



TUALATIN VALLEY
WATER DISTRICT

Board Meeting Minutes

May 15, 2024

REGULAR MEETING – 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; 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.

REPORTS BY THE CHIEF EXECUTIVE OFFICER AND MANAGEMENT STAFF

Paul Matthews presented the Chief Executive Officer report.

Justin Dyke presented the director's report for the Communications department.

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.

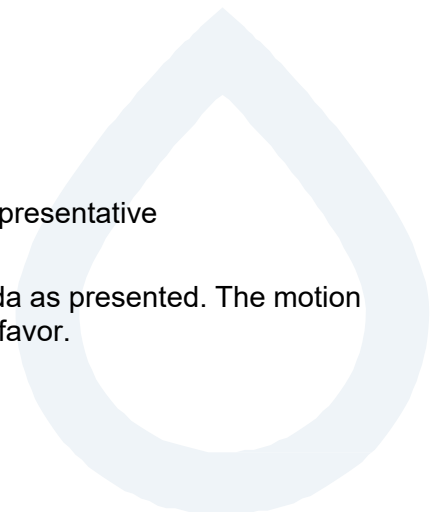
PUBLIC COMMENT

There were none.

1. CONSENT AGENDA

- A. Approve the 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

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



2. BUSINESS AGENDA

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

Commissioner Sanders adjourned the TVWD Board meeting at 6:30 PM.

Commissioner Sanders convened the Local Contract Review Board meeting at 6:30 PM.

Justin Carlton presented his staff report on the Authorization of Contract-Specific Exemption for Moss Adams LLP.

Motion was made by Duggan, seconded by Doane to adopt Resolution 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 the Tualatin Valley Water District. The motion passed unanimously with Doane, Duggan, Fisher, Lisac and Sanders voting in favor.

ADJOURNMENT

There being no further business, Commissioner Sanders adjourned the meeting at 6:37 PM

Todd Sanders, President

Jim Doane, Secretary





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UPDATE TO BOARD QUESTIONS

Right of Entry

- Question regarding right of entry from Service Line Inventory Project
- Discuss at an upcoming Water Supply Committee Meeting

Experience on Willamette

- City of Wilsonville
- City of Sherwood

2 | CEO Announcements

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WILLAMETTE RIVER CUSTOMER OPINIONS

City of Wilsonville

- Customer survey conducted every two years
- In 2022 survey, 83% of respondents rated the quality of drinking water services as excellent or good
- The survey did not specifically address water aesthetics
- No citizen complaints have been received about the taste or odor of drinking water

WILLAMETTE RIVER CUSTOMER OPINIONS

City of Sherwood

- Uncertain if records were kept of volume of citizen concerns when water source changed
- A few customers were concerned with the perception of Willamette River as a drinking water source
- Some citizens wanted additional analysis
- Sherwood has been using Willamette River water for more than a decade and water quality concerns are minimal

REMINDERS REGARDING UPCOMING MEETINGS

June 2024

- Original Regular Board Meeting date conflicted with new federal and state holiday for Juneteenth.
- By Resolution 05-24, Board set June's meeting to June 26, 2024, at 6:00 pm.

July 2024

- No Board Work Session scheduled for July 2, 2024.
- Staff recommended canceling the Work Session due to limited agenda items and its proximity to both the rescheduled June Regular meeting and Independence Day Holiday.
- Board concurred.

BRIEFING OF FORMER LEADERS

Key Information

- We've invited some of TVWD's past leaders who have been away from the District for a while to a briefing on both:
 - Evolution of operations at TVWD, and
 - Progress we've made on the Willamette Water Supply Program.
- Briefing is tomorrow beginning at 11:30.
- Board members are also invited.

DIRECTOR REPORT

Communications Director Justin Dyke will present tonight's Director report.



DIRECTOR REPORT: COMMUNICATIONS

Justin Dyke
May 15, 2024



WWSS OPINION RESEARCH

- Goal: learning customer opinions and demographics for planning a successful WSI communications campaign.
- Key findings of phone survey and focus groups for WSI communications
 - Research conducted February – March 2024
 - 400 phone survey participants
 - 2 in-person focus groups, 10 regional customers each
- Lead by FM3 Research

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KEY FINDINGS

- Residents are broadly satisfied with their water and want to continue taking water for granted.
- Impacts of growth are seen on many aspects of their lives, including water supply and infrastructure.

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KEY FINDINGS

- They want a water system that has two key features:
 - It delivers high-quality water. Multiple treatment steps and constant monitoring are key proof points. *Helping them picture the process is compelling.*
 - It is prepared for the future, both in terms of population growth and natural disasters or emergencies.
- Delivering information about the project on **multiple message platforms with multiple messengers** – including their trusted water providers – will be important.

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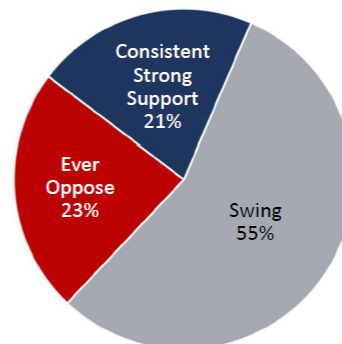
INTENSITY OF SUPPORT

❖ **Consistent Strong Support:** Those who consistently indicated they *strongly* support the proposal.

❖ **Ever Oppose:** Those who at any point in the survey indicated that they would oppose the proposal.

❖ **Swing:** Those who do not fall into any of the other categories – remaining consistently undecided, consistently softly supportive, or switching positions.

The following slide shows demographic groups that disproportionately fall into one category or the other.

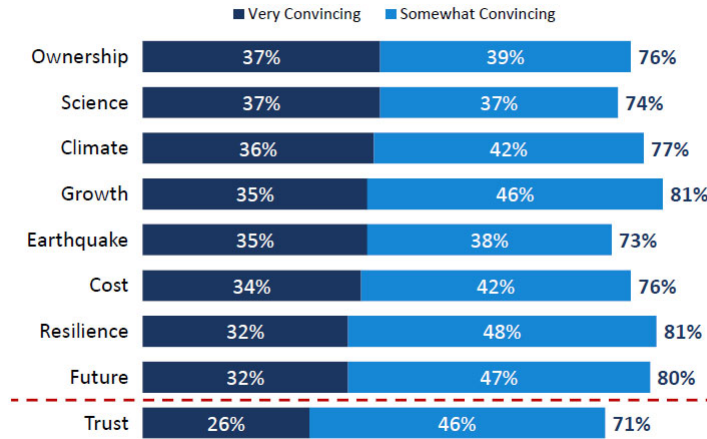


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KEY MESSAGES IN SUPPORT



CLIMATE & LOCAL CONTROL ARE KEY THEMES

Statement	Very Convincing			
	All Resp.	Swing	Softly Supportive and Undecided	Positive Intensity Movers
Ownership	37%	36%	29%	42%
Science	37%	36%	29%	38%
Climate	36%	34%	26%	45%
Growth	35%	31%	25%	39%
Earthquake	35%	30%	24%	29%
Cost	34%	30%	26%	22%
Resilience	32%	29%	23%	28%
Future	32%	28%	22%	27%
Trust	26%	20%	13%	24%

IN CONCLUSION

- Customers are supportive of WWSS when provided context about it.
 - 73 percent still support after critical messaging.
- WWSS benefits **most valued** are maintaining water rates, ensuring supplies in the face of climate change, natural disaster, and growth.
- Messages highlighting the processes to clean water, need to prepare for growth and climate change are most persuasive.
- People are less likely to value reduced reliance on other providers, except when in context of local ownership.

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CONSENT AGENDA

- Approve the April 17, 2024 Regular Meeting Minutes
- Approve the May 7, 2024 Work Session Meeting Minutes
- Appointment of Metro Policy Advisory Committee Washington
County Special District Representative

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LCRB Action: Contract-Specific Exemption

Auditing Services, Moss Adams LLP

May 15, 2024

Justin Carlton

Chief Financial Officer



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LOCAL CONTRACT REVIEW BOARD RULES

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:

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.



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EVALUATION

Staff believes selecting Moss Adams as the District's auditor substantially promotes the public interest due to:

1. The complex nature of the accounting associated with the Willamette Water Supply Program (WWSP)
2. Moss Adams' familiarity and acceptance of the accounting methods
3. The volume of WWSP transactions through 2027

PROCESS

1. Presented the concept for auditor selection and special procurement to the Board Finance Committee – March 29, 2024
2. Board selected Moss Adams LLP as the auditor, as required by District Board Policy (Resolution 08-24) – April 17, 2024
3. Public notice of special procurement published in the Oregonian – May 8, 2024

RECOMMENDED ACTION

Acting as the Local Contract Review Board, adopt Resolution No. 12-24 declaring an exemption from competitive bidding for the auditing services contract for Moss Adams LLP.



Questions





TUALATIN VALLEY WATER DISTRICT

Report of Meetings Attended

Commissioner Doane

Table with 5 columns: Date, Meeting or Function, Purpose, \$, Claimed. Rows include entries for 5/7 (Work Session) and 5/15 (Regular Mtg).

15 May 2024

Handwritten signature of Jim Doane

Requested by: Jim Doane

Commissioner

OK to Pay \$100.00 to CEAF - SK

Date: May 15, 2024

Approved by:

Redacted signature of President

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: Carl Fisher

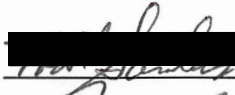

Date: 5/15/2024

Date	Meeting or Function	Purpose	\$	Claimed
4/24/24	WEA House Speaker Forum	Hear from new house speaker on agenda relating to Wash. Co.	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5/07/24	TVWD Work Session	Regular work session	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5/13/24	Tigard State of City	Meet with Tigard Leaders	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5/14/24	TVWD Agenda Planning Meeting	Plan board meeting	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5/15/24	TVWD Board Meeting	Regular Board Meeting	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
			50	<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 \$250.00 - SK

Date: 5/15/24

Approved by:

President

Secretary

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TUALATIN VALLEY
WATER DISTRICT

Report of Meetings Attended

Commissioner: Lisac

Date: 5/15/24

Date	Meeting or Function	Purpose	\$	Claimed
5/7/24	Board Work Session	Budget Officer, Auditor	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5/10/24	Call with President Sanders	CEO evaluation discussion	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
5/15/24	Board Meeting	May 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
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

OK to Pay \$150.00 - SK

Date: 5/15/24

Approved by



President



Secretary

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TUALATIN VALLEY WATER DISTRICT

Report of Meetings Attended

Commissioner Jim Duggan

Date	Meeting or Function	Purpose	\$	Claimed
4/24/2024	Metro MPAC	Waste Fees; Housing DD	50	x Yes <input type="checkbox"/> No
5/07/2024	TVWD Board Work Session	WWSP & LSL Inv. Update	50	x Yes <input type="checkbox"/> No
5/08/2024	TVWD Talkin' Water Webinar	Spring Irrigation Maint.	50	x Yes <input type="checkbox"/> No
5/14/2024	Wash. Co. CPO#1	TriMet & Peterkort	50	x Yes <input type="checkbox"/> No
5/15/2024	TVWD Board Meeting	Regular Monthly Mtg.	50	x 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: 5/15/2024

Requested by: James. J. Duggan

Commissioner ✓

OK to Pay \$250.00 - SK

Date: 5/15/24

Approved by: [Signature]

President

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