



**TUALATIN VALLEY**  
WATER DISTRICT

# Board Meeting Minutes

July 19, 2023

## REGULAR SESSION – 6:00 PM

### CALL TO ORDER

Commissioners Present: Jim Doane, PE; Jim Duggan, PE; Carl Fisher; Elliot Lisac, Todd Sanders

Staff Present: Tom Hickmann, Chief Executive Officer; Clark Balfour, General Counsel; Paul Matthews, Chief Financial Officer; Pete Boone, PE, Chief Operating Officer; Dave Kraska, PE, Water Supply Program Director; Andrew Carlstrom, Customer Service Manager; Andrea Watson, Communications and Public Affairs Supervisor; Tim Boylan, IT Services Director and Sam Kaufmann, District Recorder.

### COMMISSIONER OATHS OF OFFICE

Sam Kaufmann administered oaths of office to Commissioners Doane, Fisher, Lisac and Sanders.

### REPORTS BY THE CHIEF EXECUTIVE OFFICER AND MANAGEMENT STAFF

David Kraska updated the Board on the Willamette Water Supply project.

### COMMISSIONER COMMUNICATIONS

A. Reports of meetings attended.

Commissioners described and submitted a list of recently attended meetings (see attached forms).

B. Topics to be raised by the Commissioners.

Commissioner Sanders said he spoke with the Board Chair of the West Slope Water District (WSWD) on the hiring of a 3<sup>rd</sup> party engineering firm to examine the financial implications of a district merger. Mr. Sanders mentioned the WSWD Board chair will be taking the topic to the WSWD board for further discussion



## 1. CONSENT AGENDA

- A. Approve the June 21, 2023, regular meeting minutes.
- B. Consider adopting Resolution 09-23 - A Resolution repealing COVID related Resolutions 08-20 and 09-21.
- C. Consider adopting Resolution 10-23 - A Resolution of the Local Contract Review Board repealing COVID related Resolution 07-20

Motion was made by Doane, seconded by Duggan, to approve the Consent Agenda as presented. The motion passed unanimously with Doane, Duggan, Fisher, Lisac and Sanders voting in favor.

## 2. BUSINESS AGENDA

- A. Resolution 11-23 - Approval of the TVWD 2023-25 Financial Plan. Staff Report – Paul Matthews

Paul Matthews presented his staff report on the 2023-25 financial plan.

Commissioner Lisac recommended highlighting the district's efforts to provide affordable water.

Motion was made by Lisac, seconded by Fisher, to approve Resolution 11-23. The motion passed unanimously with Doane, Duggan, Fisher, Lisac and Sanders voting in favor.

- B. Resolution 12-23 - TVWD rate setting process. Staff report – Paul Matthews

Paul Matthews presented his staff report on the TVWD rate setting process.

Motion was made by Duggan, seconded by Lisac, to approve Resolution 12-23. The motion passed unanimously with Doane, Duggan, Fisher, Lisac and Sanders voting in favor.

- C. Resolution 13-23 -Temporary water supply IGA between TVWD and the City of Beaverton. Staff Report - Clark Balfour

Clark Balfour presented his staff report on the temporary water supply IGA between TVWD and the City of Beaverton.

Motion was made by Fisher, seconded by Doane, to approve Resolution 13-23. The motion passed unanimously with Doane, Duggan, Fisher, Lisac and Sanders voting in favor.

- D. Board officer and committee appointments. Staff Report – Tom Hickmann

Tom Hickmann presented his staff report on Board officer and committee appointments.

The board agreed to move Commissioner Fisher to Vice President and Commissioner Lisac to Treasurer, and accept the committee appointments as revised.

## ADJOURNMENT

There being no further business, President Sanders adjourned the meeting at 8:15 p.m.

## **EXECUTIVE SESSION**

An executive session of the Board was called under ORS 192.660(2)(e) to conduct deliberations to negotiate real property transactions.

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Todd Sanders, President

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Jim Doane, Secretary



## RATE OPEN HOUSE SESSIONS

TVWD's August virtual forum sessions will be held noon, August 2 and 17, and focus on water rate increases. Pre-registration is not required. You can find the link at: [www.tvwd.org/talkingwater](http://www.tvwd.org/talkingwater).

In addition to the aforementioned virtual open house rate sessions, an in-person open house is scheduled for Saturday, August 5, 9:00am, at TVWD headquarters.

1 | CEO Announcements



1

## OPEN VISIT

Next week, TVWD's Customer Information System vendor, Open International, will be onsite to meet with TVWD and CWS to discuss the past year's successes, current challenges, and next steps. One of the goals is to ensure that TVWD and CWS are able to fully utilize Open Smartflex capabilities.

2 | CEO Announcements



2

## SEPTEMBER WORK SESSION

Due to the close proximity of the Labor Day holiday, staff recommend canceling the September 5<sup>th</sup> work session.

3 | CEO Announcements



3


## DEPARTMENT REPORT

Dave Kraska, WWSP Program Director, will present the department report this evening.

4 | CEO and Management Staff Report



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**Willamette Water Supply Program**  
**Department Report**  
 TVWD Board Meeting  
 July 19, 2023

5

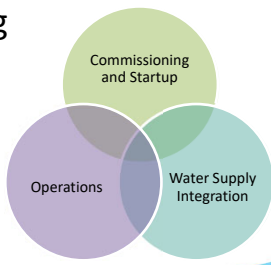
## Key Accomplishments & Focus Areas


- **Progressing procurements**
  - Executed FY 2024 Annual Work Plan for Program and Construction Management with Stantec
- **Continued operations planning workshops**
- **Held water supply integration communications workshops**
- **Project Highlights**
  - Completed Wilsonville Road tunnel – PLM\_1.3
  - Passed pressure tests and completed disinfection on 48” pipe on PLW\_1.2 and on MPE\_1.1

- **Coordinating projects delivery with partners, agencies, and developers**
- **Constructing projects**

Pipelines	PLM_1.3, 4.1, 4.2, 4.3, 4.4, 5.3 PLW_1.2, 1.3, 2.1 MPE/COB_1.1, 1.2, 1.3
Facilities	WTP_1.0; RWF_1.0; RES_1.0

- **Progressing planning**





Excludes IGAs/MOUs, ROW, and Permits

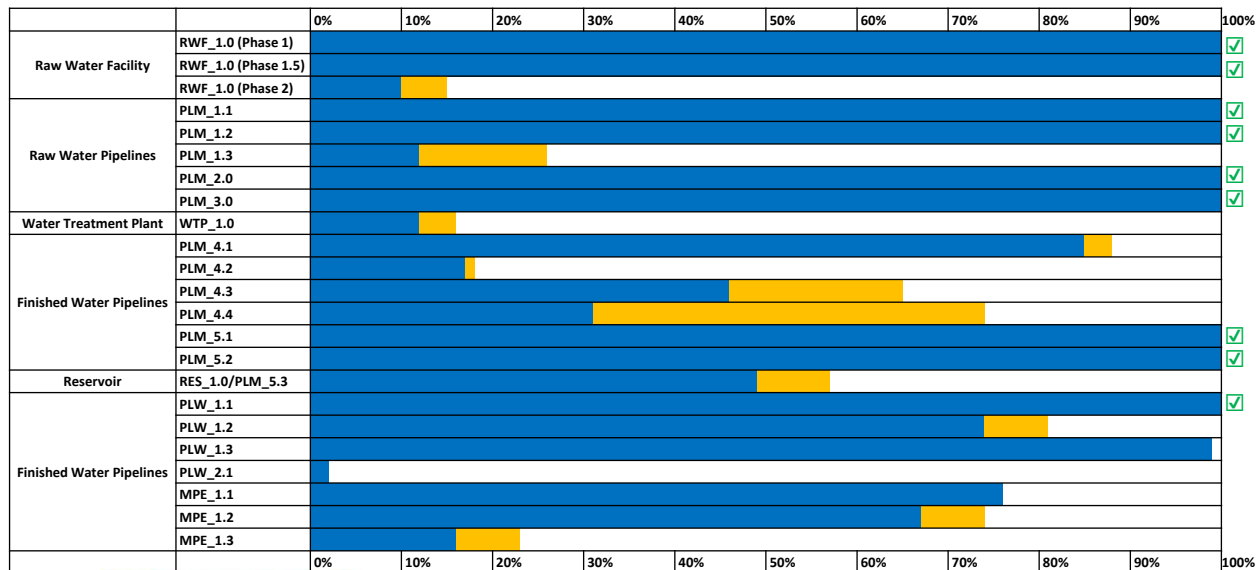
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## Other High Priority WWSP Activities

- Evaluating FY 2023 spend versus the original plan
- Operations planning including governance and decision making
- Staffing planning including potential transitions for WWSP staff

7

## In-depth Construction Updates at August Work Session



Completed This Period  
Previously Completed

Estimate is an opinion based on (1) actual costs paid, (2) pay applications in development, and (3) field staff observations. Refer to published reports for fully-vetted information.

8

## QUESTIONS?

Willamette Water Supply  
*Our Reliable Water*

9

9

## CONSENT AGENDA

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# 2023-2025 Financial Plan

*Board Regular Meeting*

July 19, 2023

**Paul L. Matthews**  
Chief Financial Officer

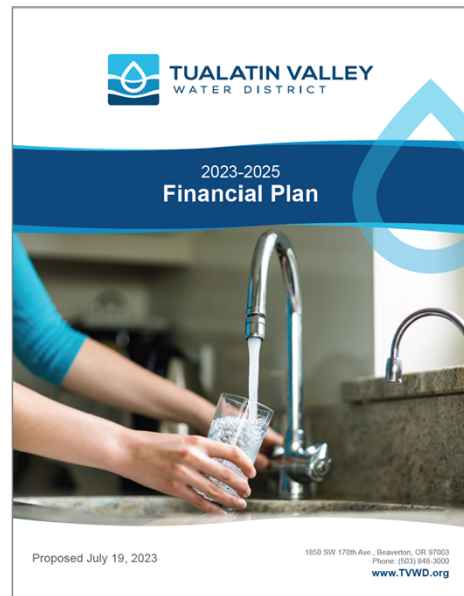


11

## Overview

### Tonight's Discussion

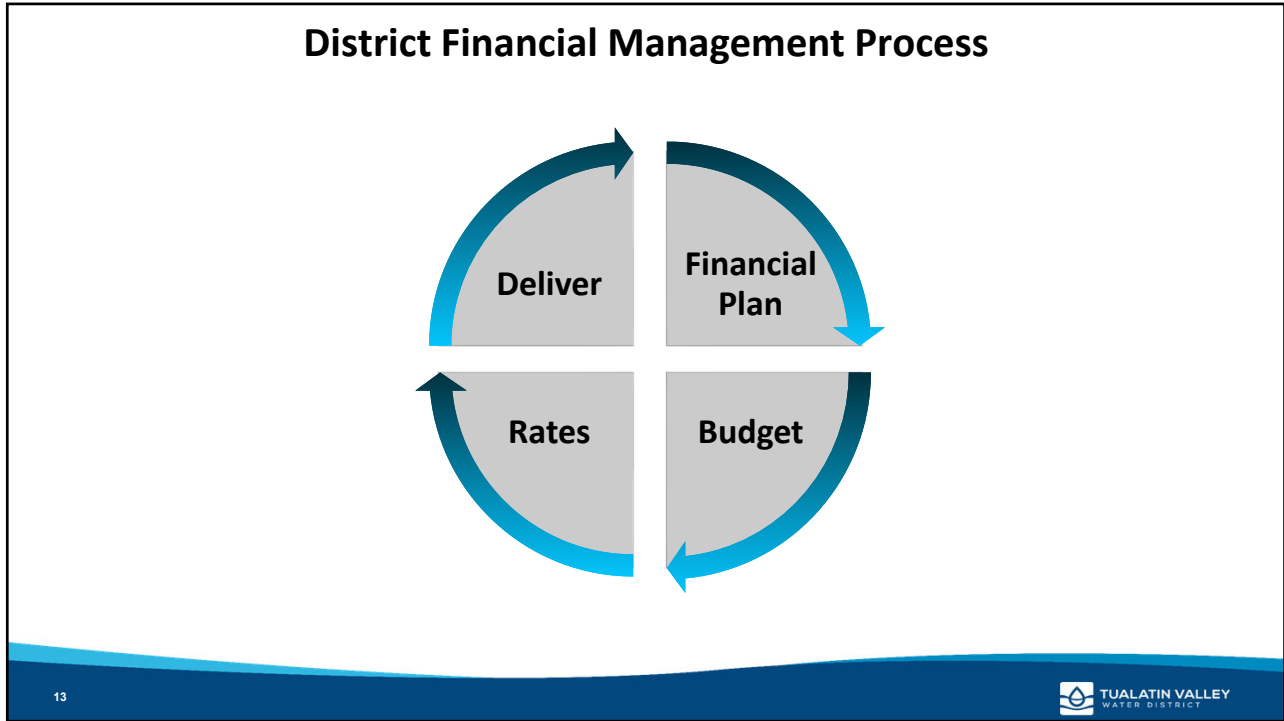
- Update on Financial Performance
- Proposed Financial Plan
  - Key Assumptions
  - Key Results
- Staff Recommendation




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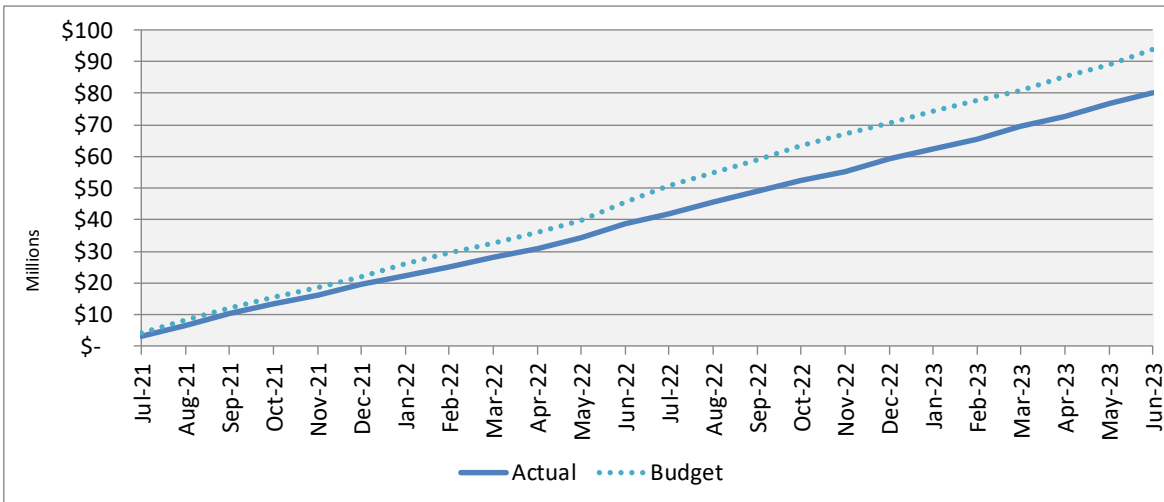
## Update on Financial Performance

**Paul L. Matthews**  
Chief Financial Officer



14

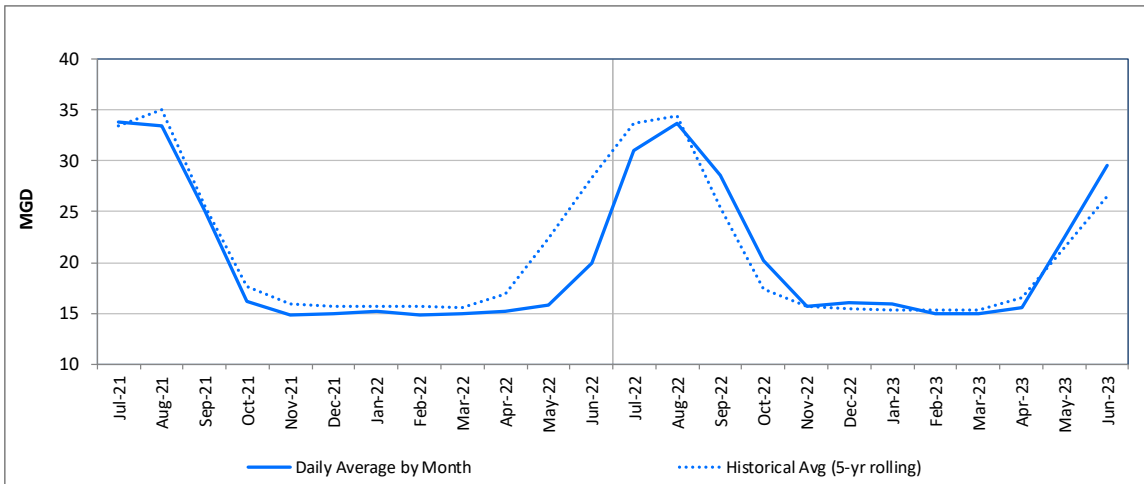
### Cumulative Operating Expenditures



Note: These graphs are based on unaudited estimates.

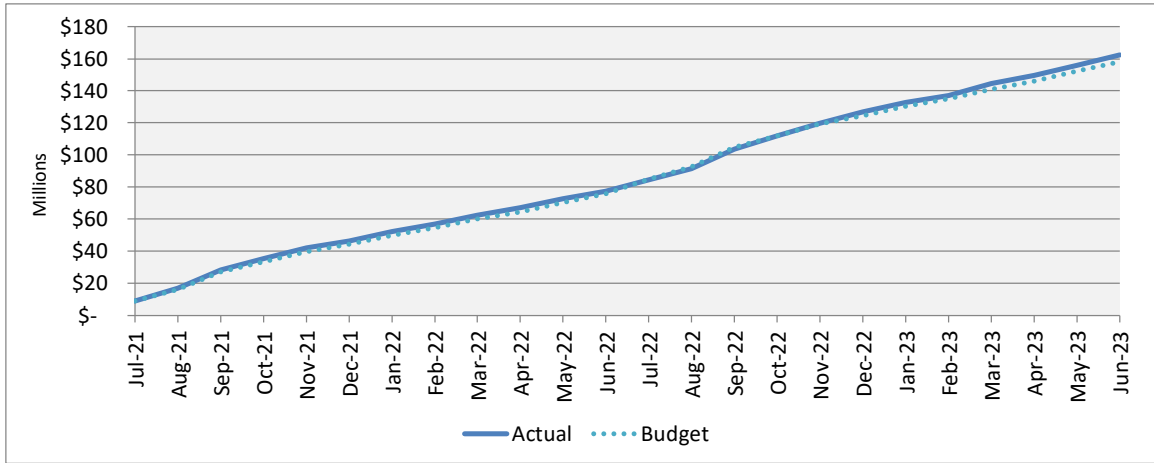
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### Interesting Trends in Water Deliveries



16

### Favorable Variance in Water Sales (Now Excludes Accrual Adjustments)

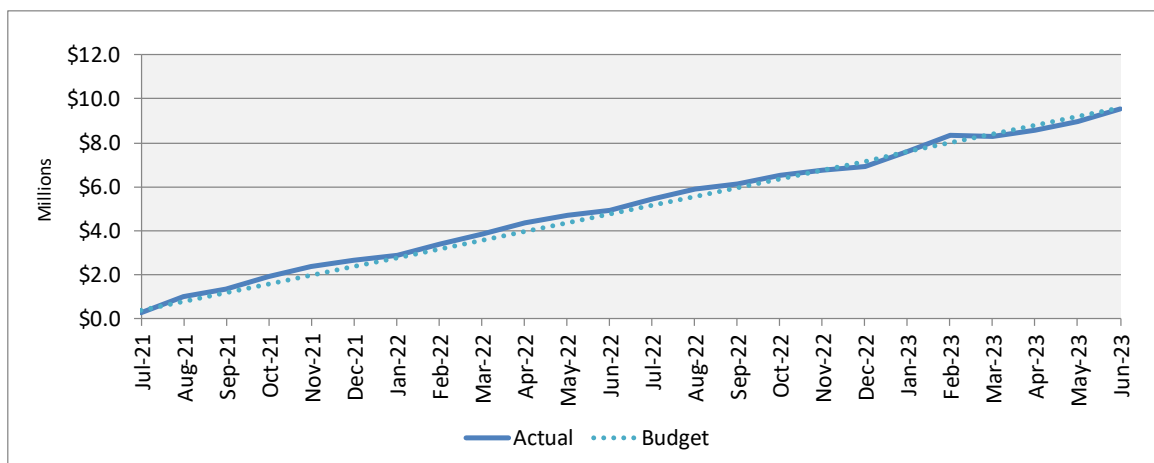


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### System Development Charges Tracking to Budget

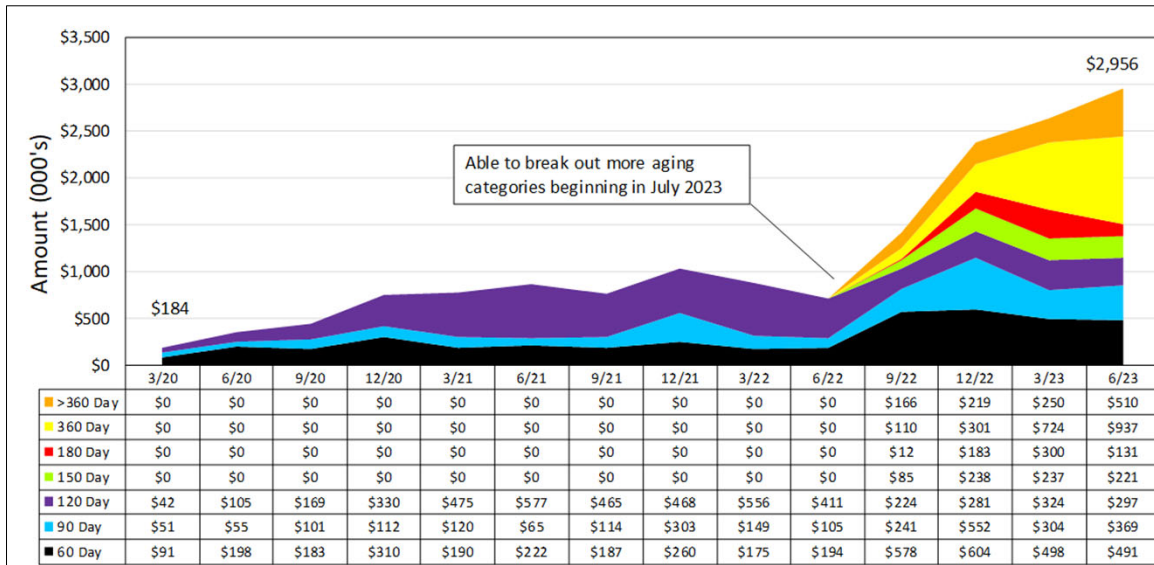


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18

### Accounts Receivable Continue to Age

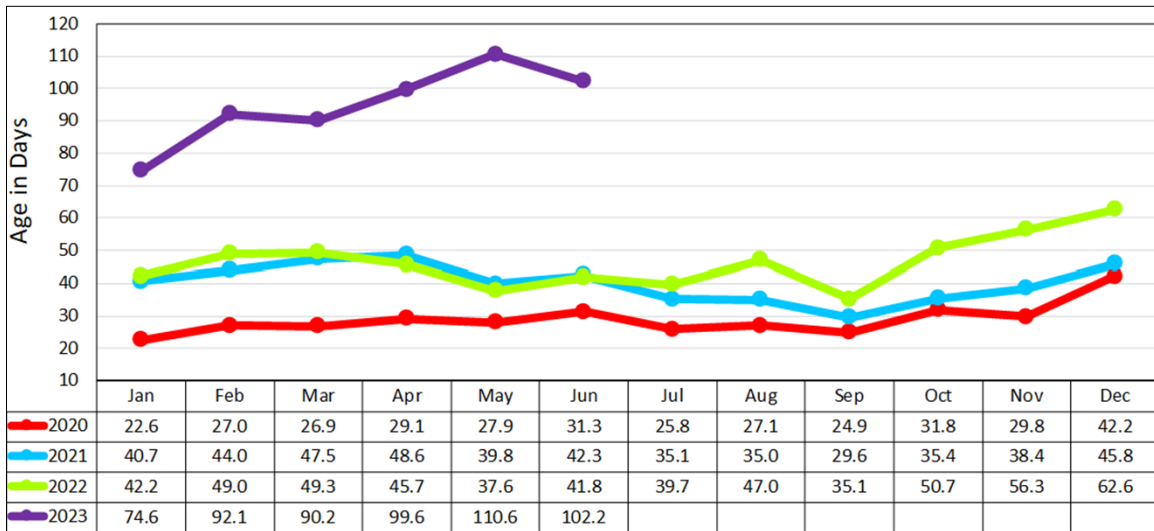


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19

### Average Age of Accounts Receivable



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20

## Thoughts on 2021-2023 Financial Performance

### Final Thoughts

- Operating expenses well under budget
- Trends in revenue seems to have stabilized
- November 2022 rate adjustments offset lower water demand
- Inflation continues to be a risk to the District's financial plan (both operating and capital expenditures)
- 2021-23 provided necessary financial resources for the WWSS investment

21

21

## Why Approve a Financial Plan?

### Purpose

- Ensures strategic focus
- Provides accountability over time
- Provides stakeholders needed information
- Demonstrates commitment to sound financial management

### Audience

- Internal stakeholders
- Finance community
- Rating agencies
- WIFIA program team

22

22

## Why Board Approval

### Financial Management Policies

- Approval requested as required by *Financial Management Policies*
- Board's approval demonstrates strong financial oversight
- Approval rather than adoption since the Financial Plan provides guidance to management rather than sets firm policies
- Rate process is a separate Board-directed process

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## Operating and Capital Expenditure Plan (\$ millions)

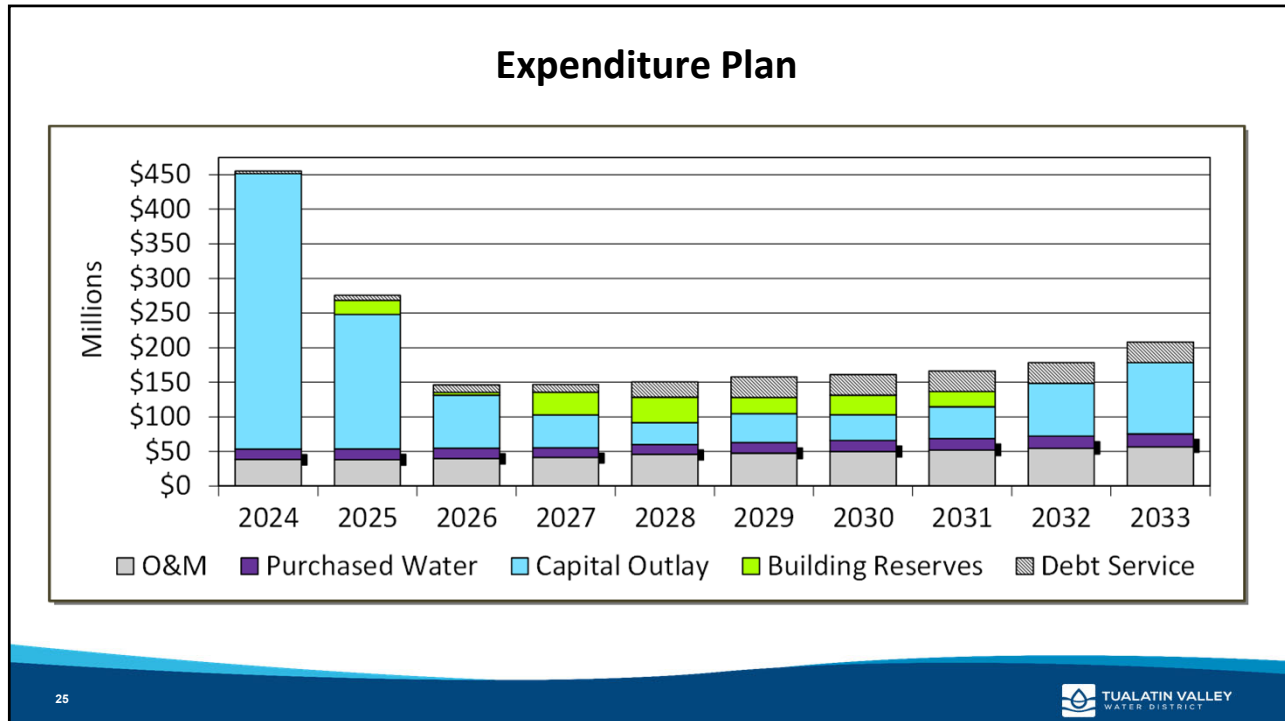
	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Totals
O&M Costs [1]	\$38.6	\$38.1	\$39.9	\$41.5	\$45.6	\$47.7	\$49.8	\$52.1	\$54.4	\$56.8	<b>\$464.5</b>
Purchased Water [2]	15.0	15.7	15.2	13.8	14.5	15.3	16.0	16.8	17.6	18.5	<b>158.5</b>
Capital Outlay	397.9	193.9	76.5	47.2	31.5	41.9	37.4	45.9	76.8	103.1	<b>1052.2</b>
Building Reserves	0.0	20.5	3.8	33.4	36.8	23.3	28.3	21.8	0.0	0.0	<b>167.9</b>
Debt Service	3.7	7.2	10.8	10.8	22.0	29.7	29.7	29.7	29.7	29.7	<b>202.7</b>
<b>Totals</b>	<b>\$455.1</b>	<b>\$275.5</b>	<b>\$146.2</b>	<b>\$146.7</b>	<b>\$150.5</b>	<b>\$157.8</b>	<b>\$161.2</b>	<b>\$166.3</b>	<b>\$178.5</b>	<b>\$208.1</b>	<b>\$2045.8</b>

[1] O&M costs shown include debt issuance costs.

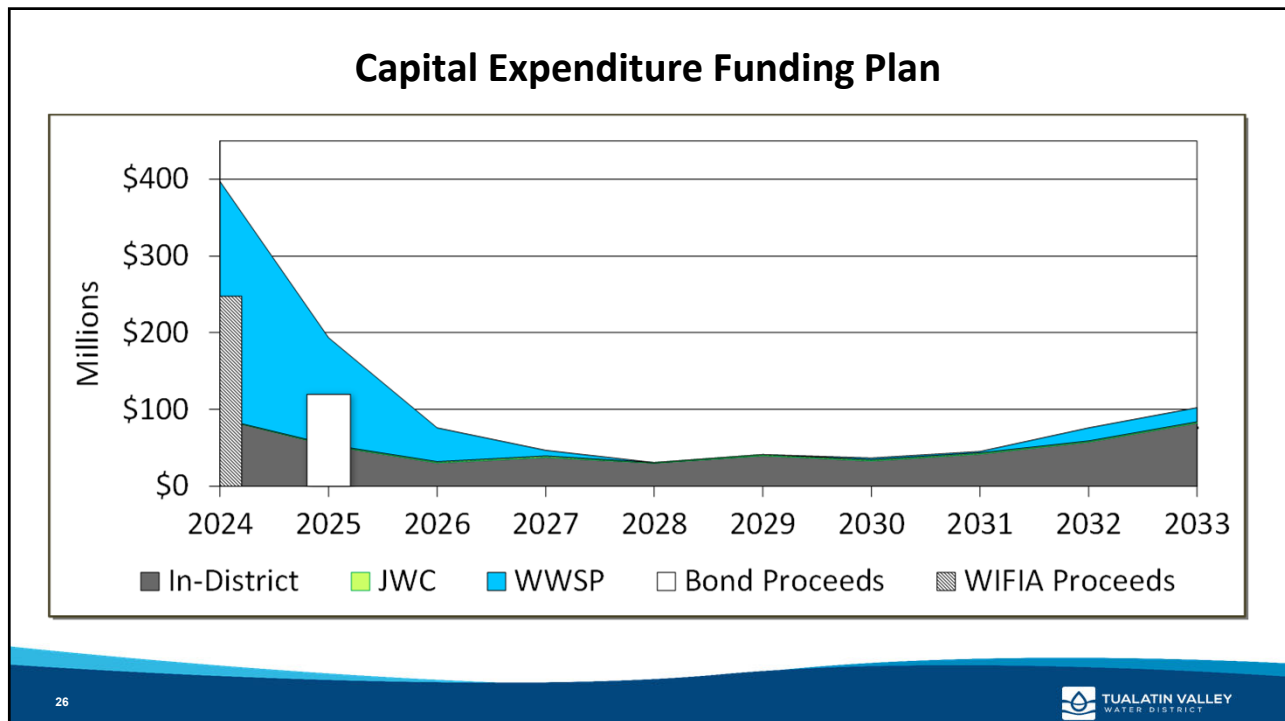
[2] Consistent with past reporting, Purchased Water includes pumping power costs.

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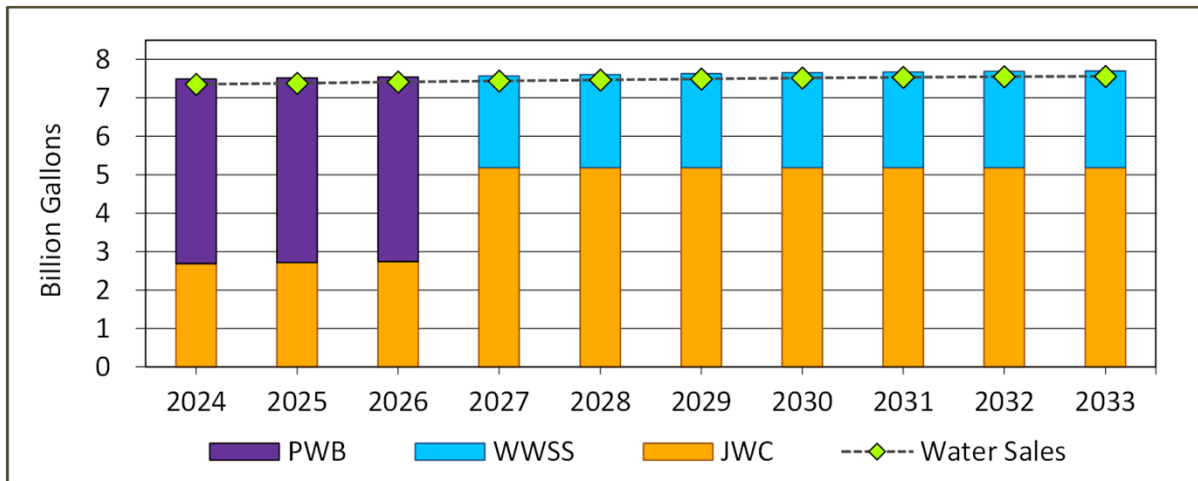


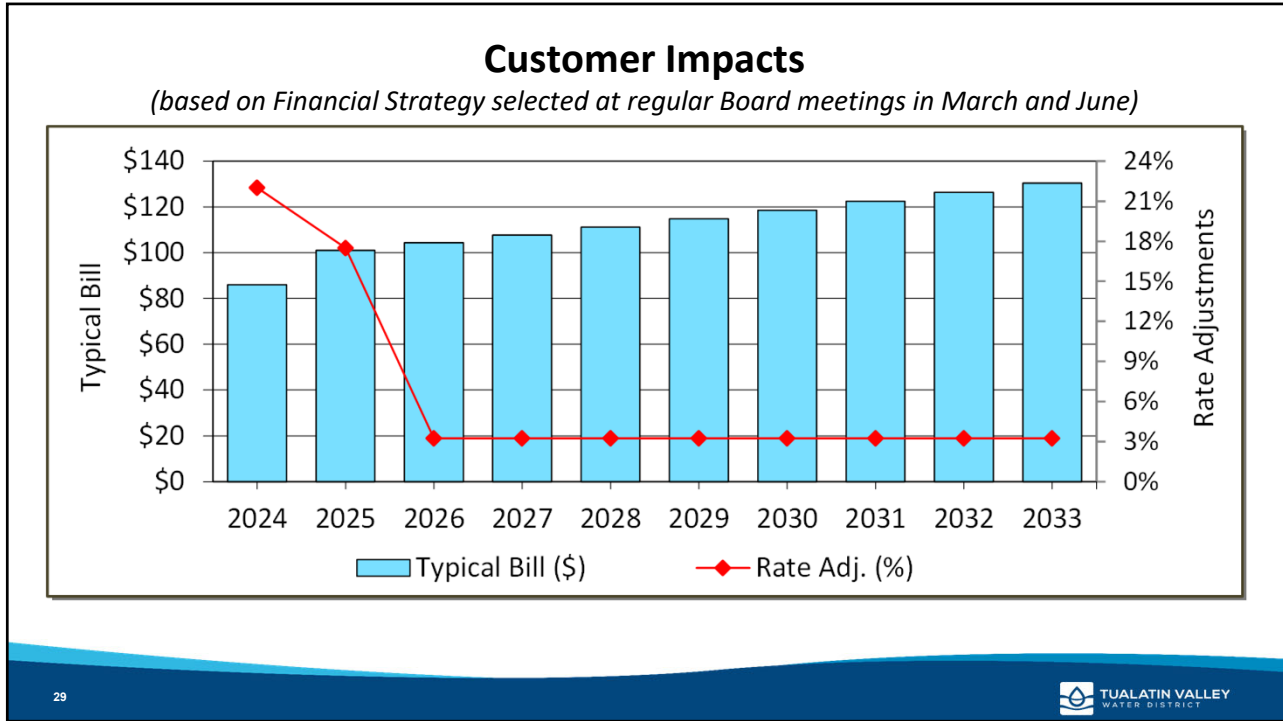
### Key Debt Assumptions

- Debt funding of approximately \$616 million for capital expenditures through 2026.
- Issuance costs for FY2025 bond issue:
  - 0.75% of the par amount.
- Term of Borrowing:
  - Revenue bonds: 30 years.
  - WIFIA: Maximum allowed (35 Years after substantial completion).
- Debt service reserve:
  - MADS<sup>1</sup> for FY2025 bond issue.
  - WIFIA: None.
- Debt Service Coverage Ratio:
  - 2.0x including SDCs in gross revenue.
  - 1.5x excluding SDCs in gross revenue.
- Additional Bonds Test:
  - 1.3x including SDCs.
  - 1.15x excluding SDCs.
- Net Leverage Ratio, not-to-exceed:
  - 8.0x for two or more consecutive years.
  - 7.0x for more than 4 consecutive years.
- Minimum Cash Balances:
  - 250 days of forecast O&M costs.

<sup>1</sup> Revenue bond debt service reserve projected as minimum of a 3-part test per issuance. Maximum annual debt service (MADS) is the projected minimum of the three parts for all future issues.

### Water Supply and Demands





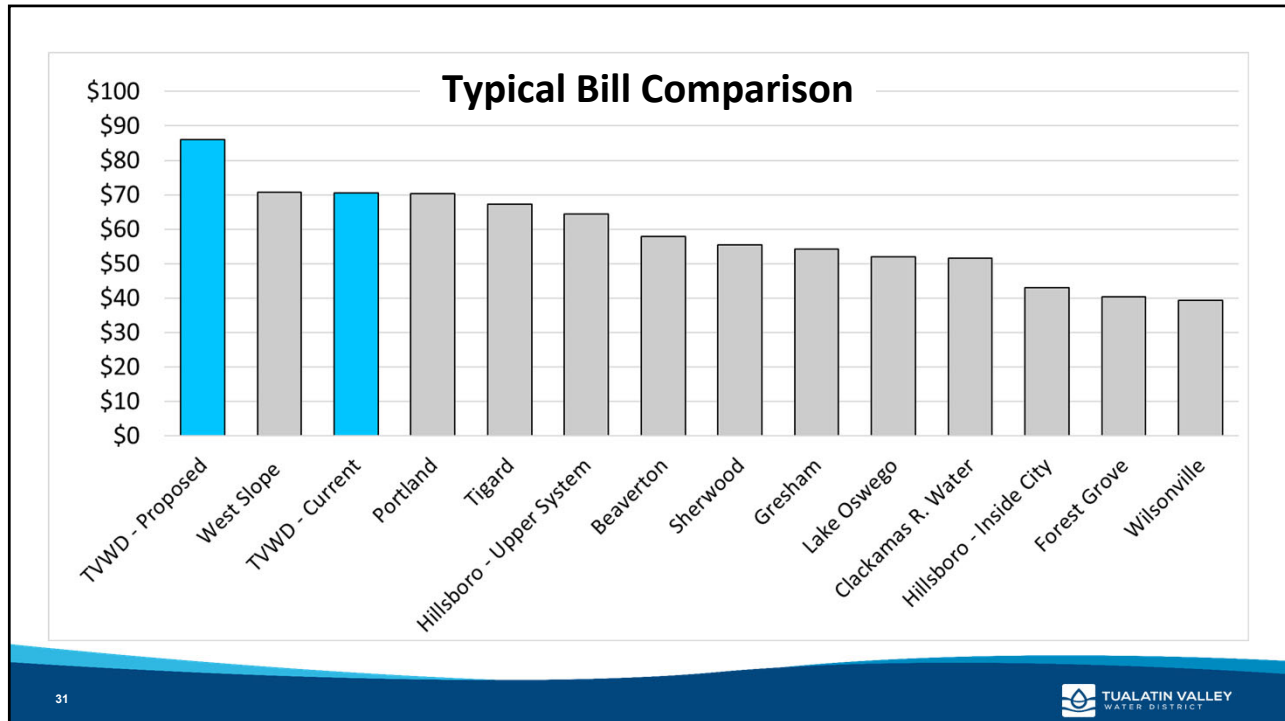
29

### Customer Impacts

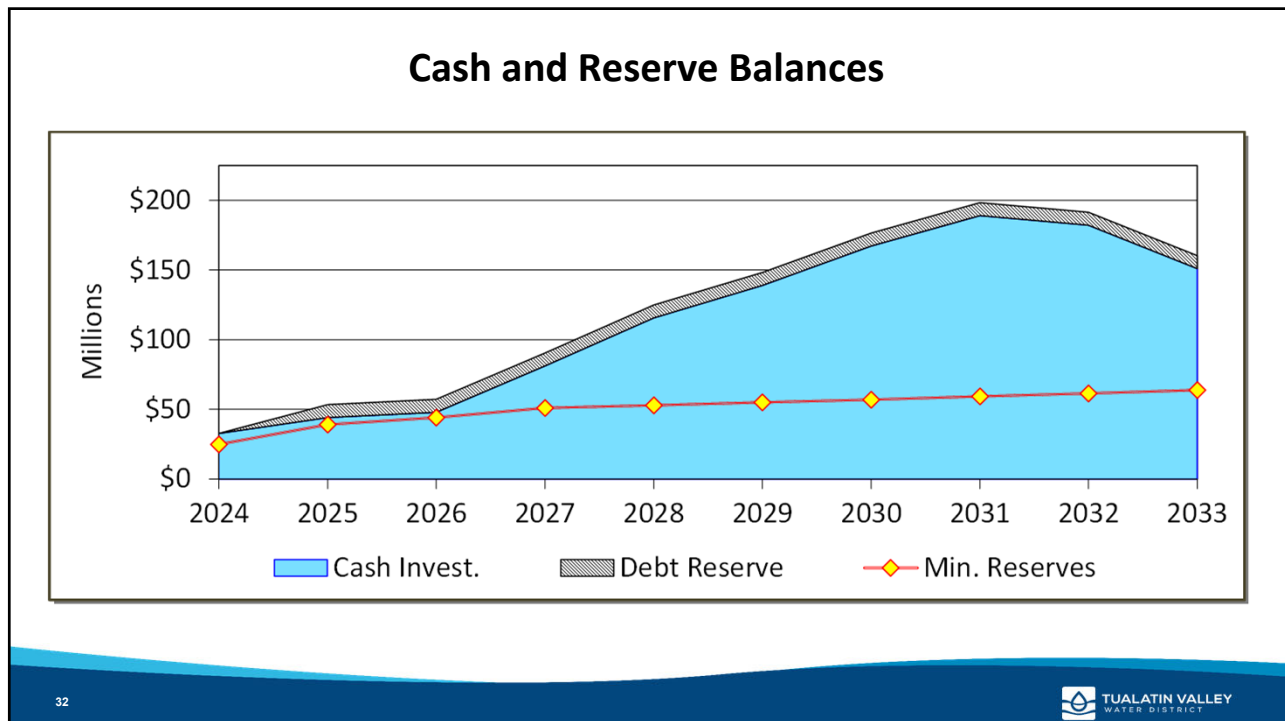
*(based on Financial Strategy selected at regular Board meetings in March and June)*

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
<b>Rate Adjustments</b>	22.0%	17.5%	3.25%	3.25%	3.25%	3.25%	3.25%	3.25%	3.25%	3.25%
<b>Typical Bill</b>	\$85.99	\$101.03	\$104.31	\$107.70	\$111.20	\$114.82	\$118.55	\$122.40	\$126.38	\$130.49

30



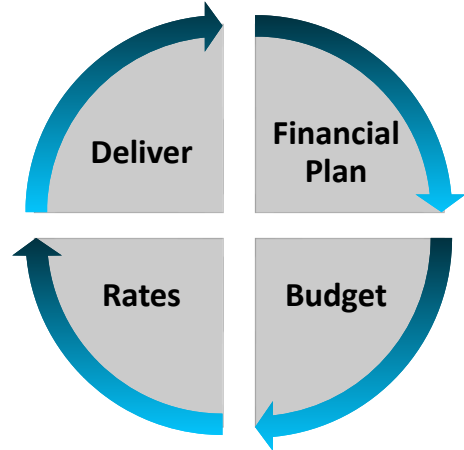
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32

### Next Steps

- Update Appendix A of *Financial Management Policies*
- Conduct rate-setting process
- Continue to secure future borrowings



## Questions and Comments

*2023-2025 Financial Plan*

**Paul L. Matthews**  
Chief Financial Officer

**Staff Recommendation**

**Staff recommends the Board adopt resolution 11-23, approving the District's 2023-2025 Financial Plan**

35



35



**Proposed Rate Setting Process  
for 2023-2025 Biennium**

*July 19, 2023*

**Paul L. Matthews**  
Chief Financial Officer



36

## Overview

- Proposed resolution
- Public outreach plan
- Next steps

37

37

## Proposed Resolution 12-23

### Purpose

- Establishes August 16<sup>th</sup> as the date for the public hearing
- Authorizes management to mail notices
- Directs staff to conduct virtual open houses
- Sets public comments period to close on August 24, 2023 at 4:00 pm

38

38

## 2023 Water Rate Proposal

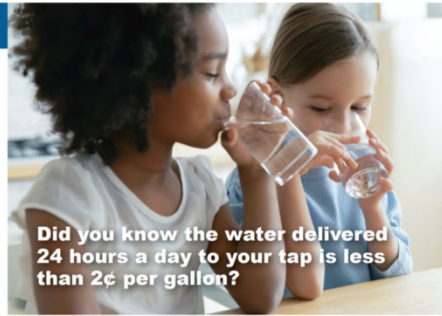
Tualatin Valley Water District's (TVWD) mission is to provide customers with reliable, resilient, and safe water. Water rates support this mission by paying for ongoing maintenance and operations of your water system. These rates are how TVWD delivers water to homes and businesses year-round for public health, fire protection, cooking, and many other uses.

### District proposes water rate increase

TVWD proposes a phased water rate increase. The initial increase of \$15.53 per month for a typical single-family residence\* would take effect on November 1, 2023. The second increase, to take effect on November 1, 2024, is proposed to be \$15.04 per month for a typical single-family residence. Customers are encouraged to learn more about the rate increase and provide comments to TVWD's Board. See the other side of this postcard for ways to participate.

\*Based on a 5/8" meter using 5,236 gallons of water (7CCF).

Learn more and provide your feedback at [www.tvwd.org/rates](http://www.tvwd.org/rates)



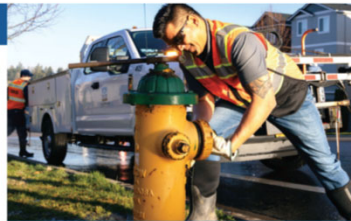
Did you know the water delivered 24 hours a day to your tap is less than 2¢ per gallon?

1850 SW 170th Ave  
Beaverton, OR 97003

## Learn More About Your 2023 Rates

### Multiple Opportunities to Participate & Provide Comments\*

- Wed. Aug. 2 12:00 pm **Virtual Open House #1**  
The link is posted at [tvwd.org/talkinwater](http://tvwd.org/talkinwater)
- Sat. Aug. 5 9:00-10:30 am **In-Person Open House**  
TVWD Headquarters  
1850 SW 170th Ave, Beaverton  
(accessible by transit: Elmonica Max Station)
- Wed. Aug. 16 6:00 pm **Board of Commissioners Meeting – Public Hearing**  
TVWD Headquarters or Microsoft Teams  
1850 SW 170th Ave, Beaverton  
(accessible by transit: Elmonica Max Station)  
If you wish to testify, email [Sam.Kaufmann@tvwd.org](mailto:Sam.Kaufmann@tvwd.org) or call 503-848-3094 by 4:30 pm on Friday, August 11, to reserve a space. You can also be added to the list at the meeting.
- Thu. Aug. 17 6:00 pm **Virtual Open House #2**  
The link is posted at [tvwd.org/talkinwater](http://tvwd.org/talkinwater)
- Thu. Aug. 24 **Public Comment Period Closes at 4:00 pm**



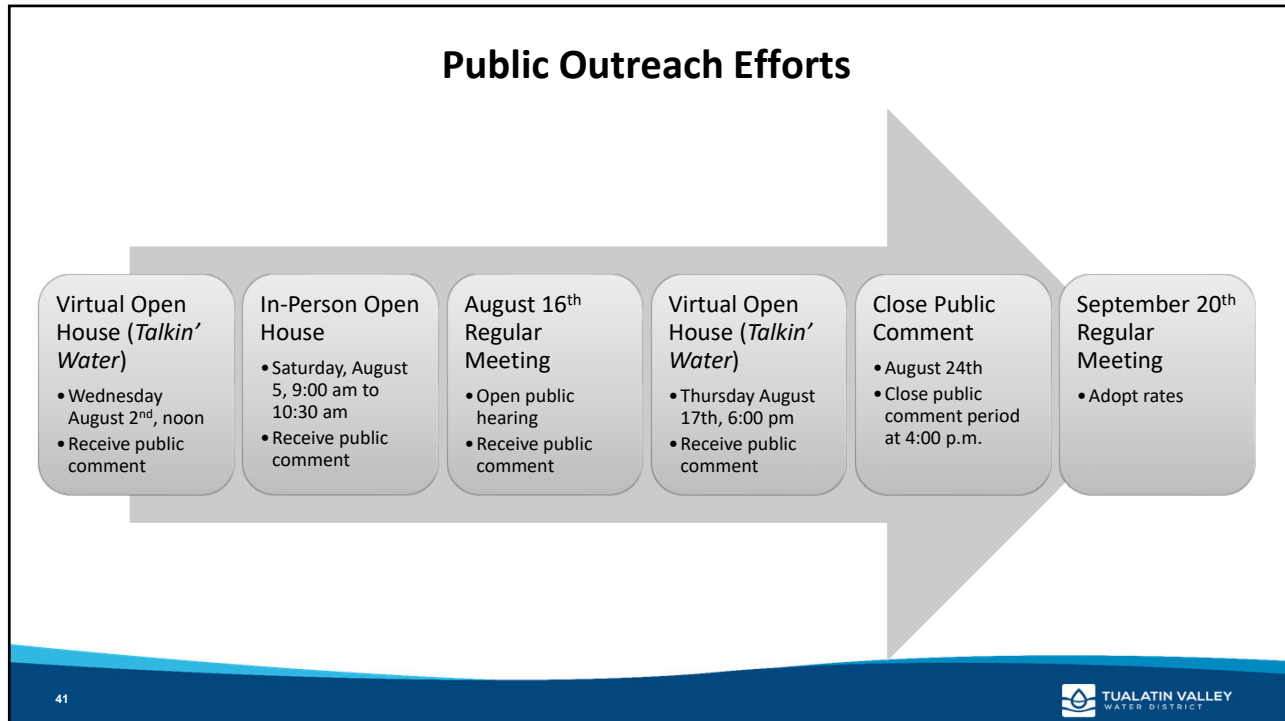
### Board of Commissioners Meeting – Public Hearing August 16.

Comments are accepted until August 24 at 4:00 pm and will be included in the public record.

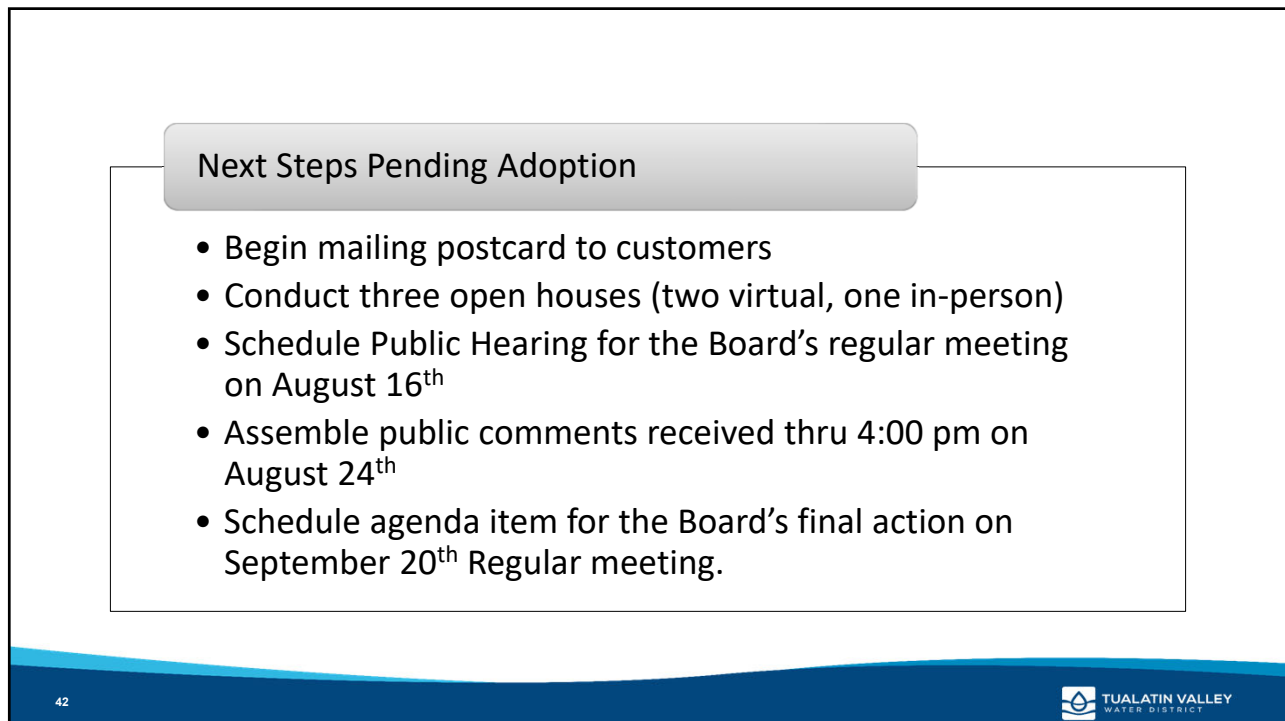
- **Comment Form:** available at the Open House and TVWD Headquarters
- **Online Comment Form:** [tvwd.org/rates](http://tvwd.org/rates)
- **Mail:** Tualatin Valley Water District  
1850 SW 170th Ave,  
Beaverton OR 97003

\*Meetings are accessible to persons with disabilities. A request for an interpreter for the hearing impaired or other accommodations for persons with disabilities should be made at least 48 hours before the meeting to [Sam.Kaufmann@tvwd.org](mailto:Sam.Kaufmann@tvwd.org) or call 503-848-3000

Para asistencia de traducción al español, por favor deje un mensaje en 503-848-3000 en la dirección de correo electrónico: [CustomerService@TVWD.org](mailto:CustomerService@TVWD.org)




41




42






**Questions and Answers**  
*Proposed Rate Setting Process for 2023-2025 Biennium*

**July 19, 2023**  
Regular Meeting



43




**Temporary water supply IGA between TVWD and the City of Beaverton**

*Board Regular Meeting*

July 19, 2023

**Clark Balfour**  
General Counsel



44



# Board officer and committee appointments

## *Board Regular Meeting*

July 19, 2023

**Tom Hickmann**  
Chief Executive Officer



**Report of Meetings Attended**

**Commissioner Doane**

Date	Meeting or Function	Purpose	\$	Claimed
7/19	Regular Meeting		50	X <input type="checkbox"/> Yes <input type="checkbox"/> No
7/14	JWC/BJOC		50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
7/11	Association of State Dam Safety Officials	Risk Assessment	50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
6/20	JWC Master Plan		50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
				<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

Date: 19 July 2023

Requested by: Jim Doane

OK to pay \$50 to Jim Doane and \$150 to CEAF - SK



**Report of Meetings Attended**

**Commissioner** Fisher

Date	Meeting or Function	Purpose	\$	Claimed
6/27	WEA Legislative Wrap Up	Hear how legislative session went from region legislators	50	<input type="checkbox"/> Yes <input type="checkbox"/> No
7/19	TVWD Board Meeting	Regular Board Meeting	50	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

Date: 7/19/23

Requested by: Carl Fisher  
Commissioner

OK to pay \$100 to CEAF - SK

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
President

ORS 198.190, "A member of the governing body of a district may receive, not to exceed \$50.00 for each day or portion thereof as compensation for services performed as a member of the governing body. Such compensation shall not be deemed lucrative. The governing body may provide for reimbursement of a member for actual and reasonable traveling and other expenses necessarily incurred by a member in performing official duties." *Please note that in accordance with ORS 294.331 (3), members of the budget committee shall receive no compensation for their services as members of such committee.*

In accordance with Board Policies, an amount equal to the unclaimed reimbursements for meetings will be transferred to the District's Customer Emergency Assistance Fund.



**Report of Meetings Attended**

Commissioner Lisac

Date	Meeting or Function	Purpose	\$	Claimed
6/28/2023	Finance Committee Meeting	Financial Management Policies, West Slope briefing, Leak Policy adjustment	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7/14/2023	BRJOC & JWC Board Meetings	Stored water status, YTD financial information, General Manager comments	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7/19/2023	TVWD Board Meeting	July meeting	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
				<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

OK to pay \$150 - SK

Date: 7/19/2023

Requested by: Elliot Lisac

Commissioner

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

President

ORS 198.190, "A member of the governing body of a district may receive, not to exceed \$50.00 for each day or portion thereof as compensation for services performed as a member of the governing body. Such compensation shall not be deemed lucrative. The governing body may provide for reimbursement of a member for actual and reasonable traveling and other expenses necessarily incurred by a member in performing official duties." *Please note that in accordance with ORS 294.331 (3), members of the budget committee shall receive no compensation for their services as members of such committee.*



**Report of Meetings Attended**

**Commissioner Jim Duggan**

Date	Meeting or Function	Purpose	\$	Claimed
6/28/2023	TVWD Finance Committee Mtg.	Policy Updates	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7/11/2023	TVWD Agenda Planning Mtg.	Meeting w/ Tom & Todd	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7/12/2023	Talkin' Water: Water Quality	Webinar	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
7/19/2023	TVWD Board Mtg. & Exec. Sess.	Regular Monthly Mtg.	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

OK to pay \$200 - SK

Date: 07/19/2023

Requested by: James. J. Duggan

Commissioner

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

President

ORS 198.190, "A member of the governing body of a district may receive, not to exceed \$50.00 for each day or portion thereof as compensation for services performed as a member of the governing body. Such compensation shall not be deemed lucrative. The governing body may provide for reimbursement of a member for actual and reasonable traveling and other expenses necessarily incurred by a member in performing official duties." *Please note that in accordance with ORS 294.331 (3), members of the budget committee shall receive no compensation for their services as members of such committee.*

In accordance with Board Policies, an amount equal to the unclaimed reimbursements for meetings will be transferred to the District's Customer Emergency Assistance Fund.

**From:** [Todd Sanders](#)  
**To:** [Sam Kaufmann](#)  
**Subject:** Re: July meetings attended  
**Date:** Tuesday, August 1, 2023 1:13:44 PM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)  
[2\\_sm\\_fb\\_873ac953-8b59-4ccc-8d7c-a4dc8743f7bc.png](#)  
[2\\_sm\\_linkedin\\_191597d1-7657-4790-8086-7ffbeb62cff1.png](#)  
[2\\_sm\\_twitter\\_bae535d1-a0a8-4fab-8f42-2f77b3142868.png](#)  
[2\\_sm\\_youtube\\_19a32018-dd29-4827-8d52-0ac376d85694.png](#)  
[new\\_nextdoor\\_logo36px\(002\)blue\\_be1e9d64-a878-4c1e-975a-1b7d7ff12e00.png](#)

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I am so undependable in the middle of summer!

I approve the July 2023 meetings attended forms for Commissioners Doane, Duggin, Fisher and Lisac.

**Todd Sanders**  
TVWD Commissioner  
[Todd.Sanders@tvwd.org](mailto:Todd.Sanders@tvwd.org)



TUALATIN VALLEY  
WATER DISTRICT



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Hi Todd,

Do you approve of the attached meetings attended forms for Commissioners Doane, Duggan, Fisher and Lisac?

**Sam Kaufmann**  
District Recorder  
[Sam.Kaufmann@tvwd.org](mailto:Sam.Kaufmann@tvwd.org)



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