
Willamette Intake Facilities
Commission
Board Meeting
MEETING PACKET

January 23, 2023

Willamette Intake Facilities Commission
Board Meeting Agenda
Monday, January 23, 2023 | 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@twwd.org or call 971-222-5957 by 4:00 p.m. on January 23, 2023.

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.

The meeting is accessible to persons with disabilities and those who need qualified bilingual interpreters. A request for an interpreter for the hearing impaired, a bilingual interpreter or for other accommodations should be made at least 72 hours before the meeting to the contact listed above.

REGULAR SESSION – 6:00 PM

CALL TO ORDER

1. GENERAL MANAGER'S REPORT – Dave Kraska

Brief presentation on current activities relative to the WIF Commission

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 October 24, 2022, meeting minutes

B. Accept Financial Statements and Reports of Independent Auditor for the Fiscal Year Ended June 30, 2022

4. BUSINESS AGENDA

A. Election of Officers – *Dave Kraska*

5. INFORMATION ITEMS

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

B. Watershed Protection, Monitoring, and Outreach Plan Updates – *Christina Walter*

C. Legislative Updates – *Joel Cary*

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

6. COMMUNICATIONS AND NON-AGENDA ITEMS

A. None scheduled

ADJOURNMENT

Willamette Intake Facilities Commission

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GENERAL MANAGER'S REPORT

To: Board of Commissioners
From: David Kraska, P.E., General Manager
Date: January 23, 2023
Subject: Willamette Intake Facilities General Manager's Report

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

- 1. Curtailment Plan and Operations Plan Updates** – During 2022, with the support of the WIF Operations Committee, staff reviewed the draft Curtailment Plan and made progress on drafting the Operations Plan. Staff anticipate completing the draft Operations Plan this fiscal year and starting the Emergency Response Plan efforts. Per the WIF Intergovernmental Agreement, all three plans will need to be adopted by the Board of Commissioners prior to 2026.
- 2. Willamette Intake Facilities Insurance Renewal** – The 2023 renewal of WIF property and casualty insurance has been completed and the new policy took effect on January 1, 2023. There were no changes in coverage and the premium was within budget at \$26,698.00.
- 3. Acceptance of Financial Statements and Report of Independent Auditor** – One consent agenda item for today's meeting is to consider accepting by motion both the financial statements for the fiscal year ended June 30, 2022, and the report of the independent auditor. As the Managing Agency, TVWD prepared the WIF Commission's financial statements for the fiscal year ended June 30, 2022. Moss Adams LLP, the WIF Commission's independent auditor, has completed its audit of these financial statements. Moss Adams has provided an unmodified opinion on the WIF Commission's financial statements. An unmodified opinion is commonly referred to as a "clean audit". Acceptance of the financial statements and the report of the independent auditor by the WIF Commission Board validates the filing of the financial statements with the Oregon Secretary of State as required by Oregon law.
- 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 Commission Board as part of the packet. Attached to this General Manager's report is the quarterly financial statement for the period ending December 31, 2022.
- 5. Update on Possible Move to Hybrid Meetings and Virtual Meetings Protocol** – At the October 24, 2022 WIF Commission Board meeting, staff provided an update on the possible move to hybrid meetings. TVWD is still in the process of acquiring the needed equipment to facilitate holding hybrid meetings in its boardroom. Accordingly, we recommend the April 2023 meeting be held virtually. We will follow up with the WIF Commissioners in September on whether a hybrid October 2023 WIF Commission Board meeting can be held at the TVWD boardroom.

Regarding the WIF Commission Board meeting protocol, we would like to propose the Board adopt a standard for virtual meetings that Board members' cameras be on for the duration of the meeting, and the camera for anyone addressing the Board is on for the duration of their agenda item. Microphones

would continue to be off when not speaking. This proposal originated as a suggestion from Vice Chair Akervall, and we agree that having cameras on supports our commitments to transparency and open communications with each other and with the public. At this time, we would appreciate the Commissioners' considerations and comments regarding this proposal.

Safety Minute: Preventing Back Injury

January 23, 2023

1

Back Safety

According to the Bureau of Labor Statistics, over *one million workers* suffer from back injuries every year



2

Back Safety

A number of factors can contribute to back pain:

Force – Exerting too much force on your body by lifting and moving heavy objects

Repetition – Repeating movements, especially those that involve twisting or rotating your spine

Inactivity – An inactive job or desk job can cause back pain, especially if you have poor posture or sit in a chair with inadequate back support

Other factors that contribute to back pain include aging, poor physical condition or obesity

3

Back Safety

Following these tips may help prevent back injuries:

1. Think twice, lift once –

Bend at your knees and lift with your legs. Keep feet shoulder width apart with one foot slightly behind the other. Tighten your stomach and buttocks muscles. Hold object close to your body and do not twist when lifting.



4

Back Safety

2. Employ a team lift –

When the weight exceeds recommended limits ask a teammate for help! A well executed team lift allows you to safely move loads without increased risk of accident or injury.



January 23, 2023

Willamette Intake Facilities Commission

5

Back Safety

3. Strengthen your back muscles –

Start an exercise program that includes strengthening your back and abdomen muscles. Exercises that increase your balance and strength can also decrease your risk of falling and injuring your back.



January 23, 2023

Willamette Intake Facilities Commission

6

Back Safety

4. Pay attention to posture when standing or sitting –

If you sit for a prolonged period, change your position, or periodically get up and walk around or stretch.

Office Stretches and Exercises



January 23, 2023

Willamette Intake Facilities Commissi



PROPERTY & CASUALTY

Proposal Prepared for

Willamette River Water Intake Facilities Commission

Policy Period 01/01/2023 - 01/01/2024



Table of Contents

| | |
|---|----|
| Who We Are | 3 |
| Preparing You for Tomorrow's Risks—Today™ | 5 |
| Executive Summary | 6 |
| Preliminary Premium Summary | 8 |
| A. M. Best | 9 |
| SDIS Premium Rate Comparison Report | 10 |
| Terms, Conditions & Recommendations | 11 |
| Property | 12 |
| Equipment Breakdown/Boiler & Machinery | 15 |
| Crime | 16 |
| Public Entity Liability | 17 |
| Business Auto | 20 |
| Compensation Disclosure | 22 |
| Important Information | 23 |
| Risk Management Services | 25 |
| Property Schedule | 27 |



This proposal is based upon the exposures made known to the Agency by you and contains only a general description of the coverage(s) and does not constitute a policy/contract. For complete policy information, including exclusions, limitations, and conditions, please refer to your policy. In the event of differences, the policy will prevail.

Who We Are

Growth has no finish line.

No matter where you are on your growth journey, we can help you find solutions to meet your ever-evolving insurance and risk management needs. If you are a highly complex multinational company, an individual or anything in between, our experienced teams can help every step of the way.

Discover Our Capabilities

As a successful business, you plan for the future and adapt as circumstances change your course. At Brown & Brown, we help you navigate the path forward, by taking a different approach to how you view, analyze and purchase insurance. Your exposures are unique, and you deserve coverage options designed to help protect your assets, interests and reputation. Our teams work to understand your business and your risk management plan by providing personalized local service complemented by the exceptional resources and capabilities of a national brokerage.

Our History

Brown & Brown Insurance was founded in Daytona Beach, Florida, in 1939 by cousins J. Adrian Brown and Charles Covington Owen. In 1959, Adrian's son, Hyatt, took leadership of the family business. Under his direction, the Brown & Brown vision of a lean and profit-oriented organization came into focus. Following a merger in 1993, the company became Poe & Brown, Inc., publicly traded on Nasdaq. In 1998, Poe & Brown was changed back to Brown & Brown and became listed on the New York Stock Exchange (NYSE: BRO), joining the S&P 500 in 2021. The company has continued to thrive under Chief Executive Officer (CEO) J. Powell Brown, who became the third generation to lead the organization in 2009. We consistently deliver high-quality solutions and services to a broad array of customers. With a precise and focused acquisition strategy, Brown & Brown has become one of the insurance industry's most powerful and influential leaders.

Our Mission

We are dedicated to making a positive difference in the lives of our customers by helping to protect what they value most. With 350+ locations and growing, we have teammates across the globe who are dedicated to serving our customers and local communities.

Our Culture

We believe in doing what is best for our customers, communities, teammates, carrier partners and shareholders—always. Powered by a culture that values high performance and perseverance, the cornerstone of Brown & Brown's guiding principles are people, service and innovation.



5TH LARGEST

Insurance Brokerage in the Nation



350+ LOCATIONS

And Growing



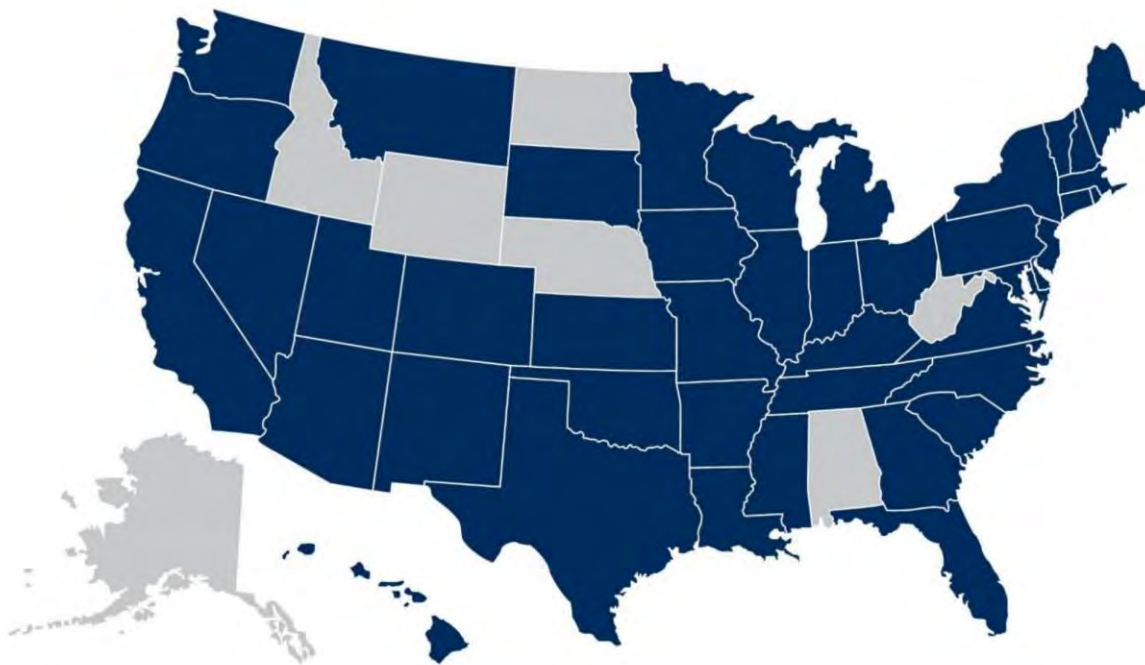
8,000+

Retail Teammates



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Brown & Brown



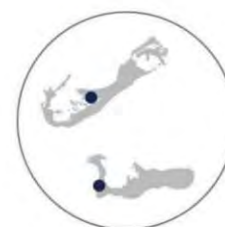
Canada



London, England



Ireland



Bermuda & Grand Cayman

In the map above, blue indicates states or countries with Brown & Brown locations.

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Preparing You for Tomorrow's Risks—Today¹⁻³™

We pride ourselves on our ability to couple national strength with local, personalized service. Our Brown & Brown of Oregon, LLC - based team is as connected to the more than 11,000 teammates across Brown & Brown and our team of companies as it is here in our community.

We have become a leading insurance brokerage because we view insurance differently and utilize our vast experience and wide-reaching network to deliver superior service and solutions to our customers, both big and small.

We believe that our teammates and the relationships they form with our customers are our strength. Our reputation has been built on a solid foundation of teamwork, strengthened by people who are dedicated to providing the highest degree of service. Our team thanks you for the opportunity to work together. Please find our contact information below.

Service Team

| | Name | Phone | Email |
|-------------------------------------|----------------------------------|---------------|------------------------------|
| PROPERTY & CASUALTY | | | |
| Account Executive | Geoff Sinclair, ARM | (503)790-9364 | geoffrey.sinclair@bbrown.com |
| WC Specialist | Sid Friedman, AU, AINS | (503)790-9338 | sidney.friedman@bbrown.com |
| CLAIMS & RISK MANAGEMENT | | | |
| | Tim Clarke, MLS, CPCU, AIC | (503)219-3223 | tim.clarke@bbrown.com |
| | Jonathan Stephens, ARM, AIC, AIS | (503)219-3297 | jonathan.stephens@bbrown.com |
| | Betsy Shenk | (503)219-3289 | betsy.shenk@bbrown.com |
| MAIN PHONE | (503)274-6511 | | |
| MAIN FAX | (503)274-6524 | | |

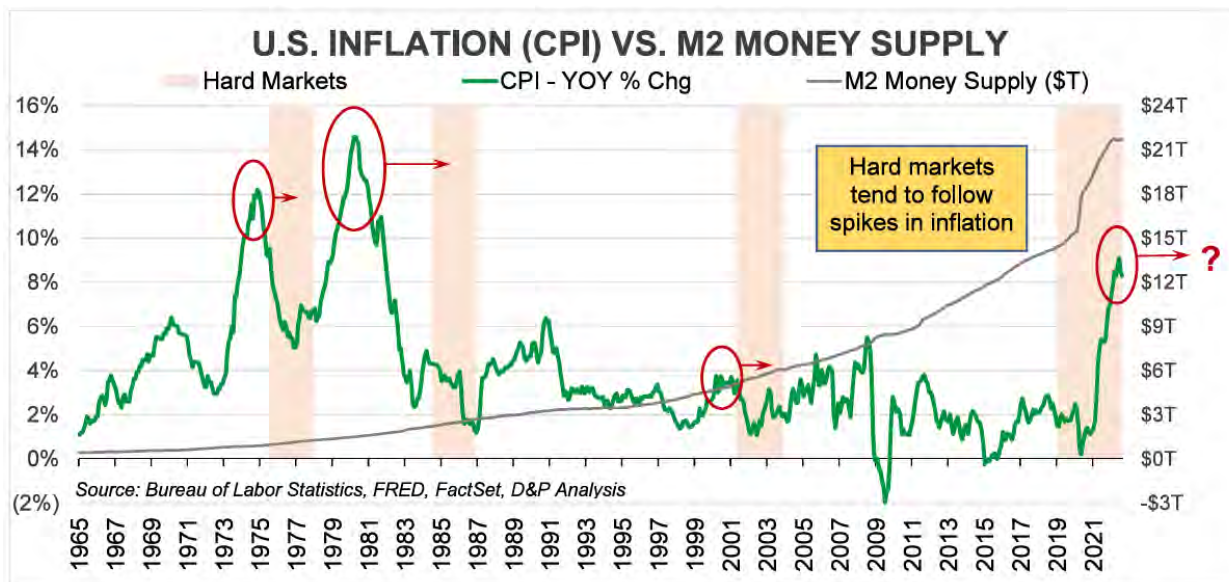


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Executive Summary

2022 has been a year of continued challenges as we crawl out of the social and economic affects related to the Pandemic but still feel the lingering pains of massive global property losses, historic supply chain breakdowns and unrelenting liability verdicts challenging the balance sheets of even the most conservative underwriters. After nearly a decade of insurance rate stability, we are in a hard insurance market meaning that pricing is escalating and the willingness of carriers to write certain risks is decreasing. The public sector continues to challenge the marketplace with large and consistent claims associated with risks from police, jails, abuse & molestation, employment practices and large property losses.

Increased Costs/Inflation: Property carriers worldwide continue to push for increased property values AND increased rates due to the large increase in costs to repair damaged property. Ground up construction and renovation projects are seeing historically high pricing as a result of supply chain breakdowns, high commodity pricing and a general lack of skilled labor. At no time in decades has more money been spent on construction with less qualified labor. When insurance underwriters lose confidence in a risk group or in the market generally, they tend to increase premiums, narrow their exposure to that risk, or exit the market completely.



SDIS has announced that they will be trending all members scheduled property on a sliding scale this year. They have historically trended property 2-3%. This year, depending on when the individual property was last appraised, (or appraised at all) a different trending factor will be applied to each line item. The factors we are seeing are if appraised in '20-'21 = 4%, if appraised in '18-'19 = 6% and anything 2017 or older or not at all = 8.5%. These factors are well below the market rates that we are seeing with our other City/County and Self-Insured customers who all saw a 10% - 20% factor applied. Being a member of the pool has insulated you from these higher factors but will have a direct impact on your premium.

Being a member of a healthy insurance pool in this market has allowed coverages to stay nearly identical to last year and at lower costs than those who are direct writers in the commercial space.

SDIS pool member: For the 2022 renewal, members who qualify for the Rate Lock Guarantee will have their base rate increases limited to 5%. This does not include any changes to the schedule of values or trending of values described above. However, members who do not qualify for the Rate Lock Guarantee will see an average rate increase likely around 10% reflecting their increased claims exposures. Looking ahead, we expect the economy to further deteriorate leading pricing pressures to continue well into the next policy year.

Reinsurance rates have increased substantially across coverage lines and we expect those same challenges to continue well into 2023 and likely 2024. The economic cooling and expected layoffs will certainly lead to a downturn which in Oregon spells budget challenges to all public entities. We believe rates will continue to press upwards substantially for at least the next 12 to 24 months.



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Crime Coverage Changes effective January 1, 2023:

New Social Engineering Sublimit of \$250,000

As has been extensively reported in the media, instances of money being stolen through social engineering fraud schemes have increased in frequency and severity over the course of the last decade. The SDIS Trust has seen an uptick in the number of these claims. We have been fortunate that Travelers has continued to offer SDIS Trust members who purchase Comprehensive Crime Coverage a Social Engineering Fraud limit equal to their Employee Theft limit up to the maximum limit of \$1,000,000.

However, due to the increased Social Engineering Fraud claims activity locally and nationwide, Travelers has informed us that effective 1/1/2023 the limit for Social Engineering Fraud will be capped at \$250,000. This means that members whose Employee Theft Limits are greater than \$250,000 will find their Social Engineering Fraud coverage sub-limited to \$250,000. The Social Engineering Fraud limit for members whose Employee Theft Limit is equal to or less than \$250,000 will continue to equal their Employee Theft Limit. This structure is consistent with coverage trends happening with other entities and pools.



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Preliminary Premium Summary

| Line of Business | Expiring Premium | Renewal Premium | |
|--|---|---|------------|
| Carrier | Special Districts Insurance Services (SDIS) | Special Districts Insurance Services (SDIS) | Chg |
| Admitted/AM Best | Admitted/Not Rated | Admitted/Not Rated | |
| Property/Equipment including Flood & Earthquake | \$18,704.00 | \$20,977.00 | 12% |
| Boiler/Mechanical Breakdown | \$2,503.00 | \$2,677.00 | 7% |
| Crime | \$958.00 | \$958.00 | 0% |
| Liability | \$1,921.00 | \$3,091.00 | 61% |
| Hired & Non-Owned Auto Liability & Physical Damage | \$412.00 | \$422.00 | 2% |
| Best Practices Credit | (\$192.00) | (\$1,428) | |
| Multiline Discount | | | |
| TOTAL PACKAGE PREMIUM | \$23,310.00 | \$26,698.00 | 15% |

Payment Plans

| Line of Business | Payment Plan | Billing Plan |
|------------------|--|--------------|
| Package Policy | Due to Special Districts by February 1, 2023 | Pay in Full |



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A. M. Best

A. M. Best Rating of Proposed Carriers

General Rating:

| Rating Categories | Rating Symbols |
|-------------------|----------------|
| Superior | A+ to A++ |
| Excellent | A to A- |
| Good | B+ to B++ |
| Fair | B to B- |
| Marginal | C+ to C++ |
| Weak | C to C- |
| Poor | D |

These rating classifications reflect AM BEST's opinion of the relative position of each company in comparison with others, based upon averages within the Property-Casualty insurance industry. They are reflective of overall company services and standing within the industry.

Financial Size Category:

| Class | Range (\$ in Thousands) |
|------------|-------------------------|
| Class I | Up-\$1,000 |
| Class II | \$1,000-\$2,000 |
| Class III | \$2,000-\$5,000 |
| Class IV | \$5,000-\$10,000 |
| Class V | \$10,000-\$25,000 |
| Class VI | \$25,000-\$50,000 |
| Class VII | \$50,000-\$100,000 |
| Class VIII | \$100,000-\$250,000 |
| Class IX | \$250,000-\$500,000 |
| Class X | \$500,000-\$750,000 |
| Class XI | \$750,000-\$1,000,000 |
| Class XII | \$1,000,000-\$1,250,000 |
| Class XIII | \$1,250,000-\$1,500,000 |
| Class XIV | \$1,500,000-\$2,000,000 |
| Class XV | \$2,000,000-Greater |

The Financial Size Category is an indication of the size of an Insurer and is based on reported policyholder's surplus conditional or technical reserve funds, such as mandatory securities valuation reserve, or other investments and operating contingency funds and/or miscellaneous voluntary reserves in liabilities (\$ in Thousands)

This information has been provided to you so that consideration is given to the financial condition of our proposed carriers. The financial information disclosed is the most recent available to Brown & Brown, Inc. Brown & Brown, Inc. does not guarantee financial condition of the insurers listed above.



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SDIS Premium Rate Comparison Report

Willamette River Water Intake Facilities Commission **2022 - 2023 Policy Year Comparison Report** Agent: Brown & Brown Northwest-Portland.
 Report displays contribution difference (changes) between 2022 and the 2023 renewal in an effort to provide a general idea of rating components that influence contributions.

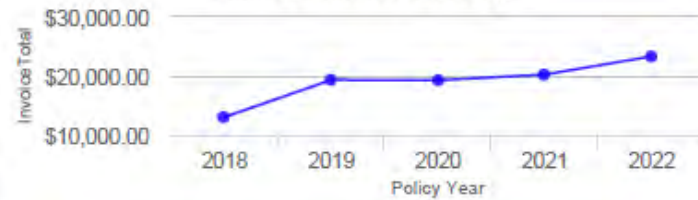
| Coverage | 2022 contribution | Change in exposures | 2023 contribution | Total contribution change | Total % contribution change |
|--------------------------|-------------------|---------------------|-------------------|---------------------------|-----------------------------|
| General Liability | \$1,729 | See Below | \$2,782 | \$1,053 | 60.90% |
| Auto Liability | \$0 | | \$0 | \$0 | |
| Non-Owned Auto Liability | \$175 | | \$175 | \$0 | 0.00% |
| Auto Physical Damage | \$0 | \$0 | \$0 | \$0 | |
| Non-Owned APD | \$237 | | \$247 | \$10 | 4.22% |
| Property | \$8,961 | \$663,241 | \$10,068 | \$1,107 | 12.36% |
| Earthquake | \$5,936 | \$663,241 | \$6,665 | \$729 | 12.28% |
| Flood | \$2,811 | \$663,241 | \$3,126 | \$315 | 11.21% |
| Equipment Breakdown | \$2,503 | \$663,241 | \$2,577 | \$174 | 6.95% |
| Crime | \$958 | | \$958 | \$0 | 0.00% |
| Total All Lines | \$23,310 | | \$26,698 | \$3,388 | 14.54% |

General Liability Exposure Comparison

| Description | Last Year | This Year | Difference |
|---|-----------|-----------|------------|
| 2022-2023 Budgeted Materials and Supplies * | \$516,163 | \$791,900 | \$275,737 |
| 2022-2023 Budgeted Personal Services * | \$0 | \$0 | \$0 |
| Events/Fundraisers - Alcohol Served | | | \$0 |
| Lakes or Reservoirs - Hydro Project | | | \$0 |
| Water District Dams | | | \$0 |
| Water District Dams - Hydro Project | | | \$0 |
| Water District Lakes or Reservoirs | | | \$0 |

* Auto Liability Exposure = Number of Autos. Auto Physical Damage = Total Insured Automobile Values. Excess Liability = Materials and Supplies + Personal Services. Property and Boiler and Machinery = Total Insured Property Values.

Annual Contribution History



2023 Longevity Credit (see Longevity Credit Memo for details)
 Amount: Not Eligible

2017-2021 Loss Ratio = 0.00%

| Best Practices | Year | % Credit |
|----------------|------|----------|
| | 2022 | 10.00% |
| | 2023 | 10.00% |

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Terms, Conditions & Recommendations

Notable Changes from Existing Program:

1. 2023 Longevity Credit is: DNQ
2. Building and Contents values were trended by the following method by SDIS
 - Structures not previously appraised or last appraised in 2017 or prior have been trended 8.5%
 - Structures last appraised in 2018 or 2019 have been trended 6%
 - Structures last appraised in 2020 or 2021 have been trended 4%

Points for Discussion:

1. Please review and communicate with us any known exposures for board members' use of personal vehicles

Quote Is Subject To The Following:

1. Liability premium is subject to annual adjustment by final audit
2. Financial Status Disclosure for Signature
3. Property Statement of Values for Signature
4. Crime Social Engineering supplemental application for SDIS
5. Client is ultimately responsible to select insured property values

Optional Quotes:

1. Higher Crime Limits

| Crime Limit | Estimated Annual Premium | Additional Annual Premium |
|-------------------|--------------------------|---------------------------|
| 500,000 (Current) | \$2,681 | |
| 750,000 | \$3,587 | \$906 |
| 1,000,000 | \$4,596 | \$1,915 |

Final premium subject to underwriter review of SDAO Crime application and receipt of increased Crime Limit Application.

Higher limits may change deductible.

2. Increase Excess Liability limit from 4,500,000 to 9,500,000, Estimated Additional Annual Premium: \$2,100.

Recommendations:

1. Flood & Earthquake coverage – higher limits may be available
2. Review building limits for adequate coverage
3. Public Entity Liability – higher limits may be available
4. Social Engineering Coverage – higher limits may be available
5. NFIP Flood policy for locations in a flood zone
6. Pollution or Environmental Liability
7. International/Foreign Liability, Travel Accident
8. Terrorism coverage
9. Tenant User Liability Insurance Program (TULIP)
10. Participation in the Oregon Non-Disabling Claims Reimbursement program



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Property

Commercial Property Coverage forms define, limit, and explain what property or property interests are covered subject to policy provisions, conditions, terms, definitions, and exclusions

Commercial Property Blanket

| Subject of Insurance | Limit | Valuation | Cause of Loss | Deductible |
|--|--------------|------------------|----------------|------------|
| Loss Limit Per Occurrence | \$10,215,066 | Replacement Cost | Special form | |
| Building, Other Structures, Scheduled Outdoor Property | Per Schedule | Replacement Cost | Special form | \$5,000 |
| Personal Property | Per Schedule | Replacement Cost | Special form | \$5,000 |
| Mobile Equipment | Per Schedule | Replacement Cost | Special form | \$1,000 |
| Earth Movement | \$10,215,066 | Replacement Cost | Earth Movement | See Below |
| Flood | \$10,215,066 | Replacement Cost | Flood | See Below |
| | | | | |

Note: Limited coverage applies to Scheduled Outdoor Property. See policy for additional information.

Causes of Loss:

Direct Physical Loss subject to the policy form's exclusions and limitations.

Additional Deductibles:

Earth Movement Deductible:

The sum of 2% per occurrence (subject to a \$5,000 minimum and \$50,000 maximum) of the value of the damaged property on the most recent Property or Inland Marine schedule(s) that are on file with the Trust. In no circumstance will the Earth Movement Deductible be less than the Property Deductible listed on the Property Coverage Declarations.

Flood Deductible:

With respect to the property not located in a 100-year federally designated Special Flood Hazard Area (SFHA), as defined by Federal Emergency Management Agency at the time damage is occurred, the deductible shall be the sum of 2% per occurrence (*subject to a \$5,000 minimum and \$50,000 maximum*) of the value of the damaged location(s) listed on the Named Participant's schedule of Property or Inland Marine values at the time loss occurs. In no circumstance will the Flood Deductible be less than the Property Deductible listed on the Property Coverage Declaration.

With respect to damaged property wholly or partially within a 100-year Flood Hazard Area (SFHA), as defined by the Federal Emergency Management Agency at the time the damage is incurred, the deductible shall be:

\$500,000 per occurrence for each location:

\$500,000 per occurrence for personal property within each location; and

\$500,000 per occurrence for all other covered property.



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Additional Coverage(s):

| Coverage | Limit |
|--|--------------|
| Sublimits for Covered Property: | |
| <i>(Reference Section VIII - Covered Property in the SDIS Property Coverage Document)</i> | |
| Personal Property of Others within your Care, Custody or Control, other than Mobile Equipment | \$250,000 |
| Property of Employees/Volunteers (Subject to a \$5,000 maximum per person) | \$100,000 |
| Mobile Equipment of others that is within your Care, Custody or Control or Rented or Leased for up to 30 days | \$100,000 |
| Unscheduled Fine Arts (May be specifically scheduled for higher limits) | \$10,000 |
| Sublimits for Additional Coverages: | |
| <i>(Reference Section X - Additional Coverages in the SDIS Property Coverage Document)</i> | |
| Debris Removal – (Sublimit is \$5,000,000 or 25% of loss, whichever is less) | \$5,000,000 |
| Pollutant Clean-up/Removal from Land or Water (Limit or 20% of the scheduled location(s) value, whichever is less) | \$50,000 |
| Fungus as a Result of a "Covered Cause of Loss" (Limit or 10% of the covered portion of the loss, whichever is less) | \$10,000 |
| Preservation of Undamaged Covered Property (Limit or 10% of the covered portion of the loss, whichever is less) | \$10,000 |
| Professional Services (Limit or 10% of the covered portion of loss, whichever is less) | \$250,000 |
| Fire Department Service Charge | \$25,000 |
| Recharging of Fire Extinguishing Equipment | \$10,000 |
| Arson Reward | \$10,000 |
| Increased Cost of Construction – Enforcement of Ordinance or Law (Limit or 25% of loss, whichever is less) | \$5,000,000 |
| Increased Cost of Construction – Cost Resulting from Unforeseen Delay (Limit or 25% of loss, whichever is less) | \$500,000 |
| Expenses for Restoration or Modification of Landscaping, Roadways, Paved Surfaces and Underground Utilities (Limit or 25% of loss, whichever is less) | \$500,000 |
| Sublimits for Additional Coverages - Business | |
| <i>(Reference Section XI - Additional Coverages - Business Income and Extra Expense in the SDIS Property Coverage Document)</i> | |
| Business Income | \$1,000,000 |
| Extra Expense | \$1,000,000 |
| Enforcement of Order by Government Agency or | \$25,000 |
| Business Income from Dependent Property | \$25,000 |
| Interruption of Utility Services | \$100,000 |
| Inability to Discharge Outgoing Sewage | \$25,000 |
| Sublimits for Coverage Extensions: | |
| <i>(Reference Section XII - Coverage Extensions in the SDIS Property Coverage Document)</i> | |
| Property in the Course of Construction | \$2,000,000 |
| Newly Acquired or Constructed Property (No coverage will be provided for newly acquired or constructed property unless you notify the Trust in writing no later than 90 days after the dates specified in Section XII.A.) | \$500,000 |
| Unscheduled Outdoor Property | \$25,000 |
| Vandalism/Malicious Mischief to Tracks and Artificial Turf Fields | \$250,000 |
| Property in Transit | \$250,000 |

This proposal is based upon the exposures made known to the Agency by you and contains only a general description of the coverage(s) and does not constitute a policy/contract. For complete policy information, including exclusions, limitations, and conditions, please refer to your policy. In the event of differences, the policy will prevail.



| | |
|---|--------------|
| Accounts Receivable | \$250,000 |
| Property Damaged by Overflow of Sewers or Drains | \$50,000 |
| Covered Leasehold Interest – (Sublimit is lesser of amount listed here, or an amount prorated based on time between the Loss and the earlier of: Lease Expiration; Re-occupancy of leased property; or lease of new property) | \$100,000 |
| Valuable Papers and Records – (Sublimit is lesser of: Cost to research, replace, or restore the lost information; Actual Cash Value in blank state of paper, tape or other media if records are not actually researched, restored or replaced; or amount of sublimit) | \$250,000 |
| Data Storage Media | \$25,000 |
| Miscellaneous Property Damaged by Specified Cause of Loss or Theft (Sublimit lesser of Appraised Value, Fair Market Value or Sublimit) | \$250,000 |
| Acts of Terrorism or Sabotage. The most the Trust will pay for Property Damaged by an Act of Terrorism or Sabotage is described in Section XII.K.9. | \$20,000,000 |

Terms, Conditions, Endorsements, Exclusions, and/or Limitations include but are not limited to:

Cancellation Provision Amendatory Endorsement – If Trust determines, after inspection of property, that a location is not insurable due its condition, then the Trust may cancel coverage for the location effective 30 days after written notice.
 SDIS Property Coverage Document
 SDIS Equipment Breakdown Coverage



This proposal is based upon the exposures made known to the Agency by you and contains only a general description of the coverage(s) and does not constitute a policy/contract. For complete policy information, including exclusions, limitations, and conditions, please refer to your policy. In the event of differences, the policy will prevail.

Equipment Breakdown/Boiler & Machinery

Boiler & Machinery policy covers direct damage to covered property caused by accidents to the insured objects, which manifests itself by physical damage, necessitating its repair or replacement. "Covered Equipment" as defined in the Coverage Form, located at Covered Property listed and specifically described on the Schedule of Property Values on file with the Trust (SDIS).

Subject to policy provisions, conditions, terms definitions, and exclusions.

| Limits | |
|---|-----------------------|
| Equipment Breakdown - Property Damage Limit | \$10,215,066 |
| Valuation – Property Damage | Repair or Replacement |
| Business Income and Extra Expense | \$1,000,000 |
| Ordinary Payroll | 365 Days |
| Valuation – Combine Business Income & Extra Expense | Actual Loss Sustained |

| Sublimits | |
|--|------------------------|
| Coverage | Limit |
| Utility Interruption – Indirect – Business Income | \$1,000,000 |
| Utility Interruption – Direct – Spoilage Damage | \$250,000 |
| Contingent Business Income/Extra Expense | \$1,000,000 |
| Spoilage | \$1,000,000 |
| Expediting Expense | \$10,000,000 |
| Ammonia Contamination | \$1,000,000 |
| Water Damage | \$1,000,000 |
| Hazardous Substances | \$1,000,000 |
| Fungus, Wet and Dry Rot | \$15,000/ 30 Days |
| Media and Data | \$1,000,000 |
| Green Upgrades | \$1,000,000 |
| Ordinance and Law: Demolition and Increased Cost of Construction for Undamaged Portion of Building | \$2,500,000 |
| Newly Acquired Locations | 120 Days – No Sublimit |
| Brands and Labels | Included |
| CFC Refrigerant | Included |
| Computer Equipment | Included |

| Deductibles |
|--|
| Direct Damage from any "One Breakdown" - \$1,000, except as follows: Transformers and Secondary Miscellaneous Electrical Apparatus (MEA)- \$10/KVA, \$10,000 Minimum Internal Combustion Engines, Generator Units and Turbines -\$30/KVA, \$10,000 Minimum Spoilage Damage/Ammonia Contamination - \$10,000 Combined Business Income/Extra Expense: 24 Hours – Except 30 days for locations with power generation Utility Interruption: 24 Hours with 24 Hour Waiting Period – Indirect, \$5,000 Direct |

Higher limits may be available.

Terms, Conditions, Endorsements, Exclusions, and/or Limitations include but are not limited to:

Insured by Continental Casualty Company (CNA)



This proposal is based upon the exposures made known to the Agency by you and contains only a general description of the coverage(s) and does not constitute a policy/contract. For complete policy information, including exclusions, limitations, and conditions, please refer to your policy. In the event of differences, the policy will prevail.

Crime

Policy that is designed to meet the needs of organizations other than financial institutions (such as banks). A commercial crime policy typically provides several different types of crime coverage, such as: employee dishonesty coverage; forgery or alteration coverage; computer fraud coverage; funds transfer fraud coverage; kidnap, ransom, or extortion coverage; money and securities coverage; and money orders and counterfeit money coverage.

Coverages

| Coverage Description | Limit | Deductible |
|--|------------------|-------------|
| A1. Employee Theft - Per Loss Includes Faithful Performance of Duty, same limit as A1, CRI-7126 Non-Compensated Officers, Directors-includes Volunteer Workers as employees, Deletion of Bonded Employee and Treasurer/ Tax Collectors Exclusion - CRI-19044 | \$500,000 | \$1,000 |
| A2. ERISA Fidelity - same limit as A.1 (CRI-19044) | \$500,000 | \$1,000 |
| B. Forgery or Alteration | \$500,000 | \$1,000 |
| C. On Premises | \$500,000 | \$1,000 |
| D. In Transit | \$500,000 | \$1,000 |
| E. Money Order Counterfeit Currency | \$500,000 | \$1,000 |
| F1. Computer Fraud | \$500,000 | \$1,000 |
| F2. Computer Restoration - same limit as A1 or maximum limit of \$100,000 | \$100,000 | \$1,000 |
| G. Funds Transfer Fraud | \$500,000 | \$1,000 |
| H1. Personal Accounts Forger or Alteration - same limit as A | \$500,000 | \$1,000 |
| H2. Identity Fraud Expense Reimbursement – same limit as A or maximum of \$25,000 | \$25,000 | \$0 |
| CRI-19070 Social Engineering Fraud | \$250,000 | \$1,000 |
| I. Claims Expense | \$5,000 | \$0 |
| CRI-7072 Third Party Entity Funds Coverage | Not Covered | Not Covered |

Client ultimately chooses limits insured. Higher limits may be available via separate policy.

Social Engineering Sublimit of \$250,000 is new for January 1, 2023 SDIS Renewals

Terms, Conditions, Endorsement, Exclusions, and/or Limitations include but are not limited to:

Insured by Travelers Casualty and Surety Company of America

Includes Faithful Performance

Includes Non-Compensated Officers, Directors - includes Volunteer Workers as employees

Deletion of Bonded Employee and Treasurer/Tax Collector Exclusions



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Public Entity Liability

Policy will pay sums which the insured becomes legally liable to pay as damages because of bodily injury or property damage to which this insurance applies.

| Coverage Type | Coverage Basis |
|------------------------------|----------------|
| Commercial General Liability | Occurrence |

Limits of Liability

| Coverage | Limit | Coverage Period Total Limit | Deductible |
|--|--|---|------------|
| Each Occurrence | \$5,000,000 | | None |
| Wrongful Act Limit of Liability | \$5,000,000 | | None |
| Annual Aggregate | \$25,000,000 maximum limit for all SDIS Trust Participants involved in the same Occurrence or Wrongful Act | | None |
| Additional and Supplemental Coverages | | | |
| Ethics Complaint Defense Costs | \$5,000 | \$5,000 | None |
| EEOC/BOLI Defense Cost | \$10,000,000 | None | None |
| Premises Medical Expense | \$5,000 | \$5,000 | None |
| Limited Pollution Coverage | \$250,000 | \$250,000 | None |
| Applicators Pollution Coverage | \$50,000 | \$50,000 | None |
| Injunctive Relief Defense Costs | \$25,000 | \$25,000 limited to \$100,000 for all members of the Trust combined during the Coverage Period | None |
| Fungal Pathogens (Mold) Defense Costs | \$100,000 | \$100,000 | None |
| OCITPA Expense Reimbursement | \$100,000 or Separate Cyber policy | | |
| Data Disclosure Liability | \$1,000,000 or Separate Cyber policy | | |
| Lead Sublimit Defense Costs | \$50,000 | \$50,000 limited to \$200,000 for all members of the Trust combined during the Coverage Period | None |
| Marine Salvage Expense Reimbursement | \$250,000 | \$250,000 | None |
| Criminal Defense Costs | \$100,000 | \$100,000 limited to \$500,000 for all members of the Trust combined during the Coverage Period | None |
| Communicable Disease Defense | \$50,000 | \$2,000,000 limited to \$2,000,000 for all members of the Trust combined during the Coverage Period | None |

Higher limits may be available.

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Exposure Basis

| Classification | Exposure |
|---|----------|
| Medicaid/Para-Transit Services | |
| 2022-2023 Budgeted Personal Services | 0 |
| 2022-2023 Budgeted Materials & Supplies | 791,900 |
| 2022-2023 Budgeted Contingencies | 0 |
| Number of Volunteers | |
| Number of Board Members | 6 |
| Number of Employees | |
| District Size | |
| Population Served | |
| Number of Drones (UAVs) Owned or Operated | 0 |
| Buildings & Premises - Occupied by District | 3,186 |
| Dollars Paid for Services | 568,163 |
| Events/Fundraisers - No Alcohol Served | 0 |
| Events/Fundraisers - Alcohol Served | 0 |

Terms, Conditions, Endorsements, Exclusions, and/or Limitations include but are not limited to:

- (1) \$25,000,000 maximum limit for all SDIS Trust Participants involved in the same Occurrence or Wrongful Act.
- (2) \$10,000 controlled burn deductible if DPSST guidelines are not followed.
- (3) \$25,000 Employment Practices deductible for terminations when SDIS is not contacted for legal advice in advance.
- (4) Injunctive Relieve Defense Costs limited to \$100,000 for all members of the Trust combined during the Coverage Period.
- (5) OCITPA Expense Reimbursement limited to \$500,000 for all members of the Trust combined during the Coverage Period.
- (6) Data Disclosure Liability Limited to \$5,000,000 for all members of the Trust combined during the Coverage Period.
- (7) Lead Liability Defense Costs limited to \$200,000 for all members of the Trust combined during the Coverage Period.
- (8) Criminal Defense Costs limited to \$500,000 for all members of the Trust combined during the Coverage Period.
- (9) Communicable Disease Defense limited to \$2,000,000 for all members of the Trust combined during the Coverage Period.

Premium is not Subject to Audit.

SDIS Liability Coverage Document

SDIS Endorsement - Deletion of Additional Coverage 13 (Oregon Consumer Identity Theft Protection Act Expense Reimbursement Sublimit and Additional Coverage 14 (Access or Disclosure of Confidential or Personal Information and Data-Related Liability Sublimit



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Scheduled Additional Insured - City of Wilsonville
Specimen Form



Additional Insured Endorsement

Certificate Number: 38P54399-5500 **Coverage Period:** 1/1/2023 through 12/31/2023

Named Participant

Willamette River Water Intake Facilities
Commission
1850 SW 170th Ave
Beaverton, OR 97003

Agent of Record

Brown & Brown Northwest-Portland
PO Box 29018
Portland, OR 97296

PLEASE CAREFULLY REVIEW THE ENDORSEMENT AS IT WILL MODIFY AND AMEND THE LIABILITY COVERAGE DOCUMENT

This endorsement only applies to Willamette River Water Intake Facilities Commission. Effective Sunday, January 01, 2023, this endorsement amends the Special Districts Insurance Services Liability Coverage Document by:

This endorsement modifies the coverage provided under the following: SPECIAL DISTRICTS INSURANCE SERVICES LIABILITY COVERAGE DOCUMENT In consideration of the contribution charged it is thus understood and agreed that this coverage document is amended as follows: Section VII. DEFINITIONS, the PARTICIPANT definition is amended by adding the following: i. The City of Wilsonville, its elected and appointed officials, officers, agents and employees, but only in respect to liability arising out of operations performed in accordance with the Ground Lease For Raw Water Pipeline Contract. The coverage provided herein shall be primary and not contributing with any other insurance available to those designated in this endorsement under any other third party liability policy.

This Endorsement amends only the sections of the coverage document referenced herein and does not modify, amend, waive or otherwise affect any of the other terms, conditions, limitations, exceptions, or exclusions of the Special Districts Insurance Services Liability Coverage Document.

This proposal is based upon the exposures made known to the Agency by you and contains only a general description of the coverage(s) and does not constitute a policy/contract. For complete policy information, including exclusions, limitations, and conditions, please refer to your policy. In the event of differences, the policy will prevail.



Business Auto

Automobile Coverage subject to policy provisions, conditions, terms, definitions, and exclusions. Coverage is provided for damages because of bodily injury or property damage to which this insurance applies caused by an accident and resulting from the ownership, maintenance, or use of a covered auto.

Coverage

| Coverage | Limit | Deductible | Symbol |
|--|-------------|--------------|--------|
| Auto Liability Coverage | | | |
| Excess Auto Liability Coverage | | | |
| Non-Owned Hired/Auto Liability Coverage | \$500,000 | \$10,000 | 8,9 |
| Excess Non-Owned Hired/Auto Liability Coverage | \$9,500,000 | \$500,000 | 8,9 |
| Personal Injury Protection | No Coverage | | |
| Uninsured/Underinsured Motorist Bodily Injury | \$500,000 | | |
| Auto Physical Damage | | | |
| Comprehensive – Per Accident | | Per Schedule | |
| Collision – Per Accident | | Per Schedule | |
| Hired Auto Physical Damage - Comprehensive | \$75,000 | \$100 | 8 |
| Hired Auto Physical Damage - Collision | \$75,000 | \$500 | 8 |

Higher limits may be available.

Terms, Conditions, Endorsements, Exclusions, and/or Limitations include but are not limited to:

SDIS Auto Liability Coverage Document
 SDIS Excess Auto Liability Coverage Document
 SDIS Auto Physical Damage Coverage Document
 SDIS Auto Supplemental Auto Liability Coverage Document

Vehicle Ownership

The Named Insured represents that all scheduled vehicles are titled to the Named Insured or leased to the Named Insured. If not, you must notify us immediately in order to obtain proper coverage not currently proposed.

Autos Furnished To Individuals

If you furnish an auto to an individual that does not have a Personal Auto Policy or a Non-owned Auto Policy, please advise us so that we can recommend policy extensions or an additional policy to properly cover these individuals.



This proposal is based upon the exposures made known to the Agency by you and contains only a general description of the coverage(s) and does not constitute a policy/contract. For complete policy information, including exclusions, limitations, and conditions, please refer to your policy. In the event of differences, the policy will prevail.

| Symbol | Description |
|--------|--|
| 1 | Any Auto |
| 2 | Owned Autos only. Only those autos you own (and for Liability Coverage any trailers you don't own while attached to power units you own). This includes those autos you acquire ownership of after the policy begins. |
| 3 | Owned private passenger autos only. Only the private passenger autos you own. This includes those private passenger autos you acquire ownership of after the policy begins. |
| 4 | Owned autos other than private passenger autos only. Only those autos, you own that are not of the private passenger type (and for Liability Coverage any trailers you don't own while attached to power units you own). This includes those autos not of the private passenger type you acquire ownership of after the policy begins. |
| 5 | Owned autos subject to no-fault. Only those autos you own that are required to have no-fault benefits in the state where they are licensed or principally garaged. This includes those autos you acquire ownership of after the policy begins provided they are required to have no-fault benefits in the state where they are licensed or principally garaged. |
| 6 | Owned autos subject to a compulsory uninsured motorist's law. Only those autos you own that because of the law in the state where they are licensed or principally garaged are required to have and cannot reject Uninsured Motorists Coverage. This includes those autos you acquire ownership of after the policy begins provided they are subject to the same state uninsured motorist's requirement. |
| 7 | Specifically Described Autos. Only those autos described in item three of the declarations for which a premium charge is shown (and for Liability Coverage any trailers you don't own while attached to any power unit described in item three). |
| 8 | Hired Autos Only. Only those autos you lease, hire, rent or borrow. This does not include any auto you lease, hire, rent or borrow from any of your employees or partners or members of their households. |
| 9 | Non-owned Autos Only. Only those "autos" you do not own, lease, hire, rent or borrow and that are used in connection with your business. This includes "autos" owned by your employees or partners or members of their households but only while used in your business or your personal affairs. |



This proposal is based upon the exposures made known to the Agency by you and contains only a general description of the coverage(s) and does not constitute a policy/contract. For complete policy information, including exclusions, limitations, and conditions, please refer to your policy. In the event of differences, the policy will prevail.

Compensation Disclosure

Compensation. In addition to the commissions or fees received by us for assistance with the placement, servicing, claims handling, or renewal of your insurance coverages, other parties, such as excess and surplus lines brokers, wholesale brokers, reinsurance intermediaries, underwriting managers and similar parties, some of which may be owned in whole or in part by Brown & Brown, Inc., may also receive compensation for their role in providing insurance products or services to you pursuant to their separate contracts with insurance or reinsurance carriers. That compensation is derived from your premium payments. Additionally, it is possible that we, or our corporate parents or affiliates, may receive contingent payments or allowances from insurers based on factors which are not client-specific, such as the performance and/or size of an overall book of business produced with an insurer. We generally do not know if such a contingent payment will be made by a particular insurer, or the amount of any such contingent payments, until the underwriting year is closed. That compensation is partially derived from your premium dollars, after being combined (or “pooled”) with the premium dollars of other insureds that have purchased similar types of coverage. We may also receive invitations to programs sponsored and paid for by insurance carriers to inform brokers regarding their products and services, including possible participation in company-sponsored events such as trips, seminars, and advisory council meetings, based upon the total volume of business placed with the carrier you select. We may, on occasion, receive loans or credit from insurance companies. Additionally, in the ordinary course of our business, we may receive and retain interest on premiums you pay from the date we receive them until the date of premiums are remitted to the insurance company or intermediary. In the event that we assist with placement and other details of arranging for the financing of your insurance premium, we may also receive a fee from the premium finance company.

If an intermediary is utilized in the placement of coverage, the intermediary may or may not be owned in whole or part by Brown & Brown, Inc. or its subsidiaries. Brown & Brown entities operate independently and are not required to utilize other companies owned by Brown & Brown, Inc., but routinely do so. In addition to providing access to the insurance company, the Wholesale Insurance Broker/Managing General Agent may provide additional services including, but not limited to: underwriting; loss control; risk placement; coverage review; claims coordination with insurance company; and policy issuance. Compensation paid for those services is derived from your premium payment, which may on average be 15% of the premium you pay for coverage, and may include additional fees charged by the intermediary.

Questions and Information Requests. Should you have any questions, or require additional information, please contact this office at (503) 274-6511 or, if you prefer, submit your question or request online at <http://www.bbinsurance.com/customerinquiry/>



This proposal is based upon the exposures made known to the Agency by you and contains only a general description of the coverage(s) and does not constitute a policy/contract. For complete policy information, including exclusions, limitations, and conditions, please refer to your policy.
In the event of differences, the policy will prevail.

Important Information

■ **DISCLOSURE** This is a convenient coverage summary, not a legal contract. Please refer to the actual policies quoted for specific terms, conditions, limitations and exclusions that will govern. In the event of a difference the policy will prevail. In all cases, the terms and conditions of the policy apply and supersede any statements contained in this document. This section is intended to provide simple explanations of common insurance terms and is for illustrative purposes only. Policies may contain specific definitions of the following terms that could differ, perhaps in a material way, from the explanation presented here. Only definitions provided in the policy govern coverage.”

In evaluating your exposures to loss, we have depended upon information provided by you. If there are other areas that need to be evaluated prior to binding coverage, please bring these areas to our attention. Should any of your exposures change after coverage is bound, such as new operations, hiring employees in additional states, buying more property, etc., please let us know so proper coverage(s) can be discussed.

■ **AUTHORIZED ADMITTED INSURERS** An authorized or admitted insurer has been authorized to do business in the state of Oregon. When an authorized Oregon insurance company becomes insolvent and is liquidated by a court order, the Oregon Insurance Guarantee Fund will pay covered claims against insurers that were licensed to do business in Oregon at the time of the insolvency. The guaranty funds will not pay any claim the insurance company would not have paid. Claims are paid according to the terms of the original insurance policy.

■ **NON-ADMITTED INSURERS** If your policy charges surplus lines taxes then it is written with a non-admitted insurer. A non-admitted insurer means the contract will be registered and delivered as a surplus line coverage under the insurance code of the state. It will not be issued by a company regulated by the State Insurance Commissioner and will not be protected by any State Guaranty Fund Law.

■ **EXPOSURES** This presentation is based upon exposures to loss that currently exist and that were made known to the agency. Values used were those presented by you and should be carefully reviewed and/or appraised for accuracy. All changes to exposures must be reported by you in order that proper coverage may be modified. Additional coverages may be available.

■ **HIGHER LIMITS** Please note that higher limits may be available either through the existing policy or through umbrella coverage. Please contact our office should you wish to purchase higher limits.

■ **NAMED INSUREDS** Partnerships and joint ventures are not automatically included unless listed. Certain responsibilities or duties fall upon the first **Named Insured** under the proposed insurance contract:

- Pay all premiums, including audit premiums. Receive all return or refund premiums,
- May cancel the policy by delivering advance notice, receive written notice of cancellation or non-renewal from the Insurer,
- Make changes in the terms of the policy subject to Insurer consent
- Keep records of information needed for premium computation,
- Request information about claims or occurrences from the Insurer

■ **ORDINANCE OR LAW COVERAGE**, pays for loss or damage (if building property is damaged by a covered cause of loss) caused by the enforcement of any ordinance or law requiring demolition of undamaged portions, to remove certain materials such as asbestos, or the increased cost of construction to rebuild with superior construction materials as mandated.

■ CO-INSURANCE

A policy may contain a coinsurance clause requiring that the limit of coverage be a minimum percentage (usually 80%) of the insurable value of your property. If the amount of insurance carried is less than what is required by this clause, any claim payment may be reduced by the same percentage as the deficiency. For example, covered property worth \$100,000 may require a minimum of 80%, or \$80,000, of coverage for compliance with the policy's coinsurance requirement. If only \$60,000 of coverage is carried (25% less than the required \$80,000), then any loss payment would be reduced by 25%.

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In the event of differences, the policy will prevail.



- **CONTRACTS** Occasionally, during your business operations, you may sign leases, contracts, or other agreements that transfer serious financial obligations to you. We suggest you have your attorney or CPA review the contracts and let us know of any changes necessary in your insurance program to properly treat these exposures.
- **CERTIFICATES** We are often asked to provide certification of your business insurance coverages to lenders, landlords, vendors, contractors, etc. Many of these requests require modified coverage or coverage provisions to the policies. The Department of Insurance may not have approved your insurance company to modify the coverage form as requested by various entities.
- **COMPENSATION** We are compensated for our services by way of commissions from insurance providers on an individual account basis. In addition to commissions, we may earn additional compensation from our insurance carriers. These arrangements are contingent upon a variety of factors spanning multiple years or specific periods of time and they may not occur every year. Consequently, calculating the effect of your premium in these arrangements would be challenging. Please let us know if you have any questions regarding our compensation and we will be glad to address them.
- **MINIMUM EARNED PREMIUM** A minimum earned premium endorsement can be attached to either a flat charge policy or an adjustable policy. In either case, this amount is the LEAST that will be retained by the insurance company once the policy goes into effect. The amount retained would be the GREATER of the actual earned premium – whether calculated on a pro-rate or short rate basis – or the minimum earned premium.
- **MINIMUM AND DEPOSIT** This is the amount of premium due. Although the policy is subject to adjustment based on the rate per exposure unit, under no circumstances will the annual earned premium be less than the minimum premium. Therefore, the policy may generate an additional premium on audit, but not a return.
- **FLAT CANCELLATIONS** Surplus Lines Insurance Companies normally do not allow flat cancellations. Once the policy is in effect, some premium will be fully earned.
- **WHAT IS AN AUDIT?** Policies which use fluctuating values as the exposure basis, i.e.: payroll or sales, are subject to an audit. The company may visit your business to examine your records or ask you to complete a voluntary "mail in" audit. If at the time of the audit your exposures are different from what you estimated at the time your policy was written, you will receive a return premium credit or an additional premium billing.
 - If you subcontract any work, it is essential that the subcontractor provide you with a Certificate of Insurance indicating that insurance coverage is in place for General Liability, Workers Compensation, and Automobile Liability. If at the time of audit, you do not have evidence of insurance from your subcontractors, you will be charged an additional premium for the payroll of the subcontractor on your policies. We recommend you require subcontractors to carry insurance via a contract.
 - Audits that generate an additional premium are due upon receipt. It is important that you review audits as soon as you receive them and advise us of any discrepancies in the exposures immediately so that we may inform the insurance carrier. If payment of the audit is not received by the insurance company on a timely basis, your coverage may be canceled and could adversely affect the future placement of insurance coverage. We recommend that you review the actual exposures as compared to your estimated exposures quarterly and advise us of any significant variance.
- **EXECUTIVE LIABILITY** Standard liability policies exclude coverage liability arising out of executive decisions. If your insurance program does not currently include such coverage (Employment Practices Liability, Directors & Officers Liability, Fiduciary Liability), we strongly recommend that you contact us regarding purchasing coverage.
- **PROFESSIONAL LIABILITY** Standard liability policies exclude coverage for professional services. If your insurance program does not currently include such coverage, we strongly recommend that you contact us regarding purchasing coverage.
- **CLAIMS-MADE POLICIES** When coverage is renewed with a different carrier it's extremely important that continuity of coverage is maintained as well as reporting any known incidents to your current carrier prior to the expiration. A claims-made policy refers to an insurance policy that provides coverage when a claim is made against it, regardless of when the claim event occurred. A claims-made policy is a popular option for when there is a delay between when events occur and when claimants file claims. However, the policy only covers claims made while the policy is active. Businesses often carry claims-made policies or occurrence policies, which extend coverage for claims made on inactive policies if claim events occurred when the policies were active.

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In the event of differences, the policy will prevail.



Risk Management Services

Our internal staff and outside strategic partners will be happy to provide you the following service options upon request. We tailor risk management service plans to fit your company's unique needs and management style as requested. Additional rates may apply for certain services.

Program Administration

- Rate projections and forecasting
- Premium and loss allocation by department
- Actuarial Services
- Annual reports, board presentations, and objective setting

Risk Management Programs

- Development of risk management manuals and disaster plans
- Analysis of your risk management systems

Other Risk Services

- Industrial hygiene and environmental health
- Hazardous materials handling, hazard communication, emergency response and environmental protection
- Workplace safety & health written programs and training
- Property and machinery risk engineering
- Legal services

Training Programs

- Workers' compensation claims training
- Ergonomics evaluations and training
- Fleet safety training
- Safety committee training
- Training on proper accident investigation, claims reporting, and incentive program development

Contractual Risk Management

- Boilerplate insurance wording
- Tailored construction wording
- Indemnity clause consulting
- Certificate checklists

Volunteer Risk Management

- Policy statement design
- Volunteer coordinator training
- Volunteer risk identification program
- Creative insurance options

This proposal is based upon the exposures made known to the Agency by you and contains only a general description of the coverage(s) and does not constitute a policy/contract. For complete policy information, including exclusions, limitations, and conditions, please refer to your policy.

In the event of differences, the policy will prevail.



Risk Management Services (Continued)

Loss Prevention Services

- Client self-inspection checklists
- Emergency evacuation plans
- Safety handbooks
- Fleet safety programs
- Premises liability safety surveys
- Advanced property protection
- School-to-work risk management programs
- Negotiating optimum loss control services with insurance companies

Claims Cost Containment

- On-staff client claims advocates
- Claims reviews to lower reserves
- Employer at Injury Program requirements
- Early Return to Work programs
- Catastrophic claims management

Resources

- Internet Research
- Risk Management resource and video library
- Prima database

Bonds

- Highway Use Tax Bonds
- UCC Bonds
- Fuel Tax Bonds
- Performance/Payment Bonds



This proposal is based upon the exposures made known to the Agency by you and contains only a general description of the coverage(s) and does not constitute a policy/contract. For complete policy information, including exclusions, limitations, and conditions, please refer to your policy.

In the event of differences, the policy will prevail.

Property Schedule

| Covered Property | Premises | Construction Class | Coverage Class | Covered Property Value | Personal Property Value | Total Insured Value |
|----------------------------|---|--------------------|----------------------------|------------------------|-------------------------|---------------------|
| Pump Station with Wet Well | WIF Facility, 10350 SW Arrowhead Creek Lane | Fire Resistive | Building | \$6,303,380.10 | \$0 | \$6,303,380.10 |
| Screen and Intake Pipe | WIF Facility, 10350 SW Arrowhead Creek Lane | Fire Resistive | Scheduled Outdoor Property | \$3,911,685.40 | \$0 | \$3,911,685.40 |

\$10,215,065.50



This proposal is based upon the exposures made known to the Agency by you and contains only a general description of the coverage(s) and does not constitute a policy/contract. For complete policy information, including exclusions, limitations, and conditions, please refer to your policy.

In the event of differences, the policy will prevail.



Willamette Intake Facility Commission
 For the annual budget period ending June 30, 2023
 For the quarter ended December 31, 2022

| <i>Activity for the Quarter</i> | | | <i>Unaudited</i> | <i>Annual</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> |
| | | | Revenues | | | | | |
| \$ 197,975 | \$ 60,444 | \$ (137,531) | Contributions | \$ 791,900 | \$ 395,950 | \$ 81,786 | \$ (314,164) | \$ 710,114 |
| 368,328 | 53,346 | (314,983) | Capital contributions | 1,473,313 | 736,657 | 668,828 | (67,829) | 804,485 |
| \$ 566,303 | \$ 113,790 | \$ (452,513) | Total Revenues | \$ 2,265,213 | \$ 1,132,607 | \$ 750,614 | \$ (381,992) | \$ 1,514,599 |
| | | | Expenditures | | | | | |
| \$ 197,975 | \$ 60,444 | \$ 137,531 | Materials and Services | \$ 791,900 | \$ 395,950 | \$ 81,786 | \$ 314,164 | \$ 710,114 |
| 355,328 | 53,346 | 301,983 | Capital Outlay | 1,421,313 | 710,657 | 668,828 | 41,829 | 752,485 |
| 13,000 | - | 13,000 | Contingency | 52,000 | 26,000 | - | 26,000 | 52,000 |
| \$ 566,303 | \$ 113,790 | \$ 452,513 | Total Expenditures | \$ 2,265,213 | \$ 1,132,607 | \$ 750,614 | \$ 381,992 | \$ 1,514,599 |

Willamette Intake Facilities Commission

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**Willamette Intake Facilities Commission
Board Meeting Minutes
October 24, 2022**

Attendance:**Commissioners present:**

| | |
|--|----------------------|
| City of Beaverton: | Laura Mitchell |
| City of Hillsboro: | John Godsey |
| City of Sherwood: | <i>Not available</i> |
| City of Tigard: | John Goodhouse |
| City of Wilsonville: | Kristin Akervall |
| Tualatin Valley Water District (TVWD): | <i>Not available</i> |

Committee members present:

| | |
|----------------------|----------------------|
| City of Beaverton: | <i>Not available</i> |
| City of Hillsboro: | Niki Iverson |
| City of Sherwood: | Craig Sheldon |
| City of Tigard: | Brian Rager |
| City of Wilsonville: | Delora Kerber |
| TVWD: | <i>Not available</i> |

Managing Agency staff present:

| | |
|--|----------------------|
| WIF Commission General Manager / Willamette Water Supply Program (WWSP) Director: | Dave Kraska |
| TVWD General Counsel: | <i>Not available</i> |
| WWSP Assistant Director: | Joelle Bennett |
| WWSP Permitting and Outreach Manager: | Christina Walter |
| WWSP Finance Manager: | <i>Not available</i> |
| TVWD Water Resources Division Manager: | Joel Cary |
| WIF Commission Recorder / WWSP Executive Assistant: | Annette Rehms |

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

Chair Goodhouse called the Willamette Intake Facilities (WIF) Commission meeting to order at 6:08 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 keeping electronic device software updated. *(presentation on file)*

The General Manager’s report included a WIF Commission progress review; WIF easement updates; quarterly financial reports for the periods ending June 30, 2022, and September 30, 2022; and an update on future hybrid meetings.

2. PUBLIC COMMENT

There were no public comments.

3. CONSENT AGENDA

A. Approve the April 25, 2022 meeting minutes

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

4. BUSINESS AGENDA

A. None

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 reported that the Phase 1 Willamette River Watershed history and characterization, watershed data and risk analysis, and stakeholder identification and mapping scope of work has been completed. The Phase 2 scope of work is underway and will include:

- Partner agency interviews to secure input on high priority issues and preferred outreach strategies
- Conducting 30-minute virtual interviews with each Commissioner to assess priorities and views on safe drinking water in their communities, identify/prioritize stakeholder lists
- Hosting five 1-hour workshops to educate and engage stakeholders on opportunities for cooperating/collaborating with the WIF to protect this critical water source
- Additional local and regional stakeholder outreach
- Performing a comprehensive review of funding opportunities to support the watershed protection plan efforts
- Identifying monitoring technologies and watershed-based software to help partners develop early warning systems for key risks identified in Phase 1

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

B. Legislative Update

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

- 2023 Oregon Legislature's long session begins in January 2023.
- Oregon Water Data Portal (OWDP) Project – A statewide water data gathering and database effort to better understand the state's water resources and inform water infrastructure decisions. Oregon Department of Environmental Quality (DEQ) will lead a multi-agency effort for initial scoping and design of the portal.

- PFAS sampling – The fifth Unregulated Contaminant Monitoring Rule (UCMR 5) is requiring public water systems serving greater than 10,000 people to collect drinking water samples between 2023-2025, testing for 29 per- and polyfluoroalkyl substances (PFAS) and lithium. TVWD, Wilsonville, Hillsboro, and Beaverton tested for PFAS from 2013-2015 in compliance with UCMR 3. No detectable levels of PFAS were found.
- Willamette Basin Reallocation – No direct legislation is currently being discussed or developed related to state level implementation of the Willamette Basin Reallocation, although the effort continues to be a key project for water providers
 - Water agency representatives met with the Oregon Water Resources Department (OWRD) Willamette Basin Coordinator in September to discuss the draft Situation Assessment and Workplan for the Willamette River Basin.
 - Major milestone was met for municipal and industrial use of stored water: OWRD has issued a certificate for 437 acre-feet of stored water for municipal and industrial (M&I) use in Cottage Grove and Dorena Reservoirs as a result of Eugene Water and Electric Board’s (EWEB) long-term water supply planning efforts. As result of this action, the Army Corps of Engineers has taken first steps to develop a final stored-water contract for EWEB. This process will likely take some time as reviews and approvals make their way through the Corps’ chain of command. Once approved this action will serve as the standard template for future stored-water contracts in the basin.

C. The next Board meeting is scheduled on January 23, 2023, via Microsoft Teams

6. COMMUNICATIONS AND NON-AGENDA ITEMS

A. None scheduled.

ADJOURNMENT

There being no further questions or business, Chair Goodhouse adjourned the meeting at 6:36 p.m.

Willamette Intake Facilities Commission

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COMMUNICATIONS WITH THOSE
CHARGED WITH GOVERNANCE

WILLAMETTE INTAKE FACILITIES COMMISSION

June 30, 2022



Communications with Those Charged with Governance

To the Board of Commissioners
Willamette Intake Facilities Commission

We have audited the financial statements of Willamette Intake Facilities Commission (the “Commission”) as of and for the year ended June 30, 2022 and have issued our report thereon dated November 30, 2022. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under Auditing Standards Generally Accepted in the United States of America

As stated in our engagement letter dated June 9, 2022, we are responsible for forming and expressing an opinion about whether the financial statements that have been prepared by management, with your oversight, are prepared, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your responsibilities.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS). As part of an audit conducted in accordance with U.S. GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

An audit of financial statements includes 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. Accordingly, we considered the Commission’s internal control solely for the purposes of determining our audit procedures and not to provide assurance concerning such internal control.

We are also responsible for communicating significant matters related to the financial statement audit that, in our professional judgment, are relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

Other Information in Documents Containing Audited Financial Statements

Our responsibility for other information in Management’s Discussion & Analysis does not extend beyond the financial information identified in our report. We do not have an obligation to perform any procedures to corroborate other information contained in these documents. However, we have read the information and nothing came to our attention that caused us to believe that such information is materially inconsistent with the financial statements.

Planned Scope and Timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our engagement letter dated June 9, 2022.

Significant Audit Findings and Issues

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Willamette Intake Facilities Commission are described in Note 1 to the financial statements. The Commission adopted GASB No. 87 for lease accounting, however the resulting implementation did not have an impact on the financial statements during 2022. We noted no transactions entered into by the Commission during the year for which there is a lack of authoritative guidance or consensus. There are no significant transactions that have been recognized in the financial statements in a different period than when the transaction occurred.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

Financial Statement Disclosures

The disclosures in the financial statements are consistent, clear, and understandable. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users.

Significant Unusual Transactions

We encountered no significant unusual transactions during our audit of the Commission's financial statements.

Significant Difficulties Encountered in Performing the Audit

Professional standards require us to inform you of any significant difficulties encountered in performing the audit. No significant difficulties were encountered during our audit of the Commission's financial statements.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all factual and judgmental misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. There were no corrected or uncorrected misstatements identified during our engagement.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. No such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated November 30, 2022.

Management Consultation with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a “second opinion” on certain situations. If a consultation involves application of an accounting principle to the Commission’s financial statements or a determination of the type of auditor’s opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Significant Audit Findings or Issues

We are required to communicate to you other findings or issues arising from the audit that are, in our professional judgment, significant and relevant to your oversight of the financial reporting process. There were no such items identified.

This information is intended solely for the use of Board of Commissioners and management of Willamette Intake Facilities Commission and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in cursive script that reads "Moss Adams LLP".

Portland, Oregon
November 30, 2022



Willamette Intake Facilities Commission

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Willamette Intake Facilities Commission

Financial Statements

**For the fiscal years ended
June 30, 2022 and 2021**

WILLAMETTE INTAKE FACILITIES COMMISSION
Beaverton, Oregon

CONTENTS

| | <u>Page</u> |
|--|--------------------|
| Board Members | 1 |
| Report of Independent Auditors | 3 |
| Management's Discussion and Analysis | 7 |
| Basic Financial Statements: | |
| Statements of Net Position | 14 |
| Statements of Revenues, Expenses and Changes in Net Position | 15 |
| Statements of Cash Flows | 16 |
| Notes to Basic Financial Statements | 17 |
| Supplemental Information: | |
| Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual Year Ended June 30, 2022 | 26 |
| Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual Year Ended June 30, 2021 | 27 |
| Report of Independent Auditors on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards | 29 |
| Report of Independent Auditors Required by Oregon State Regulations | 31 |

WILLAMETTE INTAKE FACILITIES COMMISSION
Beaverton, Oregon

WIF Board Members as of June 30, 2022

John Goodhouse, Chair
Councilor, City of Tigard

Kristin Akervall, Vice Chair
Councilor, City of Wilsonville

Jim Doane, Board Member
Commissioner, Tualatin Valley Water District

Sean Garland, Board Member
Councilor, City of Sherwood

John Godsey, Board Member
Commissioner, City of Hillsboro Utilities Commission

Laura Michell, Board Member
Councilor, City of Beaverton

Commission Address

Willamette Intake Facilities Commission
c/o Tualatin Valley Water District
1850 SW 170th Avenue
Beaverton, OR 97003
Ph: (503) 848-3000



Report of Independent Auditors

The Board of Commissioners
Willamette Intake Facilities Commission

Report on the Audit of the Financial Statements

Opinions

We have audited the financial statements of Willamette Intake Facilities Commission (“Commission”) which comprise the statements of net positions as of the years ended June 30, 2022 and 2021, and the related statements of revenues, expenses and changes in net position and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements referred to above present fairly, in all material respects, the respective financial position of the Willamette Intake Facilities Commission as of June 30, 2022 and 2021, and the respective changes in financial position and cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards (Government Auditing Standards)*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor’s Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Commission and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Commission’s ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design 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. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Commission's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements that collectively comprise the Commission's basic financial statements. The schedule of revenues, expenditures, and changes in fund balance – budget and actual are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 30, 2022 on our consideration of Willamette Intake Facilities Commission's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Willamette Intake Facilities Commission 's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Willamette Intake Facilities Commission 's internal control over financial reporting and compliance.

Report on Other Legal and Regulatory Requirements

In accordance with the Minimum Standards for Audits of Oregon Municipal Corporations, we have issued our report dated November 30, 2022, on our consideration of the Commission's compliance with certain provisions of laws and regulations, including the provisions of Oregon Revised Statutes as specified in Oregon Administrative Rules. The purpose of that report is to describe the scope of our testing of compliance and the results of that testing and not to provide an opinion on compliance.

A handwritten signature in cursive script that reads "Moss Adams LLP".

Portland Oregon
November 30, 2022

MANAGEMENT'S DISCUSSION AND ANALYSIS

WILLAMETTE INTAKE FACILITIES COMMISSION

Beaverton, Oregon

**MANAGEMENT'S DISCUSSION AND ANALYSIS
YEARS ENDED JUNE 30, 2022 AND 2021**

As management of the Willamette Intake Facilities Commission (the Commission), a joint venture of the Tualatin Valley Water District (District) and the cities of Beaverton, Hillsboro, Sherwood, Tigard, and Wilsonville, we offer readers of the Commission's financial statements this narrative overview and analysis of the Commission's financial activities for the fiscal years ended June 30, 2022 (FY2022) and June 30, 2021 (FY2021). The Commission was formed in April 2018 to own, operate, and maintain the Willamette intake facilities.

These financial statements include this Management's Discussion and Analysis (MD&A) section to provide users of the basic financial statements with an overview and analysis of the statements.

Financial Highlights

- Net position (assets minus liabilities) was \$19.4 million and \$16.1 million at June 30, 2022 and June 30, 2021 respectively. Net investment in capital assets is the largest portion of the Commission's net position.
- Net position increased by \$3.4 million from FY2021 and \$9.3 million increase since FY2020.
- As of June 30, 2022 the Commission had no outstanding debt.
- Capital assets increased by \$3.4 million from FY2021 and \$9.4 million increase since FY2020. Capital assets were invested by the parties to the Commission in 2022 and 2021.

Overview of the Financial Statements

Taken together the sections of the financial statements provide a comprehensive financial look at the Commission. The individual components of the report include the following:

- **Management's Discussion and Analysis.** This section of the report provides an overview of financial highlights and economic factors affecting the Commission.
- **Basic Financial Statements.** This section includes the Statements of Net Position, Statements of Revenues, Expenses and Changes in Net Position, Statements of Cash Flows, and Notes to Basic Financial Statements. The Statements focus on an entity-wide presentation using the accrual basis of accounting. They are designed to resemble more closely private-sector financial statements in that all activities are consolidated into a total for the Commission.
 - The Statements of Net Position focuses on resources available for future operations. This statement presents a snap-shot of the assets of the Commission, its liabilities, and the net difference.
 - The Statements of Revenues, Expenses and Changes in Net Position focuses on the current year operating results and the change in capital as a result of the current year operations.
 - The Statements of Cash Flows focuses on how the Commission obtained and expended its available cash and investments.

WILLAMETTE INTAKE FACILITIES COMMISSION
Beaverton, Oregon

MANAGEMENT'S DISCUSSION AND ANALYSIS
YEARS ENDED JUNE 30, 2022 AND 2021

- The Notes to the Basic Financial Statement provides additional disclosures required by generally accepted accounting principles and provides information to assist the reader in understanding the Commission's financial condition.

Statements of Net Position

The Commission's assets exceeded liabilities by \$19.4 million and \$16.1 million at June 30, 2022 and June 30, 2021, respectively. This represents an increase of 21.0% since June 30, 2021. Net investment in capital assets represents the largest portion of the Commission's net position and had balances of \$18.1 million and \$14.7 million at June 30, 2022 and June 30, 2021, respectively. A condensed version of the statements of Net Position as of June 30, 2022 and June 30, 2021 is as follows:

Table 1:

| | <u>2022</u> | <u>2021</u> | <u>2020</u> | <u>2022 - 2021</u> Change | <u>2022 - 2020</u> Change |
|--|-----------------------------|-----------------------------|-----------------------------|------------------------------|------------------------------|
| Cash and investments | \$ 464,216 | \$ 312,892 | \$ - | \$ 151,324 | \$ 464,216 |
| Accounts receivable | 941,656 | 1,019,783 | 258,489 | (78,127) | 683,167 |
| Prepaid expenses | 11,655 | 10,112 | 9,625 | 1,543 | 2,030 |
| Capital assets, net | <u>19,438,648</u> | <u>16,062,588</u> | <u>10,082,190</u> | <u>3,376,060</u> | <u>9,356,458</u> |
| Total Assets | 20,856,175 | 17,405,375 | 10,350,304 | 3,450,800 | 10,505,871 |
| Accounts payable and accrued liabilities / retainage | 1,417,527 | 1,342,787 | 258,456 | 74,740 | 1,159,071 |
| Net investment in capital asset | 18,059,578 | 14,719,801 | 9,823,734 | 3,339,777 | 8,235,844 |
| Unrestricted | <u>1,379,070</u> | <u>1,342,787</u> | <u>268,114</u> | <u>36,283</u> | <u>1,110,956</u> |
| Net Position | <u><u>\$ 19,438,648</u></u> | <u><u>\$ 16,062,588</u></u> | <u><u>\$ 10,091,848</u></u> | <u><u>\$ 3,376,060</u></u> | <u><u>\$ 9,346,800</u></u> |

WILLAMETTE INTAKE FACILITIES COMMISSION
Beaverton, Oregon

MANAGEMENT'S DISCUSSION AND ANALYSIS
YEARS ENDED JUNE 30, 2022 AND 2021

Statements of Revenues, Expenses and Changes in Net Position

A condensed version of the Commission's Statement of Revenues, Expenses and Changes in Net Position for the fiscal years ended June 30, 2022 and June 30, 2021 is as follows:

Table 2:

| | <u>2022</u> | <u>2021</u> | <u>2020</u> | <u>2022 -2021</u> <u>Change</u> | <u>2022-2020</u> <u>Change</u> |
|-----------------------------------|----------------------|----------------------|----------------------|------------------------------------|-----------------------------------|
| Operating revenues | \$ 259,774 | \$ 155,363 | \$ 74,455 | \$ 104,411 | \$ 185,319 |
| Operating expenses | 629,313 | 324,542 | 248,011 | 304,771 | 381,302 |
| Net Operating Loss | (369,539) | (169,179) | (173,556) | (200,360) | (195,983) |
| Capital contributions | 3,745,599 | 6,139,919 | 582,909 | (2,394,320) | 3,162,690 |
| Changes in Net Position | 3,376,060 | 5,970,740 | 409,353 | (2,594,680) | 2,966,707 |
| Net Position, Beginning of period | 16,062,588 | 10,091,848 | 9,682,495 | 5,970,740 | 6,380,093 |
| Net Position, End of period | <u>\$ 19,438,648</u> | <u>\$ 16,062,588</u> | <u>\$ 10,091,848</u> | <u>\$ 3,376,060</u> | <u>\$ 9,346,800</u> |

The operating expenses for the Commission's activities totaled \$629,313 and \$324,542 for the years ended June 30, 2022 and June 30, 2021 respectively, a 93.9% increase from 2021. Operating expenses consist of administrative cost and depreciation on capital assets. The increase is due to depreciation expense for assets in operations. Capital contributions consist of capital assets invested by the parties to the Commission.

WILLAMETTE INTAKE FACILITIES COMMISSION
Beaverton, Oregon

MANAGEMENT'S DISCUSSION AND ANALYSIS
YEARS ENDED JUNE 30, 2022 AND 2021

Capital Assets

The Commission has net capital assets of approximately \$19.4 million and \$16.1 million as of June 30, 2022 and June 30, 2021 respectively. The Commission is in operation and moved \$12.8 million assets from construction in progress to depreciable assets in FY2022. These assets comprise the raw water intake, equipment, and associated buildings and improvements at the Willamette River Water Treatment Plant.

Table 3:

| | <u>2022</u> | <u>2021</u> | <u>2020</u> |
|---------------------------------------|----------------------|----------------------|----------------------|
| Total nondepreciable capital assets | \$ - | \$ 9,094,975 | \$ 2,677,057 |
| Total depreciable capital assets | 20,342,966 | 7,502,392 | 7,780,392 |
| Total accumulated depreciation | <u>(904,318)</u> | <u>(534,779)</u> | <u>(375,259)</u> |
| Total Depreciable Capital Assets, net | <u>19,438,648</u> | <u>6,967,613</u> | <u>7,405,133</u> |
| Total Capital Assets, net | <u>\$ 19,438,648</u> | <u>\$ 16,062,588</u> | <u>\$ 10,082,190</u> |

Debt Administration

As of June 30, 2022 and 2021, the Commission has no outstanding debt.

Economic Factors

The Commission was formed in April 2018 to own, operate and maintain the Willamette intake facilities located at the Willamette River Water Treatment Plant. Tualatin Valley Water District (the District) was appointed managing agent. Financial records are maintained by the District. Major goals of the Commission are to increase the WIF's capacity to withdraw water from the Willamette River from 120 million gallons per day (MGD) to 150 MGD and to make substantial seismic upgrades. Improvements to the WIF are underway and are anticipated to be completed by 2026.

Financial Contact

The Commission's financial statements are designed to present users including taxpayers, citizens, customers, investors, and creditors with a general overview of the Commission's finances and overall accountability. If you have questions about the contents of this report or need additional financial information, please contact Tualatin Valley Water District's Chief Financial Officer at 1850 SW 170th Avenue, Beaverton, Oregon, 97003.

BASIC FINANCIAL STATEMENTS

WILLAMETTE INTAKE FACILITIES COMMISSION

Beaverton, Oregon

STATEMENTS OF NET POSITION

JUNE 30, 2022 AND 2021

| | 2022 | 2021 |
|--|----------------------|----------------------|
| ASSETS | | |
| Cash and investments | \$ 464,216 | \$ 312,892 |
| Accounts receivable | 941,656 | 1,019,783 |
| Prepaid expenses | 11,655 | 10,112 |
| Total Current Assets | 1,417,527 | 1,342,787 |
| Capital assets, non-depreciable assets | - | 9,094,975 |
| Capital assets, net of depreciation | 19,438,648 | 6,967,613 |
| Total Noncurrent Assets | 19,438,648 | 16,062,588 |
| Total Assets | 20,856,175 | 17,405,375 |
| LIABILITIES | | |
| Accounts payable and accrued liabilities | 953,311 | 1,029,895 |
| Retainage payable | 464,216 | 312,892 |
| Total Liabilities | 1,417,527 | 1,342,787 |
| NET POSITION | | |
| Net investment in capital assets | 18,059,578 | 14,719,801 |
| Unrestricted | 1,379,070 | 1,342,787 |
| Total Net Position | \$ 19,438,648 | \$ 16,062,588 |

The accompanying notes are an integral part of the financial statements.

WILLAMETTE INTAKE FACILITIES COMMISSION

Beaverton, Oregon

STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
YEARS ENDED JUNE 30, 2022 AND 2021

| | 2022 | 2021 |
|-----------------------------------|---------------|---------------|
| OPERATING REVENUES | | |
| Administrative services | \$ 259,774 | \$ 155,363 |
| OPERATING EXPENSES | | |
| General and administrative | 259,774 | 165,022 |
| Depreciation | 369,539 | 159,520 |
| Total Operating Expenses | 629,313 | 324,542 |
| Net Operating Loss | (369,539) | (169,179) |
| Capital contributions | 3,745,599 | 6,139,919 |
| Changes in Net Position | 3,376,060 | 5,970,740 |
| Net Position, beginning of period | 16,062,588 | 10,091,848 |
| Net Position, end of period | \$ 19,438,648 | \$ 16,062,588 |

The accompanying notes are an integral part of the financial statements.

WILLAMETTE INTAKE FACILITIES COMMISSION

Beaverton, Oregon

STATEMENTS OF CASH FLOWS
YEARS ENDED JUNE 30, 2022 AND 2021

| | 2022 | 2021 |
|--|--------------|--------------|
| CASH FLOWS FROM OPERATING ACTIVITIES | | |
| Reimbursements from joint venturers | \$ 184,505 | \$ 137,471 |
| Paid to suppliers for goods and supplies | (236,742) | (151,627) |
| Net Cash Used in Operating Activities | (52,237) | (14,156) |
| CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES | | |
| Contributions from joint ventures | 3,898,995 | 5,396,517 |
| Capital outlay and purchases of capital assets | (3,695,434) | (5,069,469) |
| Net Cash Provided By Capital and Related Financing Activities | 203,561 | 327,048 |
| Net Increase in Cash and Cash Equivalents | 151,324 | 312,892 |
| Cash and Cash Equivalents, Beginning of year | 312,892 | - |
| Cash and Cash Equivalents, End of year | \$ 464,216 | \$ 312,892 |
| RECONCILIATION OF OPERATING LOSS TO NET CASH FROM OPERATING ACTIVITIES | | |
| Operating loss | \$ (369,539) | \$ (169,179) |
| Adjustments to reconcile operating loss to net cash from (used by) operating activities: | | |
| Depreciation | 369,539 | 159,520 |
| Change in Operating Accounts: | | |
| Accounts receivable | (75,269) | (17,892) |
| Prepaid expenses | (1,543) | (487) |
| Accounts payable and accrued liabilities | 24,575 | 13,882 |
| Net Cash Used in Operating Activities | \$ (52,237) | \$ (14,156) |

The accompanying notes are an integral part of the financial statements.

NOTES TO BASIC FINANCIAL STATEMENTS

WILLAMETTE INTAKE FACILITIES COMMISSION

Beaverton, Oregon

**NOTES TO BASIC FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2022 AND 2021****1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES****Organization**

Willamette Intake Facilities Commission (the Commission) was organized in April 2018 under Oregon Revised Statutes (ORS), Chapter 190 and was established by an agreement between the cities of Beaverton, Hillsboro, Sherwood, Tigard, Wilsonville, and the Tualatin Valley Water District (the District). The Commission is governed by a six-member board, with one member appointed by each party. The purpose of the Commission is to provide for the ownership, management, and operation of the Willamette intake facilities (WIF) which are used to withdraw and transmit water to the parties. The Commission is managed by the Tualatin Valley Water District.

Expenses are allocated on a unit basis by the Commission. Each joint venturer's apportioned share of the general administration expenses is determined by the following formula: 25% of the administrative costs for the fiscal year is divided evenly among the Commission's membership; the remainder is divided among the Commission membership according to their percentage share of the capacity ownership in the intake facilities.

Operations, maintenance, and repair expenses that result from the use of the facilities are allocated based on each party's proportionate use of the WIF. Depreciation, operations, maintenance, and repair expenses unrelated to usage are allocated based on each party's proportionate capacity ownership of the WIF.

The following capacity ownership percentages were in effect at June 30, 2022:

| | |
|--------------------------------|-------|
| City of Beaverton | 3.3% |
| City of Hillsboro | 24.1% |
| City of Sherwood | 6.5% |
| City of Tigard | 10.0% |
| City of Wilsonville | 16.7% |
| Tualatin Valley Water District | 39.4% |

Basis of Presentation and Accounting

For financial reporting purposes, the Commission reports its operations on an enterprise fund basis. Enterprise funds (a propriety fund type) are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets, liabilities and net position associated with the operations are included on the Statements of Net Position. The Statements of Revenues, Expenses and Changes in Net Position present increases (revenues) and decreases (expenses) in net position.

WILLAMETTE INTAKE FACILITIES COMMISSION
Beaverton, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2022 AND 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

The accrual basis of accounting is used for financial reporting. Under the accrual basis of accounting, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

Operating revenues result from providing services to the joint venturers. All revenues not meeting this definition are reported as nonoperating revenues. Operating expenses are defined as those expenses directly related to providing services.

Use of Estimates

The preparation of basic financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of certain assets, liabilities, revenues, expenses, and other disclosures. Accordingly, actual results may differ from those estimates.

Reclassifications

Certain prior year amounts have been reclassified to conform to the current year presentation. Total net position was not affected by these reclassifications.

Cash and Investments

Cash and investments of the Commission are part of a common cash and investment pool maintained for all funds managed by the District. The Commission considers these items to be demand deposit accounts, where funds may be deposited or withdrawn without prior notice or penalty.

Accounts Receivable

Accounts receivable are recorded as earned and no allowance for doubtful accounts is required as all receivables are due from the joint venturers.

Capital Assets

Capital assets are recorded at cost. Donated capital assets are recorded at their estimated acquisition value at the date of donation. All costs associated with the acquisition or construction of capital assets are contributed by the joint venturers.

The Commission defines capital assets as assets with an initial cost of \$7,500 and an estimated useful life of more than one year.

WILLAMETTE INTAKE FACILITIES COMMISSION

Beaverton, Oregon

**NOTES TO BASIC FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2022 AND 2021****1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

Depreciation on capital assets placed in service is computed on the straight-line method over the following estimated useful lives:

| | <u>Years</u> |
|-----------------------------|--------------|
| Raw water intake / Wet Well | 75 |
| Buildings and improvements | 40 |
| Machinery and equipment | 20-50 |

Net Position

The Commission's net position consists of the various net earnings from operating revenues and expenses and contributions of capital. Net position is classified in the following two components: net investment in capital assets, and unrestricted net position. Net investment in capital assets consists of all capital assets, net of accumulated depreciation, and capital-related accounts payable. Unrestricted net position consists of all other net positions not included in other categories.

Budgets

The Commission is an organization formed under ORS, Chapter 190 Intergovernmental Agreement (IGA). The IGA that formed the Commission requires the Board to adopt an annual work plan and budget. The Commission is accounted for as a fund within the structure of the District, where the budget is prepared and legally adopted for the Commission as part of the total budget for the District. The budget is prepared on a biennial basis as a separate fund on the modified accrual basis of accounting and complies with Oregon Local Budget Law. The level of budgetary control is established at the object classifications (personnel services, materials and services, capital outlay, and contingency).

WILLAMETTE INTAKE FACILITIES COMMISSION
Beaverton, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2022 AND 2021

2. CAPITAL ASSETS

The changes in components of capital assets for the year ended June 30, 2022 were as follows:

| | <u>Balance</u> <u>June 30, 2021</u> | <u>Additions</u> | <u>Transfers</u> | <u>Disposals</u> | <u>Balance</u> <u>June 30, 2022</u> |
|---------------------------------------|--|---------------------|------------------|------------------|--|
| Non-depreciable Capital Assets | | | | | |
| Construction in progress | \$ 9,094,975 | \$ 3,745,599 | \$ (12,840,574) | \$ - | \$ - |
| Total Non-depreciable Capital Assets | 9,094,975 | 3,745,599 | (12,840,574) | - | - |
| Depreciable Capital Assets | | | | | |
| Raw water intake | 5,704,368 | - | 12,167,658 | - | 17,872,026 |
| Equipment | - | - | 439,163 | - | 439,163 |
| Buildings and Improvements | 1,798,024 | - | 233,753 | - | 2,031,777 |
| Total Depreciable Capital Assets | 7,502,392 | - | 12,840,574 | - | 20,342,966 |
| Accumulated Depreciation | | | | | |
| Raw water intake | (303,169) | (287,621) | - | - | (590,790) |
| Equipment | - | (5,856) | - | - | (5,856) |
| Buildings and improvements | (231,610) | (76,062) | - | - | (307,672) |
| Total Accumulated Depreciation | (534,779) | (369,539) | - | - | (904,318) |
| Total Depreciable Capital Assets, net | 6,967,613 | (369,539) | 12,840,574 | - | 19,438,648 |
| Total Capital Assets, net | <u>\$ 16,062,588</u> | <u>\$ 3,376,060</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 19,438,648</u> |

WILLAMETTE INTAKE FACILITIES COMMISSION
Beaverton, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2022 AND 2021

The changes in components of capital assets for the year ended June 30, 2021 were as follows:

| | <u>Balance</u> <u>June 30, 2020</u> | <u>Additions</u> | <u>Transfers</u> | <u>Disposals</u> | <u>Balance</u> <u>June 30, 2021</u> |
|---------------------------------------|--|---------------------|------------------|------------------|--|
| Non-depreciable Capital Assets | | | | | |
| Construction in progress | \$ 2,677,057 | \$ 6,139,918 | \$ 278,000 | \$ - | \$ 9,094,975 |
| Total Non-depreciable Capital Assets | 2,677,057 | 6,139,918 | 278,000 | - | 9,094,975 |
| Depreciable Capital Assets | | | | | |
| Raw water intake | 5,982,368 | - | (278,000) | - | 5,704,368 |
| Equipment | - | - | - | - | - |
| Buildings and Improvements | 1,798,024 | - | - | - | 1,798,024 |
| Total Depreciable Capital Assets | 7,780,392 | - | (278,000) | - | 7,502,392 |
| Accumulated Depreciation | | | | | |
| Raw water intake | (216,789) | (86,380) | - | - | (303,169) |
| Equipment | - | - | - | - | - |
| Buildings and improvements | (158,470) | (73,140) | - | - | (231,610) |
| Total Accumulated Depreciation | (375,259) | (159,520) | - | - | (534,779) |
| Total Depreciable Capital Assets, net | 7,405,133 | (159,520) | (278,000) | - | 6,967,613 |
| Total Capital Assets, net | <u>\$ 10,082,190</u> | <u>\$ 5,980,398</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ 16,062,588</u> |

WILLAMETTE INTAKE FACILITIES COMMISSION
Beaverton, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2022 AND 2021

3. NET POSITION

Changes in net position by joint venturer for the years ending June 30, 2022 and June 30, 2021 are as follows:

| Net Position | City of Beaverton | City of Hillsboro | City of Sherwood | City of Tigard | City of Wilsonville | Tualatin Valley Water District | Total |
|------------------------------|------------------------------|------------------------------|-----------------------------|---------------------------|--------------------------------|---|----------------------|
| Balance June 30, 2020 | 357,693 | 2,550,759 | 648,566 | 1,060,472 | 1,314,402 | 4,159,956 | 10,091,848 |
| Loss before Contributions | (391) | (43,659) | (7,049) | (14,328) | (28,266) | (75,486) | (169,179) |
| Contributions | 248,667 | 1,802,680 | 399,095 | 746,614 | - | 2,942,863 | 6,139,919 |
| Balance June 30, 2021 | 605,969 | 4,309,780 | 1,040,612 | 1,792,758 | 1,286,136 | 7,027,333 | 16,062,588 |
| Adjustment to prior Loss | (10,051) | 5,701 | (7,770) | (5,049) | (46) | 17,215 | - |
| Loss before Contributions | (12,195) | (89,059) | (24,020) | (36,954) | (61,713) | (145,598) | (369,539) |
| Contributions | 151,697 | 1,099,708 | 243,464 | 455,465 | - | 1,795,265 | 3,745,599 |
| Balance June 30, 2022 | <u>\$ 735,420</u> | <u>\$ 5,326,130</u> | <u>\$ 1,252,286</u> | <u>\$ 2,206,220</u> | <u>\$ 1,224,377</u> | <u>\$ 8,694,215</u> | <u>\$ 19,438,648</u> |

WILLAMETTE INTAKE FACILITIES COMMISSION

Beaverton, Oregon

NOTES TO BASIC FINANCIAL STATEMENTS
YEARS ENDED JUNE 30, 2022 AND 2021

Net investment in capital assets as of June 30, consists of the following:

| | <u>2022</u> | <u>2021</u> |
|--|--------------------------|--------------------------|
| Capital assets, net | \$ 19,438,648 | \$ 16,062,588 |
| Less: retainage payable | (464,216) | (312,892) |
| Less: capital related accounts payable | <u>(914,854)</u> | <u>(1,029,895)</u> |
| Net Investment in Capital Assets | <u>\$ 18,059,578</u> | <u>\$ 14,719,801</u> |

4. OTHER INFORMATION

Risk Management

The Commission is exposed to various risks of loss related to torts, theft or damage to and destruction of assets, errors and omissions, and natural disasters for which the Commission carries commercial insurance. The Commission does not engage in risk financing activities where risk is retained (self-insurance).

Related-party Transactions

The Commission paid \$67,246 and \$83,026 in management fees for operations and construction in process for services provided by the District for years ended June 30, 2022 and June 30, 2021, respectively. Reimbursements from partners were as follows for the years ended June 30:

| | <u>Service Revenue & Contributions from Venturers</u> | |
|--------------------------------|---|-------------------------|
| | <u>2022</u> | <u>2021</u> |
| City of Beaverton | \$ 168,950 | \$ 258,985 |
| City of Hillsboro | 1,157,486 | 1,837,236 |
| City of Sherwood | 266,952 | 413,142 |
| City of Tigard | 485,772 | 764,740 |
| City of Wilsonville | 43,361 | 25,933 |
| Tualatin Valley Water District | <u>1,882,852</u> | <u>2,995,246</u> |
| Total from Venturers | <u>\$ 4,005,373</u> | <u>\$ 6,295,282</u> |

SUPPLEMENTAL INFORMATION

WILLAMETTE INTAKE FACILITIES COMMISSION
Beaverton, Oregon

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
YEAR ENDED JUNE 30, 2022

| | Budget | | Actual | Variance with final budget |
|--|-------------|-------------|-------------|----------------------------------|
| | Original | Final | | |
| REVENUES | | | | |
| Administrative Services | \$ 568,163 | \$ 568,163 | \$ 259,774 | \$ (308,389) |
| Capital Contributions | 4,503,973 | 4,503,973 | 3,745,599 | (758,374) |
| Total Revenues | 5,072,136 | 5,072,136 | 4,005,373 | (1,066,763) |
| EXPENDITURES | | | | |
| Materials and Services | 568,163 | 568,163 | 259,774 | 308,389 |
| Capital Outlay | 4,503,973 | 4,503,973 | 3,745,599 | 758,374 |
| Total Expenditures | 5,072,136 | 5,072,136 | 4,005,373 | 1,066,763 |
| Excess (deficit) of revenues over expenditures, and net change in fund balance | - | - | - | - |
| Beginning Fund Balance | - | - | - | - |
| Ending Fund Balance | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |

Reconciliation to Change in Net Position:

| | |
|------------------------|---------------------|
| Change in Fund Balance | \$ - |
| Capital Outlay | 3,745,599 |
| Depreciation | (369,539) |
| Change in Net Position | <u>\$ 3,376,060</u> |

WILLAMETTE INTAKE FACILITIES COMMISSION
Beaverton, Oregon

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
YEAR ENDED JUNE 30, 2021

| | Budget | | Actual | Variance with final budget |
|--|-------------|-------------|-------------|----------------------------------|
| | Original | Final | | |
| REVENUES | | | | |
| Administrative Services | \$ 337,150 | \$ 337,150 | \$ 155,363 | \$ (181,787) |
| Capital Contributions | 7,561,232 | 7,561,232 | 6,139,919 | (1,421,313) |
| Total Revenues | 7,898,382 | 7,898,382 | 6,295,282 | (1,603,100) |
| EXPENDITURES | | | | |
| Materials and Services | 337,150 | 337,150 | 165,022 | 172,128 |
| Capital Outlay | 7,561,232 | 7,561,232 | 6,139,919 | 1,421,313 |
| Total Expenditures | 7,898,382 | 7,898,382 | 6,304,941 | 1,593,441 |
| Excess (deficit) of revenues over expenditures, and net change in fund balance | - | - | (9,659) | (9,659) |
| Beginning Fund Balance | - | - | 9,659 | 9,659 |
| Ending Fund Balance | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> | <u>\$ -</u> |

Reconciliation to Change in Net Position:

| | |
|------------------------|---------------------|
| Change in Fund Balance | \$ (9,659) |
| Capital Outlay | 6,139,919 |
| Depreciation | (159,520) |
| Change in Net Position | <u>\$ 5,970,740</u> |



Report of Independent Auditors on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

The Board of Commissioners
Willamette Intake Facilities Commission

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the Willamette Intake Facilities Commission as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise Willamette Intake Facilities Commission's financial statements, and have issued our report thereon dated November 30, 2022.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Commission's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Commission's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Commission's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Moss Adams LLP".

Portland, Oregon
November 30, 2022



Report of Independent Auditors Required by Oregon State Regulations

The Board of Commissioners
Willamette Intake Facilities Commission

We have audited, in accordance with auditing standards generally accepted in the United States of America the financial statements of the Willamette Intake Facilities Commission (“Commission”) as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise Willamette Intake Facilities Commission’s basic financial statements, and have issued our report thereon dated November 30, 2022.

Compliance

As part of obtaining reasonable assurance about whether the Commission’s basic financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, including provisions of Oregon Revised Statutes (ORS) as specified in Oregon Administrative Rules (OAR) 162-010-0000 to 162-010-0330, of the Minimum Standards for Audits of Oregon Municipal Corporations, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion.

We performed procedures to the extent we considered necessary to address the required comments and disclosures which included, but were not limited to, the following:

- The accounting records and related internal control structure.
- The use of various depositories to secure the deposit of public funds.
- The requirements relating to debt.
- The requirements relating to the preparation, adoption, and execution of the annual budgets for fiscal years 2021 and 2022.
- The requirements relating to insurance and fidelity bond coverage.
- The appropriate laws, rules, and regulations pertaining to programs funded wholly or partially by other governmental agencies.
- The statutory requirements pertaining to the investment of public funds.
- The requirements pertaining to the awarding of public contracts and the construction of public improvements.

In connection with our testing, nothing came to our attention that caused us to believe the Commission was not in substantial compliance with certain provisions of laws, regulations, contracts, and grant agreements, including the provisions of ORS as specified in OAR 162-010-0000 through 162-010-0330 of the Minimum Standards for Audits of Oregon Municipal Corporations.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Commission's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Commission's internal control. Accordingly, we do not express an opinion on the effectiveness of the Commission's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. Accordingly, this communication is not suitable for any other purpose.

This report is intended solely for the information and use of the Board of Commissioners and management of Willamette Intake Facilities Commission and the Oregon Secretary of State and is not intended to be and should not be used by anyone other than these parties.



Julie Desimone, Partner,
for Moss Adams LLP
Portland, Oregon
November 30, 2022

About the Willamette Intake Facilities Commission

The Willamette Intake Facilities Commission is responsible for oversight of the management and operation of the Willamette Intake Facilities (WIF) in a prudent, economic and efficient manner to:

- Provide water to the existing Willamette River Water Treatment Plant and the future Willamette Water Supply System Water Treatment Plant
- Preserve and protect the Commission members' water rights
- Support the function of the WIF
- Support watershed planning and management



TUALATIN VALLEY
WATER DISTRICT



WILSONVILLE
OREGON



Home of the Tualatin River National Wildlife Refuge



Hillsboro
OREGON



TIGARD
®



Beaverton
O R E G O N

The Willamette Intake Facilities Commission is a partnership formed under ORS Chapter 190 of the Tualatin Valley Water District and the Cities of Wilsonville, Sherwood, Hillsboro, Tigard, and Beaverton. For more information, visit www.tvwd.org/wif.

Willamette Intake Facilities Commission

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WIF COMMISSION STAFF REPORT

To: Board of Commissioners
From: David Kraska, P.E., General Manager
Date: January 23, 2023
Subject: Election of Officers for 2023

Requested Board Action:

The WIF Commission to elect a Chair and Vice-Chair for the 2023 calendar year.

Key Concepts:

- Current WIF officers include John Goodhouse, Chair and Kristin Akervall, Vice Chair
- The Commission needs to nominate and elect officers for the 2023 calendar year
- Last year, the WIF Commission Board agreed to a planned rotation of officer positions

Background:

The Willamette Intake Facilities Intergovernmental Agreement, effective April 18, 2018, includes:

“4.6 Officers. The Board shall annually elect from its Members a Chair and a Vice Chair, who shall be officers of the Board. The elections shall occur at the first meeting of the Board in each calendar year, unless otherwise agreed. The Chair shall serve as the presiding officer. In the absence of the Chair, the Vice Chair shall serve as presiding officer. Officers shall serve at the pleasure of the Board or until a successor is appointed.”

To simplify the annual process, during the 2022 Board meeting, the WIF Commission Board agreed to a planned rotation of officer positions. To date, officer positions have been held by the following:

| Year | Chair | Vice Chair |
|-------------|------------------------|---------------------------------|
| 2018 | John Godsey, Hillsboro | Sean Garland, Sherwood |
| 2019 | John Godsey, Hillsboro | Sean Garland, Sherwood |
| 2020 | Jim Doane, TVWD | Sean Garland, Sherwood |
| 2021 | Sean Garland, Sherwood | John Goodhouse, Tigard |
| 2022 | John Goodhouse, Tigard | Kristina Akervall, Willsonville |

The planned rotation that was presented and accepted at the January 2022 WIF Commission Board meeting is presented in the following table:

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

Election of Officers for 2023

January 23, 2023

Page 2 of 2

To implement this election, a Commissioner could move to elect the officers as presented in the planned rotation: Wilsonville representative to the Chair position and Beaverton representative to the Vice Chair position. Following such a nomination, a vote would be called among the WIF Board members.

Budget Impact:

None.

Staff Contact Information:

David Kraska, P.E.; General Manager; 503-941-4561; david.kraska@tvwd.org

Attachments:

None

WIF COMMISSION STAFF REPORT

To: Board of Commissioners

From: Justin Carlton, Financial Operations Manager

Date: January 23, 2023

Subject: Fiscal Year 2023-24 Annual Work Plan and Budget Preparation

Key Concepts:

- Exhibit 8 of the Willamette Intake Facilities (WIF) Intergovernmental Agreement (IGA) establishes the WIF Budget Calendar
- TVWD, as the Managing Agency, prepared a draft annual work plan (AWP) and budget for review by the Operations and Finance committees in accordance with the WIF Budget Calendar
- The AWP provides the scope of work to be performed by the Managing Agency for the 2024 fiscal year, in accordance with the WIF IGA
- The details of the AWP and budget will be reviewed, modified, and finalized by the WIF committees prior to presentation to the WIF Board for adoption in April

Background:

Article 5.6 of the WIF IGA specifies the powers and duties of the Managing Agency, TVWD. TVWD prepared a draft version of the AWP to address those Managing Agency duties that are relevant to the 2024 fiscal year (FY). TVWD also prepared a draft budget for the AWP. The first draft of the AWP and budget was shared with the WIF Operations and Finance committees on January 12, 2023.

The draft FY 24 AWP includes all the same tasks as the current AWP, with the following proposed changes, which are under consideration by the WIF Committees:

1. General Administration
 - a. Begin development of the Emergency Response Plan
 - b. Complete the Watershed Protection, Monitoring, and Outreach Plan
2. Capital Projects Management
 - a. Completion of the WIF related work on the RWF_1.0 project
3. Operations Committee Administration
 - a. Reduction from nine to six meetings per year
4. Administer WIF Board of Commissioners Meetings
 - a. Reduction from four to three meetings per year
5. Operations, Maintenance, Repair
 - a. This is a new category to account for the ongoing operating and maintenance costs of the WIF facilities

The WIF Operations and Finance committees met on January 18, 2023, to discuss the first draft of the AWP and budget. The Managing Agency will prepare an updated version in time to be delivered to the Management Committee by March 15, 2023. Depending on the requested changes, additional meetings will be held to facilitate providing a final recommended version of the FY 24 AWP and budget for WIF Board consideration on April 24, 2023.

Budget Impact:

The budget for the FY 23 AWP is still under development. A final budget, along with the final AWP, will be presented for consideration at the April Board meeting.

Staff Contact Information:

Justin Carlton, Financial Operations Manager; justin.carlton@tvwd.org

Attachments:

Annual Work Plan and Budget Preparation presentation

WILLAMETTE INTAKE FACILITIES COMMISSION

Board of Commissioners Meeting

January 23, 2023

1

2. WIF ANNUAL WORK PLAN (AWP) REVIEW



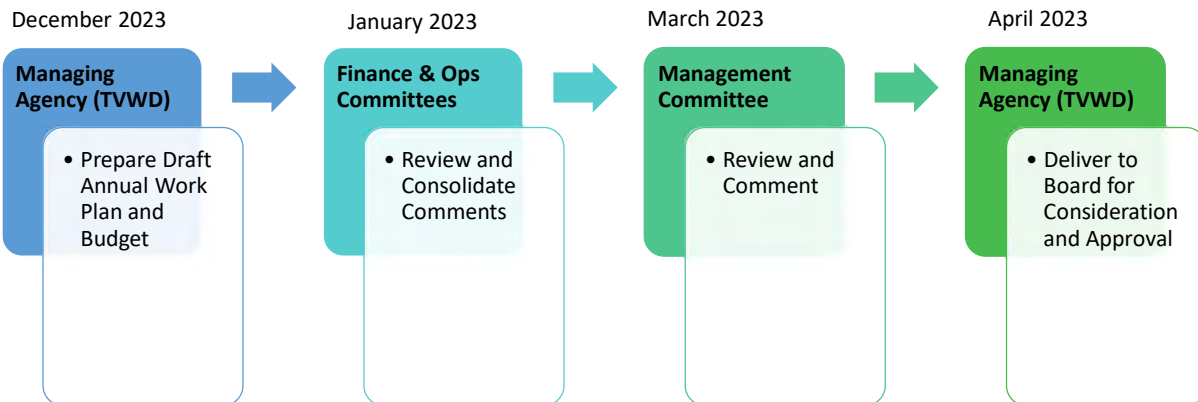
2

Outline

- Schedule
- Proposed Changes from the current AWP

3

Annual Work Plan and Budget Preparation



4

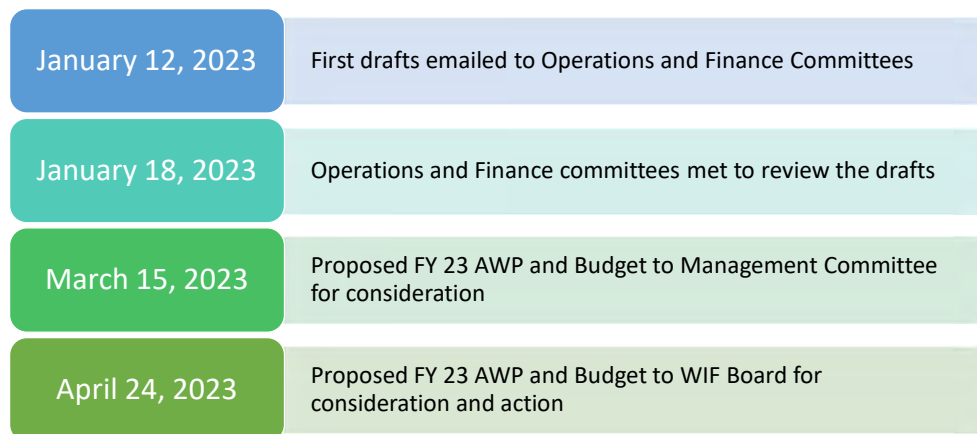
AWP and Budget Preparation

WIF IGA Exhibit 8 Budget Calendar

| Budget Deliverable | Annual Submission Date (on or around) | Party Receiving Budget |
|--|---------------------------------------|-----------------------------------|
| Preliminary capital improvement project list | January 15 | Operations Committee |
| Preliminary budget | January 15 | Operations and Finance Committees |
| Draft budget | March 15 | Management Committee |
| Proposed budget | March 31 | Board |

5

Schedule for Completing the FY22-23 AWP & Budget



6

FY 2023–24 Annual Work Plan

- Task List:

- General Administration
- Capital Projects Management
- Annual Work Plan and Budget Development
- Finance Administration
- Operations Committee Administration
- Management Committee Administration
- Administer WIF Board of Commissioners Meetings
- Operations, Maintenance, and Repairs (New)

7

FY 2023–24 Annual Work Plan Proposed Changes from FY2022-23

- General Administration
 - Developing Emergency Response Plan
 - Complete Source Water Protection Plan
- Capital Projects Management
 - RWF_1.0 Monitoring

8

FY 2023–24 Annual Work Plan Proposed Changes from FY2022-23

- Operations Committee Administration
 - Six meetings per Year
- Administer WIF Board of Commissioners Meetings
 - Three meetings per Year
- Operations, Maintenance, Repair
 - Utilities, Equipment Maintenance, Repairs, and Contract Labor

9

Questions?

10

Willamette Intake Facilities Commission

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WIF COMMISSION STAFF REPORT

To: Board of Commissioners
From: Christina Walter, Permitting and Outreach Manager
Date: January 23, 2023
Subject: Watershed Protection, Monitoring, and Outreach Plan Update

Key Concepts:

This staff report is an update on Phase 2 development of the Willamette Intake Facilities (WIF) Commission's *Watershed Protection, Monitoring, and Outreach Plan*. Accomplishments since the progress report submitted to the Board at the October 24, 2022 meeting include:

- 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

Background:

On November 3, 2021, staff executed a contract with Geosyntec Consultants, Inc. (Geosyntec) to assist the WIF Commission Board in its development of a Watershed Protection, Monitoring and Outreach Plan (Plan). Once complete and adopted by the WIF Board, the Plan will result in a long-term (25- to 50-year) approach to support the WIF Commission's future work plans and activities in alignment with the Board's *Strategic Framework: Mission Vision, Values, and Goals* (see Exhibit 1 or use [link to WIF Strategic Framework](#)).

The Geosyntec team concluded Phase 1 of the Plan development with a workshop held on June 6, 2022, with representatives of the WIF Operations and Management Committees in attendance. At this workshop Geosyntec reviewed the findings of two technical memos: Willamette Watershed History, Characterization and Stakeholders and Willamette River Data and Risk Analysis. During the workshop, the group reviewed the history of the Willamette River Basin, its changing conditions, public perceptions of the river, and key monitoring studies/reports relevant to water quality. Geosyntec also facilitated a stakeholder identification and mapping exercise to prioritize stakeholders with which the WIF Commission could approach for potential, future partnerships. Attached for reference is the *WIF Local and Regional Stakeholders List* (see Exhibit 2).

The team identified dozens of stakeholders that were categorized by organization and activity types through an extensive stakeholder mapping process and prioritized them based on presumed level of influence and interest related to watershed protection. Stakeholders were classified as requiring different levels of engagement including "Close Engagement," "Keep Satisfied," "Keep Informed," and "Monitor." Stakeholders that were identified as needing close engagement – and thus considered higher priority for this effort—are listed below in no particular order:

Watershed Protection, Monitoring and Outreach Plan Update

January 23, 2023

Page 2 of 3

- City of Newberg
- Natural Resource Conservation Service
- Northwest Environmental Advocates
- Oregon Department of Environmental Quality
- Oregon Fish and Wildlife Service
- Oregon Health Authority
- Oregon Water Resources Department
- Trout Unlimited
- Tualatin Riverkeepers
- U.S. Army Corps of Engineers
- United States Geological Survey (USGS)
- WaterWatch Oregon
- Willamette Partnership
- Willamette River Water Coalition
- Willamette Riverkeeper
- Willamette Water Supply Program

Following the development of these efforts in Phase 1, additional progress was made through the remainder of 2022. Accomplishments include:

- Small group interviews with each partner agency to secure input on high priority issues, stakeholders, and preferred outreach and engagement strategies.
- Short one-on-one interviews with each of the WIF Commissioners to assess priorities in assuring safe drinking water for their respective communities, identify prioritized stakeholder organizations and existing relations, and address concerns the WIF Commissioners may have about the process and/or about the project team reaching out to possible stakeholders.
- Development of branding, messaging themes, delivery methods, timing, and measurements of success based on audience and desired outcomes.
- Completion of a technical memorandum on the findings of a comprehensive review of current and pending funding opportunities to support the implementation of the WIF Commission's *Willamette Watershed Protection, Monitoring, and Outreach Plan* for source water protection, river water quality improvement, communications and outreach initiatives, and other related tasks or strategies.
- Development of a draft technical memorandum which reviews available watershed and water quality monitoring technologies, their costs, and partnerships, and specific benefits related to risks identified in Phase 1. This memorandum is currently under review.

Staff is now preparing for a workshop with the WIF Operations Committee which is scheduled for January 31, 2023. The workshop will be held in-person at the Tualatin Valley Water District main office with an option to participate virtually if anyone is unable to travel to the site. The workshop will focus on reviewing information and common themes learned during the Commissioner and Partner interviews, as well as discussing and defining the key messaging needed for outreach to stakeholders. With the feedback gained during this workshop, staff

Watershed Protection, Monitoring and Outreach Plan Update

January 23, 2023

Page 3 of 3

will then begin outreach to the stakeholders identified as needing close engagement. A total of five small workshop style meetings to educate and engage the highest priority external stakeholders is planned with the goal of identifying opportunities for cooperation in achieving shared goals for the WIF Commission's *Willamette Watershed Protection, Monitoring, and Outreach Plan*. These workshops are targeted to occur in February 2023.

Project core working group members are:

- Joelle Bennett – WWSP, Assistant Program Director
- Christina Walter – WWSP, Permitting & Outreach Manager
- Joel Cary – TVWD, Water Resources Division Manager
- Delora Kerber – City of Wilsonville, Public Works Director
- Jessica Dorsey – City of Hillsboro, Water Resources Manager

Budget Impact:

Informational item. No Board action required.

Staff Contact Information:

David Kraska, P.E.; General Manager; 503-941-4561; david.kraska@tvwd.org

Christina Walter, Permitting and Outreach Manager; 503-840-3830; christina.walter@tvwd.org

Attachments:

- Exhibit 1: WIF Strategic Framework-MVVG
- Exhibit 2: WIF – Local and Regional Stakeholders List



5B-2 Exhibit 1



The Willamette Intake Facility Commission

Strategic Framework: Mission, Vision, Values & Goals

Developed by the Willamette Intake Facility Commission (WIF Commission) Mission, Vision, Values & Goals Working Group in 2020-21 and adopted by the WIF Commission Board in Summer 2021. The WIF Commission is a coalition of Mid-Willamette River drinking water agencies.



OVERVIEW

Willamette River Watershed

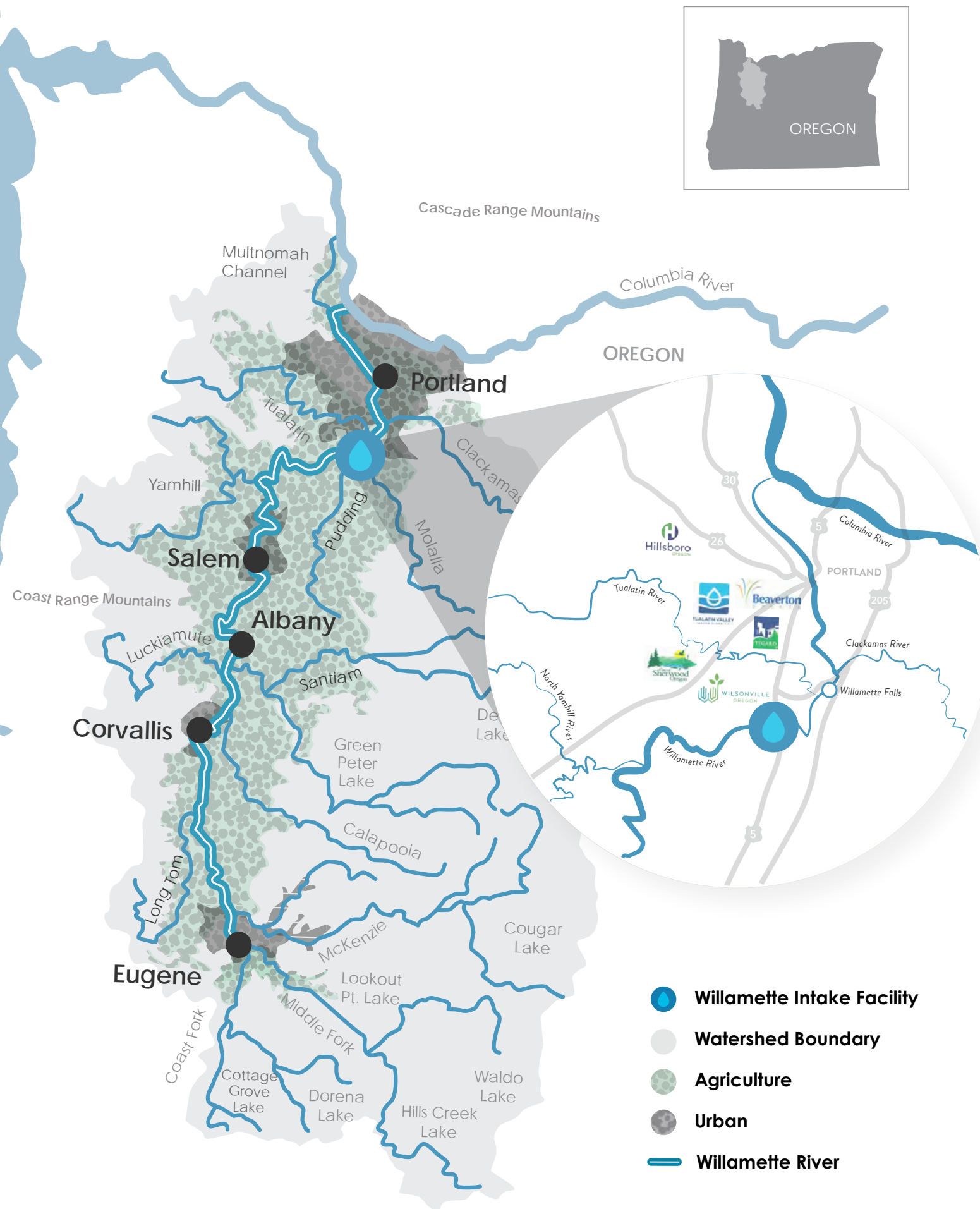
The Willamette River is the heart of our area, supplying water to support people, agriculture, industry, forest land, native plants, fish, wildlife habitat, and more. It defines our region and the communities we call home and is a natural treasure of Oregon.

The Willamette River is the largest watershed in Oregon and the 13th largest river in the nation by volume. The Willamette River spans 190-mile stretch and begins near the City of Eugene and ends at the confluence of the Columbia River in North Portland. One of its sources is Waldo Lake, which is recognized as one of the purest water bodies in the world. It is uniquely and entirely contained by the Cascade Mountain Range to the east and the Coast Range to the west.

The Willamette River basin has 13 tributaries that feed into the main stem river. The Willamette Valley area is home to 70 percent of Oregon's population and more than one million acres are devoted to agriculture in the Willamette Basin.

Protecting the health of the Willamette River is an essential responsibility of this and future generations and is an essential need for the wellbeing of our region. Many organizations, agencies, and partners work together to protect the health and water quality of our river. The Willamette River Intake Facility Commission is proud to be amongst these leaders with a mission to provide an expanded drinking water supply to the Tualatin Valley Water District, and the cities of Wilsonville, Sherwood, Hillsboro, Tigard, and Beaverton.

Through the commitments made in the Mission, Vision, Values and Goals outlined within, we celebrate our mission and purpose to deliver quality drinking water for our communities.



FORWARD

WIF Commission

The WIF Commission is responsible for oversight of the management and operation of the Willamette Intake Facilities (Intake Facilities). The Intake Facilities are a critical component serving the Willamette River Water Treatment Plant now and the Willamette Water Supply System in the future. The Intake Facilities draw water from the Willamette River for treatment at the Willamette River Water Treatment Plant through a multi-step treatment facility and delivery to the cities of Wilsonville and Sherwood. In the future, the Intake Facilities will also provide water supply to the Willamette Water Supply System for treatment at its state-of-the-art treatment facility and delivery to the service areas of TVWD and the cities of Hillsboro and Beaverton.

The WIF Commission has established a strong model for shared ownership of a critical water supply asset, the Intake Facilities, vital to the drinking water supply for the region. The WIF Commission is a partnership formed under

ORS Chapter 190 between: the Tualatin Valley Water District, and the cities of Wilsonville, Sherwood, Hillsboro, Tigard, and Beaverton.

The WIF Commission must work effectively to address a multitude of impacts and needs associated with the water rights, watershed protection, stakeholder collaboration, and Intake Facilities operations.

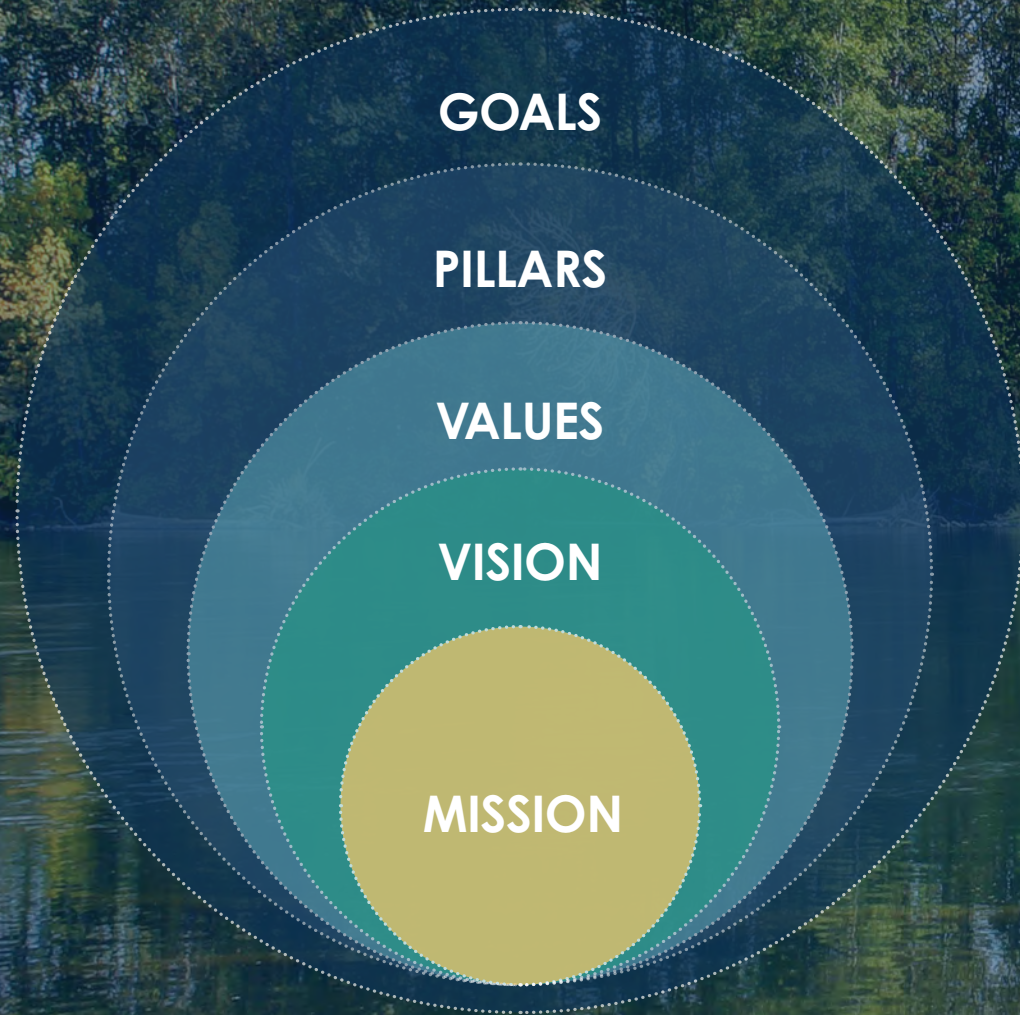
The WIF Commission Mission, Vision, Values and Goals were developed in 2020-21 by a WIF Commission Working Group. The Working Group was composed of members of the Commission Management, Operations, and Finance Committees. The framework defined within serves as the core framework for annual planning and effective decision making.



*click on
an element
to learn more*

TABLE OF CONTENTS

Key Elements of Our Strategic Framework



 **MISSION**

Why the Commission exists including its purpose and critical function.

VISION

An aspirational view of what the Commission will achieve in the future.

VALUES

The Commission's foundational character including how it conducts business and how it is perceived.

PILLARS

Strategic pillars hold up the mission and vision and give focus to the goals.

GOALS

The Commission's prioritized areas of focus that will drive strategies and actions to achieve our Mission, Vision, and Values.

Mission

To responsibly secure a safe and reliable Willamette River drinking water supply for our communities.



Vision

To become a trusted steward of the Willamette River watershed.

- ✓ We apply science, innovation and advocacy for resilient and clean water stewardship.
- ✓ We improve awareness, provide education and build support for watershed protection.
- ✓ We advocate at all levels for investment and policy to protect drinking water source quality.



Values

To conduct business in a manner that is unified, responsible and reliable.



Unified

We are devoted to creating cooperative and inclusive decision-making environments where WIF Commission partners input is respected.



Responsible

We are dedicated to cost-effective and responsible water management.



Reliable

We are committed to data-driven and science-based decision making.

The Three Pillars

The strategic pillars hold up the Mission and Vision and give focus to the goals.

Water Quality Protection

We **engage in addressing existing, emerging and potential risks** that may impact water quality at the intake facility ahead of treatment.

Water Supply Stewardship

We pursue **access to reliable water supply** to meet the needs of the region and participating agencies.

Effective WIF Operations

We are dedicated to effective utility management to **deliver consistent operations and quality service** to our communities.



Goals

- 1 Develop and maintain a **state and regionally supported source water protection plan**.
- 2 **Acquire grants, loans, and funding** in support of source water protection plan implementation.
- 3 **Promote information exchange amongst stakeholders**, tracking relevant data on emerging issues such as contaminants, natural hazards, and regulatory changes.
- 4 **Lead outreach and education** on the Willamette River Basin history and current and future needs for protection.
- 5 Give members of the WIF Commission resources to enable them to **serve as water quality experts and representatives** of WIF Commission interests.
- 6 Invest in **monitoring technology and communication networks** with upstream and downstream agencies and private partners to detect and provide early incident notifications.

Water Quality Protection

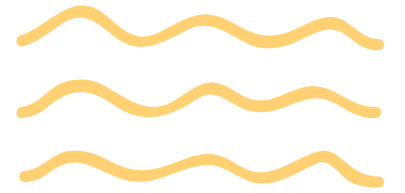
We **engage in addressing existing, emerging and potential risks** that may impact water quality at the intake facility ahead of treatment.





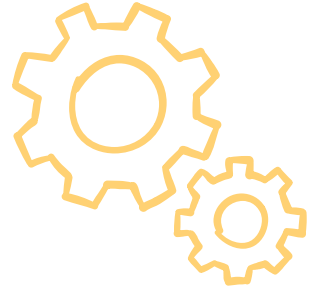
Water Supply Stewardship

We pursue **access to reliable water supply** to meet the needs of the region and participating agencies.



Goals

- 1 Engage proactively with regulatory agencies** on water supply needs and future demands.
- 2 Foster relationships with the State and Federal agencies** to proactively address water supply shortage scenarios and develop cooperative agreements.
- 3 Periodically collect water demand forecasting information** from partner agencies to support operational planning and decision making.
- 4 Engage proactively with dissenting or potentially opposing stakeholders.**
- 5 Develop curtailment plans that enhance preparedness** for water scarcity scenarios and are adopted by the Board.



Goals

- 1 Develop and maintain **Operations, Curtailment, and Emergency Response Plans** and guide shared ownership with priority stakeholders.
- 2 Ease **decision making on prioritized investments** using strategic asset management and Capital Improvement Program best practices.
- 3 Preserve a **cooperative team dynamic** among WIF members through regular knowledge exchange workshops and retreats.

Effective WIF Operations

We are dedicated to effective utility management to **deliver consistent operations and quality service** to our communities.



Developed by the Willamette Intake Facility Commission (WIF Commission) Mission, Vision, Values & Goals Working Group in 2020-21 and adopted by the WIF Commission Board in Summer 2021. The WIF Commission is a coalition of Mid-Willamette River drinking water agencies.

Contact Us: (503) 941.4551 WIF@TVWD.org



Willamette Intake Facilities Commission

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| Organization Name | Organization Type | Stakeholder Type | Risk Tier | Relative Location | Priority Issues | Mutual Interests | Primary Contact | Secondary Contact | Level of Influence | Level of Interest | Outreach Strategy | Additional/Supporting Information |
|---|--------------------------------|-------------------------------------|-----------|-------------------|--|--|--|--|--------------------|-------------------|-------------------|---|
| Associated Oregon Hazelnut Industries | Nongovernmental Organization | Policy Advocacy | 1 | Basin-Wide | Policy and resources to support agricultural communities | Reliable regional water supply | | | High | Low | Keep Satisfied | |
| Benton Soil and Water Conservation District | State Government | Natural Resource Manager | 3 | Upstream | Environmental stewardship | Habitat conservation | Holly Crosson, Executive Director hcrosson@bentonswcd.org | Michael Ahr, Natural Resources Conservation Program Manager michael@bentonswcd.org | High | Low | Keep Satisfied | |
| Bureau of Land Management | Federal Government | Natural Resource Manager | 1 | Basin-Wide | Environmental stewardship | Habitat conservation | Barry Bushue, OR/WA State Director 503-808-6026 blm_or_so_land_office_mail@blm.gov | Don Manuszewski, Deputy State Director, Communications 503-808-6287 | Low | Low | Monitor | |
| Canby Utility | Municipal Utility | Water Provider - Other | 1 | Basin-Wide | Source water protection | Reliable regional water supply | Dan Murphy, General Manager Dmurphy@canbyutility.org | | Low | Low | Monitor | Current water supply from Molalla River, local groundwater. |
| Center for Resources and Environmental Science & Technologies (CREST) | Education/Research Institution | Watershed/ Environmental Protection | 1 | Upstream | Education and awareness | Regional partnerships in education and awareness | Amy Schauer, Director schauera@wlwv.k12.or.us | | Low | High | Keep Informed | |
| Center for Sustainable Economy | Nongovernmental Organization | Policy Advocacy | 1 | At Intake | Environmental stewardship | Regional partnerships in education and awareness | John Talberth, President and Senior Economist | | Low | Low | Monitor | |
| City of Adair Village | Municipal Utility | Water Provider - Willamette | 1 | Basin-Wide | Source water protection | Protection of Willamette water quality. | Pat Hare, City Administrator pat.hare@adairvillage.org | Matt Lydon, Public Works Supervisor matt.lydon@adairvillage.org | Low | Low | Monitor | |
| City of Albany | Municipal Utility | Discharger | 2 | Upstream | Meet discharge limits and minimize water quality impacts. | Protection of Willamette water quality. | | | Low | Low | Monitor | |
| City of Corvallis | Municipal Utility | Water Provider - Willamette | 2 | Upstream | Source water protection | Protection of Willamette water quality. | Mark Shepard, City Manager city.manager@corvallisoregon.gov | Jeff Blaine, Public Works Director jeff.blaine@corvallisoregon.gov | Low | High | Keep Informed | |
| City of Cottage Grove | Municipal Utility | Water Provider - Other | 2 | Upstream | Source water protection | Reliable regional water supply | Jennifer Levitt, City Administrator jlevitt@cottagegrovemn.gov | Ryan Burfeind, Public Works Director and City Engineer rburfeind@cottagegrovemn.gov | Low | Low | Monitor | |
| City of Creswell | Municipal Utility | Water Provider - Willamette | 3 | Upstream | Source water protection | Protection of Willamette water quality. | Michelle Amberg, City Manager mdamberg@creswell-or.us | Cliff Bellew, Public Works Director cbellew@creswell-or.us | Low | Low | Monitor | |
| City of Durham | Municipal Utility | Customer | 3 | Upstream | Other | Reliable regional water supply | Linda Tate, City Administrator cityofdurham@comcast.net | Michalene Tomczyk, Administrative Assistant assistant.cityofdurham@comcast.net | Low | Low | Monitor | Receive drinking water from City of Tigard. |
| City of King City | Municipal Utility | Customer | 3 | Downstream | Other | Protection of Willamette water quality. | Mike Weston, City Manager | | Low | Low | Monitor | Receive drinking water from City of Tigard. |
| City of Milwaukie | Municipal Utility | Water Provider - Other | 3 | Downstream | Water security, water rights, and water resources management | Reliable regional water supply | Ann Ober, City Manager obera@milwaukieoregon.gov | Peter Passarelli, Public Works Director PassarelliP@milwaukieoregon.gov | Low | Low | Monitor | |
| City of Newberg | Municipal Utility | Water Provider - Other | 3 | Downstream | Source water protection | Protection of Willamette water quality. | Will Worthey, Interim City Manager Will.Worthey@newbergoregon.gov | Russ Thomas, Public Works Director uss.thomas@newbergoregon.gov | High | High | Close Engagement | |
| City of Portland Bureau of Environmental Services | Municipal Utility | Discharger | 1 | Upstream | Meet discharge limits and minimize water quality impacts. | Protection of Willamette water quality. | Diane Dulkin, Public Information Officer diane.dulken@portlandoregon.gov | Paul Suto, Chief Engineer paul.suto@portlandoregon.gov | High | Low | Keep Satisfied | |
| City of Portland Water Bureau | Municipal Utility | Water Provider - Other | 3 | Downstream | Source water protection | Reliable regional water supply | Gabe Solmer gabriel.solmer@portlandoregon.gov | | Low | High | Keep Informed | |
| City of Salem | Municipal Utility | Discharger | 3 | Downstream | Meet discharge limits and minimize water quality impacts. | Protection of Willamette water quality. | Kristin Retherford, City Manager manager@cityofsalem.net | Peter Fernandez, Public Works Director publicworks@cityofsalem.net | Low | High | Keep Informed | |
| City of Salem | Municipal Utility | Water Provider - Other | 2 | Upstream | Source water protection | Protection of Willamette water quality. | Kristin Retherford, City Manager manager@cityofsalem.net | Peter Fernandez, Public Works Director publicworks@cityofsalem.net | Low | High | Keep Informed | |
| City of Tualatin | Municipal Utility | Water Provider - Other | 2 | Upstream | Water security, water rights, and water resources management | Reliable regional water supply | Sherilyn Lombos, City Manager slombos@tualatin.gov | Rachel Sykes, Public Works Director rsykes@tualatin.gov | Low | High | Keep Informed | |
| | | | 2 | Downstream | | | | | | | | |

| Organization Name | Organization Type | Stakeholder Type | Risk Tier | Relative Location | Priority Issues | Mutual Interests | Primary Contact | Secondary Contact | Level of Influence | Level of Interest | Outreach Strategy | Additional/Supporting Information |
|---|------------------------------|---|-----------|-------------------|--|--|---|---|--------------------|-------------------|-------------------|-----------------------------------|
| Clackamas County Soil and Water Conservation District | State Government | Natural Resource Manager | 3 | Downstream | Environmental stewardship | Habitat conservation | Lisa Kilders, Outreach and Education Program Manager info@conservationdistrict.org | Cathy McQueeney, Education and Outreach Specialist cmcqueeney@conservationdistrict.org | High | Low | Keep Satisfied | |
| Clackamas River Water Providers | Municipal Coalition | Water Provider - Other | 3 | Downstream | Source water protection | Reliable regional water supply | Kimberly Swan, Water Resource Manager kims@clackamasproviders.org | Christine Hollenbeck, Public Outreach & Education Coordinator christine@clackamasproviders.org | Low | High | Keep Informed | |
| Clackamas Water Environment Services | Municipal Utility | Discharger | 3 | Downstream | Meet discharge limits and minimize water quality impacts. | Protection of Willamette water quality. | Gary Schmidt, CEO gschmidt@clackamas.us | Greg Geist, Director Water Environment Services wescustomerservice@clackamas.us | Low | Low | Monitor | |
| Clean Water Services | Municipal Utility | Discharger | 3 | Downstream | Meet discharge limits and minimize water quality impacts. | Protection of Willamette water quality. | Diane Taniguchi-Dennis, Chief Executive Officer 503.681.3600 | Mark Jockers, Chief of Staff JockersM@cleanwaterservices.org | Low | High | Keep Informed | |
| Confederated Tribes of Grand Ronde | Tribal Government | Natural Resource Manager | 3 | Downstream | Environmental stewardship | Regional partnerships in education and awareness | Natural Resources Department nrd@grandronde.org | | High | Low | Keep Satisfied | |
| Confederated Tribes of Warm Springs | Tribal Government | Natural Resource Manager | 3 | Downstream | Environmental stewardship | Regional partnerships in education and awareness | Brian Cochran, Conservation Lands Program Supervisor brian.cochran@ctwsbnr.org | | High | Low | Keep Satisfied | |
| East Multnomah Soil and Water Conservation District | State Government | Natural Resource Manager | 3 | Downstream | Environmental stewardship | Habitat conservation | Nancy Hamilton, Executive Director nancy@emswcd.org | Monica McAllister, Community Connections Liaison monica@emswcd.org | Low | Low | Monitor | |
| Eugene Water and Electric Board | Municipal Utility | Water Provider-Other | 3 | Upstream | Source water protection | Protection of Willamette water quality. | Frank Lawson, General Manager | | Low | High | Keep Informed | |
| Joint Water Commission | Municipal Utility | Water Provider - Other | 2 | Downstream | Source water protection | Reliable regional water supply | Niki Iverson, General Manager Niki.Iverson@Hillsboro-Oregon.gov | Lindsay Wochnick, PIO Lindsay.Wochnick@Hillsboro-Oregon.gov | Low | Low | Monitor | |
| Kinder Morgan | Private Business | Facility Operator | 1 | Upstream | Meet discharge limits and minimize water quality impacts. | Emergency and disaster preparedness | | | Low | Low | Monitor | |
| Lake Oswego-Tigard Partnership | Municipal Coalition | Water Provider - Other | 3 | Downstream | Source water protection | Reliable regional water supply | Rob Murchison, City of Tigard Public Works Director 503-718-2699 robm@tigard-or.gov | Joe Buck, Lake Oswego Mayor jbuck@ci.oswego.or.us | Low | High | Keep Informed | |
| League of Oregon Cities | Municipal Coalition | Policy Advocacy | 1 | Basin-Wide | Water security, water rights, and water resources management | Reliable regional water supply | Patty Mulvihill, Interim Executive Director pmulvihill@orcities.org | Lisa Trevino, Operations & Member Engagement ltrevino@orcities.org | Low | Low | Monitor | |
| Linn Soil and Water Conservation District | State Government | Natural Resource Manager | 3 | Upstream | Environmental stewardship | Habitat conservation | Debra Paul, Office Administrator | Kevin Seifert, Watershed Technician | Low | High | Keep Informed | |
| Manufacturing Council of Oregon | Trade Association | Policy Advocacy | 1 | Downstream | Meet discharge limits and minimize water quality impacts. | Protection of Willamette water quality. | Jim Fitzhenry, Chair | Scott Bruun, Staff scottbruun@oregonbusinessindustry.com | Low | High | Keep Informed | |
| Marion Soil and Water Conservation District | State Government | Natural Resource Manager | 3 | Upstream | Environmental stewardship | Habitat conservation | Brenda Sanchez, District Manager | Heath Keirstead, Communications and Education Specialist | Low | High | Keep Informed | |
| Metro | State Government | Natural Resource Manager | 2 | Downstream | Environmental stewardship | Protection of Willamette water quality. | | | Low | Low | Monitor | |
| MWMC Partners | Municipal Coalition | Discharger | 2 | Upstream | Meet discharge limits and minimize water quality impacts. | Protection of Willamette water quality. | Loralyn Spiro, Communication Coordinator lspiro@springfield-or.gov | | Low | Low | Monitor | |
| Natural Resource Conservation Service | Federal Government | Technical/Financial Assistance Provider | 1 | Basin-Wide | Policy and resources to support agricultural communities | Reliable regional water supply | Ron Alvarado, State Conservationist | Molly Rose, Public Affairs Specialist | High | High | Close Engagement | |
| Nesika Wilamut | Nongovernmental Organization | Watershed/Environmental Protection | 1 | Basin-Wide | Environmental stewardship | Habitat conservation | Tana Atchley Culbertson, Director of Network Coordination | | Low | Low | Monitor | |
| Network of Oregon Watershed Councils | Nongovernmental Organization | Watershed/Environmental Protection | 1 | Basin-Wide | Environmental stewardship | Habitat conservation | Vanessa Green, Executive Director ed@oregonwatersheds.org | | Low | High | Keep Informed | |

| Organization Name | Organization Type | Stakeholder Type | Risk Tier | Relative Location | Priority Issues | Mutual Interests | Primary Contact | Secondary Contact | Level of Influence | Level of Interest | Outreach Strategy | Additional/Supporting Information |
|---|--------------------------------|---|-----------|-------------------|--|---|---|---|--------------------|-------------------|-------------------|-----------------------------------|
| NOAA Fisheries | Federal Government | Natural Resource Manager | 1 | Basin-Wide | Environmental stewardship | Habitat conservation | West Coast Regional Office (503) 230-5400 | | High | Low | Keep Satisfied | |
| Northwest Environmental Advocates | Nongovernmental Organization | Policy Advocacy | 1 | Basin-Wide | Environmental stewardship | Habitat conservation | Nina Bell, Executive Director 503/295-0490 | | High | High | Close Engagement | |
| Oregon Association of Clean Water Agencies | Nongovernmental Organization | Policy Advocacy | 1 | Basin-Wide | Water security, water rights, and water resources management | Reliable regional water supply | Susie Smith, Executive Director 541-485-0165 smith@oracwa.org | | Low | High | Keep Informed | |
| Oregon Association of Nurseries | Nongovernmental Organization | Policy Advocacy | 1 | Basin-wide | Policy and resources to support agricultural communities | Reliable regional water supply | | | High | Low | Keep Satisfied | |
| Oregon Department of Geology and Mineral Industries | State Government | Natural Resource Manager | 1 | Basin-Wide | Environmental stewardship | Emergency and disaster preparedness | Alex Lopex, Public Affairs Coordinator alex.lopez@dogami.oregon.gov | Lisa Reinhart, water Quality Reclamationist lisa.reinhart@dogami.oregon.gov | Low | Low | Monitor | |
| Oregon Dept of Agriculture | State Government | Regulatory Agency | 1 | Upstream | Policy and resources to support agricultural communities | Reliable regional water supply | Alexis Taylor, Director info@oda.oregon.gov | Andrea Cantu-Schomus, Director of Communication andrea.cantu-schomus@oda.oregon.gov | High | Low | Keep Satisfied | |
| Oregon Dept of Environmental Quality | State Government | Regulatory Agency | 1 | Basin-Wide | Environmental stewardship | Protection of Willamette water quality. | Leah Feldon, Deputy Director feldon.leah@deq.state.or.us | Nancy Bennett, Policy and External Relations Bennett.Nancy@deq.state.or.us | High | High | Close Engagement | |
| Oregon Dept of Forestry | State Government | Regulatory Agency | 2 | Upstream | Policy and resources to support agricultural communities | Reliable regional water supply | Forest Grove Unit Office (Northwest Oregon District) 503-357-2191 | | High | Low | Keep Satisfied | |
| Oregon Farm Bureau | Nongovernmental Organization | Policy Advocacy | 2 | Upstream | Policy and resources to support agricultural communities | Reliable regional water supply | Mary Anne Cooper, Vice President for Government Affairs maryannecooper@oregonfb.org | Jacon Taylor, Leadership Engagement & Organization Director jacon@oregonfb.org | High | Low | Keep Satisfied | |
| Oregon Farm Service Agency | Federal Government | Technical/Financial Assistance Provider | 1 | Basin-Wide | Policy and resources to support agricultural communities | Reliable regional water supply | Gail Greenman, Executive Director | | High | Low | Keep Satisfied | |
| Oregon Federal Legislators | Federal Government | Policy Advocacy | 1 | Basin-Wide | Other | Other | N/A | N/A | High | Low | Keep Satisfied | |
| Oregon Fish & Wildlife Service | State Government | Natural Resource Manager | 2 | Basin-Wide | Critical species habitat protection | Habitat conservation | Brendan White, Conservation Partnerships Division Manager (503) 231-6179 | Jodie Delavan, Public Affairs Officer (503) 231-6179 | High | High | Close Engagement | |
| Oregon Health Authority | State Government | Regulatory Agency | 1 | Basin-Wide | Source water protection | Protection of Willamette water quality. | Patrick Allen, Director OHA.DirectorsOffice@dhsosa.state.or.us | Dawn Jagger, Chief of Staff OHA.ExternalRelations@dhsosa.state.or.us | High | High | Close Engagement | |
| Oregon State Legislators | State Government | Policy Advocacy | 1 | Basin-Wide | Other | Other | N/A | N/A | High | Low | Keep Satisfied | |
| Oregon Water Resources Dept | State Government | Natural Resource Manager | 1 | Basin-Wide | Water security, water rights, and water resources management | Reliable regional water supply | Nirvana Cook nirvana.cook@water.oregon.gov | | High | High | Close Engagement | |
| Oregon Watershed Enhancement Board | State Government | Technical/Financial Assistance Provider | 1 | Basin-Wide | Environmental stewardship | Habitat conservation | April Mack, Executive Assistant | | High | Low | Keep Satisfied | |
| Oregon Water Utility Council | Nongovernmental Organization | Policy Advocacy | 1 | Basin-Wide | Water security, water rights, and water resources management | Reliable regional water supply | AWWA Pacific Northwest Section | | Low | High | Keep Informed | |
| OSU Mid Willamette Valley Small Farms Program | Education/Research Institution | Technical/Financial Assistance Provider | 1 | Upstream | Policy and resources to support agricultural communities | Reliable regional water supply | Heather Stoven, Faculty heather.stoven@oregonstate.edu | | High | Low | Keep Satisfied | |
| Polk Soil and Water Conservation District | State Government | Natural Resource Manager | 3 | Upstream | Environmental stewardship | Habitat conservation | Karin Stutzman, District Manager manager@polkswcd.com | Morgan Neil, Outreach Coordinator morgan.neil@polkswcd.com | Low | High | Keep Informed | |
| Regional Water Providers Consortium | Municipal Coalition | Water Provider - Other | 1 | At Intake | Source water protection | Reliable regional water supply | Rebecca Geisen, Managing Director rebecca.geisen@portlandoregon.gov | Bonny Cushman, Program Coordinator bonny.cushman@portlandoregon.gov | Low | High | Keep Informed | |
| Tree For All | Nongovernmental Organization | Watershed/Environmental Protection | 2 | Downstream | Environmental stewardship | Habitat conservation | info@jointreeforall.org | | Low | Low | Monitor | |

| Organization Name | Organization Type | Stakeholder Type | Risk Tier | Relative Location | Priority Issues | Mutual Interests | Primary Contact | Secondary Contact | Level of Influence | Level of Interest | Outreach Strategy | Additional/Supporting Information |
|---|------------------------------|-------------------------------------|-----------|-------------------|--|---|---|--|--------------------|-------------------|-------------------|-----------------------------------|
| Trout Unlimited | Nongovernmental Organization | Watershed/ Environmental Protection | 1 | Basin-Wide | Critical species habitat protection | Habitat conservation | Mark Rogers, Oregon Chapter Chair | Chrysten Lambert, Oregon Water Project Director | High | High | Close Engagement | |
| Tualatin Riverkeepers | Nongovernmental Organization | Watershed/ Environmental Protection | 3 | Downstream | Environmental stewardship | Habitat conservation | Jan Wilson, Executive Director jan@tualatinriverkeepers.org | Maya Hurst-Mayr, Watershed Resilience Program Coordinator maya@tualatinriverkeepers.org | High | High | Close Engagement | |
| Tualatin Soil and Water Conservation District | State Government | Natural Resource Manager | 3 | Downstream | Environmental stewardship | Habitat conservation | Lacey Townsend, Executive Director lacey.townsend@tualatinswcd.org | Adriana Lovell, Education & Outreach Specialist adriana.lovell@tualatinswcd.org | Low | High | Keep Informed | |
| United States Environmental Protection Agency | Federal Government | Regulatory Agency | 1 | Basin-Wide | Source water protection | Protection of Willamette water quality. | Dan Opalski, Region 10 Water Division Director opalski.dan@epa.gov | | High | Low | Keep Satisfied | |
| United States Geological Survey | Federal Government | Natural Resource Manager | 1 | Basin-Wide | Environmental stewardship | Protection of Willamette water quality. | James Crammond, Oregon Water Science Center Director crammond@usgs.gov | Steven Sobieszczyk, Public Affairs Specialist ssobie@usgs.gov | High | High | Close Engagement | |
| Upper Willamette Soil & Water Conservation District | State Government | Natural Resource Manager | 3 | Upstream | Environmental stewardship | Protection of Willamette water quality. | Dave Downing, District Manager | Nayt Boyt Media & Outreach Specialist | High | Low | Keep Satisfied | |
| US Army Corps of Engineers | Federal Government | Natural Resource Manager | 1 | Basin-Wide | Water security, water rights, and water resources management | Reliable regional water supply | Col. Michael D. Helton, Commander john.l.morgan@usace.army.mil | | High | Low | Keep Satisfied | |
| Water Environment Federation | Nongovernmental Organization | Policy Advocacy | 1 | Basin-Wide | Meet discharge limits and minimize water quality impacts. | Protection of Willamette water quality. | Amy Kathman Manager, Legislative Affairs akathman@wef.org | Walter Marlowe, Executive Director wmarlowe@wef.org | Low | Low | Monitor | |
| WaterWatch Oregon | Nongovernmental Organization | Policy Advocacy | 1 | Basin-Wide | Water security, water rights, and water resources management | Habitat conservation | John DeVoe, Executive Director john@waterwatch.org | Wade Nkrumah, Communications Manager jim@waterwatch.org | High | High | Close Engagement | |
| Willamette Partnership | Nongovernmental Organization | Watershed/ Environmental Protection | 1 | Basin-Wide | Environmental stewardship | Habitat conservation | Sara O'Brien, Executive Director, Partner obrien@willamettepartnership.org | Ethan Brown, Partner, InfrastructureNext ethan@willamettepartnership.org | High | High | Close Engagement | |
| Willamette River Water Coalition | Municipal Coalition | Water Provider - Willamette | 1 | At Intake | Water security, water rights, and water resources management | Reliable regional water supply | Joel Cary, General Manager joel.cary@tvwd.org | Katherine DeSau, Executive Assistant (503) 848-3000 | High | High | Close Engagement | |
| Willamette Riverkeeper | Nongovernmental Organization | Watershed/ Environmental Protection | 1 | Basin-Wide | Environmental stewardship | Protection of Willamette water quality. | Travis Williams, Executive Director travis@willametteriverkeeper.org | Amanda Gallegos, Education and Outreach Manager amanda@willametteriverkeeper.org | High | High | Close Engagement | |
| Willamette Water Supply Program | Municipal Coalition | Water Provider - Willamette | 1 | At Intake | Source water protection | Protection of Willamette water quality. | David Kraska, Director david.kraska@tvwd.org | David Marciniak, Public & Business Outreach Specialist info@ourreliablewater.org | High | High | Close Engagement | |
| Yamhill Soil and Water Conservation District | State Government | Natural Resource Manager | 3 | Upstream | Environmental stewardship | Habitat conservation | Larry Ojua, Executive Director larry@yamhillswcd.org | Allison Schwister, Office Administrator allison@yamhillswcd.org | High | Low | Keep Satisfied | |

WIF COMMISSION STAFF REPORT

To: Board of Commissioners
From: Joel Cary, TVWD Water Resources Division Manager
Date: January 23, 2023
Subject: Legislative Update

Key Concepts:

- 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.
- Notable Items related to water supply planning and management are highlighted below.

2023 Session Overview

The 2023 Oregon Legislative Session officially began January 17. This is a “long-session” year, which means the session will last for approximately six months. Legislative engagement is currently underway, including the tracking of draft legislative concepts and bills, and the key Committees associated with water and municipal utility operations. Similar to past years, a special focus will be on the *Agriculture, Land Use, Natural Resources, and Water Committee*. This Committee focuses on issues associated with all forms of water usage and state-wide water strategy and continues to be chaired by Representative Ken Helm with vice chairs Mark Owens and Annessa Hartman.

In-conduit Hydroelectric Power Generation (LC 1056)

Currently, Oregon Revised Statute requires water rights holders to apply to the Oregon Water Resource Department (OWRD) for a certificate to use water for hydroelectric purposes within a water system under an applicant’s existing water right. However, some municipal systems do not own their own water right. If a municipal water system wants to construct an in-pipe hydroelectric project, it must rely on the water right holder to apply directly to OWRD for approval of hydroelectric purposes. This application process requires time and resources from the water right holder – which makes it challenging for a municipal water system that does not own a water right but wants to do an in-pipe hydroelectric project. A legislative concept (LC) was introduced this session by a WIF Commission member – the City of Hillsboro – that 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 the benefits multiple uses. This LC is currently working its way through the Legislature with the support of multiple water coalitions and WIF Commission members.

Willamette Basin Reallocation

The U.S. Army Corps of Engineers (USACE) released their draft Environmental Impact Statement (EIS) for the Willamette Valley System this November. As a reminder, the “Reallocation” is a subcomponent of the larger Willamette Valley System operations under USACE. The Reallocation – which was successfully passed in 2020 by Congress – provides the ability to convert stored water behind USACE dams in the Willamette Basin to multiple uses, including for the purpose of municipal supply. The current draft EIS is the overarching, system-wide assessment which has the potential to alter elements of the Reallocation. The Reallocation project team, which includes TVWD and City of Hillsboro staff along with several other water supply agencies in the Willamette Basin and subject matter expert consultants, has been reviewing the draft EIS and to-date, have not identified

Legislative Update
January 23, 2022
Page 2 of 2

anything significant that conflicts with elements of the underlying Reallocation. USACE has acknowledged the existing stored water volumes – 159,000 acre-feet in total for municipal supply – and has noted that the initial, municipal cap of 11,000 acre-feet will be lifted once instream water rights and flows are met, which is a positive advancement. While the review is still underway, project team members are planning to attend some of the upcoming public hearing meetings. The deadline for submitting public comments is February 23. Staff and various coalition agencies (e.g., Oregon Water Utility Council) will be formalizing a joint public comment document to meet the above deadline.

Budget Impact:

Informational item. No Board action required.

Staff Contact Information:

David Kraska, P.E.; General Manager; 503-941-4561; david.kraska@tvwd.org
Joel Cary; TVWD Water Resources Division Manager; 503-848-3019; joel.cary@tvwd.org

Attachments:

None

**Willamette Intake Facilities Commission
Board Meeting**

January 23, 2023
