



TUALATIN VALLEY
WATER DISTRICT

TVWD BOARD OF COMMISSIONERS

President Todd Sanders, PhD | Vice President Carl Fisher

Secretary Jim Doane, PE | Treasurer Elliot Lisac | Commissioner Jim Duggan, PE

Board Meeting Agenda

February 21, 2024

REGULAR SESSION – 6:00 PM – TVWD HEADQUARTERS

CALL TO ORDER

REPORTS BY THE CHIEF EXECUTIVE OFFICER AND MANAGEMENT STAFF

COMMISSIONER COMMUNICATIONS

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

PUBLIC COMMENT

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

1. CONSENT AGENDA

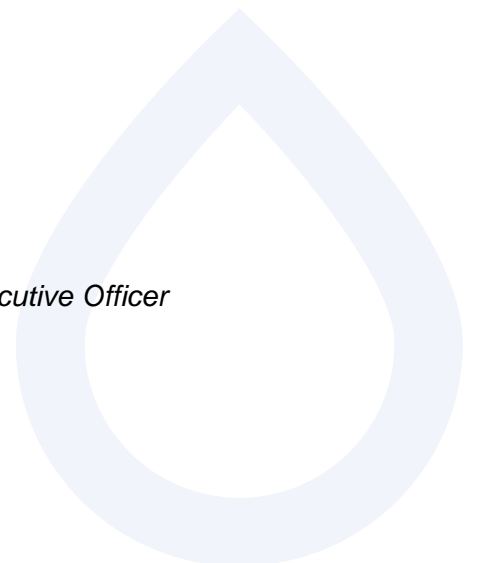
These items are considered to be routine and may be approved in one motion without separate discussion. Any Board members may request that an item be removed by motion for discussion and separate action. Any items requested to be removed from the Consent Agenda for separate discussion will be considered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

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

2. BUSINESS AGENDA

- A. Adopt Regional Principles. *Staff Report – Paul Matthews, Chief Executive Officer*

ADJOURNMENT



If you wish to attend this meeting remotely or in person, please email sam.kaufmann@tvwd.org or call 503-848-3094 by 4:30 p.m. on February 21, 2024.

The meeting is accessible to persons with disabilities and those who need qualified bilingual interpreters. A request for an interpreter for the hearing impaired, a bilingual interpreter or for other accommodations should be made at least 72 hours before the meeting to the contact listed above.

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





TUALATIN VALLEY
WATER DISTRICT

Board Meeting Minutes

January 17, 2024

REGULAR MEETING – 6:01 PM

CALL TO ORDER

Commissioners Present: Jim Doane, PE; Jim Duggan, PE; Carl Fisher; Elliot Lisac, Todd Sanders, PhD

Staff Present: Paul Matthews, Chief Executive Officer; Clark Balfour, General Counsel; Justin Carlton, Interim Chief Financial Officer; Pete Boone, PE, Chief Operating Officer; Dave Kraska, PE, Water Supply Program Director; Andrew Carlstrom, Customer Service Manager; Justin Dyke, Communications Manager; Kylie Bayer, Human Resources Director; Tim Boylan, IT Services Director; and Sam Kaufmann, District Recorder.

REPORTS BY THE CHIEF EXECUTIVE OFFICER AND MANAGEMENT STAFF

Paul Matthews presented the Chief Executive Officer report.

Commissioner Duggan expressed interest in voting on behalf of the District's Board to fill the Washington County special district seat on the Metropolitan Policy Advisory Committee (MPAC) at the meeting convened by the Special Districts of Oregon (SDAO) on February 21, 2024.

Motion was made by Doane, seconded by Fisher to appoint Commissioner Duggan to vote at the February 21, 2024 meeting convened by SDAO as the Tualatin Valley Water District representative to select the MPAC member representing Special Districts in Washington County. The motion passed unanimously with Doane, Duggan, Fisher, Lisac and Sanders voting in favor.

Pete Boone, PE, updated the Board on the recent weather event.

Tim Boyland presented the department report for IT Services.

COMMISSIONER COMMUNICATIONS

A. Reports of meetings attended.

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

B. Topics to be raised by the Commissioners.

None.

PUBLIC COMMENT

There were none.

1. CONSENT AGENDA

- A. Approve the December 20, 2023, regular meeting minutes.
- B. Consider adoption of the Tualatin Valley Water District Investment Policy.

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

2. BUSINESS AGENDA

- A. Annual adjustment of System Development Charges. Staff Report – Justin Carlton, Interim Chief Financial Officer.

Justin Carlton presented his staff report on the annual adjustment to System Development Charges for the Tualatin Valley Water District.

Motion was made by Doane, seconded by Lisac to adopt Resolution 02-24, a resolution amending System Development Charges for the Tualatin Valley Water District and declaring an effective date. The motion passed unanimously with Doane, Duggan, Fisher, Lisac and Sanders voting in favor.

ADJOURNMENT

There being no further business, President Sanders adjourned the meeting at 7:20 p.m.

Todd Sanders, President

Jim Doane, Secretary









1

METROPOLITAN POLICY ADVISORY COMMITTEE

Washington County Special District Representative

-  SDAO is facilitating a process for a Washington County special district representative to fill a vacancy on the MPAC
-  MPAC advises the Metro Council on the amendment or adoption of the Regional Framework Plan and other matters specified in the Metro Charter
-  MPAC meets monthly, usually on the last Wednesday of the month at 5:00 PM.

2 | 2024 Strategic Plan Report



2

MPAC VACANCY PROCESS

Key Steps

- SDAO will host a meeting on February 21, at 10:00 am, to select the representative
- Representative must be an elected member of a special district within Washington County
- Each interested individual will give a short five-minute presentation on why they are qualified and interested
- Each special district attending will have one vote
- The nominee receiving the greatest number of votes will be the special district representative to MPAC for Washington County
- The nominee receiving the second most votes will have the option to serve as the alternate

3 | 2024 Strategic Plan



3

QUESTIONS FOR THE BOARD

Is a TVWD Board member interested in the MPAC position vacancy?

- More than one board member from a special district could seek the position

Do Commissioners wish to appoint a representative to vote at the February 21 meeting?

- Could be an elected official or staff member

4 | 2024 Strategic Plan



4

WASHINGTON COUNTY SUPPLY LINE



5 | CEO and Management Staff Report



5

OPERATIONAL RESPONSE TO SEVERE WEATHER

- Customer service calls
- Power and SCADA outages
- Supply changes
- Emergency locate requests
- Access and travel challenges
- Internet provider outage
- Coordination with TVFR



6 | CEO and Management Staff Report



6

HIGHLIGHTS ON CUSTOMER SERVICE CALLS

- 207 customer emergency calls over the weekend
- Friday night-Tuesday morning
- Significant call volume Sunday afternoon
- Peak staffing: Dispatcher and 4 pairs of operators
- 47 additional calls Tuesday night into Wednesday morning

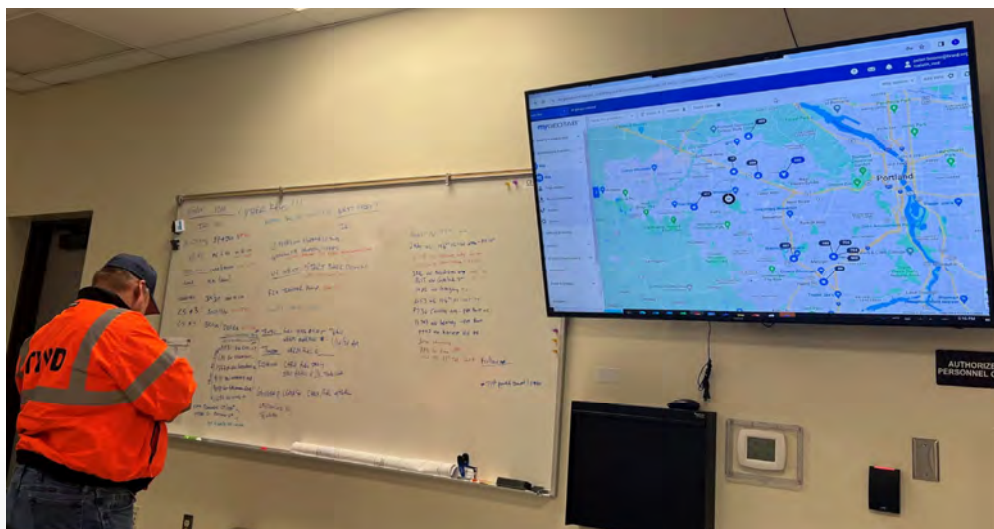


7 | CEO and Management Staff Report



7

RESPONSE COORDINATION



8 | CEO and Management Staff Report



8

POWER OUTAGES CHALLENGE OPERATIONS

Emergency generators provided backup power at:

Ridgewood View Pump Station (86 hours)

Tueful Pump Station (79 hours)

Sunset Pump Station (25 hours)

Thompson Pump Station (8 hours)

Florence Lane Pump Station

1,020 gallons of diesel fuel was delivered



9 | CEO and Management Staff Report



9

SCADA COMMUNICATIONS OUTAGES

- Communications failures by franchised utilities
- Current project underway to improve SCADA resiliency and reliability
- Mobile tools allow real-time access/control of the water system



10 | CEO and Management Staff Report



10

PORTLAND SUPPLY UPDATE

Transitioned to the backdown system to allow connection of MPE to the WCSL
 Portland encountered power outages in the facilities feeding the backdown system
 TVWD transitioned to JWC to relieve impact on Portland's system



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SUPPLY CHANGES



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INCREASED NEED FOR EMERGENCY LOCATES



13 | CEO and Management Staff Report



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DOWNED TREES PRESENT OBSTACLES



14 | CEO and Management Staff Report



14

MORE DOWNED TREES



15 | CEO and Management Staff Report



15

OTHER COLD-WEATHER OBSTACLES



16 | CEO and Management Staff Report



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COORDINATION WITH TVFR



17 | CEO and Management Staff Report



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DEPARTMENT REPORT

IT Services Director Tim Boylan will present the department report this evening.

18 | CEO and Management Staff Report



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TUALATIN VALLEY
WATER DISTRICT

IT DEPARTMENT UPDATE



Tim Boylan
January 17, 2024

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TUALATIN VALLEY
WATER DISTRICT

AGENDA

- Roadmap Principles and Progress
- Key Accomplishments
- Current Initiatives and Performance
- Looking Forward

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2019 – 2025 IT Roadmap Principles

- Support a Flexible and Changing Workforce
- Buy & Integrate vs. Build
- Cloud First (Where Possible)
- Security & Resilience
- Data and Outcome Focused

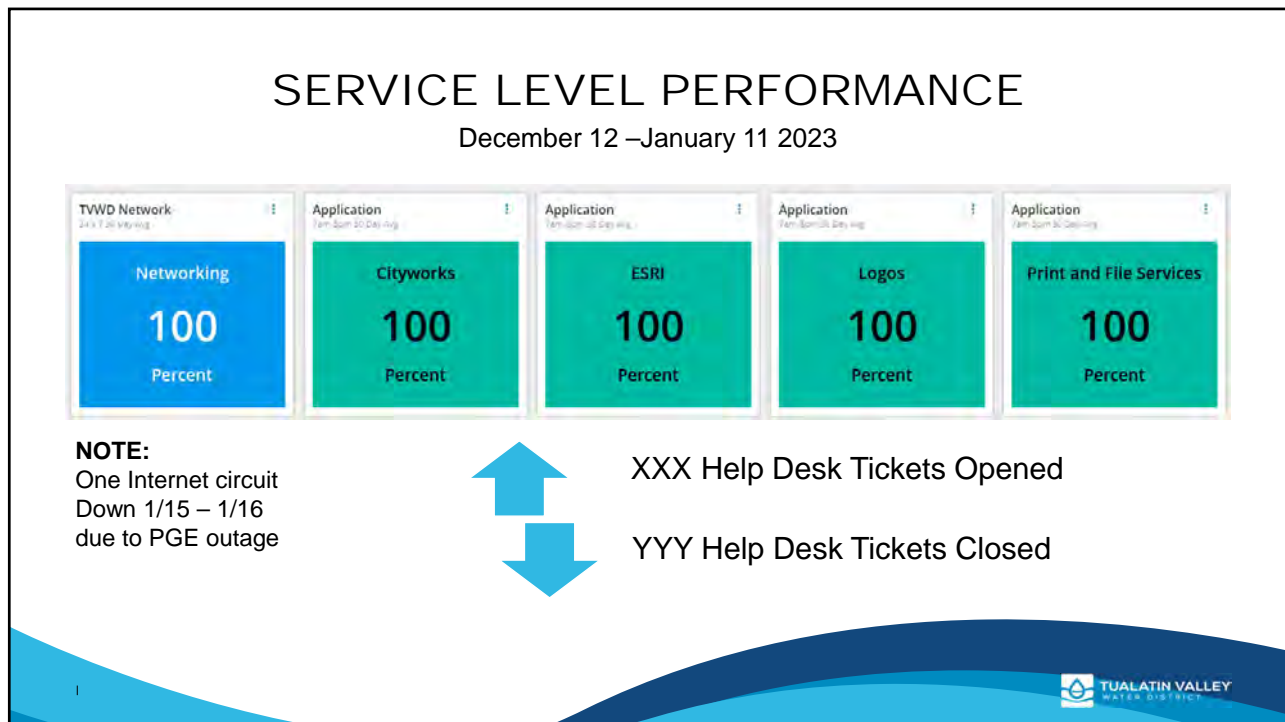



21

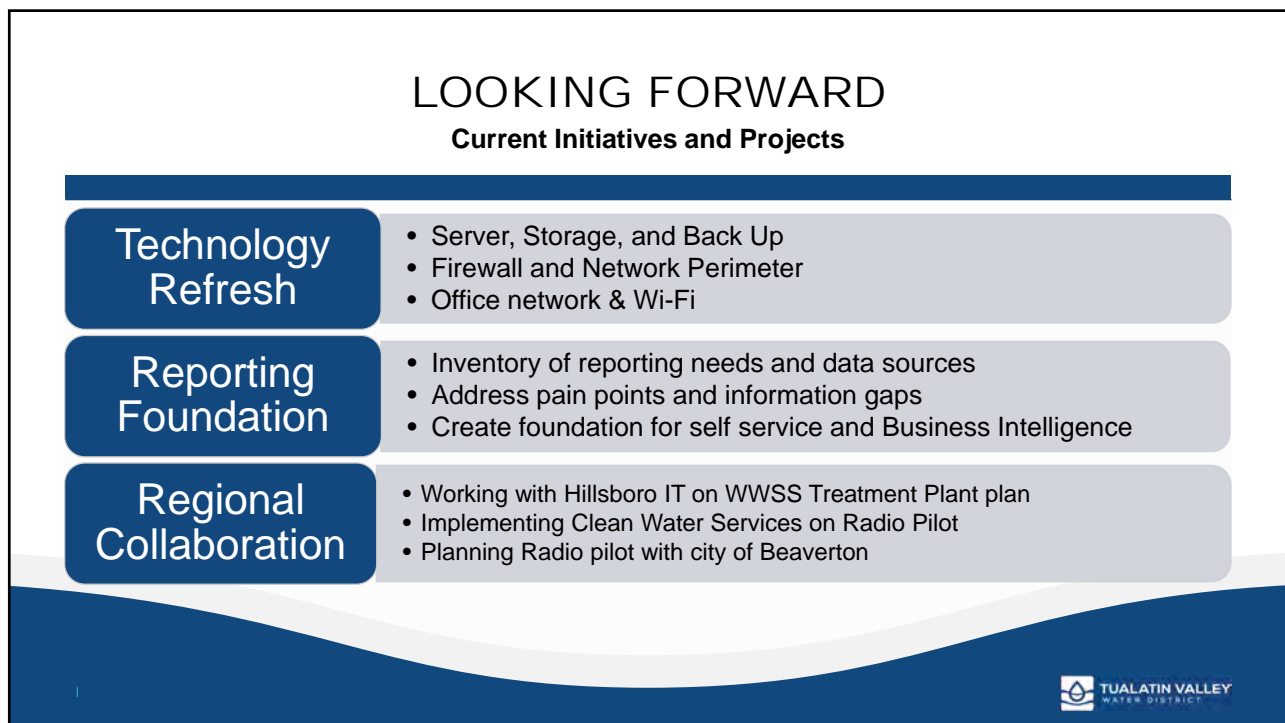
IT ROADMAP PLAN & PROGRESS

<p>2019 – 2021 Service Improvement</p>	<p>2021 – 2023 System Changes</p>	<p>2023 – 2025 Data & Resiliency</p>
<p>Focus Areas: -Self Help Portal Updates -Service Delivery Updates -Increase Flexibility -Support the CIS Project</p>	<p>Focus Areas: -IT Process Updates -Retire Legacy Applications -Organization Updates -Complete the CIS Project</p>	<p>Focus Areas: -Technology Refresh -Data Quality & Reporting -Cybersecurity Improvement -Support WWSS Program</p>
<p>Key Adjustments & Additional Projects -COVID: Remote Worker Support, Phone System Replacement -CIS Stabilization: Integrations, Process Updates, Reporting -Application Projects: NeoGov, GIS, Water Quality, and more</p>		

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CONSENT AGENDA

- A. Approve the December 20, 2023, regular meeting minutes.
- B. Consider annual adoption of the Tualatin Valley Water District Investment Policy.

A presentation slide with a dark blue background and a large, semi-transparent circular graphic on the left. The graphic shows a green stem with a single, clear water droplet hanging from it. At the top center is the Tualatin Valley Water District logo, which consists of a stylized water drop icon above the text "TUALATIN VALLEY WATER DISTRICT". Below the logo, the main title "UPDATE OF SYSTEM DEVELOPMENT CHARGE" is written in white, uppercase letters, followed by the subtitle "Annual Inflationary Adjustment" in a smaller, italicized white font. At the bottom, the name "Justin Carlton" is written in white, uppercase letters, and the date "January 17, 2024" is written in a smaller white font below it.

OVERVIEW

Overview of SDCs

- Process for adjustments
- History on adjustments

Proposed adjustments to SDCs

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

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OVERVIEW OF SDCS

Ordinance 01-12

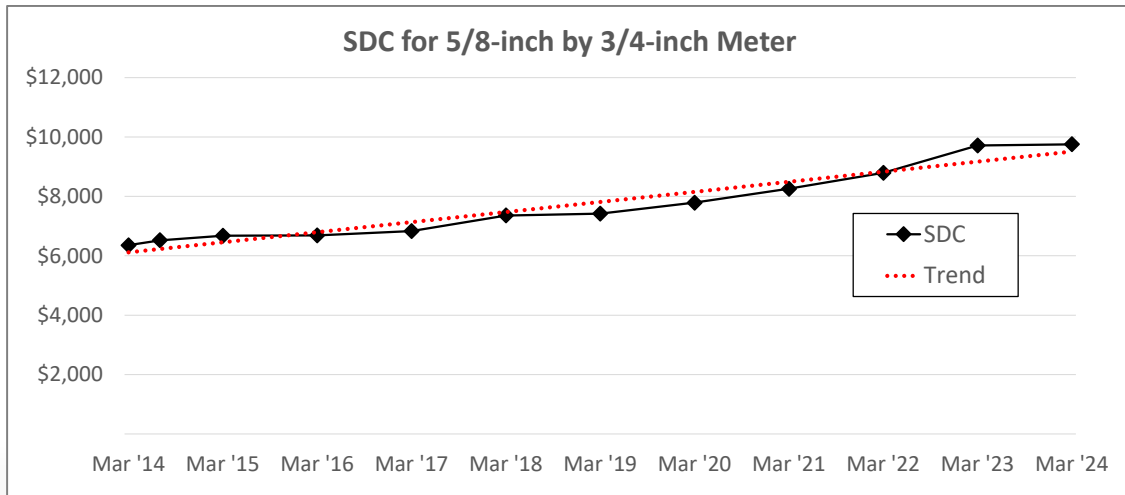
- Enacted by the Board, effective August 17, 2012
- Requires the District to review SDCs annually
- Adjustment in SDCs based on change in *Engineering News Record (ENR) Construction Cost Index (CCI) for Seattle*
- Complies with Oregon law

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HISTORICAL SDC ADJUSTMENTS



Note: The ENR CCI (Seattle) increased 0.39% from December 2022 to December 2023. Proposed SDCs (effective 3/1/2024) presented above and on the following slides, are based on this increase.

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EXISTING AND PROPOSED SDCs (METERS 1-1/2 INCHES OR LESS)

Meter Size	Existing	Proposed	Change
5/8" X 3/4"	\$9,716	\$9,754	\$38
3/4" x 3/4"	\$14,574	\$14,631	\$57
1"	\$24,290	\$24,385	\$95
1-1/2"	\$48,580	\$48,770	\$190

Note: Proposed SDCs based on a 0.39% increase in the ENR CCI (Seattle) from Dec. 2022 to Dec. 2023.

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EXISTING AND PROPOSED SDCs (METERS LARGER THAN 1-1/2 INCHES)

Component	Existing	Proposed	Change
Peak-Day	\$7,991	\$8,021	\$30
Storage	\$1,725	\$1,733	\$8
Total	\$9,716	\$9,754	\$38

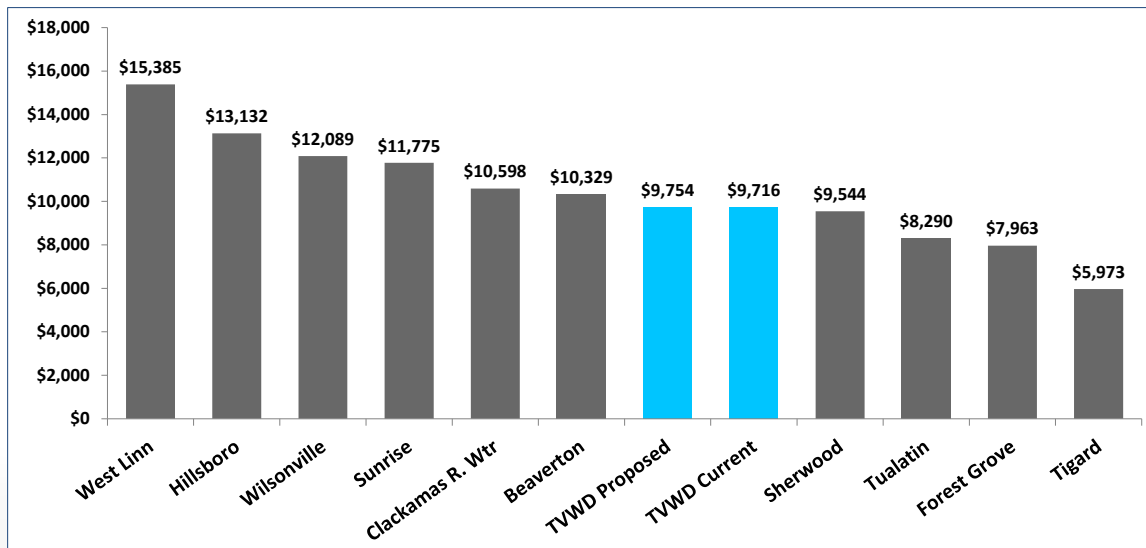
Note: Proposed SDCs based on a 0.39% increase in the ENR CCI (Seattle) from Dec. 2022 to Dec. 2023.

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TVWD SDC COMPARISON TO OTHER COMMUNITIES



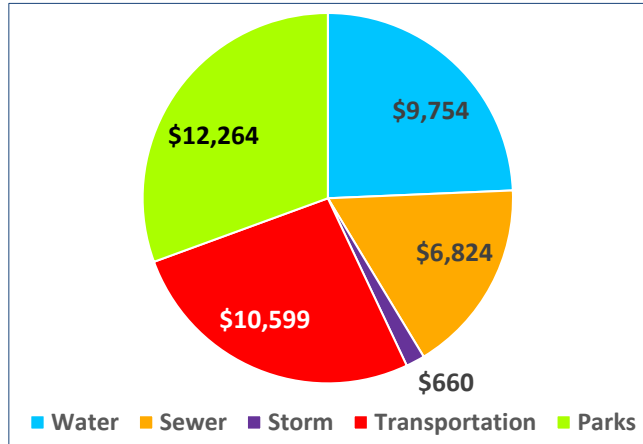
32 |



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COMPARISON TO SDCs FOR OTHER SERVICES

Service	Charge
Water	\$9,754
Sanitary Sewer	6,824
Stormwater Management	660
Transportation Development Tax	10,599
Parks and Recreation	12,264
Total	\$40,101



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STAFF RECOMMENDATION

- Staff recommends the Board adopt Resolution No. 02-24, a resolution amending system development charges for the Tualatin Valley Water District and declaring an effective date.

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Report of Meetings Attended

Commissioner Doane

Date	Meeting or Function	Purpose	\$	Claimed
				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
1/12	JWC/BJOC		50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
1/17	Regular Mtg		50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

18 Jan 2024 _____

Requested by: Jim Doane
Commissioner

OK to donate \$100 to CEAF - SK

Date: _____

Approved by: _____
President





Report of Meetings Attended

Commissioner Jim Duggan

Date	Meeting or Function	Purpose	\$	Claimed
1/09/2024	Wash. Co. CPO #1	Updates – MSTIP – Dev.	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1/10/2024	RWPC Executive Com.	Regular 1/3 Yr. Mtg.	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1/17/2024	TVWD Board Meeting	Regular Monthly Mtg.	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

OK to pay \$150 - SK

Date: 1/17/2024

Requested by: James. J. Duggan

Commissioner

Date: _____

Approved by: _____

President





Report of Meetings Attended

Commissioner:

Date:

Date	Meeting or Function	Purpose	\$	Claimed
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

OK to pay \$250 - SK

Date: _____ Approved by: _____

President Secretary





Report of Meetings Attended

Commissioner Todd Sanders

Date	Meeting or Function	Purpose	\$	Claimed
1/17/24	Monthly meeting	January Monthly meeting	50	X Yes No
1/9/24	Board Agenda Setting meeting	Paul, Comm. Fisher	50	x Yes <input type="checkbox"/> No
1/8/24	Meeting with consultant	Interagency relationships	50	X Yes No
1/10/24	Meeting with Comm. Fisher	Planning for legislative outreach	50	x Yes <input type="checkbox"/> No
1/4/24	Meeting with Paul Matthews	Administrative updated	50	XYes No
1/3/24	Meeting with consultant	Planning for legislative outreach	50	x Yes <input type="checkbox"/> No
1/12/24	BR & JWC meeting	Updates on Barney Res. and Joint Water Comm.	50	x Yes <input type="checkbox"/> No
				x Yes <input type="checkbox"/> No
				x Yes <input type="checkbox"/> No
				X Yes <input type="checkbox"/> No
				X Yes <input type="checkbox"/> No
				X Yes <input type="checkbox"/> No
				X Yes <input type="checkbox"/> No
				X Yes <input type="checkbox"/> No

Date: 1/17/2024

Requested by: Todd Sanders
Commissioner

OK to pay \$350 - SK

Date: _____

Approved by: _____
President



From: [Todd Sanders](#)
To: [Sam Kaufmann](#)
Subject: Re: January meetings attended
Date: Tuesday, January 30, 2024 11:28:03 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)

I approve the Jan 2024 meeting minutes for Commissions Doane, Duggan and Fisher.

Todd Sanders

Get [Outlook for Android](#)

From: Sam Kaufmann <Sam.Kaufmann@tvwd.org>
Sent: Monday, January 29, 2024 12:32:09 PM
To: Todd Sanders <Todd.Sanders@tvwd.org>
Subject: RE: January meetings attended

Hi Todd,

Just a reminder to please sign off on the meeting attended forms.

Thanks,



Reliable, resilient
and safe water

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



IMPORTANT: The contents of this email and any attachments are confidential. They are intended for the named recipient(s) only. If you have received this email by mistake, please notify the sender immediately and do not disclose the contents to anyone or make copies thereof.

From: Sam Kaufmann
Sent: Wednesday, January 24, 2024 1:02 PM
To: Todd Sanders <Todd.Sanders@tvwd.org>
Subject: January meetings attended

Hi Todd,

Do you approve of the attached meetings attended forms for Commissioners, Doane, Duggan and Fisher? I'm still waiting for Commissioner Lisac's meeting attended form.

Thanks,



Reliable, resilient
and safe water

Sam Kaufmann

District Recorder

He/Him

Phone: 503.848.3094

sam.kaufmann@tvwd.org



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From: [Jim Doane](#)
To: [Sam Kaufmann](#)
Subject: Re: January meetings attended for Commissioner Sanders
Date: Thursday, February 1, 2024 9:10:03 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

I approve, Sorry I didn't catch it.
Jim
Sent from my iPhone

On Feb 1, 2024, at 17:19, Sam Kaufmann <Sam.Kaufmann@tvwd.org> wrote:

Hi Jim,

It's come to my attention that I sent you commissioner Duggan's meetings attended form instead of Commissioner Sanders. I've attached Todd's form to this email. Do you approve?

Thanks,

<image001.png><image002.png> **Sam Kaufmann**

District Recorder

He/Him

Phone: 503.848.3094

sam.kaufmann@tvwd.org

[<image003.png>](#)

[<image004.png>](#)

[<image009.png>](#)

[<image007.png>](#)

<image008.png>

IMPORTANT: The contents of this email and any attachments are confidential. They are intended for the named recipient(s) only. If you have received this email by mistake, please notify the sender immediately and do not disclose the contents to anyone or make copies thereof.

<Meetings Attended Form-ToddSanders-Jan2024.pdf>



TUALATIN VALLEY
WATER DISTRICT

Board Work Session Minutes

February 6, 2024

WORK SESSION – 6:02 PM

CALL TO ORDER

Commissioners Present: Jim Doane, PE; Jim Duggan, PE; Carl Fisher; Elliot Lisac, Todd Sanders, PhD

Staff Present: Paul Matthews, Chief Executive Officer; Clark Balfour, General Counsel; Justin Carlton, Interim Chief Financial Officer; Pete Boone, PE, Chief Operating Officer; Dave Kraska, PE, Water Supply Program Director; Andrew Carlstrom, Customer Service Manager; Justin Dyke, Communications Manager; Tim Boylan, IT Services Director; and Sam Kaufmann, District Recorder.

ANNOUNCEMENTS

Paul Matthews presented the Chief Executive Officer announcements.

DISCUSSION ITEMS

- A. Willamette Water Supply System Commission Update. *Staff Report – Dave Kraska, PE, Willamette Water Supply Program Director.*

Dave Kraska, PE, gave his update on the Willamette Water Supply System Commission.

- B. Update on Revised District Priorities. *Staff Report – Paul Matthews, Chief Executive Officer.*

Paul Matthews introduced his staff report on the revised District priorities. His presentation also included updates to the priorities for the Administrative Services Department excluding the Communications Division. His report also included the revised priorities for the Human Resources Division..

Commissioner Lisac felt it's important that by the 27-29 biennium, the Board is presented with budget recommendations that can be tied to Key Performance Indicators which can be used to monitor progress on the District's strategic plan.

Justin Carlton, Pete Boone, PE; Andrew Carlstrom, Justin Dyke, and Tim Boylan each presented revised District priorities for their respective departments/divisions.

Commissioner Fisher requested staff incorporate language into the legislative strategies on continued public ownership of the Tualatin Valley Water District. Paul Matthews replied he would work with staff to add language to both the federal and state legislative strategies regarding public ownership.

The Board felt there was no need for formal approval of the revised District priorities and asked that Paul Matthews update the Board on District priorities only when necessary.

A. Beaverton Intergovernmental Agreement (2018). *Staff Report – Paul Matthews, Chief Executive Officer; Clark Balfour, General Counsel*

Postponed until a later date.

ADJOURNMENT

There being no further business, President Sanders adjourned the meeting at 8:05 p.m.

Todd Sanders, President

Jim Doane, Secretary

DRAFT





1


Update on TVWD Recruitments

Positive Trends

- 17% increase in number of total applications received in 2023 compared to 2022 (internal and external recruitments).
- 16% increase in number of applications per recruitment in 2023 compared to 2022 (external recruitments only).

Contributing Factors

- TVWD's use of technology to reach candidates, promote recruitments, and to engage with candidates.
- Engaging and informative job announcements.
- Potential changes in the labor market.



2

Pump Station project open house

189th Pump Station

- Project team will host an open house & meet the contractor event on Thursday, February 15, from 5:00 to 7:00 p.m.
- Nearby customers have received post cards and emails
- Customers nearby the site will learn more about the project, its improvements to the water system, and construction impacts.



3

WWSS Grant Technical correction

- At the February regular meeting, staff will ask the Board to adopt a resolution requesting the Environmental Protection Agency implement a technical correction to the \$3 million grant awarded to the District, updating the recipient to the Willamette Water Supply System.
- The EPA also recommended combining the \$3 million award with the \$1 million award already reassigned to the WWSS, to streamline the application process, and reduce the administrative and compliance requirements for the grants.
- This action will also increase the fixability for the use of the grant funds.
- A similar resolution requesting will be brought the WWSS Board at its April meeting.



4

Recommended Changes to Future Board MEETING Schedule

June Regular Meeting

- The scheduled regular board meeting for June falls on Juneteenth (June 19) which is an observed District and federal holiday.
- Staff recommends that the June 19 regular meeting be rescheduled to June 26, 2024.

July 2nd Work Session

- The July work session is scheduled for July 2nd, two days before Independence Day
- The work session would be held in the week immediately following the June regular meeting if that's rescheduled
- Staff recommend canceling the July 2 work session

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Board Communications Log

There were no updates to the Board Communications Log this month.

|



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Willamette Water Supply
Our Reliable Water

**Willamette Water Supply System Commission
Update**

**TVWD Board Work Session
February 6, 2024**

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Outline

```
graph LR; A[Review February WWSS Commission Board Meeting Agenda] --> B[Review Approvals and Procurements Forecast]; B --> C[Update on WWSP Activities]
```

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

Willamette Water Supply
Our Reliable Water

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REVIEW FEBRUARY WWSS COMMISSION BOARD MEETING AGENDA

Willamette Water Supply
Our Reliable Water

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Willamette Water Supply System Commission February 1, 2024 Board Meeting Agenda

1. General Manager's Report
2. Public Comment
3. Consent Agenda
 - A. Approve the December 7, 2023 meeting minutes
 - B. Accept Financial Statement and Report of Independent Auditor for the Fiscal Year ended June 30, 2023
4. Business Agenda
 - A. Election of Officers
5. Information Items
 - A. Water Treatment Plant Schedule Recovery Progress Update
 - B. Planned April Business Agenda items
 - C. The next Regular Board Meeting scheduled on April 4, 2024

Willamette Water Supply
Our Reliable Water

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REVIEW APPROVALS AND PROCUREMENTS FORECAST



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Approvals and Procurements Forecast for December 2023 – April 2024
Program Baseline or Related Plans

Description	Program Director	WWSS Management Committee	WWSS Commission Board
WWSP 2024 Rebaseline Schedule and Budget and WWSS Fiscal Year 2024-2025 Work Plan and Budget	N/A	3/21/2024	4/4/2024



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Approvals and Procurements Forecast for December 2023 – April 2024

Real Estate

Description	Program Director	WWSS Management Committee	WWSS Commission Board
None	--	--	--



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Approvals and Procurements Forecast for December 2023 – April 2024

IGAs, MOUs, Permit Commitments

City of Tigard

- *PLM_4.3 Temporary Commissioning Discharge Facility IGA (June)*



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Approvals and Procurements Forecast for December 2023 – April 2024

Contracts

Title	Goal	Value	Key Dates
None	--	--	--

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Approvals and Procurements Forecast for December 2023 – April 2024

Contract Amendments and Change Orders*

Title	Goal	Value	Key Dates
WTP_1.0 GMP2 for Construction	Construct GMP2 scope that covers landscaping, asphalt, curbs, sidewalks, striping, signage, and fencing	\$11.6M	WWSS Board Approval: 12/7/2023
WTP_1.0 GMP3 for Construction	Perform finished water system startup and commissioning	TBD	WWSS Board Approval: 4/4/2024
Permitting Services Contract Amendment for Next One-year Period	System-wide permitting services for the next year	\$1.4M	WWSS Board Approval: 4/4/2024

*having values higher than the Program Director's authority

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Approvals and Procurements Forecast for December 2023 – April 2024

Local Contract Review Board Rule Exemption

Title	WWSS Management Committee Approval	WWSS Board Informational Item	WWSS Board Consider Approval
None	--	--	--




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Approvals and Procurements Forecast for December 2023 – April 2024

Other

Description	Program Director	WWSS Management Committee	WWSS Commission Board
Board Action Related to WWSP Performance Audit	--	3/21/2024	4/4/2024



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WWSP Schedule Recovery Progress Update
WWSP Construction Updates

UPDATE ON WWSP ACTIVITIES

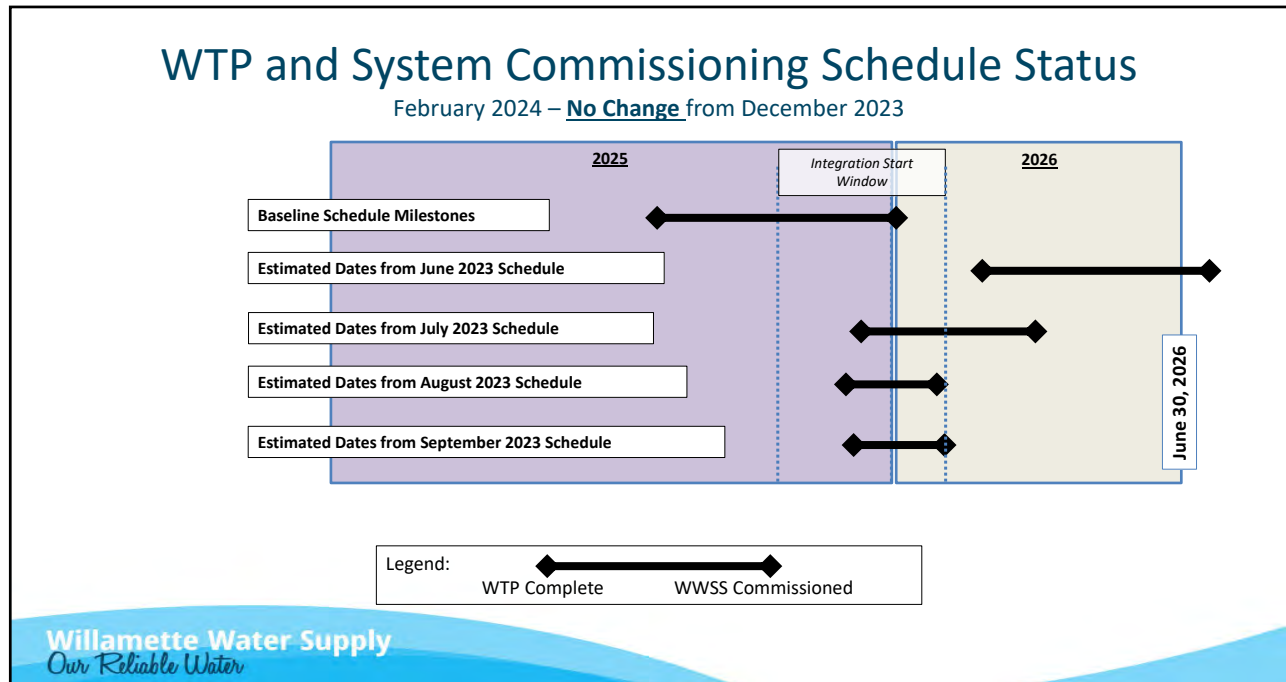
Willamette Water Supply
Our Reliable Water

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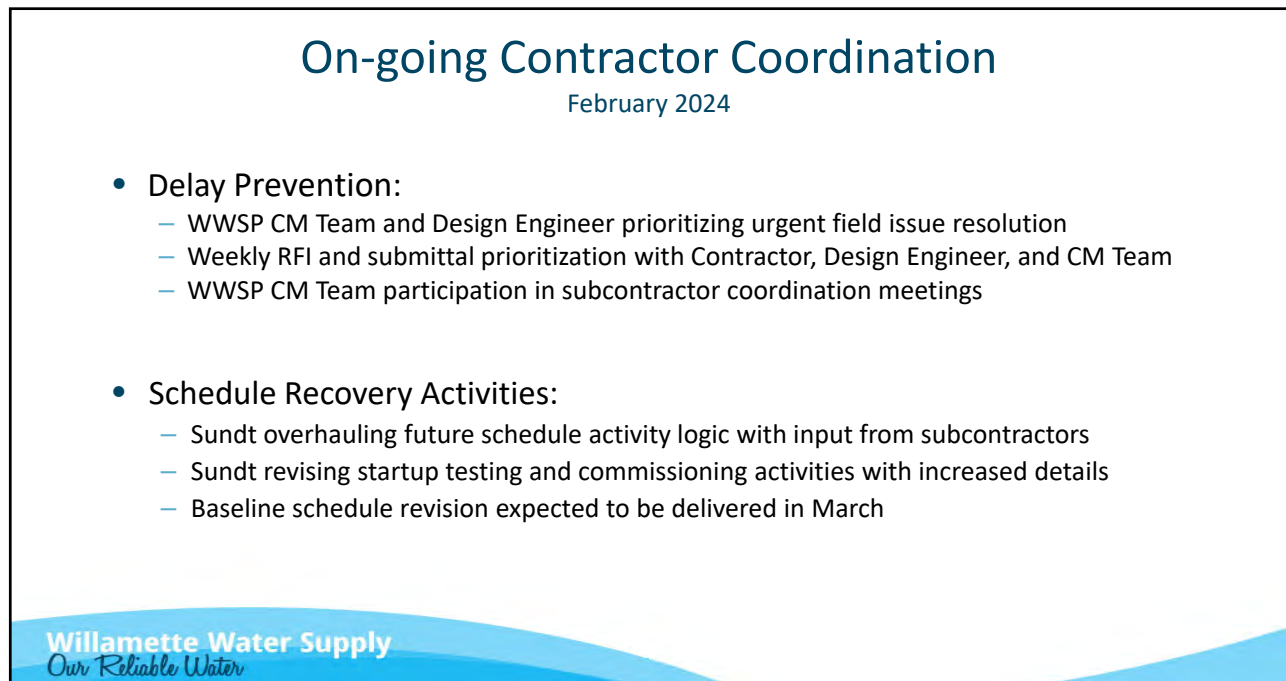
WWSP SCHEDULE RECOVERY PROGRESS UPDATE

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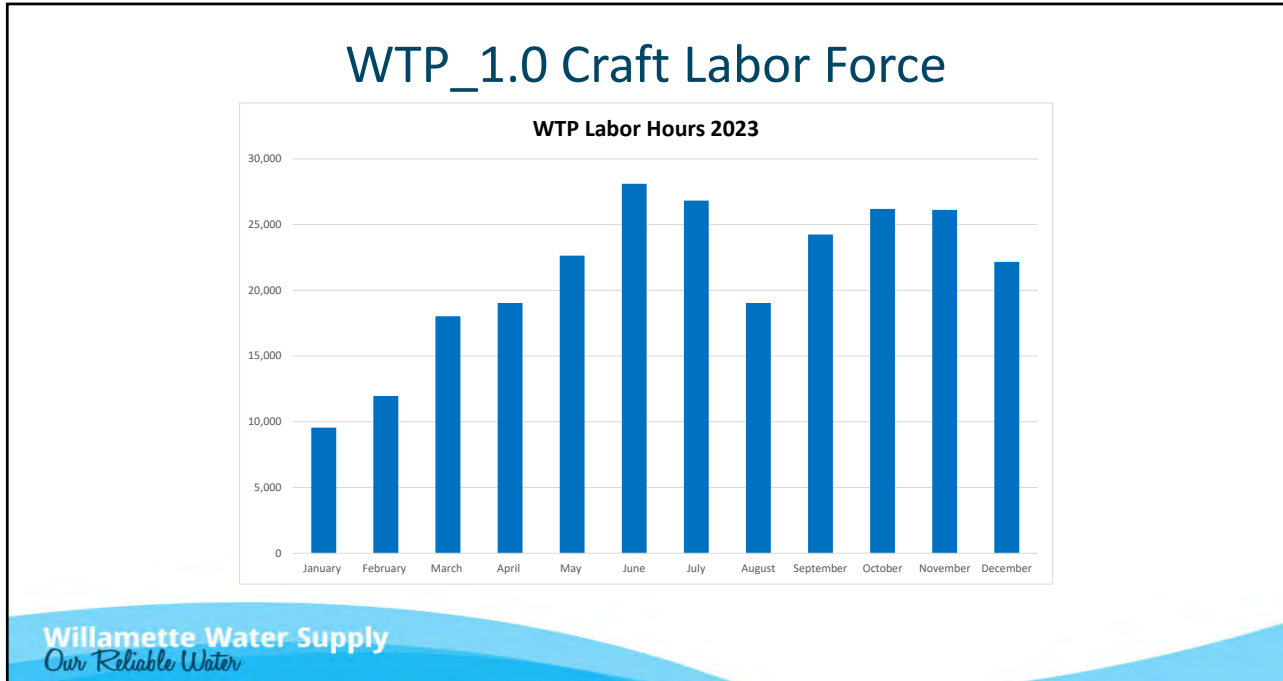
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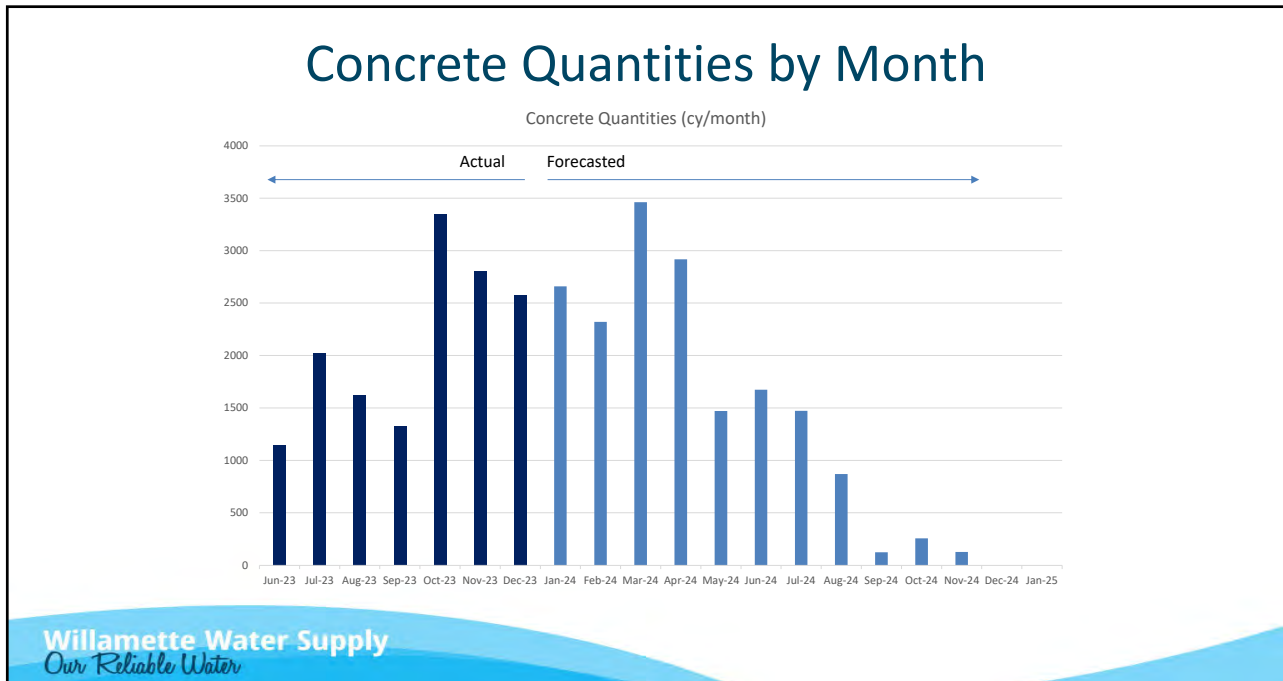
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22



23



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Questions?

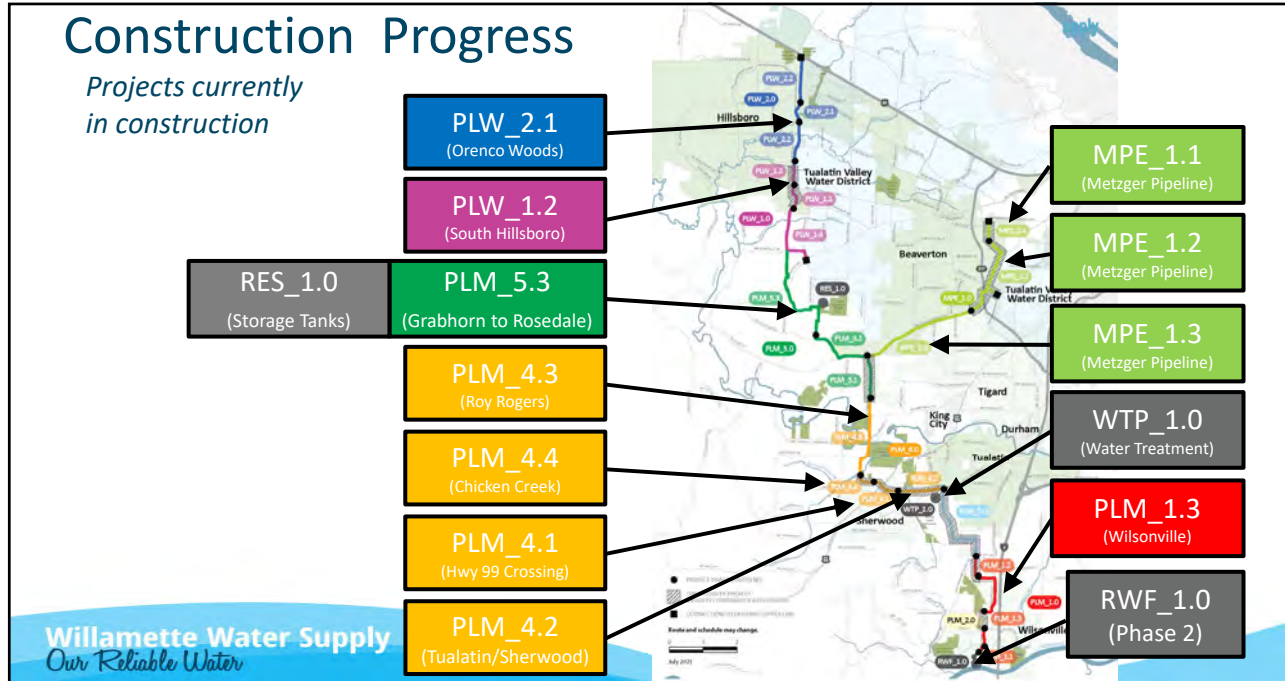


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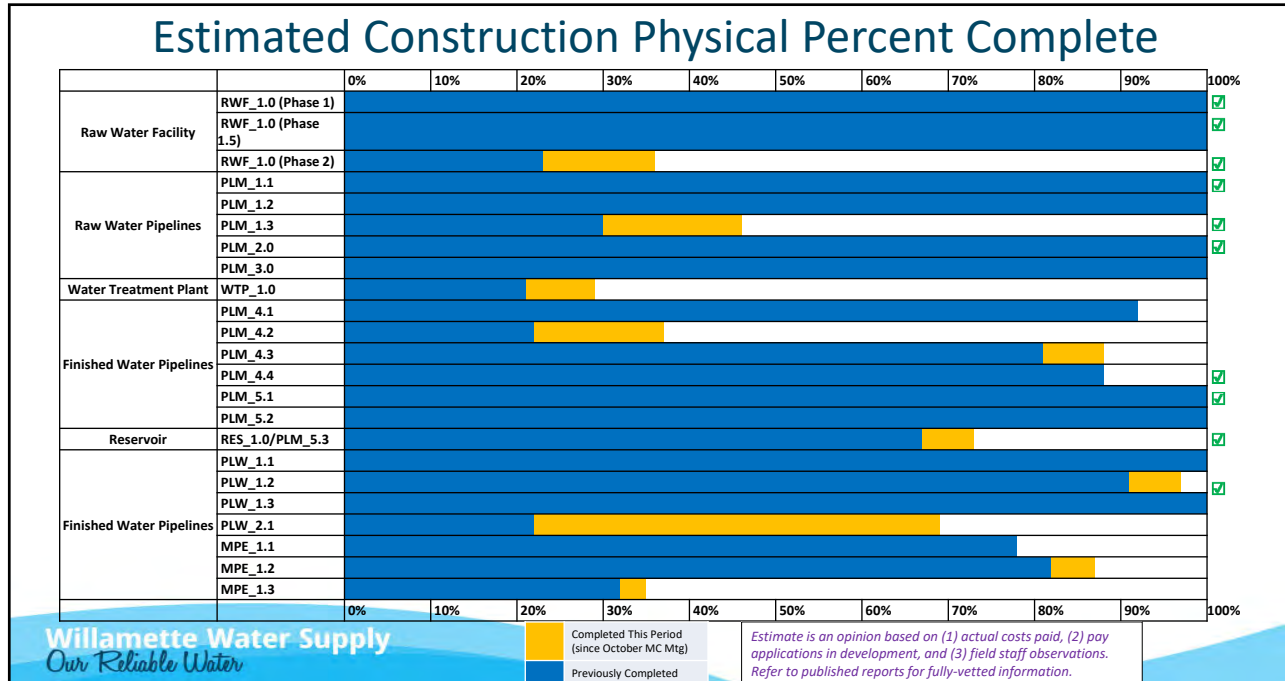
WWSP CONSTRUCTION UPDATES

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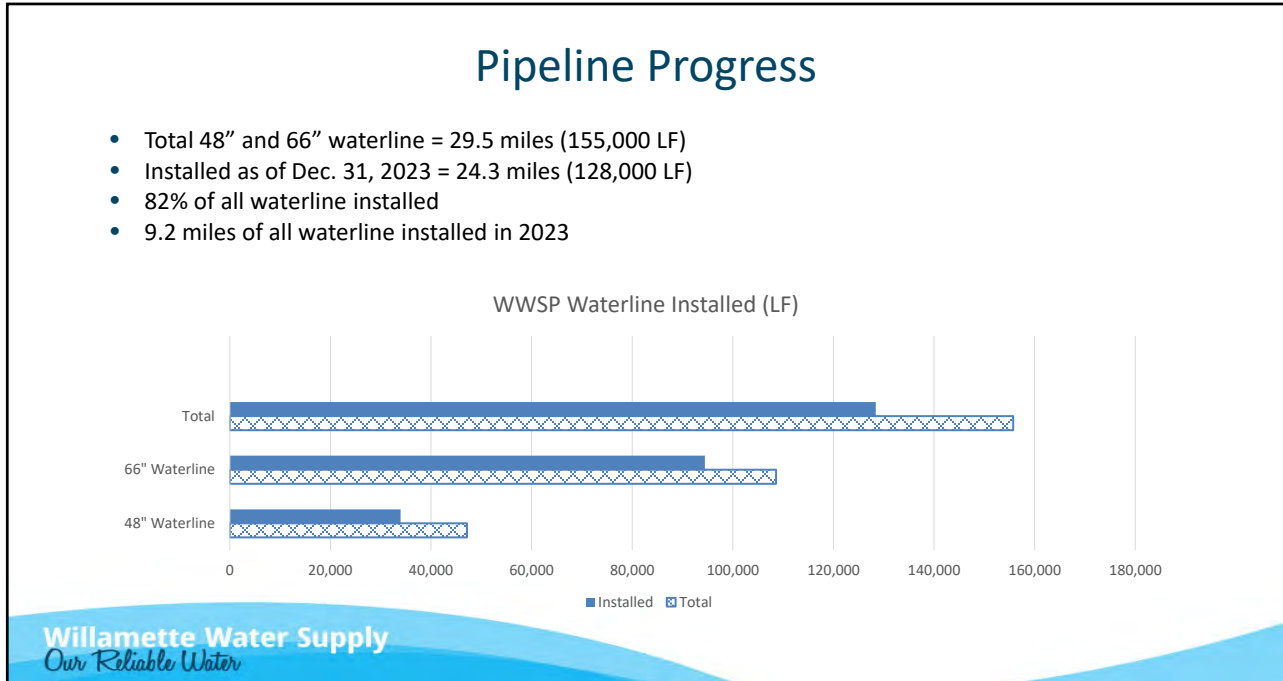
26



27



28



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RWF_GMP-2.0

Contractor: Kiewit Infrastructure West Co.
Designer: Black & Veatch

Current and Planned Activities:

- Formwork, rebar, and concrete for Generator and Fuel Tank slab
- Completion of exterior architectural systems
- Exterior and interior HVAC systems
- Interior mechanical, electrical, and plumbing system rough-in
- Interior painting, flooring, wall sheetrock, and ceilings
- Upper site perimeter wall – stone veneer and steel pickets.
- Vertical turbine pump bases and electrical conduit work in RWPS
- Anticipated start of 30" Surge Tank Piping connections to 66" RW
- Anticipated start of PGE 1.5MW electrical feeder project
- Anticipated start of Sherwood Broadband conduits into site

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Construction Photos – RWF_GMP-2.0



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Construction Photos – RWF_GMP-2.0



William
Our Rel

32

Construction Photos – RWF_GMP-2.0

Upper Site Electrical Bldg
Interior – metal stud walls,
electrical, and HVAC in the
emergency operation
center and control room



Willamette Water Supply
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Construction Photos – RWF_GMP-2.0

Raw Water
Pump Station:
pump bases



Willamette Water
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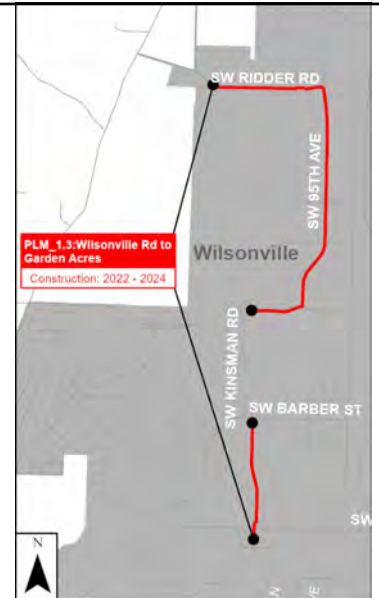
34

PLM_1.3

Contractor: Moore Excavation Inc.
Designer: HDR

Current and Planned Activities:

- CARV, access vault, and other appurtenances being installed on Kinsman Rd.
- Approximately 7,280 LF of 66" waterline installed (59% of total)
- Boeckman Rd. / railroad trenchless crossing under way
- Temporary paving of 95th Ave. planned for late January



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Construction Photos - PLM_1.3

Installation of casing section at Boeckman Rd. tunnel.



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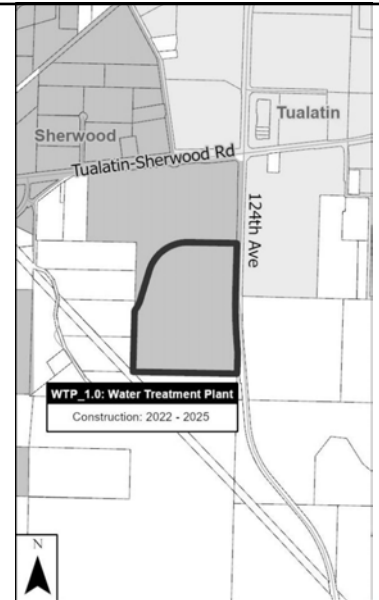
WTP_1.0

Contractor: Sundt Construction, Inc.

Designer: CDM Smith

Current and Planned Activities:

- Area 03 (Site Work): 66" RAW and 66" FNW pipe continues.
- Area 08 (Admin Building): Work continues with column foundations.
- Area 22 (Flash Mix): Concrete slab complete. Placing full height concrete walls.
- Area 25 (Ozone Generation): Duct bank work is on-going. Began elevator pit.
- Area 26 (Ozone Contactor) Concrete for effluent channel overflow box walls.
- Area 28 (Filters): Building lower gullet walls and decks.
- Area 30 (UV): Continue working on 84" pipe. Structural steel has begun.
- Area 34 (Chemical Building): Concrete containment walls and tank pads.
- Area 35 (Clearwell): Continue concrete walls and columns.
- Area 37 (EQ basin): Filling basin with water for hydrotest.
- Area 40 (Thickeners): Rebar and concrete work has begun.
- Area 52 (Thickened Sludge Pump Station): Placed concrete slab and began walls.
- Area 53 (FWPS): Process pipe installation has begun. Backfilling outside structure.



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Construction Photos - WTP_1.0



38

Construction Photos - WTP_1.0



39

Construction Photos - WTP_1.0

Area 30
Maintenance
Building
Structural Steel



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Construction Photos - WTP_1.0

Electrical conduit duct bank construction - Area 30



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Construction Photos - WTP_1.0

Hydrotesting
Area #37
Equalization
Basins



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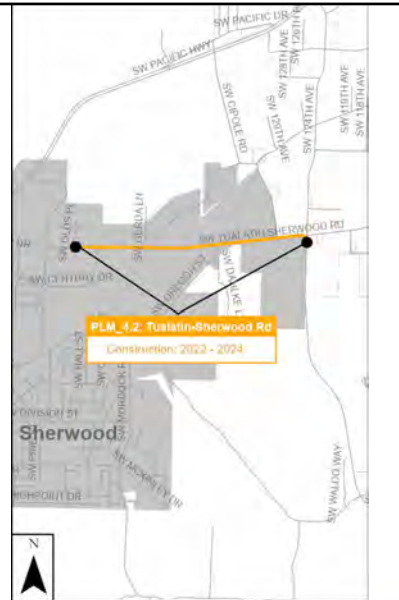
42

PLM_4.2

Partner: Washington County
Contractor: Kerr/Emery JV
Designer: Brown & Caldwell

Current and Planned Activities:

- Casing for 124th trenchless operation is complete. Carrier pipe is expected to be installed in February
- Relocation of 12" City of Sherwood Water Line between Oregon St. and Wildrose Pl.
- 66-inch open cut waterline installation began. Heading west from 124th Ave.



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Construction Photos – PLM_4.2

66-inch waterline installation along Tualatin-Sherwood Rd.



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PLM_4.1

Partner: Washington County
 Contractor: Moore Excavation Inc.
 Designer: Brown & Caldwell

Current and Planned Activities:

- Appurtenance piping and vaults have all been installed
- Cathodic protection system installation almost complete
- Small amount of road widening to be completed



PLM_4.1: Highway 99 Crossing
Construction: 2021-2023

Hwy 99
Tralatin-Sherwood Rd
Sherwood

N

Willamette Water Supply
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PLM_4.4

Partner: Washington County
 Contractor: Tapani Inc.
 Designer: Brown & Caldwell

Current and Planned Activities:

- Completed testing and disinfection for 66-inch waterline
- Cathodic protection system is up and running
- Tie-in to PLM_4.1 and PLM_4.3 once both are complete



PLM_4.4: Chicken Creek to Birchers Rd
Construction: 2021-2023

SW ROY ROGERS RD
SW SANDHILL LN
SW SEELY LN
SW ROOSEVELT ST
SW DAYLILY ST
SW LYNNLY WAY
SW HOUSTON DR
SW EDY RD
SW BIRCHERS DR
Sherwood

N

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PLM_4.3

Contractor: Tapani Inc.
Designer: Brown & Caldwell

Current and Planned Activities:

- Chicken Creek crossing – Install 66-inch pipe in shafts, remove shaft shoring and backfill shafts
- Installing 66-inch waterline on east side of Roy Rogers Rd., north of Chicken Creek. Approximately 12,000 LF of pipe installed (90% of total)
- Completed construction of soldier pile and lagging wall with tie-backs at Tributary #4



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Construction Photos – PLM_4.3

66" waterline installation along Roy Rogers Rd. north of Chicken Creek



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Construction Photos – PLM_4.3

66-inch waterline near connection to PLM_4.4

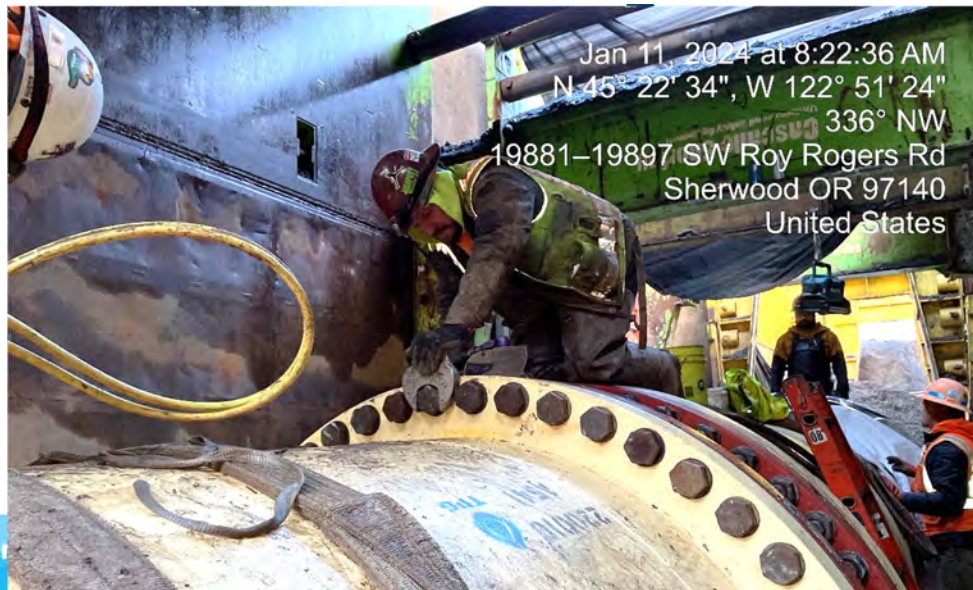


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Construction Photos – PLM 4.3

66-inch butterfly valve installation



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RES_1.0 / PLM_5.3

Contractor: Hoffman-Fowler JV
 Designer: Black & Veatch / Jacobs

Current and Planned Activities:

- RES_1.0
 - Reservoir core wall and columns 100% complete
 - Reservoir roof concrete placement approximately 70% complete
 - Completed metal platforms and grating in valve vaults
 - Continued electrical duct bank and yard piping installation
 - Completed Water Quality Building CMU walls & began roof structural steel
- PLM_5.3
 - 66" waterline installation 100% complete (except tie-ins)
 - Continue cleaning, disinfection and hydrostatic pressure testing of 66" waterline
 - Continue appurtenance installations
 - Continued easement restoration in multiple locations including landscaping in creek and wetland crossings



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Construction Photos – RES_1.0



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Construction Photos – RES_1.0



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Construction Photos – RES_1.0



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Construction Photos – PLM_5.3

Wetland restoration at
McKernan Creek



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Construction Photos – PLM_5.3

66" waterlines
PLM_5.2 and
PLM_5.3 tie-in
location



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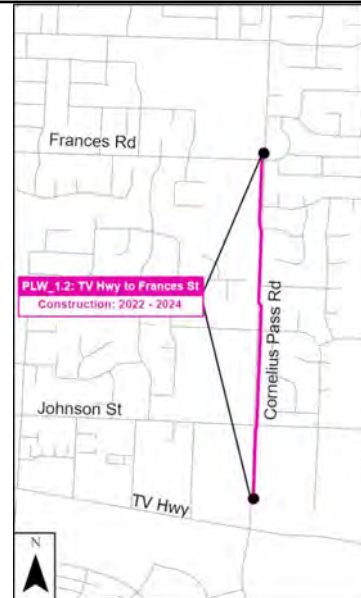
56

PLW_1.2

Partner: Washington County
 Contractor: Tapani, Inc.
 Designer: Kennedy/Jenks

Current and Planned Activities:

- Start-up of Frances St. Turnout at Reedville Creek Park
- Final restoration of Reedville Creek Park
- Deficiency list items



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Construction Photos – PLW_1.2

Installation of 12" PRV at
 Frances St. Turnout



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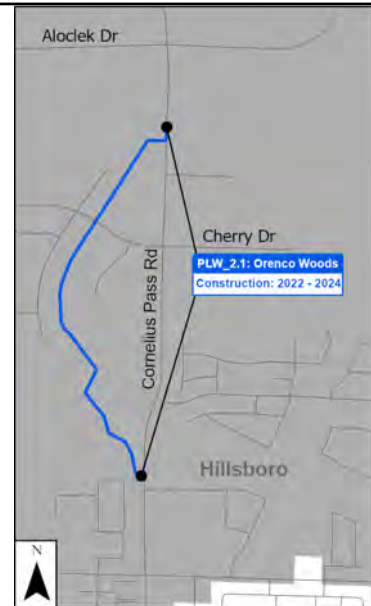
58

PLW_2.1

Contractor: Moore Excavation, Inc.
Designer: Kennedy/Jenks

Current and Planned Activities:

- 48" waterline installation in Cornelius Pass Rd at end of alignment (north end)
- Appurtenance and precast vault installation
- Stormwater piping installation for access road



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Construction Photos – PLW_2.1

Overview of construction access south of Cherry Dr.



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Construction Photos – PLW_2.1

48" waterline installation between staging area and Cherry Dr. on old railroad corridor



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Construction Photos – PLW_2.1

Willow stakes budding in Rock Creek restoration ahead of winter precipitation



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MPE_1.1

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

Current and Planned Activities:

- Washington County Supply Line (WCSL) tie-in work under way
 - 10-week window to have work completed and WCSL reactivated
 - TVWD drained the WCSL in advance of the work
 - WCSL sampling and condition assessment by TVWD
 - West Slope and COB water line relocation planning



Willamette Water Supply
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Construction Photos – MPE_1.1

- Traffic control setup and sawcutting roadway at Western Ave. / Beaverton-Hillsdale Highway (BHH)



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64

Construction Photos – MPE_1.1

- Careful excavation and uncovering of the existing 54" WCSL at Western/BHH



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Construction Photos – MPE_1.1

- Initial cut of the WCSL completed, first pipe section removed and end protection established



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Construction Progress – MPE_1.1



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MPE_1.2

Contractor: Emery & Sons
Designer: Brown & Caldwell

Current and Planned Activities:

- Trenchless crossings – Upper Fanno Creek
- Continued PFC building mechanical, HVAC, electrical
- Connections to existing 24" and 16" waterlines on Oleson Rd.
- Partial pressure testing completed on 48" waterline
- Site restoration



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Construction Photos – MPE_1.2

Fanno Creek tunnel
shaft construction



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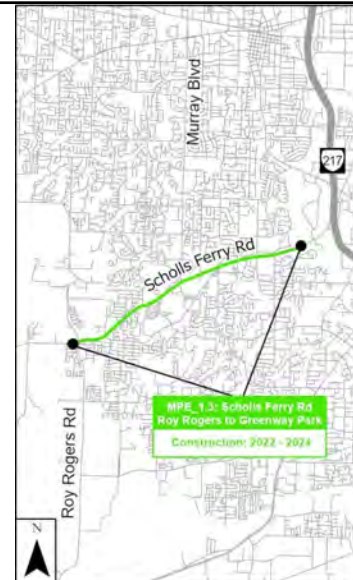
69

MPE_1.3

Contractor: Emery & Sons
Designer: Brown & Caldwell

Current and Planned Activities:

- 48" waterline installation on Scholls Ferry Rd.
 - Heading west near 135th Ave. (night work)
 - Heading east near Roy Rogers Rd. (day work)
- Barrows Rd. Sewer Relocation
- Roy Rogers Road Turnout Vault
- PGE relocations



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Construction Progress – MPE_1.3

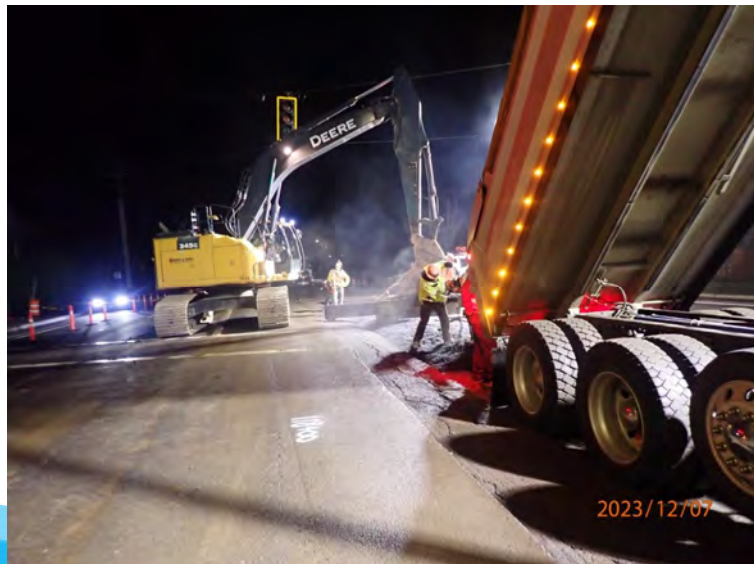


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Construction Photos – MPE_1.3

Roadway Paving



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Construction Photos – MPE_1.3

Setting access vault



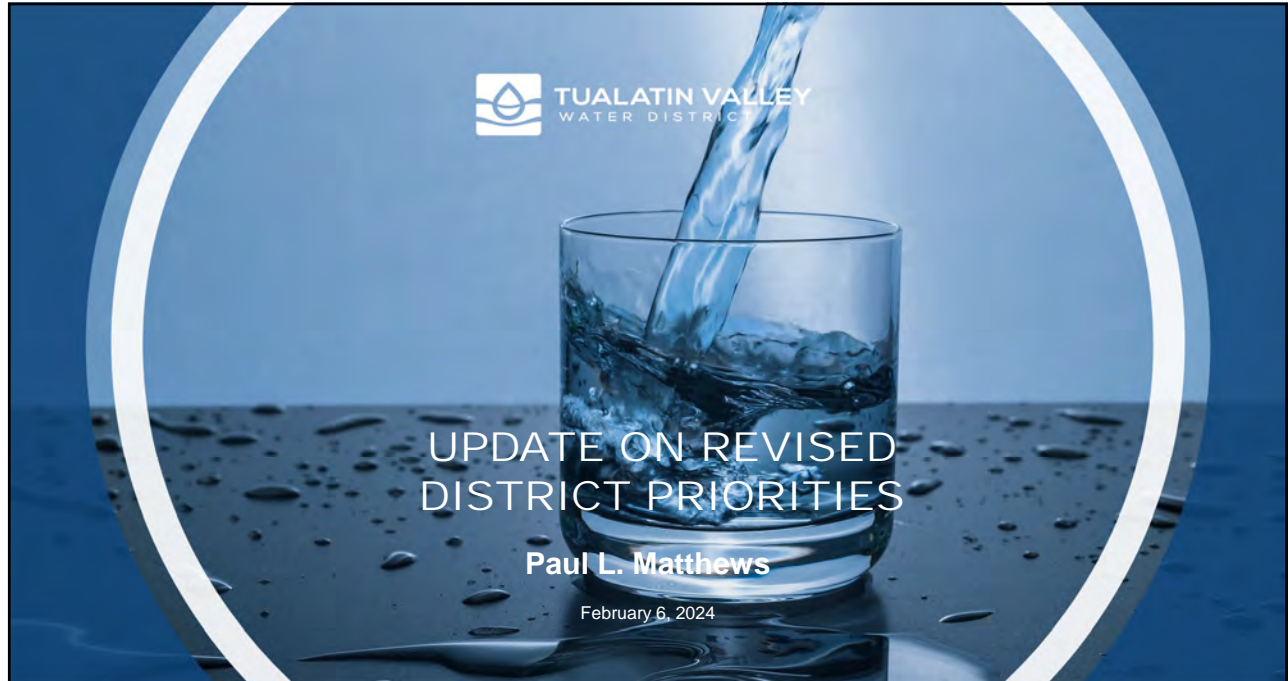
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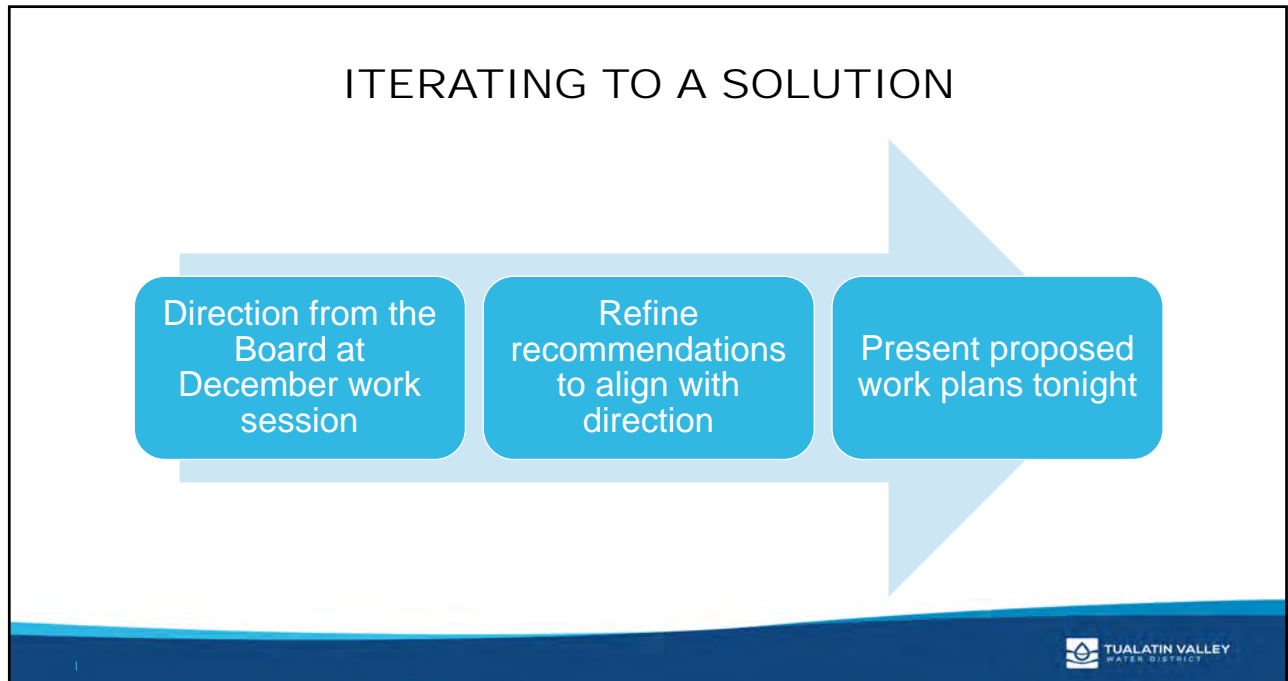
QUESTIONS?

Willamette Water Supply
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JOURNAL REPORTS: LEADERSHIP

Why Bosses Should Ask Employees to Do Less— Not More

Too many leaders think the key to success is to pile on staff, technology, meetings, training, rules and more. The opposite is true.

By Robert I. Sutton

Updated Sept. 25, 2022 8:00 am ET

“More businesses die from indigestion than starvation.”

That’s what Hewlett-Packard co-founder David Packard warned in 1995 about the danger of company leaders who add too much to their workplaces and subtract too little.

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Focus on the Big Three

- Continue to provide reliable, resilient, and safe water to our customers
- Complete the Willamette Water Supply System
- Normalize operations and business processes with the new CIS



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PROPOSAL AT DECEMBER WORK SESSION

Delay

- Advanced metering infrastructure (AMI)
- Expanding monthly billing pilot study
- Water System Master Plan Update
- Extending implementation of Strategic Asset Management Plan

Accelerate

- Customer Assistance Program
- Formalize regional strategy

Modify

- Legislative strategies (federal and state)

RECOMMENDED INITIATIVES

- Federal & State Legislative Strategies
- Regional Principles
- Strategic Planning Framework
- Classification/ Compensation Study
- DEI Strategy
- Water Supply Integration (WSI) Communications
- Customer Assistance Program
- OSF Normalization
- Lead Service Line Inventory
- Willamette Preparation Efforts
- WSI Planning and Implementation
- Technology Refresh
- Data Reporting Foundation

STATUS OF INITIATIVES WILL BE TRACKED

#	Description	Target Date	Status	Status	#	Description	Target Date	Status	Status
1	Federal & State Legislative Strategies	Jun-24	G	●	8	OSF Normalization	Dec-24	G	●
2	Regional Principles	Jun-24	G	●	9	Lead Service Line Inventory	Apr-24	G	●
3	Strategic Planning Framework	Sep-24	Y	●	10	Willamette Preparation Efforts	Jun-26	G	●
4	Classification/ Compensation Study	Feb-24	R	●	11	WSI Planning and Implementation	Jun-26	G	●
5	Develop DEI Strategy	Jun-24	G	●	12	Technology Refresh	Jun-25	Y	●
6	WSI Communications	Sep-24	G	●	13	Data Reporting Foundation	Jun-25	Y	●
7	Customer Assistance Program	Jun-24	G	●					

KEY:

	On Schedule	G	●
	Some issues slowing this down	Y	●
	Significantly off schedule	R	●
	Not yet begun / not yet reported	B	●
	Completed	C	✓



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TEMPLATE FOR TRACKING INITIATIVES

No.	Title	Dept. Mgr	Project Mgr
1	Federal & State Legislative Strategies	Paul Matthews	Paul Matthews

Initiative status last updated: 1/30/2024

Primary Desired Result:

Objective	Description
Provide Board guidance to management of the District's legislative priorities. Allows management to coordinate activities of the District's lobbyists to pursue the Board's policy objectives. Aligns the District's priorities and efforts on legislative matters. Aligns and/or coordinates federal and state legislative priorities.	Working with the District's lobbyists, develop a legislative strategy for adoption by the Board that guides the District's federal and state legislative efforts.

Status Summary

Please update the 5 **blue-shaded areas** before your presentation at Leadership Team. Include a description of your status update in the large box below.

Status: G - On Schedule	Target Completion Date: 6/30/2024	Today's Date: 1/30/2024	Updated by: Paul Matthews
Draft state and federal legislative strategy have been prepared and reviewed by the District's lobbyists. These initiatives will be presented to the Board at its February 6, 2024 work session. Management will prepare a resolution for adopting the strategies after the conclusion of the Oregon short session. Management is proposing reconfiguring the District's <i>Policy and Board Development Committee</i> to be the Board's <i>Policy and Legislative Strategy Committee</i> . The Board will be asked to name commissioners to serve on the newly retasked committee.			



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WORKPLANS ALSO TRACKED

Workplan for Initiative 1 – Federal & State Legislative Strategies

Major Project Elements or Tasks	Task Manager	Start Date (month/year)	Target End Date (month/year)	Actual End Date (month/year)	% Compl	Notes
1 Prepare draft State Legislative Strategy	Matthews	Nov - 2023	Apr - 2024	Jan - 2024	100%	
2 Prepare Draft Federal Legislative Strategy	Matthews	Nov - 2023	Apr - 2024	Jan - 2024	100%	
3 Present Strategies at Work Session	Matthews	Jan - 2024	Apr - 2024		50%	
4 Revise draft State and Federal Legislative Strategy	Matthews	Feb - 2024	May - 2024		0%	
5 Draft Resolution and Staff Report	Matthews	May - 2024	Jun - 2024		0%	Currently targeting March Board Meeting
6 Present State and Federal Legislative Strategy to Board for Adoption	Matthews	Jun - 2024	Jun - 2024		0%	



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THIRTEEN INITIATIVES

Work Plan	#	Title
Admin/CEO	1	Federal & State Legislative Strategies
	2	Regional Principles
	3	Strategic Planning Framework
HR	4	Classification/ Compensation Study
	5	Develop DEI Strategy
Comms	6	WSI Communications
Cust Svc	7	Customer Assistance Program
	8	OSF Normalization
Engineering	9	Lead Service Line Inventory
	10	Willamette Preparation Efforts
	11	WSI Planning and Implementation
IT	12	Technology Refresh
	13	Data Reporting Foundation

- Focus on enterprise-level initiatives
- Efforts cross departmental boundaries
- Each has a Leadership Team Sponsor
- Coordination required among initiatives
- Example: WSI Communications and WSI Efforts



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INITIATIVE 1 – FEDERAL & STATE LEGISLATIVE STRATEGIES

Objective

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

Description

- Develop a legislative strategy for adoption by the Board that guides the District's federal and state legislative efforts.
- Work with the District's state and federal lobbyists to align efforts.
- Leverage lobbying efforts of national and state industry organizations.

INITIATIVE 1 – FEDERAL & STATE LEGISLATIVE STRATEGIES

Key Activities/Tasks

- Prepare draft State Legislative Strategy
- Prepare draft Federal Legislative Strategy
- Present Strategies at Work Session
- Revise draft State and Federal Legislative Strategy
- Draft Resolution and Staff Report
- Present State and Federal Legislative Strategy to Board for Adoption
- Disseminate adopted strategies to stakeholders

DRAFT STATE LEGISLATIVE STRATEGY

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



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DRAFT FEDERAL LEGISLATIVE STRATEGY

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



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INITIATIVE 2 – REGIONAL PRINCIPLES

Objective

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

Description

- Develop, adopt, and publish principles that will signal the District's commitment to the region.
- Identify the principles that will allow stakeholders to anticipate the District's actions within the region.
- Describing these principles in advance to reduce the likelihood that the District's actions are unexpected or contrary to the public interest.

INITIATIVE 2 – REGIONAL PRINCIPLES

Key Activities/Tasks

- Prepare long-form Regional Principles
- Consolidate principles into concise presentation
- Present draft Regional Principles to the Leadership Team
- Revise draft Regional Principles
- Present draft Regional Principles at Board Work Session
- Revise draft Regional Principles
- Disseminate Regional Principles to stakeholders

DRAFT REGIONAL PRINCIPLES

TVWD is committed to:

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

DRAFT REGIONAL PRINCIPLES

Our Regional Commitments:

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

DRAFT REGIONAL PRINCIPLES

Threshold Criteria for Partnerships Include:

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

INITIATIVE 3 – STRATEGIC PLANNING FRAMEWORK

Objective

- Update the District's Strategic Planning Framework (SPF) to align with future needs.
- Integrate Effective Utility Management (EUM) elements where desirable to make the SPF recognizable by outside stakeholders.
- Improve accountability and performance measurements (e.g., KPIs).
- Prepare the District for its evolving regional role.

Description

- Conduct a multidisciplinary project using the diverse expertise of the leadership team to craft a repeatable SPF.
- To the extent possible, incorporate the concepts contained in the EUM framework.
- Use the new SPF to develop the strategic plan and performance measures for the 2025-27 biennium.

HEART OF TVWD'S STRATEGIC PLAN

TVWD Desired Results

- Water supply meets community needs & expectations
- Community is confident in TVWD's water, service & employees
- Good stewards of financial resources
- Good stewards of natural resources
- Good stewards of District assets

INITIATIVE 3 – STRATEGIC PLANNING FRAMEWORK

Key Activities/Tasks

- Establish Project Objectives and Governance
- Conduct Preliminary EUM Assessment
- Identify/Revise EUM Keys to Management Success
- Identify District-Specific Attributes (Desired Results)
- Propose Biennial Strategic Planning Framework and Process
- Develop Proposed Measurement/Monitoring Strategy
- Present Proposals to Strategic Planning Team
- Present Proposals to Board
- Finalize Proposed Strategic Planning Framework

INITIATIVE 4 – CLASSIFICATION/ COMPENSATION STUDY

Objective

- Attract and retain talent, maintain internal fairness, and support overall organizational effectiveness by appropriately valuing and compensating employees based on their contributions and responsibilities.
- Establish a transparent and equitable compensation structure that aligns with market conditions and achieves internal equity.
- Prepare the District for its evolving regional role.

Description

- Follows a systematic process relying on industry-standards.
- Adopt a compensation philosophy.
- Complete an equal pay analysis.
- Recommend necessary adjustments to classification structure, pay ranges, and personnel policies related to compensation.

INITIATIVE 4 – CLASSIFICATION/ COMPENSATION STUDY

Key Activities/Tasks

- Job Analysis
- Compensation Philosophy
- Equal Pay Analysis (work of comparable character)
- Comparable Agencies and Benchmark Jobs
- Classification Update
- Market Analysis
- Compensation Structure Update
- Policy Analysis
- Final Report and Implementation Plan

INITIATIVE 5 – DEVELOP DEI STRATEGY

Objective

- Assess the District's current state for alignment with its mission, vision, and values.
- Support a diverse and inclusive workplace that encourages employees to have a sense of belonging.
- Prepare the District for its evolving regional role.

Description

- A collaborative effort with a defined project governance plan that leverages the skills of a professional consulting team to guide the District through a process that produces a DEI strategy.
- Depending on the strategy developed, the DEI strategy will be implemented over time in deliberate steps and phases.

INITIATIVE 5 – DEVELOP DEI STRATEGY

Key Activities/Tasks

- DEI Stakeholder Analysis and ad hoc project review
- Project Team Governance
- Leadership Team Alignment
- Quantitative/Qualitative Assessment
- DEI Policy Statement
- DEI Strategy and Implementation Plan
- DEI Training Plan
- Embed DEI in strategic goals
- Final Report

INITIATIVE 6 – WSI COMMUNICATIONS

Objective

- Prepare effective communications strategies and techniques that prepare customers for the integration of the WWSS.
- Harmonize communications strategies and techniques among WWSS partners.
- Prepare the District for its evolving regional role.

Description

- In coordination with our partners, create a public communication tools and plans that increase pre-integration project awareness.
- Develop communication elements shared by the Partners with some elements unique to TVWD.
- Coordinate closely with operations team.

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INITIATIVE 6 – WSI COMMUNICATIONS

Key Activities/Tasks

- Audit of existing materials and interview with consultant team
- Develop focus group and survey questions
- Develop draft messages for consulting team
- Conduct workshop with consultants and Partners
- Identify communication plan development milestones
- Establish performance benchmarks and measurement standards
- Determine tasks, budget, and timelines for next phase

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INITIATIVE 7 – CUSTOMER ASSISTANCE PROGRAM

Objective

- Assist economically vulnerable customers in paying their water bills.
- Protect the District's reputation and ratemaking flexibility by reducing the impact on low-income customers.
- Prepare the District for its evolving regional role.

Description

- Draft policies and procedures to implement the RAC-recommended Customer Assistance Program.
- Develop an agreement with a third-party agency to identify and qualify low-income customers
- Implement changes to customer service procedures, CIS, and potentially customers' bills to support new Customer Assistance Program.



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INITIATIVE 7 – CUSTOMER ASSISTANCE PROGRAM

Key Activities/Tasks

- Develop Draft Program Policies
- Develop and Execute Contract with Community Action
- Informational Presentation to Board of Commissioners
- Adoption of Resolution by Board of Commissioners
- CIS, Utility Bill Changes and Testing
- Define Initial (Pilot) Outreach Customer Group
- Develop Pilot Plan
- Train Customer Service and Community Action Staff
- Execute Pilot Plan
- Evaluate Pilot Results



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INITIATIVE 8 – CIS NORMALIZATION

Objective

- Improve customer experience in using the District's new CIS
- Improve efficiencies of internal operations
- Increase employee satisfaction with new system
- Reduce outstanding account receivables
- Prepare the District for its evolving regional role.

Description

- Normalize operations of CIS within the District and partner, Clean Water Services
- Leverage contractual governance model for managing improvements
- Institutionalize relationship with CWS with new intergovernmental agreement

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INITIATIVE 8 – OSF NORMALIZATION

Key Activities/Tasks

- Contractual Governance
- SME Review of Open Proposed Phases
- Finalization of Items in Three Phases
- Implementation Tracking - Phase 1 Items
- Phase 1 Report
- Implementation Tracking - Phase 2 Items
- Phase 2 Report
- Implementation Tracking - Phase 3 Items
- Phase 3 Report
- End of Year Review - All Governance Committees
- IGA Approval – TVWD, CWS Boards

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INITIATIVE 9 – LEAD SERVICE LINE INVENTORY

Objective

- Comply with mandated lead service line inventory by the regulatory deadline.
- Increase the District’s knowledge regarding the risk of lead service lines to its customers.
- Prepare the District for its evolving regional role.

Description

- Using an accepted statistical modeling approach, sample 379 randomly chosen sites to determine service line material.
- Report findings to the Oregon Health Authority to comply with regulatory requirements.

INITIATIVE 9 – LEAD SERVICE LINE INVENTORY

Key Activities/Tasks

- Communications outreach to the 379 customers at inspection sites
- Excavate sites and determine/record service line materials
- Submit findings for approval by OHA

INITIATIVE 10 – WILLAMETTE PREPARATION EFFORTS

Objective

- Prepare for the successful startup, commissioning, and ongoing operations of the WWSS.
- Identify and track risks to success.
- Prepare the District for its evolving regional role.

Description

- Working with partners, develop SOPs and operational plans for the WWSS.
- Support the development of Commissioning and Startup plans.
- Prepare for the long-term management of the new WWSS.

INITIATIVE 10 – WILLAMETTE PREPARATION EFFORTS

Key Activities/Tasks

- Operational planning and SOP development
- CSU planning (led by WWSP) and final allocation of responsibilities
- Organizational chart updates and staff selection
- Financial procedures development
- Preparation of WWSS and TVWD physical assets

INITIATIVE 11 – WSI PLANNING AND IMPLEMENTATION

Objective

- Execute an integration strategy that minimizes risk of disruption to customers from changing water supplies to the new WWSS.
- Identify and track risks to success.
- Prepare the District for its evolving regional role.

Description

- Multidisciplinary effort to develop an operationally focused integration plan.
- Leverages the expertise of consultants to assist in plan development.
- Although focused on the District, based on framework approved by Partners.
- Implement Incident Command System (ICS) during WSI.
- Coordinate closely with Communications team's efforts.

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INITIATIVE 11 – WSI PLANNING AND IMPLEMENTATION

Key Activities/Tasks

- Draft operations-based integration plan.
- Implement Water Quality Monitoring Plan (WQMP) – before, during, and after integration.
- Prepare the District's water system to include unidirectional flushing, capital improvements, etc.
- Develop post-WSI operational plan for chlorine residual management.

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INITIATIVE 12 – TECHNOLOGY REFRESH

Objective

- Maintain the resiliency and reliability of the District's IT infrastructure.
- Continue to progress along the District's IT roadmap.
- Prepare the District for its evolving regional role.

Description

- Refresh the District's data center technologies
- Technologies include servers, storage, firewalls, network, wi-fi, and cybersecurity products

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INITIATIVE 12 – TECHNOLOGY REFRESH

Key Activities/Tasks

- Define requirements for each technology
- Perform vendor and product due diligence
- Define procurement strategies
- Execute procurements
- Receive products
- Install, configure and test equipment
- Develop production implementation plan
- Migrate production to new systems

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INITIATIVE 12 – TECHNOLOGY REFRESH

Activity	Server	WAN	LAN
Define requirements	✓	✓	👤
Perform vendor and product due diligence	✓	👤	
Define procurement strategy	✓		
Execute procurement	✓		
Receive products	👤		
Install, Configure and test			
Develop production implementation plan			
Migrate production to new systems			

INITIATIVE 13 – DATA REPORTING FOUNDATION

Objective

- Improve the quality and efficiency of existing data reporting processes.
- Create a foundation for more advanced data analysis initiatives in the future.
- Prepare the District for its evolving regional role.


Description

- Identify key data needs, requirements and pain points.
- Document current data sources.
- Create a plan to improve the quality and efficiency of data processes.

INITIATIVE 13 – DATA REPORTING FOUNDATION



Key Activities/Tasks


- Define project charter and plan
- Identify and document standard reports
- Identify and document standard report data sources
- Collect ad-hoc reporting needs and gaps
- Evaluate process improvement opportunities
- Create implementation plan
- Execute priority stabilization and improvement actions



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INITIATIVE 13 – DATA REPORTING FOUNDATION

Activity	Status
Define project charter and plan	
Identify and document standard reports	
Identify and document standard report data sources	
Collect ad-hoc reporting needs and gaps	
Evaluate process improvement opportunities	
Create implementation plans	
Execute priority stabilization and improvement actions	



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DIRECTION FROM BOARD

Questions from Management

- Concerns with any initiatives?
- Other guidance on priorities?
- Desire for approval. Formal or informal?
- Preference for frequency of briefings?
- Other important considerations?



TUALATIN VALLEY

WATER DISTRICT

Date: February 21, 2024
To: Board of Commissioners
From: Justin Carlton, Interim Chief Financial Officer
Subject: Congressional Directed Spending Grant Technical Correction

Requested Board Action:

Consider adopting a resolution reassigning the recipient for a federally funded grant from Tualatin Valley Water District to the Willamette Water Supply System Commission.

Key Concepts:

- Tualatin Valley Water District (TVWD), on behalf of the WWSS, applied for and was awarded a \$3 million Congressionally Directed Spending grant administered by the EPA.
- The EPA recommends changing the recipient of the grant to the WWSS, which will enable combining the \$3 million award with the \$1 million award reassigned from the City of Hillsboro to the WWSS last year.
- A technical correction is required to reassign the grant from the TVWD to the WWSS.
- The EPA requires that both TVWD and WWSS adopt resolutions indicating the reassignment of the grant from TVWD to the WWSS to issue the technical correction.

Background:

Tualatin Valley Water District was named a recipient of a \$3 million congressionally directed spending community grant in federal fiscal year (FY) 2023 for construction of the Willamette Water Supply System. The grant is administered through the EPA Community Grants Program. After conferring with the EPA, TVWD received a recommendation from the EPA to change the recipient to the WWSS, in alignment with the action taken for the \$1 million grant awarded to the City of Hillsboro in FY 2022. Reassigning the grant to the WWSS will allow the grant awards to be combined which will reduce the compliance requirements and administrative work associated with managing the grant. Additionally, this proposed change increases the flexibility for how the grant funds can be applied to the project.

To request a technical correction reassigning the grant from TVWD to the WWSS, the EPA requires that the agencies adopt resolutions reassigning the grant and accepting the grant, respectively. A resolution accepting the grant will be presented to the WWSS Board at the April 4, 2024, WWSS Commission meeting.

Budget Impact:

Approval of this action item will not impact the budget.

Staff Contact Information:

Justin Carlton, Interim Chief Financial Officer, (503) 848-3070, justin.carlton@tvwd.org



Attachments:

Proposed resolution 03-24

Leadership Team Initials:

Chief Executive Officer	PB	Customer Service Manager	N/A
Chief Operating Officer	PDB	IT Services Director	TB
Interim Chief Financial Officer	FC	Human Resources Director	N/A
General Counsel	CB	Water Supply Program Director	SB
Communications Manager	SD		





TUALATIN VALLEY
WATER DISTRICT

RESOLUTION NO. 03-24

A RESOLUTION REASSIGNING THE RECIPIENT FOR A FEDERALLY FUNDED GRANT FROM TUALATIN VALLEY WATER DISTRICT TO THE WILLAMETTE WATER SUPPLY SYSTEM COMMISSION

WHEREAS, Tualatin Valley Water District ("District") applied for a Congressionally Directed Spending grant on behalf of the Willamette Water Supply System Commission ("WWSS") for costs related to the construction of the WWSS; and

WHEREAS, the District was awarded a \$3 million grant for this purpose; and

WHEREAS, the grant administrator, the United States Environmental Protection Agency ("EPA") recommends changing the named recipient to the WWSS to reduce the compliance and administrative requirements for managing the grant; and

WHEREAS, a change in the name of the grant recipient may be made by a technical correction to the grant application and award if: (1) the District adopts a resolution reassigning the grant recipient to the WWSS; and (2) the WWSS Board adopts a resolution accepting the grant.

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

Section 1: The Board authorizes and approves reassigning the grant recipient from the Tualatin Valley Water District to the Willamette Water Supply System Commission and further directs and authorizes the Chief Executive Officer to request from the EPA a technical correction to the grant recipient's name once a resolution accepting the grant is adopted by the Willamette Water Supply System Commission Board.

Approved and adopted at a regular meeting held on the 21st day of February 2024.

Todd Sanders, President

Jim Doane, Secretary



TUALATIN VALLEY

WATER DISTRICT

Date: February 21, 2024
To: Board of Commissioners
From: Paul L. Matthews, Chief Executive Officer
Subject: Regional Principles for the Tualatin Valley Water District

Requested Board Action:

Consider adopting a resolution establishing the Regional Principles for the Tualatin Valley Water District.

Key Concepts:

- Throughout its history, the Tualatin Valley Water District (District) has benefited greatly from its regional partnerships.
- Management would like the Board's direction on a set of principles that would guide the District's existing and potential future regional partnerships.
- Explicitly stating the District's regional principles will enable our partners to better predict the District's standpoints and account for them in their planning.
- The principles described below are unchanged from those presented to the Board at its February 6, 2024 work session.

Background:

The District's vision statement is: "our water sustains thriving communities – every day for everyone." The District pursues this vision by following its core values which are: "respect, integrity, service, and equity." The vision and values focus the District's efforts on achieving its mission. That mission, as formally adopted, is, "reliable, resilient, and safe water."

Based on past investments and partnerships, the District's water is clean, safe, and reliable, and its systems are resilient. The District's resilient systems are designed to meet the challenges of climate change, earthquakes, urban and industrial growth, and the region's social needs.

Over the past 50 years, the District has invested in its infrastructure, people, and partnerships to allow our region's communities to thrive. Without the District and its partners, the region would have insufficient water rights, transmission capacity, treatment plant options, and stored water. These critical investments allow Washington County to continue to prosper. The District is deservedly proud of the key role it has played in securing the regional water system that serves the Washington County communities so effectively.

The history of prudent investments and future-focused planning allows the District to say that its past investments in regional infrastructure helped secure the region's water future. In 1973, the District's predecessor agency (i.e., the Wolf Creek Highway Water District) secured significant water rights on the Willamette River. Working with its regional partners, the District made key investments to secure the Willamette River as a drinking water source for the entire Tualatin Valley. Throughout the years, the District (and its predecessor agencies) have contributed to:

- Willamette River Water Coalition (WRWC). Along with its partners at the cities of Sherwood, Tigard, and Tualatin, the District created the WRWC to protect the Willamette River as a municipal/industrial

water source. In fact, the District was a founding member of the Willamette Water Supply Agency which became the Willamette River Water Coalition. To help form these regional partnerships, the District contributed its original 1973 water right to the WRWC to recognize the regional need for water from the Willamette River.

- Willamette River Water Treatment Plant. Along with the City of Wilsonville, the District invested in the original Willamette River Water Treatment Plant (WRWTP) in Wilsonville. This regional facility included an oversized intake facility to support the region's future water supply needs. The District also invested, with Wilsonville, in the land and other assets at the WRWTP that enabled the eventual construction of the Willamette Water Supply System (WWSS). Along with its partners, the District transferred its investment in the intake facilities at the WRWTP to the newly created Willamette Intake Facilities (WIF) Commission.
- Willamette Intake Facilities and Willamette Water Supply System. The District's early partnership with the City of Wilsonville provided the opportunity for other Washington County communities to receive water from the newly created WIF and the WWSS. Through its regional long-term planning, the District's investments have provided the Tualatin Valley with an additional source of potable water that is more secure against natural threats such as climate change, seismic risk, emerging contaminants, etc.

In addition to its investments to secure the Willamette River as a drinking water source, the District also played an important role in other major water infrastructure projects. These include:

- Washington County Supply Line (WCSL). Along with other regional partners, the predecessor agencies of the District (i.e., Metzger Water District and the Wolf Creek Highway Water District) were leaders in developing a gravity supply line that connected the Tualatin Valley to Portland's Bull Run water system. As the District begins acquiring its water from the Willamette River, its past investment in the WCSL can serve as an emergency backup – providing water from the District's multiple sources to other regional water providers.
- Expansion of the Barney Reservoir. The District is the largest partner in the regional stored water facility at the Barney Reservoir. In fact, the District paid for 35% of the capacity at the Barney Reservoir. The Barney Reservoir is particularly valuable to the region since it transfers water into the Tualatin Valley from the Trask River system.
- Along with its partners in Washington County, the District has invested heavily in the Joint Water Commission (JWC). As reported in the JWC's most recent financial statements, the District owns 17.06% of the JWC treatment plant capacity and has provided approximately 29.6% of the invested capital. As part of that investment, the District has made significant investments in the JWC's transmission system by funding 48.7% of the JWC's Northside Water Transmission Line (NTL).

As the District looks to the future, its regional commitment continues. The purpose of regional principles is to describe how the District can assist its regional partners as this future unfolds. The District has secured the technical resources and system capacity to serve more communities, more people, and the growth of the region through productive and beneficial partnerships.



The proposed resolution establishes the District's regional principles. The District has organized its regional principles in three parts. These are:

- The District's overarching operating commitments:
 1. The preservation of public health and safety
 2. The stewardship of a resilient and reliable water system
 3. The highest standards of quality and professionalism

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

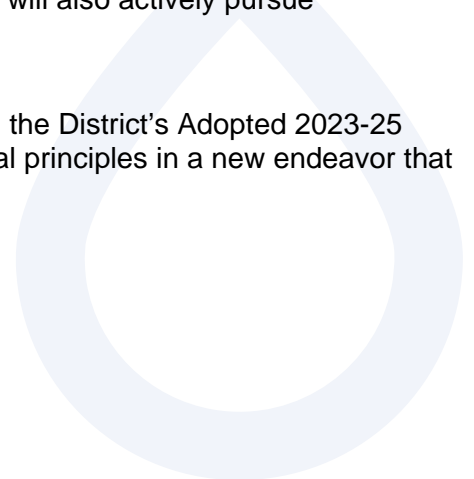
- The District's threshold criteria for partnership:
 1. Is the request consistent with the District's mission, vision, and values?
 2. Does the request serve the best interest of the District's customers to build and maintain reciprocal relationships with neighboring utilities?
 3. Does the District have the resources, expertise, equipment, system capacity, etc., to meet the request in a cost-effective manner?
 4. Is the District in the best position to provide the services requested?

Management believes that the Board's establishment of the District's regional principles will allow our partners to better understand the District's goals and decisions. Once established, management will apply the regional principles in its interaction with its current and future partners. Management will also actively pursue opportunities to communicate these principles to its regional partners.

Budget Impact:

The preparation and use of the District's Regional Principles are included in the District's Adopted 2023-25 Biennial Budget. Future Board action would be required to apply the regional principles in a new endeavor that would affect the District's budget.

Staff Contact Information:



Paul L. Matthews; Chief Executive Officer; 503-848-3017; paul.matthews@twwd.org

Attachments:
Proposed resolution 04-24

Leadership Team Initials:

Chief Executive Officer	PM	Customer Service Manager	N/A
Chief Operating Officer	PDB	IT Services Director	TB
Interim Chief Financial Officer	FC	Human Resources Director	N/A
General Counsel	CS	Water Supply Program Director	AS
Communications Manager	SD		





TUALATIN VALLEY
WATER DISTRICT

RESOLUTION NO. 04-24

A RESOLUTION ESTABLISHING REGIONAL PRINCIPLES FOR THE TUALATIN VALLEY WATER DISTRICT.

WHEREAS, the Tualatin Valley Water District (District) was formed in 1991 to serve a regional role by the consolidation of several water utilities located in Washington County; and

WHEREAS, the achievements of the District's predecessors included strategic investments that improved the reliability and resiliency of the region's water systems; and

WHEREAS, the partnership of the District's predecessor agencies with the City of Portland to build the Washington County Supply Line has proven the benefits of regional cooperation by lowering the cost of providing water by gravity and increasing the reliability and resiliency of the region's water systems; and

WHEREAS, the District's securing of water rights on the Willamette River in the 1970s and its contribution of those water rights to the Willamette Water Supply Agency formed the basis for the current Willamette River Water Coalition which benefits the District and its WRWC partners the cities of Tigard, Tualatin, and Sherwood; and

WHEREAS, the District's partnership with the City of Wilsonville to build the Willamette River Water Treatment Plant increased the diversity of supply to the region, provided a permanent source of water for both Wilsonville and the City of Sherwood, and formed the basis for the current Willamette Intake Facilities Commission and the Willamette Water Supply System Commission; and

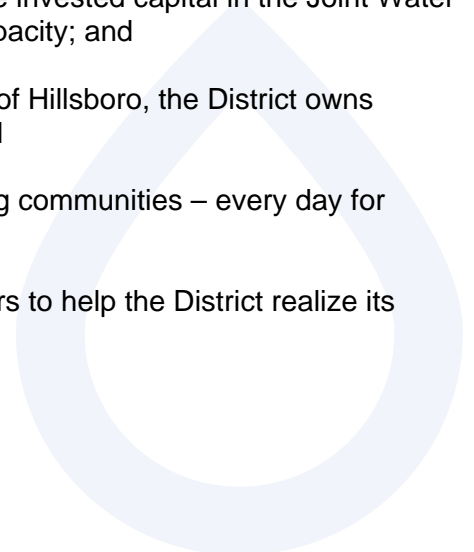
WHEREAS, with its partnership with the City of Beaverton, Clean Water Services, City of Forest Grove, and the City of Hillsboro, the District holds the largest share of the capacity, which is 35%, in the Barney Reservoir and the Barney Reservoir Joint Operating Commission; and

WHEREAS, with its partnership with the City of Beaverton, City of Forest Grove, and the City of Hillsboro, as of June 30, 2023, the District has contributed approximately 29.6% of the invested capital in the Joint Water Commission and has approximately 17.06% of the JWC treatment plant capacity; and

WHEREAS, with its partnership with the City of Beaverton and the City of Hillsboro, the District owns approximately 48.7% of the JWC's Northside Water Transmission Line; and

WHEREAS, the District's vision statement is "Our water sustains thriving communities – every day for everyone;" and

WHEREAS, strong regional partnerships are important enhancing factors to help the District realize its vision; and



WHEREAS, explicitly stating its regional principles will allow the District to continue being a trusted regional partner.

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

Section 1: The Board of Commissioners hereby adopts the regional principles attached to this resolution as Exhibit A and directs the District's Chief Executive Officer to undertake those efforts to align the District's activities with those principles.

Section 2: The District's regional principles will guide the District's decisions and remain in effect until rescinded or modified by the District's Board of Commissioners.

Approved and adopted at a regular meeting held on the 21st day of February 2024.

Todd Sanders, President

Jim Doane, Secretary





Tualatin Valley Water District's Regional Principles

TVWD is committed to:

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

Our regional commitments:

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