

**Willamette Intake Facilities Commission
Board Meeting Agenda
Monday, April 29, 2019 | 6:00 – 8:00 PM**

**Tualatin Valley Water District – Board Room
1850 SW 170th Avenue, Beaverton, OR 97003**

To prepare to address the Willamette Intake Facilities Board, please fill out the Public Comment Form located on the table near the main door to the meeting room. **Assistive Listening Devices (ALD) are available upon request 48 hours prior to the day of the meeting by calling (503) 941-4580.**

All testimony is electronically recorded.

The Board and other attendees dine at 5:30 p.m.

CALL TO ORDER

1. GENERAL MANAGER’S REPORT – *Dave Kraska*

(Brief presentation on current activities relative to the WIF Commission)

2. PUBLIC COMMENT

This time is set aside for persons wishing to address the Board on items on the Consent Agenda, as well as 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.

3. CONSENT AGENDA (The entire Consent Agenda is normally considered in a single motion.

Any Commissioner may request that an item be removed for separate consideration.)

A. Approve the January 28, 2019 meeting minutes.

4. BUSINESS AGENDA

A. Approve FY19-20 WIF Annual Work Plan and Budget. *Staff Report – Dave Kraska*

B. Approve FY19-20 WIF Board Meeting Schedule. *Staff Report – Dave Kraska*

5. INFORMATION ITEMS

A. Willamette Reallocation Update – *Adam Sussman, GSI Water Solutions, Inc.*

B. Legislative Update – *Joel Cary, TVWD*

C. The next Board meeting is scheduled on July 29, 2019, at Tualatin Valley Water District – Board Room.

6. COMMUNICATIONS AND NON-AGENDA ITEMS

A. None scheduled.

ADJOURNMENT

Willamette Intake Facilities Commission

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MEMO

Date: April 29, 2019

To: Willamette Intake Facilities Board of Commissioners

From: David Kraska, General Manager

Re: Willamette Intake Facilities General Manager's Report

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

1. **Be Sure to Use Microphones** – Just a reminder to please use your microphone whenever you are speaking this evening. Also, please turn off your microphone when you are not speaking.
2. **Safety Minute** – Clark Balfour, will present the safety minute.
3. **Board Packet Review Procedures** – On April 15 we delivered tonight's agenda packet via email to the WIF Commissioners and members of the WIF committees. Thanks to the quick and detailed review of Board Chair Godsey, inconsistencies were found between the staff report and the resolution for the FY 19 – 20 WIF operational and administrative budget. The information in the Resolution was correct, and a revised packet with the updated staff report was posted the next day.

Following this event, we reviewed our procedures for preparation, review, and final production of the Board packets. Going forward, in addition to back-checking all the native files for accuracy and consistency, we will also perform a review of the final, consolidated PDF file to verify the same accuracy and consistency. We expect that this will help us to avoid similar errors in future Board packets.

4. **Quarterly Financial Reports** – Task 4.c. of the Annual Work Plan requires the Managing Agency to prepare quarterly financial reports and provide them to the WIF Board as part of the packet. The quarterly financial report for Q1 2019 was not completed in time for inclusion with the Board packet for this meeting. It was delivered to the WIF Board members along with this General Manager's report last week.
5. **Raw Water Facilities Update** – At the January WIF Board meeting we presented an overview of the Willamette Water Supply Program's Raw Water Facilities

GM Report to the WIF Board of Commissioners

April 29, 2019

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project and the status of its WIF-related elements. The evolution of the seismic resilience elements of that project were discussed, along with a commitment to follow up with a more complete discussion once the design concept has been finalized.

Over the last three months, the team has been completing the 70-percent complete design package, which supports our land use application with the city of Wilsonville. Finalizing the seismic design concepts, particularly as they relate to the stability of the caisson, is a key element of application largely because of temporary impacts that will be experienced during construction. At the July WIF Board meeting we will provide the semi-annual update on this project, including a detailed discussion of the seismic design concepts.

- 6. Kinder Morgan Coordination** – On April 3, 2019, we met again with representatives from Kinder Morgan (KM) at the Willamette River Water Treatment Plant. At this meeting, KM shared draft plans for installing equipment to enable remote closure of a valve on KM’s fuel line which crosses the Willamette River approximately 2,000 feet upstream of our intake. They requested guidance from the city regarding what approvals and permits are needed for this work. We also discussed the reliability of this equipment, including how it would work in the event of a power failure.

Other elements of KM’s proposal were also discussed at the meeting, including their spill modeling report, staging emergency equipment at the Willamette River Water Treatment Plant, and conducting emergency response training exercises. Regarding that last item, KM is planning to conduct an emergency response training exercise in Wilsonville at the end of June. Planning and coordination for that event is underway.

Willamette Intake Facility Commission
For the annual budget period ending June 30, 2019
For the quarter ended March 31, 2019

<i>Activity for the Quarter</i>			<i>Unaudited</i>	<i>Annual Budget</i>				
<i>Budget</i>	<i>Actual</i>	<i>Variance</i>	<i>Resources</i>	<i>Annual Budget</i>	<i>Budget To date</i>	<i>Actual</i>	<i>Variance</i>	<i>Remaining Budget</i>
			Resources					
			Revenues					
\$ 27,402	\$ 13,108	\$ (14,294)	Contributions	\$ 109,607	\$ 82,205	\$ 39,784	\$ (42,421)	\$ 69,823
2,142,792	2,142,792	0	Capital contributions	2,466,065	2,142,792	2,142,792	-	323,273
2,170,194	2,155,900	(14,294)		2,575,672	2,224,997	2,182,576	(42,421)	393,096
-	(13,108)	(13,108)	Beginning Fund Balance	-	-	-	-	-
\$ 2,170,194	\$ 2,142,792	\$ (27,402)	Total Resources	\$ 2,575,672	\$ 2,224,997	\$ 2,182,576	\$ (42,421)	\$ 393,096
			Requirements					
			Materials and Services					
\$ 19,224	6,231	\$ 12,993	Operating expenses	\$ 76,898	\$ 57,674	\$ 31,013	\$ 26,661	\$ 45,885
-	-	-	Professional services	-	-	-	-	-
14,909	19,315	(4,406)	Insurance expense	24,909	24,909	29,049	(4,140)	(4,140)
748	371	377	Business expense	2,800	2,101	1,638	463	1,162
-	-	-	Audit fees	5,000	5,000	4,000	1,000	1,000
34,881	25,917	8,964		109,607	89,684	65,701	23,983	43,906
2,142,792	2,124,792	18,000	Capital Outlay	2,466,065	2,142,792	2,124,792	18,000	341,273
2,177,673	2,150,709	26,964	Total Expenditures	2,575,672	2,232,476	2,190,493	41,983	385,179
(7,479)	(7,917)	438	Ending Fund Balance	-	(7,479)	(7,917)	438	7,917
\$ 2,170,194	\$ 2,142,792	\$ 27,402	Total Requirements	\$ 2,575,672	\$ 2,224,997	\$ 2,182,576	\$ 42,421	\$ 393,096

These statements unaudited and are preliminary for fiscal year ending June 30, 2019.

The annual budget has been updated to reflect the supplemental budget adopted in November 2018.

Materials and services budget categories have been reclassified to reflect the expected allocation of expenditures

Willamette Intake Facilities Commission

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Willamette Intake Facilities Commission
Board Meeting Minutes
Monday, January 28, 2019

Tualatin Valley Water District – Board Room
1850 SW 170th Avenue, Beaverton, OR 97003

REGULAR SESSION – 6:00 PM

CALL TO ORDER

Chairman Godsey called the meeting to order at 6:00 pm.

Commissioners present:

Tualatin Valley Water District (TVWD):	Jim Doane
Beaverton:	Marc San Soucie
Hillsboro:	John Godsey (Chair)
Sherwood:	Sean Garland (Vice Chair)
Tigard:	John Goodhouse
Wilsonville:	Tim Knapp
	Kristin Akervall (Alternate)

Committee Members present:

TVWD:	Mark Knudson, Management Committee
	Paul Matthews, Finance Committee
	Carrie Pak, Operations Committee
Beaverton:	David Donaldson, Management Committee
	David Winship, Operations Committee
Hillsboro:	Kevin Hanway, Management Committee
	Lee Lindsey, Finance Committee
	Niki Iverson, Management Committee (Alternate)
Sherwood:	Craig Sheldon, Management Committee
Tigard:	Brian Rager, Management Committee
	John Goodrich, Operations Committee

Managing Agency Staff present:

Dave Kraska, WIF Commission General Manager
Justin Carlton, Willamette Water Supply Program (WWSP) Finance and Administrative Supervisor
Faye Branton, WIF Commission Recorder

Other Attendees:

Joel Cary, TVWD Water Resources Division Manager
Joelle Bennett, WWSP Assistant Director
Jill Chomycia, WWSP Permitting Coordinator
Mark McConnell, TVWD Facilities Department

1. GENERAL MANAGER'S REPORT

Mr. Kraska presented the General Manager's report, including Safety Moment on what to do after an auto accident, followed by an update regarding coordination with Kinder Morgan and an update regarding the 2019 property and liability insurance renewal for the Willamette Intake Facilities.

2. PUBLIC COMMENT

There were no public comments.

3. CONSENT AGENDA

- A. Approve the October 29, 2018 meeting minutes.

Motion was made by Doane, seconded by Garland, to approve the Consent Agenda as presented.

The motion passed unanimously with Doane, Garland, Godsey, Goodhouse, Knapp, and San Soucie voting in favor.

4. BUSINESS AGENDA

- A. Election of Officers

Motion was made by Knapp, seconded by Doane, to retain the current Chair (John Godsey) and Vice Chair (Sean Garland) for the 2019 calendar year.

The motion passed unanimously with Doane, Garland, Godsey, Goodhouse, Knapp, and San Soucie voting in favor.

5. INFORMATION ITEMS

- A. Semi-annual Update on the WIF-related Elements of the WWSP Raw Water Facilities Project

Mr. Kraska presented a semi-annual update on the WIF-related elements of the Willamette Water Supply Program (WWSP) Raw Water Facilities project (RWF_1.0). The WIF-related elements are seismic mitigation for the caisson and pump building, new fish screens, and air burst system improvements. The update included construction cost estimate, preliminary bank stabilization design, and status of the overall project schedule. (See attached presentation.)

In answer to Commissioner's question, staff replied that the analysis of the recently acquired geotechnical data has helped reduce the size and scope of some of the seismic improvements, which will reduce costs and environmental impact.

In answer to Commissioner's questions, staff explained the process and parameters used in determining the final design concept for the tieback retaining wall. Staff offered insight into the broad team of experts who are vetting all design theories and information to ensure confidence in the results.

Commissioner Knapp stated that this type of discussion is helpful for this audience and expressed the importance that this Board understands the information outlined, as they are ultimately responsible for signing off on the systems they believe are adequate.

B. FY 2019 – 20 Annual Work Plan and Budget Preparation

Mr. Kraska provided an update regarding development of the Annual Work Plan (AWP), including the development schedule and modifications from the current AWP. (See attached presentation.)

In answer to Commissioner's question, Ms. Iverson provided information regarding staff involvement with the League of Oregon Cities, the Oregon Water Utilities Council, and Special Districts Association in working on legislation and budget regarding cyanotoxin monitoring. Ms. Iverson indicated that several staff members plan to attend the February 22 meeting in Wilsonville with Oregon's congressional representatives regarding the Willamette BiOp.

Commissioner Knapp suggested that one objective of the Annual Work Plan should be to monitor and stay current on legislative changes, both at the federal and state level, and to bring before the Board anything of significance that will affect the project.

In answer to Commissioners' questions, staff clarified that much of this activity is being handled in a different channel. The WRWC has been supporting this effort, as have a number of other entities throughout the Willamette basin. Staff will provide to this Board a summary of this work and how it is being funded. Staff further clarified that there is more work to be done and vetted with the WIF Operations Committee before bringing a proposal to this Board regarding what, if any, monitoring needs to be done.

C. Permitting Update

Ms. Iverson, serving as Permitting and Outreach Manager for the WWSP, presented an update on the federal permit issued by the US Army Corps of Engineers and associated approvals and permits obtained from other entities. These approvals and permits will govern construction of the Willamette Water Supply System and its operation once complete. (See attached presentation.)

Commissioners thanked staff for the fine work and diligent effort put forth in obtaining these permits.

D. The next Board meeting is scheduled on April 29, 2019, at Tualatin Valley Water District – Board Room.

6. COMMUNICATIONS AND NON-AGENDA ITEMS

A. None scheduled.

ADJOURNMENT

There being no further questions or business, Chairman Godsey adjourned the meeting at 6:53 p.m.

John Godsey, Chair

Sean Garland, Vice Chair

Willamette Intake Facilities Commission

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Semi-annual Update on the WIF-related Elements of the Raw Water Facilities Project

Willamette Intake Facilities Meeting

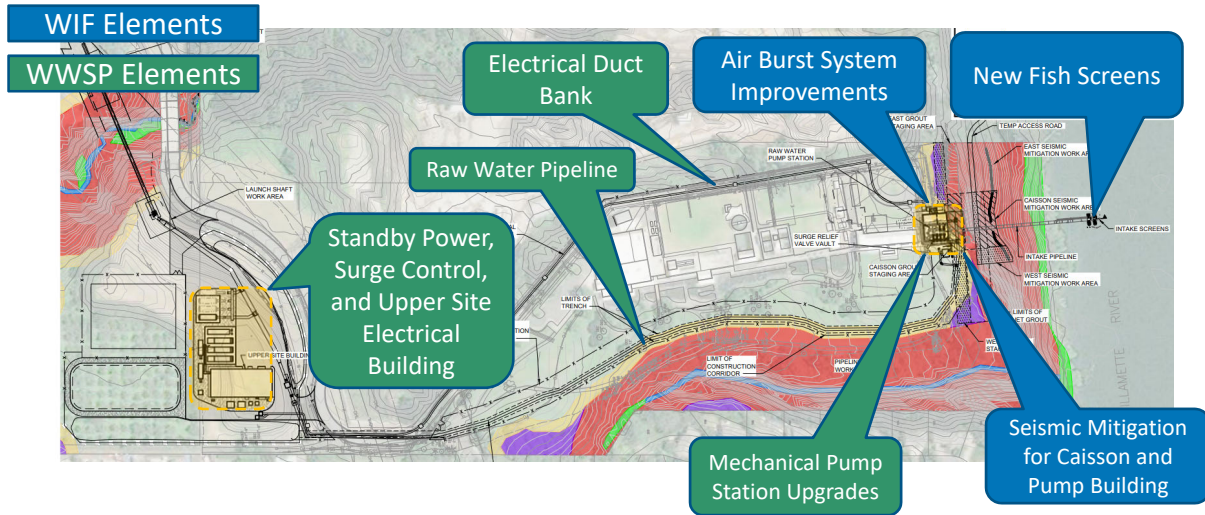
January 28, 2019



Outline

- Construction Cost
- Bank Stabilization Design
- Overall Project Schedule Status

WIF-Related Elements of the WWSP's RWF_1.0 Project



Construction Cost Estimate Update

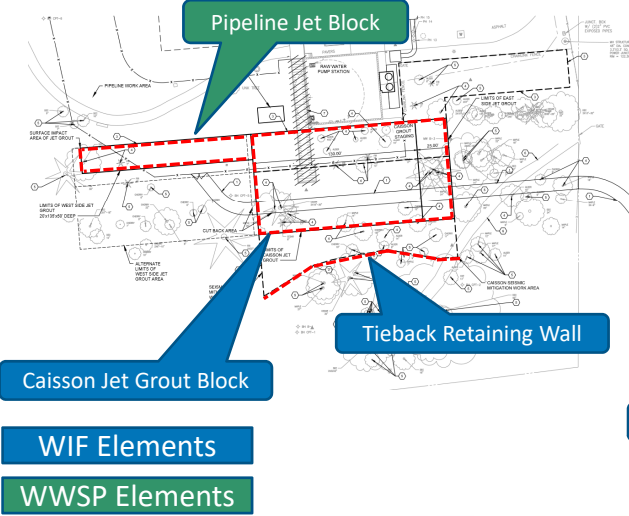
Estimate Presented to WGG May 2017

Project Component	Estimated Cost (million \$)		
	Total	WIF	WWSS
Intake Screen Replacement	1.40	1.40	
Intake Screen Protection	1.81	1.81	
76" Intake Pipeline Modifications	--	--	
Seismic Stability Improvements			
Existing Caisson Stability	9.36	9.36	
New 66" Pipeline Stability	18.98		18.98
New Electrical Building and Surge Control Facility Stability	8.54		8.54
Existing Pump Station Building Modifications	1.64		1.64
Air Burst System Modifications	1.44	1.44	
WWSS Pumps and Related Equipment	12.49		12.49
WWSS Raw Water Pipeline	12.15		12.15
WWSS Electrical Improvements	40.44		40.44
Civil Improvements	3.42		3.42
Intake Maintenance Modifications	0.10	0.10	
PGE Modifications	--	--	--
Permitting: Intake Replacement	1.3	1.3	
Permitting: WWSS	0.1		0.1
Total	113.17	15.41	97.76

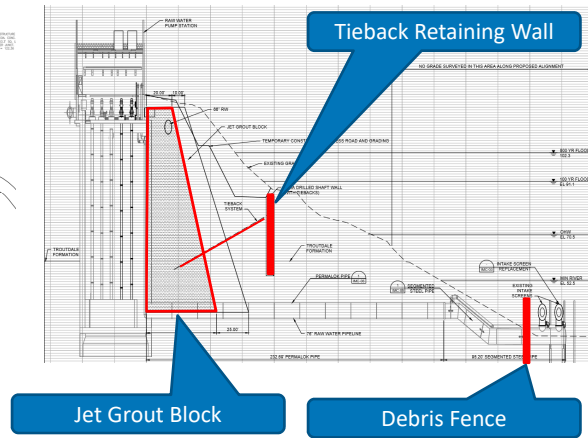
- Kiewit 50 Percent Estimate
 - \$81M, includes \$13M contingency
 - Class 3 estimate: +30% to -20%
- Kiewit estimate is being vetted by the team
 - January 23 meeting with Kiewit to arrive at consensus estimate
 - Impact to WIF-related costs to be determined afterward

Preliminary Bank Stabilization Design

Plan View

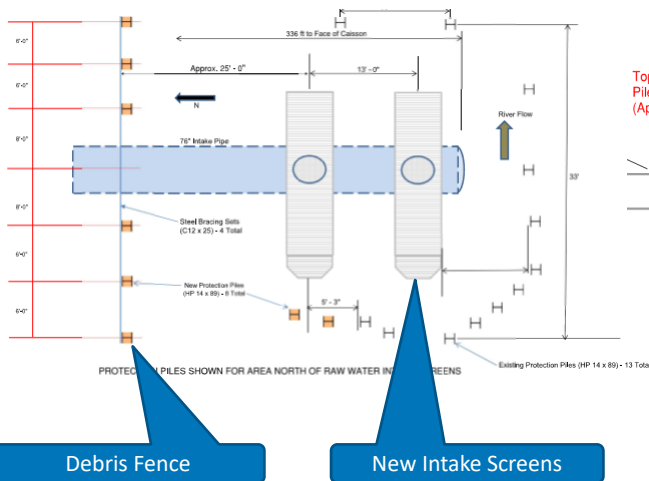


Section View

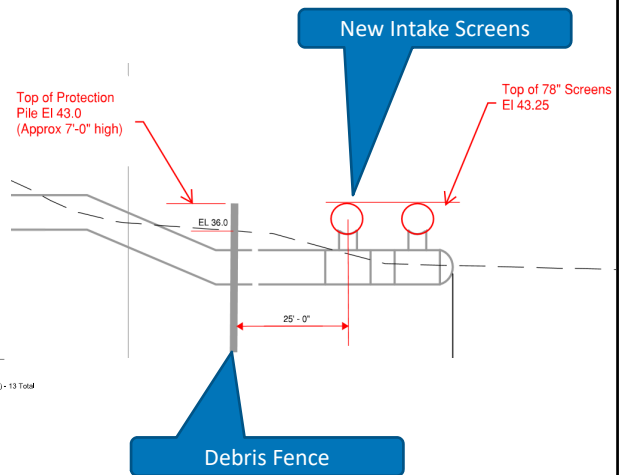


Debris Fence Concept

Plan View



Section View



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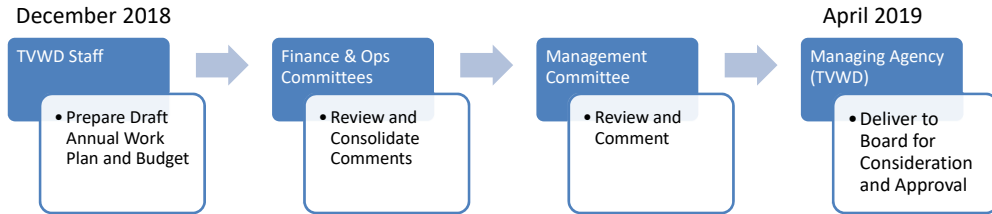
Willamette Intake Facilities Annual Work Plan and Budget Preparation

January 28, 2019

Outline

- Schedule
- Modifications from the current AWP
 - General Administration
 - Finance Administration

Annual Work Plan and Budget Preparation



Annual Work Plan and Budget Preparation

WIF IGA Exhibit 8 Budget Calendar

Budget Deliverable	Annual Submission Date	Party Receiving Budget
Preliminary capital improvement project list	December 15	Operations Committee
Preliminary budget	January 5	Operations and Finance Committees
Draft budget	February 15	Management Committee
Proposed budget	March 31	Board



FY 2019 – 20 Annual Work Plan

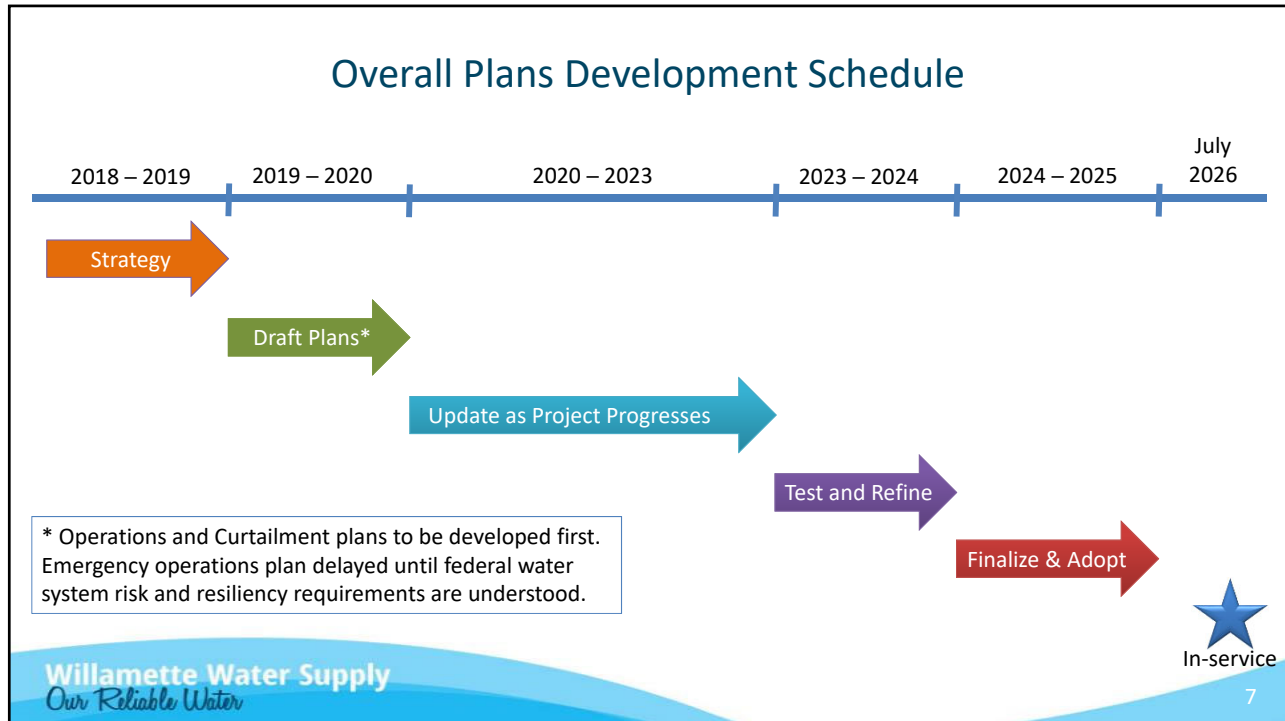
- Task List:

- General Administration
- Capital Projects Management
- Annual Work Plan and Budget Development
- Finance Administration
- Operations Committee Administration
- Management Committee Administration
- Administer WIF Board of Commissioners Meetings

FY 2019 – 20 WIF General Administration

Changes from the current year AWP

- Administration of Infrastructure Operations and Maintenance
 - Develop initial outlines and drafts of the three plans
 - Draft Operations Plan
 - Draft Curtailment Plan
 - Outline Emergency Operations Plan
- Willamette River Basin Activities Monitoring
 - Cyanotoxins Monitoring?
 - to be discussed and considered by the WIF committees



FY 2019 – 20 Finance Administration Changes from the current year AWP

- Develop Financial Procedures
 - This task will be continued into the next fiscal year

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Schedule for Completing the FY 20 AWP and Budget

- January 4, 2019 – first draft emailed to Operations and Finance Committees
- January 30, 2019 – Operations and Finance committees meeting to review and edit the draft
- February 15, 2019 – MA deliver revised FY 20 AWP and budget to Management Committee for consideration
- March 31, 2019 – MA delivers final recommended FY 20 AWP and Budget to WIF Board

END

Willamette Intake Facilities Commission

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Niki Iverson
City of Hillsboro Water Resources Manager
WWSP Permitting & Outreach Manager

WWSP PERMITTING UPDATE

Status of Federal Permitting Process

- On December 6, 2018, US Army Corps of Engineers issued a permit pursuant to Rivers and Harbors Act, Section 10; Clean Water Act Section 404.
- Associated approvals and permits from other entities include National Marine Fisheries Service, OR Dept of Env. Quality, OR SHPO
- Each approval/permit includes conditions that will govern WWSS construction and operation once complete.



Permitting Strategy

- Developed a permitting strategy in 2015
- Communicate early and often with the regulatory agencies
- No surprises approach
- Overall Goal and Objective – avoid water withdrawal conditions
- Propose mitigation or similar project benefits to avoid withdrawal conditions

Lessons Learned From Other Water Supply Projects

- Lake Oswego-Tigard Water Supply Project BiOp
 - Restrictions in addition to OWRD proportional reductions when flows below ODFW fish minimums
 - Withdrawals between August 21 and September 30 based on a proportional reduction calculated using the lowest maximum daily mean flow of 10% percentile flows of the 10 year hydrograph as measured at the Oregon City gage.
- Medford Water Commission Intake Construction BiOp
 - Withdrawals restricted when the daily mean temperature exceeds 70° F (measured as a 3-day moving average using the prior 3 days)
 - Only withdraw a volume of water less than or equal to an amount released above the point of diversion from a winter water storage facility (bucket for bucket)

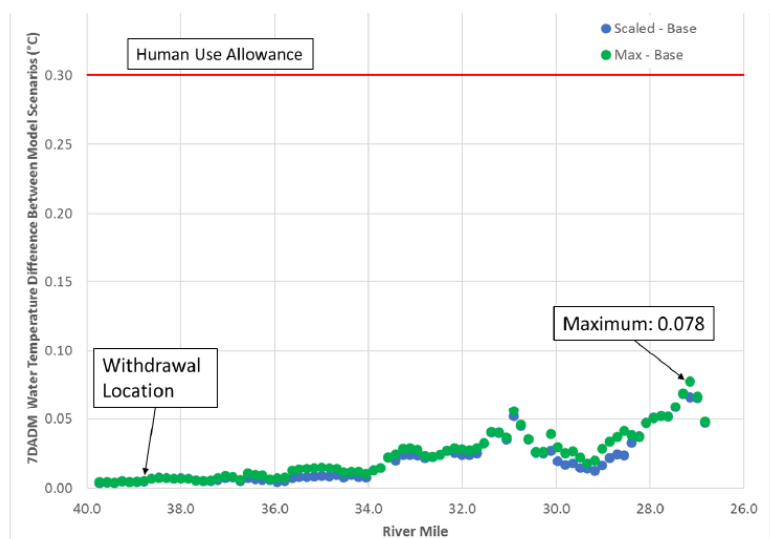
Federal Permit Condition Highlights



- Most conditions minimize impacts, restore conditions after construction, or provide reports back to the agencies.
- USACE permit conditions require WWSP to purchase wetland mitigation credits.
- OR DEQ Water Quality Certification requires developing and implementing a plan to offset temperature impacts

Water Temperature Modeling

- In early 2018, DEQ requested modeling effects of water withdrawals on river temperature
- The maximum modeled temp. increase was 0.078°C , and occurred on September 12, 2001, approx. 0.6 miles above Willamette Falls



Molalla State Park – Shading Project



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Next Steps

- Submitted Draft Thermal Trading Plan to DEQ for review
- Incorporate DEQ comments and revisions
- Finalize scope of Molalla Shading Project based on approved DEQ plan
- Finalize agreement with Molalla Water Watch (watershed council) and Molalla State Parks to implement project
- Complete tree planting prior to 2026 to ensure shade benefit before maximum withdrawal is reached

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QUESTIONS?

Willamette Intake Facilities Commission

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WIF COMMISSION STAFF REPORT

To: Willamette Intake Facilities Board of Commissioners
From: David Kraska, P.E., General Manager
Date: April 29, 2019
Subject: Fiscal Year 2019-20 Annual Work Plan and Budget

Requested Board Action:

Consider adopting a resolution adopting the Budget for the WIF Commission for the 2019-20 fiscal year.

Key Concepts:

- TVWD, as the Managing Agency, prepared a draft Annual Work Plan and Budget for review, comment and approval by the Operations, Finance, and Management Committees.
- The resulting Annual Work Plan provides the scope of work to be performed by the Managing Agency for the 2019-20 fiscal year, in accordance with the Willamette Intake Facilities Intergovernmental Agreement (WIF IGA).
- The Operations, Finance, and Management Committees, which comprise members of staff from each of the WIF parties, recommend this Annual Work Plan and Budget for WIF Commission approval.
- The proposed budget includes appropriations of \$194,815 for operations and administration and \$731,827 for capital outlay.

Background:

Article 5.6 of the WIF IGA specifies the powers and duties of the Managing Agency. As the Managing Agency, TVWD prepared a draft version of the Annual Work Plan and associated budget to address those duties that are relevant to the 2019-20 fiscal year. These documents were presented to the Operations and Finance Committees on January 30, 2019 with a follow up review occurring on February 28, 2019. The Annual Work Plan includes the following main tasks:

1. General Administration
2. Capital Projects Management
3. Annual Work Plan and Budget Development
4. Finance Administration
5. Operations Committee Administration
6. Management Committee Administration
7. Administer WIF Board of Commissioners Meetings
8. Contingency

Based on the review and comments from the Operations and Finance Committees, the Annual Work Plan and Budget was submitted to the Management Committee. At a meeting held on March 28, 2019, the WIF Managing Agency received the final comments for those documents from the Management Committee and recommendation to submit to the Board.

Budget Impact:Operations and Administration

The proposed budget for operations and administration for FY 2019-20 is \$194,815, an increase of \$90,861 from the prior fiscal year. The increase is primarily the result of anticipated costs associated with the curtailment and operations plans development (\$42,656), Willamette River Basin monitoring activities (\$23,520), and the addition of a budget contingency (\$18,000). The contingency is intended to cover unanticipated expenses that may occur throughout the year and requires Board approval for its use.

The operations and administration budget is shared by each of the parties in accordance with interim financial procedures in the WIF IGA Exhibit 9 that state: 25 percent of the expenditures of the Commission will be divided evenly among the Parties; and the remaining 75 percent will be divided among the Parties according to each Party's percentage share of the Capacity Ownership in the WIF facilities.

Partner	Capacity Ownership (MGD)	Capacity Ownership (%)	Cost Share
Beaverton	5.0	3.3%	\$ 12,988
Hillsboro	36.2	24.1%	\$ 43,379
Sherwood	9.7	6.5%	\$ 17,566
Tigard	15.0	10.0%	\$ 22,728
TVWD	59.1	39.4%	\$ 65,685
Wilsonville	25.0	16.7%	\$ 32,469
	150.0	100.0%	\$ 194,815

Capital Outlay

The proposed budget for capital outlay for FY 2019-20 is \$731,827 and includes the WIF's share of direct and indirect expenses associated with Raw Water Facility expansion project. Cost share percentages shown in the following table are based on the Raw Water Facility Project Plan adopted by the Board in October 2018.

Partner	Capacity %	Cost Share %	Cost Share \$
Beaverton	3.3%	4.05%	\$ 29,639
Hillsboro	24.1%	29.36%	\$ 214,864
Sherwood	6.5%	6.50%	\$ 47,569
Tigard	10.0%	12.16%	\$ 88,990
TVWD	39.4%	47.93%	\$ 350,765
Wilsonville	16.7%	0.00%	\$ -
Total	100.0%	100.00%	\$ 731,827

Summary

Below is a summary by budget category representing each Partner's share of FY 2019-20 Budget




Partner	Operations & Admin	Capital Outlay	Total
Beaverton	\$ 12,988	\$ 29,639	\$ 42,627
Hillsboro	\$ 43,379	\$ 214,864	\$ 258,243
Sherwood	\$ 17,566	\$ 47,569	\$ 65,135
Tigard	\$ 22,728	\$ 88,990	\$ 111,719
TVWD	\$ 65,685	\$ 350,765	\$ 416,450
Wilsonville	\$ 32,469	\$ -	\$ 32,469
Total	194,815	731,827	\$ 926,642

Staff Contact Information:

David Kraska, PE; General Manager; 503-941-4561; david.kraska@tvwd.org

Attachments: Annual Work Plan, Fiscal Year 2019-20 Budget

Management Staff Initials:

General Manager		TVWD General Counsel	
TVWD Chief Engineer	N/A	TVWD Chief Financial Officer	

Willamette Intake Facilities Commission

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RESOLUTION NO. WIF-01-19

A RESOLUTION ADOPTING THE WILLAMETTE INTAKE FACILITIES COMMISSION ANNUAL WORK PLAN AND BUDGET FOR THE 2019-20 FISCAL YEAR.

WHEREAS, pursuant Article 4.7.3 of the Willamette Intake Facilities Intergovernmental Agreement (WIF IGA), the Board of Commissioners (Board) shall annually adopt a budget (Budget); and

WHEREAS, pursuant Article 4.7.4 of the WIF IGA, the Board shall annually adopt a work plan (Annual Work Plan) in association with the annual Budget; and

WHEREAS, pursuant Article 5.6.1 of the WIF IGA, the Managing Agency prepared an initial draft Annual Work Plan in conjunction with the annual Budget for review, comment and recommendation by the Operations, Finance and Management Committees; and

WHEREAS, in accordance with Articles 7.1 – 7.3 of the WIF IGA, the Annual Work Plan and Budget documents were revised following comments received from the Committees and that the Committees recommend Board approval; and

WHEREAS, the Annual Work Plan is to be adopted in association with the Budget and, pursuant Article 7.4 of the WIF IGA, the Board shall strive to adopt the Budget by resolution in April of each year and being advised,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE WILLAMETTE INTAKE FACILITIES COMMISSION THAT:

Section 1: The Board of the Willamette Intake Facilities Commission hereby adopts the Annual Work Plan for the 2019-20 fiscal year, attached hereto as Exhibit 1 and incorporated by reference.

Section 2: The Board of the Willamette Intake Facilities Commission hereby adopts the Budget for the 2019-20 fiscal year, attached hereto as Exhibit 2, and incorporated by reference.

Section 3. That the Budget will be allocated to the individual WIF Parties according to the following table:

Partner	Operations & Admin	Capital Outlay	Total
Beaverton	\$ 12,988	\$ 29,639	\$ 42,627
Hillsboro	\$ 43,379	\$ 214,864	\$ 258,243
Sherwood	\$ 17,566	\$ 47,569	\$ 65,135
Tigard	\$ 22,728	\$ 88,990	\$ 111,719
TVWD	\$ 65,685	\$ 350,765	\$ 416,450
Wilsonville	\$ 32,469	\$ -	\$ 32,469
Total	194,815	731,827	\$ 926,642

Section 4. The Managing Agency will invoice the allocated amounts set forth herein from the individual WIF Parties in accordance with the WIF IGA.

Approved and adopted at a regular meeting held on the 29th day of April 2019.

John Godsey, Chair

Sean Garland, Vice Chair

WILLAMETTE INTAKE FACILITIES ANNUAL WORK PLAN – SCOPE OF WORK AND BUDGET

April 29, 2019

INTRODUCTION

The Willamette Intake Facilities (WIF) are located at the Willamette River Water Treatment Plant (WRWTP) in Wilsonville, OR. The WIF consists of a screened intake in the Willamette River, an intake pipeline, a concrete caisson and building located on the bank, and air burst equipment housed in the building. The WIF is owned by six parties, including the cities of Wilsonville, Sherwood, Tigard, Beaverton, and Hillsboro, and the Tualatin Valley Water District (TVWD). The WIF Intergovernmental Agreement (IGA) establishes the general operating procedures for the WIF Commission, including designating TVWD as its managing agency (MA). Wilsonville will remain the Operating Agency until 2026.

The WIF houses the raw water pumps that safely and reliably draw water from the Willamette River. The existing raw water pumps currently provide water to the WRWTP. The Willamette Water Supply Program (WWSP), which is a partnership of the City of Hillsboro and TVWD, is designing improvements to the WIF that will expand its capacity, improve its seismic reliability, and enable it to deliver water to the future Willamette Water Supply System (WWSS). The name of that WWSP project is RWF_1.0.

This document is the scope of work (SOW) and budget for the MA for the 2019-20 fiscal year (FY 19-20, July 1, 2019 – June 30, 2020). The primary activities described in this SOW are facilitation of committee and Board meetings, administration of the WIF affairs pursuant to the IGA, and development of draft operations plans.

The primary objectives of this effort include:

- Administering routine business of the WIF Commission, including financial accounting, reporting and quarterly meetings of the Commission Board.
- Prepare an annual work plan and budget for FY 20-21.
- Develop final finance procedures for the WIF Commission.
- Implement routine processes for the Management Committee and Operations Committee as established in the WIF IGA.
- Develop draft versions of the Operations Plan, the Curtailment Plan, and an outline for the Emergency Response Plan.

SCOPE OF WORK

1. General Administration

The MA is responsible for managing the business affairs of the Commission. The MA shall perform the general administrative activities as described below:

- a. Administration of Infrastructure Operations and Maintenance
 - i. Plans Development - The WIF IGA identifies three WIF plans to be drafted by the MA: 1) Operations Plan, 2) Curtailment Plan, and 3) Emergency Response Plan. During FY 19-20, the MA will lead the development of drafts of two of these plans (Operations Plan and Curtailment Plan). Only an outline of the Emergency

WILLAMETTE INTAKE FACILITIES ANNUAL WORK PLAN – SCOPE OF WORK AND BUDGET

April 29, 2019

Response Plan will be prepared to allow for the agencies to complete their risk and resiliency assessments and prepare new emergency response plans as required by the recently enacted America's Water Infrastructure Act of 2018.

- b. Records Management – Maintain on the TVWD information technology (IT) infrastructure a location for all relevant WIF-related records. Follow Oregon statutes regarding records maintenance, management, and disposal.
- c. Responding to Requests – When requests for WIF-related information are made by the public or the media, coordinate a response with the other WIF member agencies as appropriate. Requests for public records will be responded to in keeping with TVWD's established public information request policy. The MA will notify the WIF Operations Committee members when a public information request is fulfilled.
- d. Communications and Public Outreach
 - i. Website creation and management - Maintain a web page on the TVWD website for housing public-facing WIF information including public meeting announcements, agendas, and meeting notes.
 - ii. Establishing or maintaining social media accounts for the WIF Commission is specifically excluded from the MA scope for FY 19-20.
- e. Legislative Updates
 - i. Provide quarterly updates on legislative activities relevant to water within the Willamette basin to the Management Committee.
- f. General
 - i. Maintain a current contact list of the WIF Board and alternates, the Operations Committee, the Finance Committee, and the Management Committee.
- g. Willamette River Basin Activities Monitoring
 - i. Perform cyanotoxin monitoring at the Willamette River Water Treatment Plant. The budget assumes 14 bi-weekly samples will be taken from July 1, 2019 through October 31, 2019 and May 1, 2020 through June 30, 2020. The budget includes an allowance for some additional sampling, as might be required following a detection of cyanotoxin. If even more monitoring is required, funds for such testing can be made available from Task 8 – Contingency. Partners will only be billed for sampling that actually occurs.

2. Capital Projects Management

The MA is responsible for managing any capital improvement projects to WIF facilities undertaken by the WIF Commission. During FY 19-20, the WIF Commission is not envisioned to take on any independent projects. Rather, the MA will monitor and report on other activities at the WIF facilities.

- a. Monitor and report to the WIF Board activities related to the following projects:
 - i. WWSP RWF_1.0 improvement project.
 - ii. Maintenance and improvements projects conducted by Wilsonville on the WIF.

**WILLAMETTE INTAKE FACILITIES
ANNUAL WORK PLAN – SCOPE OF WORK AND BUDGET**

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3. Annual Work Plan and Budget Development

The MA is responsible for preparing and managing the Annual Work Plan and budget.

- a. Coordinate with the Operations and Finance committees to prepare the draft Annual Work Plan and Budget for FY 20-21.
- b. Prepare Management Committee Review Draft and present at a regularly scheduled meeting.
- c. Prepare Final FY 20-21 Annual Work Plan and Budget for Presentation to WIF Board.

4. Finance Administration

The Finance Committee provides recommendations to the Management Committee on the proposed annual budget, capital improvement plan including resource availability and timing, and other financial policies. The MA, which is responsible for financial planning and management for the WIF Commission, will conduct the following tasks:

- a. Coordinate with the Finance Committee in the development of financial procedures to replace the interim procedures and obtain WIF Board approval.
- b. Prepare quarterly invoices and financial reports. Financial reports will be provided to the WIF Board as part of the Board packet for each of its meetings.
- c. Provide routine accounting and financial management including payment of accounts payable for expenses incurred on behalf of the WIF Commission.
- d. Prepare and invoice dues for each WIF Party quarterly.
- e. Provide insurance, pursuant to IGA Article 10, for the WIF facilities.
- f. Administer Committee Meetings – Conduct quarterly meetings with the Management Committee, to be held approximately one month prior to each WIF Board meeting. The Finance Committee will also hold quarterly meetings with the Operations Committee. The scope and most of the budget for Finance Committee meetings are captured in the scope and budget under the Operations Committee Administration and the Management Committee Administration. In the event that the Finance Committee meets independently of the other committees, the agenda and materials will be shared with the committee members one week prior to the meeting.
- g. Annual Audit - the MA will facilitate an independent financial review of the WIF Commission's activities up to the time of the audit. Facilitation of this audit is assumed to entail the following:
 - i. Contract with TVWD's auditor for purposes of conducting the independent financial review.
 - ii. Oversee execution of the review, including providing access to accounting records and WIF Commission-related transactions and reports.
 - iii. Distribute and facilitate communication of the financial review findings.
 - iv. Prepare and submit required regulatory findings, if any, with the State of Oregon.

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5. Operations Committee Administration

The Operations Committee considers issues as directed by the Management Committee as stipulated in the WIF IGA. The MA shall be responsible for administering the Operations Committee meetings.

- a. Administer Committee Meetings – Conduct quarterly meetings with the Finance Committee. The MA will provide the following support for these meetings, all of which are assumed to occur at the TVWD Board Room:
 - i. Schedule each meeting with the attendees via email. Provide email reminders for each meeting.
 - ii. Coordinate meeting logistics including meeting room set up, breakdown and clean up.
 - iii. Prepare draft agendas for each meeting and submit to attendees for review one week prior to each meeting.
 - iv. Prepare brief meeting notes capturing only decisions and action items.

6. Management Committee Administration

The Management Committee provides input and recommendations to the MA on policies, planning, operations, capital projects, contract awards, etc. with the goal of achieving consensus recommendations within the Management Committee. The Management Committee members will also serve as the liaison to each of their governing bodies and shall be charged with authority to act on behalf of the governing body as stipulated within the WIF IGA. The MA shall be responsible for administering the Management Committee meetings.

- a. Administer Committee Meetings – Conduct quarterly meetings of the Management Committee. The MA will provide the following support for these meetings, all of which are assumed to occur at the TVWD Board Room:
 - i. Schedule each meeting with the attendees via email. Provide email reminders for each meeting.
 - ii. Coordinate meeting logistics including meeting room set up, breakdown, and clean up.
 - iii. Prepare draft agendas for each meeting and submit to attendees for review one week prior to each meeting.
 - iv. Prepare brief meeting notes capturing only decisions and action items.

7. Administer WIF Board of Commissioners Meetings

The Board shall manage the business and affairs of the Commission for the mutual benefit of all Parties. The powers and duties of the Board are as described in the WIF IGA. The MA shall be responsible for conducting the Board meetings as described herein:

- a. Administration of Commission Meetings

WILLAMETTE INTAKE FACILITIES ANNUAL WORK PLAN – SCOPE OF WORK AND BUDGET

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- i. Schedule quarterly WIF Board meetings to occur in July 2019, October 2019, January 2020, and April 2020. All meetings are assumed to be held at the TVWD Board room.
- ii. In coordination with the Management Committee and the WIF Commission Board Chair, draft agendas for each meeting.
- iii. Post public notice of meetings and agendas on the Commission web page and make a public notice available to each party for posting at the party's offices.
- iv. Email calendar invites and reminders of upcoming meetings one week prior to the meeting.
- v. Prepare and electronically distribute meeting agenda packets to the Board and Finance Committee two weeks prior to meetings.
- vi. Host four Board meetings, including coordinating meeting room set up, breakdown, and clean up.
- vii. Arrange for a boxed-meal to be provided during meetings.
- viii. Draft speaking points for Board Chair.
- ix. Make an audio recording of all Board meetings.
- x. Prepare and distribute draft meeting minutes as part of the Board meeting packets.
- xi. Post meeting minutes to the WIF Commission web page.

8. Contingency

This task provides an allowance of approximately 10 percent of the total annual budget to provide funds for WIF Commission related work that was not identified at the time when the Annual Work Plan and Budget were prepared. In such situations, the MA will present a request to the MC to use contingency funds, including the purpose and amount of funds requested. Following approval by the MC, approval will also be obtained from the Board.

STAFFING PLAN

The proposed staffing plan for the FY 19-20 services is reflected in the proposed budget. This staffing plan includes five categories of labor. Specific staffing categories and representative staff positions include:

- **General Manager:** this category is limited to TVWD's Willamette Water Supply Program Director.
- **Department Manager:** this category includes TVWD's Chief Financial Officer, General Counsel, Chief Engineer, and Assistant Program Director.
- **Professional:** this category includes senior professional staff such as TVWD's Financial Planning and Debt Project Manager, Senior Engineer, Risk Management Coordinator, Senior Management Analyst, Water Quality Supervisor and Communications Supervisor.
- **Technician:** this category includes a wide variety of technical and para-professional staff including Communications Coordinators, District Recorder, Engineering Associates, Management Analyst, Water Quality Technicians and Accountants.

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- **Administrative Support:** this category consists of administrative support and includes the District's Executive Assistant and Administrative Assistant positions.

Not all staffing categories or positions are used for all tasks or assignments. Instead, specific staff will be engaged, as needed, based on the demands of the given task and the expertise of available staff. As such, TVWD's staffing resources represent a deep pool from which the Commission can efficiently draw. TVWD's diverse range of knowledge, skills and abilities represented by these five categories is intended to allow assignments to be completed at the lowest cost and provide the highest value for the WIF Commission.

ASSUMPTIONS

This proposal for the MA's FY 19-20 work plan will be presented for consideration and adoption at the April 2019 WIF Commission Board meeting. Any changes to the work plan requested by the Board may result in changes in the proposed scope, schedule and/or budget for the proposed services.

Additional services by the MA and special projects beyond the above scope and proposed budget will be specifically directed, authorized and funded by the WIF Commission Board. For example, the MA's scope of services for FY 19-20 does not include:

- Source water monitoring and/or raw water quality reporting beyond the cyanotoxin monitoring described in Task 1 – General Administration.
- Source water management activities and/or water resource management activities.

The proposed scope of services and budget are limited to services provided in FY 19-20 and do not establish a baseline, cap, or precedent for services and funding requirements for future years. Future funding requirements will be based on Board-approved work plans and scopes of work.

TVWD does not propose establishing a separate website or URL for the WIF Commission at this time. Meeting notices, agendas and meeting summaries will be provided as a designated web page on the TVWD website. Securing URL(s) and establishing a WIF Commission website would be undertaken as a special project subject to authorization and funding by the Commission Board.

All meetings, including but not limited to Commission Board meetings, Management Committee meetings, Finance Committee meetings, and Operations Committee meetings will be held at TVWD's office in Beaverton. Committee meetings shall be considered technical meetings, and Commission Board meetings shall be considered public meetings.

TVWD will provide logistical support, as needed, such as meeting room set-up, audio visual equipment and meeting room clean up.

The level of detail and content of the Board packets and meeting minutes will generally be consistent with Willamette River Water Coalition (WRWC) and Joint Water Commission (JWC) Board meetings. Each quarterly Board meeting is assumed to last no more than about two

**WILLAMETTE INTAKE FACILITIES
ANNUAL WORK PLAN – SCOPE OF WORK AND BUDGET**

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hours. Board meeting attendance is assumed to include: four meetings per year, six partner agencies, and up to four attendees per agency (i.e., a Board member, a Board alternate and two staff). A boxed meal shall be provided for each of the four attendees per agency, and for up to four other attendees from the MA.

The level of effort (e.g., staff hours) will generally be consistent with the proposed MA budget for FY 19-20. The MA shall manage the use of budgeted labor hours and expenses as the MA deems necessary to fulfill the scope of work. The MA will control the scope of work in coordination with the Finance and Operations Committees. Any significant anticipated changes to the scope of work will first be vetted by the MA with the Finance and Operations committees. In the event the level of effort significantly exceeds the anticipated budget, the MA will coordinate with the Management Committee to identify appropriate response strategies, including supplemental budget requests or use of contingency funds (Task 8), for consideration by the Board and MA staff.

BUDGET

The following proposed budget is based on the assumed scope of services and staffing plan as outlined above. Hours in the proposed budget include only those hours that are anticipated to be in addition to TVWD's participation in the Commission as a partner. Labor rates, by category, are based on TVWD's direct salary plus burden, direct overhead and indirect overhead.

Distribution of WIF-related RWF_1.0 Costs Over Time						
WIF Share of RWF_1.0 Project	Total ¹	FY 19	FY 20	FY 21	FY 22	
RWF_1.0 Project Costs	11,407,433	\$ 783,756	\$ 571,200	\$ 6,613,036	\$ 3,439,441	
Permitting	1,257,000	\$ 1,257,000				
System Wide	1,800,385	\$ 425,309	\$ 160,627	\$ 212,962	\$ 1,001,487	
Total	\$ 14,464,818	\$ 2,466,065	\$ 731,827	\$ 6,825,998	\$ 4,440,928	
Notes:						
1) Total WIF related Costs for RWF_1.0 based on Baseline 4.1 and RWF_Project Plan						
Distribution of WIF-related RWF_1.0 Costs Over Time and By Party						
Costs by Partner	Total	FY 19	FY 20	FY 21	FY 22	
Wilsonville	N/A					
RWF_1.0 Project Costs	75,000	75,000	-	-	-	
Permitting	50,000	50,000	-	-	-	
System Wide	-	-	-	-	-	
Wilsonville Total	\$ 125,000	\$ 125,000	\$ -	\$ -	\$ -	
TVWD	47.93%		47.93%	47.93%	47.93%	
RWF_1.0 Project Costs	5,204,705	112,777	273,776	3,169,628	1,648,524	
Permitting	566,533	566,533	-	-	-	
System Wide	851,835	192,761	76,989	102,073	480,013	
TVWD Total	\$ 6,623,073	\$ 872,071	\$ 350,765	\$ 3,271,701	\$ 2,128,537	
Sherwood	6.50%		6.50%	6.50%	6.50%	
RWF_1.0 Project Costs	711,510	20,971	37,128	429,847	223,564	
Permitting	76,475	76,475	-	-	-	
System Wide	115,401	26,021	10,441	13,843	65,097	
Sherwood Total	\$ 903,386	\$ 123,467	\$ 47,569	\$ 443,690	\$ 288,660	
Tigard	12.16%		12.16%	12.16%	12.16%	
RWF_1.0 Project Costs	1,458,152	166,313	69,458	804,145	418,236	
Permitting	143,849	143,849	-	-	-	
System Wide	216,154	48,945	19,532	25,896	121,781	
Tigard Total	\$ 1,818,156	\$ 359,107	\$ 88,990	\$ 830,041	\$ 540,017	
Hillsboro	29.36%		29.36%	29.36%	29.36%	
RWF_1.0 Project Costs	3,520,479	401,367	167,704	1,941,587	1,009,820	
Permitting	347,153	347,153	-	-	-	
System Wide	521,841	118,119	47,160	62,526	294,037	
Hillsboro Total	\$ 4,389,473	\$ 866,639	\$ 214,864	\$ 2,004,113	\$ 1,303,857	
Beaverton	4.05%		4.05%	4.05%	4.05%	
RWF_1.0 Project Costs	485,722	55,463	23,134	267,828	139,297	
Permitting	47,989	47,989	-	-	-	
System Wide	72,019	16,328	6,505	8,625	40,560	
Beaverton Total	\$ 605,730	\$ 119,780	\$ 29,639	\$ 276,453	\$ 179,858	
WIF Share of RWF Total	\$ 14,464,818	\$ 2,466,065	\$ 731,827	\$ 6,825,998	\$ 4,440,928	

Willamette Intake Facilities Commission Administration
 FY 2019-20 Budget

3/20/2019

Task No.	Activity	Staff Position	General Mgr	Dept Mgr	Professional	Technician	Admin	Labor Hours	Labor Cost	Expenses	Total
		Maximum Rate ¹	\$260 per hour	\$260 per hour	\$176 per hour	\$132 per hour	\$83 per hour				
1 General Administration											
a	Plans Development		35	20	94	49	71	269	\$43,258	\$2,050	\$45,308
b	Records Management		4			4	8	16	\$2,236		\$2,236
c	Responding to Requests		1		2	4	4	11	\$1,474		\$1,474
d	Communications and Public Outreach		2		4		8	14	\$1,892		\$1,892
e	Legislative Updates		2	8	16			26	\$5,420		\$5,420
f	General						4	4	\$333	\$1,000	\$1,333
g	Willamette River Basin Activities Monitoring		0	4	24	36	0	64	\$10,020	\$13,500	\$23,520
	subtotal		44	32	140	93	95	404	\$64,632	\$16,550	\$81,182
2 Capital Projects Management											
a	Monitor and Report to the WIF Board		4				4	8	\$1,375		\$1,375
	subtotal		4	0	0	0	4	8	\$1,375	\$0	\$1,375
3 Annual Work Plan and Budget Development											
a	Prepare Draft		8		4	12	8	32	\$5,038		\$5,038
b	Prepare Management Committee Review Draft		2			4	4	10	\$1,382		\$1,382
c	Prepare Final		2			1	1	4	\$736		\$736
	subtotal		12	0	4	17	13	46	\$7,156	\$0	\$7,156
4 Finance Administration											
a	Develop Final Finance Procedures							0	\$0		\$0
b	Prepare reports							0	\$0		\$0
c	Provide routine accounting and management				2	6		8	\$1,144		\$1,144
d	Invoicing				6	12		18	\$2,641		\$2,641
e	Insurance		2		8			10	\$1,931	\$22,000	\$23,931
f	Finance Committee Meetings							0	\$0		\$0
	Schedule meetings ²							0	\$0		\$0
	Meetings logistics ²							0	\$0		\$0
	Prepare agendas and meeting materials			8				8	\$2,079		\$2,079
	Conduct meetings ²							0	\$0		\$0
	Prepare meeting notes ²							0	\$0		\$0
g	Annual Audit		2	2	2	16	2	24	\$3,671	\$12,300	\$15,971
	subtotal		4	10	18	34	2	68	\$11,466	\$34,300	\$45,766
5 Operations Committee Administration											
a	Committee Meetings										
	Schedule meetings						6	6	\$500		\$500
	Meetings logistics						6	6	\$500		\$500
	Prepare agendas and meeting materials		8	8			8	24	\$4,829		\$4,829
	Conduct meetings		16				16	32	\$5,499		\$5,499
	Prepare meeting notes		6				12	18	\$2,562		\$2,562
	subtotal		30	8	0	0	48	86	\$13,890	\$0	\$13,890
6 Management Committee Administration											
a	Committee Meetings										
	Schedule meetings						6	6	\$500		\$500
	Meetings logistics						6	6	\$500		\$500
	Prepare agendas and meeting materials		8	8			8	24	\$4,829		\$4,829
	Conduct meetings		16				16	32	\$5,499		\$5,499
	Prepare meeting notes		6				12	18	\$2,562		\$2,562
	subtotal		30	8	0	0	48	86	\$13,890	\$0	\$13,890
7 Administer WIF Board of Commissioners Meetings											
a	Board Meetings										
	Schedule meetings		1				8	9	\$927		\$927
	Post public notice of meeting						2	2	\$167		\$167
	Meetings logistics						4	4	\$333	\$1,800	\$2,133
	Prepare agendas and meeting materials		8		4		8	20	\$3,455		\$3,455
	Conduct meetings		16				12	28	\$5,166		\$5,166
	Prepare meeting notes		4				8	12	\$1,708		\$1,708
	subtotal		29	0	4	0	42	75	\$11,755	\$1,800	\$13,555
8 Contingency											
	Contingency (10%)										\$18,000
	subtotal		0	0	0	0	0	0	\$0	\$0	\$18,000
TOTAL			153	58	166	144	252	773	\$124,165	\$52,650	\$194,815

Notes: 1. FY 19 rates increased 5% for FY 20 rates
 2. Hours for these tasks captured in the Operations Committee Administration and the Management Committee Administration tasks.

**Summary of Cost Allocation for Proposed Preliminary WIF MA Budget
Fiscal Year 2019-20**

This cost allocation divides the FY 19-20 WIF Managing Agency Budget by allocating 75% based on the ownership percentages shown in the WIF IGA Exhibit 3, and 25% equally to each partner.

Fee: \$ 194,814.73
Updated: 2/15/2019

Partner	Capacity Ownership ⁽¹⁾ (MGD)	Capacity Ownership ⁽¹⁾ (%)	75% Share Based on Ownership	25% Equal Shares	Cost Share ⁽²⁾
Beaverton	5.0	3.3%	\$ 4,870.37	\$ 8,117.28	\$ 12,987.65
Hillsboro	36.2	24.1%	\$ 35,261.47	\$ 8,117.28	\$ 43,378.75
Sherwood	9.7	6.5%	\$ 9,448.51	\$ 8,117.28	\$ 17,565.79
Tigard	15.0	10.0%	\$ 14,611.10	\$ 8,117.28	\$ 22,728.38
TVWD	59.1	39.4%	\$ 57,567.75	\$ 8,117.28	\$ 65,685.03
Wilsonville	25.0	16.7%	\$ 24,351.84	\$ 8,117.28	\$ 32,469.12
	150.0	100.0%	\$ 146,111.04	\$ 48,703.68	\$ 194,814.73

Notes:

(1) Per WIF IGA Exhibit 3

(2) Per the draft WIF Managing Agency Annual Work Plan version 6

WIF COMMISSION STAFF REPORT

To: Board of Commissioners
From: David Kraska, PE, General Manager
Date: April 29, 2019
Subject: Resolution Establishing Fiscal Year 2019-20 Board Meeting Dates

Requested Board Action:

Consider adopting a resolution establishing regular quarterly meeting dates of the Board of Commissioners for fiscal year 2019-20.

Key Concepts:

- This action will provide specific dates for quarterly meetings of the Board to conduct Commission business (per Willamette Intake Facility (WIF) Intergovernmental Agreement Article 4.4).

Background:

To conduct regular business for the WIF Commission, the Board of Commissioners needs to set regular business meeting dates. The IGA requires at least two meetings per year and anticipates quarterly meetings. The attached resolution establishes the dates of quarterly meetings for fiscal year 2019-20. The Board of Commissioners has the ability to meet more frequently as needed or to change meeting dates.

Budget Impact:

None.



Staff Contact Information:

David Kraska, PE; General Manager; 503-941-4561; david.kraska@tvwd.org

Attachments:

Proposed resolution

Management Staff Initials:

General Manager		TVWD General Counsel	
TVWD Chief Engineer	N/A	TVWD Chief Financial Officer	N/A

Willamette Intake Facilities Commission

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RESOLUTION NO. WIF-02-19

A RESOLUTION ESTABLISHING REGULAR QUARTERLY MEETING DATES OF THE WILLAMETTE INTAKE FACILITIES BOARD OF COMMISSIONERS FOR FISCAL YEAR 2019-20.

WHEREAS, Article 4.4 of the Willamette Intake Facilities Intergovernmental Agreement requires the Board of Commissioners to generally meet quarterly, but in no event less than semi-annually; and,

WHEREAS, the Board of Commissioners wishes to set its regular meeting calendar by resolution, and being advised,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE WILLAMETTE INTAKE FACILITIES COMMISSION:

Section 1: The regular meetings of the Commission shall be held on the following dates:

July 29, 2019
October 28, 2019
January 27, 2020
April 27, 2020

Section 2: Regular meeting dates may be changed by a motion of the Board. Special meetings may be called by the Chair or by any two Commission members.

Section 3: The regular or special meetings shall be held at the Tualatin Valley Water District, Administrative Office, located at 1850 SW 170th Avenue, Beaverton, Oregon 97003.

Section 4: All Commission meetings will be advertised as required and conducted in accordance with the Oregon Public Meetings law, ORS 192.610 to 192.710.

Approved and adopted at a regular meeting held on the 29th day of April 2019.

John Godsey, Chair

Sean Garland, Vice Chair

Willamette Intake Facilities Commission

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WIF COMMISSION STAFF REPORT

To: Board of Commissioners

From: Niki Iverson, Water Resources Manager, City of Hillsboro

Date: April 29, 2019

Subject: Willamette Reallocation Update

Key Concepts:

- Since the 1990's, municipal water providers in the Willamette Basin have been working to gain access to stored water and protect our existing water rights from injury, should water be transferred to another use.
- The National Marine Fisheries Service (NMFS) released a Biological Opinion in 2008 that did not include a municipal component. NMFS recommended that nearly all of the Willamette Basin stored water be transferred to protect fish flows.
- Oregon Water Utilities Council (OWUC) formed a subcommittee of municipal providers in the Willamette Basin that focused on protecting existing water rights and gaining access to stored water, which resulted in receiving federal and state funding to initiate a reallocation feasibility study.

Background:

The Willamette Basin Review Study continues to move forward since it was reinitiated in 2013. The goal of the study is to reallocate the storage space in the Willamette Basin projects (13 reservoirs storing up to 1.64 million acre-feet of water) for Endangered Species Act-listed fish (F&W), agricultural irrigation (AI) and municipal and industrial water supply (M&I). The stored water in the Willamette Basin Projects constitutes the overwhelming majority of the remaining water supply available to municipal water providers in the Willamette Basin to meet future demands.

In 2015 a full-scale reallocation feasibility study was initiated and in November 2017 the US Army Corps of Engineers (USACE) issued its Tentatively Selected Plan (TSP). In September 2018, following review of agency and public comments on the TSP, the USACE announced its Agency Recommended Plan (ARP), which is to proceed with reallocation Alternative C. Under reallocation Alternative C, 159,750 acre-feet of storage space would be allocated to M&I use which will provide M&I water providers the certainty needed to invest in regional water supply solutions and infrastructure to meet future demands over the next 50+ years and to provide supplemental water supply for droughts and climate change impacts.

The USACE is currently consulting with the National Marine Fisheries Service (NMFS) regarding ESA-listed species. NMFS was expected to conclude its consultation on the reallocation in January 2019, with issuance of a Biological Opinion. The consultation process was delayed due to the government shutdown and other related work capacity issues that resulted from that delay. USACE had to seek an extension of time to complete the consultation process, which was just approved by the Assistant

Secretary of the Army for Civil Works. Following the completion of consultation, the USACE intends to issue the Chief's Final Report, which is the final step in the reallocation feasibility study process and is now due in November 2019. Finally, the reallocation would need to be authorized by Congress through a future legislation, such as the Water Resources Development Act.

Budget Impact:

There is no budget impact to the WIF members through the Commission.

WIF Members are individually participating in the OWUC Willamette Reallocation subcommittee's efforts to track, monitor, and strategize the approval of the reallocation through federal authorizations.

Staff Contact Information:

Niki Iverson; Water Resources Manager; niki.iverson@hillsboro-oregon.gov


Attachments:

Willamette Water Providers Letter to USACE – January 25, 2019

Willamette Basin Project Update Summary

Willamette Basin – Request Letter to Congressional Offices by OWUC in March 2019

Management Staff Initials:

General Manager		TVWD General Counsel	NA
TVWD Chief Engineer	NA	TVWD Chief Financial Officer	NA




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Tualatin Valley Water District

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January 25, 2019

Colonel Aaron L. Dorf
District Commander
U.S. Army Corps of Engineers, Portland District
P.O. Box 2946
Portland, OR 97208

Re: Willamette Basin Review Feasibility Study

Dear Colonel Dorf,

On behalf of the Oregon Water Utilities Council (OWUC), the League of Oregon Cities (LOC), and several individual municipal water providers in the Willamette Basin (collectively the Water Providers), we are writing in support of Alternative C as identified in the Willamette Basin Review Feasibility Study. We would like to thank you and your staff, especially Project Manager Laurie Nicholas and Chief, Programs, Planning and Project Management Division Kevin Brice, for the hard work and dedication to completing this project. As a group, the Water Providers appreciate the opportunity to be meaningfully included in the process and to have had the opportunity to provide input. We are especially grateful for your consideration of our December 22, 2017

comments (*“Comments on Draft Willamette Basin Review Integrated Feasibility Report and Environmental Assessment”*).

The Water Providers support the adoption of Alternative C, which would result in the allocation of 159,750 Acre Feet (AF) of storage space for municipal and industrial (M&I) use because access to new stored water is essential to the continued economic success and public health of our communities. The Water Providers also support the proposed water management plan described in the Draft Integrated Report that proportionally reduces all uses during years when there is insufficient stored water to meet the allocations.

Municipal water providers in the Willamette Basin have been seeking access to the stored water in the Willamette Valley Project (WVP) since the late 1980's. After almost 30 years of effort, we are excited about the opportunity to have access to stored water and to develop an M&I contracting program. It is well understood that the stored water in the WVP constitutes the overwhelming majority of the remaining water supply available to water providers in the Willamette Basin to meet future demands.

We look forward to working with the U.S. Army Corps of Engineers (USACE), Oregon Water Resources Department (OWRD) and other state agencies and basin stakeholders to define and discuss next steps in the reallocation process. We understand that OWRD intends to establish an implementation “workgroup” and we look forward to participating.

The Water Providers support this study and request that the USACE move forward with completion of the consultation with the National Marine Fisheries Services on the proposed action and the issuance of the Chief's Report in Spring 2019.

Feel free to contact me should you have any questions regarding this letter.

Sincerely,



Niki Iverson
Project Manager, Oregon Water Utilities Council
Water Resources Manager, City of Hillsboro

CC:

Senator Ron Wyden
Senator Jeff Merkley
Representative Peter DeFazio (OR-4)

Representative Kurt Schrader (OR-05)

Representative Suzanne Bonamici (OR-1)

Representative Earl Blumenauer (OR-3)

Representative Greg Walden (OR-2)

Barry Thom, Regional Administrator, NOAA Fisheries West Coast Region

Kevin Brice, Chief, Programs, Planning and Project Management Division,

U.S. Army Corps of Engineers, Portland District

Tom Byler, Director, Oregon Water Resources Department

Douglas Woodcock, Deputy Director, Oregon Water Resources Department.

OWUC is a committee of the Pacific Northwest Section of the American Water Works Association (AWWA). OWUC's mission is to promote and monitor legislation, public policies, and regulations that will ensure our communities can provide drinking water of the highest quality, in sufficient quantities, and at a reasonable cost.

Willamette Intake Facilities Commission

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WILLAMETTE BASIN REVIEW FEASIBILITY STUDY UPDATE – FEBRUARY 2019

The Willamette Basin Review Feasibility Study continues to move forward since it was reinitiated in 2013. The goal of the study is to reallocate the storage space in the Willamette Basin projects (13 reservoirs storing up to 1.64 million acre-feet of water) for Endangered Species Act-listed fish (F&W), agricultural irrigation (AI) and municipal and industrial water supply (M&I). Currently, the stored water in the Willamette Basin projects is not available for M&I water supply. Ultimately Congress will need to approve the reallocation.

Beginning in 2015, the U.S. Army Corps of Engineers (USACE) and its non-federal sponsor Oregon Water Resources Department (OWRD) analyzed current water uses and developed projections of the future need for stored water. Based on these projections, the USACE developed a combined storage reallocation and management plan called the Tentatively Select Plan (TSP). The TSP, issued in November 2017, proposed an allocation of the storage space (Alternative D) that provided approximately 60 percent of the storage space to F&W use, 5 percent for M&I use, and 16 percent for AI. Alternative D also proposed 19 percent of the storage space for Joint Use, to accommodate unforeseeable future changes in demand.

In December 2017, the Oregon Water Utility Council submitted comments on the TSP indicating that the projected M&I demands over the 50-year study period are more than two times greater than the 73,000 acre-feet proposed for M&I use in the TSP and requested the USACE to reconsider use of reallocation Alternative C. In addition, in May 2018, OWRD provided a letter to USACE noting that Alternative C should be the USACE Recommended Plan since **“it provides a greater volume of storage space to consumptive and instream purposes.”**

In September 2018, the USACE announced that the Agency Recommended Plan (ARP) was to proceed with Alternative C. The table below shows the Tentatively Selected Plan and the Agency Recommended Plan.

USACE’s Tentatively Selected Plan Alternative D November 2017			USACE Agency Recommended Plan Alternative C September 2018		
Use	Volume (AF)	Percent	Use	Volume (AF)	Percent
F&W	962,800	60%	F&W	1,102,600	69%
M&I	73,300	5%	M&I	159,750	10%
AI	253,950	16%	AI	327,650	21%
Joint Use	299,950	19%	Joint Use	0	0%

Under Alternative C, M&I water providers will have the certainty needed to invest in significant regional water supply solutions and infrastructure to meet future demands over the next 50+ years and to provide supplemental water supply for droughts and climate change impacts. Equally important, a large



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proportion of the stored water (almost 70 percent) will be dedicated and available for instream use for fish and wildlife purposes and to improve water quality (including temperature concerns).

The next step in the process is for the USACE to consult with the National Marine Fisheries Service (NMFS) regarding ESA-listed species. NMFS was expected to conclude its consultation on the reallocation by the end of January 2019, with issuance of a Biological Opinion. Currently, the USACE is seeking an extension of time to complete the consultation process.

Following completion of consultation the USACE intends to issue the Chief's Final Report, which is the final step in the reallocation feasibility study process. Initially the USACE intend the Chief's Report to be issued in March 2019, but due to various delays, USACE is now seeking an extension until May 2019.

In order change the current storage allocation the reallocation plan will need to be approved by Congress. The likely vehicle for the reallocation plan approval is in the Water Resources Development Act.

The current focus of OWUC is to:

- Support the extension of the reallocation study timelines.
- Support the proposed reallocation under Alternative C, proposing to reallocate 159,750 acre-feet of storage for M&I use.
- Explore strategies to reduce the cost of the stored water for M&I use once a contracting program is available.
- Collaborate with OWRD on developing a strategy to implement the reallocation plan.



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WILLAMETTE BASIN REVIEW STUDY

REQUEST

- **Support an extension of the timeline to complete the Willamette Basin Review Study.**
- **Support the United States Army Corps of Engineers (USACE) Agency Recommended Plan to allocate 159,750 acre-feet of storage space for municipal and industrial water supply needs.**

UPDATE ON REALLOCATION EFFORTS/NEXT STEPS

- **A draft feasibility report, environmental assessment and Tentatively Selected Plan were released for public review in November 2017.**
- **Agency Recommended Plan was announced September 2018.**
- **Chief's Final Report currently due in March 2019 (end of feasibility study).**

The Willamette Basin Review Study continues to move forward since it was reinitiated in 2013. The goal of the study is to reallocate the storage space in the Willamette Basin projects (13 reservoirs storing up to 1.64 million acre-feet of water) for Endangered Species Act-listed fish (F&W), agricultural irrigation (AI) and municipal and industrial water supply (M&I). The stored water in the Willamette Basin Projects constitutes the overwhelming majority of the remaining water supply available to municipal water providers in the Willamette Basin to meet future demands.

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Willamette Intake Facilities Commission

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Willamette Basin Project Overview

- **13 Reservoirs**
 - 1,640,000 Acre-Feet of storage
- **Congressional authorization - 1938/1950** for numerous purposes, including:
 - Irrigation, flood control, navigation, hydropower, pollution abatement, municipal water supply

Willamette Basin Project Overview

- **1954/1968** – USBOR filed water right applications
- **1996** – Storage certificates issued to USBOR
- **Water Rights: store water for irrigation use only**

Access to Stored Water Issues

- Storage water rights - irrigation only
- Storage space not allocated***
- Cost of water/contracting program

Why Are Water Providers Interested?

- Responsibility to serve growing communities
- Facing limited future water supply options
- Conditions on existing permits
- Currently unable to access federal storage water in Willamette Basin projects





Seeking Access to Stored Water *Long Process, Few Results*

- **1994: Reservation Request**
- **1996: Willamette Basin Reservoir Study**
- **2000: Study put on hold due to ESA listing**
- **2008: SWMWP Report**
- **2008: Biological Opinion (Bi-Op) issued**

Study Timelines

- August 2015: Cost Share Agreement signed
- July 2017: Tentatively Selected Plan
- November 2017: Draft Feasibility Report
- January 2018: Public comment ends
- May 14, 2018: State Agency Position Letter
- September 2018: Recommended Plan

Recommended Plan For Reallocation

Use	USACE's Tentatively Selected Plan Alternative D November 2017		USACE Agency Recommended Plan Alternative C September 2018	
	Volume (AF)	Percent	Volume (AF)	Percent
F&W:	962,800	60%	1,102,600	69%
M&I:	73,300	5%	159,750	10%
AI:	253,950	16%	327,650	21%
Joint Use:	299,950	19%	0	0%

Willamette Instream Flow Demand

WBR Demand analysis currently applying NMFS' 2008 Willamette Project Biological Opinion flow targets

An interdisciplinary technical team was convened to review and consider refinements to the 2008 BiOp targets

Interdisciplinary Team:

Hydrologists

Geomorphologists

Water quality modelers

Ecologists

Managers

Stakeholders



Next Steps

- Complete ESA Consultation process
- 30-day State and Agency Review
- Chief's Report targeted for November 2019
- Office of Management and Budget
- House Transportation and Infrastructure Committee (WRDA)

Current Focus of OWUC

- Monitor consultation process and “reasonable and prudent measures”
- Support Alternative C
- Resolve storage water right transfer issue
- Explore strategies to reduce cost of stored water for M&I use
- Collaborate on implementation strategy



WIF COMMISSION STAFF REPORT

To: Board of Commissioners
From: Joel Cary, TVWD Water Resources Division Manager
Date: April 9, 2019
Subject: 2019 Oregon Legislative Update

Key Concepts:

- Several bills introduced during the 2019 Oregon Legislative Session could affect drinking water providers.
- TVWD staff have engaged with the Legislative Assembly at various levels, including bills and budgets related to harmful algal blooms and cyanotoxins.
- This informational update will summarize actions and efforts taken to date.

Background:

The 2019 Oregon Legislative Session Days began January 22 and is scheduled to end June 30. TVWD staff have been tracking and providing input on several proposed House and Senate bills related to drinking water providers since the session convened. These efforts have been performed on behalf of the WIF Commission under the Managing Agency and its affiliation with the Oregon Water Utility Council. While several bills have been tracked and addressed, we have been most active with the House Bill (HB) 3326, which was proposed by Representative Helm to address concerns related to harmful algal blooms and cyanotoxins. As currently written, this bill will provide the needed funding for the Department of Environmental Quality’s lab to perform cyanotoxin analysis under newly adopted state rules. The informational update will focus on this and other key bills, actions taken to date, potential impacts, and their current status in the legislative process.

Budget Impact:





Passage of HB3326 will provide funding for the DEQ lab to perform cyanotoxin testing. This may result in complete coverage of testing costs or a fee-for-service option (resulting in reduced costs) for drinking water providers. The exact impact to the proposed 2019-2020 WIF Budget has yet to be determined given the ongoing lawmaking process.

Staff Contact Information:

Joel Cary; TVWD Water Resources Division Manager; 503-848-3019; joel.cary@tvwd.org

Attachments: None

Management Staff Initials:

General Manager		TVWD General Counsel	
TVWD Chief Engineer		TVWD Chief Financial Officer	

Willamette Intake Facilities Commission

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2019 Oregon Legislative Session

Review of WIF Managing Agency Engagement

Joel Cary
TVWD Water Resources Division Manager

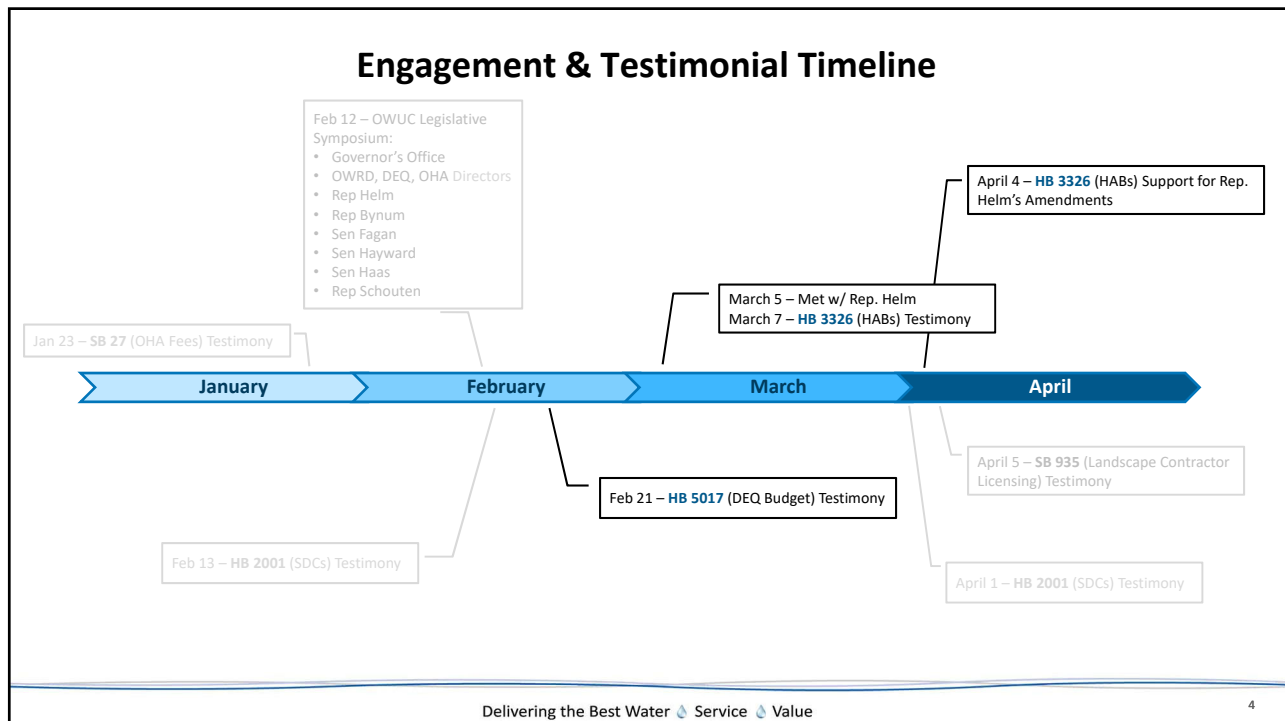
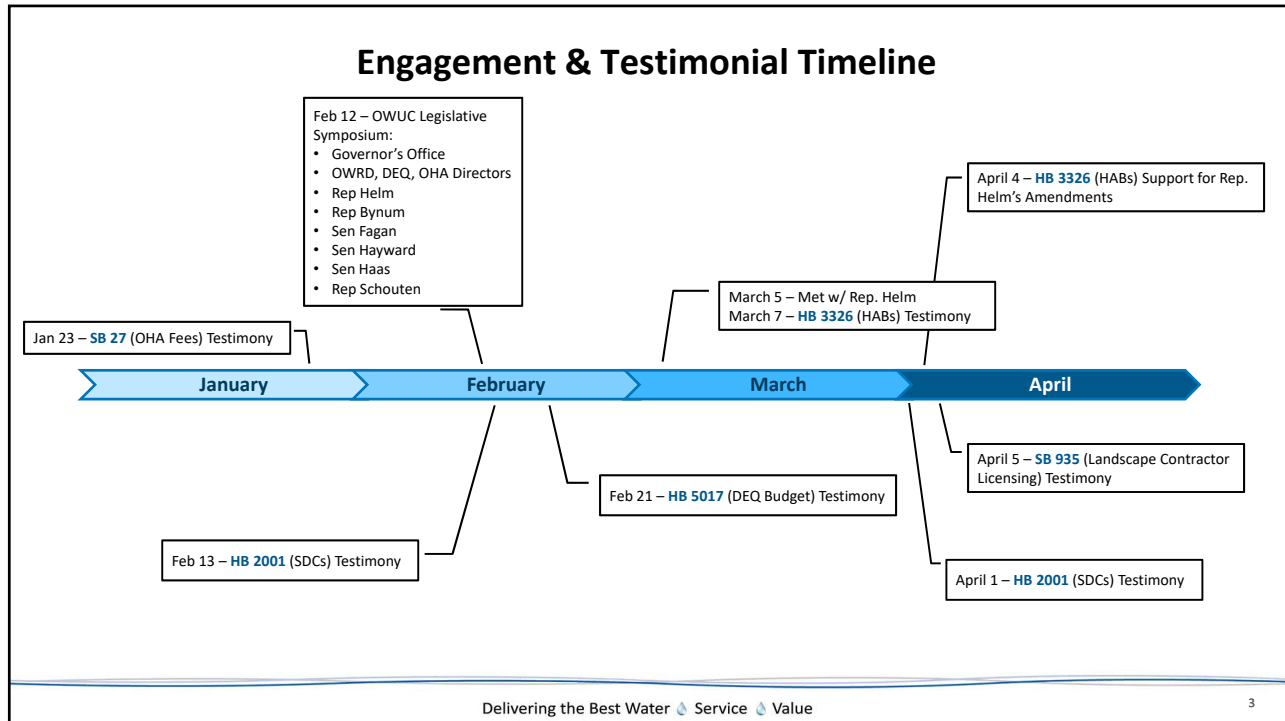
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Key Bill Summary



- **HB 2001** – Delays SDC charges until “issuance of an occupancy permit”
- **HB 5017** – Oregon DEQ budget lacks lab funding for cyanotoxin testing
- **HB 3326** – DEQ lab funding, HAB position at OHA
- **SB 27** – Imposes new fee on public water systems
- **SB 51** – Provides OWRD authority to change “type of use” for stored water rights
- **SB 935** – Modifies landscape construction professional license



Next Steps – Engagement & Legislative Process

- **HB 3326** – Supporting, Moving to Ways and Means Committee, then House Floor
- Tracking additional House and Senate Bill
 - **SB 51** – Character (i.e., type) of use



Questions?

Thank you