

Tualatin Valley Water District



Delivering the Best Water  Service  Value

Board Work Session Minutes

August 3, 2021

This meeting was held by phone and the internet.

WORK SESSION – 6:01 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; Paul Matthews, Chief Financial Officer; Dave Kraska, PE, Water Supply Program Director; Clark Balfour, General Counsel; Tim Boylan, IT Services Director; Andrew Carlstrom, Customer Service Manager; Mike Jacobs, Risk Management Coordinator; Amy Blue, HR Director; Matt Oglesby, Asset Management Division Manager; Andrea Watson, Communications and Public Affairs Supervisor; Debbie Carper, District Recorder

ANNOUNCEMENTS

Mr. Hickmann reminded the Board of the upcoming virtual forums on water rates, requested feedback on the revision plan for the Board Policies, suggested canceling the September 7 Board work session and noted the update to the Board Communications Log (see attached memo).

Commissioners agreed with the suggested Board Policies revision plan and with canceling the September work session.

Mr. Hickmann also announced that, along with multiple neighboring and partner agencies, the District is reinstating mask mandates following Centers for Disease Control guidance, effective August 4. The mask requirement applies to all staff, customers and visitors inside any District facility.

Mr. Boylan gave the safety moment on avoiding heat related illness.

1. DISCUSSION ITEMS

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

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

B. Hybrid Meetings. *Staff Report – Tim Boylan*

Mr. Boylan provided the background and drivers for updates to the technology in the Board room before describing requirements and software options and asking for Board feedback (see attached presentation).

Commissioners concurred with the staff recommendation to continue to use Microsoft Teams, one noting that the captioning in Teams is more helpful than in Zoom.

In response to Mr. Boylan's question about a preference for either wall or tabletop screens in the Board room, Commissioners said:

- If only large screens are used, enlarging the captions would be helpful, if they wouldn't prove too distracting for others.
- Improving the placement of large screens could negate the need for small screens at the dais.

Mr. Boylan said staff could test out placing screens in multiple places and potentially change the layout of the room.

In response to Mr. Boylan's questions about the desired production value and whether to broadcast the meetings live, Commissioners said:

- Paying for high production value is not the best use of ratepayer funds; minimal production is required.
- The focus should be on accessibility for attendees rather than on high quality production.
- The public should have a similar remote experience as attending a live meeting with real-time viewing and commenting.
- The District can continue to work with Tualatin Valley Community Television (TVCTV) if it complements staff efforts and is financially viable.

In response to Mr. Boylan's question about when to return to in-person meetings, Commissioners said they would feel comfortable following the Board room upgrade timeline and consider returning to in-person meetings when the upgrade is complete in early 2022.

Mr. Boylan said staff will update the Board on progress made on the upgrade as well as ask for additional Board input as needed during the provisioning and design process.

Mr. Hickmann also noted that given logistical challenges, the upcoming virtual forums on water rates will not include breakout rooms as previously announced.

C. COVID-19 Vaccinations. *Staff Report – Tom Hickmann*

Commissioner Sanders said he requested the addition of this item to the original agenda.

Mr. Hickmann said, as other agencies are doing, he is looking for policy direction from the Board on personnel matters related to the COVID-19 pandemic. Staff has drafted a proposed resolution, included in the meeting packet, for Board feedback.

Commissioner consensus included:

- The desire to act quickly to encourage staff to get vaccinated, up to but not including termination.
- The goal of adopting a resolution no later than the August 18 regular Board meeting.
- The desire to send the message to staff that, other than for medical or religious exemptions, vaccination is expected.
- Direction to management staff to investigate the costs and feasibility of daily temperature checks of unvaccinated staff and testing unvaccinated staff for COVID-19 every other day or biweekly; also, to check if unvaccinated staff claiming medical or religious exemptions could be subject to similar requirements.
- Looking to management staff to recommend District-paid staff travel restrictions based on vaccination status, along with a desire to limit travel during this time as COVID-19 cases are increasing.
- Having staff legally vet any potential options prior to the Board consideration of adoption of the resolution.
- The desire to add specific staff requirements and Board and management directives to the draft resolution and review it as soon as possible.
- Not to offer financial incentives to the unvaccinated.
- The desire to educate prospective staff on the Board's expectations regarding vaccination.

Mr. Hickmann noted staff has researched testing and, if it is a District requirement, the District needs to pay for it. He said staff will also check what other organizations are mandating for staff. Staff will provide the Board with more information as soon as possible.

ADJOURNMENT

There being no further business, President Sanders adjourned the meeting at 7:51 p.m.

Todd Sanders, President

Jim Doane, Secretary



MEMO

Date: August 3, 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. **August Talkin' Water** – August's Talkin' Water virtual forum will feature water rates. This is an opportunity to share information about the water rate proposal and connect with customers. Three sessions, containing the same content, will be held as follows:
 - Wednesday, August 11, from 12:00 pm – 1:30 pm
 - Wednesday, August 11, from 6:00 pm – 7:30 pm
 - Saturday, August 21, from 9:30 am – 11:00 am.
3. **Board Policies Revision Plan** – Periodically, the Board of Commissioners reviews the Board Policies; these policies were last revised February 20, 2019. Attached to today's announcements is a proposed timeline to review and consider Board policy updates. The Board is asked to please review the schedule and provide feedback to staff.
4. **September 7th Board Work Session** – Staff suggest that we cancel the September 7, 2021, work session since there is only one agenda item, the WWSS Update.
5. **Board Communications Log** – There was one update to the Board communications log this month. Please see the attached, updated log and information about polyethylene wrapped pipe locations.
6. **Safety Minute** – Tim Boylan, IT Services Director, will present tonight's safety minute.

Board Policies Revision Plan

- Finalize Board Policies Revision Plan with CEO and Counsel – July 2021
- Schedule two, 90-minute review meetings with Policy and Board Development Committee members (Bagnall and Duggan), CEO, Counsel and Recorder
 - ❖ Meet and review Part 1 policies – late August 2021
 - ❖ Meet and review Part 2 policies – early September 2021
- Board discusses revised Board Policies document in work session – October 5, 2021
- Board considers adoption of final revised Board Policies document – October 20, 2021

Part 1 Review	Suggested Changes
Vision, Mission and Values	No changes. Update will coincide with Districtwide Vision, Mission and Values refresh.
Powers, Responsibilities and Conduct	
Officers	
Policy Creation, Amendment and Suspension	
Chief Executive Officer	
Part 2 Review	Suggested Changes
Communication	
Education, Events and Reimbursement	<ol style="list-style-type: none"> 1. Add a reminder statement, “In adherence to Oregon local budget law, no Commissioner may receive any compensation for their services as a member of the Budget Committee, including reimbursement for attendance at Budget Committee workshops and meetings.” 2. Add a statement, “Commissioners have the discretion to claim or forego reimbursement for meetings attended.”
Board Meeting Agenda and Preparation	<ol style="list-style-type: none"> 1. Add language regarding holding virtual meetings.
Board Meeting Procedures	
Board Computing Devices	
Annexation, Merger and Consolidation	

Note: Board Policies were last revised February 20, 2019.

2021 Board Communications Log

Commissioner Questions/Topics: (includes research requests directed to staff via email or at Board meeting)

- Initial request sent to Tom (copy Board President)
- Tom responds with projected timeframe for response and any other logistical info
- Answer shared with the full Board during work sessions

Item Number	Requestor	Subject	Date Submitted	Response Date	Date Information Shared with Full Board
01-21	Doane	Polyethylene wrapped pipe locations	6/1/2021	6/7/2021	6/7/2021

Board Committee Information:

- Meeting notes/handouts shared with the full Board during work sessions

Meeting Date	Notes	Date Information Shared with the Full Board
Finance Committee		
February 16	Meeting synopsis prepared by Debbie Carper	March 2
Policy and Board Development Committee		
Strategic Planning Committee		
Water Supply Committee		

Debbie Carper

From: Katherine DeSau on behalf of Tom Hickmann
Sent: Tuesday, June 8, 2021 9:32 AM
To: Debbie Carper
Subject: FW: Main Breaks
Attachments: Mains_with_Pipewrap.pdf

Greetings,

Please include this item in the Board Communications Log.

Thank you,

Katherine Lipari DeSau

Executive Assistant

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direct 503-848-3078 // *office* 503-848-3000
www.tvwd.org

Tualatin Valley Water District

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From: Tom Hickmann
Sent: Monday, June 07, 2021 5:09 PM
To: Commissioners
Cc: Clark Balfour; Carrie Pak; Nicholas Augustus
Subject: Main Breaks

Good afternoon Commissioners,

Recently Commissioner Doane asked a question regarding main breaks and why they were happening on relatively young pipes as a result of corrosion. The attached graphic speaks volumes. In addition, Nick Augustus and Carrie Pak provided the following:

In response to the question asked regarding NW 192nd Ave, we wanted to present some follow-up information regarding the mains replacement program and status of the various standards. First, the area surrounding NW 192nd is an area with highly corrosive soils. In 2018, the District replaced cast iron piping on NW Ukiah St, which is near the leak discovered on NW 192nd. The piping on NW Ukiah St was originally installed in the early 1970's and was highly corroded.

We plan to do a formal update to the board in a few months with an overview of the mains replacement program, including how the standards have shifted over time. Currently, pipe condition is identified when there is construction which allows for inspection of the pipe, or when we encounter breaks. This information is compiled and the mains are ranked to determine which projects are the priority. Standards for protecting the newly installed piping have also changed drastically over time. In short, it wasn't until the last decade that pipes in the District began to be installed with Polyethylene encasement (PE bags). The NW 192nd Ave main installed in 1989 was not installed with any cathodic protection, neither PE bags or sacrificial anodes. The attached map

indicates the areas where PE bags have been installed. It is now a minimum level of protection in addition to the zinc-coated ductile iron piping.

We continue to monitor and improve our process of obtaining existing piping information which will help to inform and prioritize our next replacement projects.

Please let me know if you would like additional information.

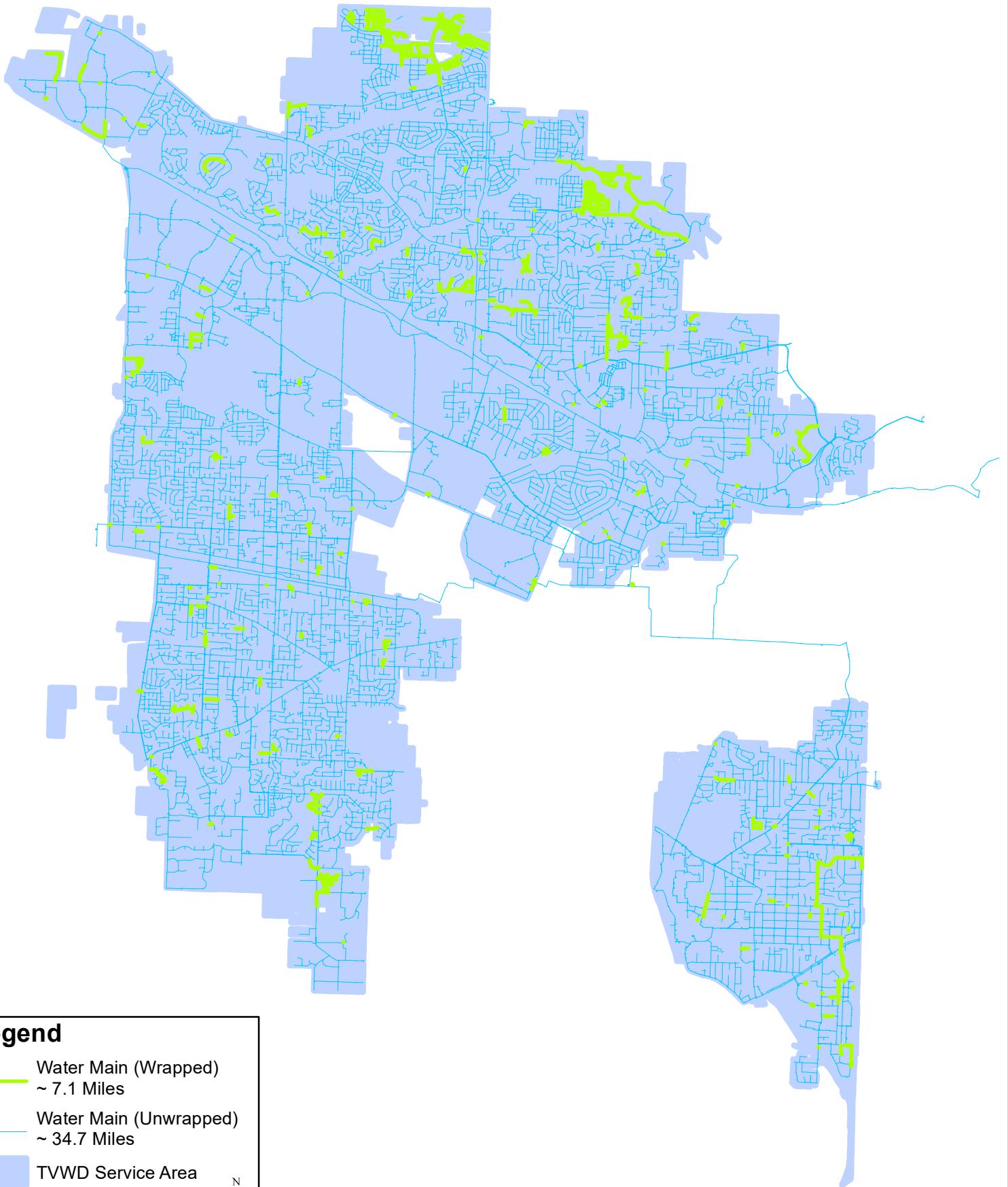
Tom Hickmann

Chief Executive Officer




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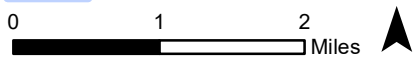
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Legend

-  Water Main (Wrapped)
~ 7.1 Miles
-  Water Main (Unwrapped)
~ 34.7 Miles
-  TVWD Service Area



6/3/2021

Polyethylene Wrapped DIP

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Willamette Water Supply Commission Update
TVWD Work Session

August 3, 2021

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Outline

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

Review Approvals and Procurements Forecast

Update on WWSP Activities

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REVIEW AUGUST WWSS COMMISSION BOARD MEETING AGENDA

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Willamette Water Supply System Commission August 5, 2021 Board Meeting Agenda

1. General Manager's Report
2. Public Comment
3. Consent Agenda
 - A. Approve the July 1, 2021 meeting minutes
4. Business Agenda
 - A. Adopt PLM_1.3 Resolution of Need (first supplemental approval)
 - B. Adopt MPE_1.2 Resolution of Need (third supplemental approval)
5. Information Items
 - A. Planned September Business Agenda items

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REVIEW APPROVALS AND PROCUREMENTS FORECAST

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Approvals and Procurement Forecast for August 2021 – October 2021

Program Baseline or Related Plans

Description	Program Director	WWSS Management Committee	WWSS Commission Board
WWSP Annual Baseline or Related Plans	NA	NA	NA

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Approvals and Procurement Forecast for August 2021 – October 2021

Real Estate

Description	Program Director	WWSS Management Committee	WWSS Commission Board
PLM_4.2 Resolution of Need and Delegation of Authority to Washington County	NA	6/17/2021	7/1/2021
PLM_1.3 Resolution of Need (2 nd supplemental)	NA	7/22/2021	8/5/2021
MPE_1.2 Resolution of Need (3 rd supplemental)	NA	7/22/2021	8/5/2021
PLM_1.3 Resolution of Need (3 rd supplemental)	NA	8/19/2021	9/2/2021
PLM_1.3 Resolution of Need (4 th supplemental)	NA	9/23/2021	10/7/2021

Approvals and Procurement Forecast for August 2021 – October 2021

IGAs, MOUs, Permit Commitments

Metro and City of Hillsboro

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

City of Sherwood

- DCS_1.0 Broadband Services IGA (April)

Bonneville Power Administration

- PLM_1.3 Reimbursement Agreement (June)

Trammel Crow

- Storm Line Agreement (July)

Washington County Land Use & Trans

- PLM_4.2 Design IGA Amendment 3 (July)
- RES_1.0 Grabhorn Road Realignment IGA (September)
- PLM_4.4 Design IGA Amendment 1 (July)
- PLM_4.4 Construction IGA (September)
- PLW_1.2 Construction IGA (September)

WWSS Commission

- WWSS IGA Exhibit 13 (July)

City of Wilsonville

- PLM_1.0 Ground Lease Amendment 1 (September)

Approvals and Procurement Forecast for August 2021 – October 2021

Contracts

Title	Goal	Value	Key Dates
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Approvals and Procurement Forecast for August 2021 – October 2021

Contract Amendments and Change Orders*

Title	Goal	Value	Key Dates
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*having values higher than the Program Director's authority

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Approvals and Procurement Forecast for August 2021 – October 2021

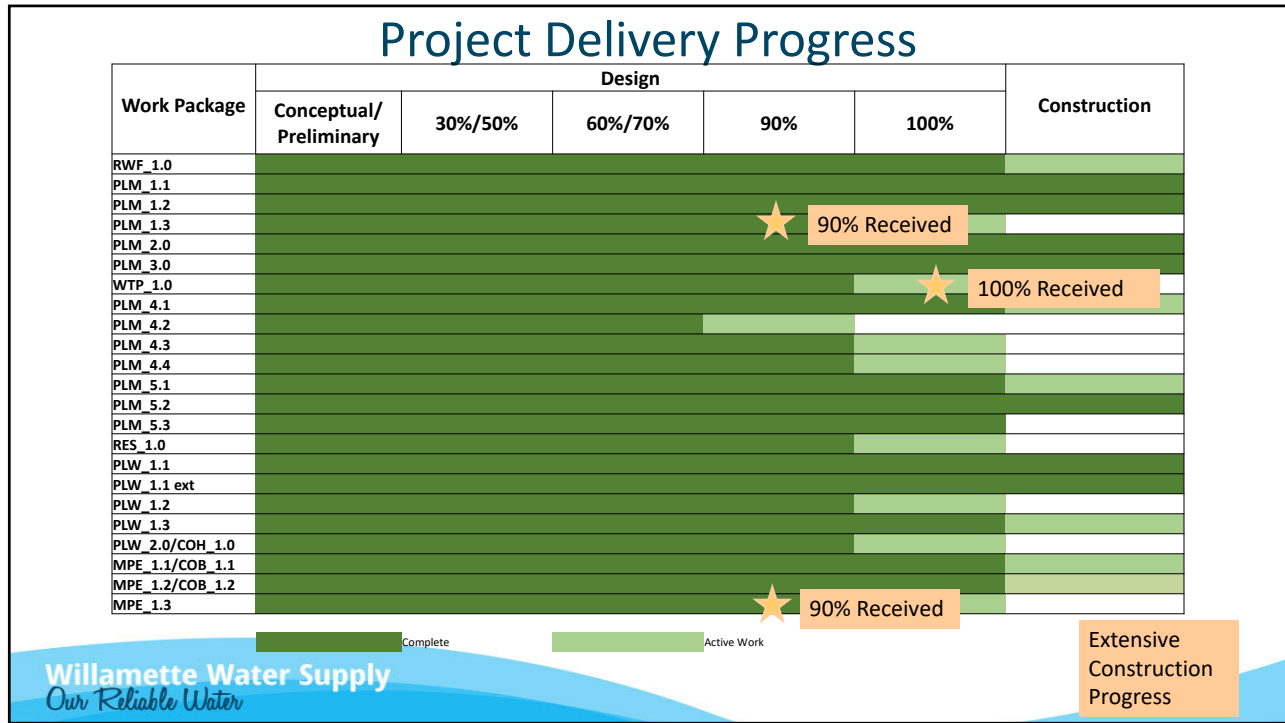
Local Contract Review Board Rule Exemption

Title	WWSS Management Committee Approval	WWSS Board Informational Item	WWSS Board Consider Approval
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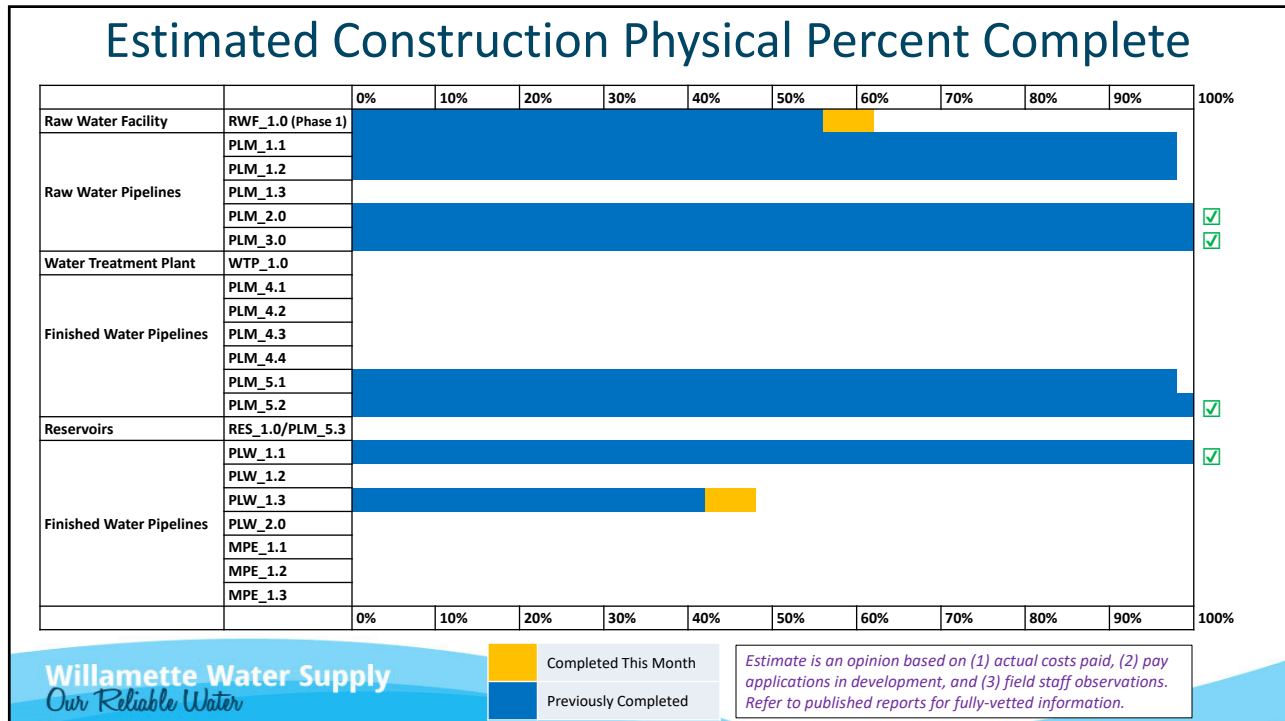
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UPDATE ON WWSP ACTIVITIES

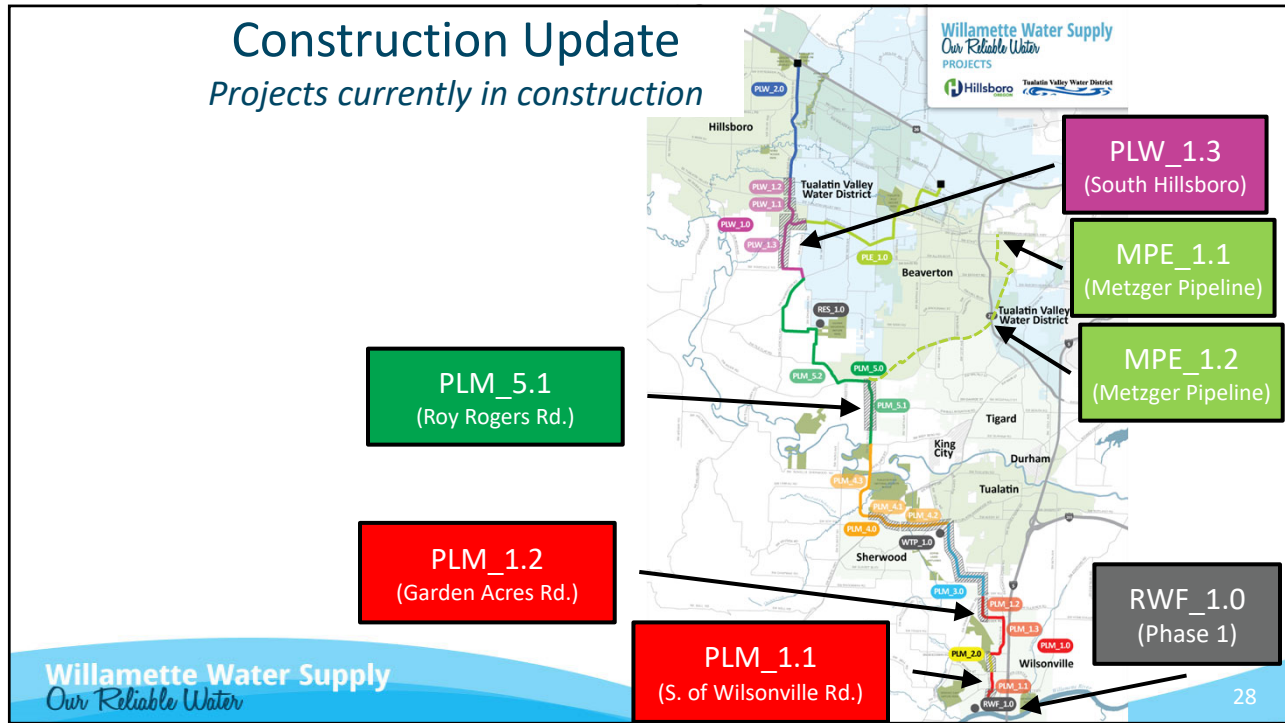
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RWF_1.0

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

Current and Planned Activities:

- Began installation of 66" RW line through casing
- Continued construction for new flow meter vault at Upper Site
- Constructed temporary bypass road through Wilsonville Concrete Products to allow installation of new 66" RW through Arrowhead Creek lane at the "pinch point"
- Began installation of 66" RW through "pinch point"
- Continued installation of 66" RW through Park area
- Completed new pump discharge header piping at RWPS
- Began installation of new Fiber Optic cable and Conduit lines in Plant road
- Began structural seismic modifications on exterior portions of RWPS

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

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Construction Photos – RWF_1.0

Seismic retrofit work at Raw Water Pump Station



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Construction Photos – RWF_1.0

Header piping at Raw Water Pump Station



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Construction Photos – RWF_1.0

66" Raw Water piping
progress through park



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Construction Photos – RWF_1.0

66" Raw Water pipeline
approaching "Pinch Point"



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Construction Photos – RWF_1.0

Upper Site showing bypass road in foreground and pipe staging near crane at sending shaft



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Construction Photos – RWF_1.0

Flow Meter Vault



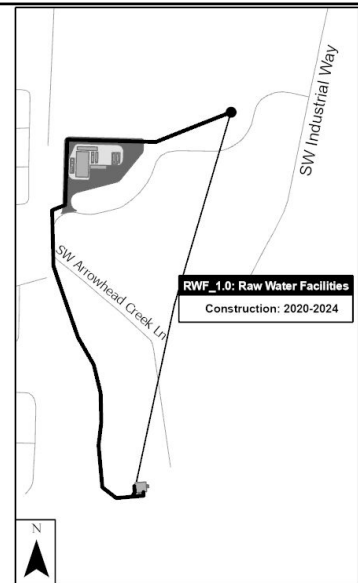
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RWF_1.0 Notable Topics

- External Coordination
 - Continued coordination w/City of Wilsonville and Veolia Operations staff
 - Continued coordination with nearby neighbors and public regarding noise and vibration
 - Continued coordinating with 5th & Kinsman Road Project
- Potential Claims
 - Differing site condition notice from Condon-Johnson on soil properties at DSM and jet grouting areas
 - Boulders encountered during pipe ram cleanout
- Delivery Challenges
 - Raw Water Pump Station seismic modifications conflict

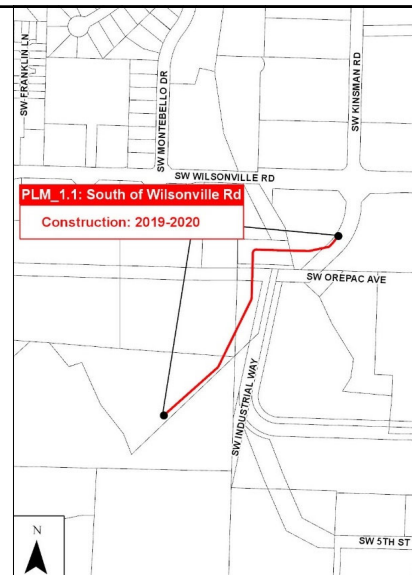


PLM_1.1

Contractor: James W. Fowler Co.
Designer: HDR

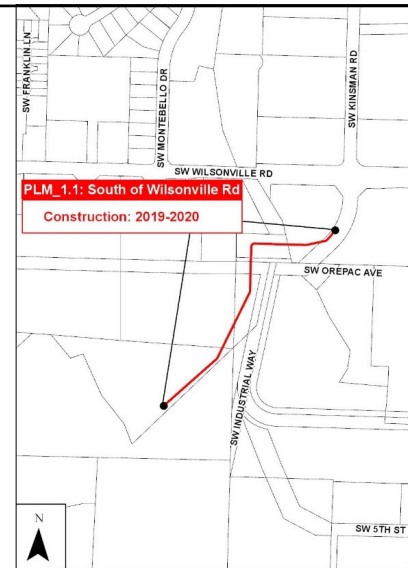
Current and Planned Activities:

- Performed test pit excavation in support of PLM_1.3 trenchless design
- Planning to install rock for check dams in drainage swale



PLM_1.1 Notable Topics

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



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PLM_1.2

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

Current and Planned Activities:

- Continued punchlist corrective items for both Schedule A (road work) and Schedule B (waterline work)



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PLM_1.2 Notable Topics

- Partner Coordination
 - Ongoing coordination with City of Wilsonville
- Potential Claims
 - None
- Delivery Challenges
 - Late completion of punchlist items; City will not assess Liquidated Damages



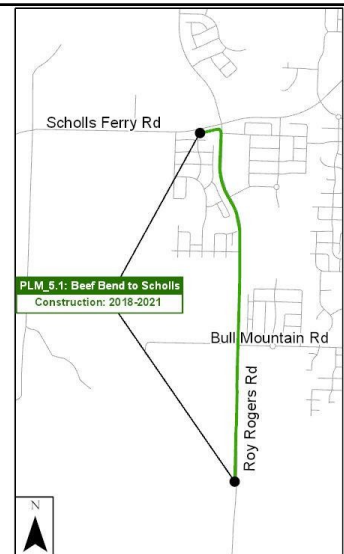
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PLM_5.1

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

Current and Planned Activities:

- Continued installation of cathodic protection systems, CARV assemblies and access vaults
- Completed Tigard Turnout vault(s) construction
- Mainline disinfection anticipated for early August
- Tie-in to PLM_5.2 anticipated for late August



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Construction Photos – PLM_5.1

Chlorine injection system setup for mainline disinfection.



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Construction Photos – PLM_5.1

Roy Rogers Rd. paving work completed (looking north)



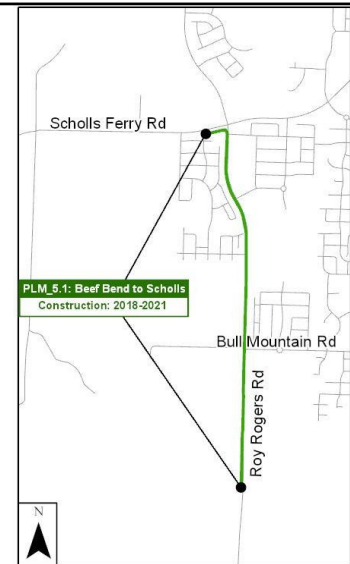
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PLM_5.1 Notable Topics

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



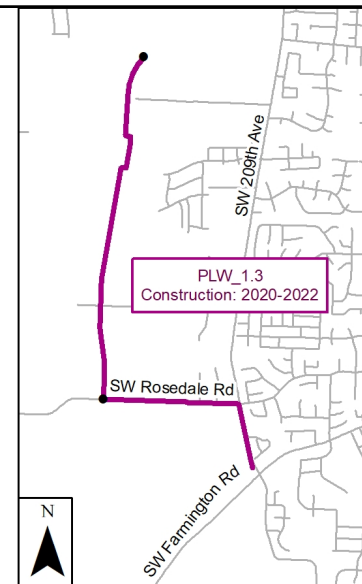
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PLW_1.3

Contractor: Tapani, Inc.
Designer: Kennedy/Jenks

Current and Planned Activities:

- Continue 66-inch pipe installation (approximately 250 LF installed)
- Continue installation of bypass piping and blowoff at the 30-inch to 66-inch pipe connection
- Butternut Creek crossing – microtunneling is complete
- Began 66-inch carrier pipe inside tunnel casing
- Wellpoint dewatering system at the wetland crossing



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Construction Photos – PLW_1.3

66-inch pipe installation



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Construction Photos – PLW_1.3

66-inch pipe strung out along alignment south of Butternut Creek



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Construction Photos – PLW_1.3

66-inch carrier pipe installation at tunnel



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Construction Photos – PLW_1.3

16-inch bypass and 30-inch turnout pipe installation at connection to 66-inch transmission line



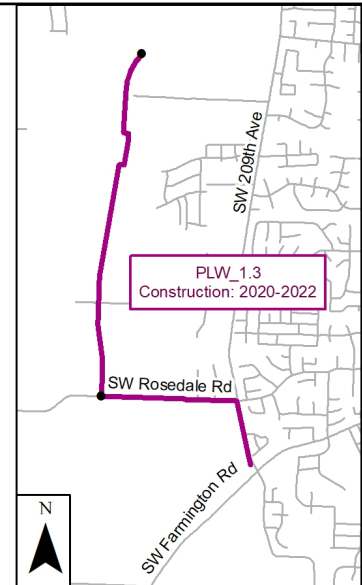
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PLW_1.3 Notable Topics

- External Coordination
 - Discontent neighbor – dust concern
- Potential Claims
 - None
- Delivery Challenges
 - None



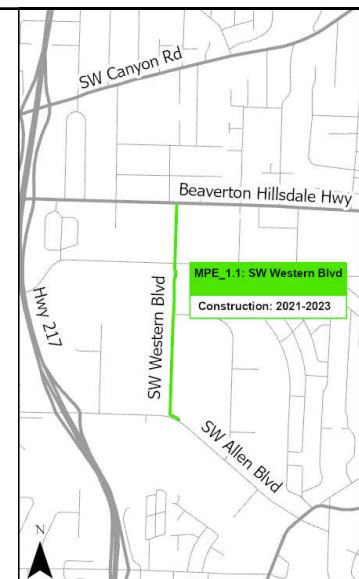
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MPE_1.1

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

Current and Planned Activities:

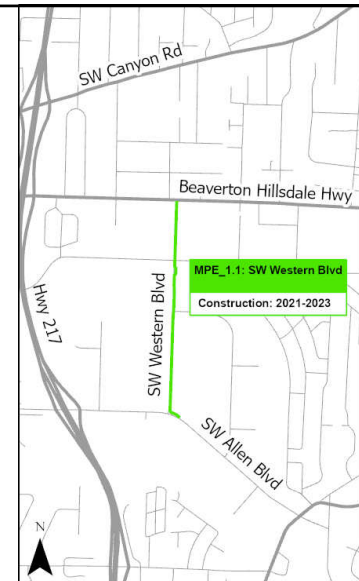
- Franchise utility trench coordination and installation
- Cut and cap of an existing City of Beaverton 12" Water main
- Bore of utility casings beneath the PNWR / Trimet Railway



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MPE_1.1 Notable Topics

- Partner Coordination
 - Continuing regular coordination with City of Beaverton
- Potential Claims
 - None
- Delivery Challenges
 - Delivery of steel pipe may affect schedule

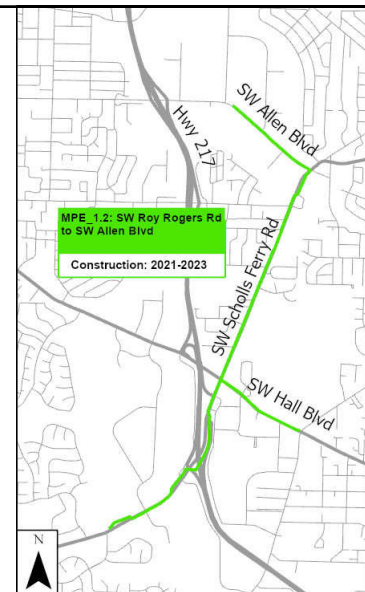


MPE_1.2

Contractor: Emery & Sons
Designer: Brown & Caldwell

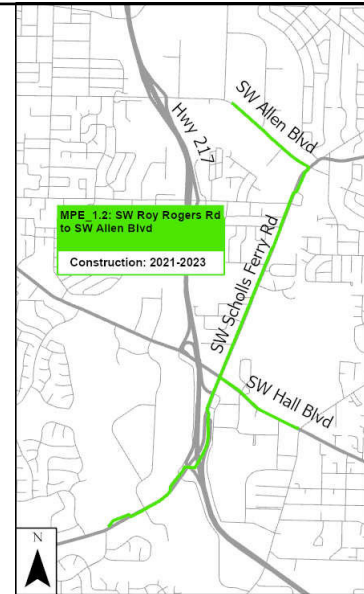
Current and Planned Activities:

- Submittals and RFIs
- Utility Coordination
- Baseline Schedule
- Finalize LNTF items



MPE_1.2 Notable Topics

- External Coordination
 - Laydown area real estate and permitting being finalized
 - ODOT providing clarification for requested bonding of work in ROW
- Potential Claims
 - None
- Delivery Challenges
 - Staging area procurement by WWSP



QUESTIONS



Hybrid Board Meeting Strategy

Plans and Recommendations

Tim Boylan
IT Services Director



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Introduction

- The Audio / Visual technology in the TVWD Board Room is out of date and due for replacement.
- Meeting set up and management is complicated, labor intensive, and unreliable.
- HB 2560 will require local government to provide an opportunity for virtual participation by the public to the extent reasonably practical.
- Enabling hybrid meetings will require an investment in technology, software, and staffing.

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Board Room Technology Refresh

- Planned in 2019-2021 biennium but deferred due to pandemic.
- Funds for refresh are included in the current budget.
- New technology will focus on simplicity and flexibility
- Components will include:
 - Microphones & speakers
 - Cameras & Screens
 - Control system

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Hybrid Meeting Key Requirements

Participation

- In person attendees:
 - Ability to see and hear presenters
 - Ability to view presentations
- Remote attendees
 - Ability to see and hear Board
 - Ability to see and hear presenters
 - Ability to view presentation
 - Accessible to all needs
 - Readily available technology

Administration

- Attendee Management
 - Allow/disallow participation
 - Mute/unmute
- Recording
 - Archiving
 - Streaming / broadcast

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Hybrid Meeting Software Options

Software	Cost	Participants	Access	Staff Recommendation
Microsoft Teams	--	Up to 1,000	App, Browser, Phone	Use for Board meetings: Regular, Executive, Worksession
Microsoft Teams Live Events	--	Up to 10,000	App, Browser, Phone	Use for larger District events: Talking Water, Rate Hearings, Etc.
Zoom	+\$	Up to 300	App, Browser, Phone	

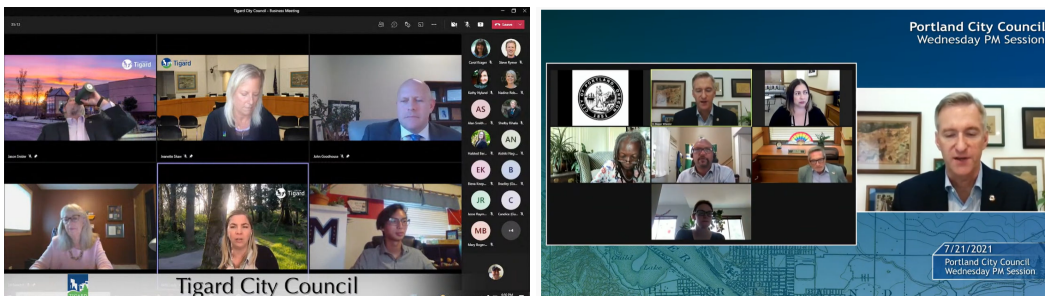
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Board Feedback

- Wall Screens vs Tabletop Screens in Board room?
- Real time or delayed broadcast?
- What is the desired participant experience TVWD is looking to achieve?



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Timeline

Activity	Estimated Duration	Dates
Board Room AV RFP, Selection, Contracting	8 Weeks	August - October
Technology Design	2 Week	November
Technology Procurement*	4 Weeks	November - December
Technology Install	3 Weeks	January
Testing / Training	1 Week	January - February

**Procurement times may be affected by global chip / technology shortage / supply chain issues*

- Hybrid meetings in an updated Board Room can begin in early 2022.
- Hybrid meetings may start more quickly, but audio quality will be problematic.
- Discussion:
 - Does the Board have a need to resume in person or hybrid meetings in 2021?

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Questions?



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Additional Information

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Summary of Regional Meetings

Agency	Meeting Format	Meeting Software	Live Broadcast	Recorded Broadcast
Hillsboro City Council	Hybrid Starting August 2021	Zoom Webinar and iCompass	Cable Access or Web	YouTube, Cable Access
Washington County Board of Commissioners	Virtual, evaluate later in the Fall	Zoom and iCompass	YouTube or Cable Access	Web, YouTube, Cable Access
Beaverton City Council	Virtual Planning Future	Zoom and Granicus	Cable Access or Web or Zoom	Web, Cable Access
Tigard City Council*	Virtual	Teams and BoxCast	Web / YouTube/Cable Access	
TVFR	Virtual/Hybrid September	Zoom	YouTube	YouTube
THPRD	Returning to Fully in Person August 2021	Teams (COVID)	YouTube (COVID)	YouTube (COVID)
Hillsboro Utility Commission	Hybrid Starting September 2021	Zoom and Granicus	Recorded	On request
TVWD		Teams	Recorded	YouTube, Cable Access

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Reference Links – Remove

How to Live Stream Microsoft Teams Meeting to YouTube

<https://www.youtube.com/watch?v=fGMYvHrIB6M>

Zoom Pricing

<https://zoom.us/pricing>

ZoomGov

<https://www.zoomgov.com/>

TVWD's YouTube Channel

<https://www.youtube.com/channel/UC6gLDC8zMTHVsZbIKv0dJfA>

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Teams vs. Zoom

	TEAMS	ZOOM
Primary Use	Collaboration	Videoconference
Secondary Uses	Chat, File Sharing, Teleconference, Webinars	Chat, Webinars
Cost	Included in Office 365 plans	\$15/mo.
HD Audio + HD Video	Yes	Yes
Max number of participants in scheduled meetings	250 (1,000 for Live Events)	100 (1,000 for Enterprise)
Max number of videos on screen	5	49
Integration with Outlook	Yes	Yes
Full integration with Office 365	Yes	No
Screen sharing	Yes	Yes
Recording	Yes	Yes
Team chat	Yes	Yes
File sharing	Yes	Yes
Background blur in video conferencing	Yes	No
Searchable conversations	Yes	Yes
Access from all devices	Yes	Yes
Bot integration	Yes	Yes
Free version available	Yes	Yes
Collects your personal data	No	Yes
HIPAA Compliant	Yes	Yes
End to End encryption	No	No

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