

**Willamette Intake Facilities Commission
Board Meeting Agenda
Monday, April 27, 2020 | 6:00 – 7:30 PM**

[Join Microsoft Teams Meeting](#)

[+1 971-300-4841](tel:+19713004841) Conference ID: 694 708 307#

To help slow the spread of COVID-19, this meeting is dial-in only. It will not be held at a physical location.

If you wish to attend via conference call and need dial-in information, please contact annette.rehms@tvwd.org or call 971-222-5957 by 4:30 p.m. on April 27, 2020. If you wish to address the WIF Board, please request the Public Comment Form and return it 48 hours prior to the day of the meeting.

All testimony is electronically recorded.

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 27, 2020 meeting minutes.

4. BUSINESS AGENDA

- A. Approve FY2020-21 WIF Annual Work Plan and Budget – *Dave Kraska*
- B. Approve FY2020-21 WIF Board Meeting Schedule – *Dave Kraska*

5. INFORMATION ITEMS

- A. Legislative Update – *Joel Cary*
- B. The next Board meeting is scheduled on July 27, 2020 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 27, 2020
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. **Remote Meetings Etiquette** – For remote meetings like this one, it is best practice to follow some basic rules:
 - a. Please mute your microphone when you are not talking – the echoes and background noise from open microphones can make it hard to follow the discussion.
 - b. Please identify yourself before you speak – though we can generally identify people by the sound of their voice, it is important for the record to make sure we know who is speaking.
 - c. If someone other than a Board member would like to ask a question or make a comment, please use the chat feature to let the General Manager know and wait to be acknowledged.Thank you for your patience in trying this new meeting platform.

2. **Safety Minute** – Dave Kraska, will present the safety minute.
3. **Raw Water Facilities Update** – The Raw Water Facilities (RWF) Project has achieved several significant milestones during the first quarter of 2020. The final construction documents were delivered by the design team, and the Construction Manager/General Contractor has prepared the first of two Guaranteed Maximum Price (GMP) proposals. The current GMP proposal is for the Phase One work which includes major earthwork, below-grade construction, and seismic improvements for the Willamette River riverbank. We anticipate breaking ground on the project this summer.
4. **Raw Water Facilities Project Permitting Update** – Submission and review of permit applications continue, and no delays are currently anticipated. To date the electrical and tree removal permits have been issued. Other permit applications that are pending approval include building, grading, mechanical, public works, and BPA Right-of-Way permits; as well as the Oregon Health Authority plan review. Discussions with staff of the various agencies indicate that these application reviews will follow normal processes and the permits are anticipated to all be issued by May 30, 2020.
5. **Progress on the Operations and Curtailment Plans** – The current fiscal year Annual Work Plan (AWP) includes preparing drafts of the Operations Plan and the Curtailment Plan for the WIF. In the last months of the fiscal year, the draft Curtailment Plan and an annotated outline of the Operations Plan will be prepared and reviewed by the WIF Operations Committee. We appreciate the continued involvement and assistance provided by the staff from all the WIF parties.

6. **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. Attached to this General Manager’s report is the WIF quarterly financial statement for the period ending March 31, 2020.

Willamette Intake Facility Commission
For the annual budget period ending June 30, 2020
For the quarter ended March 31, 2020

Activity for the Quarter			Unaudited	Annual Budget				
Budget	Actual	Variance		Resources	Annual Budget	Budget To date	Actual	Variance
			Revenues					
\$ 48,704	\$ 35,581	\$ (13,123)	Contributions	\$ 194,815	\$ 146,111	\$ 35,581	\$ (110,530)	\$ 159,234
182,955	376,761	193,806	Capital contributions	731,827	548,872	376,761	(172,111)	355,066
231,659	412,342	180,683		926,642	694,983	412,342	(282,641)	514,300
(3)	(25,923)	(25,920)	Beginning Fund Balance	-	-	9,658	9,658	(9,658)
\$ 231,656	\$ 386,419	\$ 154,763	Total Resources	\$ 926,642	\$ 694,983	\$ 422,000	\$ (272,983)	\$ 504,642
			Requirements					
			Materials and Services					
\$ 31,041	\$ 11,289	\$ 19,752	Operating expenses	\$ 124,165	\$ 93,124	\$ 33,278	\$ 59,846	\$ 90,887
4,137	-	4,137	Professional services	16,550	12,413	-	12,413	16,550
5,499	19,250	(13,751)	Insurance expense	22,000	16,501	29,888	(13,387)	(7,888)
450	297	153	Business expense	1,800	1,350	1,088	262	712
3,075	2,221	854	Audit fees	12,300	9,225	4,384	4,841	7,916
44,202	33,057	11,145	Total Materials and Services	176,815	132,613	68,638	63,975	108,177
182,955	376,761	(193,806)	Capital Outlay	731,827	548,872	376,761	172,111	355,066
4,500	-	4,500	Contingency	18,000	13,500	-	13,500	18,000
231,657	409,817	(178,160)	Total Expenditures	926,642	694,985	445,398	249,587	481,244
(1)	(23,398)	23,397	Ending Fund Balance	-	(2)	(23,399)	23,397	23,399
\$ 231,656	\$ 386,419	\$ (154,763)	Total Requirements	\$ 926,642	\$ 694,983	\$ 422,000	\$ 272,983	\$ 504,642

These statements unaudited and are preliminary for fiscal year ending June 30, 2020.

The annual budget has been updated to reflect the supplemental budget adopted in April 29, 2019.

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
January 27, 2020**

REGULAR SESSION – 6:00 PM

CALL TO ORDER AND ROLL CALL

Commissioners present:

Tualatin Valley Water District (TVWD):	Dick Schmidt (<i>alternate</i>)
Beaverton:	Marc San Soucie
Hillsboro:	John Godsey
Sherwood:	Sean Garland (Vice Chair)
Tigard:	John Goodhouse
Wilsonville:	<i>Not available</i>

Committee Members present:

TVWD:	Tom Hickmann, Management Committee
TVWD:	Carrie Pak, Operations Committee
Beaverton:	David Donaldson, Management Committee
Hillsboro:	Niki Iverson, Management Committee
Sherwood:	Craig Sheldon, Management Committee
Tigard:	Brian Rager, Management Committee
Wilsonville:	<i>Not available</i>

Managing Agency Staff present:

Willamette Water Supply Program Director (WWSP) / WIF Commission General Manager	Dave Kraska
TVWD: General Counsel	Clark Balfour
WWSP Finance and Administrative Supervisor	<i>Not available</i>
WWSP Assistant Director	Joelle Bennett
WWSP Administrative Assistant/ WIF Commission Recorder	Annette Rehms

1. GENERAL MANAGER'S REPORT

Mr. Kraska presented the General Manager's report, which included a safety moment on preventing the spread of colds in the office, a Raw Water Facilities project permitting update, progress on the Operations and Curtailment Plans, WIF Insurance Renewal and delivery of the quarterly financial report for the period ending December 31, 2019.

2. PUBLIC COMMENT

There were no public comments.

3. CONSENT AGENDA

A. Approve the October 28, 2019 meeting minutes.

Motion was made by San Soucie, seconded by Goodhouse, to approve the Consent Agenda as presented.

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

4. BUSINESS AGENDA

A. Election of Officers

Motion was made by San Soucie, seconded by Goodhouse, to elect Jim Doane as Chair and retain Sean Garland as Vice Chair for the 2020 calendar year.

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

B. Recommendation to Revise IGA Exhibit 8 (Budget Calendar)

Motion was made by San Soucie, seconded by Garland, to approve the revision of IGA Exhibit 8 (Budget Calendar).

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

5. INFORMATION ITEMS

A. Semiannual Update on the Willamette Water Supply Program Raw Water Facilities Project – *Dave Kraska*

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 the project, a construction cost update, the bank stabilization and debris fence designs, and an overview of the upcoming schedule and activities. ([See attached presentation](#))

To answer the Commissioner's question, staff agreed to invite the commissioners to the Raw Water Facilities site to view construction work in progress in approximately a year

B. Fiscal Year (FY) 2020-21 Annual Work Plan and Budget Preparation – *Dave Kraska*

Mr. Kraska provided an update regarding development of the Annual Work Plan (AWP), 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. ([See attached presentation](#))

Mr. Kraska provided an overview for a recommended process to establish the WIF mission, vision, and goals related to watershed protection and water rights management through a series of facilitated workshops to begin September 2020 and end in March 2021.

Mr. Kraska asked the Board to provide direction on whether there is interest in developing the WIF vision, mission, and goals and : Does the Board support the WIF committees working on this item next fiscal year; How would the board like to be engaged in this effort; Does the Board support hiring a professional facilitator to guide this effort.

To answer the Commissioner's question, staff reported that the WIF is a logical organization for all six partners to coordinate their source water protection efforts. Collaborating through the WIF allows the partners to maximize their effort with limited risk of duplicated effort.

To answer the Commissioner's question, staff reviewed the facilitated workshop schedule and reported that the facilitator contract would likely be less than one calendar year in duration.

To answer the Commissioner's question, staff defined the Board engagement options provide in the presentation:

- In-depth involvement: meaning Board involvement at each facilitated meeting
- Limited involvement: meaning Board involvement at the kick-off meeting, draft review and final

document with interim updates from staff

- Approval only: meaning Board only provides review of proposal to hire facilitator and committees' final mission, vision, values, goals document

General consensus from the Board that the desired level of participation is limited involvement with interim updates from their staff and potentially even through out-of-cycle Board meetings, if needed.

Other general comments included recommendation to staff that the facilitator be a subject matter expert and that the WIF name could be changed in the future, to be commensurate with the adopted mission, vision, values, and goals.

Motion was made by Godsey to confirm support for the WIF committees in developing the WIF mission, vision, and goals, confirmed that the Board will have limited involvement in the development process, and that the Board supports hiring a workshop facilitator.

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

C. Legislative Update – Dave Kraska

Mr. Kraska presented a summary update regarding the Harmful Algal Blooms (HABs) Legislative Work Group's recommendations to the Oregon Legislature for the 2020 and 2021 Sessions and highlighted some of the subsequent Legislative Concepts. He also provided a summary of the Governor's recommended budget requests related to the 100-Year Water Vision concept.

D. The next Board meeting is scheduled on April 27, 2020, location: TBD

6. COMMUNICATIONS AND NON-AGENDA ITEMS

Mr. Balfour provided an overview of LC-199 (now House Bill 4043), a proposed bill that would prohibit local public entities developing "water projects" from ". . . enacting, adopting or enforcing ordinance, resolution, rule or other law that prohibits, restricts or limits evaluation, comparison or use of pipe or piping materials for water project if pipe or piping materials meet current standards or performance specifications. . . ."

ADJOURNMENT

There being no further questions or business, Vice Chair Garland adjourned the meeting at 6:50 p.m.

Jim Doane, Chair

Sean Garland, Vice Chair

Willamette Intake Facilities Commission

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5A. Semi-annual Update on the WIF-Related Elements of the Raw Water Facilities Project

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Outline

- Overview of the Raw Water Facilities Project (RWF_1.0)
- Construction Cost Update
- Final Bank Stabilization and Debris Fence Designs
- Upcoming Schedule of Activities

January 27, 2020

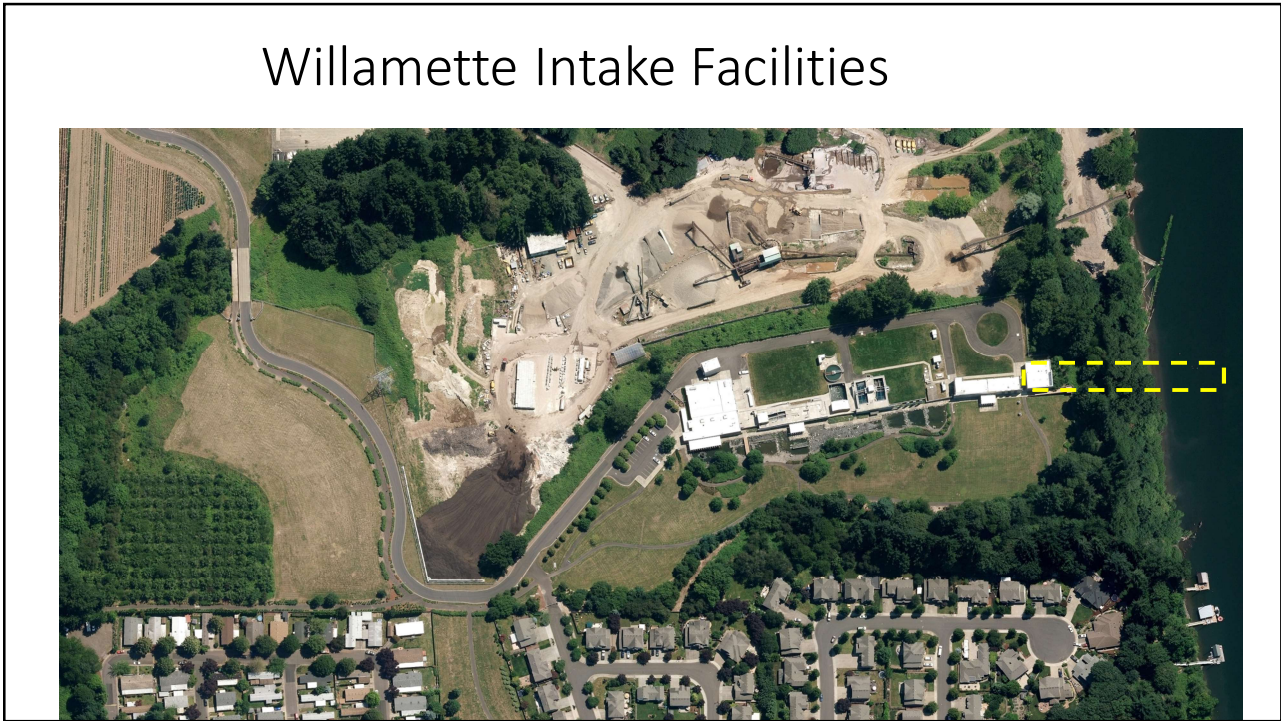
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Willamette Intake Facilities



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Air Burst System



Compressors



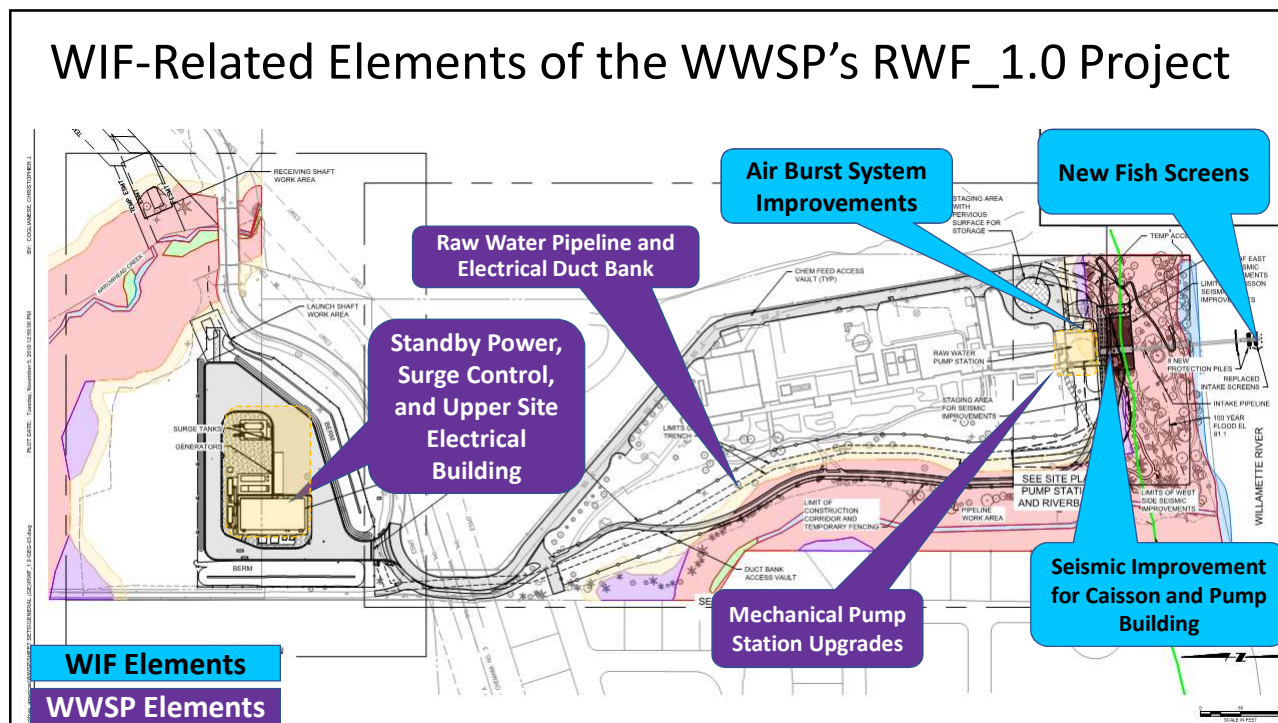
Receiver Tank



Air Burst Valves

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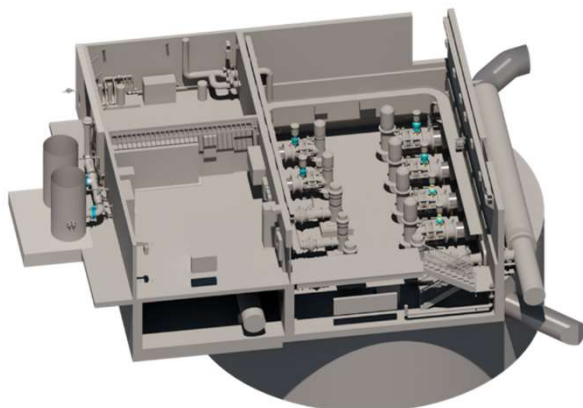
WIF-Related Elements of the WWSP's RWF_1.0 Project



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Construction Cost Estimate Update



- Kiewit 90 Percent Estimate
 - \$83M, includes \$8M contingency
- Estimate for WIF-related elements trending consistent with previous budget information

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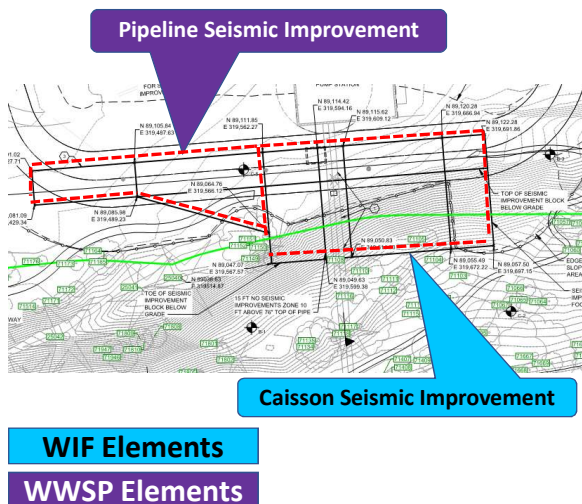
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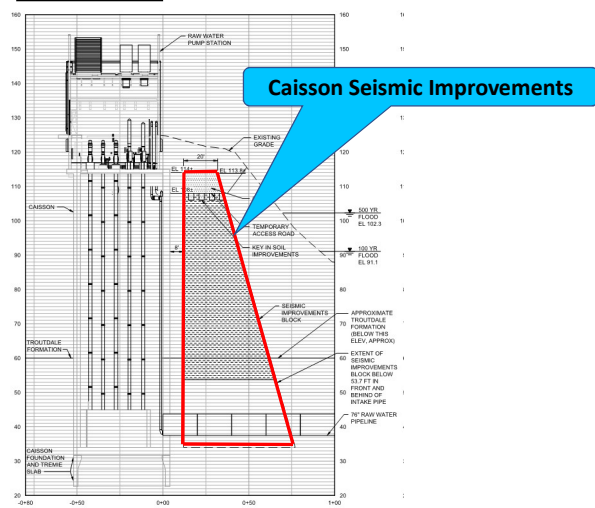
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Final Bank Stabilization Design

Plan View



Section View



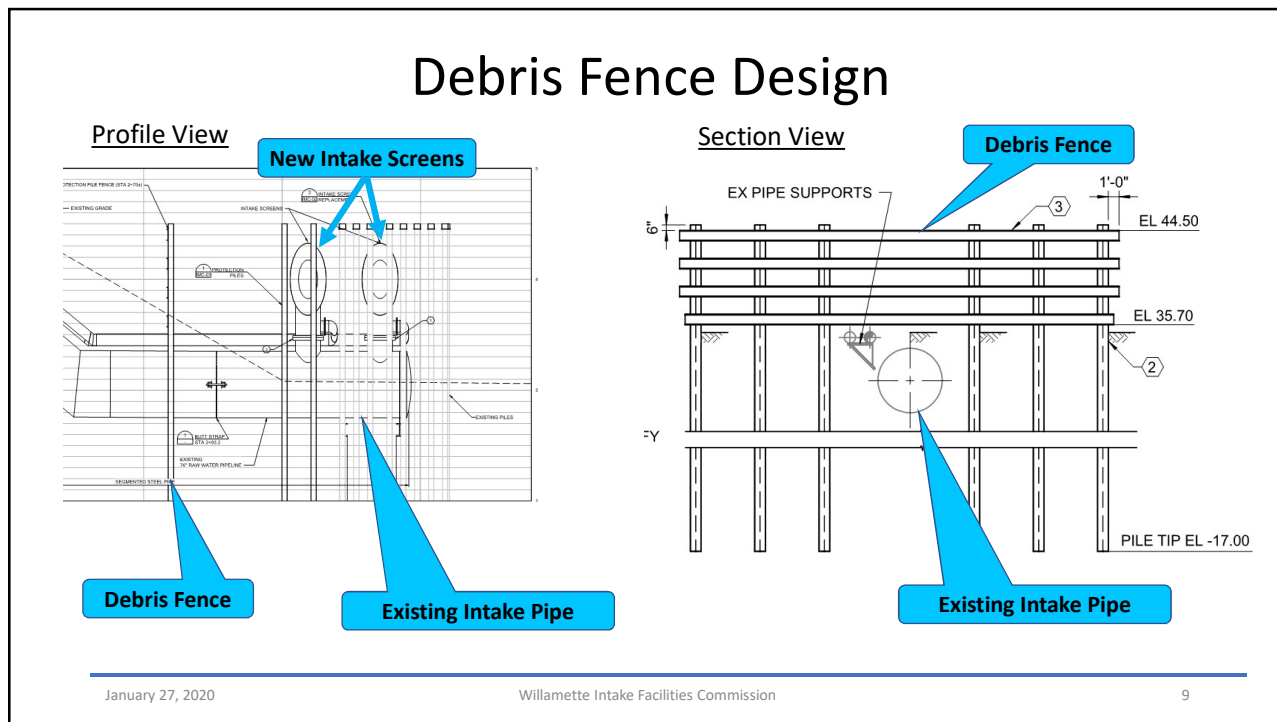
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RWF_1.0 Schedule

- Advertised for bid in early January
- Pre-bid and site walk on January 28
- Notice to Proceed on or before June 5
- 2020 construction activities
 - Mass excavation and grade work
 - Access road for soil improvements
 - Procure Phase 1 equipment
 - Start caisson and pipeline seismic improvements

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5B. Willamette Intake Facilities Annual Work Plan and Budget Preparation

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Outline

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

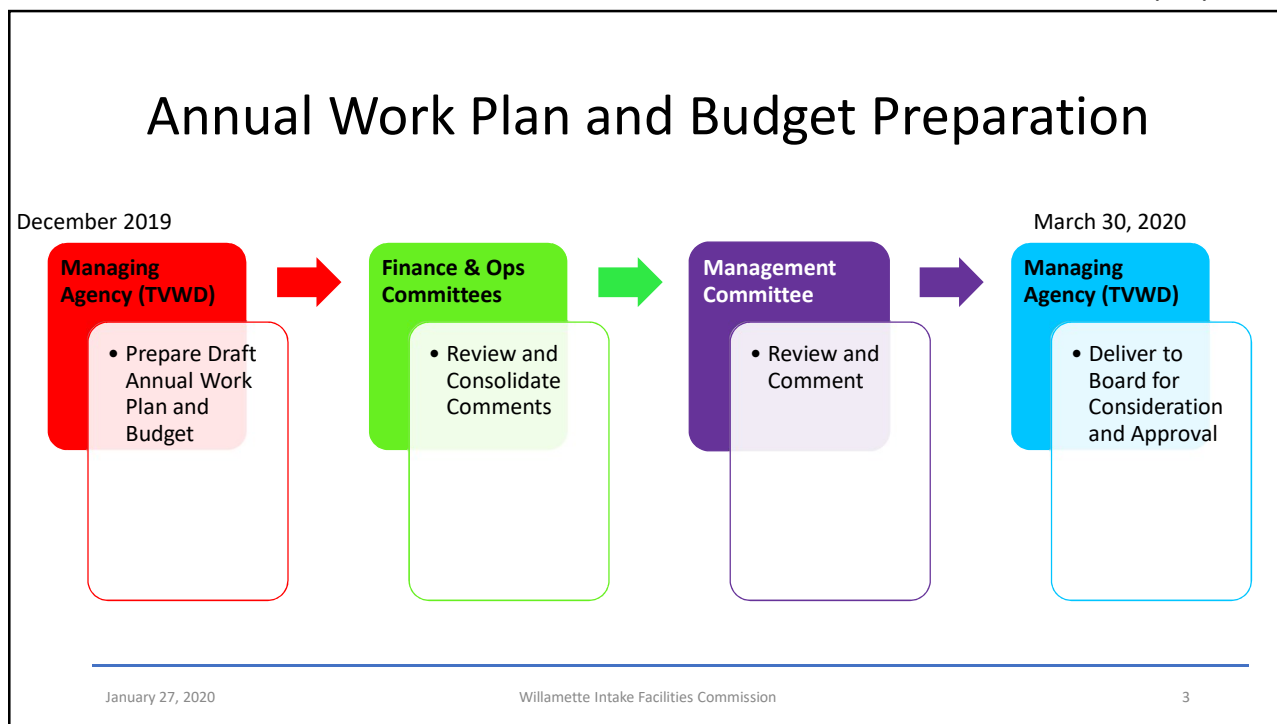
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Annual Work Plan and Budget Preparation

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

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FY 2020 – 21 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

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FY 2020 – 21 WIF General Administration Changes from the current year AWP

- Administration of Infrastructure Operations and Maintenance
 - Update drafts of two plans and prepare a draft emergency plan
 - Update Draft Operations Plan
 - Update Draft Curtailment Plan
 - Draft Emergency Operations Plan
- Communications and Public Outreach
 - General communications and public outreach efforts related to the construction work at the WRWTP, delivered through the WWSS

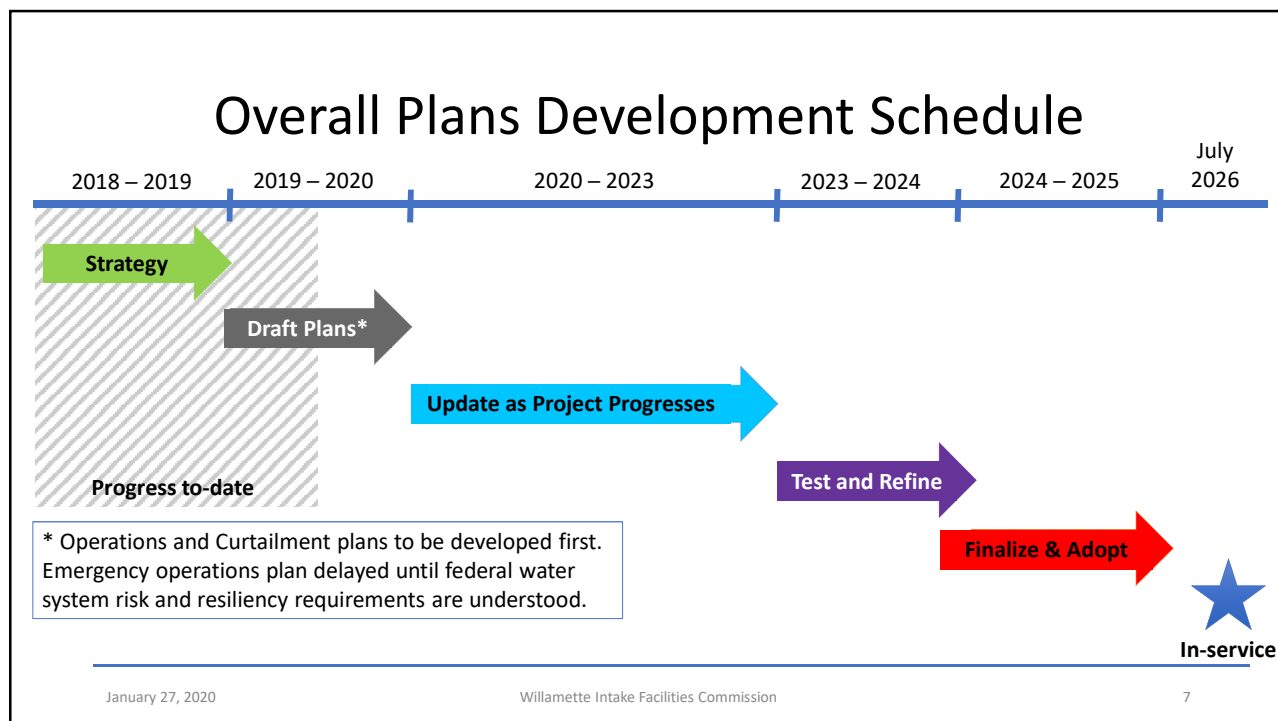
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FY 2020 – 21 WIF General Administration (continued) Changes from the current year AWP

- Task 1.g.ii.
Source water protection/watershed monitoring – Develop the WIF vision, mission, and goals for source water protection, related watershed monitoring, and Willamette River water rights management. Procure consultant services to draft the vision and mission for Board consideration
- 21st Recital of the WIF IGA provides a starting point:
“ . . . set forth the terms for the joint ownership, operation and management of the Intake Facilities in a prudent, economic, and efficient manner to provide water to the existing WRWTP and the anticipated WWSS WTP, to preserve and protect the Parties’ Water Rights, to support the functioning of the Intake Facilities as the foundation of their water systems, and to support their commitment to watershed planning and management . . . ”

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FY 2020 – 21 WIF General Administration (continued)

Changes from the current year AWP

- Establishing the vision and mission for the WIF will provide multiple benefits:
 - Clarity of purpose and direction of this multi-agency enterprise
 - Definition of near-term operational objectives
 - Water quality sampling
 - Water rights reporting
 - Communications
 - Support for planning long-term objectives
 - Watershed protection efforts
 - Water rights management
 - Legislative advocacy
 - Determine need for developing other partnerships

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FY 2020 – 21 WIF General Administration (continued)

Changes from the current year AWP

- Procure a facilitator to:
 - Drive the process over FY 2020-21
 - Consider WIF's local and regional role
 - Provide regional and topical knowledge
 - Develop consensus among the WIF Partners
 - Produce an actionable plan to meet the requirements of the WIF IGA

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FY 2020 – 21 WIF General Administration (continued)

Changes from the current year AWP

- Establishing the vision and mission for the WIF will be completed through a series of facilitated workshops:
 - July – August: procurement of facilitator
 - September – March: series of workshops to draft vision and mission
 - April WIF Board meeting: presentation of draft vision and mission
 - May – June: refinement of vision and mission
 - July 2021 WIF Board meeting: adoption of vision and mission

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FY 2020 – 21 WIF General Administration (continued)

Changes from the current year AWP

- Three main questions for the Board regarding this item:
 - Do you support the WIF committees working on this item next fiscal year?
 - How would the Board like to be engaged in this effort:
 - In-depth involvement in each step?
 - Limited involvement (e.g., kickoff meeting to establish main principles, mid-effort check-in, draft review, final approval)?
 - Approval only (e.g., review of proposal at the April 2021 Board meeting, then approval at the July 2021 Board meeting)?
 - Do you support hiring a professional facilitator to guide this effort?

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FY 2020 – 21 Finance Administration Changes from the current year AWP

- Develop Financial Procedures
 - This task entails finalizing the financial procedures for the WIF Commission

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Schedule for Completing the FY 21 AWP and Budget

- January 2, 2020 – First draft emailed to Operations and Finance Committees
- January 16, 2020 – Operations and Finance committees meeting to review and edit the draft
- February 15, 2020 – MA deliver revised FY 21 AWP and budget to Management Committee for consideration
- March 31, 2020 – MA delivers final recommended FY 21 AWP and Budget to WIF Board

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WIF COMMISSION STAFF REPORT

To: Willamette Intake Facilities Board of Commissioners

From: David Kraska, P.E., General Manager

Date: April 27, 2020

Subject: Fiscal Year 2020-21 Annual Work Plan and Budget

Requested Board Action:

Consider adopting a resolution adopting the Willamette Intake Facilities (WIF) Commission Annual Work Plan and Budget for the WIF Commission for Fiscal Year (FY) 2020-21.

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 FY 2020-21, 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 \$337,150 for operations and administration and \$7,561,232 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 FY 2020-21. These documents were presented to the Operations and Finance Committees on January 16, 2020 with a follow-up reviews occurring on February 10, 2020. 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 26, 2020, 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 2020-21 is \$337,150, an increase of \$142,335 from the prior fiscal year. The increase is primarily the result of anticipated costs associated with the curtailment, operations, and emergency response plans development (\$41,095, similar to FY 2019-29), Willamette River Basin monitoring activities (\$20,520, similar to FY 2019-20), the addition of the mission, vision, values development (\$109,020), and the funding of a budget contingency consistent with the planned expenditures (\$31,000). 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%	\$ 22,476
Hillsboro	36.2	24.1%	\$ 75,072
Sherwood	9.7	6.5%	\$ 30,400
Tigard	15.0	10.0%	\$ 39,334
TVWD	59.1	39.4%	\$ 113,676
Wilsonville	25.0	16.7%	\$ 56,192
	150.0	100.0%	\$ 337,150

Capital Outlay

The proposed budget for capital outlay for FY 2020-21 is \$7,561,232 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%	\$ 299,545
Hillsboro	24.1%	29.36%	\$ 2,187,583
Sherwood	6.5%	6.50%	\$ 590,012
Tigard	10.0%	12.16%	\$ 907,711
TVWD	39.4%	47.93%	\$ 3,576,381
Wilsonville	16.7%	0.00%	\$ -
Total	100.0%	100.00%	\$ 7,561,232

Summary

Below is a summary by budget category representing each Partner's share of FY 2020-21 Budget


Partner	Operations & Admin	Capital Outlay	Total
Beaverton	\$ 22,476	\$ 299,545	\$ 322,021
Hillsboro	\$ 75,072	\$ 2,187,583	\$ 2,262,655
Sherwood	\$ 30,400	\$ 590,012	\$ 620,412
Tigard	\$ 39,334	\$ 907,711	\$ 947,045
TVWD	\$ 113,676	\$ 3,576,381	\$ 3,690,057
Wilsonville	\$ 56,192	\$ -	\$ 56,192
Total	\$ 337,150	\$ 7,561,232	\$ 7,898,382

Staff Contact Information:

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

Attachments: Annual Work Plan, Fiscal Year 2020-21 Budget

Management Staff Initials:

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

Willamette Intake Facilities Commission

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RESOLUTION NO. WIF 02-20

A RESOLUTION ADOPTING THE WILLAMETTE INTAKE FACILITIES COMMISSION ANNUAL WORK PLAN AND BUDGET FOR THE 2020-21 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 2020-21 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 2020-21 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:

Willamette Intake Facilities Fiscal Year 2020-21 Budget			
Partner	Operations & Admin	Capital Outlay	Total
Beaverton	\$ 22,476	\$ 299,545	\$ 322,021
Hillsboro	\$ 75,072	\$ 2,187,583	\$ 2,262,655
Sherwood	\$ 30,400	\$ 590,012	\$ 620,412
Tigard	\$ 39,334	\$ 907,711	\$ 947,045
TVWD	\$ 113,676	\$ 3,576,381	\$ 3,690,057
Wilsonville	\$ 56,192	\$ -	\$ 56,192
Total	\$ 337,150	\$ 7,561,232	\$ 7,898,382

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 27th day of April 2020.

Jim Doane, Chair

Sean Garland, Vice Chair

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 between the cities of Hillsboro and Beaverton 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 2020-21 fiscal year (FY21, July 1, 2020 – June 30, 2021). The primary activities described in this SOW are facilitation of committee and Board meetings, administration of the WIF affairs pursuant to the IGA, development of draft management and operations plans, and development of mission and vision for watershed/source water protection.

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 FY22.
- 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 a draft version of the Emergency Response Plan and provide revisions to the draft Operations Plan and Curtailment 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 led the development of drafts of two of these plans (Operations Plan and Curtailment Plan). An outline of the Emergency Response Plan was 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. FY21 activity will include developing a draft Emergency Response Plan as well as revisions to the draft Operations Plan and draft Curtailment Plan.

- 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 FY21.
 - iii. General communications and public outreach efforts related to the construction work at the WRWTP, delivered through the WWSS.
- e. Legislative Updates - Provide quarterly updates on legislative activities relevant to water within the Willamette basin to the Management Committee.
- f. General - 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, 2020 through October 31, 2020 and May 1, 2021 through June 30, 2021. 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.
 - ii. Source water protection/watershed monitoring – Develop the WIF vision, mission, and goals for source water protection, related watershed monitoring, and Willamette River water rights management. Procure consultant services to draft the vision, mission, and goals for Board consideration.
 - iii. Willamette River water rights – Procure consultant services for additional coordination with Oregon Water Resources Department, finalization of the curtailment plan, and other on-call services.

2. Capital Projects Management

The MA is responsible for managing any capital improvement projects to WIF facilities undertaken by the WIF Commission. During FY21, 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:

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

April 27, 2020

- i. WWSP RWF_1.0 improvement project.
- ii. Maintenance and improvements projects conducted by Wilsonville on the WIF.

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 FY22.
- b. Prepare Management Committee Review Draft and present at a regularly scheduled meeting.
- c. Prepare Final FY22 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 operating invoices and financial reports as well as monthly capital invoices. 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.

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
 - i. Schedule quarterly WIF Board meetings to occur in July 2020, October 2020, January 2021, and April 2021. 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 FY21 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, WWSP Assistant Program Director, and WWSP Permitting and Outreach Manager.

Professional: this category includes senior professional staff such as TVWD’s Financial Operations Manager, Senior Engineer, Risk Management Coordinator, Senior Management Analyst, Water Resources Manager, WWSP Communications Supervisor, WWSP Financial Manager.

Technician: this category includes a wide variety of technical and para-professional staff including Communications Coordinators, District Recorder, Engineering Associates, Management Analyst, Water Quality Specialists, and Accountants.

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 FY21 work plan will be presented for consideration and adoption at the April 2020 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.

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

**4A
PROPOSED**

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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 FY21 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 FY21 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 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 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.

**Summary of Cost Allocation for Proposed Preliminary WIF MA Budget
 Fiscal Year 2020 - 2021**

This cost allocation divides the FY21 WIF Managing Agency Budget using the ownership percentages shown in the WIF IGA Exhibit 3.

Fee: \$ 337,150
 Updated: 4/13/2020

Partner	Capacity Ownership ⁽¹⁾ (MGD)	Capacity Ownership ⁽¹⁾ (%)	25% Divided Evenly ⁽²⁾	75% Divided on Capacity ⁽²⁾	Cost Share
Beaverton	5.0	3.3%	\$ 14,048	\$ 8,429	\$ 22,476
Hillsboro	36.2	24.1%	\$ 14,048	\$ 61,024	\$ 75,072
Sherwood	9.7	6.5%	\$ 14,048	\$ 16,352	\$ 30,400
Tigard	15.0	10.0%	\$ 14,048	\$ 25,286	\$ 39,334
TVWD	59.1	39.4%	\$ 14,048	\$ 99,628	\$ 113,676
Wilsonville	25.0	16.7%	\$ 14,048	\$ 42,144	\$ 56,192
	150.0	100.0%	\$ 84,288	\$ 252,863	\$ 337,150

<= subtracted 0.3 to correct for rounding error

Notes:
 (1) Per WIF IGA Exhibit 3
 (2) Based on *Allocation of Expenditures for Administration* from WIF IGA Exhibit 9, item 2.b.ii

Willamette Intake Facilities Commission Administration
FY 2020-21 Budget

Task No.	Activity	Staff Position	General Mgr	Dept Mgr	Professional	Technician	Admin	Labor Hours	Labor Cost	Expenses	Total
		Maximum Rate ¹	\$270	\$270	\$180	\$135	\$90				
			per hour	per hour	per hour	per hour	per hour				
1 General Administration											
a	Plans Development		21	54	58	37	49	219	\$40,095	\$1,000	\$41,095
b	Records Management		4			4	8	16	\$2,340		\$2,340
c	Responding to Requests		1		2	4	4	11	\$1,530		\$1,530
d	Communications and Public Outreach		2		4		8	14	\$1,980		\$1,980
e	Legislative Updates		2	8	16			26	\$5,580		\$5,580
f	General						4	4	\$360	\$1,000	\$1,360
g	Willamette River Basin Activities Monitoring		0	2	24	36	0	62	\$9,720	\$10,800	\$20,520
	Mission, Vision, Values Development		22	40	40	12	24	138	\$27,720	\$81,300	\$109,020
	subtotal		52	104	144	93	97	490	\$89,325	\$94,100	\$183,425
2 Capital Projects Management											
a	Monitor and Report to the WIF Board		4		32		4	40	\$7,200		\$7,200
	subtotal		4	0	32	0	4	40	\$7,200	\$0	\$7,200
3 Annual Work Plan and Budget Development											
a	Prepare Draft		4	12	4	4	4	28	\$5,940		\$5,940
b	Prepare Management Committee Review Draft		2	8	2	2	2	16	\$3,510		\$3,510
c	Prepare Final		2	2	2	1	1	8	\$1,665		\$1,665
	subtotal		8	22	8	7	7	52	\$11,115	\$0	\$11,115
4 Finance Administration											
a	Develop Final Finance Procedures			8		36		44	\$7,020		\$7,020
b	Prepare reports					4		4	\$540		\$540
c	Provide routine accounting and management				2	4		6	\$900		\$900
d	Invoicing				4	12		16	\$2,340		\$2,340
e	Insurance		2		8			10	\$1,980	\$22,000	\$23,980
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	\$2,160		\$2,160
	Conduct meetings ²							0	\$0		\$0
	Prepare meeting notes ²							0	\$0		\$0
g	Annual Audit		2	2	2	16	2	24	\$3,780	\$12,300	\$16,080
	subtotal		4	18	16	72	2	112	\$18,720	\$34,300	\$53,020
5 Operations Committee Administration											
a	Committee Meetings						6	6	\$540		\$540
	Schedule meetings						6	6	\$540		\$540
	Meetings logistics						6	6	\$540		\$540
	Prepare agendas and meeting materials		8	8			8	24	\$5,040		\$5,040
	Conduct meetings		4	16	16		16	52	\$9,720		\$9,720
	Prepare meeting notes		2	4			12	18	\$2,700		\$2,700
	subtotal		14	28	16	0	48	106	\$18,540	\$0	\$18,540
6 Management Committee Administration											
a	Committee Meetings						6	6	\$540		\$540
	Schedule meetings						6	6	\$540		\$540
	Meetings logistics						6	6	\$540		\$540
	Prepare agendas and meeting materials		8	8			8	24	\$5,040		\$5,040
	Conduct meetings		16	16	16		16	32	\$5,760		\$5,760
	Prepare meeting notes		2	4			12	18	\$2,700		\$2,700
	subtotal		26	12	0	0	48	86	\$14,580	\$0	\$14,580
7 Administer WIF Board of Commissioners Meetings											
a	Board Meetings						8	9	\$990		\$990
	Schedule meetings		1				2	2	\$180		\$180
	Post public notice of meeting						4	4	\$360	\$1,800	\$2,160
	Meetings logistics						8	36	\$6,840		\$6,840
	Prepare agendas and meeting materials		4	8	16		8	28	\$5,400		\$5,400
	Conduct meetings		16				12	18	\$2,700		\$2,700
	Prepare meeting notes		2	4			12	18	\$2,700		\$2,700
	subtotal		23	12	16	0	46	97	\$16,470	\$1,800	\$18,270
8 Contingency											
	Contingency (10%)								\$0	\$0	\$31,000
	subtotal		0	0	0	0	0	0	\$0	\$0	\$31,000
TOTAL			131	196	232	172	252	983	\$175,950	\$130,200	\$337,150

Notes: 1. Maximum Rates are estimated based on existing staff and historical inflation rates for wages and indirect overhead. Actual rates will be applied to hours worked to determine costs.
2. Hours for these tasks captured in the Operations Committee Administration and the Management Committee Administration tasks.

Willamette Intake Facilities Commission Administration
FY21 Budget
Mission and Vision Development

Task No.	Activity	Staff Position Maximum Rate	General Mgr \$270 per hour	Dept Mgr \$270 per hour	Professional \$180 per hour	Technician \$135 per hour	Admin \$90 per hour	Labor Hours	Labor Cost	Expenses	Total
1.g Consultant Procurement											
	Develop RFP documents		2	4	4	8	2	20	\$3,600		\$3,600
	Draft scope		4	8	16		8	36	\$6,840		\$6,840
	Advertise		2	4	4	4	4	18	\$3,240	\$0	\$3,240
	Interview and select		8	8	8		2	26	\$5,940		\$5,940
	Negotiate and execute contract		4	4	8		4	20	\$3,960		\$3,960
	subtotal		20	28	40	12	20	120	\$23,580	\$0	\$23,580
1.g Project Management											
	Administer contract		1	4			2	7	\$1,530		\$1,530
	Invoice review and approval		1	8			2	11	\$2,610		\$2,610
	subtotal		2	12	0	0	4	18	\$4,140	\$0	\$4,140
TOTAL			22	40	40	12	24	138	\$27,720	\$0	\$27,720

Willamette Intake Facilities Commission Administration
FY21 Budget
Mission and Vision Development

Task No.	Activity	Staff Position Maximum Rate	Consultant \$300 per hour	Labor Hours	Labor Cost	Expenses	Total
1.g Mission-Vision-Values Development							
	a Introduction to WIF		44	44	\$13,200	\$1,000	\$14,200
	b Conduct Meeting 1		44	44	\$13,200	\$200	\$13,400
	c Conduct Meeting 2		44	44	\$13,200	\$200	\$13,400
	d Conduct Meeting 3		44	44	\$13,200	\$200	\$13,400
	e Conduct Meeting 4		44	44	\$13,200	\$200	\$13,400
	f Draft materials		12	12	\$3,600	\$200	\$3,800
	g Final materials		6	6	\$1,800	\$500	\$2,300
	h Admin/communications		24	24	\$7,200	\$200	\$7,400
	subtotal		262	262	\$78,600	\$2,700	\$81,300

Assumes 3 hours for 8 months

**Willamette Intake Facilities Commission Administration
FY21 Budget
Plans Development Level of Effort**

Task No.	Activity	Staff Position Maximum Rate	General Mgr \$270 per hour	Dept Mgr \$270 per hour	Professional \$180 per hour	Technician \$135 per hour	Admin \$90 per hour	Labor Hours	Labor Cost	Expenses	Total
11 Operations Plan											
	a Coordinate plan with WWSS ops plan		1	8	8	1	4	22	\$4,365		\$4,365
	b Prepare annual update		2	8	8	2	8	28	\$5,130		\$5,130
	c Address comments/finalize plan		1	2	2	2	4	11	\$1,800		\$1,800
	subtotal		4	18	18	5	16	61	\$11,295	\$0	\$11,295
12.1 Curtailment Plan											
	a Coordinate plan with WMCPs, OWRD, WRWC input		2	8	4	2	2	18	\$3,870		\$3,870
	b Prepare annual update		2	4	4	2	4	16	\$2,970		\$2,970
	c Address comments/finalize plan		1	2	2	2	4	11	\$1,800		\$1,800
	subtotal		5	14	10	6	10	45	\$8,640	\$0	\$8,640
12.2 Emergency Response Plan											
	a Research protocols of similar systems		1	4	4	4	2	15	\$2,790		\$2,790
	b Updates to FY20 outline		1	2	2	0	1	6	\$1,260		\$1,260
	c Specific topics workshop (topics TBD)		4	4	4	4	8	24	\$4,140		\$4,140
	d Draft emergency response plan		4	8	16	16	8	52	\$9,000	\$1,000	\$10,000
	e Address comments/finalize plan		2	4	4	2	4	16	\$2,970		\$2,970
	subtotal		12	22	30	26	23	113	\$20,160	\$1,000	\$21,160
TOTAL			21	54	58	37	49	219	\$40,095	\$1,000	\$41,095

2020-2021 WIF Cyanotoxin Monitoring

Scope:

Budget for routine bi-weekly monitoring at WRWTP raw water intake plus triggered monitoring if DEQ lab funding is unavailable.

Schedule:

WIF funded monitoring begins July 1 and continues through October 31. Budget also reflects monitoring beginning May 1, 2021 through June 30, consistent with WIF Fiscal Year 2020-2021 Budget.

Assumptions:

- DEQ lab not funded to perform analysis
- Cost estimates based on required EPA Methods 546 & 545 from Clackamas River Water's accredited lab
- Baseline budget figure assumes no triggered sampling
- Contingency budget figures are estimates based on need for finished water sampling and increased raw water sampling, triggered by raw water detections
- Project assumes no confirmed finished water detections resulting in required distribution system monitoring for Wilsonville and Sherwood. These costs would be budgeted separately by each agency.
- TVWD staff time for data review, QC, and reporting allocated in 20-21 WIF Budget

Proposed Costs: Baseline (July 1-Oct 31, 2020 & May 1-June 30, 2021)

EPA Methods 546	Sample Events	Notes	Cost Estimate	Total
\$ 240.00	12	Bi-weekly, raw water monitoring at intake	\$ 2,880.00	\$ 2,880.00
Contingency Costs: +25% Option				
\$ 240.00	3	Three triggered raw water sampling events	\$ 720.00	
\$ 240.00	6	Triggered finished water (i.e., EP) sampling	\$ 1,440.00	\$ 2,640.00
\$ 240.00	2	Triggered finished water confirmation sampling*	\$ 480.00	
Contingency Costs: +50% Option				
\$ 240.00	6	Six triggered raw water sampling events	\$ 1,440.00	
\$ 240.00	12	Triggered finished water (i.e., EP) sampling	\$ 2,880.00	\$ 5,280.00
\$ 240.00	4	Triggered finished water confirmation sampling*	\$ 960.00	
Contingency Costs: +75% Option				
\$ 240.00	9	Nine triggered raw water sampling events	\$ 2,160.00	
\$ 240.00	18	Triggered finished water (i.e., EP) sampling	\$ 4,320.00	\$ 7,920.00
\$ 240.00	6	Triggered finished water confirmation sampling*	\$ 1,440.00	

***Notes**

- Each option includes the potential for one, two, or three finished water detections
- One finished water detection requires two confirmation samples (two back-to-back samples within 24 hours)

Total Cost Estimates

Baseline + 25% Option	\$	5,520.00
Baseline + 50% Option	\$	8,160.00
Baseline + 75% Option	\$	10,800.00

Distribution of WIF-related RWF_1.0 Costs Over Time					
WIF Share of RWF_1.0 Project	Total ¹	FY 19 (Actuals)	FY 20 (Budget)	FY 21	FY 22
Baseline 4.1 Cash Flow Factor ²				0.66555196	0.33444804
Estimated Project Costs	\$ 14,464,818	\$ 2,372,148	\$ 731,827	\$ 7,561,232	\$ 3,799,612
Notes:					
1) Total WIF related Costs for RWF_1.0 based on WIF IGA Exhibit 11					
2) Cash flow factor is based WWSP Baseline 4.1 cash flow for RWF_1.0 phase 1					
Distribution of WIF-related RWF_1.0 Costs Over Time and By Party					
Costs by Partner	Total	FY 19 (Actuals)	FY 20	FY 21	FY 22
Wilsonville Total	\$ 125,000	\$ 125,000	\$ -	\$ -	\$ -
TVWD Total	\$ 6,801,379	\$ 1,077,058	\$ 350,765	\$ 3,576,381	\$ 1,797,175
Sherwood Total	\$ 1,079,533	\$ 145,464	\$ 47,569	\$ 590,012	\$ 296,488
Tigard Total	\$ 1,726,290	\$ 273,453	\$ 88,990	\$ 907,711	\$ 456,136
Hillsboro Total	\$ 4,161,698	\$ 659,963	\$ 214,864	\$ 2,187,583	\$ 1,099,287
Beaverton Total	\$ 570,918	\$ 91,210	\$ 29,639	\$ 299,545	\$ 150,525
WIF Share of RWF Total	\$ 14,464,818	\$ 2,372,148	\$ 731,827	\$ 7,561,232	\$ 3,799,612

Willamette Intake Facilities Commission

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WIF COMMISSION STAFF REPORT

To: Board of Commissioners

From: David Kraska, P.E., General Manager

Date: April 27, 2020

Subject: Resolution Establishing Fiscal Year 2020-21 Board Meeting Dates

Requested Board Action:

Consider adopting a resolution establishing regular quarterly meeting dates of the Board of Commissioners for Fiscal Year (FY) 2020-21.

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 2020-21. The Board of Commissioners has the ability to meet more frequently as needed or to change meeting dates.

Proposed Meeting Date	Anticipated Key Business Agenda Item(s)
July 27, 2020	Raw Water Facilities Project Update
October 26, 2020	FY Supplemental Budget Capital Outlay and WIF Insurance Renewal
January 25, 2021	Election of Officers, and Raw Water Facilities Project Update
April 26, 2021	Annual Work Plan, Budget, and Board Schedule

These dates continue the pattern of meeting on the fourth Monday of a given month. Meetings would start at 6:00 pm, at the Tualatin Valley Water District Board Room, unless otherwise scheduled. (Dinner will be provided at 5:30 pm.)

Budget Impact:

None.

Staff Contact Information:

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

Attachments:

Proposed resolution

Management Staff Initials:

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

Willamette Intake Facilities Commission

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RESOLUTION NO. WIF 03-20

A RESOLUTION ESTABLISHING REGULAR QUARTERLY MEETING DATES OF THE WILLAMETTE INTAKE FACILITIES BOARD OF COMMISSIONERS FOR FISCAL YEAR 2020-21.

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 THAT:

Section 1: The regular meetings of the Commission shall be held on the following Mondays: July 27, 2020; October 26, 2020; January 25, 2021; and April 26, 2021.

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 27th day of April 2020.

Jim Doane, Chair

Sean Garland, Vice Chair

Willamette Intake Facilities Commission

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WIF COMMISSION STAFF REPORT

To: Board of Commissioners

From: Joel Cary, TVWD Water Resources Division Manager

Date: April 27, 2020

Subject: 2020 Oregon Legislative Update

Key Concepts:

- The 2020 Legislative Session ended abruptly on March 5 after a contentious debate related to climate change legislation
- Over 100 bills did not pass, including key legislation from the House Committee on Water related to cyanotoxin testing and water provider support for Harmful Algal Blooms (HABs)
- The current COVID-19 pandemic has been the sole focus of the Governor's Office and Legislative Assembly since the session ended; key highlights of outreach efforts from water providers are summarized below

Background:

On March 5, 2020, the House Speaker and the Senate President effectively ended the 2020 Legislative Session. Both expressed their disappointment in the 'walk-out' by Republican lawmakers that was still in effect at that time. The Speaker asked the Governor to use her executive orders capabilities to enact carbon emissions regulations by convening a special session within 30 days; however, the Senate President didn't indicate similar interests in convening a special session. The outcome of this specific item is highly uncertain in light of the COVID-19 pandemic.

As a result of the 'walk-out' and abrupt end to the 2020 Session, nearly 103 proposed bills did not pass that were ready for floor action in either chamber, along with 17 other bills would have needed rules suspension to be cleared for votes in either chamber. Key among these was legislation supported and crafted by members of HABs Legislative Work Group. This legislation would have added critical, back-up laboratory equipment for the cyanotoxin testing required of public water systems along with support from Oregon Health Authority staff to small water systems during HAB events. While members of the Joint Committee on Water had requested the HABs Legislative Work Group continue its work during the interim, it's unclear at this time whether that will remain the case in light of the COVID-19 emergency.

While not specifically related to water providers, for reference only three House Bills (HB) made it to the Governor's desk: HB 4061 (increases the surcharge for cultural license plates); HB 4106 (Happy Valley/Clackamas County parks annexation legislation) and HB 4140 (student concussion public education).

Since the COVID-19 emergency has taken the full capacity of the Governor's office and Legislative Assembly – along with water and wastewater providers across the state – all outreach efforts and communications beginning in late March have been focused in this area. Members of multiple water and wastewater membership organizations, such as the Oregon Water Utility Council (OWUC), the League of Oregon Cities (LOC), and the Association of Clean Water Agencies (ACWA) to name a few, have combined efforts in order to communicate critical information and needs to lawmakers and the Governor's office during the COVID-19 emergency. Chief among these has been highlighting the role these agencies play in protecting and maintaining public health during a pandemic. Additional items shared during the April 6 conference call included:

- Informing the Governor’s Office that water providers have suspended shut offs and late fees in order to make sure customers have access to water and wastewater during this critical time
- Making it clear that a state-wide, executive order banning shut offs has considerable consequences for water and wastewater utility operations
- Highlighting that if such measures were enacted, they must be tied to a timeline and crucially, financial support to the water and wastewater utilities (e.g., making sure bonds and other debt obligations continue to be paid)
- Sharing that utilities are currently reviewing rate revenue issues and expected budget impacts related to industrial, commercial, and residential users, and noted what agencies are seeing related to reduced system demands in the early stages of the emergency
- Expressing the fact that the full extent of the situation and economic impacts are just beginning
- Highlighting what water and wastewater utilities are implementing in terms of adjusted operations to make sure they are able to maintain healthy workforces and critical operations
- Requesting considerations for ‘regulatory flexibility’ to prioritize services to customer while maintaining public health and safety
- Discussing the issue of rate relief for customers and suggested setting up programs similar to other energy sectors
- Continuing to stress the criticality of non-flushable wipes messaging during this crisis to avoid wastewater system failures

The coalition of water and wastewater providers also stressed that we hope this is first conversation of several with the Governor’s office moving forward. The primary goals of these engagement efforts are to 1) provide accurate, timely information and updates for state level decision making and 2) advocating for crucial financial assistance for this sector as economic impacts come into focus in the coming weeks and months. Provided as an attachment for additional context is the coalition’s March 24 letter to Legislative members of the Joint Special Committee on Coronavirus Response. At this time, the same coalition is drafting a similar letter to the Governor’s Office as a follow-up to the April 6 conference call, which will be shared during the next WIF Commission Legislative update in July.

Budget Impact:


Informational items only; currently no expected impact to 2020-2020 WIF Budget.

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	N/A
TVWD Chief Engineer	N/A	TVWD Chief Financial Officer	N/A



OREGON WATER UTILITY COUNCIL



(Submitted electronically on March 24, 2020 to Members of the Joint Special Committee on Coronavirus Response)

The League of Oregon Cities, Special Districts Association of Oregon, Oregon Association of Water Utilities, Oregon Water Utility Council, Association of Clean Water Agencies and the Oregon Water/Wastewater Agency Response Network appreciate the opportunity to submit the following comments on behalf of publicly owned drinking water and wastewater providers across the state of Oregon. We ask that the committee consider inclusion of public drinking water, wastewater (sewer) and stormwater services in the context of discussions around potential state-assistance to help in our efforts to provide utility rate relief. In addition, we serve to be a resource to the committee during this time.

In accordance with recommendations from the American Water Works Association, drinking water and wastewater providers across the state are working tirelessly to maintain critical services and to provide flexibility to ratepayers due to the economic hardship that is impacting so many Oregonians. Prior to this public health emergency, many of our members had already established financial assistance programs to benefit seniors and low-income households and individuals. In response to the spread of COVID-19 and the resulting loss of jobs for many Oregonians, our members are stepping up to offer additional assistance to ratepayers during this time. That includes ceasing drinking water service shut off for non-payment or past due bill collection during this period of economic hardship.

It is important to note, however, that there are economic realities that can have significant long-term impacts on our ratepayers. As we strive to provide flexibility to those experiencing financial hardship during this time, there will be impacts to utilities both in the short-term and long-term.

A letter that was submitted to congressional leadership on March 23 from national water utility associations, including the American Public Works Association, Water Environment Federation and the National Association of Clean Water Agencies, stated the following:

"... the economic impacts of coronavirus are expected to be enormous. Decreased revenue from households less able to pay their bills and the sudden drop-off in industrial and business water usage could lead to billions of dollars in lost revenue for water and wastewater systems nationwide. This, coupled with additional costs water systems will incur for ongoing emergency operations during the course of the pandemic, will represent a significant sum that will be passed on to local customers through higher water rates."

In addition, we are witnessing increased costs associated with the implementation of continuity of operations plans for water and wastewater utilities. These plans ensure that critical infrastructure providers are able to continue working during this time to deliver services that Oregonians rely on. Utilities are working to stagger teams of employees to reduce the risk of COVID-19 spread among critical staff and are prioritizing workloads to ensure that protection of public health through the delivery of safe drinking water and the treatment of wastewater are of the highest priority. We are hearing from utilities across the state that are adjusting operations to adhere to social distancing guidelines. The health and safety of infrastructure service providers is a significant priority as critical services can't be provided without healthy personnel.

We ask that the committee consider the following:

- Inclusion of drinking water, wastewater and stormwater rate relief for public utility providers, including local government providers. It is important to note that city, county and special district water/wastewater providers are *not* regulated by the Public Utility Commission as they are regulated by their elected councils, boards, commissions, etc.
- Assistance in spreading awareness over the challenges and public health threats associated with flushing non-flushable items down the toilet. Only toilet paper should be flushed down toilets. Due to shortages of toilet paper, local governments are urging the public to refrain from flushing other items including wipes that are labeled as “flushable.” Many local governments are seeing an increase in sewer clogs and materials being caught in the wastewater treatment process. This results in potential sewer backups which is of greater concern due to potential exposure to a variety of pathogens, including COVID-19 and due to utilities having a reduced number of employees to address those sewer clogs/backups during the Governor’s “stay at home” Executive Order #20-12.
- We are currently exploring areas where state regulatory relief may be needed. Regulations that are in place to ensure health and safety should not be lifted, but there may be other regulations, timelines, deadlines, etc. that will detract from our ability to prioritize workloads and critical services during this time. We will reach out to the committee with specific requests as they are identified.
- Finally, we ask the Joint Special Committee on Coronavirus Response use the below listed associations and contacts as a resource should there be questions, concerns or correspondence we can get out to our memberships. Our combined memberships cover all publicly owned water and wastewater systems across the state. We appreciate the opportunity to be of assistance to the committee and hope that you will use us as a resource.

Contact information:

League of Oregon Cities, Tracy Rutten (lobbyist) – trutten@orcities.org

Special Districts Association of Oregon, Mark Landauer (lobbyist) – mark@mjlconsulting.com

Oregon Association of Water Utilities, Jason Green (Director) – jgreen@oawu.net

Oregon Association of Clean Water Agencies, Susie Smith (Executive Director) – smith@oracwa.org

Oregon Water Utility Council, Mike Grimm (Chair) – mgrimm@wswd.org

Oregon Water/Wastewater Agency Response Network, Chris Wanner, (Chair) –

chris.wanner@portlandoregon.gov