



**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

June 26, 2024

## **EXECUTIVE SESSION – 5:15 PM – TVWD HEADQUARTERS**

An executive session of the Board is called under ORS 192.660(2)(e) to conduct deliberations to negotiate real property transactions, 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed, and 192.660(2)(f) to consider information or records that are exempt by law from public inspection.

## **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 May 15, 2024 Regular Meeting Minutes
- B. Approve the June 4, 2024 Work Session Meeting Minutes
- C. Chief Executive Officer Evaluation Criteria



## 2. BUSINESS AGENDA

A. North Plains Intergovernmental Agreement – *Pete Boone, PE; Chief Operating Officer*

### ADJOURNMENT

If you wish to attend this meeting remotely or in person, please email [sam.kaufmann@tvwd.org](mailto:sam.kaufmann@tvwd.org) or call 503-848-3094 by 4:30 p.m. on June 26, 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](http://tvwd.org).





**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

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Todd Sanders, President

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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.

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## DIRECTOR REPORT: COMMUNICATIONS

**Justin Dyke**

May 15, 2024

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## 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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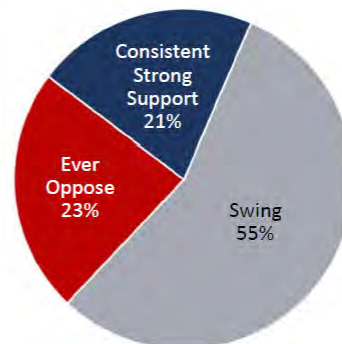
## INTENSITY OF SUPPORT

❖ **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.

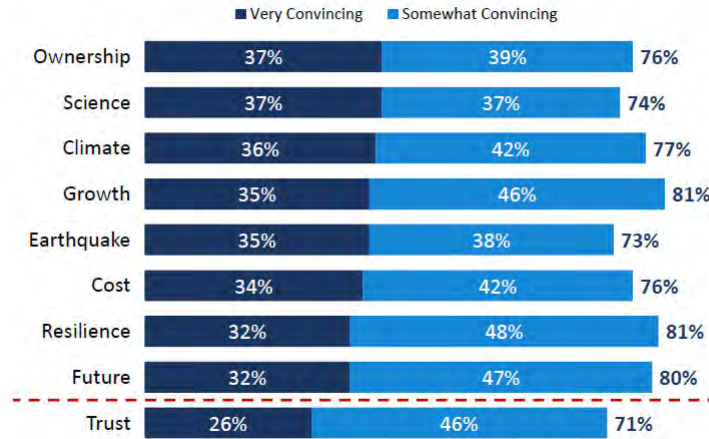
The following slide shows demographic groups that disproportionately fall into one category or the other.



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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

- A. Approve the April 17, 2024 Regular Meeting Minutes
- B. Approve the May 7, 2024 Work Session Meeting Minutes
- C. 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: 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

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: 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

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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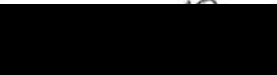


**Report of Meetings Attended**

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: 

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

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**TUALATIN VALLEY**  
WATER DISTRICT

# Board Work Session Minutes

## June 4, 2024

### **WORK SESSION – 6:00 PM**

#### **CALL TO ORDER**

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

Commissioners Excused: Todd Sanders, PhD

Staff Present: Paul Matthews, Chief Executive 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.

Commissioner Fisher and Commissioner Doane asked to attend the Portland Water Bureau Bull Run tour on July 21, 2024.

#### **DISCUSSION ITEMS**

- A. Chief Executive Officer Performance Criteria. *Staff Report – Paul Matthews, Chief Executive Officer*

Paul Matthews introduced Judy Clarke. Ms. Clark presented the staff report on the proposed CEO performance criteria.

- B. 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.

- C. Board Officer and Committee Appointments. *Staff Report – Paul Matthews, Chief Executive Officer*

Commissioner Duggan agreed to take Commissioner Doane's place as Secretary, with Commissioner Doane as alternate. The Board requested no further changes.

**ADJOURNMENT**

There being no further business, Commissioner Sanders adjourned the meeting at 7:10 PM

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Todd Sanders, President

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Jim Doane, Secretary

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## WATER REVENUE BONDS, SERIES 2024 RECEIVE AA+ RATINGS

**Key Highlights**

- The District’s Water Revenue Bonds, Series 2024, received a credit rating of AA+ with a stable outlook from both S&P Global Ratings and Fitch Ratings.
- Both ratings agencies affirmed the District’s overall credit rating of AA+ with a stable outlook.
- This is a significant milestone, as the \$100 million Series 2024 bond is anticipated to be the final piece of the WWSS financing plan and likely the last borrowing by the District for a long time.

2 | CEO Announcements 

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## AMI PROJECT UPDATE

### Grant Withdrawal

- Last week, TVWD formally withdrew its application from the Bureau of Reclamation's (BOR) WaterSMART grant for Advanced Metering Infrastructure (AMI).
- This was a difficult decision; however, after thorough consideration and review of TVWD's strategic priorities with the Board, and the necessary resources and timelines for a successful AMI project, TVWD concluded that it must delay implementation.
- The District is grateful to BOR for its patience and professionalism. TVWD is also very appreciative of the legislative support received for the AMI project.
- TVWD plans to reapply to the WaterSMART program when the District's AMI project is reinitiated in the future.

## PORTLAND WATER BUREAU BULL RUN TOUR

- Portland Water Bureau (PWB) is hosting a tour of the Bull Run watershed this summer.
- The tour will be held July 31, 8:00 a.m. - 5:00 p.m.
- Pick-up/drop-off points are PWB's interstate location or the Troutdale outlet mall.
- TVWD may invite up to three participants. Are any Commissioners interested in this opportunity?



## CEO SCHEDULE

June 10<sup>th</sup> thru June 23<sup>rd</sup>

- I am attending the AWWA's Annual Conference and Exposition
- Taking a family vacation immediately after the conference

Acting in Capacity for the CEO

- CFO Justin Carlton has been designated Acting In Capacity (AIC) for the CEO June 10-18.
- COO Pete Boone will serve as AIC from June 21-23.

## REMINDER ON UPCOMING MEETINGS

Two Changes

- The Board rescheduled the regular meeting in June from June 19<sup>th</sup> to June 26<sup>th</sup> to avoid the Juneteenth holiday.
- The July 2<sup>nd</sup> Board work session remains canceled.

## BOARD COMMUNICATIONS LOG

There were no updates to the Board Communications Log in May.



 **TUALATIN VALLEY**  
WATER DISTRICT

PERFORMANCE CRITERIA FOR  
THE CHIEF EXECUTIVE OFFICER

**Paul Matthews and Judy Clarke**  
June 4, 2024

## CEO PERFORMANCE CRITERIA

### Objectives

- Allows the CEO to align his actions with the Board's priorities
- Provides basis for communicating areas for improving the CEO's performance
- Enables the Board to provide performance review to the CEO in executive session

## HISTORY AND OBJECTIVES

### History

- Current performance criteria and expectations adopted December 18, 2019
- Current criteria seem to have been used since at least 2013

### Objectives

- Consider modernizing the expectations which are at least a decade old.
- If possible, simplify the expectations.

# CURRENT PERFORMANCE CRITERIA

CEO Performance Criteria		Criteria	Expectations	Criteria	Expectations
<b>Leadership</b>	<ul style="list-style-type: none"> <li>Working for the Board of Commissioners to ensure leadership for the District</li> <li>Leads in developing long-term (as contrasted with immediate solutions to the issues facing the District)</li> <li>Provides leadership to the staff to ensure that the Board of Commissioners' goals are met by the District</li> <li>Anticipates the opportunities to ensure the long-term success of the District in providing good value to its customers</li> <li>Promotes unity and transparency amongst all staff with the Board of Commissioners, the community, and other stakeholders to address the long-term good of the District</li> </ul>	<b>Administrative and Financial Services</b>	<ul style="list-style-type: none"> <li>Ensures effective communication with the Board of Commissioners</li> <li>Plans and organizes material to present comprehensive information to the Board of Commissioners that assists in decision-making</li> <li>Assist in all meetings, ensuring that the Board of Commissioners are provided with timely background materials and/or discussion on the meetings including Executive Summary</li> <li>Ensures that all staff and other users systems are available for Commissioners to be able to participate in Board Meetings</li> <li>Ensures that Board of Commissioners' initiatives such as sustainability and leading with ethics remain in the organization</li> </ul>	<b>Public Affairs and Community Relations</b>	<ul style="list-style-type: none"> <li>Communicates with the general public</li> <li>Represents the District in effectively communicating with customers, the community, and other stakeholders such as the District's regulatory agencies</li> <li>Reports to the Board of Commissioners on intergovernmental policy and activities</li> <li>Obtains the positive concurrence of the Board of Commissioners prior to intergovernmental policy and activities</li> <li>Maintains relationships with professional associations and industry colleagues</li> <li>Identify opportunities and partners to create source of development in the water industry</li> </ul>
<b>Administrative and Financial Services</b>	<ul style="list-style-type: none"> <li>Develops a comprehensive and customer conscious of expected performance of the system during normal and extreme events</li> <li>With Board of Commissioners' concurrence and consistent with relevant contractual agreements, sets performance expectations concerning all aspects of TVAL's operations</li> <li>Aggregates the Board of Commissioners of the resources needed to meet the performance expectations</li> <li>Maintains a positive tone and relationship in the experience that the customer and community have in their interaction with TVAL</li> <li>Maintains a proactive image of District progress in the community through effective marketing and utilization of resources</li> <li>Ensures that customer and public perception of service by the District is one of efficient service and responsiveness</li> <li>Is easily accessible to customers and the community</li> <li>Effectively handles customer and community inquiries only the process including complaints and other issues</li> <li>Provides communications that are clear and represents an appropriate level of professionalism</li> </ul>	<b>Public Affairs and Community Relations</b>	<ul style="list-style-type: none"> <li>Provides effective leadership for TVAL staff</li> <li>Leads to TVAL staff input in the CEO's decision-making process and provide appropriate feedback</li> <li>Provides staff with training, education and opportunities for professional growth in suitable public presentations</li> </ul>	<b>Public Affairs and Community Relations</b>	<ul style="list-style-type: none"> <li>Ensures that the Board of Commissioners are provided information about the level of infrastructure, equipment and capital expenditures required so that infrastructure is replaced at the same time that it needs to</li> <li>Provides that the Board of Commissioners have information so that they can make decisions about the need to replace the infrastructure to meet current and future system needs</li> <li>Provides leadership to ensure that the system is managed efficiently, effectively and in a cost-effective manner</li> <li>Manages the water supply infrastructure and resources                         <ul style="list-style-type: none"> <li>Develops a strategy for water supply infrastructure</li> <li>Coordinates water supply infrastructure management strategies to maintain the existing system</li> <li>Implements water supply infrastructure strategies to achieve the customer service and financial goals of the system</li> <li>Has a high level of the District and community, the public and stakeholders that exist between the District and water supply infrastructure and resources</li> <li>Continuously develops resources for the Board of Commissioners</li> <li>Communicates about future supply, aging infrastructure, and dynamic requirements of the system regularly to the Board of Commissioners</li> <li>Maintains relationships with professional associations and industry colleagues</li> <li>Identifies areas of development in the water industry and explores potential joint or other opportunities for financing</li> </ul> </li> <li>Understands the infrastructure                         <ul style="list-style-type: none"> <li>Is able to assist the Board of Commissioners with infrastructure identification and the resource needs of it with the need for other infrastructure</li> <li>Ensures a system that is treated with the other needs of TVAL's departments</li> </ul> </li> </ul>
<b>Public Affairs and Community Relations</b>	<ul style="list-style-type: none"> <li>Plans and organizes implementation of programs and services approved or initiated or recommended by the Board of Commissioners</li> <li>Provides a clear, concise budget document that funds District activities</li> <li>Administers the District's budget within approved District and departmental allocations</li> <li>Plans and organizes the maintenance of District owned facilities, buildings and equipment to ensure maximum and safe operation in accordance with the District's policies</li> <li>Plans for future staffing needs by meet District's recruitment process</li> <li>Plans and organizes programs to improve quality staff</li> <li>Plans and organizes programs to improve quality staff</li> <li>Plans and organizes programs to improve quality staff</li> <li>Plans and organizes programs to improve quality staff</li> <li>Plans and organizes programs to improve quality staff</li> </ul>	<b>Public Affairs and Community Relations</b>	<ul style="list-style-type: none"> <li>Manages the water supply infrastructure and resources</li> <li>Understands the infrastructure</li> <li>Is able to assist the Board of Commissioners with infrastructure identification and the resource needs of it with the need for other infrastructure</li> <li>Ensures a system that is treated with the other needs of TVAL's departments</li> </ul>	<b>Public Affairs and Community Relations</b>	<ul style="list-style-type: none"> <li>Creates and maintains productive relationships with the District's partners</li> <li>Identifies the District's partners to create regional resources</li> <li>Represents the District by effectively communicating with customers, the community, and other stakeholders</li> <li>Implements measures that give the Board additional regulatory strategies</li> <li>Identifies the highest value benefits within the District</li> <li>Maintains relationships with professional associations and industry colleagues</li> <li>Identifies areas of development in the water industry and explores potential joint or other opportunities for financing</li> </ul>



# DRAFT PROPOSED PERFORMANCE CRITERIA

- Changes
- Criteria remain unchanged
- Expectations are refined

CEO Performance Criteria		Criteria	Expectations
<b>Leadership</b>	<ul style="list-style-type: none"> <li>Working for the Board of Commissioners to ensure leadership for the District</li> <li>Leads in developing long-term (as contrasted with immediate solutions to the issues facing the District)</li> <li>Provides leadership to the staff to ensure that the Board of Commissioners' goals are met by the District</li> <li>Anticipates the opportunities to ensure the long-term success of the District in providing good value to its customers</li> <li>Promotes unity and transparency amongst all staff with the Board of Commissioners, the community, and other stakeholders to address the long-term good of the District</li> </ul>	<b>Administrative and Financial Services</b>	<ul style="list-style-type: none"> <li>Ensures effective communication with the Board of Commissioners</li> <li>Plans and organizes material to present comprehensive information to the Board of Commissioners that assists in decision-making</li> <li>Assist in all meetings, ensuring that the Board of Commissioners are provided with timely background materials and/or discussion on the meetings including Executive Summary</li> <li>Ensures that all staff and other users systems are available for Commissioners to be able to participate in Board Meetings</li> <li>Ensures that Board of Commissioners' initiatives such as sustainability and leading with ethics remain in the organization</li> </ul>
<b>Administrative and Financial Services</b>	<ul style="list-style-type: none"> <li>Develops a comprehensive and customer conscious of expected performance of the system during normal and extreme events</li> <li>With Board of Commissioners' concurrence and consistent with relevant contractual agreements, sets performance expectations concerning all aspects of TVAL's operations</li> <li>Aggregates the Board of Commissioners of the resources needed to meet the performance expectations</li> <li>Maintains a positive tone and relationship in the experience that the customer and community have in their interaction with TVAL</li> <li>Maintains a proactive image of District progress in the community through effective marketing and utilization of resources</li> <li>Ensures that customer and public perception of service by the District is one of efficient service and responsiveness</li> <li>Is easily accessible to customers and the community</li> <li>Effectively handles customer and community inquiries only the process including complaints and other issues</li> <li>Provides communications that are clear and represents an appropriate level of professionalism</li> </ul>	<b>Public Affairs and Community Relations</b>	<ul style="list-style-type: none"> <li>Provides effective leadership for TVAL staff</li> <li>Leads to TVAL staff input in the CEO's decision-making process and provide appropriate feedback</li> <li>Provides staff with training, education and opportunities for professional growth in suitable public presentations</li> </ul>
<b>Public Affairs and Community Relations</b>	<ul style="list-style-type: none"> <li>Plans and organizes implementation of programs and services approved or initiated or recommended by the Board of Commissioners</li> <li>Provides a clear, concise budget document that funds District activities</li> <li>Administers the District's budget within approved District and departmental allocations</li> <li>Plans and organizes the maintenance of District owned facilities, buildings and equipment to ensure maximum and safe operation in accordance with the District's policies</li> <li>Plans for future staffing needs by meet District's recruitment process</li> <li>Plans and organizes programs to improve quality staff</li> <li>Plans and organizes programs to improve quality staff</li> <li>Plans and organizes programs to improve quality staff</li> <li>Plans and organizes programs to improve quality staff</li> </ul>	<b>Public Affairs and Community Relations</b>	<ul style="list-style-type: none"> <li>Manages the water supply infrastructure and resources</li> <li>Understands the infrastructure</li> <li>Is able to assist the Board of Commissioners with infrastructure identification and the resource needs of it with the need for other infrastructure</li> <li>Ensures a system that is treated with the other needs of TVAL's departments</li> </ul>



## NO PROPOSED CHANGES TO CRITERIA

### Current and Proposed Criteria

- Leadership
- Relationships with the Community and Customers
- Administration
- Relationship with the Board
- Relationship with TVWD Staff
- Relationship with the Water System
- Intergovernmental Relations
- Personal/Professional Development

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## UPDATED EXPECTATIONS

### Leadership

- Provides the leadership to achieve District priorities.
- Leads staff in the mission of providing reliable, resilient, and safe water.
- Leads the District toward its vision that “our water sustains thriving communities – every day for everyone.”
- Leads the staff to emphasize the values of respect, integrity, service, and equity.
- Plans with a strategic focus that foresees and embraces District future challenges and opportunities.

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## UPDATED EXPECTATIONS

### Relationships with the Community and Customers

- Maintains a positive tone and relationship with customers and the community.
- Promotes a positive image of the District through effective leadership and management of resources.
- Ensures that the perception of the District's services is one of extreme courtesy and professionalism.
- Effectively manages complex relationships with regional partners.

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## UPDATED EXPECTATIONS

### Administration

- Manages District resources (e.g., personnel, financial, infrastructure) to achieve priorities.
- Oversees the budget process to create a clear, concise budget that funds District activities.
- Administers spending consistent with the adopted budget.
- Promotes strategies that attract and retain quality staff.
- Demonstrates quality of analyses and judgment related to progress, opportunities, and the need for change.

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## UPDATED EXPECTATIONS

### Relationship with the Board

- Builds trusting relationships and effective communications with the Board.
- Addresses Board concerns in a timely manner.
- Improves performance based on feedback from the Board.
- Presents information to the Board that is clear, timely, accurate, and relevant.
- Provides the necessary support to enable the Board's success in its policymaking role.
- Plans and organizes information that assists the Board in setting policies for the District.
- Effectively implements policies as determined by the Board.

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## UPDATED EXPECTATIONS

### Relationship with TVWD Staff

- Provides effective leadership for TVWD staff.
- Considers staff input in the CEO's decision-making process and provides appropriate feedback.
- Builds capacity within the District by providing staff with appropriate training, education, and opportunities for professional growth.

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## UPDATED EXPECTATIONS

### Relationship with the Water System

- Understands the District's infrastructure.
- Provides leadership to ensure that the water system is managed efficiently, effectively, and provides good value to customers.
- Understands the complex relationships that exist between the District, the regional supply system, and regulatory bodies.
- Manages the District's infrastructure risks including financial, infrastructure, cybersecurity, etc.

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## UPDATED EXPECTATIONS

### Intergovernmental Relations

- Creates and maintains productive relationships with the District's partners.
- Ensure the District follows its Board-adopted Regional Principles.
- Represents the District by effectively communicating with customers, the community, and others.
- Implements measures that pursue the Board-adopted legislative strategies.

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## UPDATED EXPECTATIONS

### Personal/Professional Development

- Establishes the highest ethical standards within the District.
- Maintains relationships with professional associations and industry colleagues.
- Remains aware of developments in the water industry and maintains professional skills by attending conferences, seminars, and other opportunities for training.



## Further Discussion and Direction

### CEO Performance Criteria

June 6, 2024

## WHERE DO WE GO FROM HERE

### Proposed Next Steps

- Finalize Performance Criteria for consideration and adoption by the Board at a regular meeting.
- Review and potentially revise the CEO Performance Evaluation Process.
- If applicable, present proposed revisions to the CEO Performance Evaluation Process.

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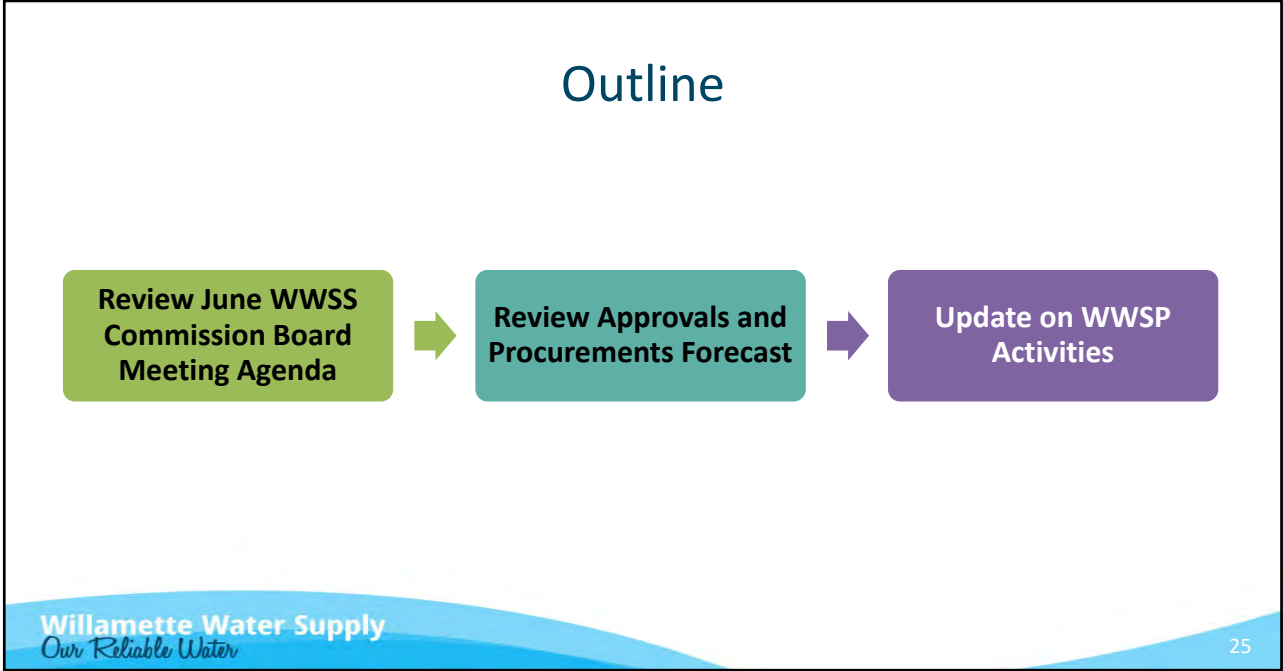
**Willamette Water Supply**  
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Willamette Water Supply System Commission  
Update

TVWD Board Work Session  
June 4, 2024

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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-04-24 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 Performance
  - C. The next Regular Board Meeting scheduled on August 1, 2024

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## REVIEW APPROVALS AND PROCUREMENTS FORECAST – LAST TIME

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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

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



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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
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	\$21.6M	WWSS Board Approval: 6/6/2024
Public Outreach Service Contract Amendment	Provide additional public outreach during the term April 2024 – April 2025	\$498K	WWSS Board Approval: 6/6/2024
WTP_1.0 Design Services Contract Amendment	Amend contract for additional required engineering services during construction	\$2.6M	WWSS Board Approval: 6/6/2024

\*having values higher than the Program Director's authority

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
None	--	--	--

## 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

WWSP Schedule Recovery Progress Update  
 WWSP Completed Construction Projects Cost Performance  
 WWSP Construction Updates

### UPDATE ON WWSP ACTIVITIES

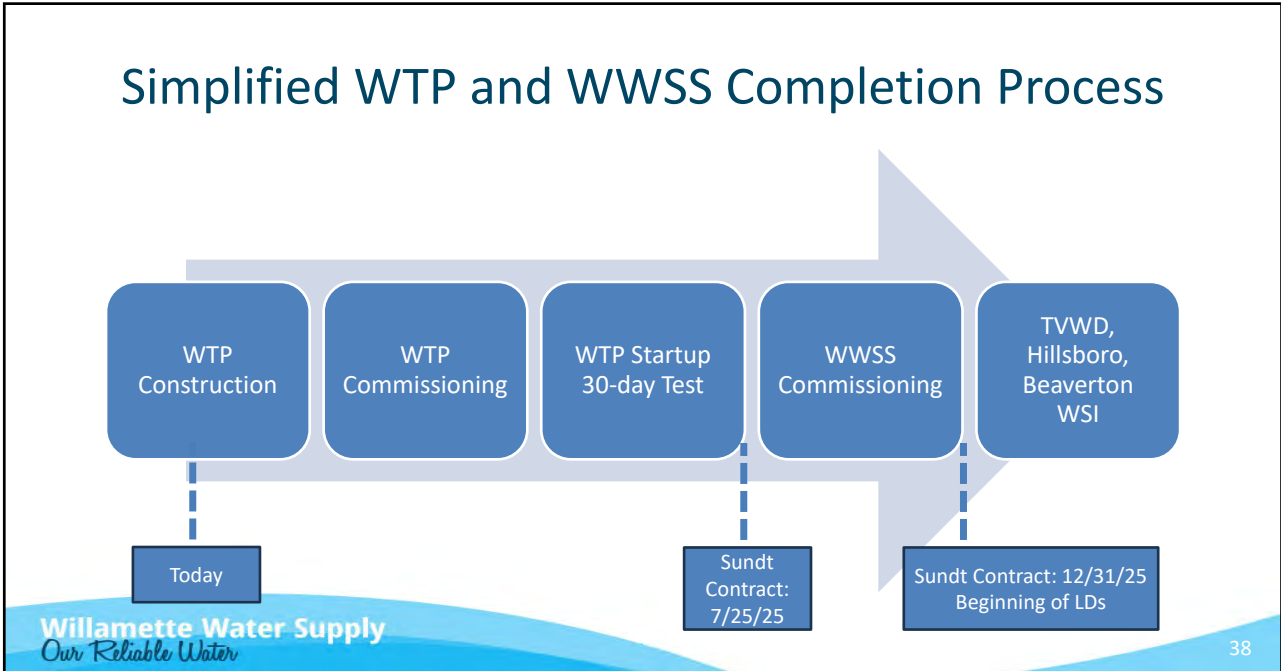


# WWSP SCHEDULE RECOVERY PROGRESS UPDATE

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## Summary of the Current (April) Schedule

- Completion of WTP 30-day test is about 6 months behind schedule
  - Current completion date: January 26, 2026
  - New electrical equipment delivery delays have been partially mitigated
  - Overtime and acceleration is not yet accounted for
  - Testing and startup plan is still being refined
- Mitigation options being considered to recover schedule
  - Working Saturdays is expected to bring schedule back to November 2025
  - Double shifts for certain trades in structures on critical path
  - Shorter WWSS commissioning period could allow for later finish

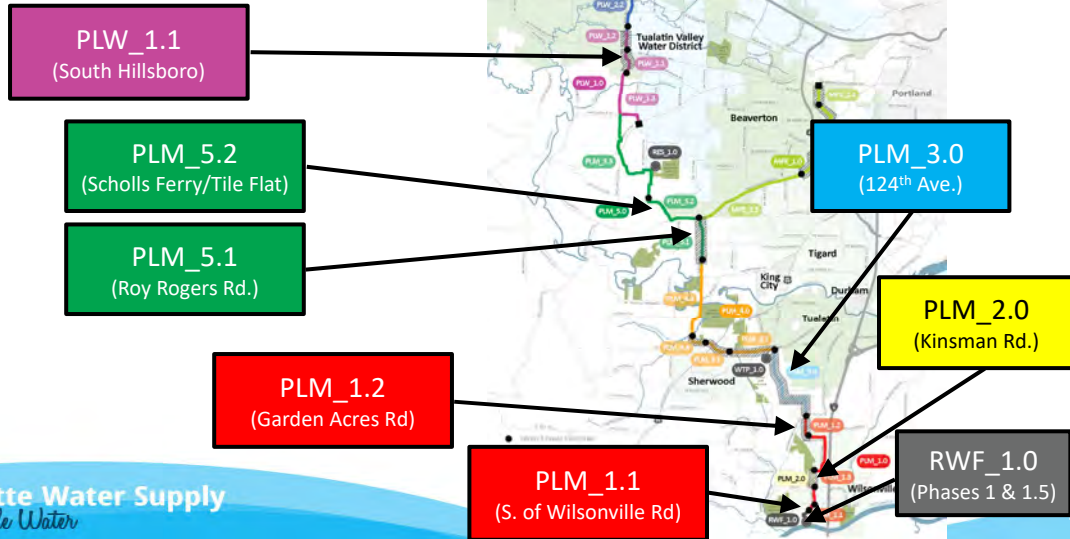
## Next Steps

- De-scope WWSS Commissioning and Startup work from Sundt contract
- Sundt to complete WTP testing and startup plan
- Continue evaluating additional schedule mitigation options
- Develop framework for managing future schedule changes
- Establish KPIs and intermediate milestones
- Negotiate schedule impacts to date and contingency use

# WWSP COMPLETED CONSTRUCTION PROJECT COST PERFORMANCE

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## Completed WWSP Projects



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## Defined Terms

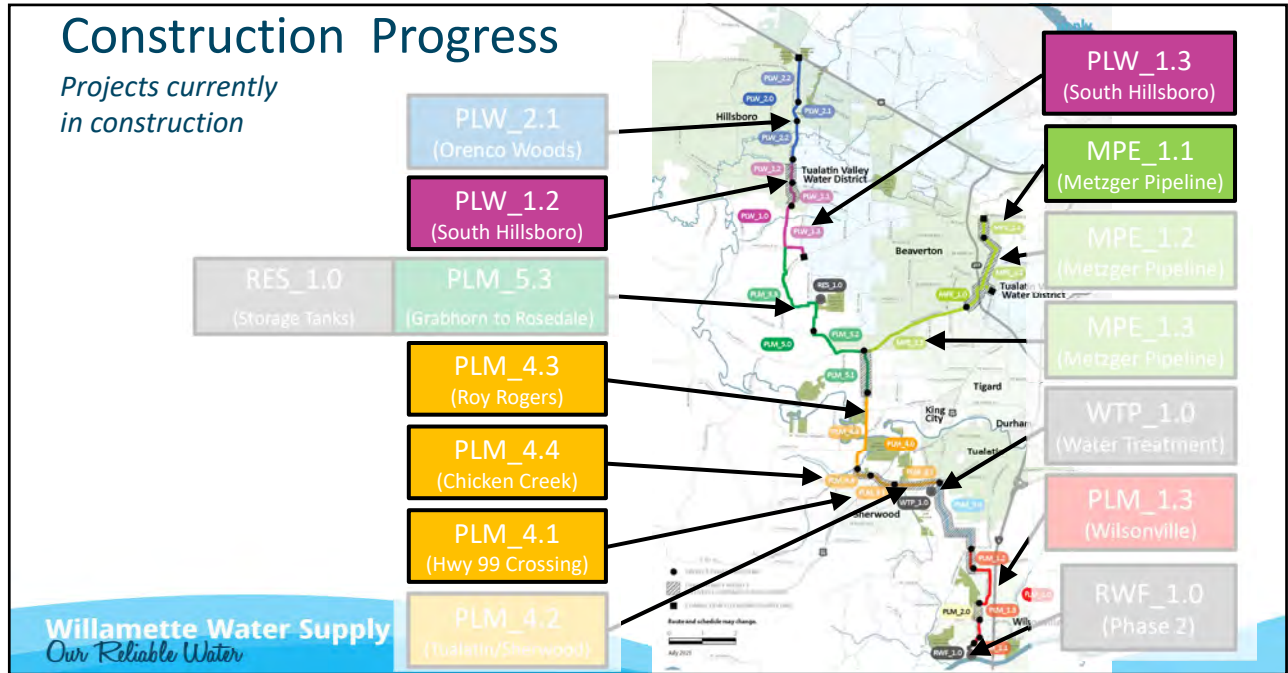
- **Original Budget**
  - Sum of contractor bids and project contingency
  - Typical project contingency ranged from 10% - 12% at the start of construction
- **Final Construction Value**
  - Sum of all payments made to the contractor
- **Change Order Rate**
  - Percent increase or (decrease) from contractor bid to Final Construction Value
- **Construction (Savings) or Overrun**
  - Original Budget minus the Final Construction Value

## Completed Projects – Construction Phase Financial Performance

Project	Original Budget	Final Construction Value	Construction (savings) or overrun	Change Order Rate
RWF_1.0 Phase 1	\$52,164,492	\$48,590,857	(\$3,573,635)	-0.9%
RWF_1.0 Phase 1.5	\$2,899,308	\$2,808,929	(\$90,379)	0.0%
PLM_1.1	\$2,884,393	\$3,019,341	\$134,948	15.6%
PLM_1.2	\$8,174,241*	\$7,417,150	(\$757,092)	-7.2%
PLM_2.0	\$4,684,734*	\$4,028,428	(\$656,306)	-1.0%
PLM_3.0	\$11,635,665*	\$11,339,647	(\$296,019)	-0.3%
PLM_5.1	\$18,410,708*	\$17,146,641	(\$1,264,067)	-3.4%
PLM_5.2	\$16,553,987	\$14,813,367	(\$1,740,620)	-0.8%
PLW_1.1	\$6,518,484	\$6,109,651	(\$408,833)	4.2%

(\$8,652,003)

\*Partner project, excludes administrative and IGA costs



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### Projects Near Completion – Construction Phase Financial Performance

Project	Original Budget	Construction Percent Complete	Current Change Order Rate	Construction (savings) or overrun
PLM_4.1	\$14,684,446*	93%	1%	TBD
PLM_4.3	\$52,352,716	91%	0%	TBD
PLM_4.4	\$10,179,985*	90%	1%	TBD
PLW_1.2	\$12,281,464*	97%	0%	TBD
PLW_1.3	\$31,888,054	99%	0%	TBD
MPE_1.1	\$13,119,544*	97%	4%	TBD

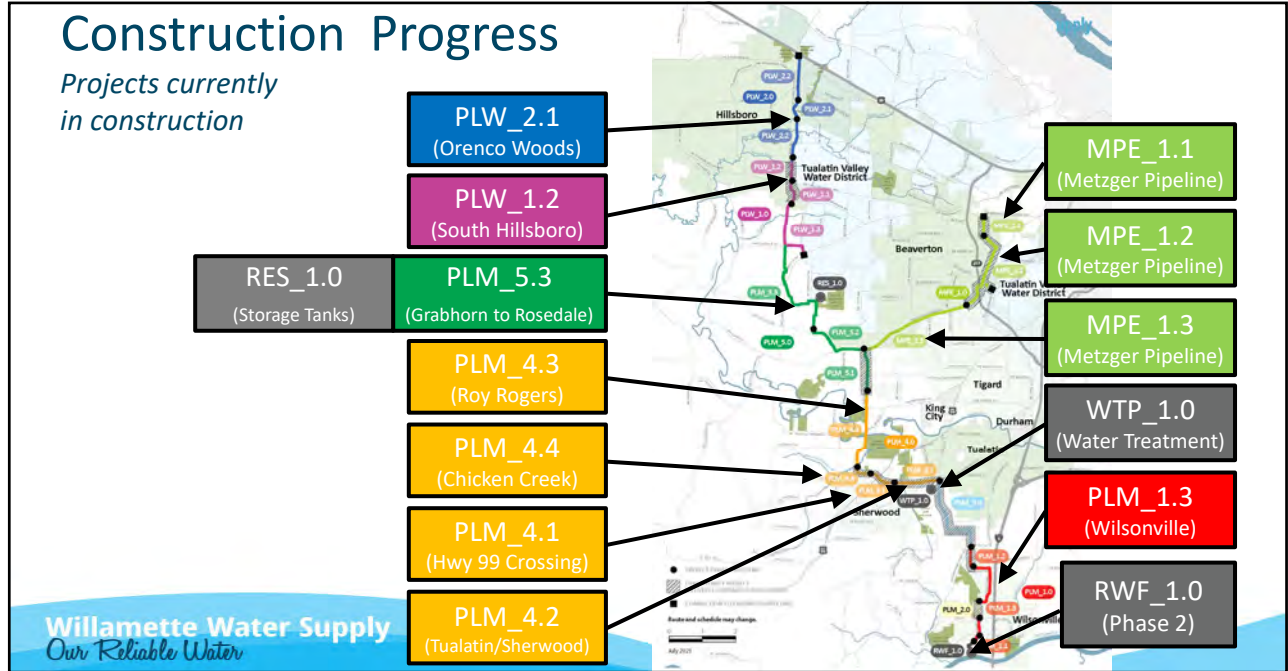
\*Partner project, excludes administrative and IGA costs

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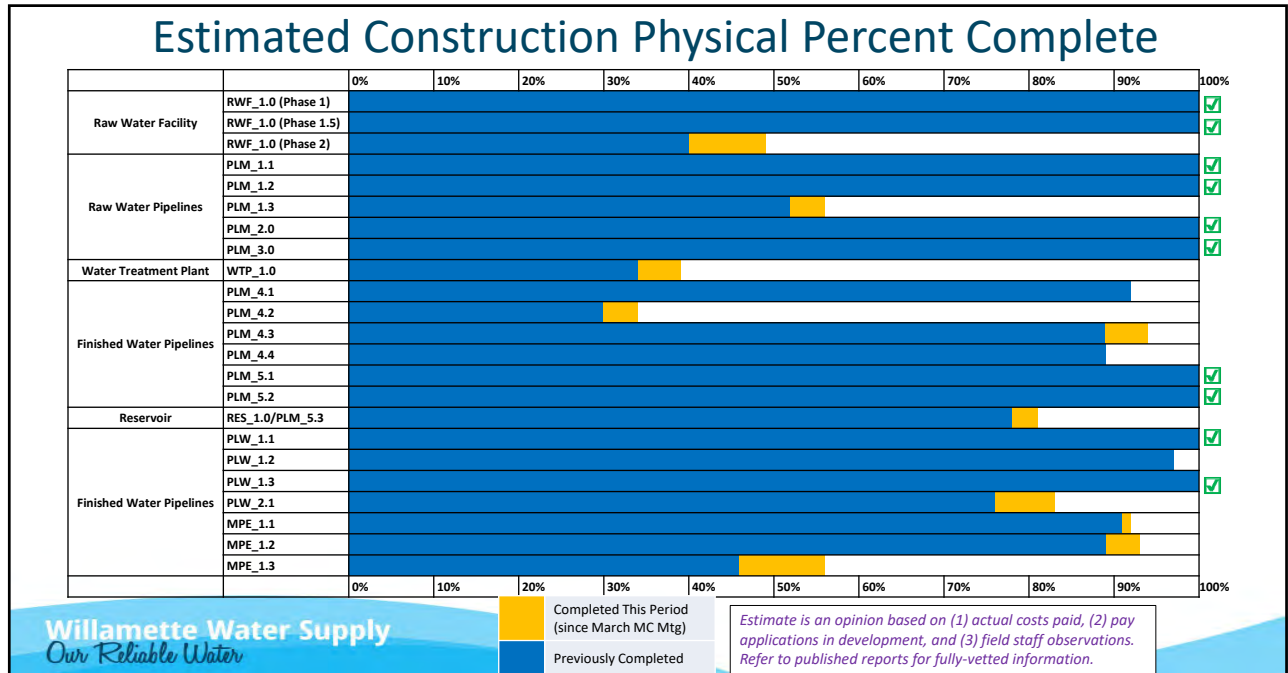
## Summary

- Completed projects have finished below budget by >\$8M
  - Completed projects are 11% of total program construction value
- Current projects that are more than 90 percent complete are on track to complete ~\$10M - \$12M below budget
  - These projects represent 12% of the total program construction value
- Significant challenge remains
  - >\$400M in work left to be completed
  - Most of that work is related to WTP\_1.0

## WWSP CONSTRUCTION UPDATES



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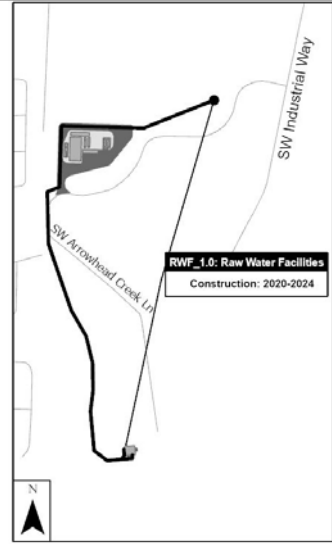
50

## RWF\_1.0 (GMP-2)

Contractor: Kiewit Infrastructure West Co.  
Designer: Black & Veatch

### Current and Planned Activities:

- Upper Site bioswales, sitework and landscaping
- Site perimeter fence and entrance gate complete
- Interior and exterior HVAC ducting and controls
- Installing lighting panels and lighting fixtures, pulling conductors
- Installing security system conduits throughout USEB
- Completion of interior finishes throughout the Emergency Control Room
- Completed vertical turbine pump bases and discharge headers in RWPS.
- Factory testing of vertical turbine pumps & VFDs scheduled for June
- PGE continuing work on 1.5MW electrical feeder project into site



## Construction Photos – RWF\_1.0 (GMP-2)





### Construction Photos – RWF\_1.0 (GMP-2)

Connected 30”  
Surge Tanks piping  
to 66” RW  
transmission main



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### Construction Photos – RWF\_1.0 (GMP-2)

Installing ceiling-  
mounted and wall-  
mounted conduits,  
lighting, etc.  
throughout the Upper  
Site Electrical Building



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## Construction Photos – RWF\_1.0 (GMP-2)

RWPS: Two completed pump bases and new wall spool pipe connections



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## PLM\_1.3

Contractor: Moore Excavation Inc.  
Designer: HDR

### Current and Planned Activities:

- 66-inch waterline installation on south end of 95<sup>th</sup> Ave.
- Approximately 8500 LF of 66" waterline installed (70% of total)
- Continue restoration of concrete pavement on Kinsman Rd.
- Begin Schedule B turn lane improvements at Wilsonville Rd.



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## Construction Photos - PLM\_1.3

Appurtenance vault installation over 66-inch waterline in 95<sup>th</sup> Ave.



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## Construction Photos - PLM\_1.3

Delivery of remaining 1000 LF of 66-inch waterline for installation at south end of 95<sup>th</sup> Ave.



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## Construction Photos - PLM\_1.3

Preparation for permanent concrete pavement restoration on Kinsman Rd.



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## Construction Photos - PLM\_1.3

Concrete placement for 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): Gabion wall, yard pipe & storm drain systems
- Area 08 (Admin Building): Structural steel framing, metal deck, exterior walls
- Area 22 (Flash Mix): Overflow channel walls, deck and masonry walls
- Area 25 (Ozone Generation): Elevator/stairwell walls and slab on grade
- Area 26 (Ozone Contactor) Continue full height wall system
- Area 28 (Filters): Concrete walls
- Area 30 (UV): Continue masonry walls and exterior framing
- Area 34 (Chemical Building): Chemical delivery canopy foundations
- Area 35 (Clearwell): Concrete placements at roof deck
- Area 37 (EQ basin): Backfill
- Area 40 (Thickeners): Rebar and concrete walls
- Area 52 (Thickened Sludge Pump Station): Exterior framing
- Area 53 (FWPS): Under slab pipe systems



## Construction Photos - WTP\_1.0



## Construction Photos - WTP\_1.0

Area 35 – Clearwell



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## Construction Photos - WTP\_1.0

Area 28 – Filters, and

Area 30 – UV



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## Construction Photos - WTP\_1.0

- Area 26 – Ozone (foreground)
- Area 22 – Ballasted Floc (center)
- Area 34 – Chemical storage (left)
- Area 08 – Admin (top)



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## Construction Photos - WTP\_1.0

- Area 40 – Thickeners (left)
- Area 52 – Thickened Sludge PS (center)



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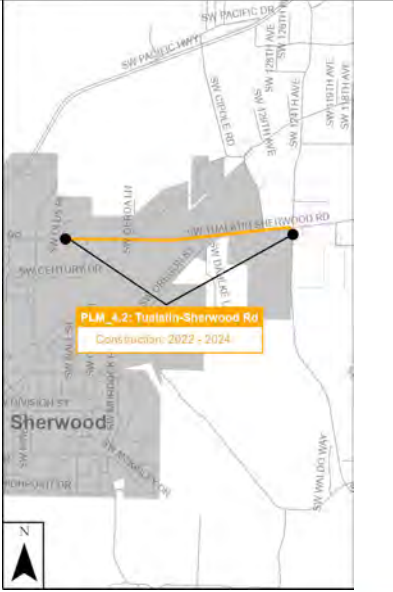
66

# PLM\_4.2

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

## Current and Planned Activities:

- Open cut pipe has been installed from 124<sup>th</sup> Ave. to near Oregon Street
- Several appurtenances have been installed
- 2,628 LF of pipe installed (37% of total)



# Construction Photos – PLM\_4.2

Setting precast structure for blowoff assembly at 124<sup>th</sup> Ave. and Tualatin-Sherwood Road.





# Construction Photos – PLM\_4.2

Installing CARV-1 piping and vault along Tualatin-Sherwood Road.



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# PLM\_4.1

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

Current and Planned Activities:

- WWSP work is complete except for smaller scope items
- Roadway grind and final paving this summer



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## Construction Photos – PLM\_4.1

Road widening of Tualatin-Sherwood Road near Baler Way



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## PLM\_4.4

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

### Current and Planned Activities:

- CWS sewer force main currently being installed
- WWSP work complete except for smaller scope items



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## Construction Photos – PLM\_4.4

Clean Water Services sewer force main construction



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## PLM\_4.3

Contractor: Tapani Inc.  
Designer: Brown & Caldwell

### Current and Planned Activities:

- Completed 66-inch waterline installation except for end connections
- Continuing appurtenance installation
- Preparing to fill and pressure test pipeline



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## Construction Photos – PLM\_4.3

CARV piping installation with Flex-Tend seismic/expansion joint fitting



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## Construction Photos – PLM\_4.3

Demolished secant pile shaft wall and installation of test head for pressure testing



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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-stressing and shotcrete application
  - Continued plumbing and mechanical piping installation in vaults
  - Continued electrical & chemical duct bank installations
  - Water Quality Building interior systems
- PLM\_5.3
  - Continued appurtenance and cathodic protection system installations
  - Continued easement restoration



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## Construction Photos – RES\_1.0



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## Construction Photos – RES\_1.0

Reservoir tank ceiling touch-up work



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## Construction Photos – RES\_1.0

66-inch inlet pipe to diffuser pipe connection



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## Construction Photos – RES\_1.0

Water Quality Building  
chemical room – SHC tanks,  
HVAC & fire suppression  
system



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## PLW\_1.2

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

### Current and Planned Activities:

- Installing coatings on turnout vault piping
- Procurement of valve actuator battery backup
- Deficiency list items
- Planning for Substantial Completion with Washington County



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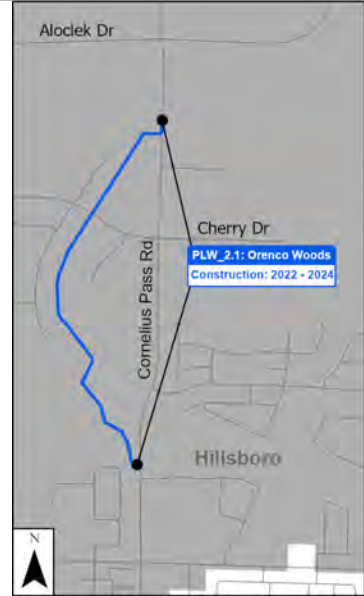
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# PLW\_2.1

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

## Current and Planned Activities:

- Orenco Woods Nature Park trail improvements/restoration
- Final grading along pipeline alignment
- Cherry Dr. stormwater installation
- 48" waterline appurtenances - concrete work
- Cornelius Pass Rd. pavement restoration
- Cathodic protection system installation



# Construction Photos – PLW\_2.1

Subgrade prep for east trail improvements in Orenco Woods Nature Park, north of Rock Creek





## Construction Photos – PLW\_2.1

Paving over 48-inch waterline in 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:

- Washington County Supply Line (WCSL) tie-in work completed
- Beaverton-Hillsdale Highway traffic control removed
- Pavement restoration complete
- Final striping, punch list and project closeout work



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### Construction Photos – MPE\_1.1

Pavement milling for final paving of WCSL connection, 96<sup>th</sup> Ave at Beaverton-Hillsdale Highway.



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### Construction Photos – MPE\_1.1

6" CARV piping at 96<sup>th</sup> Ave. connection



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## Construction Photos – MPE\_1.1

Final paving of Western Avenue /  
Beaverton-Hillsdale Highway  
intersection



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## MPE\_1.2

Contractor: Emery & Sons  
Designer: Brown & Caldwell

### Current and Planned Activities:

- Continued PFC building mechanical, HVAC, electrical
- Testing and disinfection of 48-inch waterline
- Connection to MPE\_1.1
- Site and road restoration



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### Construction Photos – MPE\_1.2

Final section of 48" waterline on Scholls Ferry Rd. near Denney Rd.



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### Construction Photos – MPE\_1.2

PFC facility – parking lot paved



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# MPE\_1.3

Contractor: Emery & Sons  
Designer: Brown & Caldwell

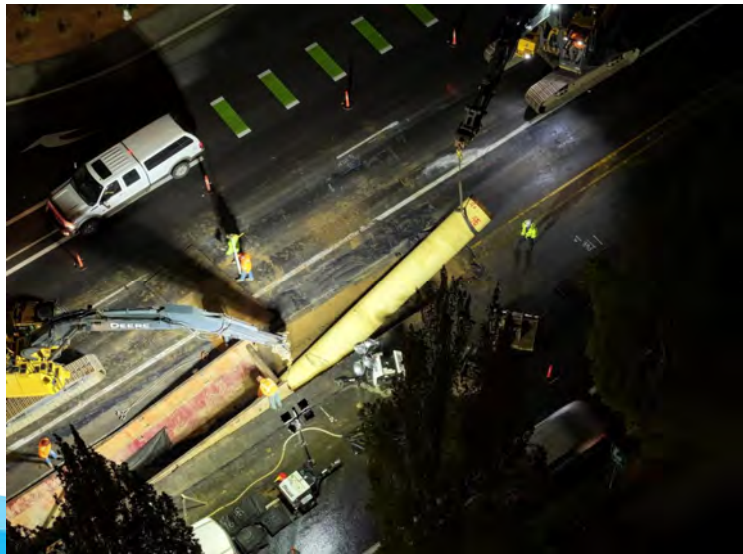
## Current and Planned Activities:

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



# Construction Photos – MPE\_1.3

48-inch waterline installation on Scholls Ferry Rd. near Murray Blvd.



# Construction Photos – MPE\_1.3

48-inch waterline installation on Scholls Ferry Rd. near Barrows Rd.



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## QUESTIONS?

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## PREPARING FOR UPCOMING APPOINTMENTS

### Background

- Board selects its officers
- Board President appoints Commissioners to internal and external committee subject to Board Approval
- Board will act on appointment of officers and approve committee appointments at its July 17, 2024 regular meeting

 TUALATIN VALLEY  
WATER DISTRICT

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## APPOINTMENT OF BOARD OFFICERS

### Board Officers

- President<sup>1</sup>
- Vice president
- Treasurer
- Secretary
- Acting Secretary

<sup>1</sup>Board policy limits commissioner to no more than three consecutive terms.

## CURRENT BOARD ASSIGNMENTS

Board Officers	Commissioner				
	Doane	Duggan	Fisher	Lisac	Sanders
President (consecutive three-year term limit)					Third Term*
Vice President			First Term*		
Treasurer				First Term*	
Secretary	Third Term*				
Acting Secretary				Second Term*	
<b>Internal Committees</b>					
Budget Committee	Member	Member	Member	Member	Member
Policy and Board Development Committee		Member			Member
Water Supply Committee	Member				Member
Strategic Planning Committee	Member				Member
Finance Committee and Audit Committee		Member		Member	
<b>External Committees</b>					
Willamette River Water Coalition Board	Alternate				Primary
Willamette Intake Facilities Commission Board	Primary				Alternate
Willamette Water Supply System Commission Board	Alternate	Primary			
Joint Water Commission	Alternate			Backup	Vice Chair**
Barney Reservoir Joint Ownership Commission	Alternate			Backup	Vice Chair
Regional Water Providers Consortium Board/Executive Committee		Primary			Alternate
Aloha Business Association	Primary				
Washington County Public Affairs Forum (event attendance)		Alternate			Primary
Westside Economic Alliance (event attendance)	Alternate		Primary		



## PROPOSED BOARD ASSIGNMENTS

Board Officers	Commissioner				
	Doane	Duggan	Fisher	Lisac	Sanders
President (consecutive three-year term limit)			First Term*		
Vice President					First Term*
Treasurer				Second Term*	
Secretary	Fourth Term*				
Acting Secretary				Third Term*	
<b>Internal Committees</b>					
Budget Committee	Member	Member	Member	Member	Member
Policy and Board Development Committee			Member		Member
Water Supply Committee	Member				Member
Strategic Planning Committee	Member				Member
Finance Committee and Audit Committee		Member		Member	
<b>External Committees</b>					
Willamette River Water Coalition Board	Alternate				Primary
Willamette Intake Facilities Commission Board	Primary				Alternate
Willamette Water Supply System Commission Board	Alternate	Primary			
Joint Water Commission	Member			Member	Vice Chair **
Barney Reservoir Joint Ownership Commission	Alternate			Backup	Vice Chair
Regional Water Providers Consortium Board/Executive Committee		Primary			Alternate
Aloha Business Association	Primary				
Washington County Public Affairs Forum (event attendance)		Alternate			Primary
Westside Economic Alliance (event attendance)	Alternate		Primary		

## OTHER PROPOSED CHANGES

### Committee Refinements

- Policy and Board Development Committee to add legislative affairs
- Water Supply Committee to broaden scope to include all water supply concerns, not just the WWSS



# Further Discussion and Direction

## Board and Committee Assignments

June 6, 2024

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### WHERE DO WE GO FROM HERE

#### Proposed Next Steps

- Staff will prepare the Board officer and committee appointments agenda item for the July 17, 2024 regular meeting
- Effective once approved

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# TUALATIN VALLEY

WATER DISTRICT

**Date:** June 26, 2024  
**To:** Board of Commissioners  
**From:** Paul L. Matthews, Chief Executive Officer  
**Subject:** Chief Executive Officer (CEO) Performance Criteria

## Requested Board Action:

Adopt Resolution 13-24, a resolution adopting the performance standards and criteria to be used to evaluate the Chief Executive Officer for the Tualatin Valley Water District.

## Key Concepts:

- To allow the Board to conduct the performance evaluation of the CEO in executive sessions, the Board must adopt the standards and criteria used for the evaluation in a public meeting where the public is provided an opportunity to comment.
- The Board has historically adopted “CEO Performance Criteria” during a public meeting to act as the standards and criteria for the CEO’s evaluation.
- Adopting the CEO Performance Criteria as part of a regular meeting agenda provides the public an opportunity to provide comments for the Board’s consideration.
- The Board discussed draft CEO Performance Criteria at its June 6, 2024 work session. The proposed resolution adopts those performance criteria presented to the Board.

## Background:

As a good business practice, the Board should periodically review the performance criteria used to evaluate the District’s CEO. The Board adopted the current CEO Performance Criteria at its December 18, 2019, regular board meeting. The CEO Performance Criteria adopted at that meeting were essentially unchanged from the criteria used by the Board since 2013.

In working with the District’s consultant, Judy Clarke of Team HR, LLC, staff recommends the Board adopt revised CEO Performance Criteria that:

1. Simplify the CEO Performance Criteria. A simpler, more focused list of criteria is expected to increase the effectiveness of the Board’s evaluation of the CEO. Although having a longer list of criteria may seem to provide greater flexibility to the evaluation process, in practice, a longer list can dilute the weight of an individual criterion, thereby reducing the overall effectiveness of the evaluation.
2. Modernize the CEO Performance Criteria. The current criteria are now more than a decade old. Both the District and the water industry have experienced significant changes over the past 10 years. Modernized CEO Performance Criteria will focus on more contemporary concerns facing the District.

The proposed resolution includes an Exhibit A, containing the CEO Performance Criteria presented to the Board by Judy Clarke at the Board’s June 4, 2024, work session. Adopting the proposed resolution will enable the Board to use those criteria to conduct the CEO’s performance review in executive sessions. This practice is consistent with the requirements of ORS 192.660 that provides that the governing body of a public body may

hold an executive session “to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.”

Budget Impact:

There is no budget impact from this resolution. The cost of revising and approving the CEO Performance Criteria is within the District’s Adopted 2023-25 Biennial Budget.

Staff Contact Information:

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

Attachments:

Proposed Resolution 13-24

Leadership Team Initials:

Chief Executive Officer	<i>PM</i>	Customer Service Director	<i>AC</i>
Chief Operating Officer	<i>PDB</i>	IT Services Director	<i>TB</i>
Chief Financial Officer	<i>FC</i>	Human Resources Director	<i>ab</i>
General Counsel	<i>CB</i>	Water Supply Program Director	<i>WB</i>
Communications Director	<i>SD</i>		





**TUALATIN VALLEY**  
WATER DISTRICT

## RESOLUTION NO. 13-24

A RESOLUTION ADOPTING THE PERFORMANCE STANDARDS AND CRITERIA TO BE USED TO EVALUATE THE CHIEF EXECUTIVE OFFICER FOR THE TUALATIN VALLEY WATER DISTRICT.

WHEREAS, the Board of Commissioners has primary responsibility to evaluate the performance of the Chief Executive Officer (CEO) of the Tualatin Valley Water District; and

WHEREAS, adopting performance criteria for the CEO allows the Board to conduct the CEO's performance review in Executive Session; and

WHEREAS, based on the review by the District's consultant, the current CEO performance criteria would be improved by being simpler and more modern; and

WHEREAS, the Board discussed draft performance criteria at its June 4, 2024 Board Work Session and the Board being advised.

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

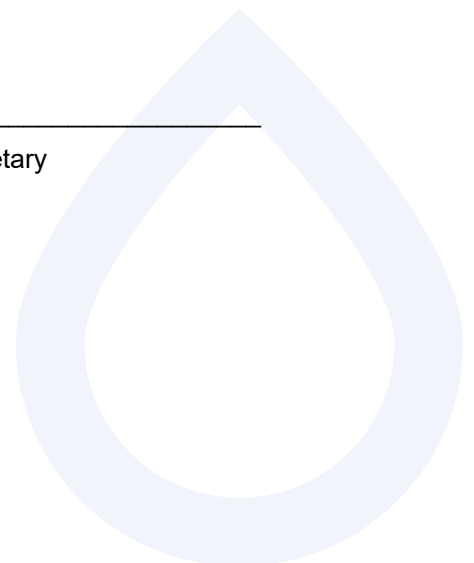
Section 1: The Board hereby adopts the CEO Performance Criteria attached as Exhibit A and incorporated by reference.

Section 2: The Chief Executive Officer is directed to incorporate the CEO Performance Criteria in support of the Board's efforts to conduct the CEO performance evaluation.

Approved and adopted at a regular meeting held on the 26<sup>th</sup> day of June 2024.

\_\_\_\_\_  
Todd Sanders, President

\_\_\_\_\_  
Jim Doane, Secretary





## Exhibit A

# CEO Performance Criteria

Criteria	Expectations
<b>LEADERSHIP</b>	<ul style="list-style-type: none"> <li>• Provides the leadership to achieve District priorities.</li> <li>• Leads staff in the mission of providing reliable, resilient, and safe water.</li> <li>• Leads the District toward its vision that “our water sustains thriving communities – every day for everyone”.</li> <li>• Leads the staff to emphasize the values of respect, integrity, service, and equity.</li> <li>• Plans with a strategic focus that foresees and embraces District future challenges and opportunities.</li> </ul>
<b>RELATIONSHIPS WITH THE COMMUNITY AND CUSTOMERS</b>	<ul style="list-style-type: none"> <li>• Maintains a positive tone and relationship with customers and the community.</li> <li>• Promotes a positive image of the District through effective leadership and management of resources.</li> <li>• Ensures that the perception of the District’s services is one of extreme courtesy and professionalism.</li> <li>• Effectively manages complex relationships with regional partners.</li> </ul>
<b>ADMINISTRATION</b>	<ul style="list-style-type: none"> <li>• Manages District resources (e.g., personnel, financial, infrastructure), to achieve priorities.</li> <li>• Oversees the budget process to create a clear, concise budget that funds District activities.</li> <li>• Administers spending consistent with the adopted budget.</li> <li>• Promotes strategies that attract and retain quality staff.</li> <li>• Demonstrates quality of analyses and judgment related to progress, opportunities, and the need for change.</li> </ul>
<b>RELATIONSHIP WITH THE BOARD</b>	<ul style="list-style-type: none"> <li>• Builds trusting relationships and effective communications with the Board.</li> <li>• Address Board concerns in a timely manner.</li> <li>• Improve performance based on feedback from the Board.</li> <li>• Presents information to the Board that is clear, timely, accurate, and relevant.</li> <li>• Provides the necessary support to enable the Board’s success in its policymaking role.</li> <li>• Plans and organizes information that assists the Board in setting policies for the District.</li> <li>• Effectively implements policies as determined by the Board.</li> </ul>
<b>RELATIONSHIP WITH TVWD STAFF</b>	<ul style="list-style-type: none"> <li>• Provides effective leadership for TVWD staff.</li> <li>• Considers staff input in the CEO’s decision-making process and provide appropriate feedback.</li> <li>• Builds capacity within the District by providing staff with appropriate training, education, and opportunities for professional growth.</li> </ul>
<b>RELATIONSHIP WITH THE WATER SYSTEM</b>	<ul style="list-style-type: none"> <li>• Understands the District’s infrastructure.</li> <li>• Provides leadership to ensure that the water system is managed efficiently, effectively and provides good value to customers.</li> <li>• Understands the complex relationships that exist between the District, the regional supply system, and regulatory bodies.</li> <li>• Manages the District’s infrastructure risks including financial, infrastructure, cybersecurity, etc.</li> </ul>

Criteria	Expectations
<b>INTERGOVERNMENTAL RELATIONS</b>	<ul style="list-style-type: none"><li>• Creates and maintains productive relationships with the District’s partners.</li><li>• Ensure the District follows its Board-adopted Regional Principles.</li><li>• Represents the District by effectively communicating with customers, the community, and others.</li><li>• Implements measures that pursue the Board-adopted legislative strategies.</li></ul>
<b>PERSONAL/PROFESSIONAL DEVELOPMENT</b>	<ul style="list-style-type: none"><li>• Establishes the highest ethical standards within the District.</li><li>• Maintains relationships with professional associations and industry colleagues.</li><li>• Remains aware of developments in the water industry and maintains professional skills by attending conferences, seminars, and other opportunities for training.</li></ul>



**TUALATIN VALLEY**  
WATER DISTRICT

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# TUALATIN VALLEY

WATER DISTRICT

**Date:** June 26, 2024  
**To:** Board of Commissioners  
**From:** Pete Boone, Chief Operating Officer  
**Subject:** Intergovernmental Agreement with the City of North Plains to Provide Water System Operational Support Services and Direct Responsible Charge (DRC) Services

## Requested Board Action:

Adopt Resolution 14-24 authorizing and directing the Chief Executive Officer to execute an intergovernmental agreement (IGA) with the City of North Plains (City) to provide water system operational support services and Direct Responsible Charge (DRC) services.

## Key Concepts:

- The City and the District both operate water systems following federal and state water quality and public health statutes, and rules and regulations. Oregon Administrative Rules require public water systems to appoint a qualified DRC, which means an individual designated by the owner or authorized agent to make decisions that will directly impact the quality or quantity of drinking water.
- At the City's request, TVWD has provided the City DRC and operational support services on a time-and-materials basis since December of 2022.
- The agreement for these services was originally developed as a Memorandum of Understanding (MOU) but during legal review, the attorney for the City requested that an IGA be used instead.
- The specific services provided by TVWD to the City are defined in an exhibit, which can be modified or updated upon mutual agreement.

## Background:

The City's long-serving public works director retired in 2022 and the City found it difficult to hire a replacement with the required experience and certifications to serve as the DRC for its water distribution system. The City requested TVWD provide these services on a contract basis. TVWD has been filling the DRC role while providing other operational support to the City since December of 2022.

Staff worked with the City to formalize the arrangement in a MOU. During its legal review, the City determined that an IGA would better serve the City's needs. Staff has worked with the City to develop the proposed IGA to meet the needs of both parties.

## Key elements of the IGA include:

1. TVWD will provide DRC services to the City. Once the City is prepared to name its own DRC, the City may request that TVWD stop providing DRC services.
2. TVWD may provide other water-related services requested by the City.
3. The City will compensate TVWD at its fully burdened costs including a normal allocation of the District's indirect costs using the District's Indirect Cost Allocation Plan (ICAP). The compensation provided to TVWD by the IGA covers TVWD's costs.
4. The IGA provides for annual adjustments to the compensation rates to ensure TVWD's costs are fully reimbursed in the future.

5. The City and TVWD may adjust the services provided by mutual consent.
6. The IGA includes provisions related to indemnity that are standard for IGAs of this nature.
7. The IGA and its terms are consistent with the Regional Principles that the Board recently adopted.

Staff recommends the Board adopt Resolution 14-24 and direct the District’s Chief Executive Officer to execute the IGA.

Budget Impact:

There is no expected impact on the Adopted 2023-25 Biennial Budget. If there is an impact on the budget, the services are fully compensated, so the District is fully reimbursed for all expenditures. The revenue from those services could be recognized to fund the additional costs should a supplemental budget be required.

Staff Contact Information:

Peter Boone, Chief Operating Officer, (503) 848-3054, [peter.boone@tvwd.org](mailto:peter.boone@tvwd.org)

Attachments:

Proposed Resolution 14-24

TVWD Rate Schedule for Staff and Equipment

Leadership Team Initials:

Chief Executive Officer	<i>PB</i>	Customer Service Director	<i>AC</i>
Chief Operating Officer	<i>PDB</i>	IT Services Director	<i>TB</i>
Chief Financial Officer	<i>PC</i>	Human Resources Director	<i>AB</i>
General Counsel	<i>CB</i>	Water Supply Program Director	<i>EB</i>
Communications Director	<i>SD</i>		





**TUALATIN VALLEY**  
WATER DISTRICT

## RESOLUTION NO. 14-24

A RESOLUTION APPROVING THE INTERGOVERNMENTAL AGREEMENT BETWEEN TUALATIN VALLEY WATER DISTRICT AND THE CITY OF NORTH PLAINS FOR WATER SYSTEM OPERATIONAL SUPPORT SERVICES.

WHEREAS, the City of North Plains (City) and Tualatin Valley Water District (District) serve their respective customers with water systems that consist of water supply, transmission water lines, reservoirs, and other water system facilities; and

WHEREAS, North Plains has requested operational support from the District to assist the City in operating and maintaining the City's water system, as well as a certified water operator to serve as the City's Direct Responsible Charge (DRC).

WHEREAS, the District agrees to provide water system operational support services as set forth in the *Intergovernmental Agreement Between Tualatin Valley Water District and The City of North Plains For Water System Operational Support Services*, attached hereto as Exhibit 1 and incorporated by reference (Agreement); and

WHEREAS, pursuant to Oregon Revised Statutes 190.003 to 190.130, the District and North Plains desire to enter into the Agreement and being advised.

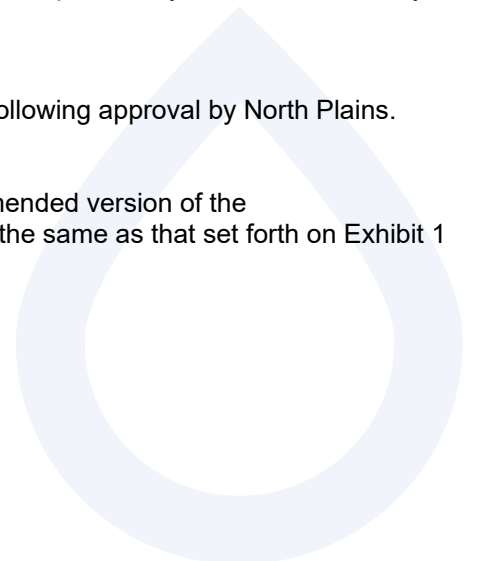
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TUALATIN VALLEY WATER DISTRICT THAT:

Section 1: The Intergovernmental Agreement Between Tualatin Valley Water District and The City of North Plains For Water System Operational Support Services, attached hereto as Exhibit 1 and incorporated by reference, is hereby approved.

Section 2: The Chief Executive Officer is authorized to execute this contract following approval by North Plains.

Section 3: The Board authorizes the Chief Executive Officer to execute an amended version of the intergovernmental agreement so long as the final executed version is substantially the same as that set forth on Exhibit 1 and the General Counsel has approved.

Approved and adopted at a regular meeting held on the 26<sup>th</sup> day of June 2024.



---

Todd Sanders, President

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Jim Doane, Secretary



EXHIBIT 1

INTERGOVERNMENTAL AGREEMENT  
FOR  
WATER SYSTEM OPERATIONAL SUPPORT SERVICES

This Intergovernmental Agreement (“IGA”) is effective this 30<sup>th</sup> day of April, 2024 between Tualatin Valley Water District (“TVWD”) and the City of North Plains (“North Plains” or “City”) for provision of water system operational support services by TVWD related to the North Plains water distribution system (Services). Each party may be referred to herein as a “Party” and collectively as the “Parties.”

RECITALS

The City of North Plains and Tualatin Valley Water District are local government entities that provide potable water services to their customers through operation, maintenance, repair, and replacement of water systems including treatment, pumping, storage, and distribution.

Each Party operates its respective system in accordance with federal and state water quality and public health statutes, and rules and regulations. Oregon Administrative Rules require public water systems to have an appointed, qualified Direct Responsible Charge.

North Plains wishes to have TVWD provide operational support services upon request to assist City staff with the operation and maintenance of the City’s water distribution system. TVWD is willing to provide these services to North Plains according to the terms and conditions of this IGA.

By the authority granted in Oregon Revised Statute (ORS) 190.110, Oregon units of local government may enter into agreements with other units of local government for the performance of any or all functions and activities that a party to the agreement, its officers, or agents have the authority to perform. Now, therefore, intending to be legally bound, for good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties hereto agree as follows:

AGREEMENT

- 1. Incorporation of Recitals.** The Recitals are hereby incorporated into this IGA.
- 2. Services Provided by TVWD.** TVWD will provide operational support services as agreed upon by North Plains and TVWD and as described in Exhibit A. The services to be performed as described in the Exhibit may be modified by the City Manager and Chief Executive Officer of the Parties.

TVWD shall perform the operational support services according to the professional standard of care for the potable water industry in accordance with statutes, rules, regulations, and prudent utility practices. Upon reasonable notice to TVWD, North Plains may discontinue any or all services listed on Exhibit A. TVWD’s responsibilities for providing those services shall lapse upon notice provided by North Plains.

- 3. Services Provided by North Plains.** North Plains shall deploy its public works employees in their usual and accustomed duties and responsibilities to perform water system operations for the benefit of North Plains customers to the professional standard of care in accordance with statutes, rules, regulations, and prudent utility practices.

- 4. Required Coordination.** If services are requested by North Plains or required by the Direct Responsible Charge (DRC), the Parties shall reasonably coordinate on any actions affecting water quality (e.g., disinfectant residuals, sampling results), water pressure, hydraulic capacity, fire flow, incoming supply operations, main breaks, service outages (either planned or unplanned), proposed connections to the water system, and general system operation updates. While TVWD is providing DRC services, a daily check-in between the designees of both Parties is required unless the designees of both Parties determine a daily check-in is unnecessary or otherwise imprudent. The Parties also agree to conduct coordination meetings at least monthly, unless otherwise mutually agreed upon by both Parties. Point of contact for the City shall be the Public Works Director, their designee, or the person acting in capacity as the Public Works Director. Point of contact for TVWD shall be the Water Operations Manager, their designee, or the person acting in capacity as the Water Operations Manager.
- 5. Cost of Service.** TVWD will provide operational support services to North Plains on a time and materials basis at the rates included in Exhibit B. Total annual charges shall not exceed \$25,000 unless authorized in writing by both parties. TVWD will provide notice of any changes in the labor rates on or about July 1, 2024, and on or about July 1 of each succeeding year.
- 6. Payment.** North Plains shall pay TVWD for services performed within thirty (30) days of receipt of invoice from TVWD.
- 7. Schedule.** A mutually agreed schedule for performance of the services under this agreement shall be developed within seven days of the date of this IGA by the District's representative and the North Plains Public Works Director, or designee. Once developed, this schedule for performance shall become a key and functional component of this IGA. However, TVWD will take reasonable measures to make its staff available outside of the agreed schedule to perform tasks, as necessary.
- 8. Indemnity.** To the extent permitted by the Oregon Constitution and subject to the limits of the Oregon Tort Claims Act (ORS 30.260-30.300), each Party agrees to indemnify and hold harmless the other Party, its governing body, employees and agents from any and all claims, demands, damages, actions, losses, expenses and costs, including attorney fees, arising out of, and to the extent caused by, the indemnifying Party's acts or omissions in the performance of this IGA.
- 9. Term.** This IGA shall effective immediately upon signing by both parties. This IGA will renew for the succeeding fiscal year commencing July 1, 2024, and on July 1 of each succeeding fiscal year unless either party gives notice of non-renewal by May 1<sup>st</sup> of any year.
- 10. Termination.** Notwithstanding any provision of this IGA, either Party may terminate this IGA on thirty (30) days written notice to the other Party. Any undisputed amounts due and payable for work performed to the date of termination shall be paid within thirty (30) days.
- 11. Notices and Contacts.** Any notice required or permitted to be given under this IGA shall be given in writing and effective when received by hand delivery, electronic means or by first class United States Mail, postage prepaid, addressed to the persons below who are designated as the Parties representatives:

If to TVWD: Peter Boone, Chief Operating Officer  
1850 SW 170<sup>th</sup>  
Beaverton, Or. 97003  
[Peter.Boone@TVWD.org](mailto:Peter.Boone@TVWD.org)

If to North Plains: Dustin Lueckenotte, Public Works Director  
31360 NW Commercial St.  
North Plains, Or. 97133  
[dustin.lueckenotte@northplains.gov](mailto:dustin.lueckenotte@northplains.gov)

Javier Espinoza, Water Distribution Lead  
31360 NW Commercial St.  
North Plains, Or. 97133  
[javier.espinoza@northplains.gov](mailto:javier.espinoza@northplains.gov)

**12. Entire Agreement.** This IGA embodies the entire agreement and understanding of the Parties and supersedes all previous agreements and understandings related to the services to be performed, except as specifically provided herein.

**13. Counterparts.** This IGA may be executed in counterparts or by electronic signatures which shall constitute a binding agreement between the Parties.

TUALATIN VALLEY WATER DISTRICT

CITY OF NORTH PLAINS

BY: \_\_\_\_\_

BY: \_\_\_\_\_

TITLE: Paul L. Matthews, Chief Executive Officer

TITLE: Andy Varner, City Manager

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

## Exhibit A – Services Requested

- 1. Direct Responsible Charge (DRC) Services.** TVWD agrees to provide North Plains with Direct Responsible Charge Services. "Direct Responsible Charge" or "DRC" means an individual designated by the owner or authorized agent to make decisions regarding the daily operational activities of a public water system, water treatment facility or distribution system, that will directly impact the quality or quantity of drinking water. North Plains hereby delegates this authority to Ryan Smith, Oregon Certification No. D-268713, (DRC) under OAR 333-061-0020(40) to engage with and/or direct North Plains Staff regarding daily operational decisions of the North Plains' water system regarding quality or quantity of drinking water.
  
- 2. Water System Operational Support Services.** TVWD will provide operational support services as agreed upon by North Plains and TVWD. Examples of these services may include repairs, emergency response, water system maintenance, upgrades, operational strategy development and implementation, long-term planning, development review support, regulatory compliance assistance, technical assistance, and other services to support the successful operation of the North Plains water system.



## Rate Schedule for Staff and Equipment – August 1, 2023 to July 30, 2024

**Table 1: Staff Billing Rates**

Position	Hourly Rate
Grade 3 (Customer Service Representative, Administrative Assistant)	\$88.59
Grade 4 (Meter Reader)	\$89.95
Grade 5 (Engineering Technician I)	\$110.50
Grade 5 (Facilities Maintenance II)	\$110.50
Grade 5 (GIS Technician)	\$110.50
Grade 5 (Water Quality Specialist)	\$110.50
Grade 6 (Water Works Operator)	\$115.65
Grade 7 (Construction Insp. I)	\$147.78
Grade 7 (Fleet Mechanic)	\$147.78
Grade 7 (Senior Water Quality Specialist)	\$147.78
Grade 8 (Water Works Lead, Construction Insp. II)	\$156.73
Grade 8 (Engineering Associate)	\$156.73
Grade 8 (SCADA Technician)	\$156.73
Grade 9 (Water Works Supervisor)	\$179.08
Grade 9 (Senior Engineer)	\$179.08
Grade 10 (Water Operations Manager)	\$203.00
Grade 11	\$229.74
Grade 12	\$256.30
Grade 13 (COO, CFO)	\$304.49



## Rate Schedule for Staff and Equipment - August 1, 2023 to July 30, 2024

**Table 2: Equipment**

Class	Hourly Rate	Class	Hourly Rate
Excavator Large	\$96.16	Hydro Excavator Truck	\$95.06
Excavator Small	\$48.97	Light Duty Trailer	\$2.87
Truck Enclosed w/ lift gate	\$38.94	Light Tower	\$9.65
Concrete Saw	\$42.16	Medium Dump Truck	\$55.98
Compact Pickup Truck	\$16.68	Light vehicle	\$21.87
Pickup Truck	\$31.81	Wheel Loader	\$67.54
Large Dump Truck	\$94.94	Mobile compressor	\$31.69
Emergency H2O Trailer	\$7.29	Mobile Generator 100 kW	\$56.70
Flat Bed Truck	\$35.58	Self-Propelled Pavement Broom	\$63.05
Forklift	\$21.31	Small Dump Truck	\$29.56
Full Size Pickup	\$25.80	Small Equip Self Propel	\$7.54
Heavy Duty Trailer	\$15.22	Pavement Breaker	\$61.22
Mobile Generator 150 kW	\$85.00	Service Truck	\$49.80