

# Tualatin Valley Water District



Delivering the Best Water • Service • Value



## BOARD WORK SESSION AGENDA\*

August 3, 2021

President Todd Sanders

Treasurer Bernice Bagnall

Vice President Jim Duggan

Secretary Jim Doane

Acting Secretary Dick Schmidt

\*To slow the spread of COVID-19, this meeting is only available via phone or the web. It will not be held at a physical location. If you wish to attend, please email [debbie.carper@tvwd.org](mailto:debbie.carper@tvwd.org) or call 503-848-3014 by 4:30 p.m. on August 3, 2021.

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

**WORK SESSION – 6:00 PM – ONLINE MEETING\***

**CALL TO ORDER**

**ANNOUNCEMENTS**

**1. DISCUSSION ITEMS**

- A. Willamette Water Supply System Commission Update. *Staff Report – Dave Kraska*
- B. Hybrid Meetings. *Staff Report – Tim Boylan*
- C. COVID-19 Vaccinations. *Staff Report – Tom Hickmann*

**ADJOURNMENT**

## Tualatin Valley Water District



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**To:** Board of Commissioners

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

**Date:** August 3, 2021

**Subject:** Willamette Water Supply System Commission Update

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### Key Concepts:

The purpose of this presentation is to provide the TVWD Board with an update on the current activities of the Willamette Water Supply System (WWSS) Commission. Since the TVWD Board has one representative on the WWSS Commission Board, these reports provide a means of keeping the other TVWD Board members current on relevant information. The topics of this month's update are:

- A. Review the August 2021 WWSS Commission Board Meeting agenda
- B. Review the Approvals and Procurements Forecast
- C. Update on Willamette Water Supply Program (WWSP) activities

### Background:

The next WWSS Commission Board meeting is scheduled for August 5, 2021. The agenda for that meeting is attached to this staff report. There are two Business Agenda items currently planned for the August meeting:

- A. Adopt PLM\_1.3 Resolution of Need (first supplemental approval)
- B. Adopt MPE\_1.2 Resolution of Need (third supplemental approval)

There is one informational item on the August agenda: a preview of the planned business agenda items for the September WWSS Commission Board meeting.

The Approvals and Procurements Forecast (Forecast) is a WWSP tool that summarizes recent decisions made and provides a look ahead to what decisions and approvals are coming up in the next two months. The Forecast is divided along the various types of approvals and procurements that occur on the WWSP and the different approval levels: Program Director, WWSS Committees and WWSS Board. This document is a companion to the Management Authority Matrix that was approved by the WWSS Commission Board at its September 5, 2019 meeting. At the August TVWD Board work session, we will present a review of the current Forecast that covers the months of August through October 2021.

Activity on the WWSP will continue to increase over the next several years as more of our projects enter the construction phase. To enable this, we are working to complete our planning, design, permitting and real estate activities – most of which will be complete by the end of this calendar year. Additionally, we

currently have seven projects in construction. At the August TVWD Board work session, we will provide an update on our project delivery progress and on our active construction projects.

**Budget Impact:**

Informational item only. No budget impacts.






**Staff Contact Information:**

David Kraska, PE; WWSS Commission General Manager; 503-941-4561; [david.kraska@tvwd.org](mailto:david.kraska@tvwd.org)

**Attachments:**

WWSS Commission August 2021 Board Meeting Agenda  
WWSP Approvals and Procurements Forecast

**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	

**Willamette Water Supply System Commission  
Board Meeting Agenda  
Thursday, August 5, 2021 | 12:00 – 1:30 PM**

**Microsoft Teams Meeting**

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If you wish to attend via conference call and need dial-in information, please contact [annette.rehms@twwd.org](mailto:annette.rehms@twwd.org) or call 971-222-5957 by 10:00 a.m. on August 5, 2021. If you wish to address the WWSS Board, please request the Public Comment Form and return it 48 hours prior to the day of the meeting. **All testimony is electronically recorded.**

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**REGULAR SESSION – 12:00 PM**

**CALL TO ORDER**

**1. GENERAL MANAGER'S REPORT – Dave Kraska**

*Brief presentation on current activities relative to the WWSS Commission*

**2. PUBLIC COMMENT**

*This time is set aside for persons wishing to address the Board on items on the Consent Agenda, as well as matters not on the agenda. Additional public comment will be invited on agenda items as they are presented. Each person is limited to five minutes unless an extension is granted by the Board. Should three or more people testify on the same topic, each person will be limited to three minutes.*

**3. CONSENT AGENDA**

*These items are considered to be routine and may be approved in one motion without separate discussion. Any Board member 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 July 1, 2021, meeting minutes

**4. BUSINESS AGENDA**

- A. Adopt PLM\_1.3 Resolution of Need (first supplemental approval) – *Christina Walter*
- B. Adopt MPE\_1.2 Resolution of Need (third supplemental approval) – *Christina Walter*

**5. INFORMATION ITEMS**

- A. Planned September Business Agenda Items – *Christina Walter*
- B. The next Board meeting is scheduled on September 2, 2021, via Microsoft Teams conference

**6. COMMUNICATIONS AND NON-AGENDA ITEMS**

- A. None scheduled

**ADJOURNMENT**

## Approvals and Procurement Forecast: August 2021 through October 2021

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

a = Actual date  
 e = Email approval  
 FC = Finance Committee  
 LCRB = Local Contract Review Board  
 MC = Management Committee  
 N/A = Not applicable  
 OC = Operations Committee

Rec. = Recommendation  
 t = Tentative date  
 TBD = To be determined; sufficient information not available to project a date  
 Note: Dates in red text indicate meetings needed outside the normal meeting schedule

Type	Description	Projected Action	Body/Position (projected action date)		
			Program Director	WWSS Committees	WWSS Board
<b>Program Baseline or Related Plans</b> (above Program Director's Authority)	1. None	Approve	N/A	N/A	N/A
		Execute	N/A	N/A	N/A
<b>Real Estate</b>	2. PLM_4.2 Resolution of Need and Delegation of Authority for Acquisition to Washington County	Approve	N/A	MC: 6/17/2021 a	7/1/2021 a
	3. PLM_1.3 Resolution of Need (second supplemental approval)	Approve	N/A	MC: 7/22/2021 t	8/5/2021 t
	4. MPE_1.2 Resolution of Need (third supplemental approval)	Approve	N/A	MC: 7/22/2021 t	8/5/2021 t
	5. PLM_1.3 Resolution of Need (third supplemental approval)	Approve	N/A	MC: 8/19/2021 t	9/2/2021 t
	6. PLM_1.3 Resolution of Need (fourth supplemental approval)	Approve	N/A	MC: 9/23/2021 t	10/7/2021 t
	<b>IGAs, MOUs, Permit Commitments, &amp; Similar Agreements</b>	7. WTP 124 <sup>th</sup> Storm Line Developer Agreement with TCC	Approve	N/A	N/A
		Execute	7/13/2021 a	N/A	N/A
8. DCS_1.0 Sherwood Broadband Services IGA		Approve	N/A	MC: 3/18/2021 a	4/1/2021 a
		Execute	8/31/2021 t	N/A	N/A
9. PLW_2.0 Settlement Agreement with Metro and Hillsboro for OWNP		Approve	N/A	MC: 4/22/2021 a	5/6/2021 a
		Execute	7/30/2021 t	N/A	N/A
10. PLM_1.3 BPA Reimbursement Agreement		Approve	N/A	MC: 5/20/2021 a	6/3/2021 a
		Execute	7/30/2021 t	N/A	N/A
11. PLM_4.2 WCLUT Teton to Langer Design IGA Amendment 3		Approve	N/A	MC: 6/17/2021 a	7/1/2021 a
		Execute	8/31/2021 t	N/A	N/A
12. PLM_4.4 WCLUT RRR Design IGA Amendment 1		Approve	N/A	MC: 6/17/2021 a	7/1/2021 a
		Execute	8/31/2021 t	N/A	N/A
13. Execute WWSS IGA Exhibit 13 Intergovernmental Agreement for Financial Assurances Between City of Beaverton and Willamette Water Supply System (approved with WWSS IGA in 2019 but never signed)		Approve	N/A	MC: 6/17/2021 a	7/1/2021 a
		Execute	7/30/2021 t	N/A	N/A
14. PLW_1.2 WCLUT Construction IGA	Approve	N/A	MC: 8/19/2021 t	9/2/2021 t	
	Execute	9/30/2021 t	N/A	N/A	

Type	Description	Projected Action	Body/Position (projected action date)		
			Program Director	WWSS Committees	WWSS Board
<b>IGAs, MOUs, Permit Commitments, &amp; Similar Agreements</b> <i>continued</i>	15. RES_1.0 WCLUT Grabhorn Road Realignment IGA	Approve	N/A	MC: 8/19/2021 t	9/2/2021 t
		Execute	9/30/2021 t	N/A	N/A
	16. PLM_1.0 Wilsonville Ground Lease Amendment 1	Approve	N/A	MC: 8/19/2021 t	9/2/2021 t
		Execute	9/30/2021 t	N/A	N/A
	17. PLM_4.4 WCLUT Construction IGA	Approve	N/A	MC: 8/19/2021 t	9/2/2021 t
		Execute	9/30/2021 t	N/A	N/A
<b>Contracts</b> (above Program Director's Authority)	18. None	Approve	N/A	N/A	N/A
		Execute	N/A	N/A	N/A
<b>Contract Amendments and Change Orders</b> (above Program Director's Authority)	19. None	Approve	N/A	N/A	N/A
		Execute	N/A	N/A	N/A
<b>Local Contract Review Board (LCRB) Actions</b>	20. None	Approve	N/A	N/A	N/A

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## Tualatin Valley Water District



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**To:** Board of Commissioners  
**From:** Tim Boylan, IT Services Director  
**Date:** August 3, 2021  
**Subject:** Hybrid Meetings

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### Key Concepts:

- The audio and presentation technology in the Board room is outdated, challenging to use and no longer meets the District's needs.
- The format of Board meetings needs to evolve to accommodate a hybrid model that includes both in-person and virtual participation.
- A successful hybrid meeting strategy will require updated equipment in the Board room, meeting management processes and potentially new opportunities to share meetings with the public.

### Background:

The onset of the COVID-19 pandemic drove changes to the District's Board meeting process and technology. This enabled successful remote meetings over the past 14 months.

The gradual return to office-based work, coupled with ongoing safety concerns and public expectation, culminate in the need for a hybrid meeting strategy, with some attendees in the Board room and some participating remotely.

The current technology in the TVWD Board room is outdated and in need of replacement. A project to address this was scheduled in the 2019-2021 biennium but delayed due to the onset of the pandemic. Funds for a Board room technology refresh are included in the 2021-2023 budget.

District staff will be recommending a procurement process to engage an audio/visual designer to validate requirements, design a solution and initiate changes to address the room's technical challenges.

In addition, staff will outline meeting software options and recommendations to enable a hybrid meeting structure for TVWD Board meetings as well as related governance groups such as the Willamette Water Supply System Commission, Willamette Intake Facilities Commission and others.

### Budget Impact:

Board room updates are included in the 2021-2023 budget. No additional funds are anticipated at this time.

**Staff Contact Information:**

Tim Boylan; IT Services Director; 503-848-3062; [tim.boylan@tvwd.org](mailto:tim.boylan@tvwd.org)

**Attachments:**

None

**Management Staff Initials:**

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

## Tualatin Valley Water District



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**To:** Board of Commissioners

**From:** Tom Hickmann, PE, Chief Executive Officer

**Date:** August 3, 2021

**Subject:** COVID-19 Vaccinations

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### Key Concepts:

- The District has labored under the limitations imposed by COVID-19 since March 2020.
- This resulted in alternate working arrangements and disruptions to the normal flow of District operations.
- The availability of various vaccines has allowed partial resumption of normal business operations, primarily because of a District employee vaccination rate of over seventy percent.
- The advent of the Delta variant (and other variants) indicates that unvaccinated people are more susceptible to contracting the virus, and the number of cases and hospitalizations are rising in Oregon and the tri-county area.
- The impact of the variants affects the health of all vaccinated or unvaccinated employees. In addition to personal impacts, the unavailability of personnel jeopardizes service as well as successful resumption of District operations and functions.
- The Board President has requested this item be placed on the agenda for discussion.
- The Board President suggests a resolution be adopted at the August 18<sup>th</sup> regular meeting, directing the Chief Executive Officer to take steps to increase the vaccination rate among District employees to achieve a goal close to 100%, excluding employees in protected classifications.

### Background:

Like nearly all employers, COVID-19 caused a substantial change in District operations and work conditions. A range of distancing, masking, and other approved methods recommended by the Center for Disease Control, the Oregon Health Authority, Oregon OSHA, and best practices, developed under the direction of the CEO, were used at work and staff were informed using a variety of methods in the recommended steps to prevent spread and protect themselves and the community at large. The vaccines were welcomed and effective so that many of the testing, mask, and distancing requirements were lifted by the Governor around July 1. TVWD employees achieved a vaccination rate of just over 70%. On July 6, TVWD began to re-open so that all employees returned to work unless they had an approved plan under the District's Alternate Work Arrangement policy.

Since July 1, the rate of infection from the Delta variant (and other variants) has increased nationwide. Oregon (and the tri-county area) has followed this nationwide trend. Unvaccinated people are in the highest risk group while vaccinated people are still susceptible (or potential carriers without symptoms). This creates new issues for consideration in working conditions for TVWD employees. The impact of the

variants affects all employees, vaccinated, or unvaccinated. In addition to the personal impact by sickness, the unavailability of personnel would impact service and jeopardize successful resumption of all District operations and functions.

The Board President believes the Board should have a discussion and adopt a resolution at the August 18 regular meeting, directing the CEO to take steps to increase the vaccination rate to close to 100% among District employees, excluding employees in protected classifications. The Board may also wish to have the CEO present options for workplace practices and procedures for employees who remain unvaccinated.

**Budget Impact:**

None at this time.

**Staff Contact Information:**

Tom Hickmann, PE; Chief Executive Officer; 503-848-3088; [tom.hickmann@tvwd.org](mailto:tom.hickmann@tvwd.org)

**Attachment:**

Draft Resolution

**Management Staff Initials:**

Chief Executive Officer	TRH	Customer Service Manager	AC
Chief Engineer	N/A	IT Services Director	TB
Chief Financial Officer	POW	Human Resources Director	OB
General Counsel	CS	Water Supply Program Director	TS

**RESOLUTION NO. XX-21**

A RESOLUTION OF THE BOARD OF COMMISSIONERS DIRECTING THE CHIEF EXECUTIVE OFFICER TO TAKE REASONABLE AND NECESSARY STEPS TO INCREASE THE COVID-19 VACCINATION RATE AMONG DISTRICT EMPLOYEES.

WHEREAS, the Board of Commissioners (Board) recognizes the tremendous efforts of staff to continue the high level of operation, maintenance, capital construction, and customer service for the District since March 2020, while under the constraints of COVID-19; and

WHEREAS, the Board lauds and supports the efforts of the Chief Executive Officer and staff to develop and implement safe workplace practices, particularly now as the Districts seeks to re-open and operate under pre-COVID-19 conditions, unless employees have an approved plan under the District's Alternate Work Arrangement policy; and

WHEREAS, the Board is concerned that the advent of the Delta variant (and other variants) are rising nationwide and that Oregon and the tri-county area have followed this nationwide trend; and

WHEREAS, while the District has achieved an employee vaccination rate over 70%, the Board is concerned that unvaccinated people are within the highest risk group for infection by variants, with vaccinated people susceptible to infection or to be asymptomatic carriers who could spread infection; and

WHEREAS, the Board finds that the impact of the variants affects the health of all vaccinated and unvaccinated employees and in addition to personal impacts, the unavailability of personnel jeopardizes service levels as well as the successful resumption of all District operations and functions to the equivalent of pre-COVID-19 levels; and

WHEREAS, the Board finds that the most prudent and effective method to minimize and mitigate this negative impact is for District employees to be vaccinated, except where an employee is in a protected classification.

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

Section 1: The Chief Executive Officer is directed to take reasonable steps to increase the vaccination rate among District employees to as close as possible to 100%, with deference to employees who are in legally protected classifications.

Section 2: The Chief Executive Officer is directed to survey public and private employers to find what policies and practices they have implemented or contemplate regarding return to work, considering the variants impact on employees, for Board consideration and possible action.

Approved and adopted at a regular meeting held on the 18th day of August 2021.

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Todd Sanders, President

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Jim Doane, Secretary