

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

**Commissioners present:**

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

**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  
Susan Cole, Finance 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 Walter, WWSP Permitting & Outreach Manager  
Clark Balfour, TVWD General Counsel  
Faye Branton, WWSP Administrative Assistant  
Katherine Lipari DeSau, TVWD and WWSS Commission Alternate Recorder  
Debbie Carper, TVWD and WWSS Commission Recorder

**Other Attendees:**

Joel Cary, TVWD Water Resources Division Manager  
Matt Oglesby, TVWD Asset Management Division Manager  
Pete Boone, TVWD Water Operation Division Manager  
David Shick, TVWD Controller  
Shital Patel, TVWD Technical Services Accountant  
Chris Wilson, City of Hillsboro-JWC Water Treatment Manager

**CALL TO ORDER**

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

**ROLL CALL**

Ms. Carper administered the roll call and noted attendance.

**1. GENERAL MANAGER'S REPORT**

Mr. Kraska presented a safety minute on eye injury prevention. (*presentation on file*)

The General Manager's report included an overview of etiquette for remote meetings; the Approvals and Procurement Forecast covering February through April 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. Finally, it was announced Faye Branton will be retiring April 2 and staff is working on transitioning her many responsibilities; Debbie Carper will serve as recorder at WWSS Commission meetings.

**2. PUBLIC COMMENT**

There were no public comments.

**3. CONSENT AGENDA**

- A. Approve the February 4, 2021 meeting minutes.

Motion was made by Duggan, seconded by Beaty, to approve the Consent Agenda as presented. The motion passed unanimously with Beaty, Duggan and Judah voting in favor.

**4. BUSINESS AGENDA**

- A. Adopt MPE\_1.1/COB\_1.1 City of Beaverton Construction IGA. • *Staff Report – Mike Britch*

Mr. Britch gave an overview of the construction agreement for the joint project located along Western Avenue from Beaverton-Hillsdale Highway to Allen Boulevard. He described legal counsel and staff's recommendations to change the approach in Exhibit 3 to clarify that each partner is responsible for all related support activity costs.

Motion was made by Duggan, seconded by Beaty, to adopt a resolution approving an Intergovernmental Agreement between Willamette Water Supply System Commission and City of Beaverton for Construction of MPE\_1.1 and COB\_1.1 Water Pipelines. The motion passed unanimously with Beaty, Duggan and Judah voting in favor.

- B. Adopt MPE\_1.2/COB\_1.2 City of Beaverton Construction IGA Amendment 1. • *Staff Report – Mike Britch*

Mr. Britch presented the staff report, noting that Exhibit 3 to the MPE\_1.2/COB\_1.2 IGA needs to be amended to reflect the updated approach to cost shares. It clarifies each party will be responsible for their own costs of administrative activities as well as adjusts the cost share percentage for materials testing.

Motion was made by Duggan, seconded by Beaty, to adopt a resolution approving an amendment to the Intergovernmental Agreement between Willamette Water Supply System Commission and City of Beaverton for Construction of COB\_1.2 Water Pipeline. The motion passed unanimously with Beaty, Duggan and Judah voting in favor.

**C. Approve Amendment to Permitting Services Contract for Next One-Year Period. • Staff Report – Christina Walter**

Ms. Walter gave an overview of the 30<sup>th</sup> contract amendment for permitting services with David Evans and Associates (DEA). The March 13, 2021 to March 12, 2022 term coincides with DEA’s annual salary increase schedule, allowing for more refined cost projections for the contract. She reviewed the permitting services included and provided a list of associated subcontractors before describing new and modified activities for 2021 that are additions to the baseline budget.

Ms. Walter noted what is not included are projected activities and costs related to the petition for reconsideration that Water Watch filed with DEQ regarding the WWSP thermal trading plan. As of this week, DEQ announced it will deny Water Watch’s petition for reconsideration, though there is an associated 60-day judicial review period. Finally, Ms. Walter highlighted the budgetary background before providing specific partner cost shares. (*presentation on file*)

In response to Commissioners’ questions, staff replied:

- The \$200,000 would be rolling forward with the amendment approval and the reallocated \$288,000 is factored into the total amount of the proposed amendment.
- The amendment’s timing comes so close to the new contract term as staff had to wait for all subcontractor budget numbers for their updated annual scopes of work to be submitted before putting the amendment through the normal approval process.

[Recorder’s Note: A motion and second were inadvertently omitted. A vote proceeded.] The amendment to the DEA contract for up to \$2,399,623.70 to continue to provide regulatory permitting and related consulting services for the WWSP was approved with Beaty, Duggan and Judah voting in favor.

**D. Approve (as Local Contract Review Board, or LCRB) Special Procurement for DCS\_1.0 Panel Fabrication Services. • Staff Report – Mike Britch**

Mr. Britch gave background information on the Distributed Controls System project and explained that the requested approval covers work involved with closing the gap between design and construction for Supervisory Control and Data Acquisition (SCADA) panels across the WWSS. Benefits are achieved using the unit responsibility approach to make a single provider accountable for SCADA planning, fabrication and warranty responsibility. He described the specifics of the contract amendment and gave an overview of the findings for exemption from competitive bidding before concluding with a list of implementation steps. (*presentation on file*)

Motion was made by Beaty seconded by Duggan to, acting as the Local Contract Review Board, adopt the findings for and approving a Contract Specific Special Procurement to amend the Professional Services Agreement between WWSP and S&B Inc. by adding responsibility for delivery of fabrication, testing and warranty of SCADA control and communication panels. The motion passed unanimously with Beaty, Duggan and Judah voting in favor.

**5. INFORMATION ITEMS**

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

Ms. Bennett presented information on business agenda items planned for the April 1, 2021 WWSS Commission Board meeting. Staff anticipates recommending the following actions:

1. Adopt WWSP Annual Baseline Schedule and Budget
2. Adopt WWSS Fiscal Year 2021-2022 Work Plan and Budget
3. Adopt MPE\_1.2 Supplemental Resolution of Need
4. Adopt WWSS Washington County Land Use and Transportation (WCLUT) Master IGA Amendment 1
5. Adopt PLM\_4.1 WCLUT Construction IGA
6. Adopt RES\_1.0 WCLUT Grabhorn Road Realignment IGA
7. Adopt DCS\_1.0 Sherwood Broadband Services IGA
8. Adopt PLW\_2.0 Settlement Agreement with Metro and Hillsboro for Orenco Woods Nature Park

**B. The next Board meeting is scheduled on April 1, 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 12:59 p.m.

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David Judah, Chair

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James Duggan, Vice Chair