November 12, 2023

**MEMORANDUM**

To: BWD Board Members

From: Gail Curtis, Chairperson

Subject: **BWD Master Plan Update**

This memo updates my October 18, 2023 outline. The purpose of this memo is to provide background on water master plans and a list of potential policy issues. Are there additional policy issues that should be included in the master plan update? Your comments by the November 14, 2023 board meeting would be helpful. (Board discussion has been moved up from the December, 2023 meeting date). Note: There are no text changes after “Background” from the October 18, 2023 outline.

Background

* Oregon Administrative Rule (OAR) 333-061-0060 governs water master plans.
* The current master plan is dated March, 1992. Its purpose was to identify needed, capital improvements and estimated costs. Current master plan was developed by Curan and Mcleod, Ed Hodges, our engineer of record’s firm. (The 7-page current plan is available should you need it).
* BWD has obtained a $20,000 grant for a plan update thanks to Ed Hodges’ outreach. Ed has indicated that amount will be sufficient for the BWD master plan update and with an additional $6,000, a seismic assessment can be added.
* Susan Hasty distributed a sample master plan provided by Ed Hodges of the Youngs and Lewis and Clark River. I found it helpful to understand the breath of issues facing water districts.

Draft list of policy issues or plan elements for the board’s consideration:

1. Coordination with the City of Water Sales agreement provisions (October 6, 2023 version attached to email sent October 18, 2023 from me).
	1. Water conservation plans are required for districts serving over 1,100 in population (we are less than half that amount and substantial growth is not forecasted).
	2. Recent new infrastructure should significantly reduce water loss. (48% loss common in the 1990’s per the current master plan. 18% reported loss September, 2023).
2. Water system security.
3. Fire protection coordination/issues/policies. Fire protection is provided by the City of Portland Fire Bureau at $176,391 for fiscal year 2023-24 (in two payments).
4. Seismic. (How does the current infrastructure get shut off presently?)
5. Future district boundaries. Is any expansion likely, needed or desirable?
	1. Document district policy regarding customers who receive water through BWD but are not in the district (and receive no fire protection. The Looney family is a case example).
6. What else?