Tualatin Valley Water District

Board Work Session Minutes
November 5, 2019

WORK SESSION – 6:28 PM

CALL TO ORDER

Commissioners Present: Bernice Bagnall; Jim Doane, PE; Jim Duggan, PE; Todd Sanders; Dick Schmidt

Staff Present: Tom Hickmann, Chief Executive Officer; Dave Kraska, PE, Water Supply Program Director; Carrie Pak, PE, Chief Engineer; Tim Boylan, IT Services Director; Andrew Carlstrom, Customer Services Manager; Paul Matthews, Chief Financial Officer; Andrea Watson, Communications and Public Affairs Supervisor; Amy Blue, Human Resources Director; Mike Jacobs, Risk Management Coordinator; Matt Oglesby, Asset Management Division Manager; Joe Healy, Senior Management Analyst; Debbie Carper, District Recorder

ANNOUNCEMENTS

Mr. Carlstrom presented the safety minute on winter driving.

Mr. Hickmann provided updates on conferences, meetings and projects (see attached memo).

1. DISCUSSION ITEMS

   A. Status Update on District Initiatives for 2019-21. Staff Report – Tom Hickmann

Mr. Hickmann described the strategic planning process used for the current biennium, provided status updates on existing initiatives and debuted a draft 2021-23 strategic planning process timeline (see attached presentation).

In response to questions, staff said:

- The five teams involved with the initiative on management and operation of the Willamette Water Supply System are finance, water quality, regulatory compliance, operations, and data and asset management.
- The new Emergency Planning Coordinator, Robert Whitham, who is working on the District’s resiliency program initiative, will coordinate the risk and resiliency assessment and resulting emergency response plan. He also recently became a FEMA-certified trainer to allow for in-house FEMA training of staff.
• The District’s general liability limit is $10 million, a limit that the District’s insurance agent assesses every year and is inclusive of potential contamination events.
• The initiative on a human capital strategy may include working with local schools to create an educational pipeline for the water industry workforce.
• There are currently no District-wide diversity metrics associated with the consultant hiring process. The District can incorporate a diversity requirement in the procurement process.

B. Meter Reading Vehicles Update. *Staff Report – Matt Oglesby*

Mr. Oglesby described the vehicle procurement process and potential developments in the meter reading process before outlining the history of, current issues with and anticipated future of the District’s meter reading vehicles (see attached presentation).

In response to questions, staff said:
• Go-4 vehicles are gas powered and Firefly vehicles are electric with diesel heaters.
• Pursuing advanced metering infrastructure (AMI) could allow for use of more traditional vehicles for meter reading.

C. Willamette Water Supply System (WWSS) Commission Update. *Staff Report – Dave Kraska*

Mr. Kraska reviewed the October WWSS Commission Board meeting agenda (see updated version attached), described anticipated real estate and contractual approvals needed and gave an overview of all Willamette Water Supply Program activities to date (see attached presentation).

**ADJOURNMENT**

There being no further business, President Bagnall adjourned the meeting at 8:18 p.m.

Bernice Bagnall, President

Todd Sanders, Secretary
Date: November 5, 2019
To: TVWD Board of Commissioners
From: Tom Hickmann, CEO
Re: CEO Announcements

I will cover the following items during the CEO’s Announcements at the work session:

1. **Be Sure to Use Microphones** – Just a reminder to please be sure to use your microphone whenever you are speaking during the work session this evening. Also, please be sure to turn off your microphone when you are not speaking.

2. **Safety Minute** – Andrew Carlstrom, the District’s Customer Service Manager, will present the safety minute this evening.

3. **AMWA Conference** – I attended the Executive Management Conference in Newport, Rhode Island, October 20-23. There were several good sessions on organizational development, workforce development and challenges facing the water industry.

4. **City of Beaverton ASR 7** – Through the Joint Water Commission, TVWD made Beaverton aware that we had interest in early coordination on the ASR 7 project that they are considering. Last week we agreed with the City of Beaverton to design a connection that would be mutually beneficial. This connection is in the very early conception phase and will result in future discussion in how this could best be accomplished and used.

5. **Partners for a Sustainable Washington County Community (PSWCC)** – On October 28, I met with PSWCC to review their budget and major milestones. A presentation on a new tool for sustainable practices was unveiled that we will be examining in greater detail in the coming months.

6. **Oregon Government Finance Officers Association (OGFOA) Conference** – On October 29, I presented at the OGFOA Conference on the benefits and challenges of biennial budgeting. This was a presentation that the City of Bend Finance Director asked me to participate in, to provide the operational perspective.

7. **Meeting with Pam Treece** – Late last week I had a meeting with Pam Treece to discuss coordination on the Civic Leaders Program and opportunities to work with the Westside Economic Alliance.
8. **Meeting with Jacobs** – On November 1st, I met with Jacobs Engineering to discuss past challenges and discuss opportunities to work together to address outstanding issues. It was acknowledged that there have been some challenges in the transition of CH2M Hill into Jacobs.

9. **Tualatin Valley Fire & Rescue (TVF&R) and Tualatin Hills Park & Recreation District (THPRD) Meetings** – Also last week, I met separately with TVF&R’s Fire Chief and THPRD’s General Manager to discuss coordination and various opportunities to work together.

10. **Management Team Offsite Workshop** – We have been working with a management consultant to hold an offsite management and supervisor team workshop. This workshop will be held tomorrow November 6 and the morning of November 7. The purpose of the meeting will be to further develop the management team using DiSC profiling tools and to review the mission, vision and values of the organization.

    As part of this workshop, we will kick off the start of a new strategic plan. The goal will be to develop a plan that will be brought back to the Board, in approximately one year, in order to have a budget process that aligns with our strategic plan.

11. **Board Communications Log** – There were no updates to the Board communications log this month.
Status Update on District Initiatives for 2019-21 and Proposed CEO Performance Evaluation Process

TVWD Board Work Session
November 5, 2019

2019-2021 Strategic Planning Process

- Reflects District vision, mission, values and strategic direction
- Anticipates future trends and challenges
- Considers industry trends, regional issues, organizational strengths and challenges
- Produces strategic projects (i.e., initiatives and key projects) designed to achieve desired results
- Tracks progress in achieving District objectives
- Periodically reports progress to the Board
Characteristics of the Strategic Efforts for 2019-21

District Initiatives

- Are transitional or transformational for the District
- Require significant resources
- Require participation from multiple work groups
- Require significant coordination for success

Key Projects*

- Are non-discretionary
- Are necessary to maintain current service levels
- Generally require the participation of a single department or work group

*For the 2019-21 biennium, Key Projects were reclassified as “ongoing business”.

Status Update on 2019-21 District Initiatives

<table>
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<tr>
<th>#</th>
<th>Description</th>
<th>Status</th>
<th>Status</th>
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<td>1</td>
<td>Program for Management and Operation of the Willamette Water Supply System</td>
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<td>2</td>
<td>Debt Program</td>
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<td>3</td>
<td>Strategic Communications Program</td>
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<td>4</td>
<td>Develop and Implement CIS</td>
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<td>5</td>
<td>District Resiliency Program</td>
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<td>6</td>
<td>Human Capital Strategy</td>
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KEY:

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<tr>
<th>Status</th>
<th>Description</th>
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<tr>
<td>G</td>
<td>On Schedule</td>
</tr>
<tr>
<td>Y</td>
<td>Some issues slowing this down</td>
</tr>
<tr>
<td>R</td>
<td>Significantly off schedule</td>
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<tr>
<td>B</td>
<td>Not yet begun / not yet reported</td>
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<tr>
<td>C</td>
<td>Completed</td>
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Delivering the Best Water  Service  Value
2021-2023 Strategic Planning Process

Now
- Draft SWOT analysis
- Review mission, vision, values from a performance metric perspective
- Team development

Winter 2020
- Each department will develop mission, vision and value statements
- Each department will develop long- and short-term objectives
- Each department will develop strategies to achieve a draft vision

Early Spring 2020
- Leadership team will review all mission, vision and value statements
- Leadership team will review objectives and strategies
- Leadership team will develop draft strategic plan

Summer 2020
- All staff review of draft strategic plan
- Incorporate staff feedback
- Develop District-wide staff buy-in of mission, vision and values and strategic plan

Fall 2020
- Receive Board policy direction
- Review mission, vision, values
- Confirm/revise desired results

Fall/Winter 2020-21
- Assess District priorities and alignment with strategic plan
- Conduct gap analysis (cost and staff resources)

Winter/Spring 2021
- Develop budget priorities
- Review impacts on financial forecast

Spring 2021 – June 2023
- Publish Financial Plan
- Adopt 2021-23 Biennial Budget
- Following budget adoption, monitor strategic plan progress throughout 2021-2023 biennium

Delivering the Best Water  Service  Value

Meter Reading Vehicles

Case Study – Firefly

Matt Oglesby
Asset Management Division Manager

Tualatin Valley Water District
Delivering the Best Water  Service  Value
Objectives

- District’s Meter Reading Vehicles
  - History
    - How did we get here?
  - Present
    - What are the issues?
  - Future
    - What’s ahead?

Grumman
Procurement

• Purchasing vehicle process
  – Maximum benefit
  – Ergonomics
  – Operability
  – Cost
  – Sustainability

• Future of meter reading
  – Forecasting needs for potential AMI technology
  – Other new vehicle ideas

Operational Firefly
Present: Inoperable Firefly Vehicles

Cost and Downtime Analysis

<table>
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<tr>
<th>Vehicle</th>
<th>Year</th>
<th>Make</th>
<th>Current Meter Status</th>
<th>Service Costs (Filtered)</th>
<th>Fuel Costs (Filtered)</th>
<th>Total Cost (Filtered)</th>
<th>Usage Miles</th>
<th>Repair Cost per Mile</th>
<th>Total Cost per Mile</th>
<th>Total Days Out of Service</th>
<th>% Downtime</th>
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<td>36</td>
<td>1993</td>
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<td>Active</td>
<td>$2,268.34</td>
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<td>$0.94</td>
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<td>5</td>
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<tr>
<td>37</td>
<td>1994</td>
<td>Grumman</td>
<td>Active</td>
<td>$2,902.19</td>
<td>$3,957.63</td>
<td>$3,359.82</td>
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<td>600</td>
<td>2014</td>
<td>Firefly</td>
<td>Out of Service</td>
<td>$2,061.32</td>
<td>$0.00</td>
<td>$2,061.32</td>
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<td>$0.00</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>484</td>
<td>13</td>
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<td>Out of Service</td>
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<td>2017</td>
<td>Firefly</td>
<td>Active</td>
<td>$2,061.32</td>
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<td>$2,061.32</td>
<td>745</td>
<td>$0.00</td>
<td>$0.00</td>
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<td>605</td>
<td>2019</td>
<td>GO-4</td>
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<td>$2,061.32</td>
<td>$0.00</td>
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<td>$0.00</td>
<td>484</td>
<td>13</td>
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</table>

Out of Service: 10 to 58%
### Firefly Future Repair Details

<table>
<thead>
<tr>
<th>Unit#</th>
<th>Issue</th>
<th>Detail</th>
<th>Part Required</th>
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<tbody>
<tr>
<td>600</td>
<td>Vehicle will not charge</td>
<td>Flux BMS (position of BMS has to be programmed by manufacturer of vehicle). Will need to be programmed for position #3.</td>
<td>Flux BMS</td>
</tr>
<tr>
<td>601</td>
<td>Vehicle will not charge</td>
<td>Needs a gen 1 transaxle as it is not compatible w/ gen 2's. Gen 1 has a smaller transaxle (complete w/ axles and tubes)</td>
<td>Transaxle</td>
</tr>
<tr>
<td>602</td>
<td>Bad steering gear box and steering column</td>
<td>We purchased a new Flaming River steering box and Ididit steering column. Flaming River steering box won't fit due to shaft being longer than original off-brand steering box. Need replacement mounting bracket to accommodate.</td>
<td>Steering Box Mounting Bracket</td>
</tr>
<tr>
<td>602</td>
<td>Main control board is defective</td>
<td>Main control board located in console next to fuse panel. It is a double stacked circuit board. Relay soldered in for horn quit working</td>
<td>Main Control Board</td>
</tr>
<tr>
<td>602</td>
<td>Dash board assembly is defective</td>
<td>Shift indicator on dash display quit displaying.</td>
<td>Dashboard assembly</td>
</tr>
<tr>
<td>602</td>
<td>Transaxle is defective</td>
<td>Loud clunking and gear noise coming from transaxle. Shows signs of metal contamination.</td>
<td>Gen 2 Transaxle</td>
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<tr>
<td>603</td>
<td>Main control board is defective</td>
<td>Main control board located in console next to fuse panel. Vehicle will not switch into reverse.</td>
<td>Main Control Board</td>
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<tr>
<td>603</td>
<td>Transaxle is defective</td>
<td>Transaxle has multiple leaks.</td>
<td>Gen 2 Transaxle</td>
</tr>
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</table>

**Significant cost needed for repair**

**Future: Go-4 Interceptor**

![Go-4 Interceptor Image]
Willamette Water Supply Commission Update
TVWD Board Work Session

November 5, 2019

Outline

- Review November WWSS Commission Board Meeting Agenda
- Review Approvals and Procurements Forecast
- Update on WWSP Activities
Willamette Water Supply System
October Board Meeting Agenda

1. General Manager’s Report
2. Public Comment
3. Consent Agenda
   1. October 3, 2019 meeting minutes
   2. October 28, 2019 special meeting minutes
4. Business Agenda
   1. Approve WCLUT Master Project Coordination IGA
   2. Approve WCLUT PLM_4.4 Design IGA
   3. Approve PLM_5.2 City of Tigard IGA Amendment
5. Information Items
   1. WCLUT IGA Amendments
REVIEW APPROVALS AND PROCUREMENTS FORECAST

Approvals and Procurement Forecast for November 2019 – January 2020
Program Baseline or Related Plans

<table>
<thead>
<tr>
<th>Description</th>
<th>Program Director</th>
<th>WWSS Management Committee</th>
<th>WWSS Commission Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>WWSP Annual Rebaseline Schedule and Budget</td>
<td>NA</td>
<td>1/23/2020</td>
<td>2/6/2020</td>
</tr>
</tbody>
</table>
Approvals and Procurement Forecast for November 2019 – January 2020

Real Estate

<table>
<thead>
<tr>
<th>Description</th>
<th>Program Director</th>
<th>WWSS Management Committee</th>
<th>WWSS Commission Board</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLM_1.3 Resolution of Need</td>
<td>NA</td>
<td>12/19/2019</td>
<td>1/9/2020</td>
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<tr>
<td>PLM_4.3 Resolution of Need</td>
<td>NA</td>
<td>1/23/2020</td>
<td>2/6/2020</td>
</tr>
</tbody>
</table>

Approvals and Procurement Forecast for November 2019 – January 2020

IGAs, MOUs, Permit Commitments

**Metzger Pipeline East Pipeline (MPE_1.0)**
- Project agreement for COB_1.0 – under additional discussion with City of Beaverton

**Scholls Area Pipeline (PLM_5.2)**
- City of Tigard agreement amendment (Nov)

**Washington County Land Use & Trans.**
- Master project coordination IGA (Nov)
- PLM_4.4 Design IGA (Nov)
- Various IGA amendments (Dec)
  - PLM_4.1 Design
  - PLM_4.2 Design
  - PLW_1.2 Design
  - PLM_5.1 Construction
## Approvals and Procurement Forecast for November 2019 – January 2020

### Contracts

<table>
<thead>
<tr>
<th>Title</th>
<th>Goal</th>
<th>Value</th>
<th>Key Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pipeline Contractors Prequalification</td>
<td>Prequalify contractors for 48”- 66” pipeline installation contracts</td>
<td>NA</td>
<td>Receive Statements of Qualifications: 10/31/2019</td>
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<tr>
<td>RES_1.0 Design, Bidding and Services During Construction</td>
<td>Procure the design consultant for the WWSS reservoirs project</td>
<td>Est. $6.1 M</td>
<td>Proposals Due: 11/21/2019 Notice to Proceed: 2/7/2020</td>
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## Approvals and Procurement Forecast for November 2019 – January 2020

### Contract Amendments and Change Orders*

<table>
<thead>
<tr>
<th>Title</th>
<th>Goal</th>
<th>Value</th>
<th>Key Date</th>
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</thead>
<tbody>
<tr>
<td>MPE_1.0 Design Amendment</td>
<td>Add final design and services during construction for the COB_1.0 project</td>
<td>$1.56 M</td>
<td>8/21/2019 approval by WWSS MC (delegated by the WWSS Board)</td>
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<tr>
<td>PLM_5.3 Design Amendment</td>
<td>Amend contract for final design and services during construction to reflect realignment north of Farmington</td>
<td>TBD</td>
<td>11/19/2019 approval by WWSS MC</td>
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<tr>
<td>Program Regulatory Permitting and Related Consulting Services</td>
<td>Amend contract to provide professional services through February 2021</td>
<td>$2.6 M</td>
<td>11/19/2019 approval by WWSS MC</td>
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*having values higher than the Program Director’s authority
UPDATE ON WWSP ACTIVITIES

Notable Topics

Commissioning & Startup Planning

- Recent Accomplishments:
  - Reviewed draft Commissioning Planning TM
  - Updated TM and sent to WTP_1.0 designer and CM/GC (CDM and Sundt) for review
- Priorities:
  - Meet with Sundt to review conceptual commissioning plan
  - Understand Sundt’s schedule for commissioning plan drafting
  - Identify planned flushing points and allowable flows
  - Add features for flushing to designs, as needed

PMO Staffing

- RES_1.0 Project Manager – Jenn Minton
  - Begin serving as PM for the RES_1.0 project immediately
  - Continue as PM for the RWF_1.0 project
- Staff Professional – Elena Thomsen
  - Assist with the coordination and management of pipeline design and construction projects, principally PLM_4.0 and MPE_1.0
  - Starts on December 2
- WIFIA Compliance Specialist
  - Responsible for managing the compliance program for WIFIA loans
  - Implement compliance procedures and serve as a subject matter expert on compliance requirements, work with program staff and legal counsel to implement requirements, maintain records, prepare reports and Federal submittals
  - Recruitment in progress
## Project Delivery Progress

<table>
<thead>
<tr>
<th>Work Package</th>
<th>Conceptual/Preliminary</th>
<th>Design 30%/50%</th>
<th>Design 60%/70%</th>
<th>Design 90%</th>
<th>Design 100%</th>
<th>Construction</th>
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<tbody>
<tr>
<td>RWF_1.0</td>
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Willamette Water Supply
Our Reliable Water

## Construction Update

### Projects currently in construction

- **PLM_1.2** (Garden Acres Rd)
- **PLM_5.2** (Scholls Ferry/Tile Flat)
- **PLM_5.1** (Roy Rogers Rd)
- **PLM_1.1** (S. of Wilsonville Rd)
- **PLW_1.1** (South Hillsboro)

Willamette Water Supply
Our Reliable Water
Current and Planned Activities:
• Punchlist items are complete
• Final Completion was achieved on 9/16/2019
• Project Closeout

Construction Photos – PLW_1.1
PLW_1.1 Notable Topics

• Partner Coordination
  – Continuing coordination with Newland
  – Working with City of Hillsboro to transfer 1200C permit

• Potential Claims
  – None

• Delivery Challenges
  – None

PLM_5.1

Partner: Washington Co.
Contractor: Tapani, Inc.
(Moore Excavation Inc. – Waterline Sub)
Designer: Jacobs

Current and Planned Activities:
• Bridge construction
• East side road widening
• Utility relocations
• CWS sewer forcemain construction
• First waterline activity scheduled for November 2019
Construction Photos – PLM_5.1

Construction Photos – PLM_5.1
**PLM_5.1 Notable Topics**

- Partner Coordination
  - Late road and bridge construction delayed start of waterline work
- Potential Claims
  - None
- Claims
  - None
- Delivery Challenges
  - None

**PLM_5.2**

Contractor: Emery & Sons  
Designer: Jacobs

Current and Planned Activities:
- Real estate acquisition ongoing
- Continue 66” waterline installation on Scholls Ferry Road
  - Total of approximately 2,500 LF installed
- Continued developer coordination: Polygon 20 mph temporary traffic shoofly complete
Construction Photos – PLM_5.2

PLM_5.2 Notable Topics

• External Coordination
  – Coordination of construction schedules and appurtenance elevations with Polygon
  – Frontier utility relocation complete along Scholls Ferry Road

• Potential Claims
  – None

• Delivery Challenges
  – Final easement acquisitions
Current and Planned Activities:
- Utility relocation and new joint utility trench
- Completed Cahalin Road improvement
- Waterline submittals

Partner: City of Wilsonville
Contractor: Moore Excavation Inc.
Designer: HDR

Construction Photos – PLM_1.2
Construction Photos – PLM_1.2

PLM_1.2 Notable Topics

- Partner Coordination
  - No issues
- Potential Claims
  - None
- Delivery Challenges
  - None
PLM_1.1

Contractor: James W. Fowler Co.
Designer: HDR

Current and Planned Activities:
• Pre-construction submittals
• Pipe fabrication submittals
• Erosion and sediment control fencing planned for November

PLM_1.1 Notable Topics

• External Coordination
  – City of Wilsonville permits in progress
  – Maintaining coordination for City’s 5th/Kinsman Road project

• Potential Claims
  – None

• Delivery Challenges
  – Permit issuance delay
  – Missed in-water work window and will re-sequence to perform some work in 2020 (accommodated in bid)
Willamette Water Supply System
Board Meeting Agenda
Thursday, November 7, 2019 | 12:00 – 2:00 PM
Tualatin Valley Water District – Board Room
1850 SW 170th Avenue, Beaverton, OR 97003

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 October 3, 2019 meeting minutes.
   B. Approve the October 28, 2019 meeting minutes.

4. BUSINESS AGENDA
   A. Approve WCLUT Master Project Coordination IGA – Dave Kraska
   B. Approve WCLUT PLM_4.4 Design IGA – Dave Kraska
   C. Approve PLM_5.2 City of Tigard IGA Amendment – Dave Kraska
5. INFORMATION ITEMS

   A. Washington County Land Use and Transportation (WCLUT) Intergovernmental Agreements (IGA) Amendment Updates – Dave Kraska
      1. WCLUT PLM_4.1 Design IGA Amendment 2
      2. WCLUT PLM_4.2 Design IGA Amendment 1
      3. WCLUT PLM_5.1 Construction IGA Amendment 1
      4. WCLUT PLW_1.2 Design IGA Amendment 1

   B. Planned December Business Agenda items – Dave Kraska

   C. The next Board meeting is scheduled on December 5, 2019, at Tualatin Valley Water District – Board Room.

6. COMMUNICATIONS AND NON-AGENDA ITEMS

   A. None scheduled.

ADJOURNMENT