

**Willamette Intake Facilities Commission**  
**Board Meeting Minutes**  
**July 27, 2020**

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**REGULAR SESSION – 6:01 PM**

**CALL TO ORDER AND ROLL CALL**

**Commissioners present:**

Tualatin Valley Water District (TVWD):	Jim Doane ( <i>Chair</i> )
City of Beaverton:	Marc San Soucie
City of Hillsboro:	John Godsey
City of Sherwood:	Sean Garland ( <i>Vice Chair</i> )
City of Tigard:	John Goodhouse
City of Wilsonville:	Kristin Akervall

**Committee Members present:**

TVWD:	Paul Matthews, Finance Committee
TVWD:	Carrie Pak, Operations Committee
City of Beaverton:	Chad Lynn, Management Committee
City of Beaverton:	David Winship, Operations Committee
City of Hillsboro:	Niki Iverson, Management Committee
City of Tigard:	Brian Rager, Management Committee

**Managing Agency Staff present:**

Willamette Water Supply Program Director (WWSP) / WIF Commission General Manager	Dave Kraska
TVWD General Counsel	Clark Balfour
WWSP Assistant Director	Joelle Bennett
WWSP Permitting and Outreach Manager	Christina Walter
WWSP Finance Manager	Lisa Houghton
TVWD Water Resources Division Manager	Joel Cary
WWSP Administrative Assistant / WIF Commission Recorder	Annette Rehms

**Other Attendees:**

GeoSyntec	Rob Annear
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**1. GENERAL MANAGER'S REPORT**

Mr. Kraska presented the General Manager's report, which included a safety moment on staying sun-safe outdoors, FY 2020-21 Annual Work Plan Progress, a Curtailment Plan update, information on the status of the WWSS Thermal Trading Plan, and delivery of the quarterly financial report for the period ending June 30, 2020.

**2. PUBLIC COMMENT**

There were no public comments.

**3. CONSENT AGENDA**

**A. Approve the April 27, 2020 meeting minutes**

Motion was made by Godsey, seconded by San Soucie, to approve the Consent Agenda as presented. The motion passed unanimously with Doane, Garland, Godsey, Goodhouse, Ackervall, and San Soucie voting in favor.

#### **4. BUSINESS AGENDA**

None

#### **5. INFORMATION ITEMS**

##### **A. Semiannual Update on the Willamette Water Supply Program Raw Water Facilities Project**

Mr. Kraska presented a semi-annual update on the WIF-related elements of the Willamette Water Supply Program (WWSP) Raw Water Facilities project (RWF\_1.0). The WIF-related elements are seismic mitigation for the caisson and pump building, new fish screens, and air burst system improvements. The update included an overview of the current status of the project, the WIF budget and overall project schedule. He highlighted there are two phases of construction planned for the RWF\_1.0 project. The majority of improvements to the WIF infrastructure are included in first phase (Phase 1), with a few improvements in the second phase (Phase 2). Since the January 2020 update, the 100% design has been completed and the Guaranteed Maximum Price (GMP) has been negotiated. The Notice to Proceed (NTP) was issued on June 22, 2020. Kiewit has mobilized, beginning the initial site work including site clearing, installation of construction fencing, and tree removal. Major work elements scheduled to start this year include the upper site mass excavation, lower site access road, and deep soil mixing for the caisson stabilization. The in-water work including screen replacement is scheduled for Fall 2021. Phase 1 of construction is currently scheduled to be complete in February 2022. Phase 2 of construction is planned to start in September 2022. The total projected project cost is \$14,290,766, which is an approximately one million dollars less than the anticipated cost in the WIF IGA Exhibit 11. Mr. Kraska did not recommend reducing the WIF budget at this time as this complicated project is still early in its construction phase.

Upon the conclusion of the semi-annual update and based on previous interest expressed by Commissioners, Mr. Kraska proposed two site visit opportunities: 1) during bank stabilization work between October 2020 and May 2021, and/or 2) during pump station building improvements between May 2021 and September 2021. Commissioners expressed interest in participating in both site visits. WWSP staff will coordinate and schedule a date for each visit.

##### **B. Mission, Vision, Values & Goals**

Mr. Kraska and Ms. Walters presented an update on the development of WIF Commission's Mission, Vision, Values, and Goals (MVVG) work. This update included a summary of qualifications desired for the potential facilitator, a tentative project development timeline, and an outline of current MVVG progress. They highlighted that on July 1, 2020 a Request for Proposal (RFP) was released soliciting a qualified facilitator and panel interviews are to begin on August 12<sup>th</sup>. The contract Scope of Work (SOW) will require the selected facilitator to conduct a series of meetings with the Commission and series of workshops with representatives from each agency. These meetings and workshops will begin in September 2020 with a completion date of June 2021. The WIF Commission Board will have three opportunities to participate in the process, these opportunities will align with regularly scheduled Board meetings in October, January, and April.

##### **C. Independent Audit Update**

Mr. Matthews presented the Moss Adams Fiscal Year 2019-20 SAS 114 Planning Letter and Audit Engagement letter. The letters outline certain aspects of the audit, are a standard part of the audit procedures, and are provided to the WIF Board as information. The Commission IGA (Article 7.7) requires an independent audit for the financial affairs of the Commission. Tualatin Valley Water District (TVWD), acting as the managing agency for the WIF Commission, has engaged Moss Adams, LLP, to audit the commission's Basic Financial Statements for the period ending June 30, 2020. TVWD staff have begun coordination with Moss Adams to facilitate the audit and an opinion letter is expected later this fall.

Commissioner San Soucie thanked Mr. Matthews for his brief introduction to the extremely long set of documents.

##### **D. Legislative Update**

Mr. Cary presented a Legislative update on four key concepts:

- Engagement with the Governor's office and Legislative members regarding ongoing concerns and financial

impacts to water service providers from COVID-19 continues. The coalition has been advocating for COVID-19 emergency funds to support customer assistance programs and related funding. The coalition met with the Governor's office on July 8, to consider solutions for the distribution of potential funds to municipal and private water service providers, which has been one of the primary challenges to committing funds for this effort.

- Legislative Assembly held a two-day special session that concluded on June 26, much of the focus centered on police accountability and measures deemed time sensitive or necessary in response to COVID-19.
- Senate Bill (SB) 1602 passed. This bill memorializes an historic agreement between environmental advocacy groups and the timber industry regarding forestry spraying practices. This bill increases stream-side riparian buffers, creates additional buffers for aerial spraying, and crucially, requires an inventory of water diversion points to minimize risks to drinking water intakes.
- Work continues with the Legislative Policy Research Office (LPRO) to address cyanoHABs. A meeting with the LPRO's interim Director occurred in May to review and discuss recommendations from last year's HABs Work Group; specifically, how to move forward with the "gaps analysis" of related HABs programs across the state. A select group of individuals from drinking water agencies, the Oregon Health Authority, and the Department of Environmental Quality are convening again to plan the next steps for this work.

In response to Commissioners question, staff replied that the use of helicopters to spray buffers as stated in Senate Bill 1602, is the typical vehicle used in aerial forestry spraying as opposed to the possible use of airplanes or drones in agriculture spraying. Staff reported that more detailed information is expected as the legislative Bill gets adopted and enacted by the forestry department. Staff will continue to report on this topic as relates to the broader impact across the basin.

**A. The next Board meeting is scheduled on October 26, 2020 via Microsoft Teams**

**6. COMMUNICATIONS AND NON-AGENDA ITEMS**

A. None scheduled.

**7. ADJOURNMENT**

There being no further questions or business, Chairman Doane adjourned the meeting at 6:40 p.m.