

**Willamette Intake Facilities Commission
Board Meeting Minutes
January 24, 2022**

Attendance:

Commissioners present:

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

Committee members present:

City of Beaverton:	Chad Lynn
City of Hillsboro:	Niki Iverson
	Lee Lindsey
City of Sherwood:	Craig Sheldon
City of Tigard:	Brian Rager
City of Wilsonville:	Delora Kerber
TVWD:	Tom Hickmann
	Carrie Pak
	Paul Matthews

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 Permitting and Outreach Manager:	Christina Walter
WWSP Finance Manager:	Toby LaFrance
TVWD Water Resources Division Manager:	Joel Cary
WIF Commission Recorder / WWSP Executive Assistant:	Annette Rehms

Other Attendees present:

City of Hillsboro Water Programs Coordinator	Tacy Steele
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REGULAR SESSION – 6:00 PM

CALL TO ORDER

Chair Garland called the Willamette Intake Facilities (WIF) Commission meeting to order at 6:01 p.m.

ROLL CALL

Ms. Rehms administered the roll call and noted attendance.

1. GENERAL MANAGER’S REPORT

Mr. Kraska presented a safety minute on the importance of getting annual checkups. *(presentation on file)*

The General Manager’s report included a Curtailment Plan and Operations Plans update; Willamette Intake Facilities Insurance Renewal; acceptance of Financial Statements and Report of Independent Auditor; and the quarterly financial report for the period ending December 21, 2021.

2. PUBLIC COMMENT

There were no public comments.

3. CONSENT AGENDA

- A. Approve the October 25, 2021, meeting minutes
- B. Accept the Financial Statements and Report of Independent Auditor for the Fiscal Year ended June 30, 2021

Motion was made by Godsey seconded by Mitchell, 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

Mr. Kraska presented the staff report requesting the Board elect a Chair and Vice Chair for the calendar year 2022, per WIF Commission IGA Section 4.6. To simplify the annual process, the Managing Agency staff propose the WIF Commission Board consider informally implementing rotating officer positions for the six agencies.

Year	Chair	Vice Chair
2022	Tigard	Wilsonville
2023	Wilsonville	Beaverton
2024	Beaverton	Hillsboro
2025	Hillsboro	TVWD
2026	TVWD	Sherwood

Following the staff report, Chair Garland opened the floor for election of officers of the WIF Board of Commissioners for calendar year 2022.

Motion was made by Godsey, seconded by Goodhouse, to elect John Goodhouse (City of Tigard) as Chair, Kristin Akervall (City of Wilsonville) as Vice Chair for the calendar year 2022 and proceed with implementing an officer rotation for the six agencies as proposed by Managing Agency staff. The motion passed unanimously with Mitchell, Godsey, Garland, Goodhouse, Akervall, and Doane 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 an overview of completed Upper and Lower site work, an overview of current construction activities, and schedule update.

B. Watershed Protection, Monitoring, and Outreach Plan

Ms. Walter provided an overview of the project outline for the development of WIF Commission’s Watershed Protection, Monitoring, and Outreach Plan. She said the plan development will happen in two phases over several years. On December 6, 2021, a Phase 1 kickoff meeting was held with Geosyntec staff to discuss the WIF Commission’s

goals, critical success factors, schedule, and deliverables for the first phase of the scope of work, which will be completed by June 30, 2022. Phase 2 work will begin in Fiscal Year 2022-2023 and potentially last several years. Ms. Walter will provide a progress update at the April 25, 2022, WIF Board meeting.

C. FY 2022-23 Annual Work Plan and Budget Preparation

Mr. LaFrance and staff 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 changes to the General and Finance Administration items, which are currently under consideration by the WIF Committees. The final FY2022-2023 Annual Work Plan and Budget will be presented to the WIF Board at the April 25, 2022, meeting for final approval.

D. Legislative Update

Mr. Cary reported on current legislative activities that could impact WIF operations:

- The Oregon Department of Forestry (ODF) draft Habit Conservation and Forestry Management Strategies Plan for Western Oregon forests was released at the end of 2021. In response to the ODF draft plan, Oregon Water Utility Council (OWUC) worked with the Oregon Association of Clean Water Agencies (ORACWA) and submitted a joint letter stressing the importance of drinking water protection within the final Forest Management Plan.
- As a result of several emergency events this past year (COVID-19, wildfires, supply chain disruptions for chlorine, and drought), OWUC sent a letter to the Office of Emergency Management supporting a designated liaison for water/wastewater issues. The letter noted that having a dedicated Office of Emergency Management liaison who is familiar with the operations of water and wastewater utilities, their specific needs, and available resources would be a benefit to the people of Oregon. The liaison would have the ability to facilitate a more coordinated and timely response during emergency events, helping to minimize disruption to water and wastewater services.
- The OWUC Reallocation Subcommittee work effort continues to move forward with the implementation of the US Army Corps of Engineers Willamette River Basin Review Feasibility Study. A contract was signed in late November with GSI Water Solutions, Inc, to assist the Reallocation committee with this effort.

E. The next Board meeting is scheduled on April 25, 2022, via Microsoft Teams

COMMUNICATIONS AND NON-AGENDA ITEMS

- A.** None scheduled.

ADJOURNMENT

There being no further questions or business, Chair Goodhouse adjourned the meeting at 6:45 p.m.

John Goodhouse, Chair

Kristin Akervall, Vice Chair