

DATE: September 10, 2025
TO: Clean Water Services Advisory Commission Members and Interested Parties
FROM: Elizabeth Edwards, Chief of Staff
SUBJECT: **INFORMATION FOR SEPTEMBER 10, 2025, CWAC MEETING**

A Clean Water Services Advisory Commission (CWAC) meeting is scheduled for **Wednesday, September 10, 2025**. The meeting will be in a hybrid format at the **Administrative Building Complex in Hillsboro** and on Zoom. The meeting will begin at 6:30 p.m.

Meeting location:

- **In person in the** Tualatin Room at the CWS Administrative Building Complex, 2550 SW Hillsboro Highway, Hillsboro, 97123.
- **Online via Zoom.** Zoom offers the option to connect to video, slides, and audio via a device with internet access, or an audio-only connection through any telephone line.
 - Interested parties should register for this meeting by September 9 by following the instructions on the [website](#).
 - Please plan to establish your connection to the meeting 10-15 minutes before the 6:30 p.m. start time to allow the meeting to begin promptly.

Dinner will be served at 5:30 p.m. for CWAC members attending in person. CWAC members should notify Katie Cheney (CheneyK@CleanWaterServices.org 503.681.5116) by Monday, September 8, **if you are unable to attend or if you plan to attend via Zoom** so food is not ordered for you.

The CWAC meeting packet will be emailed to CWAC members and posted to the [CWAC section](#) of the Clean Water Services' website.

Enclosures in this packet include:

- September 10, 2025, agenda and other materials
- June 11, 2025, meeting summary

Clean Water Services Advisory Commission

September 10, 2025

AGENDA

- 6:30 p.m. Welcome and Introductions**
- 6:45 p.m. 2025 State Legislative Session Recap**
The 2025 state legislative session adjourned on June 27. CWS staff will update CWAC on session highlights and outcomes relevant to Clean Water Services.
- Tracy Rainey, Government Relations Manager
- Requested action: *Informational*
- 7:05 p.m. Buildings Update: RIPL, Central, and Springer**
CWS developed an occupied building plan to improve resiliency, accommodate long-term staffing needs, and meet regulatory compliance requirements. Staff will provide an update on the phased construction of RIPL and CWS Central, and a design update on the Springer facility.
- Perry Sunderland, Water & Engineering Technology Interim Director
 - Karen Bill, Treatment Plant Services Engineering Division Manager
 - Karen Chichetu, Laboratory Manager
- Requested action: *Informational*
- 7:35 p.m. Plan to Restore Public Trust**
On April 8, 2025, the CWS Board of Directors adopted a Resolution and Order (CWS RO 25-5) directing Clean Water Services to audit spending, review policies, conduct a domicile review of Clean Water Insurance Company, restrict executive management team expenditures, and provide training. This presentation is an update on the actions taken to implement CWS RO 25-5.
- Elizabeth Edwards, Chief of Staff
- Requested Action: *Informational*
- 8:10 p.m. Invitation for Public Comment**
- 8:20 p.m. Announcements**
- 8:25 p.m. Adjourn**
- Next meeting: October 8, 2025**

2025 State & Federal Legislative Update

Tracy Rainey, Government Relations Manager

Clean Water Services Advisory Commission

September 10, 2025



Presentation Overview

- 2025 state legislative priorities and outcomes
- 2025 federal priorities update
- Timeline and process to develop and adopt CWS 2026 state and federal legislative agenda



2025 State Legislative Session

- Long session (158 days)
 - Convened January 21
 - Adjourned June 27
- 3,466 bills introduced
 - 702 passed
- Key issues/themes
 - Housing production
 - Transportation
 - Budget challenges



CWS 2025 State Legislative Priorities

Priority: Advocate for statewide and project-specific investments in water-related infrastructure, including investments to promote the protection of water quality and public health; support maintenance and improvements to existing systems; and build capacity to support community growth, including housing production.

- Legislative efforts and outcomes
 - **HB 3031 (funding for housing-related infrastructure) - PASSED**
 - ❖ Funding for housing-related infrastructure
 - **SB 5531 (lottery bond bill) – PASSED**
 - ❖ \$20 million: Special Public Works Fund
 - ❖ \$8 million: Water development projects
 - ❖ \$57 million: Water-related community projects

CWS 2025 State Legislative Priorities

Priority: Support opportunities for additional state investments in water infrastructure readiness for industrial and commercial expansion opportunities.

- Legislative efforts and outcomes
 - HB 2411 (industrial site loan fund) – PASSED
 - ❖ \$10 million to complement Regionally Significant Industrial Sites Loan Program; funding can be used for planning

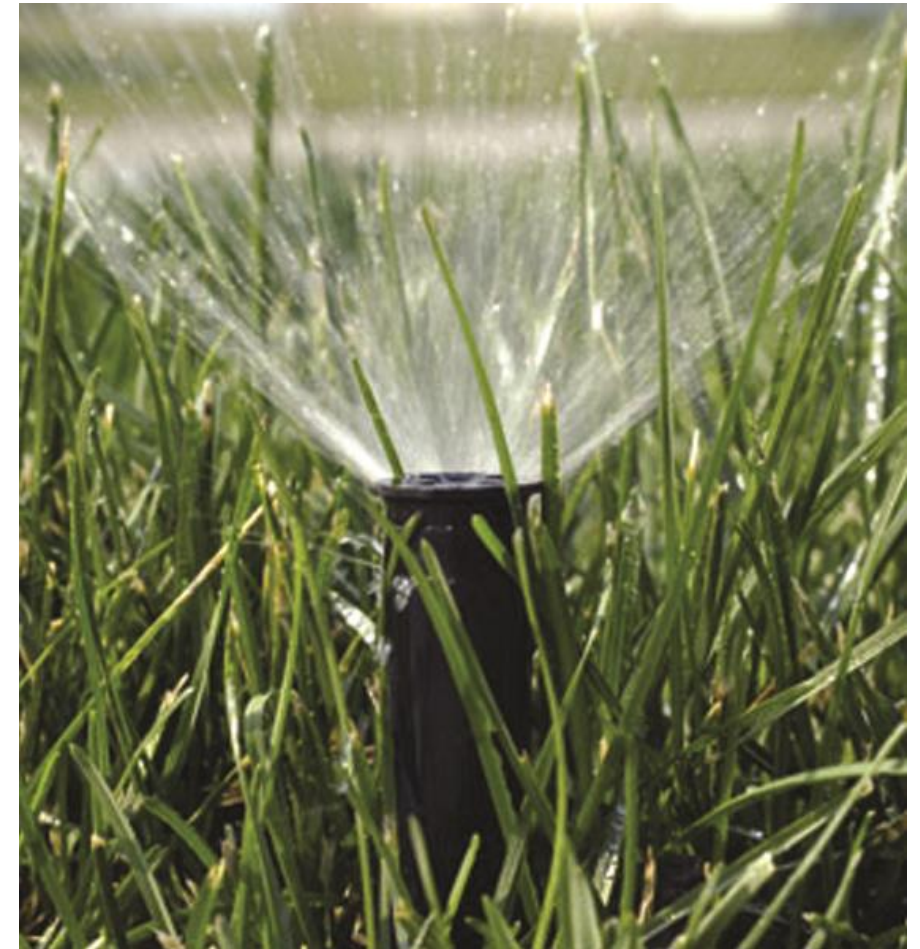
Priority: Preserve local infrastructure financing tools for water infrastructure

- Legislative efforts and outcomes
 - HB 2968 (System Development Charge (SDC) voluntary deferral fund) – DID NOT PASS
 - HB 2138 (rulemaking for model SDCs) – PASSED

CWS 2025 State Legislative Priorities

Priority: Work with the Oregon Department of Environmental Quality and key stakeholders to update and implement Oregon's regulatory framework for water reuse and advocate for incentives, resources, and tools to advance reuse projects.

- Legislative efforts and outcomes
 - HB 2169 (reuse interagency coordination/reuse coordinator funding) – PASSED



CWS 2025 State Legislative Priorities

Priority: Work to ensure sufficient funding and service levels for the Department of Environmental Quality's Water Quality Division for the purpose of promoting efficient and effective water quality permits, as well as tools and strategies to achieve water quality standards and innovative approaches.

- Legislative efforts and outcomes
 - SB 5520 (DEQ budget) – PASSED

Priority: Support policies and investments to promote resource recovery, including renewable energy production, nutrient recovery and water resources.

- Legislative efforts and outcomes:
 - HB 3246 (industrial symbiosis pilot program) – DID NOT PASS

CWS 2025 State Legislative Priorities

Priority: Advocate for investments for additional research of emerging contaminants and support policies that promote source identification and reduction, pollution prevention and outreach.

- Legislative efforts and outcomes
 - HB 2947 (biosolids study funding) – PASSED
 - SB 91 (AFFF firefighting foam phase-out) – PASSED
 - ❖ No funding for responsible disposal
 - HB 3512 (PFAS product phase-out) – DID NOT PASS
 - HB 3017 (PFAS in menstrual product phase out) – DID NOT PASS

Priority: Support efforts to enhance water utility responsiveness, efficiency and resiliency.

- Legislative efforts and outcomes
 - HB 3634 (water workforce funding) – DID NOT PASS

CWS 2025 State Legislative Priorities

Priority: Support funding opportunities and efficiencies in policies that promote housing production while ensuring protection of water quality and public health.

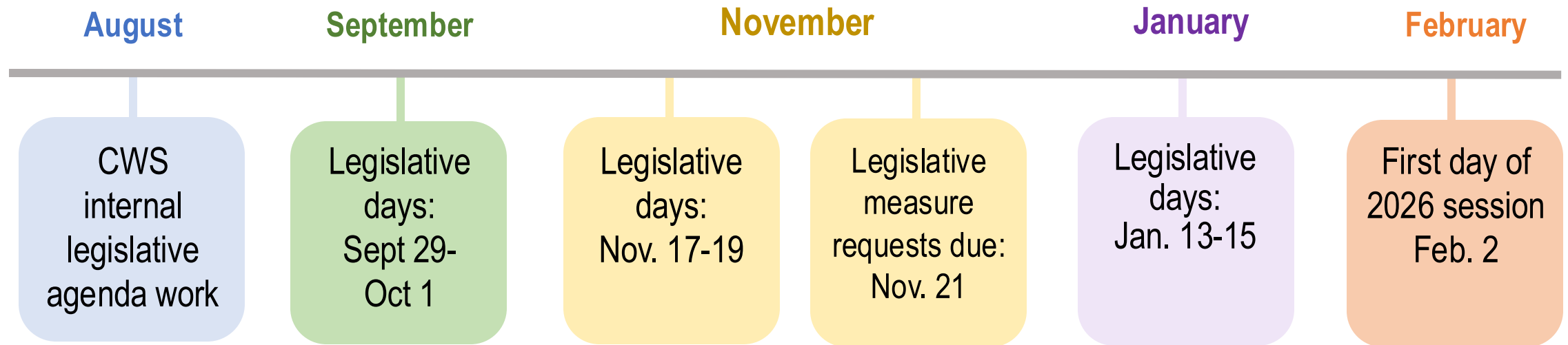
- Legislative efforts and outcomes
 - HB 2138 (governor's middle housing bill) - PASSED
 - ❖ Design and siting standards for middle-housing
 - ❖ Model SDCs
 - SB 974 (final engineering review "shot clock"; expedited land use process; design standard exemption) – PASSED
 - HB 2258 (rulemaking: automatic land use approval for certain residential development types) – PASSED

Additional Legislation to Note

- HB 2168 (septic and drinking water well loan funding)
 - DID NOT PASS
- HB 2830 (pipe material mandate)
 - DID NOT PASS
- HB 3527 (low-income water/sewer ratepayer assistance)
 - DID NOT PASS
- HB 3106 (water data portal)
 - DID NOT PASS
- SB 1153/SB 427/HB 3501 (water right transfers – public interest review)
 - DID NOT PASS
- SB 179 (recreational immunity)
 - PASSED



State Legislative Timeline – 2025 Interim



Federal Legislative Update



Federal Legislative Priority Updates

- Advancing seismic modifications for Scoggins Dam
 - Ongoing advocacy and engagement efforts with Bureau of Reclamation and federal delegation; ongoing coordination with local project beneficiaries
- Advancing water reuse funding and policies
- Supporting investment in water infrastructure
- Securing funding for low-income water rate assistance
- Support policies and regulations that are protective of the environment and human health from exposure to emerging contaminants; work to ensure producer responsibility in a manner that protects utility ratepayers
- Funding for agricultural conservation programs
 - Reconciliation Bill (funding through 2031): Agricultural Conservation Easement Program; Environmental Quality Incentives Program; Conservation Stewardship Program
 - ❖ US. Dept of Agriculture - Natural Resource Conservation Service
 - Funding for Conservation Reserve Program expires Sept. 30, 2025

CWS 2026 Federal & State Legislative Agenda Process and Timeline

- August – September
 - Work with CWS staff to identify and prioritize potential legislative priorities and needs
 - Ongoing outreach and education with legislators
 - Engage in efforts to begin drafting state and federal legislative agendas
 - ❖ Input from CWAC
- September-November
 - Discussions with Board of Directors to finalize and adopt 2026 state and federal legislative agendas
- November
 - State legislative concept filing deadline
- November-December
 - Final Board adoption

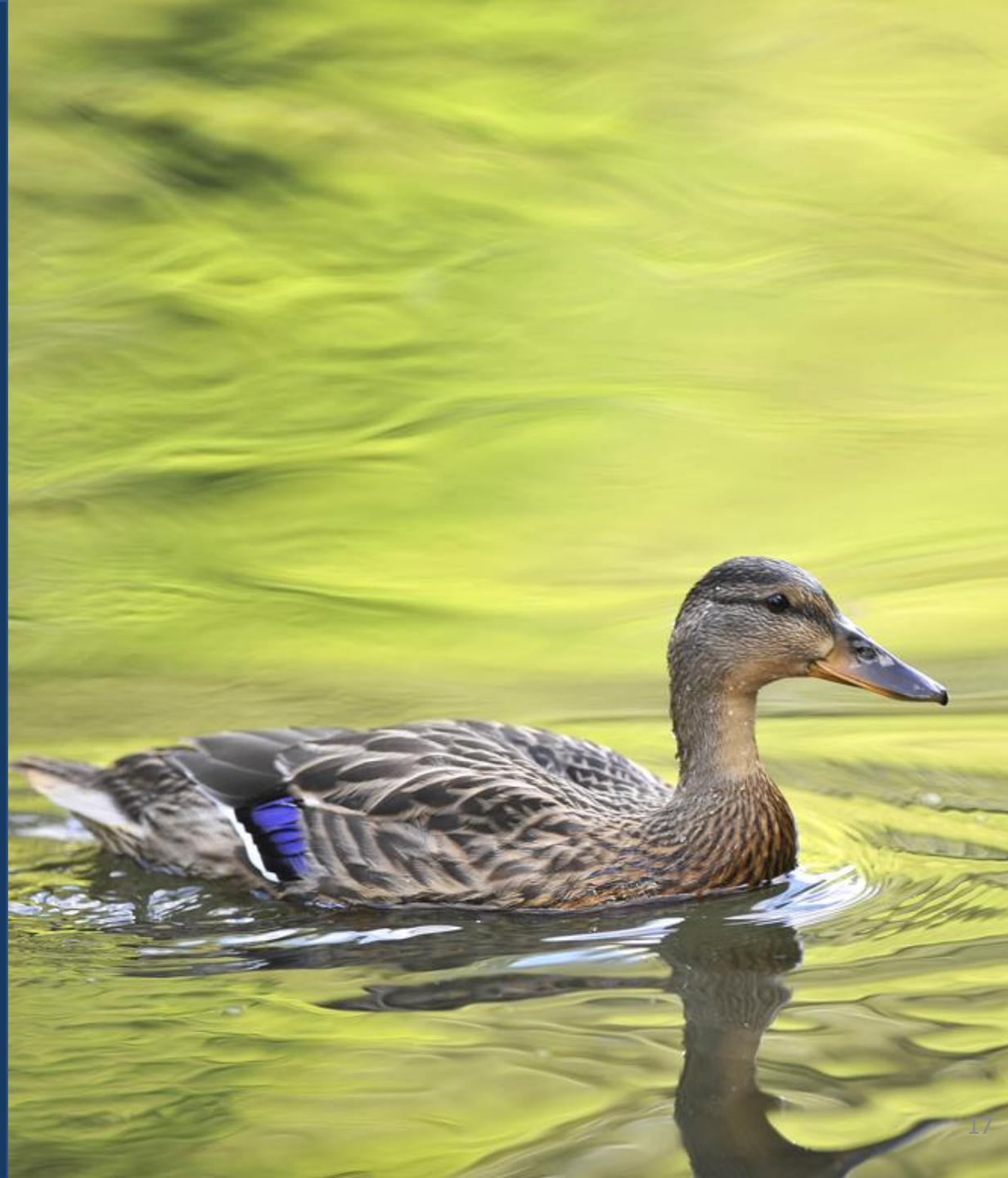
Considerations for State Legislative Priorities

- Session duration
 - 35 days
- Bill limits
 - 2 – Each legislator
 - 3 – Committee bills
 - 3 – Governor's office
- Budget constraints
 - August revenue forecast

Question for CWAC

- Are there any items we discussed that you want to learn more about before the 2026 legislative session?

Questions?



RIPL, Central, Springer Project Updates

Clean Water Services Advisory Commission – September 10, 2025

Perry Sunderland, Water & Engineering Technology Interim Director

Karen Bill, Treatment Plant Services Engineering Division Manager

Karen Chichetu, Laboratory Manager

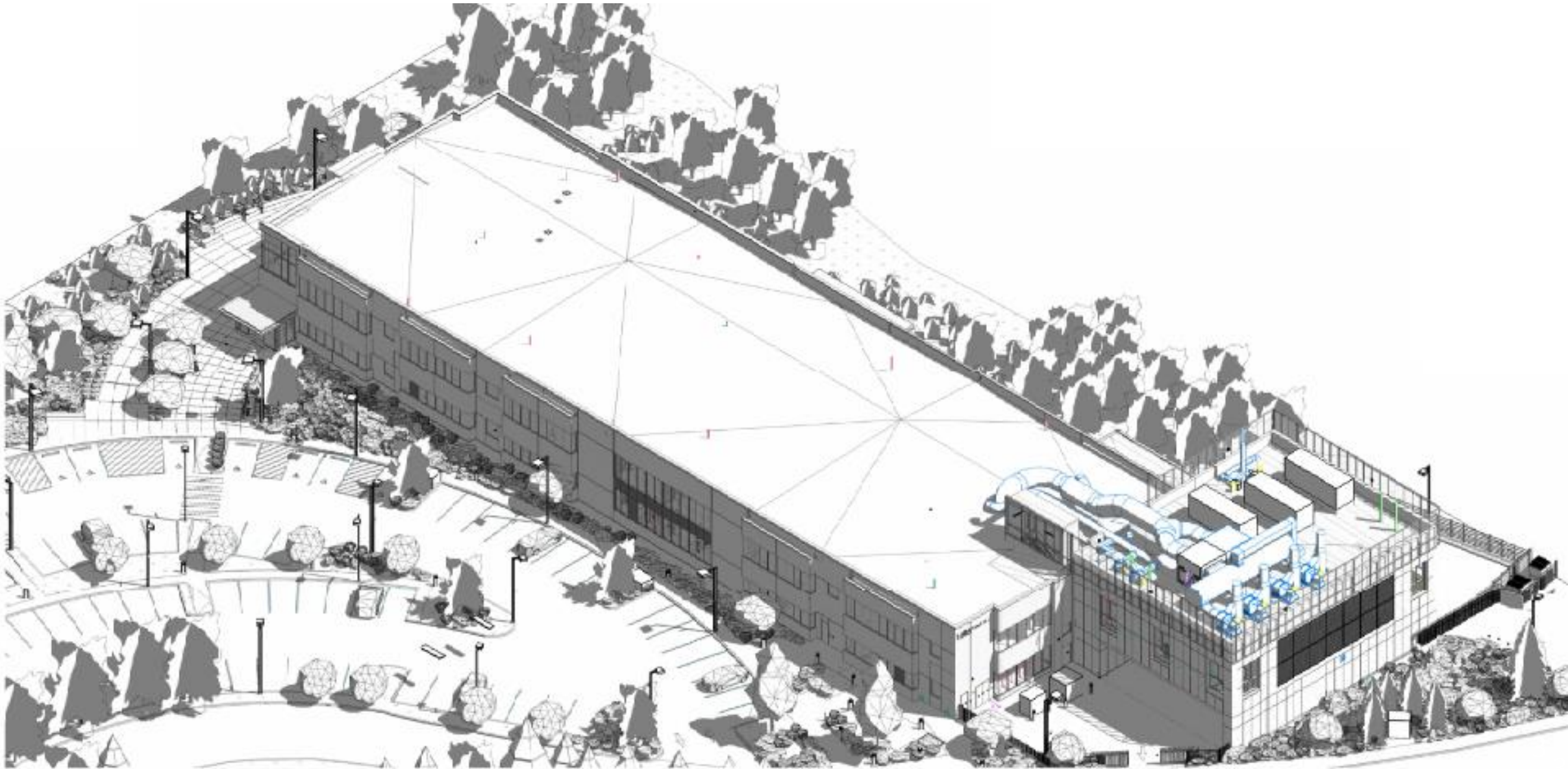


Presentation Overview

- RIPL project construction update
- Central project design update
- Springer project update

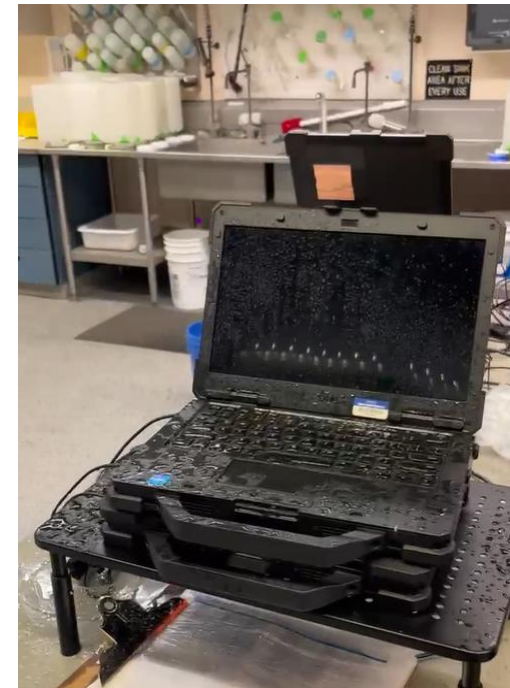


RIPL



Why RIPL

- Aging infrastructure
 - Lab building at ABC is 30 years old
- System failures
 - Hoods; uninterruptible power supply; heating, ventilation, air conditioning (HVAC); corroded ductwork; impact ability to do work
- Analytical demands
 - Demands on the lab continue to grow
 - Overcrowding (space and utilities)
- Security
 - Improved security measures for sample drop off, chain of custody of samples – not possible at current location



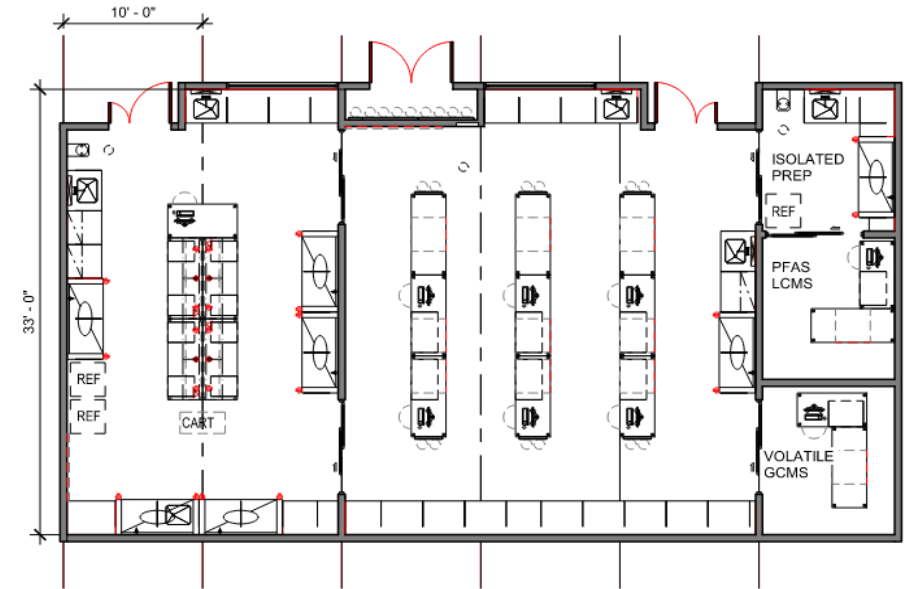
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Why RIPL

- Lab analysis testing cost comparison
 - **Laboratory Services budget**
 - ❖ Personnel costs: \$4 million
 - ❖ Operational costs: \$1 million
 - ❖ Total in-house cost: \$5 million
 - **External contracting**
 - ❖ Standard turnaround time: \$ 3.7 million
 - ❖ Service fees for faster turnaround: \$2-\$3 million
 - ❖ Total external cost: \$5.7- \$6.7 million
- Economies of scale of having folks together
 - **Logistics and support**
 - **Home base for Molecular, Environmental, and Watershed modeling teams**



RIPL: First Floor

Locker room

Trace organics lab

Logistics

Flex lab

m.lab

Flex/future

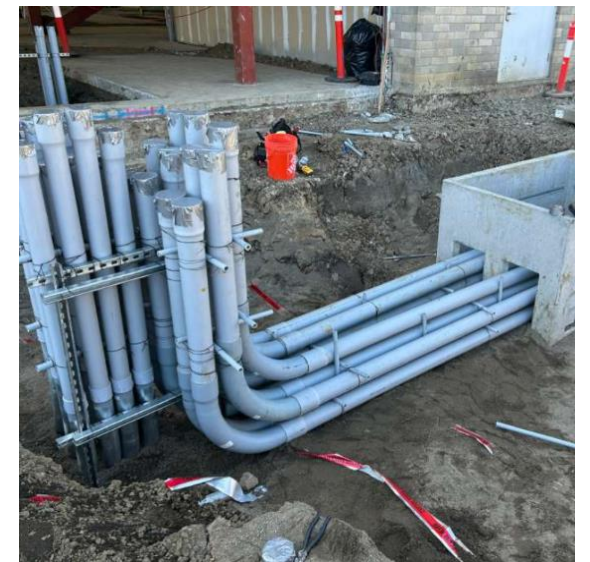
Lobby/
Reception

Lab



RIPL

- Construction focus
 - North building addition for mechanical equipment
 - Structural footing and foundations
 - Under slab utilities
 - Electrical service feeds from Forest Grove Light & Power
 - North retaining wall for foundation
 - Laboratory utilities



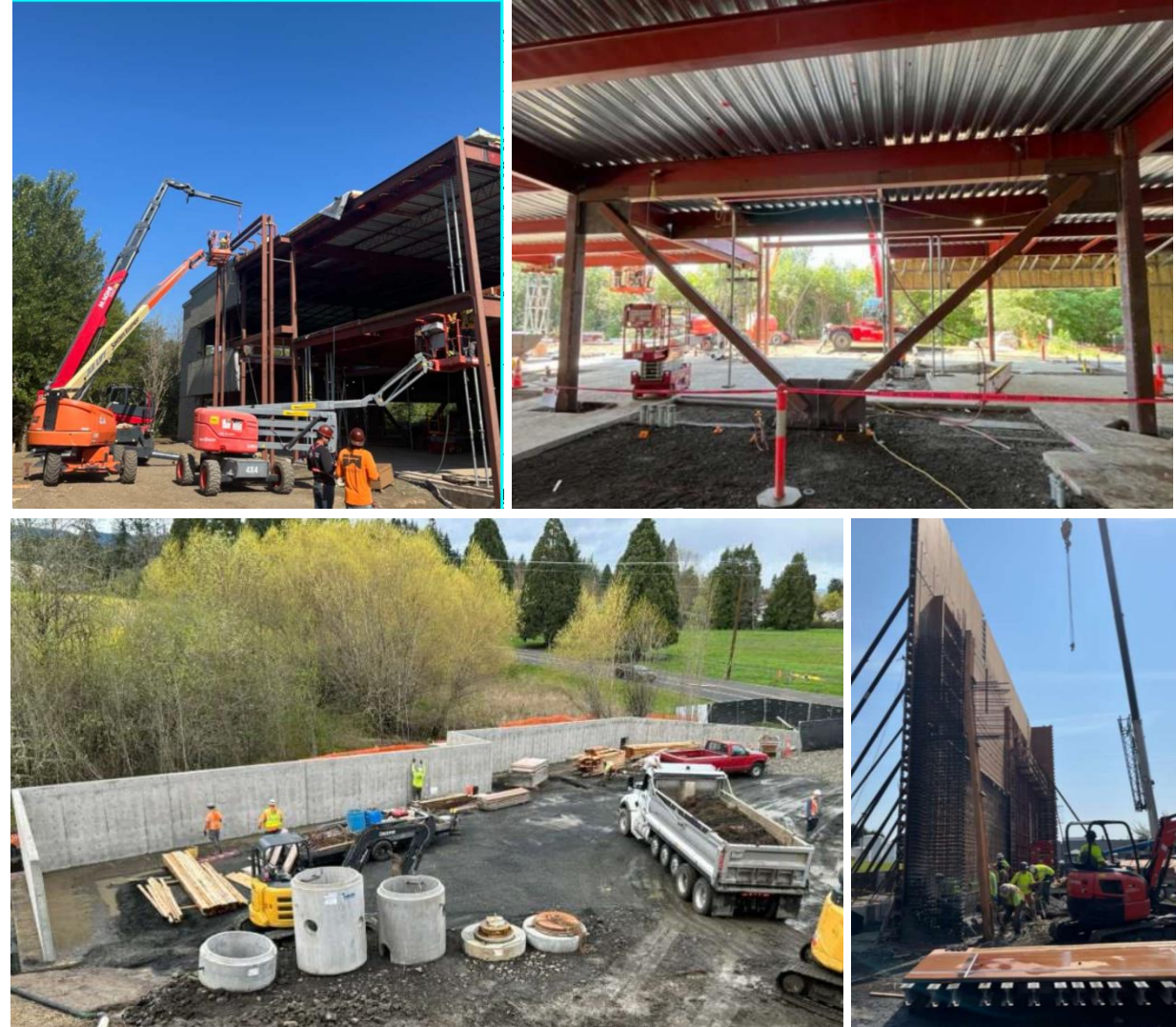
RIPL: Additional Considerations

- Ongoing value engineering
 - Phasing lab equipment purchases
 - Evaluating furniture package
 - Branding, storytelling, wayfinding

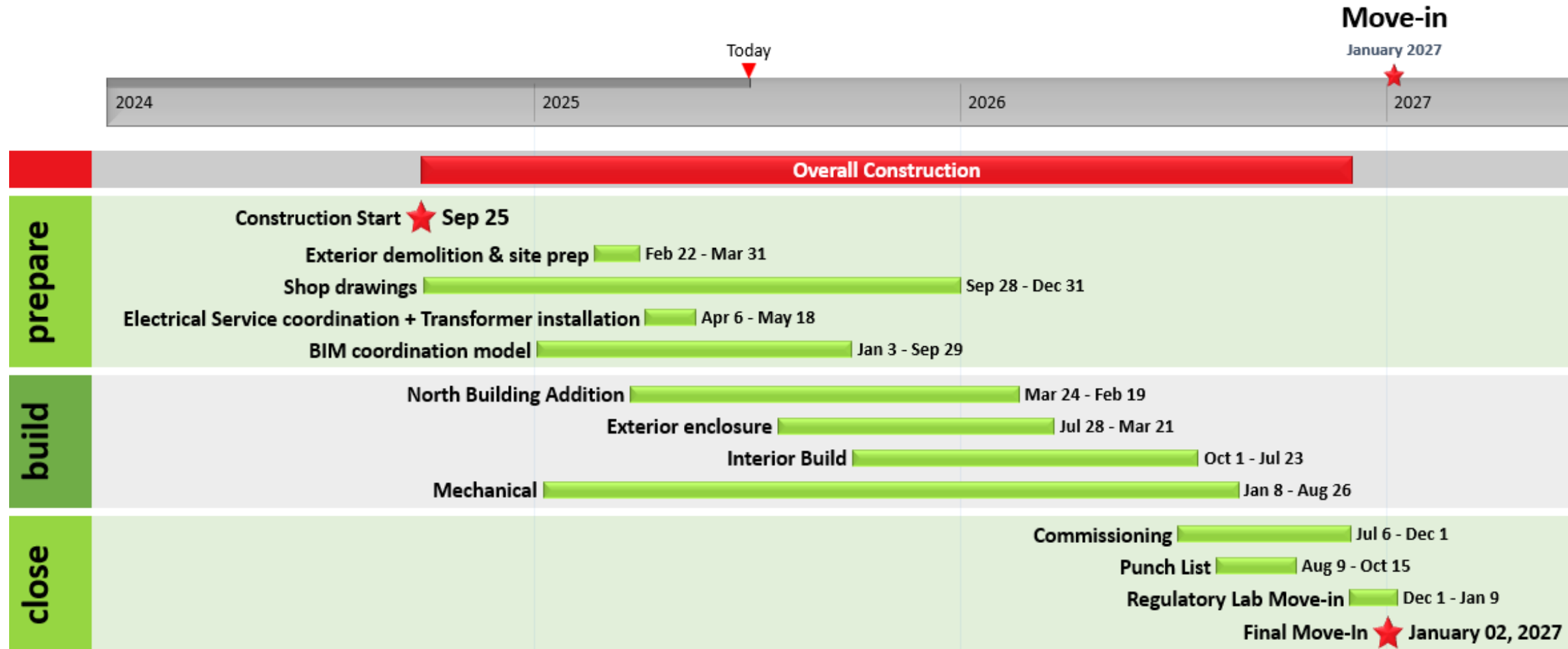


RIPL

- Project update
 - Total project cost: \$65 million
 - ❖ Includes \$55,094,502 construction contract
 - Substantial completion: September 2026
 - Final Completion: November 2026
 - Final CWS move-in: January 2027



RIPL: Project Schedule

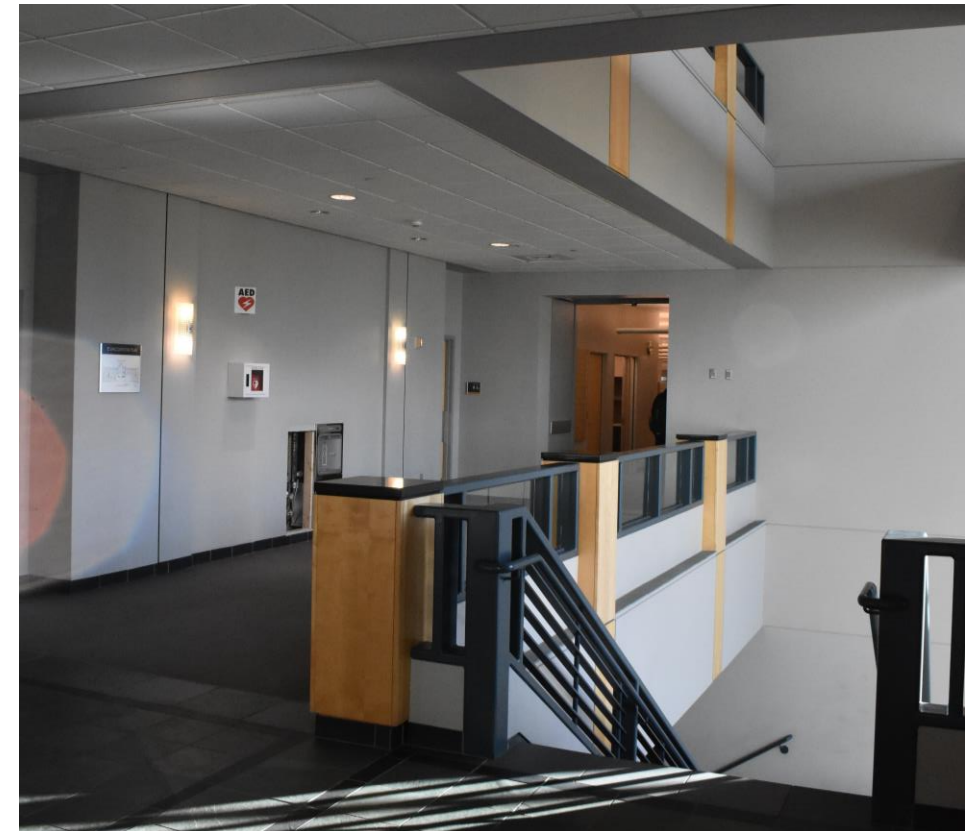


CENTRAL



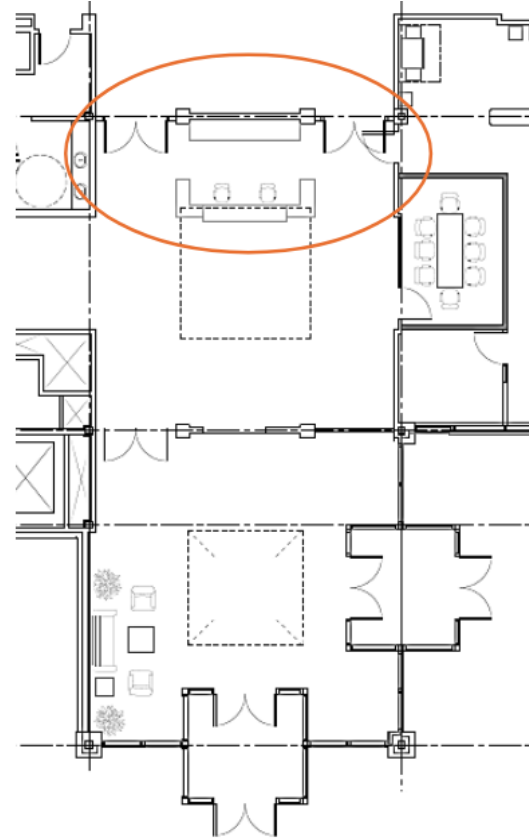
Central

- Tenant improvements
 - 30% schematic design complete
 - Construction cost estimate: \$6.7 million
 - Implementing value engineering to meet Capital Improvement Program budget of \$5.3 million
 - Project phasing



Central: Value Engineering

- Removed the additional elevator
- Removed upgrades to locker rooms on first floor
- Simplified plan for public meeting space on second floor
- Limited HVAC improvements
- Reduced lobby modifications
- Targeted acoustical improvements
- Reduced mechanical and plumbing changes for washrooms
- Limiting new furniture by repurposing, relocating existing furniture

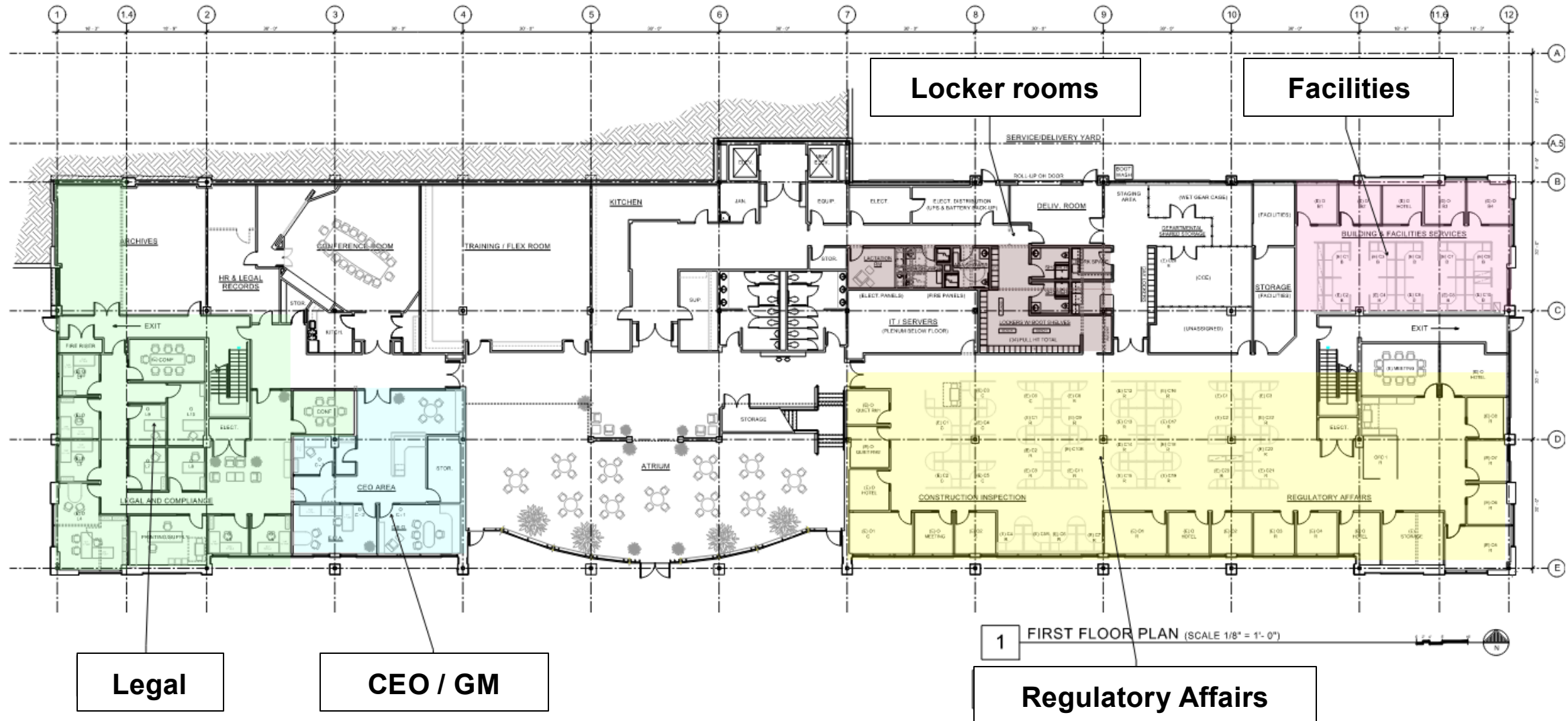


CWS – CENTRAL LOBBY
Idea 2 - view b

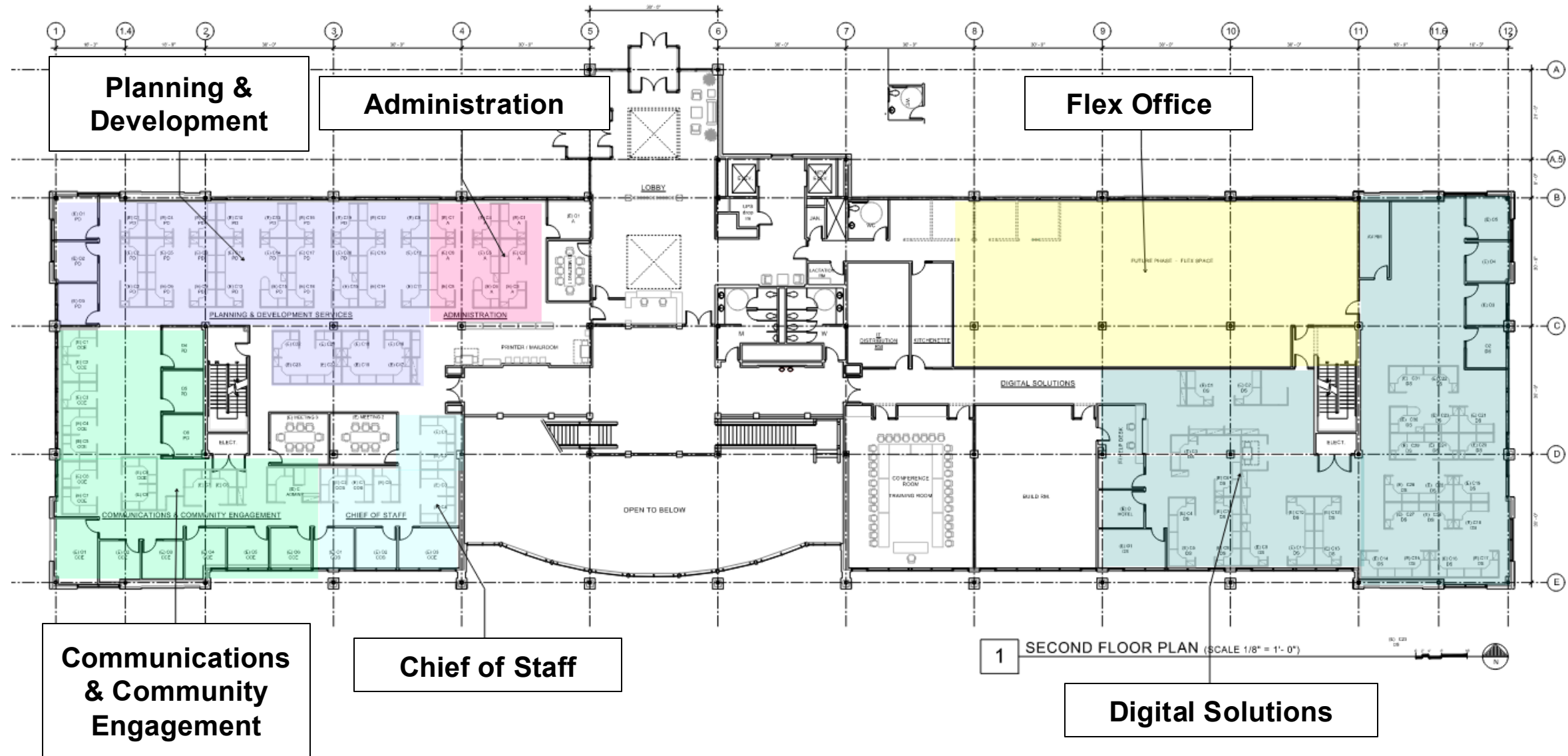
6.11.25

RESOLVE
ARCHITECTURE + PLANNING

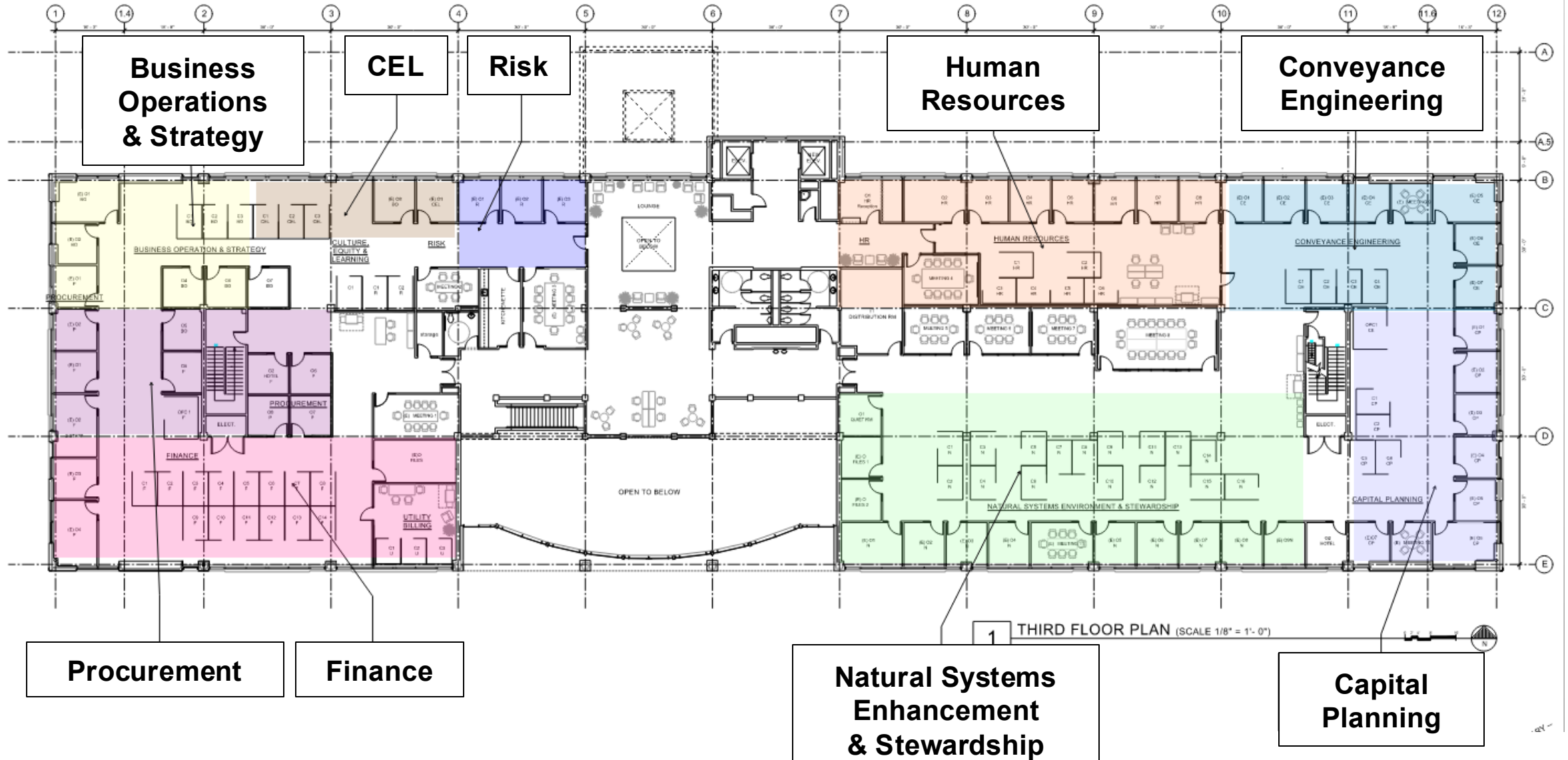
Central: First Floor



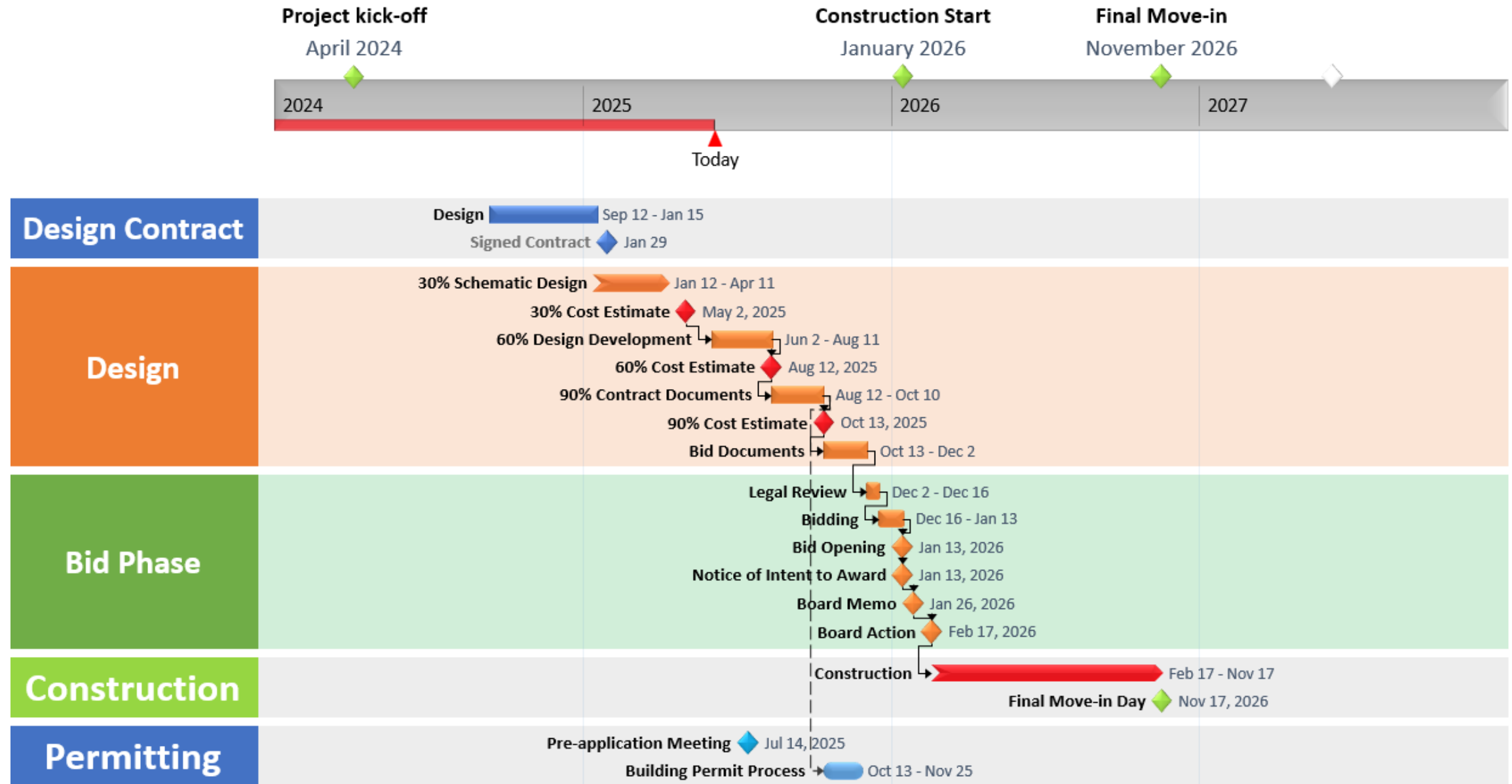
Central: Second Floor



Central: Third Floor



Central: Project Schedule



SPRINGER



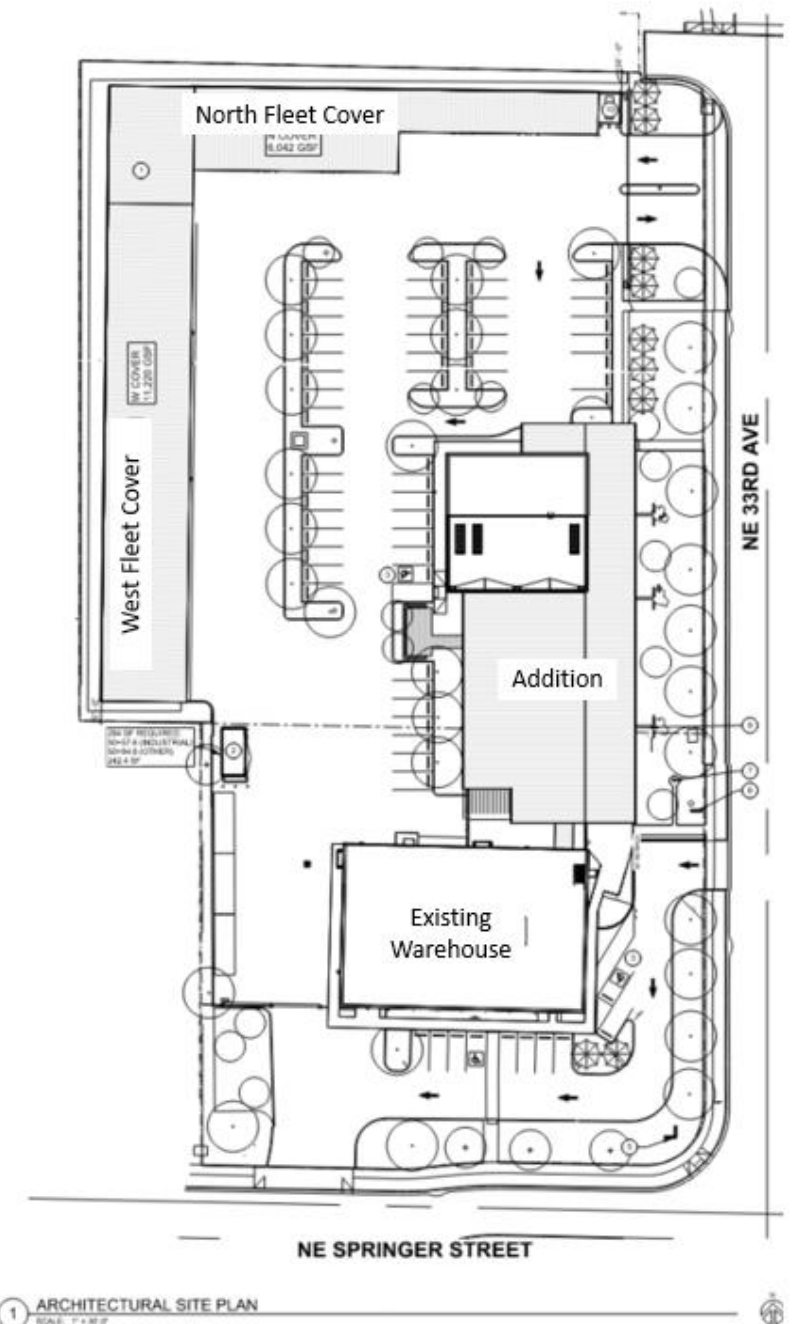
Why Springer

- Support Construction Field Operations and Pump Station maintenance groups
- Establish location for CWS emergency operations



Springer

- 60% detailed design completed



Springer

- Simplified exterior roofline and interior ceiling



Springer

- Refined interior floor plan

OPERATIONS BUILDING





Operations Building: ~16,000sf

- 65 crew area seats
- 9 private offices

Warehouse: ~10,000sf

- Exterior modifications/thermal envelope/seismic
- Restroom, data, and compressor only

Design Updates

-  Simplified building geometry
-  Optimized locker room/uniform area layout
-  Simplified entry vestibule/reception layout
-  Phased approach to warehouse buildout



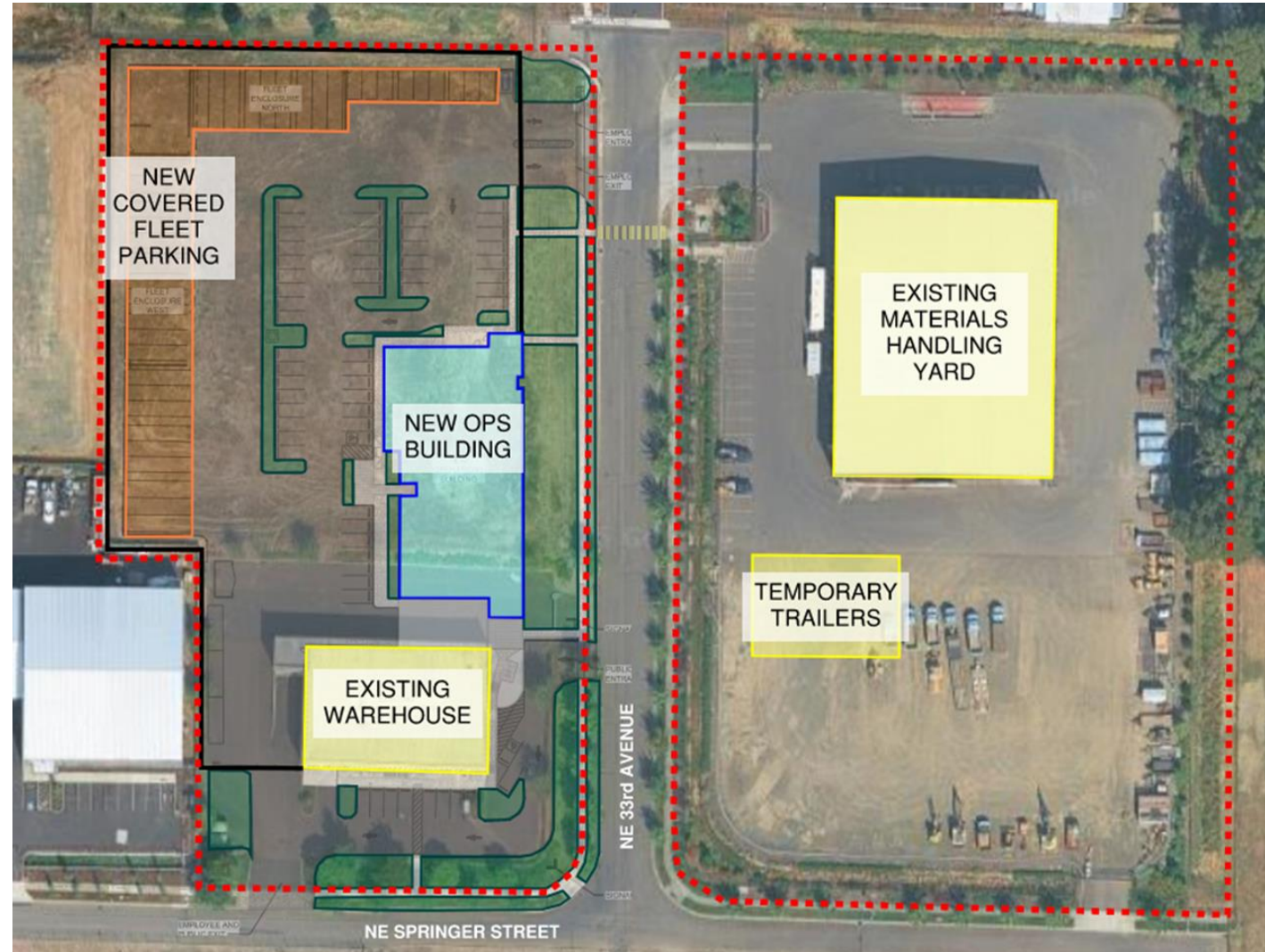
Springer

- Refined interior floor plan



Springer

- Next steps
 - Land use review in progress
 - Stormwater analysis
 - Develop design to 90%
 - Coordinate crosswalk addition with City of Hillsboro Public Works



Springer

- 60% updated project cost



Item	30%	60%	Notes
Total Direct Const Cost	\$20.2 mil	\$18.5 mil	
Owner's Contingency	\$1.5 mil	\$1.3 mil	7.5% construction contingency
Owner Provideds	\$0.5 mil	\$0.5 mil	Furniture, fixtures, and equipment
Permits	\$0.5 mil	\$0.5 mil	Need to verify with CoH
Subtotal	\$22.7 mil	\$20.8 mil	

TOTAL PROJECT COST

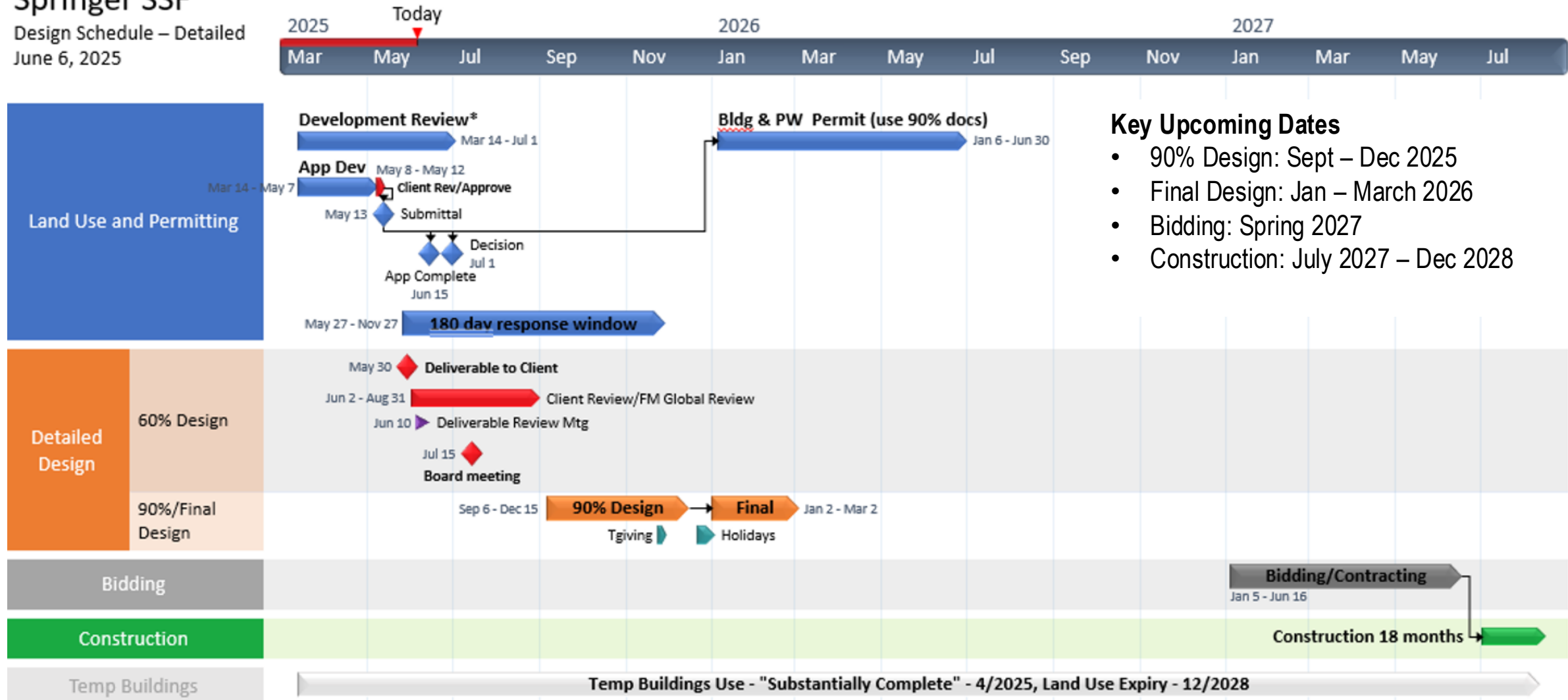
Design Fees
Original Contract: \$1.2 mil
Amendment 2: \$0.6 mil
Total Design Fees: \$1.8 mil
Services During Construction: \$1.0 mil
TOTAL PROJECT = \$23.6 mil COST

(June 2025)

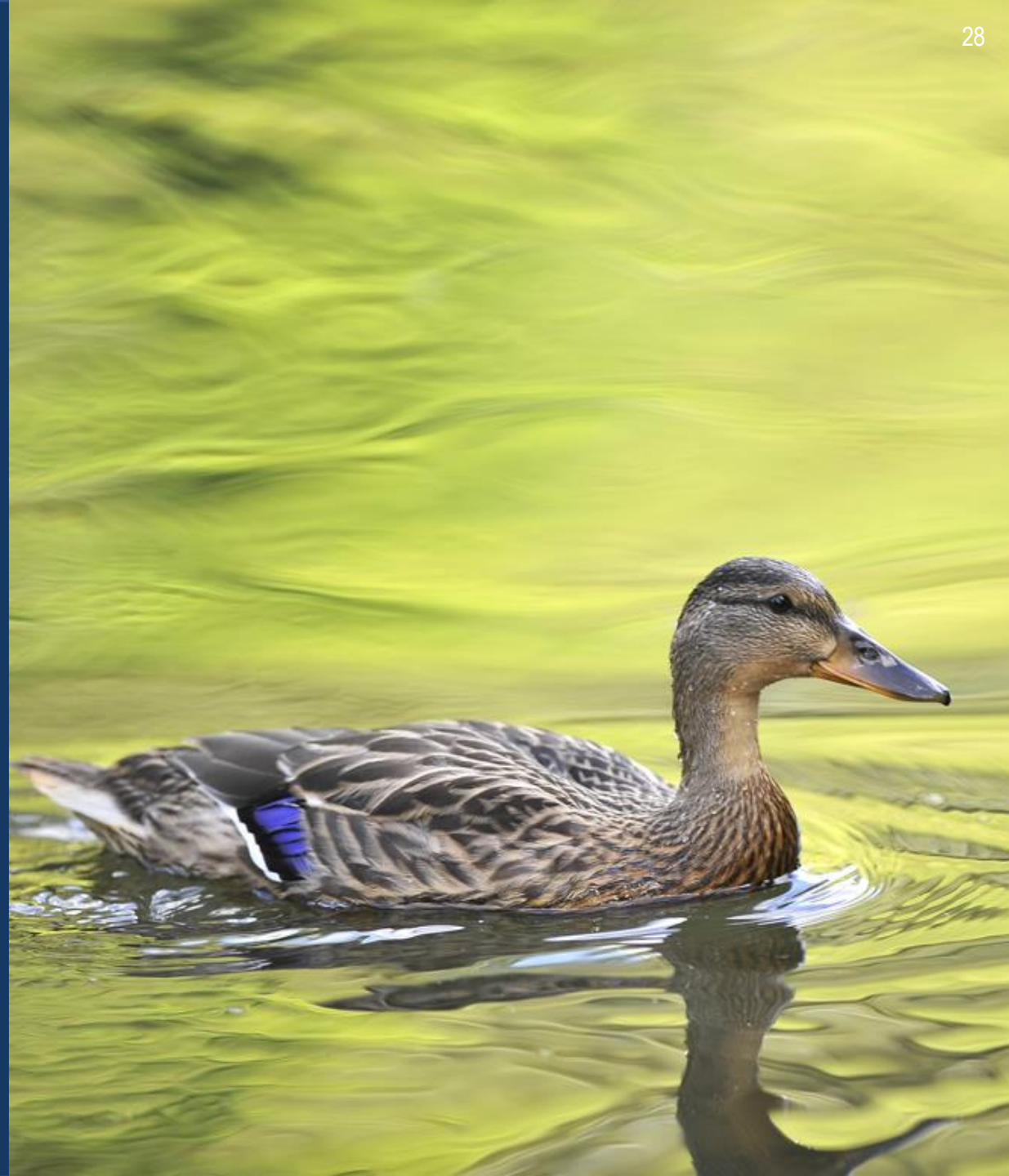
Springer: Project Schedule

Springer SSF

Design Schedule – Detailed
June 6, 2025



Questions?



Plan to Rebuild Trust Update

Elizabeth Edwards, Chief of Staff

Clean Water Services Advisory Commission
September 10, 2025



Presentation Overview

- Timeline
- Resolution & Order 25-5 and implementation
- Communications and engagement
- Billing and customer assistance timeline

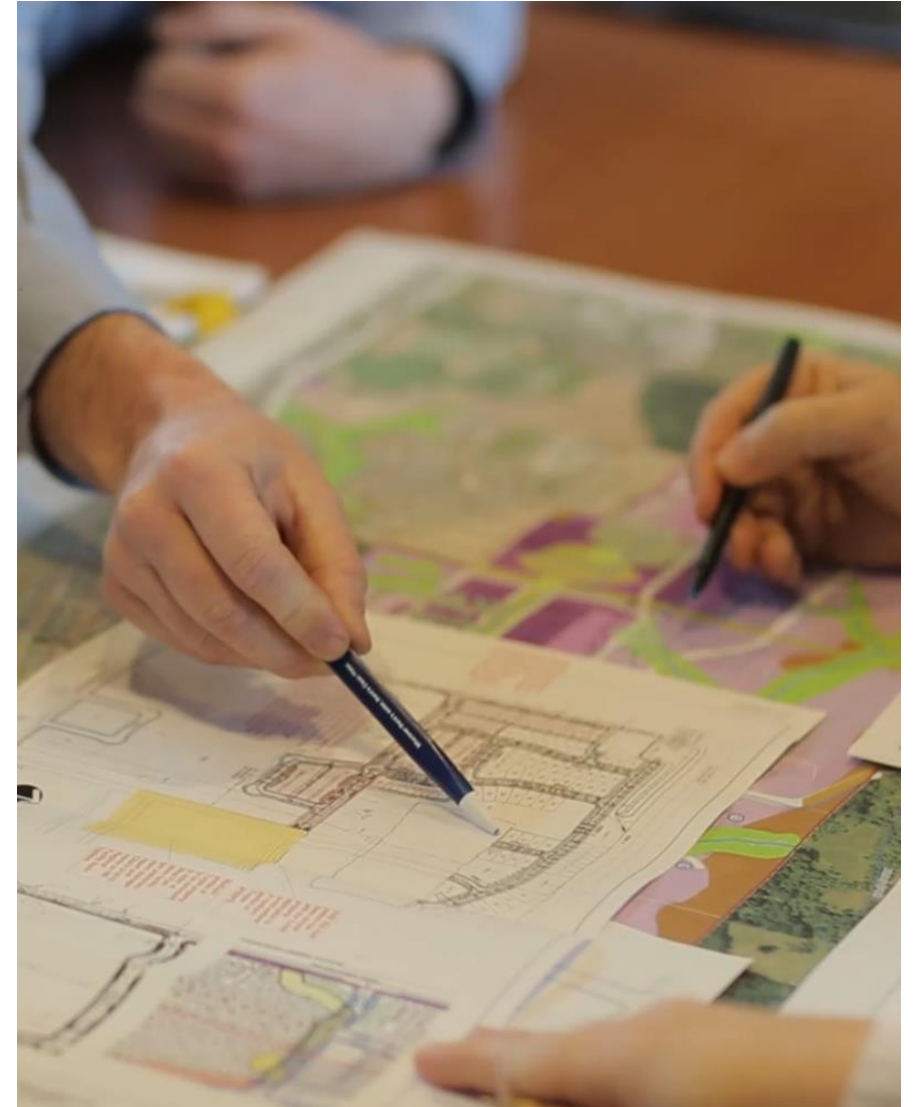


Rebuilding Trust: Timeline

- April 8: CWS Resolution and Order 25-5 adopted
- April 29: CEO presents initial R&O update and Plan to Restore Public Trust
- June 10: Acting CEO/General Manager presents progress on R&O and Plan to Rebuild Trust
- July 18: Acting CEO/General Manager presents further progress on R&O and Plan to Rebuild Trust

Resolution & Order 25-5

- 14 separate actions in R&O covering
 - Fiscal accountability
 - Travel
 - Meals and refreshments
 - Captive insurance company
 - Plan to rebuild trust
- Still on track for timely completion of all items
- Details
 - R&O status report
 - Annotated R&O



Rebuilding Trust: Communications & Engagement

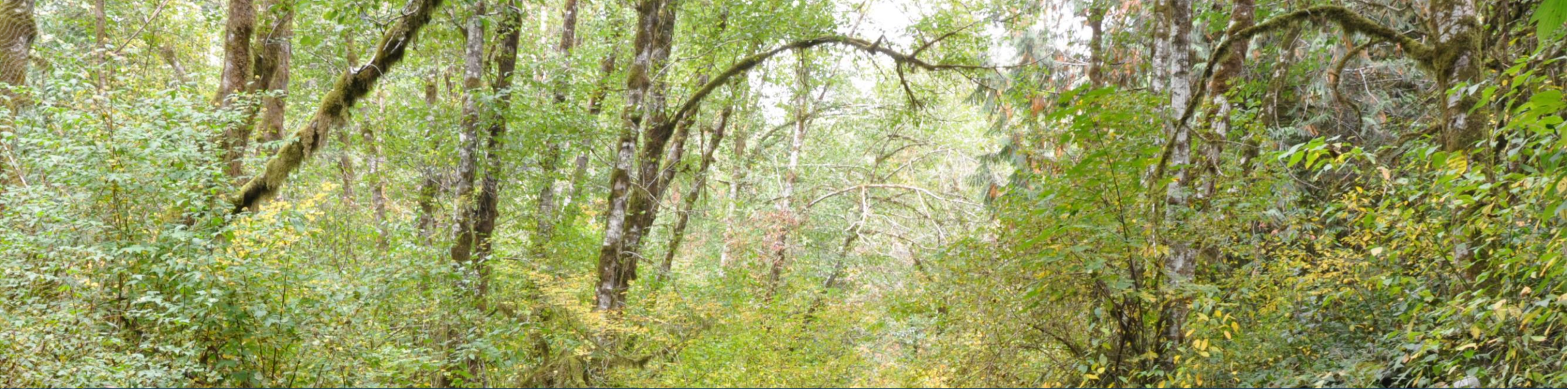
- Shift from reactive to proactive communications and engagement
- Focus on themes of accountability, transparency, and “back to basics”
- Use a wide array of communications and engagement tools to reach different internal and external audiences
 - Facility tours, bill inserts, social media, website, newsletters, employee onboarding and leadership training, staff Q&A with CEO, etc.
- Demonstrate action and proactively communicate
- Acknowledge that CWS started with a strong base of trust
- Ensure consistency and clarity across CWS to earn trust and build credibility

Rebuilding Trust: Communications & Engagement

- Summary of key actions completed:
 - Continued regular publication of The Pipeline, Community Connection, Clean Water Connection, and utility bill inserts
 - Held CEO/GM meetings with CWS staff, city managers, mayors, and other key stakeholders
 - Hosted captive insurance information session with about 45 attendees
 - Posted and promoted key updates to website
 - ❖ Transparency pages, sample bill explainers, public meetings
 - Responded to public records requests
 - Released requested records from Clean Water Insurance Company (CWIC)
 - Responded to and reported constituent inquiries

Rebuilding Trust: Communications & Engagement

- Understand sentiment and measure effectiveness
 - Employee Gallup survey
 - Ratepayer focus groups and Customer Awareness & Satisfaction Survey
 - Acting CEO/GM outreach to city partners
 - Acting CEO/GM outreach to employee small groups
 - Continued tracking of constituent inquiries



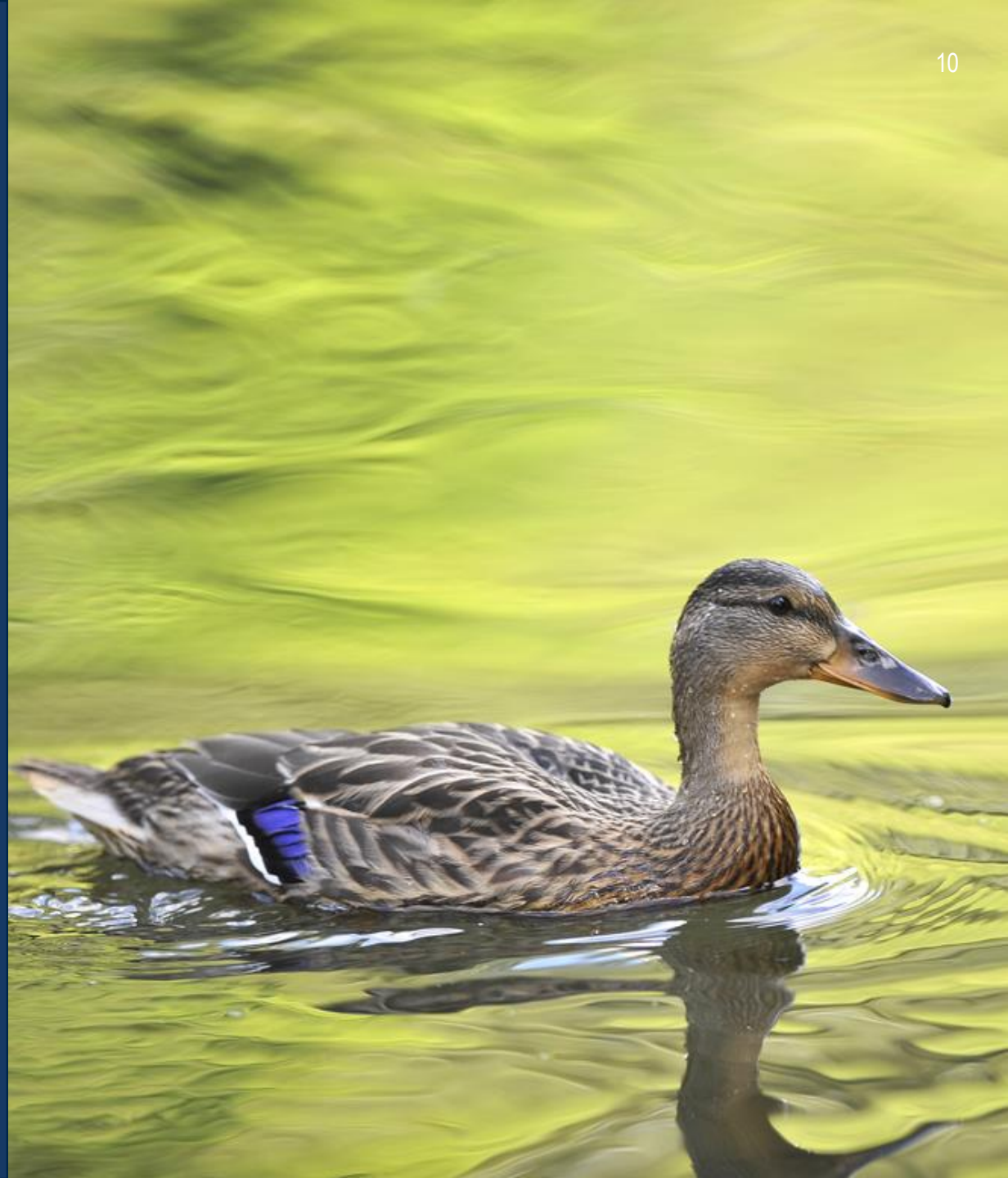
Customer Assistance Program



Customer Assistance Program Review

- Two types of local assistance
 - Emergency assistance (e.g., Beaverton, Hillsboro, Tigard, Tualatin, Sherwood, Forest Grove)
 - Low-income subsidy (e.g., Tualatin Valley Water District)
- Timeline
 - Review programs offered across the service territory and by peer agencies
 - Analyze preliminary technical feasibility and costs associated with approaches
 - Report initial findings at November 7, 2025, Board work session

Questions and Discussion



BEFORE THE BOARD OF DIRECTORS OF CLEAN WATER SERVICES

1	In the Matter of Directing the District to)	RESOLUTION AND ORDER
2	Audit Spending, Review Policies and Plans,)	
	Conduct a Domicile Review, Restrict)	NO. <u>25-5</u>
3	Executive Management Team Expenditures)	
4	and Provide Training.)	
5)	

6 The above-entitled matter came before the Board of Directors (Board) of Clean Water
7 Services (District) at its regular meeting of April 8, 2025; and

8 It appearing to the Board that travel and meal expenditures by the District must be
9 audited; and

10 It appearing to the Board that executive management team expenditures (directors and
11 above) must be reviewed and restricted; and

12 It appearing to the Board that a domicile review for the captive insurance company
13 must be expedited; and

14 It appearing to the Board that the District Travel and Training Policy needs to be revised;
15 and

16 It appearing to the Board that the District Meal and Refreshment Policy adopted January
17 1, 2025, may need to be revised; it is therefore

18
19 **1** RESOLVED AND ORDERED that a fiscal and performance audit of travel and meals by the
20 District for the last three fiscal years be conducted by an outside auditor to be managed by the
21 General Counsel and Chief Compliance Officer of the District and provide the findings to the
22 Board as soon as reasonably practical; and it is further

23 **2** RESOLVED AND ORDERED that monthly reporting on executive management team
24 expenses be comprehensively reviewed by the Finance Department and such reports be
25 provided to the Chief Compliance Officer with quarterly reports to the Board; and it is further

1 **3** RESOLVED AND ORDERED that the District evaluate the employee travel approval
2 process and develop written guidelines on allowable travel and training and report back
3 findings to the Board by June 30, 2025; and it is further

4 **4** RESOLVED AND ORDERED that the District Travel and Training Policy [FA 103] be revised
5 in the manner described in Exhibit A with an effective date of May 1, 2025 (to allow for
6 employee training) to better describe appropriate travel expenditures; and it is further

7 **5** RESOLVED AND ORDERED that the District Travel and Training Policy [FA 103] be
8 reviewed by the General Counsel and Chief Compliance Officer by June 30, 2025, and revised as
9 necessary to conform to this Resolution and Order; and it is further

10 **6** RESOLVED AND ORDERED that the Board recommends that the Board for Clean Water
11 Insurance Company (CWIC) adopt a travel and training policy substantially conforming to the
12 District Travel and Training Policy [FA 103] as may be further amended; and it is further

13 **7** RESOLVED AND ORDERED that the District expedite a domicile review of the captive
14 insurance company by a third-party consultant; and it is further

15 **8** RESOLVED AND ORDERED that the District CEO is directed to obtain District Board of
16 Directors approval in advance of nominating representatives to serve on behalf of the
17 managing member on the Board of Clean Water Insurance Company; and it is further

18 **9** RESOLVED AND ORDERED that the District Meals and Refreshment Policy [FA 106]
19 adopted January 1, 2025, be reviewed by the General Counsel and Chief Compliance Officer by
20 June 30, 2025, and revised as necessary to curtail executive management team meal
21 expenditures; and it is further

22 **10** RESOLVED AND ORDERED that, absent compelling circumstances such as an emergency,
23 all local meal purchases by executive management team members are not reimbursable by the
24 District and all executive management team members shall return purchasing cards to Finance
25 if members have one; and it is further

26

1 **11** RESOLVED AND ORDERED that the District continue the process of coding food
2 expenditures to a single line item and provide staff training if necessary; and it is further

3 **12** RESOLVED AND ORDERED that Finance and/or Chief Compliance Officer will reject non-
4 compliant travel and training reimbursement requests; and it is further

5 **13** RESOLVED AND ORDERED that the District shall provide training to all District employees
6 on compliance with laws and District policies related to expending District resources that are
7 applicable to the employee groups by August 1, 2025; and it is further

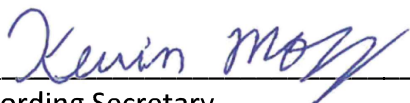
8 **14** RESOLVED AND ORDERED that the District Chief Executive Officer must work with the
9 Board of Directors on a plan to restore the trust of our community (customers), local
10 government partners, employees and the Board of Directors.

11
12 DATED this 8th day of April, 2025.

13 **CLEAN WATER SERVICES**

14 By its Board of Directors

15 
16 _____
Chair Kathryn Harrington

17 
18 _____
19 Recording Secretary

Clean Water Services Plan to Rebuild Trust Status Report

RO #	R&O ACTION: FISCAL ACCOUNTABILITY	SUMMARY OF ACTIONS	TARGET DATE	COMPLETED
1	<p>Hire an outside investigator to conduct a fiscal and performance audit of travel and meals for the past three fiscal years. General Counsel & Chief Compliance Officer will manage.</p> <ul style="list-style-type: none"> • Provide findings to the Board as soon as reasonably practical. 	<ul style="list-style-type: none"> • Professional services agreement with scope of work in place with Morones Analytics. 		<input checked="" type="checkbox"/>
		<ul style="list-style-type: none"> • Complete investigation and submit copies of report for management for review. 	9/1/2025	
		<ul style="list-style-type: none"> • Complete management comments. 	9/15/2025	
		<ul style="list-style-type: none"> • Complete final report. 	9/30/2025	
		<ul style="list-style-type: none"> • Present report to Board. 	TBD	
2	<p>District Finance department will conduct a comprehensive review of the executive management team's expenses.</p> <ul style="list-style-type: none"> • Monthly reports to General Counsel & Chief Compliance Officer. • Quarterly reports to the Board. 	<ul style="list-style-type: none"> • Process in place. 		<input checked="" type="checkbox"/>
		<ul style="list-style-type: none"> • April and May reports submitted to General Counsel. 		<input checked="" type="checkbox"/>
		<ul style="list-style-type: none"> • Planning first report to Board to cover Q4. 		<input checked="" type="checkbox"/>
13	<p>Train District employees on compliance with laws and District policies related to expending District resources that apply to the employee groups.</p> <ul style="list-style-type: none"> • Due by August 1, 2025. 	<ul style="list-style-type: none"> • Legal and Finance conducted trainings of all employees; plan in place for new employees and make up sessions for those on leave 		<input checked="" type="checkbox"/>

RO #	R&O ACTION: TRAVEL	SUMMARY OF ACTIONS	TARGET DATE	COMPLETED
3	Evaluate the employee travel approval process and develop written guidelines on allowable travel and training. • Report findings to the Board by June 30, 2025.	• Evaluation of approval process complete.		<input checked="" type="checkbox"/>
		• Prepared written guidelines.		<input checked="" type="checkbox"/>
4	Revise District Travel and Training Policy [FA 103] to describe appropriate travel expenditures. • Due by May 1, 2025.	• Complete.		<input checked="" type="checkbox"/>
5	General Counsel & Chief Compliance Officer will review District Travel and Training Policy [FA 103] and revise as necessary to conform to Resolution and Order 25-5. • Due by June 30, 2025.	<ul style="list-style-type: none"> • Review complete. • Following policy. • Gathering data about use cases, working with policy to inform meaningful changes. • Details about policy are included in staff compliance training. • Chief Financial Officer met with Administrative Services team to discuss new policy. 		<input checked="" type="checkbox"/>
12	Finance or General Counsel & Chief Compliance Officer will reject noncompliant travel and training reimbursement requests.	<ul style="list-style-type: none"> • Process is in place. • Chief Financial Officer reviews all travel reimbursement requests. <ul style="list-style-type: none"> ○ Corrects per diem amounts on day of departure and return at 75%. ○ Requires support for mileage including commute miles. ○ Requires copies of conference agendas. • Rejects tips paid over 20%. 		<input checked="" type="checkbox"/>

RO #	R&O ACTION: MEALS AND REFRESHMENTS	SUMMARY OF ACTIONS	TARGET DATE	COMPLETED
9	<p>General Counsel & Chief Compliance Officer will review District Meals and Refreshment Policy [FA 106] adopted January 1, 2025.</p> <ul style="list-style-type: none"> • Due by June 30, 2025. • Revise as necessary to curtail executive management team meal expenditures. 	<ul style="list-style-type: none"> • Legal review complete. • Gathering data about use cases, working with policy to inform meaningful changes. • Details about policy are included in staff compliance training. • Chief Financial Officer met with Administrative Services team to discuss policy. 		<input checked="" type="checkbox"/>
10	<p>District will not reimburse local meal purchases by executive management team members, absent compelling circumstances, such as an emergency.</p> <ul style="list-style-type: none"> • All executive management team members will return purchasing cards to Finance. 	• Complete.		<input checked="" type="checkbox"/>
		• Complete.		<input checked="" type="checkbox"/>
11	<p>District will continue coding food expenditures to a single line item.</p> <ul style="list-style-type: none"> • Provide staff training if necessary. 	<ul style="list-style-type: none"> • New code specific to food incorporated in FY 2025-26 budget. Effective 7/1/2025. • Incorporated in staff compliance training. 		<input checked="" type="checkbox"/>

R&O#	R&O ACTION: CAPTIVE INSURANCE COMPANY	SUMMARY OF ACTIONS	TARGET DATE	COMPLETED
6	District's Board recommends that the Board for Clean Water Insurance Company adopt a travel and training policy substantially conforming to the District Travel and Training Policy [FA 103].	<ul style="list-style-type: none"> • CWIC Board adopted policy effective 5/6/2025. 		<input checked="" type="checkbox"/>
7	District will expedite a domicile review of the captive insurance company by a third-party consultant.	<ul style="list-style-type: none"> • Completed domicile review. 		<input checked="" type="checkbox"/>
8	District CEO/GM will obtain approval from the District's Board before nominating representatives to serve on behalf of the managing member on the Board of Clean Water Insurance Company.	<ul style="list-style-type: none"> • Preparing documents to name Acting CEO/GM to the CWIC board. • District will seek District Board approval for future vacancies. 		<input checked="" type="checkbox"/>

R&O#	R&O ACTION: GENERAL	SUMMARY OF ACTIONS	TARGET DATE	COMPLETED
14	District Chief Executive Officer/General Manager must work with the Board of Directors on a plan to restore the trust of community (customers), local government partners, employees, and the Board of Directors.	• Initial work session to restore public trust on April 29.		<input checked="" type="checkbox"/>
		• Captive insurance information session on May 16.		<input checked="" type="checkbox"/>
		• Work session to rebuild trust on June 10.		<input checked="" type="checkbox"/>
		• Launched employee hotline on June 27.		<input checked="" type="checkbox"/>
		• July all-day work session.		<input checked="" type="checkbox"/>
		• Refining communications and engagement strategy.	Ongoing	

Clean Water Services Advisory Commission Meeting Summary

Date: June 11, 2025

Location: CWS Administrative Building Complex and [on Zoom](#)

CWAC MEMBERS PRESENT

- Alan Jesse (Agriculture 2)
- Andy Haugen (District 4/Willey) – temporary chair
- Ashley Farrell (Business 1) – remote
- Elaine Stewart (Environment 1)
- George Marsh (Agriculture 1)
- Marc Farrar (Builder/Developer 1)
- Nisha George (At-Large District/Harrington)
- Ramesh Krishnamurthy (District 2/Treece) – remote
- Rebecca Shell Kanarek (District 1/Fai) – remote
- Sherilyn Lombos (Cities/nonvoting) - remote

CWAC MEMBERS ABSENT

- Terry Song (District 3/Snider), CWAC chair
- Glenn Fee (Environment 2), CWAC vice chair
- Stu Peterson (Business 2)
- Matt Wellner (Builder/Developer 2)

MEMBERS OF THE PUBLIC

- Dale Feik, Chair of Washington County Citizen Action Network

CWS STAFF

- Rick Shanley, Acting CEO/General Manager
- Elizabeth Edwards, Chief of Staff
- Josh Johnson, Principal Engineer
- Wade Denny, Conveyance Engineering Division Manager
- Kathy Leader, Chief Financial Officer
- Jack Liang, Chief Business Operations Officer
- Joe Gall, Chief Utility Relations Officer
- Shannon Huggins, Public Involvement Coordinator
- Jody Newcomer, Technical Editor
- Katie Ragsdale, Executive Assistant
- Josh Bernier, Senior Information Technology Technician

1. CALL TO ORDER

The meeting was called to order at 6:30 p.m.

2. WELCOME AND INTRODUCTIONS.....[00:00 on recording](#)

Rick Shanley commented on his new role as Acting CEO/GM.

3. WEST BASIN MASTER PLAN FINAL UPDATE [02:22 on recording](#)

The West Basin Master Plan is a comprehensive examination of the 20-year conveyance and treatment infrastructure needs of the Rock Creek, Forest Grove, and Hillsboro water resource recovery facilities that serve more than 400,000 residents of Hillsboro, Forest Grove, Gaston, North Plains, Cornelius, Banks, unincorporated Washington County, and portions of Beaverton.

In April, the West Basin Master Plan subcommittee updated the full CWAC on the final phase of its work. CWAC received a draft version to review. Staff reviewed the summary and asked CWAC to make a recommendation to the Board for adoption.

- Kathy Leader, Chief Financial Officer
- Wade Denny, Conveyance Engineering Division Manager
- Josh Johnson, Principal Engineer

Issues Discussed

- System Development Charges, methodology, reserves, and financing decisions.
 - Maps and west basin boundaries.
 - Planning growth areas: Urban Growth Boundary and Urban reserve.
 - Role of development in plan.
 - Hagg Lake and Scoggins Dam.
 - Projections for population growth and the relationship to carbonaceous biochemical oxygen demand.
 - Capacity v replacement and renewal.
 - Community engagement.
- Motion to recommend adoption: Elaine Stewart moved. Alan Jesses seconded
- Motion passed unanimously.

4. INVITATION FOR PUBLIC COMMENT [1:00:56 on recording](#)

- Dale Feik commented on Rock Creek tour, pipes into Tualatin River, higher standards to discharge, testing biosolids for PFAS in fertilizing, flaring natural gas, and the Board work session on restoring trust.
- Alan Jesse and Elizabeth Edwards addressed developments with the Scoggins Dam upgrade.

5. ANNOUNCEMENTS, QUESTIONS, COMMENTS [1:11:15 on recording](#)

- The Board of Directors will vote on the CWS budget and rates on Tuesday, June 17.
- The next CWAC meeting is scheduled for September 10. Location tbd.

- Four position terms expire at the end of September. George Marsh (Agriculture 1) and Matt Wellner (Builder/Developer 2) are stepping down. Nisha George (At-Large) and Ramesh Krishnamurthy (District 2) are interested in continuing.
- Planning another series of CWS Essentials in September. Dates tbd. Expect a Thursday evening meeting at ABC with a tour of the lab and a Saturday meeting at Durham with a tour of the facility.

6. MEETING ADJOURNED at 7:58 pm