



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

April 17, 2024

REGULAR SESSION – 6:00 PM – TVWD HEADQUARTERS

CALL TO ORDER

PROCLAMATIONS

- A. A Proclamation Honoring Clark Balfour

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 March 20, 2024 Regular Meeting Minutes
- B. Approve the April 2, 2024 Work Session Meeting Minutes
- C. TVWD Budget Officer Appointment
- D. Selection of Independent Auditor
- E. Metro Policy Advisory Committee Nominations



2. BUSINESS AGENDA

- A. Consider a Resolution adopting the Customer Assistance Program – *Andrew Carlstrom, Customer Service Director*

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 April 17, 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

PROCLAMATION

WHEREAS, Clark Balfour, General Counsel, has served as a Tualatin Valley Water District employee since June 30, 2016, and

WHEREAS, prior to the date of employment, Clark dutifully served as the District's General Counsel through Cable Huston LLP since 1991, and

WHEREAS, Clark has used his experience and dedication to serve as chief legal officer for the District, directing and performing a wide range of legal services of a complex nature representing the District in litigation and on matters of significant visibility and public impact, and

WHEREAS, Clark has provided primary legal support and policy advice to the Chief Executive Officer, Board of Commissioners, and other District staff on legal issues, and

WHEREAS, Clark has been a proactive public servant, always looking out for the best interests of the District's customers, and

WHEREAS, Clark's service and involvement has and does extend to many other organizations including the Willamette Intake Facilities Commission, Willamette Water Supply System Commission, Willamette River Water Coalition, and more, and

WHEREAS, the Tualatin Valley Water District Board and staff wish to extend to Clark our thanks and gratitude for his many years of service to our community.

NOW THEREFORE, BE IT RESOLVED, that the Board of the Tualatin Valley Water District, hereby wish to honor

CLARK BALFOUR GENERAL COUNSEL

for his dedication and commitment to excellence in public service.

Todd Sanders, Board President

April 17, 2024



TUALATIN VALLEY
WATER DISTRICT

Board Meeting Minutes

March 20, 2024

REGULAR MEETING – 6:00 PM

CALL TO ORDER

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

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

REPORTS BY THE CHIEF EXECUTIVE OFFICER AND MANAGEMENT STAFF

Paul Matthews presented the Chief Executive Officer report.

Andrew Carlstrom presented the department report for Customer Service.

COMMISSIONER COMMUNICATIONS

- A. Reports of meetings attended.

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

- B. Topics to be raised by the Commissioners.

None.

PUBLIC COMMENT

There were none.

1. CONSENT AGENDA

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

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

2. BUSINESS AGENDA

- A. Consider a Resolution Establishing Federal and State Legislative Strategies – *Paul Matthews, Chief Executive Officer*

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

Motion was made by Doane, seconded by Lisac to adopt Resolution 06-24, a resolution establishing the federal and state legislative strategies for the Tualatin Valley Water District. The motion passed unanimously with Doane, Duggan, Fisher, Lisac and Sanders voting in favor.

ADJOURNMENT

There being no further business, President Sanders adjourned the meeting at 6:42 PM

Todd Sanders, President

Jim Doane, Secretary

DRAFT





1

WASHINGTON COUNTY SUPPLY LINE

Status and Update

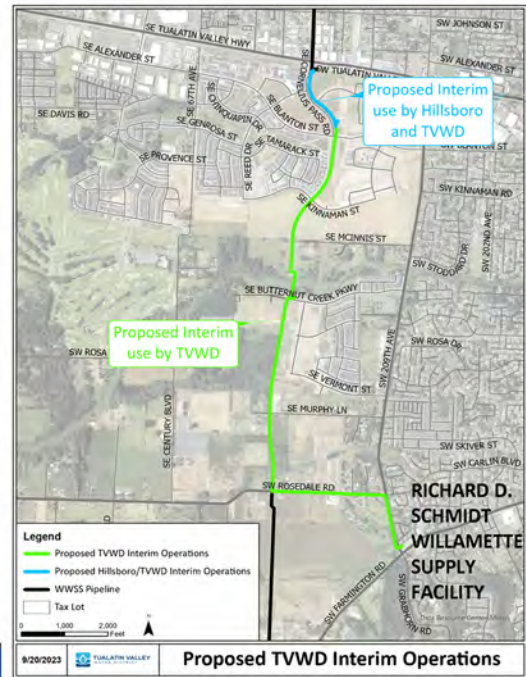
- Planning and preparation began on Monday to refill the Washington County Supply Line (WCSL) following its connection to the MPE pipeline.
- TVWD crews are working closely with the WWSP team to coordinate the filling and testing process before the WCSL is returned to full service.
- Fluoridation of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

2

PLW PIPELINE UPDATE

Status

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



3

PLW PIPELINE UPDATE

Interim Use



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

4

COMMUNICATIONS UPDATE

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



5

BRIEFING OF FORMER TVWD LEADERS

Current Plans

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

6

DEPARTMENT REPORT

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



7



Department Report – Customer Service

Andrew Carlstrom, Customer Service Manager

March 20, 2024

8

Talkin' Water

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



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FEBRUARY 29 TALKIN' WATER EVENT EXPERTS



Presenter
Mike
Field Customer Service Lead



Presenter
Jesus
Customer Service and Billing Specialist



11

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



12

LEAVE SHUTTING OFF THE METER TO TVWD

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



TUALATIN VALLEY
WATER DISTRICT

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EMERGENCY WATER SHUTOFF

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



TUALATIN VALLEY
WATER DISTRICT

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



15

BUNDLE UP EXPOSED FIXTURES

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



16

DURING A FREEZE EVENT

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



17

#3

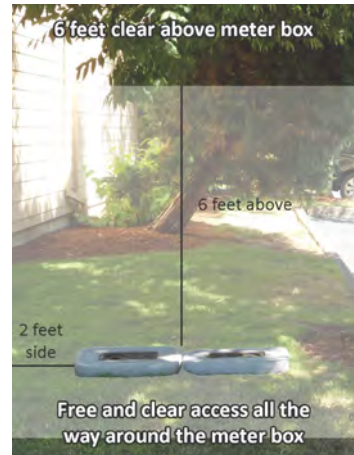
Can I change the landscape around my meter box or fire hydrant?



18

WATER METER CLEARANCE GUIDELINES

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



19

FIRE HYDRANT CLEARANCE GUIDELINES

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



20

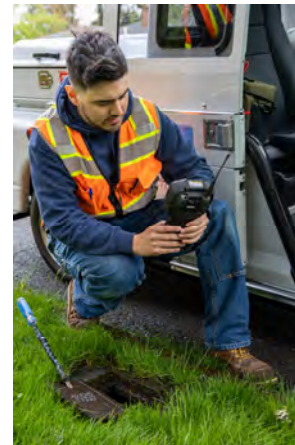
#4 How do I know my meter reading is accurate?



21

WATER METER FUNCTIONALITY

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



22

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



23

STAY SAFE AROUND YOUR UTILITY WORKERS

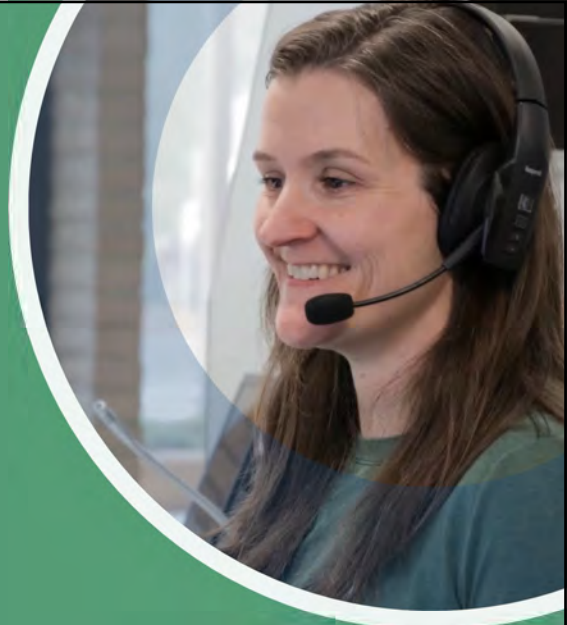
- Plan ahead and know where construction is. Avoid the area if possible.
- Slow down and avoid distractions.
- Obey all flaggers, signs and instructions.
- Maintain a safe distance.



24

#6

How can I receive assistance with my water bill?



25

AVAILABLE ASSISTANCE

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



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WE ARE HERE TO HELP!

- **Website:** [tvwd.org/help](https://www.tvwd.org/help)
- **Email:** CustomerService@tvwd.org
- **Phone:** 503.848.3000
- Online payment options:
[tvwd.org/portal](https://www.tvwd.org/portal)
- Phone payment options:
844.331.8344
- You can donate to help a neighbor with their water bill.



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CONSENT AGENDA

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



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OVERVIEW

Three Elements

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

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TONIGHT'S PRESENTATION



Objectives

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



Highlight of Strategies

What are the key elements of the strategies?



Next Steps

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

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FEDERAL & STATE LEGISLATIVE STRATEGIES

Objective

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

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WORK TO-DATE

Key Activities

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



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PROPOSED FEDERAL LEGISLATIVE STRATEGY

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



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PROPOSED STATE LEGISLATIVE STRATEGY

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



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NEXT STEPS

Propose Changes to the Board's Policies

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



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STAFF RECOMMENDATION

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



TUALATIN VALLEY
WATER DISTRICT

Report of Meetings Attended

Commissioner: Doane

Date: 3/20/2024

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

OK to donate \$100.00 to CEAF - SK

Date: 3/20/24

Approved by: 

President Secretary

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

In accordance with Board Policies, an amount equal to the unclaimed reimbursements for meetings will be transferred to the District's Customer Emergency Assistance Fund.



TUALATIN VALLEY WATER DISTRICT

Report of Meetings Attended

Commissioner: Lisac

Date: 3/20/24

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

OK to pay \$150.00 - SK

Date: 3/20/24

Approved by:



President



Secretary

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

In accordance with Board Policies, an amount equal to the unclaimed reimbursements for meetings will be transferred to the District's Customer Emergency Assistance Fund.



TUALATIN VALLEY
WATER DISTRICT

Report of Meetings Attended

Commissioner: Carl Fisher

Date: 3/20/2024

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

OK to pay \$300.00 - SK

Date: 3/20/24

Approved by: 

President Secretary

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

In accordance with Board Policies, an amount equal to the unclaimed reimbursements for meetings will be transferred to the District's Customer Emergency Assistance Fund.



Report of Meetings Attended

Commissioner Jim Duggan

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

OK to pay \$300.00 - SK

Date: 3/20/2024

Requested by: James. J. Duggan

Commissioner

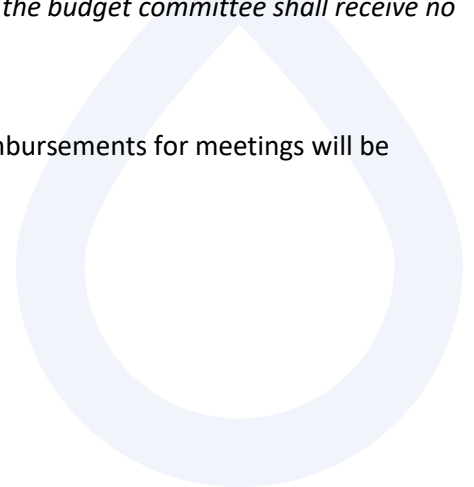
Date: _____

Approved by: _____

President

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

In accordance with Board Policies, an amount equal to the unclaimed reimbursements for meetings will be transferred to the District's Customer Emergency Assistance Fund.



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

I approve Commissioner Duggan's March 2024 meeting minutes.

Todd Sanders

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

Hi Todd,

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

Thanks,



Reliable, resilient
and safe water

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



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



Report of Meetings Attended

Commissioner Todd Sanders

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

Date: 3/20/24

Requested by: Todd Sanders

OK to pay \$450.00 - SK

Commissioner

Date: _____

Approved by: _____

President

ORS 198.190, "A member of the governing body of a district may receive, not to exceed \$50.00 for each day or portion thereof as compensation for services performed as a member of the governing body. Such compensation shall not be deemed lucrative. The governing body may provide for reimbursement of a member for actual and reasonable traveling and other expenses necessarily incurred by a member in performing official duties." Please note that in accordance with ORS 294.331 (3), members of the budget committee shall receive no compensation for their services as members of such committee. In accordance with Board Policies, an amount equal to the unclaimed reimbursements for meetings will be transferred to the District's Customer Emergency Assistance Fund.

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

I approve

Jim Doane

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

Hi Jim,

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

Thank you,



Reliable, resilient
and safe water

Sam Kaufmann

District Recorder

He/Him

Phone: 503.848.3094

sam.kaufmann@tvwd.org



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

attached! Sorry.

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

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

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

Subject: March meetings attended

Hi Todd,

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

Thanks,



Reliable, resilient
and safe water

Sam Kaufmann

District Recorder

He/Him

Phone: 503.848.3094

sam.kaufmann@tvwd.org



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.



TUALATIN VALLEY
WATER DISTRICT

Board Work Session Minutes

April 2, 2024

WORK SESSION – 6:00 PM

CALL TO ORDER

Commissioners Present: Jim Doane, PE; Jim Duggan, PE; Carl Fisher; Elliot Lisac (Arrived at 6:16 PM), Todd Sanders, PhD

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

ANNOUNCEMENTS

Paul Matthews presented the Chief Executive Officer announcements.

The Board had no concerns about placing the Metropolitan Policy Advisory Committee resolution, the selection of Moss Adams as TVWD Auditor, and the appointment of Justin Carlton as the District's Budget Officer in the April 2024 consent agenda.

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. Customer Assistance Program Resolution Overview. *Staff Report – Andrew Carlstrom, Customer Service Director*

Andrew Carlstrom presented his staff report on the Customer Assistance Program.

Commissioner Lisac asked staff to ensure there will be minimal delay in processing applications due to a high level of interest in the program.

President Sanders asked staff to reach out to Dr. Manny Teodoro for further insight on customer assistance.

- C. Overview of the 2018 TVWD/Beaverton Service Area Intergovernmental Agreement. *Staff Report – Paul Matthews, Chief Executive Officer*

Paul Matthews presented his staff report on the 2018 TVWD/Beaverton Service Area Intergovernmental Agreement.

Commissioner Lisac inquired about various factors contributing to the predicted value of TVWD assets mentioned in the IGA. Paul Matthews replied staff would follow up with Commissioner Lisac to answer his questions.

ADJOURNMENT

There being no further business, President Sanders adjourned the meeting at 7:45 PM

Todd Sanders, President

Jim Doane, Secretary

DRAFT





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ASSOCIATION OF METROPOLITAN WATER AGENCIES

Water Policy Conference

- Attended the Association of Metropolitan Water Agencies (AMWA) Water Policy Conference March 19-21 in Washington DC.
- The Conference included presentations from several members of the House of Representatives and the Senate.
- Presenters also included leaders from the Environmental Protection Agency
- Also met staff of Oregon's delegation to describe the needs of our customers.
- All discussions followed the Board's recently adopted *Federal Legislative Strategy*.

TUALATIN VALLEY
WATER DISTRICT

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RECENT QUESTIONS FROM THE BOARD

Status Update

- Comparison of bilingual employment in the water sector as compared to the public sector at large
- For the Water Supply Integration Project, the number of customers served within each phased area
- Feedback received by the City of Wilsonville regarding its municipal water supply

BILINGUAL EMPLOYMENT UPDATE

March 5th Work Session

- Commissioner Lisac asked staff to investigate how the public water sector compares to other public sectors regarding bilingual employment.
- HR Director Kylie Bayer was unable to find statistics about public sector jobs requiring bilingual skills.
- Because general public sector has more public-facing positions (e.g., police, fire, library, parks and recreation, municipal court, code enforcement, permitting), we assume that the general public sector employs a greater percentage of bilingual employees than the water sector.
- The water sector's public-facing positions are generally in customer service/billing teams.

BILINGUAL EMPLOYMENT UPDATE

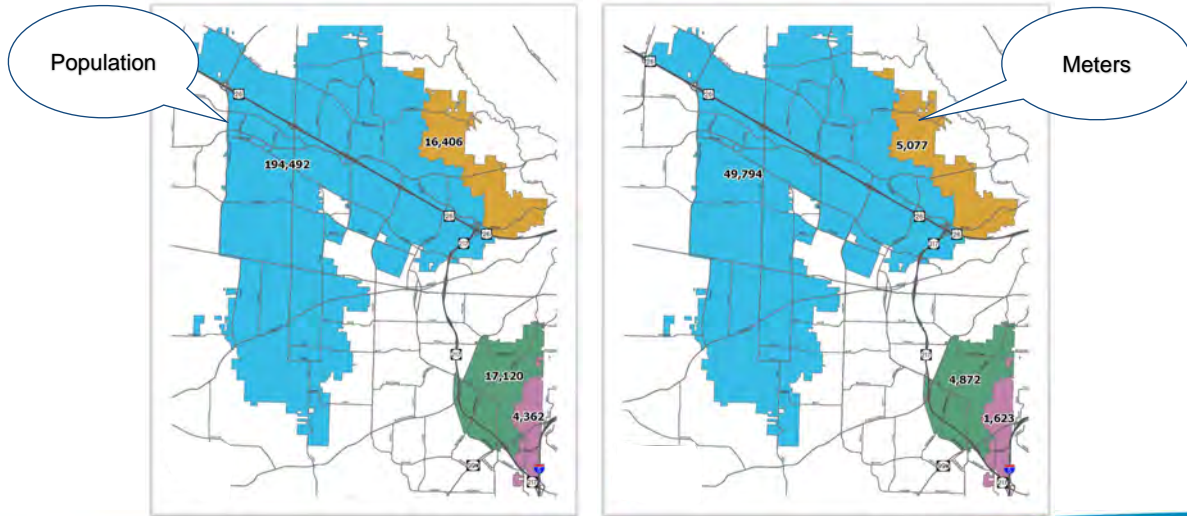
TVWD's Status

- Currently the District requires bilingual skills for two Customer Service Representatives positions.
- As part of TVWD's DEI project, we are evaluating the need for bilingual skills in other positions such as Field Customer Service Representatives and Meter Readers.



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WATER SUPPLY INTEGRATION PHASES



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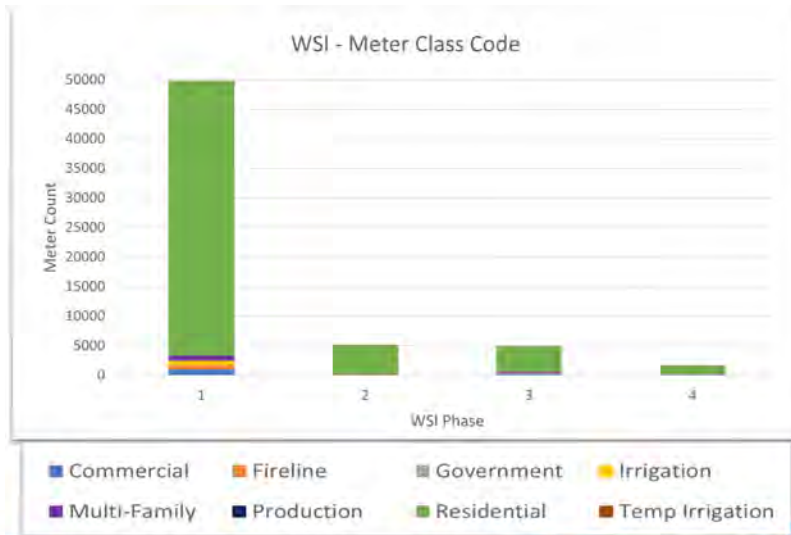
METERS BY CLASS BY PHASE

WSI Phase	Meter Class Code								Total
	Commercial	Fireline	Government	Irrigation	Multi-Family	Production	Residential	Temp Irrigation	
1	989	668	11	811	861	21	46417	16	49794
2	32	17	2	95	58	1	4869	3	5077
3	242	105	1	71	151	0	4297	5	4872
4	142	52	0	19	21	0	1387	2	1623



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METERS BY CLASS BY PHASE



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CUSTOMER OPINIONS OF WILSONVILLE'S WATER

- Customers in Wilsonville have been receiving their drinking water from the Willamette River for 20 years.
- Sherwood residents also began receiving Willamette water in 2011.
- TVWD has requested customer survey data and other information related to aesthetics such as taste from both cities.
- Staff will provide information to the Board when we receive responses.

MPAC NOMINATIONS

Background

- The Special Districts Association of Oregon (SDAO) is again requesting special districts in Washington County to nominate interested Board members for positions on the Metro Policy Advisory Committee (MPAC).
- The Metro Charter calls for the special district representative from Washington County to MPAC be jointly appointed by the special districts in the county.
- At your January regular meeting, the District acted by motion on this matter. However, the process has been challenged.
- Tonight, you have received a Memorandum from SDAO which provides additional information about this matter.

MPAC NOMINATIONS

Next steps

- At the April regular meeting, staff plans to include a resolution in the consent agenda that reflects the Board's action in January.
- At the May work session, staff will present the results of the county-wide nominations for MPAC membership.
- Depending on the nominations received and feedback by the Board, at the May regular meeting, staff plans to include a resolution voting on the special district representative and alternate to MPAC for Washington County.

FINANCE COMMITTEE MEETING

Selection of Independent Auditor

- Pursuant to the Board Policy, in 2019 the Board selected Moss Adams as the District's Independent Auditor.
- The contract with Moss Adams will expire before next year's audit is complete.
- At the March 29, 2024 Finance Committee Meeting, staff proposed the Board consider selecting Moss Adams as the District's auditor based on the Request for Proposal issued in 2019.
- Board selection of Moss Adams complies with the Board's existing policy and avoids potential problems of changing auditors considering the accounting complexities associated with the Willamette Water Supply Program.
- The Finance Committee recommended the selection of Moss Adams and, unless concerns were raised by Board members tonight, supported placing it on the consent agenda for the April regular meeting.
- Are there any concerns from the Board?

FINANCE COMMITTEE MEETING

Budget Officer Appointment

- The Board is charged with appointing the District's Budget Officer
- Although the duties of the Budget Officer are typically light outside the budget process, staff recommends the Board appoint a new Budget Officer.
- Most recently the Budget Officer has been the District's Chief Financial Officer. That position is now filled by Justin Carlton.
- The Finance Committee recommended appointing Justin Carlton as the District's Budget Officer as part of the consent agenda for the April Regular Meeting.
- Are there any concerns from the Board?

BOARD COMMUNICATIONS LOG

There was one update to the Board Communications Log this month. Notes from the March 29 Finance Committee Meeting were sent to Commissioners electronically.

Willamette Water Supply
Our Reliable Water

**Willamette Water Supply System Commission
Update**

TVWD Board Work Session
April 2, 2024

15

Outline

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

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REVIEW APRIL WWSS COMMISSION BOARD MEETING AGENDA

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Willamette Water Supply System Commission April 4, 2024 Board Meeting Agenda

1. Executive Session
2. Public Comment
3. General Manager's Report
4. Consent Agenda
 - A. Approve the February 1, 2024 meeting minutes
 - B. Adopt Resolution WWSS-01-24 Approving a Technical Correction to the Congressionally Directed Spending Grant
5. Business Agenda
 - A. Adopt Resolution WWSS-02-24 Adopting Fiscal Year 2024-25 Annual Work Plan and Budget and Approving Capital Improvement Plan (Baseline 9.1)
 - B. Approve Permitting Services Contract 2016-320 Amendment #43
 - C. Adopt Resolution WWSS-03-24 adopting WWSP Cost Shares Methodology
6. Information Items
 - A. Water Treatment Plant Schedule Recovery Progress Update
 - B. Planned June Business Agenda items
 - C. The next Regular Board Meeting scheduled on June 6, 2024

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Approvals and Procurements Forecast for February – June 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 February – June 2024

Real Estate

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



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Approvals and Procurements Forecast for February – June 2024

IGAs, MOUs, Permit Commitments

None currently



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Approvals and Procurements Forecast for February – June 2024

Contracts

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




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Approvals and Procurements Forecast for February – June 2024

Contract Amendments and Change Orders*

Title	Goal	Value	Key Dates
Permitting Services Contract Amendment for Next One-year Period	System-wide permitting services for the next year	\$819K	WWSS Board Approval: 4/4/2024
WTP_1.0 GMP3 for Construction	Perform finished water system startup and commissioning	TBD	WWSS Board Approval: 6/6/2024
WWSP Program and Construction Management Services FY 2025 Annual Work Plan	Approve scope, staffing, and fee for program and construction management services for FY 2025	\$23.7M	WWSS Board Approval: 6/6/2024
Public Outreach Service Contract Amendment	Provide additional public outreach during the term April 2024 – April 2025	TBD	WWSS Board Approval: 6/6/2024
WTP_1.0 Design Services Contract Amendment	Amend contract for related to additional required engineering services	TBD	WWSS Board Approval: 6/6/2024

*having values higher than the Program Director's authority



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Approvals and Procurements Forecast for February – June 2024

Local Contract Review Board Rule Exemption

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

Approvals and Procurements Forecast for February – June 2024

Other

Description	Program Director	WWSS Management Committee	WWSS Commission Board
Board Action Related to WWSP Performance Audit	--	3/21/2024	4/4/2024
Congressional Directed Spending Grant Technical Correction	--	3/21/2024	4/4/2024

WWSP Schedule Recovery Progress Update
WWSP Construction Updates

UPDATE ON WWSP ACTIVITIES

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WWSP SCHEDULE RECOVERY PROGRESS UPDATE

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Important Terms:

Commissioning – The process of planning, testing, and startup of an installation for demonstrating through documented verification that the project has successfully met both contractual requirements and the Owner’s needs. It includes training the Owner’s personnel to operate the installation.

Startup – A subset of commissioning, startup includes activities conducted after planning, testing, and training of Owner’s personnel are complete, which are necessary to fully place systems into operational service using the intended process fluid. Startup includes performance testing for those systems (or subsystems) which require specific process fluids or other conditions that cannot otherwise be practically provided during earlier commissioning phases. It includes system-wide SCADA integration activities. Results of startup activities aim to demonstrate that each system performs adequately to meet contract requirements in all operating modes.

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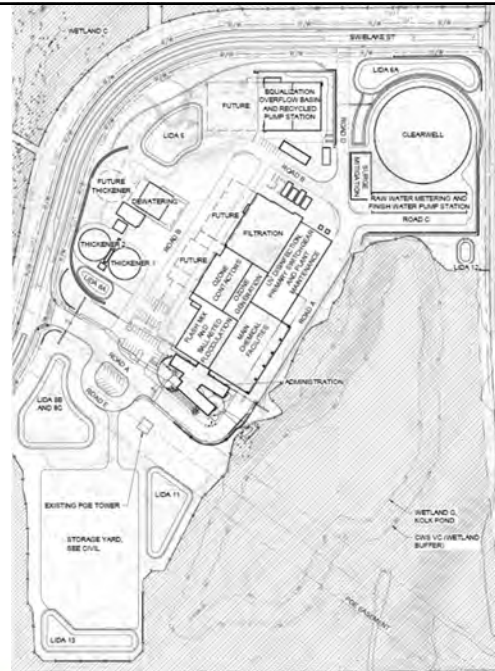
WTP_1.0 Commissioning and Start Up (CSU)

Definition:

- WTP_1.0 commissioning and start up has several phases:
 - Installation testing
 - Functional testing
 - Clean water facility testing commissioning (whole plant)
- Guided by a 44-page specification

Lead: Sundt

Support: WWSP and WTP Operators



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Willamette Water Supply System CSU

Definition:

- Preparation of the WWSS pipelines to convey water, stabilization of water quality in new pipelines, conveying water to waste, verifying water quality

Lead: Currently Sundt will provide this service with WWSP & TVWD oversight

Support: Partners, WWSP

The map illustrates the Willamette Water Supply System CSU. It features a central 'TRANSMISSION PIPELINE' running north-south. To the north, 'WATER STORAGE TANKS' are located near Tigard. To the south, a 'WATER TREATMENT PLANT' is situated near Sherwood. Arrows indicate water flow: 'JWC' (Joint Water Company) from the north, 'PWB' (Portland Water Bureau) from the northeast, and 'WWSS' (Willamette Water Supply System) from the south. A 'TR Discharge' arrow points west from the transmission pipeline. Numbered markers 1, 2, 3, and 4 are placed along the pipeline and tanks. The Willamette Water Supply logo 'Our Reliable Water' is in the bottom left corner.

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Water Supply Integration (WSI)

Definition:

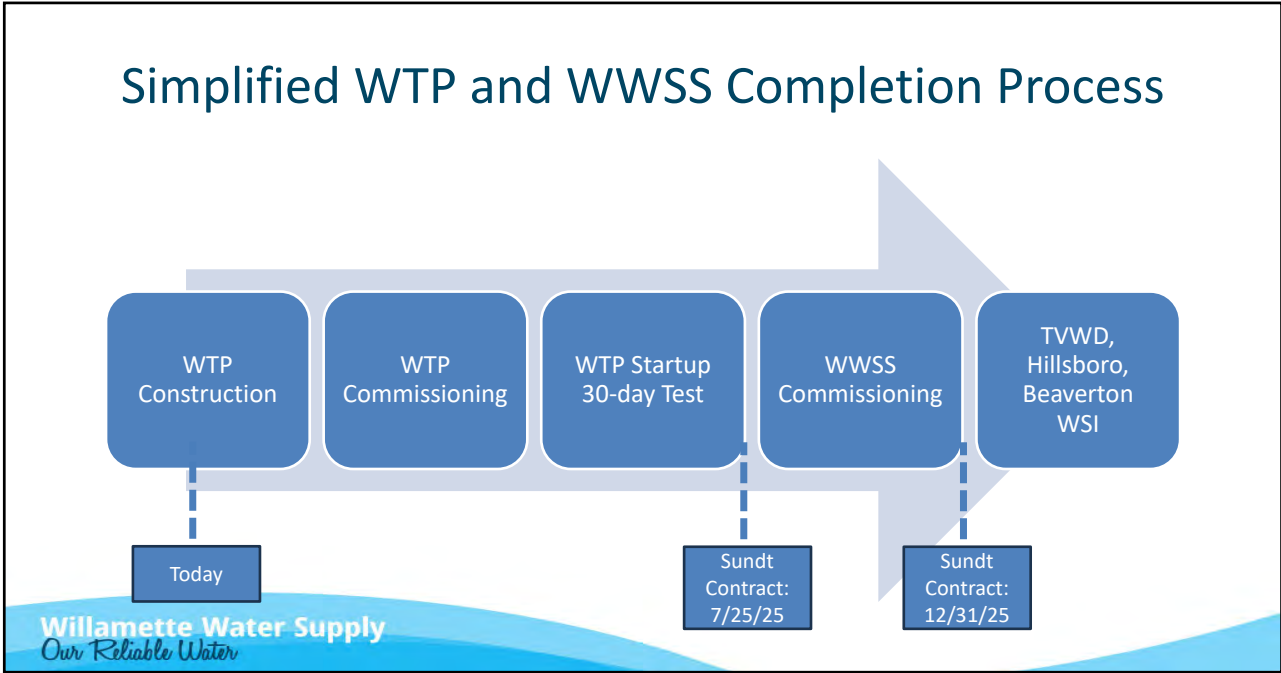
- Planning and preparation of the distribution systems to receive the new supply
- Establish finished water quality goals from WTP_1.0 at the system turnouts (complete)
- Execute integration of new supply while maintaining high water quality

Lead: TVWD, City of Hillsboro, City of Beaverton

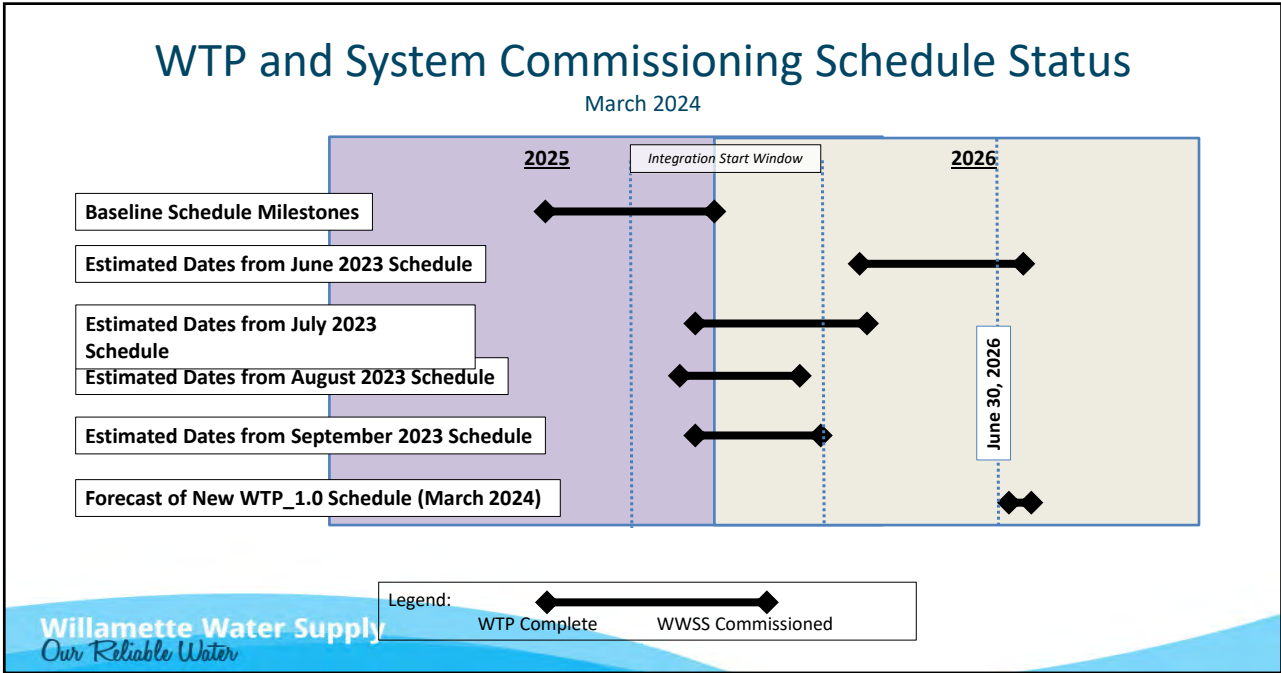
Support: Confluence, WWSP

The slide shows a detailed map of a residential area for Water Supply Integration (WSI). The map highlights a network of blue pipes connecting to a '209th & Farmington Fluoride Facility'. Street names include SW Rosedale Rd, SW Carlin Blvd, SW 209th Ave, SW Lisbon Ct, SW 208th Ave, SW Manor Way, SW Castle Dr, SW Vienna Dr, SW 207th Ave, SW 206th Ave, SW 205th Ave, SW 204th Ave, SW 203rd Ave, SW 202nd Ave, SW 201st Ave, SW 200th Ave, SW 199th Ave, SW 198th Ave, SW 197th Ave, SW 196th Ave, SW 195th Ave, SW 194th Ave, SW 193rd Ave, SW 192nd Ave, SW 191st Ave, SW 190th Ave, SW 189th Ave, SW 188th Ave, SW 187th Ave, SW 186th Ave, SW 185th Ave, SW 184th Ave, SW 183rd Ave, SW 182nd Ave, SW 181st Ave, SW 180th Ave, SW 179th Ave, SW 178th Ave, SW 177th Ave, SW 176th Ave, SW 175th Ave, SW 174th Ave, SW 173rd Ave, SW 172nd Ave, SW 171st Ave, SW 170th Ave, SW 169th Ave, SW 168th Ave, SW 167th Ave, SW 166th Ave, SW 165th Ave, SW 164th Ave, SW 163rd Ave, SW 162nd Ave, SW 161st Ave, SW 160th Ave, SW 159th Ave, SW 158th Ave, SW 157th Ave, SW 156th Ave, SW 155th Ave, SW 154th Ave, SW 153rd Ave, SW 152nd Ave, SW 151st Ave, SW 150th Ave, SW 149th Ave, SW 148th Ave, SW 147th Ave, SW 146th Ave, SW 145th Ave, SW 144th Ave, SW 143rd Ave, SW 142nd Ave, SW 141st Ave, SW 140th Ave, SW 139th Ave, SW 138th Ave, SW 137th Ave, SW 136th Ave, SW 135th Ave, SW 134th Ave, SW 133rd Ave, SW 132nd Ave, SW 131st Ave, SW 130th Ave, SW 129th Ave, SW 128th Ave, SW 127th Ave, SW 126th Ave, SW 125th Ave, SW 124th Ave, SW 123rd Ave, SW 122nd Ave, SW 121st Ave, SW 120th Ave, SW 119th Ave, SW 118th Ave, SW 117th Ave, SW 116th Ave, SW 115th Ave, SW 114th Ave, SW 113rd Ave, SW 112nd Ave, SW 111st Ave, SW 110th Ave, SW 109th Ave, SW 108th Ave, SW 107th Ave, SW 106th Ave, SW 105th Ave, SW 104th Ave, SW 103rd Ave, SW 102nd Ave, SW 101st Ave, SW 100th Ave, SW 99th Ave, SW 98th Ave, SW 97th Ave, SW 96th Ave, SW 95th Ave, SW 94th Ave, SW 93rd Ave, SW 92nd Ave, SW 91st Ave, SW 90th Ave, SW 89th Ave, SW 88th Ave, SW 87th Ave, SW 86th Ave, SW 85th Ave, SW 84th Ave, SW 83rd Ave, SW 82nd Ave, SW 81st Ave, SW 80th Ave, SW 79th Ave, SW 78th Ave, SW 77th Ave, SW 76th Ave, SW 75th Ave, SW 74th Ave, SW 73rd Ave, SW 72nd Ave, SW 71st Ave, SW 70th Ave, SW 69th Ave, SW 68th Ave, SW 67th Ave, SW 66th Ave, SW 65th Ave, SW 64th Ave, SW 63rd Ave, SW 62nd Ave, SW 61st Ave, SW 60th Ave, SW 59th Ave, SW 58th Ave, SW 57th Ave, SW 56th Ave, SW 55th Ave, SW 54th Ave, SW 53rd Ave, SW 52nd Ave, SW 51st Ave, SW 50th Ave, SW 49th Ave, SW 48th Ave, SW 47th Ave, SW 46th Ave, SW 45th Ave, SW 44th Ave, SW 43rd Ave, SW 42nd Ave, SW 41st Ave, SW 40th Ave, SW 39th Ave, SW 38th Ave, SW 37th Ave, SW 36th Ave, SW 35th Ave, SW 34th Ave, SW 33rd Ave, SW 32nd Ave, SW 31st Ave, SW 30th Ave, SW 29th Ave, SW 28th Ave, SW 27th Ave, SW 26th Ave, SW 25th Ave, SW 24th Ave, SW 23rd Ave, SW 22nd Ave, SW 21st Ave, SW 20th Ave, SW 19th Ave, SW 18th Ave, SW 17th Ave, SW 16th Ave, SW 15th Ave, SW 14th Ave, SW 13th Ave, SW 12th Ave, SW 11th Ave, SW 10th Ave, SW 9th Ave, SW 8th Ave, SW 7th Ave, SW 6th Ave, SW 5th Ave, SW 4th Ave, SW 3rd Ave, SW 2nd Ave, SW 1st Ave. A red dot on the map marks the '209th & Farmington Fluoride Facility'. An inset photo shows workers in safety gear performing maintenance on a water pipe in a residential area.

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Sundt's Re-Baseline Schedule

- How it was prepared
 - Last fall, Sundt brought on new scheduling specialist subcontractor
 - Sundt held multiple meetings with its construction subs over two months
 - Sundt and its subs developed detailed activity lists, durations, and constraints
 - WWSP team received regular updates and provided comments in real time
 - WWSP team held two weeks of workshops to review, comment, and iterate
- What it contains
 - 7,293 activities (vs. 5,577 activities in previous schedule)
 - Additional detail tying mechanical, electrical and process activities by structure
 - More detailed testing and startup activities and correct logic ties
 - New critical path is fully developed

Summary of the New “Unmitigated” Schedule

- Completion of WTP is 11.5 months behind schedule
 - New electrical equipment delivery delays are driving schedule
 - New logic constraints and additional activities have pushed schedule out
 - Overall testing and startup duration is longer
- Mitigation options being considered to recover schedule
 - Temporary electrical gear
 - Allow early structure backfill
 - Additional Saturday work
 - Double shifts for certain trades in structures on critical path

Next Steps

- Develop additional detail for testing and startup activities
- Continue evaluating additional mitigation options
- Develop framework for managing future schedule changes
- Establish KPIs and intermediate milestones
- Negotiate schedule impacts to date and contingency use
- Final Re-baseline expected April 26, 2024

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Topics for Future Board Reports

- Completion date status
- Milestone performance
- Recovery cost discussion

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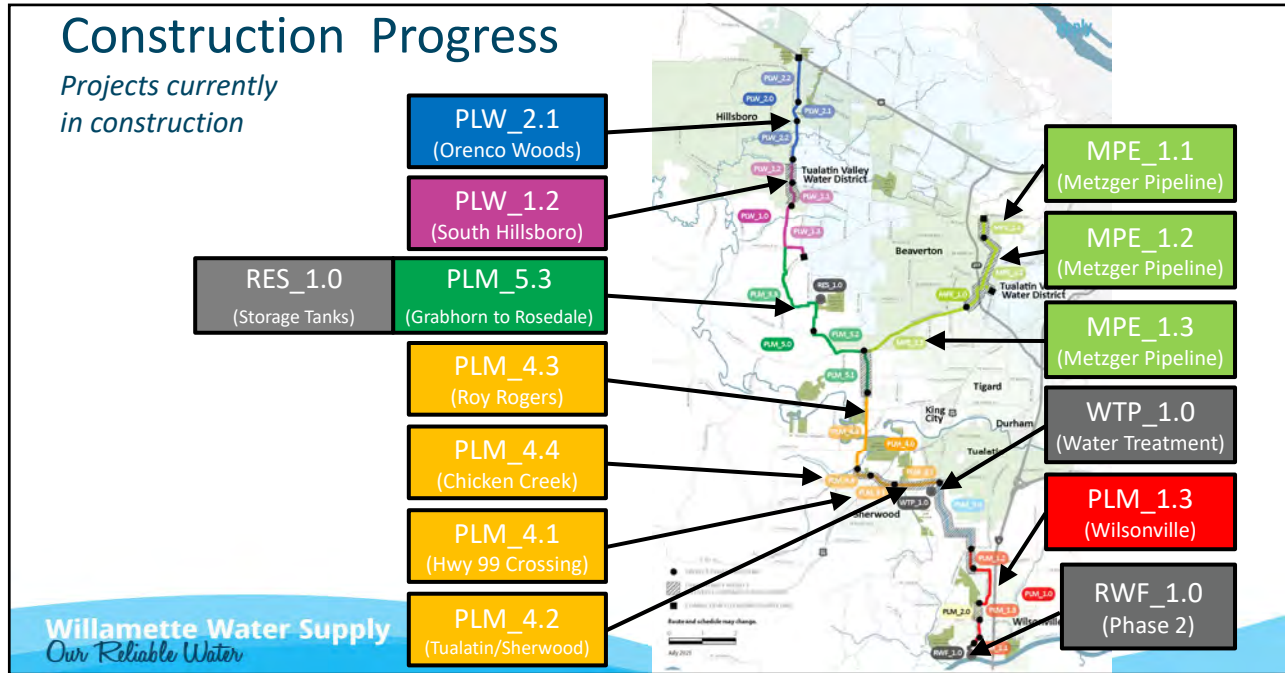
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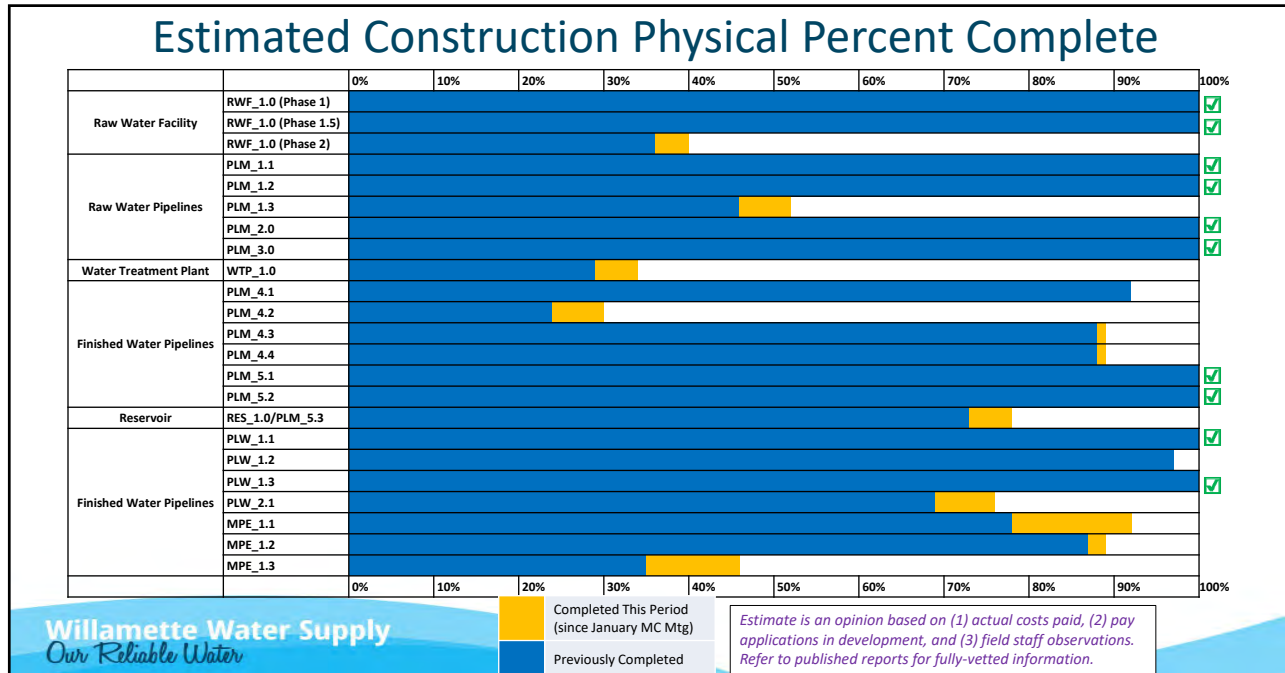
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RWF_1.0 (GMP-2)

Contractor: Kiewit Infrastructure West Co.

Designer: Black & Veatch

Current and Planned Activities:

- Upper Site Electrical Building retaining wall and site grading
- Continued work on interior HVAC ducting and controls
- Electricians installing lighting panels, lighting fixtures, etc.
- Interior painting, flooring, and ceilings in Emergency Control Room
- Continued vertical turbine pump bases and electrical work in RWPS
- PGE began work on 1.5MW electrical feeder project into site
- Completed Sherwood Broadband fiber optic conduits into site



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Construction Photos – RWF_1.0 (GMP-2)



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Construction Photos – RWF_1.0 (GMP-2)



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Construction Photos – RWF_1.0 (GMP-2)

Upper Site Electrical Building Interior

- Sheet rock and resinous flooring in the emergency operations center and control room



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Construction Photos – RWF_1.0 (GMP-2)

Raw Water Pump Station

- Vertical turbine pump concrete bases completed
- Setting pump sole plates



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PLM_1.3

Contractor: Moore Excavation Inc.
Designer: HDR

Current and Planned Activities:

- Appurtenance construction and 66-inch joint grouting of pipe on Kinsman Rd.
- 66-inch waterline installation on 95th Ave.
- Wilsonville 12-inch waterline relocation on 95th Ave.
- Approximately 7,480 LF of 66" waterline installed (62% of total)
- Completed casing installation and began carrier pipe installation at Boeckman Rd. / railroad trenchless crossing
- Began preparation of roadway for new concrete pavement on Kinsman Rd.



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Construction Photos - PLM_1.3

Tunnel alignment
at Boeckman Rd.



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Construction Photos - PLM_1.3

66-inch waterline installation
on south end of 95th Ave.



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Construction Photos - PLM_1.3

Demolition and subgrade preparation for permanent pavement restoration on Kinsman Rd.



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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



53

Construction Photos - WTP 1.0



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Construction Photos - WTP_1.0



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Construction Photos - WTP_1.0



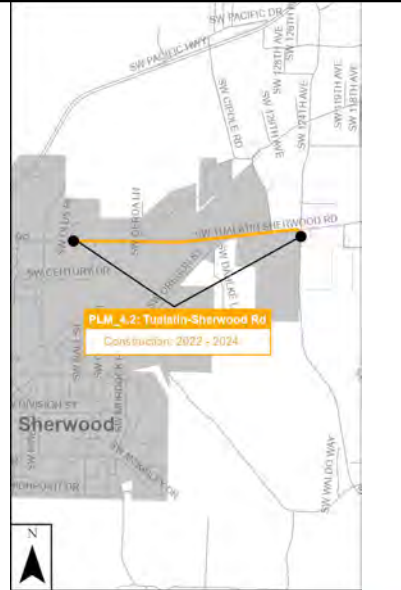
56

PLM_4.2

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

Current and Planned Activities:

- 124th trenchless crossing is complete under Tualatin-Sherwood Road
- Open cut pipe has crossed Cipole Road
- Open cut pipe installed up to the PLM_3.0 connection
- Total of 1,300 LF of pipe installed (18% of total)



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Construction Photos – PLM_4.2

Open cut 66-inch waterline between trenchless crossing and existing pipe installed on 124th Ave.



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Construction Photos – PLM_4.2

Exposing existing PLM_3.0 pipe at connection point on 124th Ave.



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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 complete
- Small amount of road widening to be completed



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Construction Photos – PLM_4.1

Cathodic protection test station connections, testing, and activation



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PLM_4.4

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

Current and Planned Activities:

- Cathodic protection system is up and running
- Tie-in to PLM_4.1 complete
- County road work and CWS sewer work



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Construction Photos – PLM_4.4

Wax tape installation at
accessway blind flange on 66-inch
pipe



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PLM_4.3

Contractor: Tapani Inc.
Designer: Brown & Caldwell

Current and Planned Activities:

- Installing 66-inch waterline on west side of Roy Rogers Rd. toward Tualatin River launch shaft
- Approximately 12,500 LF of pipe installed (95% of total)
- Interior joint grouting of southern half of alignment



Willamette Water Supply
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Construction Photos – PLM_4.3

66-inch waterline installation
on west side of Roy Rogers Rd.



Willamette Water Supply
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Construction Photos – PLM_4.3

66-inch waterline – remaining
work between open cut
installation and tunnel shaft
south of Tualatin River.



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Construction Photos – PLM_4.3

Completed retaining wall and area of remaining waterline alignment on north end of project



Willamette Water Supply
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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
 - Completed hydro-blasting reservoir walls; began pre-stressing activities
 - Begin plumbing and mechanical piping installation in vaults
 - Continued electrical duct bank and yard piping installation
 - Completed Water Quality Building roof installation; begin interior painting
 - Completed 66-inch steel inlet and outlet waterline hydrostatic testing, disinfection and tie-in to PLM_5.3
- PLM_5.3
 - Completed 66-inch waterline tie-in to PLM_5.2
 - Completed cleaning, disinfection and hydrostatic pressure testing of the inlet 66-inch waterline
 - Continued appurtenance and cathodic protection system installations
 - Continued easement restoration in multiple locations



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Construction Photos – RES_1.0

Reservoir tank with completed walls and roof. Pre-stress wrapping machine mobilized.



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Construction Photos – RES_1.0

Water Quality Building



Willamette Water Supply
Our Reliable Water

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Construction Photos – PLM_5.3

66-inch inlet and outlet
waterline tie-in from reservoir
site to PLM_5.3



Willamette Water Supply
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Construction Photos – PLM_5.3

PLM_5.3 easement restoration in progress at Farmington Gardens property



Willamette Water Supply
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PLW_1.2

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

Current and Planned Activities:

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



Willamette Water Supply
Our Reliable Water

74

Construction Photos – PLW_1.2

Grouting and cleanup
within PRV Vault at
Frances St. Turnout



Willamette Water Supply
Our Reliable Water

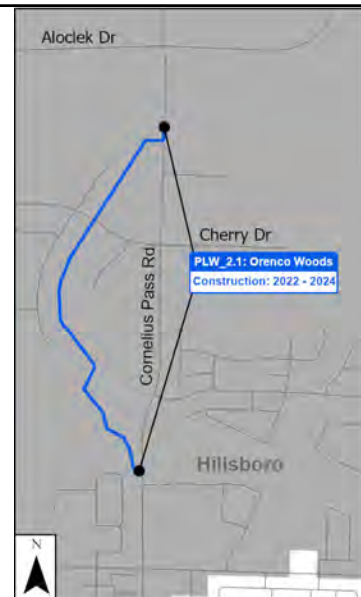
75

PLW_2.1

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

Current and Planned Activities:

- Grouting 48-inch waterline joints
- 48-inch waterline cleaning, pressure testing, and disinfection
- Cathodic protection installation
- Air valve installation within access vaults



Willamette Water Supply
Our Reliable Water

76

Construction Photos – PLW_2.1

Blow-off assembly vault installation at Orenco Woods Nature Park parking lot



Willamette Water Supply
Our Reliable Water

77

Construction Photos – PLW_2.1

Anode installation (for cathodic protection system) at Cornelius Pass Rd.



Willamette Water Supply
Our Reliable Water

78

Construction Photos – PLW_2.1

Mortar lining of joints at interior of 48-inch waterline



Willamette Water Supply
Our Reliable Water

79

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 at Western Ave and 96th Ave.
 - TVWD supporting re-filling of the WCSL and reactivating the transmission line
 - Backfilling excavations in roadway
 - Installation of appurtenance piping
- Punch list and project closeout work



Willamette Water Supply
Our Reliable Water

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Construction Photos – MPE_1.1

Pressure testing new 48-inch waterline before connection to WCSL at 96th Ave.



Willamette Water Supply
Our Reliable Water

81

Construction Photos – MPE_1.1

Setting final 48" x 54" diameter closure piece at 96th Ave.



Willamette Water Supply
Our Reliable Water

82

Construction Photos – MPE_1.1

Closure shown completed and grouted in place at Western Ave. tie-in to WCSL.



Willamette Water Supply
Our Reliable Water

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MPE_1.2

Contractor: Emery & Sons
Designer: Brown & Caldwell

Current and Planned Activities:

- Trenchless crossings – upper Fanno Creek tunneling complete
- Continued PFC building mechanical, HVAC, electrical
- Connections to existing 24" and 16" waterlines on Oleson Rd.
- Site and road restoration



Willamette Water Supply
Our Reliable Water

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Construction Photos – MPE_1.2

48-inch waterline installation at Scholls Ferry Rd. near Allen Blvd. (night crew)



Willamette Water Supply
Our Reliable Water

85

Construction Photos – MPE_1.2

Connections at Oleson Road to PFC facility – wax tape installation



Willamette Water Supply
Our Reliable Water

86

Construction Photos – MPE_1.2

Tunnel machine reaching receiving shaft at upper Fanno Creek (last of 8 tunnels on project)



Willamette Water Supply
Our Reliable Water

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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 River Terrace (day work)
- Barrows Road Sewer Relocation
- Roy Rogers Road Turnout Vault
- PGE relocations



Willamette Water Supply
Our Reliable Water

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Construction Photos – MPE_1.3

48-inch waterline installation on Scholls Ferry Rd. near River Terrace Blvd.



Willamette Water Supply
Our Reliable Water

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Construction Photos – MPE_1.3

Roy Rogers Rd. turnout vault rebar and hatches prior to concrete placement



Willamette Water Supply
Our Reliable Water

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RAC Recommendation > Implementation

- **RAC Recommendation**
 - In 2023, the Rate Advisory Committee (RAC) unanimously recommended the proposed new Customer Assistance Program (CAP)
 - And keeping the District's current Customer Emergency Assistance Program
- **District Priority**
 - CAP implementation is a District priority, as previously communicated to the Board by the CEO
- **Authorize Program**
 - One of the key tasks for CAP implementation is Board authorization
 - Final resolution to be on the agenda for the April 17 regular Board meeting
 - Tonight's presentation will provide an overview of the draft authorizing resolution, other CAP information.

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Customer Assistance Program (CAP) Resolution Overview

- **Whereas Statements Highlights**
 - Review of Rate Advisory Committee (RAC) purposes and history
 - Second RAC (2022 – 2023) unanimously recommend new CAP with 20% bill discount, keeping current Customer Emergency Assistance Program
 - Board accepted RAC recommendations in May 2023
 - Adopted 2023 – 2025 Biennial Budget included funding, expenditures for new CAP
 - Appropriations in Adopted Budget but bill discount rate not described in Board-adopted rates and charges
 - Necessary for clear Board authorization of CEO to implement and administer CAP
- **Resolved Statements Highlights**
 - The Board creates a new Customer Assistance Program with features and objectives in Exhibits A and B
 - Board directs and authorizes the bill discount rates to be added to rates and charges
 - CEO authorized and directed to take all actions necessary to implement the CAP

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CAP Resolution Overview (continued)

- **Exhibit A: CAP Parameters**

- **Qualification**

- Qualified customers shall be single-family residential District customers who qualify for Low Income Home Energy Assistance (LIHEAP) or other similar programs deemed appropriate by CEO
- TVWD may contract with third-party entities to establish customer eligibility for the program

- **Bill Discount**

- The assistance for qualified customers: 20% discount to water bill, both fixed and volume charges

- **Funding**

- Funding shall be limited to funds appropriated in District's adopted biennial budget
- Discount under program lapses when appropriated funds are fully expended
- Management will monitor unspent appropriated funds, report to the Board as deemed necessary

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CAP Resolution Overview (continued)

- **Exhibit B: CAP Objectives**

1. Improve the affordability of water needs for low-income customers
2. Reduce the number and risk of water shutoffs for low-income customers
3. Provide a simple structure for the program
4. Reduce burden on low-income customers and District staff by using third-party entities to qualify customer eligibility

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Customer Assistance Program Administration

Responsible Department	Qualification	Transparency	Funding
<ul style="list-style-type: none"> • Customer Service Department will manage the program • Financial/budget management • Partnership management • Promotion 	<ul style="list-style-type: none"> • Partnership with local agency to qualify customers and offer other services • Excellent relationship with Community Action of Washington County – TVWD will continue that strong relationship 	<ul style="list-style-type: none"> • Track participation and report utilization to the Board monthly through TVWD's existing <i>Month-in-Review</i> • Funding subject to TVWD's Citizen Budget Committee process 	<ul style="list-style-type: none"> • Included in TVWD's proposed biennial budget • Board and Budget Committee will assess program needs and funding capacity on biennial basis • Management will monitor needs and apprise the Board of any budget challenges

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CAP Implementation Key Activities/Tasks

- **Authorize Program**
 - Adoption of Resolution by Board of Commissioners
- **Third Party Qualification**
 - Develop and Execute Contract with Community Action
- **Customer Information System**
 - Define Requirements
 - System Changes, Testing
 - Utility Bill Changes
- **Customer Outreach**
 - Define pilot group, conduct outreach
- **Staff Preparation**
 - Train Customer Service and Community Action Staff
- **Execute Pilot Plan**
 - Evaluate Pilot Results

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Example CAP Brochure

Customer Assistance Programs
Get help paying your water bill

Programas de Asistencia al Cliente
Obtenga ayuda para pagar su factura de agua

Assistance to Pay Your Bill
To help keep the water on, the District has immediate funding available to assist customers facing financial hardship pay their water bill.

- Emergency Assistance provides customers with a one-time credit for life's surprises.
- Our New Customer Assistance Program provides a discount on each drinking water bill.

Who's Eligible?
Income-qualified single-family residential customers at or below 60% of Oregon medium income per household size.

How Much is Available?
Customer Assistance provides a 20% discount off of each bill and Emergency Assistance receives a credit for up to 28 CCP% of water and fixed charges towards their balance.

How to Apply?
The District works with Community Action to get customers enrolled - visit tval.org to learn more or seesocial.org to apply.

What you'll need to apply

- Recent copies of your bill
- Photo ID and proof of income for anyone 18 years of older
- Documentation showing income from Social Security, Unemployment Insurance, Pension Funds, or disability, etc.
- Special security numbers for everyone residing in the house
- Contact us if you need help

Asistencia para pagar su factura
Para ayudar a mantener el suministro de agua, el Distrito tiene fondos inmediatos disponibles para ayudar a los clientes que enfrentan dificultades financieras a pagar su factura de agua.

- Emergencia Asistencia brinda a los clientes un crédito único para las sorpresas de la vida.
- Nuestro NUEVO Programa de Asistencia al Cliente brinda un descuento en cada factura de agua potable.

¿Quién es elegible?
Clientes residenciales unifamiliares calificadas con ingresos iguales o inferiores al 60 % del ingreso medio de Oregón por tamaño de hogar.

¿Cuánto hay disponible?
Asistencia al cliente ofrece un 20 % de descuento en cada factura y Asistencia de emergencia recibe un crédito de hasta 28 CCP de agua y cargos fijos para su saldo.

¿Cómo aplicar?
El Distrito trabaja con Community Action para inscribir a los clientes: visite tval.org para obtener más información o seesocial.org para presentar su solicitud.

Lo que necesitará aplicar

- Copias recientes de su factura
- Identificación con foto y comprobante de ingresos para cualquier persona mayor de 18 años
- Documentación que acredite los ingresos de la Seguridad Social, Seguro de Desempleo, Fondos de Pensiones, Incapacidad, etc.
- Números de seguro social de todas las personas que residen en la casa
- Contactarnos si necesita ayuda

Contact Us
Visit tval.org and email CustomerService@TVWD.org

Facebook.com/TVWDNews
Twitter.com/TVWDNews
@tualatinvalleywaterdistrict9704
nextdoor.com

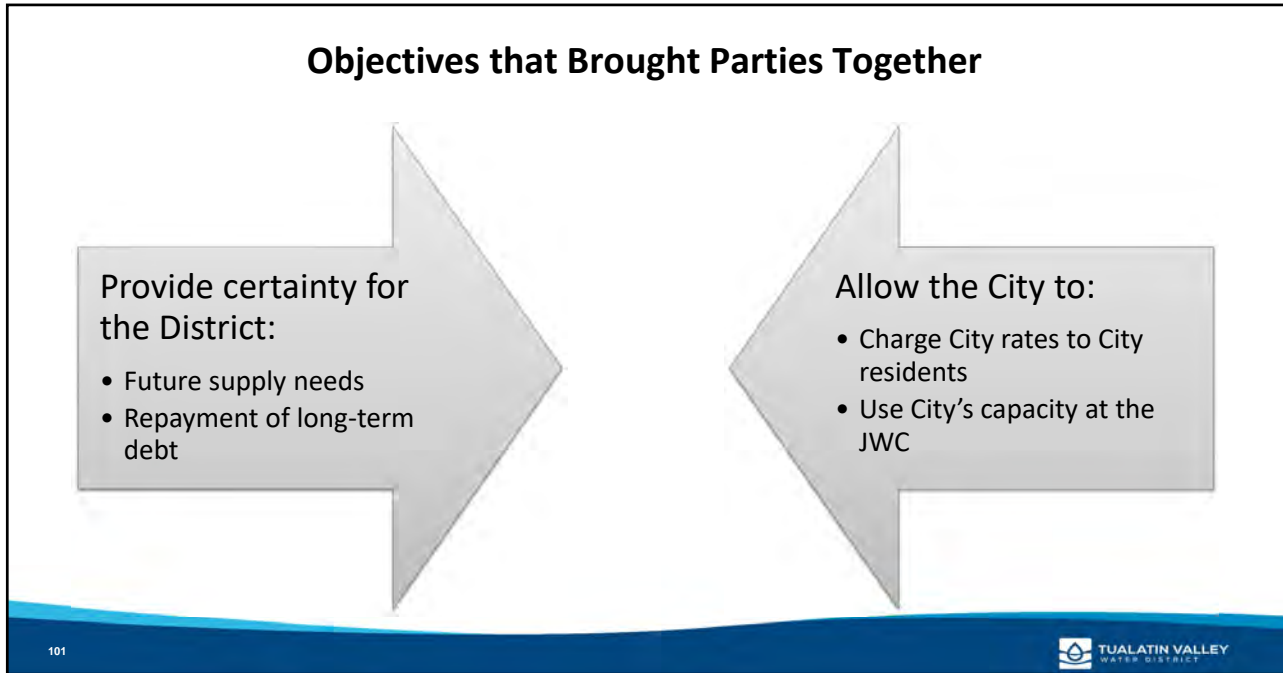
1850 SW 170th Ave
Beaverton, OR 97003
www.tvwd.org
(503) 848-3000
CustomerService@TVWD.org

TUALATIN VALLEY WATER DISTRICT

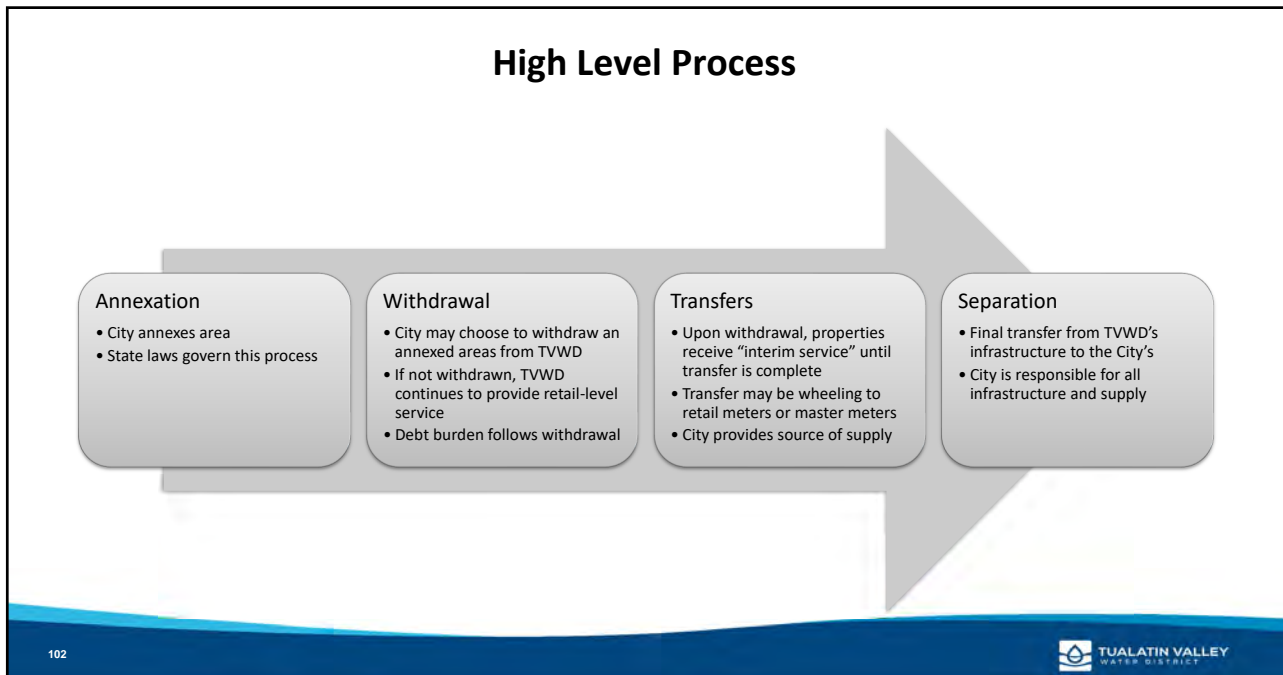
OVERVIEW OF BEAVERTON SERVICE AREA IGA

Paul L. Matthews
Chief Executive Officer

April 2, 2024



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Options Upon Annexation by the City

Service Options for the City

- No withdrawal of water service – status quo
- Withdraw areas and TVWD provides interim service
 - Customers pays TVWD retail rates
- Withdraw areas with TVWD providing wheeling service
 - TVWD delivers the City's JWC water to customers
 - TVWD charges City the wheeling rate
 - City charges customers its retail rates
- Withdraw and full separation
 - City funds all required infrastructure
 - City charges customer its retail rates

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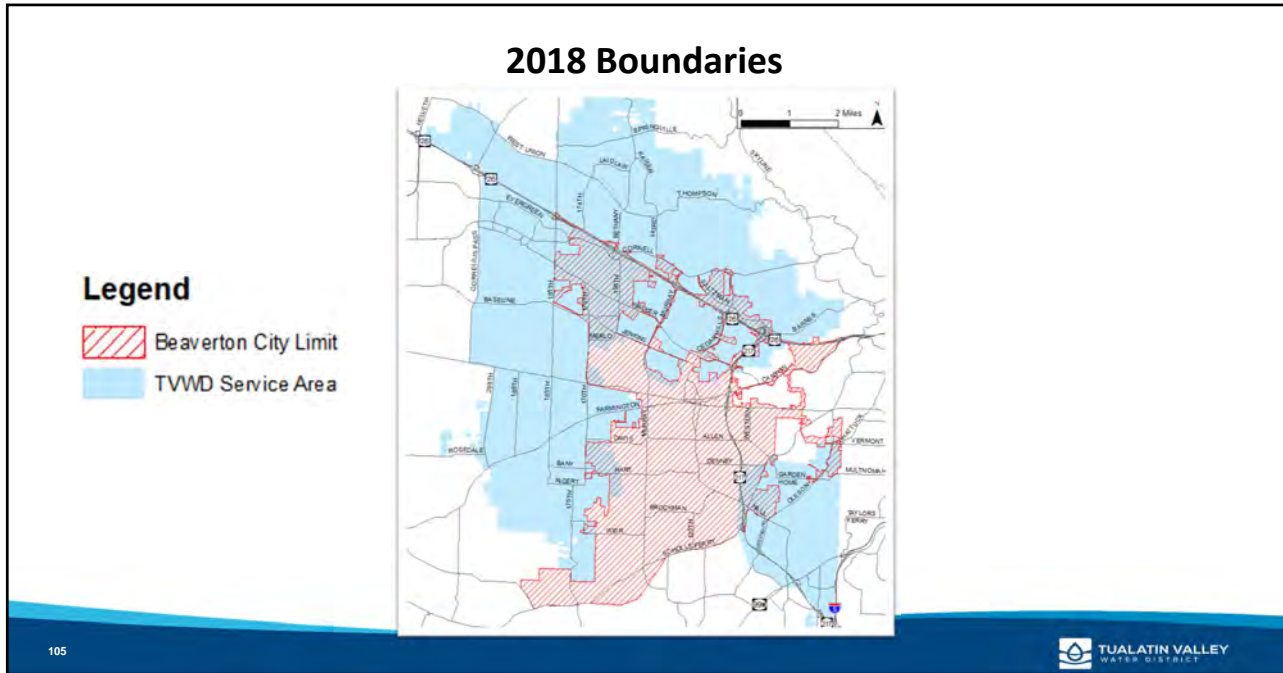
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Key Elements of the IGA

- Term: 2018-2058
- Detailed process for adjustment of service areas
- Classification of Areas
 - Service Areas as of 2018
 - Known Withdrawal Area
 - Deferred Withdrawal Area
 - Annexation Withdrawal Area

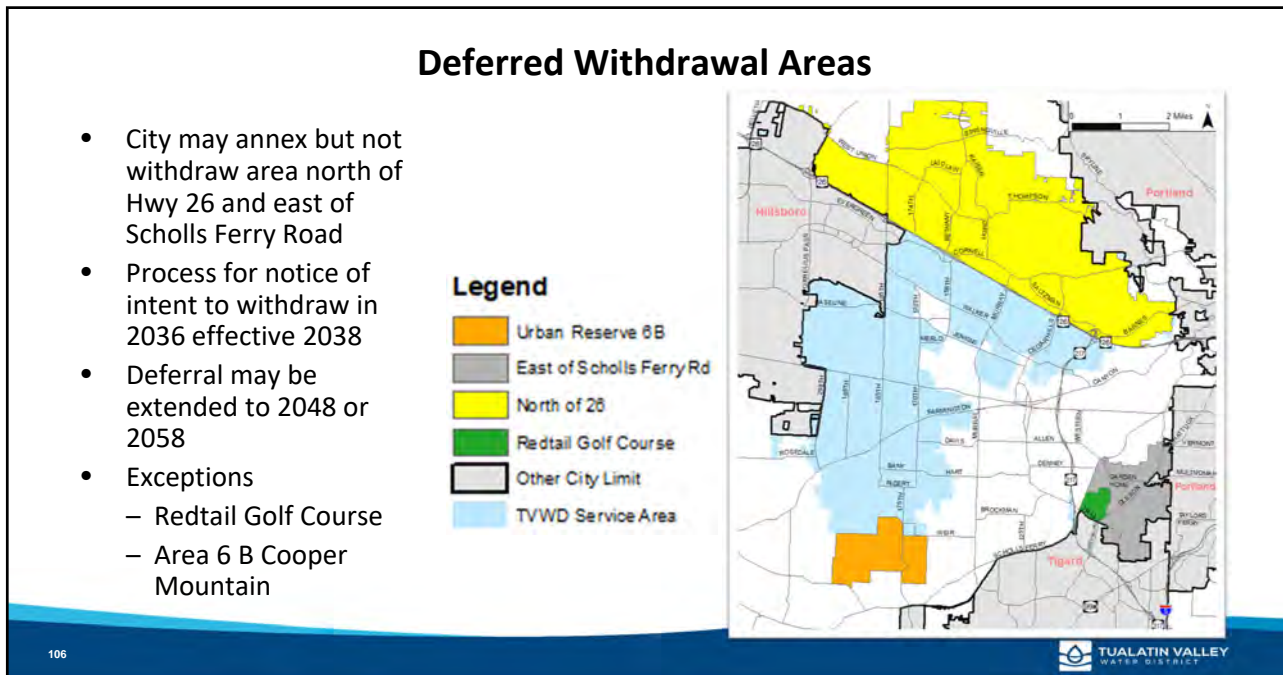
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Annexation Withdrawal Areas

- Unincorporated areas south of Hwy 26 and west of Scholls Ferry Road
- Statutory annexation and withdrawal processes
- Notice of planned withdrawal
- City develops Withdrawal Plan
- District provides Interim Service or Wheeling Service if City cannot provide direct service unless material and adverse effect
- Includes debt burden to be paid by City

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Withdrawal Plan

- Description of area by tax lot
- Schedule and effective date of withdrawal
- Plan for customer notification of change
- Schedule for development of Transfer Plan
- Provision of water to withdrawn area
 - Prior to effective date: District provides/TVWD customers
 - On or after effective date: City provides unless interim or wheeling

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Provision of Water Service



- Separation requires full service by City including its independent supply
- If separation has not occurred, City may elect:
 - Interim water service. District provides retail-level service at District rates using District's source of supply.
 - Wheeling service:
 - District delivers City's water supply
 - Wheel to the retail meter or master meter
 - Cost of wheeling based on methodology included in Exhibit F
- Transfer plans required to change service type
- Obligation by District to serve does not apply to deferred withdrawal areas

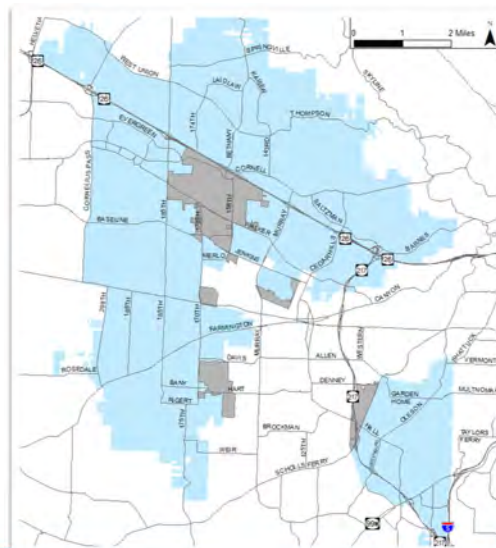
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Areas Withdrawn in 2018

Legend

-  Withdrawn Areas
-  TVWD Service Area



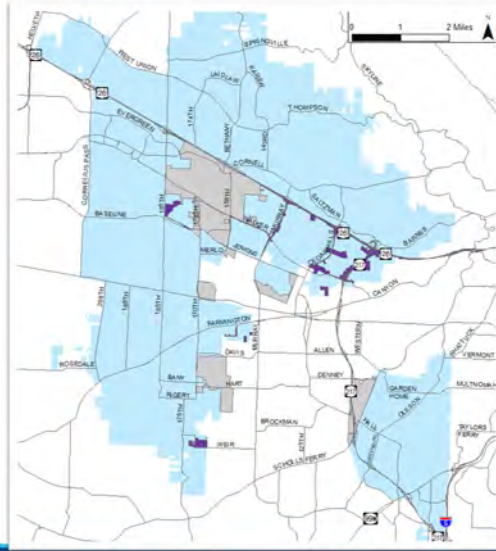
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Additional Areas withdrawn Prior to 7/2/2020

Legend

- Annexed 7-2-2018 to 7-1-2020
- Annexed Prior to 7-2-2018
- TVWD Service Area



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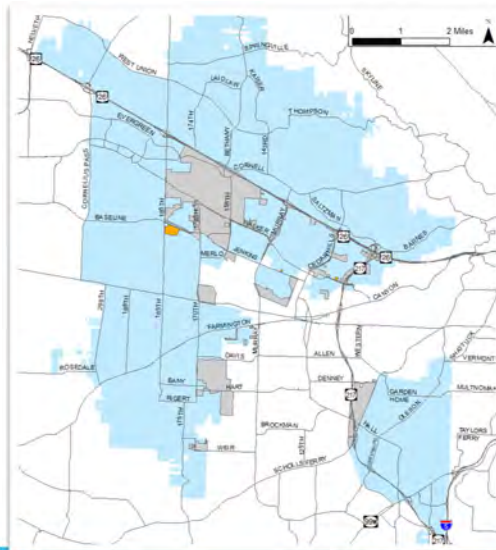


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Areas Withdrawn on or After 7/2/2020

Legend

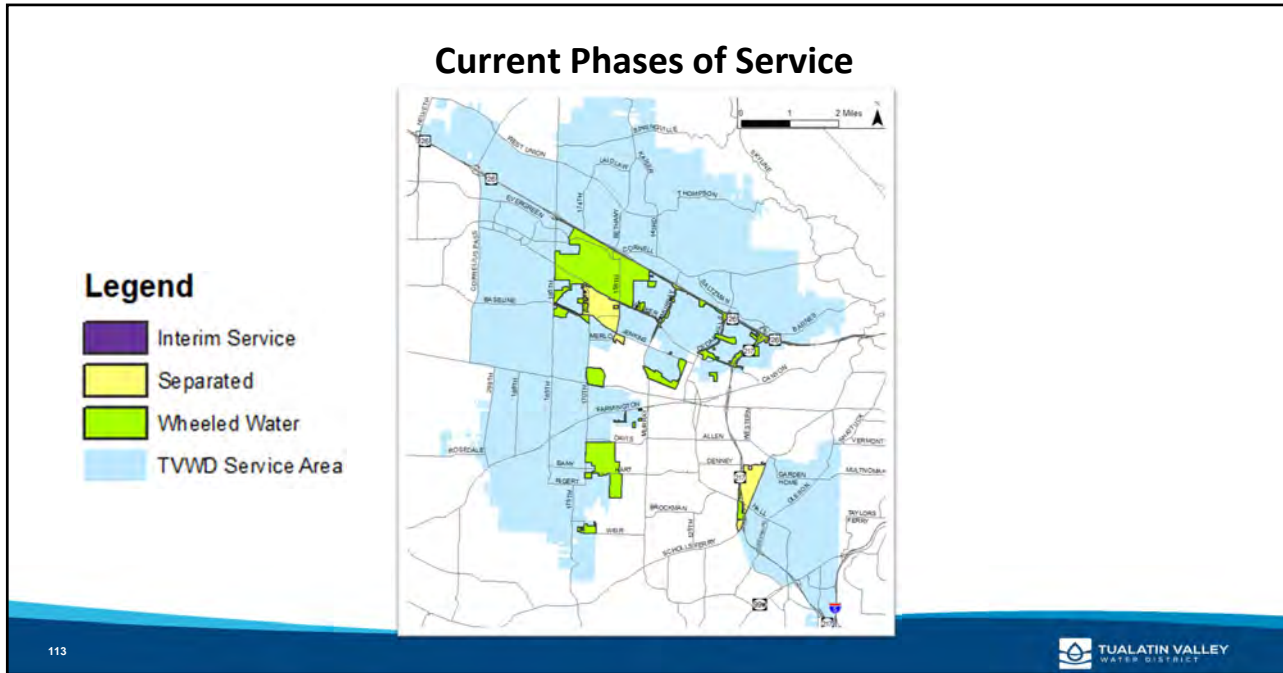
- Annexed on or After 7-2-2020
- Annexed Prior to 7-2-2020
- TVWD Service Area 7-2-2020



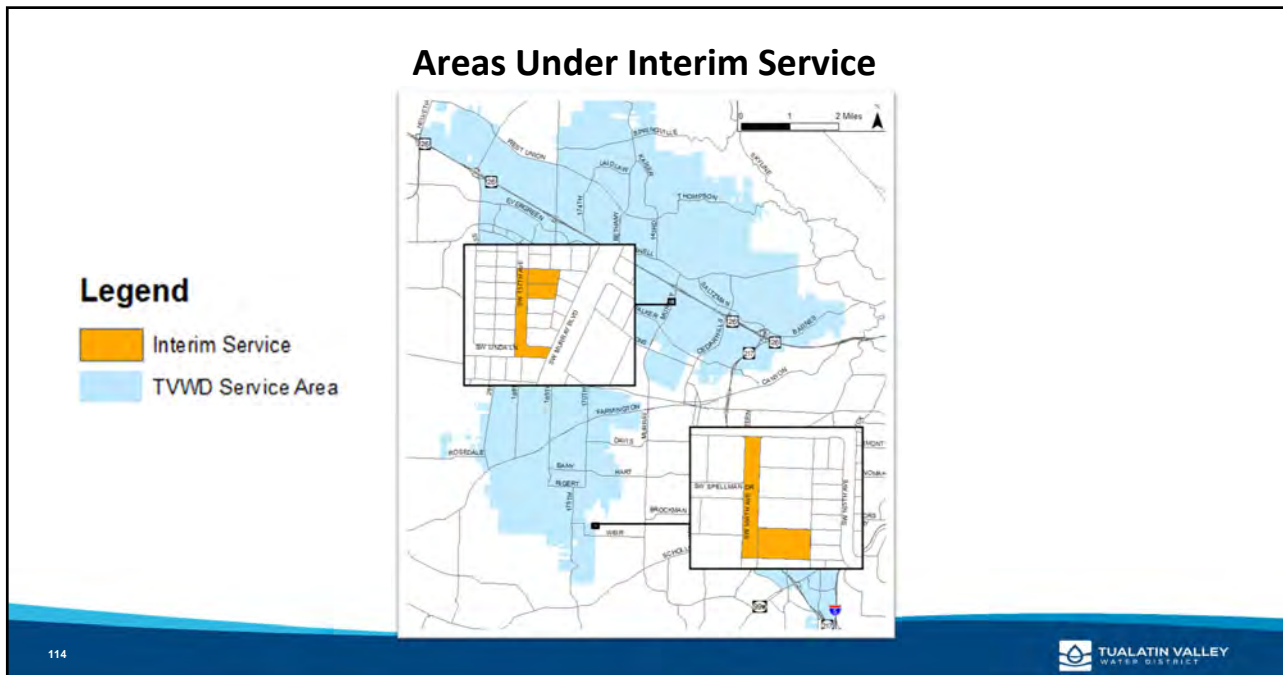
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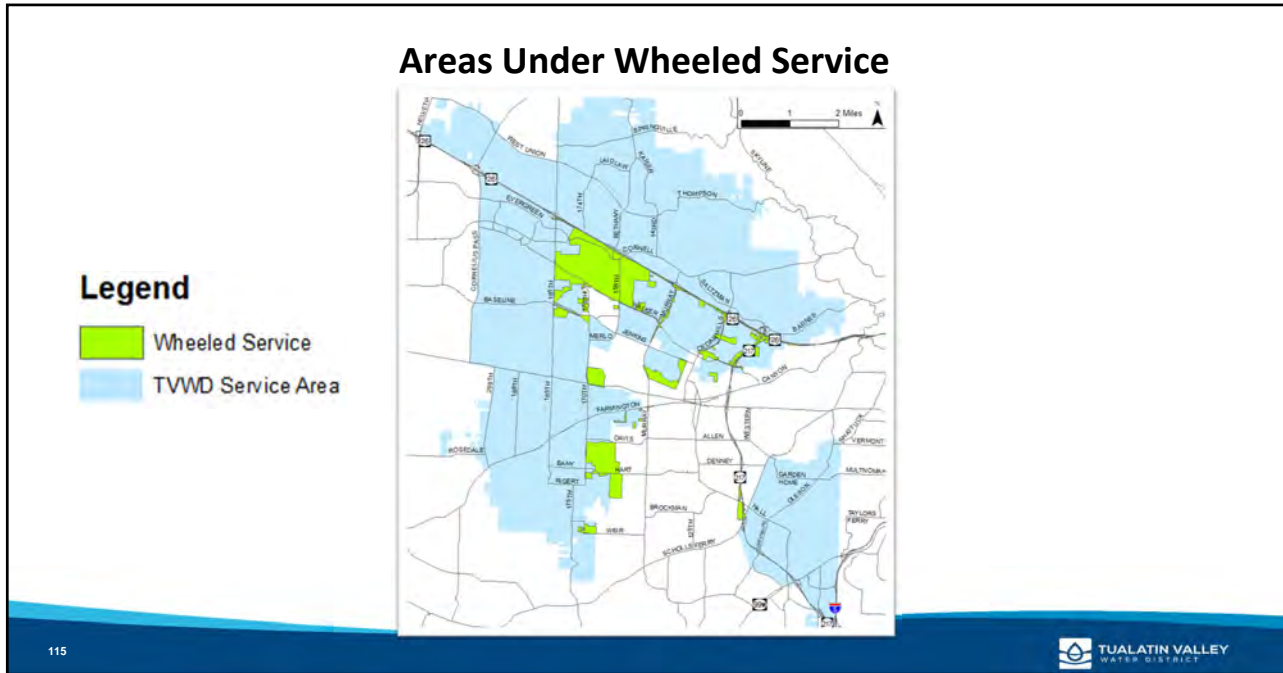
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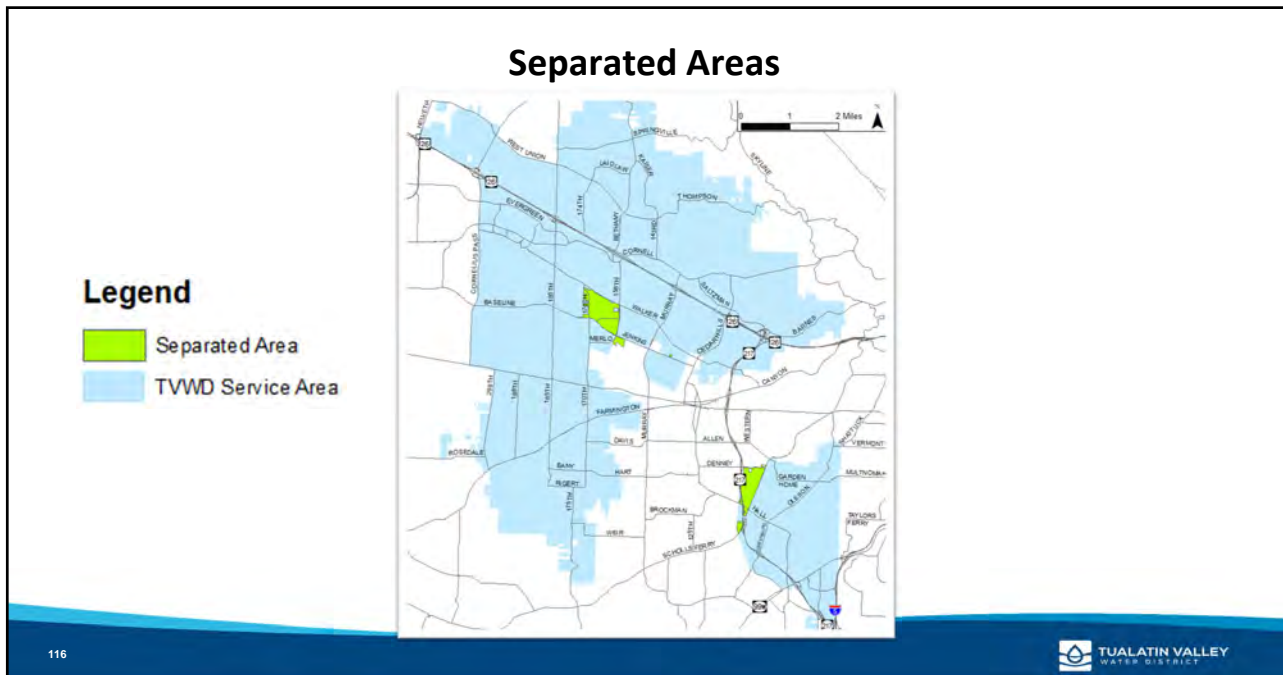
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Disposition of Fixed Assets

Water System Assets

- Water system assets not required to serve other District customers transferred to the City upon withdrawal
- Water system assets that serve other District customers retained by the District upon withdrawal
- If the parties disagree, the matter may be submitted to the County Board of Commissioners

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District Outstanding Debt

Key Provisions

- Outstanding debt means liabilities and indebtedness incurred by District that City must pay. Includes bonded debt as defined in IGA.
- District territory withdrawn after July 2, 2020 requires City to pay:
 - Share of District's outstanding debt based on 3-year average use within withdrawn area
- Exceptions
 - Areas withdrawn prior to July 2, 2020, and
 - Area 6B

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Wheeling Rate Methodology

Wheeling Rates

- Follows industry standard methodology
 - Base/Extra-Capacity method
 - Utility basis for determining revenue requirements
 - O&M – Allocated based on use
 - Capital – Same calculations as JWC lease formula
 - Cost of wheeling determined by pressure zone for water delivery
 - Melded rate from all pressure zones to determine overall wheeling rate

Wheeled Quantity

- Provided to JWC daily
- Estimated by percentage of 3-year average metered use of wheeled customers

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Wheeling Quantity

Table 2
Calculation of the Allocation Percentage

	FY2015	FY2016	FY2017	Average
Beaverton Wheeled Areas (MGD)	2.1	2.0	1.8	2.0
TVWD total (MGD)	22.4	22.7	20.7	21.9
Percentage Wheeled	9.6%	8.9%	8.7%	9.1%

- Three-year history to estimated daily demands
- Daily amounts provided to JWC
- JWC:
 - Bills City of Beaverton for wheeled quantity
 - Tracks stored water usage

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Wheeling Rate Design

Cost Category	Area 2	Area 3	Area 4	Area 5	Area 6	Totals
Finished Water	\$0	\$0	\$0	\$0	\$0	\$0
In-System Treatment	3,963	17,175	123,279	5,283	4,545	154,245
Storage	8,706	34,272	270,820	11,606	34,047	359,450
Pumping	0	84,104	0	0	14,833	98,937
Transmission	9,603	74,939	298,747	12,802	49,783	445,875
Distribution	12,209	52,916	379,821	16,277	38,740	499,963
Direct Fire	1,234	5,143	24,483	274	3,292	34,427
Master Metering	0	0	0	0	0	0
Meters/ Services	0	0	0	0	0	0
Mtr Reading/ Billing/ Cust Svc	0	0	0	0	0	0
SCADA	1,726	7,482	53,701	2,301	5,477	70,688
Retail Only	0	0	0	0	0	0
Indirect	0	0	0	0	0	0
Totals	\$37,442	\$276,031	\$1,150,851	\$48,543	\$150,718	\$1,663,585
Wheeled Quantity (CCF)	23,722	102,813	737,968	31,625	75,269	971,398
Cost per CCF	\$1.578	\$2.685	\$1.559	\$1.535	\$2.002	\$1.713

- Example rate from 2018 IGA
- Melded rate approach requested by City
- Wheeling rates only include those services provided by TVWD



TUALATIN VALLEY

WATER DISTRICT

Date: April 17, 2024
To: Board of Commissioners
From: Paul Matthews, Chief Executive Officer
Subject: Appointment of the District's Budget Officer

Requested Board Action:

Consider adopting a resolution appointing Justin Carlton, Chief Financial Officer, as the District's Budget Officer.

Key Concepts:

- Oregon Local Budget Law requires each local government to have a budget officer, "either appointed by the governing body or designated by the local government's charter."
- The primary responsibilities of the Budget Officer are to prepare and supervise the preparation of the budget document, present a balanced budget to the budget committee, and publish all notices required under Local Budget Law while acting under the direction of the executive officer.
- The District's currently appointed Budget Officer is Paul Matthews, appointed as Budget Officer when he served as the District's Chief Financial Officer.
- With the change in responsibilities for Mr. Matthews, staff recommends the Board appoint Justin Carlton, the District's Chief Financial Officer, as the Budget Officer

Background:

Oregon Local Budget Law requires each local government have a budget officer "either appointed by the governing body or designated by the local government's charter." Historically that role has been held by a member of the District's finance department, currently Paul Matthews in his former role as Chief Financial Officer.

The primary responsibilities of the Budget Officer are to prepare and supervise the preparation of the budget document, present a balanced budget to the budget committee, and publish all notices required under Local Budget Law while acting under the direction of the executive officer. Typically, the Budget Officer is also responsible for monitoring the budget and notifying the governing body of necessary changes during the budget period.

Given their new roles and responsibilities, the Chief Executive Officer is recommending the appointment of Justin Carlton, Chief Financial Officer, as the District's Budget Officer.

Budget Impact:

This action has no impact on the budget.










Staff Contact Information:

Paul Matthews, Chief Executive Officer, (503) 848-3017, paul.matthews@twwd.org

Attachments:

Proposed resolution 07-24

Leadership Team Initials:

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





TUALATIN VALLEY
WATER DISTRICT

RESOLUTION NO. 07-24

A RESOLUTION APPOINTING JUSTIN CARLTON AS THE BUDGET OFFICER FOR THE TUALATIN VALLEY WATER DISTRICT.

WHEREAS, ORS 294.311, requires the District to designate a person to serve as Budget officer; and

WHEREAS, the Budget Officer must be appointed by the governing body unless the person or department is designated by charter; and

WHEREAS, historically the Budget Officer role has been filled by a staff member of the District Finance Department; and

WHEREAS, the current Budget Officer, Paul Matthews, now serves as the District's Chief Executive Officer; and

WHEREAS, the Board's Finance Committee recommends appointing Justin Carlton, the District's Chief Financial Officer, as the Budget Officer.

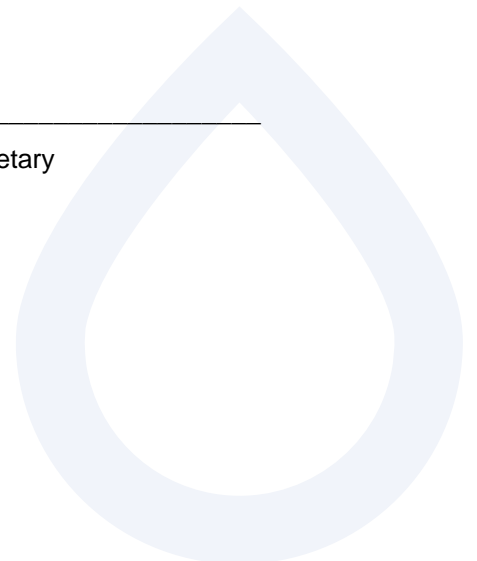
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TUALATIN VALLEY WATER DISTRICT THAT:

Section 1: Justin Carlton, Chief Financial Officer be appointed as the District's Budget Officer.

Approved and adopted at a regular meeting held on the 17th day of April 2024.

Todd Sanders, President

Jim Doane, Secretary





TUALATIN VALLEY

WATER DISTRICT

Date: April 17, 2024
To: Board of Commissioners
From: Justin Carlton, Chief Financial Officer
Subject: Selection of Independent Auditor

Requested Board Action:

Consider adopting a resolution approving the selection of Moss Adams LLP as the District's independent auditor through fiscal year 2027.

Key Concepts:

- Tualatin Valley Water District (TVWD) Board Policy states the "The Board approves the selection of the independent external auditor, as determined through a request for proposals issued by the CEO."
- In 2019, the District's CEO issued a request for proposals (RFP) and the Board approved the selection of Moss Adams LLP as the District's independent external auditor.
- Due to the complexity and scope of the accounting associated with the Willamette Water Supply Program (WWSP), staff recommends the District's maintain Moss Adams LLP as the District's independent external auditor through the end of the WWSP.
- The Board's Finance Committee met to review this matter and recommends the Board select Moss Adams LLP as the District's independent external auditor based on the RFP issued by the CEO in 2019.

Background:

In 2019, TVWD issued a request for proposals for audit services for the District and the joint ventures it manages. After a thorough selection process, Moss Adams LLP was recommended and approved by the Board. The initial term of the 2019 contract was three years, with the option to renew for two additional years for services through fiscal year 2023.

Due to the complex accounting methods associated with managing the WWSP, it will likely require significant time and costs for another auditor to gain understanding and proficiency at reviewing the financial transactions associated with the WWSP. The WWSP represents the majority of financial resources and expenses for the District over the next three years. Given Moss Adams' familiarity and acceptance of the accounting methods associated with the WWSP, the staff believes that is in the best interests of TVWD and our partners, to maintain Moss Adams LLP as the independent external auditor through the duration of the program.

If the Board chooses to select Moss Adams LLP as the independent auditor through fiscal year 2027, staff will work with Moss Adams to develop a new contract covering audit services for the District and its related joint ventures over that period. The new contract may require a contract exemption as allowed under the District's Local Contract Review Board (LCRB) Rules. If necessary, staff anticipates the request for exemption will be presented to the Board, acting as the District's LCRB, at its May 15, 2024, meeting.

Budget Impact:

None. The audit services were included in the Adopted 2023-25 Biennial Budget. Staff anticipates the new contract will be in line with the budget.








Staff Contact Information:

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

Attachments:

Proposed resolution 08-24

Leadership Team Initials:

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





TUALATIN VALLEY
WATER DISTRICT

RESOLUTION NO. 08-24

A RESOLUTION APPROVING THE SELECTION OF MOSS ADAMS LLP AS THE INDEPENDENT EXTERNAL AUDITOR FOR TUALATIN VALLEY WATER DISTRICT.

WHEREAS, Chapter 2 section 1.e. of the District's Board policies require the Board approve the selection of the District independent external auditor as determined through a request for proposals (RFP) issued by the CEO; and

WHEREAS, Moss Adams LLP was selected by the Board as the District's independent external auditor through an RFP process issued by the CEO in 2019; and

WHEREAS, the complexities and significance of the accounting for the Willamette Water Supply Program will likely require additional costs and time from a different independent external auditor; and

WHEREAS, the Board's Finance Committee met to discuss the selection of the District's independent external auditor on March 29, 2024 and recommends the Board select Moss Adams LLP based on the RFP issued in 2019; and

WHEREAS, it is in the District's interests to maintain Moss Adams LLP as the independent external auditor for the District and its related joint ventures until the end of the construction period for the Willamette Water Supply Program.

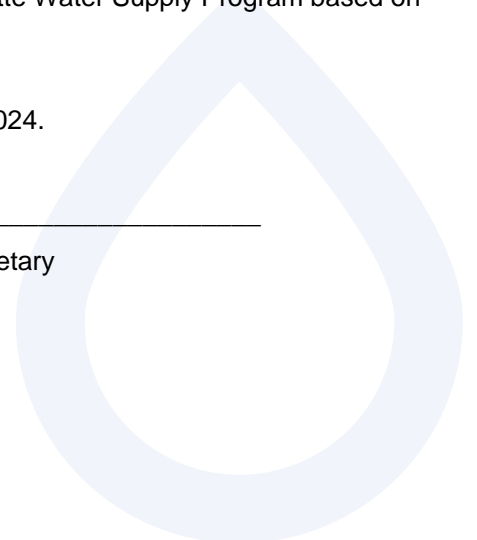
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TUALATIN VALLEY WATER DISTRICT THAT:

Section 1: The Board of Commissioners selects Moss Adams LLP as the independent external auditor for the District and its related joint ventures through the construction period of the Willamette Water Supply Program based on the RFP issued in 2019.

Approved and adopted at a regular meeting held on the 17th day of February 2024.

Todd Sanders, President

Jim Doane, Secretary





TUALATIN VALLEY

WATER DISTRICT

Date: April 17, 2024
To: Board of Commissioners
From: Paul L. Matthews, Chief Executive Officer
Subject: Metro Policy Advisory Committee
Washington County Special District Representative

Requested Board Action:

Adopt Resolution 09-24 to nominate Director Miles Palacios of Tualatin Hills Park and Recreation District (THPRD) to be the Washington County Special District Representative to the Metro Policy Advisory Committee and Commissioner Jim Duggan of the TVWD Board as the alternate representative.

Key Concepts:

- The Metro Charter creates the Metro Policy Advisory Committee (MPAC).
- The Metro Charter calls for a special district representative from Washington County as well as an alternate.
- The positions are now up for nomination and election among the Washington County special districts through a process convened on behalf of Metro by the Special Districts Association of Oregon (SDAO).
- SDAO is requesting the special districts in Washington County to nominate Board members for the MPAC positions.

Background:

The Metro Charter was enacted twenty years ago. It created MPAC to advise the Metro Council. MPAC is a tri-county wide group of county, city, and special district elected officials. Special districts have one representative and one alternate from each county.

There is no fixed term for election nor term limits. Tualatin Valley Fire & Rescue (TVFR) and TVWD Board members have held the primary position since its creation. Carol Gearin and Clark Balfour from TVFR held the position until Marilyn McWilliams from TVWD was elected in 2013-14. Commissioner McWilliams held the position until she left the TVWD Board in 2017. Gordon Hovies from TVFR succeeded Commissioner McWilliams and currently holds the position.

SDAO has now initiated a process asking for nominations and provided forms to do so. Each Washington County special district is asked, if it wishes, to nominate a Board member as either the representative or alternate to MPAC. A district is not obligated to nominate anyone. Once nominations are received, the Boards will be asked in a subsequent meeting to elect the representative and alternate.

Staff understand that Miles Palacios from THPRD wishes to be the primary representative and will be nominated by the THPRD Board. Commissioner Duggan has indicated a desire to be the alternate

representative. Staff recommends the Board nominate Director Palacios as the primary representative and Commissioner Duggan as the alternate through Resolution 09-24.

Budget Impact:

None.








Staff Contact Information:

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

Attachments:

Resolution 09-24
Nomination Form
MPAC Duties

Leadership Team Initials:

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





TUALATIN VALLEY
WATER DISTRICT

RESOLUTION NO. 09-24

A RESOLUTION NOMINATING DIRECTOR MILES PALACIOS OF THE TUALATIN HILLS PARK AND RECREATION DISTRICT AS THE WASHINGTON COUNTY SPECIAL DISTRICTS REPRESENTATIVE TO THE METRO POLICY ADVISORY COMMITTEE AND COMMISSIONER JIM DUGGAN OF THE TUALATIN VALLEY WATER DISTRICT AS THE ALTERNATE REPRESENTATIVE.

WHEREAS, the Metro Charter created the Metro Policy Advisory Committee consisting of county, city, and special district elected officials from the tri-county area; and

WHEREAS, special districts are allocated one representative and one alternate from each county with no fixed term or election cycle; and

WHEREAS, historically, the Special Districts Association of Oregon (SDAO) has facilitated the special district nomination and election process as requested from time to time and the Tualatin Valley Fire and Rescue recently asked SDAO to undertake that process; and

WHEREAS, SDAO has provided forms and instructions as to the nomination and election process and the Board being advised.

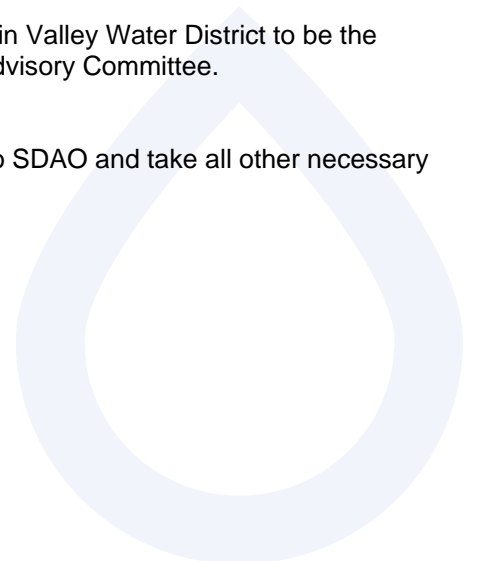
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TUALATIN VALLEY WATER DISTRICT THAT:

Section 1: The Board hereby nominates Director Miles Palacios of Tualatin Hills Park and Recreation District to be the Washington County Special District Representative to the Metro Policy Advisory Committee.

Section 2: The Board hereby nominates Commissioner Jim Duggan of Tualatin Valley Water District to be the alternate Washington County Special District Representative to the Metro Policy Advisory Committee.

Section 3: The Chief Executive Officer is directed to provide this Resolution to SDAO and take all other necessary actions in furtherance of the nomination and election process.

Approved and adopted at a regular meeting held on the 17th day of April 2024.



Todd Sanders, President

Jim Doane, Secretary



Metropolitan Advisory Committee

Established by the Metro Charter in 1992, the Metropolitan Advisory Committee (MPAC) advises the Metro Council on the amendment or adoption of the Regional Framework Plan. MPAC meets monthly, usually on the last Wednesday of the month at 5:00 PM.

Policy areas MPAC addresses include:

- regional transportation
- management of the urban growth boundary
- protection of lands outside the urban growth boundary for natural resources, future urban zoning, or other uses
- planning responsibilities required by state law
- other growth management and land use planning matters deemed by Metro Council to be of the region's concern

While MPAC advises the Metro Council on growth management and land use issues at the policy level, the Metro Technical Advisory Committee provides input to MPAC at the technical level.

Membership

MPAC comprises 21 voting members representing cities, counties, special districts and the public, and six non-voting members. Three Metro Councilors also participate as non-voting liaisons.

Metro Policy Advisory Committee (MPAC)

WASHINGTON COUNTY NOMINATION FORM

Nominee Information

Full name:	_____	District	_____
Address:	_____	Phone:	_____
	_____	Email:	_____

Would you like to serve as the representative or alternate? Representative Alternate

Please provide a brief statement about your reasons for wanting to serve in the position.

Please describe your background and qualifications applicable to this position. (Use separate piece of paper, if needed.)

I am officially submitting my nomination to serve on the Metro Policy Advisory Committee.

Signature:	_____	Date:	_____
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On behalf of the district board, I certify that the nominee listed above has been selected by a vote of the board.

Board Chair:	_____		
Signature:	_____	Date:	_____



TUALATIN VALLEY

WATER DISTRICT

Date: April 17, 2024
To: Board of Commissioners
From: Andrew Carlstrom, Customer Service Director
Subject: Resolution Creating the District's New Customer Assistance Program

Requested Board Action:

Consider adopting a resolution creating a new Customer Assistance Program, directing and authorizing bill discount rates, and authorizing and directing the Chief Executive Officer to take all actions necessary to implement and administer the program.

Key Concepts:

- In 2023 the Board-appointed Rate Advisory Committee (RAC) presented its recommendations regarding a new Customer Assistance Program (CAP).
- The Adopted 2023 – 2025 Biennial Budget includes resources for the new Customer Assistance Program.
- Board authorization of a new CAP is necessary for implementation of the new assistance program.
- The proposed resolution will provide the Chief Executive Officer with the authority to implement and administer the new program.

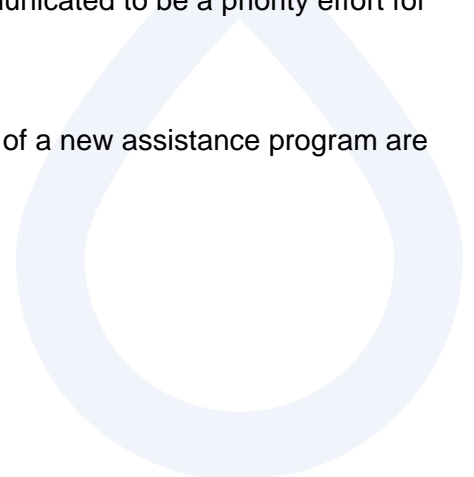
Background:

Anticipating growing concerns about future affordability of water to low-income customers, the District included a project to conduct an affordability analysis and a RAC process in the Adopted 2021-2023 Biennial Budget. In keeping with the Board's guidance, a key objective of the RAC process was developing affordability recommendations. At the May 17, 2023, regular meeting, the RAC presented its recommendations to the Board, including suggested parameters for a new CAP. In addition, the Adopted 2023 – 2025 Biennial Budget included resources for the new CAP.

As part of the District's development of the new CAP, the Chief Executive Officer requests Board authorization to implement the program. This presentation will provide the Board with an overview of a proposed resolution that, if adopted by the Board, would authorize and direct the Chief Executive Officer to implement and administer the new program. Staff will also update the Board on key tasks to be completed to implement the new CAP, an initiative that the Chief Executive Officer has previously communicated to be a priority effort for the District.

Budget Impact:

None. The required financial resources for development and administration of a new assistance program are included in the District's Adopted 2023 – 2025 Biennial Budget.



Staff Contact Information:

Andrew Carlstrom, Customer Service Director; 503-848-3024; andrew.carlstrom@tvwd.org.








Attachments:

Proposed resolution 10-24

Exhibit A: Customer Assistance Program Parameters

Exhibit B: Customer Assistance Program Objectives

Leadership Team Initials:

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





TUALATIN VALLEY
WATER DISTRICT

RESOLUTION NO. 10-24

A RESOLUTION CREATING A NEW CUSTOMER ASSISTANCE PROGRAM FOR THE TUALATIN VALLEY WATER DISTRICT.

WHEREAS, in 2016, TVWD Board of Commissioners created its first Rate Advisory Committee (“First RAC”) and appointed members, with the scope of duties to advise the Board on affordability considerations; and

WHEREAS, in 2017, the First RAC made affordability recommendations to the Board, including that TVWD should provide customers monthly billing, levelized billing, temporary/emergency assistance, and penalty forgiveness. The First RAC also provided general direction that the District should offer some form of a low-income rate; and

WHEREAS, in 2017 staff advised the Board that many affordability improvements relied on a new utility billing system, also known as a Customer Information System (CIS), information infrastructure that TVWD needed for both current and anticipated future business needs; and

WHEREAS, TVWD and Clean Water Services (the “Partners”) began a project in 2018 to define new system requirements, select a system vendor, and implement the core system. The new CIS went live for customers and utility staff in July 2022; and

WHEREAS, in 2022, amidst increasing TVWD water rates necessary to fund the Willamette Water Supply Program (WWSP), the Board appointed a second RAC (“Second RAC”), with members representing diverse backgrounds and expertise, multiple customer classifications, and District-wide geographic coverage; and

WHEREAS, the Second RAC had two primary assignments, to make recommendations to the Board on: (1) affordability for financially vulnerable TVWD customers; and (2) rate structure adjustments to reduce revenue volatility for both fixed and volume water charges; and

WHEREAS, regarding affordability for financially vulnerable TVWD customers, the Second RAC recommended continuation of the District’s Customer Emergency Assistance Program, as well as a recommendation that TVWD create a new Customer Assistance Program (CAP) with the parameters described in Exhibit A; and

WHEREAS, on May 16, 2023, the Board accepted, by motion, the (Second) RAC’s recommendations, including creation of the new CAP with the parameters described in Exhibit A.; and

WHEREAS, the Adopted 2023-2025 Biennial Budget included funding levels and expenditures for the new CAP; and

WHEREAS, although appropriated in the Adopted 2023 – 2025 biennial budget, the new customer assistance program with a specific bill discount rate is not described in Board-adopted fees and charges; and

WHEREAS, the Board finds it necessary to create the new CAP with a specific bill discount rate and other specific program parameters as recommended by the Second RAC and provide clear authorization to the Chief Executive Officer to implement and administer the CAP; and

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

Section 1: The Board hereby creates a new Customer Assistance Program with the features described in Exhibit A and objectives described in Exhibit B, attached hereto and incorporated by reference.

Section 2: The Board hereby directs and authorizes the bill discount rates, as described in Exhibit A, to be added to the existing Board authorized rates and charges.

Section 3: The Chief Executive Officer is authorized and directed to take all actions necessary to implement and administer the Customer Assistance Program.

Approved and adopted at a regular meeting held on the 17th day of April, 2024.

Todd Sanders, President

Jim Doane, Secretary



Exhibit A: Customer Assistance Program Parameters

1. Qualification

- a. Qualified customers shall be single-family residential customers of the District who qualify for the federal Low Income Home Energy Assistance Program (LIHEAP), or other similar programs as deemed appropriate by the Chief Executive Officer.
- b. TVWD may contract with third-party entities to establish customer eligibility for the program.

2. Bill Discount

- a. The assistance for qualified customers is a 20% discount to the customer's water bill (both fixed and volume charges).

3. Funding

- a. Funding for the program shall be limited to those funds appropriated in the District's adopted biennial budget.
- b. The discount under the program lapses when appropriated funds are fully expended.
- c. Management will monitor the unspent appropriated funds and report those to the Board as deemed necessary.



Exhibit B: Customer Assistance Program Objectives

1. Improve the affordability of water for low-income customers.
2. Reduce the number and risk of water shutoffs for low-income customers.
3. Provide a simple structure for the program.
4. Reduce burden on low-income customers and District staff by using third-party entities to qualify customer eligibility.

