

**Willamette Water Supply System Commission
Board Meeting Minutes
Thursday, November 2, 2023**

Attendance:

Commissioners present:

City of Beaverton	Allison Tivnon
City of Hillsboro	David Judah
Tualatin Valley Water District (TVWD)	Jim Duggan

Committee Members present:

City of Beaverton	<i>Not available</i>
City of Hillsboro	Niki Iverson, Chris Wilson, Lee Lindsey
TVWD	Paul Matthews, Pete Boone

Managing Agency Staff present:

WWSS Commission General Manager / Willamette Water Supply Program (WWSP) Director	David Kraska
WWSP Assistant Director	Joelle Bennett
WWSP Program Manager	Andre Tolme
WWSP Deputy Program Manager	Jill Chomycia
WWSP Permitting and Outreach Manager	Christina Walter
WWSS Commission Recorder / WWSP Executive Assistant	Annette Rehms

Other Attendees present:

City of Beaverton Public Outreach Management Analyst	Stacy Revay
City of Hillsboro Public Information Officer	Lindsay Wochnick
TVWD Outreach and Engagement Coordinator	Justin Dyke
TVWD Water Resource Division Manager	Joel Cary
TVWD Capital Improvement Program Manager	Nick Augustus
TVWD Engineering Manager	Sarah Alton
WWSP Design Manager	Scott Gibson
Public Attendee	Rob Annear

REGULAR SESSION – 12:00 PM

CALL TO ORDER

Chair Duggan called the regular Willamette Water Supply System (WWSS) Commission meeting to order at 12:01 p.m.

ROLL CALL

Ms. Rehms administered the roll call and noted a quorum was present.

1. GENERAL MANAGER'S REPORT

The General Manager's report included status updates on Willamette Water Supply Program (WWSP) permitting, communications, and construction activities, the quarterly financial report for the period ending September 30, 2023, and the WWSS 2023 Audit Planning Letter. (*presentation on file*)

2. PUBLIC COMMENT

There were no public comments.

3. CONSENT AGENDA

- A. Approve the August 3, 2023, meeting minutes

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

4. BUSINESS AGENDA

- A. Approve Water Supply Integration Communications Plan, Toolkit, and Engagement Support Contract – *Christina Walter*

Ms. Walter presented an overview of the Water Supply Integration (WSI) progression timeline, the WSI Communications Plan, Toolkit, and Engagement support request proposal (RFP) timeline, and outlined the contract management approach. Task Order #1 scope of work includes: (*presentation on file*)

- Develop a comprehensive communications plan and timeline.
- Identify priority audiences.
- Develop key messaging and community engagement strategies.
- Test messaging prior to regionwide implementation and measure effectiveness.
- Develop for Owner use: graphics, video, sound bites, fact sheets, info graphics, training for front line staff.
- Develop internal trainings and briefings.

In response to commissioner's question regarding whether this work was within the Baseline 8.1 budget, staff replied that it was. [WWSS General Manager's note: A more complete answer is provided in the staff report for this agenda item, which explains that the budget for this work will be provided from Management Reserve for the balance of this fiscal year. The budget for WSI communications work in subsequent years will be captured in Baseline 9.0, which will be brought to the WWSS Board for consideration early next year. The budget for this work will not cause an overall increase in the WWSP Baseline budget as it is well within the approved Management Reserve.]

Motion was made by Tivnon and seconded by Judah, to approve MSA 2024-008 and Task Order #1 with Water Systems Consulting, Inc., in the amount of \$416,730.00 to provide Water Supply Integration Communications Plan, Toolkit, and Engagement Support to the Willamette Water Supply Program and its Owners. The motion passed unanimously with Tivnon, Judah, and Duggan voting in favor.

5. INFORMATION ITEMS

A. Water Treatment Plant Schedule Recovery Progress Update – *Dave Kraska*

Mr. Kraska reviewed the current schedule for the WWSS WTP_1.0 project. Progress on the schedule recovery plan has been slower than anticipated as the contractor continues to work on improving the quality and accuracy of its schedule. Once the improved schedule is available, WWSP staff will work closely with the Contractor’s team to evaluate opportunities to retain the scheduled float. This topic will be discussed at each upcoming WWSS Board meeting. Staff will preview the information with the Management Committee. *(presentation on file)*

In response to questions, staff confirmed that the contractor, Sundt Construction, Inc., has been using critical path method to prepare its schedule.

B. Planned December Business Agenda items – Joelle Benett

Ms. Bennett presented information on the business agenda items planned for the December 2023 WWSS Commission Regular Board Meeting.

Staff anticipates the following business agenda item:

1. Approve WTP_1.0 GMP2 Contract for Construction

C. The next Board meeting is scheduled on December 7, 2023, via Microsoft Teams.

6. COMMUNICATIONS AND NON-AGENDA ITEMS

A. None scheduled

ADJOURNMENT

There being no further business, Chair Duggan adjourned the meeting at 1:10 p.m.

James Duggan, Chair

David Judah, Vice Chair