Tualatin Valley Water District
Delivering the Best Water Service Value

Board Meeting Minutes
November 20, 2019

REGULAR SESSION – 7:00 PM

CALL TO ORDER

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

Staff Present: Tom Hickmann, PE, Chief Executive Officer; Clark Balfour, General Counsel; Paul Matthews, Chief Financial Officer; Dave Kraska, PE, Water Supply Program Director; Andrew Carlstrom, Customer Service Manager; Andrea Watson, Communications and Public Affairs Supervisor; Carrie Pak, PE, Chief Engineer; Nick Augustus, PE, Engineering Division Manager; Andrew Bartlett, Senior Project Engineer; Collin Fleming, Facilities Supervisor; Debbie Carper, District Recorder

Other Attendees: David Schmidt

REPORTS BY THE CHIEF EXECUTIVE OFFICER AND MANAGEMENT STAFF

Mr. Hickmann reported on the Cryptosporidium detections in Bull Run water over the past month, recent attendance at a technical workshop, staff’s presentation at a regional forum and his meeting with Portland Community College staff regarding a talent pipeline before sharing his upcoming out of office schedule and inviting the Board to two employee events (see attached memo).

He also asked for Board feedback on canceling the December 3 Board work session, and the Board agreed to a cancellation.

Next, he said the Joint Water Commission South Transmission Line experienced a main break and is currently shut down for repair. No customers are out of service. Ms. Pak added the latest update anticipates repair completion within 24 hours and the system back online soon after. Staff is moving forward with their existing plan to do a condition assessment, including soil testing for corrosivity analysis, on the line.

Mr. Balfour provided the safety minute on carbon monoxide.
Finally, Mr. Hickmann updated the Board on a recent leadership training that utilized the DiSC behavioral assessment tool and provided information about a change and accountability framework (see attached presentation). The Management Team will use the information gleaned at the training to shape future discussion and development of an organizational strategic plan.

COMMISSIONER COMMUNICATIONS

A. Reports of meetings attended

Commissioners described and submitted a list of recently attended meetings (see attached forms).

B. Topics to be raised by the Commissioners

There were none.

PUBLIC COMMENT

There was none.

1. CONSENT AGENDA

A. Approve the October 1, 2019 work session minutes.

B. Approve the October 16, 2019 regular meeting minutes.

C. Approve the November 5, 2019 work session minutes.

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

2. PUBLIC HEARING

A. Acting as the Local Contract Review Board, consider adopting Resolution 28-19, a resolution declaring an exemption from competitive bidding for the Farmington Road Booster Pump Station and Discharge Main Project, and authorize proceeding with a Construction Manager/General Contractor contract. Staff Report – Andrew Barrett

Mr. Barrett provided the project background, site options and staff’s evaluation of alternative project delivery methods and results (see attached presentation).
In response to questions, staff said:

- The pump station will connect to the District’s existing infrastructure as well as to the Willamette Water Supply System, allowing greater operational flexibility.
- After completing a project using alternative delivery methods, staff is required to file a report showing the District met all requirements for the competitive bidding exemption. Each project provides a learning opportunity for future project management.

Commissioner Bagnall opened the public hearing and asked for testimony in support or opposition. There was none. The public hearing was closed.

Motion was made by Duggan, seconded by Sanders, to adopt Resolution 28-19, a resolution declaring an exemption from competitive bidding for the Farmington Road Booster Pump Station and Discharge Main Project, and authorize proceeding with a Construction Manager/General Contractor contract. The motion passed unanimously with Bagnall, Doane, Duggan, Sanders and Schmidt voting in favor.

ADJOURNMENT

There being no further business, President Bagnall adjourned the meeting at 7:56 p.m.

____________________________________  ______________________________________
Bernice Bagnall, President              Jim Doane, Acting Secretary
The following items will be covered during the report by the CEO:

1. **Safety Minute** – Clark Balfour, General Counsel, will present the safety moment this evening.

2. **Department Report** – I am presenting tonight’s department report. On November 6 and 7, TVWD’s Management Team and select supervisors participated in a workshop utilizing DiSC profiling tools to enhance leadership and communication skills and begin the process of initiating a new strategic plan. The workshop was well received by participants and culminated in a discussion about District-wide strategic matters. For your information, I will now share additional details about this training session.

3. **Portland Cryptosporidium Results** – The City of Portland reported that a total of six Cryptosporidium oocysts were detected in select water samples collected from the Bull Run Headworks between October 22 and November 10. The Oregon Health Authority has determined that the public does not need to take additional protections at this time. Complete results of Portland’s Cryptosporidium monitoring are posted on the Water Bureau’s website.

4. **Attended Isle Utilities Technical Workshop** – Last week I attended a one-day workshop in Seattle where utilities from across the northwest gathered to review new and emerging technologies in the water utilities industry. Future ability to participate will only be permitted if we are subscribing members, and my attendance was to determine if membership was in the District’s best interest. After attending, I believe it would be beneficial for the District to subscribe to benefit from the network of utilities exploring emerging technologies on an ongoing basis and to have access to prior assessments completed by member utilities on technologies we may be interested in pursuing.
5. **TVWD Staff Presentation to Regional Forum** – On Monday, November 18, TVWD, Hillsboro and Beaverton gave an overview presentation of the Willamette Water Supply System (WWSS) and program elements. It was well attended and recorded. We received some very good questions and believe it was beneficial for those in attendance.

6. **Meeting with PCC Climb Center for Advancement** – On Monday, I attended a workshop at PCC Climb Center where I had a one-on-one with staff and with a consultant they have hired to review if PCC was meeting the region’s needs with their graduates. We had a very good discussion about providing certification programs and other training programs that could be a pipeline of talent for the region’s utilities and future needs. We agreed to have more discussions in the future, and I will continue to seek out opportunities to draw future talent from the region to fill the District’s needs.

7. **Employee Auction and Holiday Luncheon** – As a reminder, the Board and public are invited to attend the Employee Auction to be held tomorrow, November 21, 7:00 am, in the Board Room. This is a great opportunity to raise funds to benefit our community; this year’s charity beneficiaries include TVWD’s Customer Emergency Assistance Program, Randall Children’s Hospital and Make-a-Wish Foundation. The Board is also invited to attend the upcoming staff holiday luncheon, December 19, 12:00 pm, in the Board Room.

8. **CEO’s Schedule** – I will be out of the office the last week of November. Clark Balfour will be acting in capacity (AIC) for the CEO November 25 and 26. Tim Boylan will serve as AIC, November 27. The District is closed November 28 and 29 in observance of the Thanksgiving holiday.
TVWD Leadership Training

November 6 and 7, 2019

Tom Hickmann
Chief Executive Officer

What is DiSC?

• DiSC is a behavioral assessment tool designed to help people understand themselves and others in the areas of communication, habits and preferences.

• DiSC provides a common language for people to adapt their communication styles to others.

• It is a practical approach to improve the quality of the workplace environment, relationships and results.
DiSC Workplace Principles

• DiSC identifies behavioral tendencies in a given environment.
• There is no “right” or “wrong” DiSC profile.
• An organization needs all profiles to succeed.
• DiSC is **not** a method to label oneself or others, nor is it an excuse or weapon.
• Everyone is a blend of all four styles, but people generally tend strongly towards one or two styles.

DiSC Model

- **Dominance**
  - Direct
  - Results-oriented
  - Firm
  - Strong-willed
  - Forceful

- **Influence**
  - Outgoing
  - Enthusiastic
  - Optimistic
  - High-spirited
  - Lively

- **Conscientiousness**
  - Analytical
  - Reserved
  - Precise
  - Private
  - Systematic

- **Steadiness**
  - Even-tempered
  - Accommodating
  - Patient
  - Humble
  - Tactful
DiSC Model Continued

Unfavorable

Dominance

Conscientiousness

Steadiness

Influence

Favorable

Task

People

TVWD Leadership Staff DiSC Profiles

Delivering the Best Water Service Value
Change and Accountability Framework

- The Management Team reviewed the change and accountability framework and discussed the District’s readiness for change, particularly in regards to the creation of a strategic plan.
- Methods to move the District towards investment in the creation of a strategic plan will be discussed next month.

Next Steps and Tentative Timeline

- November – December 2019, Management Team will:
  - Review and prioritize outstanding items in need of attention and determine messaging
  - Work with direct reports to discuss each other’s DiSC profiles, identify lessons learned and incorporate these skills into leadership goals
  - Create an “opt-in” process to gain feedback from staff on TVWD’s mission, vision, values and strategic plan

- January 2020, Management Team will:
  - Create “Communications Agreements” to work with their teams
  - Communicate the “opt-in” process to gain feedback from staff on TVWD’s mission, vision, values and strategic plan
Next Steps and Tentative Timeline (continued)

- February – May 2020, Management Team will:
  - Conduct the “opt-in” feedback process and communicate within the organization
  - Schedule DiSC sessions with the remaining TVWD staff

- June – July 2020, Management Team will:
  - Share the mission, vision, values and strategic plan draft with employees for alignment and buy-in

- August – September 2020, Management Team will:
  - Share the mission, vision, values and strategic plan draft with the Board for alignment, recommendations and buy-in

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Farmington Road Booster Pump Station and Discharge Main Projects Exemption for Alternative Delivery

November 20, 2019

Andrew Barrett, P.E.
Project Engineer / Project Manager
Outline

• Farmington Road Booster Pump Station and Discharge Main Projects Background
• Project Site Options
• Alternative Project Delivery Evaluation
• Alternative Project Delivery Evaluation Results
• Board Action

Farmington Road Booster Pump Station and Discharge Main - Project Background
Farmington Pump Station Project Background

- 1-acre site at 20925 SW Farmington Road purchased in 2017 (R&O 31-17).
- WWSS Facility
  - Turnout w/meter
  - Fluoride
- Provide a more resilient facility to pump to the top of Cooper Mountain
- Additional site considerations

Farmington Pump Station Current Layout
Alternative Project Delivery Evaluation

• CM/GC most appropriate delivery method
  – Complex project (fluoride, pumping, high pressures)
  – Long lead items can be ordered early – such as pumps and backup power systems
  – Possibility of multiple phases of the work

Why use Alternative Delivery?

• Complex projects benefit from Alternative Delivery
  – Contractor buy-in
  – Appropriate risk allocation
  – Cost Savings
  – Teamed approach to the project delivery
  – Understanding of project goals and objectives over plain scope execution
  – Ability to meet project timeline
Alternative Project Delivery Evaluation

- CM/GC
  - Separate selections
  - Price negotiations

Alternative Project Delivery Evaluation Results

- CM/GC is the preferred delivery option for this project
  - Qualification and cost-based selection
  - Two separate contracts for the Designer and the Contractor
  - Risk
    - Less unknowns
    - Less risk at GMP
Oregon Legal Authority

• ORS 279C.335 – competitive bidding exemptions
  – As required by 335.2, the District developed the findings that
    o The exemption is unlikely to encourage favoritism in awarding public
      improvement contracts or substantially diminish competition for public
      improvement contract
    o Awarding a public improvement contract under the exemption will likely result
      in substantial cost savings and other substantial benefits to the contracting
      agency
  – The findings addressed required items under 335.2.b
  – A public hearing is being held before the Board’s approval on November 20, 2019,
    as required by 335.5.a
  – Notification of the public hearing was published on November 6, 2019, a minimum
    of 14 days before the hearing, as required by 335.5.b

Firms and Services for CM/GC

• Encouraging competition for the project delivered by CM/GC
  – A solicitation of interest letter was sent to potential respondents
  – Request for Letters of Interest (RLOI) was published in Daily Journal of Commerce
    on November 6, 2019
  – 12 firms responded and expressed interest in the project
• The District has retained Keller Associates to provide Engineering
  consulting and to act as the Owner’s Representative for CM/GC delivery
  of the project
• The District to use in-house counsel for legal assistance
Requested Local Contract Review Board Action

Acting as the Local Contract Review Board, consider adopting Resolution No. 28-19 declaring an exemption from competitive bidding for the Farmington Road Booster Pump Station and Discharge Main Project and approving a CM/GC delivery method.
Report of Meetings Attended

Commissioner Bernice Bagnall

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Date 11/20/2019

Signed and approved

Date 11/20/2019

ORS 198.190, "A member of the governing body of a district may receive, not to exceed $50.00 for each day or portion thereof as compensation for services performed as a member of the governing body. Such compensation shall not be deemed lucrative. The governing body may provide for reimbursement of a member for actual and reasonable traveling and other expenses necessarily incurred by a member in performing official duties." Please note that in accordance with ORS 294.331 (3) members of the budget committee shall receive no compensation for their services as members of such committee.

By Board Resolution 02-14, an amount equal to the unclaimed funds for services will be transferred to the District’s Customer Emergency Assistance Program.
Report of Meetings Attended

**Commissioner Jim Doane**

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Date 20 Nov 2019

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Date 11/20/2019

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**Commissioner Jim Duggan**

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**Date:** 20 Nov 2019

Signed and approved

**Date:** 11/30/2019

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Commissioner Todd Sanders

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Date 11/20/2014
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Date 11/20/2019

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**Date 1/20/19**

Signed and approved

**Date 11/20/19**

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