

**Willamette Water Supply System Commission
Board Meeting Minutes
Thursday, September 5, 2019**

Commissioners present:

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

Committee Members present:

TVWD: Tom Hickmann, Management Committee
Carrie Pak, Operations Committee
Hillsboro: Niki Iverson, Management Committee
Beaverton: David Donaldson, Management Committee
David Winship, Operations Committee

Managing Agency Staff present:

Dave Kraska, Willamette Water Supply Program (WWSP) Director; WWSS Commission General Manager
Joelle Bennett, WWSP Assistant Director
Bill Van Derveer, WWSP Manager
Justin Carlton, WWSP Finance & Administrative Supervisor
Clark Balfour, TVWD General Counsel
Mike Jacobs, TVWD Risk Management Coordinator; WWSP Safety & Security Supervisor
Matt Oglesby, TVWD Asset Management Division Manager
Mark McConnell, TVWD Facilities
Annette Rehms, WWSP Administrative Assistant
Faye Branton, WWSP Administrative Assistant; WWSS Commission Recorder

Other Attendees:

No members of the public were present.

CALL TO ORDER

Chairman Duggan called the regular Willamette Water Supply System (WWSS) Commission meeting to order at 12:00 p.m.

1. GENERAL MANAGER'S REPORT

Mr. Kraska opened with a safety moment featuring back-to-school safety ([see presentation](#)), followed by the General Manager's report, which included an overview of the Approvals and Procurement Forecast.

2. PUBLIC COMMENT

There were no public comments.

3. CONSENT AGENDA

- A. Approve the August 6, 2019 meeting minutes.

Motion was made by Godsey seconded by Doyle to approve the consent agenda as presented. The motion passed unanimously with Doyle, Duggan, and Godsey, voting in favor.

4. BUSINESS AGENDA

- A. Consider adopting Resolution WWSS-05-19, a resolution adopting the Joinder to Trust Agreement between the Willamette Water Supply System Commission and Special District Insurance Services. – *Staff Report – Mike Jacobs*

Mr. Jacobs presented the staff report requesting the Board's adoption of Resolution WWSS-05-19.

Motion was made by Godsey seconded by Doyle to adopt Resolution WWSS-05-19, adopting the Joinder to Trust Agreement between the Willamette Water Supply System Commission and Special District Insurance Services. The motion passed unanimously with Doyle, Duggan, and Godsey, voting in favor.

In response to Commissioner's question, staff replied that the general liability coverage is based on the size of the WWSS operating budget, which is currently small. The Willamette Water Supply Program office is the only insured property at this time. The premium contribution will increase as coverage is added for more WWSS properties.

- B. Consider adopting Resolution WWSS-06-19, a resolution adopting a Management Authority Matrix for the Willamette Water Supply System.

Mr. Kraska presented the staff report requesting the Board's adoption of Resolution WWSS-06-19.

Motion was made by Godsey seconded by Doyle to adopt Resolution WWSS-06-19, adopting a Management Authority Matrix for the Willamette Water Supply System. The motion passed unanimously with Doyle, Duggan, and Godsey, voting in favor.

5. INFORMATION ITEMS

- A. Upcoming Washington County Intergovernmental Agreements and Related Amendments, and Other Potential Intergovernmental Agreements – *Staff Report – Dave Kraska*

Mr. Kraska presented the staff report and a presented an overview of upcoming Washington County Intergovernmental Agreements (IGAs) and related amendments, calling attention to three critical points

of the Master Project Coordination IGA with Washington County. He also briefed the Board on upcoming IGAs with Washington County and the City of Wilsonville. ([see presentation](#))

In response to Commissioner's question, staff replied that the pending IGA with the City of Wilsonville is not affecting the design schedule. This IGA is in progress and must be completed before we can move forward with the land use application.

Discussion followed with Commissioners expressing support and offering assistance moving IGAs forward, when needed.

- B. The next Board meeting is scheduled on October 3, 2019, 12:00 p.m. to 2:00 p.m. at the Tualatin Valley Water District – Board Room.

6. COMMUNICATIONS AND NON-AGENDA ITEMS

- A. None scheduled.

ADJOURNMENT

There being no further business, Chairman Duggan adjourned the meeting at 12:28 p.m.

James Duggan, Chair

Denny Doyle, Vice Chair

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Safety Moment: Back to School

WWSS Commission Board Meeting

September 5, 2019

Heighten your awareness, especially around schools

- Watch for children on and near the road in the morning and after school hours
- Reduce any distractions inside your car:
 - Put down your phone
 - Don't talk or text while driving



Learn more at www.safekids.org

A friendly reminder from  Safe Kids
USA

Slowing down provides more reaction time and can save lives

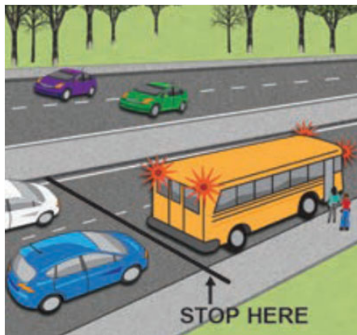


A pedestrian's chance of survival changes with the speed of impact:

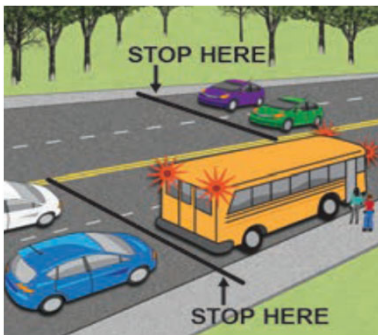
- 50% if hit at 30 miles per hour
- 90% if hit at 20 miles per hour

Stop for school busses when red lights are flashing

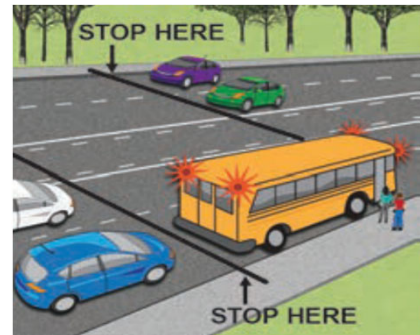
Divided highway with unpaved median or barrier



4-lanes with painted median



4-lanes with painted center turn



THANK YOU

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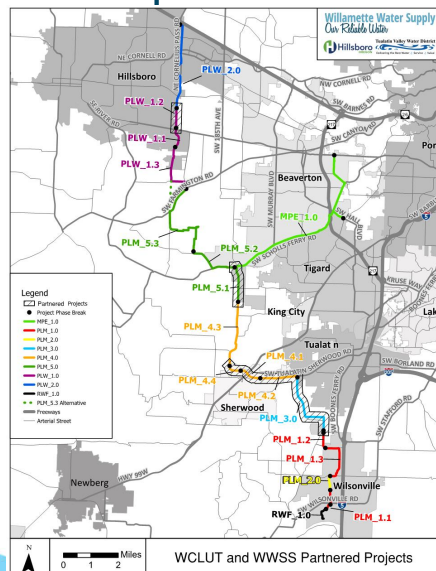
Washington County Agreements and other Potential Intergovernmental Agreements

WWSS Commission Board Meeting

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The Willamette Water Supply Program has numerous successful partnerships with WCLUT

- SW 124th Avenue Extension (PLM_3.0)
 - Tonquin Road
 - Grahams Ferry Road
- Tualatin Sherwood Road (PLM_4.2)
- Highway 99W at Tualatin-Sherwood Road Crossing (PLM_4.1)
- Roy Rogers Road
 - In Sherwood (PLM_4.4)
 - In Washington County south of Scholls Ferry Road (PLM_5.1)
- Cornelius Pass Road (PLW_1.2)



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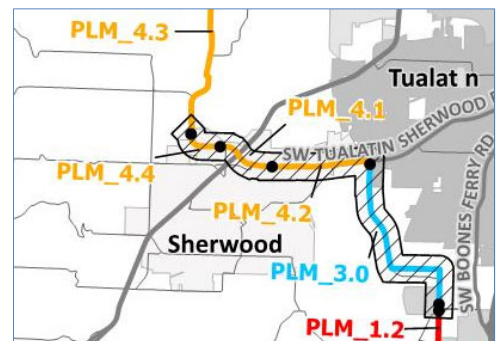
Various changes have occurred that need to be recognized in updates to the IGAs

- Memorializing schedule updates
- Assigning to the Willamette Water Supply System Commission
- Incorporating WIFIA requirements
- Clarifying costs responsibilities

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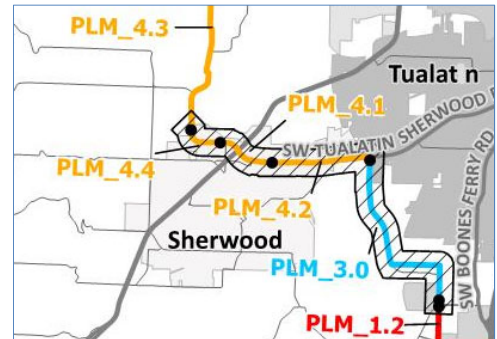
Additionally, two new IGAs are also being drafted

- PLM_4.4
 - Completes the design-phase partnership
- Master Project Coordination IGA
 - Completes assignment of the MOU from WWSP to WWSS
 - Captures the full list of WWSP/WCLUT partnered projects
 - Confirms the intent to work together and that the use of project-specific design and construction IGAs will be continued
 - Establishes the WWSP operational date, setting a requirement for project schedule management
 - Establishes a “Stage Gate” process of confirming design and construction milestones to support consistent, forward progress
 - Requires WCLUT to include WIFIA-related contracting terms
 - Supports project schedules by linking certain payments to timely project progress



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 - **Supports project schedules by linking certain payments to timely project progress**



The following process is being followed to complete these IGAs

- Final staff-level review and approval
- Final legal review and approval
- Presentation to the WWSS Management Committee at the September 18, 2019 meeting for endorsement
- Presentation to the WWSS Board at the October 3, 2019 meeting for approval

IGA with Wilsonville may also be on the October WWSS Board meeting agenda

- Establishes the roles and responsibilities for our work at the intake and raw water pump station
 - Timing
 - Coordination
 - Location
 - Incorporation of improvements to WRWTP improvements
 - Cost shares

Wilsonville has recently tied execution of this IGA with approval of our land use application

- This has implications related to our schedule
- The City Attorney is requiring the form of this IGA to be revised
 - This will likely add time to the review and approval process
- The following process will be used for approval
 - Staff and legal counsel review and approval
 - WWSS Management Committee review and endorsement
 - WWSS Board consideration for approval

QUESTIONS

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