

**Willamette Intake Facilities Commission
Board Meeting Minutes
October 25, 2021**

Attendance:

Commissioners present:

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

Committee members present:

City of Beaverton:	Chad Lynn
City of Hillsboro:	Niki Iverson Lee Lindsey
City of Sherwood:	Craig Sheldon
City of Tigard:	Brian Rager
City of Wilsonville:	Delora Kerber
TVWD:	Tom Hickmann Carrie Pak

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 Permitting and Outreach Manager:	Christina Walter
WWSP Finance Manager:	Toby LaFrance
TVWD Water Resources Division Manager:	Joel Cary
WIF Commission Recorder / WWSP Executive Assistant:	Annette Rehms

REGULAR SESSION – 6:00 PM

CALL TO ORDER

Chairman Garland called the Willamette Intake Facilities (WIF) Commission meeting to order at 6:05 p.m.

ROLL CALL

Ms. Rehms administered the roll call and noted attendance.

1. GENERAL MANAGER’S REPORT

Mr. Kraska presented a safety minute on relieving stress. *(presentation on file)*

The General Manager’s report included a Raw Water Facilities Project Update; Requests for Commissioner input on continuing remote meetings and the signature collection process; the delivery of the 2021 WWSS Audit Planning and Engagement Letters; and the quarterly financial report for the period ending September 30, 2021.

Commissioners present today agreed to continue meeting remotely, using Microsoft Teams, and revisit this matter on April 25, 2022, in preparation for the July 2022 Board meeting. They also agreed to continue with the digital signature collection process, using “Adobe Sign”. This will continue to allow signatures to be collected shortly after meetings and avoid travel and in-person meetings. For special items that may require wet signatures, the WWSS Executive Assistant will coordinate this process on a case-by-case basis.

2. PUBLIC COMMENT

There were no public comments.

3. CONSENT AGENDA

A. Approve the July 26, 2021, meeting minutes.

Motion was made by Mitchell seconded by Doane, 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. None

5. INFORMATION ITEMS

A. Second Willamette Intake Facilities Construction Video Tour

Ms. Walters presented the second WIF Construction Video to the Board of Commissioners. The first tour focused on riverbank stabilization and the second tour focuses on the replacement of the intake screens and the Raw Water Pump Station structure improvement work that will increase the capacity, reliability, and resiliency of the Willamette Intake Facilities. The video tour can be accessed from the WIF website, and a link will be sent out to the partner agencies to share with their organizations.

Commissioners thanked staff for the video and expressed appreciation for how the video format provided views into the underwater work that wouldn't be possible in an in-person tour.

B. Watershed Protection, Monitoring, and Outreach Plan

Ms. Walter provided a tentative project outline for the development of WIF Commission's Watershed Protection, Monitoring, and Outreach Plan. She said the plan development will happen in two phases. On October 1, 2021, a Phase 1 scope of work Request for Proposal (RFP) was issued, total funds allocated for this work has been budgeted in the Fiscal Year 2021-2022 budget. Phase 2 scope of work will occur in Fiscal Year 2022-2023. Ms. Walter will provide updates on the selection and progress on the planning work at the January Board meeting.

C. Legislative Update

Mr. Cary provided a recap of the 2021 Oregon Legislative session which ended June 26. He reported that key bills and budgets were passed in support of state level water resources priorities, a draft project 'roadmap' has been developed to identify the next steps for state level engagement with key agencies and stakeholders, and members of Oregon Water Utility Council (OWUC) are coordinating to develop a multi-year project plan to support and sustain these ongoing efforts.

D. The next Board meeting is scheduled on January 24, 2022, 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 6:52 p.m.

Sean Garland, Chair

John Goodhouse, Vice Chair