WORK SESSION – 6:00 PM

CALL TO ORDER

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

Staff Present: Dave Kraska, PE, Water Supply Program Director; Carrie Pak, PE, Chief Engineer; Paul Matthews, Chief Financial Officer; Andrea Watson, Communications and Public Affairs Supervisor; Debbie Carper, District Recorder

ANNOUNCEMENTS

Ms. Pak presented the safety minute on glaucoma awareness month.

Mr. Kraska highlighted a recent main replacement and noted the District’s Comprehensive Annual Financial Report is now online (see attached memo).

1. DISCUSSION ITEMS

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

Mr. Kraska reviewed the agenda for the January 9 WWSS Commission Board meeting (see attached presentation) and said there will be an add-on item related to a bridging agreement with the City of Beaverton for design services on a pipeline project.

In response to questions, he said:
   • The agenda item regarding approval of alternative contracting methods for construction of pipeline projects will be applied to complex, rather than all, WWSS projects going forward.
   • Development of an overall project agreement with the City of Beaverton has been complicated because of ongoing global discussions about partner payments of systemwide WWSS charges.

Next, Mr. Kraska reviewed the approvals and procurements forecast before providing an update on Willamette Water Supply Program activities.
B. TVWD Board Representative to the Willamette Intake Facilities (WIF) Commission.  
   Staff Report – Dave Kraska

Mr. Kraska reviewed the contents of his staff report.

Commissioner Doane noted his anticipated absence at the January WIF meeting, and Commissioner Schmidt agreed to attend as alternate.

The Board agreed to remain status quo with no TVWD Commissioners serving as a WIF Board officer is acceptable.

C. Review of Timing for Proposed Update to Fees and Charges.  Staff Report – Paul Matthews

Mr. Matthews listed anticipated changes to hydrant and backflow prevent program fees before describing potential changes to system development charges (SDCs) (see attached presentation).

In response to feedback, he said staff can investigate utilizing fixture counts when modifying SDC calculation methodology, and staff’s proposed adoption timeline will be delayed from what is listed in the presentation.

ADJOURNMENT

There being no further business, Vice President Schmidt adjourned the meeting at 6:59 p.m.

Bernice Bagnall, President  
Todd Sanders, Secretary
MEMO

Date: January 7, 2020
To: TVWD Board of Commissioners
From: Tom Hickmann, CEO
Re: CEO Announcements

Tom is out of the office this evening. David Kraska, Willamette Water Supply Program Director, has agreed to cover tonight’s work session and the following CEO Announcements:

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** – Carrie Pak, the District’s Chief Engineer, will present tonight’s safety minute.

3. **119th Avenue Main Replacement** – The main replacement on 119th Avenue, from NW Coleman Drive south to NW Cornell Road, is complete. This project included installation of approximately 2,500 feet of a new, high-pressure water main and valves, to better serve customers in this corridor. Re-paving will occur when the weather improves. Regular inspections of the road are taking place with temporary hot patching done to address any potholes that develop.

4. **Comprehensive Annual Financial Report** – TVWD’s Comprehensive Annual Financial Report has been published and placed online. This award-winning publication covers the financial reports for the fiscal years ending June 30, 2019 and 2018 respectively.

5. **Board Communications Log** – There were no updates to the Board communications log this month.
Willamette Water Supply Commission Update
TVWD Board Work Session

January 7, 2020

Outline

Review January WWSS Commission Board Meeting Agenda
Review Approvals and Procurements Forecast
Update on WWSP Activities
Willamette Water Supply System
January 9, 2020 Board Meeting Agenda

1. General Manager’s Report
2. Public Comment
3. Consent Agenda
   A. December 5, 2019 meeting minutes
4. Public Hearing
   A. Acting as Local Contract Review Board
      1. Approve Alternative Contracting Methods for Construction of Selected Pipeline Projects
5. Business Agenda
   A. Approve Contract Amendment for Program Regulatory Permitting and Related Consulting Services
6. Information Items
   A. Planned February Business Agenda items
### REVIEW APPROVALS AND PROCUREMENTS FORECAST

#### Approvals and Procurement Forecast for December 2019 – February 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>2/22/2020</td>
<td>3/5/2020</td>
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Approvals and Procurement Forecast for December 2019 – February 2020

Real Estate

<table>
<thead>
<tr>
<th>Description</th>
<th>Program Director</th>
<th>WWSS Management Committee</th>
<th>WWSS Commission Board</th>
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<tbody>
<tr>
<td>PLM_5.2 Easement</td>
<td>NA</td>
<td>11/19/2019</td>
<td>12/5/2019</td>
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<tr>
<td>PLM_4.3 Resolution of Need</td>
<td>NA</td>
<td>2/20/2020</td>
<td>3/5/2020</td>
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</table>

IGAs, MOUs, Permit Commitments

Metzger Pipeline East Pipeline (MPE_1.0)
- Project agreement for COB_1.0 – under additional discussion with COB

South Hillsboro Area Pipeline (PLW_1.3)
- Hagg Lane (Butternut Creek) Agreement Amendment (Dec)

Washington County Land Use & Trans.
- Various IGA amendments (Dec)
  - PLM_4.1 Design
  - PLM_4.2 Design
  - PLW_1.2 Design

Scholls Ferry Area Pipeline (PLM_5.2)
- Metropolitan Land Group Developer Agreement
## Approvals and Procurement Forecast for December 2019 – February 2020

### Contracts

<table>
<thead>
<tr>
<th>Title</th>
<th>Goal</th>
<th>Value</th>
<th>Key Date</th>
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</thead>
<tbody>
<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. $6.1M</td>
<td>Proposals Due: 11/21/2019 Notice to Proceed: 2/7/2020</td>
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### 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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<tr>
<td>MPE_1.0 Design Amendment</td>
<td>Add final design and services during construction for the COB_1.0 project</td>
<td>$1.56M</td>
<td>8/21/2019 approval by WWSS MC (delegated by the WWSS Board)</td>
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<td>PLM_5.3 Design Amendment</td>
<td>Amend contract for final design and services during construction to reflect realignment between Grabhorn and Rosedale</td>
<td>TBD</td>
<td>1/23/2020 approval by WWSS MC</td>
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<td>Program Regulatory Permitting and Related Consulting Services</td>
<td>Amend contract to provide professional services through February 2021</td>
<td>$2.1M</td>
<td>12/19/2019 approval by WWSS MC</td>
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<td>PLM_1.2 Construction Contract Change Order</td>
<td>Amend Wilsonville-held contract to add Day Road crossing</td>
<td>TBD</td>
<td>1/23/2020 approval by WWSS MC</td>
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<td>WTP_1.0 Design Amendment</td>
<td>Amend contract for design services related to added engineering services</td>
<td>TBD</td>
<td>2/20/2020 approval by WWSS MC</td>
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*having values higher than the Program Director’s authority
UPDATE ON WWSP ACTIVITIES

Notable Topics

• Operations Planning
  – Workshop #8 on December 12
    • Report-outs by working groups on progress made to date
    • Work session for groups to improve processes for completing work
  – Priorities:
    • Identifying workload and resource needs to inform staffing plan
    • Operational strategy for low-demand periods
    • Determine decision making and document review processes
### Project Delivery Progress

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<tr>
<th>Work Package</th>
<th>Conceptual/Preliminary</th>
<th>30%/50%</th>
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### Annual Baseline Schedule

- 12/23/19 – Submit draft baseline 5.0
- 1/16/20 – Present baseline to all WWSS committees
- 2/3/20 – Submit draft baseline 5.1
- 2/20/20 – Request MC recommendation for Board approval
- 3/5/20 – WWSS Board approval
Construction Update
Projects currently in construction

PLM_5.1
(Roy Rogers Rd)

PLM_5.2
(Scholls Ferry/Tile Flat)

PLM_1.2
(Garden Acres Rd)

PLM_1.1
(S. of Wilsonville Rd)

Current and Planned Activities:
- Mobilized to site
- Erosion/sediment control fencing installed
- Pipe in fabrication
- Vegetation removal/topsoil stockpiled
- Utility potholing

Contractor: James W. Fowler Co.
Designer: HDR
Construction Photos – PLM_1.1

Equipment mobilization

Construction Photos – PLM_1.1

Topsoil stockpiling
PLM_1.1 Notable Topics

• External Coordination
  – Continued coordination with CoW’s 5th/Kinsman Road project and the RWF_1.0 project

• Potential Claims
  – None

• Delivery Challenges
  – None

PLM_1.2

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

Current and Planned Activities:
• Continue utility relocation and joint utility trench
• Continue installation of sanitary and storm sewers
• Continue waterline submittals
• First waterline activity scheduled for June 2020
• Issued DC-2 adding accessway at STA 298+40.00
Excavation and installation of 18” sanitary sewer upgrades

Typical boulders encountered during excavation along Garden Acres Road
PLM_1.2 Notable Topics

- Partner Coordination
  - No issues
- 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:
- Traffic shifted to east side
- Continued utility relocations
- Shaft excavation and shoring installation now underway for trenchless pipe installation
Construction Photos – PLM_5.1

Secant Pile Shoring System – north side of tributary

Construction Photos – PLM_5.1

Secant Pile Shoring System – south side
PLM_5.1 Notable Topics

• Partner Coordination
  – Tigard turnout change order in progress
• Potential Claims
  – None
• Claims
  – None
• Delivery Challenges
  – None

PLM_5.2

Contractor: Emery & Sons
Designer: Jacobs

Current and Planned Activities:
• Real estate acquisition – one property remaining
• 3,237 LF of pipe installed, welded and backfilled
• Successful Phase 1 hydrostatic pressure test
• Tile Flat Road 45-day closure began 12/17/19
• Second crew planned to mobilize in January
Construction Photos – PLM_5.2

Road shoulder widening and safety barrier installation on Tile Flat Road

Construction Photos – PLM_5.2

Tile Flat Road closure advance PCMS signage
PLM_5.2 Notable Topics

• External Coordination
  – Coordination of construction schedules and appurtenance elevations with developers
  – PGE utilities relocation along Tile Flat Road

• Potential Claims
  – None

• Delivery Challenges
  – Final easement acquisition
  – Utility coordination

QUESTIONS
Timing of Update to Fees and Charges

January 7, 2019 Board Work Session

Paul Matthews
Chief Financial Officer

Fees Under Consideration

<table>
<thead>
<tr>
<th>Fire Hydrant Fees</th>
<th>Backflow Prevention Program Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Revising truck sizes to better reflect usage</td>
<td>• Evaluate market acceptance of backflow program fees</td>
</tr>
<tr>
<td>• Outreach plan includes open house scheduled for January 30, 2020</td>
<td>• Consider customer communications strategies</td>
</tr>
<tr>
<td>• Present options at February 4, 2020 Board work session</td>
<td>• Present options at work session this fall</td>
</tr>
<tr>
<td>• Propose adoption February 19, 2020 regular Board meeting</td>
<td>• Propose adoption fall 2020</td>
</tr>
</tbody>
</table>
System Development Charge Revisions

Changes under Consideration

- Current SDC assessment schedule
  - Uses formula to determine equivalent dwelling units (EDUs) for connections with meters larger than 1.5 inches
- Proposed assessment schedule
  - For multifamily residential, EDUs based on a percentage of the number of dwelling units
  - Use formula to determine EDUs for non-residential connections larger than 2 inches

Proposed Schedule

- Present draft ordinance at February 4, 2020 work session
- First reading of ordinance at February 19, 2020 regular meeting
- Second reading and adoption of ordinance at March 18, 2020 regular meeting
- Effective date May 1, 2020

Questions for the Board on Moving Forward

- Concerns about the proposed changes?
- Thoughts about the timing of the proposed changes?
- Other direction?