

**Willamette Water Supply System Commission
Board Meeting Minutes
Thursday, April 1, 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

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

Other Attendees:

Joel Cary, TVWD Water Resources Division Manager
Matt Oglesby, TVWD Asset Management Division Manager
Zac Bertz, City of Hillsboro JWC and WWSS Water Treatment Plant 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. Lipari DeSau administered the roll call and noted attendance.

1. GENERAL MANAGER'S REPORT

Mr. Kraska presented a safety minute on distracted driving. (*presentation on file*)

The General Manager's report included an overview of etiquette for remote meetings; the Approvals and Procurement Forecast covering March through May 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, due to staff transitions, Mr. Kraska recommended that the Board pause on the monthly, in-person signing of WWSS documents. Instead, these items may be held by staff and signed less frequently. There were no objections. Staff will cancel this month's signing appointment and provide a new schedule.

2. PUBLIC COMMENT

There were no public comments.

3. CONSENT AGENDA

- A.** Approve the March 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 Fiscal Year 2021-2022 Annual Work Plan and Budget and WWSP Capital Improvement Plan (Baseline 6.1). • *Staff Report – Dave Kraska*

Mr. Kraska gave an overview of the baseline background, Willamette Water Supply Program (WWSP) contingency and management reserve, proposed Baseline 6.1, and the proposed Fiscal Year 2022 WWSS and Annual Plan and Budget. He explained that this year's proposed budget consists of significant reductions to specific WWSP projects in order to adapt to current fiscal constraints while still meeting Partner goals and fulfilling the mission to produce and deliver water by 2026. The items to be deferred include the following: one reservoir tank, the majority of pipeline project PLW_2.0, small portions of the water treatment plant, and other minor modifications. Mr. Kraska also described WWSP's considerations and commitments, including a commitment to continue employing proactive cost-control strategies.

In response to Commissioner questions, staff replied:

- During the past year, the increase in ancillary project costs is due to scope increases and is being handled as a budget adjustment; unrelated to those changes, the contingency was drawn down to a smaller percentage amount as design progressed.
- Contingency covers minor scope changes such as material or finish refinements. Adding new work not contemplated in original plans would not be covered by a contingency budget.
- Going forward, when change orders or project revisions occur, staff will explain and specify if the modifications are funded through contingency or management reserve budgets.

Motion was made by Beaty, seconded by Duggan, to adopt Resolution No. WWSS-04-21 adopting the Fiscal Year 2021-2022 Annual Work Plan and Budget and approving the WWSP Capital Improvement Plan (Baseline 6.1). The motion passed unanimously with Beaty, Duggan, and Judah voting in favor.

B. Adopt DCS_1.0 Sherwood Broadband Services IGA. • Staff Report – Mike Britch

Mr. Britch described the need for a robust communications system between the WWSS water treatment plant and raw water facilities in Wilsonville. He conveyed that the business case evaluation identified fiber optic as the preferred communication method with cellular as backup. Sherwood Broadband is the preferred service provider, and Mr. Britch summarized the proposed intergovernmental agreement with the City of Sherwood to secure long-term communications services.

Motion was made by Beaty, seconded by Duggan, to adopt Resolution WWSS-05-21, approving the DCS_1.0 Sherwood Broadband Services IGA. The motion passed unanimously with Beaty, Duggan, and Judah voting in favor.

5. INFORMATION ITEMS

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

Ms. Bennett presented information on business agenda items planned for the May 6, 2021 WWSS Commission Board meeting. Staff anticipates recommending the following actions:

1. Adopt MPE_1.2 Supplemental Resolution of Need
2. Adopt PLM_1.3 Supplemental Resolution of Need
3. Adopt PLM_4.1 WCLUT Construction IGA
4. Adopt RES_1.0 WCLUT Grabhorn Road Realignment IGA
5. Adopt PLW_2.0 Settlement Agreement with Metro and Hillsboro for Orenco Woods Nature Park
6. Approve MPE_1.2/COB_1.2 Construction Contract

- B.** The next Board meeting is scheduled on May 6, 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 12:53 p.m.

David Judah, Chair

James Duggan, Vice Chair