



TUALATIN VALLEY
WATER DISTRICT

TVWD BOARD OF COMMISSIONERS

President Todd Sanders, PhD | Vice President Jim Duggan, PE
Secretary Jim Doane, PE | Treasurer Carl Fisher | Acting Secretary Elliot Lisac

Board Work Session Agenda

June 6, 2023

WORK SESSION – 6:00 PM – MICROSOFT TEAMS MEETING*

CALL TO ORDER

ANNOUNCEMENTS

DISCUSSION ITEMS

- A. Monthly Billing and Advanced Metering Infrastructure *Staff Report – Andrew Carlstrom*
- B. Update to the District's Financial Management Policies *Staff Report – Paul Matthews*
- C. Willamette Water Supply System Commission Update. *Staff Report – Joelle Bennett, P.E.*

ADJOURNMENT

*This meeting is only available via phone or the web. It will not be held at a physical location. If you wish to attend, please email sam.kaufmann@tvwd.org or call 503-848-3094 by 4:30 p.m. on June 6, 2023.

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.

For online meeting information, Commissioner bios and more, visit tvwd.org.



TUALATIN VALLEY

WATER DISTRICT

Date: June 6, 2023
To: Board of Commissioners
From: Andrew Carlstrom, Customer Service Manager
Subject: Monthly Billing and Advanced Metering Infrastructure

Key Concepts:

The purpose of this regular presentation is to update the TVWD Board on two interconnected District initiatives for the 2023-2025 biennium, monthly billing and Advanced Metering Infrastructure (AMI). For the monthly billing portion of the presentation, staff will provide an overview of the pilot project currently underway, as well as relevant background information including a review of the recommendation from the first TVWD Rate Advisory Committee in 2017.

For the AMI portion of the presentation, staff will provide an overview of the initiative and then introduce TVWD's consultant for the design phase, Diameter Services, Inc. Diameter is concluding this initial phase for the project and will provide the Board with an overview of the results of their work on behalf of TVWD.

Background:

At the May 31, 2023 TVWD Budget Committee meeting, staff provided the Committee with information on two initiatives: monthly billing and AMI. Monthly billing will be a service enhancement intended to address an affordability measure previously recommended by the Rate Advisory Committee. A pilot project currently underway, and expected to be completed within the next several months, will contribute to the development of a roadmap for scaling monthly billing to all residential customers once meter data is available from AMI.

TVWD's implementation of AMI, if the Board adopts the approved budget at the June 21, 2023 meeting, is expected to begin in the summer of 2023. This large capital project will result in new service levels for customers, is expected to provide both customer benefits and operational improvements. Some of the benefits of AMI include: frequent consumption data; automated meter reading; minimized estimated reads and truck rolls; improved leak detection and alerts for customers and staff; reduced theft and improved system security; improved distribution system management; and support the transition to monthly billing for all residential customers.

Budget Impact:

Informational item only. Both AMI and monthly billing initiatives were included in information provided to the TVWD Budget Committee during the 2023-2025 biennial budget process.

Staff Contact Information:

Andrew Carlstrom, Customer Service Manager; 503-848-3024; andrew.carlstrom@tvwd.org

Attachments:

None.

Leadership Team Initials:



Chief Executive Officer	N/A	Customer Service Manager	AC
Chief Engineer	N/A	IT Services Director	TB
Chief Financial Officer	pon	Human Resources Director	N/A
General Counsel	N/A	Water Supply Program Director	N/A





TUALATIN VALLEY

WATER DISTRICT

Date: June 6, 2023
To: Board of Commissioners
From: Paul L. Matthews, Chief Financial Officer
Subject: Update to the District's Financial Management Policies

Key Concepts:

- At its March 20, 2019, Regular Board Meeting, the Board adopted Resolution 08-19 which established the District's Financial Management Policies.
- As part of its routine business processes, management evaluates the Financial Management Policies to assess their effectiveness given changes in the District and the environment in which the District operates.
- Management intends to propose changes to the District's Financial Management Policies at the Board's July 19, 2023, regular meeting.

Background:

At its March 20, 2019, Regular Board Meeting, the Board of Commissioners Adopted Resolution 08-19, a resolution that formally adopted the District's Financial Management Policies. The Financial Management Policies provide the District a framework to manage its financial affairs. The Financial Management Policies provide clear authority and direction from the Board on many topics, including those related to financial planning, budgeting, debt management, accounting and reporting, business case evaluations, and other related matters. These policies provide specific guidance to the District's management and affirm the Board's commitment to the practices of sound financial management.

As part of its routine business practices, management reviews the Financial Management Policies to assess their effectiveness considering changes at the District and the business environment under which the District operates. Over the past several reviews, management has identified the following improvements that could be addressed by updating the current Financial Management Policies:

1. Grants. Grants generally have significant reporting requirements that need to be understood and accounted for at their inception.
2. Leases. Under the Government Accounting Standards Board (GASB) Statement No. 87, the District is required to account for and report its leases using a particular methodology.
3. Debt. The District's Bond Counsel has recommended updating some of the District's debt policies to conform to the latest legal best practices.
4. Disclosure Requirements. With the issuance of publicly offered debt, the District has increased responsibility to monitor its disclosure of certain financial information.
5. Time recording. The way the District's employees record their time can affect the District's indirect cost allocation plan and certain potential grant requirements.

The proposed revisions to the District's Financial Management Policies are consistent with best practices recommended by the Government Finance Officers Association (GFOA).

As part of this agenda item, management will present the proposed revisions to the Financial Management Policies and solicit direction, comments, and questions from the Board. Management will then complete its proposal for the revisions to the Financial Management Policies and bring them to the Board for adoption at the Board's regular meeting in July 2023.

Budget Impact:

The cost of revising the Financial Management Policies is included in the adopted 2021-23 biennial budget.

Staff Contact Information:

Paul L. Matthews; Chief Financial Officer; 503-848-3017; paul.matthews@tvwd.org

Attachments:

None

Leadership Team Initials:

Chief Executive Officer	N/A	Customer Service Manager	N/A
Chief Operating Officer	N/A	IT Services Director	TB
Chief Financial Officer	PM	Human Resources Director	AB
General Counsel	N/A	Water Supply Program Director	<input checked="" type="checkbox"/>





TUALATIN VALLEY

WATER DISTRICT

Date: June 6, 2023
To: Board of Commissioners
From: Joelle Bennett, P.E., Willamette Water Supply Program Assistant Director
Subject: Willamette Water Supply System Commission Update

Key Concepts:

The purpose of this regular presentation is to update the TVWD Board on the current activities of the Willamette Water Supply System (WWSS) Commission. Since the TVWD Board has one representative on the WWSS Commission Board, these reports provide a means of keeping the other TVWD Board members current on relevant information. The topics of this month's update are:

- A. Review the June 2023 WWSS Commission Board Meeting agenda
- B. Review the Approvals and Procurements Forecast
- C. Update on Willamette Water Supply Program (WWSP) activities

Background:

The June WWSS Commission Board meeting was held on June 1, 2023, and the agenda for that meeting is attached to this staff report. There were two items on the Business Agenda:

- A. Approve WWSP Program and Construction Management Services FY 2024 Annual Work Plan
- B. Adopt PLM_1.0 Wilsonville Ground Lease Amendment 2

There was one informational item on the June agenda: a notice regarding the next regular Board meeting scheduled for August 3, 2023.

The Approvals and Procurements Forecast (Forecast) is a WWSP tool that summarizes recent decisions made, and previews decisions and approvals that are coming up in the next three months. The Forecast is divided along the various types of approvals and procurements that occur on the WWSP and the different approval levels: Program Director, WWSS Committees, and WWSS Board. At the June TVWD Board work session, we will present a review of the current Forecast that covers the months of April through August 2023.

We now have fourteen projects in construction, and we are continuing to make progress on other priorities including preparing for commissioning and startup of the new system. At the June TVWD Board work session, we will provide an update on our project delivery progress and on our active construction projects.

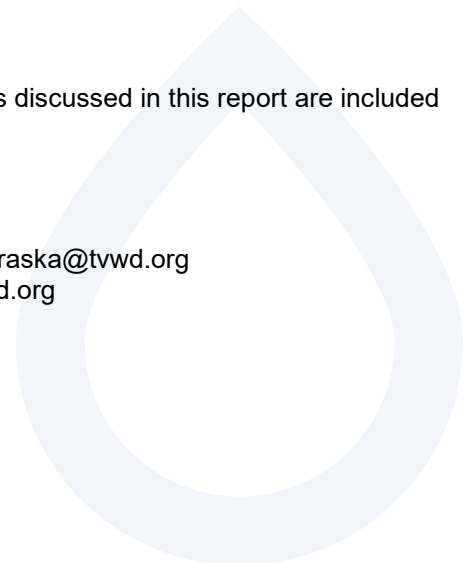
Budget Impact:

Informational item only. There are no budget impacts from this staff report. All items discussed in this report are included in WWSP Baseline 8.1 budget.

Staff Contact Information:

David Kraska, P.E.; WWSS Commission General Manager; 503-941-4561; david.kraska@tvwd.org
Joelle Bennett, P.E.; WWSP Assistant Director; 503-941-4577; joelle.bennett@tvwd.org

Attachments:



Leadership Team Initials:

Chief Executive Officer	N/A	Customer Service Manager	N/A
Chief Engineer	N/A	IT Services Director	TB
Chief Financial Officer	pon	Human Resources Director	AB
General Counsel	N/A	Water Supply Program Director	<input checked="" type="checkbox"/>



**Willamette Water Supply System Commission
Board Meeting Agenda
Thursday, June 1, 2023 | 12:00 – 1:30 PM
Microsoft Teams Meeting**

This meeting will not be held at a physical location. If you wish to attend and need dial-in information, please contact annette.rehms@tvwd.org or call 971-222-5957 by 10:00 a.m. on June 1, 2023.

If you wish to address the WWSS 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.

Executive Session – 11:30 PM

An executive session of the Board is called under ORS 192.60 (2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions, ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection and ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

REGULAR SESSION – 12:00 PM

CALL TO ORDER

1. GENERAL MANAGER'S REPORT – Joelle Bennett

Brief presentation on current activities relative to the WWSS 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 April 6, 2023 meeting minutes
- B. Adopt the FY2023-24 WWSS Board Meeting Schedule

4. BUSINESS AGENDA

- A. Approve WWSP Program and Construction Management Services FY 2024 Annual Work Plan – *Joelle Bennett*
- B. Adopt PLM_1.0 Wilsonville Ground Lease Amendment 2 – *Justin Carlton*

5. INFORMATION ITEMS

- A. The next Board Meeting is scheduled on August 3, 2023, via Microsoft Teams

6. COMMUNICATIONS AND NON-AGENDA ITEMS

- A. None scheduled

ADJOURNMENT

Approvals and Procurement Forecast: April through August 2023

This report provides a four-month projection of (1) forthcoming actions under the WWSS Management Authority Matrix and (2) ongoing and forthcoming procurements.

a = Actual date
e = Email approval
FC = Finance Committee
LCRB = Local Contract Review Board
MC = Management Committee
N/A = Not applicable
OC = Operations Committee

Rec. = Recommendation
t = Tentative date
TBD = To be determined; sufficient information not available to project a date
Note: Dates in red text indicate meetings needed outside the normal meeting schedule

Type	Description	Projected Action	Body/Position (projected action date)		
			Program Director	WWSS Committees	WWSS Board
Program Baseline or Related Plans (above Program Director's Authority)	1. Natural Hazard Mitigation Plan	Approve	N/A	1/19/2023 a	4/6/2023 a
		Execute	4/7/2023 a	N/A	N/A
Real Estate	2. None	Approve	N/A	N/A	N/A
IGAs, MOUs, Permit Commitments, & Similar Agreements	3. DCS_1.0 Sherwood Broadband Services IGA	Approve	N/A	MC: 3/18/2021 a	4/1/2021 a
		Execute	5/31/2023 t	N/A	N/A
	4. Ground Lease for Raw Water Pipeline, Amendment No. 2	Approve	N/A	MC: 5/18/2023 t	6/1/2023 t
		Execute	6/5/2023 t	N/A	N/A
Contracts (above Program Director's Authority)	5. None	Approve	N/A	N/A	N/A
		Execute	N/A	N/A	N/A
Contract Amendments and Change Orders (above Program Director's Authority)	6. Permitting Services Contract Amendment for Next One-year Period • Goal: Extend DEA's contract through March 2023 • Value: \$782,782.52	Approve	N/A	3/23/2023 a	4/6/2023 a
		Execute	4/7/2023 a	N/A	N/A
	7. WWSP Program and Construction Management Services FY 2024 Annual Work Plan • Goal: Approve scope, staffing, and fee for program and construction management services for FY 2024 • Value: \$23.2 M	Approve	N/A	5/18/2023 t	6/1/2023 t
		Execute	6/2/2023 t	N/A	N/A
Local Contract Review Board (LCRB) Actions	8. None	Approve	N/A	N/A	N/A
Other	9. None	Approve	N/A	N/A	N/A
		Execute	N/A	N/A	N/A