

**Willamette Intake Facilities Commission  
Board Meeting Minutes  
April 26, 2021**

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**REGULAR SESSION – 6:03 PM**

**CALL TO ORDER AND ROLL CALL**

**Commissioners present:**

City of Beaverton:	Laura Mitchell
City of Hillsboro:	John Godsey
City of Sherwood:	Sean Garland ( <i>Chair</i> )
City of Tigard:	John Goodhouse ( <i>Vice Chair</i> )
City of Wilsonville:	Kristin Akervall
Tualatin Valley Water District (TVWD):	Jim Doane

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**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 Finance Manager	Lisa Houghton
WWSP Public Outreach and Permitting Manager	Christina Walter
TVWD Water Resources Division Manager	Joel Cary
WIF Commission Recorder / TVWD District Recorder	Debbie Carper

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**Committee Members present:**

**Management Committee**

City of Hillsboro:	Niki Iverson
City of Sherwood:	Craig Sheldon
City of Tigard:	Brian Rager
TVWD:	Tom Hickmann

**Operations Committee**

TVWD:	Carrie Pak
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**Finance Committee**

City of Hillsboro:	Lee Lindsey
TVWD:	Paul Matthews

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**Other Attendees:**

Holly Tichenor – Water Systems Consulting	Jeffrey Szytel – Water Systems Consulting
Susan Schlangen – Water Systems Consulting	Katherine Lipari DeSau - TVWD
Sarah Walker – Water Systems Consulting	

**1. GENERAL MANAGER’S REPORT**

Mr. Kraska presented the General Manager’s report, which included a safety moment on five tips for exercising safely and avoiding injuries, an update on Raw Water Facilities Project construction, an anticipated WIF Commission tour focusing on the intake screens replacement and Raw Water Pump Station structural work, and the quarterly financial report for the period ending March 31, 2021.

[Recorder's Note: Commissioner Doane arrived at 6:08 p.m.]

## **2. PUBLIC COMMENT**

There were no public comments.

## **3. CONSENT AGENDA**

### **A. Approve the January 25, 2021 meeting minutes**

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

## **4. BUSINESS AGENDA**

### **A. Adopt FY2021-22 WIF Annual Work Plan and Budget**

Mr. Kraska reviewed the Annual Work Plan and Budget preparation timeline and highlighted changes to the General Administration and Financial Administration sections to the 2021-22 fiscal year Annual Work Plan. General Administration work will include the completion of a draft curtailment plan, development of a draft operations plan, development of an emergency operations plan outline, communications and outreach efforts regarding Willamette River Water Treatment Plant construction work, initiation of source water protection and watershed monitoring plans development, and the establishment of the next steps needed in source water protection and watershed monitoring efforts. Financial Administration work will include holding separate Finance Committee meetings rather than Finance and Operations Committee joint meetings as well as developing financial procedures.

Motion was made by Godsey, seconded by Mitchell, to adopt Resolution No. WIF 01-21, a resolution adopting the WIF Commission Annual Work Plan and Budget for the 2021-22 fiscal year. The motion passed unanimously with Mitchell, Godsey, Garland, Goodhouse, Akervall, and Doane voting in favor.

### **B. Adopt FY2021-22 WIF Board Meeting Schedule**

Mr. Kraska noted staff is recommending to continue meeting on the fourth Monday of every quarter at 6:00 p.m.

In response to a question regarding when staff anticipates conducting in-person rather than virtual WIF Commission meetings, Mr. Kraska said there will be an agenda item at the October 25, 2021 WIF Commission meeting to discuss the matter further.

Motion was made by Godsey, seconded by Mitchell, to adopt Resolution No. WIF 02-21, a resolution establishing regular quarterly meeting dates of the WIF Board of Commissioners for Fiscal Year 2021-22. The motion passed unanimously with Mitchell, Godsey, Garland, Goodhouse, Akervall, and Doane voting in favor.

### **C. Adopt Raw Water Facilities Project Plan Amendment 1**

Ms. Houghton reported that the purpose of the amendment is to change the method used to apportion system-wide costs to the WIF components of the Raw Water Facilities Project. Specifically, the project's system-wide cost apportionment will equal 10% of the project's direct costs, which will likely result in a minor decrease to WIF's allocation of system-wide costs over the life of the project. She shared additional advantages of the amendment, including more timely billings and reimbursements, and better data for WIF partners to record their investment in the joint venture.

Motion was made by Mitchell, seconded by Doane, to adopt Resolution No. WIF 03-21, a resolution amending the Raw Water Facility\_1.0 Project Plan. The motion passed unanimously with Mitchell, Godsey, Garland, Goodhouse, Akervall and Doane voting in favor.

## 5. INFORMATION ITEMS

### A. Mission, Vision, Values & Goals (MVVG)

Ms. Walter summarized work completed on the MVVG since the January 25, 2021 WIF Commission meeting; Water Systems Consulting (WSC) staff took Commissioners' feedback and made minor refinements to the MVVG and brought the updated version back to the working group that subsequently met twice to work on the version being presented at this meeting.

Ms. Walter introduced WSC staff. Ms. Tichenor highlighted the timeline of work on the MVVG. She provided an overview of the MVVG and asked for Commissioner input.

- **Mission:** To responsibly secure a safe and reliable Willamette River drinking water supply for our communities.
- **Vision:** To become a trusted steward of the Willamette River watershed.
- **Values:**
  - **Unified** – We are devoted to cooperative solutions.
  - **Responsible** – We are dedicated to cost-effective and responsible water management.
  - **Reliable** – We are committed to data-driven and science-based decision making.

She noted the three values should be a litmus test for any activities, priorities and decision making the WIF Commission pursues.

Ms. Tichenor said the three Strategic Pillars are a bridge from the Mission, Vision and Values to the Goals:

- **3 Pillars** –
  - 1) Water Quality Protection Goals:
    - Develop and maintain a state and regionally supported source water protection plan.
    - Acquire grants, loans and funding in support of source water protection plan implementation.
    - Promote information exchange amongst stakeholders, tracking relevant data on emerging issues.
    - Lead outreach and education on the Willamette River Basin history and current/future needs for protection.
    - Give members of the WIF Commission resources to enable them to serve as water quality experts and representatives of WIF Commission interests.
    - Invest in monitoring technology and communication networks with upstream/downstream agencies and private partners to detect and provide early incident notifications.
  - 2) Water Supply Stewardship Goals:
    - Engage proactively with Oregon Water Resources Department (OWRD) on water supply needs and future demands.
    - Foster relationships with the Army Corps to proactively address water supply shortage scenarios and develop cooperative agreements.
    - Develop a water demand forecasting framework that aligns partner agencies in planning and decision making.
    - Engage proactively with dissenting or potential opposing stakeholders.
    - Foster an inclusive and supportive environment where WIF Commission partner perspectives can be expressed and respected.
    - Develop Operations and Emergency Response and Curtailment Plans approved by the Board.
  - 3) Effective WIF Operations Goals:
    - Develop and maintain Operations, Curtailment and Emergency Response Plans and guide shared ownership with priority stakeholders.
    - Ease decision making on prioritized investments using strategic asset management and Capital

- Improvement Plan (CIP) best practices.
- Preserve a cooperative team dynamic among WIF members through frequent and in-person knowledge exchange workshops/retreats.

Mr. Cary described next steps in the MVVG development process, introducing the potential for a name change for the WIF Commission.

Mr. Kraska invited Commissioners to provide him with feedback outside of the meeting so he could coordinate a staff response.

Commissioners expressed appreciation for the work completed to-date, including the incorporation of stakeholders' comments.

In response to a question, Ms. Tichenor said the proposed Water Supply Stewardship Goal to "Foster an inclusive and supportive environment where WIF Commission partner perspectives can be expressed and respected" was specific to water supply stewardship due to the need to coordinate upstream and downstream stakeholders' voices and to address supply needs for all participating agencies. Mr. Cary said there can be additional conversations about potentially applying that goal more comprehensively.

Mr. Kraska reiterated the goal to have the Commission formally adopt the MVVG at their July 26, 2021, meeting.

#### **B. OWRD Reporting Update**

Mr. Cary described how staff worked with OWRD to change OWRD's reporting system specific to multiple water rights permits assigned to the WIF Commission point of diversion. Historical water usage data has also been corrected. He displayed the water use reporting entry sheet for OWRD's database.

#### **C. Legislative Update**

Mr. Cary corrected his written staff report by noting there were around 2,500 individual bills that have been introduced since the beginning of the current Legislative Session. He noted House Bill 2310 regarding pipe material preference is officially dead. Two of three introduced bills related to cyanobacterial harmful algal blooms have progressed. Two bills regarding water right holders' utilization of the passage of the Willamette Reallocation stored water volumes in the future for long-term water supply planning needs have also progressed. Finally, he said the Oregon Water Utility Council is coordinating visits with Oregon's congressional delegation to highlight needs related to national infrastructure funding, wildfire impacts and long-term responses, Willamette Basin Reallocation of federally stored water and the positive impacts to Oregon from the Environmental Protection Agency's infrastructure loan program.

#### **D. The next Board meeting is scheduled on July 26, 2021 via Microsoft Teams**

### **6. COMMUNICATIONS AND NON-AGENDA ITEMS**

- A. None scheduled

### **ADJOURNMENT**

There being no further questions or business, Chairman Garland adjourned the meeting at 7:15 p.m.

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Sean Garland, Chair

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John Goodhouse, Vice Chair

