

**Willamette Water Supply System Commission**  
**Board Meeting Minutes**  
**Thursday, March 3, 2022**

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**Attendance:**

**Commissioners present:**

City of Beaverton	Marc San Soucie
City of Hillsboro	David Judah
Tualatin Valley Water District (TVWD)	Jim Duggan

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**Committee Members present:**

City of Beaverton	Chad Lynn, David Winship
City of Hillsboro	Niki Iverson, Lee Lindsey, Jessica Dorsey
TVWD	Tom Hickmann

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**Managing Agency Staff present:**

WWSS Commission General Manager / Willamette Water Supply Program (WWSP) Director	Dave Kraska
WWSP Assistant Director	Joelle Bennett
WWSP Program Manager	Jeremy Taylor
WWSP Engineering and Construction Manager	Mike Britch
WWSP Permitting and Outreach Manager	Christina Walter
WWSP Finance Manager	Toby LaFrance
WWSS Commission Recorder / WWSP Executive Assistant	Annette Rehms

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**Other Attendees present:**

City of Beaverton Assistant Finance Director	Susan Cole
TVWD Asset Management Division Manager	Matt Oglesby
TVWD Water Resources Division Manager	Joel Cary
TVWD Engineering Division Manager	Nick Augustus

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**REGULAR SESSION – 12:00 PM**

**CALL TO ORDER**

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

**ROLL CALL**

Ms. Rehms administered the roll call and noted attendance.

**1. GENERAL MANAGER'S REPORT**

Mr. Kraska presented a safety minute on protecting yourself against online scams (*presentation on file*).

The General Manager's report included Willamette Water Supply Program (WWSP) permitting and communications; design; construction; and steel market exposure updates.

## **2. PUBLIC COMMENT**

There were no public comments.

## **3. CONSENT AGENDA**

- A. Approve the February 3, 2022, meeting minutes
- B. Approve the February 17, 2022, meeting minutes

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

## **4. BUSINESS AGENDA**

- A. Adopt Fiscal Year 2022-2023 Annual Work Plan and Budget and WWSP Capital Improvement Plan – *Toby LaFrance*

Mr. LaFrance presented an overview of the baseline development process, differences between WWSP contingency and management reserve, and finally the proposed Baseline 7.0, and the proposed Fiscal Year 2023 WWSS Annual Work Plan and Budget. He said that after publishing the agenda packet last week, WWSP staff realized that budget for the Water Supply Integration contract was missing from the WWSS annual budget for the work on behalf of the distribution system owners. The WWSS Finance Committee met on February 28, 2022 and is recommending adding \$200,000 to Materials and Services in the FY 2022-23 WWSS Budget to cover the Confluence contract. He explained that Baseline 7.0 has increased to \$1.6 billion as a result of current economic conditions. He then requested the Board to consider adopting FY 2022-23 WWSS Annual Work Plan and Budget and Baseline 7.0 as presented. *(presentation on file)*

Commissioners thanked staff for moving recent project cost reductions from advantageous bid results to Management Reserve in the proposed Baseline 7.0 budget.

Motion was made by Judah, seconded by San Soucie, to adopt Resolution No. WWSS 03-22 approving the Willamette Water Supply System (WWSS) Annual Work Plan and Budget for the fiscal year 2022-23 and approving the Willamette Water Supply Program (WWSP) Capital Improvement Plan (Baseline 7.0). The motion passed unanimously with San Soucie, Duggan, and Judah voting in favor.

- B. Approve PLM\_4.3 Contract for Construction – *Mike Britch*

Mr. Britch provided an overview of the PLM\_4.3 Pipeline project. He reviewed the low-bid construction procurement process, the bid results, and budget information indicating the proposed contract is approximately \$23.6M below the Baseline 7.0 early release budget in December 2021. He then requested the Board's approval of Contract 2022-040 with Tapani, Inc. *(presentation on file)*

Commissioners thanked staff for the attention to detail required to develop and review these types of contracts and extended an apology to Tapani for mispronouncing the company name.

Motion was made by Judah, seconded by San Soucie, to approve Contact 2022-040 for \$47,667,346 with Tapani, Inc. for PLM\_4.3 Pipeline Construction for the Willamette Water Supply Program. The motion passed unanimously with San Soucie, Duggan, and Judah voting in favor.

- C. Approve Delegation of Authority for a Safe Drinking Water Revolving Loan Fund (SDWRLF) Funding Letter of Interest (LOI) – *Dave Kraska*

Mr. Kraska presented an overview of the Safe Drinking Water Revolving Loan Fund (SDWRLF) and said grant funding presents a potential opportunity to offset some of the Willamette Water Supply Program (WWSP) costs. He said in order to be considered for this grant, the LOI must be submitted by March 15, 2022, and asked the Board to consider approving the delegation of authority to TVWD to use its Water System Identification Number and submit an LOI on the Commission's behalf.

Motion was made by San Soucie, seconded by Judah to adopt Resolution No. WWSS 04-22 approving Delegation of Authority to the Tualatin Valley Water District to seek Safe Drinking Water Revolving Loan Fund (SDWRLF) Funding Letter of Interest (LOI). The motion passed unanimously with San Soucie, Duggan, and Judah voting in favor.

## **5. INFORMATION ITEMS**

- A. Planned April Business Agenda Items – *Joelle Bennett*

Ms. Bennett presented information on business agenda items planned for the April 7, 2022, WWSS Commission Regular Board meeting.

Staff anticipates recommending approval of:

1. Sherwood Emergency Intertie Intergovernmental Agreement (IGA)
2. Permitting Services Contract Amendment

- B. The next Board meeting is scheduled on April 7, 2022, via Microsoft Teams.

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

- A. None scheduled.

## **ADJOURNMENT**

There being no further business, Vice Chair Duggan adjourned the meeting at 12:38 PM

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David Judah, Chair

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James Duggan, Vice Chair