

**Willamette Water Supply System Commission  
Board Meeting Minutes  
Thursday, December 3, 2020**

**Commissioners present:**

Tualatin Valley Water District (TVWD): Jim Duggan  
City of Hillsboro: David Judah  
City of Beaverton: Denny Doyle

**Committee Members present:**

TVWD: Tom Hickmann, Management Committee  
Carrie Pak, Operations Committee  
City of Hillsboro: Niki Iverson, Management Committee  
Lee Lindsey, Finance Committee  
Eric Hielema, Operations Committee  
City of Beaverton: Chad Lynn, Management Committee  
David Winship, Operations Committee

**Managing Agency Administrative Staff present:**

Dave Kraska, Willamette Water Supply Program (WWSP) Director; WWSS Commission General Manager  
Joelle Bennett, WWSP Assistant Director  
Bill Van Derveer, WWSP Program Manager  
Lisa Houghton, WWSP Finance Manager  
Clark Balfour, TVWD General Counsel  
Faye Branton, WWSP Administrative Assistant; WWSS Commission Recorder

**Other Attendees:**

Mike Britch, WWSP Engineering and Construction Manager  
Christina Walter, WWSP Permitting and Outreach Manager  
Joel Cary, TVWD Water Resources Division Manager  
Matt Oglesby, TVWD Asset Management Division Manager  
Chris Wilson, City of Hillsboro-JWC Water Treatment Manager

**CALL TO ORDER**

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

**ROLL CALL**

Ms. Branton administered the roll call and noted attendance.

**1. GENERAL MANAGER'S REPORT**

Mr. Kraska presented a safety minute on holiday decorating safety. (*presentation on file*)

The General Manager's report included an overview of etiquette for remote meetings; the Approvals and Procurement Forecast for November 2020 through January 2021; updates on projects planning,

permitting, and communications; and status updates on the design and construction of projects. The report also noted that all contractors are remaining in compliance with the Governor's Executive Order No. 20-12 regarding hygiene and social distancing.

## **2. PUBLIC COMMENT**

There were no public comments.

## **3. CONSENT AGENDA**

- A.** Approve the November 5, 2020 meeting minutes.

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

## **4. BUSINESS AGENDA**

In response to Commissioner's question, staff confirmed that business items similar in nature, such as today's items 4A, 4B, and 4C, can be presented in combination, but Board action on each item must be taken separately.

Ms. Bennett presented staff reports for agenda items 4A, 4B, and 4C in combination and requested adoption of Resolution Nos. WWSS-30-20, WWSS-31-20, and WWSS-32-20 respectively.

- A.** Consider adopting Resolution No. WWSS-30-20 declaring public necessity to acquire property interests over, upon, under and through real property for pipeline section PLM\_5.3 for the Willamette Water Supply System. • *Staff Report – Joelle Bennett*

Motion was made by Doyle, seconded by Judah, to adopt Resolution No. WWSS-30-20 declaring public necessity to acquire property interests over, upon, under and through real property for pipeline section PLM\_5.3 for the Willamette Water Supply System. The motion passed unanimously with Doyle, Duggan, and Judah voting in favor.

- B.** Consider adopting Resolution No. WWSS-31-20, declaring public necessity to acquire property interests over, upon, under and through real property for pipeline section MPE\_1.2 for the Willamette Water Supply System. • *Staff Report – Joelle Bennett*

Motion was made by Doyle, seconded by Judah, to adopt Resolution No. WWSS-31-20, declaring public necessity to acquire property interests over, upon, under and through real property for pipeline section MPE\_1.2 for the Willamette Water Supply System. The motion passed unanimously with Doyle, Duggan, and Judah voting in favor.

- C.** Consider adopting Resolution No. WWSS-32-20, declaring public necessity to acquire property interests over, upon, under and through real property for pipeline section PLW\_2.0 for the Willamette Water Supply System. • *Staff Report – Joelle Bennett*

Motion was made by Doyle, seconded by Judah, to adopt Resolution No. WWSS-32-20, declaring public necessity to acquire property interests over, upon, under and through real property for pipeline section PLW\_2.0 for the Willamette Water Supply System. The motion passed unanimously with Doyle, Duggan, and Judah voting in favor.

- D.** Consider approving Contract Number 2021-006 with Hoffman-Fowler, LLC for RES\_1.0-PLM\_5.3 Construction Manager/General Contractor Services for the Willamette Water Supply Program. • *Staff Report – Mike Britch*

Mr. Britch provided a presentation recommending approval of the RES\_1.0-PLM\_5.3 CM/GC Services contract with Hoffman-Fowler, LLC. (*presentation on file*)

In response to Commissioner's question, staff replied that the Willamette Water Supply Program has not yet worked with the combined Hoffman-Fowler team. Individually, this will be Hoffman's first time doing construction work for the Program and, to date, the Program has had a positive working relationship with Fowler. Fowler is the contractor that performed the PLM\_1.1 work in Wilsonville and is also the subcontractor responsible for the trenchless work on the PLW\_1.3 project.

Motion was made by Doyle, seconded by Judah, to approve Contract Number 2021-006 with Hoffman-Fowler, LLC for RES\_1.0-PLM\_5.3 Construction Manager/General Contractor Services for the Willamette Water Supply Program, with a design phase services fee of \$862,270. The motion passed unanimously with Doyle, Duggan, and Judah voting in favor.

## **5. INFORMATION ITEMS**

- A.** Planned January Business Agenda Items • *Staff Report – Joelle Bennett*

Ms. Bennett presented information on business agenda items planned for the January 7, 2020 WWSS Commission Board meeting. Staff anticipates recommending approval of:

1. PLM\_1.3 Resolution of Public Necessity
  2. PLM\_4.1 WCLUT Construction IGA
  3. Local Contract Review Board Approval of Special Procurement for DCS\_1.0 Panel Fabrication Services
  4. Election of Officers
- B.** The next Board meeting is scheduled on January 7, 2021 via dial-in conference, due to continued COVID-19 guidelines.

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

- A.** Proclamation for Commissioner Doyle

Chair Duggan noted that organizational changes are in progress at the City of Beaverton and this is Commissioner Doyle's last WWSS Board meeting as a sitting Board Member. Chair Duggan further noted that it is the Commission's understanding that the Beaverton City Council will appoint new primary and alternate Members to the WWSS Board in January or February 2021.

In compliance with section 5.1.4 of the WWSS IGA, Commissioner Doyle confirmed that the City of Beaverton’s alternate WWSS Board member, Councilor Laura Mitchell, will attend WWSS Board meetings during Beaverton’s transition period and is authorized to vote in his absence.

Chair Duggan then delivered a Proclamation on behalf of himself, Commissioner David Judah, the WWSS Management, Finance, and Operations Committees, and the WWSP staff, extending appreciation and gratitude to Commissioner Denny Doyle for his dedication, vision, and commitment to the excellence of the Willamette Water Supply System Commission to provide a resilient water supply to our citizens.

Following the Proclamation, Commissioners Duggan and Judah extended warm thoughts and best wishes to Commissioner Doyle.

Commissioner Doyle graciously expressed his thanks to everyone, shared that he has enjoyed serving on this Board and extended highest compliments regarding the Willamette Water Supply System and Program, calling it “top drawer” and a “showpiece for our region”.

In closing, attendees joined in with further thanks and best wishes to Commissioner Doyle, along with happy holiday wishes to everyone.

**ADJOURNMENT**

There being no further business, Chairman Duggan adjourned the meeting at 12:40 p.m.

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Chair

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Vice Chair