

**Willamette Intake Facilities Commission
Board Meeting Minutes
January 23, 2023**

Attendance:

Commissioners present:

City of Beaverton:	Allison Tivnon
City of Hillsboro:	John Godsey
City of Sherwood:	Keith Mays
City of Tigard:	<i>Not available</i>
City of Wilsonville:	Kristin Akervall
Tualatin Valley Water District (TVWD):	Jim Doane

Committee members present:

City of Beaverton:	<i>Not available</i>
City of Hillsboro:	Niki Iverson
City of Sherwood:	Rich Sattler
City of Tigard:	Brian Rager
City of Wilsonville:	Delora Kerber
TVWD:	Tom Hickmann

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:	Justin Carlton
TVWD Water Resources Division Manager:	Joel Cary
WIF Commission Recorder / WWSP Executive Assistant:	Annette Rehms

REGULAR SESSION – 6:00 PM

CALL TO ORDER

Vice Chair Akervall 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 a quorum was present.

1. GENERAL MANAGER’S REPORT

Mr. Kraska presented a safety minute on preventing back injury. (*presentation on file*)

The General Manager’s report included a WIF Curtailment Plan and Operations Plan update, notice of the WIF insurance renewal, acceptance of financial statements and reports of the independent auditor, quarterly financial reports for the period ending December 31, 2022, and an update on future hybrid meetings and virtual meeting protocol.

Kraska noted a clarification to his General Manager’s report: there was one change to the Special Districts Insurance Services (SDIS) insurance renewal. On page 16 of the policy effective January 1, 2023, a Social Engineering sublimit of \$250,000 has been added to the policy. The newly required sublimit covers external threats such as phishing scams, but it does not cover ransomware attacks. He said ransomware risks to the WIF Commission assets are small due to the simple and limited IT infrastructure.

To support building closer connections between the Commissioners and greater transparency with each other and the public when meetings are held virtually, Commissioners committed to an informal protocol that, whenever possible, Board members’ cameras will be on for the duration of the meeting, as well as for anyone addressing the Board.

2. PUBLIC COMMENT

There were no public comments.

3. CONSENT AGENDA

- A. Approve the October 24, 2022 meeting minutes
- B. Accept Financial Statements and Reports of Independent Auditor for the Fiscal Year ending June 30, 2022

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

4. BUSINESS AGENDA

- A. Election of Officers – *Dave Kraska*

Mr. Kraska presented the staff report requesting the Board elect a Chair and Vice Chair for the calendar year 2023, per WIF Commission IGA Section 4.6. To simplify the annual process, during the January 2022 Board meeting, the WIF Commission Board agreed to a planned rotation of officer positions. The planned rotation that was presented and accepted at the January 2022 meeting is presented in the following table:

Year	Chair	Vice Chair
2023	Wilsonville	Beaverton
2024	Beaverton	Hillsboro
2025	Hillsboro	TVWD
2026	TVWD	Sherwood

Following the staff report, Vice Chair Akervall opened the floor for election of officers for the WIF Board of Commissioners for calendar year 2023.

Motion was made by Godsey, seconded by Mays, to elect Kristin Akervall (City of Wilsonville) as Chair and Allison Tivnon (City of Beaverton) as Vice Chair for the calendar year 2023. The motion passed unanimously with Tivnon, Godsey, Mays, Akervall, and Doane voting in favor.

5. INFORMATION ITEMS

- A. FY 2023-24 Annual Work Plan and Budget Preparation – *Justin Carlton*

Mr. Carlton presented the staff report providing an overview of the process to develop the Annual Work Plan (AWP) and Budget for FY 2023-24. Mr. Carlton noted the development schedule and modifications

from the current AWP, which are currently under consideration by the WIF Committees. The proposed FY2023-24 AWP and Budget will be presented to the WIF Commission Board at the April 24, 2023 meeting for approval.

B. 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 reported that the Phase 1 scope of work has been completed, including Willamette River Watershed history and characterization, watershed data and risk analysis, and stakeholder identification and mapping. The following Phase 2 accomplishments since October 2022 are:

- Completion of a technical memorandum on financial opportunities available for funding support of watershed protection plan development and implementation.
- Draft (currently under review) of a technical memorandum which evaluates source water quality monitoring technology and source water management case studies to assist in development of upstream protection and early warning systems.
- Commissioner and Partner interviews in preparation for regional stakeholder outreach in Winter 2023.
- Preparation for a January 31 WIF Operations Committee workshop on the subject of outreach strategy and key messaging to stakeholders.

Ms. Walter will provide another progress update at the next WIF Commission Board meeting.

C. Legislative Update

Mr. Cary reported on current legislative activities that are relevant to WIF operations: (*presentation on file*)

- The 2023 Oregon Legislative Session began January 17.
- Agency staff and industry coalitions are beginning to track draft legislative concepts and bills, and the key committees associated with water and municipal utility operations.
- The in-conduit Hydroelectric Power Generation bill (LC 1056) was introduced this session by WIF Commission members from the City of Hillsboro. This LC would allow a utility, with written permission from the water right holder, to apply to OWRD for in-conduit hydroelectric approval, thereby streamlining the process for an emerging technology that benefits multiple uses. This is currently working its way through the Legislature with the support of multiple water coalitions and WIF Commission members.
- The Willamette Basin Reallocation was successfully passed in 2020 by Congress to provide the ability to convert stored water behind US Army Corps of Engineers (USACE) dams in the Willamette Basin to multiple uses, including for the purpose of municipal supply. In November, the USACE released their draft Environmental Impact Statement (EIS) for the Willamette Valley System. A group of experts which includes staff from TVWD and City of Hillsboro have been reviewing the draft EIS and to-date and have not identified anything significant that conflicts with elements of the 2020 Reallocation.

Mr. Cary will provide another update at the next WIF Commission Board meeting

D. The next Board meeting is scheduled on April 24, 2023, via Microsoft Teams

6. COMMUNICATIONS AND NON-AGENDA ITEMS

A. None scheduled.

ADJOURNMENT

There being no further questions or business, Chair Akervall adjourned the meeting at 6:39 p.m.

Kristin Akervall, Chair

Allison Tivnon, Vice Chair