

Willamette Intake Facilities Commission
Board Meeting Agenda
Monday, April 24, 2023 | 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 24, 2023.

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.

The meeting is accessible to persons with disabilities and those who need qualified bilingual interpreters. A request for an interpreter for the hearing impaired, a bilingual interpreter or for other accommodations should be made at least 72 hours before the meeting to the contact listed above.

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 23, 2023 meeting minutes

4. BUSINESS AGENDA

- A. Adopt FY2023-24 WIF Annual Work Plan and Budget – *Justin Carlton*
- B. Adopt FY2023-24 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 October 23, 2023 (*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 MANAGER'S REPORT

To: Board of Commissioners
From: David Kraska, P.E., General Manager
Date: April 23, 2023
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. Future Safety Minute** – At its February 15, 2023 Board meeting, the Tualatin Valley Water District (TVWD) decided to stop presenting safety minutes at the beginning of future Board meetings. This change preserves staff's the Board's time for its critical business, and it does not signal that safety is any less important at TVWD. Safety remains a central part of TVWD's culture.

Since TVWD is the Managing Agency for WIF, we propose following its lead. Unless different direction is received from the WIF Board, tonight's safety minute will be the last one presented at a WIF Board meeting for the foreseeable future. Like TVWD, safety will remain a central part of the culture at the WIF Commission.

- 2. Raw Water Facilities Update** – The Willamette Water Supply System's Raw Water Facilities project is now well into its Phase 2 construction effort. WIF elements currently in progress include improvements to the raw water pump station for HVAC, power, and resiliency. Later this year, a new valve will be installed in the air burst system to replace an existing, aging valve. Additional Phase 2 work includes completing the Willamette Water Supply System Upper Site electrical building, surge system, and backup power.
- 3. WIF IGA and WIF Easement Updates** – Staff have prepared legal descriptions for the easements granted in the WIF IGA. The new legal descriptions represent as-built conditions both on the Willamette River Water Treatment Plant property and below the Willamette River Ordinary Low Water Line, which is Department of State Lands' jurisdiction. Staff will bring this item to the Management Committee for review before bringing it to this Board for approval. For efficiency, this easement effort is proceeding in tandem with the Willamette Water Supply System's raw water pipeline easement work.
- 4. WIF Curtailment, Operations, and Emergency Response Plans** – Staff continue to make progress on the IGA-required Curtailment, Operations, and Emergency Response Plans for the WIF. The Operations Committee completed its annual review of the Draft Curtailment Plan in late 2022. Staff continue to work with the Operations Committee to draft sections of the Operations Plan and anticipate completing the initial draft this Spring. The Emergency Response Plan effort is now underway, and staff plan to develop the draft document over the next year. All plans are anticipated to come to the Board for review and adoption in 2025.
- 5. 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 Commission Board as part of the packet. Attached to this General Manager's report is the quarterly financial statement for the period ending January 31, 2023.

Willamette Intake Facilities Commission

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SAFETY MINUTE: WHAT TO DO AFTER AN AUTO ACCIDENT

April 24, 2023

1

WHAT TO DO AFTER AN AUTO ACCIDENT

When you get into a car accident, there are six steps you should take to:

- Help make sure everyone is safe
- Start the insurance claim process
- Follow Oregon law



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WHAT TO DO AFTER AN AUTO ACCIDENT

1. Stay calm & check for injuries

- Check that those involved in the accident are safe and uninjured
- Keep calm to help control the situation

2. Get yourself and your vehicle out of danger

- If your car is drivable, move it to the side of the road
- Keep your hazard lights on and set up flares or emergency triangles
- If the crash is more severe or if anyone is hurt, do not move vehicles

3. Contact the police

- Dial 911 and wait for the police to arrive
- Answer questions so that the police officer can file a police report
- Request a copy of the police report



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WHAT TO DO AFTER AN AUTO ACCIDENT

4. Collect Important Information

- Exchange names, address, phone numbers, drivers license number, and auto insurance information
- Gather vehicle information including year, make, and model

5. Document the Accident

- Record as much detail about the accident as possible. Use your cellphone to take pictures or video
- Record the date, time, and location

6. Start Claim Process

- Inform your auto insurance company



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<https://www.allstate.com/resources/car-insurance/in-case-of-a-car-accident>
<https://www.progressive.com/answers/what-to-do-after-car-accident/>

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FOLLOW OREGON LAW REGARDING AUTO ACCIDENTS

<https://www.oregon.gov/odot/dmv/pages/driverid/accidentreport.aspx>

File an Oregon Traffic Accident and Insurance Report with DMV within 72 hours when:

- Damage to any vehicle is over \$2,500
- Any vehicle is towed from the scene.
- Injury or death resulted from this accident.

Otherwise, report to DMV if the other party lacks insurance.

Note: A police report does not count as filing an accident report with DMV. You must also file an accident report with DMV.



Willamette Intake Facilities Commission

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Willamette Intake Facility Commission
 For the annual budget period ending June 30, 2023
 For the quarter ended March 31, 2023

<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					
\$ 197,975	\$ 71,012	\$ (126,963)	Contributions	\$ 791,900	\$ 593,925	\$ 152,799	\$ (441,126)	\$ 639,101
368,328	-	(368,328)	Capital contributions	1,473,313	1,104,985	668,828	(436,157)	804,485
\$ 566,303	\$ 71,012	\$ (495,291)	Total Revenues	\$ 2,265,213	\$ 1,698,910	\$ 821,627	\$ (877,283)	\$ 1,443,586
			Expenditures					
\$ 197,975	\$ 71,012	\$ 126,963	Materials and Services	\$ 791,900	\$ 593,925	\$ 152,799	\$ 441,126	\$ 639,101
355,328	-	355,328	Capital Outlay	1,421,313	1,065,985	668,828	397,157	752,485
13,000	-	13,000	Contingency	52,000	39,000	-	39,000	52,000
\$ 566,303	\$ 71,012	\$ 495,291	Total Expenditures	\$ 2,265,213	\$ 1,698,910	\$ 821,627	\$ 877,283	\$ 1,443,586

Willamette Intake Facilities Commission

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DRAFT

**Willamette Intake Facilities Commission
Board Meeting Minutes
January 23, 2023**

Attendance:**Commissioners present:**

City of Beaverton:	Allison Tivnon
City of Hillsboro:	John Godsey
City of Sherwood:	Keith Mays
City of Tigard:	<i>Not available</i>
City of Wilsonville:	Kristin Akervall
Tualatin Valley Water District (TVWD):	Jim Doane

Committee members present:

City of Beaverton:	<i>Not available</i>
City of Hillsboro:	Niki Iverson
City of Sherwood:	Rich Sattler
City of Tigard:	Brian Rager
City of Wilsonville:	Delora Kerber
TVWD:	Tom Hickmann

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:	Justin Carlton
TVWD Water Resources Division Manager:	Joel Cary
WIF Commission Recorder / WWSP Executive Assistant:	Annette Rehms

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

Vice Chair Akervall 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 a quorum was present.

1. GENERAL MANAGER’S REPORT

Mr. Kraska presented a safety minute on preventing back injury. (*presentation on file*)

The General Manager’s report included a WIF Curtailment Plan and Operations Plan update, notice of the WIF insurance renewal, acceptance of financial statements and reports of the independent auditor, quarterly financial reports for the period ending December 31, 2022, and an update on future hybrid meetings and virtual meeting protocol.

Kraska noted a clarification to his General Manager's report: there was one change to the Special Districts Insurance Services (SDIS) insurance renewal. On page 16 of the policy effective January 1, 2023, a Social Engineering sublimit of \$250,000 has been added to the policy. The newly required sublimit covers external threats such as phishing scams, but it does not cover ransomware attacks. He said ransomware risks to the WIF Commission assets are small due to the simple and limited IT infrastructure.

To support building closer connections between the Commissioners and greater transparency with each other and the public when meetings are held virtually, Commissioners committed to an informal protocol that, whenever possible, Board members' cameras will be on for the duration of the meeting, as well as for anyone addressing the Board.

2. PUBLIC COMMENT

There were no public comments.

3. CONSENT AGENDA

- A. Approve the October 24, 2022 meeting minutes
- B. Accept Financial Statements and Reports of Independent Auditor for the Fiscal Year ending June 30, 2022

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

4. BUSINESS AGENDA

- A. Election of Officers – *Dave Kraska*

Mr. Kraska presented the staff report requesting the Board elect a Chair and Vice Chair for the calendar year 2023, per WIF Commission IGA Section 4.6. To simplify the annual process, during the January 2022 Board meeting, the WIF Commission Board agreed to a planned rotation of officer positions. The planned rotation that was presented and accepted at the January 2022 meeting is presented in the following table:

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

Following the staff report, Vice Chair Akervall opened the floor for election of officers for the WIF Board of Commissioners for calendar year 2023.

Motion was made by Godsey, seconded by Mays, to elect Kristin Akervall (City of Wilsonville) as Chair and Allison Tivnon (City of Beaverton) as Vice Chair for the calendar year 2023. The motion passed unanimously with Tivnon, Godsey, Mays, Akervall, and Doane voting in favor.

5. INFORMATION ITEMS

- A. FY 2023-24 Annual Work Plan and Budget Preparation – *Justin Carlton*

Mr. Carlton presented the staff report providing an overview of the process to develop the Annual Work Plan (AWP) and Budget for FY 2023-24. Mr. Carlton noted the development schedule and modifications

from the current AWP, which are currently under consideration by the WIF Committees. The proposed FY2023-24 AWP and Budget will be presented to the WIF Commission Board at the April 24, 2023 meeting for approval.

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 reported that the Phase 1 scope of work has been completed, including Willamette River Watershed history and characterization, watershed data and risk analysis, and stakeholder identification and mapping. The following Phase 2 accomplishments since October 2022 are:

- Completion of a technical memorandum on financial opportunities available for funding support of watershed protection plan development and implementation.
- Draft (currently under review) of a technical memorandum which evaluates source water quality monitoring technology and source water management case studies to assist in development of upstream protection and early warning systems.
- Commissioner and Partner interviews in preparation for regional stakeholder outreach in Winter 2023.
- Preparation for a January 31 WIF Operations Committee workshop on the subject of outreach strategy and key messaging to stakeholders.

Ms. Walter will provide another progress update at the next WIF Commission Board meeting.

C. Legislative Update

Mr. Cary reported on current legislative activities that are relevant to WIF operations: (*presentation on file*)

- The 2023 Oregon Legislative Session began January 17.
- Agency staff and industry coalitions are beginning to track draft legislative concepts and bills, and the key committees associated with water and municipal utility operations.
- The in-conduit Hydroelectric Power Generation bill (LC 1056) was introduced this session by WIF Commission members from the City of Hillsboro. This LC would allow a utility, with written permission from the water right holder, to apply to OWRD for in-conduit hydroelectric approval, thereby streamlining the process for an emerging technology that benefits multiple uses. This is currently working its way through the Legislature with the support of multiple water coalitions and WIF Commission members.
- The Willamette Basin Reallocation was successfully passed in 2020 by Congress to provide the ability to convert stored water behind US Army Corps of Engineers (USACE) dams in the Willamette Basin to multiple uses, including for the purpose of municipal supply. In November, the USACE released their draft Environmental Impact Statement (EIS) for the Willamette Valley System. A group of experts which includes staff from TVWD and City of Hillsboro have been reviewing the draft EIS and to-date and have not identified anything significant that conflicts with elements of the 2020 Reallocation.

Mr. Cary will provide another update at the next WIF Commission Board meeting

D. The next Board meeting is scheduled on April 24, 2023, via Microsoft Teams

6. COMMUNICATIONS AND NON-AGENDA ITEMS

A. None scheduled.

ADJOURNMENT

There being no further questions or business, Chair Akervall adjourned the meeting at 6:39 p.m.

Kristin Akervall, Chair

Allison Tivnon, Vice Chair

WIF COMMISSION STAFF REPORT

To: Willamette Intake Facilities Board of Commissioners

From: Justin Carlton, WWSP Finance Manager

Date: April 24, 2023

Subject: Fiscal Year 2023-24 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 2023-24 (FY 24).

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 24, in accordance with the Willamette Intake Facilities Intergovernmental Agreement (WIF IGA).
- The FY 24 budget includes appropriations of \$773,185 for operations and administration and \$11,000 for capital outlay.
- The Operations, Finance, and Management Committees, composed of staff from each of the WIF parties, recommend the FY 24 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 24. Both documents were presented to the Operations and Finance Committees on January 18, 2023. Neither Committee requested edits to the two documents. Both documents were presented to the Management Committee on March 29, 2023 and again, no edits to the two documents were requested by Committee members. All three Committees recommend the FY 24 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. Operations, Maintenance, and Repairs (New)
9. Contingency

Fiscal Year 2023-24 Annual Work Plan and Budget

April 26, 2023

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Budget Impact:

The FY 24 budget includes appropriations of \$773,185 for operations and administration, and \$11,000 for capital outlay.

Operations and Administration

The Operations and Administration budget of \$773,185, decreased \$18,715 from the prior fiscal year. The budget also provides \$70,000 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%	\$ 51,546
Hillsboro	36.2	24.1%	\$ 172,162
Sherwood	9.7	6.5%	\$ 69,715
Tigard	15.0	10.0%	\$ 90,205
TVWD	59.1	39.4%	\$ 260,693
Wilsonville	25.0	16.7%	\$ 128,864
	150.0	100.0%	\$ 773,185

Capital Outlay

The budget for capital outlay for FY 24 is \$11,000 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 and amended in April 2021.

Partner	Capacity %	Cost Share %	Cost Share \$
Beaverton	3.3%	4.05%	\$ 445
Hillsboro	24.1%	29.36%	\$ 3,230
Sherwood	6.5%	6.50%	\$ 715
Tigard	10.0%	12.16%	\$ 1,338
TVWD	39.4%	47.93%	\$ 5,272
Wilsonville	16.7%	0.00%	\$ -
Total	100.0%	100.00%	\$ 11,000

Budget Summary

Below is a summary by budget category representing each Partner's share of FY 24 Budget:

Fiscal Year 2023-24 Annual Work Plan and Budget

April 26, 2023

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Partner	Operations & Admin	Capital Outlay	Total
Beaverton	\$ 51,546	\$ 445	\$ 51,991
Hillsboro	\$ 172,162	\$ 3,230	\$ 175,392
Sherwood	\$ 69,715	\$ 715	\$ 70,430
Tigard	\$ 90,205	\$ 1,338	\$ 91,543
TVWD	\$ 260,693	\$ 5,272	\$ 265,965
Wilsonville	\$ 128,864	\$ -	\$ 128,864
Total	\$ 773,185	\$ 11,000	\$ 784,185

Recommended Action:

Staff recommends Board adoption of the FY 24 Annual Work Plan and Budget

Staff Contact Information:

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

Justin Carlton, WWSP Finance Manager; 503-848-3070; justin.carlton@tvwd.org

Attachments:

- Proposed Resolution WIF-01-23
- Exhibit 1: Proposed FY2023-24 Annual Work Plan
- Exhibit 2: Proposed FY2023-24 Budget

Willamette Intake Facilities Commission

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RESOLUTION NO. WIF 01-23

A RESOLUTION ADOPTING THE WILLAMETTE INTAKE FACILITIES COMMISSION ANNUAL WORK PLAN AND BUDGET FOR THE 2023-24 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 2023-24 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 2023-24 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 FY2023-24 Budget by Partner			
Partner	Operations & Admin	Capital Outlay	Total
Beaverton	\$ 51,546	\$ 445	\$ 51,991
Hillsboro	\$ 172,162	\$ 3,230	\$ 175,392
Sherwood	\$ 69,715	\$ 715	\$ 70,430
Tigard	\$ 90,205	\$ 1,338	\$ 91,543
TVWD	\$ 260,693	\$ 5,272	\$ 265,965
Wilsonville	\$ 128,864	\$ -	\$ 128,864
Total	\$ 773,185	\$ 11,000	\$ 784,185

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 24th day of April 2023.

Kristin Akervall, Chair

Allison Tivnoni, Vice Chair

Proposed

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, however, operations and maintenance costs will be budgeted and accounted for by the MA.

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, Beaverton and TVWD, has designed and constructed improvements to the WIF that expanded its capacity, improved its seismic reliability, and will enable it to deliver water to the future Willamette Water Supply System (WWSS).

This document is the scope of work (SOW) and budget for the MA for the 2023-24 fiscal year (FY24). 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 an emergency response plan and 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 these efforts include:

- Administer 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 FY25.
- Develop final financial procedures for adoption by the WIF Commission.
- Provide revisions and updates to the draft Operations Plan and draft Curtailment Plan. Develop a draft Emergency Response Plan.
- Continue development of a source water protection and watershed monitoring plan in a phased approach using the *Mission, Vision, Values, Goals* established and adopted in FY21.
- Account for operations and maintenance activities of the WIF.

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**

April 24, 2023

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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 and FY23, the MA led the development of the Draft Operations Plan and revised the Curtailment Plan. The Emergency Response Plan will be prepared in FY24 in compliance with America’s Water Infrastructure Act of 2018 and Oregon Health Authority requirements. The MA will facilitate a review of the draft Operations Plan and draft Curtailment Plan during FY24 and make updates to the plans as needed.
- 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 FY24.
 - iii. General communications and public outreach efforts related to the construction work at the WRWTP will be delivered through the WWSS.
- e. Legislative Updates - Provide quarterly updates on legislative activities relevant to water within the Willamette basin to the Management Committee.
- f. General - Maintain a current contact list of the WIF Board and alternates, the Operations Committee, the Finance Committee, and the Management Committee.
- g. Willamette River Watershed Monitoring Plan Development
 - i. If Oregon Department of Environmental Quality funding to cover cyanotoxin testing for public water suppliers is not renewed, 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, 2023 through October 31, 2023 and May 1, 2024 through June 30, 2024, in accordance with the seasonal monitoring required by the Oregon Health Authority (OHA). Testing costs are based on Eurofins Eaton Analytical who are accredited to perform analysis under OHA required methods. As the MA, TVWD has an existing contract with Eurofins which can be utilized for this work. The FY24 Budget also includes an allowance for the additional levels of triggered sampling and analysis that would be required following a cyanotoxin detection. 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 24, 2023

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- h. Willamette River Watershed Protection, Monitoring, and Outreach Plan Development
 - i. Utilize the WIF’s Mission, Vision, Values, and Goals established during FY21 to complete the final phase of the Willamette River Watershed Protection, Monitoring, and Outreach Plan development in FY24. With data and information gathered in FY22 and FY23 phases, the project team will produce the final Watershed Protection, Monitoring, and Outreach Plan. This will include an implementation schedule for the overall plan, a watershed monitoring strategy, and a strategic communication and outreach strategy with content and outreach materials tailored to relevant audiences.

2. Capital Projects Management

The MA is responsible for managing any capital improvement projects to WIF facilities undertaken by the WIF Commission. During FY24, 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 FY25.
- b. Prepare Management Committee Review Draft and present at a regularly scheduled meeting.
- c. Prepare Final FY25 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.
 - iv. Prepare brief meeting notes capturing only decisions and action items.
- b. Coordinate with the Finance Committee to participate in the development of financial procedures to replace the interim procedures outlined in the IGA and in conjunction with the Willamette Water Supply

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

April 24, 2023

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System IGA. Specific tasks requiring coordination will include:

- i. Participate in workshops facilitated by the consultant and review technical memos
- ii. Review and approval of the financial procedures
- iii. Presentation to the WIF Board for their consideration and adoption
- 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 six meetings per year, including two meetings with the Finance Committee. The MA will provide the following support for these meetings, all of which are assumed to occur at the TVWD Board Room:
 - i. Schedule each meeting with the attendees via email. Provide email reminders for each meeting.
 - ii. Coordinate meeting logistics including meeting room set up, breakdown and clean up.
 - iii. Prepare draft agendas for each meeting and submit to attendees for review one week prior to each meeting.
 - iv. Prepare brief meeting notes capturing only decisions and action items.

6. Management Committee Administration

The Management Committee provides input and recommendations to the MA on policies, planning, operations, capital projects, contract awards, etc. with the goal of achieving consensus recommendations within the Management Committee. The Management Committee members will also serve as the liaison to each of their governing bodies and shall be charged with authority to act on behalf of the governing body as stipulated within the WIF IGA. The MA shall be responsible for administering the Management Committee meetings.

- a. Administer Committee Meetings – Conduct quarterly meetings of the Management Committee. The MA

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

April 24, 2023

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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 WIF Board meetings to occur in October 2023, January 2024, and April 2024. 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 three Board meetings, including coordinating meeting room set up, breakdown, and clean up.
- vii. Arrange for a boxed meal to be provided during in-person 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. Operations, Maintenance, and Repair

The current operations and maintenance activities of the WIF will be budgeted and accounted for by the MA. Operations costs primarily consist of utilities, maintenance and repair of assets, and contract labor. Costs will be allocated to the Parties per the WIF IGA Exhibit 9, or per the final financial procedures once they are adopted.

9. 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

April 24, 2023

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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 FY24 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 Operating Officer, and WWSP Assistant Program Director.

Professional: this category includes senior professional staff such as TVWD’s Financial Operations Manager, Assistant Controller, Senior Engineer, Risk Management Coordinator, Senior Management Analyst, Water Resources Division Manager, WWSP Permitting and Outreach Manager, Water Treatment Plant 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 FY24 work plan will be presented for consideration and adoption at the April 2023 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 FY24 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 24, 2023

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All meetings may be held online as deemed appropriate by the MA. If in-person meetings, including but not limited to Commission Board meetings, Management Committee meetings, Finance Committee meetings, and Operations Committee meetings are convened, 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 Board meeting is assumed to last no more than two hours. Board meeting attendance is assumed to include: three 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 and indirect overhead.

Willamette Intake Facilities Commission

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Summary of Cost Allocation for Proposed Preliminary WIF MA Budget
Fiscal Year 2023 - 24

This cost allocation divides the FY24 WIF Managing Agency Budget using the ownership percentages shown in the WIF IGA Exhibit 3.

Fee: \$ 773,185.00
Updated: 12/30/2022

Partner	Capacity Ownership ⁽¹⁾ (MGD)	Capacity Ownership ⁽¹⁾ (%)	25% Divided Evenly ⁽²⁾	75% Divided on Capacity ⁽²⁾	Cost Share
Beaverton	5.0	3.3%	\$ 32,216	\$ 19,330	\$ 51,546
Hillsboro	36.2	24.1%	\$ 32,216	\$ 139,946	\$ 172,162
Sherwood	9.7	6.5%	\$ 32,216	\$ 37,499	\$ 69,715
Tigard	15.0	10.0%	\$ 32,216	\$ 57,989	\$ 90,205
TVWD	59.1	39.4%	\$ 32,216	\$ 228,477	\$ 260,693
Wilsonville	25.0	16.7%	\$ 32,216	\$ 96,648	\$ 128,864
	150.0	100.0%	\$ 193,296	\$ 579,889	\$ 773,185

Notes:
(1) Per WIF IGA Exhibit 3 (Percentages are rounded to the nearest tenth of a percent)
(2) Based on *Allocation of Expenditures for Administration* from WIF IGA Exhibit 9, item 2.b.ii

Willamette Intake Facilities Commission Administration
 FY 2023-24 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		12	42	32		15	101	\$24,100	\$229,960	\$254,060
	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			2	24	36		62	\$10,800	\$9,975	\$20,775
	h Source Water Protection Plan Development		6	20	160			186	\$39,800	\$165,000	\$204,800
	subtotal		27	72	238	44	39	420	\$87,800	\$405,935	\$493,735
	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	12		3	6	27	\$6,450	\$25,000	\$31,450
	b Prepare reports				4			4	\$800		\$800
	c Provide routine accounting and management				2	4		6	\$1,000		\$1,000
	d Invoicing					12		12	\$1,800		\$1,800
	e Insurance		2		8			10	\$2,200	\$25,400	\$27,600
	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	100		2	106	\$21,400	\$5,300	\$26,700
	subtotal		36	26	114	19	56	251	\$49,850	\$55,700	\$105,550
	5 Operations Committee Administration										
	a Committee Meetings (assume 6 per year)										
	Schedule meetings						6	6	\$600		\$600
	Meetings logistics						6	6	\$600		\$600
	Prepare agendas and meeting materials		6	9			18	33	\$6,300		\$6,300
	Conduct meetings		9	24	9		18	60	\$13,500		\$13,500
	Prepare meeting notes		3	6			12	21	\$3,900		\$3,900
	subtotal		18	39	9	0	60	126	\$24,900	\$0	\$24,900
	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				6	7	\$900		\$900
	Post public notice of meeting						2	2	\$200		\$200
	Meetings logistics						2	2	\$200	\$1,350	\$1,550
	Prepare agendas and meeting materials		3	8	16		6	33	\$7,100		\$7,100
	Conduct meetings		12				9	21	\$4,500		\$4,500
	Prepare meeting notes		2	4			9	15	\$2,700		\$2,700
	subtotal		18	12	16	0	34	80	\$15,600	\$1,350	\$16,950
	8 Operations , Maintenance, and Repairs										
	a Utilities									\$3,600	\$3,600
	b Equipment maintenance & repairs									\$7,500	\$7,500
	c Contract labor									\$14,400	\$14,400
	subtotal		0	0	0	0	0	0	0	\$25,500	\$25,500
	9 Contingency										
	Contingency (10%)										\$70,000
	subtotal		0	0	0	0	0	0	\$0	\$0	\$70,000
	TOTAL		137	183	417	70	248	1055	\$214,700	\$488,485	\$773,185

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 2023-24 Capital Outlay RWF_1.0 Project**

Costs by Partner	Capacity Share	Cost share	FY 22-23	
Beaverton	3.3%	4.05%	\$	445
Hillsboro	24.1%	29.36%	\$	3,230
Sherwood	6.5%	6.50%	\$	715
Tigard	10.0%	12.16%	\$	1,338
TVWD	39.4%	47.93%	\$	5,272
Wilsonville	16.7%	0	\$	-
Total	100.0%	100.00%	\$	11,000

The proposed budget for capital outlay for FY 2023-24 is \$11,000 and includes the WIF's share of direct and indirect costs associated with the Raw Water Facility expansion project. Cost share percentages shown are based on the Raw Water Facility Project Plan.

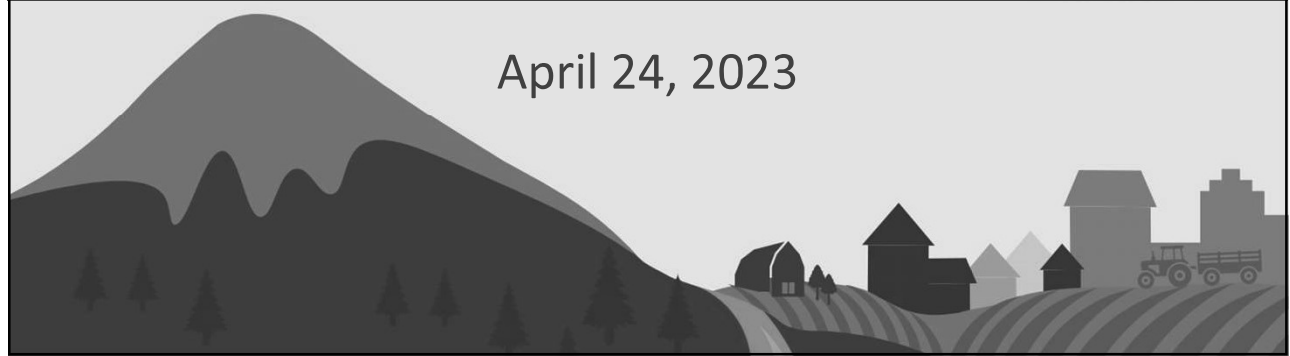
Willamette Intake Facilities Commission

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WILLAMETTE INTAKE FACILITIES COMMISSION BOARD MEETING

April 24, 2023



1

WIF ANNUAL WORK PLAN (AWP) REVIEW



April 24, 2023

Willamette Intake Facilities Commission 2

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OUTLINE

- Changes from the current AWP
- Proposed FY 2023-24 Budget
- Staff recommendation

3

SCHEDULE FOR COMPLETING THE FY2023-24 AWP & BUDGET

January 12, 2023

First drafts emailed to Operations and Finance Committees

January 18, 2023

Operations and Finance committees met to review the drafts

March 15, 2023

Proposed FY 2023-24 AWP and Budget to Management Committee for consideration

April 24, 2023

Proposed FY 2023-24 AWP and Budget to WIF Board for consideration and action

4

FY 2023-24 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
- Operations, Maintenance, and Repairs (New)

April 24, 2023

Willamette Intake Facilities Commission 5

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FY 2023-24 ANNUAL WORK PLAN PROPOSED CHANGES FROM FY 2022-23

- General Administration
 - Developing Emergency Response Plan
 - Complete Source Water Protection Plan
- Capital Projects Management
 - RWF_1.0 Monitoring

April 24, 2023

Willamette Intake Facilities Commission 6

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FY 2023-24 ANNUAL WORK PLAN PROPOSED CHANGES FROM FY 2022-23

- Operations Committee Administration
 - Six meetings per Year

- Administer WIF Board of Commissioners Meetings
 - Three meetings per Year

- Operations, Maintenance, Repair
 - Utilities, Equipment Maintenance, Repairs, and Contract Labor

April 24, 2023

Willamette Intake Facilities Commission 7

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FY 2023-24 PROPOSED BUDGET

<u>FY 21 Actual</u>	<u>FY 22 Actual</u>	<u>FY 23 Budget</u>		<u>FY 24 Budget</u>
165,021	259,774	719,900	Materials & Services	703,185
6,551,160	3,745,598	1,421,313	Capital Outlay	11,000
-	-	72,000	Contingency	70,000
\$ 6,716,181	\$ 4,005,372	\$ 2,213,213	Total	\$ 784,185

April 24, 2023

Willamette Intake Facilities Commission 8

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FY 2023-24 PROPOSED BUDGET

Costs by Partner	Operations & Admin	Capital Outlay	Total FY 23-24
Beaverton	\$ 51,546	\$ 445	\$ 51,991
Hillsboro	\$ 172,162	\$ 3,230	\$ 175,392
Sherwood	\$ 69,715	\$ 715	\$ 70,430
Tigard	\$ 90,205	\$ 1,338	\$ 91,543
TVWD	\$ 260,693	\$ 5,272	\$ 265,965
Wilsonville	\$ 128,864	\$ -	\$ 128,864
Total	\$ 773,185	\$ 11,000	\$ 784,185

April 24, 2023

Willamette Intake Facilities Commission 9

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REQUESTED BOARD ACTION

Consider adopting Resolution WIF 01-23 adopting the Willamette Intake Facilities (WIF) Annual Work Plan and Budget for 2023-24 fiscal year.

April 24, 2023

Willamette Intake Facilities Commission 10

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QUESTIONS?



WIF COMMISSION STAFF REPORT

To: Board of Commissioners

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

Date: April 24, 2023

Subject: Establishing Fiscal Year 2023-24 Board Meeting Dates

Requested Board Action:

Consider adopting a resolution establishing regular meeting dates of the Board of Commissioners for Fiscal Year (FY) 2023-24.

Key Concepts:

This action will provide specific meeting dates for 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. Staff propose continuing the FY2022-23 Board decision meeting schedule, conducting three Board meetings per year.

The attached resolution establishes the dates of three meetings for fiscal year 2023-24. The Board of Commissioners has the ability to meet more frequently as needed or to change meeting dates.

Proposed Meeting Date	Anticipated Key Agenda Item(s)
October 23, 2023	<ul style="list-style-type: none"> • Legislative Update • Watershed Protection, Monitoring, and Outreach Plan Update
January 22, 2024	<ul style="list-style-type: none"> • Accept Financial Statement from Audit • Election of Officers • Fiscal Year Annual Work Plan & Budget Preparation Update • Legislative Update • Watershed Protection, Monitoring, and Outreach Plan Update • Plans Development Update
April 22, 2024	<ul style="list-style-type: none"> • Adopt Annual Work Plan & Budget • Adopt Board Regular Meeting Dates • Legislative Update • Watershed Protection, Monitoring, and Outreach Plan Update

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

Budget Impact:

None.

Establishing Fiscal Year 2023-24 Board Meeting Dates

April 24, 2023

Page 2 of 2

Staff Contact Information:

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

Attachments:

- Proposed Resolution WIF-02-23

RESOLUTION NO. WIF 02-23

A RESOLUTION ESTABLISHING REGULAR MEETING DATES OF THE WILLAMETTE INTAKE FACILITIES BOARD OF COMMISSIONERS FOR FISCAL YEAR 2023-24.

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: October 23, 2023; January 22, 2024; and April 22, 2024.

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 24th day of April 2023.

Kristin Akervall, Chair

Allison Tivnon, Vice Chair

Willamette Intake Facilities Commission

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FY 2023-24 BOARD MEETING DATES



April 24, 2023

Willamette Intake Facilities Commission 1

1

REQUESTED BOARD ACTION

Consider adopting Resolution No. WIF 02-23 approving regular meeting dates of the Willamette Intake Facilities Board of Commissioners for Fiscal Year 2023-24, meeting three times during the year.

April 24, 2023

Willamette Intake Facilities Commission 2

2



QUESTIONS?



WIF COMMISSION STAFF REPORT

To: Board of Commissioners
From: Christina Walter, Permitting and Outreach Manager
Date: April 24, 2023
Subject: Watershed Protection, Monitoring, and Outreach Plan Update

Key Concepts:

This staff report is an update on Phase 2 development of the Willamette Intake Facilities (WIF) Commission's *Watershed Protection, Monitoring, and Outreach Plan*. Recent accomplishments include:

- Completed a technical memorandum that evaluates source water quality monitoring technology and source water management case studies to assist in developing upstream protection and early warning systems.
- Conducted a workshop with the WIF Operations Committee regarding outreach strategy, key messaging to stakeholders, and brand identity for the WIF Commission.
- Created options for the WIF brand identity.
- Conducted a follow-up workshop with WIF Operations Committee on proposed WIF Commission brand identity.

Background:

In Fall 2021, staff selected Geosyntec Consultants, Inc. (Geosyntec) to assist the WIF Commission develop a Watershed Protection, Monitoring and Outreach Plan (Plan). Once complete and adopted by the WIF Board, the Plan will result in a long-term (25- to 50-year) approach to support the WIF Commission's future work plans and activities in alignment with the Board's *Strategic Framework: Mission Vision, Values, and Goals* (see Exhibit 1 or use [link to WIF Strategic Framework](#)).

Earlier this year, the Geosyntec team facilitated a workshop with the WIF Operations Committee on outreach strategy, key messaging, and brand identity for the WIF Commission. The strategy, messaging and brand identity will help guide our initial outreach efforts to the external stakeholders. Our stakeholder outreach will begin with those expected to have the highest level of influence and interest related to Willamette River watershed protection and those classified as requiring close engagement with the WIF Commission.

Project staff also worked with the consultant's designer to create options for the WIF brand identity. Clarifying our brand identity, which could include a new logo, facilitates stakeholder communication about our organization and its mission. The WIF Operations Committee will review the options and provide final recommendations. Staff, with the help of the Geosyntec team, will then begin contacting the highest priority external stakeholder organizations/agencies with which the WIF Commission could approach for potential future partnerships. Staff will host a series of 5 virtual lunchtime "brown bag" focus group session in May to which we will invite:

1. **Water Providers:** City of Adair Village, City of Newberg, City of Salem, City of Corvallis, City of Tualatin, Eugene Water & Electric Board (EWEB), and Portland Water Bureau
2. **Government Agencies (1):** Oregon Department of Environmental Quality (DEQ), United States Geological Survey (USGS), Oregon Watershed Enhancement Board (OWEB), and Oregon Health Authority (OHA).

3. **Government Agencies (2):** Oregon Water Resources Department (OWRD), Army Corps of Engineers (USACE), and Oregon Department of Fish and Wildlife (ODFW).
4. **Environmental Groups:** Trout Unlimited, Willamette Partnership, Willamette Riverkeeper, and Tualatin Riverkeepers
5. **Agriculture:** Oregon Farm Bureau, Oregon Association of Nurseries, Associated Oregon Hazelnut Industries, Oregon Department of Agriculture, Yamhill Soil and Water Conservation District, and Natural Resources Conservation Service

The goals of the focus group sessions will be to identify opportunities for cooperation in achieving shared goals for the WIF Commission's *Willamette Watershed Protection, Monitoring, and Outreach Plan*.

Project core working group members are:

- 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

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

Attachment:

None

WIF COMMISSION STAFF REPORT

To: Board of Commissioners
From: Joel Cary, TVWD Water Resources Division Manager
Date: April 24, 2023
Subject: Legislative Update

Key Concepts:

- As of mid-April, the 2023 Oregon Legislative Session has crossed the halfway mark.
- Agency staff and industry coalitions have been testifying and engaging with legislators on a variety of water related bills introduced this session.
- Notable items related to water supply planning and management are highlighted below.
- Summaries provided below reflect current bill status as of this report. If needed, updates will be shared at the Board meeting.

There are currently several bills working through the legislative process related to water providers and overall water resources management. Staff are engaged in a variety of ways, including direct conversations with legislators and through industry coalitions such as the Oregon Water Utility Council (OWUC), League of Oregon Cities (LOC), and Special Districts Association of Oregon (SDAO). These bills generally benefit water providers and are being supported by the aforementioned coalitions.

HB 2813 – Oregon Watershed Enhancement Board (OWEB) Grant Program

This bill would require the Oregon Health Authority to ensure that communities in Oregon have access to safe drinking water and would direct Oregon Watershed Enhancement Board (OWEB) – through the Community Drinking Water Enhancement and Protection Fund – to establish a grant program for water suppliers to protect, restore, or enhance sources of drinking water. Grants of up to three million dollars would be available for land acquisition with willing sellers to further protect drinking water sources. The current bill may establish requirements that eligible water suppliers serve “rural communities, communities experiencing lower incomes, or communities that are at or below a specified population level.” Despite these potential conditions, HB 2813 is still of interest to the WIF Commission given our ongoing development of the *Watershed Protection, Monitoring, and Outreach Plan*. The bill is fully supported by OWUC, LOC, and SDAO as well as multiple conservation-based coalitions.

HB 3100 – Updated Integrated Water Resources Strategy Requirements

Oregon’s Integrated Water Resources Strategy (IWRS) provides a statewide inter-agency framework to better meet Oregon’s instream and out-of-stream water needs. The Oregon Water Resources Commission adopted the first Integrated Water Resources Strategy (IWRS) in 2012 and the second in 2017. The most notable changes included in HB 3100 would extend the requirement to review and update the IWRS from every five years to at least every ten years, establishes an Integrated Water Resources Strategy Advisory Committee to advise and support efforts to implement and update the IWRS, and directs the Oregon Water Resources Department (OWRD) to report to the Legislature on progress related to the implementation of the IWRS. This bill has generally been supported by the drinking water community and remains active.

HB 3124 – Bipartisan Drought Relief and Water Security Package (BiDRAWS)

HB 3124 is a significant funding package comprising multiple investments and proposed actions from across the state, designed to address ongoing and future drought conditions as well as general water security for communities in Oregon. The total investment package in its current form is approximately \$250 million dollars and covers a broad range of targeted investments, from project specific items associated with agricultural and municipal infrastructure needs, to increased outreach and engagement funding for multiple state-based agencies. Some of the critical elements included in the package of relevance to WIF Commission members include water and sewer ratepayer assistance for low-income families, the continuation of a place-based planning framework (e.g., the IWRS noted above), and development of technical resources to support new and expanded beneficial reuse of water as well as land application of reclaimed wastewater in Oregon. The entire BiDRAWS package is included as an attachment to this staff report for further review. The bill is supported by the drinking water community as well as multiple coalitions from across the state.

Budget Impact:

Informational item. No Board action required.

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Attachment:

- House Committee on Agriculture, Land Use, Natural Resources, and Water: *BiDRAWS Report*, March 2023