

# Tualatin Valley Water District



Delivering the Best Water • Service • Value



## BOARD MEETING AGENDA\*

October 21, 2020

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President Bernice Bagnall

Treasurer Jim Duggan

Vice President Dick Schmidt

Secretary Todd Sanders

Acting Secretary Jim Doane

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\*To slow the spread of COVID-19, this meeting is dial-in only. It will not be held at a physical location. If you wish to attend via conference call and need dial-in information, please contact [katherine.desau@tvwd.org](mailto:katherine.desau@tvwd.org) or call 503-848-3078 by 4:30 p.m. on October 21, 2020. If you wish to address the TVWD Board, please request the Public Comment Form and return it 48 hours prior to the day of the meeting.

The meeting is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to the contact listed above.

For online meeting information, Commissioner bios and more, visit [www.tvwd.org](http://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

## **REGULAR SESSION – 6:00 PM – MICROSOFT TEAMS MEETING\***

### **CALL TO ORDER**

### **REPORTS BY THE CHIEF EXECUTIVE OFFICER AND MANAGEMENT STAFF**

### **COMMISSIONER COMMUNICATIONS**

- A. Reports of meetings attended
- B. Topics to be raised by the Commissioners

### **PUBLIC COMMENT**

This time is set aside for persons wishing to address the Board on items on the Consent Agenda and 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.

### **1. CONSENT AGENDA**

These items are considered to be routine and may be approved in one motion without separate discussion. Any Board members may request that an item be removed by motion for discussion and separate action. Any items requested to be removed from the Consent Agenda for separate discussion will be considered immediately after the Board has approved those items which do not require discussion.

- A. Approve the September 16, 2020 regular meeting minutes.
- B. Approve the October 6, 2020 work session minutes.
- C. Consider adopting Resolution 14-20, a resolution adding an 8-inch waterline connection, from NW Kenai Court to NW Cornelius Pass Road, to the Capital Project List for the Tualatin Valley Water District.

### **2. INFORMATIONAL PRESENTATIONS**

- A. Regional Water Supply Overview. *Staff Report – Carrie Pak*
- B. Update on the District's Financial Performance. *Staff Report – Paul Matthews*

### **ADJOURNMENT**

### **EXECUTIVE SESSION (immediately following regular session) – ONLINE MEETING**

An executive session of the Board is called under ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection, ORS 192.660(2)(e) to conduct

deliberations with persons designated by the governing body to negotiate real property transactions, and ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

**Tualatin Valley Water District**



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**DRAFT**

Board Meeting Minutes  
September 16, 2020

*This meeting was held by phone and the internet.*

**REGULAR SESSION – 7:02 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; Carrie Pak, PE, Chief Engineer; Dave Kraska, PE, Water Supply Program Director; Andrew Carlstrom, Customer Service Manager; Tim Boylan, IT Services Director; Andrea Watson, Communications and Public Affairs Supervisor; Katherine Lipari DeSau, Executive Assistant

**REPORTS BY THE CHIEF EXECUTIVE OFFICER AND MANAGEMENT STAFF**

Mr. Hickmann reported on Portland *Cryptosporidium* testing results, the recent wildfire incidents, and Tualatin Valley Water District's (TVWD) COVID-19 response efforts (see attached memo). He announced that the District will be cancelling its emergency water lease from the Joint Water Commission since the Bull Run watershed is no longer located in an evacuation zone. Mr. Hickmann reported on false social media rumors about water quality and emphasized that TVWD water is safe to drink.

He also announced that the District re-executed its Water Infrastructure Finance and Innovation Act (WIFIA) loan. The new interest rate is 1.35% and reduces total debt services by approximately \$122 million dollars over the life of the loan. He acknowledged TWWD Finance staff, Environmental Protection Agency staff and Senator Merkley's office for their assistance and support. In response to a question, staff stated that the City of Hillsboro will likely re-execute their WIFIA loan within the next few weeks.

Mr. Balfour presented the safety moment on wildfire smoke. Ms. Pak added that TVWD field crews are currently working indoors due to the hazardous air quality.

Mr. Balfour provided the legal department report on work related to the District's Water WIFIA loan refinance, Customer Information System project, agreements and projects with the City of Beaverton, the COVID-19 response, the Willamette Water Supply System and the Joint Water Commission (see attached presentation).

**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 August 19, 2020 regular meeting minutes.
- B. Approve the September 1, 2020 work session minutes.

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

**2. BUSINESS AGENDA**

- A. Consider adopting Resolution 13-20, a resolution approving the Intergovernmental Agreement Between Tualatin Valley Water District and the City of Portland for Water Main Transfer. *Staff Report – Carrie Pak*

Ms. Pak presented background information and an overview of the proposed Intergovernmental Agreement Between Tualatin Valley Water District and the City of Portland for Water Main Transfer. She also displayed maps depicting the waterlines and flow (see attached presentation).

Motion was made by Doane, seconded by Schmidt, to adopt Resolution 13-20, a resolution approving the Intergovernmental Agreement Between Tualatin Valley Water District and the City of Portland for Water Main Transfer. The motion passed unanimously with Bagnall, Doane, Duggan, Sanders and Schmidt voting in favor.

- B. Consider approving a motion to postpone the biennial meeting with the Beaverton City Council to a mutually agreed date in calendar 2021. *Staff Report – Clark Balfour*

Mr. Balfour explained that the 2018 Agreement for Domestic Water Service between TVWD and the City of Beaverton requires that the governing bodies meet to discuss water issues in 2020. Due to COVID-19 and Beaverton's government transition to a council-manager structure, postponing this meeting was recommended. TVWD's General Counsel and Beaverton's City

Attorney agreed that a motion by each governing body, with the CEO and Mayor executing a confirming letter, would suffice to postpone the meeting.

Motion was made by Schmidt, seconded by Sanders, that the 2020 biennial meeting between the Beaverton City Council and the TVWD Board of Commissioners would be rescheduled to a mutually agreeable time in calendar year 2021, and that the CEO is authorized to execute a confirming letter to the City. The motion passed unanimously with Bagnall, Doane, Duggan, Sanders and Schmidt voting in favor.

### **3. INFORMATIONAL PRESENTATION**

#### **A. Update on the District's Financial Performance. *Staff Report – Paul Matthews***

Mr. Matthews provided information on local unemployment rates, TVWD's financial performance, including revenue, collections and expense information and the latest WIFIA news (see attached presentation). He explained that staff are closely monitoring revenues which are currently under budget in the current biennium by millions of dollars.

Mr. Matthews agreed to share raw data from two presentation slides (Comparison of Gallons Per Capital Per Day and Comparison of Water Deliveries) with Commissioner Sanders and answer any outstanding questions. In response to a question, staff explained that customer arrearage data by zip code is not a current District capability. However, this item is included in the District's workplan. The current priority is connecting eligible customers to Cares Act funding through Community Action.

Commissioners commended staff for their work re-executing the WIFIA loan.

### **ADJOURNMENT**

There being no further business, President Bagnall adjourned the meeting at 8:24 p.m.

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Bernice Bagnall, President

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Todd Sanders, Secretary



## MEMO

**Date:** September 16, 2020

**To:** Tualatin Valley Water District Board of Commissioners

**From:** Tom Hickmann, CEO

**Re:** Chief Executive Officer and Management Staff Report

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The following items will be covered during the report by the CEO:

- 1. Portland *Cryptosporidium* Results** – For the month of August 2020, the Portland Water Bureau reported no *Cryptosporidium* oocyst detections in water samples collected from the Bull Run Headworks. Additional details may be found at [www.portlandoregon.gov/water/cryptoresults](http://www.portlandoregon.gov/water/cryptoresults).
- 2. Wildfire Incidents** – As a result of the recent wildfires, Tualatin Valley Water District (TVWD) temporarily reduced its water demands from Portland Water Bureau and obtained emergency leased water from the Joint Water Commission to meet customer needs. In conjunction with local Partners, staff worked diligently on contingency supply plans. Our region is fortunate to have several high-quality water sources, which contribute to the public health, fire protection and economic/business/industrial demands for water.

The District, through its Emergency Operations Center, continues to monitor system and demand and is prepared to facilitate any adjustments as necessary. Events such as this reinforce the value of regional planning, partnerships and the importance of alternative water sources in the event of emergencies.

During this time, it is also important to note that:

- TVWD’s water remains safe to drink and use.
- Water quality continues to exceed all state and federal standards.
- Water supply is meeting the needs of our customers.
- TVWD is prepared to provide emergency drinking water through emergency distribution trailers and support emergency responders or customers in our region.

- 3. COVID-19 Response** – TVWD continues to navigate and respond to challenges posed by the current pandemic. Customer Service representatives have reached out to 367 customers with account delinquencies, informing them about the new Utility Assistance program, funded by the CARES Act.



## **CEO & Management Staff Report to the TVWD Board of Commissioners**

September 16, 2020

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The District has adapted working conditions to accommodate staff needs which were identified during the recent caregiver survey. Employees, including field staff, are able to work within flexible schedules while still completing the necessary work to fulfill TVWD's mission.

- 4. Safety Minute and Department Report** – Clark Balfour, General Counsel, will present the safety minute and department report this evening.

# Legal Department Report

*Clark Balfour, General Counsel*

September 16, 2020



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## WIFIA Loan Refinance

- Re-Execution (Re-Finance) of 2019 WIFIA Loan
- Due Diligence Efforts
  - Review of Required Representations and Certifications
  - Confirmation of Compliance
- Review of Loan Documents
- Preparation of Opinion Letters
- Support of the CFO
- Closing

2

## Customer Information System Project

- Joint Project with CWS
- Tentative Award
- Negotiations
- Contract Terms and Documentation
  - Nearly Complete



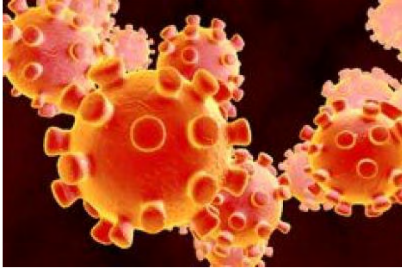
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## Beaverton

- Bradley Corner Main Transfer (Portland)
- Bradley Corner Emergency Intertie
  - TVWD, Beaverton & Tigard
- Agreement for Water Service
  - Separation Efforts
  - Emergency Connection IGA
- County Road Opportunity Projects

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## COVID



- TVWD/WWSP Internal
  - Ongoing Assistance in:
    - Work Leave Policies
    - Emergency Declaration and Response
    - Customer Service Issues
    - Employee Work Management
    - Adjustment to Working from Home
- TVWD/WWSP External
  - Contract Performance

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## WWSS

- Land Acquisition
  - Resolutions of Public Need
  - Eminent Domain Proceedings
- Land Disposition
  - Water Treatment Plant site
  - Trammell Crow
- WIFIA Support
- Contract Management



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## Joint Water Commission

- North Transmission Line
  - Forest Grove Emergency or Alternate
  - Beaverton
  - City of Banks for Wholesale Contract Service
- Land Purchase-Water Intake
- Scoggins Dam Raise



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## Questions?

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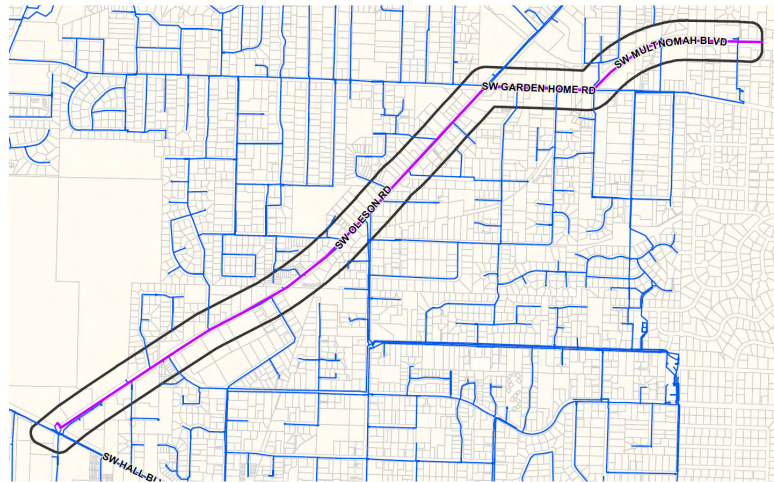
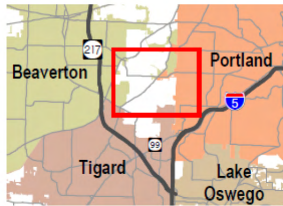
# Intergovernmental Agreement for Water Main Transfer

## *Bradley Corner Water System Facilities*

Carrie Pak, P.E.  
Chief Engineer



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- Existing 24-inch Portland waterline
  - 2,700 LF in Garden Home/Multnomah
  - 7,000 LF in Oleson

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## Overview

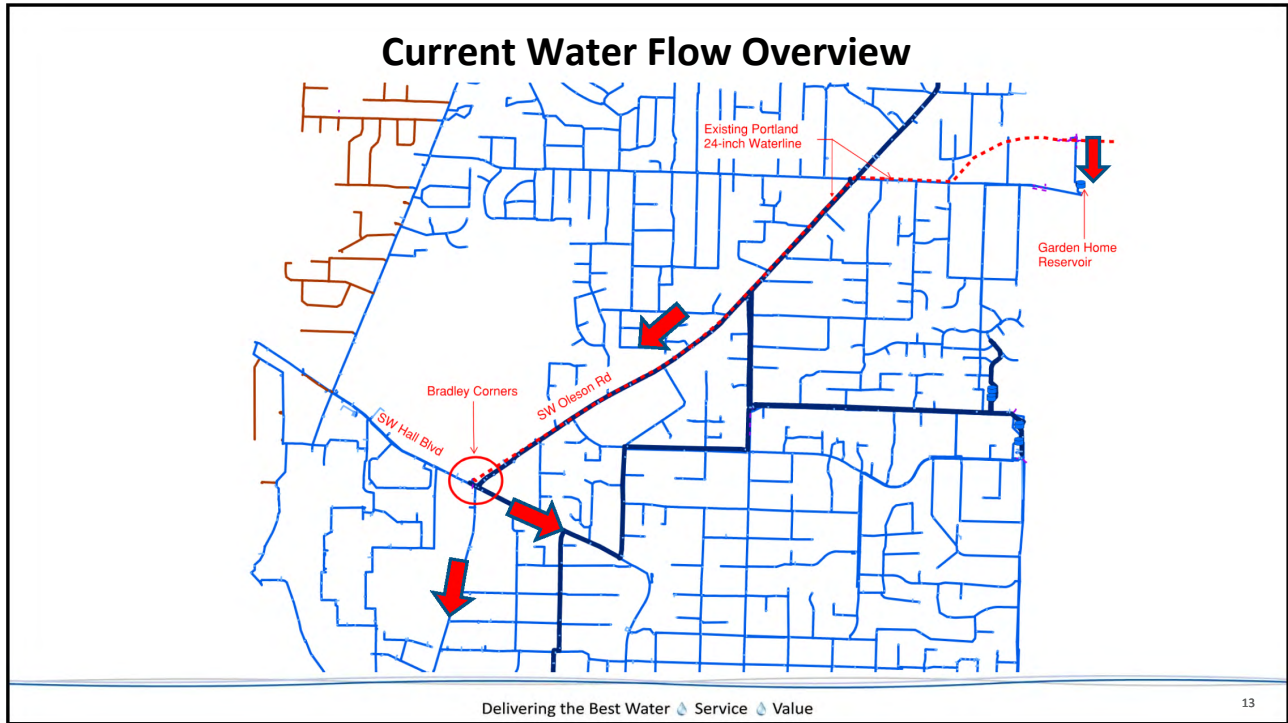
- Constructed in 1973
- Financial partners
  - WinMar Company, Inc.
  - Metzger Water District
  - City of Beaverton
  - Tigard Water District
- Ownership was transferred to the City of Portland in 1974

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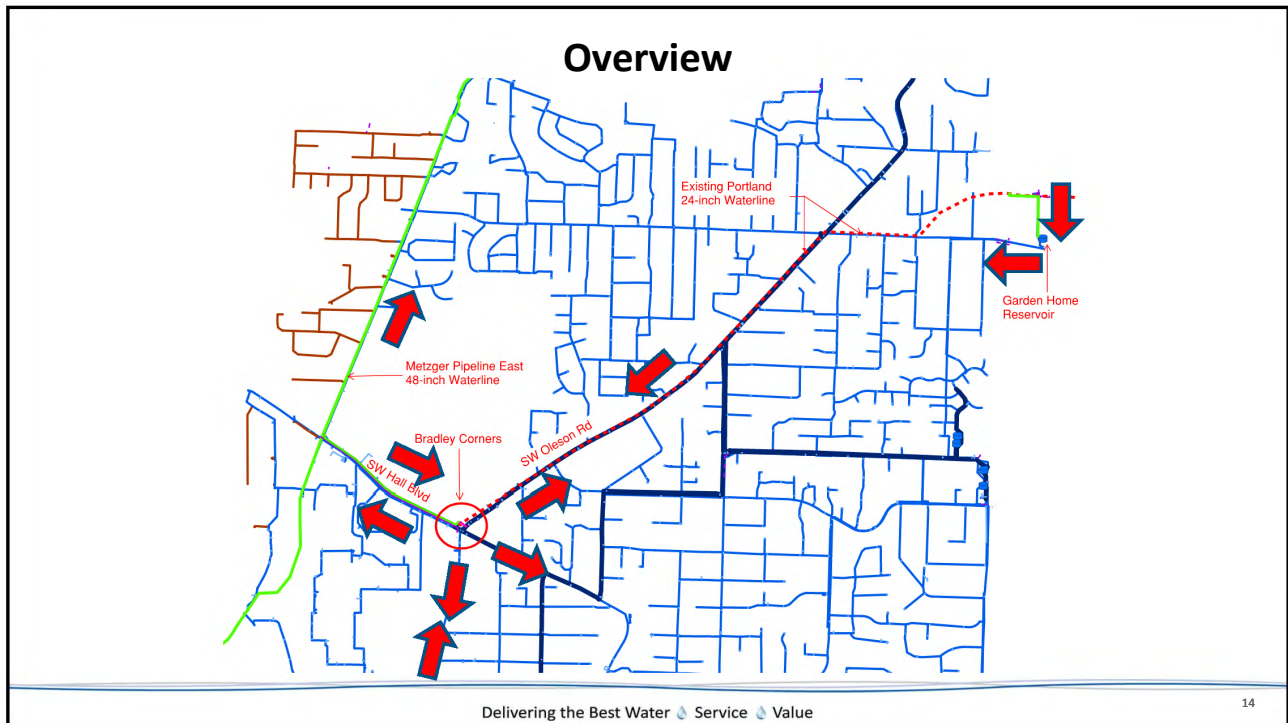
## Water Main Transfer

- Transfer of Ownership from the City to TVWD
- Responsibilities:
  - Operations and Maintenance
  - Wheel to Portland Customers
- Prior to 2026:
  - Negotiate a wholesale agreement with Portland
  - Emergency Supply Agreement, if appropriate
    - Portland
    - Tigard/Lake Oswego
    - Beaverton

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## Conclusion

- Consider adopting a resolution approving an Intergovernmental Agreement Between Tualatin Valley Water District (District) and the City of Portland (City) for Water Main Transfer (Bradley Corner Water System Facilities) and
- Authorize the Chief Executive Officer to execute an amended version of the contract so long as the final executed version is substantially the same as that set forth on Exhibit 1 and the General Counsel has approved.

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## Update on Financial Performance

**Paul L. Matthews**  
Chief Financial Officer

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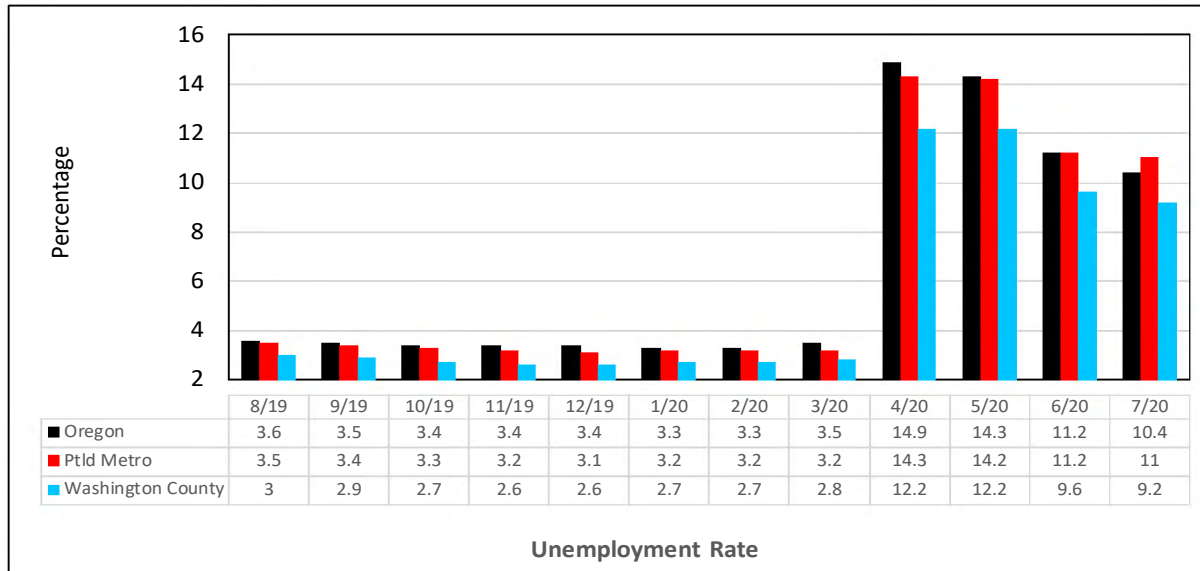
### Overview of Tonight's Presentation

#### Updates on:

- Local unemployment rates
- TVWD's Financial Performance
  - Revenue
  - Collections
  - Expenses
- WIFIA

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### Unemployment Still High



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## Monitoring TVWD's Financial Performance



### Revenue

- Impact on future water sales



### Collections

- Capacity for customers to pay their water bills



### Expenses

- Effect on budget to respond to COVID-19

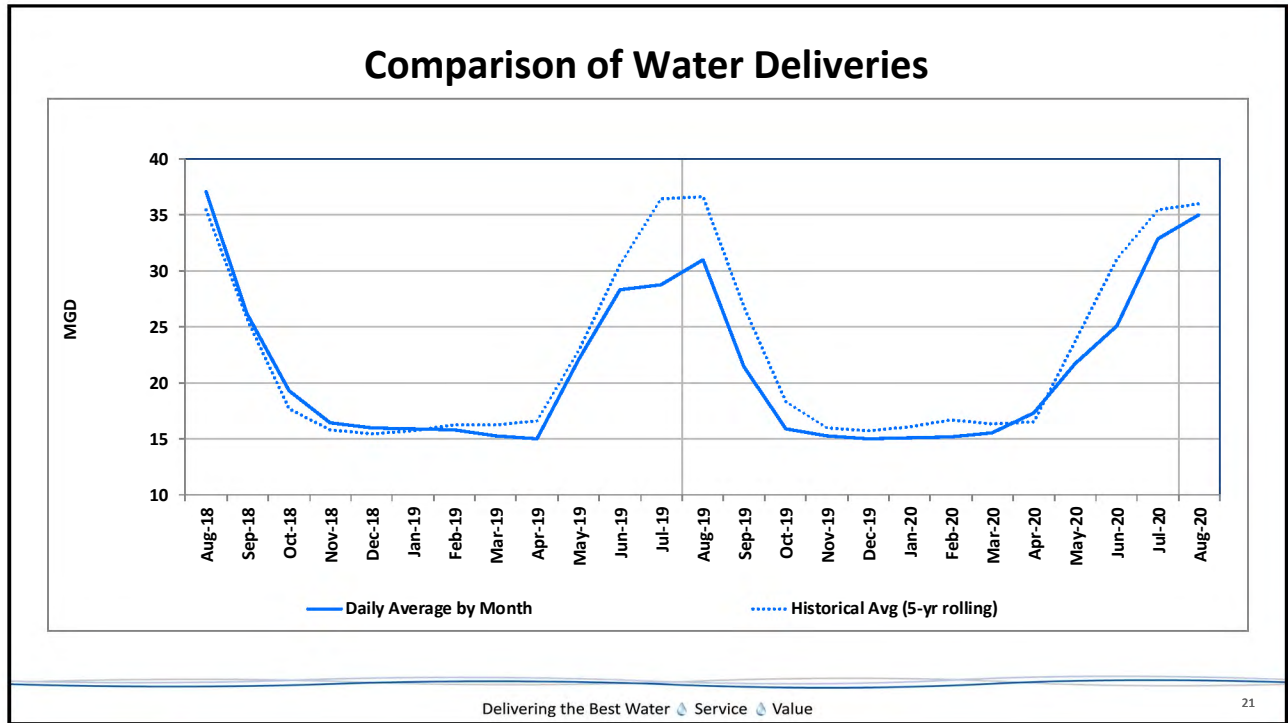
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## What We've Learned This Month

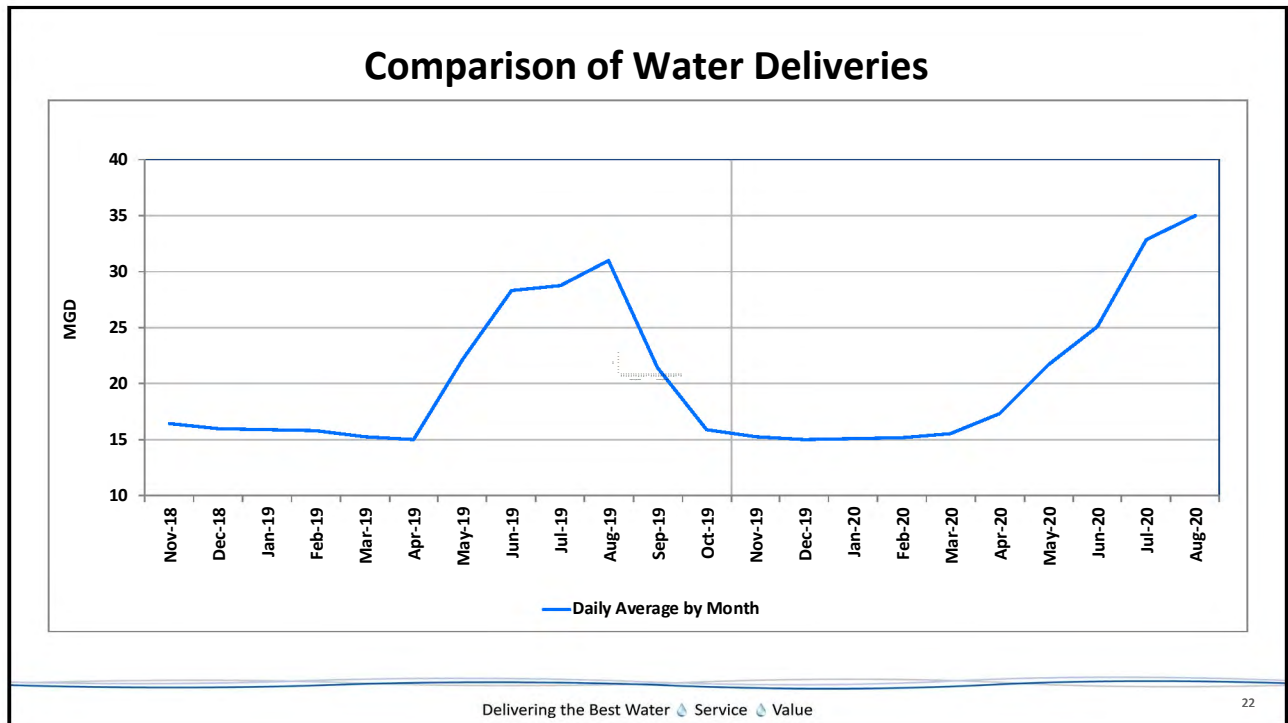
### Water Sales in August

- Water sales in August 2020 approximately 104.5% of water sales in August 2019 (about \$279 thousand higher)
- Commercial and irrigation class down about a 18% from rolling 12-month ending August 30, 2019 and 2020 (about \$2.3 million)
- Single-family residential sales down 1.5% from rolling 12-month ending August 30, 2019 and 2020 (\$549 thousand)
- Collections currently less of a concern than water sales

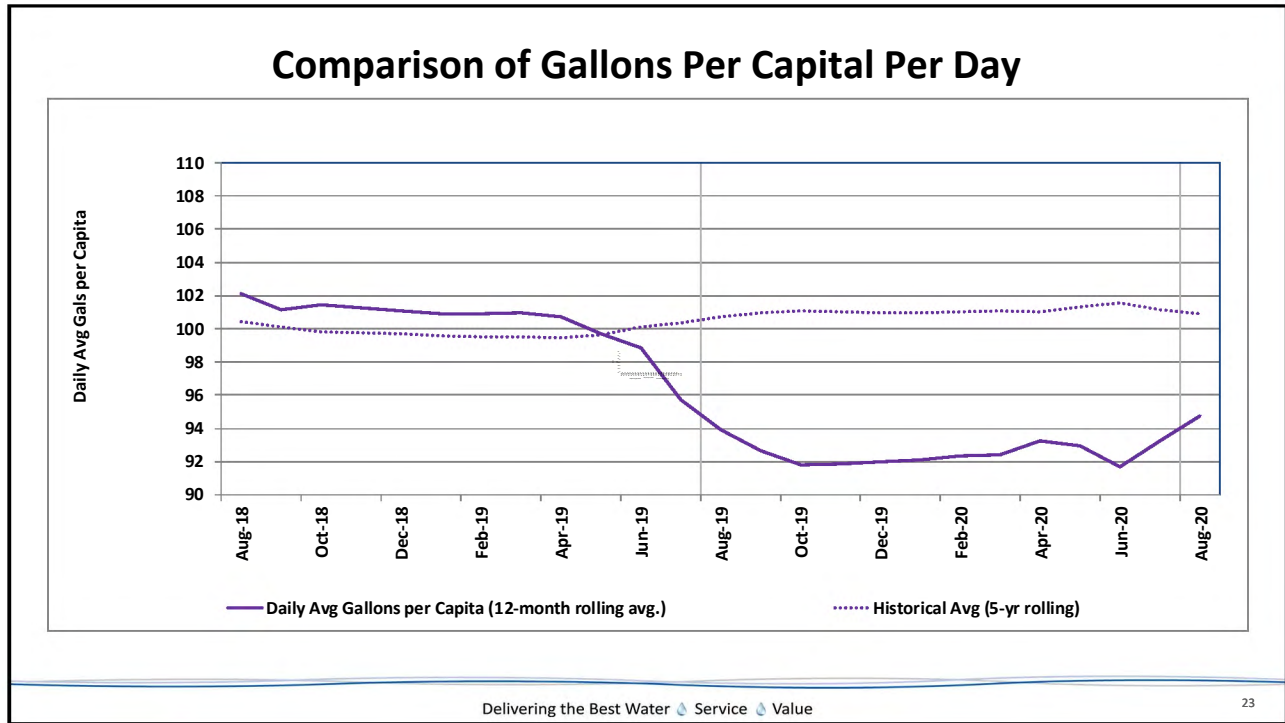
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### Forecasting Revenue

#### Challenges



- Potential changes in non-revenue water
- Bimonthly billing
- Block rate structure
- Weather
- Beaverton
- COVID-19
- Lack good leading indicator of water sales

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### What Are We Seeing



- Residential Demand (Single-family and Multifamily)**
  - Lower revenue in August, but slight improvement vs. budget
- Commercial**
  - Confirmed it's trending downward. Slight improvement, but full recovery not apparent
- Production (Larger demands, typically industrial)**
  - Remains stronger than plan. August 116% of prior year (\$77 thousand)
- Irrigation**
  - Improved in August from July, still well below plan. Off by \$38 thousand from August 2019 (12%).

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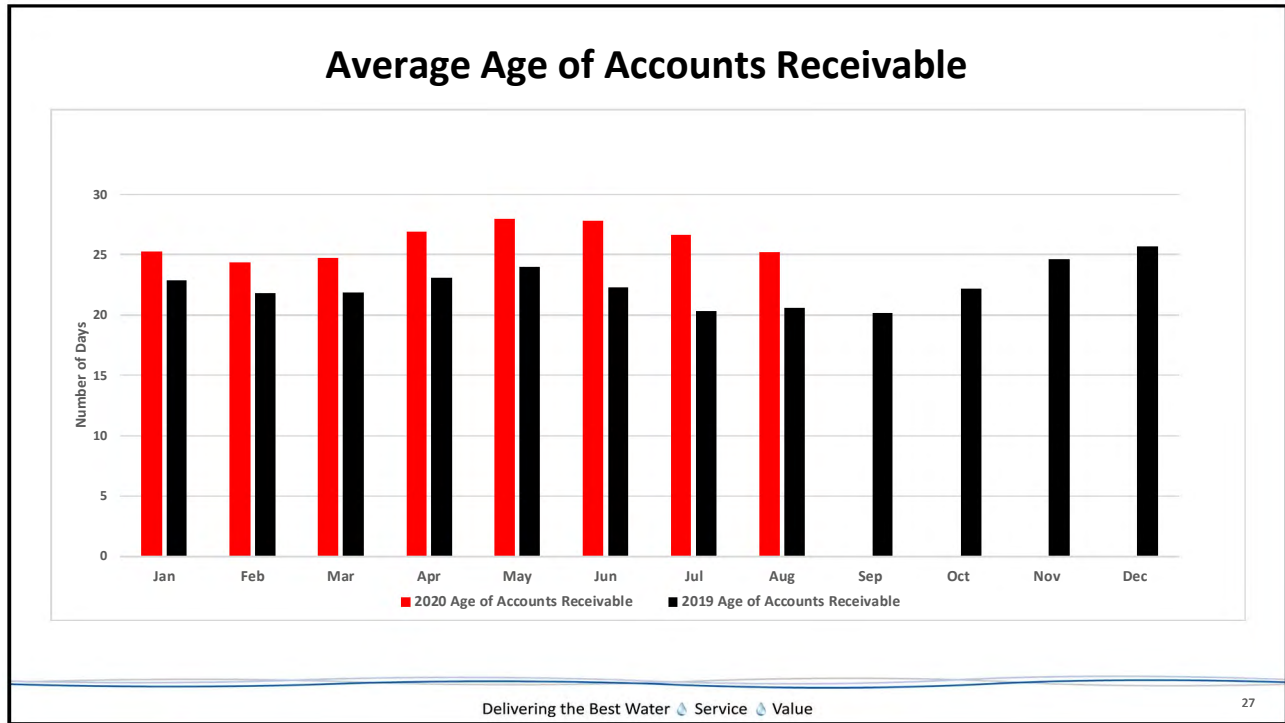
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### Monitoring TVWD's Financial Performance

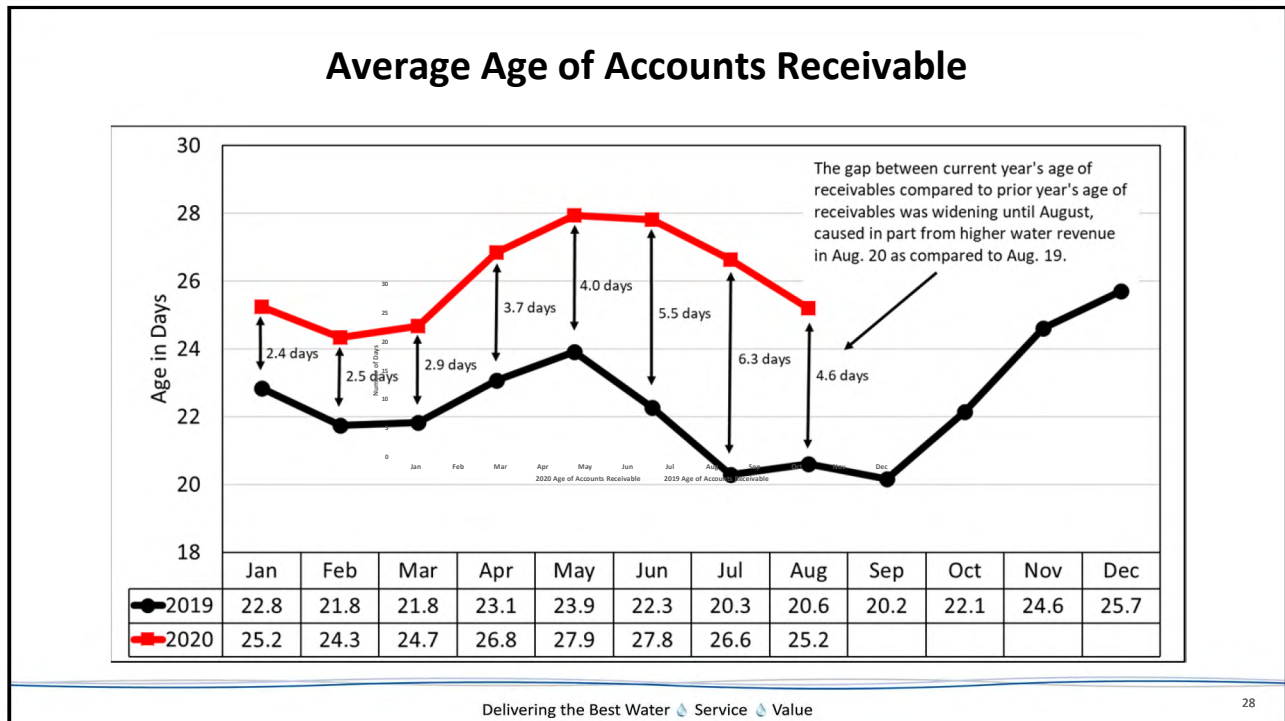
-  **Revenue**
  - Impact on future water sales
-  **Collections**
  - Capacity for customers to pay their water bills
-  **Expenses**
  - Effect on budget to respond to COVID-19

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## Days Sales Outstanding

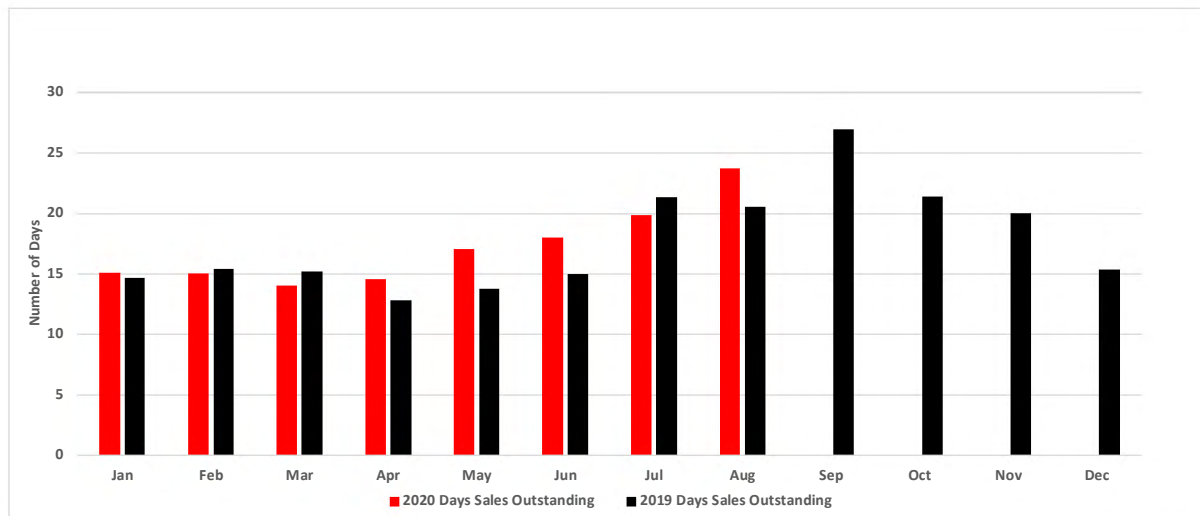
- Measures average number of days to collect on sales

$$\text{Days Sales Outstanding} = \frac{\text{Account Recievable}}{\text{Total Sales}} * 365$$

- Increases in Days Sales Outstanding could indicate collections challenges
- Proposed basis is years of sales to account for seasonality of water sales

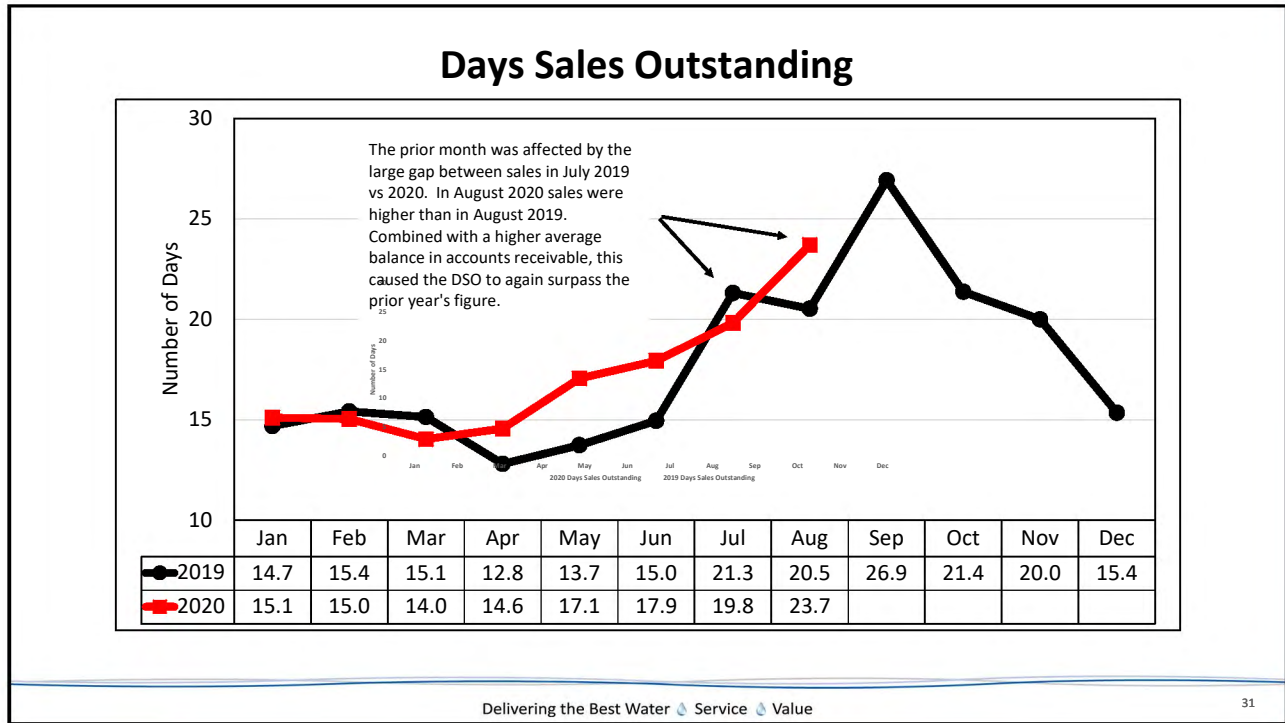
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## Days Sales Outstanding

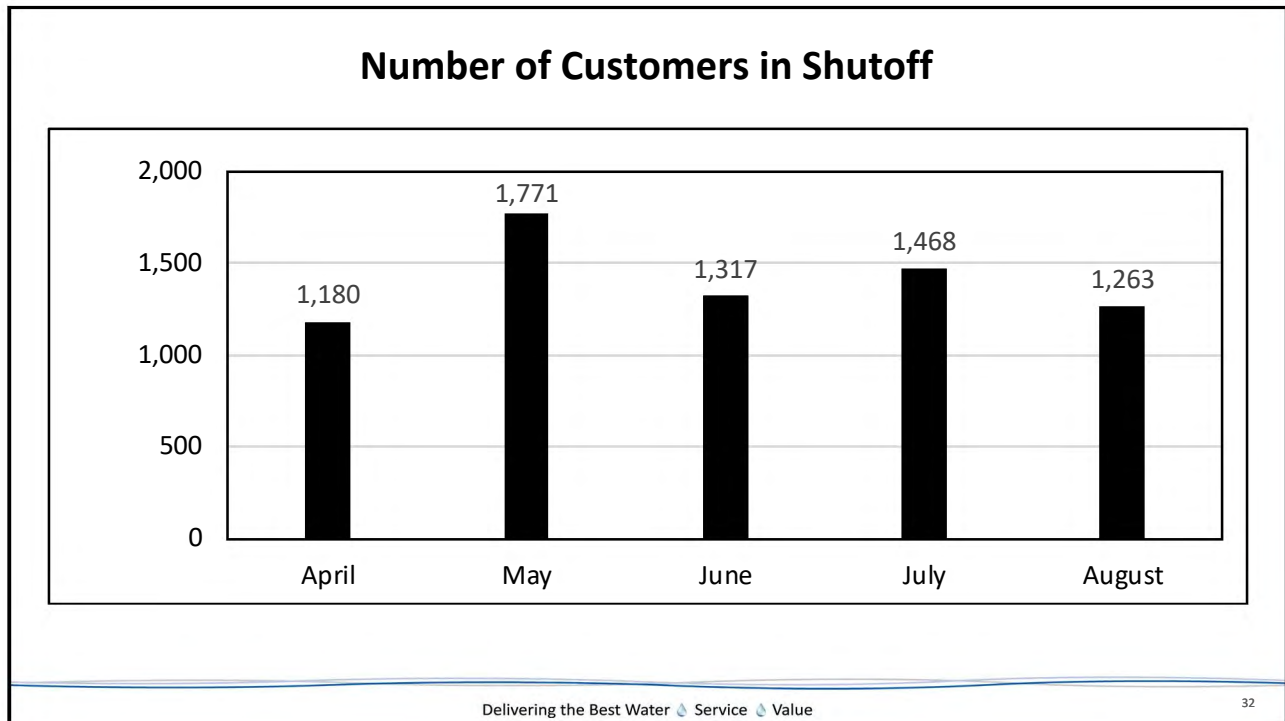


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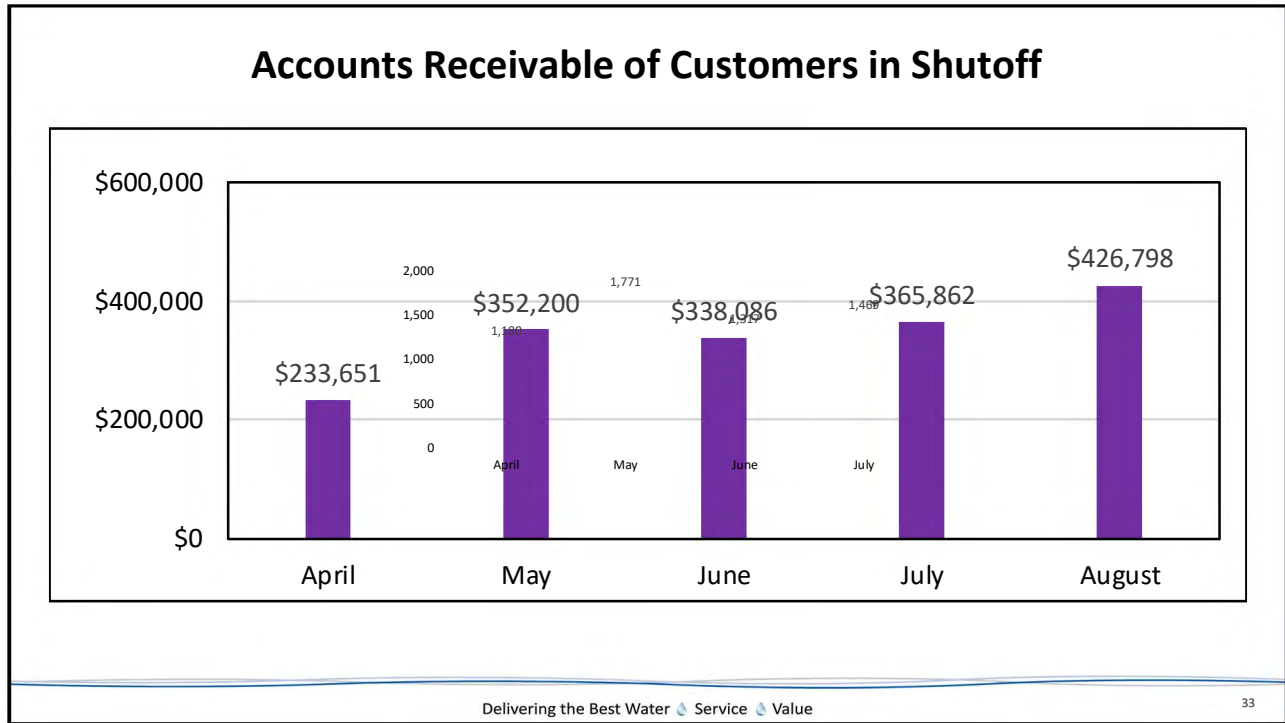




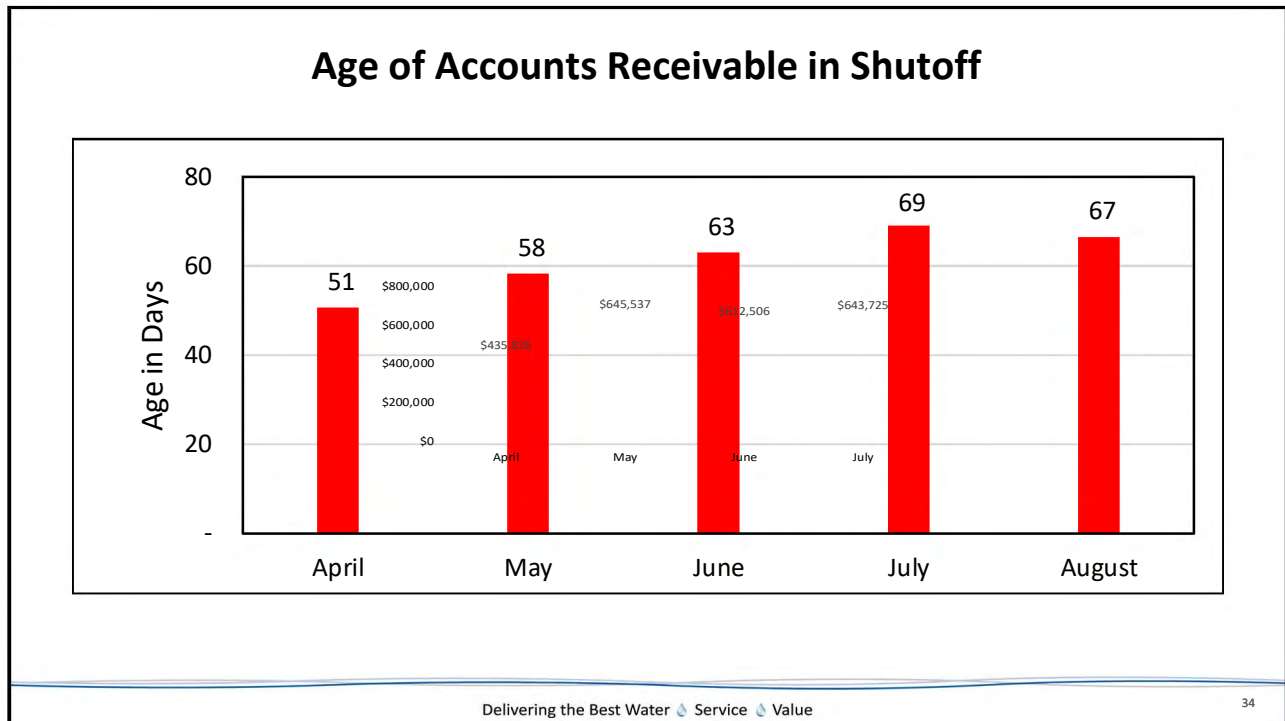
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## Monitoring TVWD's Financial Performance



### Revenue

- Impact on future water sales



### Collections

- Capacity for customers to pay their water bills



### Expenses

- Effect on budget to respond to COVID-19

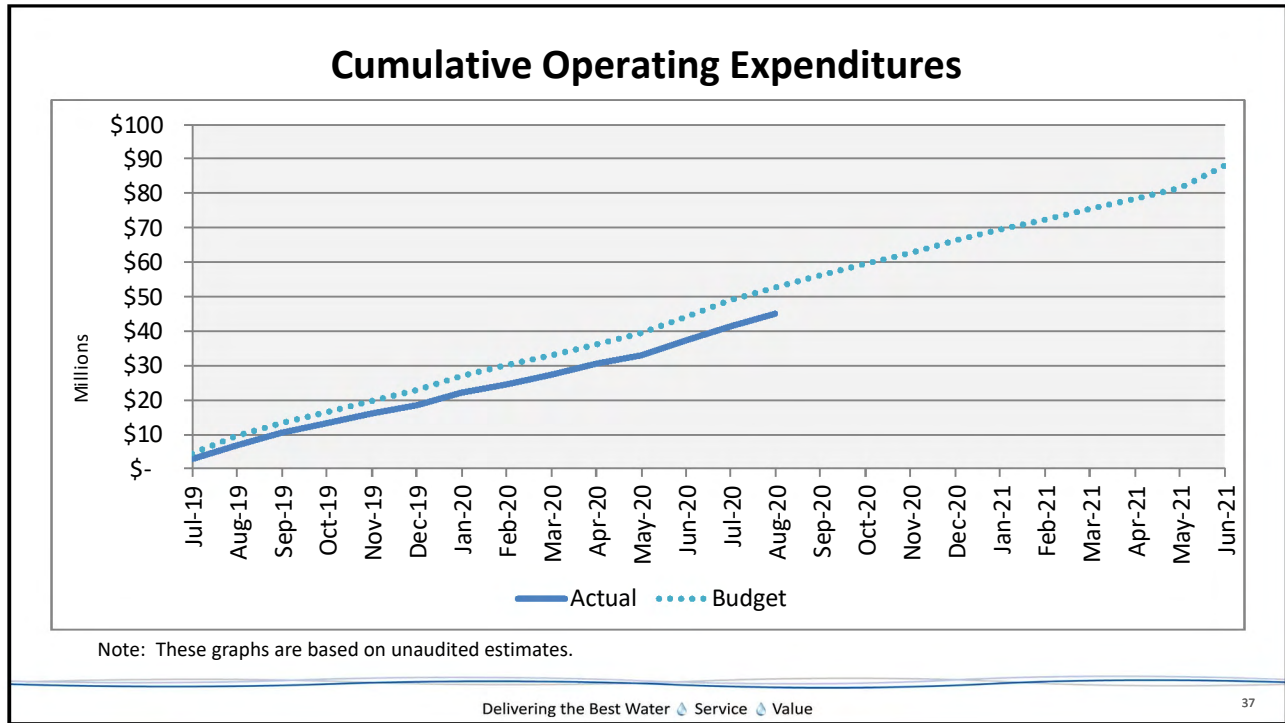
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## Budget and COVID-19 Issues

### Types of COVID-19 Expenses


- Direct expenses
- Leave-related expenses
- Intangible expenses
- Bad debt expense
- Customer Emergency Assistance Fund

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## Application for CARES Act Reimbursement



### WASHINGTON COUNTY OREGON

#### Washington County CARES Act Cities & Special Districts Assistance Grant

DESCRIPTION	DATE (\$)	TOTAL CLAIMED (\$)	TOTAL PROJECTED COSTS
Provide pay for staff to City of Trout Valley during COVID-19	\$ 266	\$ 266	\$ 89,964
COVID-19 related cleaning, safety, and administrative supplies	8,456.62	8,456.62	20,245.62
Face masks for staff	3,406.11	1,500.00	4,906.11
enhanced cleaning services for admin building	13,117.50	18,000.00	31,117.50
Field porta-potties for operations staff without access during COVID-19	7,885.00	8,000.00	5,885.00
Miscellaneous cleaning, safety, and administrative supplies	19,734.00	10,000.00	29,734.00
Emergency Operations Center	43,800.00	43,800.00	43,800.00
<b>TOTAL</b>	<b>\$136,215</b>	<b>\$136,215</b>	<b>\$236,715</b>

**Grant award amount:** \$ 236,715.00

**Total claimed before this request:** \$ 99,371.37

**Total claimed for this period:** \$ 13,942.44

**Grant balance remaining to be claimed:** \$ 123,401.19

**Claim Period for this Request:** 08/01/2020 - 08/31/2020

**Date Submitted:** 9/16/2020

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## Late Breaking News...

### WIFIA News

- Re-executed WIFIA Loan
- New interest rate dropped from 2.39% to 1.35%
- Reduction in total debt services of \$122,014,211.82
- When debt service kicks in, annual debt service dropped from \$19 million to \$15.5 million, saving more than \$3.5 million per year

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## Questions and Comments



### *COVID-19 and Financial Performance*

**Paul L. Matthews**  
Chief Financial Officer

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# Tualatin Valley Water District



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## Report of Meetings Attended

### Commissioner Bernice Bagnall

Date	Meeting or Function	Purpose	\$	Claimed
8/25	Virtual Rates Forum	Listen to ratepayer concerns and feedback	\$50.00	X Yes <input type="checkbox"/> No
8/26	BRJOC Auditor conf. call	Audit due diligence	\$50.00	X Yes <input type="checkbox"/> No
9/1	Board worksession	WWSP & CIS updates	\$50.00	X Yes <input type="checkbox"/> No
9/8	CEO and Board VP	Agenda planning	\$50.00	X Yes <input type="checkbox"/> No
9/16	Board meeting	District business	\$50.00	X Yes <input type="checkbox"/> No
			\$250	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Ok to pay - K. L. DeSau		<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

Date 9/16/2020

Requested by Bernice Bagnall  
Commissioner

Date 9/17/2020

Approved by See attached email  
President

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.

## Katherine DeSau

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**From:** Todd Sanders  
**Sent:** Thursday, September 17, 2020 9:17 AM  
**To:** Katherine DeSau  
**Subject:** Re: Request for Approval - Meeting Attendance Form

I approve Commissioner Bagnall' September 2020 Meeting Attended form.

Todd Sanders

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**From:** Katherine DeSau <Katherine.DeSau@tvwd.org>  
**Sent:** Wednesday, September 16, 2020 7:49 PM  
**To:** Todd Sanders <Todd.Sanders@tvwd.org>  
**Subject:** Request for Approval - Meeting Attendance Form

Greetings,

In lieu of your signature, please review and email me your approval of Commissioner Bagnall's attached Meeting Attendance Form.

Thank you,

**Katherine Lipari DeSau**

Executive Assistant

1850 SW 170<sup>th</sup> Ave, Beaverton, OR 97003  
*direct* 503-848-3078 // *office* 503-848-3000  
[katherine.desau@tvwd.org](mailto:katherine.desau@tvwd.org)  
[www.tvwd.org](http://www.tvwd.org)

**Tualatin Valley Water District**

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# Tualatin Valley Water District



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## Report of Meetings Attended

### Commissioner Jim Doane

Date	Meeting or Function	Purpose	\$	Claimed
17 Sept	Regular Meeting		50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4 Sept	Meeting Tom, Paul, Jim Duggan	Pay Issues	50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
1 Sept	Work Session		50	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
			\$150 to CEAP	<input type="checkbox"/> Yes <input type="checkbox"/> No
			Ok to pay - K. L. DeSau	<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
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				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

Date 9/16/20

Requested by Jim Doane  
Commissioner

Date 9/17/2020

Approved by See attached email  
President

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.



# Tualatin Valley Water District



Delivering the Best Water Service Value

## Report of Meetings Attended

### Commissioner Jim Duggan

Date	Meeting or Function	Purpose	\$	Claimed
08/25/2020	TVWD Rate Forum Event	Public web event	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
08/26/2020	CPO #1 & #7 Meeting	NW Saltzman Rd. Project	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
09/01/2020	TVWD Board Work Session/Exec.	WWSS, PDX, CIS Updates	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
09/03/2020	WWSS Board Meeting	Exec. Session & Reg. Mtg	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
09/04/2020	Meeting with Tom & Jim Doane	Compensation Study	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
09/09/2020	RWPC Exec. Committee Mtg.	Reg. 1/3 <sup>rd</sup> Mtg.; Budget	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
09/10/2020	WWSS Documents/Faye Branton	Sign documents & tour	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
09/16/2020	TVWD Board Meeting	Reg. Monthly Mtg.	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
			<b>\$400</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<b>Ok to pay - K. L. DeSau</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

Date 09/16/2020

Requested by James J. Duggan  
Commissioner

Date 9/17/2020

Approved by See attached email  
President

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.

# Tualatin Valley Water District



Delivering the Best Water Service Value

## Report of Meetings Attended

### Commissioner Todd Sanders

Date	Meeting or Function	Purpose	\$	Claimed
Sept. 2	Monthly Work Session	Budget, Covid Discussion	50	X Yes <input type="checkbox"/> No
Sept. 11	Meet with CEO	Budget Update	50	X Yes <input type="checkbox"/> No
Sept 16	Monthly Board Meeting	IGA with Beaverton, Financial Report	50	X Yes <input type="checkbox"/> No
				X Yes <input type="checkbox"/> No
			<b>\$150</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
		<b>Ok to pay - K. L. DeSau</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

Date 9/16/2020

Requested by Todd Sanders  
Commissioner

Date 9/17/2020

Approved by See attached email  
President

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 Dick Schmidt**

Date	Meeting or Function	Purpose	\$	Claimed
09012020	Work Session	Various updates	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
09082020	Agenda meeting, Tom, Bernice	Board meeting agenda	50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
09162020	Regular board		50	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
			\$150	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Ok to pay - K. L. DeSau		<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No
				<input type="checkbox"/> Yes <input type="checkbox"/> No

Date 9/16/2020

Requested by Dick Schmidt  
Commissioner

Date 9/17/2020

Approved by See attached email  
President

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.

## Katherine DeSau

---

**From:** Katherine DeSau  
**Sent:** Thursday, September 17, 2020 9:49 AM  
**To:** Bernice Bagnall  
**Subject:** RE: Request for Approval - Meeting Attendance Forms

Thank you for your review and approval. Yes, I double checked and the first form/attachment pertained to Commissioner Doane. I will be sure to insert his name in the archived record.

Regards,

**Katherine Lipari DeSau**  
Executive Assistant

1850 SW 170<sup>th</sup> Ave, Beaverton, OR 97003  
*direct* 503-848-3078 // *office* 503-848-3000  
[katherine.desau@tvwd.org](mailto:katherine.desau@tvwd.org)  
[www.tvwd.org](http://www.tvwd.org)

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**From:** Bernice Bagnall <bernice.bagnall@tvwd.org>  
**Sent:** Thursday, September 17, 2020 9:41 AM  
**To:** Katherine DeSau <Katherine.DeSau@tvwd.org>  
**Subject:** Re: Request for Approval - Meeting Attendance Forms

I assume the first form, although unsigned, is for Commissioner Doane - that looks like his meeting schedule to me. You might insert his name before including it in the meeting minutes. I approve all of these forms.

Thanks, Bernice Bagnall

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**From:** Katherine DeSau <[Katherine.DeSau@tvwd.org](mailto:Katherine.DeSau@tvwd.org)>  
**Sent:** Wednesday, September 16, 2020 8:04 PM  
**To:** Bernice Bagnall <[bernice.bagnall@tvwd.org](mailto:bernice.bagnall@tvwd.org)>  
**Subject:** Request for Approval - Meeting Attendance Forms

Greetings,

In lieu of your signature, please review and email me your approval of Commissioner Doane, Duggan, Sanders and Schmidt's attached Meeting Attendance Forms.

Thank you,

**Katherine Lipari DeSau**  
Executive Assistant

1850 SW 170<sup>th</sup> Ave, Beaverton, OR 97003  
*direct* 503-848-3078 // *office* 503-848-3000  
[katherine.desau@tvwd.org](mailto:katherine.desau@tvwd.org)  
[www.tvwd.org](http://www.tvwd.org)

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Board Work Session Minutes

October 6, 2020

*This meeting was held by phone and the internet.*

**WORK SESSION – 7:01 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; Clark Balfour, General Counsel; Paul Matthews, Chief Financial Officer; Carrie Pak, PE, Chief Engineer; Dave Kraska, PE, Water Supply Program Director; Andrew Carlstrom, Customer Service Manager; Andrea Watson, Communications and Public Affairs Supervisor; Joe Healy, Senior Management Analyst; Robert Whitham, Emergency Program Coordinator; Mike Jacobs, Risk Management Coordinator (departed after the first discussion item); Katherine Lipari DeSau, Executive Assistant

**ANNOUNCEMENTS**

Ms. Pak gave an update on the District's response to the COVID-19 pandemic and provided information on the September 30 Emergency Preparedness Virtual Forum and the recently announced Certificate of Achievement for Excellence in Financial Reporting award (see attached memo). In response to a question, staff shared that this is Tualatin Valley Water District's (TVWD) 30th Government Finance Officer's Award for the Comprehensive Annual Financial Report.

Ms. Pak gave the safety moment on emergency preparedness tips.

**1. DISCUSSION ITEMS**

- A. District Initiatives Update and 2021 Goals Development. *Staff Report – Tom Hickmann*

Mr. Hickmann and staff provided a status update on 2019-2021 District Initiatives. The roles and purpose of TVWD strategic planning & District Initiatives were also reviewed (see attached presentation). Mr. Hickmann conveyed that COVID-19 impacted all of the initiatives and commended staff's ability to adapt and continue making progress on key District priorities.

Mr. Hickmann shared that his proposed 2021 CEO goals are focused on initiative numbers three through six and consist of obtaining effective customer feedback, considering advanced metering infrastructure to help the District obtain better data and drive decisions, developing comprehensive written standard operating procedures for the system, and expansion of diversity, equity, and inclusion training. In response to a Commissioner concern about data driven decisions, Mr. Hickmann clarified that both data and intellectual capital are critical decision making components.

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

Mr. Kraska described the October Willamette Water Supply System Commission Board meeting agenda, reviewed the latest details from the Approvals and Procurement Forecast, and updated the Board on recent Willamette Water Supply Program (WWSP) activities of note (see attached presentation).

In response to a request, Mr. Kraska explained that the Willamette Water Supply System's (WWSS) Thermal Trading Plan is a permit requirement. The plan will be administered by the Oregon Department of Environmental Quality. Staff are monitoring and will manage any challenges that arise. Commissioner Sanders expressed hope that the WWSS exceeds plan commitments. Mr. Kraska conveyed that there are other environmental benefits, as part of the overall program, that go above and beyond mitigation requirements. Communications about these efforts could be enhanced.

C. Customer Information System (CIS) Contract Elements. *Staff Report – Andrew Carlstrom*

Mr. Carlstrom gave an update on the District's Customer Information System (CIS) Project, including the key objectives, scope, schedule and budget. He provided an overview of the vendor contract with Open International LLC, the Implementation Statement of Work, the Operations Statement of Work, and next steps (see attached presentation). Commissioner Bagnall expressed appreciation for the level of detail and consideration of items in advance of implementation.

**ADJOURNMENT**

There being no further business, President Bagnall adjourned the meeting at 8:48 p.m.

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Bernice Bagnall, President

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Todd Sanders, Secretary





## MEMO

**Date:** October 6, 2020  
**To:** TVWD Board of Commissioners  
**From:** Carrie Pak, Chief Engineer  
**Re:** Announcements

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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. **COVID-19 Update** – Tualatin Valley Water District's (TVWD) Emergency Operations Center (EOC) has completed de-escalation work. Operations have transitioned into a sustained response to COVID-19, with the normalization of the protocols to prevent COVID-19 transmission. A core team of staff will continue to monitor the pandemic and remain on standby to reactivate the EOC if needed.
3. **Emergency Preparedness Virtual Forum** – On September 30<sup>th</sup>, Robert Whitham, Emergency Program Coordinator, led a virtual forum on the topic of Emergency Preparedness. The event was well attended with approximately 100 guests. The guests were all sent a follow up survey and additional information, including the opportunity to enroll to receive monthly emergency preparedness tips. Due to additional requests, TVWD will repeat this forum presentation on October 29.
4. **Government Finance Officer's Award** – On September 22<sup>nd</sup>, Tualatin Valley Water District received notification that it was awarded the Certificate of Achievement for Excellence in Financial Reporting for its Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June 30, 2019. The CAFR has been judged by an impartial panel to meet the high standards of the program, which includes demonstrating a constructive "spirit of full disclosure" to clearly communicate its financial story and motivate potential users and user groups to read the CAFR.

The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

5. **Board Communications Log** – There were no updates to the Board communications log this month.
6. **Safety Minute** – I will present tonight’s safety minute.

# Status Update on District Initiatives for 2019-21

*TVWD Board Work Session*

*October 6, 2020*

**Tom Hickmann**

Chief Executive Officer

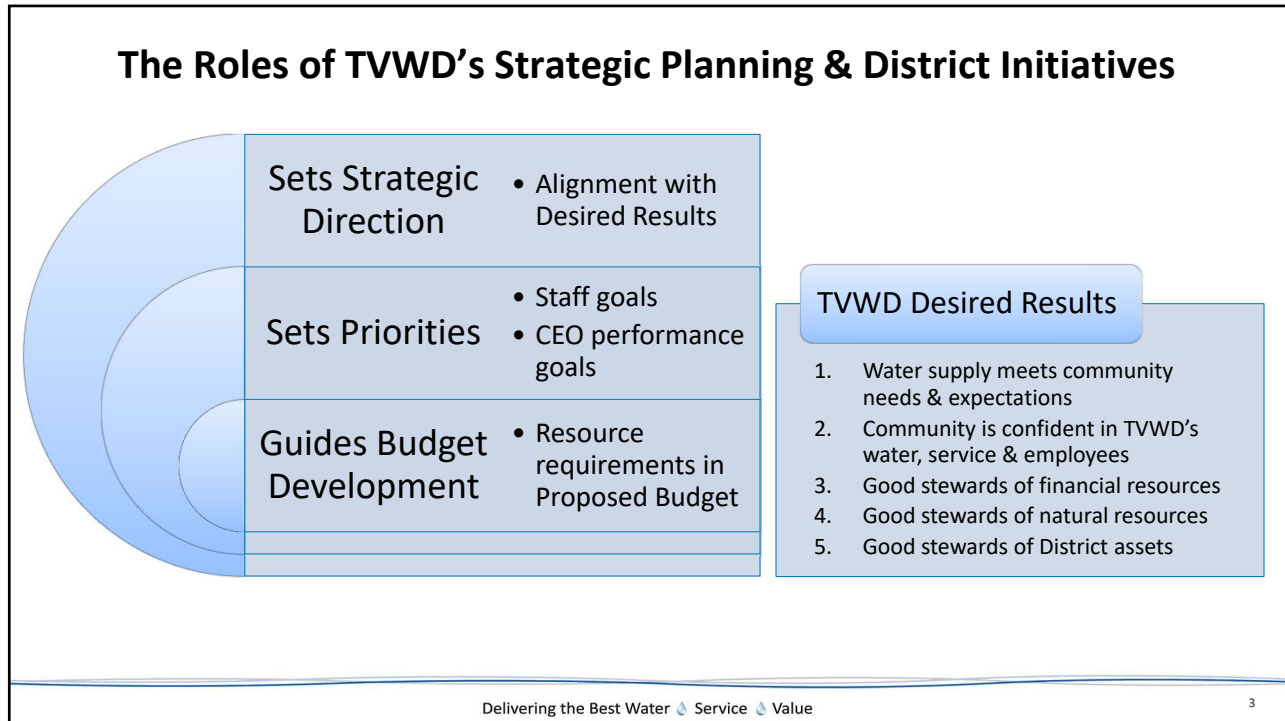


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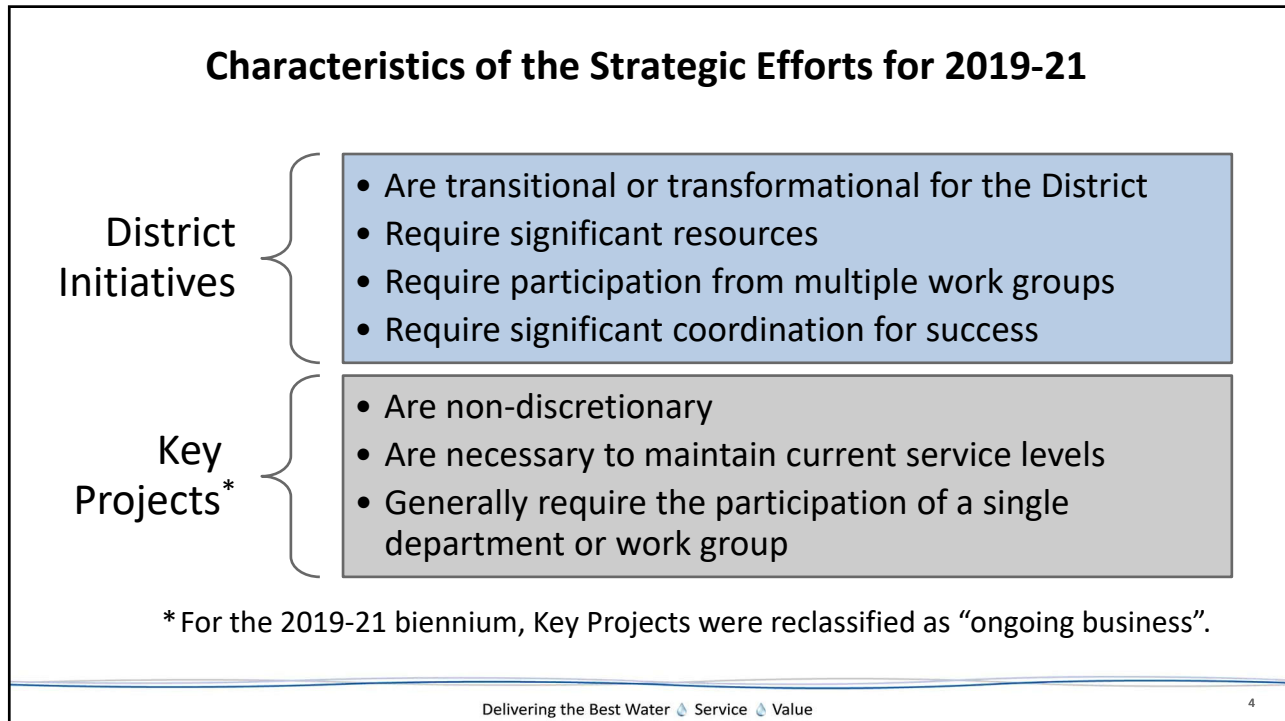
## 2019-2021 Strategic Planning Process

- Reflects District vision, mission, values and strategic direction
- Anticipates future trends and challenges
- Considers industry trends, regional issues, organizational strengths & challenges
- Produces strategic projects (i.e., initiatives and key projects) designed to achieve desired results
- Tracks progress in achieving District objectives
- Periodically reports progress to the Board

2



3



4

## District Initiatives for 2019-21

1. Program for Management and Operation of the Willamette Water Supply System
2. Debt Program
3. Strategic Communications Program
4. Develop and Implement CIS
5. District Resiliency Program
6. Human Capital Strategy

5

1

## Program for Management and Operation of the Willamette Water Supply System

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### Overview

- Plan for operations, maintenance, management and administration of the WWSS
- Develop a comprehensive plan and resource requirements
- Includes WWSS IGA, WWSS Commission, WIF Commission and staffing strategies for operations oversight

6

1

## Program for Management and Operation of the Willamette Water Supply System

---

### Summary of 2020 Updates

- Resolved the reservoir cost allocation issue for the City of Hillsboro
- Addressed partner concerns regarding cost management matters
- Resolved true-up concerns required for the WWSS IGA adoption
- Advanced development of the WWSS Operations Plan and staffing plans
- Continued to advance all WWSP elements including five active construction projects
- Maintained WWSP controls for management of schedule, budget, and verified compliance with the Partners' WIFIA loan requirements

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2

## Debt Program

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### Overview

- Build debt program to fund District's participation in the WWSP, JWC and fund in-District CIP
- Build the debt program's foundation to sustain the District's long-term financing needs while minimizing its cost of capital
- Includes financial planning, ratings, continuing disclosure, investor relations, continuity with partners, and a WIFIA loan application

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## 2 Debt Program

### Summary of 2020 Updates

- Re-executed WIFIA Loan Agreement saving the District an additional \$122 million in repayment costs
- Responded to credit rating surveillance from Fitch and maintained the District's AA+ credit rating
- Prepared financial reporting process to monitor the District's financial health during the COVID-19 crisis

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## 3 Strategic Communications Program

### Overview

- Implement the Strategic Communications Plan and Ratepayer Communications Strategy to increase outreach efforts
- Strengthen support for customers with affordability concerns while demonstrating the value of District investments
- Develop an emergency communications system and a responsive construction outreach program using current TVWD staff and support from consultant(s)

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### 3 Strategic Communications Program

#### Summary of 2020 Updates

- TVWD Communications staff has been directly involved in the Emergency Operations Center for the majority of 2020
- COVID-19 has also necessitated a major communication/outreach effort to reach customers that are in arrears with suspension of shut off
- Virtual customer outreach events have been well attended

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### 4 Develop and Implement CIS

#### Overview

- Continue progression from existing custom utility billing solution to a commercial off-the-shelf Customer Information System (CIS)
- This is a collaborative effort between TVWD and CWS, with both agencies sharing costs and project decisions
- Implement and stabilize new CIS

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## 4 Develop and Implement CIS

### Summary of 2020 Updates

- Completed Implementation IGA with CWS (2<sup>nd</sup> of three IGAs), with the 3<sup>rd</sup> (ongoing operations agreement) required prior to go-live
- Selected CIS vendor; contract negotiated and is in process for execution
- Preparing for implementation, including addressing third party project resources; start date is November 16
- Establishing a data warehouse and addressing legacy system data
- Implementation goal is 14 months with go-live in early 2022; TVWD/CWS leadership prepared to prioritize CIS implementation and meet this goal

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## 5 District Resiliency Program

### Overview

- Continue implementing the All Hazards Emergency Response Plan (ERP) adopted in 2014
- Establish departmental level of service goals, continuity of operations plans, and standard operating procedures that support resiliency
- Strengthen cooperative partnerships for effective emergency responses
- Develop preparedness plans (community and staff)
- Provide training and support for employees and families

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## 5 District Resiliency Program

### Summary of 2020 Updates

- Risk and Resiliency Assessment completed per America's Water Infrastructure Act of 2018; certification sent to EPA in March 2020
- District's ERP reviewed by consultant, edits being reviewed internally; certification of review submitted to EPA the end of September 2020
- Since March, the EOC and other District task forces have been in constant coordination with county, regional, and state response teams regarding COVID-19 and recent wildfires
- Ongoing promotion of employee preparedness via trainings/programs (e.g., preparedness bags, "Preparedness Corner" SharePoint site)

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## 6 Human Capital Strategy

### Overview

- Develop and implement new tools & methods to address changing workforce demographics and trends in a competitive labor market
- Meet current & future regulatory requirements; establish cross-training programs for key positions and leadership continuity
- Align strategic human capital with the District's mission and goals

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## 6 Human Capital Strategy

### Summary of 2020 Updates






- Developed new policies & employee leave banks in response to COVID
- Expanded the Leave Donation Program
- Implemented portions of CARES Act with ICMA-RC (401k/457 plans)
- Conducted employee DEI trainings, considering next steps
- Researched top DEI consultants and DEI efforts at other public agencies
- Went live with NEOGOV PERFORM, a performance management software, to automate annual and probationary employee evaluations
- Implemented a limited version of NEOGOV eForms for employees to securely submit documents to HR while working remotely

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### Status Update on 2019-21 District Initiatives

#	Description	Status	Status
1	Program for Management and Operation of the Willamette Water Supply System	G	
2	Debt Program	G	
3	Strategic Communications Program	Y	
4	Develop and Implement CIS	G	
5	District Resiliency Program	G	
6	Human Capital Strategy	G	

KEY:

Completed	C	
On Schedule	G	
Some issues slowing this down	Y	
Significantly off schedule	R	
Not yet begun / not yet reported	B	

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**Willamette Water Supply Commission Update**  
**TVWD Board Work Session**

October 6, 2020

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**Outline**

Review October WWSS Commission Board Meeting Agenda → Review Approvals and Procurements Forecast → Update on WWSP Activities

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## REVIEW OCTOBER WWSS COMMISSION BOARD MEETING AGENDA

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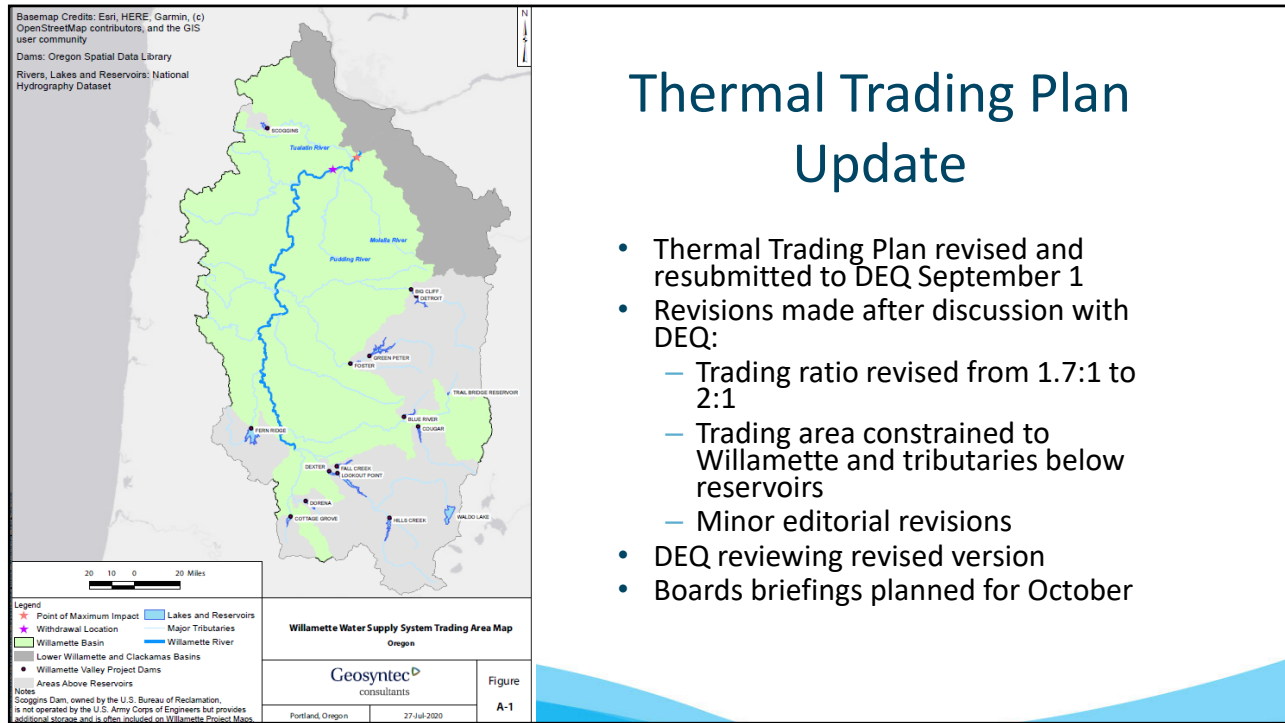
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## Willamette Water Supply System October 1, 2020 Board Meeting Agenda

1. General Manager's Report
2. Public Comment
3. Consent Agenda
  - A. September 3, 2020 meeting minutes
4. Business Agenda
  - A. Adopt PLW\_2.0 Supplemental Resolution of Public Necessity
  - B. Adopt Resolution Approving MPE\_1.2/COB\_1.2 City of Beaverton Construction IGA (SW Nimbus Avenue/SW Scholls Ferry to SW Western Avenue)
  - C. Acting as Local Contract Review Board: Adopt Resolution Approving the Use of Alternative Contracting Methods for Construction of a Phase of MPE\_1.2/COB\_1.2
  - D. Acting as Local Contract Review Board: Approve Public Notice of Findings for the Use of Alternative Contracting Methods for Construction of PLW\_2.0
  - E. Approve PLM\_1.0 Design Contract Amendment for Completing PLM\_1.3
5. Information Items
  - A. Thermal Trading Plan Update
  - B. Planned November Business Agenda items

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# Thermal Trading Plan Update

- Thermal Trading Plan revised and resubmitted to DEQ September 1
- Revisions made after discussion with DEQ:
  - Trading ratio revised from 1.7:1 to 2:1
  - Trading area constrained to Willamette and tributaries below reservoirs
  - Minor editorial revisions
- DEQ reviewing revised version
- Boards briefings planned for October

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## REVIEW APPROVALS AND PROCUREMENTS FORECAST

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## Approvals and Procurement Forecast for September 2020 – November 2020

## Program Baseline or Related Plans

Description	Program Director	WWSS Management Committee	WWSS Commission Board
PLW_2.0 Modify Baseline construction duration to accommodate traffic control requirements, resulting in increase to individual project budget	NA	10/22/2020	11/5/2020

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## Approvals and Procurement Forecast for September 2020 – November 2020

## Real Estate

Description	Program Director	WWSS Management Committee	WWSS Commission Board
PLM_5.3 Resolution of Need (3 <sup>rd</sup> supplemental)	NA	8/20/2020	9/3/2020
PLW_2.0 Resolution of Need (1 <sup>st</sup> supplemental)	NA	8/20/2020	9/3/2020
PLM_4.3 Resolution of Need (1 <sup>st</sup> supplemental)	NA	8/20/2020	9/3/2020
PLM_1.3 Resolution of Need	NA	9/17/2020*	10/1/2020*
PLM_5.3 Resolution of Need (4th supplemental)	NA	9/17/2020*	10/1/2020*
PLW_2.0 Resolution of Need (3 <sup>rd</sup> supplemental)	NA	9/17/2020	10/1/2020
PLM_1.3 Resolution of Need (1 <sup>st</sup> supplemental)	NA	10/22/2020	11/5/2020

\* - Delayed to future meeting

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Approvals and Procurement Forecast for September 2020 – November 2020

## IGAs, MOUs, Permit Commitments

**TVWD**

- MPE\_1.0 Project Management Services Agreement Amendment (September)
- PLW\_1.2 Construction IGA to Relocate 18-inch TVWD Pipeline (November)

**City of Wilsonville IGA for WRWTP Filtration Pilot Study Participation**

- Cost sharing in filtration study to support design filter loading rates (September)

**City of Beaverton**

- COB\_1.0 Design IGA Amendment 1 (August)
- MPE\_1.1/COB\_1.1 Construction IGA (October)
  - S.W. Western Ave. from S.W. Beaverton-Hillsdale Hwy. to S.W. Allen Blvd.
- MPE\_1.2/COB\_1.2 Construction IGA (October)
  - S.W. Nimbus/Scholl's Ferry to S.W. Beaverton-Hillsdale Highway

**Washington County Land Use & Trans**

- PLM\_4.2 Design IGA Amendment 2 (November)

Approvals and Procurement Forecast for September 2020 – November 2020

## Contracts

Title	Goal	Value	Key Dates
RES_1.0 and PLM_5.3 Project Construction Manager/General Contractor (CM/GC)	Procure CM/GC for RES_1.0 / PLM_5.3 combined project	~\$120M	Publish RFP: 9/2/2020 WWSS Board Approval: 12/3/2020 Notice to Proceed: 12/4/2020



## Approvals and Procurement Forecast for September 2020 – November 2020

### Contract Amendments and Change Orders\*

Title	Goal	Value	Key Dates
PLM_1.0 Design Contract Amendment for Completing PLM_1.3	Amend contract for design services and engineering services during construction to accommodate PLM_1.3 design changes	\$0.618M	9/17/2020 approval by WWSS MC 10/1/2020 approval by WWSS Board
PLW_2.0 Design Contract Amendment for Scope Modifications	Amend contract for design services and engineering services during construction to accommodate scope modifications	\$0.612M	8/20/2020 approval by WWSS MC 9/3/2020 approval by WWSS Board

\*having values higher than the Program Director’s authority

## Approvals and Procurement Forecast for September 2020 – November 2020

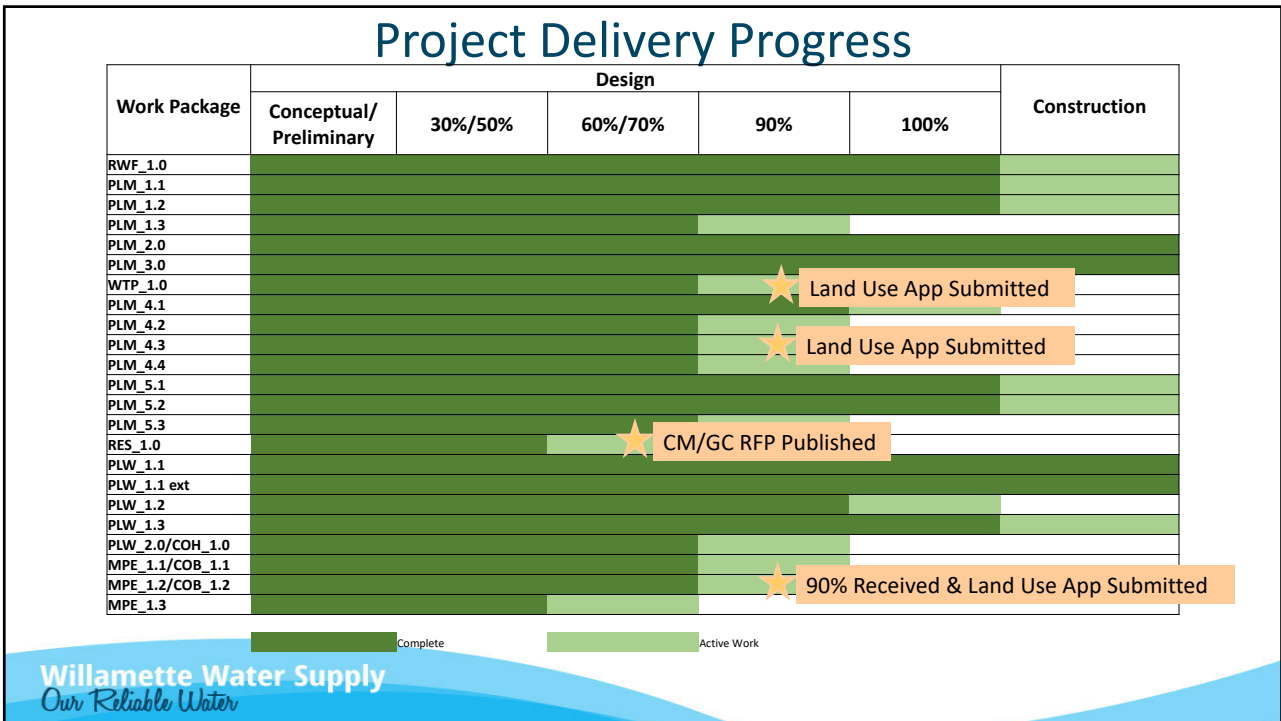
### Local Contract Review Board Rule Exemption

Title	WWSS Management Committee Approval	WWSS Board Informational Item	WWSS Board Consider Approval
Findings for the Use of Alternative Contracting Methods for Construction of a Phase of MPE_1.2/COB_1.2	7/23/2020	8/6/2020	10/1/2020
Findings for the Use of Alternative Contracting Methods for Construction of PLW_2.0	9/17/2020	10/1/2020	11/5/2020

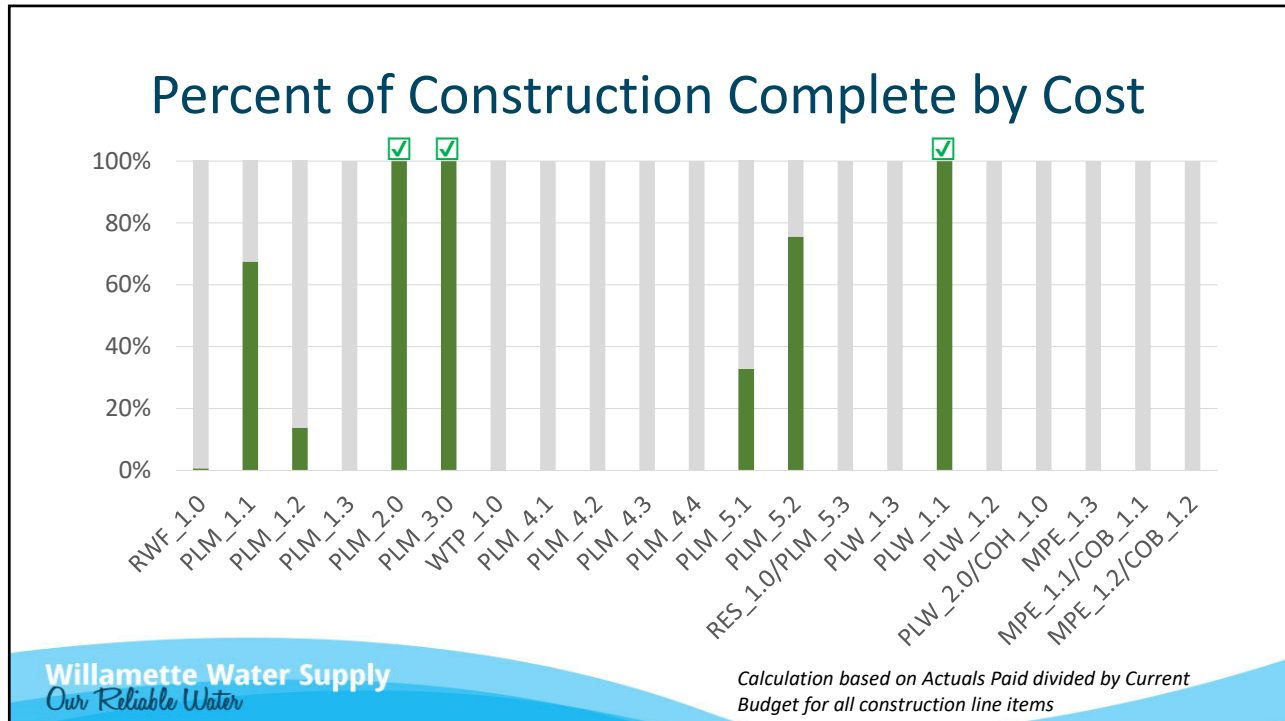
# UPDATE ON WWSP ACTIVITIES

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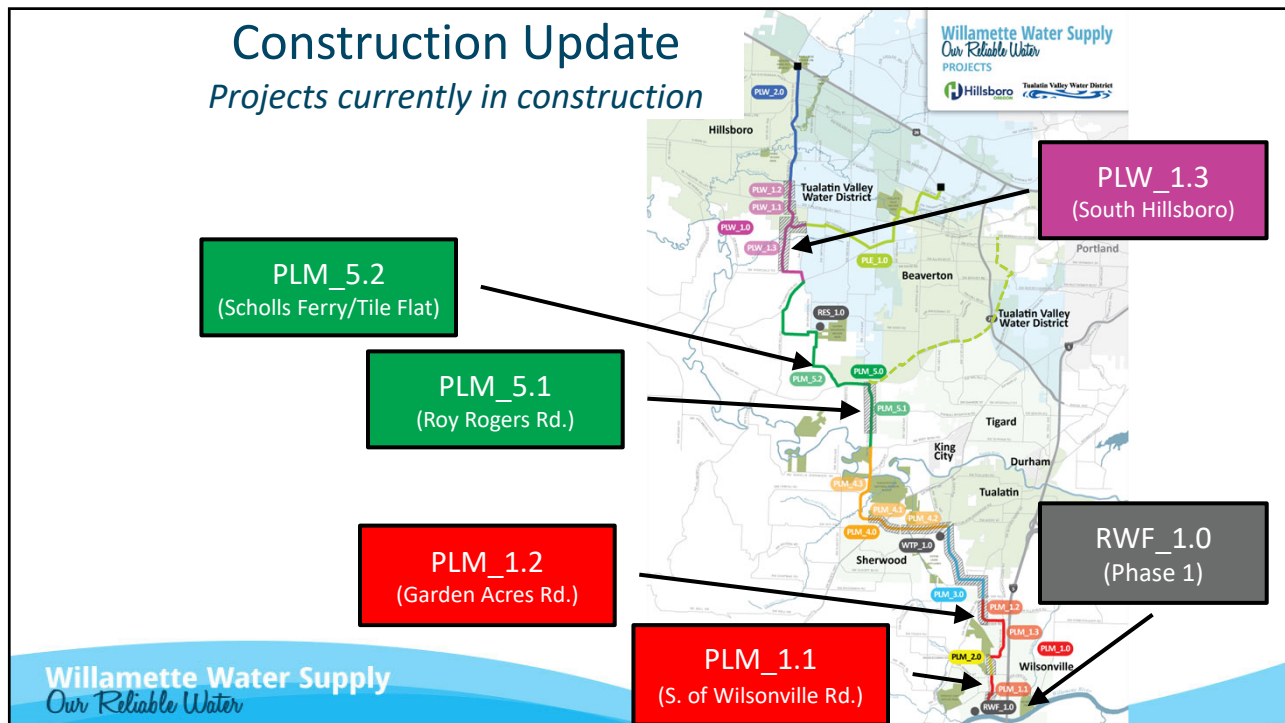
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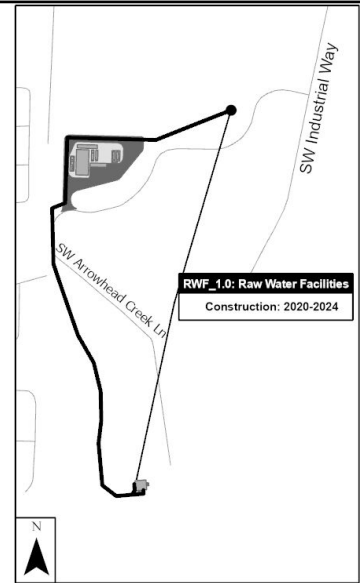
34

## RWF\_1.0

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

### Current and Planned Activities:

- Began construction of lower site temporary access road
- Mobilizing DSM/jet grout equipment
- Completed upper site mass excavation and screen berms
- Continued with construction of temporary PGE power service to field trailers
- Continuing with critical submittals
- Beginning installing tree protection sheet piling and DSM spoils containment provisions



## Construction Photos – RWF\_1.0

Lower Site pipeline corridor and temporary access road construction



## Construction Photos – RWF\_1.0

Completed Upper Site mass excavation



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## Construction Photos – RWF\_1.0

Obtaining native soil samples at DSM block area south of RWPS

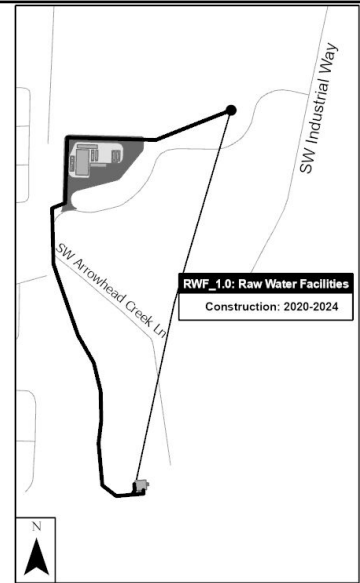


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## RWF\_1.0 Notable Topics

- External Coordination
  - Coord w/Wilsonville and Veolia on GAC Replacement Project and electrical upgrades project
  - Coord w/PLM\_1.1 Industrial Way Road Crossing
  - Coordination with nearby neighbors and public
- Potential Claims
  - None
- Delivery Challenges
  - None

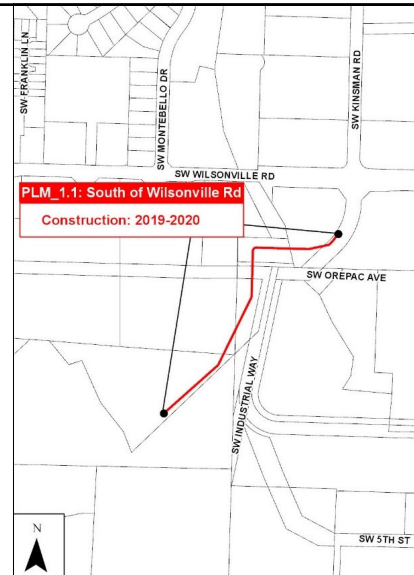


## PLM\_1.1

Contractor: James W. Fowler Co.  
Designer: HDR

Current and Planned Activities:

- Pipe installed through Coffee Lake Creek to west side of Industrial Way. Only four pieces of pipe remain to be installed
- Complete backfill of 66" pipe through Coffee Lake Creek and across Industrial Way
- Begin Coffee Lake Creek restoration work
- Begin undercrossing of Wilsonville 63" waterline
- Complete final connection, begin testing



## Construction Photos – PLM\_1.1

Aerial overview of site, looking SE. Coffee Lake Creek Crossing in fore



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## Construction Photos – PLM\_1.1

Coffee Lake Creek Crossing work in progress



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## Construction Photos – PLM\_1.1

Coffee Lake Creek Crossing and Industrial Way shoo-fly traffic diversion

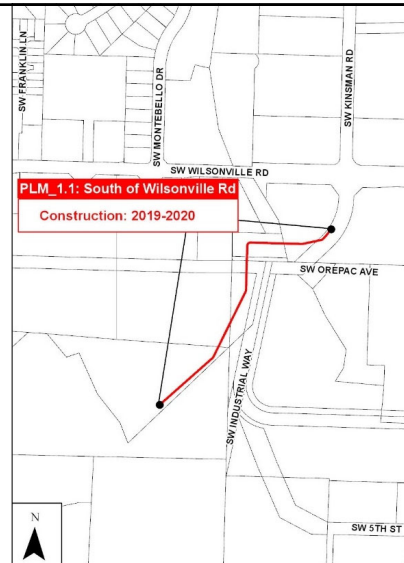


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## PLM\_1.1 Notable Topics

- External Coordination
  - Upcoming coordination with City of Wilsonville for roadway re-paving of Kinsman Rd
  - Continued traffic coordination on Industrial Way with RWF, WCP, OrePac.
- Potential Claims
  - None
- Delivery Challenges
  - Large boulders
  - Dewatering/CLSM quality issue required some rework. Likely schedule impact.



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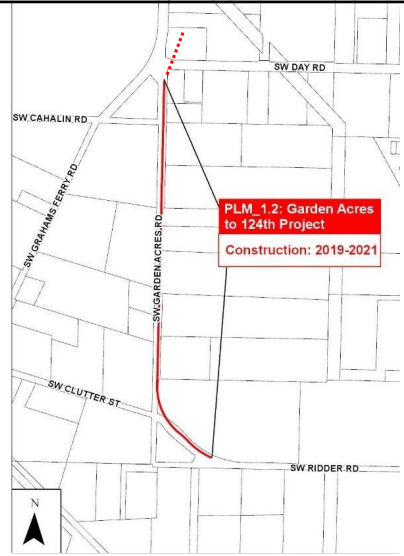


## PLM\_1.2

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

### Current and Planned Activities:

- Continued open cut pipe installation; 2,000 LF of WWSP pipe installed to date
- Completed steel casing installation for trenchless crossing of Day Rd.
- Completed trenchless casing contact grouting and began 66" carrier pipe installation
- Continued settlement monitoring for tunnel



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## Construction Photos – PLM\_1.2

Holiday Testing 66-in Pipe prior to flying in for fit up and installation



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## Construction Photos – PLM\_1.2

Installing carrier pipe for the Day Rd. trenchless crossing



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## Construction Photos – PLM\_1.2

Flying in 66" waterline for fit up and installation on Garden Acres Rd.



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## PLM\_1.2 Notable Topics

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

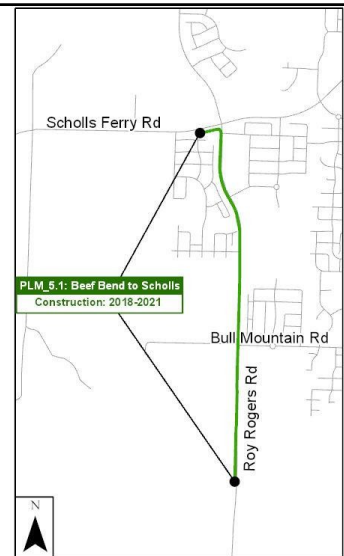


## PLM\_5.1

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

### Current and Planned Activities:

- Open cut pipe installation completed along northern end of alignment on Scholls Ferry Rd.
- Total of 2430 LF of 66" waterline now completed
- Upcoming installation includes 18" Tigard connection piping across Roy Rogers Rd.
- Continuing 66" pipe installation south of Jean Louise Rd.



## Construction Photos – PLM\_5.1

Drilling for placement of soldier piles for shoring systems at corner of Roy Rogers & Scholls Ferry Rd.



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## Construction Photos – PLM\_5.1

Fitting up and welding of 66" pipe at Roy Roger & Scholls Ferry Rd. intersection

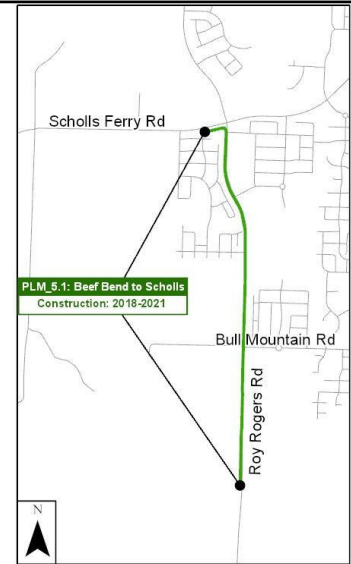


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## PLM\_5.1 Notable Topics

- Partner Coordination
  - Developer relocation of utilities ongoing on Roy Rogers Rd.
- Potential Claims
  - None
- Delivery Challenges
  - None

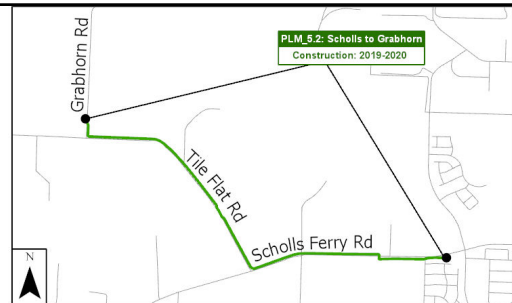


## PLM\_5.2

Contractor: Emery & Sons  
Designer: Jacobs

### Current and Planned Activities:

- Completed main pipeline hydrostatic testing
- Continue testing of appurtenances
- Continue Cathodic Protection and Locate Station installations and testing
- Continue property restoration



## Construction Photos – PLM\_5.2

Backfill at end of pipeline



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## Construction Photos – PLM\_5.2

Cathodic Protection Test Station Install



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## PLM\_5.2 Notable Topics

- External Coordination
  - Coordinating water use with City of Beaverton for disinfection
- Potential Claims
  - None
- Delivery Challenges
  - None



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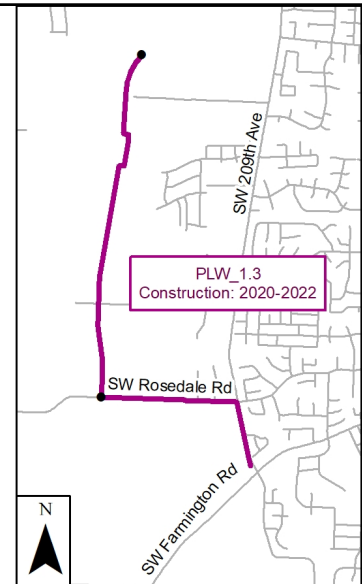
57

## PLW\_1.3

Contractor: Tapani, Inc.  
Designer: Kennedy/Jenks

### Current and Planned Activities:

- Mobilization complete
- Completed potholing for underground utilities
- Completed grade cut at SW Rosedale Rd. access
- Continue clearing and grubbing
- Continue building haul road north to Butternut Creek



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## Construction Photos – PLW\_1.3

Potholing for underground utilities on SW 209<sup>th</sup> Ave.



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## Construction Photos – PLW\_1.3

Clearing and grubbing north towards Butternut Creek



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## Construction Photos – PLW\_1.3

Grade cut at Rosedale Rd.

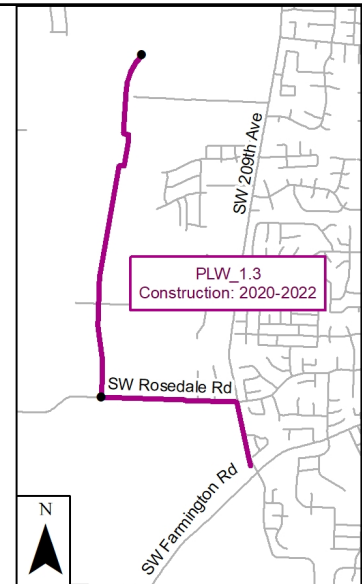


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## PLW\_1.3 Notable Topics

- External Coordination
  - Continued coordination with Reeds Crossing and Butternut Creek Developments
- Potential Claims
  - None
- Delivery Challenges
  - Access to the alignment north of Butternut Creek - coordination with Newland and COH for use of ROW in future Kinnaman Rd. or use of partially completed Cornelius Pass Rd.



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**QUESTIONS**

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**Customer Information System (CIS) Contract Overview**  
**Vendor: Open International LLC**

*October 6, 2020*

**Andrew Carlstrom**  
**Customer Service Manager**

**Tualatin Valley Water District**  
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### CIS Project Update Summary

- **Contract negotiations are completed; contract will be signed this week**
- **TVWD/CWS and vendor, Open, are preparing for the CIS implementation**
- **Implementation begins November 16**
- **Implementation schedule is fast**
- **New system go-live: early 2022**
- **TVWD and CWS remain committed to changing processes, not system: configuration, not customization**

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### CIS Key Project Objectives

- 1. Address current and projected business needs**
- 2. Provide improved system reliability**
- 3. Increase customer satisfaction**
- 4. Improve supportability through:**
  - ✓ Minimizing (goal is zero) new system customization
  - ✓ Regular, vendor-provided technology updates
  - ✓ Complete legacy platform retirement
- 5. Provide greater integration with key business systems**
- 6. Manage risk through:**
  - ✓ Better controls
  - ✓ Data management, including customer information
  - ✓ Vendor support
- 7. Provide a sustainable, predictable support cost model**



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## *Scope, Schedule, Budget*

- **Scope: The Essentials**
  - Solution include CIS, batch processing, customer self service portal.
- **Schedule: Fast Implementation**
  - Implementation will start November 16, 2020.
  - Implementation: 18 months, including four months of post-go-live stabilization.
  - Go-live to occur in early 2022.
- **Budget Estimated, Implementation Baseline Being Developed**
  - TVWD CIP project; estimate is \$9.51 million, as estimated prior to adoption of 2019-2021 budget.
  - Expenditures will be in both 2019-2021 and 2021-2023 biennial budget periods.
  - TVWD, CWS developing baseline project budget for implementation phase.
  - TVWD, CWS to share project expenses per intergovernmental agreement (IGA).

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## *Overview of Contract with Open International LLC*

- **Parties**
  - Customer is defined as TVWD.
  - Clean Water Services is defined as a partner and its staff as authorized users.
- **General**
  - Establishes Open as service provider for Partners.
  - Describes contract administration, governance, order of precedence.
  - Provides contract change process.
  - Describes termination for convenience, insolvency, and cause.
  - Provides dispute resolution provisions.
  - Provides transition assistance for TVWD/CWS upon termination/expiration.
  - Describes consequences for delays in implementation.
  - Addresses consequences for data/security events.

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### ***CIS Contract Overview (continued)***

- **Term: Five-year initial term includes:**
  - 14 months of implementation and 4 months of post go-live stabilization
  - 42 months of operations of the SaaS hosted solution (begin month 19)
  - Two additional five-year renewal options at Customer's sole discretion
- **Total base costs, first 5-year term: \$5,376,592**
  - Includes fixed-charge for implementation: \$3,031,860
    - Does not include vendor travel and expenses.
    - Travel expected to be limited due to COVID-19; virtual project anticipated.
  - Includes 42 months of Software as a Service (SaaS) and related items.
    - Ongoing fees per month: \$55,117
    - Annual increase in fees: 2.5%

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### ***CIS Contract Overview (continued)***

- **Contract Structure**
  - Master Services Agreement
  - Implementation Statement of Work (SOW)
  - Operations SOW
- **Other**
  - Vendor has established record in other markets, is establishing in US/Canada.
  - To address, contract provides financial and software escrow, release conditions.
  - Contract provides irrevocable guarantee on performance of Open International LLC, of all contractual obligations.

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## *CIS Implementation Statement of Work Overview*

- **General**
  - Detailed implementation performance framework, using framework for TVWD/CWS CIS selection consultant, AAC Utility Partners.
  - Provides for 14-month implementation and four months of post go-live support.
- **Scope**
  - Provides scope description – what functionality is in scope for project and how it will be further refined: customizations; clarifications; changes; data conversion; system architecture; environment descriptions; and facilities and space requirements.
- **Deliverables**
  - Provides: acceptance criteria and process; detailed deliverable descriptions; and description of project tools.
- **Conflict Resolution**
  - Provides: Initial conflict identification and resolution and conflict escalation processes.

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## *CIS Implementation SOW Overview (continued)*

- **Organization**
  - Provides Customer and Vendor roles and responsibility.
- **Quality Requirements**
  - Provides: Steps the Partners will take to ensure quality delivery.
- **Project Metrics**
  - Provides: Metrics the TVWD/CWS will use to track and report on progress throughout the implementation.
- **Progress and Payments**
  - Provides: pricing; milestone payments and schedule; and financial controls.

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## ***CIS Operations Statement of Work Overview***

- **Services**
  - Open SmartFlex (OSF) will be provided as a Software as a Service (SaaS) environment based in data centers located in the United States.
  - Open has contracted with Auxis Consulting and Outsourcing to provide infrastructure management services.
- **Service Level Agreements (SLAs)**
  - Service levels will be tracked and reported to the Partners monthly
  - Each SLA has a list of exclusions (e.g. scheduled maintenance windows, Customer accuracy in submitting incident requests, etc.).
  - Failure to meet SLAs will incur penalties in the form of service credits.
  - SLAs include: system availability and response time for severity 1 and 2 incidents.
- **Data Privacy and Information Security**
  - The agreement contains provisions that obligate vendor to maintain appropriate physical, human resource, and cyber security protections.

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## ***Next Steps***

- **TVWD, Open CEOs are expected to execute contract documents this week.**
- **Both parties are already working on implementation preparations.**
- **The Board will receive regular implementation updates on the CIS project.**
- **Thank you for your support of this critical business transformation initiative.**

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# Questions?



## Tualatin Valley Water District



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**To:** Board of Commissioners

**From:** Carrie Pak, P.E., Chief Engineer

**Date:** October 21, 2020

**Subject:** Add an 8-inch Waterline Connection, from NW Kenai Court to NW Cornelius Pass Road, to the Capital Project List

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### **Requested Board Action:**

Consider adopting a resolution adding an 8-inch waterline connection, from NW Kenai Court to NW Cornelius Pass Road, to the Capital Project List for the Tualatin Valley Water District.

### **Key Concepts:**

- The District has adopted “Unidentified Development and Reimbursement Projects” in the 2019-2021 Budget. This project category is used to implement recommendations from the 2018 Water Master Plan Update (WMPU). These projects are typically constructed in partnership with other agencies or private developers.
- A portion of project “P-2” in the WMPU can be constructed in partnership with a developer installing the “Kodiak Pointe” subdivision.
- The District can reimburse the developer for eligible improvements. The developer has requested that the reimbursement be provided in combination of payment and credits to the System Development Charges (SDCs) due for the development. District Ordinance 01-12 allows credits to be issued towards the improvement fee on qualifying public improvements.
- Adding this project to the District’s Capital Project List makes it eligible to be funded with SDC credits under Ordinance 01-12.

### **Background:**

In the 2019-2021 Budget, the Board appropriated \$527,000 in funds towards Unidentified Development and Reimbursement Projects. To date, \$69,654 of these funds have been used in partnership with Tualatin Hills Parks & Recreation for a pipeline extension on SW Marty Ln identified in the WMPU. The District has identified an additional reimbursement opportunity through a subdivision, known as “Kodiak Pointe,” in development at NW Kenai Ct and NW Cornelius Pass Rd.

The WMPU identified the “P-2” project, which is an 8-inch waterline extension from NW Wickiup Way to NW Cornelius Pass Rd. This improvement is identified as a long-term improvement that is 47.5% SDC eligible. Hydraulic modeling of the water system confirms that the same 8-inch waterline extension can be made in NW Kenai Ct to meet the fire flow goals identified in “P-2”. Installing the waterline extension at this time allows the District to obtain an easement on a plat rather than obtaining one from a private party at a later date. There are also additional savings realized by utilizing design and construction services already underway.

Add an 8-inch Waterline Connection, from NW Kenai Court to NW Cornelius Pass Road, to the Capital Project List

The District asked for a cost estimate for the 8-inch waterline extension in order to enter into a reimbursement agreement with the developer. The preliminary cost estimate is \$2,500 for engineering design services and \$67,065 for construction. TVWD staff recommends a District contribution of no more than \$50,000 for design and construction costs incurred by the developer for this offsite improvement that benefits the development in question but also provides a broader benefit to the District's water system. The developer of "Kodiak Pointe" has asked for reimbursement of \$2,500 for engineering services and \$47,500 for construction because of the broader benefit to the District's system by construction of the offsite improvements. Additionally, the developer requests that the remaining costs of \$19,565 be issued as credit towards the SDCs due in its development.

The District's SDC Ordinance (01-12) allows credits to be issued towards the improvement fee portion of the SDC for qualifying public improvements. Resolution 04-20 identifies the improvement fee to be \$6,296. This improvement fee is subject to change, and the developer will only be credited the total amount of \$19,565 as the lots in the subdivision develop.

The District seeks to clarify, through Board resolution, the Kenai Ct 8-inch Waterline as a qualifying capital improvement and modify the District's Capital Project List to include this project. As a qualifying capital improvement, this project is eligible for credit under Ordinance 01-12.

**Budget Impact:**

There are no budget impacts for this resolution. The funds are appropriated in the 2019-2021 Biennial Budget.

**Staff Contact Information:**

Carrie Pak, P.E.; Chief Engineer; 503-848-3045; [carrie.pak@tvwd.org](mailto:carrie.pak@tvwd.org)

**Attachments:**

- Proposed resolution
- Exhibit 1: Draft Reimbursement Agreement

**Management Staff Initials:**

Chief Executive Officer		Customer Service Manager	N/A
Chief Engineer		IT Services Director	N/A
Chief Financial Officer		Human Resources Director	N/A
General Counsel		Water Supply Program Director	N/A

# Tualatin Valley Water District



Delivering the Best Water Service Value

## RESOLUTION NO. 14-20

A RESOLUTION ADDING AN 8-INCH WATERLINE CONNECTION, FROM NW KENAI COURT TO NW CORNELIUS PASS ROAD, TO THE CAPITAL PROJECT LIST FOR THE TUALATIN VALLEY WATER DISTRICT.

WHEREAS, the adopted 2019-2021 Biennial Budget includes the District's Capital Improvement Plan that includes "Unidentified Development and Reimbursement Opportunity Projects"; and

WHEREAS, the Capital Improvement Plan adopted in the District's Biennial Budget serves as the District's Capital Project List for purposes of administering its System Development Charges; and

WHEREAS, the 2018 Water Master Plan Update identified a fire-flow improvement of an 8-inch waterline extension from NW Wickiup Way to NW Cornelius Pass Road (P-2); and

WHEREAS, the subdivision "Kodiak Pointe" is being developed and can make a similar improvement at lower costs to the District from NW Kenai Court to NW Cornelius Pass Road; and

WHEREAS, the District's policy allows this project to be eligible for credits towards the System Development Charge for qualifying improvements as allowed under Ordinance 01-12; and

WHEREAS, the addition of the NW Kenai 8-inch Waterline will not increase the District's System Development Charge.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TUALATIN VALLEY WATER DISTRICT THAT:

Section 1: An 8-inch waterline connection, from NW Kenai Court To NW Cornelius Pass Road, shall be added to the Capital Project List for the Tualatin Valley Water District.

Section 2: District staff shall amend the Capital Project List in accordance with this Resolution.

Approved and adopted at a regular meeting held on the 21<sup>st</sup> day of October 2020.

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Bernice Bagnall, President

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Todd Sanders, Secretary

## Exhibit 1

### REIMBURSEMENT AGREEMENT

This Reimbursement Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 2020 by and between Tualatin Valley Water District, a domestic water supply district organized under ORS Chapter 264 (TVWD) and JT Roth Construction, Inc. (Owner).

#### RECITALS

TVWD provides municipal water service to system users within its boundaries through its pumping, storage, transmission and distribution facilities (Water System).

Owner is developing a site known as Kodiak Pointe (Property), which will connect to the TVWD water system. The Property is known as 1N 2W Section 23 Tax Lot 3000. Willamette Meridian, Washington County, Oregon and set forth on Exhibit A attached hereto and incorporated by reference. Owner will construct offsite water system improvements in accordance with the TVWD Design and Construction Standards and the improvements will be transferred to the TVWD water system following final inspection and approval by TVWD.

Part of the water system improvements are offsite improvements consisting of installing an additional 155 feet of 8-inch ductile iron pipe (DIP) in a 20' easement from the west end of Tract A and making an 8-inch connection to the 18-inch waterline on NE Cornelius Pass Road, as shown in Exhibit A, attached hereto and incorporated by reference. This connection resolves a known fire flow deficiency that would impact the development.

Owner agrees to install the 8-inch main as described, and TVWD agrees to reimburse the Owner for the design cost of \$2,500.00 based on the engineering fee submitted by Technical Engineering and the construction cost up to \$47,500.00. The cost is based on awarded bid of \$67,065.00 submitted by TFT Construction, Inc., as shown in Exhibit B and being fully advised the parties agree as follows. The total reimbursement cost will be \$50,000.00. Per TVWD Ordinance 01-12, Section 7, Credits for Developer Contributions of Qualified Public Improvements, the \$19,565.00 remainder of the construction cost (\$67,065.00 less \$47,500.00) will be issued as System Development Charge Credits (SDC Credits) towards the improvement fee portion of the SDCs for the lots being developed on this Property. The qualified public improvement is a fire flow project known as "P-2", which has been revised through hydraulic modeling to move from NW Wickiup Way to NW Kenai Ct.

Exhibit C shows the cost calculations for this reimbursement for clarity.

## AGREEMENT

1. **Recitals.** The Recitals set forth above are incorporated by reference and made a part of this Agreement.
  
2. **Description of the Work (“Work”).** Owner shall install approximately 155 feet of 8-inch ductile iron pipe (DIP) from the west end of Tract A to the connection point of the 18” waterline in NE Cornelius Pass Rd according to sheet 8 of the Water System Plan and Water System Details for Kodiak Pointe as set forth on Exhibit A. The final design by Technical Engineering must be approved by TVWD prior to commencement of construction. The water line shall be installed in accordance with Tualatin Valley Water District Design and Construction Standards.
  
3. **Obligations of TVWD.** TVWD agrees to:
  - A. Adjustments, if any, to TVWD’s share of the water system improvements in exceedance of this contract shall be agreed upon in writing by TVWD prior to invoicing by Owner.
  
  - B. Within 30 days following invoice by Owner after the “Work” is completed, tested, inspected and accepted by TVWD, TVWD will reimburse Owner for the design cost up to \$2,500.00 and the construction cost up to \$47,500.00. \$19,565.00 will be issued as SDC Credits towards the improvement fee of the SDC as the lots develop.
  
  - C. Owner will invoice TVWD for the actual cost of the “Work” in accordance with this agreement and provide TVWD with documentation for the charges and actual quantities. The TVWD Project Representative shall be the point of contact to receive and review the invoice. If TVWD believes additional documentation is necessary, Owner shall promptly provide it.
  
4. **Obligations of Owner.** All other costs of the “Work” shall be the sole responsibility of Owner. Owner’s contractor shall comply with all laws, ordinances and other applicable legal requirements in the performance of the Work. Owner shall cause its contractor to provide liability insurance naming Owner and TVWD as additional insureds for the duration of the Work. Owner’s contractor shall obtain all necessary permits. Owner’s contractor shall construct the offsite Work as well as the water system improvements on the project site in accordance with TVWD design and construction standards. The water system facilities constructed by Owner’s contractor will be inspected by TVWD

prior to acceptance. Acceptance is in TVWD's sole discretion. After acceptance by TVWD, the facilities shall be the sole property of the TVWD and shall be maintained and operated by TVWD personnel exclusively. The Contractor's warranty shall provide a warranty for a period of one year after the date of acceptance for failures of material or workmanship. The Owner will facilitate the warranty recovery process.

- 5. Project Representatives.** Each party hereby appoints a Project Representative who shall be the point of contact for communications and notices. A party may change the Project Representative upon notice to the other. The initial Project Representatives are:

**Tualatin Valley Water District**

Sarah Alton  
1850 SW 170<sup>th</sup> Avenue  
Beaverton OR 97003  
Phone: 971-327-6304  
Email: sarah.alton@tvwd.org

**Owners Representative**

John DeJong  
Technical Engineering  
PO Box 80483  
Portland, OR 97280  
Phone: 503-819-6494  
Email: technicalengineeringinc@yahoo.com

- 6. Indemnity.** Within the limits of the Oregon Tort Claims Act (ORS30.260 to 30.300) and the Oregon Constitution, each of the Parties shall indemnify and defend the other, including its officers, employees, contractors and agents from and against all claims, demands, penalties, and causes of action of any kind or character relating to or arising from this Agreement (including the cost of defense thereof, including reasonable attorney fees) in favor of any person on account of personal injury, death, damage to property, or violation of law, which arises out of, or results from, the "Work" negligent or other legally culpable acts or omissions of the indemnitor, its employees, agents, contractors or representatives.
- 7. Liens.** Owner shall not suffer or permit to be enforced against TVWD any mechanic's, materialmen's, contractor's or subcontractors' liens or claims for damage to the District's Water System arising out of Owners performance of the Work and shall promptly make payments or satisfy any such claim.
- 8. Notices.** Any notice required or permitted to be given shall be given in writing and shall be effective when actually received and may be given by hand delivery, by PDF email with delivery confirmed by read receipt or by United States Mail, first class postage

prepaid, addressed to the Project Representatives at the address set forth in section 5 above.

9. **Default.** If a party fails to perform an obligation of the agreement, the other party may give notice of default, specifying the default and state the date by which the default must be cured, which date shall be not less than 30 days from the notice. If the default is not cured within 30 days or such other date as specified in the notice, then the non-defaulting party may pursue all remedies available.
10. **Disputes.** The parties agree that any dispute arising out of this agreement shall be resolved in the Circuit court of the State of Oregon for Washington County. Each party shall bear its own legal and expert witness fees at all stages of negotiation, trial and any appeal.
11. **Assignment.** No Party shall have the right to assign its interest in this Agreement (or any portion thereof), without the prior written consent of the other Party, which consent shall not be unreasonably withheld.
12. **Severability.** In case any one or more of the provisions contained in this Agreement shall be invalid, illegal, or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained herein shall not in any way be affected or impaired thereby.
13. **Amendment.** This Agreement may be amended only if both parties concur in the proposed amendment by a written agreement, signed by authorized representatives of each party.
14. **Waiver.** The failure of a Party to insist on the strict performance of any provision of this Agreement or to exercise any right, power or remedy upon a breach of any provision of this Agreement shall not constitute a waiver of any provision of this Agreement or limit the Party's right thereafter to enforce any provision or exercise any right.
15. **Implied covenants.** The Parties agree that in construing this Agreement, no covenants shall be implied between the Parties except the covenants of good faith and fair dealing.
16. **Survival of terms and conditions.** The provisions of this Agreement shall survive the construction and warranty period to the full extent necessary for their enforcement and the protection of the Party in whose favor they run.

**17. Time is of the essence.** A material consideration of the Parties entering into this Agreement is that the Parties will make all payments as and when due and will perform all other obligations under this Agreement in a timely manner. Time is of the essence of each and every provision of this Agreement.

**Tualatin Valley Water District**

**OWNER**

By: \_\_\_\_\_

By: \_\_\_\_\_

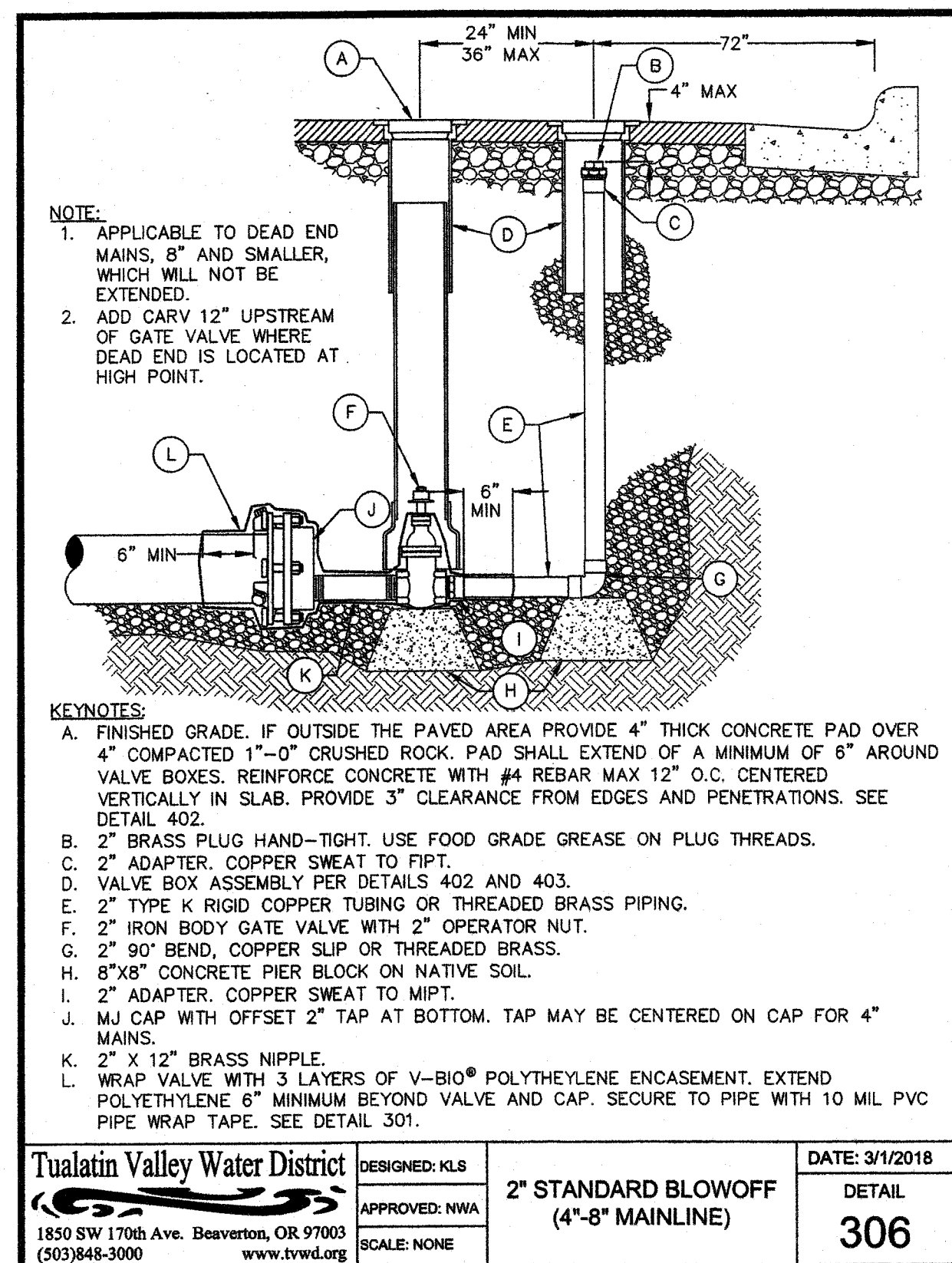
Name & Title: \_\_\_\_\_

Name & Title: \_\_\_\_\_

Date:  
\_\_\_\_\_

Date:  
\_\_\_\_\_





Update TVWD details to Nov 2019 standards available online at [www.tvwd.org](http://www.tvwd.org).

Include details:  
201 - Typ. Trench Backfill  
301 - PE Bag Install  
302 - Tapping Saddle  
304 - Straddle Block  
402 - Typical Valve Setting

This connection must be made to provide adequate fire flow improvements. TVWD is willing to participate in the costs of this since the project will resolve other system issues. Upgrading the 4\"/>

TVWD 18\"/>

TVWD will reimburse the developer for the additional 8\"/>

Provide water line profile.

Tap 18\"/>

Install 8\"/>

These meters will likely need to be relocated

Could potentially use one of the two extg meters to serve Tr B irrigation. Depends on actual location.

Where is the driveway for Lot 6? Need a lot plan to know where to place waterline in easement & water meters.

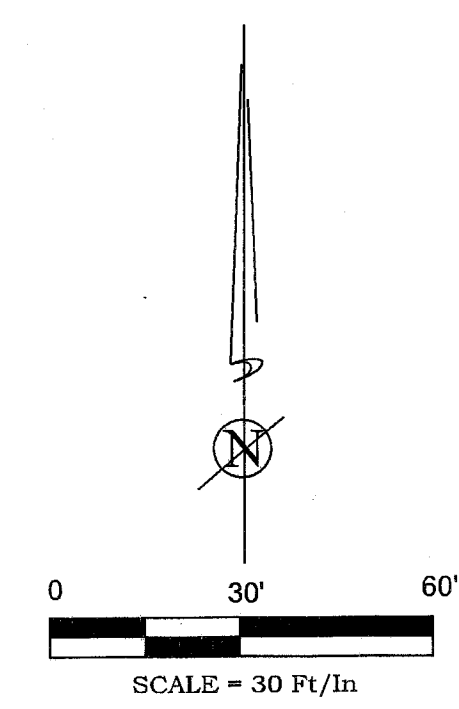
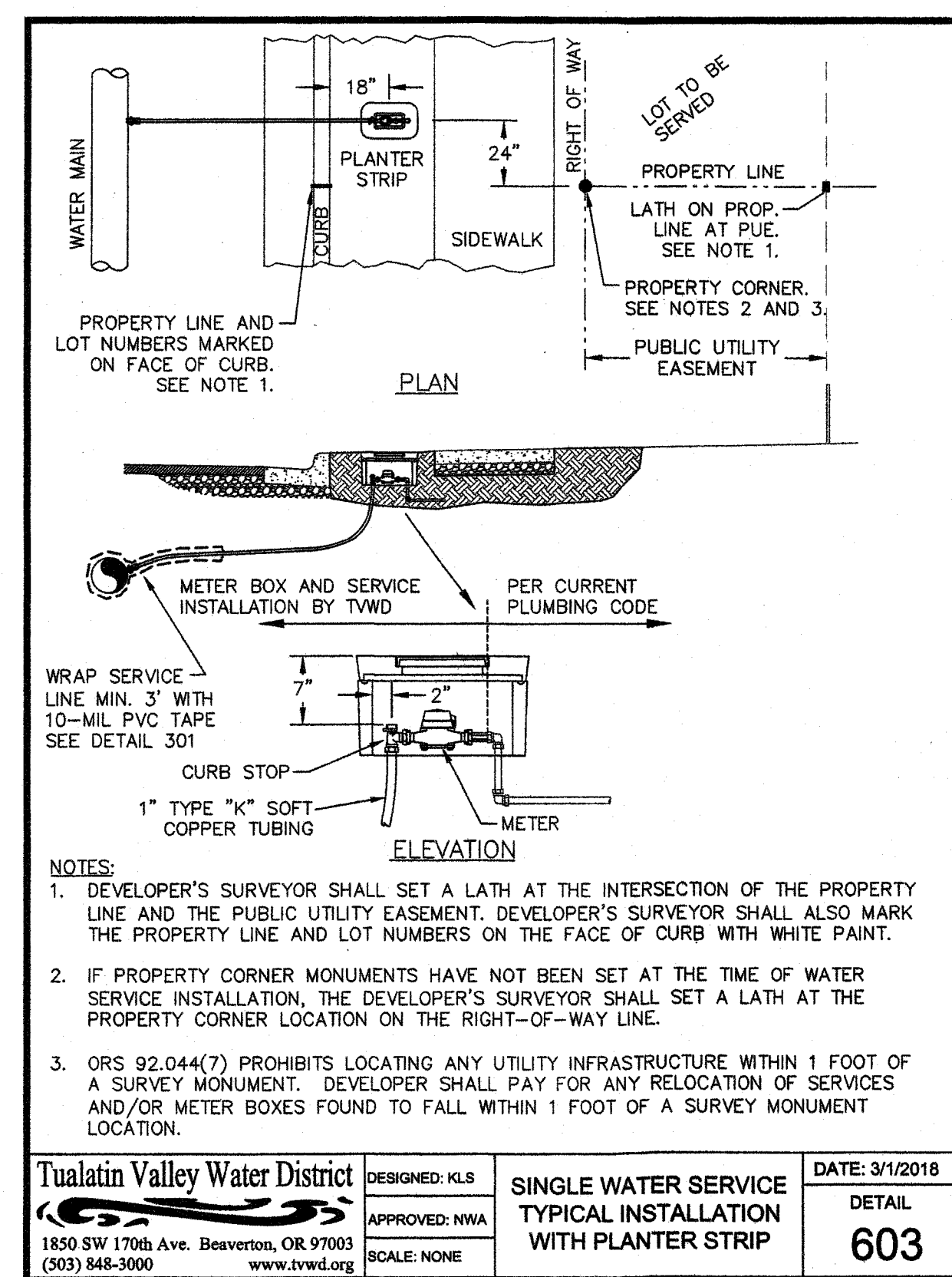
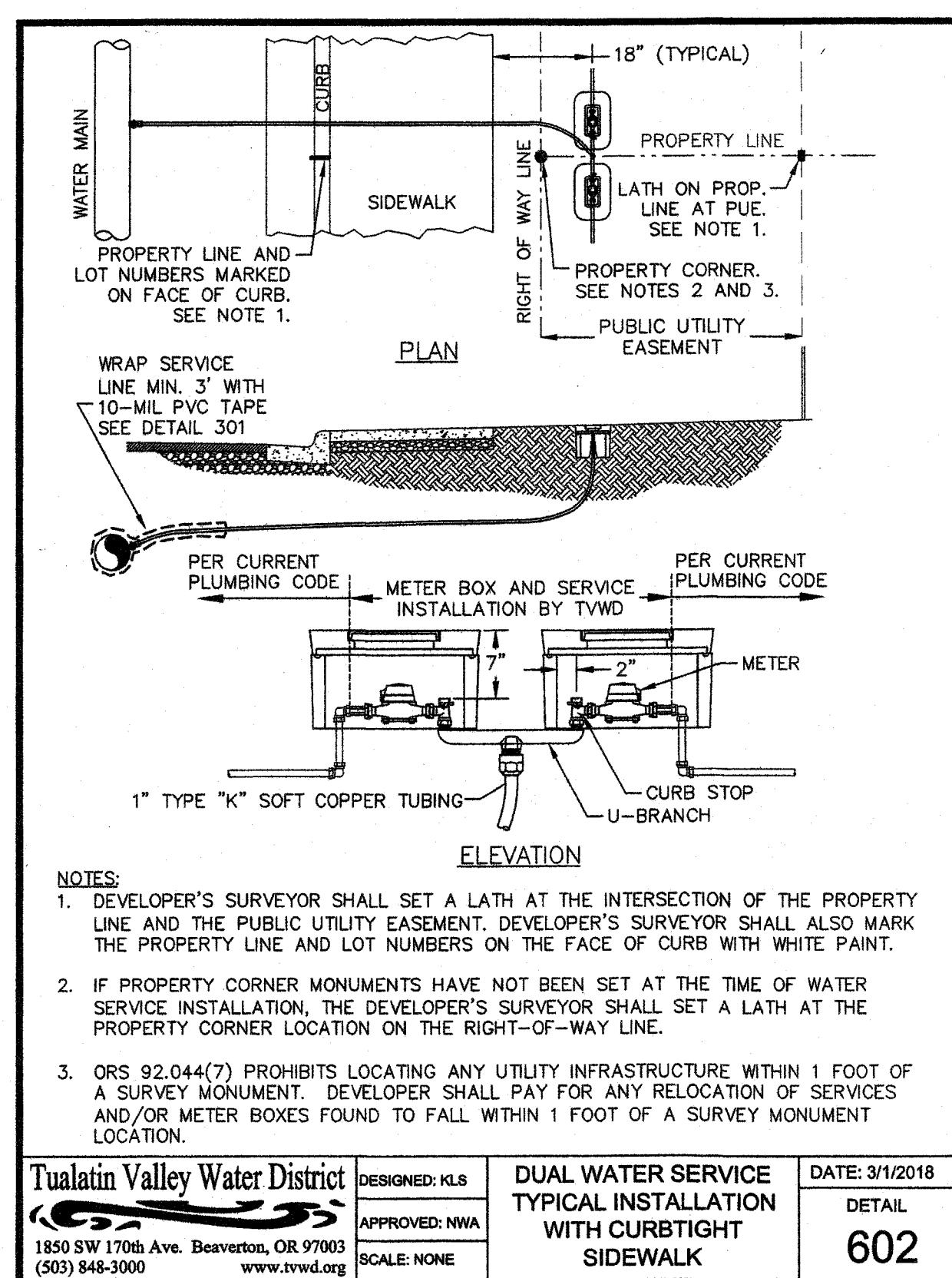
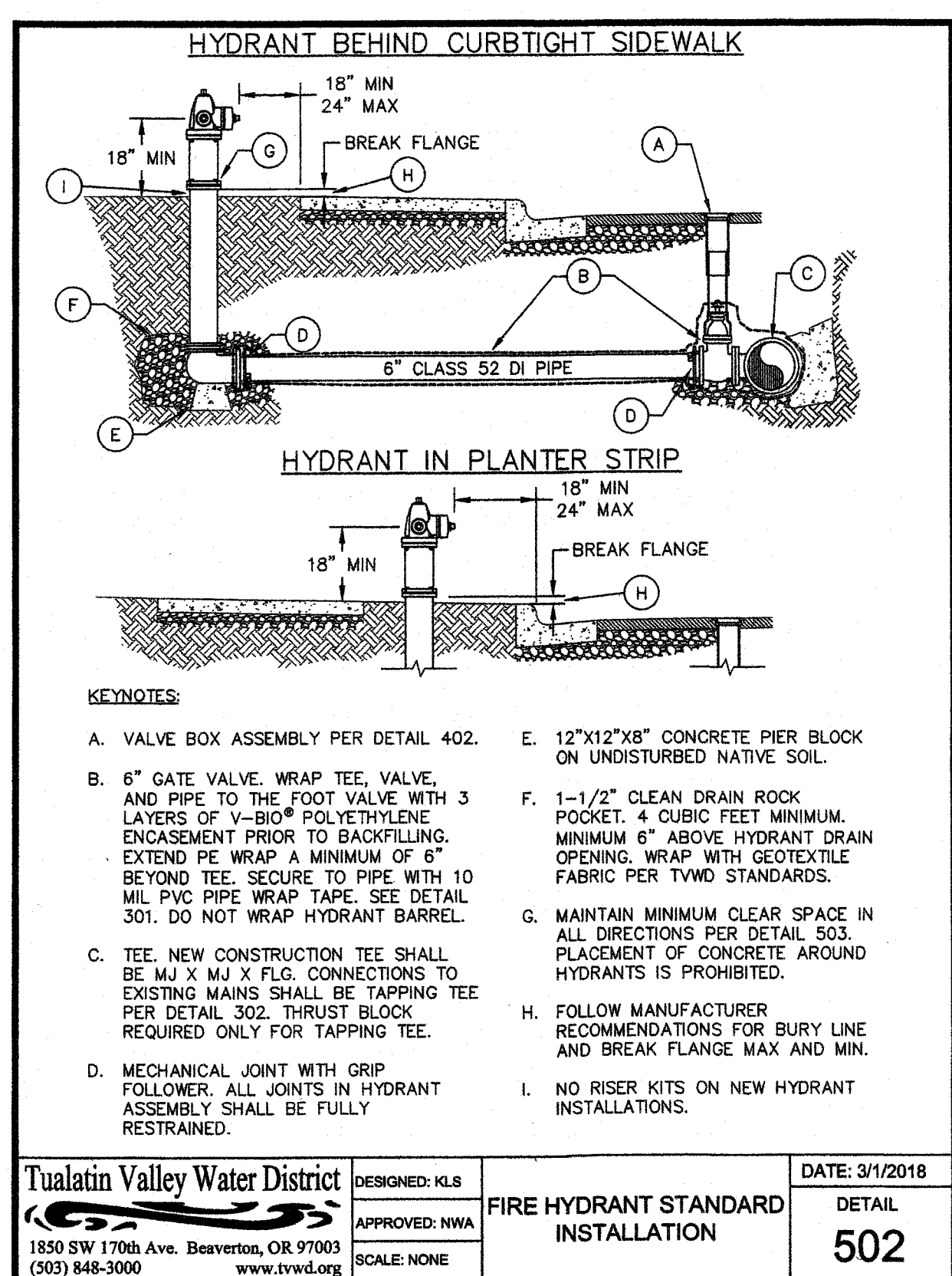
Show single service line on dual service per Det 602.

Verify restraint and restrain as required with concrete straddle block per det 304 prior to connection.

Note: Mill & Fill: After "T" cut patch backs, mill 2\"/>

Paving geotextile may be required by inspection staff on the bottom of the final lift at any joints between the existing pavement and new pavement sections. The paving geotextile should consist of Propex Petomat 4598 or Petrotac 4591 or an approved equivalent. The manufacturer recommends that the pavement geotextile overlap the new and existing pavement sections by three inches on each side of the joint, as long as the joint is less than 1/8\"/>

CASEFILE: 18-309-S



**TECH. ENGINEERING**  
PO Box 80483  
Portland, Oregon 97280  
Phone (503) 819-6494

Owner - Developer : JT Roth Construction, Inc.  
12600 SW 72<sup>nd</sup> Ave., Suite # 200  
Portland, Oregon 97223

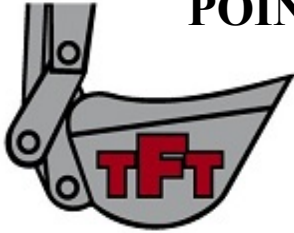
Project : "Kodiak Pointe"  
9 Lot Residential Subdivision  
Washington County, Oregon

Sheet Title : **Water System Plan and Water System Details**

Drawn By : JDJ  
Checked By : TLA  
Date : Feb., 2020  
Project No. : 2019- 5450  
Sheet 8 of 13

Expires 12-31-2021

**\*\*\*\*CHANGE ORDER REQUEST #2\*\*\*\* KODIAK  
POINTE OFFSITE TVWD WATERLINE WORK**



**Construction, Inc.**  
CCB# 104648

**TFT Construction, Inc.**

53990 West Lane Road

Scappoose, Oregon 97056

Contact: Marc Johnson

Phone: 503-543-7979 Cell 503-704-1544

Fax: 503-543-7299

Quote To: JT Roth, Inc.  
Attn: Tim Roth  
Phone: 503-639-2639  
Email: timr@jtrothinc.com  
Wages: \*\*\*Private Wages 2020\*\*\*  
Geo Report:  
Misc:

Job Name: Kodiak Pointe Offsite Waterline  
Address: Hillsboro, Oregon  
Date of Plans: August 2020  
Addendums: N/A  
Bid Date: 9/9/2020  
Version: 1

HCSS#BID2020-22C  
CCB#104648

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
<b>KODIAK POINTE OFFISTE WATERLINE WORK</b>					
10	Fiber Optic Potholing - Hydro-Method	1.00	LS	1,840.00	1,840.00
20	Sawcutting w/ Slurry Vacuuming	200.00	LF	4.90	980.00
30	Asphalt Removal & Offsite Disposal (8" Depth)	200.00	SF	7.60	1,520.00
40	Concrete Removal & Offsite Disposal -Up to 8" Deep	1.00	LS	2,190.00	2,190.00
50	8" DIP Waterline Extended to Cornelius Pass Road	155.00	LF	145.00	22,475.00
60	18" x 8" Hot Tap - A&A Drilling	1.00	EACH	6,250.00	6,250.00
70	Trench Prep for TVWD to Re-Connect Ex. Service	1.00	LS	810.00	810.00
80	Thrust Block at Hot Tap (18"x8")	1.00	LS	425.00	425.00
90	2" Cold Patching at Ditch Line - Nightly	3.00	TONS	190.00	570.00
100	Trench Patching - 8" Depth (Depth TBD)	11.00	TONS	232.00	2,552.00
110	Concrete Median Pour Back - 8" Depth	240.00	SF	16.00	3,840.00
120	2" Inlay Grinding - 25' Each Side of H2O Trench	2,200.00	SF	2.25	4,950.00
130	2" Inlay Paving - 25' Each Side of H2O Trench	2,200.00	SF	3.50	7,700.00
140	6" Wide Fog Line + 6" Wide Yellow Line - TBD	1.00	LS	4,198.00	4,198.00
150	Traffic Control - 2 Each Flaggers w/ Sign Setup	1.00	LS	5,720.00	5,720.00
160	Testing - Hydrostatic Testing & Chlorination	1.00	LS	1,045.00	1,045.00
<b>KODIAK POINTE OFFSITE WATERLINE TOTAL</b>					<b>\$67,065.00</b>

**GRAND TOTAL**

**\$67,065.00**

**NOTES:**

This proposal is based on the plans from Technical Engineering that have "Red Line" markups from TVWD.

Qualifications:

We reserve the right to review our prices upon receipt of any plan revisions.

We will proceed with work upon receipt of a signed agreement that is mutually acceptable to all parties and addresses scope, payment, and schedule.

All permits are to be available at the time of the project start unless other arrangements have been made and addressed in the proposal.

Any permits needed that are not in the estimate will be cost plus 10%.

The final proposal quantities will be based on the permit set of drawings.

As a cost savings, all trench spoils have been priced to be dumped onsite, finish graded, and compacted onsite.

Please note that final work scope and price will be based on the Washington County and TVWD final approved plans, ROW Permit, and Open Cut permit. This especially pertains to the traffic control actual scope of work because of the close proximity to the Sunset Highway Off Ramp.

This proposal assumes that all water service work will be performed by TVWD Crews and the deposits for this work will be paid by JT Roth.

Exclusions:

- Permits.
- Bonds.
- Washington County Bond.
- Maintenance Bond.
- Engineering.
- Surveying.
- Geotechnical Testing.
- Erosion Control Monitoring (CECL).
- Cornelius Pass Road Erosion Control.
- Undocumented Fill Removal.
- Liquefied Soil Handling.
- Asphalt Geotextile.
- Signal Loop Work.
- Night Work.
- CDF Backfilling.
- Offsite Spoil Disposal.

## Kodiak Pointe Reimbursement Exhibit C

9/28/2020

Engineering Fees	\$2,500
Construction (Private Wages)	\$67,065
<b>Total</b>	<b>\$69,565</b>
<b>TVWD Contribution (Total)</b>	<b>\$50,000</b>
Engineering Fees	\$2,500
Construction Cost	\$47,500
SDC Credits for Qualified Imprv. (Ord 01-12), Master Plan P-2 Can only be applied to "Improvement" fee in SDC	\$19,565
Improvement Fee (Res 04-20) - <i>subject to change</i>	\$6,296
<b>Apply "Credits" to Lots as they Develop</b>	
Improvement Credits Available - <i>subject to change</i>	3.107529
Full SDC credit for abandoned Service on Cornelius Pass <i>subject to change</i>	\$7,788
<hr/>	
Example - Credit applied to a 5/8" Water Meter ( <i>Fee Estimate Based on Current Rates</i> )	
5/8" Water Meter for Lot 1	
Service Install	\$970
Meter Install	\$315
SDC	\$7,788
Credit	\$6,296
Total Due For Lot	\$2,777
<hr/>	
Remaining Improv. Credits on Sub	2.107529

## Tualatin Valley Water District



Delivering the Best Water 💧 Service 💧 Value

**To:** Board of Commissioners  
**From:** Carrie Pak, PE, Chief Engineer  
**Date:** October 21, 2020  
**Subject:** Regional Water Supply Overview

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### Key Concepts:

- Since the early 1990's, water providers from the Portland metropolitan regional area have acted together to provide leadership in water supply planning for the region for growth and resilience.
- A new major water supply from the Willamette Water Supply System provides opportunities for additional resilience.
- This presentation will provide an overview of key regional water supply system components.

### Background:

Water providers from the Portland metro area have been planning for the regional water supply since early 1990's, with the region's very first Regional Water Supply Plan being adopted in October 1996 by 27 water providers throughout the region.

With the spirit of cooperation and collaboration, the Regional Water Providers Consortium was formed in 1997 to provide leadership in the planning, management, stewardship, and resiliency of drinking water in the Portland region. The current membership count is 23 agencies that provide drinking water to over 1.8 million people in the Portland region.

The Willamette Water Supply System is the latest major water supply investment in the region. This seismically resilient supply system offers operational flexibility to expand strategy for meeting the region's future water needs.

### Budget Impact:

None

### Staff Contact Information:

Carrie Pak, PE; Chief Engineer; 503-848-3045; [carrie.pak@tvwd.org](mailto:carrie.pak@tvwd.org)

### Attachments:

None

**Management Staff Initials:**

Chief Executive Officer	TRH	Customer Service Manager	N/A
Chief Engineer	CoP	IT Services Director	N/A
Chief Financial Officer	Pon	Human Resources Director	N/A
General Counsel	CS	Water Supply Program Director	N/A

**Tualatin Valley Water District**



Delivering the Best Water  Service  Value

**To:** Board of Commissioners  
**From:** Paul L. Matthews, Chief Financial Officer  
**Date:** October 21, 2020  
**Subject:** Update on the District’s Financial Performance

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**Key Concepts:**

- The COVID-19 crisis has significantly affected the local economy and our customers.
- The effect on the local economy has affected the District’s future revenue, collections and expenses.
- Staff will provide the Board of Commissioners an update on the District’s financial performance in light of the COVID-19 crisis.

**Background:**

The Board of Commissioners has requested that staff present information about how the current COVID-19 crisis is affecting the District’s financial performance and the District’s customers’ ability to pay their water bills. Staff is monitoring various metrics as indicators of impacts on future revenue, collections, and expenses.

Staff has developed reporting tools to monitor the impacts of COVID-19. Staff will present the status of the District’s financial situation using those tools.

**Budget Impact:**

None. The costs of preparing this information item are appropriated in District’s 2019-21 Biennial Budget; however, the findings from this briefing, and future briefings, may provide the Board information that it may use to modify the District’s current biennial budget.






**Staff Contact Information:**

Paul L. Matthews; Chief Financial Officer; 503-848-3017; [paul.matthews@tvwd.org](mailto:paul.matthews@tvwd.org)

**Attachments:**

None

**Management Staff Initials:**

Chief Executive Officer		Customer Service Manager	
Chief Engineer		IT Services Director	
Chief Financial Officer		Human Resources Director	
General Counsel		Water Supply Program Director	