

***Willamette River Water Coalition  
Board Meeting Minutes  
Thursday, February 3, 2010***

***WRWC Board Members or Alternates present:***

Lee Weislogel – WRWC Chair, Sherwood City Council  
Ed Truax – WRWC Vice-Chair, Tualatin City Council  
Marilyn McWilliams – WRWC Board Member, Tualatin Valley Water District Board of Commissioners  
Sydney Webb – WRWC Board Member, Tigard City Council

***WRWC Member Staff present:***

Craig Sheldon – City of Sherwood, Public Works Director  
Todd Heidgerken – Tualatin Valley Water District  
John Goodrich – City of Tigard, Utility Division Manger  
Mike McKillip – City of Tualatin, City Engineer

***WRWC Staff present:***

Tracy Rutten – Western Advocates Incorporated

***Guests & Members of the Public present:***

Maggie Kean

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***I. Call to Order***

WRWC Chair, Lee Weislogel, called the meeting to order at 5:30 pm at the Sherwood City Hall City Council Chambers at 22560 SW Pine Street, Sherwood, OR 97140.

***II. Review and Approval of Minutes***

The board reviewed the minutes from the August 5, 2009 and November 12, 2009 board meetings.

**Vice-Chair Truax moved approval of the minutes as amended. Sydney Webb seconded the motion. The motion was approved via a voice vote of the board.**

***III. WRWC Website Update – Tracy Rutten, WRWC Staff***

Tracy Rutten inquired as to whether the board had an opportunity to read through a proposal for ongoing website maintenance from Maggie Kean. The board indicated that they had received the proposal and reviewed over it.

Tracy Rutten invited Maggie Kean to review over her proposal before the board. The proposal includes a fixed-rate fee structure with some exceptions for items that are beyond normal, ongoing maintenance.

Marilyn McWilliams commented that suggested changes that she had submitted had been incorporated into documents on the website. She further commented that she liked seeing the water quality reports posted on the webpage. She would like to see the 2009 reports posted when they are made available.

She continued that she felt that the first three items on the proposal are necessary but that items four through six might be more occasional if something comes up.

Maggie Kean noted that she could renumber or delete some of the items if the board felt that was necessary. She suggested that she would be willing to track her time over the first six months of the contract so that the board could see how much time she is spending on the website and could also see if the board feels that the costs are reasonable as it relates to the work.

The board discussed how the decision is made as to what gets posted on the website. Tracy Rutten asked that the board send any information that they would like to see posted. Otherwise, Tracy will work with Maggie to keep the website current. Tracy Rutten will be sending out emails on a quarterly basis to request that members update their jurisdictions page. There was question as to how staff would make certain that information posted is agreeable among all of the WRWC members. Tracy will email all members if she feels that information posted might be of concern to other members.

***Vice Chair, Ed Truax made a motion to accept the proposal as presented and have the length of the contract run through the calendar year (January 2010 through January 2011). Sydney Webb seconded the motion. The motion was approved via a voice vote of the board.***

#### ***IV. WRWC Financial Update – Tracy Rutten***

*(Board packets include reports from October through December of 2009).*

Tracy Rutten reviewed the most recent financial report (dated December 31, 2009). There is a healthy ending fund balance of \$150,434.

Vice Chair, Ed Truax commented that the proposed budget for the coming year (2010-11) is very similar to the current budget. He remarked that he would like for the board to have a discussion about applying some of that ending fund balance toward member dues for the coming year but that is a decision that will need to be made closer to end of the current fiscal year.

#### ***V. Regional Water Providers Consortium: Conservation – Chair Weislogel***

Chair Weislogel reported on the Regional Water Providers Consortium Board and the work that has been done by the Regional Water Providers Consortium Conservation Committee. They have done a lot of work on outreach and public announcements through radio, television and other media outlets. He commented that they have a very good website ([www.conserveh2o.org](http://www.conserveh2o.org)). He recommended the board members visit the site and be aware of the website as it is a good resource.

#### ***VI. Future Agenda Items – Chair Weislogel***

Chair Weislogel commented that he enjoyed having the legislative update at the last meeting. There was a suggestion to have a report on the February special legislative session if there is work being done on water issues either during the interim or during the special session. Marilyn McWilliams suggested that the Toxics Monitoring issue would be a good topic for the next agenda.

#### ***VII. WRWC 2010-11 Work Plan Review and Approval – Tracy Rutten***

Tracy Rutten reviewed the proposed work plan for the upcoming 2010-11 fiscal year. Much of the work plan remains in tact with some minor changes to language in order to keep the plan updated and

current. She noted that she would like to see the board focus more attention on the monitoring of legislative issues over the coming year. Objective 2 is remaining on the plan as there may be potential of developing a partnership with Metro regarding the Tonkin Trail. Monitoring of water quality and testing will remain on the plan with the board's approval. There was not much accomplished as it relates to this particular objective item but there have been several opportunities for participation in certain water quality studies which did not come to fruition due to external factors. There is a small amount of funds included in the proposed budget should there be any opportunities for participation in such studies in the future.

Tracy inquired as to whether the board would like to keep tours of the Willamette River Water Treatment Plant on the work plan as the WRWC did not conduct any tours during the last year. The board indicated that they would like to delete this item.

Tracy noted that she would like to continue to schedule for different presentations to the board over the coming year. Ideas include a presentation from the Water Resources Department.

Staff will continue to provide the board with written correspondence that outlines how well the board and staff have been doing as it relates to the work plan.

***Sydney Webb made a motion to approve the proposed work plan with the deletion of the language regarding tours of the treatment plant. Ed Truax seconded the motion. The motion was approved via a voice vote of the board.***

#### **VIII. WRWC Budget Review and Approval**

Tracy Rutten reviewed over the 2010-11 Proposed Budget and included a comparison with the current year (2009-10 budget). The total costs are the same as the current fiscal year. The proposed budget is fairly similar to the previous year's budget. While the total cost is the same the proposed expenses were adjusted. Legal and Engineering remains the same at \$20,000. Public Information was decreased but should still more than adequately cover the ongoing maintenance of the website as outlined in the proposal. Water Quality was increased in order to have sufficient funds should an opportunity arise for WRWC to participate in a future study. Miscellaneous Expenses and Overhead remain the same.

A document is included in the board packet which outlines the proposed member dues for 2010-11. The board should discuss whether they would like to apply any of the ending fund balance toward their dues as was done in 2009-10. Invoicing for member dues will not be done until after the start of the fiscal year. The board will discuss this item and make a decision at the May meeting.

***Ed Truax made a motion to approve the proposed budget. Sydney Webb seconded the motion. The motion was unanimously approved by the board via voice vote.***

#### **IX. 2010 Supplemental Session Legislative Update – Tracy Rutten**

Tracy Rutten reviewed a memo that was included in the board packets (2010 Legislative Special Session). The report included information on the recently convened 2010 Supplemental Legislative Session including information on a proposed annual session ballot measure, budget issues, and specific bills that pertain to water issues.

**X. Metro Tonquin Trail Master Plan – Todd Heidgerken**

Todd Heidgerken provided the board with information regarding Metro's master planning work on the establishment of the Tonquin Trail. This trail system would connect the Willamette River to the Tualatin River and would also connect the communities of Wilsonville, Sherwood and Tualatin. The map for the trail very closely resembles the map for a Willamette transmission pipeline. Todd has been in contact with Craig Sheldon and Mike McKillip who put him in contact with Metro. There was a meeting with Metro staff and they are both intrigued and excited about the potential for coordinating on this project and reserving the corridor. Metro is looking to complete the master planning for this project by February of 2011. They have a steering committee and are already working on the plan. Metro has funds for easement acquisition. This easement would be much narrower than would be needed for a pipeline. They do not have funding for construction and will be looking to local communities to contribute to this project.

Metro wants the GIS overlay of the alignments that were part of a study done in 2006 so they can see where the plans line up. Metro also wanted to know what the fatal flaws might be for WRWC (e.g: too narrow of easement, elevation issues).

Todd asked whether the board would be interested in directing staff to enter into a professional services agreement with an engineering firm to provide the GIS information and to help facilitate a meeting with WRWC members to identify the potential fatal flaws. Todd noted that he doesn't have a scope of work prepared at this time but that he would imagine that the costs would be approximately \$5,000 to \$6,000.

Ed Truax inquired as to why this would be a project of WRWC rather than each community individually with Metro.

Todd replied that WRWC will eventually own the treatment plant and will eventually become a supply agency with ownership in transmission lines. The idea would be to collectively make sure that these corridors are preserved so that they can be used in the future.

Lee Weislogel commented that he like the idea of pursuing the opportunity and having a chance to participate and provide input early enough in the process to have an impact.

Marilyn McWilliams noted that in order to preserve water rights that we have to complete that picture and that this would help us to ensure that the water could be transferred to the communities.

Lee Weislogel inquired whether the board could get more information on the specific scope of work and estimated costs.

Todd Heidgerken commented that he only has access to the pdf of the map and that he needs an engineering firm to provide the GIS layers and answers to the potential fatal flaws.

Mike McKillip noted that it shouldn't take much more than \$7,500 if the initial work is done with the staff that has put together members' preliminary plans as they already have knowledge about certain fatal flaws.

*Chair Weislogel made a motion to approve up to \$7,500 for the necessary work to be done and for the technical staff of each member jurisdiction to participate in the process. Marilyn McWilliams seconded the motion. The motion was unanimously approved via a voice vote of the board.*

#### ***XI. Member Updates***

Marilyn McWilliams reported on the E-Coli outbreak as it relates to the district's plan and procedures in dealing with media events and communicating efficiently with the public and media outlets. She commented the district is better prepared now as a result of the event. She had no updates to provide regarding the Tualatin Basin Water Supply Project and won't know much more until the federal budget is passed. She remarked that some TVWD board and staff had toured the plant in December.

Craig Sheldon reported on Sherwood's progress on the reservoir and the pipeline project. Sherwood is still participating in negotiations with Wilsonville. The last segments of the pipeline won't be completed until 2013. The projected timeline for expansion of the treatment plant is looking to be closer to 2016.

John Goodrich reported that Tigard is getting closer to beginning construction on a new pump station.

Ed Truax had no further information to report regarding the City of Tualatin but expected that they would be dealing with some significant issues in the near future that he would eventually be reporting to the board on.

#### ***XII. Next Meeting Dates***

Tracy Rutten reviewed the scheduled board meeting dates for the coming year. They include May 5, 2010 (meeting at 5:30 pm); August 4, 2010 (meeting at 6:00 pm); and November 3, 2010 (meeting at 6:00 pm).

Lee Weislogel suggested that the board have the next meeting at the Tualatin Police Station as it would provide board members with easier access to I-5 so they can attend the Regional Water Providers Consortium meeting that same night.

Tracy Rutten will work to reserve a room for the next meeting at Tualatin or another available location and will contact the board to let them know where the May meeting will be held.

#### ***XIII. Adjournment***

*Sydney Webb made a motion to adjourn the meeting. Marilyn McWilliams seconded the motion. The motion was approved via voice vote.*

The meeting was adjourned at 6:30 pm

