

Tualatin Valley Water District



Delivering the Best Water 💧 Service 💧 Value

Board Work Session Minutes

May 4, 2021

This meeting was held by phone and the internet.

WORK SESSION – 6:00 PM

CALL TO ORDER

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

Commissioners Absent: Bernice Bagnall

Staff Present: Tom Hickmann, PE, Chief Executive Officer; Paul Matthews, Chief Financial Officer; Dave Kraska, PE, Water Supply Program Director; Clark Balfour, General Counsel; Tim Boylan, IT Services Director; Andrea Watson, Communications and Public Affairs Supervisor; Andrew Carlstrom, Customer Service Manager; Debbie Carper, District Recorder

ANNOUNCEMENTS

Mr. Hickmann announced ongoing legislative efforts in advocating for infrastructure investments at the state and federal levels and highlighted the next virtual forum on May 19 which will cover efficient outdoor water use (see attached memo). He asked if the Board would be willing to sign a letter of support and get involved in legislative outreach efforts. Commissioners were supportive of signing a letter of support and willing to advocate if feasible.

Mr. Boylan gave the safety moment on checking for air pollution sources at home and behavioral changes that improve air quality.

1. DISCUSSION ITEMS

A. Willamette Water Supply System Commission Update. *Staff Report – Dave Kraska*

Mr. Kraska reviewed the WWSS Commission May agenda, the current approvals and procurement forecast and recent Willamette Water Supply Program activities (see attached presentation).

B. Collections Update. *Staff Report – Andrew Carlstrom*

Mr. Carlstrom provided updated information on customer arrearages, including accounts in shutoff status broken out by customer class, actions the District has taken to support customers and upcoming customer assistance efforts (see attached presentation).

C. Discussion of Transfer of Appropriations to the Willamette Intake Facilities Fund.
Staff Report – Paul Matthews

Mr. Matthews described the Willamette Intake Facilities (WIF) Fund, the District's role as Managing Agency for the WIF and the necessity for and details of the transfer of appropriations given the WIF annual budget cycle within the District's biennial budget cycle (see attached presentation).

Commissioners expressed support for making the budget changes via a transfer of appropriations rather than a supplemental budget with a request that Mr. Matthews reach out to Commissioner Bagnall to ask for her input as well.

ADJOURNMENT

There being no further business, Vice President Schmidt adjourned the meeting at 6:56 p.m.

Bernice Bagnall, President

Todd Sanders, Secretary



MEMO

Date: May 4, 2021

To: TVWD Board of Commissioners

From: Tom Hickmann, CEO

Re: CEO Announcements

The following Announcements will be covered during the work session:

1. **Be Sure to Unmute and Mute** – Just a reminder to please be sure to unmute whenever you are speaking and mute yourself when you are done during the work session this evening.
2. **Legislative Efforts** – CFM Advocates has been assisting TVWD in its legislative endeavors at both the Federal and State levels. We have also been coordinating with other agencies in the region along with their lobbying efforts. The work with our regional partners has been to better understand and align, where possible, our requests for infrastructure investments.

There are several sources of funds we are pursuing and developing support in Congress and in the State legislature. We recently made the short list of ten in Representative Bonamici's office for \$1M toward UV on the Willamette Water Supply Program. There is a similar opportunity on the Senate side that we are currently pursuing. We are also watching closely any Federal Infrastructure Bills that may also provide funding.

The State legislature also has funds available for infrastructure, and we have spoken with several representatives about project funding opportunities. It may be helpful to have a letter of support from the Board or individual Board members. Staff can develop a draft, if the Board is willing to do so.

The Federal water utility assistance program is becoming clearer, with funds expected to be disbursed at the State and then awarded to local community action agencies sometime near the end of May. Program funding is anticipated late September.

3. **May Talkin' Water** – TVWD's next Talkin' Water virtual forum event will be held at noon, May 19. This month's customer outreach is focused on efficient outdoor water use. The presentation will be made by Steve Carper, Conservation Technician, who will explain to customers how to tune up and efficiently use their irrigation system. Registration information will be emailed to District customers and placed on the website and social media channels. Videos from prior forums are also available on the District's website at www.tvwd.org/virtualforums.
 4. **Board Communications Log** – There were no updates to the Board communications log this month.
 5. **Safety Minute** – IT Services Director, Tim Boylan, will present tonight's safety minute.
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Willamette Water Supply Commission Update
TVWD Work Session

May 6, 2021

1

Outline

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graph LR; A[Review May WWSS Commission Board Meeting Agenda] --> B[Review Approvals and Procurements Forecast]; B --> C[Update on WWSP Activities]
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Review May WWSS Commission Board Meeting Agenda → **Review Approvals and Procurements Forecast** → **Update on WWSP Activities**

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2

2

**REVIEW MAY WWSS COMMISSION BOARD MEETING
AGENDA**

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3

3

**Willamette Water Supply System Commission
May 6, 2021 Board Meeting Agenda**

1. General Manager's Report
2. Public Comment
3. Consent Agenda
 - A. Approve the April 1, 2021 meeting minutes
4. Business Agenda
 - A. Adopt PLM_1.3 Resolution of Need
 - B. Adopt PLW_2.0 Settlement Agreement with Metro and Hillsboro for Orenco Woods Nature Park
 - C. Adopt PLM_4.1 WCLUT Design IGA Amendment
 - D. Adopt PLM_4.1 WCLUT Construction IGA
 - E. Approve MPE_1.2/COB_1.2 Construction Contract
5. Information Items
 - A. Planned June Business Agenda items

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4

4

REVIEW APPROVALS AND PROCUREMENTS FORECAST




5

5

Approvals and Procurement Forecast for April 2021 – June 2021 Program Baseline or Related Plans

Description	Program Director	WWSS Management Committee	WWSS Commission Board
WWSP Annual Baseline Schedule and Budget	NA	3/18/2021	4/1/2021
WWSS Fiscal Year 2021-2022 Work Plan and Budget	NA	3/18/2021	4/1/2021



6

6

Approvals and Procurement Forecast for April 2021 – June 2021

Real Estate

Description	Program Director	WWSS Management Committee	WWSS Commission Board
MPE_1.2 Resolution of Need (3 rd supplemental)	NA	4/22/2021	5/6/2021
PLM_1.3 Resolution of Need	NA	4/22/2021	5/6/2021
PLM_1.3 Resolution of Need (1 st supplemental)	NA	5/20/2021	6/3/2021

7

Approvals and Procurement Forecast for April 2021 – June 2021

IGAs, MOUs, Permit Commitments

Metro and City of Hillsboro

- Settlement Agreement For Easement Through the Orenco Woods Nature Park (May)

City of Beaverton

- MPE_1.1/COB_1.1 Construction IGA (March)
- MPE_1.2/COB_1.2 Construction IGA Amendment 1 (March)

City of Sherwood

- DCS_1.0 Broadband Services IGA (April)

Washington County Land Use & Trans

- PLM_4.2 Design IGA Amendment 2 (April)
- PLM_4.1 Design IGA Amendment 3 (May)
- PLM_4.1 Construction IGA (May)
- RES_1.0 Grabhorn Road Realignment IGA (June)
- PLM_4.2 Construction IGA (June)
- PLM_4.4 Construction IGA (June)

Bonneville Power Administration

- PLM_1.3 Reimbursement Agreement (June)

8

Approvals and Procurement Forecast for April 2021 – June 2021

Contracts

Title	Goal	Value	Key Dates
MPE_1.2/COB_1.2 Construction Contract	Construct MPE_1.2 and COB_1.2 pipeline project	~\$56M	WWSS Board Approval: 5/6/2021

9

Approvals and Procurement Forecast for April 2021 – June 2021

Contract Amendments and Change Orders*

Title	Goal	Value	Key Dates
Permitting Services	Extend DEA's contract through February 2022 and add budget to cover continued services during this period	\$2.2M	WWSS Board Approval: 3/4/2021
WWSP Program and Construction Management Services FY 2022 Annual Work Plan	Approve scope, staffing, and fee for program and construction management services for FY 2022	\$18.6M	WWSS Board Approval: 6/3/2021

*having values higher than the Program Director's authority

10

Approvals and Procurement Forecast for April 2021 – June 2021

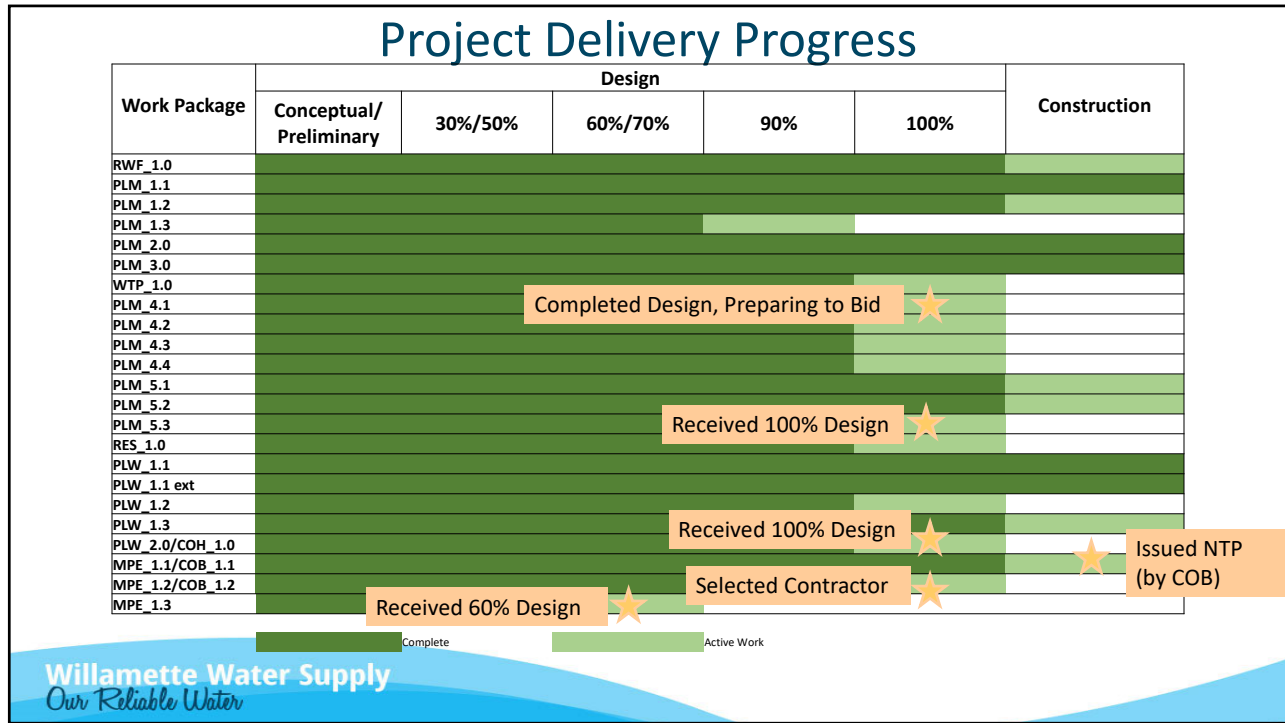
Local Contract Review Board Rule Exemption

Title	WWSS Management Committee Approval	WWSS Board Informational Item	WWSS Board Consider Approval
None in this time period	--	--	--

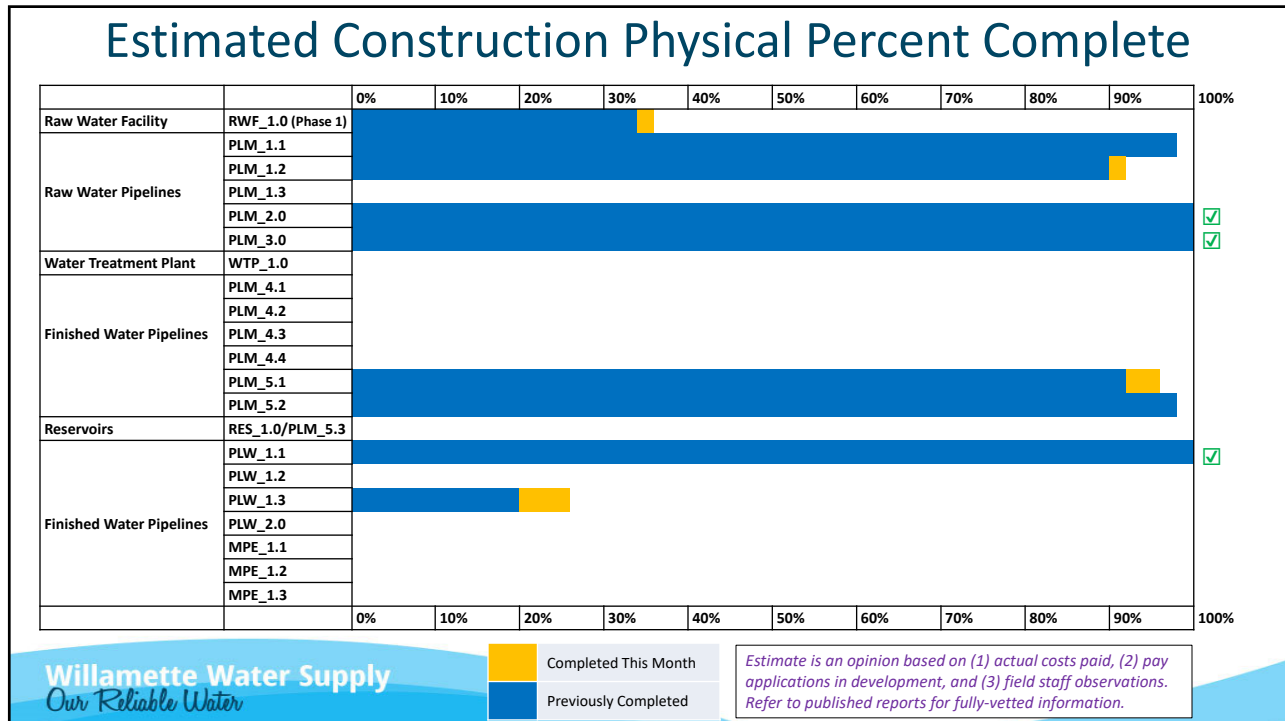
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UPDATE ON WWSP ACTIVITIES

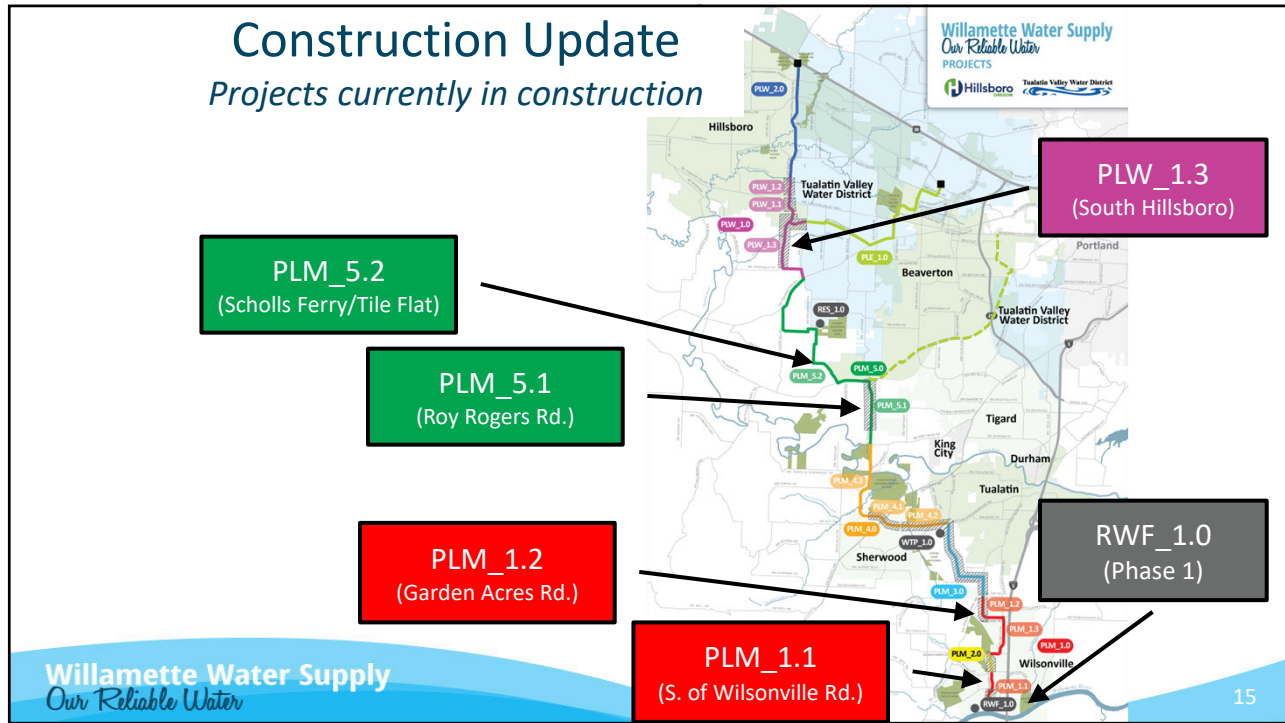
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13



14



15

RWF_1.0

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

Current and Planned Activities:

- Continued Jet Grouting production at Caisson and Pipe Zones.
- Completed excavation of trenchless launch shaft.
- Began mobilization of pipe ramming equipment.
- Continued excavation within receiving shaft.
- Began installation of the new 8" potable water line.
- Began 4" sanitary sewer line.
- Re-installed refurbished RW pump #2 into new location.
- Began construction of new flow meter vault at Upper Site.

RWF_1.0: Raw Water Facilities
Construction: 2020-2024

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16

16

Construction Photos – RWF_1.0

RWF_1.0 Upper Site
aerial view



17

Construction Photos – RWF_1.0

RWF_1.0 Lower Site
aerial view. DSM and
Jet Grout work occurring.



18

Construction Photos – RWF_1.0

Arrowhead Creek crossing, sending and receiving shafts in progress.



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19

19

Construction Photos – RWF_1.0

Upper Site Flow Meter Vault shoring and slab construction.



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20

20

Construction Photos – RWF_1.0

Start of new City 8" Potable Water Line.



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21

21

Construction Photos – RWF_1.0

Lower Site Pipe Zone DSM complete, Jet Grouting in process.



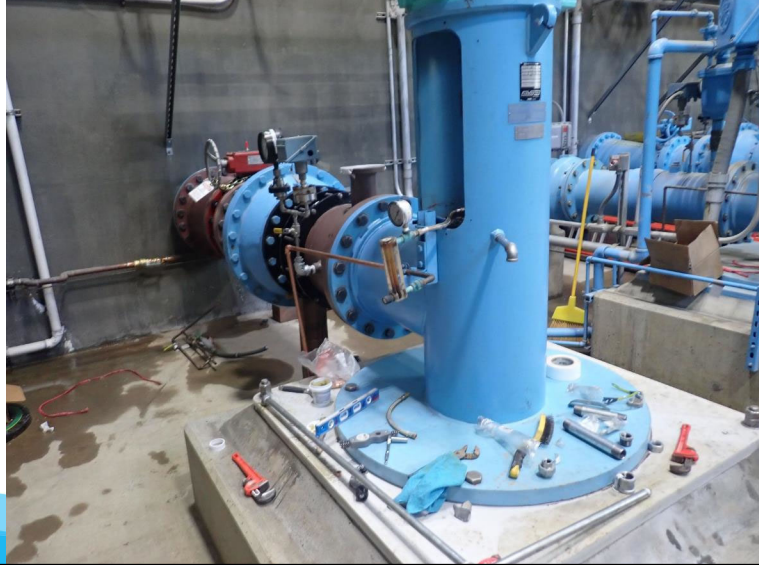
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22

22

Construction Photos – RWF_1.0

Installation of refurbished Raw Water Pump 2-P-2 in RW Pump Station



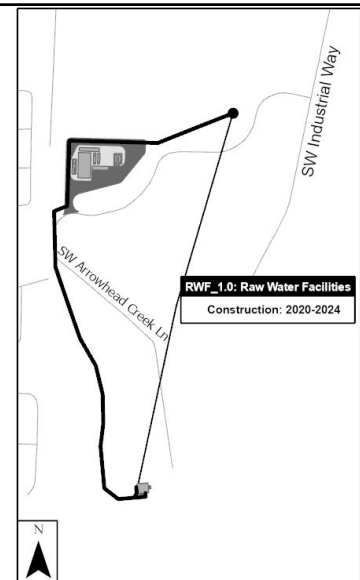
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23

23

RWF_1.0 Notable Topics

- External Coordination
 - Continued coordination w/City of Wilsonville and Veolia Operations staff.
 - Continued coordination with nearby neighbors and public.
- Potential Claims
 - Differing site condition notice from Condon-Johnson on soil properties at DSM and jet grouting areas
 - Differing site condition notice from JW Fowler on hydraulic conductivity of soils at tunnel
- Delivery Challenges
 - Rework required at the trenchless launch shaft – pipe ramming activity behind schedule



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24

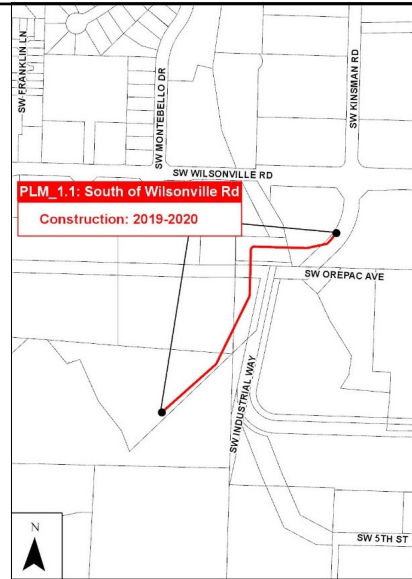
24

PLM_1.1

Contractor: James W. Fowler Co.
 Designer: HDR

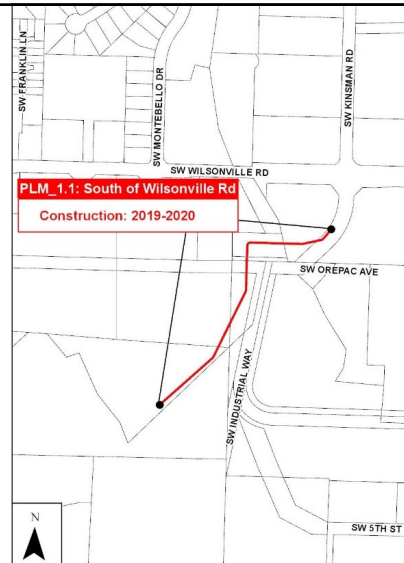
Current and Planned Activities:

- Punch list items complete.
- Additional work required in drainage swale by City.
- Final paperwork and project closeout in progress.



PLM_1.1 Notable Topics

- External Coordination
 - None
- Potential Claims
 - None
- Delivery Challenges
 - Settlement of boulder PCO



PLM_1.2

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

Current and Planned Activities:

- Finish grading and final restoration
- Installation of brass cap markers and CARV vault appurtenances
- Preliminary deficiency list corrections underway
- TVWD / WWSP and Engineer site walk for final punchlist creation scheduled for April 23rd



Construction Photos – PLM_1.2

Type II CARV Vent Piping Installation



Construction Photos – PLM_1.2

Curb and gutter replacement along Grahams Ferry Rd. at Tie-in point



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29

29

Construction Photos – PLM_1.2

Paving Grahams Ferry Rd. after tie-in to PLM_3.0



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30

30

Construction Photos – PLM_1.2

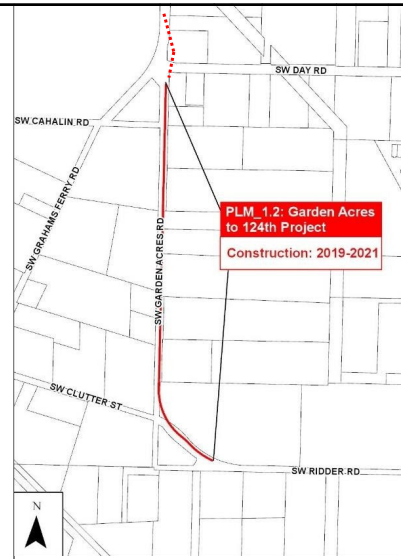
Garden Acres Rd. (looking south)



31

PLM_1.2 Notable Topics

- Partner Coordination
 - Ongoing coordination with City of Wilsonville
- Potential Claims
 - None
- Delivery Challenges
 - None



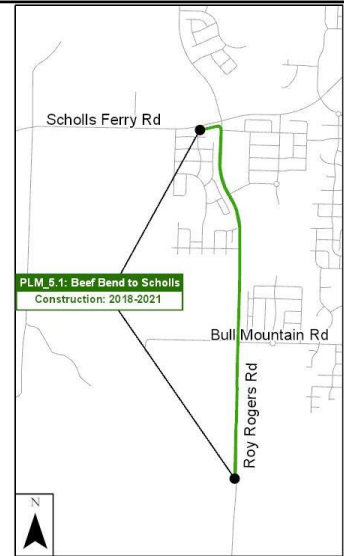
32

PLM_5.1

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

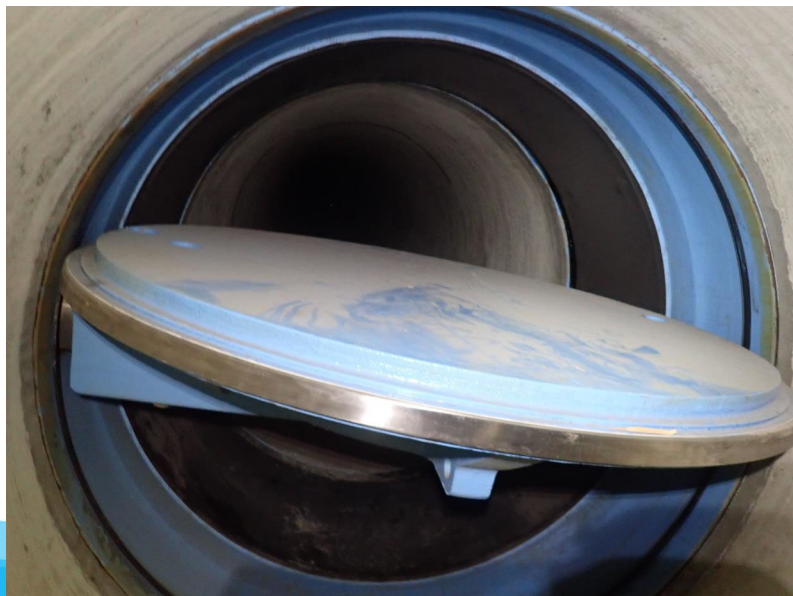
Current and Planned Activities:

- Continued installation of cathodic protection systems, CARV vault assemblies and access vaults
- 18" Tigard Turnout piping and associated vault construction
- Completed interior joint grouting for all 66" pipe
- Mainline pressure testing and disinfection upcoming



Construction Photos – PLM_5.1

66" butterfly valve at
Sta 745+30



Construction Photos – PLM_5.1

Installing access vault with CARV assembly at Sta 745+60



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35

35

Construction Photos – PLM_5.1

Shored excavation for City of Tigard connection and vaults at Friendly Lane



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36

36

Construction Photos – PLM_5.1

Installing Vaults for Tigard Turnout at Friendly Ln.



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37

37

Construction Photos – PLM_5.1

DI piping and appurtenance installations through Friendly Ln. backflow & meter vaults



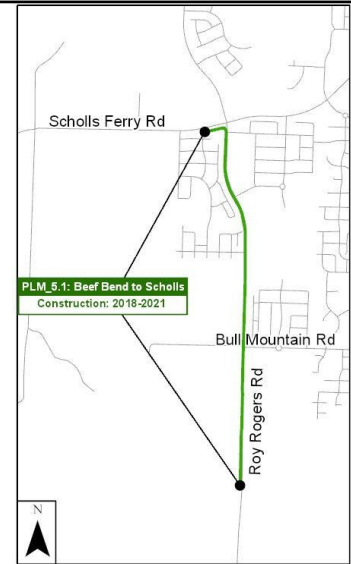
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38

38

PLM_5.1 Notable Topics

- Partner Coordination
 - Continued developer coordination
 - No issues with Washington County coordination
- Potential Claims
 - None
- Delivery Challenges
 - None



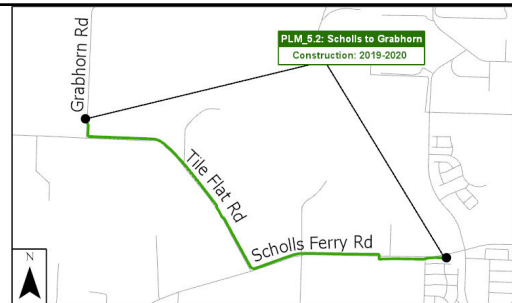
39

PLM_5.2

Contractor: Emery & Sons
Designer: Jacobs

Current and Planned Activities:

- Completed construction work and demobilization
- Administrative punch list items
- Close project permits
- Satisfy Final Completion requirements



40

Construction Photos – PLM_5.2

Installation of Vault Ladders



Construction Photos – PLM_5.2

Surface Restoration and Pipeline Markers



PLM_5.2 Notable Topics

- External Coordination
 - Permitting
 - City of Beaverton permit closeout
- Potential Claims
 - Corporate Activity Tax reimbursement request
- Delivery Challenges
 - None



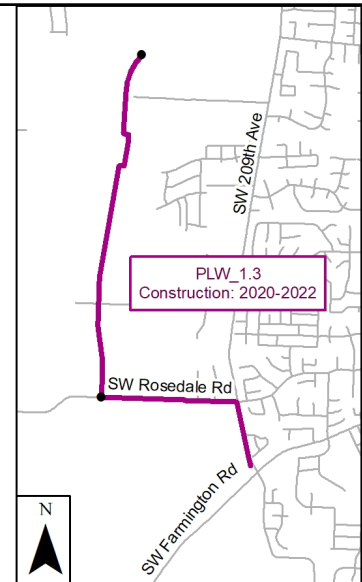
43

PLW_1.3

Contractor: Tapani, Inc.
Designer: Kennedy/Jenks

Current and Planned Activities:

- Approximately 2800 feet of 30-inch TVWD Turnout pipe installed along SW Rosedale Rd and SW 209th Ave.
- Delivery and staging of 66-inch pipe ongoing
- SW Rosedale Rd. paving preparation scheduled for last week in April
- SW Rosedale Rd. closure extended to May 5th
- Microtunnelling at Butternut Creek to begin week of April 26th



44

Construction Photos – PLW_1.3

30-inch ductile iron pipe on Rosedale Rd. (looking west)



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45

45

Construction Photos – PLW_1.3

Microtunnel launch shaft.
Tunneling equipment mobilized.



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46

46

Construction Photos – PLW_1.3

Microtunnel receiving shaft and access road (looking south)



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47

47

Construction Photos – PLW_1.3

30-inch ductile iron pipe on Rosedale Rd.



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48

48

Construction Photos – PLW_1.3

Delivery of 66-inch pipe



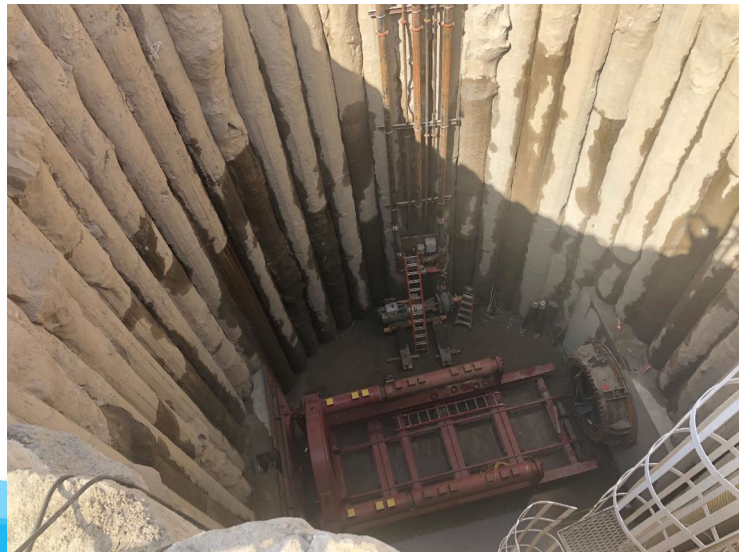
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49

49

Construction Photos – PLW_1.3

Microtunnel launch shaft



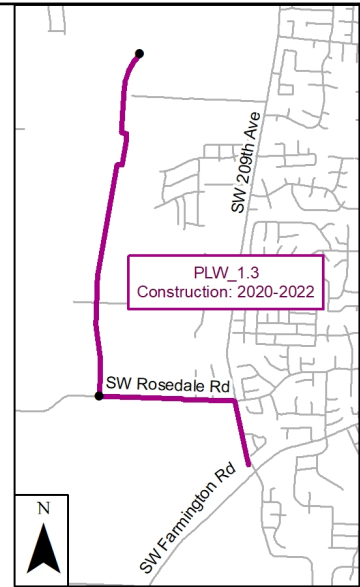
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50

50

PLW_1.3 Notable Topics

- External Coordination
 - Neighborhood/resident outreach
- Potential Claims
 - None
- Delivery Challenges
 - Road closure extension on SW Rosedale Rd.



QUESTIONS

Collections Plan Update

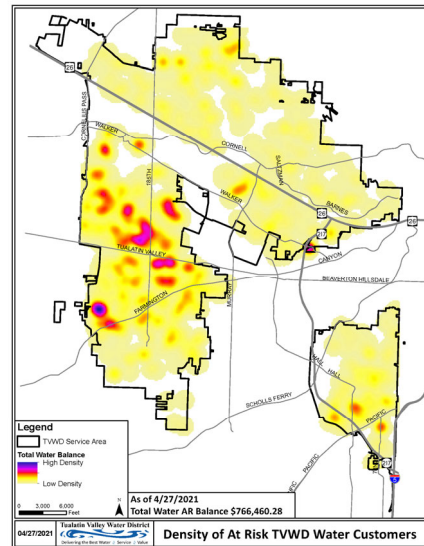
Andrew Carlstrom
Customer Service Manager



53

Customer Arrearages

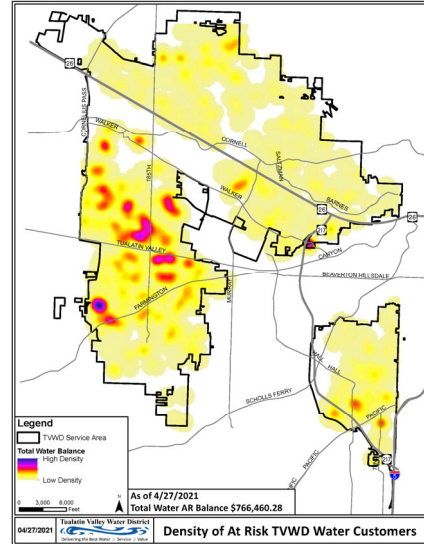
- Shutoffs have been suspended since March 2020
- 1,856 customers are in shutoff status and owe about \$815,116 in past due water charges.
- 27% of customers participated in the CARES Utility Assistance Program, which expired in December 2020.



54

Customer Arrearages

	February 2021	March 2021
Customers	2094	1856
Amount Due	\$914,000	\$815,116
TVWD Customer Emergency Assistance Received	n/a	87
Amount of TVWD Customer Emergency Assistance Received	n/a	\$8,460



55

Shutoffs by Customer Class

as of March 31, 2021

Description	Single-Family Residential	Multifamily Residential	Commercial	Irrigation	Temporary Irrigation	Fireline	Total
Number of Accounts	1,789	19	26	13	4	5	1,856
Balance	\$706,792	\$10,943	\$16,612	\$65,718	\$4,974	\$10,078	\$815,116
Average Balance per Account	\$395	\$576	\$639	\$5,055	\$1,243	\$2,016	\$439

56

Actions Taken to Support Customers

- Tailored communication and outreach to elicit a response.
 - Called the irrigation customers.
 - Sent by mail a letter and a copy of the current bill to owner and occupant of all current resident accounts.
 - Finalized a letter to all past due residential customers, which is designed to elicit a response to contact us. These letters will be sent Metro Presort in batches to meter call volume.
- Delivered \$8,460 in customer emergency assistance funds to 87 customers.
- Coordinated closely with Clean Water Services communications, finance and administrative teams to make improvements as we learn from the actions taken.
- Participated in webinar on the new Low Income Household Water Assistance Program (LIHWAP).

57

Next Steps

- Finalize the marketing plan for the federally-funded customer emergency assistance program.
- Complete the customer notification process by June.
- Educate and promote the opportunity to donate to the TVWD Customer Emergency Assistance Fund.
- Finalize the recommendations to modify the Customer Emergency Assistance Program starting July 1, 2021.

58

Proposed Supplemental Funding for Willamette Intake Facilities Fund

Proposed Transfer of Appropriations

May 4, 2021
Board Work Session



59

Overview

1. Willamette Intake Facilities Fund (Fund 44)
2. TVWD's role as Managing Agency
3. Budgetary requirements
4. Options available to address budgetary requirements
5. Recommended action: Transfer of appropriations
6. Questions and answers

60

Fund to Address

Willamette Intake Facilities Fund

- Joint venture of TVWD and the cities of Beaverton, Hillsboro, Sherwood, Tigard, and Wilsonville
- WIF Fund (44) accounts for the transactions of the WIF
- WIF Board adopts Annual Work Plan and Budget (AWPB)
- FY2021 AWPB exceeds what TVWD budgeted for WIF Fund

61

TVWD as the Managing Agency

Manage the Entity

- Governance and operations
- Capital project delivery

Manage Its Financial Affairs

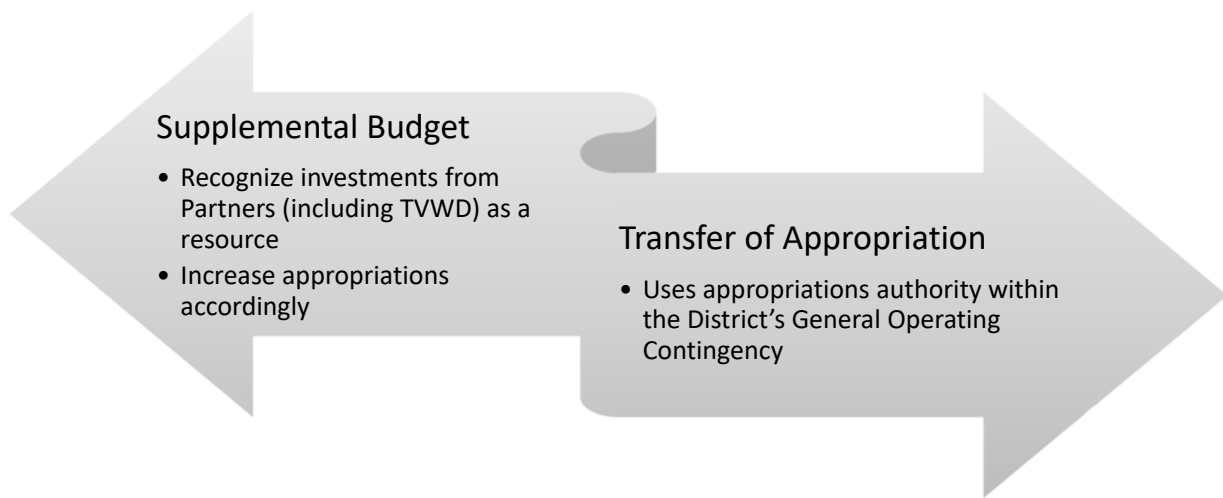
- Accounting
- Budgetary controls

62

WIF Fund Budget Requirements

Description	2019-21 Biennium			Reconciliation for 2019-21 Biennium			
	FY2020	FY2021	Total	Description	Actual/ Planned Spending	Current Appropriations	Difference
TVWD's Appropriations				Materials and Services	\$420,590	\$346,615	(\$73,975)
Materials and Services	\$176,815	\$169,800	\$346,615	Capital Outlay	8,113,208	7,557,825	(555,383)
Capital Outlay	731,827	6,825,998	7,557,825	Total	\$8,533,798	\$7,904,440	(\$629,358)
Total	\$908,642	\$6,995,798	\$7,904,440				
Annual Work Plan & Budget							
Materials and Services	\$194,815	\$337,150	\$531,965				
Capital Outlay	731,827	7,561,232	8,293,059				
Total	\$926,642	\$7,898,382	\$8,825,024				
Actual/Planned Spending							
Materials and Services	\$83,440	\$337,150	\$420,590				
Capital Outlay	551,976	7,561,232	8,113,208				
Total	\$635,416	\$7,898,382	\$8,533,798				

Options for the WIF Budget Requirements



Proposed Transfer of Appropriations

General Fund (01)

Description	Change
Resources	\$0
Requirements	
General Operating Contingency	(\$629,358)
Interfund Transfer	\$629,358
Net Requirements	\$0

Willamette Intake Facilities Fund (44)

Description	Change
Resources	
Interfund Transfer	\$629,358
Requirements	
Materials and Services	\$73,975
Capital Outlay	\$555,383
Total	\$629,358

Questions and Answers

Proposed Supplemental Funding for Willamette Intake Facilities Fund

Proposed Transfer of Appropriations

May 4, 2021

Tualatin Valley Water District



Delivering the Best Water Service Value