

**Willamette Intake Facilities Commission
Board Meeting Minutes
January 25, 2021**

REGULAR SESSION – 6:00 PM

CALL TO ORDER AND ROLL CALL

Commissioners present:

City of Beaverton:	Laura Mitchell
City of Hillsboro:	John Godsey
City of Sherwood:	Sean Garland (<i>Vice Chair</i>)
City of Tigard:	John Goodhouse
City of Wilsonville:	Kristin Akervall
Tualatin Valley Water District (TVWD):	Jim Doane (<i>Chair</i>)

Managing Agency Staff present:

WIF Commission General Manager / Willamette Water Supply Program (WWSP) Director	Dave Kraska
TVWD General Counsel	Clark Balfour
WWSP Assistant Director	Joelle Bennett
WWSP Finance Manager	Lisa Houghton
WWSP Public Outreach and Permitting Manager	Christina Walter
TVWD Water Resources Division Manager	Joel Cary
WIF Commission Recorder / WWSP Administrative Assistant	Annette Rehms

Committee Members present:

Management Committee

City of Beaverton:	Chad Lynn
City of Hillsboro:	Niki Iverson
City of Sherwood:	Craig Sheldon
City of Tigard:	Brian Rager
City of Wilsonville:	Delora Kerber
TVWD:	Tom Hickmann

Operations Committee

City of Beaverton:	David Winship
TVWD:	Carrie Pak

Finance Committee

TVWD:	Paul Matthews
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Other Attendees:

Holly Tichenor – Water Systems Consulting	Rob Annear – Geosyntec
Susan Schlangen – Water Systems Consulting	Debbie Carper - TVWD
Jeannette Shaw – City of Tigard	Justin Carlton - TVWD

1. GENERAL MANAGER'S REPORT

Mr. Kraska presented the General Manager's report, which included a safety moment on ergonomic recommendations for laptop use, a request for feedback on the Raw Water Facilities virtual tour video, progress on the Operations and Curtailment Plans, an overview of the Luckiamute Watershed Council letter, the delivery of the WIF Insurance Renewal documents, the Independent Audit Financial Statements and Report, and the quarterly financial report for the period ending December 31, 2020.

Commissioners thanked staff for providing the video tour. The video was both informative and educational.

2. PUBLIC COMMENT

There were no public comments.

3. CONSENT AGENDA

A. Approve the October 26, 2020 meeting minutes.

B. Accept Financial Statements and Report of Independent Auditor for the Fiscal Year Ended June 30, 2020

Motion was made by Goodhouse, seconded by Godsey, to approve the Consent Agenda as presented. The motion passed unanimously with Mitchell, Godsey, Garland, Goodhouse, Akervall, and Doane voting in favor.

4. BUSINESS AGENDA

A. Election of Officers

Motion was made by Doane, seconded by Godsey, to elect Sean Garland (City of Sherwood) as Chair for the 2021 Calendar Year. The motion passed unanimously with Mitchell, Godsey, Garland, Goodhouse, Akervall, and Doane voting in favor.

Motion was made by Godsey, seconded by Akervall, to elect John Goodhouse (City of Tigard) as Vice Chair for the 2021 Calendar Year. The motion passed unanimously with Mitchell, Godsey, Garland, Goodhouse, Akervall, and Doane voting in favor.

Chair Garland thanked Commissioner Doane for his service as Chair this past year and for leading the Board through the virtual meetings as we navigate COVID-19.

5. INFORMATION ITEMS

A. Semiannual Update on the Willamette Water Supply Program 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 an overview of completed Upper and Lower site work, an overview of current construction activities, and an overview of upcoming in-water work, including screen replacement scheduled to start in summer 2021.

B. Mission, Vision, Values and Goals

Mr. Kraska provided an overview of the WIF Mission, Vision, Values, and Goals (MVVG) development process to date. He highlighted the following key moments; January 2020 the Board unanimously support for developing a unified MVVG; designated a project manager; hired a consultant to lead the process; and convened a work group to insure the interest of all the parties are represented. Mr. Kraska stated he is impressed and proud of all the work that has been accomplished to date and excited about tonight's presentation.

Ms. Walter presented the staff report providing an update on the WIF MVVG development including an overview of key accomplishments, background, and the Working Group's desired outcomes for the MVVG creation process.

Ms. Walter then turned the topic over to Water Systems Consulting to facilitate the second Board update on the progress developing the WIF MVVG. Ms. Tichenor walked the Board through the following draft Mission, Vision and Values statements:

- **Mission:** To responsibly secure safe, and reliable Willamette River drinking water supply
- **Vision:** To become a trusted steward of the Willamette River watershed
- **Values:**
 - **Unified** – We are devoted to cooperative solutions
 - **Responsible** – We are dedicated to cost-effective and responsible water management
 - **Reliable** – We are committed to data-driven science-based decision making

Ms. Tichenor also walked the Board through the following three Strategic Pillars that will be used to develop the Goals at the next working group workshop:

- **Goals: 3 Pillars** - 1) Effective WIF Operations, 2) Water Supply Stewardship, 3) Water Quality Protection

In response to Commissioner's question, staff replied that the MVVG working group has been working through defining the WIF's role in watershed protection and serving the community.

Commissioners' congratulated and thanked the team for the progress made to date on the development of the Mission, Vision, and Values statements.

C. FY 2021-22 Annual Work Plan and Budget Preparation

Ms. Houghton presented the staff report providing an overview of the Annual Work Plan (AWP) and Budget, including the development schedule and modifications from the current AWP to include proposed additional General and Finance Administration items, which are currently under consideration by the WIF Committees.

D. Proposal to change the WIF System-wide Costs Allocation Method

Ms. Houghton presented the staff report proposing a change the WIF System-wide Costs Allocation Method. She provided an overview of the current Cost Allocation Method, and an overview of the proposed method including benefits from implementing the new method. She also provided background, budget impacts and an overview of the process for accepting the Cost Allocation Method at the April Board meeting.

E. Proposal to hire Consulting Firm to update Interim Financial Procedures [\(see presentation\)](#)

Mr. Matthews presented the staff report proposing to hire a consulting firm to update Interim Financial Procedures. He provided an overview of Exhibit 9 and Section 6.3 of the Intergovernmental Agreement (IGA) outlining the development of the Interim Financial Procedures as well as the requirement to develop and implement final Financial Procedures. Mr. Matthews noted that the WIF Finance and Management Committees recommended the WIF's cost for the consultant be limited to no more than \$25,000 and be included in the FY2021-22 Annual Work Plan and Budget.

F. Legislative Update

Mr. Cary presented the staff report providing an update on statewide coordination and Legislative engagement as related to wildfire impacts to water providers. He highlighted that the Harmful Algal Blooms (HABs) Workgroup developed two proposals for consideration by members of the House Committee on Water for the 2021 Legislative Session. Mr. Cary also noted the Willamette Reallocation was authorized in the Water Resources and Development Act 2020, passed on December 21st as part of the Consolidated Appropriations Act, and the materials preference legislative concept (i.e., plastic pipe bill) has been reintroduced for the upcoming session.

In response to Commissioner's question, staff replied that efforts will be made to keep the Commission up to date on future legislative activities and coordinate with them on their legislative commitments.

G. The next Board meeting is scheduled on April 26, 2021 via Microsoft Teams

6. COMMUNICATIONS AND NON-AGENDA ITEMS

A. None scheduled.

ADJOURNMENT

There being no further questions or business, Chairman Garland adjourned the meeting at 7:20 p.m.

Sean Garland, Chair

John Goodhouse, Vice Chair

Strategy to Develop Financial Procedures

Willamette Intake Facilities Commission

Paul L. Matthews

Chief Financial Officer



1

Financial Procedures for the WIF

Issue at Hand

- IGA included interim financial procedures modeled on the Joint Water Commission's financial procedures
- Plan was to replace interim procedures with permanent procedures after formation of the WIF
- Ideally new procedures will be in place no later than FY 2025
- Earlier completion provides value to partners

2

Key Elements of Financial Procedures

What's Included

- Financial Procedures provide details of how to implement financial provisions of the WIF IGA
- Definitions of specific terms to eliminate ambiguity
- Outlines rate setting processes to recover costs of operating and maintain the WIF's facilities
- Provides other details around budget, procurement, managing capital projects, leases, and accounting and financial reporting

3

Elements of the Strategy

Outsource Development

- Codify the procedures in a written document submitted to the WIF Board for adoption
- Create an electronic representation of the Financial Procedures in a spreadsheet file that can be updated with budget and usage information to allocate costs and set rates
- Provides a basis for the conduct of audits

4

Request of the Finance Committee

Include Funding in FY 2022 Budget

- Issue and RFP in FY 2022.
- Finance Committee reps of partners review RFP, review scope of work, and participate in the consultant selection process.
- Simultaneously develop Financial Procedures for both the WIF and WWSS – Benefit from economies of scale and simplify administration of the two partnerships.
- Request maximum of \$25 thousand for WIF's share.
- Final budget for project depends on final scope.

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Questions, Answers, and Discussion

Strategy to Develop Financial Procedures

Willamette Intake Facilities Commission

Tualatin Valley Water District


Delivering the Best Water  Service  Value

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