

**Willamette Water Supply System Commission
Board Meeting Minutes
Wednesday, July 3, 2019**

Commissioners present:

Tualatin Valley Water District (TVWD): Jim Duggan
Hillsboro: John Godsey
Beaverton: Denny Doyle

Board alternates present:

TVWD: N/A
Hillsboro: David Judah
Beaverton: N/A

Committee Members present:

TVWD: Mark Knudson, Management Committee
Paul Matthews, Finance Committee
Carrie Pak, Operations Committee
Hillsboro: Eric Hielema, Management Committee (Alternate)
Beaverton: N/A

Managing Agency Staff present:

Dave Kraska, Director, Willamette Water Supply Program; WWSS Commission General Manager
Joelle Bennett, Assistant Director, Willamette Water Supply Program
Bill Van Derveer, Willamette Water Supply Program Manager
Justin Carlton, Finance & Administrative Supervisor, Willamette Water Supply Program
Clark Balfour, General Counsel, TVWD
Mark McConnell, TVWD Building and Grounds Maintenance II
Faye Branton, Administrative Assistant, Willamette Water Supply Program; WWSS Commission Recorder
Joel Cary, Water Resources Division Manager, TVWD

Other Attendees:

Tommy Brooks, Cable Huston, LLP

No members of the public were present.

CALL TO ORDER

Commissioner Duggan called the initial Willamette Water Supply System (WWSS) Board meeting to order at 12:10 p.m. and received the gavel from Mr. Kraska.

1. INITIAL BUSINESS

A. Election of Officers

As stated in Article 5.3 of the Intergovernmental Agreement (IGA), the Board shall annually elect from its Members a chair ("Chair") and a vice chair ("Vice Chair"), who shall be officers of the Board.

Commissioner Duggan opened the floor for election of Willamette Water Supply System Board officers.

Election of Chair:

Nomination was made by Godsey, seconded by Doyle, for Jim Duggan to serve as Chair of the Willamette Water Supply System Board. Mr. Duggan was elected unanimously with Commissioners Doyle, Duggan, and Godsey voting in favor.

Election of Vice Chair:

Nomination was made by Godsey, seconded by Duggan, for Denny Doyle to serve as Vice Chair of the Willamette Water Supply System Board. Mr. Doyle was elected unanimously with Commissioners Doyle, Duggan, and Godsey voting in favor.

B. Acknowledgement of Managing Agency and General Manager

Mr. Knudson acknowledged that, per the IGA, TVWD is the WWSS Managing Agency (MA) until such time that the partners agree to make a change. He noted that TVWD is providing a similar MA role for the Willamette Intake Facilities Commission (WIF) and the Willamette River Water Coalition (WRWC). Mr. Knudson highlighted MA responsibilities and noted that TVWD's Board is supportive of the District serving as the WWSS MA.

Mr. Knudson acknowledged that Dave Kraska has been asked to serve as General Manager (GM) for the WWSS. Mr. Kraska is serving in a similar GM role for the WIF Commission, in addition to his role as Director of the Willamette Water Supply Program. Faye Branton provides administrative support for Mr. Kraska and will be available to support Board members regarding meeting logistics or other WWSS related needs.

Mr. Knudson noted that TVWD anticipates a change in staff assignment for the WWSS General Manager role later this year. This new budgeted position, currently called the Willamette Supply Manager, will be responsible for the implementation and administration of the IGAs for the WWSS, WIF, and WRWC.

C. Acknowledgement of Committee Appointees

Mr. Knudson highlighted the three committees that have been established under the WWSS IGA.

1. The Management Committee is responsible for overseeing the work of the Managing Agency and keeping their respective Board members informed regarding WWSS activities.
2. The Finance Committee is responsible for coordinating all financial aspects of the WWSS, including budget, financial reports, and billing of partners.

3. The Operations Committee is currently engaged in activities related to design projects and completion of new assets, i.e., pipe locates. Ultimately, the Operations Committee will assume a much larger role as facilities are commissioned and put into service.

D. Introductions

Noting that attendee introductions were in order, Mr. Knudson initiated around-the-room introductions.

2. **GENERAL MANAGER'S REPORT** (Brief presentation on current activities relative to the WWSS Commission)

Mr. Kraska provided the General Manager's report, including a Safety Moment on fireworks safety. He extended a welcome to the "initial" WWSS Board meeting and highlighted the necessity for holding this meeting prior to the first regular meeting on September 5, 2019.

Mr. Kraska noted that we are at the very beginning of a new water supply entity in Oregon that will last far into the future. He extended appreciation to the Board for their patience as the MA refines methods and approaches to these meetings.

Mr. Kraska outlined the plans and materials that will be covered in "On-Boarding" meetings for WWSS Board members, Board alternates, and Management Committee representatives in the month of August.

Mr. Kraska confirmed that on July 1, 2019, TVWD sent to the Oregon Secretary of State a fully-executed copy of the Willamette Water Supply System Intergovernmental Agreement and adopting ordinances of each member entity (TVWD, Hillsboro, and Beaverton). This was the last step required to create the new ORS Chapter 190 Intergovernmental Entity identified as the Willamette Water Supply System Commission.

Lastly, Mr. Kraska reported that TVWD has coordinated with the Special Districts Association of Oregon (SDAO) to receive insurance coverage through the Special District Insurance Services (SDIS). At the regular WWSS Board meeting in September 2019, the Board will be requested to take action to formally join SDIS through a joinder agreement.

3. **PUBLIC COMMENT**

There were no public comments.

4. **CONSENT AGENDA** (The entire Consent Agenda is normally considered in a single motion. Any Commissioner may request that an item be removed for separate consideration.)

- A. None. Initial Board meeting.

5. **BUSINESS AGENDA**

- A. Consider adopting a resolution adopting an annual work plan and budget for the Willamette Water Supply System (WWSS) for fiscal year 2019-20.

Mr. Kraska presented the staff report and distributed the Willamette Water Supply System Capital Outlay Budget for Fiscal Year 2020 to Board members. Mr. Carlton briefed the Board on the background and budgeting process for the WWSS. Mr. Carlton pointed out that the WWSS budget the Board is being asked to adopt today does not include the initial buy-in for the City of Beaverton, which is a separate item.

Motion was made by Godsey seconded by Doyle to adopt Resolution No. WWSS-01-19, adopting the FY19-20 WWSS Annual Work Plan and Budget.

The motion passed unanimously with Doyle, Duggan, and Godsey voting in favor.

- B. Consider adopting a resolution delegating and affirming the authority of the Management Committee and the Managing Agency pending further action by the Willamette Water Supply Commission.

Mr. Kraska summarized the staff report outlining the types of delegation being requested.

Mr. Balfour addressed the revision made this morning to Section 1 of Resolution No. WWSS-02-19.

Mr. Balfour and Mr. Brooks provided further context and specifics regarding Sections 4.1, 4.2, and 4.3 of Resolution No. WWSS-02-19.

In answer to Commissioner's questions, staff replied that annexation to the City of Sherwood, in relation to the property acquisition for the water treatment plant, has been anticipated from the beginning. We have had many conversations with Sherwood regarding annexation. The city has been very collaborative in our efforts and trusts that we will be good stewards of the land and good neighbors. They appreciate that part of our project is construction of Blake Street, which is a benefit to the city. They also appreciate that we are located in an industrial area distant from the heart of the city.

Motion was made by Doyle seconded by Godsey to adopt Resolution WWSS-02-19, providing delegation of authority to the WWSS Management Committee and the Managing Agency.

The motion passed unanimously with Doyle, Duggan, and Godsey voting in favor.

- C. Consider adopting a resolution establishing regular monthly meeting dates of the Board of Commissioners for fiscal year 2019-20.

Mr. Kraska presented the staff report outlining the proposed meeting dates for fiscal year 2019-20.

Motion was made by Godsey seconded by Doyle to adopt Resolution No. WWSS-03-19, establishing the fiscal year 2019-20 Board meeting dates as proposed.

The motion passed unanimously with Doyle, Duggan, and Godsey voting in favor.

6. INFORMATION ITEMS

- A. None.

7. COMMUNICATIONS AND NON-AGENDA ITEMS

A. None scheduled.

ADJOURNMENT

There being no further business, Chair Duggan adjourned the meeting at 12:45 p.m.

DRAFT