BOARD WORK SESSION AGENDA
February 4, 2020

President Bernice Bagnall	Treasurer Jim Duggan
Vice President Dick Schmidt	Secretary Todd Sanders
Acting Secretary Jim Doane

Assistive listening devices are available upon request 48 hours prior to the day of the meeting by calling (503) 848-3000. For additional questions or assistance, see the District Recorder seated near the windows.

For online meeting information, Commissioner bios and more, visit www.tvwd.org.

VISION
Delivering the best water • service • value

MISSION STATEMENT
To provide our community quality water and customer service

VALUES
Reliability • Integrity • Stewardship • Excellence • Safety
WORK SESSION – 6:00 PM

CALL TO ORDER

ANNOUNCEMENTS

1. DISCUSSION ITEMS

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

   B. Paperless Meeting Packets. Staff Report – Tom Hickmann

ADJOURNMENT
To:       Board of Commissioners

From:    David Kraska, PE, Willamette Water Supply System Commission General Manager

Date:   February 4, 2020

Subject:    Willamette Water Supply System Commission Update

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**Key Concepts:**
At each monthly work session, we will provide the TVWD Board with an update on the current activities of the Willamette Water Supply System (WWSS) Commission. Since the TVWD Board has one representative on the WWSS Commission Board, these reports provide a means of keeping the other TVWD Board members up-to-date on relevant information. The topics of this month’s update are:
- Review the February 2020 WWSS Commission Board meeting agenda
- Review of the Approvals and Procurements Forecast
- Update on Willamette Water Supply Program (WWSP) activities

**Background:**
The next WWSS Commission Board meeting is scheduled for February 6, 2020. The agenda for that meeting is attached to this staff report. At the February meeting, the Board will consider approving the design consultant contract for the Terminal Storage Reservoirs (RES_1.0) project and adopting a resolution of necessity for real estate related to the PLW_1.3 pipeline project in South Hillsboro. There are also two informational items. The first will be an update on preparing Baseline 5.0, which outlines the budget and schedule for the WWSP. The second informational item will be a discussion of the planned business agenda items for the March WWSS Commission Board meeting.

The Approvals and Procurements Forecast ( Forecast) is a WWSP tool that provides a summary of recent decisions made and a look ahead to what decisions and approvals are coming in the next few months. The Forecast is divided along the various types of approvals and procurements that occur on the WWSP and the different approval levels: Program Director, WWSS Committees and WWSS Board. This document is a companion to the Management Authority Matrix that was approved by the WWSS Commission Board at its September 5, 2019 meeting. At the February TVWD work session, we will present a review of the current Forecast.

Activity on the WWSP will continue to increase over the next several years as more of our projects enter the construction phase. To enable this, we are working to complete our planning, permitting and real estate activities, though some of these are likely to continue for the next couple years. Active final design work will also continue for the next few years. We currently have four projects in construction. At the February TVWD work session, we will update the Board on our project delivery progress and our current construction projects.
February 4, 2020
WWSS Commission Update

**Budget Impact:**
Informational item only. No budget impacts.

**Staff Contact Information:**
David Kraska, PE; WWSS Commission General Manager; 503-941-4561; david.kraska@tvwd.org

**Attachments:**
WWSS Commission February Board Meeting Agenda
WWSP Approvals and Procurements Forecast

**Management Staff Initials:**

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<tr>
<th>Position</th>
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Willamette Water Supply System
Board Meeting Agenda
Thursday, February 6, 2020 | 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 January 9, 2020 meeting minutes.

4. BUSINESS AGENDA
   
   A. Approve RES_1.0 Design, Bidding, and Services During Construction Contract – Mike Britch
   B. Adopt PLW_1.3 Resolution of Necessity – Joelle Bennett

5. INFORMATION ITEMS
   
   A. WWSP Baseline 5.0 Status Update – David Kraska
   B. Planned March Business Agenda items – Joelle Bennett
   C. The next Board meeting is scheduled on March 5, 2020, at Hillsboro Civic Center – Room 113B/C.

6. COMMUNICATIONS AND NON-AGENDA ITEMS
   
   A. None scheduled.

ADJOURNMENT
Approvals and Procurement Forecast: January 2020 through March 2020

This report provides a three-month projection of (1) forthcoming actions under the WWSS Management Authority Matrix and (2) ongoing and forthcoming procurements.

### Type

**Program Baseline or Related Plans**

1. **WWSP Annual Rebaseline Schedule and Budget**
   - **Approve**
   - **Program Director:** N/A
   - **WWSS Committees:** MC: 2/20/2020
   - **WWSS Board:** 3/5/2020
   - **Executive:** N/A
   - **Body/Position (projected action date):** N/A

#### Real Estate

2. **PLW_1.3 Resolution of Need**
   - **Approve**
   - **Program Director:** N/A
   - **WWSS Committees:** MC: 1/23/2020
   - **WWSS Board:** 2/6/2020

3. **PLM_4.3 Resolution of Need**
   - **Approve**
   - **Program Director:** N/A
   - **WWSS Committees:** MC: 2/20/2020
   - **WWSS Board:** 3/5/2020

#### IGAs, MOUs, Permit Commitments, & Similar Agreements

4. **MPE_1.0 City of Beaverton (COB_1.0) Project Agreement (design only)**
   - **Approve**
   - **Program Director:** N/A
   - **WWSS Committees:** MC: 1/7/2020
   - **WWSS Board:** 1/9/2020
   - **Executive:** Pending

5. **PLW_1.3 Hagg Lane (Butternut Creek) Agreement Amendment**
   - **Approve**
   - **Program Director:** N/A
   - **WWSS Committees:** MC: 2/28/2020
   - **WWSS Board:** N/A

6. **PLM_4.1 WCLUT Design IGA Amendment 2**
   - **Approve**
   - **Program Director:** N/A
   - **WWSS Committees:** MC: 10/16/2019
   - **WWSS Board:** 12/5/2019
   - **Executive:** 1/22/2020

7. **PLM_4.2 WCLUT Design IGA Amendment 1**
   - **Approve**
   - **Program Director:** N/A
   - **WWSS Committees:** MC: 10/16/2019
   - **WWSS Board:** 12/5/2019
   - **Executive:** 1/22/2020

8. **PLW_1.2 WCLUT Design IGA Amendment 1**
   - **Approve**
   - **Program Director:** N/A
   - **WWSS Committees:** MC: 10/16/2019
   - **WWSS Board:** 12/5/2019
   - **Executive:** 1/22/2020

9. **PLM_5.2 Metropolitan Land Group Developer Agreement**
   - **Approve**
   - **Program Director:** N/A
   - **WWSS Committees:** MC: 3/19/2020
   - **WWSS Board:** 4/2/2020
   - **Executive:** 4/3/2020

#### Contracts

10. **RES_1.0 Design, Bidding, and Services During Construction**
    - **Approve**
    - **Program Director:** N/A
    - **WWSS Committees:** MC: 1/23/2020
    - **WWSS Board:** 2/6/2020
    - **Executive:** 2/7/2020

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**Note:**

- Actual date (a)
- Email approval (e)
- Finance Committee (FC)
- Local Contract Review Board (LCRB)
- Management Committee (MC)
- Not applicable (N/A)
- Operations Committee (OC)
- Recommendation (Rec.)
- Tentative date (t)
- To be determined (TBD)

Dates in red text indicate meetings needed outside the normal meeting schedule.

Meeting date: 1/23/2020
Version: 2
<table>
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<tr>
<th>Type</th>
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| Contract Amendments and Change Orders (above Program Director’s Authority) | 11. MPE_1.0 Design Amendment for City of Beaverton Pipeline (COB_1.0) Addition  
- Goal: Amend contract for final design and services during construction to add COB_1.0 project in accordance with project agreement  
- Approximate value: $1,558,884.40  
- Engineer: Brown and Caldwell | Approve | N/A | N/A | 8/21/2019 a (Via WWSS MC) |
|                                                                     |                                                                                                                                             | Execute | Pending | N/A | N/A |
|                                                                     | 12. Program Regulatory Permitting and Related Consulting Services  
- Goal: Amend contract to provide professional services from January 2020 through February 2021  
- Approximate value: $2.1M  
- Consultant: David Evans and Associates, Inc. | Approve | N/A | MC:12/19/2019 a | 1/9/2020 a |
|                                                                     |                                                                                                                                             | Execute | 1/15/2020 a | N/A | N/A |
|                                                                     | 13. PLM_1.2 Construction Contract Change Order to add Day Road Crossing  
- Goal: Change order to Construction contract to add Day Road Crossing (Wilsonville Contract)  
- Value: $2.0M  
- Contractor: Moore Excavation | Approve | N/A | MC: 2/20/2020 t | 3/5/2020 t |
|                                                                     |                                                                                                                                             | Execute | 3/6/2020 t (by Wilsonville) | N/A | N/A |
|                                                                     | 14. PLM_5.3 Design Amendment for Implementing Selected Alternative Alignment  
- Goal: Amend contract for final design and services during construction to reflect realignment; Create additional bid package  
- Value: $1.3M  
- Engineer: Jacobs | Approve | N/A | MC: 2/20/2020 t | 3/5/2020 t |
|                                                                     |                                                                                                                                             | Execute | 3/6/2020 t | N/A | N/A |
|                                                                     | 15. WTP_1.0 Design Amendment for Scope Modifications  
- Goal: Amend contract for design services related to additional engineering services  
- Value: TBD  
- Engineer: CDM Smith | Approve | N/A | MC: 2/20/2020 t | 3/5/2020 t |
|                                                                     |                                                                                                                                             | Execute | 3/6/2020 t | N/A | N/A |
| Local Contract Review Board (LCRB) Actions                          | 16. Findings for the Use of Alternative Contracting Methods for Construction of Selected Pipeline Packages  
- Board action to initiate public comment period 12/5/2019 a | Approve | N/A | MC: 11/19/2019 a | 1/9/2020 a (as LCRB) |
|                                                                     |                                                                                                                                             | Execute | N/A | N/A | N/A |
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To: Board of Commissioners

From: Tom Hickmann, Chief Executive Officer

Date: February 4, 2020

Subject: Paperless Meeting Packets

Key Concepts:
- Currently, Commissioners receive hard copy agenda packets, CEO Announcements and presentations at each work session and regular meeting.
- Commissioner Bagnall suggested that TVWD transition to paperless meeting agenda packets.
- This agenda item consists of a discussion of the potential elimination of hard copy meeting packets and requests Board feedback.

Background:
In advance of each TVWD Board work session and meeting, agenda packets are posted to TVWD’s website. Currently, Commissioners receive hard copy agenda packets, CEO Announcements and presentations at each work session and regular meeting. Commissioner Bagnall recently suggested that TVWD transition to paperless meeting agenda packets.

The Board Communication Devices policy indicates that:
“Each Commissioner will be issued a communication device (such as a laptop computer or tablet), including necessary related equipment and hardware, peripherals and software to conduct District business, if requested by the Commissioner.”

It is my understanding that Microsoft Surface tablets were purchased for Commissioners in 2014. Of the five tablets, three were returned between 2014-2016, one was utilized and one Commissioner chose to utilize a laptop that he was issued is 2013. Currently, one Commissioner utilizes a TVWD laptop.

Staff wishes to receive guidance from the Board on whether or not there is a desire to eliminate hard copy TVWD meeting materials. If the Board directs staff to issue only paperless meeting materials, Board members may request a communication device in accordance with the aforementioned Board Communication Devices policy.

Budget Impact:
There is a potential financial impact if additional Board members request a device.

Staff Contact Information:
Tom Hickmann; Chief Executive Officer; 503-848-3088; tom.hickmann@tvwd.org
**Attachments:**
None

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