

**Willamette Water Supply System Commission  
Board Meeting Minutes  
Thursday, February 4, 2021**

**Commissioners present:**

Tualatin Valley Water District (TVWD): Jim Duggan  
City of Hillsboro: David Judah  
City of Beaverton: Laura Mitchell (Acting Alternate)

**Committee Members present:**

TVWD: Tom Hickmann, Management Committee  
Paul Matthews, Finance 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  
Mike Britch, WWSP Engineering and Construction Manager  
Lisa Houghton, WWSP Finance Manager  
Christina Walker, WWSP Permitting & Outreach Manager  
Clark Balfour, TVWD General Counsel  
Faye Branton, WWSP Administrative Assistant; WWSS Commission Recorder

**Other Attendees:**

Joel Cary, TVWD Water Resources Division Manager  
Matt Oglesby, TVWD Asset Management Division Manager  
Debbie Carper, Tualatin Valley Water District Recorder  
Shital Patel, TVWD Technical Services Accountant  
Chris Wilson, City of Hillsboro-JWC Water Treatment Manager  
Rob Annear, Senior Principal Engineer, Geosyntec Consultants, Inc.

**CALL TO ORDER**

Chairman Judah called the regular Willamette Water Supply System (WWSS) Commission meeting to order at 12:01 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 the importance of focusing on the task at hand to stay safe and reduce the risk of accidents. (*presentation on file*)

The General Manager's report included an overview of etiquette for remote meetings; the Approvals and Procurement Forecast covering January through March 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 January 7, 2021 meeting minutes.
- B. Adopt the Corrective Action Plan to Address the WWSS Commission Audit Findings.

Mr. Kraska pointed out that Paul Matthews, TVWD Chief Financial Officer, was in attendance and available, should Commissioners have questions regarding Consent Agenda item 3B. Adopt Corrective Action Plan to address the WWSS Commission Audit Findings.

Page 23 of the February 4, 2021 WWSS Board meeting agenda packet contains an access link to the document titled *Communications With Those Charged with Governance*, from Moss Adams, LLC, which is listed as an attachment to the staff report for Consent Agenda item 3B. The security settings on this document precluded it from being embedded in the agenda packet; therefore, it was posted on the WWSS Commission website as a separate attachment to the staff report found on pages 19-20 of the agenda packet. Access links to the February 4, 2021 Board meeting agenda packet and the *Communications With Those Charged with Governance* document were transmitted via email to the WWSS Board of Commissioners on January 28, 2021.

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

**4. BUSINESS AGENDA**

- A. Approve Correction of the April 2021 Regular WWSS Board Meeting Date
  - *Staff Report – Dave Kraska*

Mr. Kraska presented the staff report noting that the April 2021 Board meeting date reflected in resolution WWSS-10-20 was in error and asked the Board to approve the correction of the meeting date from April 2, 2021 to April 1, 2021.

Motion was made by Duggan seconded by Mitchell to change the April 2021 Board meeting date from April 2, 2021 to April 1, 2021. The motion passed unanimously with Duggan, Judah, and Mitchell voting in favor.

- B.** Consider approving an amendment to the Real Estate Support Services Contract (No. 2017-004 Amendment 4) in the amount of \$707,227.85 to HDR Engineering, Inc. for continuation of real estate services for the Willamette Water Supply Program to complete planned property acquisitions. • *Staff Report – Joelle Bennett*

Ms. Bennett presented an overview of Amendment 4 to the Real Estate Support Services Contract with HDR Engineering, Inc. and requested the Board's approval. (*presentation on file*)

In response to Commissioner's question, staff replied that, if approved, the requested amount would be drawn from the Management Reserve contingency fund, which is allocated for unforeseen system-wide, non-project Willamette Water Supply Program needs. Staff also confirmed that the WWSS legal team found no ethical concerns related to this contract amendment.

Motion was made by Mitchell, seconded by Duggan, to approve Amendment 4 to the Real Estate Support Services Contract in the amount of \$707,227.85 to HDR Engineering, Inc. for continuation of real estate services for the Willamette Water Supply Program to complete planned property acquisitions. The motion passed unanimously with Duggan, Judah, and Mitchell voting in favor.

- C.** Consider approving an amendment to the WTP\_1.0 design contract in the amount of \$705,225.63 to CDM Smith (Contract No. 2018-014 Amendment 12) for additional design services on the WTP\_1.0 project of the Willamette Water Supply Program.  
• *Staff Report – Mike Britch*

Mr. Britch presented an overview of Amendment 12 to the CDM Smith design services contract and requested the Board's approval, noting that the requested funds are expected to be covered by the Management Reserve fund. (*presentation on file*)

In response to Commissioner's question, staff replied that this increase is for the design consultant contract and does not relate to a construction contract. Staff estimates the estimated construction cost of the required improvements to be approximately three million dollars.

Motion was made by Mitchell seconded by Duggan to approve Amendment 12 to the WTP\_1.0 design contract in the amount of \$705,225.63 to CDM Smith for additional design services on the WTP\_1.0 project of the Willamette Water Supply Program. The motion passed unanimously with Duggan, Judah, and Mitchell voting in favor.

## **5. INFORMATION ITEMS**

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

Ms. Bennett presented information on business agenda items planned for the March 4, 2021 WWSS Commission Board meeting. Staff anticipates recommending the following actions:

1. Adopt MPE\_1.2 Resolution of Need
2. Adopt DCS\_1.0 Sherwood Broadband Services IGA
3. Adopt WWSS Washington County Land Use and Transportation (WCLUT) Master IGA Amendment 1
4. Adopt PLM\_4.1 WCLUT Construction IGA

5. Adopt RES\_1.0 WCLUT Grabhorn Road Realignment IGA
  6. Approve Amendment to Water Supply Integration Contract
  7. Approve (as Local Contract Review Board, or LCRB) Special Procurement for DCS\_1.0 Panel Fabrication Services
  8. Adopt City of Beaverton MPE\_1.1/COB\_1.1 Construction IGA Amendment 1
  9. Adopt City of Beaverton MPE\_1.2/COB\_1.2 Construction IGA Amendment 1
- B.** The next Board meeting is scheduled on March 4, 2021 via dial-in conference, due to continued COVID-19 restrictions.

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

- A.** None scheduled.

**ADJOURNMENT**

There being no further business, Chairman Judah adjourned the meeting at 12:47 p.m.

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David Judah, Chair

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James Duggan, Vice Chair