

**Willamette Intake Facilities Commission  
Board Meeting Minutes  
April 24, 2023**

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**Attendance:**

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**Commissioners present:**

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

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**Committee members present:**

City of Hillsboro:	Niki Iverson
City of Wilsonville:	Delora Kerber

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

**Public Attendance**

Rob Annear

**REGULAR SESSION – 6:00 PM**

**CALL TO ORDER**

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 what to do after an auto accident. It was noted by Commissioner Tivnon who shared that your home address is no longer recommended when exchanging information after an accident. (*presentation on file*)

Mr. Kraska confirmed that the Commissioners support ceasing safety minute presentations for future WIF Board meetings.

The General Manager's report included updates on the Raw Water facilities, WIF IGA and WIF easement, WIF Curtailment Plan, Operations Plan, and Emergency Response plans, and quarterly financial reports for the period ending March 30, 2023.

In response to question, staff clarified that Exhibit 1 – Willamette Intake Facilities Easement was drafted in 2018. Now that construction is nearly complete, the final easement drawings can be completed. The WIF IGA legal terms will not be impacted or changed. Once the easement has been finalized, it will be vetted with the WIF Management Committee and Board for approval.

## 2. PUBLIC COMMENT

There were no public comments.

## 3. CONSENT AGENDA

### A. Approve the January 23, 2023 meeting minutes

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

Commissioner Rosener experienced technical issues and had to drop out of the meeting. A quorum was noted as still present.

## 4. BUSINESS AGENDA

### A. Adopt FY2023-24 WIF Annual Work Plan and Budget – Justin Carlton

Mr. Carlton reviewed the Annual Work Plan (AWP) and Budget preparation timeline and highlighted the following AWP proposed changes from FY23:

- **General Administration –**
  - Developing Emergency Response Plan
  - Complete Source Water Protection Plan
- **Capital Project Management**
  - Monitoring and reporting, only
- **Operations Committee Administration**
  - Six meetings per year
- **Administer WIF Board of Commissioners Meetings**
  - Three meetings per year
- **Operations, Maintenance, Repair**
  - New item - utilities, equipment maintenance, repairs, and contract labor

He said the proposed FY24 budget is \$784,185, a reduction of \$1,429,028 from the FY23 budget. The capital outlay has significantly reduced as WIF related elements at the Raw Water Facilities have been completed. The only remaining work is to receive and install a valve for the air burst system. (*presentation on file*)

Motion was made by Godsey, seconded by Tivnon, to adopt Resolution No. WIF 01-23 approving the Willamette Intake Facilities (WIF) Annual Work Plan and Budget for 2023-24 fiscal year. The motion passed unanimously with Tivnon, Godsey, Doane, and Akervall voting in favor.

## **B. Adopt FY2023-24 WIF Board Meeting Schedule**

Mr. Kraska presented the staff report establish regular meeting dates for fiscal year 2023-24. He recommended to continue meeting three times per year in January, April, and October and to continuing meeting on the fourth Monday of said month at 6:00 p.m. (*presentation on file*)

Motion was made by Doane, seconded by Tivnon, to adopt Resolution No. WIF 02-23 approving regular meeting dates of the Willamette Intake Facilities (WIF) Board of Commissioners for fiscal year 2023-24, meeting three times during the year. The motion passed unanimously with Tivnon, Godsey, Doane, and Akervall voting in favor.

In future years, this item will be included on the Commission's consent agenda.

## **5. INFORMATION ITEMS**

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

Ms. Walter provided a progress update on the Phase 2 Willamette Watershed Protection, Monitoring, and Outreach Plan development accomplishments:

- Completed two technical memorandums, one on funding opportunities and the second on source water management case studies to assist in developing upstream protection and early warning systems.
- Staff has worked closely with Geosyntec facilitating two workshops with the WIF Operations Committee regarding outreach strategy, key messaging to stakeholders, and brand identity for the WIF Commission.
- In May, staff will begin a series of "brown bag" focus group sessions with external stakeholders. These groups consist of water providers, government agencies, environmental groups, and agricultural. The goal of these focus groups sessions will be to identify opportunities for future partnerships in achieving shared goals for the WIF Commission's Willamette Watershed Protection, Monitoring, and Outreach Plan.

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

### **B. Legislative Update**

Mr. Cary reported on current legislative activities that are relevant to WIF operations, he said as of mid-April, the 2023 Oregon Legislative Session had crossed the halfway mark. Agency staff and industry coalitions have been testifying and engaging with legislators on a variety of water related bills introduced this session. He provided updates on three notable items related to water supply planning and management:

1. HB2813 – Oregon Watershed Enhancement Board (OWEB) Grant Program
2. HB 3100 – Updated Integrated Water Resources Strategy Requirements
3. HB 3124 – Bipartisan Drought Relief and Water Security Package (BiDRAWS)

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

### **C. The next Board meeting is scheduled on October 23, 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 6:38 p.m.

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Kristin Akervall, Chair

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Allison Tivnon, Vice Chair