

Willamette Intake Facilities Commission
Board Meeting Agenda
Monday, January 24, 2022 | 6:00 – 7:30 PM
Microsoft Teams Meeting

If you wish to attend via conference call and need dial-in information, please contact annette.rehms@tvwd.org or call 971-222-5957 by 4:00 p.m. on January 24, 2022. 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 October 25, 2021, meeting minutes

B. Accept the Financial Statements and Report of Independent Auditor for the Fiscal Year ended June 30, 2021

4. BUSINESS AGENDA

A. Election of Officers – *Dave Kraska*

5. INFORMATION ITEMS

A. Semi-annual update on the WIF-related elements of the WWSP Raw Water Facilities Project – *Dave Kraska*

B. Watershed Protection, Monitoring, and Outreach Plan – *Christina Walter*

C. FY 2022-23 Annual Work Plan and Budget Preparation – *Toby LaFrance*

D. Legislative Update – *Joel Cary*

E. The next Board meeting is scheduled on April 25, 2022, 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: Board of Commissioners
From: David Kraska, P.E., General Manager
Date: January 24, 2022
Subject: Willamette Intake Facilities General Manager's Report

This report provides an overview of some of the current Willamette Intake Facilities (WIF) work efforts under the direction of this Commission, beginning with a Safety Minute presentation.

- 1. Curtailment Plan and Operations Plan Updates** – With the support of the WIF Operations Committee, staff have prepared a draft WIF Curtailment Plan that will be revisited annually to evaluate if updates are needed. The plan will need to be adopted by the Board of Commissioners prior to 2026. Staff are also drafting an Operations Plan and this activity will continue through the end of the fiscal year. This draft plan will also be updated annually and will need to be adopted by the Board of Commissioners prior to 2026.
- 2. Willamette Intake Facilities Insurance Renewal** - The 2022 renewal of WIF property and casualty insurance has been completed and the new policy took effect on January 1, 2022. There were no changes in coverage and the premium was within budget at \$23,310.
- 3. Acceptance of Financial Statements and Report of Independent Auditor** – One item in the consent agenda for today's meeting is to consider accepting by motion both the financial statements for the fiscal year ended June 30, 2021, and the report of the independent auditor. As managing agency, TVWD has prepared the WIF Commission's financial statements for the fiscal year ended June 30, 2021. Moss Adams LLP, the Commission's independent auditor, has completed its audit of these financial statements. Moss Adams has provided an unmodified opinion on the Commission's financial statements. An unmodified opinion is commonly referred to as a "clean audit". Acceptance of the financial statements and the report of the independent auditor by the Commission Board validates the filing of the financial statements with the Oregon Secretary of State as required by Oregon law.
- 4. Quarterly Financial Reports** – Task 4.c. of the Annual Work Plan requires the Managing Agency to prepare quarterly financial reports and provide them to the WIF Board as part of the packet. Attached to this General Manager's report is the WIF quarterly financial statement for the period ending December 31, 2021.

Willamette Intake Facilities Commission

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1. WIF Safety Moment: Annual Checkup

January 24, 2022

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Annual Checkup

Importance of an Annual Checkup

- It is human nature to be reactive instead of proactive in many aspects of life.
- Our health is one area where many people are reactive and do not take steps to improve it until after a problem occurs.
- Going to your doctor for an annual checkup is an important part of a proactive approach towards maintaining good health.



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Reasons to get your Annual Checkup

1. Ensure your health today

- Seek care for any **nagging or new issues** that have appeared
- Talk with your provider about any **chronic conditions**. Without regularly scheduled appointments, it's much more difficult to properly manage them

ARTHRITIS

DIABETES

HEART

Stress
Diabetes
High blood pressure
Chronic disease
High cholesterol
Insomnia
Obesity


3

Reasons to get your Annual Checkup

2. Promote good health now

- **Screenings** via imaging, bloodwork, and lab tests can catch serious diagnoses such as cancer, osteoporosis, and other diseases at the most treatable stage
- **Vaccines and immunizations** done during or after a checkup can help significantly reduce your chances of getting sick from many preventable illnesses

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Reasons to get your Annual Checkup

3. Lay the groundwork for long-term health

- Discuss with your provider your **personal and family health history** to determine what you can or should be doing today to reduce your risks for health concerns
- Ask your provider for things to **keep in mind as you get older** and what you can do to prevent or forestall problems that sometimes come with age

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Annual Checkup

Summary

- Your health is important. Make it a point to get to the doctor every year, whether you feel good or not.
- Catching a small problem before it grows into something major may make all the difference.

Sources:
<https://www.peacehealth.org/healthy-you/3-reasons-get-your-annual-checkup>
<https://www.safetysideas.com/safetysideas/annual-checkups/>



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Willamette Intake Facilities Commission

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MEMORANDUM

DATE: January 1, 2022

TO: SDIS Independent Insurance Agents & SDIS Property/Casualty Insurance Program Participants

FROM: Underwriting Department

RE: 2022 SDIS Property/Casualty Insurance Renewal and
LONGEVITY CREDIT AND RATE LOCK GUARANTEE REMINDER

RENEWAL PACKET INFORMATION:

Included with this memo is the 2022 SDIS property/casualty coverage final renewal packet. This packet contains your district's invoice, declarations, schedules, loss runs and a comparison report.

Please note that this reflects *all* changes made prior to January 1, 2022. Any changes made on or after January 1st will be invoiced separately as a mid-term change in early February.

LONGEVITY CREDIT AND RATE LOCK GUARANTEE REMINDER:

As previously noted in the renewal update packet that was released in October, we are starting a new cycle for our Longevity Credit and Rate Lock Guarantee Program. Please refer to the memo from the update packet for eligibility requirements.

Your district's eligibility status is indicated on the invoice in the final renewal packet, as well as on the preliminary renewal summary in the preliminary renewal packet we previously sent. If your district is eligible for participation in the program, a Longevity Credit and Rate Lock Guarantee agreement is included in the preliminary packet. In order to receive the credit and rate lock for the 2023 renewal, we *must* receive the signed agreement as soon as possible.

Please note that we have already had many eligible districts send in a signed agreement form and these members will *not* see a duplicated agreement in the attached packet.

However, we did include another agreement in the final renewal packet for those eligible members that have not yet signed and returned their forms.

Thank you for your continued support of Special Districts Insurance Services. We are pleased to continue offering the best coverage at the most affordable price for Oregon's special districts. If you have any questions or concerns, please contact us at undewriting@sdao.com or 800-285-5461.

Date: 01-Jan-22

Named Participant: Willamette River Water Intake Facilities Com
 1850 SW 170th Ave
 Beaverton, OR 97003

Agent: Brown & Brown Northwest-Portland
 PO Box 29018
 Portland, OR 97296

Invoice #	Entity ID	Effective Date	Expiration Date	Invoice Date
37P54399-5500	54399	01-Jan-22	31-Dec-22	01-Jan-22

Coverage	Contribution
SDIS Liability Coverage	
Liability Contribution	\$1,921
Less Best Practices Credit	(\$192)
Less Multi-Line Discount Credit	\$0
Adjusted Contribution	\$1,729
Auto Liability (Includes Auto Excess and Auto Supplemental Coverages)	
Auto Contribution	\$0
Less Best Practices Credit	\$0
Less Multi-Line Discount Credit	\$0
Adjusted Contribution	\$0
Non-owned and Hired Auto Liability	\$175
Auto Physical Damage	\$0
Less Multi-Line Discount Credit	\$0
Adjusted Contribution	\$0
Hired Auto Physical Damage	\$237
Property	
Property Contribution	\$9,957
Less Best Practices Credit	(\$996)
Less Multi-Line Discount Credit	\$0
Adjusted Contribution	\$8,961
Earthquake	\$5,936
Flood	\$2,811
Equipment Breakdown / Boiler and Machinery	\$2,503
Crime	\$958
Total:	\$23,310

2022 Longevity Credit**:	
Longevity Credit %:	Longevity Credit:
0%	Not Eligible

Coverage is provided for only those coverages indicated above for which a contribution is shown or that are indicated as "included." Your payment evidences "acceptance" of this renewal. Please use the payment coupon on the following page to help us apply your payment correctly.

**This amount is for illustration only. Longevity Credit checks will be mailed to eligible members in February.

Payment instructions are on the following page.

SDIS Liability Coverage Declarations

Certificate Number: 37P54399-5500

Coverage Period: 1/1/2022 through 12/31/2022

Named Participant:

Willamette River Water Intake Facilities Commission
1850 SW 170th Ave
Beaverton, OR 97003

Agent of Record:

Brown & Brown Northwest-Portland
PO Box 29018
Portland, OR 97296

Limits of Liability: SDIS Liability Coverage	Limit	Deductible (2) (3)
Per Occurrence Limit of Liability	\$5,000,000 (1)	None
Per Wrongful Act Limit of Liability	\$5,000,000 (1)	None
Annual Aggregate Limit of Liability	No Limit Except as Outlined Below (1)	None

Additional and Supplemental Coverages

Unless otherwise indicated in Section III Additional Coverages of the SDIS Liability Coverage Document, the following Additional Coverages are not in addition to the Total Limit of Liability identified above.

Coverage	Limit	Coverage Period Total Limit	Deductible	Contribution
Ethics Complaint Defense Costs	\$5,000	\$5,000	None	Included
EEOC/BOLI Defense Cost	\$5,000,000	None	None	Included
Premises Medical Expense	\$5,000	\$5,000	None	Included
Limited Pollution Coverage	\$250,000	\$250,000	None	Included
Applicators Pollution Coverage	\$50,000	\$50,000	None	Included
Injunctive Relief Defense Costs	\$25,000	\$25,000 (4)	None	Included
Fungal Pathogens (Mold) Defense Costs	\$100,000	\$100,000	None	Included
OCITPA Expense Reimbursement	\$100,000	\$100,000 (5)	None	Included
Data Disclosure Liability	\$1,000,000	\$1,000,000 (6)	None	Included
Lead Sublimit Defense Costs	\$50,000	\$50,000 (7)	None	Included
Marine Salvage Expense Reimbursement	\$250,000	\$250,000	None	Included
Criminal Defense Costs	\$100,000	\$100,000 (8)	None	Included
Communicable Disease Defense	\$50,000	\$2,000,000 (9)	None	Included

Forms applicable to Named Participant:

Total Contribution: \$1,729.00

SDIS Liability Coverage Document effective January 1, 2022

- (1) \$25,000,000 maximum limit for all SDIS Trust Participants involved in the same Occurrence or Wrongful Act.
- (2) \$10,000 controlled burn deductible if DPSST guidelines are not followed.
- (3) \$25,000 Employment Practices deductible for terminations when SDIS is not contacted for legal advice in advance.
- (4) Injunctive Relieve Defense Costs limited to \$100,000 for all members of the Trust combined during the Coverage Period.
- (5) OCITPA Expense Reimbursement limited to \$500,000 for all members of the Trust combined during the Coverage Period.
- (6) Data Disclosure Liability Limited to \$5,000,000 for all members of the Trust combined during the Coverage Period.
- (7) Lead Liability Defense Costs limited to \$200,000 for all members of the Trust combined during the Coverage Period.
- (8) Criminal Defense Costs limited to \$500,000 for all members of the Trust combined during the Coverage Period.
- (9) Communicable Disease Defense limited to \$2,000,000 for all members of the Trust combined during the Coverage Period.

This certificate is made and is mutually accepted by the Trust and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the SDIS Liability Coverage Document. This certificate represents only a brief summary of coverages. Other conditions and exclusions apply as described in the SDIS Liability Coverage Document. Titles referenced above are provided merely for convenience of reference and shall not be deemed in any way to limit or affect the provisions to which they relate.

Countersigned by: 

Saturday, January 1, 2022

Authorized Representative, Special Districts Insurance Services Trust



Special Districts Insurance Services Trust (SDIS)
 Auto Liability and Auto Physical Damage Coverage
 Declarations

Certificate Number: 37P54399-5500

Coverage Period: 1/1/2022 through 12/31/2022

Named Participant:

Willamette River Water Intake Facilities Commission
 1850 SW 170th Ave
 Beaverton, OR 97003

Agent of Record:

Brown & Brown Northwest-Portland
 PO Box 29018
 Portland, OR 97296

Coverage is provided for only those coverages indicated below for which a contribution is shown.

Auto Liability Coverage

Applicable Coverage Document: SDIS Auto Liability Coverage Document, January 1, 2022

	Per Accident Limit of Liability	Deductible	Contribution
Auto Liability Coverage	No Coverage	None	No Coverage
Non-Owned/Hired Auto Liability	\$500,000	None	\$175.00

Auto Physical Damage

Applicable Coverage Document: SDIS Auto Physical Damage Coverage Document, January 1, 2022

	Per Accident Limit of Liability	Deductible	Contribution
Auto Physical Damage	No Coverage	N/A	No Coverage
Hired Auto Physical Damage	\$75,000	\$100/\$500	\$237.00

This certificate is made and is mutually accepted by the Trust and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the coverage documents referenced above. This certificate represents only a brief summary of coverages. Other conditions and exclusions apply as described in the above-referenced coverage documents. Titles referenced above are provided merely for convenience of reference and shall not be deemed in any way to limit or affect the provisions to which they relate.

Countersigned by: Frank Shattuck
 Authorized Representative
 Special Districts Insurance Services Trust

Saturday, January 1, 2022



Special Districts Insurance Services

Property Coverage Declarations

Certificate Number: 37P54399-5500

Coverage Period: 1/1/2022 through 12/31/2022

Named Participant:

Willamette River Water Intake Facilities Commission
1850 SW 170th Ave
Beaverton, OR 97003

Agent of Record:

Brown & Brown Northwest-Portland
PO Box 29018
Portland, OR 97296

Scheduled Property Values:

\$9,551,825 Buildings, Other Structures and Scheduled Outdoor Property

\$0 Personal Property

Mobile Equipment, Scheduled Personal Property and Scheduled Fine Arts

Total Limit of Indemnification (Per Occurrence)

\$9,551,825 The Trust shall not pay, or be liable for more than the Total Limit of Indemnification in any single "occurrence" during the Property Coverage Period, including all related costs and expenses, all costs of investigation, adjustment and payment of claims, but excluding the salaries of your regular employees and counsel on retainer.

\$300,000,000 SDIS Per Occurrence Aggregate Loss Limit

Sublimits (Per Occurrence):

The subjects of coverage listed below are sub-limited within the "Occurrence" Total Limit of Indemnification shown above. The limits reflect the maximum amount the Trust will pay for losses involving these coverages. The titles below are provided merely for convenience of reference and shall not be deemed in any way to limit or affect the provisions to which they relate.

Sublimits for Covered Property:

(Reference Section VIII - Covered Property in the SDIS Property Coverage Document)

\$250,000 Personal Property of Others within your Care, Custody, or Control, other than Mobile Equipment

\$100,000 Property of Employees/Volunteers - (subject to a \$5,000 maximum per person)

\$100,000 Mobile Equipment of others that is within your Care, Custody or Control or Rented or Leased for up to 30 days

\$10,000 Unscheduled Fine Arts (Fine Art may be specifically scheduled for higher limits)

Sublimits for Additional Coverages:

(Reference Section X - Additional Coverages in the SDIS Property Coverage Document)

\$5,000,000 Debris Removal - (Sublimit is \$5,000,000 or 25% of loss, whichever is less)

\$50,000 Pollutant Clean-up and Removal From Land or Water- (Sublimit is \$50,000 or 20% of the scheduled location(s) value whichever is less)

\$10,000 Fungus as a Result of a "Covered Cause of Loss" - (Sublimit is \$10,000 or 10% of the covered portion of the loss whichever is less)

\$10,000 Preservation of Undamaged Covered Property - (Sublimit is \$10,000 or 10% of the covered portion of the loss whichever is less)

\$250,000 Professional Services - (Sublimit is \$250,000 or 10% of the covered portion of the loss whichever is less)

\$25,000 Fire Department Service Charge

\$10,000 Recharging of Fire Extinguishing Equipment

\$10,000 Arson Reward

\$5,000,000 Increased Cost of Construction - Enforcement of Ordinance or Law - (Sublimit is \$5,000,000 or 25% of loss, whichever is less)

\$500,000 Increased Cost of Construction - Cost Resulting From Unforeseen Delay - (Sublimit is \$500,000 or 25% of loss, whichever is less)



Special Districts Insurance Services

Property Coverage Declarations

\$500,000 Expenses for Restoration or Modification of Landscaping, Roadways, Paved Surfaces and Underground Utilities - (Sublimit is \$500,000 or 25% of loss, whichever is less)

Sublimits for Additional Coverages - Business Income and Extra Expense:

(Reference Section XI - Additional Coverages - Business Income and Extra Expense in the SDIS Property Coverage Document)

\$1,000,000 Business Income
 \$1,000,000 Extra Expense
 \$25,000 Enforcement of Order by Government Agency or Authority
 \$25,000 Business Income from Dependent Property
 \$100,000 Interruption of Utility Services
 \$25,000 Inability to Discharge Outgoing Sewage

Sublimits for Coverage Extensions:

(Reference Section XII - Coverage Extensions in the SDIS Property Coverage Document)

\$2,000,000 Property in the Course of Construction. (If you have not complied with all of the notification requirements set forth in Section XII.A. within 90 days, the most the Trust will pay for property in the Course of Construction is \$500,000. If after 90 days you have not complied with all the notification requirements set forth in Section XII.A. then no coverage will be provided for property in the Course of Construction).

\$500,000 Newly Acquired or Constructed Property. (No coverage will be provided for newly acquired or constructed property unless you notify the Trust in writing no later than 90 days after the dates specified in section XII. A.)

\$25,000 Unscheduled Outdoor Property

\$250,000 Vandalism and Malicious Mischief to Tracks and Artificial Turf Fields

\$250,000 Property in Transit

\$250,000 Accounts Receivable

\$50,000 Property Damaged by Overflow of Sewers or Drains

\$100,000 Covered Leashold Interest - (Sublimit is lesser of amount listed here, or an amount pro-rated based on time between the Loss and the earlier of: Lease Expiration; Re-occupancy of leased property; or lease of new property)

\$250,000 Valuable Papers and Records - (Sublimit is lesser of: Cost to research, replace, or restore the lost information; Actual Cash Value in blank state of paper, tape or other media if records are not actually researched, restored or replaced; or amount of sublimit listed here)

\$25,000 Data Storage Media

\$250,000 Miscellaneous Property Damaged by Specified Cause of Loss or Theft - (Sublimit lesser of: Appraised Value; Fair Market Value; or Sublimit listed here)

\$9,551,825 Property Damaged by an Act of Terrorism or Sabotage. The most the Trust will pay for Property Damaged by an Act of Terrorism or Sabotage is described in Section XII.K.9.



Special Districts Insurance Services
Property Coverage Declarations

Additional Sublimits and Deductibles (Per Occurrence):

Sublimits and Deductibles shown below, if any, are in addition to the sublimits shown above.

Locations Covered: Locations specifically listed on the Named Participant's Schedule of Property Values.

Perils Covered: Risks of Direct Physical Loss subject to the terms, conditions and exclusions of the current SDIS Property Coverage Document.

Deductibles: As indicated on the Schedule of Property Values on file with the Trust

Contribution: \$8,961.00

Forms Applicable: SDIS Property Coverage Document effective January 1, 2022

This Declaration is made and is mutually accepted by the Trust and Named Participant subject to all provisions, stipulations, and agreements which are made a part of the SDIS Property Coverage Document. This Declaration represents only a brief summary of coverages.

Countersigned by: _____


Special Districts Insurance Services

Saturday, January 1, 2022

Certificate Number: 37P54399-5500

Coverage Period: 1/1/2022 through 12/31/2022

Named Participant:

Willamette River Water Intake Facilities Commission
1850 SW 170th Ave
Beaverton, OR 97003

Agent of Record:

Brown & Brown Northwest-Portland
PO Box 29018
Portland, OR 97296

**THIS ENDORSEMENT MODIFIES AND AMENDS THE PROPERTY COVERAGE DOCUMENT
PLEASE READ IT CAREFULLY**

As consideration for an additional contribution paid by the **Named Participant**, in the amount of **\$2,811.00** , the **Property Coverage Document** is amended as follows:

Section **XII. COVERAGE EXTENSIONS**, is amended to add the following **Coverage Extension**:

M. Extension of Coverage for Property Damaged by Flood

Subject to the additional conditions and limitations set forth below, we will indemnify you for direct physical loss or damage to **Covered Property** caused by or resulting from **flood**, including **collapse** directly caused by **flood**, that occurs on premises listed on the Schedule of Property Values on file with the Trust.

1. This **Coverage Extension** is subject to per-occurrence deductibles as follows:

- a. If the damaged **Covered Property** is not a **waterway structure** and is located, either partially or wholly, within a federally designated 100-year or greater Special Flood Hazard Area ("SFHA"), as defined by the Federal Emergency Management Agency ("FEMA"), at the time of the **occurrence**, then the deductible shall be:
 - (1) \$500,000 per occurrence for damage to each covered **building, other structure, outdoor property** and **scheduled outdoor property** listed on the Schedule of Property Values on file with the Trust;
 - (2) \$500,000 per occurrence for damage to covered **personal property, scheduled personal property, fine arts** and **scheduled fine arts** located within each covered **building, other structure, outdoor property** and **scheduled outdoor property** listed on the Schedule of Property Values on file with the Trust; and
 - (3) \$500,000 per occurrence for damage to covered **mobile equipment** and **scheduled mobile equipment** listed on the Schedule of Property Values on file with the Trust.
- b. If the damaged **Covered Property** is not a **waterway structure** and is located wholly outside of a federally designated 100- year or greater SFHA, as defined by FEMA, at the time of the **occurrence**, then the deductible shall be:
 - (1) no less than the greater of:
 - (a) \$5,000;
 - (b) two percent (2%) of the **actual cash value** of the **Covered Property** damaged by **flood** in a single **occurrence** on premises listed on the Schedule of Property Values on file with the Trust; or

-
- (c) the Deductible stated in the Declarations; and
- (2) no more than the greater of:
- (a) \$50,000; or
- (b) the Deductible stated in the Declarations.
- c. If the damaged **Covered Property** is a **waterway structure** then the deductible shall be:
- (1) \$100,000 per occurrence for damage to each **waterway structure** listed on the Schedule of Property Values on file with the Trust; and
- (2) \$100,000 per occurrence for damage to covered **personal property, scheduled personal property, fine arts and scheduled fine arts** located within, on, or attached to, each covered **waterway structure** listed on the Schedule of Property Values on file with the Trust.
2. All **flood**, including **collapse** directly caused by **flood**, that occurs within a 72-hour period will constitute a single **occurrence**.
3. Whether or not damaged **Covered Property** is located, either partially or wholly, within a federally designated 100-year or greater SFHA, as defined by FEMA, at the time of **occurrence**, will be determined solely by reference to FEMA Flood Maps and the FEMA Flood Map Service Center, regardless of any previous information, estimate, or designation provided by the **Named Participant** or appearing in the Declarations.
4. This **Coverage Extension** does not apply, and we will not indemnify you for any damage or loss caused by or resulting from **flood**, including **collapse** directly caused by **flood**, unless the damaged **Covered Property** is expressly identified on the Schedule of Property Values on file with the Trust as having coverage for **flood**.
5. This **Coverage Extension** does not apply, and we will not indemnify you for any damage or loss caused by or resulting from **flood**, including **collapse** directly caused by **flood**, unless the damage or loss occurs during the **Property Coverage Period**, and is discovered and reported to the Trust by you within one year of the ending of the **Property Coverage Period**.
6. This **Coverage Extension** does not apply, and we will not indemnify you for any damage or loss caused by or resulting from **flood**, including **collapse** directly caused by **flood**, unless you notify us as soon as reasonably possible after the **flood** occurs and allow us to inspect the damaged **Covered Property** prior to making any repairs or replacing the damaged or destroyed **Covered Property**.
7. This **Coverage Extension** does not apply to, and we will not indemnify you or anyone else for, any damage or loss to **waterway structures** located within five miles of the of the Oregon coast, whether or not expressly identified as **Covered Property**, caused by, exacerbated by, or arising out of **flood** unless damage or loss by **flood** is caused by a **storm surge** which occurs over a period of less than 72 hours.
- a. For the purposes of this **Coverage Extension** only, **waterway structures** are defined as boardwalks, bridges, bulkheads, dams, dikes, docks, levees, piers, pilings, seawalls, wharves, breakwater and similar structures located on, in, or over **water**, and their corresponding appurtenances and accessories.
- b. **Storm surge** is defined as an abnormal rise of water generated by a storm, over and above the predicted astronomical tide as determined by the National Oceanic and Atmospheric Administration (NOAA).

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8. Indemnification under this **Coverage Extension** is subject to the following limits:
- a. The most we will pay under this **Coverage Extension** for all damage or loss sustained by the **Named Participant** in any single **occurrence** is **\$9,551,825** ;
 - b. The most we will pay under this **Coverage Extension** for all damage or loss sustained by the **Named Participant** during the **Coverage Period**, is an **Annual Aggregate Loss Limit** of **\$9,551,825** ;
 - c. **The SDIS Per-Occurrence Aggregate Loss Limit;**
 - d. An **SDIS Annual Aggregate Loss Limit** of \$50,000,000 for all damage or loss to **Covered Property** located, either partially or wholly, within a federally designated 100-year or greater SFHA as defined by FEMA.
 - e. An **SDIS Annual Aggregate Loss Limit** of \$300,000,000 for all damage or loss caused by, resulting from, or arising out of **earth movement, flood**, or both.
9. Any amounts paid under this **Coverage Extension** are included in, subject to, and not in any event in addition to, the **Total Limit of Indemnification** stated in the Declarations.

This Endorsement amends Section **XII. Coverage Extensions** of the **Property Coverage Document** and does not modify, amend, waive or otherwise affect any of the other terms, conditions, limitations exceptions, or exclusions of the **Property Coverage Document**.

Countersigned by: _____



Special Districts Insurance Services

Saturday, January 1, 2022

Certificate Number: 37P54399-5500

Coverage Period: 1/1/2022 through 12/31/2022

Named Participant:

Willamette River Water Intake Facilities Commission
1850 SW 170th Ave
Beaverton, OR 97003

Agent of Record:

Brown & Brown Northwest-Portland
PO Box 29018
Portland, OR 97296

**THIS ENDORSEMENT MODIFIES AND AMENDS THE PROPERTY COVERAGE DOCUMENT
PLEASE READ IT CAREFULLY**

As consideration for an additional contribution paid by the **Named Participant**, in the amount of **\$5,936.00**, the **Property Coverage Document** is amended as follows:

Section XII. **Coverage Extensions**, is amended to add the following **Coverage Extension**:

L. Extension of Coverage for Property Damaged by Earth Movement

Subject to the additional conditions and limitations set forth below, we will indemnify you for direct physical loss or damage to **Covered Property** caused by or resulting from **earth movement** that occurs on premises listed on the Schedule of Property Values on file with the Trust.

1. This **Coverage Extension** is subject to per-occurrence deductibles as follows:

a. The deductible shall be no less than the greater of:

- (1) \$5,000;
- (2) two percent (2%) of the **actual cash value** of the **Covered Property** damaged by **earth movement** in a single **occurrence** on premises listed on the Schedule of Property Values on file with the Trust; or
- (3) the Deductible stated in the Declarations.

b. The deductible shall be no more than the greater of:

- (1) \$50,000; or
- (2) the Deductible stated in the Declarations.

2. For the purposes of this **Coverage Extension** only, **earth movement** means:

- a. sudden and accidental earthquake, seaquake, shock, tremor, landslide, submarine landslide, avalanche, subsidence, sinkhole collapse, mud flow, rock fall, **volcanic activity**, or any similar seismic activity, resulting in cracking, crumbling, lateral movement, rising, shifting, settling, sinking, or upheaval of **land**;
- b. **flood** that would not have occurred but for tsunami caused by, resulting from, or arising out of **earth movement**, regardless of any other cause or event that contributes concurrently or in any sequence to such **flood**; and
- c. **collapse** directly caused by **earth movement**.

3. **Earth movement** does not mean, and we will not indemnify you or anyone else for, damage caused by, resulting from, or consisting of:
 - a. Gradual cracking, crumbling, horizontal, lateral or vertical movement, rising, shifting, settling, sinking, or upheaval of **land**, occurring over a period of fourteen or more days, caused by, or arising out of artificial means or artificially created soil conditions, including contraction, corrosion, erosion, excessive or insufficient moisture, expansion, freezing, improperly compacted soil, insufficient fill, liquefaction, slope instability, slumping, subsidence, or thawing;
 - b. Gradual cracking, crumbling, horizontal, lateral or vertical movement, rising, shifting, settling, sinking, or upheaval of **land**, occurring over a period of fourteen or more days, caused by, or arising out of underground activity of animals, vegetation, or **water**; or
 - c. any **water movement** or **flood**, except for **flood** that would not have occurred but for tsunami caused by, resulting from, or arising out of **earth movement** as described in section **XII.L.2.** above.
4. All **earth movement** that occurs within a 72-hour period will constitute a single **occurrence**.
5. This **Coverage Extension** does not apply, and we will not indemnify you for any damage or loss caused by or resulting from **earth movement**, unless the damaged **Covered Property** is expressly identified on the Schedule of Property Values on file with the Trust as having coverage for **earth movement**.
6. This **Coverage Extension** does not apply, and we will not indemnify you for any damage or loss caused by or resulting from **earth movement**, unless the damage or loss occurs during the **Property Coverage Period**, and is discovered and reported to the Trust by you within one year of the ending date of the **Property Coverage Period**.
7. This **Coverage Extension** does not apply, and we will not indemnify you for any damage or loss caused by or resulting from **earth movement**, unless you notify us as soon as reasonably possible after the **earth movement** occurs and allow us to inspect the damaged **Covered Property** prior to making any repairs or replacing the damaged or destroyed **Covered Property**.
8. Indemnification under this **Coverage Extension** is subject to the following limits:
 - a. The most we will pay under this **Coverage Extension** for all damage or loss sustained by the **Named Participant** in any single **occurrence** is **\$9,551,825** ;
 - b. The most we will pay under this **Coverage Extension** for all damage or loss sustained by the **Named Participant** during the **Coverage Period**, is an **Annual Aggregate Loss Limit** of **\$9,551,825** ;
 - c. The **SDIS Per-Occurrence Aggregate Loss Limit**;
 - d. an **SDIS Annual Aggregate Loss Limit** of \$300,000,000 for all damage or loss caused by, resulting from, or arising out of either **earth movement, flood**, or both.

9. Any amounts paid under this **Coverage Extension** are included in, subject to, and not in any event in addition to, the **Total Limit of Indemnification** stated in the Declarations.

This Endorsement only amends Section **XII. Coverage Extensions** of the **Property Coverage Document**, and does not modify, amend, waive or otherwise affect any of the other terms, conditions, limitations, exceptions, or exclusions of the **Property Coverage Document**.

Countersigned by: _____



Special Districts Insurance Services

Saturday, January 1, 2022



Special Districts Insurance Services
 Equipment Breakdown Protection Coverage Certificate
 Insured by Continental Casualty Company (CNA)

Certificate Number: 37P54399-5500

Coverage Period: 1/1/2022 through 12/31/2022

Named Participant:

Agent of Record:

Willamette River Water Intake Facilities Commission
 1850 SW 170th Ave
 Beaverton, OR 97003

Brown & Brown Northwest-Portland
 PO Box 29018
 Portland, OR 97296

Covered Equipment	"Covered Equipment" as defined in the Coverage Form, located at Covered Property listed and specifically described on the Schedule of Property Values on file with the Trust (SDIS).	
Limit of Insurance	\$9,551,825	The most we will pay for any and all coverages for loss or damage from any "One Breakdown."
Sub Limits	\$1,000,000	Business Income/Extra Expense (excludes any Named Participant generating electrical power for which a survey has not been completed and accepted by CNA)
	365 Days	Ordinary Payroll
	\$1,000,000 - (Indirect - Business Income) \$250,000 - (Direct - Spoilage Damage)	Utility Interruption
	\$1,000,000	Contingent Business Income/Extra Expense
	\$1,000,000	Spoilage Damage
	\$10,000,000	Expediting Expense
	\$1,000,000	Ammonia Contamination
	\$1,000,000	Water Damage
	\$1,000,000	Hazardous Substances
	\$15,000 / 30 days	Fungus, Wet and Dry Rot
	\$1,000,000	Media and Data
	\$1,000,000	Green Upgrades
	\$2,500,000	Ordinance or Law: Demolition and Increased Cost of Construction for Undamaged Portion of Building
	120 Days - No Sublimit	Newly Acquired Locations
	Included	Brands and Labels
	Included	CFC Refrigerant
	Included	Computer Equipment
Deductibles	\$1,000	Direct Damage Deductible from any "One Breakdown" - <u>Except as follows:</u>
	Transformers and Secondary Electrical Apparatus (MEA)	\$10/KVA - \$10,000 minimum
	Internal Combustion Engines, Generator Units and Turbines	\$30/KVA - \$10,000 minimum
	Spoilage Damage/Ammonia Contamination	\$10,000 Combined
	24 Hours - Except 30 days for locations with power generation	Business Income/Extra Expense
	Utility Interruption	24 Hours with a 24 Hour Waiting Period - Indirect
		\$5,000 - Direct
Locations	Per Special Districts Insurance Services (SDIS) Covered Property listed and specifically described on the Schedule of Property Values on file with the Trust (SDIS).	

Contribution: \$2,503.00

This certificate represents only a brief summary of coverages. Please refer to the Continental Casualty Company Equipment Breakdown Protection Coverage Form for detailed coverages, exclusions, and conditions that may apply.

Countersigned by: Frank Shelton
 Special Districts Insurance Services

Saturday, January 1, 2022



Special Districts Insurance Services
Comprehensive Crime Policy Certificate



Insured by the Travelers Casualty and Surety Company of America

Certificate Number: 37P54399-5500

Coverage Period: 1/1/2022 through 12/31/2022

Named Participant:

Willamette River Water Intake Facilities Commission
1850 SW 170th Ave
Beaverton, OR 97003

Agent of Record:

Brown & Brown Northwest-Portland
PO Box 29018
Portland, OR 97296

This summary is a coverage description intended to provide important information about the protection available to the the referenced Insured under the Crime Master Policy (the "Master Policy"). Keep this coverage description for your records. This coverage description is not an insurance policy and does not amend, extend or alter coverage afforded by the Master Policy described herein. The insurance afforded by the Master Policy as described herein is subject to all the terms, exclusions and conditions of such Master Policy. The period is specified in the Master Policy.

The Master Policy has been issued to: Special Districts Insurance Services Trust - see attached Schedule of Named Insured's listed per spreadsheet List of Special Districts Members, Scheduled Limits and Retentions. Address: 727 Center Street NE, Salem, Oregon, 97301. Policy Number: 105870359 Underwritten by: Travelers Casualty and Surety Company of America, Hartford, CT 06183 ("Travelers") to provide insurance to an Insured for as described in this Certificate.

<u>For Any One Loss:</u>	<u>Limit:</u>	<u>Retention:</u>
A1. Employee Theft - Per Loss Includes Faithful Performance of Duty, same limit as A1, CRI-7126 Non-Compensated Officers, Directors-includes Volunteer Workers as employees, Deletion of Bonded Employee and Treasurer/ Tax Collectors Exclusion - CRI-19044	\$500,000	\$1,000
A2. ERISA Fidelity - same limit as A.1 (CRI-19044)	\$500,000	\$1,000
B. Forgery or Alteration	\$500,000	\$1,000
C. On Premises	\$500,000	\$1,000
D. In Transit	\$500,000	\$1,000
E. Money Order Counterfeit Currency	\$500,000	\$1,000
F1. Computer Fraud	\$500,000	\$1,000
F2. Computer Restoration - same limit as A1 or maximum limit of \$100,000	\$100,000	\$1,000
G. Funds Transfer Fraud	\$500,000	\$1,000
H1. Personal Accounts Forgery or Alteration - same limit as A.	\$500,000	\$1,000

General Information:

Should you have any questions regarding the Master Policy or wish to view a complete copy of the Master Policy, please call Special Districts Insurance Services for general information at 1-800-285-5461



Special Districts Insurance Services

Comprehensive Crime Policy Certificate



Insured by the Travelers Casualty and Surety Company of America

H2. Identity Fraud Expense Reimbursement - same limit as A1 or maximum of \$25,000	\$25,000	\$0
CRI-19070 Social Engineering Fraud	\$500,000	\$1,000
I. Claims Expense \$5,000	\$5,000	\$0
CRI-7072 Third Party Entity Funds Coverage	Not Covered	Not Covered
	Contribution:	\$958

Claim Filing and General Information including a complete copy of the Master Policy:

Special Districts Association of Oregon
 PO Box 23879
 Tigard, OR
 Phone: 800-305-1736

Our claims staff will then coordinate and submit the official claim to:

Travelers Casualty and Surety Company of America
 Bond and Specialty Insurance Claim Department
 Cindy Bruder, 6060 S. Willow Drive, Greenwood Village, CO 80111
 Phone: 720-200-8476 Email: BFPCLAIMS@travelers.com

General Information:

Should you have any questions regarding the Master Policy or wish to view a complete copy of the Master Policy, please call Special Districts Insurance Services for general information at 1-800-285-5461



Special Districts Insurance Services
 Liability Coverage Document
 Additional Insured Endorsement

This endorsement modifies the coverage provided under the following:
SPECIAL DISTRICTS INSURANCE SERVICES LIABILITY COVERAGE DOCUMENT

In consideration of the contribution charged it is thus understood and agreed that this coverage document is amended as follows:

Section VII. DEFINITIONS, the PARTICIPANT definition is amended by adding the following:

i. The City of Wilsonville, its elected and appointed officials, officers, agents and employees, but only in respect to liability arising out of operations performed in accordance with the Ground Lease For Raw Water Pipeline Contract. The coverage provided herein shall be primary and not contributing with any other insurance available to those designated in this endorsement under any other third party liability policy.

Willamette River Water Intake Facilities Commission

Named Participant

Additional Participant

Saturday, January 1, 2022

Effective Date

1/1/2022 through 12/31/2022

Coverage Period

37P54399-5500

Policy Number

Schedule of Property Values - Section 1
Building, Other Structures and Scheduled Outdoor Property

Premises: WIF

Structure: Pump Station with Wet Well

Coverage Class: Building

		54399P10967		Const. Class	FIRE RESISTIVE	YR. Built	2001	% Sprinkler		Flood Cov.	Yes	Flood Zone **		Structure Value	\$5,946,585
10350 SW Arrowhead Creek Lane				Prot. Class	6	# Stories		Fire Alm.	Yes	Quake Cov.	Yes	Effective Date	1/1/2022	Personal Property Value	\$0
City	Wilsonville	Zip	97070	Valuation	Replacement	SQF.	3,186	Security Alm	Yes	Vacant (Y/N)	No	Deductible	\$5,000	Total Value	\$5,946,585
Appraiser	CBIZ	Date	0/22/2018	Appraisal Rpt Code:		Comment	01-01						Contribution	\$5,360	

Structure: Screen and Intake Pipe

Coverage Class: Scheduled Outdoor Property

		54399P10966		Const. Class	FIRE RESISTIVE	YR. Built	2001	% Sprinkler		Flood Cov.	Yes	Flood Zone **		Structure Value	\$3,605,240
10350 Arrowhead Creek Lane				Prot. Class	6	# Stories		Fire Alm.	No	Quake Cov.	Yes	Effective Date	1/1/2022	Personal Property Value	\$0
City	Wilsonville	Zip	97070	Valuation	Replacement	SQF.		Security Alm	No	Vacant (Y/N)	No	Deductible	\$5,000	Total Value	\$3,605,240
Appraiser		Date		Appraisal Rpt Code:		Comment							Contribution	\$3,601	

Premises Total:	Contribution	\$8,961	Total Value	\$9,551,825
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** Flood Zones: The flood zone shown on the Schedule of Property Values is an estimate, either provided by the member, the insurance agent, or an independent appraiser. It is not a guarantee that the location is or is not in federally designated Special Flood Hazard Area (SFHA). In the event of a covered claim under this Supplemental Coverage, a determination on the flood zone will be made based on a review of Federal Emergency Management Agency flood maps, not by the estimated flood zone indicated on this Schedule of Property Values. If there is any question that a location is in a Special Flood Hazard Area, then make sure you obtain NFIP coverage for the location.

Total Building, Other Structure and Scheduled Outdoor Property Value	\$9,551,825
Total Personal Property Value	\$0
Total Value	\$9,551,825
Total Contribution	\$8,961

Construction Class Options

Fire Resistive Noncombustible
Modified Fire Resistive Joisted Masonry
Masonry Noncombustible Frame

Valuation Options

Actual Cash Value
Replacement Cost
Stated Value

Protection Class

Fire Protection Class is determined by the level of fire protection in your area. Your local fire department should be able to tell you which Protection Class your property is in.

Willamette River Water Intake Facilities Commi

Special Districts Insurance Services

Agent: Brown & Brown Northwest-Portland

Policy Year: 1/1/2022 to 12/31/2022

General Liability Schedule

Per Occurrence Deductible: \$0.00

Code	Description	Unit	Amount	Effective	Expiration	Contribution
				Date	Date	
540150	2021-2022 Budgeted Personal Services *	Dollars	0	1/1/2022	12/31/2022	\$0
540160	2021-2022 Budgeted Materials and Supplies *	Dollars	516,163	1/1/2022	12/31/2022	\$1,421
540170	2021-2022 Budgeted Contingencies *	Dollars	52,000	1/1/2022	12/31/2022	\$0
540170H	2021-2022 Budgeted Contingencies Hydro*	Dollars	52,000	1/1/2022	12/31/2022	\$0
540180	Number of Employees	Each		1/1/2022	12/31/2022	\$0
540190	Number of Volunteers	Each		1/1/2022	12/31/2022	\$0
540192	Number of Board Members	Each	6	1/1/2022	12/31/2022	\$0
540200	District Size	Sq Miles		1/1/2022	12/31/2022	\$0
540210	Population Served	Each		1/1/2022	12/31/2022	\$0
54039	Pipe Line	Miles	0	1/1/2022	12/31/2022	\$0
54100	Number of Drones (UAVs) Owned or Operated	Each		1/1/2022	12/31/2022	\$0
54215	Buildings & Premises - Occupied by District	Sqf	3,186	1/1/2022	12/31/2022	\$0
54400	Number of Boats	Each		1/1/2022	12/31/2022	\$0
54411	Water Delivered Annually - Millions of Gallon	Gallons		1/1/2022	12/31/2022	\$0
54522	Water District Lakes or Reservoirs	Each		1/1/2022	12/31/2022	\$0
54522H	Lakes or Reservoirs - Hydro Project	Each		1/1/2022	12/31/2022	\$0
54700	Water District Dams	Each		1/1/2022	12/31/2022	\$0
54700H	Water District Dams - Hydro Project	Each		1/1/2022	12/31/2022	\$0
54900	Dollars Paid For Services	Dollars	568,163	1/1/2022	12/31/2022	\$0
54946	Water Mains or Connections	Each		1/1/2022	12/31/2022	\$0
54996	Fire Hydrants	Each		1/1/2022	12/31/2022	\$0
54997	Events/Fundraisers - No Alcohol Served	Days		1/1/2022	12/31/2022	\$0
54998	Events/Fundraisers - Alcohol Served	Days		1/1/2022	12/31/2022	\$0
						\$1,421

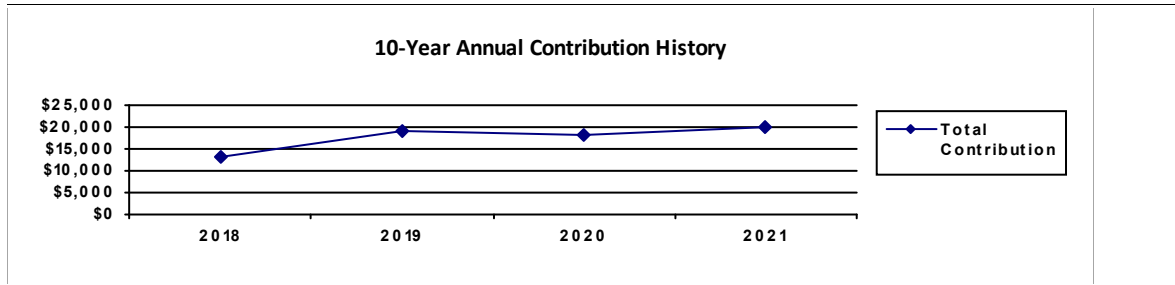
Special Districts Insurance Services - Policy Year 2021-2022 Comparison Report

Willamette River Water Intake Facilities Commission

Brown & Brown Northwest-Portland

The following comparison shows the difference in contributions from the 2021 policy year to the 2022 policy year renewal. The following summary shows the amounts and percentages that have changed from 2021 to 2022. This summary is intended only to give you a general idea of the rating components that influence contributions.

Coverage	Annualized 2021 Contribution	2022 Contribution after rate and best practices changes	Change after rate and best practices changes	% change after rate and best practices changes	Change in Exposures	2022 Contribution after exposure, and all other changes	Total contribution change	Total % contribution change
General Liability	\$853	\$29	(\$824)	-96.58%	See Below	\$1,729	\$876	102.70%
Auto Liability	\$0	\$0	\$0	0.00%	0	\$0	\$0	0.00%
Non-Owned Auto Liability	\$175	\$175	\$0	0.00%		\$175	\$0	0.00%
Auto Physical Damage	\$0	\$0	\$0	0.00%	\$0	\$0	\$0	0.00%
Non-Owned APD	\$206	\$237	\$31	15.05%		\$237	\$31	15.05%
Property	\$7,876	\$8,785	\$909	11.55%	\$187,291	\$8,961	\$1,085	13.78%
Earthquake	\$5,291	\$5,556	\$265	5.00%	\$187,291	\$5,936	\$645	12.19%
Flood	\$2,505	\$2,630	\$125	5.00%	\$187,291	\$2,811	\$306	12.22%
Total	\$16,906	\$17,412	\$506	2.99%		\$19,849	\$2,943	17.41%
Pass Through Coverages								
Boiler and Machinery	\$2,360				\$187,291	\$2,503	\$143	6.06%
Crime	\$958					\$958	\$0	0.00%
Total	\$3,318					\$3,461	\$143	4.31%
TOTAL ALL LINES	\$20,224					\$23,310	\$3,086	15.26%



	Amount:	% of Contribution:
Longevity Credit:	\$0	0.00%
See Longevity Credit Memo for details		

General Liability Exposure Comparison

Description	Last Year	Current year	Difference
Events/Fundraisers - Alcohol Served			0
Water District Dams - Hydro Project			0
Water District Dams			0
Lakes or Reservoirs - Hydro Project			0
Water District Lakes or Reservoirs			0
2021-2022 Budgeted Materials and Supplies *	169,800	516,163	346,363
2021-2022 Budgeted Personal Services *	0	0	0

* Auto Liability Exposure = Number of Autos
 Auto Physical Damage Exposure = Total Insured Automobile Values
 Property Exposure = Total Insured Property Values
 Excess Liability = Materials and Supplies + Personal Services
 Boiler and Machinery = Total Insured Property Values

Loss Ratio	Best Practices
2017-2021 Loss Ratio: 0.00%	% Credit
	2021 10.00%
	2022 10.00%

Willamette Intake Facility Commission
 For the annual budget period ending June 30, 2022
 For the quarter ended December 31, 2021

<i>Activity for the Quarter</i>			<i>Unaudited</i>	<i>Annual</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>
			Revenues					
\$ 142,038	\$ 27,005	\$ (115,033)	Contributions	\$ 568,163	\$ 284,087	\$ 45,422	\$ (238,665)	\$ 522,741
1,125,993	957,240	(168,753)	Capital contributions	4,555,973	2,251,987	2,182,070	(69,917)	2,373,903
\$ 1,268,031	\$ 984,245	\$ (283,786)	Total Revenues	\$ 5,124,136	\$ 2,536,074	\$ 2,227,492	\$ (308,582)	\$ 2,896,644
			Expenditures					
\$ 129,038	\$ 27,005	\$ 102,033	Materials and Services	\$ 568,163	\$ 258,093	\$ 45,422	\$ 212,671	\$ 522,741
1,125,993	957,240	168,753	Capital Outlay	4,503,973	2,251,981	2,182,070	69,911	2,321,903
13,000	-	13,000	Contingency	52,000	26,000	-	26,000	52,000
\$ 1,268,031	\$ 984,245	\$ 283,786	Total Expenditures	\$ 5,124,136	\$ 2,536,074	\$ 2,227,492	\$ 308,582	\$ 2,896,644

Willamette Intake Facilities Commission

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DRAFT

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

Attendance:**Commissioners present:**

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

Committee members present:

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

Managing Agency staff present:

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

REGULAR SESSION – 6:00 PM**CALL TO ORDER**

Chairman Garland called the Willamette Intake Facilities (WIF) Commission meeting to order at 6:05 p.m.

ROLL CALL

Ms. Rehms administered the roll call and noted attendance.

1. GENERAL MANAGER’S REPORT

Mr. Kraska presented a safety minute on relieving stress. *(presentation on file)*

The General Manager’s report included a Raw Water Facilities Project Update; Requests for Commissioner input on continuing remote meetings and the signature collection process; the delivery of the 2021 WWSS Audit Planning and Engagement Letters; and the quarterly financial report for the period ending September 30, 2021.

Commissioners present today agreed to continue meeting remotely, using Microsoft Teams, and revisit this matter on April 25, 2022, in preparation for the July 2022 Board meeting. They also agreed to continue with the digital signature collection process, using “Adobe Sign”. This will continue to allow signatures to be collected shortly after meetings and avoid travel and in-person meetings. For special items that may require wet signatures, the WWSS Executive Assistant will coordinate this process on a case-by-case basis.

2. PUBLIC COMMENT

There were no public comments.

3. CONSENT AGENDA

A. Approve the July 26, 2021, meeting minutes.

Motion was made by Mitchell seconded by Doane, 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. None

5. INFORMATION ITEMS

A. Second Willamette Intake Facilities Construction Video Tour

Ms. Walters presented the second WIF Construction Video to the Board of Commissioners. The first tour focused on riverbank stabilization and the second tour focuses on the replacement of the intake screens and the Raw Water Pump Station structure improvement work that will increase the capacity, reliability, and resiliency of the Willamette Intake Facilities. The video tour can be accessed from the WIF website, and a link will be sent out to the partner agencies to share with their organizations.

Commissioners thanked staff for the video and expressed appreciation for how the video format provided views into the underwater work that wouldn't be possible in an in-person tour.

B. Watershed Protection, Monitoring, and Outreach Plan

Ms. Walter provided a tentative project outline for the development of WIF Commission's Watershed Protection, Monitoring, and Outreach Plan. She said the plan development will happen in two phases. On October 1, 2021, a Phase 1 scope of work Request for Proposal (RFP) was issued, total funds allocated for this work has been budgeted in the Fiscal Year 2021-2022 budget. Phase 2 scope of work will occur in Fiscal Year 2022-2023. Ms. Walter will provide updates on the selection and progress on the planning work at the January Board meeting.

C. Legislative Update

Mr. Cary provided a recap of the 2021 Oregon Legislative session which ended June 26. He reported that key bills and budgets were passed in support of state level water resources priorities, a draft project 'roadmap' has been developed to identify the next steps for state level engagement with key agencies and stakeholders, and members of Oregon Water Utility Council (OWUC) are coordinating to develop a multi-year project plan to support and sustain these ongoing efforts.

D. The next Board meeting is scheduled on January 24, 2022, 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 6:52 p.m.

Sean Garland, Chair

John Goodhouse, Vice Chair

Willamette Intake Facilities Commission

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Willamette Intake Facilities Commission

Financial Statements

**For the fiscal years ended
June 30, 2021 and 2020**

WILLAMETTE INTAKE FACILITIES COMMISSION
Beaverton, Oregon

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WILLAMETTE INTAKE FACILITIES COMMISSION
Beaverton, Oregon

WIF Board Members as of June 30, 2021

Sean Garland, Chair
Councilor, City of Sherwood

John Goodhouse, Vice Chair
Councilor, City of Tigard

Kristin Akervall, Board Member
Councilor, City of Wilsonville

Jim Doane, Board Member
Commissioner, Tualatin Valley Water District

John Godsey, Board Member
Chair, City of Hillsboro Utilities Commission

Laura Michell, Board Member
Councilor, City of Beaverton

Commission Address

Willamette Intake Facilities Commission
c/o Tualatin Valley Water District
1850 SW 170th Avenue
Beaverton, OR 97003
Ph: (503) 848-3000



Report of Independent Auditors

The Board of Commissioners
Willamette Intake Facilities Commission

Report on the Financial Statements

We have audited the accompanying basic financial statements of Willamette Intake Facilities Commission (“Commission”) which comprise the statements of net position as of June 30, 2021 and 2020, and the related statements of revenues, expenses and changes in net position and cash flows for the years then ended, and the related notes to the financial statements.

Management’s Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor’s Responsibility

Our responsibility is to express an opinion on these basic financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor’s judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity’s preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity’s internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Willamette Intake Facilities Commission as of June 30, 2021 and 2020, and the results of its operations and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Commission's financial statements. The schedule of revenues, expenditures and changes in fund balance – budget and actual are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 2, 2021 on our consideration of Willamette Intake Facilities Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Willamette Intake Facilities Commission's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Willamette Intake Facilities Commission's internal control over financial reporting and compliance.

Report on Other Legal and Regulatory Requirements

In accordance with the Minimum Standards for Audits of Oregon Municipal Corporations, we have issued our report dated December 2, 2021, on our consideration of the District's compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

Moss Adams LLP

Portland, Oregon
December 2, 2021

MANAGEMENT'S DISCUSSION AND ANALYSIS

WILLAMETTE INTAKE FACILITIES COMMISSION

Beaverton, Oregon

**MANAGEMENT'S DISCUSSION AND ANALYSIS
YEARS ENDED JUNE 30, 2021 AND 2020**

As management of the Willamette Intake Facilities Commission (the Commission), a joint venture of Tualatin Valley Water District and the cities of Beaverton, Hillsboro, Sherwood, Tigard, and Wilsonville, we offer readers of the Commission's financial statements this narrative overview and analysis of the Commission's financial activities for the fiscal years ended June 30, 2021 and June 30, 2020. The Commission was formed in April 2018 to own, operate, and maintain the Willamette intake facilities.

These financial statements include this Management's Discussion and Analysis (MD&A) section to provide users of the basic financial statements with an overview and analysis of the statements.

Financial Highlights

- Net position (assets minus liabilities) was \$16.1 million and \$10.1M at June 30, 2021 and June 30, 2020 respectively. Net investment in capital assets is the largest portion of the Commission's net position.
- Net position increased by \$6.0 million and \$0.4 million for years ended June 30, 2021 and June 30, 2020, respectively.
- As of June 30, 2021 the Commission had no outstanding debt.
- Construction in progress increased by \$6.4 million and \$0.6 million for years ended June 30, 2021 and June 30, 2020, respectively. Capital assets were contributed by the parties to the Commission in 2021 and 2020.

Overview of the Financial Statements

Taken together the sections of the financial statements provide a comprehensive financial look at the Commission. The individual components of the report include the following:

- **Management's Discussion and Analysis.** This section of the report provides an overview of financial highlights and economic factors affecting the Commission.
- **Basic Financial Statements.** This section includes the Statements of Net Position, Statements of Revenues, Expenses and Changes in Net Position, Statements of Cash Flows, and Notes to Basic Financial Statements. The Statements focus on an entity-wide presentation using the accrual basis of accounting. They are designed to resemble more closely private-sector financial statements in that all activities are consolidated into a total for the Commission.
 - The Statements of Net Position focuses on resources available for future operations. This statement presents a snap-shot of the assets of the Commission, its liabilities, and the net difference.
 - The Statements of Revenues, Expenses and Changes in Net Position focuses on the current year operating results and the change in capital as a result of the current year operations.

WILLAMETTE INTAKE FACILITIES COMMISSION
Beaverton, Oregon

MANAGEMENT'S DISCUSSION AND ANALYSIS
YEARS ENDED JUNE 30, 2021 AND 2020

- The Statements of Cash Flows focuses on how the Commission obtained and expended its available cash and investments.
- The Notes to the Basic Financial Statement provides additional disclosures required by generally accepted accounting principles and provides information to assist the reader in understanding the Commission's financial condition.

Statements of Net Position

The Commission's assets exceeded liabilities by \$16.1 million and \$10.1 million at June 30, 2021 and June 30, 2020, respectively. This represents an increase of 59.2%. Net investment in capital assets represents the largest portion of the Commission's net position and had balances of \$14.7 million and \$9.8 million at June 30, 2021 and June 30, 2020, respectively. A condensed version of the statements of Net Position as of June 30, 2021 and June 30, 2020 is as follows:

Table 1:

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2021 -2020</u>	<u>2021-2019</u>
				<u>Change</u>	<u>Change</u>
Cash and investments	\$ 312,892	\$ -	\$ -	\$ 312,892	\$ 312,892
Accounts receivable	1,019,783	258,489	164,700	761,294	855,083
Prepaid expenses	10,112	9,625	9,658	487	454
Capital assets, net	<u>16,062,588</u>	<u>10,082,190</u>	<u>9,672,837</u>	<u>5,980,398</u>	<u>6,389,751</u>
 Total Assets	 17,405,375	 10,350,304	 9,847,195	 7,055,071	 7,558,180
 Accounts payable and accrued liabilities / retainage	 <u>1,342,787</u>	 <u>258,456</u>	 <u>164,700</u>	 <u>1,084,331</u>	 <u>1,178,087</u>
 Net investment in capital assets	 14,719,801	 9,823,734	 9,672,837	 4,896,067	 5,046,964
Unrestricted	<u>1,342,787</u>	<u>268,114</u>	<u>9,658</u>	<u>1,074,673</u>	<u>1,333,129</u>
 Net Position	 <u>\$ 16,062,588</u>	 <u>\$ 10,091,848</u>	 <u>\$ 9,682,495</u>	 <u>\$ 5,970,740</u>	 <u>\$ 6,380,093</u>

WILLAMETTE INTAKE FACILITIES COMMISSION
Beaverton, Oregon

MANAGEMENT'S DISCUSSION AND ANALYSIS
YEARS ENDED JUNE 30, 2021 AND 2020

Statements of Revenues, Expenses and Changes in Net Position

A condensed version of the Commission's Statement of Revenues, Expenses and Changes in Net Position for the fiscal years ended June 30, 2021, and June 30, 2020 is as follows:

Table 2:

	<u>2021</u>	<u>2020</u>	<u>2019</u>	<u>2021 -2020</u> <u>Change</u>	<u>2021-2019</u> <u>Change</u>
Administrative services	\$ 155,363	\$ 74,455	\$ 73,092	\$ 80,908	\$ 82,271
Operating expenses	<u>324,542</u>	<u>248,011</u>	<u>236,991</u>	<u>76,531</u>	<u>87,551</u>
Net Operating Loss	(169,179)	(173,556)	(163,899)	4,377	(5,280)
Capital contributions	<u>6,139,919</u>	<u>582,909</u>	<u>2,372,148</u>	<u>5,557,010</u>	<u>3,767,771</u>
Change in Net Position	5,970,740	409,353	2,208,249	5,561,387	3,762,491
Net Position, beginning of period	<u>10,091,848</u>	<u>9,682,495</u>	<u>7,474,246</u>	<u>409,353</u>	<u>2,617,602</u>
Net Position, end of period	<u>\$ 16,062,588</u>	<u>\$ 10,091,848</u>	<u>\$ 9,682,495</u>	<u>\$ 5,970,740</u>	<u>\$ 6,380,093</u>

The operating expenses for the Commission's activities totaled \$324,542 and \$248,011 for the years ended June 30, 2021 and June 30, 2020 respectively, a 30.9% increase from 2020. Operating expenses consist of administrative cost and depreciation on capital assets. Capital contributions consist of capital assets contributed by the parties to the Commission.

WILLAMETTE INTAKE FACILITIES COMMISSION

Beaverton, Oregon

**MANAGEMENT'S DISCUSSION AND ANALYSIS
YEARS ENDED JUNE 30, 2021 AND 2020****Capital Assets**

The Commission has net capital assets of approximately \$16.1 million and \$10.1 million as of June 30, 2021 and June 30, 2020 respectively. These assets comprise the raw water intake and associated buildings and improvements at the Willamette River Water Treatment Plant.

Table 3:

	<u>2021</u>	<u>2020</u>	<u>2019</u>
Total nondepreciable capital assets	\$ 9,094,975	\$ 2,677,057	\$ 2,094,148
Total depreciable capital assets	7,502,392	7,780,392	7,780,392
Total accumulated depreciation	<u>(534,779)</u>	<u>(375,259)</u>	<u>(201,703)</u>
Total Depreciable Capital Assets, net	<u>6,967,613</u>	<u>7,405,133</u>	<u>7,578,689</u>
Total Capital Assets, net	<u>\$ 16,062,588</u>	<u>\$ 10,082,190</u>	<u>\$ 9,672,837</u>

Debt Administration

As of June 30, 2021 and 2020, the Commission has no outstanding debt.

Economic Factors

The Commission was formed in April 2018 to own, operate and maintain the Willamette intake facilities located at the Willamette River Water Treatment Plant. Tualatin Valley Water District (the District) was appointed managing agent. Financial records are maintained by the District. Major goals of the Commission are to increase the WIF's capacity to withdraw water from the Willamette River from 120 million gallons per day (MGD) to 150 MGD and to make substantial seismic upgrades. Improvements to the WIF are underway and are anticipated to be completed by 2026.

Financial Contact

The Commission's financial statements are designed to present users including taxpayers, citizens, customers, investors, and creditors with a general overview of the Commission's finances and overall accountability. If you have questions about the contents of this report or need additional financial information, please contact Tualatin Valley Water District's Chief Financial Officer at 1850 SW 170th Avenue, Beaverton, Oregon, 97003.

BASIC FINANCIAL STATEMENTS

WILLAMETTE INTAKE FACILITIES COMMISSION
Beaverton, Oregon

STATEMENTS OF NET POSITION
JUNE 30, 2021 AND 2020

	<u>2021</u>	<u>2020</u>
ASSETS		
Cash and investments	\$ 312,892	\$ -
Accounts receivable	1,019,783	258,489
Prepaid expenses	10,112	9,625
	<hr/>	<hr/>
Total Current Assets	1,342,787	268,114
Capital assets, non-depreciable assets	9,094,975	2,677,057
Capital assets, net of depreciation	6,967,613	7,405,133
	<hr/>	<hr/>
Total Noncurrent Assets	16,062,588	10,082,190
	<hr/>	<hr/>
Total Assets	17,405,375	10,350,304
LIABILITIES		
Accounts payable and accrued liabilities	1,029,895	256,277
Retainage payable	312,892	2,179
	<hr/>	<hr/>
Total Liabilities	1,342,787	258,456
NET POSITION		
Net investment in capital assets	14,719,801	9,823,734
Unrestricted	1,342,787	268,114
	<hr/>	<hr/>
Total Net Position	<u>\$ 16,062,588</u>	<u>\$ 10,091,848</u>

The accompanying notes are an integral part of the financial statements.

WILLAMETTE INTAKE FACILITIES COMMISSION

Beaverton, Oregon

STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
YEARS ENDED JUNE 30, 2021 AND 2020

	2021	2020
OPERATING REVENUES		
Administrative services	\$ 155,363	\$ 74,455
OPERATING EXPENSES		
General and administrative	165,022	74,455
Depreciation	159,520	173,556
Total Operating Expenses	324,542	248,011
Net Operating Loss	(169,179)	(173,556)
Capital contributions	6,139,919	582,909
Changes in Net Position	5,970,740	409,353
Net Position, Beginning of period	10,091,848	9,682,495
Net Position, End of period	\$ 16,062,588	\$ 10,091,848

The accompanying notes are an integral part of the financial statements.

WILLAMETTE INTAKE FACILITIES COMMISSION

Beaverton, Oregon

STATEMENTS OF CASH FLOWS
YEARS ENDED JUNE 30, 2021 AND 2020

	2021	2020
CASH FLOWS FROM OPERATING ACTIVITIES		
Reimbursements from joint venturers	\$ 137,471	\$ 74,455
Paid to suppliers for goods and supplies	(151,627)	(74,455)
Net Cash Provided By Operating Activities	(14,156)	-
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
Contributions from joint ventures	5,396,517	-
Capital outlay and purchases of cap assets	(5,069,469)	-
Net Cash Provided By Capital and Related Financing Activities	327,048	-
Net Increase in Cash and Cash Equivalents	312,892	-
Cash and Cash Equivalents, Beginning of year	-	-
Cash and Cash Equivalents, End of year	\$ 312,892	\$ -
RECONCILIATION OF OPERATING LOSS TO NET CASH FROM OPERATING ACTIVITIES		
Operating loss	\$ (169,179)	\$ (173,556)
Adjustments to reconcile operating loss to net cash from (used by) operating activities:		
Depreciation	159,520	173,556
Change in Operating Accounts:		
Accounts receivable	(17,892)	(93,789)
Prepaid expenses	(487)	33
Accounts payable and accrued liabilities	13,882	93,756
Net Cash Provided By Operating Activities	\$ (14,156)	\$ -
NON-CASH CAPITAL AND RELATED FINANCING ACTIVITIES		
Capital assets contributed by joint venturers	\$ -	\$ 582,909

The accompanying notes are an integral part of the financial statements.

NOTES TO BASIC FINANCIAL STATEMENTS

WILLAMETTE INTAKE FACILITIES COMMISSION

Beaverton, Oregon

**NOTES TO BASIC FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2021 AND 2020****1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES****Organization**

Willamette Intake Facilities Commission (the Commission) was organized in April 2018 under Oregon Revised Statutes (ORS), Chapter 190 and was established by an agreement between the cities of Beaverton, Hillsboro, Sherwood, Tigard, Wilsonville, and the Tualatin Valley Water District (the District). The Commission is governed by a six-member board, with one member appointed by each party. The purpose of the Commission is to provide for the ownership, management, and operation of the Willamette intake facilities (WIF) which are used to withdraw and transmit water to the parties. The Commission is managed by the Tualatin Valley Water District.

Expenses are allocated on a unit basis by the Commission. Each joint venturers' apportioned share of the general administration expenses is determined by the following formula: 25% of the administrative costs for the fiscal year is divided evenly among the Commission's membership; the remainder is divided among the Commission membership according to their percentage share of the capacity ownership in the intake facilities.

Operations, maintenance, and repair expenses that result from the use of the facilities are allocated based on each party's proportionate use of the WIF. Depreciation, operations, maintenance, and repair expenses unrelated to usage are allocated based on each party's proportionate ownership of the WIF.

The following ownership percentages were in effect at June 30, 2021:

City of Beaverton	3.3%
City of Hillsboro	24.1%
City of Sherwood	6.5%
City of Tigard	10.0%
City of Wilsonville	16.7%
Tualatin Valley Water District	39.4%

Basis of Presentation and Accounting

For financial reporting purposes, the Commission reports its operations on an enterprise fund basis. Enterprise funds (a propriety fund type) are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets, liabilities and net position associated with the operations are included on the Statements of Net Position. The Statements of Revenues, Expenses and Changes in Net Position present increases (revenues) and decreases (expenses) in net position.

WILLAMETTE INTAKE FACILITIES COMMISSION
Beaverton, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2021 AND 2020

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The accrual basis of accounting is used for financial reporting. Under the accrual basis of accounting, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

Operating revenues result from providing services to the joint venturers. All revenues not meeting this definition are reported as nonoperating revenues. Operating expenses are defined as those expenses directly related to providing services.

Use of Estimates

The preparation of basic financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of certain assets, liabilities, revenues, expenses, and other disclosures. Accordingly, actual results may differ from those estimates.

Cash and Investments

Cash and investments of the Commission are part of a common cash and investment pool maintained for all funds managed by the District. The Commission considers these items to be demand deposit accounts, where funds may be deposited or withdrawn without prior notice or penalty.

Accounts Receivable

Accounts receivable are recorded as earned and no allowance for doubtful accounts is required as all receivables are due from the joint venturers.

Capital Assets

Capital assets are recorded at cost. Donated capital assets are recorded at their estimated acquisition value at the date of donation. All costs associated with the acquisition or construction of capital assets are contributed by the joint venturers.

The Commission defines capital assets as assets with an initial cost of \$7,500 and an estimated useful life of more than one year.

Depreciation on capital assets placed in service is computed on the straight-line method over the following estimated useful lives:

	<u>Years</u>
Raw water intake	75
Buildings and improvements	40

Net Position

The Commission's net position consists of the various net earnings from operating revenues and expenses and contributions of capital. Net position is classified in the following two components: net investment

WILLAMETTE INTAKE FACILITIES COMMISSION

Beaverton, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2021 AND 2020

in capital assets, and unrestricted net position. Net investment in capital assets consists of all capital assets, net of accumulated depreciation, and capital-related accounts payable. Unrestricted net position consists of all other net positions not included in other categories.

Budgets

The Commission is an organization formed under ORS, Chapter 190 Intergovernmental Agreement (IGA) which requires the Board to adopt a work plan and budget. The Commission is accounted for as a fund within the structure of the District, where the budget is prepared and legally adopted for the Commission as part of the total budget for the District. The budget is prepared on a biennial basis as a separate fund on the modified accrual basis of accounting and complies with Oregon Local Budget Law. The level of budgetary control is established at the object classifications (personnel services, materials and services, capital outlay, and contingency).

2. CAPITAL ASSETS

The changes in components of capital assets for the years ended June 30, 2021 were as follows:

	<u>Balance</u> <u>June 30, 2020</u>	<u>Additions</u>	<u>Transfers</u>	<u>Disposals</u>	<u>Balance</u> <u>June 30, 2021</u>
Non-depreciable Capital Assets					
Construction in progress	\$ 2,677,057	\$ 6,139,918	\$ 278,000	\$ -	\$ 9,094,975
Total Non-depreciable Capital Assets	2,677,057	6,139,918	278,000	-	9,094,975
Depreciable Capital Assets					
Raw water intake	5,982,368	-	(278,000)	-	5,704,368
Buildings and Improvements	1,798,024	-	-	-	1,798,024
Total Depreciable Capital Assets	7,780,392	-	(278,000)	-	7,502,392
Accumulated Depreciation					
Raw water intake	(216,789)	(86,380)	-	-	(303,169)
Buildings and improvements	(158,470)	(73,140)	-	-	(231,610)
Total Accumulated Depreciation	(375,259)	(159,520)	-	-	(534,779)
Total Depreciable Capital Assets, net	7,405,133	(159,520)	(278,000)	-	6,967,613
Total Capital Assets, net	\$ 10,082,190	\$ 5,980,398	\$ -	\$ -	\$ 16,062,588

WILLAMETTE INTAKE FACILITIES COMMISSION
Beaverton, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2021 AND 2020

The changes in components of capital assets for the year ended June 30, 2020 were as follows:

	Balance June 30, 2019	Additions	Transfers	Disposals	Balance June 30, 2020
Non-depreciable Capital Assets					
Construction in progress	\$ 2,094,148	\$ 582,909	\$ -	\$ -	\$ 2,677,057
Total Non-depreciable Capital Assets	2,094,148	582,909	-	-	2,677,057
Depreciable Capital Assets					
Raw water intake	5,982,368	-	-	-	5,982,368
Buildings and Improvements	1,798,024	-	-	-	1,798,024
Total Depreciable Capital Assets	7,780,392	-	-	-	7,780,392
Accumulated Depreciation					
Raw water intake	(116,373)	(100,416)	-	-	(216,789)
Buildings and improvements	(85,330)	(73,140)	-	-	(158,470)
Total Accumulated Depreciation	(201,703)	(173,556)	-	-	(375,259)
Total Depreciable Capital Assets, net	7,578,689	(173,556)	-	-	7,405,133
Total Capital Assets, net	\$ 9,672,837	\$ 409,353	\$ -	\$ -	\$ 10,082,190

3. NET POSITION

Changes in net position by joint venturer for the years ending June 30, 2021 and June 30, 2020 are as follows:

	City of Beaverton	City of Hillsboro	City of Sherwood	City of Tigard	City of Wilsonville	Tualatin Valley Water District	Total
Net Position							
Balance June 30, 2019	\$ 337,324	\$ 2,422,828	\$ 620,065	\$ 1,005,705	\$ 1,343,392	\$ 3,953,181	\$ 9,682,495
Contributions	23,608	171,142	37,889	70,882	-	279,388	582,909
Net Loss	(3,239)	(43,211)	(9,389)	(16,115)	(28,990)	(72,612)	(173,556)
Balance June 30, 2020	357,693	2,550,759	648,565	1,060,472	1,314,402	4,159,957	10,091,848
Contributions	248,667	1,802,680	399,095	746,614	-	2,942,863	6,139,919
Net Loss	(391)	(43,659)	(7,048)	(14,328)	(28,265)	(75,488)	(169,179)
Balance June 30, 2021	\$ 605,969	\$ 4,309,780	\$ 1,040,612	\$ 1,792,758	\$ 1,286,137	\$ 7,027,332	\$ 16,062,588

WILLAMETTE INTAKE FACILITIES COMMISSION

Beaverton, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2021 AND 2020

Net investment in capital assets as of June 30, consists of the following:

	<u>2021</u>	<u>2020</u>
Capital assets, net	\$ 16,062,588	\$ 10,082,190
Less: retainage payable	(312,892)	(2,179)
Less: capital related accounts payable	<u>(1,029,895)</u>	<u>(256,277)</u>
Net Investment in Capital Assets	<u>\$ 14,719,801</u>	<u>\$ 9,823,734</u>

4. OTHER INFORMATION

Risk Management

The Commission is exposed to various risks of loss related to torts, theft or damage to and destruction of assets, errors and omissions, and natural disasters for which the Commission carries commercial insurance. The Commission does not engage in risk financing activities where risk is retained (self-insurance).

Related-party Transactions

The Commission paid \$83,026 and \$48,719 in management fees for operations and construction in process for services provided by the District for years ended June 30, 2021 and June 30, 2020, respectively. Reimbursements from partners were as follows for the years ended June 30:

Related-party Transactions:

	<u>Service Revenue & Contributions</u>	
	<u>2021</u>	<u>2020</u>
City of Beaverton	\$ 258,986	\$ 28,553
City of Hillsboro	1,837,235	187,702
City of Sherwood	413,142	44,621
City of Tigard	764,740	79,568
City of Wilsonville	25,933	12,428
Tualatin Valley Water District	<u>2,995,246</u>	<u>304,492</u>
Contributions from Partners	<u>\$ 6,295,282</u>	<u>\$ 657,364</u>

SUPPLEMENTAL INFORMATION

WILLAMETTE INTAKE FACILITIES COMMISSION

Beaverton, Oregon

**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
YEAR ENDED JUNE 30, 2021**

	Budget		Actual	Variance with final budget
	Original	Final		
REVENUES				
Administrative Services	\$ 337,150	\$ 337,150	\$ 155,365	\$ (181,785)
Capital Contributions	7,561,232	7,561,232	6,139,919	(1,421,313)
Total Revenues	7,898,382	7,898,382	6,295,284	(1,603,098)
EXPENDITURES				
Materials and Services	337,150	337,150	165,023	172,127
Capital Outlay	7,561,232	7,561,232	6,139,919	1,421,313
Total Expenditures	7,898,382	7,898,382	6,304,942	1,541,673
Excess (deficit) of revenues over expenditures, and net change in fund balance	-	-	(9,658)	(9,658)
Beginning Fund Balance	-	-	9,658	9,658
Ending Fund Balance	\$ -	\$ -	\$ -	\$ -
Reconciliation to Change in Net Position				
Change in Fund Balance			(9,658)	
Capital Outlay			6,139,918	
Depreciation			(159,520)	
Change in Net Position			<u>\$ 5,970,740</u>	



Report of Independent Auditors on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

The Board of Commissioners
Willamette Intake Facilities Commission

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Willamette Intake Facilities Commission (“Commission”) as of and for the year ended June 30, 2021, and the related notes to the financial statements, and have issued our report thereon dated December 2, 2021.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Commission’s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Willamette Intake Facilities Commission’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Commission’s internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Commission's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in blue ink that reads "Moss Adams LLP".

Portland, Oregon
December 2, 2021



Report of Independent Auditors on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with *Oregon Auditing Standards*

Board of Commissioners
Willamette Intake Facilities Commission

We have audited the basic financial statements of Willamette Intake Facilities Commission (the “Commission”) as of and for the year ended June 30, 2021, and have issued our report thereon dated December 2, 2021. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the provisions of *Minimum Standards for Audits of Oregon Municipal Corporations*, prescribed by the Oregon Secretary of State. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement.

Compliance

As part of obtaining reasonable assurance about whether the Commission’s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, including provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules OAR 162-10-000 to 162-10-330 of *Minimum Standards for Audits of Oregon Municipal Corporations*, noncompliance of which could have a direct and material effect on the determination of financial statement amounts.

However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to:

- The accounting records and related internal control structure.
- The use of various depositories to secure the deposit of public funds.
- The requirements relating to debt.
- The requirements relating to insurance and fidelity bond coverage.
- The appropriate laws, rules, and regulations pertaining to programs funded wholly or partially by other governmental agencies.
- The statutory requirements pertaining to the investment of public funds.
- The requirements pertaining to the awarding of public contracts and the construction of public improvements.

The results of our tests disclosed no matters of noncompliance with those provisions that are required to be reported under *Minimum Standards for Audits of Oregon Municipal Corporations*, prescribed by the Secretary of State. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Commission's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Commission's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Minimum Standards for Audits of Oregon Municipal Corporations*, prescribed by the Secretary of State, in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Julie Desimone, Partner
for Moss Adams LLP
Portland, Oregon
December 2, 2021

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About the Willamette Intake Facilities Commission

The Willamette Intake Facilities Commission is responsible for oversight of the management and operation of the Willamette Intake Facilities (WIF) in a prudent, economic and efficient manner to:

- Provide water to the existing Willamette River Water Treatment Plant and the future Willamette Water Supply System Water Treatment Plant
- Preserve and protect the Commission members' water rights
- Support the function of the WIF
- Support watershed planning and management



The Willamette Intake Facilities Commission is a partnership formed under ORS Chapter 190 between Tualatin Valley Water District and Cities of Beaverton, Hillsboro, Sherwood, Tigard, and Wilsonville. For more information, visit www.tvwd.org/wif.

WIF COMMISSION STAFF REPORT

To: Board of Commissioners
From: David Kraska, P.E., General Manager
Date: January 24, 2022
Subject: Election of Officers for 2022

Requested Board Action:

The WIF Commission to elect a Chair and Vice-Chair for the 2022 calendar year.

Key Concepts:

- Current WIF officers include Sean Garland, Chair and John Goodhouse, Vice Chair
- The Commission needs to nominate and elect officers for the 2022 calendar year

Background:

The Willamette Intake Facilities Intergovernmental Agreement, effective April 18, 2018, includes:

“4.6 Officers. The Board shall annually elect from its Members a Chair and a Vice Chair, who shall be officers of the Board. The elections shall occur at the first meeting of the Board in each calendar year, unless otherwise agreed. The Chair shall serve as the presiding officer. In the absence of the Chair, the Vice Chair shall serve as presiding officer. Officers shall serve at the pleasure of the Board or until a successor is appointed.”

Commissioners Garland and Goodhouse have been in their respective officer positions for the last year. To simplify this annual process, staff suggest the Board consider rotating officer positions. To date, officer positions have been held by the following:

Year	Chair	Vice Chair
2018	John Godsey, Hillsboro	Sean Garland, Sherwood
2019	John Godsey, Hillsboro	Sean Garland, Sherwood
2020	Jim Doane, TVWD	Sean Garland, Sherwood
2021	Sean Garland, Sherwood	John Goodhouse, Tigard

If the Board were to implement a regular rotation of officer positions, the following rotation could be used:

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

If the Board were to implement this suggested rotation, staff recommends doing so informally and not through an amendment of the WIF intergovernmental agreement.

Election of Officers for 2022

January 24, 2022

Page 2 of 2

Budget Impact:

None

Staff Contact Information:

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

Attachments:

None

WIF COMMISSION STAFF REPORT

To: Board of Commissioners
From: David Kraska, P.E., General Manager
Date: January 24, 2022
Subject: Semi-annual update on the Willamette Intake Facilities (WIF)-related elements of the Willamette Water Supply Program's (WWSP) Raw Water Facilities Project

Key Concepts:

- On a semi-annual basis, the WIF Commission will receive an update on the WIF-related elements of the RWF_1.0 project.
- This update will present the status of the project, the WIF budget, and the overall project schedule.

Background:

The RWF_1.0 project, which is part of the Willamette Water Supply System (WWSS), includes upgrades to the WIF including replacing the screens, expanding the air burst system, and improving the seismic resiliency. This semi-annual update is intended to keep the WIF Commission apprised of the regular progress being made on this project.

Our last update was provided to the WIF Board at the July 26, 2021 meeting. The update included information on the WIF budget and RWF_1.0 construction schedule.

There are two phases of construction planned for the RWF_1.0 project. Most improvements to the WIF infrastructure are included in the first phase (Phase 1), however, there are a few improvements in second phase (Phase 2).

Completed construction activities since the July 26, 2021, update:

- WIF screen replacement
- WIF intake pipe seismic improvements
- WIF air compressor replacement (permanent power will be installed in Phase 2)
- WIF Raw Water Pump Station seismic retrofit improvements
- WWSS 66" pipeline installation
- WWSS trenchless crossing of Arrowhead Creek
- WWSS utility work

Current construction activities include:

- Riverbank overlook, landscaping and park restoration
- WIF air receiver tank replacement

Construction is on schedule to meet the Phase 1 Construction Complete Milestone of February 24, 2022. Phase 2 of construction is planned to start in September of 2022.

Semi-annual update on the WIF-related elements of the WWSP Raw Water Facilities Project
January 24, 2022
Page 2 of 2

Budget Impact:

There are currently no identified impacts to the budget.

Staff Contact Information:

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

Attachments:

None

5.A. Semi-annual update on the WIF-related elements of the WWSP Raw Water Facilities Project

January 24, 2022

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Semi-annual Update on the WIF-related Elements of the Raw Water Facilities Project



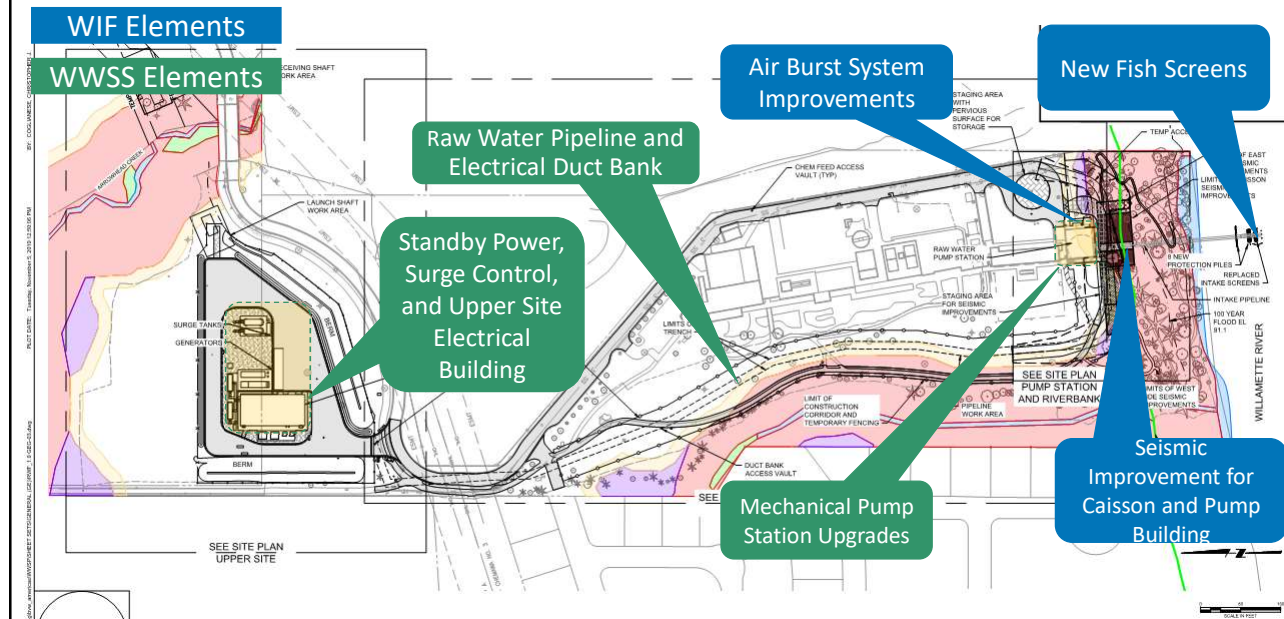
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Outline

- Overview of RWF_1.0 Project
- Construction Cost Update
- Completed and Current Construction Activities
- Construction Schedule Update

3

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



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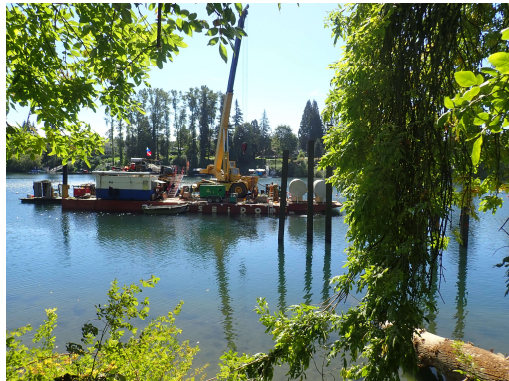
Construction Cost Update



- No construction cost changes to report

5

Completed Construction Elements – WIF screen replacement



6

Completed Construction Elements – WIF Raw Water Pump Station Seismic Improvements



January 24, 2022

Willamette Intake Facilities Commission

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Completed Construction Elements – WIF Raw Water Pump Station Seismic Improvements



January 24, 2022

Willamette Intake Facilities Commission

8

8

Completed Construction Elements – 66” Pipe



Pinch point pavement replacement



Connection to adjacent PLM_1.1 pipeline

Current Activities – Park Restoration



Current Activities – Lower Site Overlook, Trails, and Landscaping



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RWF_1.0 Schedule Update

- ✓NTP issued on June 22, 2020
- ✓Upper site mass excavation: July to September 2020
- ✓Lower site access road: August to September 2020
- ✓Piles at upper site for electrical building: November 2020 to December 2020
- ✓Deep soil mixing for caisson stabilization: October 2020 to May 2021
- ✓Jet grout for pipeline stabilization: February 2021 to August 2021

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RWF_1.0 Schedule Update

- ✓ Raw water pump station building improvements: July to December 2021
- ✓ Raw water pipeline: August to December 2021
- ✓ Intake screen replacement: September to October 2021
- ✓ Trenchless crossing: September to December 2021

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RWF_1.0 Schedule Update

- Overlook: October 2021 to January 2022
- Air receiver tank for air burst system: August 2021 to February 2022
- Park restoration and landscaping: September 2021 to January 2022
- On schedule for Phase 1 Construction Complete Milestone of February 24, 2022

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Willamette Intake Facilities Commission

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WIF COMMISSION STAFF REPORT

To: Board of Commissioners
From: Christina Walter, Permitting & Outreach Manager
Date: January 24, 2022
Subject: WIF Watershed Protection, Monitoring, and Outreach Plan

Key Concepts:

Development of the WIF Commission's Watershed Protection, Monitoring and Outreach Plan is underway:

- The Request for Proposal (RFP) selection process was completed in November and Geosyntec Consultants, Inc. was awarded the contract
- A contract "kickoff" meeting was held on December 6, 2021
- Monthly progress meetings with the staff working group have been scheduled to support project facilitation

Background:

On November 3, 2021, staff concluded the RFP process with the selection and award of contract to Geosyntec Consultants, Inc. (Geosyntec) to assist the WIF Commission Board in its development of a watershed protection, monitoring and outreach plan. The plan will result in a long term (25-50 year) plan to support WIF operations in alignment with the Board's Mission, Vision, Values and Goals framework. Geosyntec has partnered with GSI Water Solutions, Water Systems Consulting, and Hazen & Sawyer to bring their collective experience in water quality management, source water protection, urban watershed hydrology and monitoring, funding, stakeholder engagement and outreach, branding, and climate change resiliency together to develop the WIF's plan.

On December 6, 2021, staff held a contract "kickoff" meeting with Geosyntec project lead staff, Rob Annear and Jacob Krall, to discuss the WIF Commission's goals and critical success factors given that work on the development of the plan will occur in phases spanning multiple fiscal years. In addition, the group discussed the schedule and deliverables for the first phase of the scope of work which will be completed by the close of Fiscal Year 2021-2022 (June 30, 2022).

Phase 1 scope of work will:

- Summarize the history of the Willamette River Basin, changing conditions, and public perception of the river. The team will note and bring into consideration any key studies/reports relevant to water quality;
- Provide an overview of the Mid-Willamette (located at Wilsonville and areas upstream) and basin-scale watershed profiles using resources related to aquatic species and seasonal flows; Priority effort and higher degree of detail of analysis will be within the area 70 river miles upstream of the intake (i.e., Willamette River mile 110, adjacent to the confluence of the Santiam River) and will include seasonally-based analysis related to time of travel for low flow and peak flow events given high variability in travel times and emergency events;
- Identify water quality risks within the Mid-Willamette by type, source, and location, as well as long-term, anticipated climate change risks;
- Review of data, analysis and trends going back a maximum of 20 years from readily available sources to characterize and summarize water quality of the Mid-Willamette, its upstream tributaries, and basin-wide;
- Identify data gaps that exist; and
- Develop a list of identified and potentially unknown stakeholders, government and private entities and non-profits that watershed protection and outreach efforts of the WIF Commission should target and foster relationships that could benefit the WIF Commission and drinking water providers when areas of collaboration are identified.

Phase 2 work is expected to begin in Fiscal Year 2022-2023 and will be accounted for in the budget proposal currently in development. This work will include:

- Facilitated stakeholder meetings based on Phase 1 work;
- Research current financial programs/grants available to facilitate watershed protection work;
- Assess available/appropriate monitoring technologies and watershed-based protection software in development of upstream protection and an early warning system; and
- Final development of the WIF Commission's comprehensive Watershed Protection, Monitoring, and Outreach Plan.

The Watershed Protection, Monitoring, and Outreach Plan Development Working Group members are:

- Dave Kraska – WIF General Manager/WWSP Program Director
- Joelle Bennett – WWSP, Assistant Program Director
- Christina Walter – WWSP, Permitting & Outreach Manager
- Joel Cary – TVWD, Water Resources Division Manager
- Delora Kerber – City of Wilsonville, Public Works Director
- Jessica Dorsey – City of Hillsboro, Water Resources Manager
- Rob Murchison, City of Tigard, Assistant Public Works Director

At the time of preparing this staff report, specific representatives from Sherwood and Beaverton had not been identified. Until such time as they are, the working group members will continue to involve staff from Sherwood and Beaverton in all meetings and work products.

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: None

WIF COMMISSION STAFF REPORT

To: Board of Commissioners

From: Toby LaFrance, WWSP Finance Manager

Date: January 24, 2022

Subject: Fiscal Year 2022-2023 Annual Work Plan and Budget Preparation

Key Concepts:

- Exhibit 8 of the Willamette Intake Facilities (WIF) Intergovernmental Agreement (IGA) establishes the WIF Budget Calendar
- TVWD, as the Managing Agency, prepared a draft annual work plan (AWP) and budget for review by the Operations and Finance committees in accordance with the WIF Budget Calendar
- The AWP provides the scope of work to be performed by the Managing Agency for the 2023 fiscal year, in accordance with the WIF IGA
- The details of the AWP and budget will be reviewed, modified, and finalized by the WIF committees prior to presentation to the WIF Board for adoption in April

Background:

Article 5.6 of the WIF IGA specifies the powers and duties of the Managing Agency, TVWD. TVWD prepared a draft version of the AWP to address those Managing Agency duties that are relevant to the 2023 fiscal year (FY). TVWD also prepared a draft budget for the AWP. The first draft of the AWP and budget was shared with the Operations and Finance committees on January 12, 2022.

The draft FY 23 AWP includes all the same tasks as the current AWP, with the following proposed changes, which are under consideration by the WIF Committees:

1. General Administration
 - a. Added context to Water Quality Monitoring and Willamette River Watershed Protection, Monitoring, and Outreach Plan Development sections
2. Finance Administration
 - a. Clarified that the financial procedures project work will be concluded in FY 23 and done in conjunction with the Willamette Water Supply System IGA

The WIF Operations and Finance committees met on January 12, 2022, to discuss the first draft of the AWP and budget. The Managing Agency will prepare an updated version in time to be delivered to the Management Committee by March 16, 2022. Depending on the requested changes, additional meetings will be held to facilitate providing a final recommended version of the FY 23 AWP and budget for WIF Board consideration on April 25, 2022.

Budget Impact:

The budget for the FY 23 AWP is still under development. A final budget, along with the final AWP, will be presented for consideration at the April Board meeting.

Fiscal Year 2023 Annual Work Plan and Budget Preparation

January 24, 2022

Page 2 of 2

Staff Contact Information:

Toby LaFrance, WWSP Finance Manager; toby.lafrance@tvwd.org

Attachments:

Annual Work Plan and Budget Preparation presentation

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

January 24, 2022

1

WIF ANNUAL WORK PLAN (AWP) REVIEW



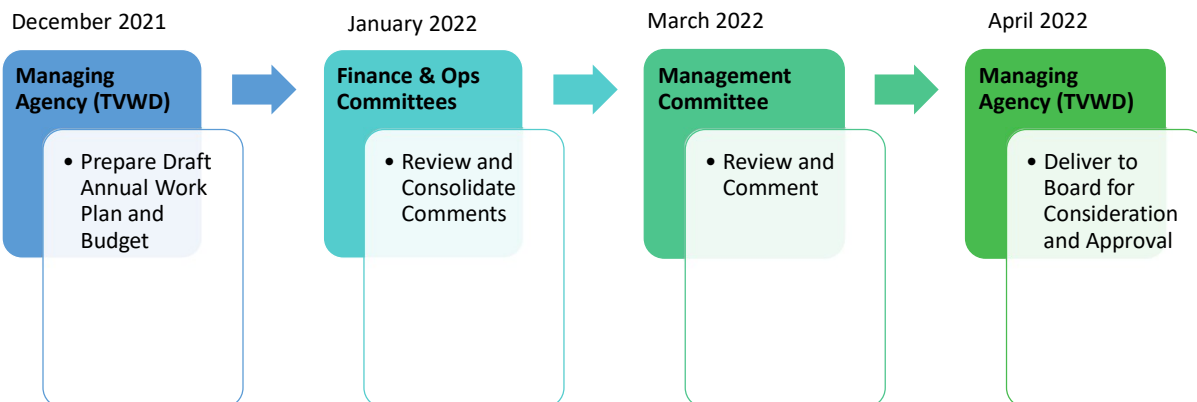
2

Outline

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

3

Annual Work Plan and Budget Preparation



4

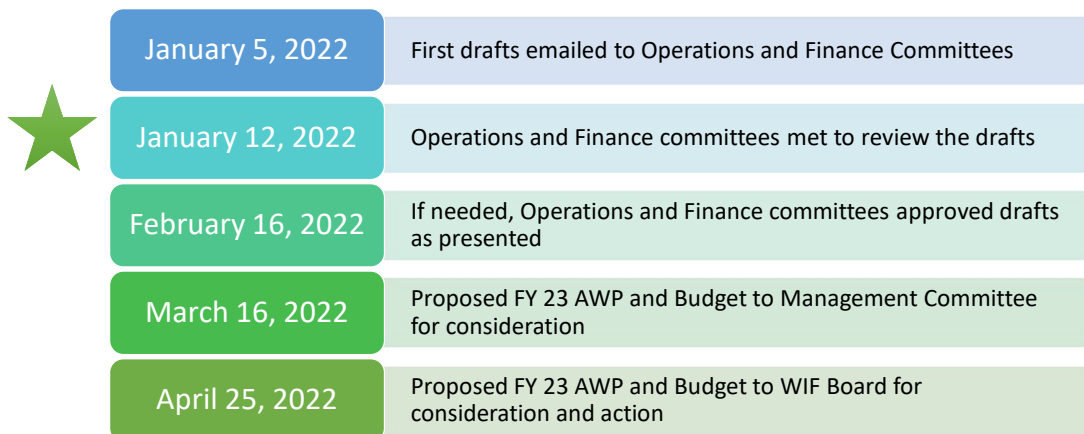
AWP and Budget Preparation

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

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Schedule for Completing the FY22-23 AWP & Budget



6

FY 2022–23 Annual Work Plan

- Task List:
 - General Administration
 - Capital Projects Management
 - Annual Work Plan and Budget Development
 - Finance Administration
 - Operations Committee Administration
 - Management Committee Administration
 - Administer WIF Board of Commissioners Meetings

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FY 2022–23 WIF Annual Work Plan Changes from the current year AWP

- General Administration
 - Added context to Water Quality Monitoring and Willamette River Watershed Protection, Monitoring, and Outreach Plan Development sections.
- Finance Committee Administration
 - Clarified that the financial procedures project work will be concluded in FY 23 and done in conjunction with the Willamette Water Supply System IGA.

8

FY 2022–23 WIF Water Quality Monitoring Changes from the current year AWP

- Task 1.g.i.
 - If Oregon Department of Environmental Quality (DEQ) funding to cover cyanotoxin testing for public water suppliers is not renewed during the 2022 Legislative Session, the WIF Commission would perform the required testing from the Willamette River Water Treatment Plant on behalf of the City of Wilsonville. The budget assumes 12 bi-weekly samples will be taken from July 1, 2022 through October 31, 2022 and May 1, 2023 through June 30, 2023, in accordance with the seasonal monitoring required by the Oregon Health Authority. Testing costs are based on the IGA with Clackamas River Water's lab which is accredited to perform the testing using DEQ approved methods. The budget also includes an allowance for the additional levels of triggered sampling and analysis required following a cyanotoxin detection. If more monitoring is required, funds for such testing can be made available from Task 8 – Contingency. Partners will only be billed for sampling support and testing that actually occurs.

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FY 2022–23 WIF Willamette River Watershed Protection, Monitoring, and Outreach Plan Develop Changes from the current year AWP

- Task 1.g.ii.
 - Based on the Mission, Vision, Values, and Goals (MVVG) adopted in FY 21 and Phase 1 Watershed Plan work completed in FY22, the WIF Commission will continue utilizing consulting services to support this activity through phased development and implementation. Phase 2 work builds upon data analysis, trends, and risks identified from Phase 1. Key elements in Phase 2 include stakeholder outreach and engagement, financial opportunities to support the Watershed Plan, appropriate monitoring technologies to consider, and development of a final, comprehensive Watershed Plan. The work considers watershed protection basin-wide but with a specific focus on the Mid-Willamette, which encompasses the area upstream of the WIF Commission intake. Phase 2 project tasks may be completed in subsequent fiscal years based on further scope refinement, but the final, adopted Watershed Plan is expected to be implemented by 2026 when the majority of WIF Commission members will be actively utilizing the Willamette River.

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FY 2022–23 Finance Administration Changes from the current year AWP

4.b. Coordinate with the Finance Committee to retain consultants for the development of financial procedures to replace the interim procedures outlined in the IGA and in conjunction with the Willamette Water Supply System IGA. Specific tasks requiring coordination will include:

Tasks 4.b.i.: Conclude development of the Scope of Work and Request for Proposals for consultants

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FY 2022–23 WIF Annual Work Plan Minor Changes from the current year AWP

- General Administration
- Assumptions
- Updating current Fiscal Year references

12

FY 2022–23 General Administration Minor Changes from the current year AWP

- 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. During FY22 the MA led the development of the draft Operations Plan and revised the Curtailment 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. FY23 activity will include developing a draft outline of the Emergency Response Plan as well as revising/updating the draft Operations Plan and draft Curtailment Plan.

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FY 2022–23 Assumptions Minor Changes from the current year AWP

- Fifth Paragraph: All meetings may be held online as deemed appropriate by the MA. If in-person meetings are convened, including but not limited to Commission Board meetings, Management Committee meetings, Finance Committee meetings, and Operations Committee meetings, they 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.

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FY 2022–23 Assumptions Minor Changes from the current year AWP

- **Seventh Paragraph:** Each quarterly Board meeting is assumed to last no more than 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). **For in-person meetings,** a boxed meal shall be provided for each of the four attendees per agency, and for up to four other attendees from the MA.

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Questions?

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WIF COMMISSION STAFF REPORT

To: Board of Commissioners
From: Joel Cary, TVWD Water Resources Division Manager
Date: January 24, 2022
Subject: Legislative Update

Key Concepts:

- Outreach and engagement by water providers continued during the remaining months of 2021
- Two key areas of focus were related to forestry management and emergency response planning
- Planning efforts continued related to state-level implementation of the Willamette Basin Reallocation
- The 2022 Legislative 'Short Session' begins February 1, which is likely to generate additional areas of engagement for water providers

Background:

Water providers and their associated coalitions (e.g., the Oregon Water Utility Council) continued their engagement through the end of 2021 between legislative sessions. Highlights from these ongoing efforts are detailed below.

Oregon Department of Forestry (ODF) Draft Forest Management Strategies

In October of 2020, the Board of Forestry gave direction to ODF to continue the development of a draft Habitat Conservation Plan and a Forest Management Plan for Western Oregon forests. Since that time, ODF worked with key stakeholders and partner agencies to develop draft goals designed to provide economic, environmental, and social values from state forests. Given the critical role state forests play in maintaining the quality of regional drinking water supplies – including the WIF Commission's Willamette River supply – the Oregon Water Utility Council (OWUC) worked with the Oregon Association of Clean Water Agencies and submitted a joint letter stressing the importance of drinking water protection within the final Forest Management Plan. A copy of the letter is included for Board reference.

Letter to the Oregon Office of Emergency Management Requesting a Water/Wastewater Liaison

In late November, OWUC sent a letter to Office of Emergency Management supporting a dedicated liaison for water/wastewater issues. This letter was an agreed upon action item following a late August meeting between OWUC and ORWARN representatives to debrief each other after the June chlorine supply shortage impacting much of the Pacific Northwest. Over the past year and a half, water providers have responded to several emergency events including COVID-19, wildfires, supply chain disruptions for chlorine, extreme heat and drought, and severe winter weather which affected power supplies and transportation. The letter noted that having a dedicated Office of Emergency Management liaison who is familiar with how water and wastewater utilities operate, their specific needs, and available resources would be a benefit to the people of Oregon. The liaison would have the ability to facilitate a more coordinated and timely response during emergency events, helping to minimize disruption to water and wastewater service. A copy of the letter is included for Board reference.

Willamette Basin Reallocation

The OWUC Reallocation Subcommittee has continued work on state-level implementation of the US Army Corps of Engineers [Willamette River Basin Review Feasibility Study](#) (Reallocation) after it's federal passage in late 2020.

Under the Pacific Northwest Section of AWWA, the umbrella organization of OWUC, a contract was signed in late November with GSI Water Solutions, Inc. to assist the Reallocation committee with this effort. A scope of work was developed for the initial phase with a primary focus on engagement and outreach. The primary objective is identifying the next steps needed by water providers to support state-level agencies in implementing the Reallocation. Immediate efforts include:

- Meeting with the Oregon Water Resources Department to discuss how the agency is working towards fulfilling policy packages approved during the 2021 Session, which provided funding to support work on complex water issues in the Willamette River basin and established a “Willamette Basin Coordinator” position (scheduled for January 14 as of the time of this writing); and
- Meeting with the US Army Corps of Engineers (USACE) to begin discussing the development of a municipal water supply contract based on the approved reallocation of stored water behind USACE operated dams for municipal and industrial uses (scheduled for January 21 as of the time of this writing).

Updates on the progress of this outreach will continue to be provided during upcoming WIF Commission Board meetings. It should be noted that this outreach is in alignment with the goals identified in the adopted WIF Commission’s Strategic Plan adopted in 2021.

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:

- OWUC letters to the Oregon Department of Forestry
- Office of Emergency Management



American Water Works Association Pacific Northwest Section

January 10, 2022

Mr. Bodie Dowding
Oregon Department of Forestry
2600 State Street
Salem, Oregon 97310

Dear Bodie Dowding,

This letter is being sent on behalf of the Oregon Water Utility Council (OWUC) with respect to the Western State Forest Management Plan Draft Strategies (Strategies).

OWUC is a local affiliation of the American Water Works Association, and we represent nearly 75% of public drinking water providers across Oregon, both small and large, rural, and urban. You have likely received comments from several of our member agencies stressing the importance of source water protection and water quality in the development of the Strategies.

OWUC appreciates the inclusion of both Goal 9 – Aquatics and Riparian and Goal 10 – Drinking Water in the Strategies and would like to emphasize the importance of the stated goals.

While comments received from agencies will differ OWUC is confident you will find a common themes from drinking water providers including:

- Establishing minimum no-harvest buffers on seasonal non-fish bearing streams.
- Limiting forest road development in source water areas and continuing to implement BMPs to reduce erosion.
- Including source water areas in district maps to highlight protection zones.
- Decreasing non-target impacts of fertilizer and pesticides and limit use in designated source water areas.
- Notifying drinking water providers if fire retardants are used in source water areas and provide information on specific chemicals used.

OWUC encourages you to consider the comments submitted with respect to protecting and enhancing water quality and implement these in the Strategies.

Thank you for your consideration.

Sincerely,

Wally McCullough, P.E.
Chair – Oregon Water Utilities Council

Willamette Intake Facilities Commission

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American Water Works Association
Pacific Northwest Section

November 24, 2021

Director Andrew Phelps
Oregon Office of Emergency Management
P.O. Box 14370
Salem, Oregon 97309-5062

Dear Director Phelps,

In August 2021 you spoke to the Regional Disaster Preparedness Organization (RDPO) Emergency Managers Group (REMTEC) about the transition of OEM to its own state agency and the influx of funds and positions for emergency preparedness, response, mitigation, and recovery. Over the past year and a half, water providers have responded to several emergency events including COVID-19, wildfires, supply chain disruptions (chlorine), extreme heat and drought, and severe winter weather which affected power supplies and transportation.

The Oregon Water Utility Council is requesting that you dedicate a position within OEM to serve as a liaison to water and wastewater utilities. This position could help coordinate among water utilities and other state agencies in response and recovery. Having a dedicated person who is familiar with how water and wastewater utilities operate, their specific needs, and available resources would be a benefit to the people of Oregon and facilitate a more coordinated and timely response to ensure there is no disruption to water and wastewater service.

During the chlorine shortage event, assistance was provided by the state, but it was tempered with a lack of coordination and understanding of water system operations. Water utilities have been working for years on resilience and partnerships with other utilities, but we feel a better partnership with the new Oregon Department of Emergency Management (ODEM) is essential.

We would like to invite you to an upcoming meeting of the Oregon Water Utility Council so that we can learn more about the new ODEM and to share information about what water utilities are doing to be better prepared for emergencies. The Oregon Water Utility Council, an affiliation of the American Water Works Association, represents the interests of 75% of the drinking water providers in Oregon, both small and large, rural and urban.

Sincerely,

Pacific Northwest Section of the American Water Works Association – Oregon Water Utilities Council