

***Willamette River Water Coalition  
Board Meeting Minutes  
Wednesday, July 18, 2012***

***WRWC Board Members and Alternates present:***

Marilyn McWilliams – WRWC Chair, Tualatin Valley Water District Board of Commissioners  
Ed Truax – WRWC Vice-Chair, Tualatin City Council  
Marland Henderson – WRWC Board Member, Tigard City Council  
Gretchen Beuhner – WRWC Board Member Alternate, Tigard City Council  
Keith Mays – WRWC Board Member Alternate, Sherwood City Council

***WRWC Member Staff present:***

Craig Sheldon – City of Sherwood  
Todd Heidgerken – Tualatin Valley Water District  
John Goodrich – City of Tigard  
Kaaren Hofmann – City of Tualatin  
Clark Balfour – WRWC Legal Counsel

***Guests & Members of the Public present:***

None

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***I. Call to Order:***

WRWC Chair Marilyn McWilliams called the meeting to order at 3:00 pm at the Tigard Public Works Building, 8777 SW Burnham Street, Tigard 97223.

***II. Review and Approval of Minutes:***

The board reviewed the minutes from the February 1, 2012 and June 6, 2012 Board meetings.

**Vice-Chair Truax moved approval of the minutes from the February 1, 2012 WRWC Board meeting as distributed. Keith Mays seconded the motion. The motion was approved 4-0.**

**Vice-Chair Truax moved approval of the minutes from the June 6, 2012 WRWC Board meeting as distributed. Keith Mays seconded the motion. The motion was approved 4-0.**

***III. Consideration of Administrative Services Agreement:***

Vice-Chair Truax gave an overview of his concerns with the current way administrative services are provided and how the WRWC Board is provided information and incorporated into project decisions. He provided examples of the Graham's Oaks Natural Area easement application and the recent discussions to approach landowners in the Tualatin River Crossing area. There was also a general concern with other activities involving the Willamette and the WRWC members that the WRWC Board members were not being kept informed.

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Keith Mays noted his concern with the process that the WRWC Board is considering as it relates to identifying the administrative needs of the organization. Both Vice-Chair Truax and Mayor Mays provided historical background on how WRWC was originally administered (TVWD serving as the lead administrative agency) and transitioned to hiring a consultant (Western Advocates).

The Board discussed the status of the current administrative agreement. It was noted that it was not clear on if the original agreement is still in effect or if an updated agreement was ever presented to the Board for consideration. It is believed that the only agreement approved by the WRWC Board was the original agreement with Western Advocates (roughly July 2002). The Board members acknowledged that they need to review the agreement on a more frequent basis.

The Board members then discussed other concerns that they felt needed to be addressed. It was noted that the WRWC Board has a number of “new faces” and that there should be an effort to provide some history and background to new representatives. The Board also discussed the need for the agenda, minutes and financial information to be distributed earlier to Board members. The Website was also identified as another item that needed to be updated promptly and double checked by the administrator.

The Board had a general discussion of the various activities surrounding the Willamette River and how the WRWC’s involvement is either not clear or limited. It was asked if the WRWC could have a more active presence in these areas given our current budget. It was thought that there are adequate finances in the current budget and administrative fees to accomplish this additional work. It was also pointed out that we haven’t assessed the full dues amount for a number of years.

The Board discussion then transitioned to identifying what would be needed in order for the WRWC to move forward in identifying the needs of the organization and how best to meet those needs. Mayor Mays pointed out the importance of first evaluating and indentifying what the WRWC needs before we discuss a change in how it is administered. Vice-Chair Truax noted that there would be value in identifying a list of activities and see if they can be accomplished under our current administrative arrangement. It was also recognized that some activities in the work plan will have to be contracted out (i.e. engineering, etc.)

Chair McWilliams suggested that it would be helpful to have Kelly Ross provide an updated work plan that reflects some of these needs at the next WRWC Board meeting. This work plan could then be used to better identify the needs of the organization and if the current administrative services agreement is adequate or if a different administrative structure might be needed. The Board members indicated that they would like for the WRWC to be more proactive in its activities and that they would like staff to help identify those needs.

The Board discussed the need to meet with Mr. Ross to discuss expectations resulting from this meeting and what should be included on the agenda for the next meeting. Chair McWilliams agreed to meet with Mr. Ross to discuss. It was also suggested that the staff of the WRWC members meet prior to the WRWC Board meeting so that Mr. Ross is aware of the Board members’ concerns.

The Board concluded the discussion noting that they would like to get resolution on the administration of the WRWC soon and want to make sure that it doesn’t interfere with the Metro easement

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application process. It was also pointed out that the organization is maturing and the needs are changing so it will be helpful to look at the needs and revisit how the WRWC needs to proceed and organize in meeting the goals of the organization.

***IV. Authorization to Develop an Agreement to Designate a Lead Administrative Agency for WRWC:***

The Board felt that given the previous discussion regarding the administrative services agreement, it was premature to discuss the designation of a lead administrative agency for WRWC. No further discussion or action occurred on this topic.

***V. Next Meeting Dates***

The Board set their next Board Meeting for Wednesday, August 22, 2012 at the Tigard Public Works Building, 8777 SW Burnham Street in Tigard.

***VI. Adjournment***

With no further business before the Board, Chair McWilliams adjourned the meeting at 4:33 pm.