



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 Cooper 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 inability 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 demand¹), addressing a significant limiting factor to future development.

Immediate Benefits

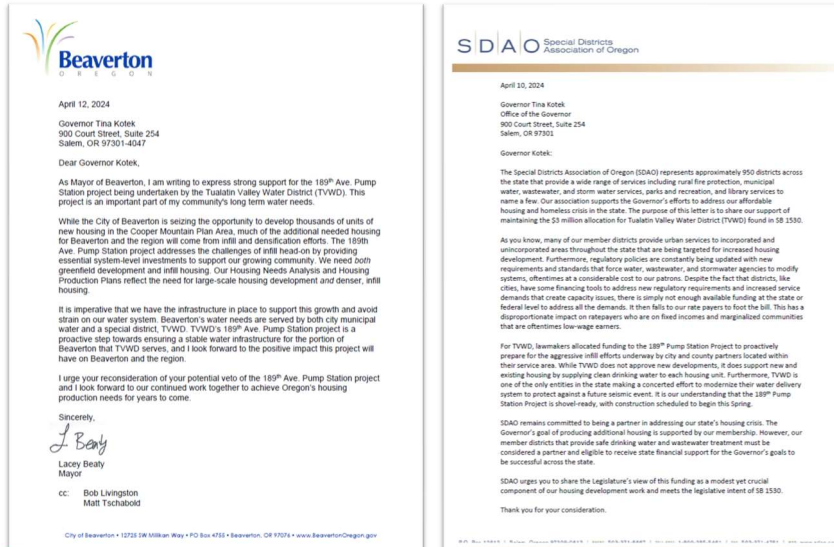
Here are some of the new developments in TWVD's service area that will benefit from the increased capacity:

- 41-kt SFR subdivision
- 3-kt SFR portion
- 9-kt SFR subdivision
- 8-kt SFR subdivision converted 19-kt middle housing
- 7-kt middle housing
- Redevelopment of SFR to retirement facility
- 18-kt middle housing townhomes

¹The 189th Ave. Pump Station and Pipeline will increase capacity by 2.1 million gallons per day. Using the District's planning assumptions of 60 gallons per capita per day and a household size of 1.5 people, the average flow demand per household is assumed to be 90 gallons per day. Peak-day demands are assumed to be 200% of average day demands. This means the peak-day demand per household is assumed to be 180 gallons per day. Dividing the 2.1 million gallons per day of new capacity by 450 gallons per household per day results in estimated 4,700 households.

1800 SW 170th Ave. | Beaverton, Oregon 97003
503.646.3000 | TWVD.org/189th

THANKFUL FOR LETTERS OF SUPPORT



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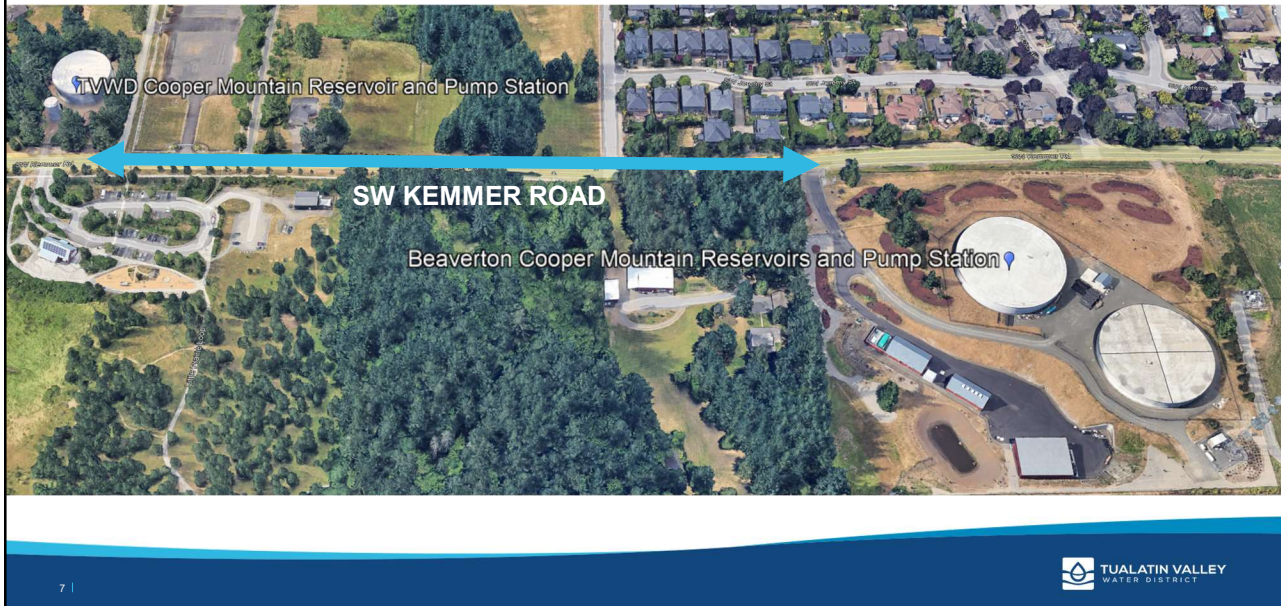
TVWD-BEAVERTON KEMMER ROAD INTERTIE

- 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

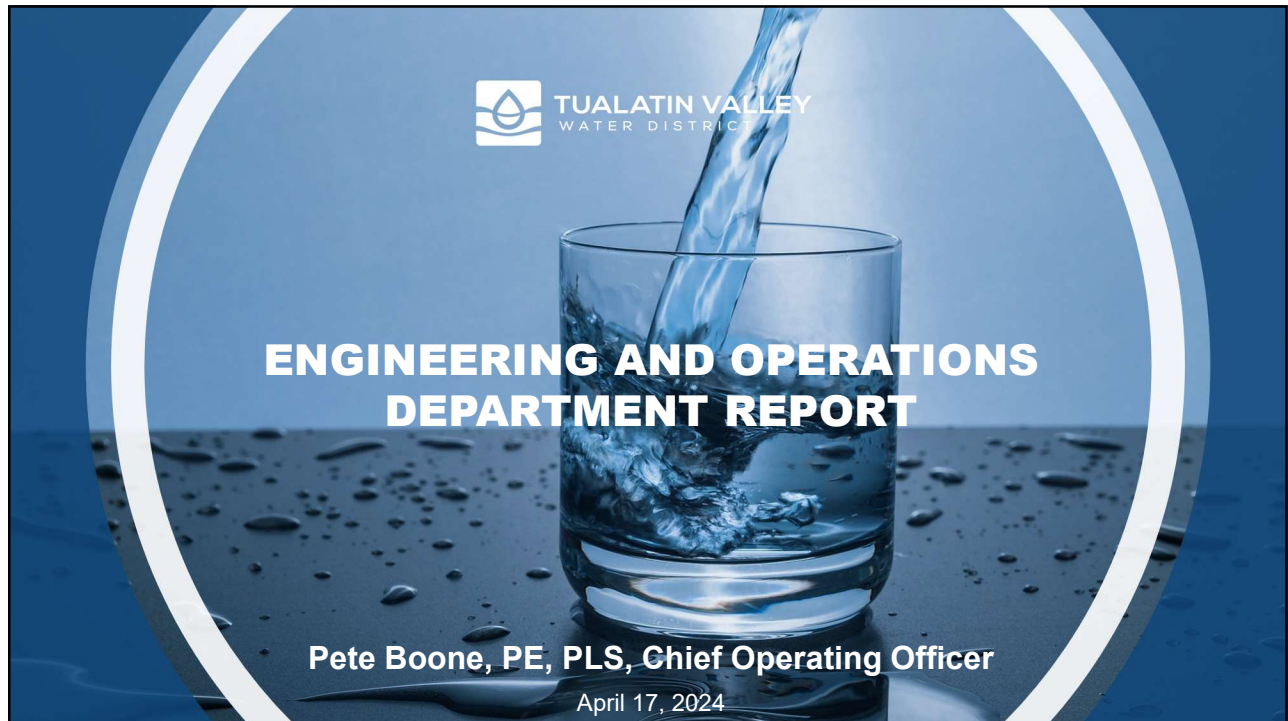
Communications Director Justin Dyke will serve as AIC for the CEO April 18 and 19 while I am out of the office for a few days.

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 graphic features a central image of water being poured into a glass, set against a dark blue background with water droplets. The Tualatin Valley Water District logo is positioned at the top center. The text 'ENGINEERING AND OPERATIONS DEPARTMENT REPORT' is prominently displayed in the middle, and 'Pete Boone, PE, PLS, Chief Operating Officer' and 'April 17, 2024' are at the bottom.

 TUALATIN VALLEY
WATER DISTRICT

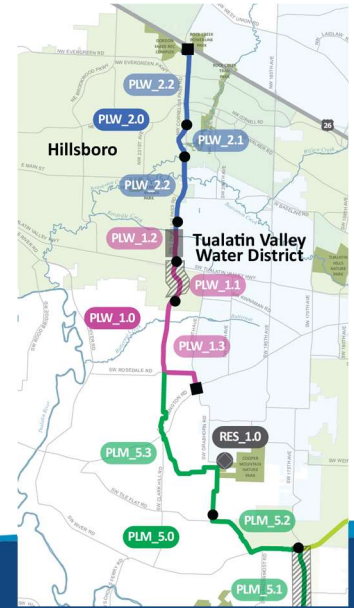
**ENGINEERING AND OPERATIONS
DEPARTMENT REPORT**

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)

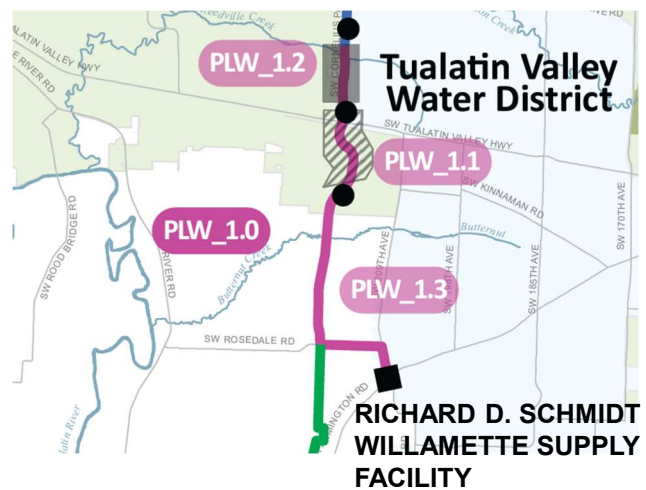


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PLW 1.0 COMMISSIONING AND INTERIM USE

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

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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:

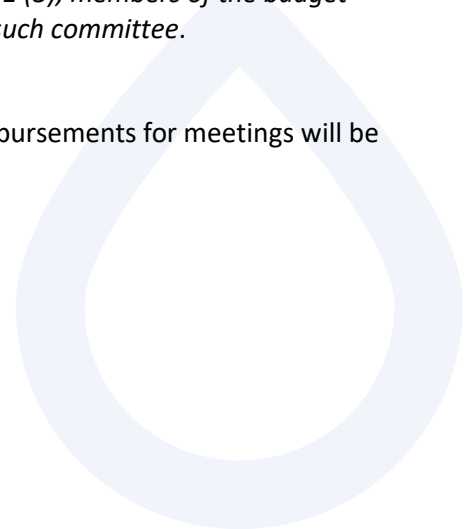
Date:

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

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
Commissioner

OK To Pay \$350.00 - SK

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.*

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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: Todd Lisac

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.*

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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: *Todd Sullivan*



President



Secretary

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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

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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

<[image003.png](#)>

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<[image009.png](#)>

<[image007.png](#)>

<[image008.png](#)>

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<[Sanders April Meetings Attended.pdf](#)>