



TUALATIN VALLEY
WATER DISTRICT

TVWD BOARD OF COMMISSIONERS

President Todd Sanders, PhD | Vice President Carl Fisher

Secretary Jim Doane, PE | Treasurer Elliot Lisac | Commissioner Jim Duggan, PE

Board Meeting Agenda

May 15, 2024

REGULAR SESSION – 6:00 PM – TVWD HEADQUARTERS

CALL TO ORDER

REPORTS BY THE CHIEF EXECUTIVE OFFICER AND MANAGEMENT STAFF

COMMISSIONER COMMUNICATIONS

- A. Reports of meetings attended
- B. Topics to be raised by the Commissioners

PUBLIC COMMENT

This time is set aside for persons wishing to address the Board on items on the Consent Agenda and 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.

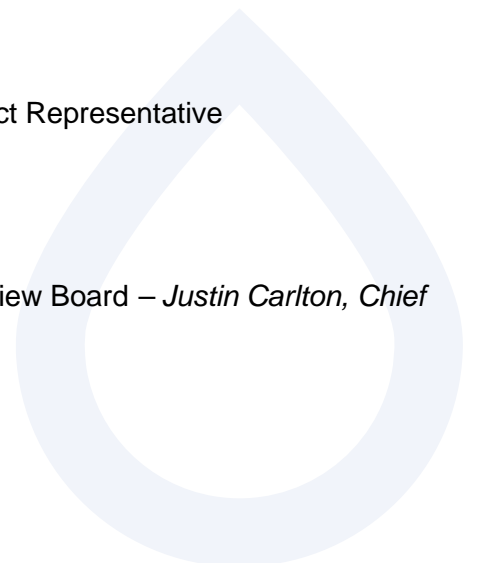
1. CONSENT AGENDA

These items are considered to be routine and may be approved in one motion without separate discussion. Any Board members 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 April 17, 2024 Regular Meeting Minutes
- B. Approve the May 7, 2024 Work Session Meeting Minutes
- C. Metro Policy Advisory Committee Washington County Special District Representative

2. BUSINESS AGENDA

- A. Authorization of Contract-Specific Exemption by Local Contract Review Board – *Justin Carlton, Chief Financial Officer*



ADJOURNMENT

If you wish to attend this meeting remotely or in person, please email sam.kaufmann@tvwd.org or call 503-848-3094 by 4:30 p.m. on May 15, 2024.

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.

For online meeting information, Commissioner bios and more, visit tvwd.org.





TUALATIN VALLEY
WATER DISTRICT

Board Meeting Minutes

April 17, 2024

REGULAR MEETING – 6:00 PM

CALL TO ORDER

Commissioners Present: Jim Duggan, PE; Carl Fisher; Elliot Lisac, Todd Sanders, PhD

Commissioners Excused: Jim Doane, PE

Staff Present: Paul Matthews, Chief Executive Officer; Clark Balfour, General Counsel; Justin Carlton, Chief Financial Officer; Pete Boone, PE, Chief Operating Officer; Dave Kraska, PE, Water Supply Program Director; Andrew Carlstrom, Customer Service Director; Justin Dyke, Communications Director; Kylie Bayer, Human Resources Director; Tim Boylan, IT Services Director; and Sam Kaufmann, District Recorder.

PROCLAMATIONS

A. A Proclamation Honoring Clark Balfour

Motion was made by Fisher, seconded by Lisac, to adopt a proclamation honoring Clark Balfour. The motion passed unanimously with Duggan, Fisher, Lisac and Sanders voting in favor.

REPORTS BY THE CHIEF EXECUTIVE OFFICER AND MANAGEMENT STAFF

Paul Matthews presented the Chief Executive Officer report.

Pete Boone presented the department report for Engineering and Operations.

COMMISSIONER COMMUNICATIONS

A. Reports of meetings attended.

Commissioners described and submitted a list of recently attended meetings (see attached forms).

B. Topics to be raised by the Commissioners.

None.

PUBLIC COMMENT

There were none.

1. CONSENT AGENDA

A. Approve the March 20, 2024 Regular Meeting Minutes



- B. Approve the April 2, 2024 Work Session Meeting Minutes
- C. TVWD Budget Officer Appointment
- D. Selection of Independent Auditor
- E. Metro Policy Advisory Committee Nominations

Motion was made by Lisac, seconded by Fisher, to approve the Consent Agenda as presented. The motion passed unanimously with Duggan, Fisher, Lisac and Sanders voting in favor.

2. BUSINESS AGENDA

- A. Consider a Resolution adopting the Customer Assistance Program – *Andrew Carlstrom, Customer Service Director*

Andrew Carlstrom presented his staff report on the proposed TVWD Customer Assistance Program.

Motion was made by Duggan, seconded by Fisher to adopt Resolution 10-24, A resolution creating a new Customer Assistance Program for the Tualatin Valley Water District. The motion passed unanimously with Duggan, Fisher, Lisac and Sanders voting in favor.

ADJOURNMENT

There being no further business, President Sanders adjourned the meeting at 6:35 PM

Todd Sanders, President

Jim Doane, Secretary





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TALKIN' WATER

Tips for Irrigation Systems

- The next *Talkin' Water* virtual forum will be held at noon on May 8.
- This is an opportunity for customers to receive tips for turning on their irrigation system and setting their irrigation controller.
- We will also emphasize the importance of backflow prevention and the requirement for annual testing.
- The District's website has the link to join this event.

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SENATE BILL 1530 UPDATE

Governor's Veto Notice

- 189th Ave Pump Station and Pipeline Project was allocated \$3 million by the Oregon Legislature as part of SB 1530.
- Governor identified 7 projects for potential line-item vetoes
- Total of \$14 million in infrastructure investment.
- District provided additional information to the Governor's staff highlighting the nexus between the capacity provided by 189th Ave Pump Station and the readiness to support densification, infill, and new housing in our service area.
- Governor's press release indicated she plans to make a final decision on the line-item vetoes by today, April 17, 2024.

INFORMATION PROVIDED BY TWVD

Key Points

- The facilities that will be replaced by the 189th Ave Pump Station currently exceed their firm capacities during high-use periods in the summer.
- New capacity created by the 189th Ave Pump Station Project is key to supporting the State's policy of densification and infill.
- New capacity from the project is expected to unlock capacity for approximately 4,700 new dwelling units.

189th Ave. Pump Station and Related Facilities

Improving the water system in our community

Current Demand Exceeds Capacity
Current demand on 189th Ave. Pump Station and related facilities exceeds the station's capacity to serve additional housing units within TWVD's Croser Mountain service area. With expanded capacity provided by a new pump station, the District will be well-positioned to serve planned and anticipated single and multi-family developments, including critical fire flow requirements, well into the future.

Shift Towards Density
State and regional policies place a priority on infill and densification. However, in the area served by the 189th Ave Pump Station and Pipeline, infill and densification may be limited by the ability of TWVD to issue the necessary "service provider letters." The new pump station will provide a 65% increase in capacity, thus ensuring that the development of new units in the service area will not be slowed by inadequate water delivery infrastructure.

New Units Unlocked
The proposed 189th Ave Pump Station and Pipeline project will unlock capacity for approximately 4,700 new dwelling units (based on demand), addressing a significant long-term factor in future development.

Immediate Benefits

Here are some of the new developments in TWVD's service area that will benefit from this increased capacity:

- 41 lot SFR subdivisions
- 3 lot SFR subdivisions
- 7 lot middle housing
- 15 lot middle housing townhomes
- 3 lot SFR pad/lot
- 2 lot SFR development throughout 10 lot middle housing
- Redevelopment of SFR to retirement facility

The 189th Ave Pump Station and Pipeline will increase capacity by 7.1 million gallons per day, using the District's planning assumptions of 60 gallons per capita per day and a forecast use of 1 acre-ft. The average demand per household is assumed to be 100 gallons per day. From the amounts are assumed to be 20% of average day demands. This means the peak-day demand per household is assumed to be 400 gallons per day. Doubling the 2.1 million gallons per day of new capacity to 4.0 million gallons per household per day results in additional 4,700 households.

1025 SW 110th Ave | Beaverton, Oregon 97005
953.644.3554 | TWVD.org/189th

THANKFUL FOR LETTERS OF SUPPORT



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TVWD-BEAVERTON KEMMER ROAD INTERTIE

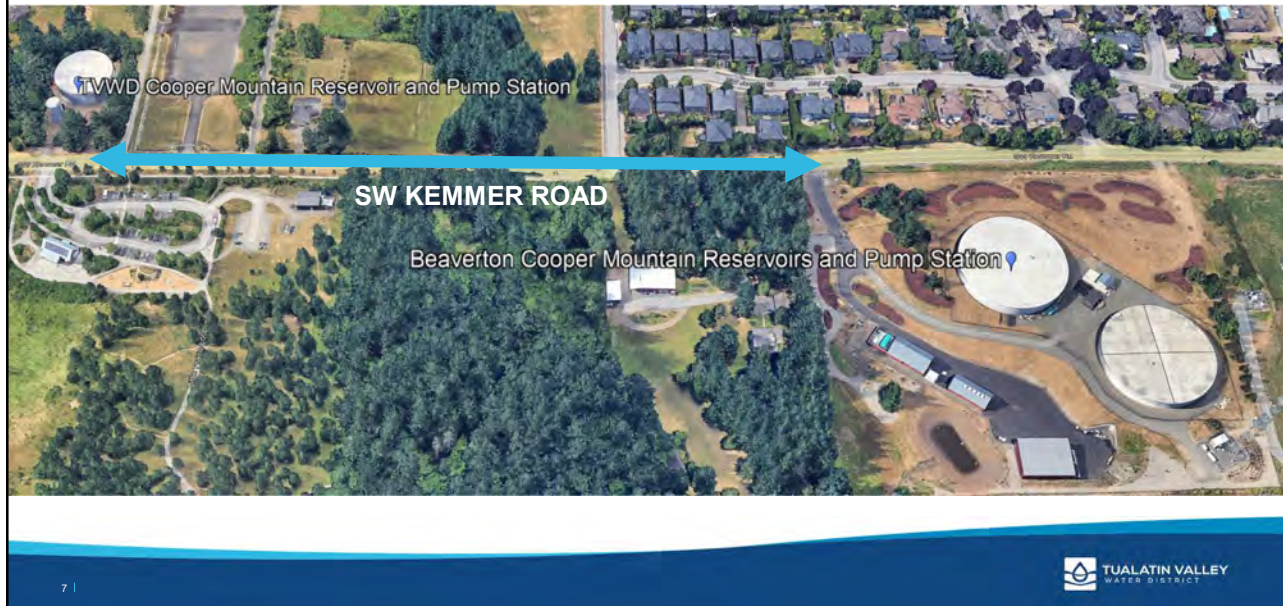
- A new 24-inch diameter emergency intertie connection is now in service between TVWD and the City of Beaverton at the top of Cooper Mountain.
- Both systems have reservoirs at essentially the same elevation (~800 feet).
- The intertie can be used to deliver water from either system to the other in the event of an emergency, so the customers of TVWD as well as the City have opportunity to benefit from this partnership.
- As the City proceeds with construction of a new pump station to serve new development at the top of Cooper Mountain, we anticipate also constructing an intertie at this higher-pressure pumped zone.



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TVWD-BEAVERTON KEMMER ROAD INTERTIE



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CEO SCHEDULE

Communications Director Justin Dyke will serve as AIC for the CEO April 18 and 19 while I am out of the office for a few days.

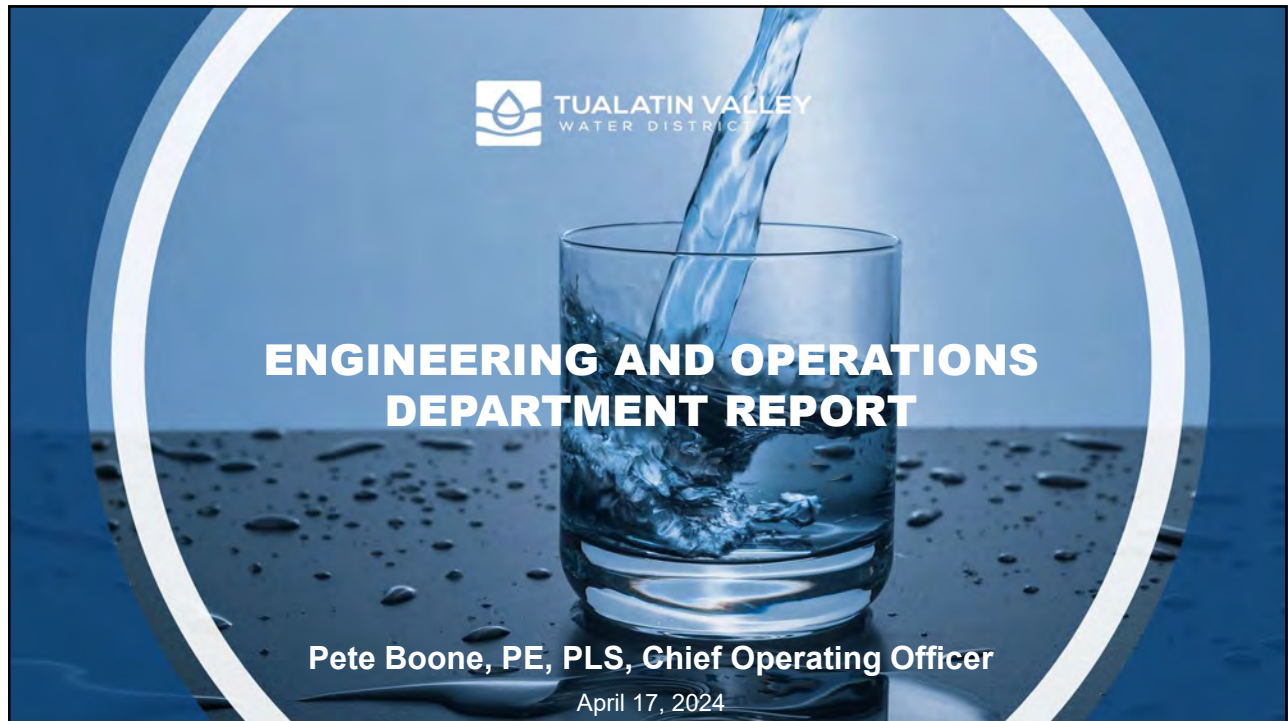
I am scheduled to present and attend the upcoming AWWA PNWS conference. Therefore, Customer Service Director Andrew Carlstrom has been designated AIC for the CEO May 1-3.

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DEPARTMENT REPORT

Chief Operating Officer Pete Boone will present tonight's department report.



The image is a circular graphic with a blue background. In the center, a glass of water is being filled, with water splashing. The Tualatin Valley Water District logo is in the upper left. The text 'ENGINEERING AND OPERATIONS DEPARTMENT REPORT' is centered in white. At the bottom, it says 'Pete Boone, PE, PLS, Chief Operating Officer' and 'April 17, 2024'.

 TUALATIN VALLEY
WATER DISTRICT

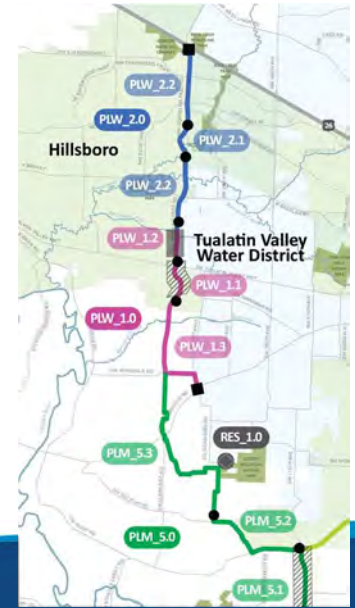
**ENGINEERING AND OPERATIONS
DEPARTMENT REPORT**

Pete Boone, PE, PLS, Chief Operating Officer
April 17, 2024

PLW 1.0 COMMISSIONING AND INTERIM USE

Interim Use Overview

- City of Hillsboro – PLW 1.1 from JWC South Transmission Line (STL) to Blanton since 2019
- Provides conditioning of cement mortar lining
- Maintains pipeline readiness for system-wide commissioning and startup (CSU)

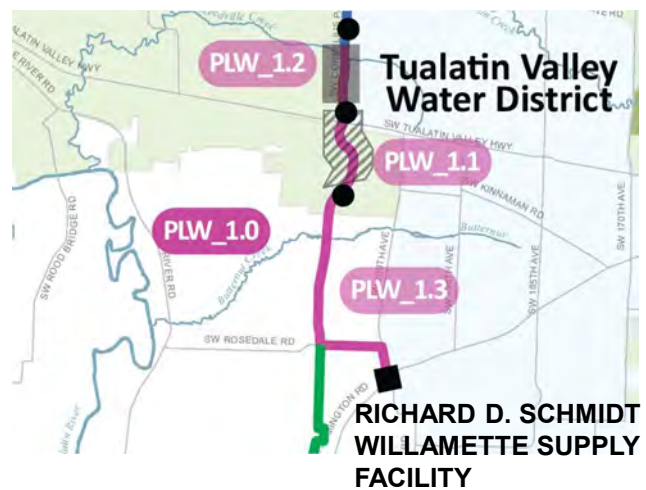


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PLW 1.0 COMMISSIONING AND INTERIM USE

TVWD staff worked with WWSP staff, contractors, and partner agencies to flush, chlorinate, and test PLW 1.3.

This pipeline is now in interim use conveying JWC supply from the STL to the new Richard D. Schmidt Willamette Supply Facility located at SW 209th and Farmington Road.



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PLW 1.0 COMMISSIONING AND INTERIM USE



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RICHARD D. SCHMIDT WILLAMETTE SUPPLY FACILITY



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RICHARD D. SCHMIDT WILLAMETTE SUPPLY FACILITY

- New supply entry point for TVWD
- Regulates pressure, flow, and adds fluoride
- Operates in close coordination with nearby Grabhorn Reservoir and ASR well
- Dedication is being planned



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CONSENT AGENDA

- A. Approve the March 20, 2024 Regular Meeting Minutes
- B. Approve the April 2, 2024 Work Session Meeting Minutes
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- D. Selection of Independent Auditor
- E. Metro Policy Advisory Committee Special District Nominations

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RAC Recommendation > Implementation

- **RAC Recommendation**
 - In 2023, the Rate Advisory Committee (RAC) unanimously recommended the proposed new Customer Assistance Program (CAP).
 - And keeping the District's current Customer Emergency Assistance Program.
- **District Priority**
 - CAP implementation is a District priority, as previously communicated to the Board by the CEO.
- **Authorize Program**
 - One of the key tasks for CAP implementation is Board authorization.

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Customer Assistance Program (CAP) Resolution Overview

- **Whereas Statements Highlights**

- Review of Rate Advisory Committee (RAC) purposes and history
- Second RAC (2022 – 2023) unanimously recommend new CAP with 20% bill discount, keeping current Customer Emergency Assistance Program
- Board accepted RAC recommendations in May 2023
- Adopted 2023 – 2026 Biennial Budget included funding, expenditures for new CAP
- Appropriations in Adopted Budget but bill discount rate not described in Board-adopted rates and charges
- Necessary for clear Board authorization of CEO to implement and administer CAP

- **Resolved Statements Highlights**

- The Board creates a new Customer Assistance Program with features and objectives in Exhibits A and B
- Board directs and authorizes the bill discount rates to be added to rates and charges
- CEO authorized and directed to take all actions necessary to implement the CAP

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CAP Resolution Overview (continued)

- **Exhibit A: CAP Parameters**

- **Qualification**
 - Qualified customers shall be single-family residential District customers who qualify for Low Income Home Energy Assistance Program (LIHEAP) or other similar programs deemed appropriate by CEO
 - TVWD may contract with third-party entities to establish customer eligibility for the program
- **Bill Discount**
 - The assistance for qualified customers: 20% discount to water bill, both fixed and volume charges
- **Funding**
 - Funding shall be limited to funds appropriated in District's adopted biennial budget
 - Discount under program lapses when appropriated funds are fully expended
 - Management will monitor unspent appropriated funds, report to the Board as deemed necessary

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CAP Resolution Overview (continued)

- **Exhibit B: CAP Objectives**

1. Improve the affordability of water needs for low-income customers.
2. Reduce the number and risk of water shutoffs for low-income customers.
3. Provide a simple structure for the program.
4. Reduce burden on low-income customers and District staff by using third-party entities to qualify customer eligibility.

STAFF RECOMMENDATION

Adopt Resolution 10-24, a creating a new customer assistance program for the Tualatin Valley Water District.



Report of Meetings Attended

Commissioner:

Date:

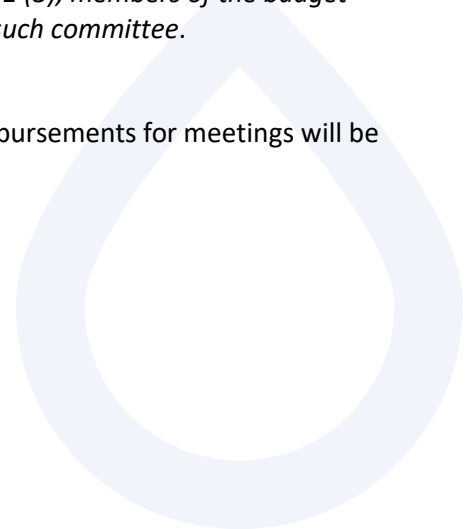
Date	Meeting or Function	Purpose	\$	Claimed
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

*Awaiting Board President Approval

Date: _____ Approved by: _____ * President Secretary

ORS 198.190, "A member of the governing body of a district may receive, not to exceed \$50.00 for each day or portion thereof as compensation for services performed as a member of the governing body. Such compensation shall not be deemed lucrative. The governing body may provide for reimbursement of a member for actual and reasonable traveling and other expenses necessarily incurred by a member in performing official duties." *Please note that in accordance with ORS 294.331 (3), members of the budget committee shall receive no compensation for their services as members of such committee.*

In accordance with Board Policies, an amount equal to the unclaimed reimbursements for meetings will be transferred to the District's Customer Emergency Assistance Fund.





TUALATIN VALLEY

WATER DISTRICT

Report of Meetings Attended

Commissioner Jim Duggan

Date	Meeting or Function	Purpose	\$	Claimed
3/27/2024	Metro MPAC	Housing/UGB Capacity	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3/29/2024	TVWD Finance Comm. Mtg.	Budget Officer; Auditors	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4/02/2024	TVWD Board Work Session	WWSS & Dist. Updates	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4/04/2024	WWSS Board Mtg. & Exec. Sess.	GPM3; Baseline 9.1	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4/09/2024	Wash. Co. CPO#1	Local Updates; Ballot	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4/10/2024	RWPC Exec. Committee Mtg.	By-laws review	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4/17/2024	TVWD Board Meeting	Regular Monthly Mtg.	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

Date: 4/17/2024

Requested by: James. J. Duggan

OK To Pay \$350.00 - SK

Commissioner

Date: 4/17/24

Approved by: 

President

ORS 198.190, "A member of the governing body of a district may receive, not to exceed \$50.00 for each day or portion thereof as compensation for services performed as a member of the governing body. Such compensation shall not be deemed lucrative. The governing body may provide for reimbursement of a member for actual and reasonable traveling and other expenses necessarily incurred by a member in performing official duties." *Please note that in accordance with ORS 294.331 (3), members of the budget committee shall receive no compensation for their services as members of such committee.*

In accordance with Board Policies, an amount equal to the unclaimed reimbursements for meetings will be transferred to the District's Customer Emergency Assistance Fund.



TUALATIN VALLEY
WATER DISTRICT

Report of Meetings Attended

Commissioner: Lisac

Date: 4/17/24

Date	Meeting or Function	Purpose	\$	Claimed
3/29/24	Finance Committee	Budget Officer, Auditor	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4/1/24	Retirement party	Clark Balfour retirement	50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4/2/24	Board Work Session	WWSP, Customer Assistance, Beaverton IGA	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4/12/24	JWC Board Meeting & Executive Session	April meeting (quarterly)	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4/17/24	Board Meeting	April meeting	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

OK To Pay \$200.00 - SK

Date: 4/17/24

Approved by: 

President Secretary

ORS 198.190, "A member of the governing body of a district may receive, not to exceed \$50.00 for each day or portion thereof as compensation for services performed as a member of the governing body. Such compensation shall not be deemed lucrative. The governing body may provide for reimbursement of a member for actual and reasonable traveling and other expenses necessarily incurred by a member in performing official duties." *Please note that in accordance with ORS 294.331 (3), members of the budget committee shall receive no compensation for their services as members of such committee.*

In accordance with Board Policies, an amount equal to the unclaimed reimbursements for meetings will be transferred to the District's Customer Emergency Assistance Fund.



TUALATIN VALLEY
WATER DISTRICT

Report of Meetings Attended

Commissioner: Carl Fisher

Date: 4/17/2024

Date	Meeting or Function	Purpose	\$	Claimed
3/25/24	North Plains Staff Dinner	Learn about North Plains	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4/02/24	TVWD Work Session	Regular work session	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3/27/24	Meet with Tigard Maoyr	Hear updates about Tigard	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4/09/24	TVWD Agenda Planning Meeting	Plan board meeting	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4/11/24	Commissioner Fai Town Hall	Share info about local issues	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
4/17/24	TVWD Boad Meeting	Regular Board Meeting	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

OK To Pay \$300.00 - SK

Date: 4/17/24

Approved by



President



Secretary

ORS 198.190, "A member of the governing body of a district may receive, not to exceed \$50.00 for each day or portion thereof as compensation for services performed as a member of the governing body. Such compensation shall not be deemed lucrative. The governing body may provide for reimbursement of a member for actual and reasonable traveling and other expenses necessarily incurred by a member in performing official duties." *Please note that in accordance with ORS 294.331 (3), members of the budget committee shall receive no compensation for their services as members of such committee.*

In accordance with Board Policies, an amount equal to the unclaimed reimbursements for meetings will be transferred to the District's Customer Emergency Assistance Fund.



TUALATIN VALLEY

WATER DISTRICT

Report of Meetings Attended

Commissioner Todd Sanders

Date	Meeting or Function	Purpose	\$	Claimed
4/17/24	Monthly Meeting	Monthly Board Meeting	50	X Yes No
4/15	Reading the JWC IGA	Reading the JWC's Intergov. Agreement	50	x Yes <input type="checkbox"/> No
4/12	Barney & JWC meetings	Spring Barney & JWC meeting	50	X Yes No
4/11	Bi weekly meeting with CEO	Updates with Paul in interagency relations	50	x Yes <input type="checkbox"/> No
4/9	Watched video on Water Supply Committee meeting	Watched meeting from 4/2 on recorded meeting	50	X Yes No
4/6	Meeting with Consultant	Meeting with Norm Eder to discuss gov't relations	50	x Yes <input type="checkbox"/> No
4/5	Reading the JWC IGA	Reading the JWC's Intergov. Agreement	50	x Yes <input type="checkbox"/> No
4/4	Reading the JWC IGA	Reading the JWC's Intergov. Agreement	50	x Yes <input type="checkbox"/> No
4/2	Monthly Work session	Update on WWSS construction	50	x Yes <input type="checkbox"/> No
3/29	Reading the Beaverton IGA	Reading the Beaverton Intergov. Agreement	50	x Yes <input type="checkbox"/> No
3/28	Bi weekly meeting with CEO	Updates with Paul in interagency relations	50	x Yes <input type="checkbox"/> No
3/27	Reading the Beaverton IGA	Reading the Beaverton Intergov. Agreement	50	x Yes <input type="checkbox"/> No
3/25	Meeting with N. Plains Mayor	Meet with Mayor for updates in UGB status	50	x Yes <input type="checkbox"/> No
3/22	Reading the Beaverton IGA	Reading the Beaverton Intergov. Agreement	50	x Yes <input type="checkbox"/> No
3/21	Reading the Beaverton IGA	Reading the Beaverton Intergov. Agreement	50	x Yes <input type="checkbox"/> No

Date: 4/17/24

Requested by: Todd Sanders

OK to pay \$750.00 - SK

Commissioner

Date: _____

Approved by: _____

President

ORS 198.190, "A member of the governing body of a district may receive, not to exceed \$50.00 for each day or portion thereof as compensation for services performed as a member of the governing body. Such compensation shall not be deemed lucrative. The governing body may provide for reimbursement of a member for actual and reasonable traveling and other expenses necessarily incurred by a member in performing official **duties.**" *Please note that in accordance with ORS 294.331 (3), members of the budget committee shall receive no compensation for their services as members of such committee.* In accordance with Board Policies, an amount equal to the unclaimed reimbursements for meetings will be transferred to the District's Customer Emergency Assistance Fund.

From: [Jim Doane](#)
To: [Sam Kaufmann](#)
Subject: Re: Meetings attended for Commissioner Sanders
Date: Thursday, April 18, 2024 8:13:55 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Sent from my iPhone

On Apr 18, 2024, at 17:47, Sam Kaufmann <Sam.Kaufmann@tvwd.org> wrote:
I approve

Jim Doane

Hi Jim,

I hope your surgery went well. Attached is Commissioner Sanders' meetings attended form for April. Do you approve?

Thanks,

<image001.png><image002.png> **Sam Kaufmann**

District Recorder

He/Him

Phone: 503.848.3094

sam.kaufmann@tvwd.org

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IMPORTANT: The contents of this email and any attachments are confidential. They are intended for the named recipient(s) only. If you have received this email by mistake, please notify the sender immediately and do not disclose the contents to anyone or make copies thereof.

<Sanders April Meetings Attended.pdf>



TUALATIN VALLEY
WATER DISTRICT

Board Work Session Minutes

May 7, 2024

WORK SESSION – 6:00 PM

CALL TO ORDER

Commissioners Present: Jim Doane, PE; Jim Duggan, PE; Carl Fisher; Elliot Lisac, Todd Sanders, PhD

Staff Present: Paul Matthews, Chief Executive Officer; Justin Carlton, Chief Financial Officer; Pete Boone, PE, Chief Operating Officer; Dave Kraska, PE, Water Supply Program Director; Kylie Bayer, Human Resources Director; Andrew Carlstrom, Customer Service Director; Tim Boylan, IT Services Director; and Sam Kaufmann, District Recorder.

ANNOUNCEMENTS

Paul Matthews presented the Chief Executive Officer announcements.

DISCUSSION ITEMS

- A. Willamette Water Supply System Commission Update. *Staff Report – Dave Kraska, PE, Willamette Water Supply Program Director.*

Dave Kraska, PE, gave his update on the Willamette Water Supply System Commission.

- A. Service Line Inventory Project Update. *Staff Report – Joel Cary, Water Resources Division Manager*

Joel Cary presented his update on the service line inventory project.

Commissioner Doane expressed his support for the service line inventory project.

ADJOURNMENT

There being no further business, President Sanders adjourned the meeting at 7:03 PM

Todd Sanders, President

Jim Doane, Secretary



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SENATE BILL 1530 UPDATE

Press Release

- On Thursday, May 2, TVWD sent a press release highlighting the Oregon legislature's allocation of \$3 million award to TVWD for the 189th Ave Pump Station and Pipeline Project.
- The press release thanked the legislature, Representative Ken Helm, and Governor Tina Kotek for recognizing the importance of water infrastructure in housing development.

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TALKIN' WATER

Tips for Irrigation Systems

- As a reminder, the next *Talkin' Water* virtual forum will be held at noon tomorrow, May 8.
- This *Talkin' Water* virtual forum will provide our customers tips for turning on their irrigation systems and setting their irrigation controllers.
- The virtual forum will also emphasize backflow prevention and the requirement for annual testing.
- The District's website has the link to join this event; Commissioners are welcome.

DEI PROJECT UPDATE

Successful Staff Survey

- Staff provided thoughtful DEI feedback through a survey where nearly 90 percent of employees responded.
 - This high level of employee participation is extraordinary even if we're finding it to be routine.
- Next steps:
 - Focus groups and interviews to further explore TVWD's DEI practices;
 - Consultants will conduct detailed data analysis to better interpret survey results;
 - Consultants will provide a draft findings report, including insights and recommendations; and
 - Once approved by District leadership, consultant will present its findings to the organization.

PASSING OF HARRY BODINE



- Community Leader that lived in Cedar Hills for 58 years
- Active in his church and community
- Served in many roles for the Washington County Community Library System
- Family member of Dale Fishback, retired Manager of TVWD's Field Operations Department
- Advocate for the District's investment in the Willamette Water Supply System

TVWD KID'S DAY

- In closing, I'm including a few more photos from Kid's Day held April 25th.
- This event teaches future generations about the water industry and is a tradition enjoyed by staff and youth alike.



KID'S DAY 2024



BOARD COMMUNICATIONS LOG

There was one update to the Board Communications Log this month. Notes from the April 2nd Water Supply Committee meeting were emailed to Commissioners.

Willamette Water Supply
Our Reliable Water

**Willamette Water Supply System Commission
Update**

TVWD Board Work Session
May 7, 2024

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Outline

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graph LR; A[Review June WWSS Commission Board Meeting Agenda] --> B[Review Approvals and Procurements Forecast]; B --> C[Update on WWSP Activities]
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Review June WWSS Commission Board Meeting Agenda → **Review Approvals and Procurements Forecast** → **Update on WWSP Activities**

Willamette Water Supply
Our Reliable Water

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REVIEW JUNE WWSS COMMISSION BOARD MEETING AGENDA


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Willamette Water Supply System Commission June 6, 2024 Board Meeting Agenda

1. Executive Session
2. Public Comment
3. General Manager's Report
4. Consent Agenda
 - A. Approve the April 4, 2024 meeting minutes
 - B. Adopt Resolution WWSS-XX-24 Adopting FY 2024-25 WWSS Board Meeting Schedule
5. Business Agenda
 - A. Approve WTP_1.0 GMP No. 3 Contract for Construction
 - B. Approve WWSP Program and Construction Management Services FY25 Annual Work Plan
 - C. Approve Amendment to Public Outreach Services Contract
 - D. Approve Amendment to WTP_1.0 Design Contract
 - E. Approve as Local Contract Review Board (LCRB) a Special Procurement for DCS_1.0 Control System Support
6. Information Items
 - A. Water Treatment Plant Schedule Recovery Progress Update
 - B. Completed Construction Project Cost Management/Performance
 - C. Planned August Business Agenda items
 - D. The next Regular Board Meeting scheduled on August 1, 2024


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REVIEW APPROVALS AND PROCUREMENTS FORECAST

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Approvals and Procurements Forecast for April – August 2024

Program Baseline or Related Plans

Description	Program Director	WWSS Management Committee	WWSS Commission Board
WWSP 2024 Rebaseline Schedule and Budget and WWSS Fiscal Year 2024-25 Work Plan and Budget	N/A	3/21/2024	4/4/2024

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Approvals and Procurements Forecast for April – August 2024

Real Estate

Description	Program Director	WWSS Management Committee	WWSS Commission Board
None	--	--	--

Approvals and Procurements Forecast for April – August 2024

IGAs, MOUs, Permit Commitments

None currently

Approvals and Procurements Forecast for April – August 2024

Contracts

Title	Goal	Value	Key Dates
None	--	--	--


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Approvals and Procurements Forecast for April – August 2024

Contract Amendments and Change Orders*

Title	Goal	Value	Key Dates
Permitting Services Contract Amendment for Next One-year Period	System-wide permitting services for the next year	\$819K	WWSS Board Approval: 4/4/2024
WTP_1.0 GMP3 for Construction	Perform finished water system startup and commissioning	TBD	WWSS Board Approval: 6/6/2024
WWSP Program and Construction Management Services FY 2025 Annual Work Plan	Approve scope, staffing, and fee for program and construction management services for FY 2025	TBD	WWSS Board Approval: 6/6/2024
Public Outreach Service Contract Amendment	Provide additional public outreach during the term April 2024 – April 2025	TBD	WWSS Board Approval: 6/6/2024
WTP_1.0 Design Services Contract Amendment	Amend contract for related to additional required engineering services	TBD	WWSS Board Approval: 6/6/2024

*having values higher than the Program Director’s authority



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Approvals and Procurements Forecast for April – August 2024

Local Contract Review Board Rule Exemption

Title	WWSS Management Committee Approval	WWSS Board Informational Item	WWSS Board Consider Approval
DCS_1.0 Special Procurement	5/23/2024	4/4/2024	6/6/2024



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Approvals and Procurements Forecast for April – August 2024

Other

Description	Program Director	WWSS Management Committee	WWSS Commission Board
Board Action Related to WWSP Performance Audit	--	3/21/2024	4/4/2024
Congressional Directed Spending Grant Technical Correction	--	3/21/2024	4/4/2024
WWSS Board Policies	--	7/18/2024	8/1/2024


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WWSP Schedule Recovery Progress Update
WWSP Construction Updates

UPDATE ON WWSP ACTIVITIES

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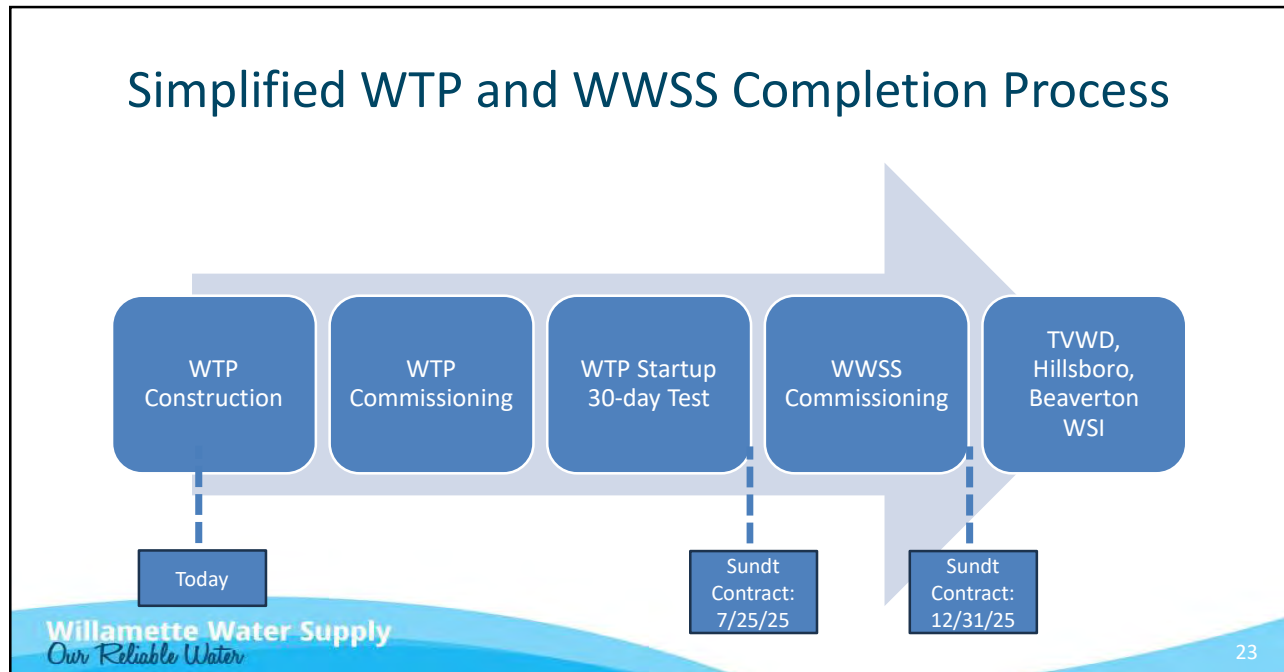
21

WWSP SCHEDULE RECOVERY PROGRESS UPDATE

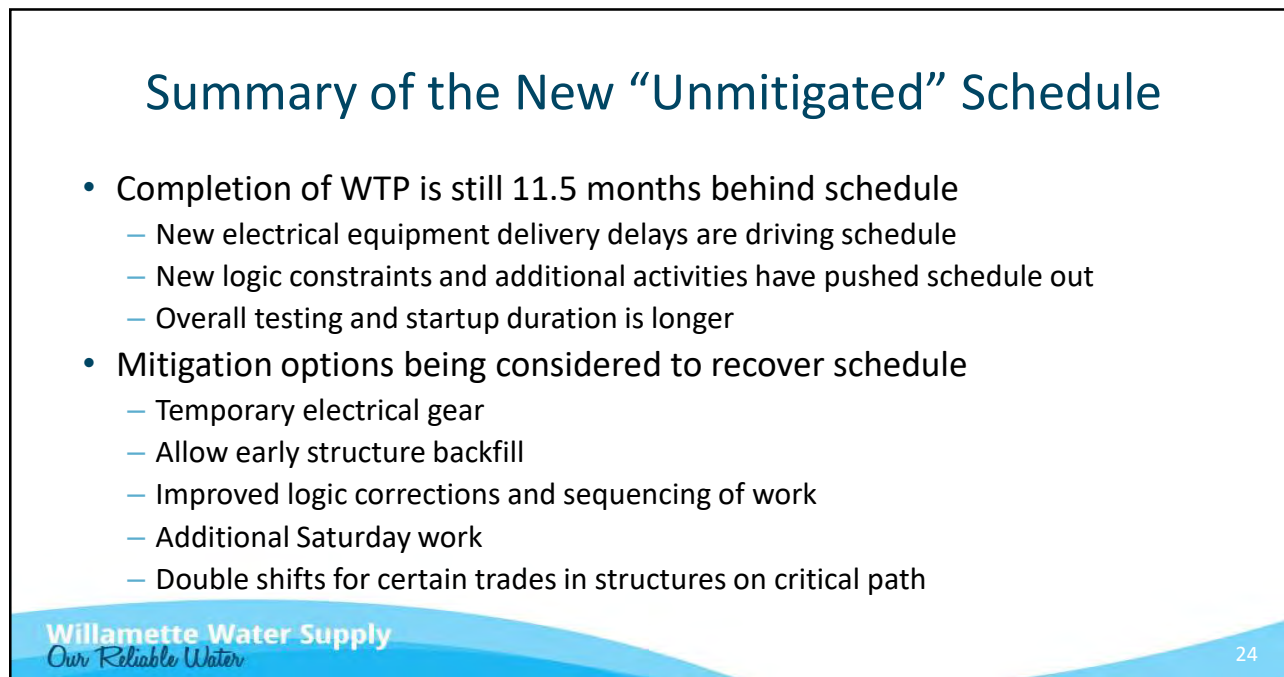
Willamette Water Supply
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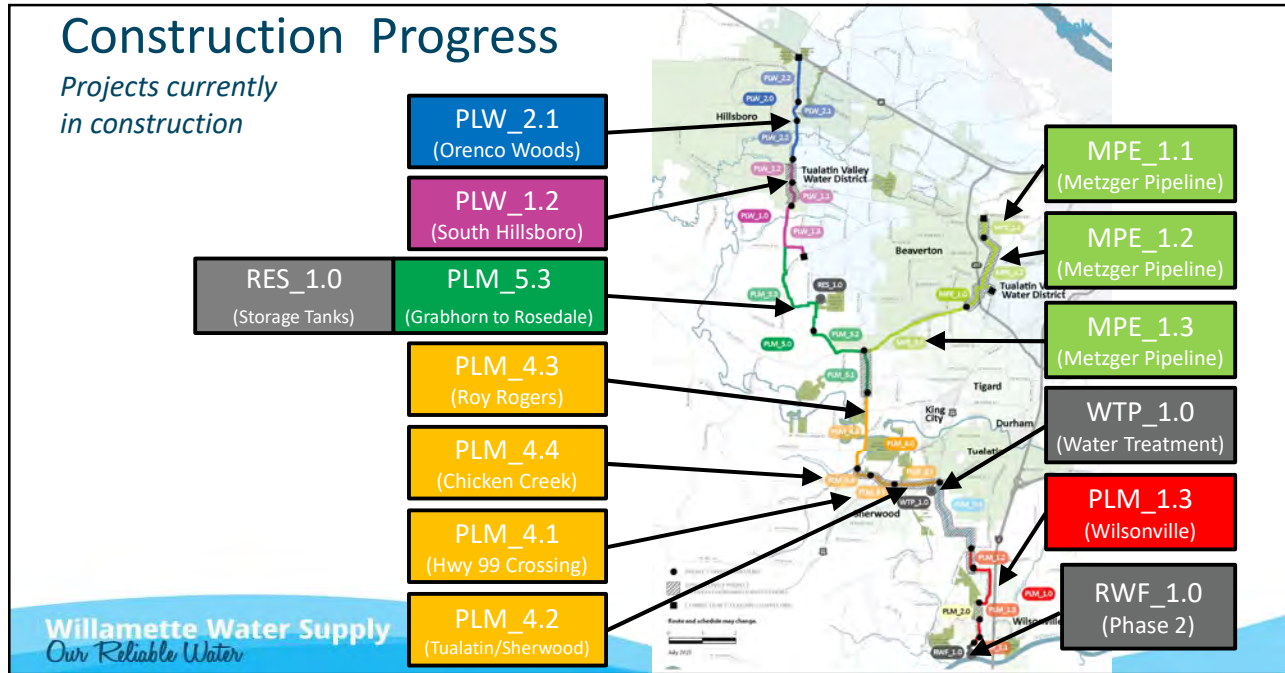
Some Current Actions & Next Steps

- Schedule recovery underway – working overtime and weekends.
- Electrical delay mitigation efforts are ongoing almost complete.
- Previous mitigation options are now slated to be included into the schedule update and should show substantial improvement.
- New Commissioning & Startup subconsultant improving that plan.
- WWSP Site Team continues to use delay tracking tools and management protocols to address and account for any delays.
- WWSP implemented a new weekly Schedule Performance Meeting with Sundt.
- Final “Recovery Plan” expected End of May.

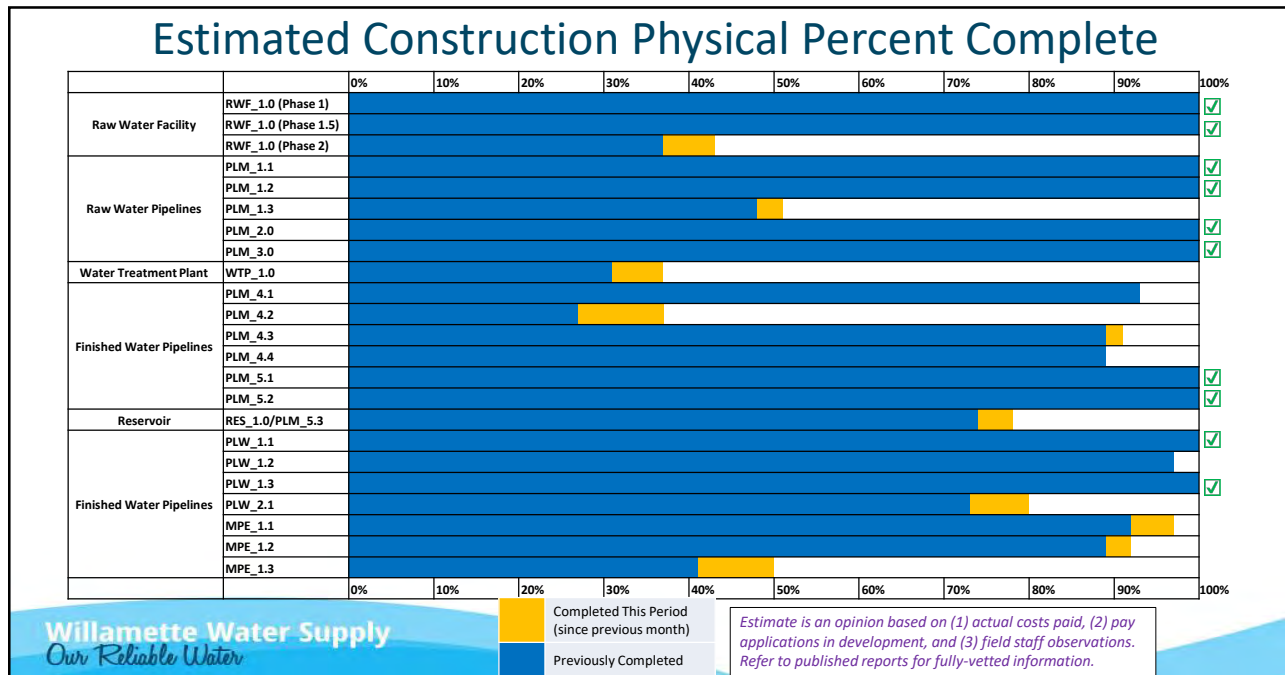
25

WWSP CONSTRUCTION UPDATES

26



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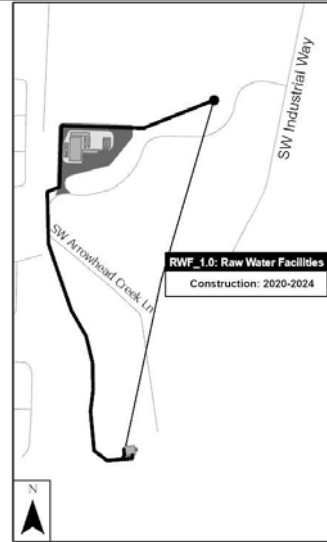
RWF_1.0 (GMP-2)

Contractor: Kiewit Infrastructure West Co.

Designer: Black & Veatch

Current and Planned Activities:

- Site grading and landscaping preparation
- Completed perimeter fence
- Continued work on interior HVAC ducting and controls
- USEB interior lighting fixtures and electrical
- Interior painting, flooring, plumbing, cabinets, etc.
- Surge tank piping connections
- Header pipe connections for vertical turbine pumps
- PGE continued work on 1.5MW electrical feeder project



Construction Photos – RWF_1.0 (GMP-2)

RWF_1.0 Upper Site –
perimeter fence complete



Construction Photos – RWF_1.0 (GMP-2)

Surge tank piping connections

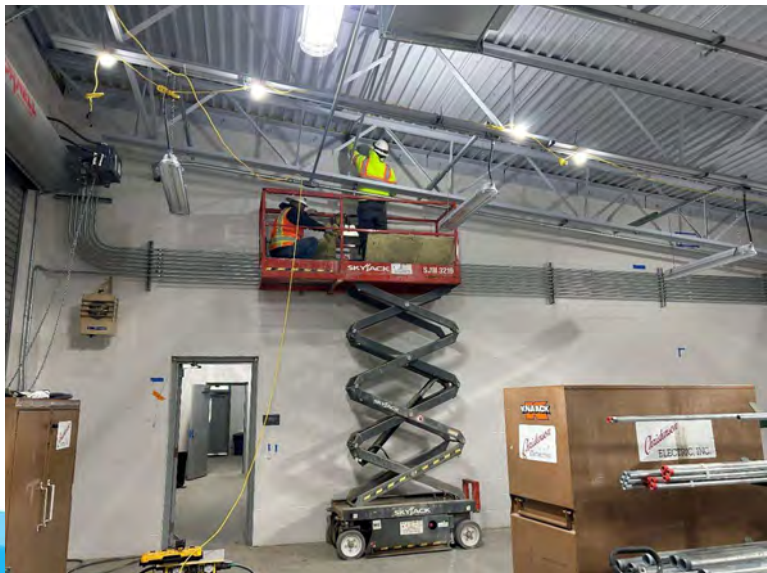


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Construction Photos – RWF_GMP-2.0

USEB Interior electrical work



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Construction Photos – RWF_GMP-2.0

Emergency Operations Center –
plumbing and interior fixtures



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PLM_1.3

Contractor: Moore Excavation Inc.
Designer: HDR

Current and Planned Activities:

- Completed pressure test of 66-inch pipe on Kinsman Rd.
- Began connections to PLM_1.1 and PLM_2.0 on Kinsman Rd.
- 66-inch waterline installation on 95th Ave.
- COW 12-inch waterline relocation on 95th Ave.
- Approximately 7,820 LF of 66" waterline installed (64% of total)
- Continued roadway restoration on Kinsman Rd.



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Construction Photos - PLM_1.3

66-inch waterline installation at Hillman Ct. and 95th Ave.



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Construction Photos - PLM_1.3

Installing dowels for concrete pavement restoration on Kinsman Rd.



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WTP_1.0

Contractor: Sundt Construction, Inc.
 Designer: CDM Smith

Current and Planned Activities:

- Area 03 (Site Work): 66" RAW and 66" FNW pipe continues.
- Area 04 (Offsite): SW 124th Ave. road widening
- Area 08 (Admin Building): Work continues with column foundations.
- Area 22 (Flash Mix): Concrete slab complete. Placing full height concrete walls.
- Area 25 (Ozone Generation): Duct bank work is on-going. Began elevator pit.
- Area 26 (Ozone Contactor) Concrete for effluent channel overflow box walls.
- Area 28 (Filters): Building lower gullet walls and decks.
- Area 30 (UV): Continue working on 84" pipe. Structural steel has begun.
- Area 34 (Chemical Building): Concrete containment walls and tank pads.
- Area 35 (Clearwell): Continue concrete walls and columns.
- Area 37 (EQ basin): Filling basin with water for hydrotest.
- Area 40 (Thickeners): Rebar and concrete work has begun.
- Area 50 (Dewatering): Duct bank and foundations.
- Area 52 (Thickened Sludge Pump Station): Placed concrete slab and began walls.
- Area 53 (FWPS): Process pipe installation has begun. Backfilling outside structure.



Construction Photos - WTP_1.0



Construction Photos - WTP_1.0



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Construction Photos - WTP_1.0

Clearwell roof deck
forming and shoring



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0

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Construction Photos - WTP_1.0



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PLM_4.2

Partner: Washington County
 Contractor: Kerr/Emery JV
 Designer: Brown & Caldwell

Current and Planned Activities:

- 66-inch waterline installation along Tualatin-Sherwood Rd.
- Total of 2,000 LF of pipe installed (28% of total)
- Installed pipe across SW Wildrose Pl. and re-opened road
- Installing CARV vaults and associated piping
- County continuing road improvements
- Working through possible RR permit changes



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Construction Photos – PLM_4.2

66-inch waterline installation along Tualatin-Sherwood Rd.



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PLM_4.1

Partner: Washington County
Contractor: Moore Excavation Inc.
Designer: Brown & Caldwell

Current and Planned Activities:

- Continued preliminary deficiency list corrective work
- Continued road-related scope for Washington County



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Construction Photos – PLM_4.1

County road work near Hwy. 99 and Tualatin-Sherwood Rd. intersection



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PLM_4.4

Partner: Washington County
Contractor: Tapani Inc.
Designer: Brown & Caldwell

Current and Planned Activities:

- Continued road-related work for Washington County
- Continued sewer forcemain work for CWS
- No WWSP work this period



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Construction Photos – PLM_4.4

Installing HDPE sewer forcemain in Roy Rogers Rd.



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PLM_4.3

Contractor: Tapani Inc.
Designer: Brown & Caldwell

Current and Planned Activities:

- Completed 66-inch waterline on north end of project
- 100% of waterline installed
- Disinfection and pressure testing
- Appurtenance installation



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Construction Photos – PLM_4.3

Installing trench shoring along Roy Rogers Rd. at north end of project.



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Construction Photos – PLM_4.3

Double-lap weld on joint connection



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Construction Photos – PLM_4.3

Backfill and compaction testing in trench for 66-inch waterline



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RES_1.0 / PLM_5.3

Contractor: Hoffman-Fowler JV
Designer: Black & Veatch / Jacobs

Current and Planned Activities:

- RES_1.0
 - Completed pre-stress wire wrap and beginning final shotcrete layer on 15MG tank
 - Installing 4-inch washdown piping inside tank
 - Continued electrical duct bank and yard piping installation
 - Continued Water Quality Building interior painting and building systems
- PLM_5.3
 - Began remedial work to correct pipe deflection between Rosedale Rd. and Riggs Rd.
 - Continued appurtenance and cathodic protection system installations
 - Continued easement restoration in multiple locations



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Construction Photos – RES_1.0

Reservoir site



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Construction Photos – RES_1.0

Preparing for final shotcrete application to tank



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Construction Photos – RES_1.0

Interior of reservoir tank



PLW_1.2

Partner: Washington County
Contractor: Tapani, Inc.
Designer: Kennedy/Jenks

Current and Planned Activities:

- Final restoration of Reedville Creek Park
- Deficiency list items
- Closeout



Construction Photos – PLW_1.2

Striping parking lot at Reedville Creek Park



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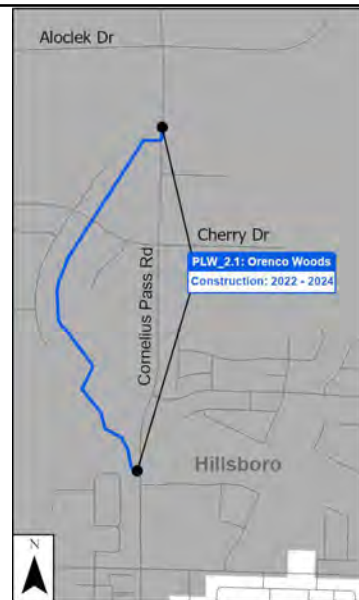
57

PLW_2.1

Contractor: Moore Excavation, Inc.
Designer: Kennedy/Jenks

Current and Planned Activities:

- Completed grouting 48-inch waterline joints
- Completed 48-inch waterline pressure testing and disinfection
- Continued cathodic protection installation
- Began sidewalk and road restoration



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Construction Photos – PLW_2.1

Chart recorder for measuring pressure test of 48-inch waterline



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Construction Photos – PLW_2.1

Vent-Tech CARV and associated vent pipe installation inside vault



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Construction Photos – PLW_2.1

Sidewalk restoration along Cornelius Pass Rd.



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MPE_1.1

Partner: City of Beaverton
Contractor: Moore Excavation Inc.
Designer: Brown & Caldwell

Current and Planned Activities:

- Completed connections to existing Washington County Supply Line and returned line to service
- Completed trench paving at Western Ave. and re-opened intersection
- Continued appurtenance installation and testing at 96th Ave.



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Construction Photos – MPE_1.1

Trench paving at Western Ave. and Beaverton-Hillsdale Hwy.



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Construction Photos – MPE_1.1

New concrete island with CARV vault at Western Ave. and Beaverton-Hillsdale Hwy.



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Construction Photos – MPE_1.1

CARV vault and associated piping installation near 96th Ave.



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MPE_1.2

Contractor: Emery & Sons
Designer: Brown & Caldwell

Current and Planned Activities:

- Completed backfill of receiving shaft at upper Fanno Creek
- Continued PFC building mechanical, HVAC, electrical and sitework
- Completed 48-inch tie-in at Scholls Ferry Rd. and Allen Blvd.
- Installing final 48-inch waterline section at Scholls Ferry Rd. and Denney Rd.



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Construction Photos – MPE_1.2

Removing sheet pile shoring at Fanno Creek trenchless crossing receiving shaft



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Construction Photos – MPE_1.2

Installation of 48-inch waterline across Scholls Ferry Rd. near Merry Lane.



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Construction Photos – MPE_1.2

Sitework at exterior of PFC Facility

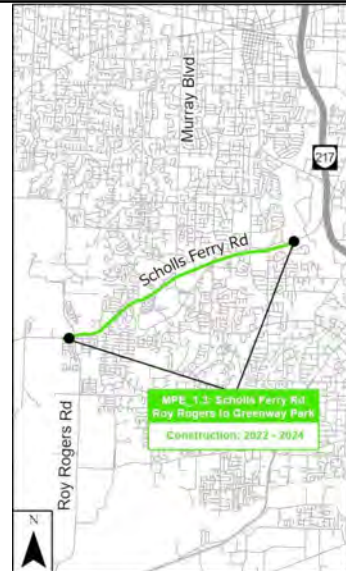


MPE_1.3

Contractor: Emery & Sons
Designer: Brown & Caldwell

Current and Planned Activities:

- 48" waterline installation on Scholls Ferry Rd.
 - Heading west near Murray Blvd. (night work)
 - Heading east near Barrows Rd. (day work)
- PGE relocation near Roy Rogers Rd.



Construction Photos – MPE_1.3

48-inch waterline installation on Scholls Ferry Rd. near Barrows Rd. (daytime crew)



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Construction Photos – MPE_1.3

48-inch waterline installation across intersection of Murray Blvd. and Scholls Ferry Rd.



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QUESTIONS?

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Our Reliable Water

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SERVICE LINE INVENTORY UPDATE

Joel Cary
May 7, 2024



TUALATIN VALLEY
WATER DISTRICT

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KEY PROJECT DRIVERS

- LCRR Service line inventory due October 2024
- TVWD's vision: "Our water sustains thriving communities - every day for everyone"
- Improving TVWD brand awareness in advance of the switch to the Willamette River in 2026
- 2020 service line inspection pilot work



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COMMUNICATION CHALLENGES

- Like most PNW utilities, lead service lines were never used (copper is TVWD's standard material)
- Using the term "Lead Service Lines" (LSLs) in communications implies otherwise
- Access to private side – GIS analysis showed ~25% of sites were outside right-of-way

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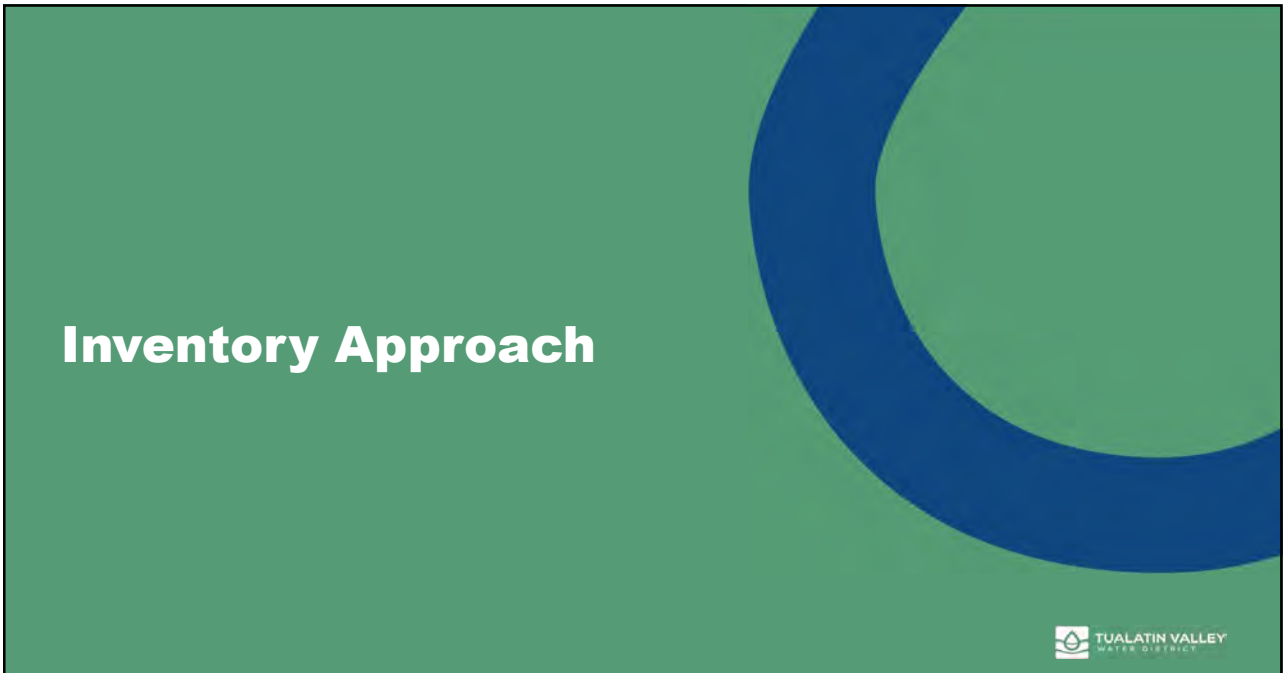
PREVIEW OF INVENTORY OUTCOME

Nearly 390 randomly selected service lines were excavated on the public and private side, no lead services were discovered

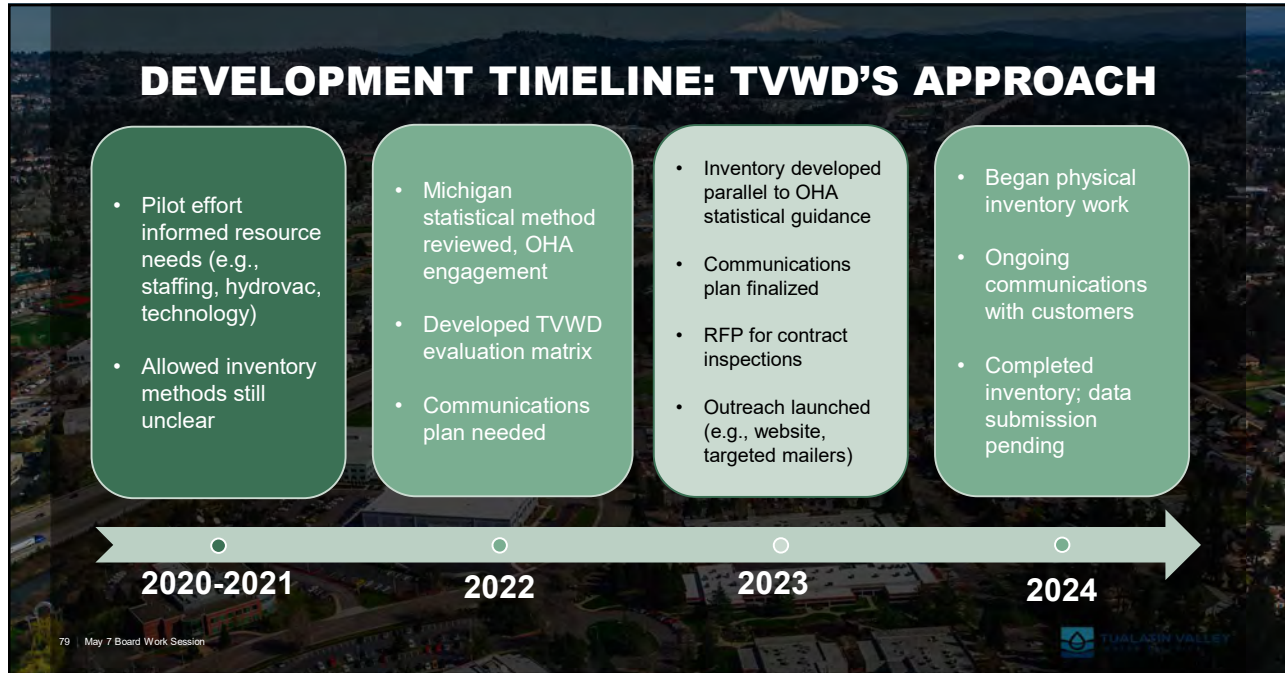
- Consistent with TVWD's assumptions, all public side services were copper
- Private side services were plastic, copper, or galvanized



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2020-2021: FACTS, UNCERTAINTY, AND LOTS OF QUESTIONS...

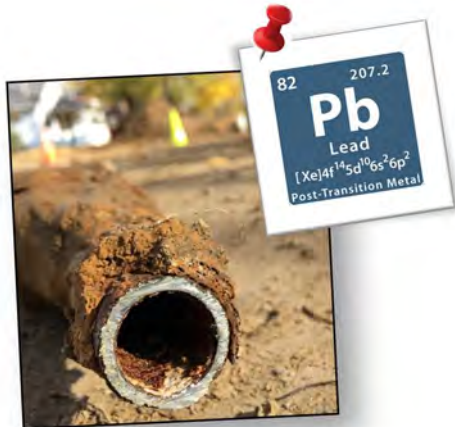
<p><u>Facts – what we knew</u></p> <ul style="list-style-type: none"> 62,000 service connections No service installation cards Archived 70s design standards Lead services never used Translation – lots of “unknowns” under the LCRR 	<p><u>Uncertainty and questions</u></p> <ul style="list-style-type: none"> What would Oregon allow? Would all 62,000 connections need inspection? How would the public react? Resources are limited – this work would impact overall operations
--	---

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2023 – KEY POINTS OF THE RECORDS INVENTORY PROCESS



Hierarchy of the process using our GIS data (what's in):

1. Owned by = TVWD
2. Status = Active
3. Service diameter = less than 2-inches
4. Tax lots date + meter sales date = 1985 and older
5. Design standards = Mid-70s era documents

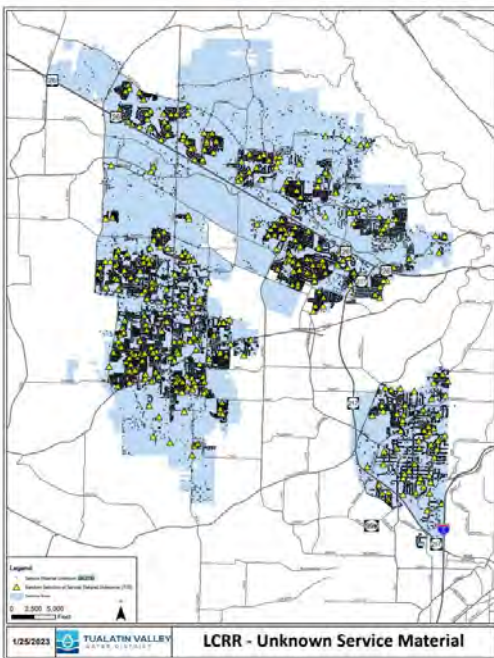
Data sets not used:

- Year main installed – old services can be attached to new mains
- Utility billing data – connection date unreliable

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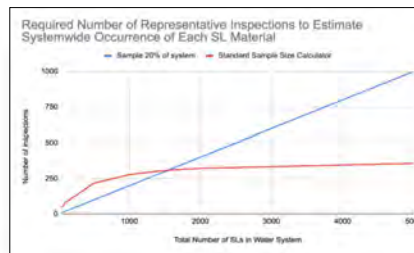
81



METHOD OUTCOMES

26,788 services classified as “unknown” under OHA methodology

- Minimum of 378 randomly selected sites for inspection

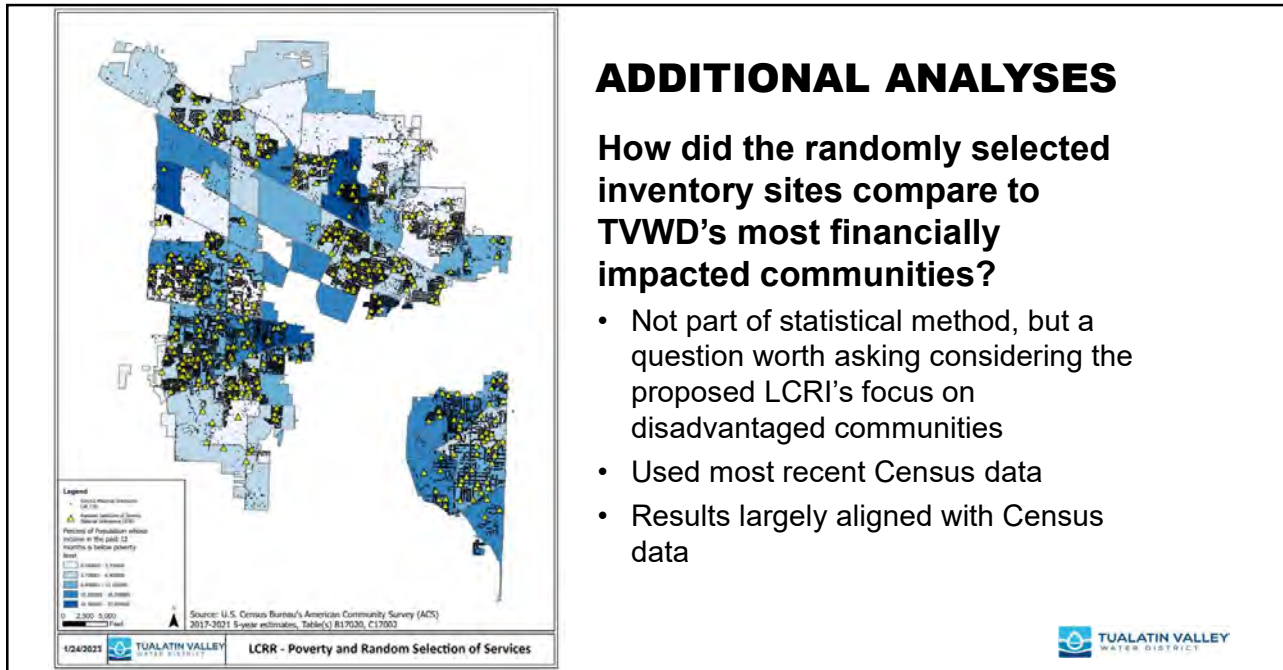


Example curve, ASDWA, 2020



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COMMUNICATION GOALS

Build upon
updated vision
and mission

Improve upon new
TVWD brand

Engage with
customers beyond
billing

Educate
audiences on
TVWD's water
system and work

Lead to a better
understanding
WWSS in advance
of 2026

OUTREACH TOOLKIT

Inventory participants and general customers

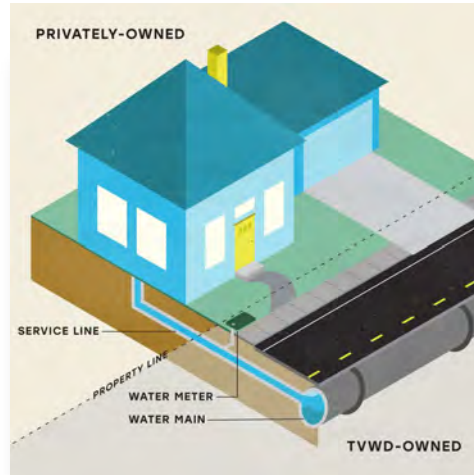
- Information on the service line inventory project

TVWD staff and contractor

- Materials for interacting meaningfully with curious customers



DEVELOPED GRAPHICS TO CONVEY COMPLEX TOPICS



- Inventory random sampling

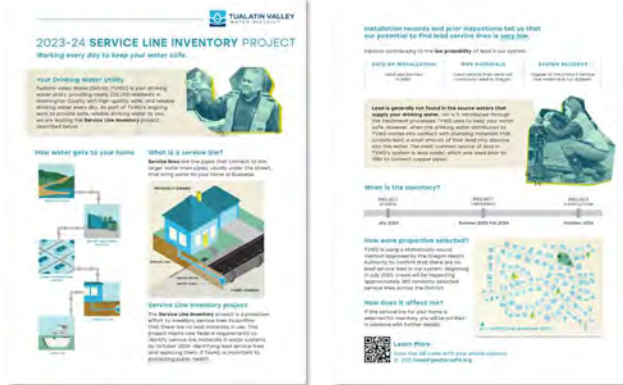
- Service line education

CONNECTING INVENTORY EFFORT TO PRIMARY TVWD SERVICES

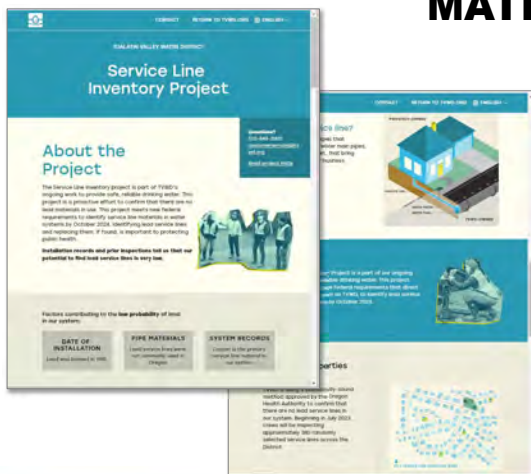


UNDERSTANDING INVENTORY PURPOSE AND PROCESS

- Fact sheets about the Service Line Inventory project
- Customized for inventory participants as well as general customers
- Available in English and Spanish



INVENTORY EDUCATION EXTENDED BEYOND PRINT MATERIALS



- New “microsite” allowed branding, imagery, footage, and graphics to be brought to life



Inventory Implementation



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WHY CONTRACT SERVICES?

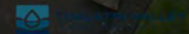
Pros

1. Allowed TVWD to maintain current CIP efforts
2. Service levels maintained (e.g., leak responses, customer service)
3. Ongoing Willamette Supply work and planning could be maintained
 - UDF, construction support, etc.

Cons

1. More effort up front (e.g., RFP)
2. Increased daily project management needs
3. Greater risk for disconnected customer communications
 - Contractor ≠ TVWD level of customer service

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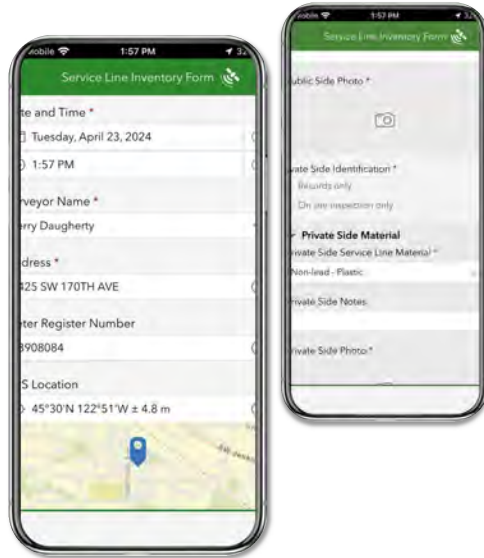
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LEVERAGING TECHNOLOGY

2020-2021 Pilot effort helped to establish data collection in the field

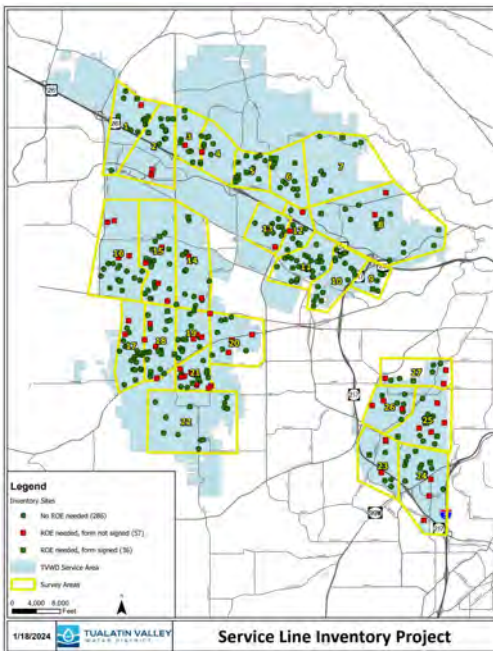
- Used mobile based field application called Survey123
- Aligned terminology to LCRR/OHA language
- Provided iPads to contractor
 - Security, minimize technology “hiccups,” etc.



INVENTORY DEPLOYMENT

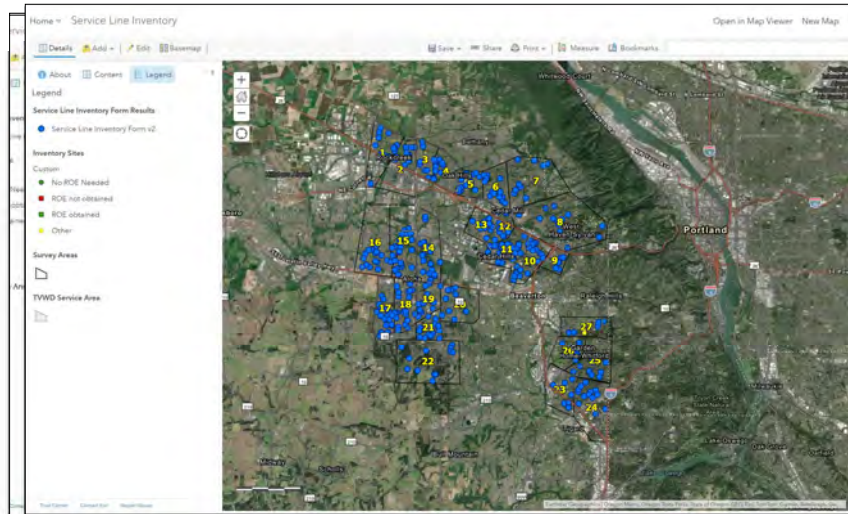
Collaboration with contractor led to dividing project into 27 “zones”

- Workload leveling for TVWD and contractor
- Expedited review of data/photos
- Better ability to perform advanced outreach as work progressed
- Customer follow-up more effective (e.g., “what was my material?”)



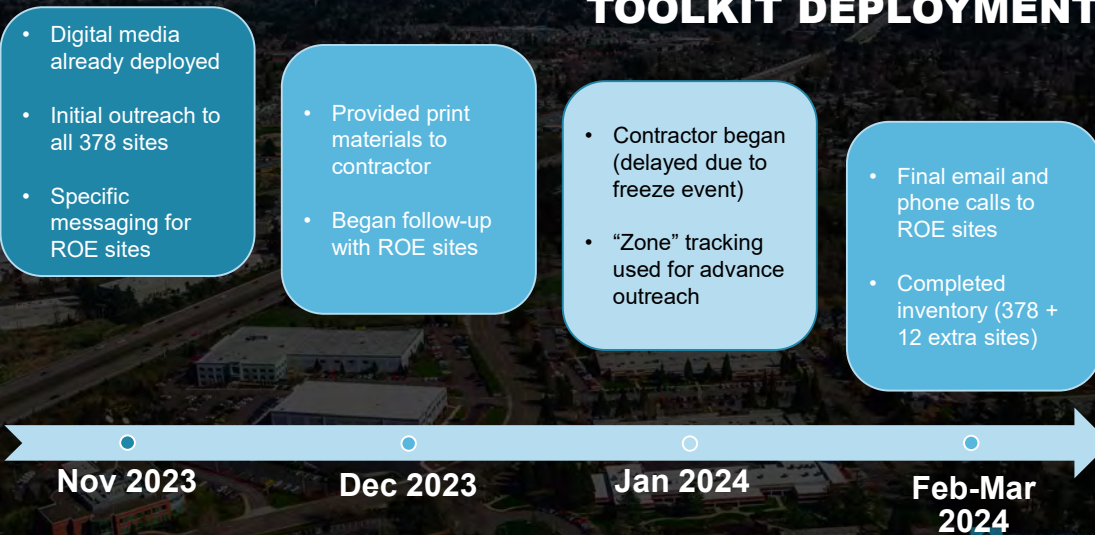
PROGRESS TRACKING

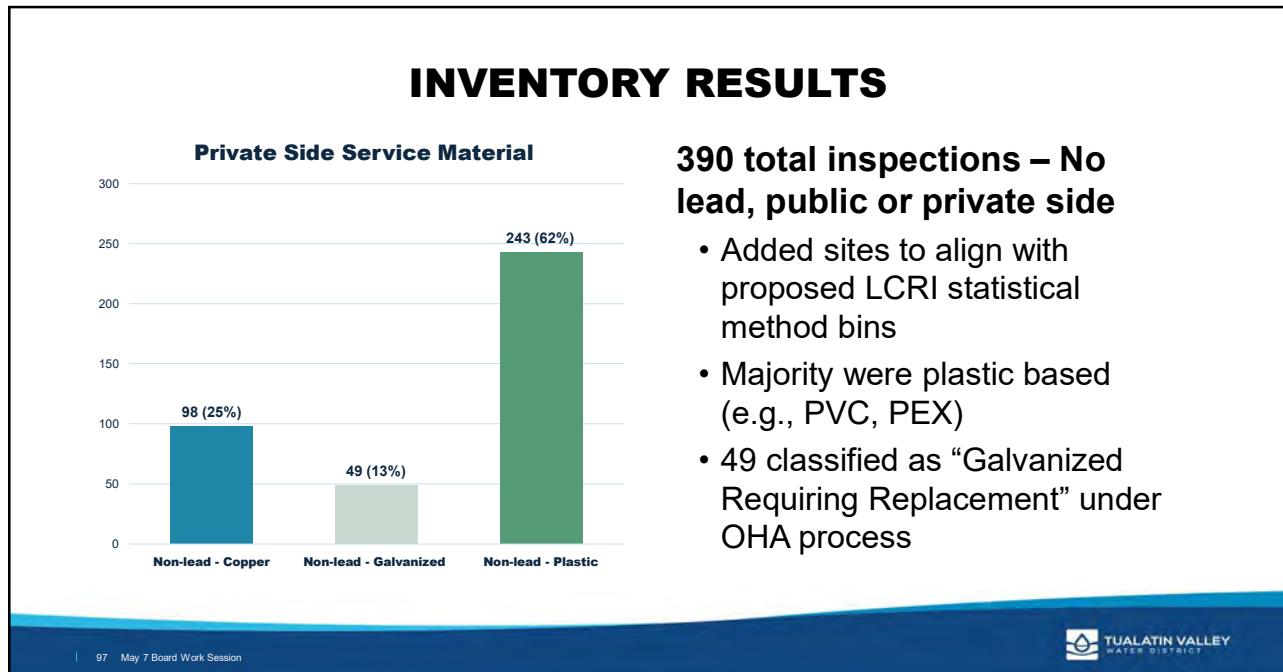
- Able to track progress in real time
- Initial project duration was two months
- Final project duration was four weeks



Time-lapse of project duration, January 29 – February 19, 2024

INVENTORY: COMMUNICATIONS TOOLKIT DEPLOYMENT





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INVENTORY PROCESS SUMMARY

Challenges

- ROE sites – 35% non-respondent
- Remaining sites replaced with randomly selected non-ROE sites (34 sites)
- Initial contracting slowed progress
- More training and coordination with contractor vs. internal staff
- Some initial site inspections weren't adequate (e.g., not enough material exposure, poor photos)

Successes

- ROE sites – 65% were responsive
- Little to no customer complaints
- Feedback loop w/ contractor – use of real time data collection (i.e., Survey123)
- Inspection timeline halved
- Under budget
- Data collection process minimized errors

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WHAT LESSONS DID WE LEARN

- Well prepared communications supports TVWD customers
- Input from a large cross section of TVWD led to buy-in and a higher quality toolkit
- Contract services net positive:
 - Early technology vetting led to a near seamless process
 - TVWD maintained current service levels
- Early regulatory planning is beneficial





TUALATIN VALLEY
WATER DISTRICT

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TUALATIN VALLEY

WATER DISTRICT

Date: May 15, 2024
To: Board of Commissioners
From: Paul L. Matthews, Chief Executive Officer
Subject: Metro Policy Advisory Committee Washington County Special District Representative

Requested Board Action:

Adopt Resolution 11-24 to appoint Director Miles Palacios of Tualatin Hills Park and Recreation District (THPRD) to be the Washington County Special District Representative to the Metro Policy Advisory Committee and Commissioner Jim Duggan of the TVWD Board as the alternate representative.

Key Concepts:

- The Metro Charter creates the Metro Policy Advisory Committee (MPAC).
- The Metro Charter calls for a special district representative from Washington County as well as an alternate.
- Following a process convened on behalf of Metro by the Special Districts Association of Oregon (SDAO), the special districts in Washington County provided nominations in April for the position of MPAC representative and alternate for the Washington County special districts.
- In accordance with the process established previously, SDAO requests that special districts in Washington County vote to appoint their MPAC representative and alternate.

Background:

The Metro Charter was enacted twenty years ago. It created MPAC to advise the Metro Council. MPAC is a tri-county wide group of county, city, and special district elected officials. Special districts have one representative and one alternate from each county.

There is no fixed term for election nor term limits. Tualatin Valley Fire & Rescue (TVFR) and TVWD Board members have held the primary position since its creation. Carol Gearin and Clark Balfour from TVFR held the position until TVWD Commissioner Marilyn McWilliams was elected in 2013-14. Commissioner McWilliams held the position until she left the TVWD Board in 2017. Gordon Hovies from TVFR succeeded Commissioner McWilliams and currently holds the position.

In March, SDAO initiated a process requesting nominations and provided forms to do so. Each Washington County special district was asked, if it wished, to nominate a Board member as either the representative or alternate to MPAC. A district was not obligated to nominate anyone. SDAO received one nomination for the MPAC representative (Director Miles Palacios of THPRD) and one nomination for the alternate (TVWD Commissioner Jim Duggan). TVFR Director Gordon Hovies nominated himself to be the MPAC representative without the endorsement of the TVFR Board of Directors.

Based on the nominations received, and the direction provided by the Board of Commissioners in January and April, staff has prepared the attached resolution electing to appoint Director Miles Palacios from THPRD as the MPAC representative and Commissioner Duggan as alternative.

Budget Impact:

None.







Staff Contact Information:

Paul L. Matthews; Chief Executive Officer; (503) 848-3017; paul.matthews@tvwd.org

Attachments:

Resolution 11-24

Leadership Team Initials:

Chief Executive Officer		Customer Service Director	N/A
Chief Operating Officer	N/A	IT Services Director	
Chief Financial Officer	N/A	Human Resources Director	
General Counsel		Water Supply Program Director	
Communications Director			





TUALATIN VALLEY
WATER DISTRICT

RESOLUTION NO. 11-24

A RESOLUTION TO APPOINT DIRECTOR MILES PALACIOS OF THE TUALATIN HILLS PARK AND RECREATION DISTRICT AS THE WASHINGTON COUNTY SPECIAL DISTRICTS REPRESENTATIVE TO THE METRO POLICY ADVISORY COMMITTEE AND COMMISSIONER JIM DUGGAN OF THE TUALATIN VALLEY WATER DISTRICT AS THE ALTERNATE REPRESENTATIVE.

WHEREAS, the Metro Charter created the Metro Policy Advisory Committee consisting of county, city, and special district elected officials from the tri-county area; and

WHEREAS, special districts are allocated one representative and one alternate from each county with no fixed term or election cycle; and

WHEREAS, historically, the Special Districts Association of Oregon (SDAO) has facilitated the special district nomination and election process as requested from time to time and the Tualatin Valley Fire and Rescue (TVFR) recently asked SDAO to undertake that process; and

WHEREAS, following the SDAO-facilitated process, the special districts in Washington County have nominated Director Miles Palacios of the Tualatin Hills Park and Recreation District (THPRD) as the Washington County Special District Representative to the Metro Policy Advisory Committee; and

WHEREAS, following the SDAO-facilitated process, the special districts in Washington County have nominated Commissioner Jim Duggan of the Tualatin Valley Water District (TVWD) as the Washington County Special District Alternate Representative to the Metro Policy Advisory Committee; and

WHEREAS, TVFR Director Gordon Hovies submitted a nomination for himself to be the MPAC representative without the endorsement of the TVFR Board of Directors and the Board being advised.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TUALATIN VALLEY WATER DISTRICT THAT:

Section 1: The Board hereby elects to appoint Director Miles Palacios of Tualatin Hills Park and Recreation District to be the Washington County Special District Representative to the Metro Policy Advisory Committee.

Section 2: The Board hereby elects to appoint Commissioner Jim Duggan of Tualatin Valley Water District to be the alternate Washington County Special District Representative to the Metro Policy Advisory Committee.

Section 3: The Chief Executive Officer is directed to provide this Resolution to SDAO and take all other necessary actions in furtherance of the selection process.

Approved and adopted at a regular meeting held on the 15th day of May 2024.

Todd Sanders, President

Jim Doane, Secretary





TUALATIN VALLEY

WATER DISTRICT

Date: May 15, 2024
To: Board of Commissioners
From: Justin Carlton, Chief Financial Officer
Subject: Authorization of Contract-Specific Exemption by Local Contract Review Board

Requested Board Action:

Consider adopting resolution 12-24 approving a contract-specific exemption for the procurement of audit service for the District and the joint ventures it manages.

Key Concepts:

- The District's Board of Commissioner comprise the District's Local Contract Review Board (LCRB).
- Division 120 of the LCRB Rules allow for special procurements to be exempt from competitive bidding with the approval of the Board, provided certain circumstances exist.
- The Board selected Moss Adams LLP as the District's independent auditor through 2027 on April 17, 2024 by adopting Resolution 08-24.
- The contract with the Moss Adams LLP requires approval from the Board acting as the LCRB.

Background:

Division 110 of the LCRB Rules state that all public contracts shall be based on competitive bids or proposals unless exempted by an existing exempt classification or are determined to be special procurement. Specifically, Division 120 of the LCRB Rules allows the LCRB to approve a special procurement called a "contract-specific exemption" when the following circumstances exist:

1. The special procurement is unlikely to encourage favoritism in the awarding of a public contract or substantially diminishes competition for public contracts, and
2. Results in substantial cost savings to the District or to the public, or
3. Substantially promotes the public interest in a manner that could not be realized through competitive bidding methods.

Staff believes a contract-specific exemption that allows for a new agreement with Moss Adams LLP substantially promotes the public interest. Due to the complex accounting methods associated with managing the WWSP, it would likely require significant time and costs for another auditor to gain understanding and proficiency at reviewing the financial transactions associated with the WWSP. The WWSP represents most of the financial resources and expenses for the District over the next three years. Given Moss Adams' familiarity and acceptance of the accounting methods associated with the WWSP, staff believe it is in the best interests of

TVWD's customers, the public, and our partners, to maintain Moss Adams LLP as the independent external auditor through the duration of the program.

The Board Finance Committee agreed that this approach was in the best interests of the District and the Board renewed its selection of Moss Adams LLP as the independent auditor with Resolution 08-24. As required by the LCRB Rules, the Board, acting as the LCRB, must exempt the contract as a special procurement for the District to execute the agreement.

Budget Impact:

The proposed contract exceeds the Adopted 2023-25 Biennial Budget by \$97,250. This is consistent with inflationary adjustments the District has experienced with other long-term contracts. The Finance Department budget will absorb the increase through savings in other materials and services expenses.







Staff Contact Information:

Justin Carlton; Chief Financial Officer; (503) 848-3070; justin.carlton@tvwd.org

Attachments:

Proposed resolution 12-24

Leadership Team Initials:

Chief Executive Officer		Customer Service Director	N/A
Chief Operating Officer	N/A	IT Services Director	
Chief Financial Officer	N/A	Human Resources Director	
General Counsel		Water Supply Program Director	
Communications Director			





TUALATIN VALLEY
WATER DISTRICT

RESOLUTION NO. 12-24

A RESOLUTION BY THE LOCAL CONTRACT REVIEW BOARD APPROVING A CONTRACT-SPECIFIC EXEMPTION FOR MOSS ADAMS LLP AS THE INDEPENDENT EXTERNAL AUDITOR FOR TUALATIN VALLEY WATER DISTRICT.

WHEREAS, this matter came before the Board of Commissioners of Tualatin Valley Water District acting as the Local Contract Review Board (LCRB); and

WHEREAS, Division 110 of the District's Local Contract Review Board Rules state all public contracts shall be based on competitive bidding or proposals unless exempted by an existing classification exemption; and

WHEREAS, Division 120 of the LCRB Rules allow for special procurements to be exempt for competitive bidding, with Board approval provided that:

1. The special procurement is unlikely to encourage favoritism in the awarding of a public contract or substantially diminishes competition for Public Contracts, and
2. Results in substantial cost savings to the District or to the public, or
3. Substantially promotes the public interest in a manner that could not be realized through competitive bidding methods; and

WHEREAS, Moss Adams LLP has familiarity and acceptance of the complex accounting methods associated with Willamette Water Supply Program; and

WHEREAS, The Willamette Water Supply Program transactions represent the majority of the District's resources and expenditures through 2027; and

WHEREAS, the Board of Commissioners approved the selection of Moss Adams LLP as the District's independent auditor with Resolution 08-24; and

WHEREAS, the Board of Commissioners finds that entering into a new contract with Moss Adams LLP through the end of the construction period of the Willamette Water Supply Program substantially promotes the public interest;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS ACTING AS THE LOCAL CONTRACT REVIEW BOARD OF THE TUALATIN VALLEY WATER DISTRICT THAT:

Section 1: The Board of Commissioners approves contract-specific exemption for Moss Adams LLP as the independent external auditor for the District and the joint ventures that it manages through the construction period of the Willamette Water Supply Program.

Approved and adopted at a regular meeting held on the 15th day of May 2024.

Todd Sanders, President

Jim Doane, Secretary

