

**Willamette Water Supply System  
Board Meeting Agenda  
Thursday, March 5, 2020 | 12:00 – 2:00 PM**

**Room 113B/C  
Hillsboro Civic Center, 150 E Main Street, Hillsboro, OR**

---

To prepare to address the Willamette Water Supply System Board, please fill out the Public Comment Form located on the table near the main door to the meeting room. \*\*Assistive Listening Devices (ALD) are available upon request 48 hours prior to the day of the meeting by calling (503) 941-4580.\*\* **All testimony is electronically recorded.**

---

**BOARD LUNCH – 11:30 AM**

**REGULAR SESSION – 12:00 PM**

**CALL TO ORDER**

**1. GENERAL MANAGER'S REPORT – Dave Kraska**

*(Brief presentation on current activities relative to the WWSS Commission)*

**2. PUBLIC COMMENT**

*(This time is set aside for persons wishing to address the Board on items on the Consent Agenda, as well as matters not on the agenda. Additional public comment will be invited on agenda items as they are presented. Each person is limited to five minutes, unless an extension is granted by the Board. Should three or more people testify on the same topic, each person will be limited to three minutes.)*

**3. CONSENT AGENDA**

*(The entire Consent Agenda is normally considered in a single motion. Any Commissioner may request that an item be removed for separate consideration.)*

- A. Approve the February 6, 2020 meeting minutes.

**4. BUSINESS AGENDA**

- A. Adopt FY 2021 WWSS Annual Work Plan and Budget – *Dave Kraska*
- B. Approve PLM\_5.3 Design Contract Amendment – *Mike Britch*

**5. INFORMATION ITEMS**

- A. Planned April Business Agenda items – *Dave Kraska*
- B. The next Board meeting is scheduled on April 2, 2020, at Hillsboro Civic Center – Room 113B/C.

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

- A. None scheduled.

**ADJOURNMENT**

# Willamette Water Supply System Commission

---

*(this page intentionally left blank)*

---

**Willamette Water Supply**  
*Our Reliable Water*

Safety Moment:

**Fatigue Management**

1

Fatigue Management

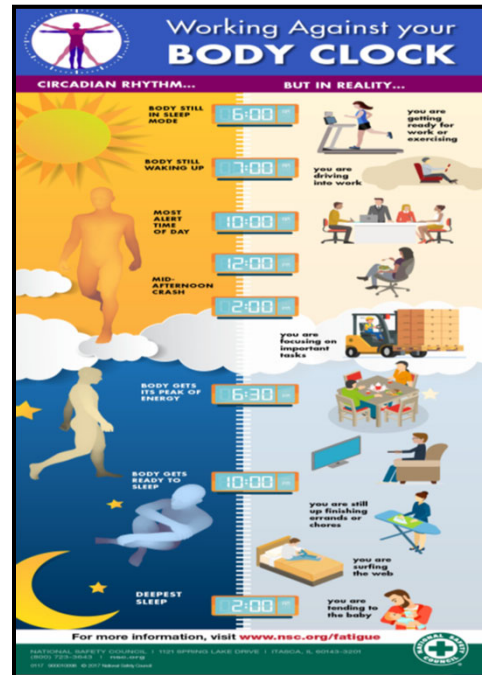


**Willamette Water Supply**  
*Our Reliable Water*

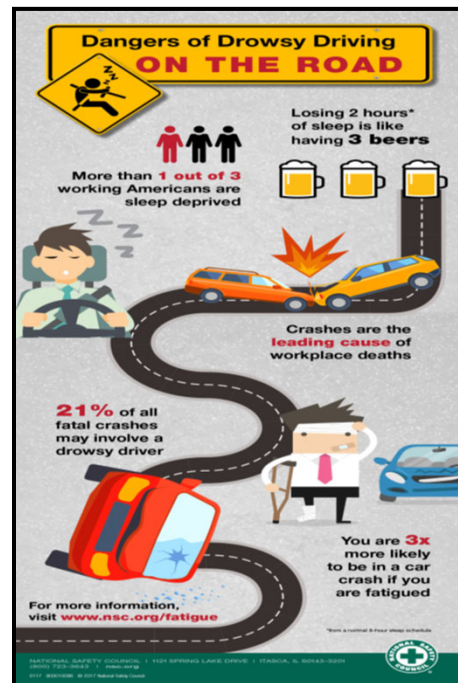
2

2

- Work often requires us to override our natural sleep patterns.
- More than 43% of workers are sleep-deprived.
- Those most at risk work night shift, long, or irregular shifts.



- Drowsy driving is impaired driving.
- We wouldn't allow a friend to drive drunk, but we rarely take the keys away from our tired friends or insist they take a nap before heading out on the road.



- Adults should sleep 7 or more hours per night on a regular basis to promote optimal health.



## Recognizing Fatigue

- Emotional Signs
  - More quiet or withdrawn
  - Less energy
  - Increased irritability
  - Poor attitude and morale
  - Lacking motivation



## Recognizing Fatigue

- Mental Signs

- Difficulty in:
  - Concentrating
  - Remembering
  - Paying attention
  - Communicating
  - Planning



## Recognizing Fatigue

- Physical Signs

- Yawning
- Drooping eyelids
- Rubbing of eyes
- Head dropping
- Microsleeps





## Tips to Fight Fatigue

- Put your phone away at night
- Go to bed early; get quality sleep
- Stand up; get moving
- Eat regular meals; healthy snacks
- Take regular breaks
- Drink more water and less caffeine
- Change your environment; fresh air



## Daylight Savings Starts March 8

- Tips for an Easy Time Change
  - Skip the afternoon latte
  - Go to bed early Saturday night
  - Avoid the temptation to sleep in
  - Expose yourself to bright light as early as possible
  - Don't schedule early morning meetings next week



# Willamette Water Supply System Commission

---

*(this page intentionally left blank)*

---



# MEMO

**Date:** March 5, 2020  
**To:** Willamette Water Supply System Board of Commissioners  
**From:** David Kraska, P.E., General Manager  
**Re:** Willamette Water Supply System (WWSS) General Manager's Report

---

The following items will be covered during the report by the General Manager (GM):

- 1. Be Sure to Use Microphones** – Please remember to use your microphone whenever you are speaking, and to turn off your microphone when you are finished.
- 2. Safety Minute** – David Kraska will present today's safety minute.
- 3. Approvals and Procurements Forecast** – Attached to this GM report is the approvals and procurements forecast for February 2020 through April 2020. The forecast presents a view of WWSP activities that have recently been approved or are scheduled for approval over the next two months by either the WWSP Director, WWSS Committees, or the WWSS Board.

The Forecast shows a single action being taken at this Board meeting to approve the annual rebaseline schedule and budget. Following the February 20, 2020 Management Committee meeting, we are proceeding with separating this into two separate actions. At the current meeting, we will only be requesting approval of the budget for the next fiscal year. We are anticipating bringing the updated Program baseline for approval at the May Board meeting. This will allow time for the WWSP Parties to complete evaluation and selection of cost management proposals by the Program, which will inform the rebaselining effort.

The forecast also lists various real estate activities, intergovernmental agreements that are in process, and contract change orders that are being negotiated. These items are largely the same as they were presented last month.

- 4. Projects Planning, Permitting, and Communications Updates** – In January and February the WWSP made several submittals to the City of Wilsonville, the Oregon Health Authority, the Oregon Department of Environmental Quality, and to Tualatin Valley Fire and Rescue related to our Raw Water Facilities (RWF) Project. These applications are for our tree removal permit, our 1200C application, and various plan reviews. We anticipate receiving the necessary approvals on these applications to support our plans to break ground on this project this summer.

## **GM Report to the WWSS Board of Commissioners**

March 5, 2020

Page 2

- 5. Projects Design Status Updates** – Work continues on multiple design projects, including nine pipeline projects, the Water Treatment Plant, the Distributed Controls System, and the terminal storage project (RES\_1.0). Design for the PLW\_1.3 project is complete and the project is currently bidding. We are expecting to break ground on that project later this spring or early summer.
  
- 6. Projects Construction Status Updates** – There are four projects actively under construction:
  1. PLM\_1.1 – our raw water pipeline project in Wilsonville that extends from our RWF project to Wilsonville Road,
  2. PLM\_1.2 – another raw water pipeline project being completed in partnership with the City of Wilsonville’s Garden Acres Road project,
  3. PLM\_5.1 – a finished water pipeline project being completed in partnership with Washington County’s Roy Rogers Road project, and
  4. PLM\_5.2 – a finished water pipeline project along SW Scholls Ferry and SW Tile Flat roads that we are working to complete in advance of development work in the area.

All projects remain on track and are progressing according to plan. As was presented in the last two General Manager’s reports, a portion of Tile Flat Road was closed to enable construction of the part of PLM\_5.2 that is within the existing right-of-way. Construction of that portion of the project proceeded smoothly and was completed on time.



**Approvals and Procurement Forecast: February 2020 through April 2020**

This report provides a three-month projection of (1) forthcoming actions under the WWSS Management Authority Matrix and (2) ongoing and forthcoming procurements.

a = Actual date  
e = Email approval  
FC = Finance Committee  
LCRB = Local Contract Review Board  
MC = Management Committee  
N/A = Not applicable  
OC = Operations Committee

Rec. = Recommendation  
t = Tentative date  
TBD = To be determined; sufficient information not available to project a date  
Note: Dates in red text indicate meetings needed outside the normal meeting schedule

Type	Description	Projected Action	Body/Position (projected action date)		
			Program Director	WWSS Committees	WWSS Board
<b>Program Baseline or Related Plans</b>	1. WWSP Annual Rebaseline Schedule and Budget	Approve	N/A	MC: 2/20/2020 t FC & OC: 1/16/2020 a	3/5/2020 t
		Execute	N/A	N/A	N/A
<b>Real Estate</b>	2. PLW_1.3 Resolution of Need	Approve	N/A	MC: 1/23/2020 a	2/6/2020
	3. MPE_1.0 Resolution of Need	Approve	N/A	MC: 3/19/2020 t	4/2/2020 t
	4. PLM_4.3 Resolution of Need	Approve	N/A	MC: 4/23/2020 t	5/7/2020 t
<b>IGAs, MOUs, Permit Commitments, &amp; Similar Agreements</b>	5. MPE_1.0 City of Beaverton (COB_1.0) Project Agreement (design only)	Approve	N/A	MC: 1/7/2020 a	1/9/2020 a
		Execute	1/23/2020 a	N/A	N/A
	6. PLW_1.3 Hagg Lane (Butternut Creek) Agreement Amendment	Approve	N/A	N/A	N/A
		Execute	2/28/2020 t	N/A	N/A
	7. PLM_4.1 WCLUT Design IGA Amendment 2	Approve	N/A	MC: 10/16/2019 a	12/5/2019 a
		Execute	2/7/2020 a	N/A	N/A
	8. PLM_4.2 WCLUT Design IGA Amendment 1	Approve	N/A	MC: 10/16/2019 a	12/5/2019 a
		Execute	2/3/2020 a	N/A	N/A
	9. PLW_1.2 WCLUT Design IGA Amendment 1	Approve	N/A	N/A	N/A
		Execute	2/28/2020 t	N/A	N/A
10. PLM_5.2 Metropolitan Land Group Developer Agreement	Approve	N/A	N/A	N/A	
	Execute	3/20/2020 t	N/A	N/A	
<b>Contracts</b>	11. RES_1.0 Design, Bidding, and Services During Construction	Approve	N/A	MC: 1/23/2020 a	2/6/2020 a
		Execute	2/7/2020 a	N/A	N/A
			<ul style="list-style-type: none"> <li>• Goal: Designer for RES_1.0</li> <li>• Approximate Value: \$6.2M</li> <li>• Engineer: Black &amp; Veatch</li> <li>➤ Publish Request for Proposals: 10/23/2019 a</li> <li>• Proposal Due Date: 11/21/2019 a</li> <li>• Rec. of Award: 12/13/2019 a</li> <li>• Notice of Intent to Award: 12/16/2019 a</li> <li>• Notice to Proceed: 2/7/2020 a</li> </ul>		

Type	Description	Projected Action	Body/Position (projected action date)		
			Program Director	WWSS Committees	WWSS Commission Board
<b>Contracts continued</b>	12. PLW_1.3 Construction Contract	Approve	N/A	MC:4/28/2020 t	5/7/2020 t
	<ul style="list-style-type: none"> <li>• Goal: Construction Contractor for waterline construction from Farmington to Kinnaman</li> <li>• Approximate value: TBD</li> <li>• Contractor: TBD</li> <li>➤ Publish Request for Proposals: 2/21/2020 t</li> <li>• Proposal Due Date: 3/31/2020 t</li> <li>• Rec. of Award: 4/8/2020 t</li> <li>• Notice of Intent to Award: 4/10/2020 t</li> <li>• Limited Notice to Proceed: 5/8/2020 t</li> <li>• Notice to Proceed: 7/8/2020 t</li> </ul>	Execute	5/8/2020 t	N/A	N/A
<b>Contract Amendments and Change Orders</b> (above Program Director's Authority)	13. MPE_1.0 Design Amendment for City of Beaverton Pipeline (COB_1.0) Addition	Approve	N/A	N/A	8/21/2019 a (Via WWSS MC)
	<ul style="list-style-type: none"> <li>• Goal: Amend contract for final design and services during construction to add COB_1.0 project in accordance with project agreement</li> <li>• Approximate value: \$1,558,884.40</li> <li>• Engineer: Brown and Caldwell</li> </ul>	Execute	2/3/2020 a	N/A	N/A
	14. PLM_1.2 Construction Contract Change Order to add Day Road Crossing	Approve	N/A	MC: 3/24/2020 t	4/2/2020 t
	<ul style="list-style-type: none"> <li>• Goal: Change order to Construction contract to add Day Road Crossing (Wilsonville Contract)</li> <li>• Value: \$2.0M</li> <li>• Contractor: Moore Excavation</li> </ul>	Execute	4/3/2020 t (by Wilsonville)	N/A	N/A
	15. PLM_5.3 Design Amendment for Implementing Selected Alternative Alignment	Approve	N/A	MC: 2/20/2020 t	3/5/2020 t
	<ul style="list-style-type: none"> <li>• Goal: Amend contract for final design and services during construction to reflect realignment; Create additional bid package</li> <li>• Value: \$1.3M</li> <li>• Engineer: Jacobs</li> </ul>	Execute	3/6/2020 t	N/A	N/A
	16. WTP_1.0 Design Amendment for Scope Modifications	Approve	N/A	MC: 3/19/2020 t	4/2/2020 t
	<ul style="list-style-type: none"> <li>• Goal: Amend contract for design services related to additional engineering services</li> <li>• Value: TBD</li> <li>• Engineer: CDM Smith</li> </ul>	Execute	4/3/2020 t	N/A	N/A

**Willamette Water Supply System Commission  
Board Meeting Minutes  
Thursday, February 6, 2020**

**Commissioners present:**

Tualatin Valley Water District (TVWD): Jim Duggan  
Hillsboro: David Judah  
Beaverton: Denny Doyle

**Committee Members present:**

TVWD: Clark Balfour for Tom Hickmann, Management Committee  
Paul Matthews, Finance Committee  
Justin Carlton, Finance Committee  
Carrie Pak, Operations Committee  
Hillsboro: Chris Wilson for Niki Iverson, Management Committee  
Beaverton: David Donaldson, 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  
Faye Branton, WWSP Administrative Assistant; WWSS Commission Recorder

**Other Attendees:**

Christina Walter, WWSP Permitting and Outreach Manager  
Norm Eder, CFM Advocates  
Mark McConnell, TVWD Facilities

No members of the public were present.

**CALL TO ORDER**

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

**1. GENERAL MANAGER'S REPORT**

Mr. Kraska opened by thanking David Donaldson (City of Beaverton), Chris Wilson (City of Hillsboro), and Clark Balfour (TVWD) for representing the WWSS Management Committee at today's Board meeting. He then presented a safety moment on preventing the spread of colds in the office. ([See attached presentation.](#))

The General Manager's report included an overview of the Approvals and Procurement Forecast; updates on projects planning, permitting, and communications; and status updates on the design and construction of projects.

In response to Commissioner's question, staff replied that, at this time, the Program is not experiencing delays in processing of numerous permit applications submitted in December and January related to the Raw Water Facilities (RWF) Project. The GM report noted that these permit applications were submitted to the City of Wilsonville, Clackamas County, and the Bonneville Power Administration, as well as an application to the Oregon Health Authority for plan review of the RWF Project design.

In response to Commissioner's question, staff replied that a hearing related to WWSS's notice of immediate possession is scheduled for February 10, 2020, for the final property acquisition on the PLM\_5.2 project. WWSS' legal counsel reported that the objection issued by the property owners is not relevant because it is not one of the allowable immediate possession objections per the statutes. The Program has a plan in place to address the property owners' concerns about discovery and repair, if necessary, of the owners' septic system.

## **2. PUBLIC COMMENT**

There were no public comments.

## **3. CONSENT AGENDA**

- A. Approve the January 2020 meeting minutes.

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

## **4. BUSINESS AGENDA**

- A. Consider approving the Professional Services Agreement 2020-038 with Black & Veatch Corporation for RES\_1.0 Design, Bidding Phase, and Services During Construction for the Willamette Water Supply Program." – *Staff Report – Mike Britch*

Mr. Britch presented the staff report requesting the Board's approval of the Professional Services Agreement 2020-038 with Black & Veatch Corporation for RES\_1.0 Design, Bidding Phase, and Services During Construction for the Willamette Water Supply Program (WWSP).

Motion was made by Judah, seconded by Doyle, to approve the Professional Services Agreement 2020-038 with Black & Veatch Corporation for RES\_1.0 Design, Bidding Phase, and Services During Construction for the Willamette Water Supply Program (WWSP). The motion passed unanimously with Doyle, Duggan, and Judah voting in favor.

- B. Consider adopting Resolution No. WWSS-03-20, an update to Resolution WWSS-02-19 declaring public necessity to acquire permanent and temporary construction easements over, upon, under and through tax lot 1S2140002404 for pipeline section PLW\_1.3 for the Willamette Water Supply System. – *Staff Report – Joelle Bennett*

Ms. Bennett presented the staff report requesting the Board's adoption of Resolution No. WWSS-03-20.

Motion was made by Doyle, seconded by Judah, to adopt Resolution No. WWSS-03-20. The motion passed unanimously with Doyle, Duggan, and Judah voting in favor.

**5. INFORMATION ITEMS**

**A. WWSP Baseline 5.0 Status Update – Dave Kraska**

Mr. Kraska presented a summary update of the annual WWSP Baseline Budget development activity and feedback received to date. The update included an overview of Baseline 5.0 status and major cost changes, provided the WWSS budget request for FY 2020 – 21, as well as outlined the approach for Program-level cost management. (*See attached presentation.*)

In response to Commissioner’s questions, staff replied that the entire WWSS pipeline is being built to accommodate the maximum WWSS capacity at full treatment plant build-out. One significant change the proposed Baseline recognizes is the pipeline alignment change in PLM\_5.0, changing the WWSS pipeline alignment from SW Farmington Road to a cross-county approach (from SW Clark Hill Road and SW Farmington Road north to SW Rosedale Road at future Cornelius Pass Road). With this adjustment, a connection to SW 209<sup>th</sup> Avenue and SW Farmington Road is still needed to serve TVWD’s future turnout. This connection can be made using a smaller diameter pipe (30-inches in diameter). Staff also confirmed that Baseline 5.0 incorporates cost savings from the Program’s opportunity projects.

**B. Planned February Business Agenda items – Joelle Bennett**

Ms. Bennett presented information on anticipated business agenda items for the March 5, 2020 WWSS Commission Board meeting, including potential recommendations for approval of a PLM\_1.2 construction contract change order, PLM\_5.3 design contract amendment, PLM\_4.3 resolution of public necessity, and WTP\_1.0 design contract amendment.

**C. The next Board meeting is scheduled on March 5, 2020, at the Hillsboro Civic Center – Room 113B/C, 150 E. Main Street, Hillsboro, OR.**

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

**A. None scheduled.**

**ADJOURNMENT**

There being no further business, Chairman Duggan adjourned the meeting at 12:57 p.m.

---

James Duggan, Chair

---

Denny Doyle, Vice Chair



# Willamette Water Supply System Commission

---

*(this page intentionally left blank)*

---

## Willamette Water Supply

*Our Reliable Water*

### Safety Moment:

### Preventing the Spread of Colds in the Office

1

### 5 Simple Tips (rules?)

1. Take care of yourself
  - Sleep
  - Exercise
  - Manage stress
  - Eat Right



Willamette Water Supply  
*Our Reliable Water*

2

## 5 Simple Tips (rules?)

1. Take care of yourself
2. Wash your hands and don't touch your face
  - According to the Center for Disease Control, 80% of disease is spread by touch



Willamette Water Supply  
*Our Reliable Water*

3

## 5 Simple Tips (rules?)

1. Take care of yourself
2. Wash your hands
3. Cover your nose and mouth
  - DON'T cough or sneeze into your hands
  - Use a tissue or crook of your elbow



Willamette Water Supply  
*Our Reliable Water*

4

## 5 Simple Tips (rules?)

1. Take care of yourself
2. Wash your hands
3. Cover your nose and mouth
4. Disinfect surfaces you touch often
  - Again, wash hands often
  - Use disinfectant wipes in your area



Willamette Water Supply  
Our Reliable Water

5

## 5 Simple Tips (rules?)

1. Take care of yourself
2. Wash your hands
3. Cover your nose and mouth
4. Disinfect surfaces you touch
5. Encourage people who are ill to stay home
  - Including yourself
  - Offer to back each other up



Willamette Water Supply  
Our Reliable Water

6

## 5 Simple Tips (rules?)

1. Take care of yourself
2. Wash your hands
3. Cover your nose and mouth
4. Disinfect surfaces you touch often
5. Encourage sick people to stay home

## Other interesting office health ideas

1. Get a flu shot
2. Keep a geranium at your desk
  - Crumpled leaves release phytoncides
3. Eat yogurt
  - Reduces susceptibility by 25%
4. Keep an ionizer at your desk

# Willamette Water Supply

*Our Reliable Water*

## WWSP Baseline 5.0 Status Update

February 6, 2020

1

## WWSP Baseline 5.0 Status Update

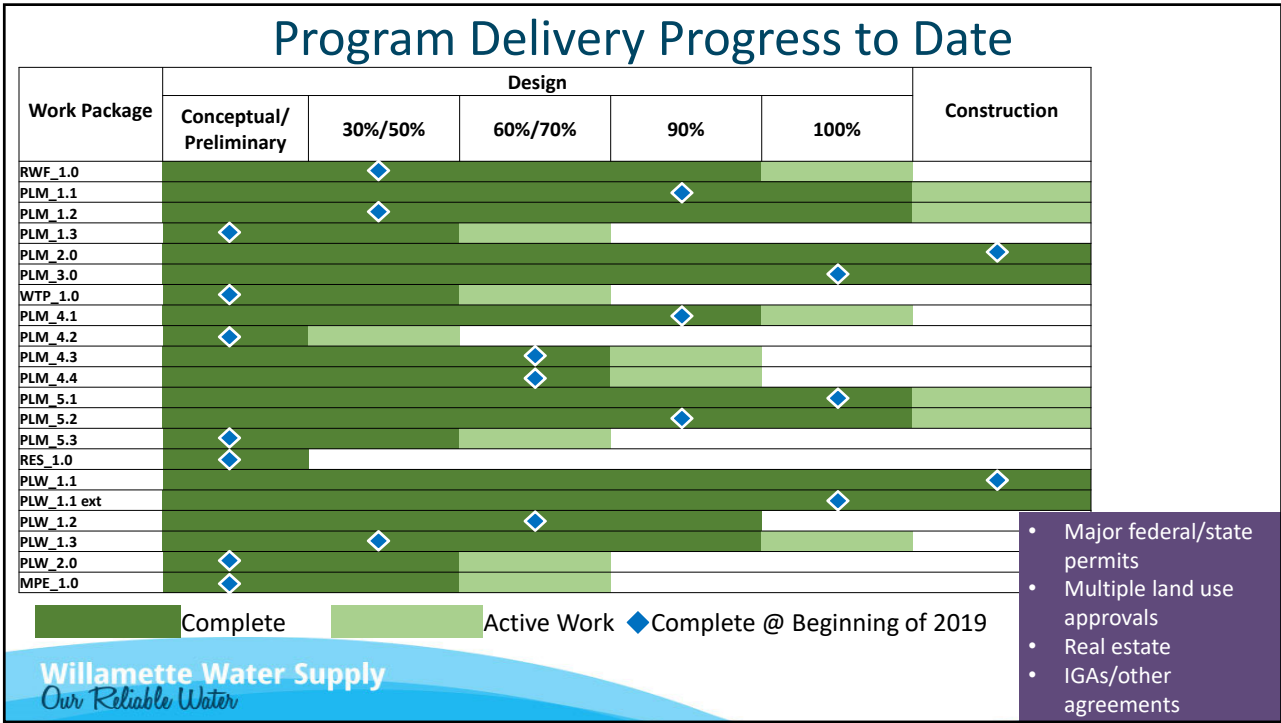
- Overview of Baseline status and major cost drivers
- WWSS Baseline 5.0 budget request for FY 2020 - 21
- Outline approach for Program-level cost management

2

# OVERVIEW OF BASELINE STATUS AND MAJOR COST DRIVERS

Willamette Water Supply  
*Our Reliable Water*

3



4



## Re-baseline Milestones Schedule

**February 7th**

- Distribute Baseline 5.1

**February 20th**

- Management Committee Approval

**March 5th**

- WWSS Board Adoption as part of the FY 2020-21 Proposed Budget

5

## Baseline Summary

	<b>Current</b>	<b>Baseline 5.0</b>	<b>Change</b>
WWSS Projects	\$ 910,565,495	\$ 941,551,612	\$ 30,986,117
Ancillary Projects	106,026,157	128,003,776	21,977,620
System Wide	156,316,106	151,275,899	(5,040,206)
WWSS Real Estate	50,441,611	52,689,691	2,248,080
WWSS Management Reserve	41,629,045	13,452,861	(28,176,184)
<b>Total</b>	<b>\$ 1,264,978,414</b>	<b>\$ 1,286,973,840</b>	<b>\$ 21,995,426</b>

6

## WWSS Projects Summary

	Current	Baseline 5.0	Change
<b>WWSS Projects</b>	<b>\$ 910,565,495</b>	<b>\$ 941,551,612</b>	<b>\$ 30,986,117</b>
Ancillary Projects	106,026,157	128,003,776	21,977,620
System Wide	156,316,106	151,275,899	(5,040,206)
WWSS Real Estate	50,441,611	52,689,691	2,248,080
WWSS Management Reserve	41,629,045	13,452,861	(28,176,184)
<b>Total</b>	<b>\$ 1,264,978,414</b>	<b>\$ 1,286,973,840</b>	<b>\$ 21,995,426</b>

7

## WTP\_1.0

**\$32,562,668 increase**



### Budget Changes Due to:

- Project definition represents the 30% OPCC (with subsequent modifications to refine the 30% design concept)
  - Increase from treatment plant concept represented in the predesign

### Value-Based Decisions Related to Cost:

- 72 mgd re-rate capability
- Disinfection strategy
- Seismic design approach
- Standby power

8

# PLM\_4.0

**\$2,408,688 increase:**

**Budget Changes Due to:**

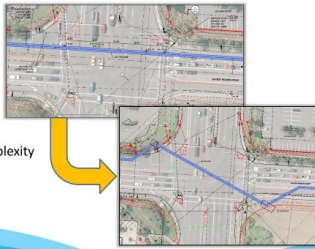
PLM\_4.1 Hwy99 Crossing

**Open Cut**

- 250 LF of Open Cut
- Extensive Traffic Control
- Limited work hours

**Re-Baseline Alignment**

- 270 LF of Trenchless
- Minimizes traffic control complexity
- Allows for normal work hours



Willamette Water Supply  
Our Reliable Water

Willamette Water Supply  
Our Reliable Water

# PLM\_5.0

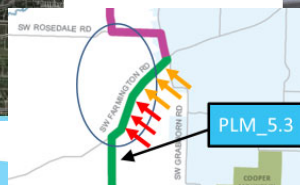
**\$7,755,506 decrease:**

**Budget Changes Due to:**

Revised Alternatives



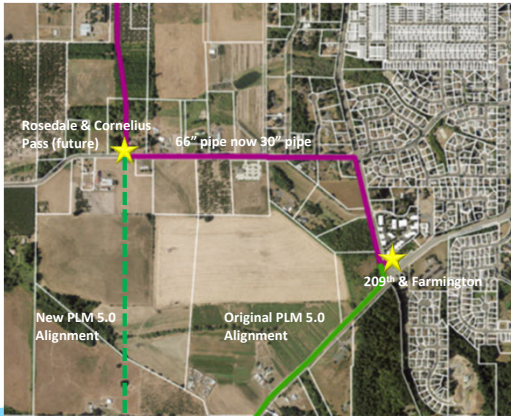
- Alignment change (avoids extensive seismic mitigation along Farmington Rd)
- Reduces pipeline length



Willamette Water Supply  
Our Reliable Water

# PLW\_1.0

**\$4,921,868 decrease:**



**Budget Changes Due to:**

- Alignment change in PLM\_5.0
- Reduction in pipe size for TVWD turnout at 209<sup>th</sup> & Farmington (~ 4,000 ft)
- TVWD 209<sup>th</sup> & Farmington Chemical Feed Facility removed from budget

# PLW\_2.0

**\$7,216,797 increase:**

**Beaverton Creek – Open Cut Resource Crossing**

- Geotechnical and seismic constraints for depth
- Open cut constructability concerns; high groundwater, unstable soils, wetland resources
- Creek bypass limitations; short in-water work window
- Traffic control for construction and materials/equipment delivery
- Limited construction access
- Protection of existing facilities and utilities
- Vibration and noise sensitive neighbors
- New assisted living development



**Rock Creek – Open Cut Resource Crossing**

- Geotechnical and seismic constraints
- Open cut constructability concerns
- Wetlands surrounding pipe alignment
- Non-negotiable 50' easement
- Creek bypass limitations; short in-water work window
- Limited construction access
- Protection of existing facilities and utilities
- Increased safety considerations for public park
- Trenchless crossing under TriMet light rail tracks



**Budget Changes Due to:**

- Dewatering and wet water work associated with pipe installation with two deep creek installations
- 400' of additional pipe due to minor alignment changes, including the indirect alignment through Orenco Woods Nature Park

## Ancillary Projects Summary

	Current	Baseline 5.0	Change
WWSS Projects	\$ 910,565,495	\$ 941,551,612	\$ 30,986,117
<b>Ancillary Projects</b>	<b>106,026,157</b>	<b>128,003,776</b>	<b>21,977,620</b>
System Wide	156,316,106	151,275,899	(5,040,206)
WWSS Real Estate	50,441,611	52,689,691	2,248,080
WWSS Management Reserve	41,629,045	13,452,861	(28,176,184)
<b>Total</b>	<b>\$ 1,264,978,414</b>	<b>\$ 1,286,973,840</b>	<b>\$ 21,995,426</b>

13

## MPE\_1.0

### \$6,064,686 increase:

#### MPE\_1.0 - OR217 Trenchless Crossings

##### Baseline Alignment

- 270 LF of Trenchless
- 1 Trenchless drive
- 1,900 LF of Open Cut

##### Re-Baseline Alignment

- 780 LF of Trenchless
- 3 Trenchless drives
- 1,300 LF of Open Cut
- Avoids remediation site
- Avoids constructability and traffic complexities on Cascade



### Budget Changes Due to:

- Complexity associated with Hwy 217 crossings
- Addition of the Metzger Turnout for TVWD
- Complexity associated with the Beaverton-Hillsdale tie-in

14

# COB\_1.0

**\$15,804,280 increase:**

- Nimbus to Beaverton-Hillsdale Hwy

**Budget Changes Due to:**

- The budget was added to the Baseline with an OPCC cost estimate

**City of Beaverton 16" Pipeline Project**

**COB\_1.0 Project Scope**

- 16,780 LF of 16" DIP
- 29 Existing Main connections
- 18 Service connections
- 4 Trenchless crossings



# System Wide Summary

	<b>Current</b>	<b>Baseline 5.0</b>	<b>Change</b>
WWSS Projects	\$ 910,565,495	\$ 941,551,612	\$ 30,986,117
Ancillary Projects	106,026,157	128,003,776	21,977,620
<b>System Wide</b>	<b>156,316,106</b>	<b>151,275,899</b>	<b>(5,040,206)</b>
WWSS Real Estate	50,441,611	52,689,691	2,248,080
WWSS Management Reserve	41,629,045	13,452,861	(28,176,184)
<b>Total</b>	<b>\$ 1,264,978,414</b>	<b>\$ 1,286,973,840</b>	<b>\$ 21,995,426</b>

## Real Estate Summary

	<b>Current</b>	<b>Baseline 5.0</b>	<b>Change</b>
WWSS Projects	\$ 910,565,495	\$ 941,551,612	\$ 30,986,117
Ancillary Projects	106,026,157	128,003,776	21,977,620
System Wide	156,316,106	151,275,899	(5,040,206)
<b>WWSS Real Estate</b>	<b>50,441,611</b>	<b>52,689,691</b>	<b>2,248,080</b>
WWSS Management Reserve	<u>41,629,045</u>	<u>13,452,861</u>	<u>(28,176,184)</u>
<b>Total</b>	<b>\$ 1,264,978,414</b>	<b>\$ 1,286,973,840</b>	<b>\$ 21,995,426</b>

17

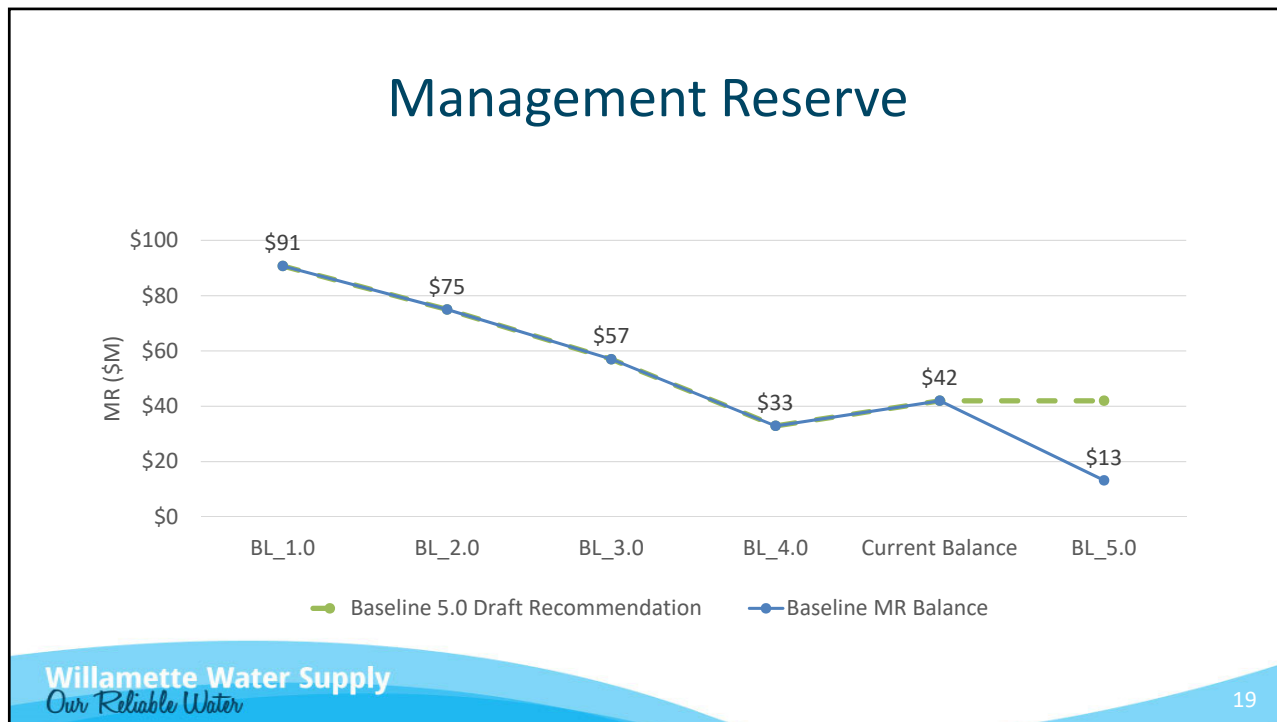
## Management Reserve Summary

	<b>Current</b>	<b>Baseline 5.0</b>	<b>Change</b>
WWSS Projects	\$ 910,565,495	\$ 941,551,612	\$ 30,986,117
Ancillary Projects	106,026,157	128,003,776	21,977,620
System Wide	156,316,106	151,275,899	(5,040,206)
WWSS Real Estate	50,441,611	52,689,691	2,248,080
<b>WWSS Management Reserve</b>	<b><u>41,629,045</u></b>	<b><u>* 13,452,861</u></b>	<b><u>(28,176,184)</u></b>
<b>Total</b>	<b>\$ 1,264,978,414</b>	<b>\$ 1,286,973,840</b>	<b>\$ 21,995,426</b>

\*Does not include the WTP property sale @ \$4.25 million resulting in a revised MR balance of \$17.7 million

18





19

## BASELINE 5.0 FY 2020 – 21 BUDGET REQUEST

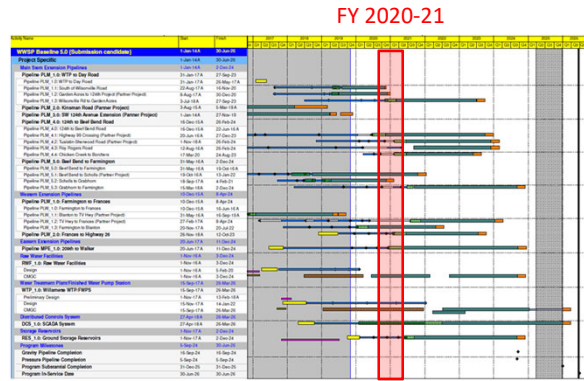
Willamette Water Supply  
Our Reliable Water

20

20

# Program Work Planned for FY 2020-21

- Implement
  - WWSS IGA
  - WIFIA compliance program
  - Safety program
  - Communications and outreach program
- Continue acquisitions
  - Real estate
  - Permits and land use approvals
- Progress design on 11 projects
- Advance 13 construction projects
- Plan
  - Water supply integration
  - Commissioning and start-up
  - Operations



# FY 2020-21 Requested Budget

<u>Party</u>	<b>FY 2020-21 Budget</b>
Beaverton	\$ 7,661,764
Hillsboro	51,133,745
TVWD	62,987,588
WIF	3,894,698
Total	\$ 125,677,794

## OUTLINE APPROACH FOR PROGRAM-LEVEL COST MANAGEMENT

23

## Current Status and Path Forward

- Hillsboro has indicated they cannot approve Baseline 5.0
  - Focus on WWSS WTP and Terminal Storage ownership as primary causes
- WWSS Management Committee (Tom, Niki, COB)
  - Define desired outcome
- WWSP Team
  - Investigate cost management at Program level
  - Adjust timing of construction projects
    - Defer PLW\_2.0
    - Defer second RES\_1.0 tank
  - Identify potential WTP\_1.0 cost reductions
  - Evaluate financing strategies
  - Others

- Evaluate risks and consequences
- Define implementation requirements
- Enable informed decision-making

24

## WWSS WTP Opinion of Probable Construction Cost (OPCC) Progression

	Date	OPCC	
30% OPCC	March 2019	\$266 M	
30% OPCC (after Value Eng.)	May 2019	\$228 M	
30% OPCC (Baseline 5.0)	December 2019	\$235 M	
Mid-60% OPCC Draft	11/4/2019	\$307 M	} $\Delta = +\$33 \text{ M}$
Mid-60% OPCC Draft Update 1	11/22/2019	\$288 M	
Mid-60% OPCC Draft Update 2	12/11/2019	\$275 M	
Mid-60% OPCC Final	1/14/2020	\$268 M	

OPCC values in current dollars on the submittal date

25

## Current Status of WWSS WTP OPCC

- Validation of the OPCC Completed (WWSP and CDM Smith)
  - Scope and quantities (focus on concrete, piping, electrical)
  - Unit costs and labor rates
  - Build-up of general conditions and project contingency
  - Estimate of permitting costs
- Reviewing Sundt risk analysis
- Mid-60% OPCC progression has been logged

26

## Potential Opportunities for Cost Changes

### Maintain Flexibility to Reduce and Defer WWSS Costs

- Identify WTP\_1.0 elements that can be bid as “add alternates” (constructed or deleted based on bids)
- Preserve option to defer construction of one of the RES\_1.0 terminal storage reservoirs
- Preserve option to delay construction of PLW\_2.0

*Enables continuing Program-level cost management*

### Reduce WWSS Estimated Cost

- Redesign the WTP\_1.0 to a new budget target

*Not reversible by 2026*

## WWSP Evaluating Opportunities to Enable Informed Decision-making by the WWSS Board

Cost, Cashflow, & Finance	Level of Service	Communications & Commitments	Permitting	Schedule
<ul style="list-style-type: none"> <li>• How does the opportunity impact the Program cost and financing?                             <ul style="list-style-type: none"> <li>○ Capital costs (annual and total Program)</li> <li>○ Operational costs (types, increases or decreases)</li> <li>○ Funding (WIFIA funding impacts)</li> <li>○ Cost distribution (impacts characterized by partner)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• How does the opportunity impact the Program LOS goals?                             <ul style="list-style-type: none"> <li>○ Public health protection (finished water quality)</li> <li>○ Reliability (emergency response, raw water quality)</li> <li>○ Capacity (allowance or 72-mgd re-rate, 60-mgd base capacity)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• How does the opportunity change public narrative?</li> </ul>	<ul style="list-style-type: none"> <li>• Does the opportunity require modifications to existing permits or new permits?</li> </ul>	<ul style="list-style-type: none"> <li>• Does the opportunity modify the schedule or completion of the Program by June 30, 2026?</li> </ul>

## All WWSS Partners Need to Agree on Cost Control Opportunities Recommended to the Board

- Cost impacts
  - design/other contract amendments
  - annual spend
  - projected operational cost impacts
  - capital project escalation
  - distribution among partners
- Accept any impacts partner funding plans
- Program changes
  - capacity, level of service, in-service date
- Communications plan to the public and any affected entities is supported and consistent
- Permitting impacts do not affect Program in any unacceptable ways

## Recommended Strategy

- WWSP to identify and evaluate potential opportunities
- WWSS Management Committee to agree on recommended opportunities
- Finish in time to respond to Partner budget schedules
  - WWSS MC to select opportunities at its February 20, 2020 meeting
- Anticipate WWSS Board make contingent approval of Baseline 5.1
  - Contingency: Board to require preservation and implementation of recommended opportunities in the future if necessary to meet defined financial constraints
  - Enables timely approval of budget for next fiscal year (which is below the budget in the approved Baseline 4.1)

**QUESTIONS**

Willamette Water Supply  
*Our Reliable Water*

31

31



**STAFF REPORT**

**To:** Board of Commissioners  
**From:** Dave Kraska, P.E., Willamette Water Supply System General Manager  
**Date:** March 5, 2020  
**Subject:** Recommend Approval of Fiscal Year 2020-2021 Annual Work Plan and Budget

---

**Requested Board Action:**

Consider adopting an Annual Work Plan and Budget for the Willamette Water Supply System (WWSS) for fiscal year 2020-21.

**Key Concepts:**

- TVWD, as the Managing Agency, prepared a draft Annual Work Plan and Budget for review, comment, and recommendation by the WWSS Finance, Operations, and Management Committees.
- The Annual Work Plan provides the proposed scope of work to be performed by the Managing Agency for the fiscal year 2020-21 (FY2021), in accordance with the WWSS Intergovernmental Agreement (IGA).
- Willamette Water Supply Program (WWSP or Program) prepares a baseline budget and schedule each year that forecasts WWSP costs through the life of the Program.
- The Finance and Management Committees recommend this FY2021 Annual Work Plan and Budget for WWSS Commission approval.
- The proposed FY2021 budget includes appropriations of \$808,555 for operations and administration, \$125,763,556 for capital outlay, and \$80,000 for general operating contingency.
- The Management Committee is recommending a separate future approval of the Baseline budget subject to review and approval of various cost management strategies.

**Background:**

This report summarizes:

- The basis of the WWSS' draft Annual Work Plan and associated Budget for WWSS FY2021 operating costs
- Requested approval for the FY2021 Annual Work Plan and Budget

The annual WWSP baseline budget and schedule update process forecasts WWSP costs through the life of the Program and establishes the capital outlay portion of the WWSS Budget for the upcoming fiscal year. The proposed budget and a draft Baseline were reviewed with the Finance, Operations, and Management Committees on January 16, 2020.

The FY2021 projection has reduced by \$10.2 million, compared to the previously approved baseline.

Article 6.6 of the WWSS IGA specifies the powers and duties of the Managing Agency. As the Managing Agency, TVWD prepared a draft of the Annual Work Plan and associated Budget to address those duties

Recommend Approval of Fiscal Year 2020-2021 Annual Work Plan and Budget

that are expected to be required in FY2021. The Annual Work Plan and associated Budget were presented to the Management Committee on February 20, 2020.

The Annual Work Plan includes the following main tasks:

1. General Administration
2. Capital Projects Management
3. Annual Work Plan and Budget Development
4. Finance Administration
5. Operations Committee Administration
6. Management Committee Administration
7. Administer WWSS Board of Commissioners Meetings
8. Contingency

The proposed FY2021 budget for the WWSS is:

Personnel Services	\$0
Materials & Services	\$808,555
Capital Outlay	\$125,763,556
General Operating Contingency	\$80,000
<b>Total Appropriations</b>	<b>\$126,652,111</b>

The details in the materials and services category includes:

Operating Expense	\$576,055
Professional Services	\$135,000
Insurance	\$32,000
Business Expense	\$4,200
Property Maintenance	\$30,000
Public Information	\$0
Audit	\$15,300
Locates	\$16,000
<b>Total Materials &amp; Services</b>	<b>\$808,555</b>

The WWSS IGA provides the methodology for allocating the materials and services line items to the parties. Specifically, the IGA provides two allocation techniques: one for administration costs, the other for other operating costs. During this preoperational period, the WWSS Finance Committee has recommended that all materials and services costs be treated as Administration, until the operational plans have been completed, and costs can be segmented as either administrative or operational.

The IGA allocates Administration costs to the parties based on two weighted factors. The first weighted factor is equal shares. That is, each of the three parties is allocated one-third of the costs recovered based on equal shares. The second factor is based on percentage ownership. For Administration costs, the two factors are weighted 25% based on equal shares and 75% based on ownership. The weighted allocations factors by party are:

Recommend Approval of Fiscal Year 2020-2021 Annual Work Plan and Budget

<b>Party</b>	<b>Weighted Allocation %</b>	<b>Weighted Allocation \$</b>
Beaverton	12.07%	\$97,593
Hillsboro	35.40%	\$286,228
Tualatin Valley Water District	52.53%	\$424,734

The costs for capital outlay are allocated based on the ownership shares of each party in the facility being built, per WWSS IGA Exhibit 1.

If accessed by the WWSS Board, the contingency will be allocated based on its use. Contingency will only be recovered from parties should the WWSS Board vote to access the contingency.

Management Committee has directed staff to identify and evaluate cost management strategies and prepare a Baseline budget update for future consideration by the Board.

*Recommended Approval:*

WWSP recommends Board approval of the FY2021 Annual Work Plan and Budget.

**Budget Impact:**

The proposed resolution establishes the FY2021 Annual Work Plan and Budget for the WWSS. The impact of adopting the proposed resolution is to establish appropriations for the WWSS of \$808,555 for materials and services, \$125,763,556 for capital outlay, and \$80,000 for general operating contingency for 2020-21 fiscal year.

**Staff Contact Information:**

David Kraska, PE; Willamette Water Supply Program Director; 503-941-4561; david.kraska@tvwd.org

**Attachments:**

Proposed resolution

Exhibit 1: Proposed Annual Work Plan

Exhibit 2: Budget for the 2020-21 fiscal year

# Willamette Water Supply System Commission

---

*(this page intentionally left blank)*

---

**RESOLUTION NO. WWSS-04-20**

A RESOLUTION ADOPTING THE WILLAMETTE WATER SUPPLY SYSTEM COMMISSION ANNUAL WORK PLAN AND BUDGET FOR THE 2020-21 FISCAL YEAR.

WHEREAS, pursuant to Article 5.4.4 of the Willamette Water Supply System (WWSS) Intergovernmental Agreement (IGA), the Board of Commissioners (Board) shall annually adopt a budget (Budget); and

WHEREAS, pursuant to Article 5.4.6 of the WWSS IGA, the Board shall annually adopt a work plan (Annual Work Plan) in association with the annual Budget; and

WHEREAS, pursuant to Article 6.6.1 of the WWSS IGA, the Managing Agency prepared a proposed Annual Work Plan and corresponding proposed annual Budget; and

WHEREAS, pursuant to Article 8.1 of the WWSS IGA, the Board shall strive to adopt the Budget by resolution in April of each year; and being so advised.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE WILLAMETTE WATER SUPPLY COMMISSION THAT:

Section 1: The Board of the Willamette Water Supply System Commission hereby adopts the Annual Work Plan for the 2020-21 fiscal year, attached hereto as Exhibit 1 and incorporated by reference.

Section 2: The Board of the Willamette Water Supply Commission hereby adopts the Budget for the 2020-21 fiscal year, attached hereto as Exhibit 2, and incorporated by reference.

Section 3: That the Budget will be allocated to the individual WWSS Parties according to the requirements of the WWSS IGA.

Section 4: The Managing Agency will invoice the allocated amounts set forth herein from the individual WWSS Parties in accordance with the WWSS IGA.

Approved and adopted at a regular meeting held on the 5<sup>th</sup> day of March 2020.

---

James Duggan, Chair

---

Denny Doyle, Vice Chair

# Willamette Water Supply System Commission

---

*(this page intentionally left blank)*

---

**WILLAMETTE WATER SUPPLY SYSTEM  
ANNUAL WORK PLAN – FY21 SCOPE OF WORK AND BUDGET**

March 5, 2020

**INTRODUCTION**

The Willamette Water Supply System (WWSS) includes all water supply system infrastructure facilities beginning at the Willamette Intake Facilities (WIF) System Separation Point and continuing to the Points of Delivery (turnouts). The WWSS comprises the raw water pump station, raw water pipeline, water treatment plant, finished water pipelines, finished water storage, and related facilities that serve potable water to TVWD, Hillsboro, Beaverton and potentially other municipal water providers. The WWSS is currently owned by three parties: the cities of Beaverton and Hillsboro and the Tualatin Valley Water District (TVWD). The WWSS Intergovernmental Agreement (IGA) establishes the general operating procedures for the WWSS Commission, including designating TVWD as its managing agency (MA).

This document is the scope of work (SOW) and budget for the MA for the 2020-21 fiscal year (FY 21). The primary objectives of this effort include:

- Prepare an annual work plan and corresponding budget for FY 22.
- Perform the duties described in this FY 21 annual work plan and other duties as directed by the Board.
- Provide leadership, administration and staffing in support of the Board and committees such as the Management Committee, Operations Committee, and Finance Committee; administration of the Board meetings; and required public meeting notices and duties.
- Maintain records in accordance with public records laws.
- Complete finance procedures for the WWSS Commission.
- Provide capital project management through WWSP for delivery of the WWSS by 2026, including the annual Capital Improvements Plan.
- Prepare chapters of the draft Operations Plan, in coordination with the Parties.
- Procure and manage appropriate insurance coverages and fidelity coverages, in accordance with the insurance requirements.
- Approve, execute and administer contracts, subject to the contracting rules and direction of the Board within the set limits.
- Acquire real property by negotiation, lease sale, or condemnation.
- Acquire IGAs and permits.
- Provide public communications and outreach, including response to public information, media or records requests and public affairs support.
- Identify, track and report on key performance indicators and level of service goals.

**SCOPE OF WORK****1. General Administration**

The MA is responsible for managing the business affairs of the Commission. The MA shall perform the general administrative activities as described below:

**WILLAMETTE WATER SUPPLY SYSTEM  
ANNUAL WORK PLAN – FY21 SCOPE OF WORK AND BUDGET**

March 5, 2020

- a. Administration of Infrastructure Operations and Maintenance
  - i. Plans Development - The WWSS IGA identifies six WWSS plans to be drafted by the MA: 1) Capital Improvements Plan, 2) Master Plan, 3) Operations Plan, 4) Emergency Response Plan, 5) Curtailment Plan, and 6) Overuse Plans.
  - ii. During FY 20, the MA prepared a draft of the Capital Improvements Plan. MA also led the initial outline development of the Operations Plan and began drafting chapters. All other plans will be drafted in future years.
  - iii. For FY21, the MA will continue drafting the Operations Plan (to be completed in calendar year 2023) in coordination with the Parties. All other plans will be drafted in future years.
- b. Records Management – Maintain a location for all relevant WWSS-related records on the TVWD information technology (IT) infrastructure. Follow Oregon statutes regarding records maintenance, management, and disposal.
- c. Asset Management – asset management procedures for the WWSS are included in the Operations plan and are under development. The MA will also provide system locating services and records management for completed projects as needed.
- d. Warranty Management – Follow established warranty management procedures for the WWSS and provide such services as needed.
- e. Property Management – Draft property management procedures for the WWSS and provide required services for currently owned properties.
- f. Contracts – As required during FY 21, draft and execute new contracts, manage existing contracts, and close completed contracts subject to the contracting rules and direction of the Board within the limits set forth on IGA Exhibit 5.
- g. Real Property Acquisition – The MA is responsible for securing the needed real property to facilitate system construction and maintenance. Secure real property in support of project construction.
- h. IGAs, Permits and Other Assets – The MA is responsible for negotiating the IGAs and obtaining the permits to facilitate system construction for FY 21.
- i. Responding to Requests – When requests for WWSS-related information are made by the public or the media, coordinate a response with the other WWSS Parties as appropriate. Requests for public records will be responded to in keeping with TVWD's established public information request policy. The MA will notify the WWSS Operations Committee members when a public information request is received and when it is fulfilled.
- j. Communications and Public Outreach
  - i. Responding to Requests – When requests for WWSS-related information are made by the public or the media, coordinate a response with the other WWSS Parties as appropriate.
  - ii. Public Affairs – The MA will provide intergovernmental coordination services through a private consultant.
- k. Legislative Updates
  - i. Provide quarterly updates on legislative activities relevant to water within the Willamette basin to the Management Committee.



**WILLAMETTE WATER SUPPLY SYSTEM  
ANNUAL WORK PLAN – FY21 SCOPE OF WORK AND BUDGET**

March 5, 2020

- I. Legal Services
  - i. Provide legal services as required in the performance of Managing Agency duties for the WWSS Commission including supporting the preparation and execution of IGAs and project agreements.
- m. General
  - i. Maintain a current contact list of the WWSS Board and alternates, the Operations Committee, the Finance Committee, and the Management Committee.

**2. Capital Projects Management**

The MA is responsible for managing the capital improvement projects for the WWSS undertaken by the WWSS Commission. The WWSS has agreed to perform Ancillary Projects to allow use of MA resources to oversee and manage design and construction of a project that delivers water from a direct connection to the WWSS to that Party's water system.

- a. Capital and Ancillary Projects for FY 21:

Projects in Design	Projects in Construction
PLM_1.3 (complete design)	PLM_1.1 (complete construction)
PLM_4.2 (complete design)	PLM_1.2 (complete construction)
PLM_4.3 (planned design suspension period, complete design)	PLM_1.3 (procure construction contractor; begin construction)
PLM_4.4 (complete design)	PLM_4.1 (procure construction contractor with Washington Co.; begin and progress construction)
PLM_5.3 (continue design)	PLM_4.2 (procure construction contractor with Washington Co.; begin and progress construction)
PLW_1.2 (Washington Co.-driven design suspension period)	PLM_4.4 (procure construction contractor with Washington Co.; begin and progress construction)
PLW_2.0 (complete design)	PLM_5.1 (continue construction)
MPE_1.0 (complete design)	PLM_5.2 (complete construction)
RES_1.0 (continue design)	PLW_1.3 (begin construction)
WTP_1.0 (continue design, including CM/GC participation)	MPE_1.0 (procure construction contractor; begin construction)
Water Supply Integration (progress planning)	RWF_1.0 (begin phase I construction, develop Guaranteed Maximum Price #2 with CM/GC)
Ancillary Projects (progress planning and design)	

\* - WTP\_1.0 includes DCS\_1.0

**3. Annual Work Plan and Budget Development**

The MA is responsible for preparing and managing the Annual Work Plan and corresponding annual budget.

- a. Coordinate with the Operations and Finance committees to prepare the draft Annual Work Plan and Budget for FY 22.

# **WILLAMETTE WATER SUPPLY SYSTEM ANNUAL WORK PLAN – FY21 SCOPE OF WORK AND BUDGET**

March 5, 2020

- b. Prepare Management Committee Review Draft and present at a regularly scheduled meeting.
- c. Prepare Final FY 22 Annual Work Plan and Budget for Presentation to WWSS Board.

## **4. Finance Administration**

The Finance Committee provides recommendations to the Management Committee on the proposed annual budget, capital improvement plan including resource availability and timing, and other financial policies. The MA, which is responsible for financial planning and management for the WWSS Commission, will conduct the following tasks:

- a. Coordinate with the Finance Committee in the development of financial procedures to replace the interim procedures and obtain WWSS Board approval.
- b. Prepare an annual budget preparation calendar.
- c. Prepare monthly invoices and financial reports. Financial reports will be provided to the WWSS Board as part of the Board packet for each of its meetings.
- d. Provide routine accounting and financial management including payment of accounts payable for expenses incurred on behalf of the WWSS Commission.
- e. Prepare and submit weekly remittance advices for payment of capital costs associated with constructing the WWSS.
- f. Prepare and invoice dues for each WWSS Party monthly.
- g. Provide insurance, pursuant to IGA Article 28.3 and referenced Exhibit 11, for the WWSS.
- h. Administer Committee Meetings
  - i. The Finance Committee will hold quarterly meetings with the Operations Committee.
  - ii. When the Finance Committee meets independently of the other committees, the agenda and materials will be shared with the committee members one week prior to the meeting.
- i. Annual Audit – The MA will facilitate an independent financial review of the WWSS Commission's activities up to the time of the audit. Facilitation of this audit is assumed to entail the following:
  - iii. Contract with TVWD's auditor for purposes of conducting the independent financial review.
  - iv. Oversee execution of the review, including providing access to accounting records and WWSS Commission-related transactions and reports.
  - v. Distribute and facilitate communication of the financial review findings.
  - vi. Prepare and submit required regulatory findings, if any, with the State of Oregon.

## **5. Operations Committee Administration**

The Operations Committee considers issues as directed by the Management Committee as stipulated in the WWSS IGA. The MA shall be responsible for administering the Operations Committee meetings.

- a. Administer Committee Meetings – Conduct monthly meetings with Operations Committee and quarterly meetings with the Finance Committee. The MA will provide

**WILLAMETTE WATER SUPPLY SYSTEM  
ANNUAL WORK PLAN – FY21 SCOPE OF WORK AND BUDGET**

March 5, 2020

the following support for these meetings, all of which are assumed to occur at the TVWD Board Room:

- i. Schedule each meeting with the attendees via email. Provide email reminders for each meeting.
- ii. Coordinate meeting logistics including meeting room set up, breakdown, and clean up.
- iii. Prepare draft agendas for each meeting and submit to attendees for review one week prior to each meeting.
- iv. Prepare brief meeting notes capturing only decisions and action items.

**6. Management Committee Administration**

The Management Committee provides input and recommendations to the MA on policies, planning, operations, capital projects, contract awards, etc. with the goal of achieving consensus recommendations within the Management Committee. The Management Committee members will also serve as the liaison to each of their governing bodies and shall be charged with authority to act on behalf of the governing body as stipulated within the WWSS IGA. The MA shall be responsible for administering the Management Committee meetings.

- a. Administer Committee Meetings – Conduct twice monthly meetings of the Management Committee. The MA will provide the following support for these meetings, all of which are assumed to occur at either the TVWD Board Room, or at a conference room at the Willamette Water Supply Program office:
  - i. Schedule each meeting with the attendees via email. Provide email reminders for each meeting.
  - ii. Coordinate meeting logistics including meeting room set up, breakdown, and clean up.
  - iii. Prepare draft agendas for each meeting and submit to attendees for review one week prior to each meeting.
  - iv. Prepare brief meeting notes capturing only decisions and action items.

**7. Administer WWSS Board of Commissioners Meetings**

The Board shall manage the business and affairs of the Commission for the mutual benefit of all Parties. The powers and duties of the Board are as described in the WWSS IGA. The MA shall be responsible for conducting the Board meetings as described herein:

- a. Administration of Commission Meetings
  - i. Schedule monthly WWSS Board meetings starting in July 2020 and for each month until June 2021. All meetings are assumed to be held at the TVWD Board Room.
  - ii. In coordination with the Management Committee and the WWSS Commission Board Chair, draft agendas for each meeting.
  - iii. Post public notice of meetings and agendas on the Commission web page and make a public notice available to each party for posting at the party's offices.
  - iv. Email calendar invites for all FY 21 meetings in July 2020 and email reminders of upcoming meetings one week prior to the meeting.

# WILLAMETTE WATER SUPPLY SYSTEM ANNUAL WORK PLAN – FY21 SCOPE OF WORK AND BUDGET

March 5, 2020

- v. Prepare and electronically distribute meeting agenda packets to the Board and Finance Committee one week prior to meetings.
- vi. Host twelve Board meetings, including coordinating meeting room set up, breakdown, and clean up.
- vii. Arrange for a boxed meal to be provided during meetings.
- viii. Draft speaking points for Board Chair.
- ix. Make an audio recording of all Board meetings.
- x. Prepare and distribute draft meeting minutes as part of the Board meeting packets.
- xi. Post meeting minutes to the WWSS Commission web page.

## 8. Contingency

This task provides an allowance of approximately 10 percent of the total annual budget to provide funds for WWSS Commission related work that is not identified at the time when the Annual Work Plan and Budget were prepared. In such situations, the MA will present a request to the MC to use contingency funds, including the purpose and amount of funds requested. Following approval by the MC, approval will also be obtained from the Board.

## STAFFING PLAN

The proposed staffing plan for the FY 21 services is reflected in the proposed budget. This staffing plan includes five categories of labor. Specific staffing categories and representative staff positions include:

- **General Manager:** this category is limited to TVWD's Water Supply Manager and Willamette Water Supply Program Director.
- **Department Manager:** this category includes TVWD's Chief Financial Officer, General Counsel, Chief Engineer, WWSP Assistant Program Director, and WWSP Permitting and Outreach Manager.
- **Professional:** this category includes senior professional staff such as TVWD's Water Supply Operations Supervisor, Financial Operations Manager, Senior Engineer, Risk Management Coordinator, Senior Management Analyst, Water Resources Manager, WWSP Communications Supervisor, WWSP Financial Manager.
- **Technician:** this category includes a wide variety of technical and para-professional staff including Communications Coordinators, District Recorder, Engineering Associates, Management Analyst, Water Quality Specialists, and Accountants.
- **Administrative Support:** this category consists of administrative support and includes the District's Executive Assistant and Administrative Assistant positions.

Not all staffing categories or positions are used for all tasks or assignments. Instead, specific staff will be engaged as needed based on the demands of the given task and the expertise of available staff. As such, TVWD's staffing resources represent a deep pool from which the Commission can efficiently draw upon. TVWD's diverse range of knowledge, skills and abilities represented by these five categories is intended to allow assignments to be completed at the lowest cost and provide the highest value for the WWSS Commission.

# **WILLAMETTE WATER SUPPLY SYSTEM ANNUAL WORK PLAN – FY21 SCOPE OF WORK AND BUDGET**

March 5, 2020

## **ASSUMPTIONS**

Additional services by the MA and special projects beyond the above scope and proposed budget will be specifically directed, authorized and funded by the WWSS Commission Board.

The proposed scope of services and budget are limited to services provided in FY 21 and do not establish a baseline, cap, or precedent for services and funding requirements for future years. Future funding requirements will be based on Board-approved work plans and scopes of work.

All meetings, including but not limited to Commission Board meetings, Management Committee meetings, Finance Committee meetings, and Operations Committee meetings are assumed to be held at TVWD's office or the WWSP Program Management Office, both in Beaverton. Committee meetings shall be considered technical meetings and Commission Board meetings shall be considered public meetings.

TVWD will provide logistical support, as needed, such as meeting room set-up, audio visual equipment, and meeting room clean-up.

The level of detail and content of the Board packets and meeting minutes will generally be consistent with Willamette River Water Coalition (WRWC) and Joint Water Commission (JWC) Board meetings. Each monthly Board meeting is assumed to last about two hours. Board meeting attendance is assumed to include: twelve meetings per year, three partner agencies, and up to four attendees per agency (i.e., a Board member, a Board alternate and two staff). A boxed meal shall be provided for each of the four attendees per agency, and for up to four other attendees from the MA.

The level of effort (e.g., staff hours) will generally be consistent with the proposed MA budget for FY 21. The MA shall manage the use of budgeted labor hours and expenses as the MA deems necessary to fulfill the scope of work. The MA will control the scope of work in coordination with the Finance and Operations Committees. Any significant anticipated changes to the scope of work will first be vetted by the MA with the Finance and Operations committees. In the event the level of effort significantly exceeds the anticipated budget, the MA will coordinate with the Management Committee to identify appropriate response strategies, including supplemental budget requests, or use of contingency funds (Task 8) for consideration by the Board and MA staff.

## **BUDGET**

The following proposed budget is based on the assumed scope of services and staffing plan as outlined above. Hours in the proposed budget include only those hours that are anticipated to be in addition to TVWD's participation in the Commission as a Party. Labor rates, by category, are based on TVWD's direct salary plus burden, direct overhead, and indirect overhead.

# Willamette Water Supply System Commission

---

*(this page intentionally left blank)*

---

**WILLAMETTE WATER SUPPLY SYSTEM**

HISTORICAL DATA			PERSONNEL SERVICES	2020-21 BUDGET	
ACTUAL FY 18	ACTUAL FY19	ADOPTED BUDGET FY20	DETAILED DESCRIPTION	PROPOSED BUDGET FY21	% CHG FROM FY20
\$0	\$0	\$0	FUND TOTAL-WWSS GENERAL SERVICES	\$0	N/A
<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>\$0</b>	<b>N/A</b>

HISTORICAL DATA			MATERIALS & SERVICES	2020-21 BUDGET	
ACTUAL FY 18	ACTUAL FY19	ADOPTED BUDGET FY20	DETAILED DESCRIPTION	PROPOSED BUDGET FY21	% CHG FROM FY20
\$0	\$0	\$834,788	FUND TOTAL-WWSS GENERAL SERVICES	\$808,555	-3.1%
<b>\$0</b>	<b>\$0</b>	<b>\$834,788</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>\$808,555</b>	<b>-3.1%</b>

HISTORICAL DATA			CAPITAL OUTLAY	2020-21 BUDGET	
ACTUAL FY 18	ACTUAL FY19	ADOPTED BUDGET FY20	DETAILED DESCRIPTION	PROPOSED BUDGET FY21	% CHG FROM FY20
\$0	\$0	\$90,289,012	FUND TOTAL-WWSS GENERAL SERVICES	\$125,763,556	39.3%
<b>\$0</b>	<b>\$0</b>	<b>\$90,289,012</b>	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$125,763,556</b>	<b>39.3%</b>

HISTORICAL DATA			TRANSFERS & CONTINGENCY	2020-21 BUDGET	
ACTUAL FY 18	ACTUAL FY19	BUDGET FY20	DETAILED DESCRIPTION	PROPOSED BUDGET FY21	% CHG FROM FY20
\$0	\$0	\$83,000	GENERAL OPERATING CONTINGENCY	\$80,000	-3.6%
<b>\$0</b>	<b>\$0</b>	<b>\$83,000</b>	<b>TOTAL TRANSFERS AND CONTINGENCY</b>	<b>\$80,000</b>	<b>-3.6%</b>

HISTORICAL DATA			TOTAL APPROPRIATIONS	2020-21 BUDGET	
ACTUAL FY 18	ACTUAL FY19	ADOPTED BUDGET FY20	DETAILED DESCRIPTION	PROPOSED BUDGET FY21	% CHG FROM FY20
\$0	\$0	\$91,206,800	TOTAL FUND APPROPRIATIONS	\$126,652,111	38.9%

**WILLAMETTE WATER SUPPLY SYSTEM**  
**GENERAL SERVICES DIVISON (60-01)**

HISTORICAL DATA			<b>WWSS</b> <b>DIVISION SUMMARY</b> MATERIALS & SERVICES <b>GENERAL SERVICES DIVISION</b>		2020-21 BUDGET	
ACTUAL FY 18	ACTUAL FY19	ADOPTED BUDGET FY20	DETAILED DESCRIPTION	GL #	PROPOSED BUDGET FY21	% CHG FROM FY20
\$0	\$0	\$549,288	OPERATING EXPENSE	45-60-01-7000	\$576,055	4.9%
\$0	\$0	\$135,000	PROFESSIONAL SERVICES	45-60-01-7310	\$135,000	0.0%
\$0	\$0	\$110,000	INSURANCE	45-60-01-7320	\$32,000	-70.9%
\$0	\$0	\$4,200	BUSINESS EXPENSE	45-60-01-7330	\$4,200	0.0%
\$0	\$0	\$8,000	PROPERTY MAINTENANCE	45-60-01-7400	\$30,000	275.0%
\$0	\$0	\$5,000	PUBLIC INFORMATION	45-60-01-7450	\$0	-100.0%
\$0	\$0	\$15,300	AUDIT	45-60-01-7490	\$15,300	0.0%
\$0	\$0	\$8,000	LOCATES	45-60-01-7680	\$16,000	100.0%
<b>\$0</b>	<b>\$0</b>	<b>\$834,788</b>	<b>FUND TOTALS</b>		<b>\$808,555</b>	<b>-3.1%</b>

Proposed





















**STAFF REPORT**

**To:** WWSS Board of Commissioners

**From:** David Kraska, P.E., Willamette Water Supply System General Manager

**Date:** March 5, 2020

**Subject:** Recommend Approval of PLM\_5.0 Design Contract Amendment (Contract No. 2017-002 Amendment 9)

---

**Requested Board Action:**

Consider approving an amendment in the amount of \$1,396,759.20 and a contract term extension through September 30, 2024 to the Jacobs Engineering Group Inc. (Jacobs) contract to continue to provide design services, bidding support, and engineering services during construction for the PLM\_5.0 Project of the Willamette Water Supply Program (WWSP).

**Key Concepts:**

- Implementation of the WWSP requires assistance of design consultants with expertise in waterline design, geotechnical investigations and analysis, seismic design, and other areas of engineering.
- Jacobs (then CH2M Hill Engineers, Inc.) was procured through a competitive process to provide design consulting services for the PLM\_5.0 project.
- The PLM\_5.0 project originally consisted into two work packages – PLM\_5.1 and PLM\_5.2. To accelerate construction in advance of development along SW Scholls Ferry and SW Tile Flat roads, PLM\_5.2 was later divided into two work packages – PLM\_5.2 and PLM\_5.3.
- Jacobs has successfully completed the design and bidding of PLM\_5.1 and PLM\_5.2 and is providing engineering services during construction for those work packages.
- A previous contract amendment established the PLM\_5.3 work package and defined the anticipated scope of services but deferred fully funding that work.
- The subject amendment would establish a final scope of work, corresponding funding, and modified contract term to complete PLM\_5.3 and thus the whole of PLM\_5.0.

**Background:**

Jacobs was selected, through a competitive process, to provide the WWSP with professional design and construction support services for PLM\_5.0. The professional / technical services contract 2017-002 was approved and awarded in October 2016 with an expiration date of January 2023.

Jacobs' original scope of work included design, bidding support, and engineering services during construction for two construction packages described as PLM\_5.1 and PLM\_5.2. PLM\_5.1 was created and delineated to spatially overlap with the proposed Washington County (WaCo) Roy Rogers Road Improvement Project to create an opportunity project. The remainder of PLM\_5.0 was determined to be the PLM\_5.2 alignment.

Recommend Approval of PLM\_5.3 Design Contract Amendment Jacobs (Contract No. 2017-002 Amendment 9)

Some of the properties within the PLM\_5.2 alignment had been incorporated into METRO's Urban Growth Boundary (UGB). Developers purchased properties along the PLM\_5.2 alignment in the UGB and, in 2017, developed plans for significant roadway expansion and housing improvements. The location and timing of development improvements (generally along SW Scholls Ferry and SW Tile Flat roads) conflicted with portions of the PLM\_5.2 pipeline alignment. In order to complete the WWSP waterline prior to completion of the proposed developer improvements, the PLM 5.2 design, permitting, and construction needed to be limited and proceed at an accelerated pace. The affected, southern portion of the alignment (approximately 10,000 linear feet (lf)) remained as PLM\_5.2 and the northern remainder of PLM\_5.2 (approximately 20,000 lf) became a later project, PLM\_5.3.

Previous Contract 2017-002 Amendment 5 created the PLM\_5.3 scope and the framework for dividing PLM\_5.2 into PLM\_5.2 and PLM\_5.3. The new PLM\_5.3 project work was not fully funded at the time of Amendment 5, and verbiage was included in the amendment documents anticipating a future contract amendment to fund PLM\_5.3. Proposed Amendment 9 funds the contract to align with the Amendment 5 scope to complete PLM 5.3 design, bid deliverables, permitting, and engineering services during construction, plus additional scope for a new trenchless pipeline crossing, additional geotechnical analysis, and increased permitting responsibilities.

A summary of the work performed to date and work remaining is as follows:

- The design of PLM\_5.1 was completed and bid in October 2018. The opportunity project is currently under construction through a contract administered by WaCo. Pipeline installation is expected to be complete at the end of 2020.
- The design of PLM\_5.2 was completed and bid in April 2019. The project is currently under construction through a contract administered by WWSP. Pipeline installation is expected to be complete in the summer of 2020.
- The design of PLM\_5.3 is approaching the 60% completion level. To date, major alignment alternatives evaluations have been completed for three different areas of PLM\_5.3, resulting in an estimated \$10 million construction cost avoidance for WWSP. The 100% design documents will be completed in April 2021 for bidding in June 2021 and construction completion in the Fall of 2024.
- To allow for continued PLM\_5.3 design, bidding support, and engineering services during construction, the subject amendment proposes a contract extension of 22 months to extend Contract 2017-002 expiration to September 30, 2024.

The subject amendment would complete the modification of the contract scope from (1) two sets of bid documents, bidding support, and engineering services during construction to (2) three sets of the aforementioned documents and services and incorporating the results of three alternatives studies in PLM\_5.3. The amendment would also establish additional project time to enable continuous design support through the PLM\_5.3 construction and, thereby, the completion of PLM\_5.0.

Recommend Approval of PLM\_5.3 Design Contract Amendment Jacobs (Contract No. 2017-002 Amendment 9)

**Budget Impact:**

The proposed amendment would increase the total contract value to \$12,285,434.53 as shown in the table below. A substantial portion of this amendment was anticipated in the Fiscal Year 2020-2021 budget and the remaining portion is anticipated to be offset by reduced construction costs as described above.

<b>Initial Contract Value</b>	<b>\$9,657,854.48</b>
Amendments 1 through 8	\$1,230,820.86
<b>Current Contract Value</b>	<b>\$10,888,675.34</b>
Proposed Amendment 9	\$1,396,759.19
<b>Proposed Contract Value</b>	<b>\$12,285,434.53</b>

**Staff Contact Information:**

David Kraska, P.E., WWSP Program Director; 503-941-4561; [david.kraska@tvwd.org](mailto:david.kraska@tvwd.org)

Mike Britch, P.E., WWSP Engineering & Construction Manager; 503-941-4565; [mike.britch@tvwd.org](mailto:mike.britch@tvwd.org)

**Attachments:**

1. Exhibit A: Statement of Work
2. Exhibit B: Consultant Fee and Rate Schedule

# Willamette Water Supply System Commission

---

*(this page intentionally left blank)*

---

**PCO-36 Contract No. 2017-002  
PLM\_5.0 Design, Bidding Phase, and SDC**

THE ENGINEER will provide the additional services under Contract 2017-002.

**Task 4.3.1.3 –Progress Meetings Design Phase PLM\_5.3.** ENGINEER will conduct up to 44 additional bi-weekly meetings and regular coordination calls with OBEC, MJA during the 22-month schedule extension.

**Task 4.4 – Monthly Pay Applications and Progress Reports.** ENGINEER will provide monthly progress reports and pay applications during the 22-month schedule extension.

**Task 4.7 – Schedule Development and Update.** ENGINEER will provide labor support during the 22-month schedule extension to provide schedule updates.

**Task 4.8 – Design Support and Coordination.** ENGINEER will provide labor support during the 22-month schedule extension to coordinate the Jacobs team and work with other WWSP functions (right-of-way acquisition, permitting, public outreach, etc.).

**Task 5.10 – Geotechnical Exploration, Evaluation, and Design PLM\_5.3.** ENGINEER will provide additional geotechnical engineering required to evaluate trenchless crossing alternatives of Farmington Road and to design ground improvements to mitigate slope instability concerns immediately north of Farmington Road. The Engineer will prepare a trenchless crossing technical memorandum and a geotechnical baseline report (GBR) for the crossing. The Engineer will also provide a third geotechnical engineering report (GER) and geotechnical hazards report (GHR) for the PLM\_5.3 alignment.

ENGINEER will prepare design drawings and construction cost estimates for the new BPA Alignment. ENGINEER will prepare plan and profile roll-plots to a 30 percent level of completion. Preliminary easements will be shown. Traffic control (TC), erosion control (EC), surface restoration (SR), and standard detail (SD) drawings will not be provided. ENGINEER will then prepare a Class 3 construction cost estimate from the roll-plots.

**Task 5.17.2 – 60% BPA Design Deliverables.** ENGINEER will submit the roll-plots and cost estimate to WWSP and schedule a 2-hour design review workshop to review the work. The Engineer will incorporate WWSP's comments and integrate the BPA Alignment design into the 60 percent PLM\_5.3 deliverables. The BPA drawings and cost estimate will be updated and resubmitted for the 60 percent submittal in spring 2020.

**Task 5.17 - Design Deliverables.** ENGINEER will prepare PLM\_5.3 deliverables including drawings, specifications, construction cost estimates, Basis of Design Report, Design Data Handbook, and Long-Term Management and Maintenance Plan. The work includes the cost to participate in design review meetings and address WWSP review comments for these deliverables. A 30 percent submittal for PLM\_5.3 was submitted on July 19, 2019. The 60 percent design deliverables will be submitted in March 2020, or according to a mutually agreed schedule. The Engineer will participate in a 3-hour

design review meeting after the 60 percent submittal and address written comments provided by WWSP. Subsequent submittals and review meetings for the 90 percent and 100 percent deliverables will be scheduled as mutually agreed.

**Task 6.1.3 – General Permitting Support PLM\_5.3.** ENGINEER will lead the preparation of the construction permits under

**Task 10.3 – Bid Support Services.** ENGINEER will provide bid support services for PLM\_5.3

**Task 11.1.3 – Submittals.** ENGINEER will review one hundred (100) submittals, including re-reviews, for PLM\_5.3.

**Task 11.2.3 – Requests for Information.** ENGINEER will respond to fifty (50) RFIs for PLM\_5.3 under

**Task 11.3.3 – Design Clarifications.** ENGINEER will respond to five (5) design clarification requests for PLM\_5.3.

**Task 11.5.3 – Change Order Support.** ENGINEER will provide a total of one hundred sixty (160) labor-hours total of change order support for PLM\_5.3.

**Task 11.7.3 – As-Needed Claims Support.** ENGINEER will provide a total of one hundred twenty (120) labor-hours total of as-needed claims support for PLM\_5.3.

Amend Table 12-1 WWSP PLM\_5.0 Project Schedule in Exhibit A – Statement of Work as follows.

Submit 60% Design Deliverable per Section 5.6	March 13, 2020
Submit 90% Design Deliverable per Section 5.6	September 11, 2020
Submit 100% Design Deliverable per Section 5.6	March 19, 2020
Conformed Bid Documents Complete	September 1, 2021
Record Drawings Complete	September 5, 2024

Replace *Section 4 Agreement Times and Milestones* paragraph one as follows:

“This Agreement shall become effective on the date of the Agreement's execution by Owners. Unless earlier terminated, this Agreement shall remain in full force and effect until **September 30, 2024**, on which date it shall expire, unless extended by mutual consent of the Parties by way of written Amendment to this Agreement.”

Item	Description	Quantity	Units	Unit Price	Net Amount
19.0	Design Phase III			\$0.00	\$1396759.20
<b>Total</b>				<b>\$</b>	<b>1,396,759.20</b>











## Willamette Water Supply *Our Reliable Water*

### PLM\_5.0 Design Contract Amendment (Contract No. 2017-002 Amendment 9)

March 5, 2020

1

### Current PLM\_5.0 Project Structure

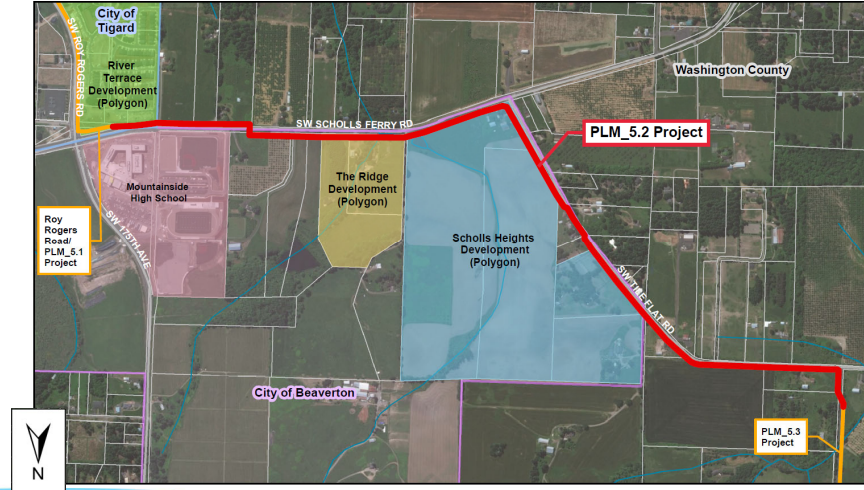
- Three phases of work:
  - **PLM\_5.1** includes 7,712 feet of 66" pipeline in SW Roy Rogers Rd (Partner Project with Washington County)
  - **PLM\_5.2** includes 9,921 feet of 66" pipeline in SW Scholls Ferry Rd and SW Tile Flat Rd to SW Grabhorn Rd
  - **PLM\_5.3** includes 20,205 feet of 66" pipeline from SW Grabhorn Rd north to SW Rosedale Rd



2

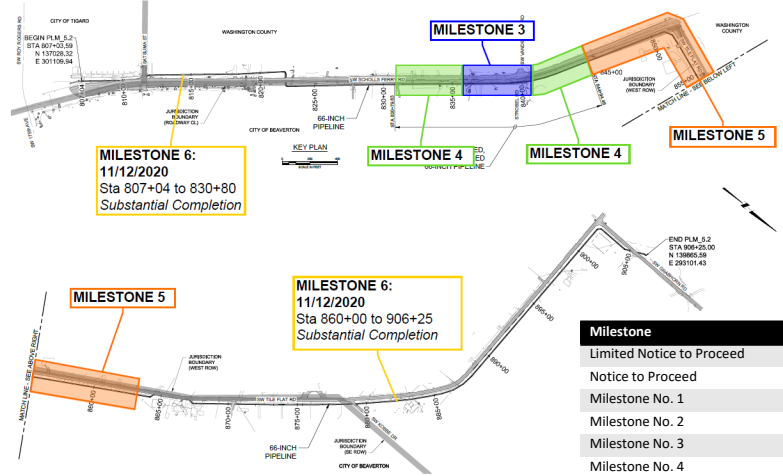
2

## Creation of PLM 5.2 Due to Coordination with Other Work/Development Projects



3

## Sequencing and Milestones to Meet Development Schedules



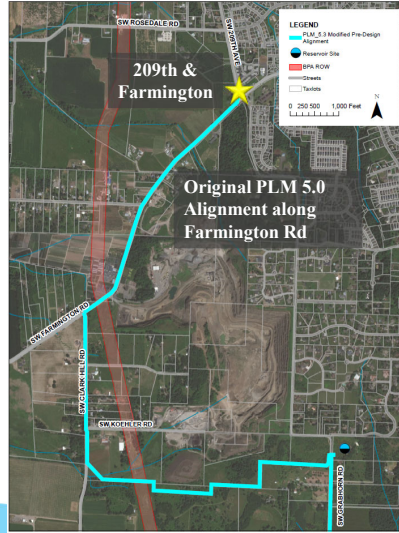
**MILESTONE 6:**  
11/12/2020  
Sta 807+04 to 830+80  
Substantial Completion

**MILESTONE 6:**  
11/12/2020  
Sta 860+00 to 906+25  
Substantial Completion

Milestone	Date
Limited Notice to Proceed	4/17/2019
Notice to Proceed	5/30/2019
Milestone No. 1	7/15/2019
Milestone No. 2	3/1/2020
Milestone No. 3	7/15/2019
Milestone No. 4	8/12/2019
Milestone No. 5	12/20/2019
Milestone No. 6 – Substantial Comp.	11/12/2020
Milestone No. 7 – Final Completion	2/5/2021

4

# PLM\_5.2/5.3 Alignment Changes



Willamette Water Supply  
*Our Reliable Water*

5



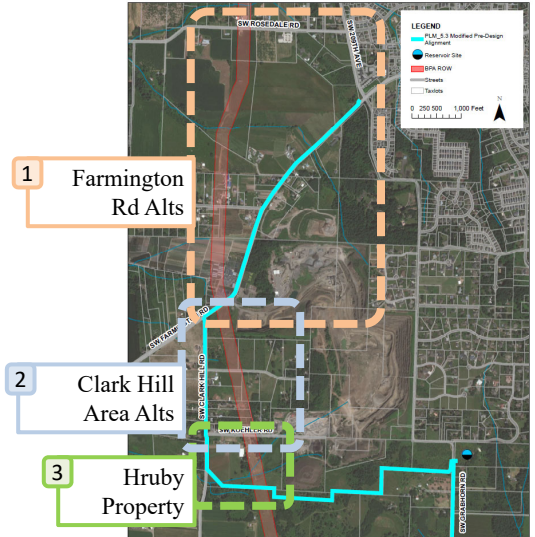
Anchorage, Alaska November 30, 2018  
Southbound lanes near Mirror Lake

6



# PLM 5.3 Alignment Changes Reduce Construction Costs

- 1. Farmington Rd Alignment Change
- 2. Clark Hill Rd Area Alignment Change
- 3. Hruby Property Alignment Change



Willamette Water Supply  
Our Reliable Water

7

# PLM\_5.3 Realignment



Willamette Water Supply  
Our Reliable Water

8

## Summary of Changes

- Originally two work packages - PLM\_5.2 accelerated to focus on development area
- Remaining ~20,000 ft became PLM\_5.3
- Schedule increase of 22 months to incorporate work
- Budget impact to design contract:

<b>Initial Contract Value</b>	<b>\$9,657,854.48</b>
Amendments 1 through 8	\$1,230,820.86
<b>Current Contract Value</b>	<b>\$10,888,675.34</b>
Proposed Amendment 9	\$1,396,759.19
<b>Proposed Contract Value</b>	<b>\$12,285,434.53</b>

## Requested Board Action

- Approve amendment in the amount of \$1,396,759.20 and a contract term extension through September 30, 2024 to the Jacobs Engineering Group Inc. (Jacobs) contract to continue to provide design services, bidding support, and engineering services during construction for the PLM\_5.0 Project of the Willamette Water Supply Program (WWSP)

# QUESTIONS

Willamette Water Supply  
*Our Reliable Water*

11

11



**STAFF REPORT**

**To:** Willamette Water Supply System Board of Commissioners  
**From:** David Kraska, P.E., Willamette Water Supply System General Manager  
**Date:** March 5, 2020  
**Subject:** Anticipated Business Agenda Items for the April 2, 2020, Meeting of the Willamette Water Supply System Board of Commissioners

---

**Key Concepts:**

The April Willamette Water Supply System (WWSS) Commission Board meeting agenda is anticipated to include staff recommendations to approve the following business agenda items:

1. PLM\_1.2 construction contract change order
2. WTP\_1.0 design contract amendment
3. MPE\_1.0 Resolution of Public Necessity
4. WWSP Management Authority Matrix Revisions for Real Estate Transactions

**Background:**

The following actions are anticipated business agenda items for the April 2, 2020, meeting of the WWSS Board of Commissioners. Due to the dynamic nature of the WWSS work, request for approval of some items may be delayed or new items may emerge on the business agenda next month. WWSS staff strive to provide preliminary information one month prior to requesting action, and a full staff report describing the recommended action during the appropriate month.

1. PLM\_1.2 Construction Contract Change Order Approval Recommendation

The Wilsonville Area Pipeline Project (PLM\_1.0) is being delivered in three phases. The Garden Acres Road pipeline (PLM\_1.2) is a partnership project with the City of Wilsonville that is already in construction. As originally contracted, the pipeline work and road work have the same extents. This approach left approximately 480 feet of WWSS pipeline un-contracted in the area between the PLM\_1.2 project and the already-constructed PLM\_3.0 project. The recently completed design for the Day Road crossing area includes a trenchless crossing of the road as well as open-cut pipe installation to connect to PLM\_1.2 and PLM\_3.0. Planned options for completing this portion of pipeline were to add it to PLM\_1.2 or, as a backup option, include it with future construction of PLM\_1.3.

WWSP staff recommend adding the Day Road crossing to PLM\_1.2 and WWSP has Wilsonville's agreement on making this change to Wilsonville's contract. The expected value of the change likely exceeds \$500,000, which will therefore require Board approval. The change order details are under development and will be finalized by the April Board meeting.

Anticipated Business Agenda Items for the April 2, 2020, Meeting of the Willamette Water Supply System Board of Commissioners

2. WTP\_1.0 Design Contract Amendment Approval Recommendation

The WTP\_1.0 team is currently negotiating a design contract amendment with CDM Smith, Inc., related to engineering services provided to date as well as additional design efforts required in the 90% and 100% design phases. The types of changes include:

1. Additional analyses completed during the preliminary design phase
2. New WTP\_1.0 components not initially scoped
3. Preliminary design review comment responses/adjudication
4. Deleted WTP\_1.0 components (resulting in deducts to CDM Smith's SOW)
5. Closeout of preliminary design activities that were not fully utilized (resulting in deducts to CDM Smith's SOW)

The exact scope of the requested change is still in development.

3. MPE\_1.0 Resolution of Public Necessity Approval Recommendation

The WWSS includes a section of pipeline along SW Scholls Ferry Road from SW Roy Rogers Road to SW Allen Boulevard, then following SW Allen Boulevard and SW Western Avenue to SW Beaverton Hillsdale Highway. The project also includes a pipeline on SW Hall Boulevard between SW Scholls Ferry Road and SW Oleson Road.

The WWSP has progressed the design of this pipeline section to enable identification of property requirements for construction and long-term operation and maintenance of the pipeline. The pipeline alignment was selected through an extensive alternatives evaluation, and the preferred location was selected based upon the best interests of the public and the least injury to private property owners. The proposed resolution will enable the submission of the project's land use application in addition to initiation of the property acquisition process, including negotiations with the Property owners and other applicable interest holders.

At the April WWSS Board meeting, WWSP staff will present the project area and easement needs, with a recommendation to the Board to approve the Resolution of Public Necessity to allow WWSP staff to begin the process acquire permanent and temporary construction easements for MPE\_1.0.

4. WWSP Management Authority Matrix Revisions for Real Estate Transactions

At WWSS Legal Counsel recommendation, WWSS staff will propose several edits to the WWSS Management Authority Matrix related to real estate transactions. The edits are intended to better clarify WWSS staff's negotiation limits for acquisitions. The proposed edits will also clarify the conditions requiring Board approval whether the acquisition is completed through negotiation or through eminent domain. Changes to the Management Authority Matrix must be approved by the Board.

Page 3 of 3

March 5, 2020

Anticipated Business Agenda Items for the April 2, 2020, Meeting of the Willamette Water Supply System Board of Commissioners

**Budget Impact:**

No budgetary impact. The funds for these efforts are included in the WWSP Baseline budget.

**Staff Contact Information:**

Dave Kraska, P.E., WWSS General Manager, 503-941-4561, david.kraska@tvwd.org

Joelle Bennett, P.E., WWSP Assistant Program Director, 503-941-4577, joelle.bennett@tvwd.org

**Attachments:**

None.