

**Willamette Intake Facilities Commission
Board Meeting Minutes
Monday, April 30, 2018**

Commissioners present:

Tualatin Valley Water District (TVWD): Jim Doane
Beaverton: Marc San Soucie
Hillsboro: Dave Judah (alt)
Sherwood: Sean Garland
Tigard: John Goodhouse
Wilsonville: Kristin Ackervall (alt)

Board alternates present:

TVWD: Dick Schmidt
Beaverton: Denny Doyle
Sherwood: Tim Rosener

Committee Members present:

TVWD: Mark Knudson, Management Committee
Paul Matthews, Finance Committee
Carrie Pak, Operations Committee
Beaverton: David Donaldson, Management Committee
Hillsboro: Niki Iverson (alt), Management Committee
Lee Lindsey, Finance Committee
Sherwood: Rich Sattler, Operations Committee
Tigard: Eric Zimmerman, Management Committee
John Goodrich, Operations Committee
Wilsonville:

Managing Agency Staff present:

Dave Kraska, WIF Commission General Manager
Clark Balfour, General Counsel, TVWD
Mike Jacobs, Risk Management Coordinator, TVWD
Mark McConnell, Building and Grounds Maintenance II, TVWD
Faye Branton, WIF Commission Recorder

Other Attendees:

Bill Van Derveer, Program Manager, WWSP
Ron Cutter, Brown & Brown Northwest Insurance

No members of the public were present.

CALL TO ORDER

Mr. Kraska called the inaugural Willamette Intake Facilities Commission (WIF) meeting to order at 6:01 p.m.

Safety Moment

Mr. Kraska pointed out primary and secondary exits and rally points, should the need to evacuate the building occur.

Introductions

1. INITIAL BUSINESS

A. Election of Officers

As stated in Article 4.6 of the Intergovernmental Agreement (IGA), the Board shall annually elect from its Members a chair and a vice chair, who shall be officers of the Board.

Election of Chair:

Mr. Kraska distributed a letter from John Godsey, City of Hillsboro, stating his interest in serving as Chair of the WIF Board. There were no other expressions of interest in this position.

Nomination was made by Doyle, seconded by Judah, for John Godsey to serve as Chair of the Willamette Intake Facilities Board. Mr. Godsey was elected unanimously with Commissioners Doane, San Soucie, Judah, Garland, Goodhouse, and Akervall voting in favor.

Election of Vice Chair:

Sean Garland, City of Sherwood, and John Goodhouse, City of Tigard, expressed interest in serving as Vice Chair of the WIF Board. Each commissioner briefly shared his reasons for interest in the Vice Chair position.

Nomination was made by Doane, seconded by San Soucie, for the Board to consider and select between Garland and Goodhouse to serve as Vice Chair. A show of hands vote resulted in a tie of three votes each with Commissioners San Soucie, Garland, and Akervall voting for Garland, and Commissioners Doane, Judah, and Goodhouse voting for Goodhouse. Garland and Goodhouse opted to break the tie via a coin toss. Mr. Garland won the coin toss, received the gavel, and proceeded to conduct the remainder of the meeting as Vice Chair in the absence of Chair Godsey.

B. Acknowledgement of Managing Agency and General Manager

Mr. Knudson stated that TVWD is established as the WIF managing agency for the first several years of the IGA, and that we are here to acknowledge that TVWD is now assuming and implementing this role, as established in the IGA. He also highlighted Mr. Kraska's qualifications and expressed support for Mr. Kraska to assume the role of functioning as General Manager for the WIF Commission.

2. CONSENT AGENDA (The entire Consent Agenda is normally considered in a single motion. Any Commissioner may request that an item be removed for separate consideration.)

A. None.

3. COMMUNICATIONS AND NON-AGENDA ITEMS

A. None scheduled. None added.

4. DISCUSSION ITEMS (These items may result in action by the Commission.)

A. Willamette Intake Facilities Commission Orientation

Mr. Kraska presented an orientation of the Willamette Intake Facilities Commission, including overviews of the Willamette Intake Facilities, IGA and Governance, Annual Work Plan, and Status of the RWF_1.0 project (see attached presentation).

Following the presentation, Mr. Kraska opened the floor for questions and staff provided the following additional information:

- Veolia is the contract operator for the existing Willamette River Water Treatment Plant (WRWTP). Wilsonville, as the contracting agency, has a contract with Veolia. The next renewal date for the Veolia contract is in 2022. Per the IGA, Wilsonville will discuss a contract renewal at that time. If renewed, Veolia's contract, as it pertains to the WIF, can only be until 2026, which is the changeover date.
- The fiscal year is July 1 to June 30.

Will work on the RWF_1.0 project come under the jurisdiction of this Commission? What is the relationship between the work that has preceded today and today?

The RWF_1.0 project is part of the Willamette Water Supply Program (WWSP). That Program is owned and run by TVWD and Hillsboro. The Program answers to its Executive Committee, Mark Knudson and Kevin Hanway, and they answer to their Board and Commission, respectively. The WIF Commission oversees the WIF. The IGA specifically delegates the WWSP and TVWD to oversee the design and construction of RWF project. Mr. Balfour will locate where this is specified in the IGA and inform the Board and staff will provide additional background at the next WIF Commission meeting.

5. NEW BUSINESS

A. Consider adopting Resolution No. WIF-01-18, a resolution adopting the Special Districts Insurance Services (SDIS) Joinder to Trust Agreement ("Agreement") and authorize placement of insurance coverage.

Mr. Jacobs presented the SDIS quote covering the insurance requirements outlined in the IGA. The quote has undergone detailed review with the WIF Management and Finance Committees. Mr. Jacobs highlighted that the IGA allows the Commission to acquire insurance based on liability exposure. Coverage for employee, automobile, and pollution insurance is not applicable at this time and, therefore, not included in the quote.

Staff clarified that the Managing Agency's relationship to the Commission is a service contract. As managing agency, TVWD is the Commission's agent rather than an employee. Since the WIF Commission will not have employees, workers compensation coverage is not needed.

Mr. Jacobs provided a summary of requirements and cost to enter the SDIS trust, a self-insured pool. Insurance coverage is based on a calendar year. Therefore, the rate for May through the end of December 2018, will be pro-rated.

Staff confirmed that the quoted schedule of property values line item in the amount of \$8.8M is to cover the current facilities for which the Commission is responsible.

Motion was made by San Soucie, seconded by Doane, to adopt Resolution No. WIF-01-18, a resolution adopting the Special Districts Insurance Services (SDIS) Joinder to Trust Agreement (“Agreement”) and authorize placement of insurance coverage. The motion passed unanimously with Doane, San Soucie, Judah, Garland, Goodhouse, and Akervall voting in favor.

- B. Consider adopting Resolution No. WIF-02-18, a resolution adopting the Willamette Intake Facilities Commission Annual Work Plan and Budget for the 2018-19 fiscal year.

Mr. Kraska summarized the staff report and formula used to calculate the partner cost shares.

In response to a Commissioner request, Mr. Matthews explained reasons for the difference for TVWD’s labor rates relative to rates for the Joint Water Commission (JWC). This was vetted with the Finance Committee. Commissioner will consult with his WIF Finance Committee representative.

Motion was made by Doane, seconded by Judah, to adopt Resolution No. WIF-02-18, a resolution adopting the Willamette Intake Facilities Commission Annual Work Plan and Budget for the 2018-19 fiscal year. The motion passed unanimously with Doane, San Soucie, Judah, Garland, Goodhouse, and Akervall voting in favor.

- C. Consider adopting Resolution No. WIF-03-18, a resolution establishing regular quarterly meeting dates of the Willamette Intake Facilities Board of Commissioners for fiscal year 2018-19.

There was discussion regarding the proposed schedule for the July meeting. It was acknowledged it will be difficult to identify a new date that would work for all calendars.

Motion was made by Judah, seconded by Goodhouse, to adopt Resolution No. WIF-03-18, a resolution establishing regular quarterly meeting dates of the Board of Commissioners for fiscal year 2018-19. The motion passed unanimously with Doane, San Soucie, Judah, Garland, Goodhouse, and Akervall voting in favor.

6. ADVICE/INFORMATION ITEMS

- A. The next Board meeting is scheduled on July 30, 2018, at Tualatin Valley Water District – Board Room.
- B. Commissioner San Soucie suggested the following future Board meeting topics:
 - 1. Facility tour for members of the Commission
 - 2. Update on the Kinder-Morgan situation

ADJOURNMENT

There being no further questions or business, Vice Chair Garland adjourned the meeting at 7:10 PM.

John Godsey, Chair

Sean Garland, Vice Chair

DRAFT