

Willamette Intake Facilities Commission
Board Meeting Agenda
Monday, October 25, 2021 | 6:00 – 7:30 PM
Microsoft Teams Meeting

If you wish to attend via conference call and need dial-in information, please contact annette.rehms@tvwd.org or call 971-222-5957 by 4:00 p.m. on October 25, 2021. If you wish to address the WIF Board, please request the Public Comment Form and return it 48 hours prior to the day of the meeting. **All testimony is electronically recorded.**

REGULAR SESSION – 6:00 PM

CALL TO ORDER

1. GENERAL MANAGER’S REPORT – Dave Kraska

Brief presentation on current WIF Commission activities

2. PUBLIC COMMENT

This time is set aside for persons wishing to address the Board on items on the Consent Agenda, as well as matters not on the agenda. Additional public comment will be invited on agenda items as they are presented. Each person is limited to five minutes unless an extension is granted by the Board. Should three or more people testify on the same topic, each person will be limited to three minutes.

3. CONSENT AGENDA

These items are considered to be routine and may be approved in one motion without separate discussion. Any Board member may request that an item be removed by motion for discussion and separate action. Any items requested to be removed from the Consent Agenda for separate discussion will be considered immediately after the Board has approved those items which do not require discussion.

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

4. BUSINESS AGENDA

- A. None

5. INFORMATION ITEMS

- A. Second Willamette Intake Facilities Construction Video Tour – *Christina Walter*
- B. Watershed Protection, Monitoring, and Outreach Plan – *Christina Walter*
- C. Legislative Update – *Joel Cary*
- D. The next Board meeting is scheduled on January 24, 2022, via Microsoft Teams

6. COMMUNICATIONS AND NON-AGENDA ITEMS

- A. None scheduled

ADJOURNMENT

Willamette Intake Facilities Commission

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GENERAL MANAGERS REPORT

To: Willamette Intake Facilities Board of Commissioners
From: David Kraska, P.E., General Manager
Date: October 25, 2021
Subject: Willamette Intake Facilities General Manager's Report

This report provides an overview of current work efforts in the development of the Willamette Intake Facilities (WIF) under the direction of this Commission, beginning with a Safety Minute presentation.

- 1. Raw Water Facilities Project Update** – The in-water work is wrapping up; the protection piles have been partially installed along with one of the fish screens. The marine subcontractor encountered difficulty driving the protection piles and catchment fence piles to the design depth with the vibratory equipment. Until completion of the work in the next in-water work season in 2022, the protection piles will be cut at the design elevation above the riverbed and the catchment fence piles will be left in place as currently installed. In 2022, the subcontractor will splice the protection piles and then finish all pile installation to the design depth with an impact hammer. The pile installation will require the intake backwash system to be offline, but no plant shutdowns will be required.

The divers have cleaned out the raw water intake pipe and are welding the intake pipeline joints for seismic resiliency. The raw water pump station improvements continue to progress with over half of the work complete. The 66-inch raw water pipeline installation and connection to the adjacent PLM_1.1 pipeline is nearly complete. The park restoration has started with grading work complete, and the new pedestrian path constructed. At the lower site, the landscaping has started, including construction of the new path along the riverbank. The "Phase 1 complete" milestone is in February of 2022. The project continues to remain on schedule.

- 2. Seeking Commissioner Input on Continuing Remote Meetings and Signature Collection Process** – Several months ago the Board requested an update on when this body would resume meeting in-person and staff committed to revisiting the topic during the October Board meeting. Considering the current COVID-19 conditions and the prevalence and transmissivity of the Delta variant, staff recommend that we continue meeting remotely, using Microsoft Teams, and revisit this matter at the April 25, 2022, Board meeting in preparation for the July Board meeting.

While we have been meeting remotely, the Board signature collection moved to a digital signature collection process using "Adobe Sign." Staff recommend the Board continue using the digital signature collection process for standard items such as meeting minutes, resolutions, and agreements. For special items that may require wet-signatures, the WWSS Executive Assistant would coordinate this process on a case-by-case basis.

Staff request the Board's feedback on these two proposals.

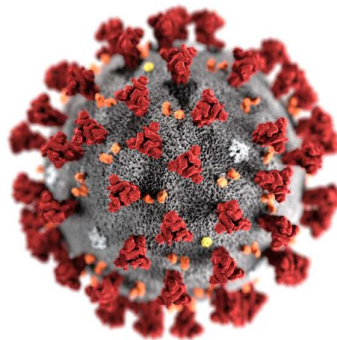
- 3. Planning Letter** – The attached “WIF - Planning Letter” and "WIF – Engagement Letter" were emailed to the Board and Finance Committee members on September 23, 2021, and October 5, 2021. These are audit planning communications to the WIF Board of Commissioners. They are required elements of the Commission’s annual financial audit. We take our financial accountability seriously and encourage the Board of Commissioners to carefully read the letter. If any Board members have any questions, please direct them to TVWD’s Chief Financial Officer, Paul Matthews. Note that the letter implies that Moss Adams plans to meet with the WIF Board to deliver the results. Rather the current plan is to have Paul Matthews make that presentation at the WIF Board meeting scheduled for January 24, 2022.
- 4. Quarterly Financial Reports** – Task 4.c. of the Annual Work Plan requires the Managing Agency to prepare quarterly financial reports and provide them to the WIF Board as part of the packet. Attached to this General Manager’s report is the WIF quarterly financial statement for the period ending September 30, 2021.

Safety Moment – Relieving Stress

October 25, 2021

1

**COVID
STRESSORS**



2



FOOD

What you eat largely affects your mood.

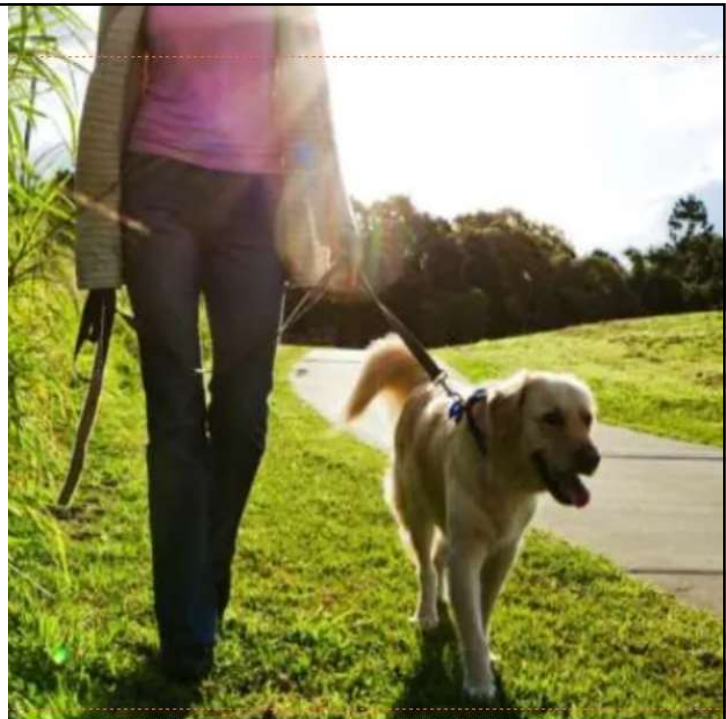
Eat nutritious food – fill your plate with lean meats, fresh fruits and veggies

3

EXERCISE

Find something you enjoy and do it each day!

Even a short walk can offer immediate relief to a stressful situation.



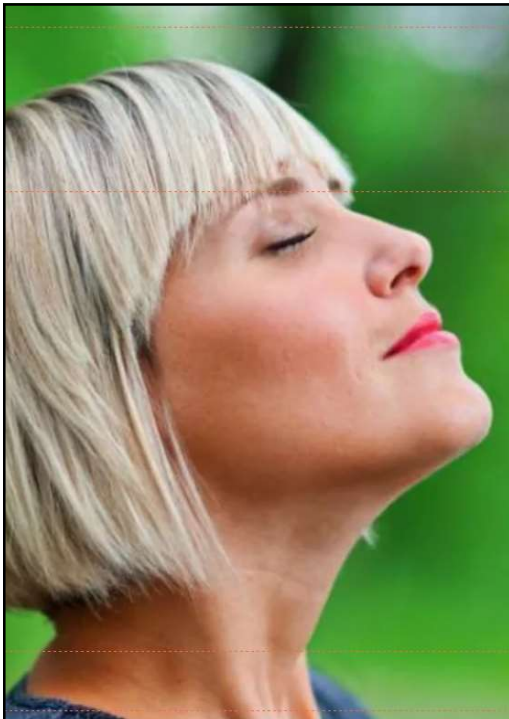
4



SLEEP

Make it a point to get 7 to 8 hours of sleep each night.

5



BREATHE

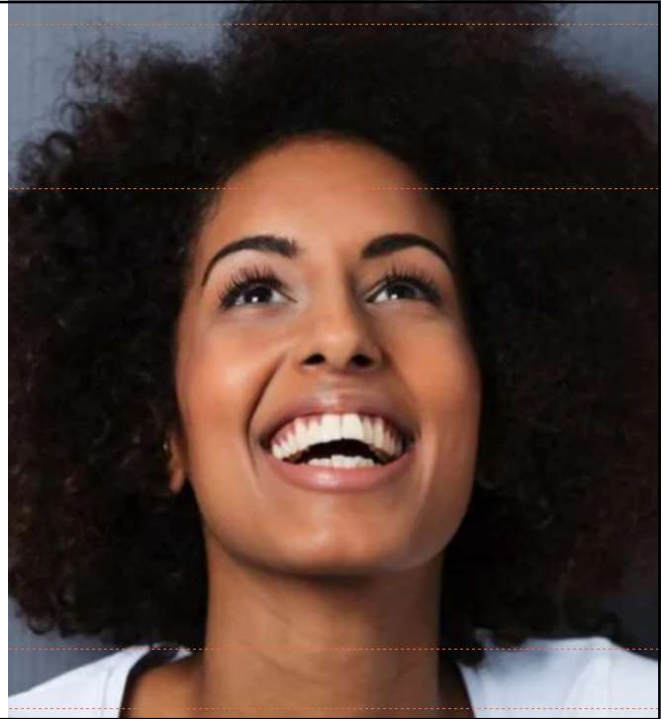
While it may seem cliché, taking deep breaths can offer you immediate relief in stressful situations.

6

LAUGH

Laughter releases endorphins that improve mood and decreases levels of the stress-causing hormones.

Source: Center for Disease Control and Prevention: <https://www.cdc.gov/mentalhealth/stress- coping/cope-with-stress/index.html>





T (503) 242-1447
F (503) 274-2789

805 SW Broadway
Suite 1200
Portland, OR 97205

September 16, 2021

Board of Commissioners
Willamette Intake Facilities Commission
1850 SW 170th Avenue
Beaverton, OR 97003

Re: Audit Communications

As you may know, we are commencing our audit of the financial statements of Willamette Intake Facilities Commission (the "Commission"), as of and for the year ended June 30, 2021. In accordance with AU-C 260, *The Auditor's Communication with Those Charged with Governance*, communication between the auditor and the individuals charged with governance of the Commission is required. In the context of the Commission and its governance, we consider the Board of Commissioners to be charged with governance. Accordingly, we would like to open a two-way communication with you on matters regarding the audit of the financial statements of the Commission.

We will provide certain communications in writing as part of the audit and invite you to contact us with any questions about the matters communicated or with any input you have on the audit. In the ordinary course of an audit many matters are discussed with management, including matters that are to be communicated to those charged with governance. There may be times that we will need to have access to you to discuss sensitive matters that could arise during the course of the audit. If any of those circumstances arise, we will contact you directly.

At the conclusion of the audit, we will provide you information on the results of the audit and various other matters that are stipulated in auditing standards as matters that must be communicated to the governing body annually.

Beginning in June 2021, we participated in meetings with management regarding data that will be needed for the audit and coordination of resources to provide that data. We performed preliminary planning of the audit and initial assessments of internal controls in June 2021 and expect to begin final testing of the Commission's financial statement balances in September 2021. We plan to issue our audit report for the Commission no later than December 2021. Our ability to meet this timetable is dependent upon on the level of preparation and cooperation by the management of the Commission.



Based on our current understanding of the Commission and financial results to date, the following are the areas considered significant to the audit as of, and for the year ended June 30, 2021, and will be our focus related to audit procedures performed:

- Plant assets - depreciation
- Operating revenues
- Operating expenses
- Consistent application of internal controls in a remote work environment

Our overall audit plan includes the performance of both analytical procedures and detailed testing of transactions, and consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control over financial reporting. Our audit plan is subject to adjustment based on any significant changes to year-end financial results, significant changes in operations or the identification of any additional risks.

If there are other areas of concern please contact me to discuss those concerns so we can ensure our audit plan properly addresses them.

Attached to this letter is a copy of the engagement letter and professional service agreement that have been signed by management of the Commission and which include certain information on the plan for the conduct of the audit as well as information about the scope and limitations of the audit.

We appreciate the opportunity to be of service to you. We look forward to meeting with you at the conclusion of our audit to deliver the results of our audit to you. Please contact me if you have any questions or input to the audit process.

Respectfully,

A handwritten signature in blue ink that reads 'Julie Desimone'.

Julie Desimone, Partner
for Moss Adams LLP



T (503) 242-1447
F (503) 274-2789

805 SW Broadway
Suite 1200
Portland, OR 97205

May 17, 2021

Paul Matthews
Willamette Intake Facilities Commission
1850 SW 170th Ave
Beaverton, OR 97003

Re: Audit Services

Dear Mr. Matthews:

Thank you for the opportunity to provide services to Willamette Intake Facilities Commission. This engagement letter (“Engagement Letter”) and the attached Audit Services Agreement effective June 1, 2019, which is incorporated by this reference, confirm our acceptance and understanding of the terms and objectives of our engagement, and limitations of the services that Moss Adams LLP (“Moss Adams,” “we,” “us,” and “our”) will provide to Willamette Intake Facilities Commission (“you,” “your,” and “Commission”).

Scope of Services – Audit

You have requested that we audit the Commission’s financial statements, which comprise the statement of net position as of June 30, 2021, and the related statements of revenues, expenses, and changes in net position, and cash flows for the year then ended, and the related notes to the financial statements. We will also report on whether the schedule of revenues, expenditures, and changes in fund balance – budget and actual, presented as supplementary information, is fairly stated, in all material respects, in relation to the financial statements as a whole.

Timing

Julie Desimone is responsible for supervising the engagement and authorizing the signing of the report. We expect to begin our audit on approximately June 7, 2021, complete fieldwork on approximately September 24, 2021, and issue our report no later than December 31, 2021. As we reach the conclusion of the audit, we will coordinate with you the date the audited financial statements will be available for issuance. You understand that (1) you will be required to consider subsequent events through the date the financial statements are available for issuance, (2) you will disclose in the notes to the financial statements the date through which subsequent events have been considered, and (3) the subsequent event date disclosed in the footnotes will not be earlier than the date of the management representation letter and the date of the report of independent auditors.

Our scheduling depends on your completion of the year-end closing and adjusting process prior to our arrival to begin the fieldwork. We may experience delays in completing our services due to your staff’s unavailability or delays in your closing and adjusting process. You understand our fees are subject to adjustment if we experience these delays in completing our services.



Fees

We estimate that our fees for the services will be \$4,200. You will also be billed for expenses.

Our ability to provide services in accordance with our estimated fees depends on the quality, timeliness, and accuracy of the Commission's records, and, for example, the number of general ledger adjustments required as a result of our work. To assist you in this process, we will provide you with a Client Audit Preparation Schedule that identifies the key work you will need to perform in preparation for the audit. We will also need your accounting staff to be readily available during the engagement to respond in a timely manner to our requests. Lack of preparation, poor records, general ledger adjustments, and/or untimely assistance will result in an increase of our fees.

Reporting

We will issue a written report upon completion of our audit of the Commission's financial statements. Our report will be addressed to the Board of Commissioners of the Commission. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement. Our services will be concluded upon delivery to you of our report on your financial statements for the year ended June 30, 2021.

We also will issue a written report on compliance and on internal control over financial reporting based on an audit of financial statements in accordance with *Oregon Audit Standards* upon completion of our audit.

Management's Responsibility for Supplementary Information

Management is responsible for the preparation of the supplementary information in accordance with the applicable criteria. Management agrees to include the auditor's report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information. Management is responsible to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with the audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance by the entity of the supplementary information and the auditor's report thereon. For purposes of this Agreement, audited financial statements are deemed to be readily available if a third party user can obtain the audited financial statements without any further action by management. For example, financial statements on your Web site may be considered readily available, but being available upon request is not considered readily available.



Representations of Management

During the course of our engagement, we may request information and explanations from management regarding, among other matters, the Commission's operations, internal control, future plans, specific transactions, and accounting systems and procedures. At the conclusion of our engagement, we will require, as a precondition to the issuance of our report, that management provide us with a written representation letter confirming some or all of the representations made during the engagement. The procedures that we will perform in our engagement will be heavily influenced by the representations that we receive from management. Accordingly, false representations could cause us to expend unnecessary efforts or could cause a material error or fraud to go undetected by our procedures. In view of the foregoing, you agree that we will not be responsible for any misstatements in the Commission's financial statements and supplementary information that we fail to detect as a result of false or misleading representations, whether oral or written, that are made to us by the Commission's management.

While we may assist management in the preparation of the representation letter, it is management's responsibility to carefully review and understand the representations made therein.

In addition, because our failure to detect material misstatements could cause others relying upon our audit report to incur damages, the Commission further agrees to indemnify and hold us harmless from any liability and all costs (including legal fees) that we may incur in connection with claims based upon our failure to detect material misstatements in the Commission's financial statements and supplementary information resulting in whole or in part from knowingly false or misleading representations made to us by any member of the Commission's management.

Fees and Expenses

The Commission acknowledges that the following circumstances will result in an increase of our fees:

- Failure to prepare for the audit as evidenced by accounts and records that have not been subject to normal year-end closing and reconciliation procedures;
- Failure to complete the audit preparation work by the applicable due dates;
- Significant unanticipated transactions, audit issues, or other such circumstances;
- Delays causing scheduling changes or disruption of fieldwork;
- After audit or post fieldwork circumstances requiring revisions to work previously completed or delays in resolution of issues that extend the period of time necessary to complete the audit;
- Issues with the prior audit firm, prior year account balances or report disclosures that impact the current year engagement; and
- An excessive number of audit adjustments.



We will endeavor to advise you in the event these circumstances occur, however we may be unable to determine the impact on the estimated fee until the conclusion of the engagement. We will bill any additional amounts based on the experience of the individuals involved and the amount of work performed.

Billings are due upon presentation and become delinquent if not paid within 30 days of the invoice date. Any past due fee under this Agreement shall bear interest at the highest rate allowed by law on any unpaid balance. In addition to fees, you may be billed for expenses and any applicable sales and gross receipts tax. Direct expenses may be charged based on out-of-pocket expenditures, per diem allotments, and mileage reimbursements, depending on the nature of the expense. Indirect expenses, such as processing and copying, are passed through at our estimated clerical and equipment cost and may be charged as a flat fee. If we elect to suspend our engagement for nonpayment, we may not resume our work until the account is paid in full. If we elect to terminate our services for nonpayment, or as otherwise provided in this Agreement, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our work. You will be obligated to compensate us for fees earned for services rendered and to reimburse us for expenses. You acknowledge and agree that in the event we stop work or terminate this Agreement as a result of your failure to pay on a timely basis for services rendered by Moss Adams as provided in this Agreement, or if we terminate this Agreement for any other reason, we shall not be liable to you for any damages that occur as a result of our ceasing to render services.

Subpoena or Other Release of Documents

As a result of our services to you, we may be required or requested to provide information or documents to you or a third-party in connection with governmental regulations or activities, or a legal, arbitration or administrative proceeding (including a grand jury investigation), in which we are not a party. You may, within the time permitted for our firm to respond to any request, initiate such legal action as you deem appropriate to protect information from discovery. If you take no action within the time permitted for us to respond or if your action does not result in a judicial order protecting us from supplying requested information, we will construe your inaction or failure as consent to comply with the request. Our efforts in complying with such requests or demands will be deemed a part of this engagement and we shall be entitled to additional compensation for our time and reimbursement for our out-of-pocket expenditures (including legal fees) in complying with such request or demand.

Enforceability

In the event that any portion of this Agreement is deemed invalid or unenforceable, said finding shall not operate to invalidate the remainder of this Agreement.



Entire Agreement

The Audit Services Agreement effective June 1, 2019 and Engagement Letter constitute the entire agreement and understanding between Moss Adams and the Commission. The Commission agrees that in entering into this Agreement it is not relying and has not relied upon any oral or other representations, promise or statement made by anyone which is not set forth herein.

In the event the parties fail to enter into a new Agreement for each subsequent calendar year in which Moss Adams provides services to the Commission, the terms and conditions of this PSA shall continue in force until such time as the parties execute a new written Agreement or terminate their relationship, whichever occurs first.

Use of Moss Adams' Name

The Commission may not use any of Moss Adams' name, trademarks, service marks or logo in connection with the services contemplated by this Agreement or otherwise without the prior written permission of Moss Adams, which permission may be withheld for any or no reason and may be subject to certain conditions.

Use of Third-Party Service Providers

We may use third-party service providers in serving you. In such circumstances, if we need to share confidential information with these service providers, we will require that they maintain the confidentiality of your information.

Use of Nonlicensed Personnel

Certain engagement personnel who are not licensed as certified public accountants may provide services during this engagement.

Additional Services

You may request that we perform additional services not contemplated by this Engagement Letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. It is our practice to issue a separate agreement covering additional services. However, absent such a separate agreement,

all services we provide you shall be subject to the terms and conditions in the Audit Services Agreement effective June 1, 2019.



Paul Matthews
 Willamette Intake Facilities Commission
 May 17, 2021
 Page 6 of 6

Mutual Waiver of COVID-19 Claims

This provision addresses issues regarding the novel coronavirus ("COVID-19"). The Parties acknowledge their respective understanding of the hazards of COVID-19, including, but not limited to, its highly contagious nature and the corresponding health risks associated with being exposed to or infected by COVID-19. Each Party agrees to waive, release, discharge, and covenants not to sue the other Party or its affiliates and its and their respective officers, directors, partners, principals, employees, agents, or subcontractors from any and all claims, damages, expense, liability, illness or losses that may occur from exposure to or infection by COVID-19 arising out of, related to, or in any way connected with the professional services provided by Moss Adams.

We appreciate the opportunity to be of service to you. If you agree with the terms of our engagement as set forth in the Agreement, please sign the enclosed copy of this letter and return it to us with the Professional Services Agreement.

Very truly yours,

A handwritten signature in blue ink that reads "Julie Desimone".

Julie Desimone, Partner, for
 Moss Adams LLP

Enclosures

Accepted and Agreed:

This Engagement Letter and the attached Professional Services Agreement set forth the entire understanding of Willamette Intake Facilities Commission with respect to this engagement and the services to be provided by Moss Adams LLP:

Signature:  _____

Print Name: Paul L. Matthews

Title: Chief Financial Officer

Date: June 1, 2021

Willamette Intake Facility Commission
 For the annual budget period ending June 30, 2022
 For the quarter ended September 30, 2021

<i>Activity for the Quarter</i>			<i>Unaudited</i>	<i>Annual Budget</i>				
<i>Budget</i>	<i>Actual</i>	<i>Variance</i>		<i>Annual Budget</i>	<i>Budget To date</i>	<i>Actual</i>	<i>Variance</i>	<i>Remaining Budget</i>
			Resources					
			Revenues					
\$ 142,049	\$ 18,417	\$ 123,632	Contributions	\$ 568,163	\$ 142,049	\$ 18,417	\$ 123,632	\$ 549,746
1,125,994	1,224,829	(98,835)	Capital contributions	4,503,973	1,125,994	1,224,829	(98,835)	3,279,144
1,268,043	1,243,247	24,796		5,072,136	1,268,043	1,243,247	24,796	3,828,889
-	-	-	Beginning Fund Balance	-	-	-	-	-
\$ 1,268,043	\$ 1,243,247	\$ 24,796	Total Resources	\$ 5,072,136	\$ 1,268,043	\$ 1,243,247	\$ 24,796	\$ 3,828,889
			Requirements					
\$ 129,055	\$ 18,417	\$ 110,638	Total Materials and Services	\$ 516,163	\$ 129,055	\$ 18,417	\$ 110,638	\$ 497,746
1,125,988	1,224,829	(98,841)	Capital Outlay	4,503,973	1,125,988	1,224,829	(98,841)	3,279,144
13,000	-	13,000	Contingency	52,000	13,000	-	13,000	52,000
1,268,043	1,243,247	24,796	Total Expenditures	5,072,136	1,268,043	1,243,247	24,796	3,828,889
-	-	-	Ending Fund Balance	-	-	-	(49,593)	-
\$ 1,268,043	\$ 1,243,247	\$ 24,796	Total Requirements	\$ 5,072,136	\$ 1,268,043	\$ 1,243,247	\$ (24,796)	\$ 3,828,889

Willamette Intake Facilities Commission

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DRAFT

**Willamette Intake Facilities Commission
Board Meeting Minutes
July 26, 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 Jessica Dorsey Lee Lindsey
City of Sherwood:	Craig Sheldon
City of Tigard:	<i>Not Available</i>
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:	Lisa Houghton
TVWD Water Resources Division Manager:	Joel Cary
WIF Commission Recorder / WWSP Executive Assistant:	Annette Rehms

Other Attendees:

Water Systems Consulting (now with Brown and Caldwell):	Holly Tichenor
Water Systems Consulting:	Susan Schlangen

REGULAR SESSION – 6:00 PM**CALL TO ORDER**

Chairman Garland called the Willamette Intake Facilities (WIF) Commission meeting to order at 6:00 p.m.

ROLL CALL

Ms. Rehms administered the roll call and noted attendance.

EXECUTIVE SESSION ACTION

No follow-up discussion

1. GENERAL MANAGER'S REPORT

Mr. Kraska presented a safety minute on bug spray do's and don'ts. *(presentation on file)*

The General Manager's report included a FY2021-22 Annual Work Plan progress update; an update on an anticipated second Raw Water Facilities project tour for the WIF Commission focusing on construction activities occurring in September and October; and the quarterly financial report for the period ending June 30, 2021.

Upon discussion, the WIF Board Commissioners supports a second video tour and if possible, staff will extend an invite to those Board members who would like to participate in an in-person tour of the Raw Water Facility construction site.

2. PUBLIC COMMENT

There were no public comments.

3. CONSENT AGENDA

A. Approve the April 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. Adopt the Willamette Intake Facilities Commission Mission, Vision, Values and Goals

Ms. Walter summarized the development of the WIF Mission, Vision, Values, and Goals (MVVG) since work began in September 2020. She highlighted the MVVG was designed to capture the identity of the WIF Commission purpose and to be used as an educational outreach tool. She explained that the development of the MVVG strategic framework will guide future WIF Commission planning, decision making, and budgeting in the areas of watershed planning, water rights stewardship, and facility operations. Additionally, this work is the foundation for building strong partnerships, collaborations, develop responsible and reliable facility operations, leverage influence, protect the watershed, and adapt to uncertainties.

In response to question, Ms. Kerber provided the Board with an overview of her experience serving as City of Wilsonville's member of the working group. She said it was a pleasurable experience even while meeting virtually due to COVID-19 restrictions. She said the WSC staff did an excellent job facilitating the workshops, providing each partner agency opportunities to provide comment, and fostered agreement between all partner agencies. Finally, she said she is proud of the final product and looking forward to how the information can be used to add clarity to the annual work plan, outreach, and help define WIF priorities.

Ms. Walter then introduced Water Systems Consulting (WSC) staff Holly Tichenor. Ms. Tichenor described that this was a very collaborative effort, the group set out to create the guiding statements with the intent that all voices be heard and aligned through shared goals. Ms. Tichenor walked the Board through the online version of the document that will be housed on the WIF Commission website. She highlighted that the final product is intended to be a functional document both for the WIF Commission in setting priorities and for people that want to know more about the WIF Commission itself. *(Presentation on file)*

Commissioners thanked WSC staff and the working group staff for their work and for the value this brings to the WIF Commission.

Motion was made by Godsey, seconded by Mitchell, to adopt the Willamette Intake Facilities Commission Mission, Vision, Values, and Goals as presented. The motion passed unanimously with Mitchell, Godsey, Garland, Goodhouse, Akervall, and Doane voting in favor.

5. INFORMATION ITEMS

A. Semi-annual Update on the Willamette Water Supply Program Raw Water Facilities Project

Mr. Kraska presented a semi-annual update to include a reminder of the WIF-related elements of the Willamette Water Supply Program (WWSP) Raw Water Facilities project (RWF_1.0). He provided an overview of completed construction activities which included ground improvements; breakthrough of the 84" casing into the receiving shaft for the Willamette Water Supply System (WWSS) trenchless crossing of Arrowhead Creek; and the cut and cap of the existing Willamette River Water Treatment Plant pipe header and installation of WWSS raw water pump station header. He also provided an overview of current construction activities including the WWSS 66" pipeline installation; WIF Raw Water Pump Station seismic retrofit improvements; WWSS flowmeter vault; and coordination of in-water work, fiber conduit, and WWSS utility work. Finally, he provided a schedule update indicating Phase 1 work is scheduled to be complete in February of 2022 and Phase 2 is planned to start in September of 2022.

B. Legislative Update

Mr. Cary provided a recap of the 2021 Oregon Legislative session which ended June 26 marking the end of the biennial "long session" and lead-up to the passage of a variety of bills and budget packages related to drinking water. He highlighted seven bills or packages which represent specific items that directly or indirectly relate to the WIF Commission's role in water supply stewardship and water quality protection. Finally, he said several of these bills will now generate the opportunity for continued collaboration and he will continue to be highly engaged in the Willamette basin activities.

C. The next Board meeting is scheduled on October 25, 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 6:55 p.m.

Sean Garland, Chair

John Goodhouse, Vice Chair

Willamette Intake Facilities Commission

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WIF COMMISSION STAFF REPORT

To: Board of Commissioners

From: Christina Walter, Permitting and Outreach Manager

Date: October 25, 2021

Subject: Second Willamette Intake Facilities Construction Video Tour

Key Concepts:

Presentation of Second Willamette Intake Facilities (WIF) Construction Video Tour.

Background:

Staff anticipated scheduling a second site tour for the WIF Commissioners of the construction activities while specific developments were occurring on the at the Willamette Intake Facilities site in September and October 2021. With reduced COVID-19 restrictions, an in-person tour option was presented to the WIF Commissioners along with the alternative of producing a second virtual video tour. The WIF Commissioners ultimately opted for a virtual video tour.

The focus of this virtual tour is 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.

Though the video tour is not the same as walking the construction site, staff hopes that the WIF Commissioners will find this video effective in understanding the work that is currently taking place. Video highlights include footage from the 110-ton barge assembled at the river to serve as a platform for in-water operations as well as unique footage provided by the diving crew of work being performed below the water surface. The video ends with messaging for the public viewing audience about the WIF Commission's newly adopted strategic framework (Mission, Vision, Values, and Goals) that is the foundation to build further on the strength of the partnership to work together to provide expertise, resources, and science-based decisions to protect and preserve Willamette River water quality and supply.

The video is narrated by Christina Walter (WWSP Permitting and Outreach Manager), Brent Simmons (Kiewit Infrastructure West Co. Project Manager), and Mark Girdlestone (Harbor Offshore Diver). It was produced by our in-house communications team.

Following the presentation of the video to the WIF Commission, staff will post it to the Willamette Water Supply Program's social media to educate the public. As well, the video will be emailed to the Commissioners so that they can share it within their jurisdiction, with their constituents, and the public at large.

Budget Impact:

No budget impact. In-house staff and staff already engaged on the Willamette Water Supply Program produced the video. Production costs are accounted for in the approved budget for the current fiscal year.

Staff Contact Information:

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Second Willamette Intake Facilities Construction Video Tour


October 25, 2021

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Attachments:

None

Management Staff Initials:

General Manager		TVWD General Counsel	N/A
TVWD Chief Engineer	N/A	TVWD Chief Financial Officer	N/A

WIF COMMISSION STAFF REPORT

To: Board of Commissioners

From: Christina Walter, Permitting and Outreach Manager

Date: October 25, 2021

Subject: Watershed Protection, Monitoring, and Outreach Plan

Key Concepts:

Development of WIF Commission's Watershed Protection, Monitoring, and Outreach Plan– Request for Proposal (RFP) seeking qualified facilitator publicly released.

Background:

On October 1, 2021, staff publicly released a Request for Proposal soliciting a qualified firm to provide assistance to the WIF Board in the development of a watershed protection, monitoring, and outreach plan. The plan is the first step in creating a long-range (25-50 year) plan to support long-term WIF operation in alignment with the Board's recent adoption of its Mission, Vision, Values and Goals framework. Staff recognizes work on the development of the plan must occur in phases with a contract to span multiple fiscal years. As detailed in the RFP, the first phase of the scope of work will be completed by the close Fiscal Year 2021-2022 (June 30, 2022) with the \$165,000 that has been included and approved by the Board in the current budget.

TVWD has assembled a proposal evaluation and selection team which is comprised of representatives from each of the WIF partner agencies.

Proposals will be ranked on the criteria: team's general understanding of the scope of work as outlined in the RFP; qualifications and experience of the firm(s) included in the proposal; approach to accomplishing the work; and not-to-exceed fee.

The tentative project development timeline:

RFP Issued	October 1, 2021
Proposal Submission Deadline	October 21, 2021
Interviews of Shortlisted/Top Firms	November 16, 2021
Consultant Selection	November 17, 2021
Contract Kickoff Meeting	December 15, 2021

Phase 1 scope of work will:

- Detail and identify the Willamette River and watershed history, it's characteristics, risks of operating on the river and relevant data
- Summarize the history of the river which includes a summary of changing conditions and public perception of the river. The team will note and bring into consideration any key studies/reports of changes relevant to water quality
- Overview of the Mid-Willamette and basin-scale watershed profiles using resources related to aquatic species and seasonal flows

- Identify water quality threats within the Mid-Willamette, calling out by type, source, location and near, as well as long-term, anticipated climate change risks
- Review of data, analysis and trends going back a maximum of 20 years from readily available sources to characterize and summarize water quality of the Mid-Willamette, its upstream tributaries, and basin-wide
- Identify data gaps that exist
- Develop a list of identified and potentially unknown stakeholders, government and private entities and non-profits that watershed protection and outreach efforts of the WIF Commission should target and build relationships that could benefit the WIF Commission and drinking water providers when areas of collaboration are identified

Future Phase 2 work to occur in Fiscal Year 2022-2023 and which will be accounted for in the budget proposal for the upcoming year. This work will include:

- Facilitate stakeholder meetings
- Research current financial programs/grants available to facilitate watershed protection work
- Assess available/appropriate monitoring technologies and watershed-based protection software in development of upstream protection and an early warning system
- Final development of a comprehensive watershed protection, monitoring, and outreach program.

Further details can be found in the attached WIF Watershed Protection Plan Outline. Routine updates on the project development will be provided to the WIF Commissioners in future meetings.

Budget Impact:

Total funds allocated to this work in the Fiscal Year 2021-2022 budget is \$165,000 for professional services (labor and materials).


Staff Contact Information:

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Attachments:

WIF Watershed Protection Plan Outline 2021-09-01

Management Staff Initials:

General Manager		TVWD General Counsel	N/A
TVWD Chief Engineer	N/A	TVWD Chief Financial Officer	N/A

The following key elements represent a draft scope of work outline for the development of a WIF Commission watershed protection, monitoring, and outreach plan. This effort should result in a lasting plan to support long-term WIF operations in line with the adopted MVVG (e.g., 25-50 years). For FY2021-22, we have a budget of \$165k to initiate this work, potential “Phase 1” work noted below.

Project Guidance

Section 1 – General Requirements

- Acceptable deliverable formats

Section 2 – Project Management and Administration

- Project management plan, H&S requirements
- Project meetings
- Invoicing
- Schedule management

Scope of Work – Phase 1 (FY2021-22)

Section 3 – Identification of Willamette River and Watershed History, Characteristics, Overall Risks, and Relevant Data. Overall approach should include prioritization based on river ‘time of travel’ information relevant to the WIF intake.

- Watershed History – Describe the history of the Willamette River basin from pre-European settlement to today including a summary of the changing condition and public perception of the river. Note any key reports and significant milestones relevant to water quality (e.g., OSU Newberg Pool fish deformities study)
- Watershed characteristics – Detailed overview of the Mid-Willamette River and high-level overview of basin-scale watershed, using available data and resources generally related to limnology, aquatic species, and seasonal flow characteristics.
- Watershed risks – Water quality threats within the Mid-Willamette, categorized by type, source, and location, including near and long-term climate change risks.

Section 4 – Data Review, Analysis, and Trends

- Review historical (maximum 20 years) and current data, reports, and readily available sources of water quality data to characterize, summarize, and trend water quality within the Mid-Willamette River, upstream tributaries, and basin wide as appropriate. Identify data gaps and near- and long-term climate change impacts. Section 4 work relies heavily on Section 3 results.

Scope of Work – Phase 2 (FY22 and beyond)

Section 5 – Local and Regional Stakeholder Identification

- Develop a list of potential strategic stakeholders, governmental and private entities, and non-profit agencies that watershed protection, monitoring, and outreach efforts related to the WIF Commission could provide the most beneficial impact to drinking water providers

Section 6 – Outreach, Partnership, and Branding Opportunities

- Develop a strategic approach to partnership development with previously identified stakeholders relevant to the Mid-Willamette and when appropriate, basin-wide; potentially develop a WIF brand strategy

Section 7 – Financial Opportunities

- Identify potential funding opportunities

Section 8 – Monitoring Technology and Case Studies

- Assessment of available, appropriate monitoring technologies and watershed-based protection software (e.g., GIS applications), and potential case-studies that can aid partners in the development of upstream protection and early warning objectives

Section 9 – Development of Watershed Protection, Monitoring, and Outreach Plan

- Develop a Final Watershed Protection, Monitoring, and Outreach Plan and implementation schedule, capstone effort for this work based on the preceding Sections

Project Details

Section 10 – Project Schedule

Section 11 – Resource Requirements

Section 12 – Key Personnel

Section 13 – Procurement-related Communications

WIF COMMISSION STAFF REPORT

To: Board of Commissioners
From: Joel Cary, TVWD Water Resources Division Manager
Date: October 25, 2021
Subject: Legislative Update

Key Concepts:

- Key bills and budget items were passed during the 2021 Oregon Legislative Session 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
- Members of the Oregon Water Utility Council (OWUC) are further coordinating to develop a multi-year project plan to support and sustain these ongoing efforts

Background:

Following approval of the US Army Corps of Engineers [Willamette River Basin Review Feasibility Study](#) (Reallocation) in the reauthorization of the Water Resources Development Act (WRDA) at the end of 2020 – which authorized nearly 160,000 acre-feet of stored water for future, municipal use – the state needed the ability to implement a water right transaction called a “transfer” to access this water in the Willamette Basin Reservoirs. The Oregon Water Resources Department (OWRD) had determined, in 2018, that they lacked statutory authority to accept and process character of use (i.e., type of usage) transfer applications after decades of established practice.

House Bill (HB) 3103, which passed during the 2021 Session, clarified that OWRD does have this authority and may resume accepting and processing transfer applications to change the use of stored water. This bill also provides funding for a facilitated stakeholder workgroup to address related issues with OWRD’s authority, including transfer applications for “location” of use which hasn’t been successfully addressed to-date through multiple Legislative Sessions and prior workgroups. In addition, OWRD Packages 111 and 113 provide funding and staff to support work on complex water issues in the Willamette River basins and establishes a Willamette Basin Coordinator position, respectively.

With the passage of WRDA in 2020, HB 3103 at the state-level, and key funding at OWRD, progress is being made on key water resource issues impacting water supply agencies, including Reallocation implementation. A small workgroup of OWUC convened recently to discuss the likely next steps for engagement, including the preparation of a strategic work plan and the need to keep the momentum going given the history of water resources related project delays at the federal and state-level. A current status and next steps ‘roadmap’ were prepared by OWUC and its consulting team to identify areas of highest priority. Additional meetings are being planned to develop a detailed scope based on the roadmap. This scope is expected to be a multi-year project plan to maintain progress on water rights issues and towards accessing stored water in the Willamette Basin reservoirs.

Budget Impact:

Informational items only; no impact to 2021-2022 WIF Budget. Project funding is facilitated through OWUC and

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October 25, 2021
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the individual participating agencies.


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Attachments:

None

Management Staff Initials:

General Manager		TVWD General Counsel	N/A
TVWD Chief Engineer	N/A	TVWD Chief Financial Officer	N/A