

**Willamette Intake Facilities Commission  
Board Meeting Minutes  
April 25, 2022**

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**Attendance:**

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**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

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**Committee members present:**

City of Beaverton:	Chad Lynn
City of Hillsboro:	Niki Iverson Lee Lindsey
City of Sherwood:	Craig Sheldon
City of Tigard:	<i>Not available</i>
City of Wilsonville:	Delora Kerber
TVWD:	Tom Hickmann

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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 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

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**Other Attendees present:**

City of Hillsboro Water Programs Coordinator	Tacy Steele
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**REGULAR SESSION – 6:00 PM**

**CALL TO ORDER**

Chair Goodhouse called the Willamette Intake Facilities (WIF) Commission meeting to order at 6:01 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 distracted walking. (*presentation on file*)

The General Manager's report included a Raw Water Facilities Update; WIF IGA and Easement Update; the quarterly financial report for the period ending March 31, 2022; and a request for Commissioner input on continuing remote meetings.

Commissioners discussed the pros and cons of meeting remotely and in-person. Following discussion, they agreed to test out a hybrid meeting October 24, 2022, if TVWD's technology upgrade is complete and staff have had time to test the technology to host hybrid meetings.

## **2. PUBLIC COMMENT**

There were no public comments.

## **3. CONSENT AGENDA**

### **A. Approve the January 24, 2022 meeting minutes**

Motion was made by Mitchell seconded by Garland, 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 FY2022-23 WIF Annual Work Plan and Budget**

Mr. LaFrance and staff reviewed the Annual Work Plan and Budget preparation timeline and highlighted changes to the General Administration and Financial Administration sections to the 2022-23 fiscal year Annual Work Plan. General Administration work will include developing the Water Quality Monitoring and Willamette River Watershed Protection, Monitoring, and Outreach Plan sections. Financial Administration work will include clarifying that the financial procedures project work will be concluded in FY23 and done in conjunction with the Willamette Water Supply System IGA.

Motion was made by Doane, seconded by Godsey, to adopt Resolution No. WIF 01-22 approving the Willamette Intake Facilities (WIF) Annual Work Plan and Budget for 2022-23 fiscal year. The motion passed unanimously with Mitchell, Godsey, Garland, Goodhouse, Akervall, and Doane voting in favor.

### **B. Adopt FY2022-23 WIF Board Meeting Schedule**

Mr. Kraska presented the Board two options to establish regular meeting dates for fiscal year 2022-23. Option 1: Continue the current quarterly meeting schedule meeting January, April, July, and October and Option 2: Reduce to three meeting per year meeting January, April, and October. Both options recommend continuing meeting on the fourth Monday of said month at 6:00 p.m. With the completion of Phase 1 of the Raw Water Facilities improvements, most of the major construction activity of the WIF elements is complete. Therefore, in setting the calendar for the next fiscal year, the Board may wish to consider meeting less frequently than the usual quarterly schedule.

Motion was made by Doane, seconded by Mitchell, to adopt Resolution No. WIF 02-21 approving regular meeting dates of the Willamette Intake Facilities (WIF) Board of Commissioners for fiscal year 2022-23, changing

to meeting three times during the year. The motion passed unanimously with Mitchell, Godsey, Garland, Goodhouse, Akervall, and Doane voting in favor.

## 5. INFORMATION ITEMS

### A. Watershed Protection, Monitoring, and Outreach Plan

Ms. Walter provided an overview of the project outline for the development of WIF Commission’s Watershed Protection, Monitoring, and Outreach Plan. She said Phase 1 scope of work has begun. The Willamette River Watershed history, characterization, and stakeholder technical memorandum is drafted and under review; the stakeholder analysis survey interviews are underway with representatives from each of the partner agencies; Phase 1 workshop is being scheduled for June 2022; and the first phase of the scope of work will be completed by June 30, 2022. Ms. Walter will provide a progress update at the next WIF Board meeting.

### B. Legislative Update

Mr. Cary reported on current legislative activities that are relevant to WIF operations:

- 2022 Oregon Legislative ‘Short Session’ concluded on March 4
- House Bill (HB) 4061 on Water Hauling – Bill was adopted and prohibits hauling water to an unregistered or unlicensed cannabis grow operation
- OWRD Business Case Assessment – The Value of Water was approved during Last year’s legislative session resulted in additional investment in the state’s natural resources agencies. As a result, OWRD has been working to hire a consultant to support its assessment of the economic value of water and needed water infrastructure investment for both built and natural infrastructure
- Willamette Basin Reallocation – Efforts to stay engaged in state-level implementation of the Reallocation (i.e., transfer of stored water behind federally operated dams to multiple water uses) continued with further outreach to OWRD and the Oregon Department of Fish and Wildlife (ODFW). OWRD filled the “Willamette Basin Coordinator” position and ODFW has several active recruitments in process to support the Reallocation implementation
- United States Geological Survey (USGS) Study of the Willamette Basin – The USGS selected the Willamette Basin as the latest location for an in-depth examination of factors affecting water supply and demand

### C. The next Board meeting is scheduled on October 24, 2022 - this is anticipated to be a hybrid meeting held at Tualatin Valley Water District – Board Room and simultaneously via Microsoft Teams

## COMMUNICATIONS AND NON-AGENDA ITEMS

- A. None scheduled.

## ADJOURNMENT

There being no further questions or business, Chair Goodhouse adjourned the meeting at 6:47 p.m.

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John Goodhouse, Chair

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Kristin Akervall, Vice Chair

