

***Willamette River Water Coalition  
Board Meeting Minutes (Approved 7/18/12)  
Wednesday, February 1, 2012***

***WRWC Board Members or Alternates present:***

Marilyn McWilliams – WRWC Board Chair, Commissioner - Tualatin Valley Water District  
Dave Grant – WRWC Board Member, Councilor – City of Sherwood  
Ed Truax – WRWC Board Member, Councilor - Tualatin City Council  
Gretchen Buehner – WRWC Board Alternate, Council President - Tigard City Council

***WRWC Member Staff present:***

Craig Sheldon – City of Sherwood, Public Works Director  
Todd Heidgerken – TVWD, Manager - Office of Community and Intergovernmental Relations  
Kaaren Hofmann – City of Tualatin, City Engineer  
Alice Rouyer – City of Tualatin, Community Development Director  
Dennis Koellermeier – City of Tigard, Public Works Director

***WRWC Staff present:***

Tracy Rutten– Western Advocates, Inc.

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

Maggie Kean, Website Consultant  
John van Staveren – Consultant, Pacific Habitat Services, Inc.

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***I. Call to Order and Election of Officers***

Chair McWilliams called the meeting to order at 5:30 pm at the Tigard Public Works Building, 8777 SW Burnham St., Tigard, Oregon.

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

The board reviewed the minutes from the November 2, 2011 board meeting.

**Motion by Truax, seconded by Grant, to approve the minutes as distributed. The motion was approved unanimously via a voice vote of the board.**

Gretchen Buehner abstained, as she did not attend the November meeting.

***III. WRWC Financial Update***

Tracy Rutten reviewed year-to-date finances.

Regarding the 2012-2013 budget, Truax said it makes no sense to have a larger budget than what is needed to run the WRWC. Truax suggested carrying over \$50,000 to reduce this year's dues. Buehner asked if there was a required contingency. Heidgerken said there is not. Grant asked if they are expecting any new considerable expenses in the coming year. Truax indicated that there were none expected however, it has occurred in previous years with studies that the WRWC board solicited.

Truax said there is no sense in having a \$100,000 starting balance. McWilliams asked if WRWC had already paid for the work done by Pacific Habitat Services and Murray Smith. Heidgerken said to expect additional invoices on the easement application. Expenses for the easement application could be \$20,000 or more but that should be covered under miscellaneous, if needed.

**Motion by Truax, seconded by Grant, to approve dues with \$50,000 subsidy from ending balance. The motion was approved unanimously via a voice vote of the board.**

#### ***IV. Update on Application for Easement on Metro Property***

John van Staveren updated the board on the application for 2 easements: Graham Oaks and near the Tualatin River. Both are owned by Metro and include resource area that Metro wants to protect. Metro is expecting the easement applications. They have met with the City of Wilsonville, and the City is onboard and supports the application. Metro will expect compensation for the time spent reviewing the application but it is unknown how much money that will be.

Pacific Habitat Services has talked with Murray Smith and have incorporated their comments into the application. They still have technical questions for Todd Heidgerken. They will get a draft to WRWC Board and Staff to review before submitting to Metro.

Buehner asked about trenching vs. boring and which would be the best option for this project. Van Staveren explained that trenching will have less impact on the natural area. McWilliams asked if they would have to close the park during construction and whether they have to tear up the pavement. Van Staveren said they may have to close a portion of the park. If they can do the construction within a set number of years, they can minimize the impact on trees before they grow much larger. Buehner asked how wide the easement would be. Van Staveren indicated it would be approximately 140 feet.

Heidgerken inquired whether it was possible to submit the application to Metro in March. Van Staveren indicated that was a possibility. Metro has a timeline for the review process and the application will require a council decision, but they are not sure when that will happen. It will likely be a six-month window for staff review and council approval. Heidgerken asked if they should share the final application with staff and WRWC board members. It was decided that the application will be sent to the staff and they can forward it on.

#### ***V. Website***

Maggie Kean presented the most recent traffic report for the website. Kean states fewer people are getting to the site. They are mostly getting baseline data. They are planning on updating the appearance of the website. Kean has a few articles that may be of interest. Kean will send the articles to Kelly Ross (Western Advocates, Inc.) and Ross will distribute with a 3 day window of approval to each member entity.

Truax doesn't want the WRWC website to become a place to go for regional water news. Truax thinks the scope should remain narrow. Truax suggested each member should make sure their individual entity's page is kept current on a quarterly basis.

Grant asked how many hits there are on the website per month. Per Kean, 100 visits. Grant asked what the purpose of the website is and what kind of information visitors are hoping to acquire and wonders if all of the information is necessary to the target audience. Truax states it wasn't too long ago that many citizens were going to the website. The website was created out of a need to provide information to interested citizens. Now that the site is there, it needs to be kept current.

## ***VI. Meeting Update***

Need to reschedule the May 2, 2012 meeting due to a conflict with the May 3<sup>rd</sup> AWWA (American Water Works Association) Pacific Northwest Conference. **Meeting is rescheduled to June 6, 2012 at 5:30 pm.** That date/time coordinates with the Regional Water Provider's Consortium meeting.

Heidgerken noted that they don't know from the Metro easement application process as to whether they will have to construct something and that there may need to be a conversation about who is in and who is out at some point in the near future. While WRWC may not be to that point by June 6<sup>th</sup>, the board needs to be aware that they may need to meet more frequently at some point. They won't know until Metro has started the review process. May also need to have a future discussion about future plant expansions. Also, there is a study being done on the Willamette that WRWC may want to contribute to. It is being done with the Army Corp of Engineers.

## ***VII. Member Updates/Announcements***

Dennis Koellermeier asked if there was any interest in talking about the Lake Oswego Tigard Partnership. The board indicated that they would be interested in receiving updates in the future. Koellermeier requested that this be added as an agenda item for the next meeting.

The question was raised about whether or not there are meetings scheduled for the 3<sup>rd</sup> and 4<sup>th</sup> quarter. Kelly Ross will email the year's schedule to Maggie Kean.

## ***VIII. Adjournment***

Meeting adjourned at 6:18 p.m.