

Willamette Water Supply System Commission

Board Meeting
Thursday, August 3, 2023
12:00 PM

Microsoft Teams Meeting

**Willamette Water Supply System Commission
Board Meeting Agenda
Thursday, August 3, 2023 | 12:00 – 1:30 PM
Microsoft Teams Meeting**

This meeting will not be held at a physical location. If you wish to attend and need dial-in information, please contact annette.rehms@tvwd.org or call 971-222-5957 by 10:00 a.m. on August 3, 2023.

If you wish to address the WWSS Board, please request the Public Comment Form and return it 48 hours prior to the day of the meeting.

The meeting is accessible to persons with disabilities and those who need qualified bilingual interpreters. A request for an interpreter for the hearing impaired, a bilingual interpreter or for other accommodations should be made at least 72 hours before the meeting to the contact listed above.

Executive Session – 11:30 AM

An executive session of the Board is called under, ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection and ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

REGULAR SESSION – 12:00 PM

CALL TO ORDER

1. GENERAL MANAGER'S REPORT – David 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

These items are considered to be routine and may be approved in one motion without separate discussion. Any Board member may request that an item be removed by motion for discussion and separate action. Any items requested to be removed from the Consent Agenda for separate discussion will be considered immediately after the Board has approved those items which do not require discussion.

- A. Approve the June 1, 2023 meeting minutes

4. BUSINESS AGENDA

- A. Approve Public Outreach Services Contract Amendment – *Christina Walter*

5. INFORMATION ITEMS

- A. The next Board Meeting is scheduled on October 5, 2023, via Microsoft Teams

6. COMMUNICATIONS AND NON-AGENDA ITEMS

- A. None scheduled

ADJOURNMENT

Willamette Water Supply System Commission

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GENERAL MANAGER'S REPORT

To: WWSS Board of Commissioners
From: David Kraska, P.E., WWSP General Manager
Date: August 3, 2023
Subject: Willamette Water Supply System General Manager's Report

This report provides an overview of some of the current Willamette Water Supply System (WWSS) work efforts being performed under the direction of this Commission.

- 1. Permitting and Communications Updates** – The WWSP permitting and communications efforts remain very active. Attached to this General Manager's Report is a tabulation of the permits and approvals recently granted, and the status of those currently in process.

Permitting highlights:

- The US Army Corps of Engineers (USACE) approved permit modifications for the Tualatin River Temporary Discharge Facility and the minor grading repair needed on Metzger Pipeline East (MPE)_1.2 at the launching shaft for the lower Fanno Creek trenchless crossing.
- The City of Beaverton approved all night work needed for the remainder of construction of MPE_1.3. Staff no longer need to seek approval each week for that work.

Communications highlights:

- The communications team has focused outreach efforts with the neighbors along the Pipeline West (PLW_2.1) project in advance of pipeline construction in the Orenco Woods Nature Park (OWNP). Recent activities include holding the third regular stakeholder meeting to respond to public questions and explain the upcoming construction activities. The team also shared the measures in place to allow wildlife to move around the staging and construction areas and how they are protected from construction activities, per the [Wildlife Protection and Adaptive Management Plan for Orenco Woods Nature Park](#). The WWSP will be installing 900 feet of pipeline through the eastern edge of OWNP and construction is anticipated to take one year.
- Staff recently concluded Phase 1 of the Water Supply Integration (WSI) – Communications Planning Project which began in March. The larger WSI effort is helping the Partners to prepare for the introduction of the new Willamette River supply, which includes technical work for system preparation as well as developing communications and outreach tools.
 - The introduction of the new water supply provides an opportunity for the WWSS Partners to simultaneously and consistently communicate with customers. Coordinated messages, processes, and approaches will maintain trust with customers, build community confidence in the new water supply, and proactively inform the public about potential water changes and any actions they should take in response.
 - Brown and Caldwell (BC) was issued a short-term contract to facilitate two communications-focused workshops with the Partners' Communications and Water Quality staff which occurred in April and May. The workshops were designed to facilitate alignment and develop recommendations for the overall outreach approach, guiding principles, shared

objectives, and future implementation. With the information gathered from the workshops, BC produced a technical memorandum that staff are using to inform an upcoming Request for Proposal for consulting support to develop joint messaging and an outreach toolkit for the Partners. A copy of BC's technical memorandum is attached.

2. **Quarterly Financial Report** – Task 4.d. of the Annual Work Plan requires the Managing Agency to prepare quarterly financial reports and provide them to the WWSS Commission Board as part of the packet. Attached to this General Manager's report is the WWSS Commission's quarterly financial statement for the period ending June 30, 2023.
3. **Planned Business Agenda Items** – The Approvals and Procurements Forecast (Forecast) presents WWSP activities that have recently been approved or are scheduled for approval over the next three months by either the WWSP Director/WWSS General Manager, WWSS Committees, or the WWSS Board. Currently, there are no planned business agenda items for the September and October WWSS Commission Board meetings as shown in the attached Forecast. The September Board meeting "hold" will be cancelled. The Forecast currently shows a tentative Business Agenda item (Water Supply Integration Communication Plan, Toolkit, and Engagement Plan) for the November Board meeting. It is not known whether the value of that contract will warrant Board review and approval. Therefore, currently, it appears that there are no Business Agenda items for the October meeting, and possibly one Business Agenda item for a November meeting. We will contact Board members no later than two weeks prior to the October meeting date to confirm whether we should hold either of these Board meetings if there are no Business Agenda items.
4. **WWSP and Construction Progress Update** – Attached to this General Manager's Report is a tabulation of the status of all the active construction projects. To provide a more complete understanding of the work underway, we will share a presentation of recent photos from the construction sites. This month, we will also present an analysis of the total spend for Fiscal Year 2023. A copy of this presentation is attached to this General Manager's report.

Willamette Water Supply Program Permits and Approvals – Recent Actions and Status

Date of Report: July 20, 2023

Permits and Approvals Recently Granted

Agency	Projects Involved	Permit or Approval Granted
US Army Corps of Engineers	CSU/System-Wide	Permit modification for Tualatin River Temporary Discharge Facility
US Army Corps of Engineers	MPE_1.2	Permit modification for additional wetland impacts
Washington County	MPE_1.2	Temporary signal shutdown: Scholls Ferry & Denny Road
City of Beaverton	MPE_1.3	Night work variance
Washington County	WTP_1.0	Facility permit
Washington County	PLW_2.1	ROW access permit

Permits and Approvals Submitted

Agency	Projects Involved	Permit or Approval Submitted
Dept. of Fish and Wildlife	CSU/System-wide	Fish Passage Permit Application (following receipt of US Army Corps of Engineers approval of Permit Modification for Tualatin River Temporary Discharge Facility)
City of Wilsonville	RWF_1.0	Building, grading and public works permit amendments
Washington County	PLW_2.1	ROW access permits

Permits and Approvals in Progress

Agency	Projects Involved	Permit or Approval in Progress
Washington County	RES_1.0	Electrical and mechanical building permits (2)
Washington County	PLM_5.3	Grabhorn Road closure extensions through August 14
City of Hillsboro	PLW_2.1	Building permit for permanent fence
City of Sherwood	WTP_1.0	Fire line work and retaining wall building permits

Anticipated Approvals

Agency	Projects Involved	Permit or Approval Anticipated
Washington County	RES_1.0	Electrical and mechanical building permits (2)
City of Wilsonville	RWF_1.0	Grading and public works permit amendments
City of Sherwood	WTP_1.0	Fire line work and retaining wall building permits

Willamette Water Supply Program Projects in Construction – Recent Status Update

Date of Report: July 20, 2023

Project	Description	Current and Planned Activities:
1. RWF_1.0	Raw Water Facilities project located at the Willamette River Water Treatment Plant in Wilsonville	<ul style="list-style-type: none"> - Installing cement masonry unit (CMU) block walls at Electrical Building - Beginning install of structural steel embeds in CMU - Completed concrete placement for transformer slab and for surge tank slab - Electrical subcontractor working on site electrical duct banks and embedded conduits - Began footing for perimeter wall along west property line - Completed turnover of Lower Site park maintenance to City of Wilsonville Parks Department
2. PLM_1.3	Raw water pipeline project in Wilsonville from Wilsonville Road to Garden Acres Road	<ul style="list-style-type: none"> - Completed tunnel and carrier pipe under Wilsonville Road - Continued 66" open cut waterline on north end of 95th Avenue – 3600 LF (30%) installed - Starting 66" open cut waterline on Kinsman Road in late July
3. WTP_1.0	Water Treatment Plant project, located in City of Sherwood, near the intersection of SW Tualatin-Sherwood Road and SW 124 th Avenue	<ul style="list-style-type: none"> - Electrical duct bank along Orr Drive nearly complete (crossed 124th Avenue toward future PGE connection point) - Continued yard piping and concrete pipe encasements - Continued wall concrete placements at Area 30 (UV building) - Grading for concrete slab at Area 35 (Clearwell) - Continued wall and slab concrete at Area 37 (EQ Basin) - Continued wall concrete placements at Area 53 (Finished Water Pump Station)
4. PLM_4.2	Finished water pipeline project being completed in partnership with Washington County's Tualatin-Sherwood Road Project, (WWSS pipeline from Langer Farms Parkway to SW 124 th Avenue, Washington County work continues east to Teton Avenue)	<ul style="list-style-type: none"> - Traffic has shifted to the south side of Tualatin-Sherwood Road along the WWSP alignment - Tree removal and demo has started on the north side - WWSP submittals - WWSP work scheduled to start August/September
5. PLM_4.1	Finished water pipeline project being completed in partnership with Washington County's Highway 99 Crossing Pipeline and Tualatin-Sherwood Road – Langer Farms Parkway to Borchers Drive	<ul style="list-style-type: none"> - 66" waterline is completely installed - Appurtenance piping and vaults - Cathodic protection system installation - Continue road widening along the south side of Tualatin-Sherwood Road
6. PLM_4.4	Finished water pipeline project being completed in partnership with Washington County's Roy Rogers Road – Chicken Creek to Borchers Drive	<ul style="list-style-type: none"> - 66" waterline installation completed with the exception of the tie-ins to PLM_4.1 and PLM_4.3 - Appurtenances starting in July - Testing/disinfection scheduled for August
7. PLM_4.3	Finished water pipeline project in unincorporated Washington County along Roy Rogers Road	<ul style="list-style-type: none"> - Tualatin River Crossing – Tunnel completed and currently installing carrier pipe. Annular space grouting to follow - Chicken Creek Crossing – shafts complete, setting up for tunneling to begin in late July - Constructing pipeline access road along west side of Roy Rogers Road, north of Tualatin River Crossing

Project	Description	Current and Planned Activities:
8. RES_1.0/ PLM_5.3	Water Storage Tank and finished water pipeline project in rural Washington County. Tank site at SW Grabhorn Road and Stonecreek Drive. Pipeline extends from SW Grabhorn Road at SW Tile Flat Road to SW Rosedale Road at future Cornelius Pass Extension	RES_1.0: <ul style="list-style-type: none"> - Reservoir concrete floor slab complete - Reservoir wall footing rebar, seismic cables, concrete pours - Start building wall forms - East Valve Vault walls and roof concrete pours complete - Flowmeter Vault wall pours complete, form and rebar for roof deck - Start installation of 4-inch, 8-inch and 12-inch ductile iron yard pipe - Water Quality Building: installation of underground utility conduits PLM_5.3: <ul style="list-style-type: none"> - Continue installation of 66" waterline – approximately 17,500 LF (87%) installed - Continue installation of 66" waterline trench cut-off walls, cathodic protection systems and restoration
9. PLW_1.3	Finished water pipeline project in South Hillsboro from SW Farmington Road to SE Blanton Street	<ul style="list-style-type: none"> - Punchlist - Add power to Butternut Creek turnout site - Closeout
10. PLW_1.2	Finished water pipeline project being completed in partnership with Washington County's Cornelius Pass Road project between Frances Street and Tualatin Valley Highway	<ul style="list-style-type: none"> - Reedville Park Turnout vault and piping installation - Pressure test and disinfect 18" waterline on Frances Street - Cornelius Pass Road base paving
11. PLW_2.1	Finished water pipeline project in Hillsboro. Cornelius Pass Road (Orenco Woods Nature Park to NE Cornelius Pass Road at NE Cherry Drive)	<ul style="list-style-type: none"> - Continue mobilization - Orenco Woods Nature Park construction entrance - Temporary Rock Creek diversion - 48" waterline installation within Orenco Woods Nature Park - Trenchless crossing underneath TriMet Light Rail
12. MPE_1.1/ COB_1.1	Finished water pipeline project being completed in partnership with the City of Beaverton's SW Western Avenue project	<ul style="list-style-type: none"> - Final paving of Western Avenue completed - Striping, final signage and ADA ramps - Street lighting and traffic signal poles at 5th and Allen intersections - WWSP punch list and closeout for partial substantial completion
13. MPE_1.2/ COB_1.2	Finished water pipeline project in Beaverton from SW Scholls Ferry Road at Greenway Park to SW Allen Boulevard at Western Avenue	<ul style="list-style-type: none"> - 16" CoB and 24" WWSP waterlines open cut installation on Hall Blvd. (night work) - 48" waterline and appurtenances on Allen Blvd. - 48" waterline appurtenances near lower Fanno Creek - PFC building roof and pond - Pavement restoration
14. MPE_1.3	Finished water pipeline project on Scholls Ferry Road from Roy Rogers Road to Greenway Park	<ul style="list-style-type: none"> - 48" waterline installation on Scholls Ferry Road headed west near 125th Avenue (night work) - PGE relocation at Conestoga Road - Turnout vault at Roy Rogers Road – concrete formwork and rebar

Willamette Water Supply System Commission

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WATER SUPPLY INTEGRATION Communications Recommendations Memo

June 2023

Willamette Water Supply
Our Reliable Water Future



Prepared by



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Introduction and Findings

Project Background and Workshop Approach

The Willamette Water Supply Program (WWSP) is leading the Water Supply Integration (WSI) communications planning process, in coordination with the Cities of Hillsboro and Beaverton and Tualatin Valley Water District, to prepare for the introduction of the new Willamette River supply by 2026.

The introduction of the new water supply provides an opportunity for each partner to simultaneously and consistently communicate changes, impacts, and benefits of the new system to customers. Coordinated messages, processes, and approaches will maintain trust with customers and stakeholders, build the community’s confidence in the new water supply, and proactively inform the public about anticipated water changes to prepare for and any related actions customers should take.

In Spring 2023, Brown and Caldwell (BC) was selected to facilitate two communications-focused workshops with the Willamette Water Supply System (WWSS) Owners (Owners) on April 17, 2023 and May 10, 2023. Effective communications are essential to the success of the WSI, WWSS, and Owners. The WWSP Team worked together last year to clarify joint communication goals and roles and responsibilities for outreach. During this phase, BC facilitated these conversations with the Owners to identify opportunities for better alignment and guidance on communications leading up to, during, and post integration. The workshops helped the team identify common strategies and approaches to reach intended audiences, and mapped out next steps for a coordinated engagement plan among the parties.

The internal team workshops were designed to arrive at recommendations for the outreach approach, guiding principles, and to inform implementation work. The workshop also informed shared objectives, and increased the understanding for particular phases of the work including needs for prioritized audience needs pre-, during, and post-integration. In addition to the workshops, partner agency staff participated in internal agency staff interviews as well as provided input on audience data needs by means of an online survey form.

Recommendations Memo Overview

This document provides a summary of key recommendations, audience prioritization, and schedule recommendations for a coordinated and supported communications effort that meets the following agreed-upon guiding principles:



A major finding as a result of this work is that the **WWSP is in the best position to lead the coordination of communications amongst the partners**, including supporting the branding, communications toolkit, approach, and guidance during the implementation phases (shown in Figure 1).

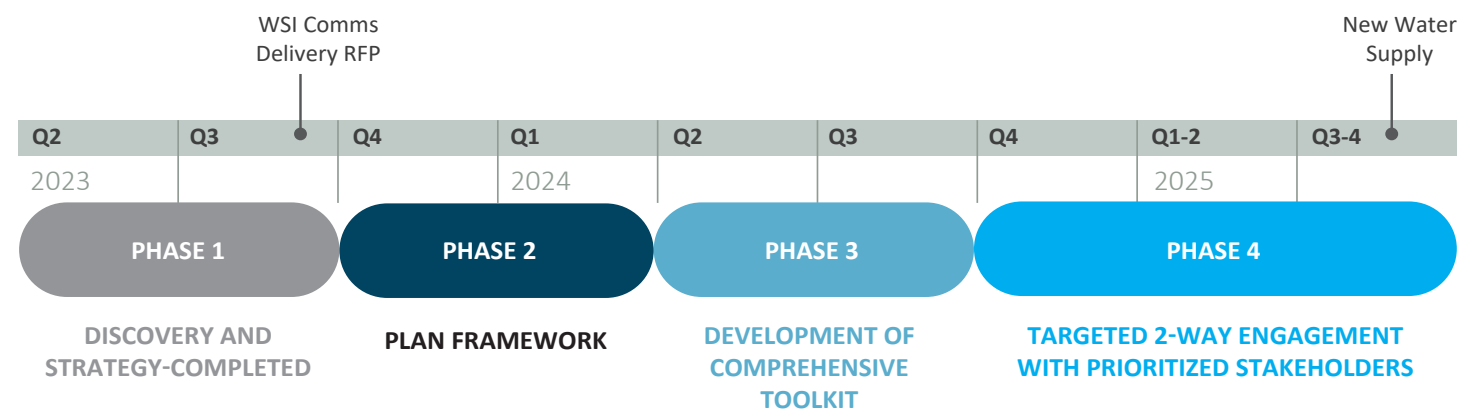


Figure 1. WSI Communications Strategy Timeline



Objectives

The workshop participants' input and participation in activities helped to identify the following engagement objectives. Further recommendations for each objective were made by BC, and are outlined on pp 12-13.

- 1. RESOURCED**
The program has leadership support, adequate staffing, and sufficient financial resources to successfully coordinate communications and engagement activities between agencies, as well as to plan and deliver effective external engagement strategies.
- 2. STRATEGIC**
The program invests in contracting with a creating firm to develop coordinated, effective, and well-timed public engagement planning and tools to support partner outreach.
- 3. COLLABORATIVE**
The partners share customer concerns with each other, and collaborate to align around education and two-way engagement activities.
- 4. ACCESSIBLE**
The partners strive to communicate using understandable and approachable methods and provide inclusive materials.
- 5. INFORMED**
Internal agency staff, including customer service and operations staff, are educated, informed, and ready to respond to the public.
- 6. CONNECTED**
The partners coordinate in delivering consistent, factual, and timely information with a focus on customer and stakeholder relations.
- 7. CELEBRATED**
The partners focus on concise messaging using data, facts, and ultimately celebrate the mission of increasing awareness, appreciation and support for the new Willamette River water supply source.
- 8. TRANSPARENT**
The partners share information proactively and follow a “no surprises” approach to customer communications.

Workshop Findings

Through the course of the discussions with the workshop participants, BC made several discoveries that will influence the recommendations within this memo. These findings cover branding, messaging, resources, collaboration, and community data/demographics and include the following five primary areas:

- 1 The partner agencies see the benefit of a coordinated approach and are challenged to have all the resources necessary to most effectively meet the agreed upon Engagement Objectives.
- 2 Different levels of effort will be needed for several audience groups, based on level of awareness as well as additional coordination needs during pre-integration, integration, and/or post-integration stage(s).
- 3 WWSP could develop integrated WSI branding and messaging to better complement the partner agencies' missions and goals.
- 4 There is a tremendous opportunity to enhance the region's understanding and appreciation for the Willamette River's health, as well as the new state-of-the-art treatment facility coming online.
- 5 Demographic data for customer communities is lacking, and the partners do not have existing shared systems to organize, track, and share customer data.

Communications Alignment Document

WSI Communications Alignment

Program Mission

To provide a cost-effective, reliable and resilient water supply system by 2026, that benefits current and future generations of the communities we serve and supports a vibrant local economy.

Communications Commitment

We employ effective communications strategies to support delivery of a secure water future built through partnership, collaboration, and shared commitment to our region and customers.

Through our work, we are led by our commitment to increasing awareness, appreciation, and support for the new Willamette River water source.

Values

- Reliable
- Honest/Ethical
- Adaptive/resilient
- Accountable
- Trustworthy/trusted
- Coordinated
- Transparent
- Collaborative

Guiding Principles

- Responsive to community needs
- Instilling confidence and trust through transparent practices
- Reliable and consistent service
- Collaborative partner in forward-thinking approaches
- Adaptable and prepared for the future

Engagement Objectives

Resourced: The program has leadership support, adequate staffing, and sufficient financial resources to successfully coordinate communications and engagement activities between agencies, as well as to plan and deliver effective external engagement strategies.

Strategic: The team invests in developing coordinated, effective, and well-timed public engagement planning and tools to support partner outreach.

Collaborative: The partners share customer concerns with each other, and collaborate to align around education and two-way engagement activities.

Accessible: The partners strive to communicate using understandable and approachable methods and provide in-language resources when needed.

Informed: Internal agency staff, including customer service and operations staff, are educated, informed, and ready to respond to the public.

Connected: The partners coordinate in delivering consistent, factual, and timely information with a focus on customer and stakeholder relations.

Celebrated: The partners focus on concise messaging using data, facts and ultimately celebrate the mission of increasing awareness, appreciation and support for the new Willamette River water supply source.

Transparent: The partners share information proactively and follow a "no surprises" approach to customer communications.

This communications alignment document stems from program partner input at the first workshop, and was further refined and used to inform the second workshop. It seeks to align the program partners around a shared communications commitment statement, values, guiding principles, and specific engagement objectives. This recommendations memo builds upon the engagement objectives developed in the alignment document.

Audiences and Key Supporters

The top three priority audience groups identified by workshop participants include the following:



RESIDENTIAL CUSTOMERS

Single and multi-family residential customers throughout TVWD, City of Beaverton and the City of Hillsboro jurisdictions.

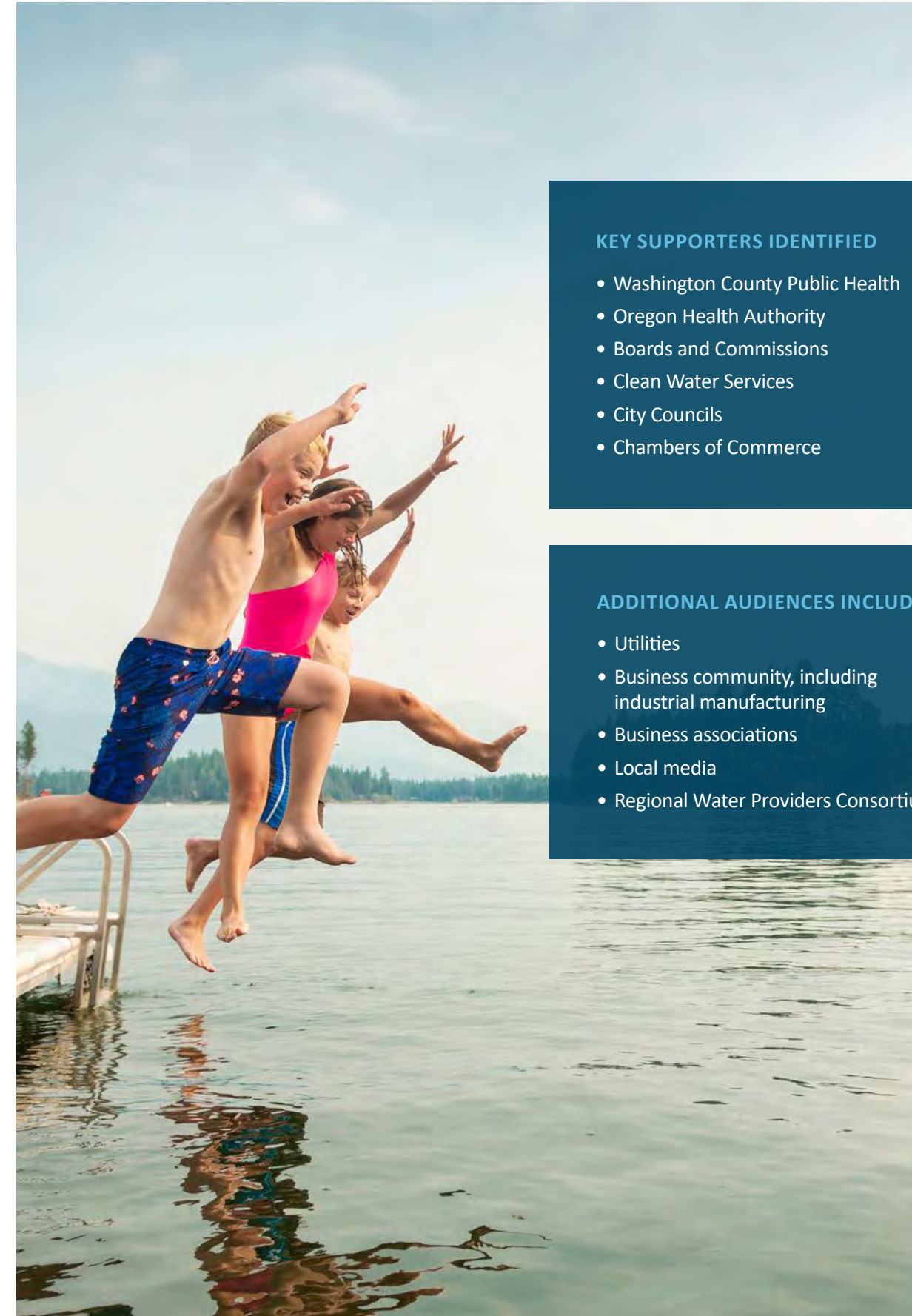
SENSITIVE POPULATIONS

Hospitals, schools, daycares, and medical facilities such as dialysis clinics that would have at-risk consumers or sensitive customers.



INDUSTRY AND FOOD/BEVERAGE PRODUCERS

Industrial customers, including the high-tech sector, where changes in water chemistry could impact business operations, as well as businesses in the food and beverage space that will need high quality water for customer consumption.



KEY SUPPORTERS IDENTIFIED

- Washington County Public Health
- Oregon Health Authority
- Boards and Commissions
- Clean Water Services
- City Councils
- Chambers of Commerce

ADDITIONAL AUDIENCES INCLUDE:

- Utilities
- Business community, including industrial manufacturing
- Business associations
- Local media
- Regional Water Providers Consortium

Audience Needs

The following pages provide information on priority audience group needs* and recommendations related to the engagement objectives. Many of these recommendations came from the partner workshop conversations and were informed by pre-during-post integration activities identified for each prioritized audience (example shown in Figure 2).

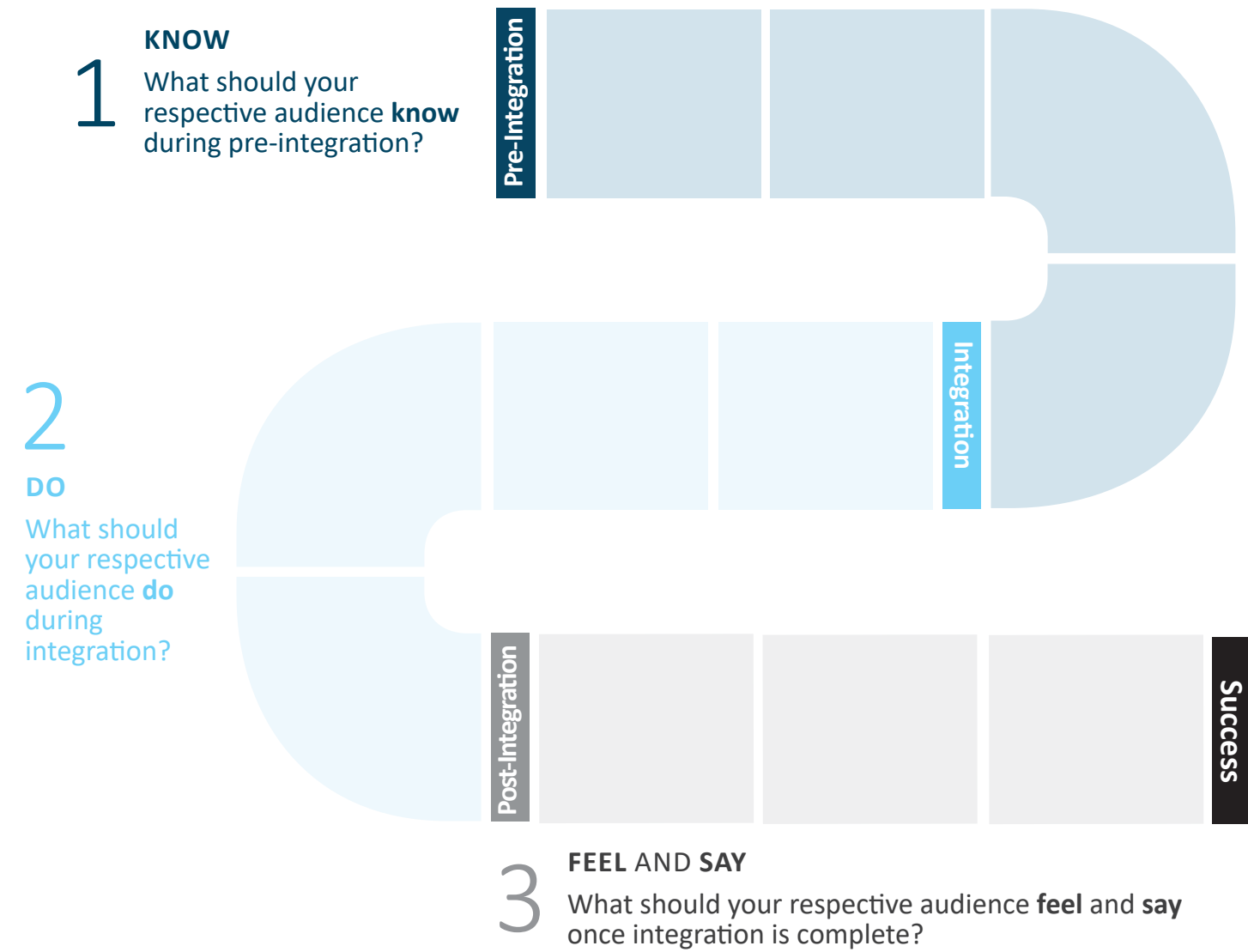


Figure 2

1

In mapping audience groups, workshop participants identified the following associated **PRE-INTEGRATION NEEDS:**

- Data on specific audience risks and needs
- Identification of a communications point of contact (POC) from each partner agency to be involved in WSI communications moving forward
- General information from each audience group, including organizational POC, potential water chemistry challenges, and input on risks
- Education on area’s water sources and health of the Willamette River
- Understanding of how rates support new system investments and associated benefits
- Communications toolkit with:
 - Consistent and concise project messaging
 - Clear information on project purpose and benefits
 - Training, education, and presentation materials

2

Participants identified the following associated **NEEDS DURING INTEGRATION:**

- Public confidence and trust in their water provider
- Clear communication of expectations, any needed actions, and anticipated timing for integration
- Two-way communication continually through process
- Open and responsive communication with priority audiences and other customers
- Pre-developed communications materials ready to address all possible scenarios or outcomes
- Awareness of coming changes and actions that need to be taken

3

Participants identified the following associated **POST-INTEGRATION NEEDS:**

- Confidence in their water provider
- Trust that their water is safe and reliable

Recommendations and Tools

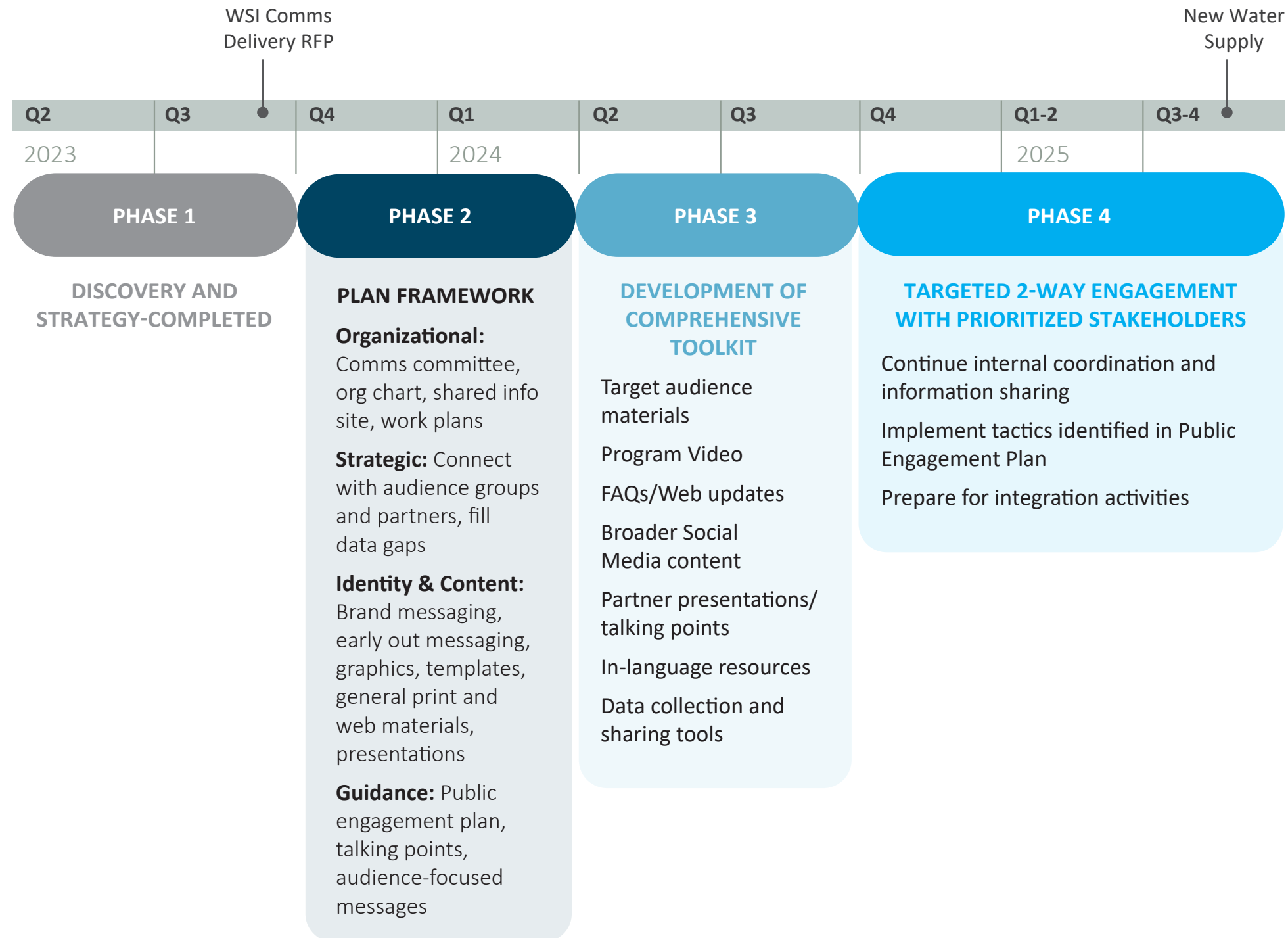
A detailed table of recommendations for Phase 2 is provided below to help WWSP identify resources needed for the recommended Phases of the work, shown earlier in Figure 1. Recommendations and tools shown in the table below connect directly with the communications objectives identified earlier in this document.

OBJECTIVE	PHASE 2 TOP RECOMMENDATIONS	PHASE 2 TOOLS
RESOURCED	<ul style="list-style-type: none"> Identify a communications point of contact from each partner agency to be involved in WSI communications moving forward Identify structure and roles for pre-during-post integration communications Clarify resource needs and strategies Create core communications team and subcommittees intended to support pre-during-post integration needs 	<ul style="list-style-type: none"> Bi-monthly meetings Shared information site Team org chart Regular WSI communications meetings Monthly leadership team report
STRATEGIC COLLABORATIVE CONNECTED	<ul style="list-style-type: none"> Create public engagement plan Develop a plan to secure needed communications resources Develop new supply messaging to be delivered by partners Further profile customer categories Engage in internal team building Assess and collaborate with potential advocate partners Develop audience-focused outreach messages and tools 	<ul style="list-style-type: none"> Master schedule Subcommittee work plans Public engagement plan Refined source and WSI key messages Centralized sensitive customer data Centralized database for inter-agency and customer coordination
INFORMED	<ul style="list-style-type: none"> Develop internal staff key messages for WWSS Owners Train and inform internal customer service, communications, and other key staff 	<ul style="list-style-type: none"> Internal presentation materials/talking points Regular presentations on project progress Periodic progress reports to agency leaders Internal microsite or intranet site

OBJECTIVE	PHASE 2 TOP RECOMMENDATIONS	PHASE 2 TOOLS
ACCESSIBLE	<ul style="list-style-type: none"> Develop protocols for when to provide in-language resources and materials Develop a clear picture of customer demographics and trends Minimize use of acronyms, jargon, or buzz words in communications materials 	<ul style="list-style-type: none"> Customer demographics report Protocols for inclusive materials
TRANSPARENT	<ul style="list-style-type: none"> Identify a data-sharing system Develop protocols to share and document data Develop web form or other means for collecting key data from public 	<ul style="list-style-type: none"> Centralized means of sharing data between agencies Shared data collection form
CELEBRATED	<ul style="list-style-type: none"> Develop messaging on source water quality and treatment Participate strategically in community events and festivals Work with advocate partners to share key program information 	<ul style="list-style-type: none"> Event outreach plan Key messages and resources for partners



Recommended Schedule and Summary



In summary, BC and the partner agencies held productive conversations to inform the WWSP leadership in securing additional resources to support phased communications work, specific audience needs, and a strategic outreach approach.

This approach infuses the Guiding Principles, Values, and Strategic Engagement Objectives defined in Communications Alignment document. The Recommendations from Phase 1 inform priorities and ultimately the creation of branding and messaging, an expanded communications toolkit, and two-way engagement strategies and actions leading up to integration of the new water supply in 2026.



Willamette Water Supply System
For the annual budget period ending June 30, 2023
For the quarter ended June 30, 2023

Activity for the Quarter			Unaudited	Annual				
Budget	Actual	Variance		Annual Budget	Budget To date	Actual	Variance	Remaining Budget
			Revenues					
\$ 324,353	\$ 87,721	\$ (236,632)	Admin Services	\$ 1,297,410	\$ 1,297,410	\$ 468,744	\$ (828,666)	\$ 828,666
	-	-	Miscellaneous Income			150	150	
93,160,895	73,249,027	(19,911,868)	Capital contributions	372,643,578	\$ 372,643,578	197,562,103	(175,081,475)	175,081,475
\$ 93,485,247	\$ 73,336,748	\$ (20,148,499)	Total Revenues	\$ 373,940,988	\$ 373,940,988	\$ 198,030,997	\$ (175,909,991)	\$ 175,910,141
			Expenditures					
\$ 299,353	\$ 87,871	\$ 211,482	Materials and Services	\$ 1,197,410	\$ 1,197,410	\$ 468,894	\$ 728,516	\$ 728,516
93,160,895	73,249,027	19,911,868	Capital Outlay	372,643,578	372,643,578	197,562,103	175,081,475	175,081,475
25,000	-	25,000	Contingency	100,000	100,000	-	100,000	100,000
\$ 93,485,247	\$ 73,336,898	\$ 20,148,349	Total Expenditures	\$ 373,940,988	\$ 373,940,988	\$ 198,030,997	\$ 175,909,991	\$ 175,909,991

Willamette Water Supply System Commission

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Approvals and Procurement Forecast: June through October 2023

This report provides a four-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
Program Baseline or Related Plans (above Program Director's Authority)	1. None	Approve	N/A	N/A	N/A
		Execute	N/A	N/A	N/A
Real Estate	2. None	Approve	N/A	N/A	N/A
IGAs, MOUs, Permit Commitments, & Similar Agreements	3. DCS_1.0 Sherwood Broadband Services IGA	Approve	N/A	MC: 3/18/2021 a	4/1/2021 a
		Execute	6/7/2023 a	N/A	N/A
	4. Ground Lease for Raw Water Pipeline, Amendment No. 2	Approve	N/A	MC: 5/18/2023 a	6/1/2023 a
		Execute	6/8/2023 a	N/A	N/A
Contracts (above Program Director's Authority)	5. Water Supply Integration Communication Plan, Toolkit, and Engagement Support <ul style="list-style-type: none"> Goal: Provide communications planning, materials, and public engagement support for Water Supply Integration Value: TBD 	Approve	N/A	10/19/2023 t	11/2/2023 t
		Execute	11/3/2023 t	N/A	N/A
Contract Amendments and Change Orders (above Program Director's Authority)	6. WWSP Program and Construction Management Services FY 2024 Annual Work Plan <ul style="list-style-type: none"> Goal: Approve scope, staffing, and fee for program and construction management services for FY 2024 Value: \$23.2 M 	Approve	N/A	5/18/2023 a	6/1/2023 a
		Execute	6/2/2023 a	N/A	N/A
	7. Public Outreach Services <ul style="list-style-type: none"> Goal: Provide additional public outreach during the term August 1, 2023, through June 30, 2024. Value: \$531,106.76 Contractor: Consor North America Inc. (formerly Barney & Worth) 	Approve	N/A	7/20/2023 t	8/3/2023 t
		Execute	8/4/2023 t	N/A	N/A
Local Contract Review Board (LCRB) Actions	8. None	Approve	N/A	N/A	N/A
Other	9. Evaluation and Payment Process for Upcoming Agreements with Portland General Electric (PGE)	Approve	N/A	N/A	8/3/2023 t
		Execute	8/3/2023 t	N/A	N/A

Willamette Water Supply System Commission

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Willamette Water Supply
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1A. Willamette Water Supply Program and Construction Progress Update

August 3, 2023

1

FISCAL YEAR 2023 SPEND ANALYSIS

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2

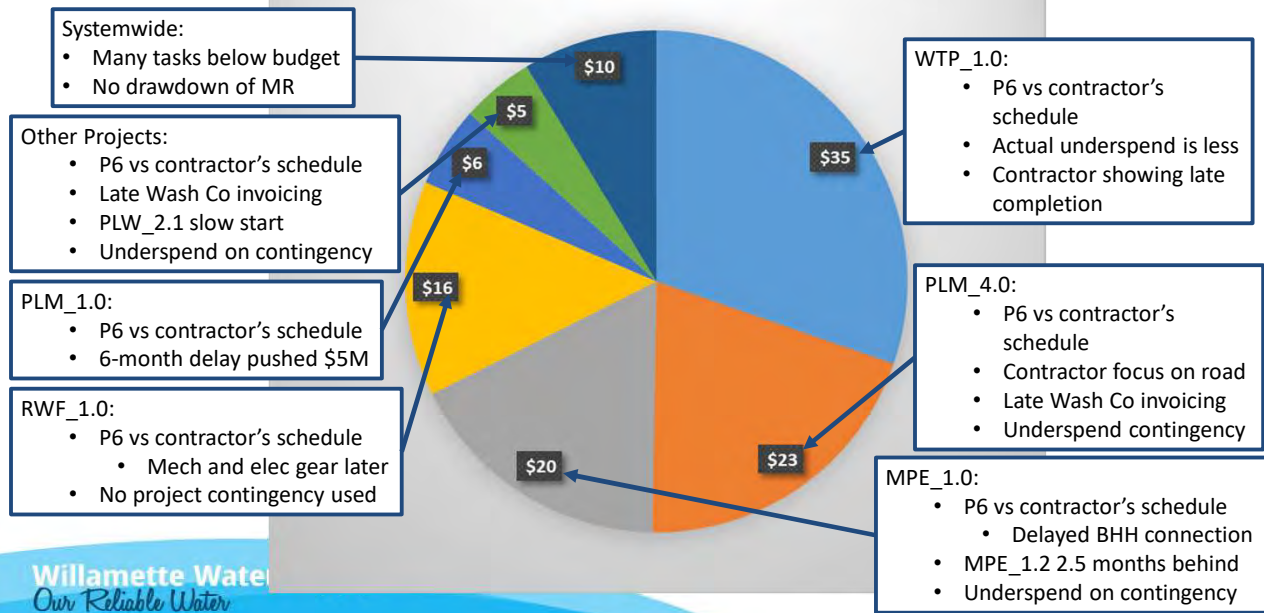
2

Fiscal Year 2023 Underspend Analysis

- Planned FY 2023 spend per Baseline 7.1: \$431M
- Actual spend through June 30, 2023: ~\$280M
- Categories of underspend:
 - Actual costs lower than budget
 - Differences between our P6 schedule and the contractor’s schedule
 - Projects that are behind but on track to finish on time
 - Project with some schedule concerns

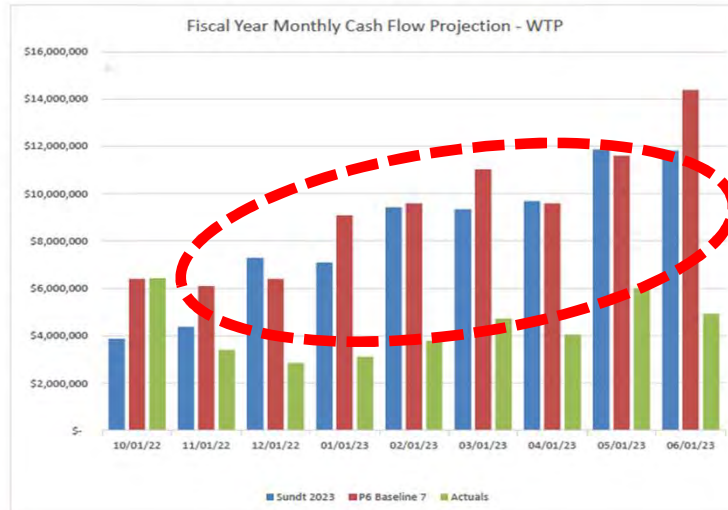
3

Projected Cashflow Variance from Baseline for FY 2023



4

WTP Spend Has Been Short Since Last November



\$35M Underspend

5

WTP Team Working on Corrective Action Plan

- Agreed on plan with contractor
- Resolve three Time Impact Analyses
 - Ductile iron pipe
 - Underslab pipe encasement
 - DIP-related delays
- Address schedule quality issues
- “In-time” completion will likely require acceleration

Task Name	Duration	Start	Finish	Predecessors
WTP #1-17 Temporary Schedule Update to Plan	10 Days	Tue 01/01/23	Tue 01/03/23	
Rebaseline to Feb 22 Baseline Plan	10 Days	Tue 01/01/23	Tue 01/03/23	
Finalize Construction, Review and Rebaseline	10 Days	Tue 01/01/23	Tue 01/03/23	
WTP #1-18 Temporary Schedule Update to Plan	5 Days	Tue 01/01/23	Tue 01/03/23	
WTP #1-19 Temporary Schedule Update to Plan	5 Days	Tue 01/01/23	Tue 01/03/23	
WTP #1-20 Temporary Schedule Update to Plan	5 Days	Tue 01/01/23	Tue 01/03/23	
WTP #1-21 Temporary Schedule Update to Plan	5 Days	Tue 01/01/23	Tue 01/03/23	
WTP #1-22 Temporary Schedule Update to Plan	5 Days	Tue 01/01/23	Tue 01/03/23	
WTP #1-23 Temporary Schedule Update to Plan	5 Days	Tue 01/01/23	Tue 01/03/23	
WTP #1-24 Temporary Schedule Update to Plan	5 Days	Tue 01/01/23	Tue 01/03/23	
WTP #1-25 Temporary Schedule Update to Plan	5 Days	Tue 01/01/23	Tue 01/03/23	
WTP #1-26 Temporary Schedule Update to Plan	5 Days	Tue 01/01/23	Tue 01/03/23	
WTP #1-27 Temporary Schedule Update to Plan	5 Days	Tue 01/01/23	Tue 01/03/23	
WTP #1-28 Temporary Schedule Update to Plan	5 Days	Tue 01/01/23	Tue 01/03/23	
WTP #1-29 Temporary Schedule Update to Plan	5 Days	Tue 01/01/23	Tue 01/03/23	
WTP #1-30 Temporary Schedule Update to Plan	5 Days	Tue 01/01/23	Tue 01/03/23	
WTP #1-31 Temporary Schedule Update to Plan	5 Days	Tue 01/01/23	Tue 01/03/23	
WTP #1-32 Temporary Schedule Update to Plan	5 Days	Tue 01/01/23	Tue 01/03/23	
WTP #1-33 Temporary Schedule Update to Plan	5 Days	Tue 01/01/23	Tue 01/03/23	
WTP #1-34 Temporary Schedule Update to Plan	5 Days	Tue 01/01/23	Tue 01/03/23	
WTP #1-35 Temporary Schedule Update to Plan	5 Days	Tue 01/01/23	Tue 01/03/23	
WTP #1-36 Temporary Schedule Update to Plan	5 Days	Tue 01/01/23	Tue 01/03/23	
WTP #1-37 Temporary Schedule Update to Plan	5 Days	Tue 01/01/23	Tue 01/03/23	
WTP #1-38 Temporary Schedule Update to Plan	5 Days	Tue 01/01/23	Tue 01/03/23	
WTP #1-39 Temporary Schedule Update to Plan	5 Days	Tue 01/01/23	Tue 01/03/23	
WTP #1-40 Temporary Schedule Update to Plan	5 Days	Tue 01/01/23	Tue 01/03/23	
WTP #1-41 Temporary Schedule Update to Plan	5 Days	Tue 01/01/23	Tue 01/03/23	
WTP #1-42 Temporary Schedule Update to Plan	5 Days	Tue 01/01/23	Tue 01/03/23	
WTP #1-43 Temporary Schedule Update to Plan	5 Days	Tue 01/01/23	Tue 01/03/23	
WTP #1-44 Temporary Schedule Update to Plan	5 Days	Tue 01/01/23	Tue 01/03/23	
WTP #1-45 Temporary Schedule Update to Plan	5 Days	Tue 01/01/23	Tue 01/03/23	
WTP #1-46 Temporary Schedule Update to Plan	5 Days	Tue 01/01/23	Tue 01/03/23	
WTP #1-47 Temporary Schedule Update to Plan	5 Days	Tue 01/01/23	Tue 01/03/23	
WTP #1-48 Temporary Schedule Update to Plan	5 Days	Tue 01/01/23	Tue 01/03/23	
WTP #1-49 Temporary Schedule Update to Plan	5 Days	Tue 01/01/23	Tue 01/03/23	
WTP #1-50 Temporary Schedule Update to Plan	5 Days	Tue 01/01/23	Tue 01/03/23	

6

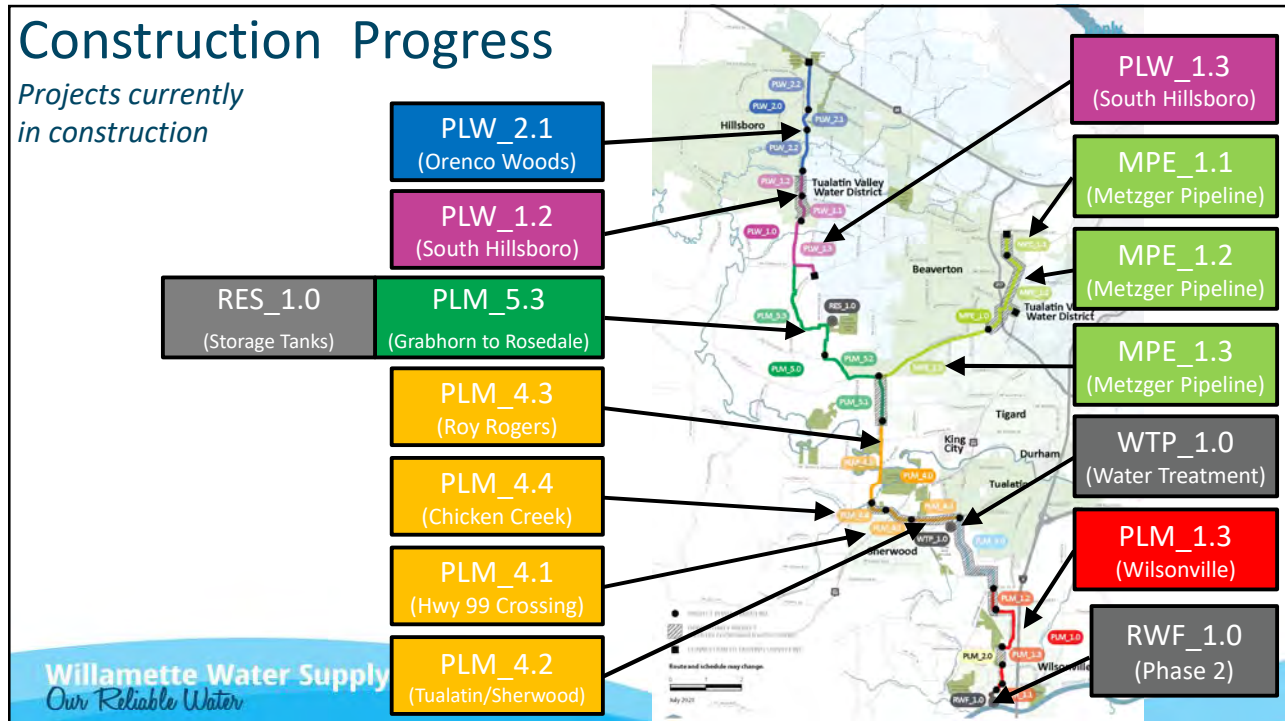
WWSP Will Improve Forecasting and Reporting

- Account for differences between P6 and the contractors' schedules
- Improved monthly updates to account for real-time changes in the field
- Due to timing of Baseline preparation, achieving perfect alignment with actual spend timing will remain elusive
 - September-November – data for next Baseline collected
 - January – obtain approval of Baseline to seek Board approval
 - February-April – request Board approval of next Baseline
 - April-June – Partners update financial plans for new Baseline
 - July – new fiscal year based on information from last fall

WWSP CONSTRUCTION PROGRESS UPDATES

Construction Progress

Projects currently in construction



9

Estimated Construction Physical Percent Complete

		0%	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%	
Raw Water Facility	RWF_1.0 (Phase 1)	[100% Complete]											✓
	RWF_1.0 (Phase 1.5)	[100% Complete]											✓
	RWF_1.0 (Phase 2)	[10% Complete]											
Raw Water Pipelines	PLM_1.1	[100% Complete]											✓
	PLM_1.2	[100% Complete]											✓
	PLM_1.3	[25% Complete]											
	PLM_2.0	[100% Complete]											✓
	PLM_3.0	[100% Complete]											✓
Water Treatment Plant	WTP_1.0	[10% Complete]											
Finished Water Pipelines	PLM_4.1	[85% Complete]											
	PLM_4.2	[15% Complete]											
	PLM_4.3	[45% Complete]											
	PLM_4.4	[75% Complete]											
	PLM_5.1	[100% Complete]											✓
	PLM_5.2	[100% Complete]											✓
Reservoir	RES_1.0/PLM_5.3	[50% Complete]											
Finished Water Pipelines	PLW_1.1	[100% Complete]											✓
	PLW_1.2	[75% Complete]											
	PLW_1.3	[80% Complete]											
	PLW_2.1	[5% Complete]											
	MPE_1.1	[75% Complete]											
	MPE_1.2	[70% Complete]											
MPE_1.3	[15% Complete]												

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Completed This Period
Previously Completed

Estimate is an opinion based on (1) actual costs paid, (2) pay applications in development, and (3) field staff observations. Refer to published reports for fully-vetted information.

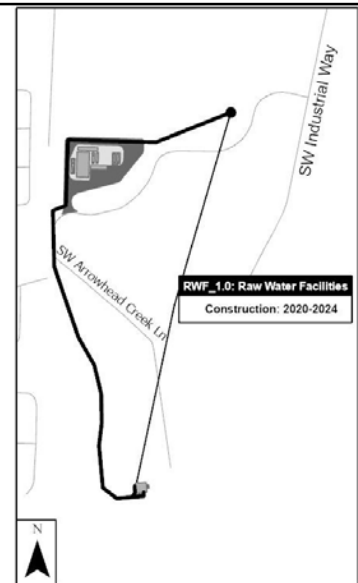
10

RWF_GMP-2.0

Contractor: Kiewit Infrastructure West Co.
Designer: Black & Veatch

Current and Planned Activities:

- Installing cement masonry unit (CMU) block walls at Electrical Building
- Beginning install of structural steel embeds in CMU
- Completed concrete placement for Transformer slab and for Surge Tank slab
- Electrical subcontractor working on electrical duct banks and embedded conduits
- Began footing for perimeter wall along west property line
- Completed turnover of Lower Site park maintenance to City of Wilsonville Parks Department



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11

Construction Photos – RWF_GMP-2.0

Upper Site:
Electrical
Building and
ancillary
structures
progress.



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12

Construction Photos – RWF_GMP-2.0

Upper Site:
Electrical
Building CMU
wall progress.
Backfilling
around
Transformer
slab.



13

Construction Photos – RWF_GMP-2.0

Upper Site:
Excavation for
perimeter wall
footing.



14

PLM_1.3

Contractor: Moore Excavation Inc.
Designer: HDR

Current and Planned Activities:

- Completed tunnel and carrier pipe under Wilsonville Road
- Continued 66" open cut waterline on north end of 95th Avenue – 3600 LF (30%) installed
- Starting 66" open cut waterline on Kinsman Road in late July



15

Construction Photos - PLM_1.3

Waterline installation on 95th Avenue



16

Construction Photos - PLM_1.3

66-inch carrier pipe installation at Wilsonville Road trenchless crossing



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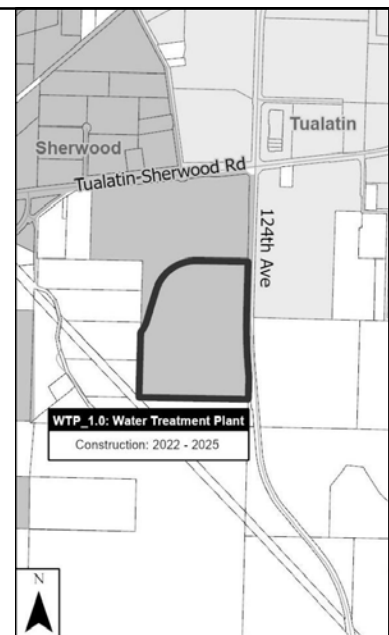
17

WTP_1.0

Contractor: Sundt Construction, Inc.
Designer: CDM Smith

Current and Planned Activities:

- Electrical duct bank along Orr Drive nearly complete (crossed 124th Avenue toward PGE connection)
- Continued yard piping and concrete pipe encasements
- Continued wall concrete placements at Area 30 (UV building).
- Grading for concrete slab at Area 35 (Clearwell)
- Continued wall and slab concrete at Area 37 (EQ Basin)
- Continued wall concrete placements at Area 53 (Finished Water Pump Station).



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Construction Photos - WTP_1.0

WTP_1.0 site
looking south



19

Construction Photos - WTP_1.0

Area 28 & 30
Under slab
Piping



20

Construction Photos - WTP_1.0

UV area walls
and yard piping



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21

Construction Photos - WTP_1.0

Finished water
pump station



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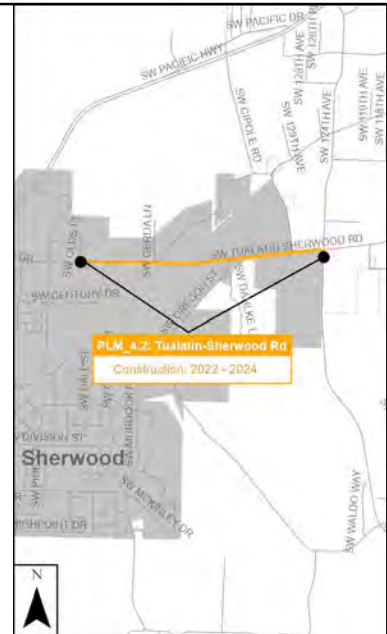
22

PLM_4.2

Partner: Washington County
 Contractor: Kerr/Emery JV
 Designer: Brown & Caldwell

Current and Planned Activities:

- Traffic has shifted to the south side of Tualatin-Sherwood Road along the WWSP alignment
- Tree removal and demo has started on the north side
- WWSP submittals
- WWSP work scheduled to start August/September



PLM_4.1

Partner: Washington County
 Contractor: Moore Excavation Inc.
 Designer: Brown & Caldwell

Current and Planned Activities:

- 66" waterline is completely installed
- Appurtenance piping and vaults
- Cathodic protection system installation
- Continue road widening along the south side of Tualatin-Sherwood Road



Construction Photos – PLM_4.1

Constructing
blowoff at Baler
Way and
Tualatin-
Sherwood Road



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Construction Photos – PLM_4.1

Road paving on
Roy Rogers Road
near Borchers
Drive



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Construction Photos – PLM_4.1

Road widening
on Tualatin
Sherwood Road
near Langer
Farms Parkway



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Our Reliable Water

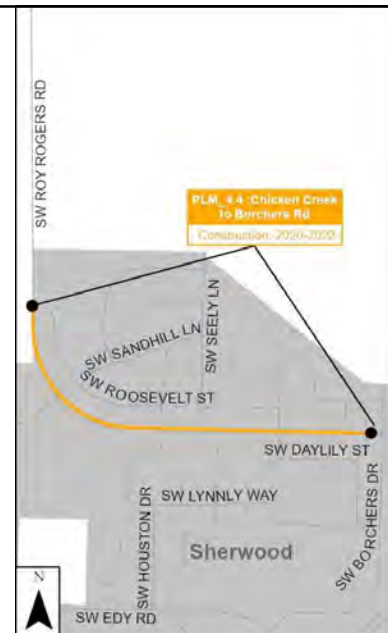
27

PLM_4.4

Partner: Washington County
Contractor: Tapani Inc.
Designer: Brown & Caldwell

Current and Planned Activities:

- 66" waterline installation completed with the exception of the tie-ins to PLM_4.1 and PLM_4.3
- Appurtenances starting in July
- Testing/disinfection scheduled for August



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28

Construction Photos – PLM_4.4

Setting pipe
along Roy Rogers
Road near
Borchers Drive



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PLM_4.3

Contractor: Tapani Inc.
Designer: Brown & Caldwell

Current and Planned Activities:

- Tualatin River Crossing – Tunnel completed and currently installing carrier pipe. Annular space grouting to follow.
- Chicken Creek Crossing - shafts complete, setting up for tunneling to begin in late July
- Constructing pipeline access road along west side of Roy Rogers Road, north of Tualatin River Crossing



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Construction Photos – PLM_4.3

Roy Rogers Road
at Chicken
Creek.
Constructing
tunnel shafts.



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Construction Photos – PLM_4.3

Chicken Creek
Launch Shaft
Site



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Construction Photos – PLM_4.3

Chicken Creek Crossing MTBM arriving on site

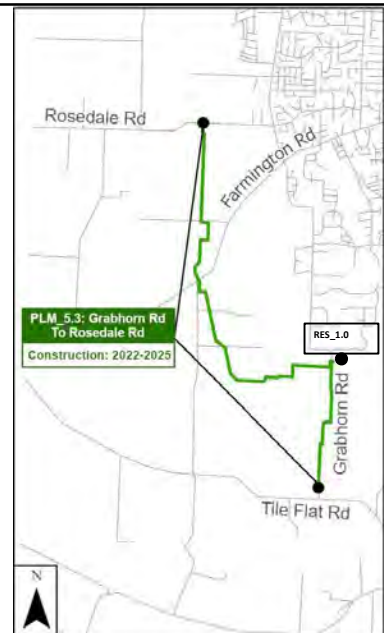


RES_1.0 / PLM_5.3

Contractor: Hoffman-Fowler JV
Designer: Black & Veatch / Jacobs

Current and Planned Activities:

- RES_1.0
 - Reservoir concrete floor slab complete
 - Reservoir wall footing rebar, seismic cables, concrete pours
 - Reservoir: start building wall forms
 - East Valve Vault walls and roof concrete pours complete
 - Flowmeter Vault wall pours complete, form and rebar for roof deck
 - Start installation of 4-inch, 8-inch and 12-inch ductile iron yard pipe
 - Water Quality Building: installation of underground utility conduits
- PLM_5.3
 - Continue installation of 66" waterline – approximately 17,500 LF (87%) installed
 - Continue installation of 66" waterline trench cut-off walls, cathodic protection systems & restoration



Construction Photos – RES_1.0

Section 9 –
Reservoir floor
pours
complete



35

Construction Photos – RES_1.0

Section 1 –
Reservoir wall
footer rebar &
seismic cable
installation



36

Construction Photos – PLM_5.3

66" waterline installation along Grabhorn Road



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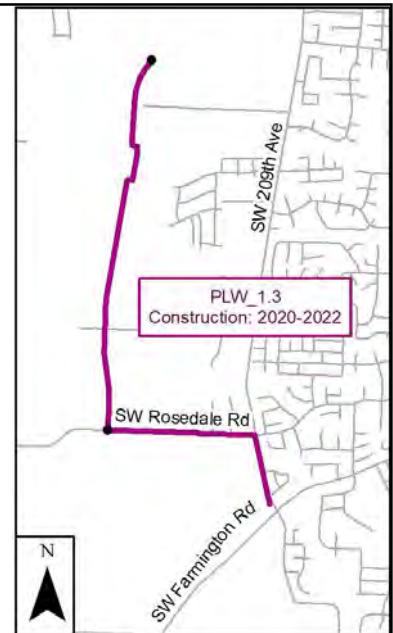
37

PLW_1.3

Contractor: Tapani, Inc.
Designer: Kennedy/Jenks

Current and Planned Activities:

- Punchlist
- Add power to Butternut Creek turnout site
- Closeout



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38

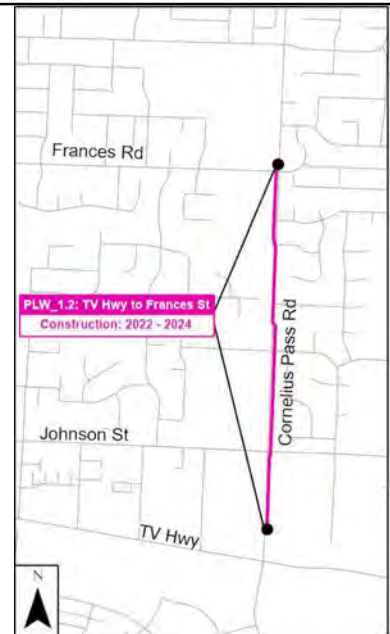
38

PLW_1.2

Partner: Washington County
 Contractor: Tapani, Inc.
 Designer: Kennedy/Jenks

Current and Planned Activities:

- Reedville Park Turnout vault and piping installation
- Pressure test and disinfect 18" waterline on Frances Street
- Cornelius Pass Road base paving



39

Construction Photos – PLW_1.2

Connection of 48" waterline to PLW_1.1



40

Construction Photos – PLW_1.2

Installation of terminal boards for 48" waterline cathodic protection



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Construction Photos – PLW_1.2

Precast vault installation at Frances Steet turnout



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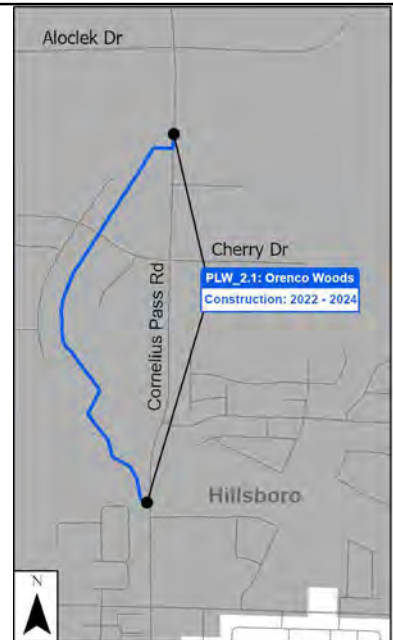
42

PLW_2.1

Contractor: Moore Excavation, Inc.
 Designer: Kennedy/Jenks

Current and Planned Activities:

- Continue mobilization
- Orenco Woods Nature Park construction entrance
- Temporary Rock Creek diversion
- 48" waterline installation within Orenco Woods Nature Park
- Trenchless crossing underneath TriMet Light Rail



43

Construction Photos – PLW_2.1

Construction trailers arrive at staging area



44

Construction Photos – PLW_2.1

Erosion control installed within Orenco Woods Nature Park



MPE_1.1

Partner: City of Beaverton
Contractor: Moore Excavation Inc.
Designer: Brown & Caldwell

Current and Planned Activities:

- Final paving of Western Avenue completed
- Striping, final signage and ADA ramps
- Street lighting and traffic signal poles at 5th and Allen intersections
- WWSP punch list and closeout for partial substantial completion



Construction Photos – MPE_1.1

Final paving and landscaping on Western Avenue



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Construction Photos – MPE_1.1

New sidewalks, signal cabinets and landscaping in place at Western / Allen intersection



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MPE_1.2

Contractor: Emery & Sons
 Designer: Brown & Caldwell

Current and Planned Activities:

- 16" CoB and 24" WWSP waterlines open cut installation on Hall Blvd. (nights)
- 48" waterline and appurtenances on Allen Blvd.
- 48" waterline appurtenances near lower Fanno Creek
- PFC building roof and pond
- Pavement restoration



49

Construction Photos – MPE_1.2

PFC Building
 CMU walls and
 steel trusses



50

Construction Photos – MPE_1.2

48-inch
waterline
installation on
Allen Blvd.



51

MPE_1.3

Contractor: Emery & Sons
Designer: Brown & Caldwell

Current and Planned Activities:

- 48" waterline installation on Scholls Ferry Road headed west near 125th Avenue (night work)
- PGE relocation at Conestoga Road
- Turnout vault at Roy Rogers Road – concrete formwork and rebar



52

Construction Photos – MPE_1.3

Scholls Ferry Rd.
traffic control
for waterline
installation at
125th Avenue

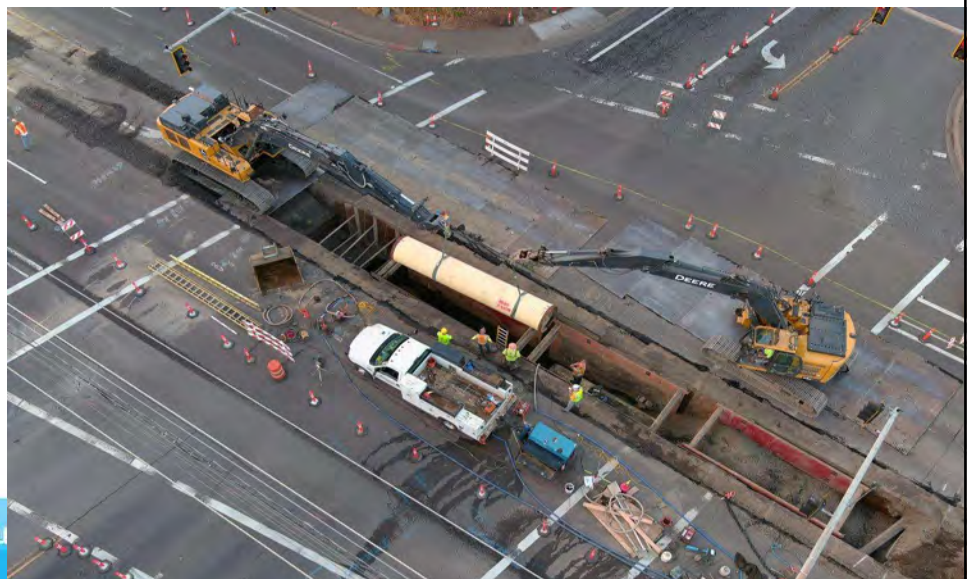


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53

Construction Photos – MPE_1.3

48"
waterline
installation
at 125th
Avenue
intersection



Willamette Water Su
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QUESTIONS?

Willamette Water Supply
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**Willamette Water Supply System Commission
Board Meeting Minutes
Thursday, June 1, 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	Dan Weinheimer
City of Hillsboro	Niki Iverson, Chris Wilson, Lee Lindsey, Negar Niakan
TVWD	Tim Hickmann, Pete Boone

Managing Agency Staff present:

WWSS Commission General Manager / Willamette Water Supply Program (WWSP) Director	<i>Not available</i>
TVWD General Counsel	Clark Balfour
WWSP Assistant Director	Joelle Bennett (AIC)
WWSP Program Manager	Andre Tolme
WWSP Deputy Program Manager	Jill Chomycia
WWSP Engineering and Construction Manager	Mike Britch
WWSP Permitting and Outreach Manager	Christina Walter
TVWD/WWSP Finance Manager	Justin Carlton
WWSS Commission Recorder / WWSP Executive Assistant	Annette Rehms

Other Attendees present:

TVWD Asset Management Division Manager	Matt Oglesby
TVWD Engineering Manager	Sarah Alton
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 12:06 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, quarterly financial report for the period ending March 31, 2023, and an update on the August Business agenda.

Due to commissioner time constraints, the construction update presentation was moved to the Informational Items section of today's meeting to allow for completion of all Business Agenda items.

2. PUBLIC COMMENT

There were no public comments.

3. CONSENT AGENDA

- A. Approve the April 6, 2023, meeting minutes
- B. Adopt Resolution WWSS-04-23 adopting the FY2023-24 WWSS Board meeting schedule

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 WWSP Program and Construction Management Services FY 2024 Annual Work Plan – *Joelle Bennett*

Ms. Bennett presented an overview of the services Stantec will provide in Fiscal Year (FY) 2024, reviewed the history and main elements of the 2015 contract, and described the budget impacts of the proposed FY2024 Annual Work Plan (value is within budget approved in Baseline 8.1), including partner cost shares. *(presentation on file)*

Motion was made by Judah and seconded by Tivnon, to approve the Annual Work Plan with Stantec Consulting Services, Inc., to provide Program and Construction Management Services for the Willamette Water Supply Program during FY 2024. The motion passed unanimously with Tivnon, Judah, and Duggan voting in favor.

Mr. Tolme, on behalf of Stantec, thanked the Commissioners for their support and said he looks forward to working with them in the year ahead.

- B. Adopt PLM_1.0 Wilsonville Ground Lease Amendment 2 – *Justin Carlton*

Mr. Carlton provided an overview of the project and background on the original Ground Lease agreement improvements. WWSS entered into a 99-year Ground Lease agreement for the Raw Water Pipeline in March of 2018 to enable building the WWSP's PLM_1.0 pipeline. The Ground Lease requires the WWSS to provide a security deposit in the form of an irrevocable letter of credit (LOC) for the duration of the construction period through May 2026. WWSP staff proposed to Wilsonville that a deposit equal to the LOC amount could be placed in an existing, jointly-held LGIP account in lieu of a LOC. The City supports that

approach. The proposed amendment incorporates the changes to allow for the use of the LGIP for the security deposit. The estimated cost of the new LOC is approximately \$10,000 per year, meaning this change to the LGIP account will save the partners approximately \$30,000. (*presentation on file*)

Motion was made by Judah, seconded by Tivnon, to adopt Resolution No. WWSS-05-23 amending the Ground Lease for Raw Water Pipeline Agreement with the City of Wilsonville. The motion passed unanimously with Tivnon, Judah, and Duggan voting in favor.

5. INFORMATION ITEMS

- A. Willamette Water Supply Program Construction Update Presentation (*presentation on file*)
- B. The next Board meeting is scheduled on August 3, 2023, via Microsoft Teams with a tentative meeting scheduled July 6, 2023.

6. COMMUNICATIONS AND NON-AGENDA ITEMS

- A. None scheduled

ADJOURNMENT

There being no further business, Chair Duggan adjourned the meeting at 12:47 p.m.

James Duggan, Chair

David Judah, Vice Chair

Willamette Water Supply System Commission

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STAFF REPORT

To: WWSS Board of Commissioners

From: Christina Walter, Willamette Water Supply System Permitting and Outreach Manager

Date: August 3, 2023

Subject: Approval of Consor North America Inc., (previously Barney & Worth, Inc.) Task Order #5 for Public Outreach Services Associated with Systemwide Communication Support; Master Services Agreement (MSA) No.: 2019-043 (as amended)

Requested Board Action:

Consider approving Task Order #5 to MSA 2019-043, with Consor North America Inc., in the amount of \$531,106.76 to provide additional public outreach services for the Willamette Water Supply Program (WWSP) during Fiscal Year 2024 (August 1, 2023 – June 30, 2024).

Key Concepts:

- The primary purpose of these services is to provide public engagement materials and staff for the multiple on-going construction projects and for program-wide communications.
- In 2014 Barney & Worth, Inc. was selected for Public Outreach Services through a competitive request for qualifications.
- The original MSA expired in 2019. On June 27, 2019, a new MSA was issued jointly by TVWD and the City of Hillsboro by sole source/direct appointment justification and approval with an expiration of June 29, 2026.
- This AWP corresponds to the planned WWSP activities and milestones in proposed Baseline 8.1 and fulfills the requirements and intent of MSA Agreement No. 2019-043 (as amended).
- The proposed FY2024 AWP authorization request is \$531,106.76 which is consistent with Baseline 8.1. This amount requires WWSS Board of Commissioner approval.

Background:

In 2014 Barney & Worth, Inc., (now Consor) was selected for Public Outreach Services through a request for qualifications administered by the Tualatin Valley Water District. The Willamette Water Supply Program (WWSP) used the existing MSA to issue annual task orders to Barney & Worth for work on the WWSP.

The MSA expired in 2019. It was recognized that the WWSP required continuity of Public Outreach Services through the end of construction of Willamette Water Supply System (WWSS). On June 27, 2019, the MSA was extended through June 29, 2026, by sole source/direct appointment justification and approval. The main drivers to continue with Barney and Worth for these services were to take advantage of their institutional knowledge of our operations, and their good relationships with the many stakeholders and property owners with whom we interface. Consor has continuously been fiscally responsive and conservative throughout their work effort staying within budget of each task order and providing good value for the services they have provided.

The public outreach services contract has a total term of 12 years (ending June 29, 2026). The contract establishes a comprehensive scope of services to support the WWSP over the term of the contract. Planned services, planned staffing, estimated fees, and key assumptions for delivery of program public outreach and communications support services are defined and authorized on a fiscal year basis through an annual task order. Task Order # 1, approved in June 2019, was funded at \$323,461.

The level of effort needed under this contract continues to remain high in FY 2024 now that the WWSP is at the peak of construction with 14 projects now currently under active construction. Public outreach activities to be continued under FY 2024 Scope of Work includes:

- Update and create new Program messaging for Willamette Water Monthly, website, fact sheets, and responses to media requests.
- Develop project updates for projects under construction.
- Update and create new materials and graphics that support messaging, including the Program’s safety program, the annual achievement video, and a new video about the Willamette River water supply “coming soon” to show at public venues and community cable channels.
- Attend all coordination meetings including Communications Team meetings and work sessions as well as the individual project construction meetings.
- Support Program staff on events that promote or educate the public including treatment plant tours, and community events.
- Continue to develop and implement an education program for students.
- Create and update PowerPoint presentations and talking points.
- Give and support presentations to community organizations, water-related organizations, non-profits, and others.
- Provide website updates: posting stories; updating meeting locations / dates / times; map updates; and other activities as directed by staff.
- Compile and track interested parties and events in e-Builder.
- Support Program staff with Community Liaison meetings with Public Information Officers from Washington County communities.
- Develop designs for Program outreach materials.
- Complete other activities as directed by Program staff.

Budget Impact:

The proposed Task Order #5 would authorize fees up to \$531,106.76 during FY2024. This amount is reflected in WWSP Baseline 8.1, which was approved by the Board on February 2, 2023. The table below shows the estimated distribution of the proposed budget based on cost shares presented in Baseline 8.1:

Estimated Distribution:		
City of Beaverton	4.96%	\$26,342.90
City of Hillsboro	33.25%	\$176,593.00
TVWD	51.59%	\$273,997.98
TVWD – ONLY (MPE)	10.20%	\$54,172.89
TOTAL		\$531,106.76

Consort Public Outreach Services Contract Amendment

August 3, 2023

Page 3 of 3

Staff Contact Information:

David Kraska, PE; WWSS General Manager; 503-941-4561; david.kraska@tvwd.org

Christina Walter: Permitting and Outreach Manager; 503-840-3830; christina.walter@tvwd.org

Attachments:

- Exhibit 1: WWSP Public Outreach Services Contract Amendment for Fiscal Year 2023-2024 AWP

Willamette Water Supply System Commission

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Conсор (previously Barney & Worth, Inc.)
 Public Outreach Services
 Master Services Agreement No.:2019-043
 Task Order: 005

Project Name: Public Outreach Services
Consultant: Conсор
Master Services Agreement No.: 2019-043
Task Order 005

In accordance with the Master Services Agreement No. 209-043, between Willamette Water Supply System Commission ("Owner"), and Conсор. ("Consultant") effective ("Agreement"), Owners and Contractor agree to as follows:

1. Scope of Services (including a detailed list of tasks and deliverables)

Consultant shall provide services as stated in the attached Exhibit A – Statement of Work.

2. Times for Rendering Services

Work under this Task Order shall commence on or before August 1, 2023 and be ready for final payment on or before June 30, 2024.

3. Fees/Charges

In accordance with Exhibit B – Consultant Rates, the amount of this Task Order shall not exceed: \$531,106.76 (Task Order Price), unless authorized by Owner through a written amendment.

Attachments:

Exhibit A – Statement of Work

Exhibit B – Consultant Rates

Approval and acceptance of this Task Order shall incorporate this document as part of the Master Services Agreement. Any terms used herein, which are defined in the Agreement, shall have their respective meanings set forth in the Agreement. The Parties agree that in the event of a conflict between the Agreement and this Task Order, the terms and conditions in this Task Order shall prevail.

OWNERS

CONSULTANT

By: _____

By: _____

Name: David Kraska

Name: Elizabeth Barg Bakke

Title: WWSP Program Director

Title: President

Date: _____

Date: _____

Exhibit A – Statement of Work

Public Outreach Services

1.0 Introduction

Willamette Water Supply System Commission, formed by the Tualatin Valley Water District, the City of Hillsboro, and the City of Beaverton, (herein collectively referred to as "Owner"), are contracting with Consor North America, Inc. ("Consultant") with offices in Portland Oregon, to provide public outreach support services ("Consultant") for the Willamette Water Supply System ("WWSS") as described herein. The primary purpose of these services is to provide public engagement for multiple design and construction projects and program-wide communications covering key topics: preparing for the future; resilience, quality of the Willamette River, benefits and value of the investment, and how partnerships are playing a pivotal role in providing a long-term resilient water supply to Washington County.

2.0 Background

The Willamette Water Supply Program ("WWSP" or "Program") was formed by Owner to manage and deliver the WWSS. The WWSS is a drinking water infrastructure project that will provide Owner with a seismically resilient water supply, designed to meet future demand and will provide redundancy in case of an emergency event. The WWSS includes more than thirty (30) miles of transmission pipelines, ranging from 36-inches to 66-inches in diameter from the Willamette River Water Treatment Plant ("WRWTP") in Wilsonville, Oregon, north to the District service area, Hillsboro, Oregon and Beaverton, Oregon. The WWSS also includes constructing finished water storage tanks (terminal storage) a new water treatment plant, and expansion of the existing WRWTP raw water facilities. For additional history and information, visit www.ourreliablewater.org.

3.0 Scope of Services

1. Project Communications Support

Consor Strategic Planning & Communications will continue to support Program staff to develop and implement outreach strategies for the design and construction packages. Specific assignments include:

- **Wilsonville Area Pipeline Projects PLM 1.0**
(Tammy Menkerud/Marlys Mock)
 - Wilsonville Road to Garden Acres (PLM 1.3)
- **Tualatin-Sherwood Area Pipeline Project**
(Kimi Sloop/Melissa Porter)
 - Highway 99 Crossing
 - Tualatin-Sherwood Rd
 - Roy Rodgers Rd
 - Chicken Creek to Borchers Dr
- **Scholls Area Pipeline Project PLM 5.0**
(Kimi Sloop/Melissa Porter)
 - Scholls to Grabhorn (PLM 5.2)
 - Grabhorn Rd at Tile Flat to Rosedale Rd (PLM 5.3)

- **South Hillsboro Area Pipeline Project PLW 2.0**
(Kimi Sloop/Melissa Porter)
 - Farmington to Blanton (PLW 1.3)
- **Cornelius Pass Pipeline Project PLW 2.0**
(Marlys Mock/Melissa Porter)
- **Metzger Pipeline Project MPE 1.0**
(David Marciniak/Melissa Porter)
- **Willamette River Water Treatment Plant Expansion WTP 1.0**
(David Marciniak/Melissa Porter)
- **South Beaverton Area Water Storage Tanks RES 1.0**
(Marlys Mock/Kimi Sloop/Melissa Porter)

Support is deployed for these projects as directed by the WWSP Communications Supervisor.

Tasks include:

- Implement construction outreach plans.
- Develop materials for pipeline route neighbors and support distribution efforts.
- Develop impacted businesses database and access surveys.
- Develop and support presentations to CPOs and neighborhood groups.
- Visit with project neighbors including back-yard visits with immediate and small group gatherings.
- Update pipeline route and reservoir site information on the Program website.
- Develop messaging, news releases, website updates as needed.
- Attend meetings and coordinate with WWSP and partner agencies' and construction teams.
- Review construction documents.

2. Systemwide Communications Support

Conсор Strategic Planning & Communications will support the Willamette Water Supply Program on communications as directed by the WWSP Communications Supervisor. Work will focus on key Program topics: preparing for the future, Willamette River water quality and treatment, program benefits, rates, resilience, planning for Startup and Commissioning.

- Update and create new Program messaging for Willamette Water Monthly, website, fact sheets and media responses.
- Update and create new materials and graphics that support messaging, including the Program's safety program, the annual achievement video and potentially a new video about the Willamette River water supply "coming soon" to show at public venues and community cable channels.
- Support Program staff on events that promote or educate the public: treatment plant tours, farmers markets, etc.
- Continue to develop an education program for students.
- Create and update PowerPoint presentations and talking points.
- Give and support presentations to community organizations, water-related organizations, non-profits and others.
- Provide website updates: posting stories; updating meeting locations / dates / times; and other activities as directed by staff.
- Compile and track interested parties and events in e-Builder.

- Support Program staff with Community Liaison meetings with PIOs from Washington County communities.
- Develop designs for Program giveaways.
- Complete other activities as directed by Program staff.

4.0 Project Management and Administration Tasks and Deliverables

Consort Strategic Planning & Communications will attend/participate in the following project management meetings:

- Participate in/facilitate special communication coordination meetings as needed.
- Attend and support Program staff needs in twice monthly communications team meetings.
- Attend weekly communications work sessions.

Project administration includes:

- Develop work scopes and schedules.
- Monthly invoices and progress reports.
- Budget forecasting.
- Quarterly Net Spend Requests

5.0 Resource Requirements

Consultant is responsible for providing the necessary personnel, material, software, and equipment to perform the Work described herein in accordance with the Agreement Documents.

6.0 Key Personnel

Consultant's personnel listed below are considered essential to the Work being performed hereunder. No substitution of key personnel or subconsultants shall be made by Consultant without written consent from the Owner. Owner reserves the right to require replacement of key personnel at the sole discretion of Owner.

Libby Bakke, Kimi Sloop, Tammy Menkerud, Melissa Porter, Julie Hunter, Clark Worth

7.0 Owner's Representative

Marlys Mock, WWSP Communications Supervisor, shall be the Owner's Representative and can be contacted at 503-941-4563 and marlys@tvwd.org.

Willamette Water Supply Program: Consor Public Outreach Budget August 2023-June 2024 ESTIMATE

Tasks	Principal II & I	Project Manager III	Project Manager I	Project Coordinator IV	Project Coordinator III	Labor Costs by Task	Hours by Task
Project Communications Support	324	664	0	0	1112	\$ 384,229.20	2000
Wilsonville Area Pipeline Projects PLM 1.0	160	0	0	0	200	68,938.40	360
Tualatin-Sherwood Area Pipeline Project					100	13,538.00	
Scholls Area Pipeline Project PLM 5.0	0	160	0	0	40	41,298.40	200
South Hillsboro Area Pipeline Project PLW 2.0	0	160	0	0	40	41,298.40	200
Cornelius Pass Pipeline Project PLW 2.0	60	0	0	0	200	42,774.40	260
Metzger Pipeline Project MPE 1.0	40	160	0	0	300	86,962.80	500
Willamette River Water Treatment Plant Expansion WTP 1.0	40	0	0	0	20	13,173.20	60
South Beaverton Area Water Storage Tanks RES 1.	0	160	0	0	60	44,006.00	220
Support for other projects	24	24	0	0	152	32,239.60	200
						-	0
						-	0
Systemwide Communications Support	100	100			60	\$ 56,713.80	260
Project Management & Administration	168	0	0	24	0	\$ 47,543.76	192
Total Hours	592	764	0	24	1172		2452
Total	\$154,890.88	\$171,342.28	\$0.00	\$3,588.24	\$158,665.36	\$488,486.76	
Hourly Rates for Professional Services							
B&W	Rate						
Principal II	\$261.64						
Principal I	\$261.64						
Project Manager III	\$224.27						
Project Manager II	\$221.64						
Project Manager I	\$199.35						
Project Coordinator IV	\$149.51						
Project Coordinator III	\$135.38						
Project Coordinator II	\$119.13						
Administration II	\$99.67						
Professional Services							
B&W	\$488,487						
Six Foot Eight Graphics (120 hours @ \$116/hr)	\$13,920						
Josh Kulla Photography	\$20,000						
Allied Video	\$7,500						
Total Professional Services			\$529,906.76				
Direct Expenses*							
Travel	800		\$1,200.00				
Total Direct Expenses				\$531,106.76			

Exhibit B—Consultant Rates

Conсор

Willamette Water Supply Program – Task Order 005 to MSA 2019-043

7/1/2023 – 6/30/2024

Hourly Rates for Professional Services

CPI-U, West Region Size Class B/C July 2022

Conсор Staff	2022-2023 Rate	CPI July 2022	2023-2024 Rate
Principal II	\$241.59	8.3%	\$261.64
Principal I	\$241.59	8.3%	\$261.64
Project Manager III	\$207.08	8.3%	\$224.27
Project Manager II	\$204.65	8.3%	\$221.64
Project Manager I	\$184.07	8.3%	\$199.35
Project Coordinator IV	\$138.05	8.3%	\$149.51
Project Coordinator III	\$125.00	8.3%	\$135.38
Project Coordinator II	\$110.00	8.3%	\$119.13
Administration II	\$92.03	8.3%	\$99.67

Willamette Water Supply System Commission

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Willamette Water Supply

Our Reliable Water

4A. Approve Public Outreach Services Contract Amendment - *Christina Walter*

August 3, 2023

1

Conсор (Public Outreach Services) Master Services Agreement Task Order #5 Overview

- 2014: Barney & Worth, Inc. was selected for Public Outreach Services through a competitive request for qualifications administered by the Tualatin Valley Water District (TVWD)
- 2014: Willamette Water Supply Program (WWSP) used TVWD's existing Master Services Agreement (MSA) to issue annual task orders to Conсор (previously Barney & Worth) for work on the WWSP through June 2019 when MSA expired
- June 27, 2019: TVWD and City of Hillsboro jointly issued (new) MSA 2019 - 043 to Barney & Worth (now Conсор) to run through June 29, 2026 under sole source/direct appointment

2

Conсор (Public Outreach Services) Master Services Agreement Task Order #5 Overview

- WWSP worked with Conсор to prepare a scope and negotiate a fee for their services for the next fiscal year (FY 24)
- Public Outreach Services Task Order #5 requires Board approval because the proposed cost is above WWSP Director approval authority
- Approving the FY 24 Annual Work Plan enables continuation of critical communications services without interruption

3

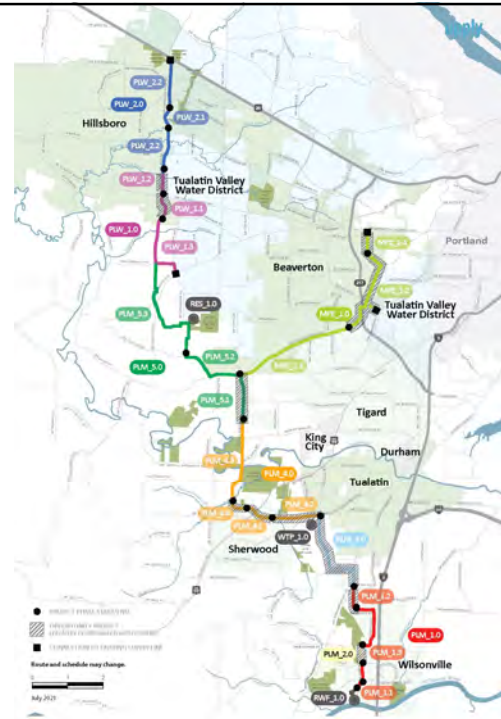
Task Order History

Task Order	Amount	Period of Service	Notes
1	\$323,461.00	7/1/19 – 6/30/20	
2	\$358,651.78	7/1/20 – 6/30/21	
3	\$397,699.96	7/1/21 – 6/30/22	
4	\$503,263.60	7/1/22 – 7/31/23	Mid-year amendment for critical services increased total value over \$500k
5 (proposed)	\$531,106.76	8/1/23 – 6/30/24	

4

Public Outreach Services Current Activities

- Develop messaging for Willamette Water Monthly, website, fact sheets, and responses to media inquiries/requests
- Create and implement updates and outreach strategies for 14 active construction projects
- Create materials, graphics, and video that support messaging
 - Program’s safety program,
 - Annual achievement video and potentially
 - a new video about the Willamette River water supply “coming soon”
- Give and support presentations to community organizations, water-related organizations, non-profits, and others
- Provide website updates: posting stories; updating meeting locations / dates / times; map updates, and other activities as directed by staff



Budget Impact

Conсор FY 2024 Public Outreach Consulting Services AWP Budget: \$531,106.76

Estimated Distribution:		
City of Beaverton	4.96%	\$26,342.90
City of Hillsboro	33.25%	\$176,593.00
TVWD	51.59%	\$273,997.98
TVWD – ONLY (MPE)	10.20%	\$54,172.89
TOTAL		\$531,106.76

Requested Board Action

Consider approving Task Order #5 to MSA 2019-043, with Consor North America Inc., in the amount of \$531,106.76 to provide additional public outreach consulting services for the Willamette Water Supply Program during Fiscal Year 2024 (August 1, 2023 - June 30, 2024).

STAFF REPORT

To: Board of Commissioners
From: Joelle Bennett, PE, WWSP Assistant Director
Date: August 3, 2023
Subject: Evaluation and Payment Process for Upcoming Agreements with Portland General Electric

Requested Action:

Consider approving by resolution a process for the evaluation of Portland General Electric (PGE) Line Extension Cost Agreements (LECAs) that allows the Willamette Water Supply System (WWSS) General Manager to execute agreements in excess of \$500,000.

Key Concepts:

- WWSS and PGE have been closely coordinating on the significant capital improvements required to provide electrical power to WWSS projects.
- PGE will be constructing substation, transmission, and distribution power projects to supply WWSS facilities with power. WWSS will bear the cost of some of these improvements.
- Starting in August, there will be LECAs submitted to WWSS that are time-critical for successful delivery of the WWSS and also in excess of \$500,000, above the General Manager's signing authority.
- WWSS staff wish to propose a process that documents the thorough review of these LECAs and allows the General Manager to execute them in a timely manner without additional Board approval.
- The WWSS Baseline 8.1 includes contingency for these PGE costs and the estimated total value of future LECAs is anticipated to come within that budget.

Background:

To power the new Raw Water Facilities and Water Treatment Plant, additional electrical power capacity is needed in the Wilsonville and Sherwood areas, which must be provided by PGE, the power provider in these areas. WWSS staff have been coordinating with PGE for over 6 years to explain WWSS' power needs and timing.

In response to the additional power demand the WWSS facilities will place on the PGE system, additional substation capacity, transmission lines, and distribution lines are needed. PGE performs the planning, design, and construction work (whether through its own crews or contractor crews) to meet WWSS needs. The following projects are underway at PGE to serve WWSS:

- Raw Water Facilities
 - Power pathway and new distribution line (feeder)
 - Transmission reconductor
 - Transmission tap lines
 - Substation capacity (dedicated transformer)
- Water Treatment Plant
 - Transmission lines (at no cost to WWSS)
 - Distribution feeder
 - Substation capacity (dedicated transformer)

Evaluation and Payment Process for Upcoming Agreements with Portland General Electric

August 2, 2023

Page 2 of 3

In addition to these large projects, PGE has performed many other projects for WWSS through the LECA process. These smaller projects have all been within the General Manager's authority and they include:

- Distribution feeder to Reservoir
- New power service and meter at multiple turnouts
- Approximately 20 power line and pole relocations to facilitate construction

PGE's processes are regulated by the Public Utilities Commission (PUC). PGE is subject to PUC-approved tariffs and rate schedules that describe the cost share ratios to be used when planning, designing, and constructing infrastructure that will serve both the general community and specific customers like WWSS. WWSS staff are working closely with PGE to verify assumptions and get the best value for WWSS in all LECAs.

Through the many years of coordination with PGE, WWSS staff have worked very hard to communicate our critical milestones for power delivery with PGE. At this point in WWSS delivery, maintaining PGE's momentum is paramount to delivering power on-time, and allowing the WWSS General Manager to have an approved process for the evaluation and execution of the upcoming LECAs will help maintain that momentum.

PGE competitively bids work and then receives the bids and evaluates them. Following that bidding process, PGE will send the applicable LECA (or similar cost agreement) to WWSS for review and approval. PGE will not execute the contract with the lowest bidder until it receives the WWSS approved LECA and payment. This is a short window of time and staff are concerned that it would be burdensome on the Board of Commissioners to assemble on limited notice for out-of-cycle meetings to approve these LECAs. Although the cost of each LECA will vary, the general structure and cost-basis of each LECA should be similar.

Staff propose the following steps of review and approval to protect WWSS's financial interests and allow for timely LECA approval and payment:

- WWSS receives LECA from PGE
- Simultaneously send to:
 - Project Manager to verify project scope and schedule
 - Program Estimator to verify appropriateness of project cost
 - Finance Manager to verify amount is within Baseline
- Upon successful review, simultaneously:
 - Submit to General Manager for review and approval
 - Begin check request process
- Approve and pay LECA

All LECAs are thoroughly reviewed by WWSS, no matter the cost. For these large LECAs that are outside the General Manager's signing authority, staff will document each step of the review and file documentation with the purchase order.

At the Board's request, an information item could be presented in the future to summarize the LECAs received and PGE's construction status.

Budget Impact:

The estimated value of the upcoming LECAs for Raw Water Facilities and Water Treatment Plant are anticipated to remain within the budget available in Baseline 8.1. Staff will continue to work with PGE to define currently unknown costs and hold sufficient contingency for the future work.

Evaluation and Payment Process for Upcoming Agreements with Portland General Electric

August 2, 2023

Page 3 of 3

Project – Raw Water Facilities	Available Budget	Estimated Cost*
RWF PGE Infrastructure Contingency Budget (Baseline 8.1)	\$ 13,000,000	
Power pathway and new distribution line (feeder) (PGE)		\$ 1,400,000
Substation capacity (PGE)		\$ 1,900,000
Estimated Remaining Contingency	\$ 9,700,000	
Projects without estimated costs:		
Transmission reconductor (PGE)		Under development
Transmission tap lines (PGE)		Under development

* Costs are subject to change and are preliminary

Project – Water Treatment Plant	Available Budget	Estimated Cost*
WTP PGE Infrastructure Contingency Budget (Baseline 8.1)	\$ 8,000,000	
Transmission lines (PGE)		\$ 0
Substation capacity (PGE)		\$ 6,300,000
Estimated Remaining Contingency	\$ 1,700,000	
Projects without estimated costs:		
Distribution feeder (conductor only) (PGE)		Under development

* Costs are subject to change and are preliminary

Staff Contact Information:

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

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

Attachments:

- Resolution WWSS-06-23
- WWSS Management Authority Matrix

Willamette Water Supply System Commission

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RESOLUTION NO. WWSS-06-23

A RESOLUTION AUTHORIZING THE GENERAL MANAGER TO ENTER INTO COST AGREEMENTS WITH PORTLAND GENERAL ELECTRIC.

WHEREAS, the Tualatin Valley Water District (TVWD), City of Hillsboro (Hillsboro) and City of Beaverton (Beaverton) entered into the Willamette Water Supply System Intergovernmental Agreement creating the Willamette Water Supply System Commission (WWSS Commission), an intergovernmental entity formed under ORS Chapter 190; and,

WHEREAS, the WWSS Commission is responsible to preside over and govern the design, construction, operation, maintenance, repair and replacement of the Willamette Water Supply System (WWSS); and,

WHEREAS, the WWSS Commission has adopted a Management Authority Matrix (MAM) for typical decisions and approvals necessary for the planning, design, construction, and commissioning of the WWSS; and,

WHEREAS, the WWSS Commission recognizes that timely decisions and approvals are necessary for the construction, and commissioning of the WWSS; and,

WHEREAS, the WWSS Commission wishes to grant the General Manager additional authority for the purposes of executing cost agreements with its power utility for the purpose of funding line extensions and other utility investments required by the power utility in a cost-effective and timely manner, and these agreements may exceed the General Manager's authority of the MAM; and being so advised,

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

Section 1: The WWSS General Manager is authorized to enter into cost agreements with Portland General Electric for the purpose of funding line extensions and other utility investments for timely completion of WWSS construction.

Section 2: The WWSS General Manager will direct staff to use the review process provided in the accompanying staff report, which is incorporated here by this reference.

Section 3: The authority granted in this resolution expires on June 30, 2026.

Approved and adopted at a regular meeting held on the 3rd day of August 2023.

James Duggan, Chair

David Judah, Vice Chair

Willamette Water Supply System Commission

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Approvals and Procurement Forecast: June through October 2023

This report provides a four-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
Program Baseline or Related Plans (above Program Director's Authority)	1. None	Approve	N/A	N/A	N/A
		Execute	N/A	N/A	N/A
Real Estate	2. None	Approve	N/A	N/A	N/A
IGAs, MOUs, Permit Commitments, & Similar Agreements	3. DCS_1.0 Sherwood Broadband Services IGA	Approve	N/A	MC: 3/18/2021 a	4/1/2021 a
		Execute	6/7/2023 a	N/A	N/A
	4. Ground Lease for Raw Water Pipeline, Amendment No. 2	Approve	N/A	MC: 5/18/2023 a	6/1/2023 a
		Execute	6/8/2023 a	N/A	N/A
Contracts (above Program Director's Authority)	5. Water Supply Integration Communication Plan, Toolkit, and Engagement Support <ul style="list-style-type: none"> Goal: Provide communications planning, materials, and public engagement support for Water Supply Integration Value: TBD 	Approve	N/A	10/19/2023 t	11/2/2023 t
		Execute	11/3/2023 t	N/A	N/A
Contract Amendments and Change Orders (above Program Director's Authority)	6. WWSP Program and Construction Management Services FY 2024 Annual Work Plan <ul style="list-style-type: none"> Goal: Approve scope, staffing, and fee for program and construction management services for FY 2024 Value: \$23.2 M 	Approve	N/A	5/18/2023 a	6/1/2023 a
		Execute	6/2/2023 a	N/A	N/A
	7. Public Outreach Services <ul style="list-style-type: none"> Goal: Provide additional public outreach during the term August 1, 2023, through June 30, 2024. Value: \$531,106.76 Contractor: Consor North America Inc. (formerly Barney & Worth) 	Approve	N/A	7/20/2023 t	8/3/2023 t
		Execute	8/4/2023 t	N/A	N/A
Local Contract Review Board (LCRB) Actions	8. None	Approve	N/A	N/A	N/A
Other	9. Evaluation and Payment Process for Upcoming Agreements with Portland General Electric (PGE)	Approve	N/A	N/A	8/3/2023 t
		Execute	8/3/2023 t	N/A	N/A

Willamette Water Supply System Commission

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**Willamette Water Supply System Commission
Board Meeting**

August 3, 2023
