

Willamette Intake Facilities Commission
Board Meeting Agenda
Monday, April 25, 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@twwd.org or call 971-222-5957 by 4:00 p.m. on April 25, 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 January 24, 2022, meeting minutes

4. BUSINESS AGENDA

- A. Adopt FY2022-23 WIF Annual Work Plan and Budget – *Toby LaFrance*
- B. Adopt FY2022-23 WIF Board Meeting Schedule – *Dave Kraska*

5. INFORMATION ITEMS

- A. Watershed Protection, Monitoring, and Outreach Plan – *Christina Walter*
- B. Legislative Update – *Joel Cary*
- C. The next Board meeting is scheduled on July 25, 2022, or October 24, 2022 (*pending Board decision*) 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: April 25, 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. Raw Water Facilities Update** –The Raw Water Facilities (RWF) Project has reached the Phase 1 complete milestone. One piece of Phase 1 work that remains incomplete is installation of the intake screen protection piles. The first attempt to install them last year was unsuccessful in terms of driving the piles to their design depth. A second attempt will be made this year during the upcoming in-water work period to finalize their installation. Work includes driving the screen protection piles to the design depth and installing the catchment fence. While the majority of the WIF project elements were completed in Phase 1, a few elements remain to be constructed in Phase 2. These include HVAC, power, and resiliency improvements to the raw water pump station. Phase 2 work will also include construction of remaining Willamette Water Supply System elements including the Upper Site electrical building, surge system, and backup power. Phase 2 construction is scheduled to begin in September of 2022.
- 2. WIF IGA and WIF Easement Updates** – Staff is working on updating the WIF IGA Exhibit 1 draft easement layout from 2017 and existing DSL easement to represent as-built conditions. Once those are complete, staff will bring this item to the Management Committee for review before bringing it to this Board for approval. Because the WIF IGA also includes provisions for the Willamette Water Supply System's raw water pipeline easement, some other IGA revisions will likely be related to completing that easement as well.
- 3. Quarterly Financial Reports** – Task 4.c. of the Annual Work Plan requires the Managing Agency to prepare quarterly financial reports and provide them to the WIF Board as part of the packet. Attached to this General Manager's report is the WIF quarterly financial statement for the period ending March 31, 2022.
- 4. Seeking Commissioner Input on Continuing Remote Meetings** – At the October 2021 WIF Commission Board meeting, Commissioners agreed to continue to meet remotely considering the prevalence and transmissivity of the Delta variant of the COVID-19 virus. It was agreed that we would revisit this matter at the April 2022 meeting in preparation for the July 2022 meeting. Staff would appreciate hearing the Commissioners thoughts and preferences regarding whether to continue meeting remotely.

Willamette Intake Facilities Commission

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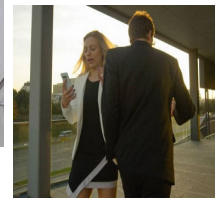
Safety Moment: Distracted Walking

April 25, 2022

1

Distracted Walking Can Be Dangerous

- Various hazards are all around
- People are often distracted by their cell phones or reading while walking
- If you are not paying attention, these hazards can lead to injury

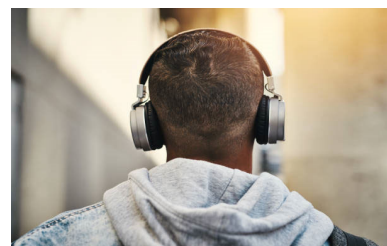


2

Avoiding Distracted Walking

Follow these tips to keep you and those around you safe:

- Focus on the people and obstacles in front of you
- Maintain a volume on headphones where you can still hear your surroundings



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Willamette Intake Facilities Commission

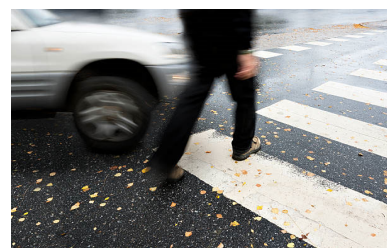
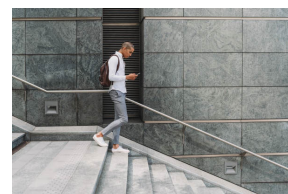
3

3

Avoiding Distracted Walking

- Pay attention especially near curbs, intersections, stairs, elevators, or escalators
- Stay alert on and near streets no matter what time of day it is
- Remember that drivers may not always see you

<https://www.oceaneering.com/sustainability/health-safety-and-quality-hse/safety-moments/>



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Willamette Intake Facilities Commission

4

4

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

<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	\$ 49,708	\$ (92,330)	Contributions	\$ 568,163	\$ 426,122	\$ 95,130	\$ (330,992)	\$ 473,033
1,125,993	740,331	(385,662)	Capital contributions	4,555,973	3,377,980	2,922,401	(455,579)	1,633,572
\$ 1,268,031	\$ 790,039	\$ (477,992)	Total Revenues	\$ 5,124,136	\$ 3,804,102	\$ 3,017,531	\$ (786,571)	\$ 2,106,605
			Expenditures					
\$ 129,038	\$ 49,708	\$ 79,330	Materials and Services	\$ 568,163	\$ 387,127	\$ 95,130	\$ 291,997	\$ 473,033
1,125,993	740,331	385,662	Capital Outlay	4,503,973	3,377,975	2,922,401	455,574	1,581,572
13,000	-	13,000	Contingency	52,000	39,000	-	39,000	52,000
\$ 1,268,031	\$ 790,039	\$ 477,992	Total Expenditures	\$ 5,124,136	\$ 3,804,102	\$ 3,017,531	\$ 786,571	\$ 2,106,605

Willamette Intake Facilities Commission

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

Attendance:**Commissioners present:**

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

Committee members present:

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

Managing Agency staff present:

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

Other Attendees present:

City of Hillsboro Water Programs Coordinator	Tacy Steele
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REGULAR SESSION – 6:00 PM**CALL TO ORDER**

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

ROLL CALL

Ms. Rehms administered the roll call and noted attendance.

1. GENERAL MANAGER’S REPORT

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

The General Manager’s report included a Curtailment Plan and Operations Plans update; Willamette Intake Facilities Insurance Renewal; acceptance of Financial Statements and Report of Independent Auditor; and the quarterly financial report for the period ending December 31, 2021.

2. PUBLIC COMMENT

There were no public comments.

3. CONSENT AGENDA

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

Motion was made by Godsey seconded by Mitchell, to approve the Consent Agenda as presented. The motion passed unanimously with Mitchell, Godsey, Garland, Goodhouse, Akervall, and Doane voting in favor.

4. BUSINESS AGENDA

A. Election of Officers

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

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

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

Motion was made by Godsey, seconded by Goodhouse, to elect John Goodhouse (City of Tigard) as Chair, Kristin Akervall (City of Wilsonville) as Vice Chair for the calendar year 2022 and proceed with implementing an officer rotation for the six agencies as proposed by Managing Agency staff. The motion passed unanimously with Mitchell, Godsey, Garland, Goodhouse, Akervall, and Doane voting in favor.

5. INFORMATION ITEMS

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

Mr. Kraska presented a semi-annual update on the WIF-related elements of the Willamette Water Supply Program (WWSP) Raw Water Facilities project (RWF_1.0). The WIF-related elements are seismic mitigation for the caisson and pump building, new fish screens, and air burst system improvements. The update included an overview of completed Upper and Lower site work, an overview of current construction activities, and schedule update.

B. Watershed Protection, Monitoring, and Outreach Plan

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

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

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

Mr. LaFrance and staff presented the staff report providing an overview of the Annual Work Plan (AWP) and Budget, including the development schedule and modifications from the current AWP to include proposed changes to the General and Finance Administration items, which are currently under consideration by the WIF Committees. The final FY2022-2023 Annual Work Plan and Budget will be presented to the WIF Board at the April 25, 2022, meeting for final approval.

D. Legislative Update

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

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

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

COMMUNICATIONS AND NON-AGENDA ITEMS

- A. None scheduled.

ADJOURNMENT

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

John Goodhouse, Chair

Kristin Akervall, Vice Chair

Willamette Intake Facilities Commission

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WIF COMMISSION STAFF REPORT

To: Willamette Intake Facilities Board of Commissioners

From: Toby LaFrance, WWSP Finance Manager

Date: April 25, 2022

Subject: Fiscal Year 2022-23 Annual Work Plan and Budget

Requested Board Action:

Consider adopting the Annual Work Plan and Budget for the Willamette Intake Facilities (WIF) Commission for Fiscal Year 2022-23 (FY 2023).

Key Concepts:

- TVWD, as the Managing Agency, prepares an Annual Work Plan and Budget for review, comment, and recommendation by the WIF Operations, Finance, and Management Committees.
- The Annual Work Plan provides the scope of work to be performed by the Managing Agency for FY 2023, in accordance with the Willamette Intake Facilities Intergovernmental Agreement (WIF IGA).
- The FY 2023 budget includes appropriations of \$791,900 for operations and administration and \$1,421,313 for capital outlay.
- The Operations, Finance, and Management Committees, composed of staff from each of the WIF parties, recommend the FY 2023 Annual Work Plan and Budget for adoption by the WIF Commission.

Background:

Article 5.6 of the WIF IGA specifies the powers and duties of the Managing Agency. As the Managing Agency, TVWD prepared an Annual Work Plan and Budget to address those duties that are relevant to FY 2023. Both documents were presented to the Operations and Finance Committees on January 12, 2022. Neither Committee requested edits to the two documents. Both documents were presented to the Management Committee on March 16, 2022 and again, no edits to the two documents were requested by Committee members. All three Committees recommend the FY 2023 Annual Work Plan and Budget for adoption by the WIF Commission.

The Annual Work Plan includes the following main tasks:

1. General Administration
2. Capital Projects Management
3. Annual Work Plan and Budget Development
4. Finance Administration
5. Operations Committee Administration
6. Management Committee Administration
7. Administer WIF Board of Commissioners Meetings
8. Contingency

Fiscal Year 2022-23 Annual Work Plan and Budget

April 25, 2022

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Budget Impact:

The FY 2023 budget includes appropriations of \$791,900 for operations and administration, and \$1,421,313 for capital outlay.

Operations and Administration

The Operations and Administration budget of \$791,900, increased \$223,737 from the prior fiscal year. A significant portion of the increase is due to the expanded portfolio of work associated with the development of the Source Water Protection and Watershed Monitoring Plans. Work related to engaging consultants to prepare updated Financial Procedures (WIF costs capped at \$25,000) is continued into FY 2023. The budget also provides \$72,000 as contingency intended to cover unanticipated expenses that may occur throughout the year. Contingency requires Board approval for its use.

The operations and administration budget is shared by each of the parties in accordance with interim financial procedures in the WIF IGA Exhibit 9 that state: 25 percent of the expenditures of the Commission will be divided evenly among the Parties; and the remaining 75 percent will be divided among the Parties according to each Party's percentage share of the Capacity Ownership in the WIF facilities.

Partner	Capacity Ownership (MGD)	Capacity Ownership (%)	Cost Share
Beaverton	5.0	3.3%	\$ 52,793
Hillsboro	36.2	24.1%	\$ 176,330
Sherwood	9.7	6.5%	\$ 71,403
Tigard	15.0	10.0%	\$ 92,388
TVWD	59.1	39.4%	\$ 267,002
Wilsonville	25.0	16.7%	\$ 131,983
	150.0	100.0%	\$ 791,900

Capital Outlay

The budget for capital outlay for FY 2023 is \$1,421,313 and includes the WIF's share of direct and indirect expenses associated with Raw Water Facility expansion project. Cost share percentages shown in the following table are based on the Raw Water Facility Project Plan adopted by the Board in October 2018.

Partner	Capacity %	Cost Share %	Cost Share \$
Beaverton	3.3%	4.05%	\$ 57,563
Hillsboro	24.1%	29.36%	\$ 417,297
Sherwood	6.5%	6.50%	\$ 92,385
Tigard	10.0%	12.16%	\$ 172,832
TVWD	39.4%	47.93%	\$ 681,235
Wilsonville	16.7%	0.00%	\$ -
Total	100.0%	100.00%	\$ 1,421,313

Fiscal Year 2022-23 Annual Work Plan and Budget

April 25, 2022

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Budget Summary

Below is a summary by budget category representing each Partner's share of FY 2023 Budget

Partner	Operations & Admin	Capital Outlay	Total
Beaverton	\$ 52,793	\$ 57,563	\$ 110,357
Hillsboro	\$ 176,330	\$ 417,297	\$ 593,627
Sherwood	\$ 71,403	\$ 92,385	\$ 163,788
Tigard	\$ 92,388	\$ 172,832	\$ 265,220
TVWD	\$ 267,002	\$ 681,235	\$ 948,238
Wilsonville	\$ 131,983	\$ -	\$ 131,983
Total	\$ 791,900	\$ 1,421,313	\$ 2,213,213

Recommended Action:

Staff recommends Board adoption of the FY2023 Annual Work Plan and Budget

Staff Contact Information:

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

Toby LaFrance, WWSP Finance Manager; 503-840-3834; toby.lafrance@tvwd.org

Attachments:

- Proposed Resolution WIF-01-22
- Exhibit 1: Proposed FY2021-22 Annual Work Plan
- Exhibit 2: Proposed FY2021-22 Budget

Willamette Intake Facilities Commission

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RESOLUTION NO. WIF 01-22

A RESOLUTION ADOPTING THE WILLAMETTE INTAKE FACILITIES COMMISSION ANNUAL WORK PLAN AND BUDGET FOR THE 2022-23 FISCAL YEAR.

WHEREAS, pursuant Article 4.7.3 of the Willamette Intake Facilities Intergovernmental Agreement (WIF IGA), the Board of Commissioners (Board) shall annually adopt a budget (Budget); and

WHEREAS, pursuant Article 4.7.4 of the WIF IGA, the Board shall annually adopt a work plan (Annual Work Plan) in association with the annual Budget; and

WHEREAS, pursuant Article 5.6.1 of the WIF IGA, the Managing Agency prepared an initial draft Annual Work Plan in conjunction with the annual Budget for review, comment and recommendation by the Operations, Finance and Management Committees; and

WHEREAS, in accordance with Articles 7.1 - 7.3 of the WIF IGA, the Annual Work Plan and Budget documents were revised following comments received from the Committees and that the Committees recommend Board approval; and

WHEREAS, the Annual Work Plan is to be adopted in association with the Budget and, pursuant Article 7.4 of the WIF IGA, the Board shall strive to adopt the Budget by resolution in April of each year; and being advised,

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

Section 1: The Board of the Willamette Intake Facilities Commission hereby adopts the Annual Work Plan for the 2022-23 fiscal year, attached hereto as Exhibit 1 and incorporated by reference.

Section 2: The Board of the Willamette Intake Facilities Commission hereby adopts the Budget for the 2022-23 fiscal year, attached hereto as Exhibit 2, and incorporated by reference.

Section 3: That the Budget will be allocated to the individual WIF Parties according to the following table:

Willamette Intake Facilities FY 2022-23 Budget by Partner

Costs by Partner	Operations & Admin	Capital Outlay	Total FY 22-23
Beaverton	\$ 52,793	\$ 57,563	\$ 110,357
Hillsboro	\$ 176,330	\$ 417,297	\$ 593,627
Sherwood	\$ 71,403	\$ 92,385	\$ 163,788
Tigard	\$ 92,388	\$ 172,832	\$ 265,220
TVWD	\$ 267,002	\$ 681,235	\$ 948,238
Wilsonville	\$ 131,983	\$ -	\$ 131,983
Total	\$ 791,900	\$ 1,421,313	\$ 2,213,213

Section 4: The Managing Agency will invoice the allocated amounts set forth herein from the individual WIF Parties in accordance with the WIF IGA.

Approved and adopted at a regular meeting held on the 25th day of April 2022.

John Goodhouse, Chair

Kristin Akervall, Vice Chair

Proposed

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

April 25, 2022

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INTRODUCTION

The Willamette Intake Facilities (WIF) are located at the Willamette River Water Treatment Plant (WRWTP) in Wilsonville, OR. The WIF consists of a screened intake in the Willamette River, an intake pipeline, a concrete caisson and building located on the bank, and air burst equipment housed in the building. The WIF is owned by six parties, including the cities of Wilsonville, Sherwood, Tigard, Beaverton, and Hillsboro, and the Tualatin Valley Water District (TVWD).

The WIF Intergovernmental Agreement (IGA) establishes the general operating procedures for the WIF Commission, including designating TVWD as its managing agency (MA). Wilsonville will remain the Operating Agency until 2026.

The WIF houses the raw water pumps that safely and reliably draw water from the Willamette River. The existing raw water pumps currently provide water to the WRWTP. The Willamette Water Supply Program (WWSP), which is a partnership between the cities of Hillsboro and Beaverton and TVWD, is designing improvements to the WIF that will expand its capacity, improve its seismic reliability, and enable it to deliver water to the future Willamette Water Supply System (WWSS). The name of that WWSP project is RWF_1.0.

This document is the scope of work (SOW) and budget for the MA for the 2022-23 fiscal year (FY23, July 1, 2022 – June 30, 2023). The primary activities described in this SOW are facilitation of committee and Board meetings, administration of the WIF affairs pursuant to the IGA, development of draft operations and emergency response plans, draft financial procedures, and continued development of a draft source water protection and watershed monitoring plan based on the *Mission, Vision, Values, Goals* work completed in FY21.

The primary objectives of this effort include:

- Administering routine business of the WIF Commission, including financial accounting, reporting and quarterly meetings of the Commission Board.
- Prepare an annual work plan and budget for FY24.
- Develop final financial procedures for adoption by the WIF Commission.
- Implement routine processes for the Management Committee and Operations Committee as established in the WIF IGA.
- Develop a draft version of the Operations Plan and provide revisions to the draft Curtailment Plan. Draft an outline of the Emergency Response Plan.
- Begin developing a source water protection and watershed monitoring plan in a phased approach using the *Mission, Vision, Values, Goals* established and adopted in FY21.

SCOPE OF WORK

1. General Administration

The MA is responsible for managing the business affairs of the Commission. The MA shall perform the general administrative activities as described below:

- a. Administration of Infrastructure Operations and Maintenance

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

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- 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.
- b. Records Management – Maintain on the TVWD information technology (IT) infrastructure a location for all relevant WIF-related records. Follow Oregon statutes regarding records maintenance, management, and disposal.
- c. Responding to Requests – When requests for WIF-related information are made by the public or the media, coordinate a response with the other WIF member agencies as appropriate. Requests for public records will be responded to in keeping with TVWD's established public information request policy. The MA will notify the WIF Operations Committee members when a public information request is fulfilled.
- d. Communications and Public Outreach
 - i. Website creation and management - Maintain a web page on the TVWD website for housing public-facing WIF information including public meeting announcements, agendas, and meeting notes.
 - ii. Establishing or maintaining social media accounts for the WIF Commission is specifically excluded from the MA scope for FY23.
 - iii. General communications and public outreach efforts related to the construction work at the WRWTP will be delivered through the WWSS.
- e. Legislative Updates - Provide quarterly updates on legislative activities relevant to water within the Willamette basin to the Management Committee.
- f. General - Maintain a current contact list of the WIF Board and alternates, the Operations Committee, the Finance Committee, and the Management Committee.
- g. Water Quality Monitoring
 - 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.

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

April 25, 2022

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- h. Willamette River Watershed Protection, Monitoring, and Outreach Plan (Watershed Plan) Development
 - i. 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.

2. Capital Projects Management

The MA is responsible for managing any capital improvement projects to WIF facilities undertaken by the WIF Commission. During FY23, the WIF Commission is not envisioned to take on any independent projects. Rather, the MA will monitor and report on other activities at the WIF facilities.

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

3. Annual Work Plan and Budget Development

The MA is responsible for preparing and managing the Annual Work Plan and budget.

- a. Coordinate with the Operations and Finance committees to prepare the draft Annual Work Plan and Budget for FY24.
- b. Prepare Management Committee Review Draft and present at a regularly scheduled meeting.
- c. Prepare Final FY24 Annual Work Plan and Budget for Presentation to WIF Board.

4. Finance Committee Administration

The Finance Committee provides recommendations to the Management Committee on the proposed annual budget, capital improvement plan including resource availability and timing, and other financial policies. The MA, which is responsible for financial planning and management for the WIF Commission, will conduct the following tasks:

- a. Administer Committee Meetings – Conduct quarterly or as needed meetings with the Finance Committee. The MA will provide the following support for these meetings, all of which are assumed to occur at the TVWD Board Room:
 - i. Schedule each meeting with the attendees via email. Provide email reminders for each meeting.
 - ii. Coordinate meeting logistics including meeting room set up, breakdown and clean up.
 - iii. Prepare draft agendas for each meeting and submit to attendees for review one week prior to each meeting.

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

April 25, 2022

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- iv. Prepare brief meeting notes capturing only decisions and action items.
- b. Coordinate with the Finance Committee to retain consultants for the development of financial procedures to replace the interim procedures outlined in the IGA and in conjunction with the Willamette Water Supply System IGA. Specific tasks requiring coordination will include:
 - i. Conclude development of the Scope of Work and Request for Proposals and consultant evaluation and selection
 - ii. Review and approval of the financial procedures
 - iii. Presentation to the WIF Board for their consideration and approval
- c. Prepare quarterly operating invoices and financial reports as well as monthly capital invoices. Financial reports will be provided to the WIF Board as part of the Board packet for each of its meetings.
- d. Provide routine accounting and financial management including payment of accounts payable for expenses incurred on behalf of the WIF Commission.
- e. Prepare and invoice dues for each WIF Party quarterly.
- f. Provide insurance, pursuant to IGA Article 10, for the WIF facilities.
- g. Annual Audit - the MA will facilitate an independent financial review of the WIF Commission's activities up to the time of the audit. Facilitation of this audit is assumed to entail the following:
 - i. Contract with TVWD's auditor for purposes of conducting the independent financial review.
 - ii. Oversee execution of the review, including providing access to accounting records and WIF Commission-related transactions and reports.
 - iii. Distribute and facilitate communication of the financial review findings.
 - iv. Prepare and submit required regulatory findings, if any, with the State of Oregon.

5. Operations Committee Administration

The Operations Committee considers issues as directed by the Management Committee as stipulated in the WIF IGA. The MA shall be responsible for administering the Operations Committee meetings.

- a. Administer Committee Meetings – Conduct approximately nine meetings per year, including quarterly meetings with the Finance Committee. The MA will provide the following support for these meetings, all of which are assumed to occur at the TVWD Board Room:
 - i. Schedule each meeting with the attendees via email. Provide email reminders for each meeting.
 - ii. Coordinate meeting logistics including meeting room set up, breakdown and clean up.
 - iii. Prepare draft agendas for each meeting and submit to attendees for review one week prior to each meeting.
 - iv. Prepare brief meeting notes capturing only decisions and action items.

6. Management Committee Administration

The Management Committee provides input and recommendations to the MA on policies, planning, operations, capital projects, contract awards, etc. with the goal of achieving consensus recommendations within the

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

April 25, 2022

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Management Committee. The Management Committee members will also serve as the liaison to each of their governing bodies and shall be charged with authority to act on behalf of the governing body as stipulated within the WIF IGA. The MA shall be responsible for administering the Management Committee meetings.

- a. Administer Committee Meetings – Conduct quarterly meetings of the Management Committee. The MA will provide the following support for these meetings, all of which are assumed to occur at the TVWD Board Room:
 - i. Schedule each meeting with the attendees via email. Provide email reminders for each meeting.
 - ii. Coordinate meeting logistics including meeting room set up, breakdown, and clean up.
 - iii. Prepare draft agendas for each meeting and submit to attendees for review one week prior to each meeting.
 - iv. Prepare brief meeting notes capturing only decisions and action items.

7. Administer WIF Board of Commissioners Meetings

The Board shall manage the business and affairs of the Commission for the mutual benefit of all Parties. The powers and duties of the Board are as described in the WIF IGA. The MA shall be responsible for conducting the Board meetings as described herein:

- a. Administration of Commission Meetings
 - i. Schedule quarterly WIF Board meetings to occur in July 2022, October 2022, January 2023, and April 2023. All meetings are assumed to be held at the TVWD Board room.
 - ii. In coordination with the Management Committee and the WIF Commission Board Chair, draft agendas for each meeting.
 - iii. Post public notice of meetings and agendas on the Commission web page and make a public notice available to each party for posting at the party's offices.
 - iv. Email calendar invites and reminders of upcoming meetings one week prior to the meeting.
 - v. Prepare and electronically distribute meeting agenda packets to the Board and Finance Committee two weeks prior to meetings.
 - vi. Host four Board meetings, including coordinating meeting room set up, breakdown, and clean up.
 - vii. Arrange for a boxed meal to be provided during meetings.
 - viii. Draft speaking points for Board Chair.
 - ix. Make an audio recording of all Board meetings.
 - x. Prepare and distribute draft meeting minutes as part of the Board meeting packets.
 - xi. Post meeting minutes to the WIF Commission web page.

8. Contingency

This task provides an allowance of approximately 10 percent of the total annual budget to provide funds for WIF Commission related work that was not identified at the time when the Annual Work Plan and Budget were

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

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prepared. In such situations, the MA will present a request to the MC to use contingency funds, including the purpose and amount of funds requested. Following approval by the MC, approval will also be obtained from the Board.

STAFFING PLAN

The proposed staffing plan for the FY23 services is reflected in the proposed budget. This staffing plan includes five categories of labor. Specific staffing categories and representative staff positions include:

General Manager: this category is limited to TVWD's Willamette Water Supply Program Director.

Department Manager: this category includes TVWD's Chief Financial Officer, General Counsel, Chief Engineer, WWSP Assistant Program Director, and WWSP Permitting and Outreach Manager.

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

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

Administrative Support: this category consists of administrative support and includes the District's Executive Assistant and Administrative Assistant positions.

Not all staffing categories or positions are used for all tasks or assignments. Instead, specific staff will be engaged, as needed, based on the demands of the given task and the expertise of available staff. As such, TVWD's staffing resources represent a deep pool from which the Commission can efficiently draw. TVWD's diverse range of knowledge, skills and abilities represented by these five categories is intended to allow assignments to be completed at the lowest cost and provide the highest value for the WIF Commission.

ASSUMPTIONS

This proposal for the MA's FY23 work plan will be presented for consideration and adoption at the April 2022 WIF Commission Board meeting. Any changes to the work plan requested by the Board may result in changes in the proposed scope, schedule, and/or budget for the proposed services.

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

The proposed scope of services and budget are limited to services provided in FY23 and do not establish a baseline, cap, or precedent for services and funding requirements for future years. Future funding requirements will be based on Board-approved work plans and scopes of work.

TVWD does not propose establishing a separate website or URL for the WIF Commission at this time. Meeting notices, agendas and meeting summaries will be provided as a designated web page on the TVWD website. Securing URL(s) and establishing a WIF Commission website would be undertaken as a special project subject to authorization and funding by the Commission Board.

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

April 25, 2022

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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.

TVWD will provide logistical support, as needed, such as meeting room set-up, audio visual equipment, and meeting room clean up.

Each quarterly Board meeting is assumed to last no more than 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.

The MA shall manage the use of budgeted labor hours and expenses as the MA deems necessary to fulfill the scope of work. The MA will control the scope of work in coordination with the Finance and Operations Committees. Any significant anticipated changes to the scope of work will first be vetted by the MA with the Finance and Operations committees. In the event the level of effort significantly exceeds the anticipated budget, the MA will coordinate with the Management Committee to identify appropriate response strategies, including supplemental budget requests or use of contingency funds (Task 8), for consideration by the Board and MA staff.

BUDGET

The following proposed budget is based on the assumed scope of services and staffing plan as outlined above. Hours in the proposed budget include only those hours that are anticipated to be in addition to TVWD's participation in the Commission as a partner. Labor rates, by category, are based on TVWD's direct salary plus burden, direct overhead, and indirect overhead.

Willamette Intake Facilities Commission

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**Summary of Cost Allocation for Proposed Preliminary WIF MA Budget
Fiscal Year 2022 - 2023**

This cost allocation divides the FY23 WIF Managing Agency Budget using the ownership percentages shown in the WIF IGA Exhibit 3.

Fee: \$ 791,900.00
Updated: 1/4/2022

Partner	Capacity Ownership ⁽¹⁾ (MGD)	Capacity Ownership ⁽¹⁾ (%)	25% Divided Evenly ⁽²⁾	75% Divided on Capacity ⁽²⁾	Cost Share
Beaverton	5.0	3.3%	\$ 32,996	\$ 19,798	\$ 52,793
Hillsboro	36.2	24.1%	\$ 32,996	\$ 143,334	\$ 176,330
Sherwood	9.7	6.5%	\$ 32,996	\$ 38,407	\$ 71,403
Tigard	15.0	10.0%	\$ 32,996	\$ 59,393	\$ 92,388
TVWD	59.1	39.4%	\$ 32,996	\$ 234,006	\$ 267,002
Wilsonville	25.0	16.7%	\$ 32,996	\$ 98,988	\$ 131,983
	150.0	100.0%	\$ 197,975	\$ 593,925	\$ 791,900
Notes:					
(1) Per WIF IGA Exhibit 3					
(2) Based on <i>Allocation of Expenditures for Administration</i> from WIF IGA Exhibit 9, item 2.b.ii					

Willamette Intake Facilities Commission Administration
FY 2022-23 Budget

Task No.	Activity	Staff Position	General Mgr	Dept Mgr	Professional	Technician	Admin	Labor Hours	Labor Cost	Expenses	Total
		Maximum Rate ¹	\$300 per hour	\$300 per hour	\$200 per hour	\$150 per hour	\$100 per hour				
	1 General Administration										
	a Plans Development		14	48	72	0	19	153	\$34,900	\$16,100	\$51,000
	b Records Management		4			4	8	16	\$2,600		\$2,600
	c Responding to Requests		1		2	4	4	11	\$1,700		\$1,700
	d Communications and Public Outreach		2		4		8	14	\$2,200		\$2,200
	e Legislative Updates		2	8	16			26	\$6,200		\$6,200
	f General						4	4	\$400	\$1,000	\$1,400
	g Water Quality Monitoring		0	2	24	36	0	62	\$10,800	\$14,850	\$25,650
	h Source Water Protection Plan Development		6	128	40	0	24	198	\$50,600	\$400,000	\$450,600
	subtotal		29	186	158	44	67	484	\$ 109,400.00	\$ 431,950.00	\$541,350
	2 Capital Projects Management										
	a Monitor and Report to the WIF Board		4		32		4	40	\$8,000		\$8,000
	subtotal		4	0	32	0	4	40	\$8,000	\$0	\$8,000
	3 Annual Work Plan and Budget Development										
	a Prepare Draft		4	12	4	4	4	28	\$6,600		\$6,600
	b Prepare Management Committee Review Draft		2	8	2	2	2	16	\$3,900		\$3,900
	c Prepare Final		2	2	2	1	1	8	\$1,850		\$1,850
	subtotal		8	22	8	7	7	52	\$12,350	\$0	\$12,350
	4 Finance Administration										
	a Update Financial Procedures		6	8.5	16.5	3	6	40	\$8,700	\$25,000	\$33,700
	b Prepare reports					4		4	\$600		\$600
	c Provide routine accounting and management				2	4		6	\$1,000		\$1,000
	d Invoicing				4	12		16	\$2,600		\$2,600
	e Insurance		2		8			10	\$2,200	\$23,100	\$25,300
	f Finance Committee Meetings							0	\$0		\$0
	Schedule meetings						6	6	\$600		\$600
	Meetings logistics						6	6	\$600		\$600
	Prepare agendas and meeting materials		8	8			8	24	\$5,600		\$5,600
	Conduct meetings		16				16	32	\$6,400		\$6,400
	Prepare meeting notes		2	4			12	18	\$3,000		\$3,000
	g Annual Audit		2	2	2	16	2	24	\$4,200	\$5,300	\$9,500
	subtotal		36	22.5	32.5	39	56	186	\$35,500	\$53,400	\$88,900
	5 Operations Committee Administration										
	a Committee Meetings (assume 9 per year)										
	Schedule meetings						6	6	\$600		\$600
	Meetings logistics						6	6	\$600		\$600
	Prepare agendas and meeting materials		9	12			15	36	\$7,800		\$7,800
	Conduct meetings		15	27	27		18	87	\$19,800		\$19,800
	Prepare meeting notes		3	6			15	24	\$4,200		\$4,200
	subtotal		27	45	27	0	60	159	\$33,000	\$0	\$33,000
	6 Management Committee Administration										
	a Committee Meetings										
	Schedule meetings						6	6	\$600		\$600
	Meetings logistics						6	6	\$600		\$600
	Prepare agendas and meeting materials		8	8			8	24	\$5,600		\$5,600
	Conduct meetings		16				16	32	\$6,400		\$6,400
	Prepare meeting notes		2	4			12	18	\$3,000		\$3,000
	subtotal		26	12	0	0	48	86	\$16,200	\$0	\$16,200
	7 Administer WIF Board of Commissioners Meetings										
	a Board Meetings										
	Schedule meetings		1				8	9	\$1,100		\$1,100
	Post public notice of meeting						2	2	\$200		\$200
	Meetings logistics						4	4	\$400	\$1,800	\$2,200
	Prepare agendas and meeting materials		4	8	16		8	36	\$7,600		\$7,600
	Conduct meetings		16				12	28	\$6,000		\$6,000
	Prepare meeting notes		2	4			12	18	\$3,000		\$3,000
	subtotal		23	12	16	0	46	97	\$18,300	\$1,800	\$20,100
	8 Contingency										
	Contingency (10%)										\$72,000
	subtotal		0	0	0	0	0	0	\$0	\$0	\$72,000
	TOTAL		153	299.5	273.5	90	288	1104	\$232,750	\$487,150	\$791,900

Notes: 1. Maximum Rates are estimated based on existing staff and historical inflation rates for wages and indirect overhead. Actual rates will be applied to hours worked to determine costs.

**Willamette Intake Facilities Commission Administration
FY 2022-23 Capital Outlay RWF_1.0 Project**

Costs by Partner	Capacity Share	Cost share	FY 22-23
Wilsonville	16.7%	0	\$ -
TVWD	39.4%	47.93%	\$ 681,235
Sherwood	6.5%	6.50%	\$ 92,385
Tigard	10.0%	12.16%	\$ 172,832
Hillsboro	24.1%	29.36%	\$ 417,297
Beaverton	3.3%	4.05%	\$ 57,563
Total	100.0%	100.00%	\$ 1,421,313

The proposed budget for capital outlay for FY 2022-23 is \$1,421,313 and includes the WIF's share of direct and indirect costs associated with the Raw Water Facility expansion project. Cost share percentages shown are based on the Raw Water Facility Project Plan.

Proposed

Willamette Intake Facilities Commission

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WILLAMETTE INTAKE FACILITIES COMMISSION

BOARD MEETING

April 25, 2022

1

2. WIF ANNUAL WORK PLAN (AWP) REVIEW



2

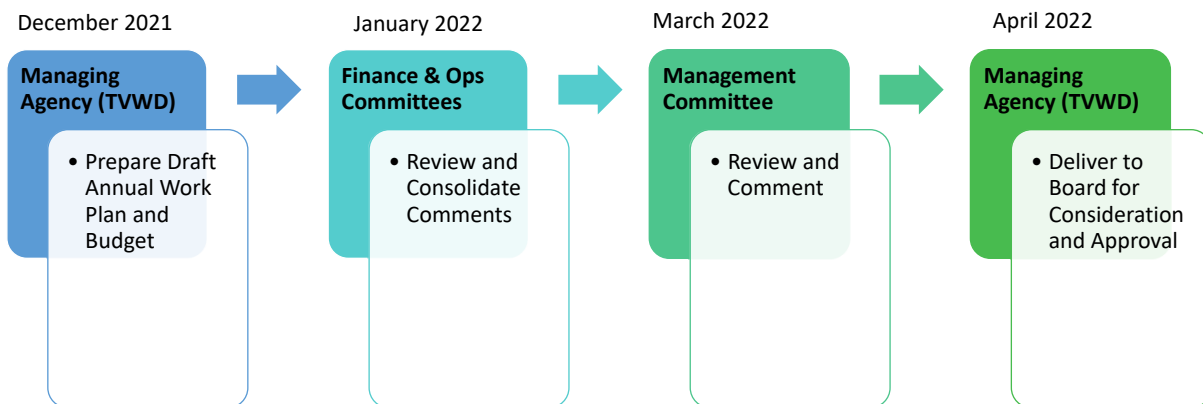
Outline

- Schedule

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

3

Annual Work Plan and Budget Preparation



4

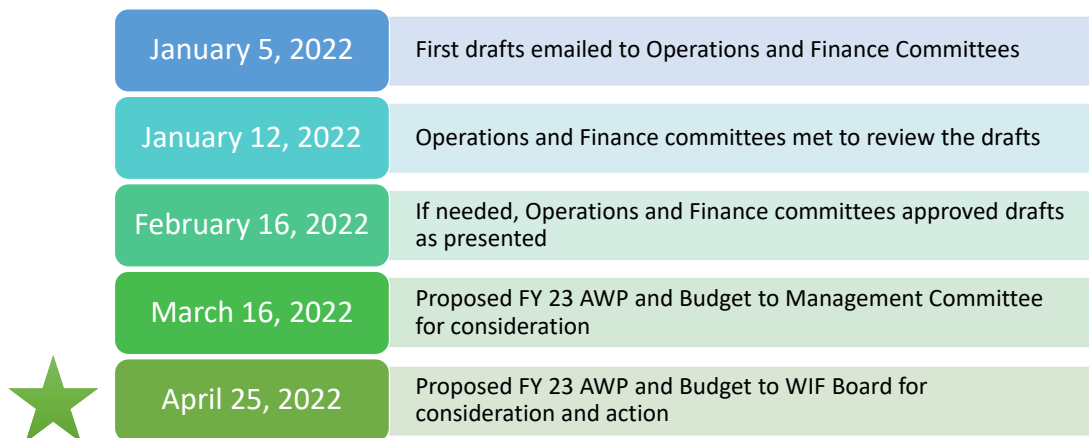
AWP and Budget Preparation

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

5

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

7

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.

9

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.

10

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

11

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.

13

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.

14

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.

15

FY 2022-23 Budget Summary

- Ops & Admin increase by \$220K
 - Staff Hours trimmed by 8%
 - Consultant costs up for Watershed Plan
- Capital Outlay decreased by \$3.1M. Work will be completed next FY when in-water work that carried over from last FY is completed this summer.

Willamette Intake Facilities FY 2022-23 Budget by Partner

Costs by Partner	Operations & Admin	Capital Outlay	Total FY 22-23
Beaverton	\$ 52,793	\$ 57,563	\$ 110,357
Hillsboro	\$ 176,330	\$ 417,297	\$ 593,627
Sherwood	\$ 71,403	\$ 92,385	\$ 163,788
Tigard	\$ 92,388	\$ 172,832	\$ 265,220
TVWD	\$ 267,002	\$ 681,235	\$ 948,238
Wilsonville	\$ 131,983	\$ -	\$ 131,983
Total	\$ 791,900	\$ 1,421,313	\$ 2,213,213

16

Questions?

17

4.A. Requested Board Action

Consider adopting Resolution No WIF 01-22 approving the Willamette Intake Facilities (WIF) Annual Work Plan and Budget for 2022-23 fiscal year.

18

Willamette Intake Facilities Commission

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WIF COMMISSION STAFF REPORT

To: Board of Commissioners

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

Date: April 25, 2022

Subject: Establishing Fiscal Year 2022-23 Board Meeting Dates

Requested Board Action:

Consider adopting a resolution establishing regular meeting dates of the Board of Commissioners or Fiscal Year (FY) 2022-23.

Key Concepts:

This action will provide specific dates for meetings of the Board to conduct Commission business (per Willamette Intake Facility (WIF) Intergovernmental Agreement Article 4.4).

Background:

To conduct regular business for the WIF Commission, the Board of Commissioners needs to set regular business meeting dates. The IGA requires at least two meetings per year. The attached resolution provides two options for the regular meeting dates for Fiscal Year (FY) 2022-23. The WIF Board of Commissioners has the ability to meet more frequently as needed or to change meeting dates.

With the completion of Phase 1 of the Raw Water Facilities improvements, most of the major construction activities of the WIF elements are complete. Therefore, in setting the calendar for the next fiscal year, the Board may wish to consider meeting less frequently than the usual quarterly schedule. Staff have prepared two options for consideration: 1) a quarterly meeting schedule and 2) an alternative schedule of three Board meetings per year. Staff request Board direction on which option is preferred.

Option 1: Quarterly Meeting Schedule

Proposed Meeting Date	Anticipated Key Agenda Item(s)
July 25, 2022	Raw Water Facilities project update, Source Water Protection project update, and Legislative update
October 24, 2022	Source Water Protection project update, Legislative update and Independent Audit update
January 23, 2023	Election of Officers, Fiscal Year AWP & Budget Prep update, Accept Financial Statement from Audit, Source Water Protection project update, and Legislative update
April 24, 2023	Annual Work Plan & Budget, Board Schedule, Source Water Protection project update, and Legislative update

Option 2: Three Meetings Per Year Schedule

Proposed Meeting Date	Anticipated Key Agenda Item(s)
October 24, 2022	Raw Water Facilities project update, Source Water Protection project update, Legislative update, Independent Audit update
January 23, 2023	Election of Officers, Fiscal Year AWP & Budget Prep update, Accept Financial Statement from Audit, Source Water Protection project update, and Legislative update
April 24, 2023	Annual Work Plan & Budget, Board Schedule, Source Water Protection project update, and Legislative update

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

Any changes to the meeting date, time or location will be coordinated with the Board Chair, and Board Members and staff of the member parties will be notified.

Budget Impact:

None.

Staff Contact Information:

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

Attachments:

- Proposed Resolution WIF-02-22

Commissioner Motion:***If the Board selects Option 1 (quarterly meetings):***

“I move to adopt Resolution No. WIF 02-22 approving regular quarterly meeting dates of the Willamette Intake Facilities (WIF) Board of Commissioners for fiscal year 2022-23.”

If the Board selects Option 2 (meet three times per year):

“I move to adopt Resolution No. WIF 02-22 approving regular meeting dates of the Willamette Intake Facilities (WIF) Board of Commissioners for fiscal year 2022-23, changing to meeting three times during the year.”

RESOLUTION NO. WIF 02-22

A RESOLUTION ESTABLISHING REGULAR MEETING DATES OF THE WILLAMETTE INTAKE FACILITIES BOARD OF COMMISSIONERS FOR FISCAL YEAR 2022-23.

WHEREAS, Article 4.4 of the Willamette Intake Facilities Intergovernmental Agreement requires the Board of Commissioners to generally meet quarterly, but in no event less than semi-annually; and

WHEREAS, the Board of Commissioners wishes to set its regular meeting calendar by resolution, and being advised,

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

Section 1: The regular meetings of the Commission shall be held on the following Mondays: July 25, 2022; October 24, 2022; January 23, 2023; and April 24, 2023.

-OR-

Section 1: The regular meetings of the Commission shall be held on the following Mondays: October 24, 2022; January 23, 2023; and April 24, 2023.

Section 2: Regular meeting dates may be changed by a motion of the Board. Special meetings may be called by the Chair or by any two Commission members.

Section 3: The regular or special meetings shall be held virtually unless otherwise noticed. Meetings will start at 6:00pm.

Section 4: All Commission meetings will be advertised as required and conducted in accordance with the Oregon Public Meetings law, ORS 192.610 to 192.710.

Approved and adopted at a regular meeting held on the 25th day of April 2022.

John Goodhouse, Chair

Kristin Akervall, Vice Chair

Willamette Intake Facilities Commission

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FY 2022-2023 BOARD MEETING SCHEDULE



1

FY 2022-23 Board Meeting Schedule

- Proposing to reduce to 3 meetings per year
 - January
 - April
 - (Discontinue July meeting)
 - October
- Construction nearly complete
- Limited upcoming action items except for regular Board business
- *Requesting Board direction*

2

Questions?

3

4.B. Requested Board Action

If Board selects Option 1 (quarterly meetings):

Consider adopting Resolution No WIF 02-22 approving regular quarterly meeting dates of the Willamette Intake Facilities (WIF) Board of Commissioners for fiscal year 2022-23.

4

4.B. Requested Board Action

If Board selects Option 2 (meet three times per year):

Consider adopting Resolution No WIF 02-22 approving regular meeting dates of the Willamette Intake Facilities (WIF) Board of Commissioners for fiscal year 2022-23, changing to meeting three times during the year.

Willamette Intake Facilities Commission

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WIF COMMISSION STAFF REPORT

To: Board of Commissioners
From: Christina Walter, Permitting and Outreach Manager
Date: April 25, 2022
Subject: Watershed Protection, Monitoring, and Outreach Plan Update

Key Concepts:

Progress in development for Phase 1 of the WIF Commission's Watershed Protection, Monitoring, and Outreach Plan:

- The Request for Proposal (RFP) selection process was completed in November 2021 – Geosyntec Consultants was awarded contract
- Willamette River Watershed History, Characterization, and Stakeholders Technical Memorandum (TM) is drafted and under review
- Stakeholder analysis survey interviews are underway with representatives from each of the partners
- A Phase 1 Workshop is being scheduled for June 2022

Background:

On November 3, 2021, staff concluded the RFP process with the selection and award of a contract to Geosyntec Consultants, Inc. (Geosyntec) to assist the WIF Commission Board in its development of a Watershed Protection, Monitoring and Outreach Plan. In December, staff began working with Geosyntec project lead staff, Jacob Krall and Rob Annear, to develop the first tasks in alignment with their contract. The plan will result in a long-term (25 to 50 year) plan to support the management of the WIF Commission in alignment with the Board's Mission, Vision, Values, and Goals framework.

Geosyntec's Phase 1 scope of work to be completed by June 30, 2022, includes:

- Summarizing 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
- Providing an overview of the Mid-Willamette and basin-scale watershed profiles using cited sources related to seasonal flows and aquatic species of note (e.g., threatened salmon)
- Identifying water quality risks within the Mid-Willamette by type, source, and location, as well as long-term, anticipated climate change risks
- Reviewing data, analyses, 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
- Identifying important data gaps
- Developing a list of stakeholders, including governmental or private entities and non-profits that the WIF Commission could target to build relationships

Staff set up monthly progress meetings with Geosyntec and a core working group to help facilitate project guidance and feedback given the relatively condensed project timeline for Phase 1. Core working group members are:

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- 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

Significant progress has been made on Task 2 (Watershed History, Characteristics, and Stakeholders TM); staff are currently reviewing the draft technical memo.

In late March and early April, Geosyntec/WSC kicked off work on Task 3 (development of a regional stakeholders list) by meeting individually and conducting a survey interview with representative(s) of each of the partners to gain perspective on watershed protection thoughts and concerns at this stage. The feedback from these interviews, as well as the draft of the technical memorandum summarizing the findings of Tasks 2 and 3 will be the subject of a workshop staff will hold in June with the WIF Operations Committee. The date and time of the workshop will be finalized in coming weeks.

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: Joel Cary, TVWD Water Resources Division Manager
Date: April 25, 2022
Subject: Legislative Update

Key Concepts:

- The 2022 Oregon Legislative ‘Short Session’ concluded on March 4
- Tracking and outreach continued for several initiatives and bills
- Key areas of engagement related to water resources are highlighted below for Board awareness

Background:

Water providers and their associated coalitions (e.g., the Oregon Water Utility Council, League of Oregon Cities, Special Districts Association of Oregon) continued their engagement during Oregon’s 2022 Legislative ‘Short Session.’ Highlights from these ongoing efforts are detailed below. As always, these updates are focused on water supply and water resources related topics, consistent with the WIF Commission’s role in water management for the partner’s collective benefit.

House Bill (HB) 4061 – Water Hauling

HB 4061 was adopted this session and prohibits hauling or arranging to haul water to an unregistered or unlicensed cannabis grow operation. This new law is aimed at reducing illegal cannabis operations that use surface and ground water without water rights, which can deplete already limited water resources for legitimate agricultural, recreational, residential, and municipal uses. Per the Oregon Water Resources Department (OWRD), these abuses often occur when water haulers legally obtain water from municipal fill stations, but then deliver the water to unregistered or unlicensed cannabis cultivation sites.

The [final language of HB 4016](#) requires any water supplier that sells water to the public at a distribution location to retain water sale records for up to 12 months from the date of sale. The water supplier must present those records immediately upon request to either OWRD or law enforcement. Records must include 1) the name and contact information of person the water was sold to; 2) the quantity of water sold; 3) the license plate number of the vehicle used to haul water; and 4) the purchase date. Crucially, the coalitions noted above worked with Legislators to include several key provisions. These requirements *do not apply* when water is sold to a state or local government purchaser, a licensed contractor under the Oregon Construction Contractors Board, or water used for firefighting purposes. Member agencies are encouraged to review their existing bulk water and hydrant meter programs to make sure they meet requirements of the new law, which takes effect June 3, 2022.

OWRD Business Case Assessment: The Value of Water

Last year’s legislative session resulted in additional investment in the state’s natural resources agencies. As a result, OWRD has been working to hire a consultant to support its assessment of the economic value of water and needed water infrastructure investment for both built and natural infrastructure. This was a specific initiative passed by the Legislature during the 2021 Session. OWRD began work on a scope for inclusion in a request for proposal process, which was distributed to key ‘water stakeholders’ for feedback in February. Municipal water providers shared their feedback, concerns, and questions with the scope and overall goals of the effort. Chief among these were:

- How will this assessment be incorporated into other statewide planning efforts? For example, Oregon’s Integrated Water Resources Strategy adopted in 2017.
- How will other partner agencies – such as the Oregon Health Authority, the Department of Environmental Quality, and Business Oregon – be included in this process given their roles managing drinking and wastewater regulations, public health, and the associated economic impacts?

OWRD responded by noting that this an “economic report from a broader perspective” that may help with strategies around investments and would incorporate feedback into the process. OWRD staff also noted that report results should help guide conversations and provide history on investments and financial models that will help other workgroups and efforts in this arena. It’s expected that additional stakeholder engagement will occur with this process once a consultant is selected by OWRD.

Willamette Basin Reallocation

Efforts to stay engaged in state-level implementation of the Reallocation (i.e., transfer of stored water behind federally operated dams to multiple water uses) continued with further outreach to OWRD and the Oregon Department of Fish and Wildlife (ODFW). OWRD filled the “Willamette Basin Coordinator” position and ODFW has several active recruitments in process to support the Reallocation implementation. These positions were also part of last year’s additional investment in the state’s natural resources agencies. The “Reallocation Subcommittee” of OWUC has additional meetings scheduled with key agency staff including the newly hired Willamette Basin Coordinator position to discuss potential next steps in the overall process. Updates on the progress of this outreach will continue to be provided during upcoming WIF Commission Board meetings as this outreach is alignment with the goals identified in the WIF Commission’s adopted Strategic Plan.

United States Geological Survey (USGS) Study of the Willamette Basin

Last, [USGS selected the Willamette River Basin](#) as the latest location for an in-depth examination of factors affecting water supply and demand. The Willamette River Basin is the fourth in a series of at least ten Integrated Water Science basin studies planned by USGS nationwide. The USGS Integrated Water Science Basin studies date back to the 2009 SECURE Water Act, which directed USGS to establish a national water availability assessment. Each Integrated Water Science basin is selected to represent a wide range of environmental, hydrologic, landscape settings, and human stressors of water resources to improve understanding of water availability across the nation. The other three basins studied to date include the Delaware River Basin, the Upper Colorado River Basin, and the Illinois River Basin. Little else is known about this effort by regional water providers. Similar to the above OWRD business case assessment, how this process and ultimately its findings fit into other established or ongoing efforts is of key interest. USGS has stated they will begin evaluating existing knowledge gaps and plan to consult stakeholders in the spring of 2022; however, outreach is already underway with USGS to better understand this effort.

Budget Impact:

Informational items only; no impacts to FY2021 or FY2022 WIF Commission Budgets.

Staff Contact Information:

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Attachments:

None




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Photo Credit: Rio Rancho, Bulk Water Fill Station

HOUSE BILL 4061

Prohibits hauling or arranging to haul water to an unregistered or unlicensed cannabis grow operation

- Requires **any water supplier** that sells water to the public at a distribution location to retain water sale records for up to 12 months from the date of sale.
- Records must include 1) the name and contact information of person the water was sold to; 2) the quantity of water sold; 3) the license plate number of the vehicle used to haul water; and 4) the purchase date.
- Requirements **do not apply** when water is sold to a state or local government purchaser, a licensed contractor under the Oregon Construction Contractors Board, or water used for firefighting purposes.

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OWRD BUSINESS CASE ASSESSMENT

The Value of Water

- OWRD has been working to hire a consultant to support its assessment of the economic value of water and needed water infrastructure investment.
- Municipal water providers shared their feedback, concerns, and questions with the scope and overall goals of the effort.
- OWRD responded by noting that this an “economic report from a broader perspective” that may help with strategies around investments and would incorporate feedback into the process.
- It’s expected that additional stakeholder engagement will occur with this process once a consultant is selected by OWRD.

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Photo Credit: Klamath Basin, 2021, Kimberley Hasselbrink



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WILLAMETTE BASIN REALLOCATION

Engagement Update

- OWRD filled the “Willamette Basin Coordinator” position and ODFW has several active recruitments in process to support Reallocation implementation.
- The “Reallocation Subcommittee” of OWUC has additional meetings scheduled with key agency staff including the newly hired Willamette Basin Coordinator position to discuss potential next steps.
- Updates on the progress of this outreach will continue to be provided during upcoming WIF Commission Board meetings as this outreach is alignment with the goals identified in the WIF Commission’s adopted Strategic Plan.

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Photo Credit:
Detroit Darrin,
USACE

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UNITED STATES GEOLOGICAL SURVEY (USGS)

Willamette Basin Integrated Water Science Study

- USGS selected the Willamette River Basin as the latest location for an in-depth examination of factors affecting water supply and demand.
- Each Integrated Water Science basin is selected to represent a wide range of environmental, hydrologic, landscape settings, and human stressors of water resources to improve understanding of water availability across the nation.
- USGS has stated they will begin evaluating existing knowledge gaps and plan to consult stakeholders in the spring of 2022; however, outreach is already underway with USGS to better understand this effort.

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Photo Credit: Willamette River, David Bassett, Getty Images

