present tonight’s safety minute.
Board Policies Revision Plan

- Finalize Board Policies Revision Plan with CEO and Counsel – July 2021
- Schedule two, 90-minute review meetings with Policy and Board Development Committee members (Bagnall and Duggan), CEO, Counsel and Recorder
  - Meet and review Part 1 policies – late August 2021
  - Meet and review Part 2 policies – early September 2021
- Board discusses revised Board Policies document in work session – October 5, 2021
- Board considers adoption of final revised Board Policies document – October 20, 2021

<table>
<thead>
<tr>
<th>Part 1 Review</th>
<th>Suggested Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vision, Mission and Values</td>
<td>No changes. Update will coincide with Districtwide Vision, Mission and Values refresh.</td>
</tr>
<tr>
<td>Powers, Responsibilities and Conduct</td>
<td></td>
</tr>
<tr>
<td>Officers</td>
<td></td>
</tr>
<tr>
<td>Policy Creation, Amendment and Suspension</td>
<td></td>
</tr>
<tr>
<td>Chief Executive Officer</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Part 2 Review</th>
<th>Suggested Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communication</td>
<td></td>
</tr>
</tbody>
</table>
| Education, Events and Reimbursement | 1. Add a reminder statement, “In adherence to Oregon local budget law, no Commissioner may receive any compensation for their services as a member of the Budget Committee, including reimbursement for attendance at Budget Committee workshops and meetings.”
  2. Add a statement, “Commissioners have the discretion to claim or forego reimbursement for meetings attended.” |
| Board Meeting Agenda and Preparation | 1. Add language regarding holding virtual meetings.    |
| Board Meeting Procedures        |                                                        |
| Board Computing Devices         |                                                        |
| Annexation, Merger and Consolidation |                                                      |

Note: Board Policies were last revised February 20, 2019.
### 2021 Board Communications Log

**Commissioner Questions/Topics:** (includes research requests directed to staff via email or at Board meeting)

- Initial request sent to Tom (copy Board President)
- Tom responds with projected timeframe for response and any other logistical info
- Answer shared with the full Board during work sessions

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Requestor</th>
<th>Subject</th>
<th>Date Submitted</th>
<th>Response Date</th>
<th>Date Information Shared with Full Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-21</td>
<td>Doane</td>
<td>Polyethylene wrapped pipe locations</td>
<td>6/1/2021</td>
<td>6/7/2021</td>
<td>6/7/2021</td>
</tr>
</tbody>
</table>

**Board Committee Information:**

- Meeting notes/handouts shared with the full Board during work sessions

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Notes</th>
<th>Date Information Shared with the Full Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finance Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>February 16</td>
<td>Meeting synopsis prepared by Debbie Carper</td>
<td>March 2</td>
</tr>
</tbody>
</table>

| Policy and Board Development Committee |                                                    |                                            |
| Strategic Planning Committee           |                                                    |                                            |
| Water Supply Committee                 |                                                    |                                            |
Greetings,

Please include this item in the Board Communications Log.

Thank you,

Katherine Lipari DeSau
Executive Assistant
1850 SW 170th Ave, Beaverton, OR 97003
direct 503-848-3078 / office 503-848-3000
www.tvwd.org

Tualatin Valley Water District
Delivering the Best Water • Service • Value

From: Tom Hickmann
Sent: Monday, June 07, 2021 5:09 PM
To: Commissioners
Cc: Clark Balfour; Carrie Pak; Nicholas Augustus
Subject: Main Breaks

Good afternoon Commissioners,

Recently Commissioner Doane asked a question regarding main breaks and why they were happening on relatively young pipes as a result of corrosion. The attached graphic speaks volumes. In addition, Nick Augustus and Carrie Pak provided the following:

In response to the question asked regarding NW 192nd Ave, we wanted to present some follow-up information regarding the mains replacement program and status of the various standards. First, the area surrounding NW 192nd is an area with highly corrosive soils. In 2018, the District replaced cast iron piping on NW Ukiah St, which is near the leak discovered on NW 192nd. The piping on NW Ukiah St was originally installed in the early 1970’s and was highly corroded.

We plan to do a formal update to the board in a few months with an overview of the mains replacement program, including how the standards have shifted over time. Currently, pipe condition is identified when there is construction which allows for inspection of the pipe, or when we encounter breaks. This information is compiled and the mains are ranked to determine which projects are the priority. Standards for protecting the newly installed piping have also changed drastically over time. In short, it wasn’t until the last decade that pipes in the District began to be installed with Polyethylene encasement (PE bags). The NW 192nd Ave main installed in 1989 was not installed with any cathodic protection, neither PE bags or sacrificial anodes. The attached map
indicates the areas where PE bags have been installed. It is now a minimum level of protection in addition to the zinc-coated ductile iron piping.

We continue to monitor and improve our process of obtaining existing piping information which will help to inform and prioritize our next replacement projects.

Please let me know if you would like additional information.

Tom Hickmann  
Chief Executive Officer

1850 SW 170th Ave, Beaverton, OR 97003  
direct 503-848-3088 // office 503-848-3000  
www.tvwd.org

Tualatin Valley Water District  
Delivering the Best Water • Service • Value
Willamette Water Supply Commission Update
TVWD Work Session

August 3, 2021

Outline

Review August WWSS Commission Board Meeting Agenda → Review Approvals and Procurements Forecast → Update on WWSP Activities
Willamette Water Supply System Commission
August 5, 2021 Board Meeting Agenda

1. General Manager’s Report
2. Public Comment
3. Consent Agenda
   A. Approve the July 1, 2021 meeting minutes
4. Business Agenda
   A. Adopt PLM_1.3 Resolution of Need (first supplemental approval)
   B. Adopt MPE_1.2 Resolution of Need (third supplemental approval)
5. Information Items
   A. Planned September Business Agenda items
## REVIEW APPROVALS AND PROCUREMENTS FORECAST

### Approvals and Procurement Forecast for August 2021 – October 2021

**Program Baseline or Related Plans**

<table>
<thead>
<tr>
<th>Description</th>
<th>Program Director</th>
<th>WWSS Management Committee</th>
<th>WWSS Commission Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>WWSP Annual Baseline or Related Plans</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
</tbody>
</table>
**Approvals and Procurement Forecast for August 2021 – October 2021**

### Real Estate

<table>
<thead>
<tr>
<th>Description</th>
<th>Program Director</th>
<th>WWSS Management Committee</th>
<th>WWSS Commission Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLM_4.2 Resolution of Need and Delegation of Authority to Washington County</td>
<td>NA</td>
<td>6/17/2021</td>
<td>7/1/2021</td>
</tr>
<tr>
<td>PLM_1.3 Resolution of Need (2nd supplemental)</td>
<td>NA</td>
<td>7/22/2021</td>
<td>8/5/2021</td>
</tr>
<tr>
<td>MPE_1.2 Resolution of Need (3rd supplemental)</td>
<td>NA</td>
<td>7/22/2021</td>
<td>8/5/2021</td>
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<tr>
<td>PLM_1.3 Resolution of Need (3rd supplemental)</td>
<td>NA</td>
<td>8/19/2021</td>
<td>9/2/2021</td>
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<tr>
<td>PLM_1.3 Resolution of Need (4th supplemental)</td>
<td>NA</td>
<td>9/23/2021</td>
<td>10/7/2021</td>
</tr>
</tbody>
</table>

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### IGAs, MOUs, Permit Commitments

**Metro and City of Hillsboro**
- Settlement Agreement For Easement Through the Orenco Woods Nature Park (May)

**City of Sherwood**
- DCS_1.0 Broadband Services IGA (April)

**Bonneville Power Administration**
- PLM_1.3 Reimbursement Agreement (June)

**Trammel Crow**
- Storm Line Agreement (July)

**Washington County Land Use & Trans**
- PLM_4.2 Design IGA Amendment 3 (July)
- RES_1.0 Grabhorn Road Realignment IGA (September)
- PLM_4.4 Design IGA Amendment 1 (July)
- PLM_4.4 Construction IGA (September)
- PLW_1.2 Construction IGA (September)

**WWSS Commission**
- WWSS IGA Exhibit 13 (July)

**City of Wilsonville**
- PLM_1.0 Ground Lease Amendment 1 (September)
## Approvals and Procurement Forecast for August 2021 – October 2021

### Contracts

<table>
<thead>
<tr>
<th>Title</th>
<th>Goal</th>
<th>Value</th>
<th>Key Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

### Contract Amendments and Change Orders*

<table>
<thead>
<tr>
<th>Title</th>
<th>Goal</th>
<th>Value</th>
<th>Key Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

*having values higher than the Program Director’s authority
Approvals and Procurement Forecast for August 2021 – October 2021

Local Contract Review Board Rule Exemption

<table>
<thead>
<tr>
<th>Title</th>
<th>WWSS Management Committee Approval</th>
<th>WWSS Board Informational Item</th>
<th>WWSS Board Consider Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

UPDATE ON WWSP ACTIVITIES
### Project Delivery Progress

<table>
<thead>
<tr>
<th>Work Package</th>
<th>Design</th>
<th>Construction</th>
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<tbody>
<tr>
<td>RWF 1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLM 1.1</td>
<td></td>
<td></td>
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<td>PLM 1.2</td>
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<td>PLM 1.3</td>
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<td></td>
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<tr>
<td>PLM 2.0</td>
<td></td>
<td></td>
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<tr>
<td>PLM 3.0</td>
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<td>RTP 1.0</td>
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<tr>
<td>PLM 4.1</td>
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<td>PLM 4.2</td>
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<tr>
<td>PLM 4.3</td>
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<tr>
<td>PLM 4.4</td>
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<tr>
<td>PLM 5.1</td>
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<td>PLM 5.2</td>
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<tr>
<td>PLM 5.3</td>
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<tr>
<td>RES 1.0</td>
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<tr>
<td>PLW 1.1</td>
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<tr>
<td>PLW 1.1 ext</td>
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<tr>
<td>PLW 1.2</td>
<td></td>
<td></td>
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<tr>
<td>PLW 1.3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PLW 2.0/COH 1.0</td>
<td>40%</td>
<td>60%/70% 90% 100%</td>
</tr>
<tr>
<td>MPE 1.1/COB 1.1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MPE 1.2/COB 1.2</td>
<td></td>
<td></td>
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<tr>
<td>MPE 1.3</td>
<td></td>
<td></td>
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</tbody>
</table>

The table above illustrates the progress of Work Packages in both the Design and Construction phases. Estimated completion percentages are color-coded to indicate whether the work is Conceptual/Preliminary or 30%/50%; 60%/70%; 90%; 100%. Red stars indicate 90% Received, while yellow circles indicate 100% Received.

### Estimated Construction Physical Percent Complete

<table>
<thead>
<tr>
<th>Raw Water Facility</th>
<th>0%</th>
<th>10%</th>
<th>20%</th>
<th>30%</th>
<th>40%</th>
<th>50%</th>
<th>60%</th>
<th>70%</th>
<th>80%</th>
<th>90%</th>
<th>100%</th>
</tr>
</thead>
<tbody>
<tr>
<td>RWF 1.0 (Phase 1)</td>
<td></td>
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</tbody>
</table>

For each category (Raw Water Facility, Raw Water Pipelines, Water Treatment Plant, Finished Water Pipelines, Reservoirs, Finished Water Pipelines), the table provides a visual representation of the physical percent complete with color-coding to indicate various stages of completion.
Construction Update
Projects currently in construction

PLW_1.3 (Roy Rogers Rd.)
PLM_1.2 (Garden Acres Rd.)
PLM_1.1 (S. of Wilsonville Rd.)
MPE_1.1 (Metzger Pipeline)
MPE_1.2 (Metzger Pipeline)
RWF_1.0 (Phase 1)

Current and Planned Activities:
• Began installation of 66” RW line through casing
• Continued construction for new flow meter vault at Upper Site
• Constructed temporary bypass road through Wilsonville Concrete Products to allow installation of new 66” RW through Arrowhead Creek lane at the “pinch point”
• Began installation of 66” RW through “pinch point”
• Continued installation of 66” RW through Park area
• Completed new pump discharge header piping at RWPS
• Began installation of new Fiber Optic cable and Conduit lines in Plant road
• Began structural seismic modifications on exterior portions of RWPS
Construction Photos – RWF_1.0

Seismic retrofit work at Raw Water Pump Station

Construction Photos – RWF_1.0

Header piping at Raw Water Pump Station
Construction Photos – RWF_1.0

66” Raw Water piping progress through park

Construction Photos – RWF_1.0

66” Raw Water pipeline approaching “Pinch Point”
Construction Photos – RWF_1.0

Upper Site showing bypass road in foreground and pipe staging near crane at sending shaft

Construction Photos – RWF_1.0

Flow Meter Vault
RWF_1.0 Notable Topics

- External Coordination
  - Continued coordination w/City of Wilsonville and Veolia Operations staff
  - Continued coordination with nearby neighbors and public regarding noise and vibration
  - Continued coordinating with 5th & Kinsman Road Project

- Potential Claims
  - Differing site condition notice from Condon-Johnson on soil properties at DSM and jet grouting areas
  - Boulders encountered during pipe ram cleanout

- Delivery Challenges
  - Raw Water Pump Station seismic modifications conflict

PLM_1.1

Contractor: James W. Fowler Co.
Designer: HDR

Current and Planned Activities:
- Performed test pit excavation in support of PLM_1.3 trenchless design
- Planning to install rock for check dams in drainage swale
PLM_1.1 Notable Topics

- External Coordination
  - None
- Potential Claims
  - None
- Delivery Challenges
  - Settlement of Boulder PCO

PLM_1.2

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

Current and Planned Activities:

- Continued punchlist corrective items for both Schedule A (road work) and Schedule B (waterline work)
PLM_1.2 Notable Topics

• Partner Coordination
  – Ongoing coordination with City of Wilsonville

• Potential Claims
  – None

• Delivery Challenges
  – Late completion of punchlist items; City will not assess Liquidated Damages

PLM_5.1

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

Current and Planned Activities:
• Continued installation of cathodic protection systems, CARV assemblies and access vaults
• Completed Tigard Turnout vault(s) construction
• Mainline disinfection anticipated for early August
• Tie-in to PLM_5.2 anticipated for late August
Construction Photos – PLM_5.1

Chlorine injection system setup for mainline disinfection.

Construction Photos – PLM_5.1

Roy Rogers Rd. paving work completed (looking north)
PLM_5.1 Notable Topics

- **Partner Coordination**
  - Continued developer coordination
  - No issues with Washington County coordination
- **Potential Claims**
  - None
- **Delivery Challenges**
  - None

PLW_1.3

**Contractor:** Tapani, Inc.
**Designer:** Kennedy/Jenks

**Current and Planned Activities:**
- Continue 66-inch pipe installation (approximately 250 LF installed)
- Continue installation of bypass piping and blowoff at the 30-inch to 66-inch pipe connection
- Butternut Creek crossing – microtunneling is complete
- Began 66-inch carrier pipe inside tunnel casing
- Wellpoint dewatering system at the wetland crossing
Construction Photos – PLW_1.3

66-inch pipe installation

Construction Photos – PLW_1.3

66-inch pipe strung out along alignment south of Butternut Creek
Construction Photos – PLW_1.3

66-inch carrier pipe installation at tunnel

16-inch bypass and 30-inch turnout pipe installation at connection to 66-inch transmission line
PLW_1.3 Notable Topics

• External Coordination
  – Discontent neighbor – dust concern

• Potential Claims
  – None

• Delivery Challenges
  – None

MPE_1.1

Partner: City of Beaverton
Contractor: Moore Excavation Inc.
Designer: Brown & Caldwell

Current and Planned Activities:
• Franchise utility trench coordination and installation
• Cut and cap of an existing City of Beaverton 12” Water main
• Bore of utility casings beneath the PNWR / Trimet Railway
MPE_1.1 Notable Topics

• Partner Coordination
  – Continuing regular coordination with City of Beaverton
• Potential Claims
  – None
• Delivery Challenges
  – Delivery of steel pipe may affect schedule

MPE_1.2

Current and Planned Activities:
• Submittals and RFIs
• Utility Coordination
• Baseline Schedule
• Finalize LNTP items
MPE_1.2 Notable Topics

• External Coordination
  – Laydown area real estate and permitting being finalized
  – ODOT providing clarification for requested bonding of work in ROW

• Potential Claims
  – None

• Delivery Challenges
  – Staging area procurement by WWSP

QUESTIONS
Hybrid Board Meeting Strategy

*Plans and Recommendations*

Tim Boylan
IT Services Director

Introduction

• The Audio / Visual technology in the TVWD Board Room is out of date and due for replacement.
• Meeting set up and management is complicated, labor intensive, and unreliable.
• HB 2560 will require local government to provide an opportunity for virtual participation by the public to the extent reasonably practical.
• Enabling hybrid meetings will require an investment in technology, software, and staffing.
Board Room Technology Refresh

- Planned in 2019-2021 biennium but deferred due to pandemic.
- Funds for refresh are included in the current budget.
- New technology will focus on simplicity and flexibility
- Components will include:
  - Microphones & speakers
  - Cameras & Screens
  - Control system

Hybrid Meeting Key Requirements

<table>
<thead>
<tr>
<th>Participation</th>
<th>Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>In person attendees:</td>
<td>Attendee Management</td>
</tr>
<tr>
<td>- Ability to see and hear</td>
<td>- Allow/disallow</td>
</tr>
<tr>
<td>presenters</td>
<td>participation</td>
</tr>
<tr>
<td>- Ability to view</td>
<td>- Mute/unmute</td>
</tr>
<tr>
<td>presentations</td>
<td></td>
</tr>
<tr>
<td>Remote attendees</td>
<td>Recording</td>
</tr>
<tr>
<td>- Ability to see and hear</td>
<td>- Archiving</td>
</tr>
<tr>
<td>Board</td>
<td>- Streaming / broadcast</td>
</tr>
<tr>
<td>- Ability to see and hear</td>
<td></td>
</tr>
<tr>
<td>presenters</td>
<td></td>
</tr>
<tr>
<td>- Ability to view</td>
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<tr>
<td>presentation</td>
<td></td>
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<tr>
<td>- Accessible to all needs</td>
<td></td>
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<tr>
<td>- Readily available technology</td>
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Hybrid Meeting Software Options

<table>
<thead>
<tr>
<th>Software</th>
<th>Cost</th>
<th>Participants</th>
<th>Access</th>
<th>Staff Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microsoft Teams</td>
<td>--</td>
<td>Up to 1,000</td>
<td>App, Browser, Phone</td>
<td>Use for Board meetings: Regular, Executive, Worksession</td>
</tr>
<tr>
<td>Microsoft Teams Live Events</td>
<td>--</td>
<td>Up to 10,000</td>
<td>App, Browser, Phone</td>
<td>Use for larger District events: Talking Water, Rate Hearings, Etc.</td>
</tr>
<tr>
<td>Zoom</td>
<td>+$$</td>
<td>Up to 300</td>
<td>App, Browser, Phone</td>
<td></td>
</tr>
</tbody>
</table>

Board Feedback

- Wall Screens vs Tabletop Screens in Board room?
- Real time or delayed broadcast?
- What is the desired participant experience TVWD is looking to achieve?
Timeline

<table>
<thead>
<tr>
<th>Activity</th>
<th>Estimated Duration</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Room AV RFP, Selection, Contracting</td>
<td>8 Weeks</td>
<td>August - October</td>
</tr>
<tr>
<td>Technology Design</td>
<td>2 Week</td>
<td>November</td>
</tr>
<tr>
<td>Technology Procurement*</td>
<td>4 Weeks</td>
<td>November - December</td>
</tr>
<tr>
<td>Technology Install</td>
<td>3 Weeks</td>
<td>January</td>
</tr>
<tr>
<td>Testing / Training</td>
<td>1 Week</td>
<td>January - February</td>
</tr>
</tbody>
</table>

*Procurement times may be affected by global chip / technology shortage / supply chain issues

- Hybrid meetings in an updated Board Room can begin in early 2022.
- Hybrid meetings may start more quickly, but audio quality will be problematic.
- Discussion:
  - Does the Board have a need to resume in person or hybrid meetings in 2021?

Questions?
Additional Information

Summary of Regional Meetings

<table>
<thead>
<tr>
<th>Agency</th>
<th>Meeting Format</th>
<th>Meeting Software</th>
<th>Live Broadcast</th>
<th>Recorded Broadcast</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hillsboro City Council</td>
<td>Hybrid Starting August 2021</td>
<td>Zoom Webinar and iCompass</td>
<td>Cable Access or Web</td>
<td>YouTube, Cable Access</td>
</tr>
<tr>
<td>Washington County Board of Commissioners</td>
<td>Virtual, evaluate later in the Fall</td>
<td>Zoom and iCompass</td>
<td>YouTube or Cable Access</td>
<td>Web, YouTube, Cable Access</td>
</tr>
<tr>
<td>Beaverton City Council</td>
<td>Virtual Planning Future</td>
<td>Zoom and Granicus</td>
<td>Cable Access or Web or Zoom</td>
<td>Web, Cable Access</td>
</tr>
<tr>
<td>Tigard City Council*</td>
<td>Virtual</td>
<td>Teams and BoxCast</td>
<td>Web / YouTube/Cable Access</td>
<td></td>
</tr>
<tr>
<td>TVFR</td>
<td>Virtual/Hybrid September</td>
<td>Zoom</td>
<td>YouTube</td>
<td>YouTube</td>
</tr>
<tr>
<td>THPRD</td>
<td>Returning to Fully in Person August 2021</td>
<td>Teams (COVID)</td>
<td>YouTube (COVID)</td>
<td>YouTube (COVID)</td>
</tr>
<tr>
<td>Hillsboro Utility Commission</td>
<td>Hybrid Starting September 2021</td>
<td>Zoom and Granicus</td>
<td>Recorded</td>
<td>On request</td>
</tr>
<tr>
<td>TVWD</td>
<td></td>
<td>Teams</td>
<td>Recorded</td>
<td>YouTube, Cable Access</td>
</tr>
</tbody>
</table>
Reference Links – Remove

How to Live Stream Microsoft Teams Meeting to YouTube
https://www.youtube.com/watch?v=fGMYvHrIB6M

Zoom Pricing
https://zoom.us/pricing

ZoomGov
https://www.zoomgov.com/

TVWD’s YouTube Channel
https://www.youtube.com/channel/UC6gLDC8zMTHVIsZblKv0dJfA

Teams vs. Zoom

<table>
<thead>
<tr>
<th>Primary Use</th>
<th>Teams</th>
<th>Zoom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collaboration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Videoconference</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secondary Uses</td>
<td>Chat, File Sharing, Teleconference, Webinars</td>
<td>Chat, Webinars</td>
</tr>
<tr>
<td>Cost</td>
<td>Included in Office 365 plans</td>
<td>$15/mo.</td>
</tr>
<tr>
<td>HD Audio + HD Video</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Max number of participants in scheduled meetings</td>
<td>250 (1,000 for Live Events)</td>
<td>100 (1,000 for Enterprise)</td>
</tr>
<tr>
<td>Max number of videos on screen</td>
<td>5</td>
<td>49</td>
</tr>
<tr>
<td>Integration with Outlook</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Full integration with Office 365</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Screen sharing</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Recording</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Team chat</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>File sharing</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Background blur in video conferencing</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Searchable conversations</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Access from all devices</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Bot integration</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Free version available</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Collects your personal data</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>HIPAA Compliant</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>End to End encryption</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>
To: Board of Commissioners
From: Tom Hickmann, PE, Chief Executive Officer
Date: August 18, 2021
Subject: COVID-19 Variant Response

Key Concepts:
- The District has labored under the limitations imposed by COVID-19 since March 2020 while at all times achieving its core services of providing safe drinking water to its customers.
- Alternate work arrangements were put in place and, while the District achieved its core functions, there were impacts to the normal conduct of District operations.
- The availability of various vaccines has allowed resumption of normal business operations, with more limited alternate work arrangements for some, primarily because of a District employee vaccination rate of over 70%.
- The advent of the Delta variant (and other variants) indicates that everyone is susceptible to contracting a variant, with unvaccinated people being more susceptible. The number of cases and hospitalizations are rising in Oregon and the tri-county area.
- The impact of the variants affects the health of both vaccinated and unvaccinated employees, not only in the ability to perform District tasks, but to their personal lives, and the unavailability of personnel could adversely impact District operations and functions.
- The Board held a work session on August 3, 2021 and requested staff to present response options for consideration and potential implementation at the August 18, 2021 regular meeting.
- The Board also indicated a willingness to adopt a resolution directing the Chief Executive Officer to take steps to increase the vaccination rate among District employees to achieve a goal close to 100%, excluding employees in protected classifications.

Background:
Like nearly all employers, COVID-19 caused a substantial change in District operations and work conditions. A range of distancing, masking and other approved methods recommended by the Centers for Disease Control (CDC), the Oregon Health Authority, Oregon Occupational Safety and Health Administration (OSHA) and best practices, developed under the direction of the CEO, were used at work. Using a variety of methods, staff were informed of the recommended steps to prevent virus spread and protect themselves and the community at large. The vaccines were welcomed and effective so that many of the testing, mask and distancing requirements were lifted by the Governor around July 1. TVWD employees achieved a vaccination rate of just over 70%. On July 6, many more employees returned to a regular onsite work schedule unless they had approval from their supervisor to work from home.
Since July 1, the rate of infection from the Delta variant (and other variants) has dramatically increased nationwide. Oregon (and the tri-county area) has followed this nationwide trend. Every employee is at risk of contracting the variants. Unvaccinated employees are in the highest risk group, while vaccinated employees are still susceptible (or potential carriers without symptoms). This creates new issues for consideration in working conditions for TVWD employees and, with that, issues for the Board to consider regarding employee health and District operations and functions.

Questions Posed by the Board:

1. Can the District mandate vaccines for all employees and applicants, except those who fit particular exemptions/exceptions?

   Yes, subject to certain exemption/exceptions noted below.

2. What are the exemptions/exceptions?

   There are three main categories of exemptions/exceptions: (1) union collective bargaining agreements and employment contracts that prohibit mandatory vaccinations; (2) health care workers; and (3) employees/applicants with disabilities or sincerely held religious beliefs may be entitled to reasonable accommodation under the Americans With Disabilities Act (ADA) and Title VII. TVWD employees only fit into category 3.

3. How would TVWD receive and review a request for exemption/exception?

   a. Disability. As is true in any request for accommodation under either the ADA or Title VII, TVWD has the right to evaluate the substance and need for accommodation per an interactive process with the employee in accord with personnel policies. This may include obtaining medical information from the employee and/or his/her medical provider to confirm the existence, nature and extent of a disability, the specific limitations impacting the employee’s ability to be vaccinated for COVID-19 and what effective, reasonable accommodation may exist to overcoming such limitations/barriers, absent undue hardship. The resolution of that process would form the basis for proof of its existence and need.

   b. Religious Belief. In the case of a request for accommodation based on sincerely held religious belief, practice or observance, the review is not as in-depth as the disability process above. Typically, a claim of religious belief is accepted by the employer without inquiry; however, there may be instances where the employer has some clear, objective basis to question the employee’s belief. In that situation, TVWD would need to be very careful in how it proceeds to question the employee and request documentation of other supporting information from the employee before making any decision.

4. Can TVWD require only new hires to be vaccinated, subject to the exceptions above, as a condition of employment?

   No. If vaccines are mandated, it needs to be for all employees, subject to the exceptions above.
5. Can TVWD require unvaccinated employees to submit to periodic testing such as swabs, temperature checks or other tests?

Yes, with some limitations. Based on the Equal Employment Opportunity Commission’s (EEOC) most recent guidance, TVWD can ask specific, relevant questions and may take the body temperature of returning employees. An employer (or a contracted entity) may also administer a COVID-19 test in accordance with current CDC recommendations; however, according to the EEOC, an employer may not utilize antibody testing for such purpose.

6. Can TVWD require the employee to make separate arrangements for testing on personal time (unpaid) or must it be paid time?

It is not entirely clear, but it appears the Board could require the employee to make separate arrangements for testing on personal time.

7. If TVWD requires testing whether on paid or unpaid time, must the cost of the test be an employer-paid expense?

Yes, the employer must pay. The cost of testing is set forth below. The question here is how. The easiest method is for the District to retain a testing contractor and pay the contractor directly. But if the Board requires the employee to make separate testing arrangements, then a reimbursement situation is created. The District’s health insurance plan may cover all or part of the cost. TVWD would need to reimburse the employee if a co-pay is involved. There would be administrative issues and burdens to manage this.

8. Are there limits on the frequency of testing?

This will require more analysis by staff. The CDC guidelines state that testing should be “job related” and “consistent with business necessity” per the ADA. Testing issues and requirements seem to change frequently so staff would need to continuously monitor the CDC guidelines. For example, the most recent update of the CDC Overview of Testing for SARS-CoV-2 (COVID-19 August 1, 2021 Revision) has a section entitled “Considerations for Testing in Different Scenarios-Diagnostic Testing; Screening Testing”. It appears that screening testing for unvaccinated employees is not limited in frequency so long as it meets the job related and business necessity tests described above.

9. Can TVWD require testing of employees who meet one of the exemption/exceptions from vaccination?

Yes, testing can be mandated. This is in addition to other potential accommodations such as masking, distancing and/or remote working. Employees can be assigned to an isolated work area or modification of the employee’s work schedule to reduce interactions with other employees or customers. It all comes back to what is effective and reasonable. As with any workplace decision where protected classifications are involved, it is important to make sure the decision is non-discriminatory or non-retaliatory.
10. Can TVWD restrict out-of-town travel for seminars, conferences, etc. to only vaccinated employees?

*Underlying this question is the assumption that an employee could be exposed to, and thereafter infect coworkers upon return to the workplace. Certainly, prohibition of all travel for all employees could be implemented. At the time of this report, staff has not found EEOC or CDC guidance on this question of travel only for vaccinated employees. The question would be whether that is wise because of the ability of the variant to infect a vaccinated person. But it is probably safe to say that any employer has the unilateral right to change or modify terms and conditions of employment in a non-union workplace so long as the change is not discriminatory or retaliatory, and compatible with TVWD policies and practices.*

**Additional Information and Considerations:**

**A.** If the Board chooses to mandate vaccinations. The outstanding issues and questions posed require a review of various publications and guidance from the EEOC, Bureau of Labor and Industries (BOLI) and CDC. BOLI’s recent publication *COVID Vaccinations and the Workplace* includes suggested first steps in mandating vaccines:

1. Provide employees with as much advance notice and information as possible.
2. Provide a path(s) for questions. Particularly have a clear path for employees to pursue the exemptions/exceptions.
3. Consider whether TVWD provides the vaccination on site with a contractor or have the employee make arrangements from a health care provider. There may be considerations about the best way to handle this and staff would need to provide the Board with further input.

**B.** Proof of Vaccination. Staff will need to advise the Board on the preferred method of proof such as the original card provided at the vaccination point, an additional note confirming the vaccination from the health care provider, etc.

**C.** Costs. Based on the information to date, the cost of testing would be approximately $200 per employee per test. Based on recent information provided by UnitedHealthcare, 94 employees have been vaccinated. Up to 31 unvaccinated employees would need testing. Each round of testing would cost approximately $6,200. For a year of once per week testing, the amount would be approximately $322,400. Perhaps a bigger question is whether a contractor would be available to perform the work.

**Options**

Staff makes no recommendation, and the options below are not in order of preference. Attached is a summary of what our peer agencies are doing as of the date of this report. Staff has attached two alternate draft resolutions with alternate outcomes. Alternate #1 mandates vaccinations. Alternate #2 encourages, but does not mandate, vaccinations. Under either scenario, the remainder of the resolution would implement any additional testing or other items. If the Board chooses to act, staff may need to
revise the resolution with Board direction and authorization for the Board President and Secretary to
sign outside of the meeting when it is in final form.

1. Mandate vaccinations subject to exemptions/exceptions with a sufficient lead time for process
   and dates for compliance. Direct staff to develop the plan and report back.

2. Require testing of all unvaccinated employees, including direction on mechanisms and costs.

3. Require testing of all unvaccinated employees unless they work from home.

4. In conjunction with testing, include other measures such as masking, distancing, work from
   home or other accommodations for all employees.

5. Maintain status quo. No testing, but implement masking, distancing, work from home or other
   accommodations for all employees. Wait for peer agencies to act.

Possible Motions
Alternate #1. I move that the Board adopt a resolution mandating vaccinations for all District employees
except an employee who has a disability or religious belief that prevents him or her from receiving the
vaccination. I further move that the resolution set the time for vaccination compliance by delivery of
proof of vaccination to the District or a submitted request for exemption no later than October 20, 2021
and that the Chief Executive Officer is directed to implement a testing program for all unvaccinated
employees at District expense and otherwise develop and take all steps necessary to implement the
resolution.

Alternate #2. I move that the Board adopt a resolution directing the Chief Executive Officer to encourage
vaccinations of all District employees except an employee with a disability or religious belief that
prevents him or her from receiving the vaccination. I further move that the Chief Executive Officer
immediately implement a testing program for all unvaccinated employees at District expense and
otherwise develop and take all steps necessary to implement the resolution.

Budget Impact:
If the Board chooses to mandate testing of employees, the cost is estimated to be $200 per test per
employee. The budget impact will depend on the number of employees and frequency of testing
selected by the Board. Based on recent information provided by UnitedHealthcare, 94 employees have
been vaccinated. Up to 31 unvaccinated employees would need testing. Each round of testing would
cost approximately $6,200. For a year of once per week testing, the amount would be approximately
$322,400.

Staff Contact Information:
Tom Hickmann, PE; Chief Executive Officer; 503-848-3088; tom.hickmann@tvwd.org

Attachment:
Survey of Other Entities
Proposed resolution
**Management Staff Initials:**

<table>
<thead>
<tr>
<th>Position</th>
<th>Initials</th>
<th>Role</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Executive Officer</td>
<td>TRH</td>
<td>Customer Service Manager</td>
<td>AC</td>
</tr>
<tr>
<td>Chief Engineer</td>
<td>CP</td>
<td>IT Services Director</td>
<td>TBA</td>
</tr>
<tr>
<td>Chief Financial Officer</td>
<td>QRA</td>
<td>Human Resources Director</td>
<td>QB</td>
</tr>
<tr>
<td>General Counsel</td>
<td>CB</td>
<td>Water Supply Program Director</td>
<td>DBO</td>
</tr>
<tr>
<td>Agency</td>
<td>Vaccinations Mandatory (Current and/or New Employees)</td>
<td>Required Testing</td>
<td>Travel</td>
</tr>
<tr>
<td>----------------------</td>
<td>-------------------------------------------------------</td>
<td>------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Beaverton</td>
<td>No. Will be considering mandatory vaccinations</td>
<td>None</td>
<td>Allowed as normal</td>
</tr>
<tr>
<td>Clark Public Utilities</td>
<td>No</td>
<td>None</td>
<td>Not allowed</td>
</tr>
<tr>
<td>Clean Water Services</td>
<td>No. Will be considering mandatory vaccinations</td>
<td>None. Will be considering testing all employees regardless of vaccination status</td>
<td>Not allowed unless staff receives special approval as a justified business need</td>
</tr>
<tr>
<td>Gresham</td>
<td>No. Waiting to see if the Governor’s mandate for health care workers includes firefighters</td>
<td>None</td>
<td>Allowed as normal</td>
</tr>
<tr>
<td>Hillsboro</td>
<td>No</td>
<td>None. Will be considering weekly testing for the unvaccinated</td>
<td>Allowed as normal</td>
</tr>
<tr>
<td>PGE</td>
<td>No. Not likely to mandate</td>
<td>Employer-paid rapid testing through Legacy Health for any employee who has had close contact with an infected person</td>
<td>Only critical travel allowed with senior management approval. May update guidance to follow CDC travel recommendations</td>
</tr>
<tr>
<td>THPRD</td>
<td>No</td>
<td>None. Want to conduct a financial analysis of whether employer-requested or mandated testing would be covered by free testing or paid by the employer</td>
<td>Allowed as long as there is quarantine or testing afterwards</td>
</tr>
<tr>
<td>TVF&amp;R</td>
<td>No. Waiting to see if the Governor’s mandate for health care workers includes firefighters</td>
<td>None</td>
<td>Allowed as normal</td>
</tr>
<tr>
<td>Washington County</td>
<td>No. Will be considering mandatory vaccinations</td>
<td>None. Will be considering weekly testing for the unvaccinated if vaccinations are made mandatory; likely paid by the County</td>
<td>If restrictions implemented, would be the same for vaccinated and unvaccinated; some staff with mandatory training may be exempt</td>
</tr>
</tbody>
</table>
RESOLUTION NO. 09-21

A RESOLUTION OF THE BOARD OF COMMISSIONERS MANDATING COVID-19 VACCINATIONS FOR ALL DISTRICT EMPLOYEES EXCEPT THOSE EMPLOYEES WHO HAVE A DISABILITY OR RELIGIOUS BELIEFS AND DIRECTING THE CHIEF EXECUTIVE OFFICER TO IMPLEMENT A TESTING PROGRAM FOR UNVACCINATED EMPLOYEES.

WHEREAS, the Board of Commissioners (Board) recognizes the tremendous efforts of staff to continue the high level of operation, maintenance, capital construction and customer service for the District since March 2020, while under the constraints of COVID-19; and

WHEREAS, the Board lauds and supports the efforts of the Chief Executive Officer and staff to develop and implement safe workplace practices considering COVID-19 and variant conditions, unless employees had approval from their supervisor to work from home; and

WHEREAS, the Board is concerned that the advent of the Delta variant (and other variants) are rising nationwide and that Oregon and the tri-county area have followed this nationwide trend; and

WHEREAS, while the District has achieved an employee vaccination rate over 70%, the Board is concerned that the variants can infect vaccinated and unvaccinated people, that unvaccinated people are within the highest risk group for infection by variants and vaccinated people susceptible to infection or to be asymptomatic carriers who could spread infection; and

WHEREAS, the Board finds that the impact of the variants affects the health of all vaccinated and unvaccinated employees and, in addition to personal impacts, the unavailability of personnel could adversely impact District operations and functions; and

WHEREAS, the Board finds that the most prudent and effective method to minimize and mitigate this negative impact is for District employees to be vaccinated, except where an employee is in a protected exempt classification.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TUALATIN VALLEY WATER DISTRICT THAT:

Section 1: The Board of Commissioners hereby mandates that all District employees shall be vaccinated against COVID-19, except those that are exempt by a disability or religious beliefs.

Section 2: Unless exempt, all employees shall provide proof of vaccination compliance by delivery of documentation acceptable to the District no later than October 20, 2021. Those employees seeking an exemption shall submit a request for exemption on forms approved by the District no later than October 20, 2021.

Section 3: The Chief Executive Officer is directed to immediately implement a _______ time(s) per week testing program for all unvaccinated employees at District expense.
Section 4: The Chief Executive Officer is directed to develop the method and process for employees to claim exempt status, determine the form of acceptable proof of vaccination and take all other steps necessary to implement this resolution.

Approved and adopted at a regular meeting held on the 18th day of August 2021.

_______________________________  ______________________________
Todd Sanders, President           Jim Doane, Secretary
RESOLUTION NO. 09-21

A RESOLUTION OF THE BOARD OF COMMISSIONERS DIRECTING THE CHIEF EXECUTIVE OFFICER TO TAKE REASONABLE AND NECESSARY STEPS TO INCREASE THE COVID-19 VACCINATION RATE AMONG DISTRICT EMPLOYEES AND IMPLEMENT A TESTING PROGRAM FOR UNVACCINATED EMPLOYEES.

WHEREAS, the Board of Commissioners (Board) recognizes the tremendous efforts of staff to continue the high level of operation, maintenance, capital construction and customer service for the District since March 2020, while under the constraints of COVID-19; and

WHEREAS, the Board lauds and supports the efforts of the Chief Executive Officer and staff to develop and implement safe workplace practices considering COVID-19 and variant conditions, unless employees had approval from their supervisor to work from home; and

WHEREAS, the Board is concerned that the advent of the Delta variant (and other variants) are rising nationwide and that Oregon and the tri-county area have followed this nationwide trend; and

WHEREAS, while the District has achieved an employee vaccination rate over 70%, the Board is concerned that the variants can infect vaccinated and unvaccinated people, that unvaccinated people are within the highest risk group for infection by variants and vaccinated people susceptible to infection or to be asymptomatic carriers who could spread infection; and

WHEREAS, the Board finds that the impact of the variants affects the health of all vaccinated and unvaccinated employees and, in addition to personal impacts, the unavailability of personnel could adversely impact District operations and functions; and

WHEREAS, the Board finds that the most prudent and effective method to minimize and mitigate this negative impact is for District employees to be vaccinated, except where an employee is in a protected exempt classification.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TUALATIN VALLEY WATER DISTRICT THAT:

Section 1: The Chief Executive Officer is directed to take reasonable steps to increase the vaccination rate among District employees to as close as possible to 100%, with deference to employees who are in legally protected classifications for a disability or religious beliefs.

Section 2: The Chief Executive Officer is directed to immediately implement a ______ time(s) per week testing program for all unvaccinated employees at District expense, masking, alternate work arrangements and other steps necessary to implement this resolution.

Approved and adopted at a regular meeting held on the 18th day of August 2021.

_________________________________________  _________________________________
Todd Sanders, President                        Jim Doane, Secretary

Page 1 of 1