

**Willamette Intake Facilities Commission
Board Meeting Agenda
Monday, April 26, 2021 | 6:00 – 7:30 PM
Microsoft Teams Meeting**

Continuing COVID-19 guidelines, this meeting is a virtual only meeting. 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@twwd.org or call 971-222-5957 by 4:00 p.m. on April 26, 2021. 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.**

REGULAR SESSION – 6:00 PM

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

These items are considered to be routine and may be approved in one motion without separate discussion. Any Board member may request that an item be removed by motion for discussion and separate action. Any items requested to be removed from the Consent Agenda for separate discussion will be considered immediately after the Board has approved those items which do not require discussion.

- A. Approve the January 25, 2021 meeting minutes

4. BUSINESS AGENDA

- A. Adopt FY2021-22 WIF Annual Work Plan and Budget – *Dave Kraska*
- B. Adopt FY2021-22 WIF Board Meeting Schedule – *Dave Kraska*
- C. Adopt Raw Water Facilities Project Plan Amendment 1 – *Lisa Houghton*

5. INFORMATION ITEMS

- A. Mission, Vision, Values & Goals – *Dave Kraska/Christina Walter*
- B. OWRD Reporting Update – *Joel Cary*
- C. Legislative Update – *Joel Cary*
- D. The next Board meeting is scheduled on July 26, 2021 via Microsoft Teams

6. COMMUNICATIONS AND NON-AGENDA ITEMS

- A. None scheduled

ADJOURNMENT

Willamette Intake Facilities Commission

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GENERAL MANAGERS REPORT

To: Willamette Intake Facilities Board of Commissioners
From: David Kraska, P.E., General Manager
Date: April 26, 2021
Subject: Willamette Intake Facilities General Manager's Report

The following items will be covered during the report by the General Manager (GM):

1. **Remote Meetings Etiquette** – Thank you for your continued flexibility as we hold our meetings remotely. We request participants continue to adhere to three basic rules:
 - a. Please mute your microphone when you are not speaking
 - b. Please identify yourself before you speak
 - c. If someone other than a Board member would like to ask a question or make a comment, please use the "raise hand" feature to let the General Manager know and wait to be acknowledged
2. **Safety Minute** – David Kraska, will present the safety minute.
3. **Raw Water Facilities Update** –The Raw Water Facilities (RWF) Project construction has advanced during the first quarter of 2021. At the lower site, the ground improvements to stabilize the existing caisson and the WWSS 66" pipeline are nearing completion. Coordination and detailed planning continues for the raw water pump station seismic retrofit improvements and in-water work, both scheduled to begin in the next few months.

At the upper site, trenchless crossing of Arrowhead Creek continues with the pipe ramming process starting soon. Also, at the upper site, the WWSS flowmeter vault and utility piping construction are nearing completion.

Finally, the first section of the WWSS 66" pipe was installed on April 14, which was a major project milestone.

4. **WIF Board Member Tour** – Staff anticipate scheduling a second construction activities tour for the WIF Commissioners in the summer or fall of this year. The focus of that tour will be the intake screens replacement and the structural work occurring at the Raw Water Pump Station. We will monitor the COVID-19 situation during the next few months to assess whether that tour could be safely and effectively conducted in person, otherwise a video tour will be produced.
5. **Quarterly Financial Reports** – Task 4.b. 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, 2021.

Willamette Intake Facilities Commission

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Safety Minute:

Health & Fitness – Exercising

Willamette Intake Facilities Meeting
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Health & Fitness – Exercising

Whether you work from home or the office, your health is important to your workplace productivity and happiness. Spring is a great time to start a new exercise program and shed those unwanted pounds and get out of the winter blues.

Here are 5 tips for exercising safely and avoid injuries:

1. **Warm up and Cool down:** Take 5 to 10 minutes to before and after each exercise to prepare your body for exercise and return your body to its normal state
2. **Have a plan.** Start slowly and boost your activity level gradually unless you are already exercising frequently and vigorously
3. **Listen to your body.** Be aware that training too hard or too often can cause overuse injuries like stress fractures, stiff or sore joints and muscles
4. **Stay hydrated.** Drink fluids throughout the day is essential for maintaining healthy hydration levels
5. **Optimize your nutrition.** Be sure to consume a balanced diet to support your fitness program



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Willamette Intake Facility Commission
 For the annual budget period ending June 30, 2021
 For the quarter ended March 31, 2021

<i>Activity for the Quarter</i>			<i>Unaudited</i>	<i>Annual Budget</i>				
<i>Budget</i>	<i>Actual</i>	<i>Variance</i>		<i>Annual Budget</i>	<i>Budget To date</i>	<i>Actual</i>	<i>Variance</i>	<i>Remaining Budget</i>
			Resources					
			Revenues					
46,950	\$ 18,719	\$ (28,231)	Contributions	\$ 187,800	\$ 140,860	\$ 104,518	\$ (36,342)	\$ 83,282
1,706,500	2,875,735	1,169,236	Capital contributions	6,825,998	5,119,499	4,075,358	(1,044,140)	2,750,640
1,753,450	2,894,454	1,141,005		7,013,798	5,260,359	4,179,876	(1,080,482)	2,833,922
-	9,325	9,325	Beginning Fund Balance	-	-	9,658	9,658	(9,658)
\$ 1,753,450	\$ 2,903,779	\$ 1,150,330	Total Resources	\$ 7,013,798	\$ 5,260,359	\$ 4,189,534	\$ (1,070,824)	\$ 2,824,264
			Requirements					
			Materials and Services					
\$ 31,248	\$ 8,828	\$ 22,420	Operating expenses	\$ 125,000	\$ 93,752	\$ 46,164	\$ 47,588	\$ 78,836
1,500	14,105	(12,605)	Professional services	6,000	4,500	48,455	(43,955)	(42,455)
6,000	5,056	944	Insurance expense	24,000	18,000	15,546	2,454	8,454
450	-	450	Business expense	1,800	1,350	194	1,156	1,606
3,253	388	2,865	Audit fees	13,000	9,755	4,150	5,605	8,850
42,451	28,377	14,074	Total Materials and Services	169,800	127,357	114,508	12,848	55,292
1,706,499	2,875,735	(1,169,236)	Capital Outlay	6,825,998	5,119,502	4,075,358	1,044,144	2,750,640
4,500	-	4,500	Contingency	18,000	13,500	-	13,500	18,000
1,753,450	2,904,112	(1,150,662)	Total Expenditures	7,013,798	5,260,359	4,189,867	1,070,492	2,823,931
-	(333)	333	Ending Fund Balance	-	-	(333)	333	333
\$ 1,753,450	\$ 2,903,779	\$ (1,150,330)	Total Requirements	\$ 7,013,798	\$ 5,260,359	\$ 4,189,534	\$ 1,070,824	\$ 2,824,264

These statements unaudited and are preliminary for fiscal year ending June 30, 2021.

Willamette Intake Facilities Commission

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DRAFT

**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.

5

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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Willamette Intake Facilities Commission

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WIF COMMISSION STAFF REPORT

To: Willamette Intake Facilities Board of Commissioners

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

Date: April 26, 2021

Subject: Fiscal Year 2021-22 Annual Work Plan and Budget

Requested Board Action:

Consider adopting the Annual Work Plan and Budget for the Willamette Intake Facilities (WIF) Commission for Fiscal Year 2021-22 (FY 2022).

Key Concepts:

- TVWD, as the Managing Agency, prepares an Annual Work Plan and Budget for review, comment, and recommendation by the WIF Operations, Finance, and Management Committees.
- The Annual Work Plan provides the scope of work to be performed by the Managing Agency for FY 2022, in accordance with the Willamette Intake Facilities Intergovernmental Agreement (WIF IGA).
- The FY 2022 budget includes appropriations of \$568,163 for operations and administration and \$4,503,973 for capital outlay.
- The Operations, Finance, and Management Committees, composed of staff from each of the WIF parties, recommend the FY 2022 Annual Work Plan and Budget for adoption by the WIF Commission.

Background:

Article 5.6 of the WIF IGA specifies the powers and duties of the Managing Agency. As the Managing Agency, TVWD prepared an Annual Work Plan and Budget to address those duties that are relevant to FY 2022. Both documents were presented to the Operations and Finance Committees on January 13, 2021. Neither Committee requested edits to the two documents. Both documents were presented to the Management Committee on March 17, 2021 and again, no edits to the two documents were requested by Committee members. All three Committees recommend the FY 2022 Annual Work Plan and Budget for adoption by the WIF Commission.

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

Budget Impact:

The FY 2022 budget includes appropriations of \$568,163 for operations and administration and \$4,503,973 for capital outlay.

Operations and Administration

The Operations and Administration budget of \$568,163, increased \$231,103 from the prior fiscal year. A significant portion of the increase is due to the expanded portfolio of work associated with the development of the Source Water Protection and Watershed Monitoring Plans. Additional increases are related to engaging consultants to prepare updated Financial Procedures (WIF costs capped at \$25,000) and increases in the number of planned committee meetings. The budget also provides \$52,000 as contingency intended to cover unanticipated expenses that may occur throughout the year. Contingency 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%	\$ 37,878
Hillsboro	36.2	24.1%	\$ 126,511
Sherwood	9.7	6.5%	\$ 51,229
Tigard	15.0	10.0%	\$ 66,286
TVWD	59.1	39.4%	\$ 191,566
Wilsonville	25.0	16.7%	\$ 94,694
	150.0	100.0%	\$ 568,163

Capital Outlay

The budget for capital outlay for FY 2022 is \$4,503,973 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%	\$ 182,411
Hillsboro	24.1%	29.36%	\$ 1,322,366
Sherwood	6.5%	6.50%	\$ 292,758
Tigard	10.0%	12.16%	\$ 547,683
TVWD	39.4%	47.93%	\$ 2,158,754
Wilsonville	16.7%	0.00%	\$ -
Total	100.0%	100.00%	\$ 4,503,973

Budget Summary

Below is a summary by budget category representing each Partner's share of FY 2022 Budget

Partner	Operations & Admin	Capital Outlay	Total
Beaverton	\$ 37,878	\$ 182,411	\$ 220,289
Hillsboro	\$ 126,511	\$ 1,322,366	\$ 1,448,877
Sherwood	\$ 51,229	\$ 292,758	\$ 343,987
Tigard	\$ 66,286	\$ 547,683	\$ 613,969
TVWD	\$ 191,566	\$ 2,158,754	\$ 2,350,320
Wilsonville	\$ 94,694	\$ -	\$ 94,694
Total	\$ 568,163	\$ 4,503,973	\$ 5,072,136

Recommended Action:

Staff recommends Board adoption of the FY2022 Annual Work Plan and Budget

Staff Contact Information:

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



Attachments:

Proposed Resolution WIF-01-21

Exhibit 1: Proposed FY2021-22 Annual Work Plan

Exhibit 2: Proposed FY2021-22 Budget

Management Staff Initials:

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

Willamette Intake Facilities Commission

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RESOLUTION NO. WIF 01-21

A RESOLUTION ADOPTING THE WILLAMETTE INTAKE FACILITIES COMMISSION ANNUAL WORK PLAN AND BUDGET FOR THE 2021-22 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 2021-22 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 2021-22 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 2021-22 Budget			
Partner	Operations & Admin	Capital Outlay	Total
Beaverton	\$ 37,878	\$ 182,411	\$ 220,289
Hillsboro	\$ 126,511	\$ 1,322,366	\$ 1,448,877
Sherwood	\$ 51,229	\$ 292,758	\$ 343,987
Tigard	\$ 66,286	\$ 547,683	\$ 613,969
TVWD	\$ 191,566	\$ 2,158,754	\$ 2,350,320
Wilsonville	\$ 94,694	\$ -	\$ 94,694
Total	\$ 568,163	\$ 4,503,973	\$ 5,072,136

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 26th day of April 2021.

Sean Garland, Chair

John Goodhouse, 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 2021-22 fiscal year (FY22, July 1, 2021 – June 30, 2022). 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 a draft source water protection and watershed monitoring plan based on the *Mission, Vision, Values, Goals* work being completed in FY21.

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 FY23.
- Develop final financial procedures for adoption by 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 Operations Plan and provide revisions to the draft Curtailment Plan. Draft an outline of the Emergency Response Plan.
- Begin developing a source water protection and watershed monitoring plan in a phased approach using the *Mission, Vision, Values, Goals* established and adopted in FY21.

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 FY20 and FY21,

the MA led the development of drafts of the Curtailment Plan and outline for the Operations Plan. An Emergency Response Plan will be prepared in future years to allow for the agencies to complete their current risk and resiliency assessments and prepare new emergency response plans as required by the recently enacted America's Water Infrastructure Act of 2018.

FY22 activity will include developing a draft outline of the Emergency Response Plan as well as drafting the Operations Plan and revising/updating the 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 FY22.
 - iii. General communications and public outreach efforts related to the construction work at the WRWTP will be 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 Watershed Monitoring Plan Development
 - i. Perform cyanotoxin monitoring and analysis at the Willamette River Water Treatment Plant. The budget assumes 12 bi-weekly samples will be taken from July 1, 2021 through October 31, 2021 and May 1, 2022 through June 30, 2022. The budget includes an allowance for additional levels of analysis, 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 – Utilize the WIF's Mission, Vision, Values, and Goals established during FY21 to initiate program development, likely to include source water protection and watershed monitoring plans. Procure consultant services to support this activity in a phased approach in terms of development and implementation.
 - 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 FY22, the WIF Commission is not envisioned to take on any independent projects. Rather, the MA will monitor and report on other activities at the WIF facilities.

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

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 FY23.
- b. Prepare Management Committee Review Draft and present at a regularly scheduled meeting.
- c. Prepare Final FY23 Annual Work Plan and Budget for Presentation to WIF Board.

4. Finance Committee 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. 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.
- b. Coordinate with the Finance Committee to retain consultants for the development of financial procedures to replace the interim procedures outlined in the IGA. Specific tasks requiring coordination will include:
 - i. Development of the Scope of Work and Request for Proposals
 - ii. Consultant evaluation and selection
 - iii. Review and approval of the financial procedures
 - iv. Presentation to the WIF Board for their consideration and approval
- c. 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.

- d. Provide routine accounting and financial management including payment of accounts payable for expenses incurred on behalf of the WIF Commission.
- e. Prepare and invoice dues for each WIF Party quarterly.
- f. Provide insurance, pursuant to IGA Article 10, for the WIF facilities.
- 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 approximately nine meetings per year, including 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 2021, October 2021, January 2022, and April 2022. 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 FY22 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 WWSP Financial Manager, TVWD's Financial Operations Manager, Senior Engineer, Risk Management Coordinator, Senior Management Analyst, Water Resources Division Manager, and WWSP Communications Supervisor.

Technician: this category includes a wide variety of technical and para-professional staff including Communications Coordinators, District Recorder, Engineering Associates, Management Analyst, Water Quality 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 FY22 work plan will be presented for consideration and adoption at the April 2021 WIF Commission Board meeting. Any changes to the work plan requested by the Board may result in changes in the proposed scope, schedule and/or budget for the proposed services.

Additional services by the MA and special projects beyond the above scope and proposed budget will be specifically directed, authorized and funded by the WIF Commission Board.

The proposed scope of services and budget are limited to services provided in FY22 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.

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.

Willamette Intake Facilities Commission

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Summary of Cost Allocation for Proposed WIF MA Budget
Fiscal Year 2021 - 2022

This cost allocation divides the FY22 WIF Managing Agency Budget using the ownership percentages shown in the WIF IGA Exhibit 3.

Fee: \$ 568,163.00
Updated: 1/13/2021

Partner	Capacity Ownership (1) (MGD)	Capacity Ownership (1) (%)	25% Divided Evenly (2)	75% Divided on Capacity (2)	Cost Share
Beaverton	5.0	3.3%	\$ 23,673	\$ 14,204	\$ 37,878
Hillsboro	36.2	24.1%	\$ 23,673	\$ 102,838	\$ 126,511
Sherwood	9.7	6.5%	\$ 23,673	\$ 27,556	\$ 51,229
Tigard	15.0	10.0%	\$ 23,673	\$ 42,612	\$ 66,286
TVWD	59.1	39.4%	\$ 23,673	\$ 167,892	\$ 191,566
Wilsonville	25.0	16.7%	\$ 23,673	\$ 71,020	\$ 94,694
Total	150.0	100.0%	\$ 142,041	\$ 426,122	\$ 568,163
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 2021-22 Proposed Budget

Task No.	Activity	Staff Position	General Mgr	Dept Mgr	Professional	Technician	Admin	Labor Hours	Labor Cost	Expenses	Total
		Maximum Rate 1.	\$300	\$300	\$200	\$150	\$100				
		per hour	per hour	per hour	per hour	per hour	per hour				
1 General Administration											
	a Plans Development		14	48	72	0	19	153	\$34,900	\$16,100	\$51,000
	b Records Management		4			4	8	16	\$2,600		\$2,600
	c Responding to Requests		1		2	4	4	11	\$1,700		\$1,700
	d Communications and Public Outreach		2		4		8	14	\$2,200		\$2,200
	e Legislative Updates		2	8	16			26	\$6,200		\$6,200
	f General						4	4	\$400	\$1,000	\$1,400
	g i. Willamette River Basin Activities Monitoring		0	2	24	36	0	62	\$10,800	\$10,800	\$21,600
	ii. Source Water Protection Plan Development		22	40	148	12	36	258	\$53,600	\$165,250	\$218,850
	iii. Water Rights Consultant Support		2	8	16		8	34	\$7,000	\$25,000	\$32,000
	subtotal		47	106	282	56	87	578	\$ 119,400.00	\$ 218,150.00	\$337,550
2 Capital Projects Management											
	a Monitor and Report to the WIF Board		4		32		4	40	\$8,000		\$8,000
	subtotal		4	0	32	0	4	40	\$8,000	\$0	\$8,000
3 Annual Work Plan and Budget Development											
	a Prepare Draft		4	12	4	4	4	28	\$6,600		\$6,600
	b Prepare Management Committee Review Draft		2	8	2	2	2	16	\$3,900		\$3,900
	c Prepare Final		2	2	2	1	1	8	\$1,850		\$1,850
	subtotal		8	22	8	7	7	52	\$12,350	\$0	\$12,350
4 Finance Administration											
	a Update Financial Procedures		6	8.5	16.5	3	6	40	\$8,700	\$25,063	\$33,763
	b Prepare reports					4		4	\$600		\$600
	c Provide routine accounting and management				2	4		6	\$1,000		\$1,000
	d Invoicing				4	12		16	\$2,600		\$2,600
	e Insurance		2		8			10	\$2,200	\$23,100	\$25,300
	f Finance Committee Meetings							0	\$0		\$0
	Schedule meetings						6	6	\$600		\$600
	Meetings logistics						6	6	\$600		\$600
	Prepare agendas and meeting materials		8	8			8	24	\$5,600		\$5,600
	Conduct meetings		16				16	32	\$6,400		\$6,400
	Prepare meeting notes		2	4			12	18	\$3,000		\$3,000
	g Annual Audit		2	2	2	16	2	24	\$4,200	\$5,300	\$9,500
	subtotal		36	22.5	32.5	39	56	186	\$35,500	\$53,463	\$88,963
5 Operations Committee Administration											
	a Committee Meetings (assume 9 per year)						6	6	\$600		\$600
	Schedule meetings						6	6	\$600		\$600
	Meetings logistics						6	6	\$600		\$600
	Prepare agendas and meeting materials		9	12			15	36	\$7,800		\$7,800
	Conduct meetings		15	27	27		18	87	\$19,800		\$19,800
	Prepare meeting notes		3	6			15	24	\$4,200		\$4,200
	subtotal		27	45	27	0	60	159	\$33,000	\$0	\$33,000
6 Management Committee Administration											
	a Committee Meetings						6	6	\$600		\$600
	Schedule meetings						6	6	\$600		\$600
	Meetings logistics						6	6	\$600		\$600
	Prepare agendas and meeting materials		8	8			8	24	\$5,600		\$5,600
	Conduct meetings		16				16	32	\$6,400		\$6,400
	Prepare meeting notes		2	4			12	18	\$3,000		\$3,000
	subtotal		26	12	0	0	48	86	\$16,200	\$0	\$16,200
7 Administer WIF Board of Commissioners Meetings											
	a Board Meetings						8	9	\$1,100		\$1,100
	Schedule meetings		1				2	2	\$200		\$200
	Post public notice of meeting						4	4	\$400	\$1,800	\$2,200
	Meetings logistics						8	36	\$7,600		\$7,600
	Prepare agendas and meeting materials		4	8	16		12	28	\$6,000		\$6,000
	Conduct meetings		16				12	28	\$6,000		\$6,000
	Prepare meeting notes		2	4			12	18	\$3,000		\$3,000
	subtotal		23	12	16	0	46	97	\$18,300	\$1,800	\$20,100
8 Contingency											
	Contingency (10%)		0	0	0	0	0	0	\$0	\$0	\$52,000
	subtotal		0	0	0	0	0	0	\$0	\$0	\$52,000
TOTAL			171	219.5	397.5	102	308	1198	\$242,750	\$273,413	\$568,163

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.

Willamette Intake Facilities Commission Administration
 FY 2021-22 Capital Outlay RWF_1.0 Project

Costs by Partner	Capacity Share	Cost share		FY 21-22
Wilsonville	16.7%	0	\$	-
TVWD	39.4%	47.93%	\$	2,158,754
Sherwood	6.5%	6.50%	\$	292,758
Tigard	10.0%	12.16%	\$	547,683
Hillsboro	24.1%	29.36%	\$	1,322,366
Beaverton	3.3%	4.05%	\$	182,411
Total	100.0%	100.00%	\$	4,503,973

The proposed budget for capital outlay for FY 2021-22 is \$4,503,973 and includes the WIF's share of direct and indirect costs associated with the Raw Water Facility expansion project. Cost share percentages shown are based on the Raw Water Facility Project Plan.

Willamette Intake Facilities Commission

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WIF ANNUAL WORK PLAN (AWP) REVIEW



March 17, 2021

Willamette Intake Facilities Commission

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Presentation Outline

- Schedule
 - IGA Budget Calendar
 - Annual Process Timeline
 - FY 2021-22 Schedule for Completion
- Modifications from the current AWP
 - General Administration
 - Finance Administration
- Requested Board action

March 17, 2021

Willamette Intake Facilities Commission

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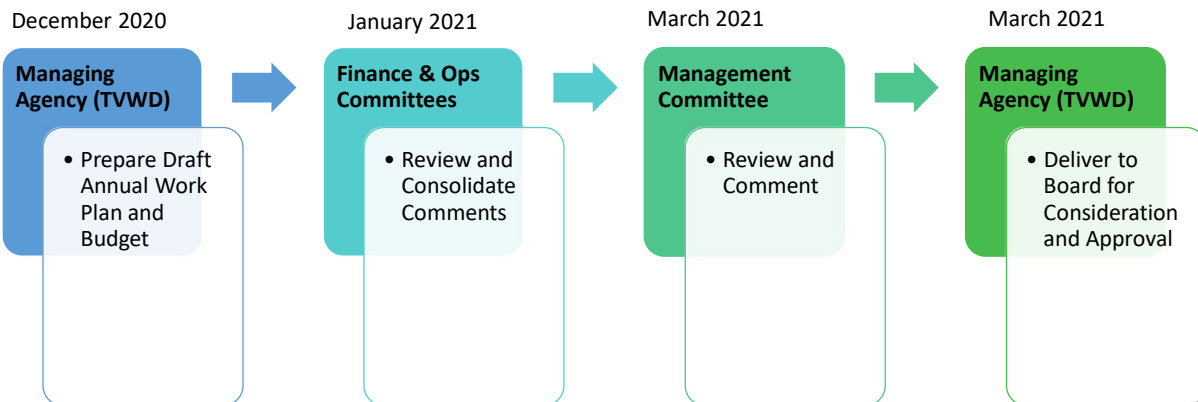
AWP and Budget Preparation

WIF IGA Exhibit 8 Budget Calendar

Budget Deliverable	Annual Submission Date (on or around)	Party Receiving Budget
Preliminary capital improvement project list	January 15	Operations Committee
Preliminary budget	January 15	Operations and Finance Committees
Draft budget	March 15	Management Committee
Proposed budget	March 31	Board

3

Annual Work Plan and Budget Preparation



4

Schedule for Completing the FY 2021-22 AWP and Budget

January 6, 2021	First drafts emailed to Operations and Finance Committees
January 13, 2021	Operations and Finance committees met to review the drafts
February 17, 2021	Meeting not needed. Operations and Finance committees approved drafts as presented
March 17, 2021	Proposed FY 22 AWP and Budget to Management Committee for consideration
★ April 26, 2021	Proposed FY 22 AWP and Budget to WIF Board for consideration and action

March 17, 2021

Willamette Intake Facilities Commission

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FY 2021–22 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

March 17, 2021

Willamette Intake Facilities Commission

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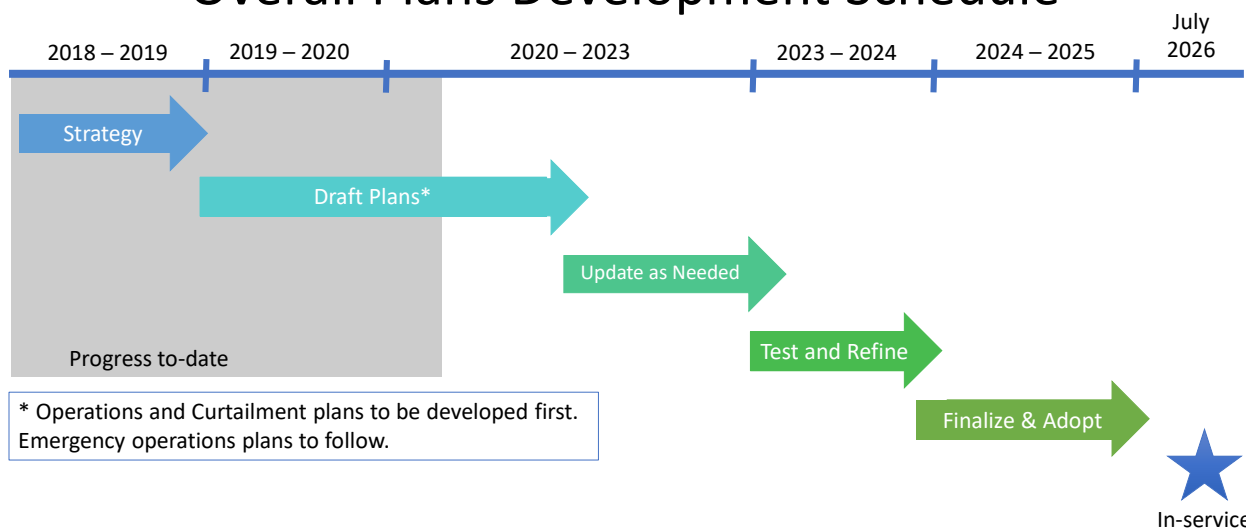
FY 2021–22 WIF General Administration Changes from the current year AWP

- Administration of Infrastructure Operations and Maintenance
 - Plans development
 - Complete Draft Curtailment Plan and update if needed
 - Develop a Draft Operations Plan
 - Develop Outline of the 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

7

Overall Plans Development Schedule



8

FY 2021–22 WIF General Administration (continued)

Changes from the current year AWP

- Task 1.g.ii.
Source water protection/watershed monitoring – Utilize the WIF’s Mission, Vision, Values, and Goals established during FY21 to initiate the development of source water protection and watershed monitoring plans. Procure consultant services to support this activity in a phased approach in terms of development and implementation.
- Development of WIF’s Mission, Vision, Values, and Goals is underway:
Efforts during remainder of FY21 will establish the next steps in source water protection/watershed monitoring or other areas. Committees will be involved in this task and/or if this task needs to be refined to meet WIF objectives.

9

FY 2021–22 Finance Administration

Changes from the current year AWP

- Administer Finance Committee Meetings
Tasks 4.a.i.-iv.: Administer separate Finance Committee meetings beginning in FY 21-22 rather than the joint Finance and Operations Committee meetings held in prior years.
 - Separate meetings will allow each of the committees to focus attention on their respective areas of expertise, reduce the number of topics presented at meetings, and reduce the time commitment of committee members.
 - All three committees will continue to be updated on issues impacting the WIF.

10

FY 2021–22 Finance Administration Changes from the current year AWP

- Coordinate with the Finance Committee to retain consultants to develop financial procedures. Specific processes the Committee will be consulted with include:
 - Tasks 4.b.i.: Development of the Scope of Work and Request for Proposals for consultants
 - Task 4.b. ii.: Evaluation and selection of consultant
 - Task 4.b.iii.: Review of financial procedures presented to the Commission for their approval

March 17, 2021

Willamette Intake Facilities Commission

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Board Action Requested

Approval of Resolution No. WIF 01-21 adopting the WIF Commission Annual Work Plan and Budget for the 2021 – 22 fiscal year.



April 26, 2021

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 26, 2021
Subject: Establishing Fiscal Year 2021-22 Board Meeting Dates

Requested Board Action:

Consider adopting a resolution establishing regular quarterly meeting dates of the Board of Commissioners for Fiscal Year (FY) 2021-22.

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 2021-22. The Board of Commissioners has the ability to meet more frequently as needed or to change meeting dates.

Proposed Meeting Date	Anticipated Key Agenda Item(s)
July 26, 2021	Raw Water Facilities Project Update and Legislative update
October 25, 2021	Legislative update
January 24, 2022	Election of Officers, Raw Water Facilities Project Update, Fiscal Year AWP & Budget Prep update, and Legislative update
April 25, 2022	Annual Work Plan & Budget, Board Schedule, and Legislative update

These dates continue the pattern of meeting on the fourth Monday of a given month. Meetings shall be held virtually using Microsoft Teams unless otherwise noticed. Meetings will start at 6:00pm.

Budget Impact:

None.

Staff Contact Information:

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

Attachments:

Proposed Resolution WIF-02-21

Management Staff Initials:

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

Willamette Intake Facilities Commission

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RESOLUTION NO. WIF 02-21

A RESOLUTION ESTABLISHING REGULAR QUARTERLY MEETING DATES OF THE WILLAMETTE INTAKE FACILITIES BOARD OF COMMISSIONERS FOR FISCAL YEAR 2021-22.

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 26, 2021; October 25, 2021; January 24, 2022; and April 25, 2022.

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 virtually unless otherwise noticed. Meetings will start at 6:00pm.

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 26th day of April 2021.

Sean Garland, Chair

John Goodhouse, Vice Chair

Willamette Intake Facilities Commission

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WIF COMMISSION STAFF REPORT

To: Board of Commissioners

From: Lisa Houghton, WWSP Finance Manager

Date: April 26, 2021

Subject: Amend the RWF_1.0 Project Plan to include a Change in the WIF System-wide Cost Allocation Method

Requested Board Action:

Consider adopting the amended RWF_1.0 Project Plan to include a change in the WIF System-wide Cost Allocation Method. Amendment changes were limited to Section 4.2 System-wide Costs.

Key Concepts:

- TVWD, as the Managing Agency, is responsible for the permitting, design, construction, and commissioning of the Intake Facility Expansion Project (RWF_1.0).
- TVWD utilizes two cost allocation methods to determine the cost shares of direct costs and system-wide costs apportioned to the WIF components of the RWF_1.0:
 - Direct costs are allocated as outlined in the WIF IGA Exhibit 11. No change to the method is under consideration.
 - System-wide costs are allocated as outlined in the RWF_1.0 Project Plan. This method is under consideration for revision.
- The revised method will apportion system-wide costs equal to ten percent (10%) of the project's direct costs for the WIF components of the project. Benefits of implementing the revised method include more timely billings to the WIF partners and related reimbursements to TVWD, more timely final project cost information to WIF partners for recording their investment in the joint agency, and a minor decrease in the system-wide costs apportioned to the WIF components of the RWF_1.0.
- The WIF Management and Finance Committees approved moving the resolution forward for Board consideration.

Background:

The RWF_1.0 Project Plan was adopted by the Board on October 29, 2018, to clarify procedural and accounting processes not clearly defined in the Willamette Intake Purchase and Sale Agreements or the Willamette Intake Facilities Intergovernmental Agreement. The document contains six sections: 1) Introduction, 2) Project Description, 3) Governance Structure and Approvals, 4) Funding, 5) Budget and Reporting, and 6) Ownership.

Section 4.2 System-wide Costs has been amended to incorporate the proposed system-wide cost allocation method presented to the Board at the January 25, 2021 meeting.

Budget Impact:

The adoption of the revised system-wide cost allocation method is estimated to result in a reduction of less than \$60,000 in the WIF's total capital outlay for the RWF_1.0 project over the life of the project.

Recommended Action:

Staff recommends Board adoption of the RWF_1.0 Project Plan as amended April 26, 2021.

Raw Water Facility_1.0 Project Plan Amendment

April 26, 2021

Page 2 of 2

Staff Contact Information:


Lisa Houghton, WWSP Finance Manager; lisa.houghton@tvwd.org

Attachments:

Proposed Resolution WIF-03-21

Exhibit 1: RWF_1.0 Project Plan as amended April 26, 2021

Management Staff Initials:

General Manager		TVWD General Counsel	<i>CS</i>
TVWD Chief Engineer	N/A	TVWD Chief Financial Officer	N/A

RESOLUTION NO. WIF-03-21

A RESOLUTION AMENDING THE RAW WATER FACILITY_1.0 PROJECT PLAN

WHEREAS, the Willamette Intake Facilities Intergovernmental Agreement (WIF Agreement) was approved by the Parties thereto effective April 18, 2018, and governed by the Board of Commissioners; and

WHEREAS, the Managing Agency, per Section 5.0 of the WIF Agreement, is responsible for permitting, design, construction and commissioning of the Raw Water Facility Expansion Project and components of that work are specific to the Willamette Intake Facilities or the Willamette Water Supply System; and

WHEREAS, the Willamette Intake Facilities Commission adopted the Raw Water Facility_1.0 Project Plan on October 29, 2018; and,

WHEREAS, Staff reported to the Board that it would prepare and present to the Board an amendment to the Raw Water Facility_1.0 Project Plan after review by the Finance and Management Committees and that the Plan is attached hereto as Exhibit 1 and incorporated by reference; and,

WHEREAS, the Plan provides clarity for the RWF_1.0 Project for Project definition, governance, invoicing and cost allocations between the WIF and WWSS so that Staff can allocate costs appropriately and also enables the Managing Agency to invoice the WIF Parties for their respective shares, and being advised,

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

Section 1. The Raw Water Facility_1.0 Project Plan as amended this day, attached hereto as Exhibit 1 and incorporated by reference, is hereby approved.

Section 2. The Managing Agency is directed to implement the Raw Water Facility_1.0 Project Plan as amended this day. The Managing Agency shall provide a copy of this executed resolution and the amended Raw Water Facility_1.0 Project Plan to the Parties.

Approved and adopted at a regular meeting held on the 26th day of April 2021.

Sean Garland, Chair

John Goodhouse, Vice Chair

Willamette Intake Facilities Commission

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Raw Water Facility_1.0 Project Plan

1 INTRODUCTION

The Intake Facility and Expansion Project also known as the Raw Water Facility Project (RWF_1.0) was established as a component of the Willamette Water Supply System (WWSS) during the Willamette Water Supply Program (WWSP) mobilization period in late 2015. The overall purpose of the RWF_1.0 project is to expand the capacity and seismic resiliency of the intake system located at the existing Willamette River Water Treatment Plant (WRWTP) in Wilsonville. Work by the WWSP staff and consultants began on the RWF_1.0 project in early 2017.

When completed, the RWF_1.0 will deliver raw water to both the existing WRWTP and the planned WWSS water treatment plant (WWSS WTP). Accordingly, ownership of the various components of the facility vary depending on whether they provide service to all owners, or to separate groups of owners. In general, the components that provide for drawing water from the river and making it available to the raw water pumps are owned by a group called the Willamette Intake Facilities (WIF) Commission that comprises the cities of Wilsonville, Sherwood, Tigard, Beaverton, Hillsboro, and the Tualatin Valley Water District (TVWD). Previously, these facilities were owned by the cities of Wilsonville and Sherwood, and TVWD. TVWD held excess capacity in these facilities, which it sold to the cities of Sherwood, Tigard, Beaverton, and Hillsboro through purchase and sale agreements (PSAs) that were executed in February 2018.

There will be two separate groups of pumps in the RWF_1.0; one group that delivers water to the WRWTP, and one group that will deliver water to the future WWSS WTP. Those groups of pumps, and the related equipment and appurtenances associated with them, are owned by different groups. The cities of Wilsonville and Sherwood will own the raw water pumps and related equipment that deliver water to the WRWTP. TVWD and Hillsboro, the two current partners in the WWSP, will own the pumps and related equipment that are part of the WWSS.

Therefore, it is important to note that the RWF_1.0 project includes components that are owned by the WIF, and the remaining components are owned by the WWSP partners.

Cost estimates for the WIF share of the RWF_1.0 project were provided throughout the Willamette Governance Group (WGG) negotiations and were included as Exhibit 11 to the WIF Agreement, including a negotiated cost share by partner. The purpose of this project plan is to establish a mutual understanding of how those cost shares will be updated using actual costs incurred-to-date and costs going forward. Additionally, this document will provide clarification regarding the following:

- Approval of new contracts
- Approval of amendments and change orders
- Project reporting
- Partner invoicing
- Development and approval of the WIF annual capital budget for the RWF_1.0 project
- Accounting for assets and ownership shares in the WIF joint venture and ownership by WWSP partners

This project plan is not intended to create new policies. Rather, it establishes procedures for WWSP staff and the managing agency to enact the policies established through the various agreements governing the WIF Commission and the WWSP as they relate to managing the RWF_1.0 project.

1.1 RELEVANT AGREEMENTS AND SUPPORTING DOCUMENTS

The relevant agreements and supporting documents used to establish this project plan include the following:

- Willamette Intake Facilities Intergovernmental Agreement (01/08/2018)

- Agreement for the Transfer, Purchase, and Sale of the Willamette Intake Facilities Between Tualatin Valley Water District and the City of Beaverton (03/01/2018)
- Agreement for the Transfer, Purchase, and Sale of the Willamette Intake Facilities Between Tualatin Valley Water District and the City of Hillsboro (03/01/2018)
- Agreement for the Transfer, Purchase, and Sale of the Willamette Intake Facilities Between Tualatin Valley Water District and the City of Sherwood (03/01/2018)
- Agreement for the Transfer, Purchase, and Sale of the Willamette Intake Facilities Between Tualatin Valley Water District and the City of Tigard (03/01/2018)
- Agreement for Design and Construction of Willamette Water Supply Program (05/19/2015)
- Permitting Cost Estimates Memo (10/23/2017)

2 PROJECT DESCRIPTION

The major elements of the RWF_1.0 project include:

- New river intake screens
- Expansion of the air burst system for the larger screens
- Modifications to the bollards in the river that protect the intake screens
- Improvements to the intake pipe that connects the screens to the caisson
- Caisson seismic improvements
- Pump station building seismic improvements
- New WWSS vertical turbine pumps, motors, with variable frequency drives ("VFD")
- Electrical facilities
- Hydraulic surge protection equipment
- Piping, valves and ancillary equipment
- Backup power facilities
- Stormwater management
- Seismic improvements
- WWSS Raw Water Pipeline

The existing assets that make up the WIF components are identified in the Willamette Intake PSA Recital E. The WIF-related elements of the RWF_1.0 project include:

- New river intake screens
- Expansion of the air burst system for the larger screens
- Modifications to the bollards in the river that protect the intake screens
- Improvements to the intake pipe that connects the screens to the caisson
- Caisson seismic improvements

Exhibit 1 - RWF_1.0 Project Component Allocation provides a detailed breakout of project components among the WIF and the WWSS.

2.1 PROJECT PHASING

Design of the RWF_1.0 project is already underway. Construction is currently planned to occur in two phases. The WIF elements are planned to be constructed during phase one, which is scheduled to occur from June 2020 through February 2022. Phase two is scheduled to occur from September 2022 through September 2024.

3 GOVERNANCE STRUCTURE AND APPROVALS

Article 10.1 PSAs identifies that TVWD, acting through the WWSP, is responsible for the permitting, design, construction, and commissioning of Intake Facility Expansion Project. Article 5.1 of the WIF Intergovernmental Agreement (IGA) state that TVWD is appointed the Managing Agency of the WIF. Additionally, Articles 5.6.7 and Articles 5.6.8 state the managing agency shall develop, and coordinate capital improvement plans and provide capital project management.

The WWSP was established by TVWD and the City of Hillsboro in June of 2015, through the WWSP Design and Construction IGA. The WWSP IGA grants broad powers to an Executive Committee consisting of the Chief Executive Officer of TVWD, and the Hillsboro Water Department Director. Contracts over \$881,000 require approval of the City of Hillsboro Utility Commission (UC). Contracts between \$500,000 and \$881,000 are approved by the Executive Committee. Contracts under \$500k may be approved by the WWSP Director. Several contracts that relate to activities at the WIF were executed by the WWSP prior to the establishment of the WIF. A listing of these existing contracts is provided below.

3.1 EXISTING CONTRACTS

The following contracts have been executed by the WWSP for services relating the RWF_1.0 project.

Project and Construction Management Service, Stantec Consulting Services: As the WWSP's contracted provider of program management and construction management services, Stantec provides an annual work plan to the WWSP which includes an estimate of staff hours for project management and construction management for the RWF_1.0 project. The annual work plan is reviewed by the WWSP management team and approved by the WWSP executive committee, and the Hillsboro Utilities Commission.

Physical Model Study (Closed), NW Hydraulic Consultants: Physical modeling, testing, and analysis of the intake to determine expanded capacity level. This contract was completed in May of 2018.

Design, Bidding Phase, and Services During Construction, Black and Veatch: Engineering design services for the RWF_1.0 project. The contract was executed in September of 2017.

Construction Manager/General Contractor Services, Kiewit Infrastructure West: Design phase support and development of a guaranteed maximum price for construction of the RWF_1.0 project. The contract was executed in July of 2018.

3.2 APPROVAL OF NEW CONTRACTS

As stated in the PSAs Articles 10.1.2 and 10.1.3, any change order or new contract where an individual WIF member's proportionate share exceeds \$100,000 will require approval of the WIF member agencies, except in the case of emergencies. If multiple change orders are required, the cumulative value will be used in determining if a partner's proportionate share exceeds \$100,000. Article 10.1.4 states that a procurement may be deemed an emergency and approved by the WWSP Director under reasonable circumstances. For nonemergency procurements, the agencies will have 10 days to approve or object upon receiving a written recommendation of approval from WWSP staff.

Since the PSAs do not specify who from each WIF member is the designated representative authorized to approve new contracts, this Project Plan establishes that agency approval can be granted by each member’s WIF Management Committee Representative via email or in writing. If the primary representative of the WIF Management Committee is unavailable, his or her designee may authorize the new contract. Agency representatives are responsible for adhering to the procurement policies and authorization levels of their agencies.

New contracts that do not exceed \$100,000 of proportional cost share for any WIF member agency may be approved by the WWSP Director.

3.3 CHANGE ORDERS AND AMENDMENTS

Change orders and amendments will adhere to PSAs Articles 10.1.2 and 10.1.3 as stated above.

3.4 SCOPE AND SCHEDULE CHANGES

Material changes affecting scope and schedule will adhere to the WWSP change management process and will be communicated with the WIF partners in a timely manner. Any changes affecting cost will adhere to the change order and amendment rules established under the PSAs Articles 10.1.2 and 10.1.3.

4 FUNDING

Article 7.1 of the PSAs state TVWD will submit monthly invoices to the member agencies for their proportionate share of the expansion costs incurred. These include cost incurred prior to the formation of the WIF and execution of the PSAs. Due to the unique cost shares developed during the WGG negotiations represented as Exhibit 11 to the WIF IGA, the initial billing will include the following:

- Wilsonville will be billed its full cost share of \$125,000
- TVWD and Sherwood will receive credits of \$250,000 and \$28,000 respectively for their loss in existing investments made in the intake facility assets being replaced prior to their end-of-useful life
- Those credits are proportionally funded by contributions from Tigard (\$74,199), Hillsboro (\$179,068), and Beaverton (\$24,733)

All other WIF costs will be shared proportionally based on the effective cost share percentages agreed to in Exhibit 11 of the WIF IGA. Table 1 summarizes those cost shares.

WIF Partner	Capacity (MGD)	Capacity %	Cost %
Wilsonville	25.0	16.7%	0.0%
TVWD	59.1	39.4%	47.93%
Sherwood	9.7	6.5%	6.50%
Tigard	15.0	10.0%	12.16%
Hillsboro	36.2	24.1%	29.36%
Beaverton	5.0	3.3%	4.05%
Total	150.0	100.0%	100.00%

4.1 DIRECT COSTS

For the purposes of the WIF components of the RWF_1.0 project, direct costs include permitting and mitigation, design, legal, project management, other professional services, and construction. Direct costs will either be allocated among the WIF and WWSS components or in the case of construction, charged directly to the WIF and WWSP partners.

4.1.1 Permitting and Mitigation

Permitting and mitigation costs will be billed to the WIF Partners based on the amounts stated in Exhibit 11 of the WIF IGA. Those amounts were developed by an analysis conducted by the WWSP permitting team and documented in the Willamette Intake Facilities Permitting Cost Estimate Memo dated May 10, 2017 (Draft Permitting Cost Estimates Memo 10-23-17). For mitigation costs yet to be incurred, actual costs will be used.

4.1.2 Design, legal, project management, and other professional services

Invoices for design, legal, project management, and other professional services directly related to the RWF_1.0 project will be initially paid for directly by the WWSP, which will then allocate the costs proportionally between the WIF and WWSP partners and bill them accordingly. The proportional shares will be determined based on the opinion of probable construction costs (OPCC) used to establish the current year's annual baseline and budget. The proportional cost shares between the WIF and WWSP partners will be revised annually during the re-baseline and budget process.

4.1.3 Construction

The RWF_1.0 project is being completed using the Construction Manager/General Contractor (CM/GC) method that allows for contractor involvement during the design phase and requires the CM/GC to provide a "guaranteed maximum price" (GMP) before beginning construction. The contractor's GMP will use a work break down structure (WBS) that aligns with components in the attached Exhibit 1. This will allow for construction costs to be directly charged to either the WIF or WWSS components of the RWF_1.0 project. Prior to the delivery of the GMP, the contractor will provide input on the development of the OPCC values used in the development of the annual baseline and budget costs for the project. Those OPCC values will also be the basis for calculating the proportionate cost shares used to allocate the other direct costs described in Section 4.1.2.

4.2 SYSTEM-WIDE COSTS

System-wide costs include program management, controls, procurement and contract administration, public outreach, program-wide design and construction management, and information technology. Due to the dispersed and general nature of these activities, the WWSP has developed methods for allocating these costs across all the assets being constructed by the program for determining the final capitalized values.

To perform this allocation in an equitable manner for WIF assets placed into service prior to the completion of the WWSS, the WWSP partners have developed the following approach.

- The WIF partners' portion of the RWF_1.0 project's share of system-wide costs will be calculated as follows:
(WIF's RWF_1.0 direct costs¹) x (.10)
¹ WIF's RWF direct costs exclude permitting costs charged directly to the project as outlined in the WIF IGA
- Actual system-wide costs are proportionally billed monthly to the partners as they are incurred, based on each partner's overall share of the project.
- Once an asset is capitalized and placed in service it no longer receives a share of the system-wide costs.

5 BUDGET AND REPORTING

The WWSP performs a compressive annual re-baseline process which is used to inform the partners' annual and biennial budgets. The WWSP team will accommodate the dates and steps for the WIF budget process outlined in Exhibit 8 of the WIF IGA. The RWF_1.0 project will be included as part of the WIF five-year capital improvement plan and presented for consideration to the WIF committees and board in accordance with Exhibit 8.

The WWSP also provides monthly updates through project status reports that will be distributed to the WIF and WWSP partners for their review. Additionally, the WIF general manager will provide regular project updates as part of the regular quarterly WIF Commission meetings. The WIF budget process and quarterly reports also fulfill the requirements of Article 10.1.5 of the PSAs which state the WWSP will prepare a work plan and cash requirements schedule and update it periodically.

6 OWNERSHIP

Ownership of the RWF_1.0 project components are divided between WIF and the WWSP partners. The capacity ownerships of the various assets being constructed and expanded by the WWSP on behalf of WIF are reflected in the WIF IGA Exhibit 11. The cost basis for each partner's share in the WIF joint venture will vary from their capacity share due to the negotiated costs established in Exhibit 11. The managing agency will work with the other WIF member agencies to accurately record their respective share's in the joint venture in accordance with generally accepted accounting principles.

Exhibit 1

RWF_1.0 Project Component Allocation				
Project Component	Additional Description	Component Allocation		
		WIF	WWSS	WRWTP
<i>Intake Screen Replacement</i>		x		
<i>Intake Bollard Improvements</i>		x		
<i>Intake Screen Protection Catchment Fence</i>		x		
<i>76" Intake Pipe Modifications - Steel Pipe</i>		x		
<i>76" Intake Pipe Modifications - Permalock Pipe</i>		x		
<i>Air Burst System Modifications</i>	<i>Air receiver tank and associated mechanical, electrical, controls, civil and site work</i>	x		
<i>Seismic Stability Improvements</i>				
<i>Existing Caisson Stability</i>		x		
<i>New 66" Raw Water Pipeline Stability</i>			x	

<i>New Electrical Building and Surge Control Stability</i>			X	
<i>Existing Pump Station Building Modifications</i>	<i>Structural roof and wall modifications, HVAC</i>		X	
<i>WWSS Pumps</i>			X	
<i>WWSS Pump Mechanical Equipment</i>	<i>Valves</i>		X	
<i>WWSP Pump Valve Vault</i>			X	
<i>WRWTP Pump Improvements</i>	<i>Addition of pump inlet baskets</i>			X
<i>Raw Water Pipeline</i>			X	
<i>Electrical and I&C Ductbank</i>			X	
<i>Chemical Pipeline</i>			X	
<i>Lower Site Electrical Building</i>			X	
<i>Lower Site Stormwater Improvements</i>			X	
<i>Lower Site Civil Improvements</i>	<i>Includes asphalt</i>		X	
<i>Park Restoration</i>			X	
		Component Allocation		
<i>Project Component</i>	<i>Additional Description</i>	<i>W/F</i>	<i>WWSS</i>	<i>WRWTP</i>
<i>Viewing Platform Restoration</i>			X	
<i>Relocation of Existing Utilities</i>			X	
<i>Upper Site Electrical Building</i>			X	
<i>Upper Site Stormwater Improvements</i>			X	
<i>Standby Power and Fuel Tanks</i>			X	
<i>Surge Equipment</i>			X	
<i>Upper Site Chemical Building</i>			X	
<i>Upper Site Operations Area</i>	<i>Possible sediment management area</i>		X	
<i>Upper Site Civil Improvements</i>	<i>Includes asphalt and landscaping</i>		X	
<i>Communications</i>	<i>Tower and foundation (or other, TBD improvements)</i>		X	
<i>Portland General Electric Modifications ⁽¹⁾</i>	<i>New sub-station or expansion of existing sub-station</i>			
<i>Keynotes</i>				
<i>(1) Component cost and allocation TBD based on improvements deemed necessary by PGE.</i>				

Willamette Intake Facilities Commission

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Proposed Amendment to the Raw Water RWF_1.0 Project Plan



April 26, 2021

Willamette Intake Facilities Commission

1

1

Purpose of Amendment

- Adopt the proposed change to the method used to apportion system-wide costs to the WIF components of the RWF_1.0
- Changes to the existing document are limited to *Section 4.2 System-wide Costs* and include revised language describing the new method
- All other sections of the document remain unchanged

April 26, 2021

Willamette Intake Facilities Commission

2

2

Change to System-wide Cost Allocation Method

- The revised method will apportion system-wide costs equal to ten percent (10%) of the RWF_1.0 project's direct costs
- The revised method is estimated to result in a minor decrease in the system-wide costs apportioned to the WIF components of the RWF_1.0 over the life of the project

Project Direct Costs:

Project Management
Design
Construction Management
Engineering Services during
Construction
Contingency



3

Advantages of Adopting Proposed Method

- More timely billings to WIF partners and reimbursements to TVWD
- Better data for WIF partners to record their investment in the joint venture (project costs for capital assets)
- Minor reduction in system-wide costs for WIF partners

4

Status of Committee Review and Board Action

- November 17, 2020 Received Finance Committee Approval
- December 16, 2020 Received Management Committee Approval
- January 25, 2021 Information presented to Board
- ★ April 26, 2021 Scheduled for Board consideration and action

5

Board Action Requested

Approval of WIF-03-21 Resolution amending the RWF_1.0 Project Plan



6

Willamette Intake Facilities Commission

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WIF COMMISSION STAFF REPORT

To: Board of Commissioners
From: Christina Walter, WWSP Permitting and Outreach Manager
Date: April 26, 2021
Subject: Mission, Vision, Values, and Goals Update

Key Concepts:

Development of WIF Commission's Mission, Vision, Values and Goals (MVVG):

- Informational interviews with all WIF Board members completed week of September 21, 2020
- Workshops with MVVG Working Group held September 30th, November 18th, and December 16th, 2020; February 27th and March 17th, 2021
- Updated draft Mission, Vision, Values, and Goals statements have been created for review

Background:

In September, staff began working with WSC MVVG Project Manager and Facilitators Holly Tichenor and Susan Schlangen to develop of MVVG statements related to desired outcomes in the areas of watershed planning, water rights stewardship, and facility operations. WSC launched the Working Group's efforts by gathering insights and perspectives provided by the WIF Board Commissioners during the one-on-one informal interviews held in September. Board input provided the MVVG Working Group guidance, perspective, and direction on issues to be considered while developing the MVVGs.

Desired outcomes from the MVVG development process as expressed by the Board in summary include: Building a strong partnership and collaboration; Constructing the WIF on schedule and on budget; Developing responsible, reliable facility operations; Leveraging influence to protect watershed; and Creating a foundation to adapt to uncertainties in the future.

Before drafting the MVVG statements, the Working Group also established overarching direction, very much in line with the Board, for the process which would align interests, goals, investments, and priorities:

- Clarify operations measures of success: cost, compliance, efficiencies
- Look toward future needs together
- Proactively manage water rights
- Create partnerships and shared ownership
- Build a product that clearly communicates mission for public and elected officials

Through discussion, the Working Group members also expressed desires for the future of the WIF Commission. The following themes emerged from that forward-looking activity:

- Strong Partnerships
- Watershed Protectors
- Regional Influencers

Mission, Vision, Values, and Goals Update

April 26, 2021

Page 2 of 4

Following the January 25, 2021 Board meeting during which staff presented the initial drafts of the Mission, Vision, and Values statements, WSC received the Commissioners' feedback, reactions, and comments on the initial statements. This allowed the Working Group to refine the MVV statements.

In February and March 2021, the Working Group workshops focused on crafting the goals in support of 3 Pillars (described below).

The following are the results:

Mission (why the Commission exists – its purpose or critical function):

TO RESPONSIBLY SECURE A SAFE AND RELIABLE WILLAMETTE RIVER DRINKING WATER SUPPLY FOR OUR COMMUNITIES.

Vision (aspirational view of what the Commission will achieve in the future):

TO BECOME A TRUSTED STEWARD OF THE WILLAMETTE RIVER WATERSHED.

We apply science, innovation, and advocacy for resilient and clean water stewardship.

We improve awareness, provide education, and build support for watershed protection.

We advocate at all levels for investment and policy to protect drinking water source quality.

Values (Commission's foundational character – how it conducts business and how it is perceived):

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 and science-based decision making.

The 3 Pillars were developed and serve as the functional foundation to bridge the Mission, Vision and Values to Goals:

- Water Quality Protection – We engage in addressing existing, emerging and potential risks that may impact water quality at the intake facility ahead of treatment.
- Water Supply Stewardship – We pursue access to reliable water supply to meet the needs of the region and participating agencies.
- Effective WIF Operations – We are dedicated to effective utility management to deliver consistent operations and quality service to our communities.

Each of the 3 Pillars sets the foundation for the Goals, as shown here:

Water Quality Protection Goals

1. Develop and maintain a state and regionally supported source water protection plan.
2. Acquire grants, loans, and funding in support of source water protection plan implementation.
3. Promote information exchange amongst stakeholders, tracking relevant data on emerging issues.
4. Lead outreach and education on the Willamette River Basin history and current/future needs for protection.

Mission, Vision, Values, and Goals Update

April 26, 2021

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5. Give members of the WIF Commission resources to enable them to serve as water quality experts and representatives of WIF Commission interests.
6. Invest in monitoring technology and communication networks with upstream/downstream agencies and private partners to detect and provide early incident notification.

Water Supply Stewardship Goals

1. Engage proactively with the Oregon Water Resources Department (OWRD) on water supply needs and future demands.
2. Foster relationships with the US Army Corps of Engineers to proactively address water supply shortage scenarios and develop cooperative agreements.
3. Develop a water demand forecasting framework that aligns partner agencies in planning and decision making.
4. Engage proactively with dissenting or potential opposing stakeholders.
5. Foster an inclusive and supportive environment where WIF Commission partner perspectives can be expressed and respected.
6. Develop Operations and Emergency Response and Curtailment Plans approved by the Board.

Effective WIF Operation Goals

1. Develop and maintain Operations, Curtailment, and Emergency Response Plans and guide shared ownership with priority stakeholders.
2. Ease decision making on prioritized investments using strategic asset management and Capital Improvement Plan (CIP) best practices.
3. Preserve a cooperative team dynamic among WIF members through frequent and in-person knowledge exchange workshops/retreats.

With the presentation of the updated Mission, Vision, Values statements and now the draft Goals, the Working Group asks for feedback from the Board members so that WSC can incorporate any final modifications into the final report to be shared in July 2021. The Working Group believes that the report should serve as a functional document in support of Annual Workplans. The MVVG will be reviewed and evaluated routinely by the Board in setting priorities and making decisions. The Goals will be updated as the WIF Commission's role evolves as a steward of the Willamette River Watershed and the Goals stated today are accomplished. The report will also function as a community and stakeholder outreach tool to communicate the purpose and identity of the WIF Commission. It is essentially our first document that informs WIF Commission's identity and brand. The final report will be available in both a PDF, as well as in an online flipbook e-document designed for accessibility and readability. The MVVG will be available as an interactive document which all partner agencies can use on their websites. Making the document accessible to the public promotes our commitment to building partnerships and increasing awareness and education on the WIF Commission's work.

Staff intends to bring the final MVVG Report to the Board for final adoption at the July 2021 meeting.

The MVVG Working Group consists of representatives of each of the WIF partner agencies as well as the WWSP. The Working Group members are:

- Dave Kraska – WIF General Manager/WWSP Program Director
- Joelle Bennett – WWSP, Assistant Program Director

Mission, Vision, Values, and Goals Update

April 26, 2021

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- Christina Walter – WWSP, Permitting & Outreach Manager
- Joel Cary – TVWD, Water Resources Division Manager
- Carrie Pak- TVWD, Chief Engineer
- John Goodrich – City of Tigard, Utilities Director
- David Winship – City of Beaverton, Principal Engineer
- Rich Sattler – City of Sherwood, Public Works Director
- Delora Kerber – City of Wilsonville, Public Works Director
- Jessica Dorsey – City of Hillsboro, Water Resources Manager

Budget Impact:

Informational item. No Board action required.

Staff Contact Information:


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

Christina Walter, Permitting and Outreach Manager; 503-840-3830; christina.walter@tvwd.org

Attachments:

2021-04-26 – MVVG Update PowerPoint Slides

Management Staff Initials:

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

Board Presentation

MVVG DEVELOPMENT WIF COMMISSION WORKING GROUP

April 26, 2021 | 6 PM



TUALATIN VALLEY
WATER DISTRICT



WILSONVILLE
OREGON



City of
Sherwood
Oregon



TIGARD



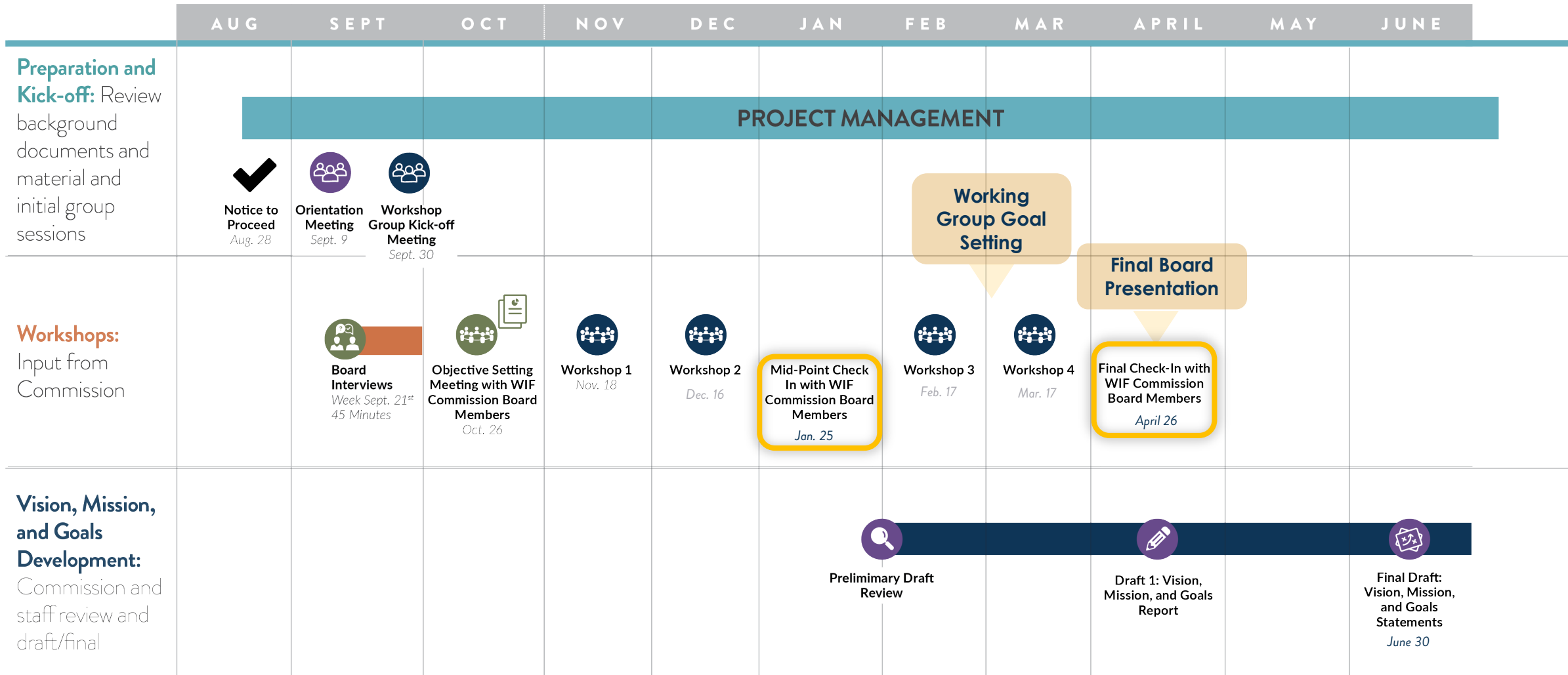
Beaverton
OREGON



Hillsboro
OREGON

Where have we been & next steps

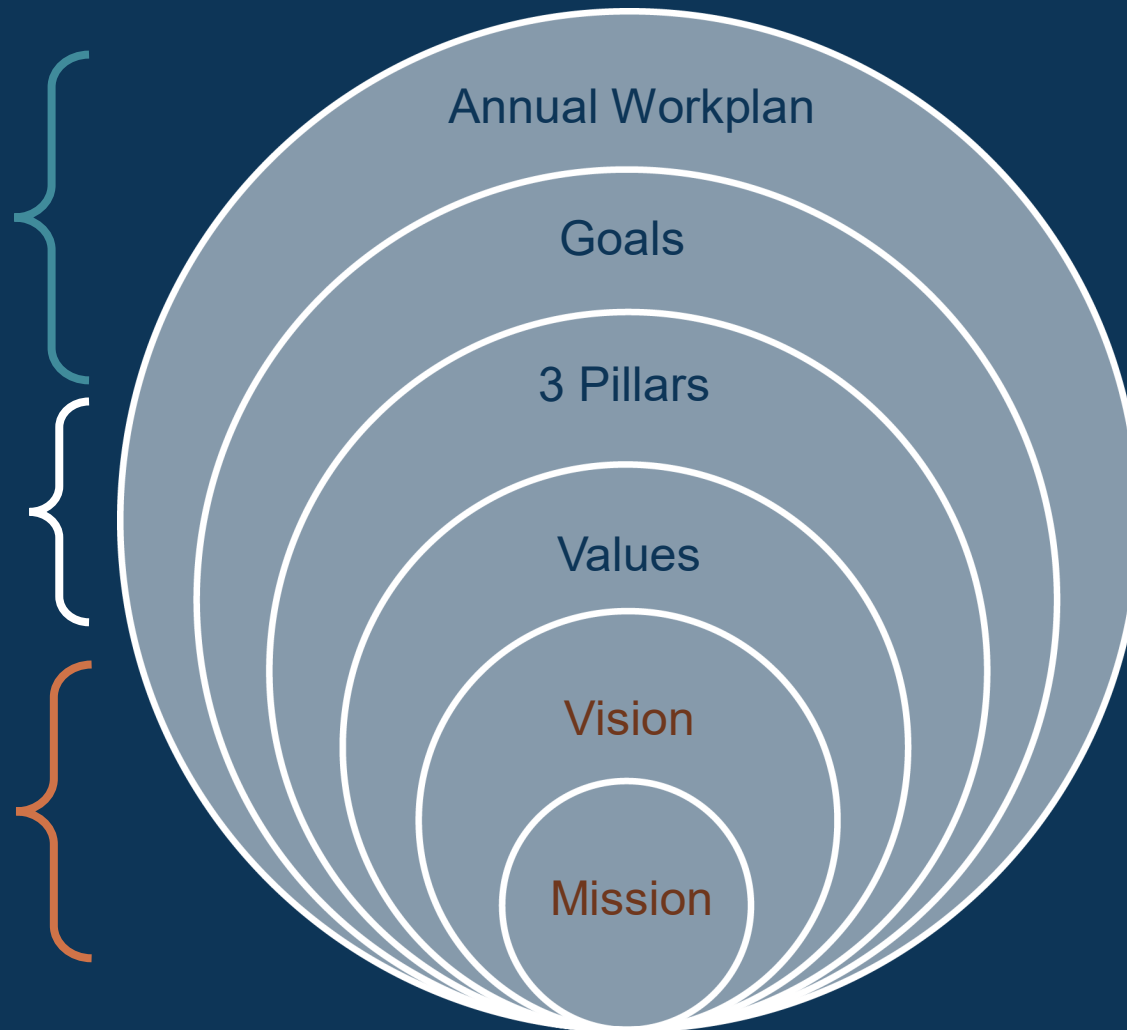
2021



WHAT: What we do to achieve our MVV & Pillars.

HOW: How the Commission does its work and the values that guide activities.

WHY: Why this purpose is essential.



MISSION

Why the Commission exists—its purpose, goal or critical function.

To responsibly secure a safe and reliable Willamette River drinking water supply for our communities.

VISION

An aspirational view of what the Commission will achieve in the future.

To become a trusted steward of the Willamette River watershed.

We apply science, innovation and advocacy for resilient and clean water stewardship.

We improve awareness, provide education and build support for watershed protection.

We advocate at all levels for investment and policy to protect drinking water source quality.



VALUES

The Commission's foundational character—how it conducts business and how it is perceived.



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 and science-based decision making.

PILLARS

Strategic pillars hold the mission and vision and give focus to the goals.



WATER QUALITY PROTECTION

We **engage in addressing existing, emerging and potential risks** that may impact water quality at the intake facility ahead of treatment.



WATER SUPPLY STEWARDSHIP

We pursue **access to reliable water supply** to meet the needs of the region and participating agencies.



EFFECTIVE WIF OPERATIONS

We are dedicated to effective utility management to **deliver consistent operations and quality service** to our communities.



WATER QUALITY PROTECTION

GOALS

1

Develop and maintain a **state and regionally supported source water protection plan**.

2

Acquire grants, loans, and funding in support of source water protection plan implementation.

3

Promote information exchange amongst stakeholders, tracking relevant data on emerging issues. *(contaminants, natural hazards, regulatory changes)*

4

Lead outreach and education on the Willamette River Basin history and current/future needs for protection.

5

Give members of the WIF Commission resources to enable them to serve as **water quality experts and representatives** of WIF Commission interests.

6

Invest in **monitoring technology and communication networks** with upstream/downstream agencies and private partners to detect and provide early incident notifications.



WATER SUPPLY STEWARDSHIP

GOALS

1

Engage proactively with **OWRD** on water supply needs and future demands.

2

Foster relationships with the **Army Corps** to proactively address water supply shortage scenarios and develop cooperative agreements.

3

Develop a **water demand forecasting framework** that aligns partner agencies in planning and decision making.

4

Engage proactively with **dissenting or potential opposing stakeholders**.

5

Foster an **inclusive and supportive environment** where WIF Commission partner perspectives can be expressed and respected.

6

Develop **Operations and Emergency Response and Curtailment Plans** approved by the Board.



EFFECTIVE WIF OPERATIONS

1

Develop and maintain **Operations, Curtailment, and Emergency Response Plans** and guide shared ownership with priority stakeholders.

2

Ease **decision making on prioritized investments** using strategic asset management and CIP best practices.

3

Preserve a **cooperative team dynamic** among WIF members through frequent and in-person knowledge exchange workshops/retreats.

Next Steps

1

WIF
Commission
Name
Considerations

2

3

July Presentation
of Final MVVG
Document

Willamette Intake Facility Commission

WHAT'S IN THE NAME?

1

LOCATION

Mid-Willamette
Regional
Willamette
NW Oregon



PURPOSE

Drinking Water
Water Intake
Source Water

3

ORGANIZATION TYPE

Coalition
Commission
Agencies

EXAMPLES:

- Willamette Water Intake Commission
- Drinking Water Intake Commission
- Mid-Willamette Drinking Water Agencies

Proposed Fiscal Year 21-22 Annual Workplan Update

NEXT STEPS:

Begin development of the WIF
Commission's Source Water Protection
and Watershed Monitoring Plan

Use MVVG as Our
Guiding Work

Thank you!

WIF COMMISSION STAFF REPORT

To: Board of Commissioners

From: Joel Cary, TVWD Water Resources Division Manager

Date: April 26, 2021

Subject: Oregon Water Resources Department Reporting Update

Key Concepts:

- In 2019, the Oregon Water Resources Department (OWRD) began requesting clarification about the multiple water rights permits assigned to the WIF Commission Point of Diversion (POD)
- Since then, a subgroup of the WIF Operations Committee has worked to correct historical water usage data for the current intake users while also identifying the preferred approach for future reporting with OWRD staff
- The final, agreed upon changes to OWRD's reporting system were implemented in March 2021, which are in line with the requested approach by Operations Committee members

Background:

OWRD staff contacted City of Hillsboro staff in early 2019, requesting an update on how to report usage for their individual permit at the WIF Commission POD. This inquiry was triggered by their recently approved transfer application from the City of Salem for Willamette River water rights. As a result of this initial contact and subsequent conversations with OWRD about the shared POD, collaboration among WIF Commission members was needed to address this and other key items related to water rights reporting. Crucially, how the cities of Wilsonville, Sherwood, Hillsboro, Tigard, Beaverton, and Tualatin Valley Water District (TVWD) could maintain their individual permit reporting amounts for future certification needs.

During this time, it was also identified that water usage by City of Sherwood under the Willamette River Water Coalition permit had not been reported separately. Historically, all usage between the Cities of Wilsonville and Sherwood had been combined and reported under Wilsonville's permit. This was largely due to the complexities of metering between the Willamette River Water Treatment Plant effluent and Wilsonville's supply connection to the City of Sherwood, making the separation of flows at the single Willamette River intake challenging from an accounting perspective.

City of Wilsonville, Sherwood, and TVWD staff worked to resolve the issue by gathering the necessary intake flow and system metering data, and allocating intake flows proportionally based on each system's total demand. Frequent discussions with OWRD also began during this time and lasted throughout 2020. The need to report usage for multiple, individual permits under a shared POD was frequently conveyed given the autonomy of each member's water right. However, these early efforts resulted in a database change whereby all usage was aggregated into one value. This was not in line with the WIF Operations Committee subgroup's requests to OWRD during multiple meetings since outreach efforts began. After these initial, unsuccessful attempts at addressing the database issues associated with OWRD's reporting system, the subgroup of the Operations Committee was able to successfully convey the importance of maintaining independent water rights usage reporting to OWRD.

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 April 26, 2021
 OWRD Reporting Update

On July 13, 2020, OWRD staff approved the request and agreed to modify their database reporting structure. Several, minor conditions were applied by OWRD, none of which posed any significant concerns. The official WIF Commission response memo is attached, dated December 31, 2020.

At this time, OWRD has fully addressed the reporting needs of the WIF Commission for current and future use by all members under their individual permits. Each agency can continue to utilize their own identification and login credentials to the OWRD reporting database, and those permits associated with the shared POD are uniquely identified by the title “WIF Commission POD” followed the agencies name. The last items being addressed, as noted in the December 2020 response memo are:

- 1) Written assurance, signed by each member agency, that reporting accuracy of 15% (+/-) will be maintained. OWRD has confirmed this is a one-time event as opposed to a recurring item. This draft letter is due before system commissioning but is already in process.; and
- 2) Correcting historical usage between the Cities of Wilsonville and Sherwood (under the WRWC permit) beginning when the City of Sherwood first switched to the Willamette River.

In conclusion, this effort represents a lengthy process of sustained engagement with a positive outcome in line with the terms of the WIF Commission IGA.

Budget Impact:

Informational items only; no impact to 2021-2022 WIF Budget.


Staff Contact Information:

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

Attachments:

WIF Commission response to OWRD, dated

Management Staff Initials:

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



MEMO

Date: December 31, 2020
To: Tracy Fox, Dwight French, and Kenneth Stahr – OWRD
CC: Delora Kerber, PE, and Andrew Sheehan – City of Wilsonville
From: Joel Cary and Dave Kraska, PE – TVWD, WIF Commission Managing Agency
Re: Water Usage Reporting at WIF Commission Point of Diversion

In response to the Oregon Water Resources Department's (OWRD) conditions and questions related to current and future water rights usage and reporting at the Willamette Intake Facilities (WIF) Commission's shared intake, members of the WIF Commission – Tualatin Valley Water District (TVWD), and the cities of Wilsonville, Sherwood, Hillsboro, and Beaverton – respectfully submit the following responses for consideration by OWRD.

OWRD Condition No. 1 – “If the reporting is done by entity, then by design there is less accuracy in the reporting since some meters will be up to 40 miles away from the POD. In addition, if there is more than one turnout per entity, there is more opportunity for error.”

WIF Commission Response – This complexity is understood by the entities and part of multiple planning discussions related to data management and water rights. The WIF Commission's draft, conceptual reporting plan is that usage data will be aggregated and compared from all turnouts and treatment plant flows [i.e., Wilsonville and Willamette Water Supply System (WWSS) water treatment plants], then proportionally allocated from the single point of diversion (POD) to account for this complexity. Therefore, it's ultimately the POD data that will be used to apportion each WIF Commission member's allocation. This process is how 2019 water year data was submitted to OWRD from Wilsonville and Sherwood: by utilizing flow data from the existing water treatment plant and the respective turnout meters to proportionally allocate usage at the POD. If desired, the WIF Commission is happy to share this analysis with OWRD for further review and discussion.

OWRD Condition No. 2 – “One condition is that each entity submit * written assurance that reporting accuracy will be maintained. This must include how this will be accomplished, that the highest accuracy will be maintained (by OAR at least 15%). *See Oregon Administrative Rule (OAR) 690-085-0015(6) *Alternate methods for reporting water use* for this written assurance.”

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WIF Commission Response – Overall, the WIF Commission believes this is an acceptable requirement. Agency member staff will draft a separate, technical memorandum prior to full system commissioning to include the details noted above about proportional allocation and meter validations. Of note is that overall water usage accuracy is also addressed in individual agency Water Management and Conservation Plans. For reference, here is the full text of the specific OAR cited:

(6) Alternate methods for reporting water use:

(a) An alternate method may be used if a registered professional engineer certifies to the Department that the method will report water use within an accuracy of plus or minus 15 percent. The governmental entity shall submit a description of the method and the certification by the registered professional engineer to the Department;

(b) The Department may review any alternate method at any time and may require modification to the method if the Department determines that the method does not accurately report water use as required in OAR 690-085-0010(3).

The WIF Commission proposes to draft a joint letter with each agency's designated, registered professional engineer signing-off on this requirement if OWRD is agreeable to this approach. Additional questions members would like to know prior to submitting this letter are:

- 1) Does this need to be submitted as a one-time event or each year thereafter; and
- 2) What is the recourse with OWRD if a future year's preliminary data indicates accuracy outside this percentage delta, both in terms of addressing the data and professional certifications?

An agency may discover an issue with a meter's accuracy which could result in a multi-year project to repair or eventually replace the asset, for example. As public water management agencies, maintaining accurate and reliable reporting methods is a consistent part of overall operations. This question is simply meant to seek clarity on the overall process related to this condition.

OWRD Condition No. 3 – “Another condition is that one of the entities shall be identified as, and responsible for, submitting the POD data to the Department. The total of the separate monthly reports has to equal the monthly POD total. (OAR 690-05-0015(3))”

WIF Commission Response – The WIF Commission has already agreed to this condition as a function of its internal coordination and the terms of the Intergovernmental Agreement signed by all members. Currently, the City of Wilsonville is the designated reporting agency until 2026. After that time, TVWD will become the designated reporting agency as the WIF Commission Managing Agency when all users begin utilizing the POD and their individually held water rights.

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OWRD Condition No. 4 – “Since there are more “turnouts” than entities, you must be planning to combine data prior to submitting the data. We would want to know which turnouts are being reported together and how the turnouts correlate to each water right and entity.”

WIF Commission Response – As noted above, the draft, conceptual reporting plan will include all data from the WIF Commission member’s various turnouts and the separate treatment plants to determine the final allocation at the shared POD. The combined analysis will identify each agency’s usage, associated water right, and the total combined usage. The data and subsequent analysis will be maintained by the managing agency and if desired, shared with OWRD as requested since reporting data is entered directly into OWRD’s database.

OWRD Condition No. 5 – “It is my understanding that the project is expected to be completed in 2026. We’ll need to know how this will affect the reporting through completion. For example, Will there be no use or will use go through a different way until each entities’ turnout(s) is completed? And will data have to be moved at different times through completion?”

WIF Commission Response – For OWRD awareness, the general timeline and subsequent actions are identified below:

- **2020-2024:** WIF Commission intake work underway to expand capacity, update fish intake screens, and restore public park space. No reporting changes – Wilsonville and Sherwood only active users.
- **2025:** WWSS treatment plant commissioning begins; water used for this process will begin to be tracked and allocated. Reporting changes begin – WWSS members begin reporting some usage (i.e., TVWD, Hillsboro, and Beaverton).
- **June 2026** – System is fully operational by this time and producing drinking water for WWSS members. Reporting changes are final – all WIF Commission members will be reporting usage for Water Year 2026 based on individually held permits.

For clarification, the WIF Commission is requesting that the reporting system be set-up now to allow for individual permit reporting at the shared POD to accommodate this overall timeline. It is not expected that data will need to be moved once this change is made in the reporting system.

OWRD Condition No. 6 – “If the reporting is set up by entity, will changes need to be made to the existing data? I have notes from an earlier conversation about what changes need to be made if we stay with the one POD.”

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WIF Commission Response – Yes, changes need to be made to existing data as previously discussed. Specifically, corrections to historical Sherwood data (as a member of the Willamette River Water Coalition’s shared permit) and Wilsonville data going back to 2011. This data has already been corrected internally and was submitted to OWRD for Water Year 2019, though not stored in the database as initially expected given the current configuration. This overall approach formed the basis for the WIF Commission plans to approach reporting at the shared POD once all users are active, generally referred to above as ‘proportional allocation.’ The WIF Commission would like to work through this process with OWRD at your convenience with the goal of fully resolving the data on behalf of the individual permit holders.

###

WIF COMMISSION STAFF REPORT

To: Board of Commissioners

From: Joel Cary, TVWD Water Resources Division Manager

Date: April 26, 2021

Subject: Legislative Update

Key Concepts:

- The 2021 Legislative Session continues, largely remotely, with nearly 3000 individual bills introduced since the beginning of Session.
- Dozens of these bills have been closely tracked, with amendments requested and testimony provided. These are broadly categorized below relative to the WIF Commission.
- The last day to move bills out of various House Committees was April 13, where they then move to Ways and Means (the Senate) for further debate and fiscal analysis.
- The Legislative Session officially ends June 30 (sine die). Staff will continue to coordinate and engage as needed.

Background:

Close coordination by the League of Oregon Cities (LOC), Special Districts Association of Oregon (SDAO), and the Oregon Water Utility Council (OWUC) continued through the last several months as the 2021 Legislative Session kicked into high gear. With nearly 3000 individual bills introduced, it's been nothing short of a miracle that our respective membership organizations – specifically LOC and SDAO staff, along with support from OWUC – have been able to track and engage as hundreds of these bills were identified relating to the drinking water sector. Several of the most relevant bills to the WIF Commission are categorized below, along with their current status. Please note: This is by no means a comprehensive list as mentioned above, which can be provided by either LOC or SDAO if desired.

Materials Preference (i.e., Plastic Pipe):

HB2310, which would have prohibited a local government from adopting rules and standards that require specific materials for water project that directly or indirectly receive funds from the State Treasury, did not move out of Committee and is officially dead. For the record, an amendment was also added requiring agencies to post a public justification regarding pipe material selection for projects. Multiple industry organizations, individual agencies, and environmental groups testified in opposition to the bill.

CyanoHABs:

Several bills related to addressing cyanobacterial harmful algal blooms (cyanoHABs) were introduced this session. Two of these were the product of the HABs Legislative Workgroup, which has been an ongoing WIF Commission Board update given our role leading Workgroup meetings and the potential impacts from cyanoHABs across the Willamette River Basin:

- HB3102 – Passed out of Committee and moved to Ways and Means. This legislation approved additional testing equipment to support required cyanotoxin testing by public water systems and adds additional nutrient analysis and supporting staff to the Oregon Department of Environmental Quality (DEQ).

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 Legislative Update

- HB3093 – Passed out of Committee and moved to Ways and Means. The bill adds significant resources to both DEQ and OHA to coordinate, analyze, and respond to risks from cyanoHABs. This includes a HABs Coordinator position at OHA and the development of watershed management strategies by DEQ when needed.
- HB2821 – Public hearing, no further activity. This bill declared cyanoHABs a public health menace and required DEQ to develop a comprehensive program. Opposition from agricultural interests and the aforementioned bills from the Workgroup resulted in the bill not being carried over.

Oregon Water Resources Department:

Several bills related to water rights, the Oregon Water Resources Department’s Budget and proposed fees, and other areas under OWRD jurisdiction were introduced this session. Two of these are summarized below in relation to WIF Commission activities, specifically how water rights holders could utilize the passage of the Willamette Reallocation stored water volumes in the future for long-term water supply planning needs:

- HB3103 – Passed out of Committee and moved to Ways and Means. This bill restores the ability for OWRD to approve of stored water transfers for the type of use (e.g., joint use to municipal), which was removed by OWRD based on an internal, 2018 legal opinion. Amendments that were included with this bill include requiring a workgroup to evaluate how to implement this authority again.
- HB3091 – Passed out of Committee and moved to Ways and Means. Amendments to this bill provide a ‘fast-track’ process to the state supreme court for a water rights holder to challenge OWRD’s legal opinion stating they lack the authority to authorize stored water transfers, both in terms of type of use and location.

Federal Activities:

Last, OWUC is working on outreach and planning for the 2021 AWWA Virtual Fly-in. This event takes place every year and encompasses both national and state-based issues being presented to Oregon’s Congressional delegation. The key focus areas this year are national infrastructure funding, impacts and long-term responses needed after the 2020 wildfires, the passage of the Willamette Basin Reallocation of federally stored water, and the positive impacts to Oregon from EPA’s WIFIA loan program.

Budget Impact:

Informational items only; no impact to 2021-2022 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