



Board Meeting Minutes
Monday, January 22, 2024 | 6:00 – 7:30 PM
Microsoft Teams Meeting

Attendance:

Commissioners present:

City of Beaverton:	Edward Kimmi <i>[alternate]</i>
City of Hillsboro:	John Godsey
City of Sherwood:	Keith Mays
City of Tigard:	Jai Raj Singh
City of Wilsonville:	Katie Dunwell
Tualatin Valley Water District (TVWD):	Jim Doane

Committee members present:

City of Hillsboro:	Niki Iverson Lee Lindsey
City of Sherwood:	Craig Sheldon
City of Wilsonville:	Delora Kerber
TVWD:	Paul Matthews Pete Boone

Managing Agency staff present:

WIF Commission General Manager / Willamette Water Supply Program (WWSP) Director:	Dave Kraska
WWSP Assistant Director:	Joelle Bennett
WWSP Permitting and Outreach Manager:	Christina Walter
WWSP Finance Manager:	Justin Carlton
TVWD Water Resources Division Manager:	Joel Cary
WIF Commission Recorder / WWSP Executive Assistant:	Annette Rehms

Other Attendees present:

Public attendees	Joe Wisniewski Rob Annear
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REGULAR SESSION – 6:00 PM

CALL TO ORDER

General Manager Mr. Kraska called the Willamette Intake Facilities (WIF) Commission meeting to order at 6:02 p.m.

ROLL CALL

Ms. Rehms administered the roll call and noted a quorum was present.

1. 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 2024, per WIF Commission IGA Section 4.6. To simplify the annual process, during the January 2022 Board meeting, the WIF Commission Board agreed to a planned rotation of officer positions. If the commission so chooses to follow the planned rotation, Commissioner Ashley Hartmeier-Prigg from the City of Beaverton would serve as chair, and Commissioner John Godsey from City of Hillsboro would serve as vice chair.

Proposed rotation schedule:

Year	Chair	Vice Chair
2024	Beaverton	Hillsboro
2025	Hillsboro	TVWD
2026	TVWD	Sherwood
2027	Sherwood	Tigard
2028	Tigard	Wilsonville
2029	Wilsonville	Beaverton

Following the staff report, Mr. Kraska opened the floor for election of officers for the WIF Board of Commissioners for calendar year 2024.

Nomination was made by Kimmi to elect Ashley Hartmeier-Prigg (City of Beaverton) as chair, no additional nominations were provided. Motion was made by Kimmi, seconded by Godsey, to elect Ashley Hartmeier-Prigg as chair for the calendar year 2024. The motion passed unanimously with Kimmi, Godsey, Mays, Singh, Dunwell, and Doane voting in favor.

Nomination was made by Godsey to elect John Godsey (City of Hillsboro) as vice chair, no additional nominations were provided. Motion was made by Doane, seconded by Mays, to elect John Godsey as vice chair for the calendar year 2024. The motion passed unanimously with Kimmi, Godsey, Mays, Singh, Dunwell, and Doane voting in favor.

Meeting was turned over to vice chair Commissioner Godsey to chair remainder of meeting in the absence of Commissioner Hartmeier-Prigg.

2. GENERAL MANAGER'S REPORT

The General Manager's report included Financial Procedures development updates, Willamette Water Supply System's (WWSS) Thermal Trading Plan updates, Willamette Intake Facilities Insurance renewal reminder, delivery of the quarterly financial report for the period ending December 30, 2023, overview of the WIF Commission's Financial Statements and Report of Independent Auditor, and a request for feedback on continuing online-only meetings for the Commission.

In response to question, commissioners agreed to continue meeting remotely using Microsoft Teams.

3. PUBLIC COMMENT

There were no public comments.

4. CONSENT AGENDA

- A. Approve the April 24, 2023, meeting minutes**
- B. Accept Financial Statements and Reports of Independent Auditor for the Fiscal Year Ended June 30, 2023**

Motion was made by Dunwell seconded by Singh, to approve the Consent Agenda as presented. The motion passed unanimously with Kimmi, Godsey, Mays, Singh, Dunwell, and Doane voting in favor.

5. INFORMATION ITEMS

A. Review of Managing Agency Performance

Mr. Kraska reminded the Commission that TVWD has been performing as the Managing Agency since the establishment of the WIF Commission in 2018. Section 5.4 of the IGA requires the WIF Management Committee to perform an annual performance review of the Managing Agency. This is the first time this report has been brought to the Board which is an oversight now corrected. The performance review report is attached to the staff report which shows that TVWD has met or exceeded expectations in all ten areas of the performance review for Fiscal Year 2024 and prior fiscal years. The WIF Commission will see this report each year at the October board meeting.

B. FY 2024-25 Annual Work Plan and Budget Preparation

Mr. Carlton presented the staff report providing an overview of the process to develop the Annual Work Plan (AWP) and Budget for FY 2024-25. Mr. Carlton noted the development schedule and modifications from the current AWP, which are currently under consideration by the WIF Committees. The proposed FY2024-25 AWP and Budget will be presented to the WIF Commission Board at the April 22, 2024, meeting for approval.

C. Watershed Protection, Monitoring, and Outreach Plan

Mr. Kraska provided a summary of the WIF infrastructure and noted that it is the single connection to the Willamette River for potable water supply source for Wilsonville and Sherwood now, and for Beaverton, Hillsboro and TVWD in 2026. The recent investments made in the WIF infrastructure provide a more reliable water supply portfolio. With the physical infrastructure established, the WIF Partners can focus future efforts and investments in protecting source water quality from the Willamette River to further enhance public health protection and supply reliability.

The need for a Watershed Protection, Monitoring, and Outreach Plan (Plan) was a direct result of the mission, vision, values, and goal setting work performed in prior fiscal years. In July of 2021, the WIF Commission adopted a mission statement (Responsibly secure a safe and reliable Willamette River drinking water supply for its communities) a vision statement (Become a trusted steward of the Willamette River watershed), and three pillars (1. water quality protection, 2. water supply stewardship, 3. effective WIF operations) to focus the commission's efforts. One of the first pillar tasks was to develop and maintain a source water quality protection plan, which has been in development for the past two years.

Mr. Kraska provided a brief overview of the plan, its focus areas, recommendations, and next steps. The final plan will be brought to the WIF Commission April 22, 2024, for adoption.

D. Legislative Update

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

- The 2024 Oregon Legislative Session begins February 5th.
- This is a short session year, which means that the session can only last a maximum of 35 days and typically produces far fewer bills than a long session.
- No bills have been released at this time. Staff are tracking legislative concepts and will begin bill review and engagement once the Session is convened.

E. The next Board meeting is scheduled on April 22, 2024, via Microsoft Teams

COMMUNICATIONS AND NON-AGENDA ITEMS

A. None scheduled.

ADJOURNMENT

There being no further questions or business, Vice Chair Godsey adjourned the meeting at 6:32 p.m.

Ashley Hartmeier-Prigg, Chair

John Godsey, Vice Chair