



TUALATIN VALLEY
WATER DISTRICT

TVWD BOARD OF COMMISSIONERS

President Todd Sanders, PhD | Vice President Jim Duggan, PE
Treasurer Bernice Bagnall | Secretary Jim Doane, PE | Acting Secretary Dick Schmidt

Board Work Session Agenda

May 3, 2022

WORK SESSION – 6:00 PM – MICROSOFT TEAMS MEETING*

CALL TO ORDER

ANNOUNCEMENTS

1. DISCUSSION ITEMS

- A. Willamette Water Supply System Commission Update. *Staff Report – Dave Kraska*
- B. Customer Information System (CIS) Implementation Update. *Staff Report – Andrew Carlstrom*
- C. Communications and Outreach Plans: Rate Advisory Committee and 2022 Rate Setting. *Staff Report – Andrea Watson*

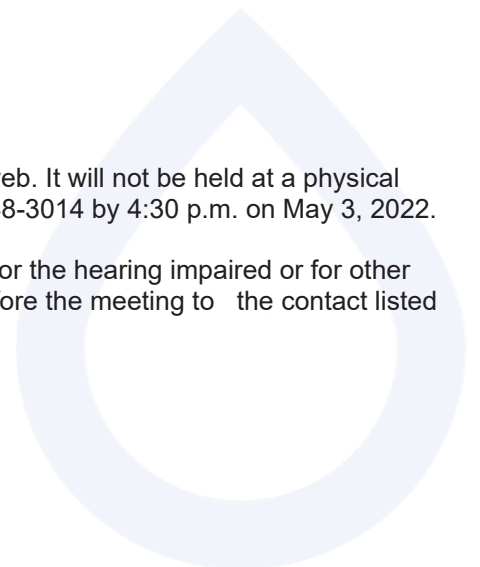
ADJOURNMENT

*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 or call 503-848-3014 by 4:30 p.m. on May 3, 2022.

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 tvwd.org.

1850 SW 170th Ave | Beaverton, Oregon 97003 | 503-848-3000 | tvwd.org





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Date: May 3, 2022
To: Board of Commissioners
From: David Kraska, P.E., Willamette Water Supply System Commission General Manager
Subject: Willamette Water Supply System Commission Update

Key Concepts:

The purpose of this regular presentation is to update the TVWD Board 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 May 2022 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 May 5, 2022, and the agenda for that meeting is attached to this staff report. There are two Business Agenda items currently planned for the May meeting:

- A. Adopt Sherwood Emergency Intertie IGA
- B. Approve MPE_1.3 Contract for Construction

There are three informational items on the May agenda: 1) a preview of the planned business agenda items for the June WWSS Commission Board meeting, 2) a discussion of the fiscal year 2022-23 Board meeting dates and location, and 3) a notice regarding the next regular Board meeting scheduled for June 2.

The Approvals and Procurements Forecast (Forecast) is a WWSP tool that summarizes recent decisions made, and previews decisions and approvals that 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 May TVWD Board work session, we will present a review of the current Forecast that covers the months of April through June 2022.

Activity on the WWSP will continue to increase as more of our projects enter the construction phase. To enable this, we are working to complete the remaining real estate and related permitting activities. Additionally, we currently have eight projects in construction. At the May 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. There are no budget impacts from this staff report.

Staff Contact Information:

David Kraska, PE.; WWSS Commission General Manager; 503-941-4561; david.kraska@tvwd.org



Attachments:

WWSS Commission May 2022 Board Meeting Agenda
WWSP Approvals and Procurements Forecast

Leadership Team Initials:

Chief Executive Officer (AIC)	<i>POW</i>	Customer Service Manager	N/A
Chief Engineer (AIC)	<i>JK</i>	IT Services Director	N/A
Chief Financial Officer	<i>POW</i>	Human Resources Director	N/A
General Counsel	<i>CS</i>	Water Supply Program Director	<i>(Signature)</i>



Willamette Water Supply System Commission
Board Meeting Agenda
Thursday, May 5, 2022 | 12:00 – 1:30 PM
Microsoft Teams Meeting

If you wish to attend via conference call and need dial-in information, please contact annette.rehms@tvwd.org or call 971-222-5957 by 10:00 a.m. on May 5, 2022. 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.**

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 April 7, 2022 meeting minutes

4. BUSINESS AGENDA

- A. Adopt Sherwood Emergency Intertie IGA – *Dave Kraska*
- B. Approve MPE_1.3 Contract for Construction – *Mike Britch*

5. INFORMATION ITEMS

- A. Planned June Business Agenda items – *Joelle Bennett*
- B. Discussion of Fiscal Year 2022-23 Board Meeting Dates and Meeting Location – *Dave Kraska*
- C. The next Board Meeting is scheduled on June 2, 2022, via Microsoft Teams

6. COMMUNICATIONS AND NON-AGENDA ITEMS

- A. None scheduled

ADJOURNMENT

Approvals and Procurement Forecast: April 2022 through June 2022

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	
Program Baseline or Related Plans (above Program Director's Authority)	1. None	Approve	N/A	N/A	N/A	
		Execute	N/A	N/A	N/A	
Real Estate	2. None	Approve	N/A	N/A	N/A	
IGAs, MOUs, Permit Commitments, & Similar Agreements	3. DCS_1.0 Sherwood Broadband Services IGA	Approve	N/A	MC: 3/18/2021 a	4/1/2021 a	
		Execute	4/29/2022 t	N/A	N/A	
	4. PLM_4.2 WCLUT Construction IGA	Approve	N/A	MC: 1/20/2022 a	2/3/2022 a	
		Execute	3/22/2022 a	N/A	N/A	
	5. PLW_1.3 Butternut Creek Amendment 3	Approve	N/A	N/A	N/A	
		Execute	4/29/2022 t	N/A	N/A	
	6. Tree Donation Acknowledgment Form	Approve	N/A	MC: 3/24/2022 a	4/7/2022 a	
		Execute	N/A	N/A	N/A	
	7. Sherwood Emergency Intertie IGA	Approve	N/A	MC: 4/21/2022 t	5/5/2022 t	
		Execute	6/30/2022 t	N/A	N/A	
	Contracts (above Program Director's Authority)	8. MPE_1.3 Contract for Construction <ul style="list-style-type: none"> Goal: Construct MPE_1.3 Value: \$49.2M Contractor: Emery & Sons Construction Group, LLC 	Approve	N/A	MC: 4/21/2022 t	5/5/2022 t
			Execute	5/6/2022 t	N/A	N/A
		9. PLW_2.1 Contract for Construction <ul style="list-style-type: none"> Goal: Construct PLW_2.1 Value: \$15.1M Contractor: TBD 	Approve	N/A	MC: 6/23/2022 t	7/7/2022 t
			Execute	7/8/2022 t	N/A	N/A
Contract Amendments and Change Orders (above Program Director's Authority)	10. Permitting Services Contract <ul style="list-style-type: none"> Goal: System-wide permitting Value: \$742,503.78 Contractor: DEA 	Approve	N/A	MC: 3/24/2022 a	4/7/2022 a	
		Execute	4/15/2022 t	N/A	N/A	
	11. RWF_1.0 GMP 1.5 for Construction <ul style="list-style-type: none"> Goal: Construct RWF_1.0 Value: \$2.9 M (Estimated) 	Approve	N/A	MC: 5/19/2022 t	6/2/2022 t	
Execute		6/3/2022t	N/A	N/A		

Type	Description	Projected Action	Body/Position (projected action date)		
			Program Director	WWSS Committees	WWSS Board
Contract Amendments and Change Orders <i>continued</i> (above Program Director's Authority)	12. WWSP Program and Construction Management Services FY 2023 Annual Work Plan <ul style="list-style-type: none"> • Goal: Approve scope, staffing, and fee for program and construction management services for FY 2023 • Value: \$24.8 M (Estimated) • Contractor: Stantec 	Approve	N/A	MC: 5/19/2022 t	6/2/2022 t
		Execute	6/3/2022t	N/A	N/A
Local Contract Review Board (LCRB) Actions	13. None	Approve	N/A	N/A	N/A



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Date: May 3, 2022
To: Board of Commissioners
From: Andrew Carlstrom, Customer Service Manager
Subject: Customer Information System (CIS) Implementation Update

Key Concepts:

The purpose of this presentation is to update the TVWD Board on current activities of the Customer Information System (CIS) project. The topic for this meeting is a review of updated implementation cost information.

Background:

TVWD and Clean Water Services are implementing a new CIS, Open Smartflex, to meet both current and future business needs. The CIS project is a multi-year strategic initiative, in collaboration with partner Clean Water Services, to replace TVWD's legacy utility billing system with a commercial solution.

The projected go-live date for customers and staff users is July 5 which will be followed by a contractual four-month stabilization period. This initial implementation will provide the District and Clean Water Services with the ability to subsequently implement additional improvements to both customer experience and operations.

Future topics for the Board in the coming months will include implementation updates, final implementation costs, the ongoing operational agreement with Clean Water Services and the roadmap for future strategic improvements.

Budget Impact:

This project is within the Capital Improvement Plan (CIP). Staff are determining final project costs for the entire system implementation, including the post go-live stabilization.





Staff Contact Information:

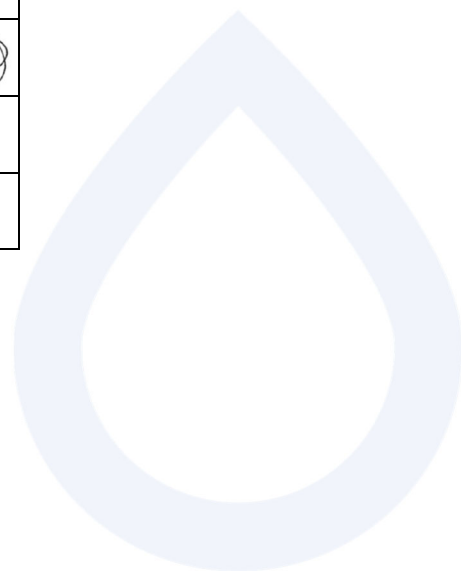
Andrew Carlstrom, Customer Service Manager; 503-848-3024; andrew.carlstrom@tvwd.org

Attachments:

None

Leadership Team Initials:

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





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Date: May 3, 2022
To: Board of Commissioners
From: Andrea Watson, Communications and Public Affairs Supervisor
Subject Communications and Outreach Plans: Rate Advisory Committee and 2022 Rate Setting

Key Concepts:

Formal communications plans for the Rate Advisory Committee (RAC) and the 2022 rate setting processes have been developed. These plans will guide the communication and outreach efforts, and as such will be refined throughout the 2022-23 fiscal year based on formal and informal feedback.

Background:

The District has two major initiatives it is pursuing related to water rates. These are:

1. RAC. The RAC is an ad hoc committee that will be commissioned by the Board of Commissioners to examine policies related to affordability programs and the District’s percentages of costs recovered through fixed and volume charges.
2. November 2022 Rate Process (Rate Process). Based on direction from the Board at its regular meeting in April, management is preparing to conduct a rate process with an effective date of November 1, 2022. This Rate Process will revise the currently adopted 9.5% rate adjustment based on the District’s forthcoming financial plan. The forthcoming financial plan is expected to be approved by the Board at its regular meeting in May.

The communications and outreach efforts for both the RAC and the Rate Process are distinct efforts with specific outcomes, stakeholders, and targeted audiences. The presentation at the work session will outline the timelines and key elements of these two communication and outreach plans.

Communications Plan – RAC and Rate Process

Tactic Mass Media	Rate Process Press Release #1 -What has happened and why we are reopening -Opportunities to participate	RAC Press Release #1 -What action Board took to form -Who is serving -What they are considering Press Release #2 Outcome -What is accomplished
Customer Communication	Targeted Communications -Internal -Partners -Key Customers -Civic organizations -Public events -Focus groups/survey -Spanish-speaking customers -Low-income customers General All Customers -Nov. 1 re-open rate setting -Process and opportunities to participate	Targeted Communications <ul style="list-style-type: none"> • Invitation to consider participation • Progress reports to key stakeholders General All Customers <ul style="list-style-type: none"> • Report of what is happening • Report of recommendations • Follow up on recommendations <p>The plan includes using focus groups to bring the voice of low income and Spanish-speaking customers to the RAC members.</p>

- Web
- Social media
- Print

Process

- Mail notification*
 - Information sessions
 - Accept input* -written/in-person/online
 - Hearing*
 - *Required by statutory process
- Charter
 - Appointment of members

Budget Impact:

The cost of preparing this presentation is within the District’s 2021-23 adopted biennial budget (Budget). The cost of conducting the communication and outreach plans is also within the Budget.





Staff Contact Information:

Andrea Watson, APR; Communications and Public Affairs Supervisor; 503.848.3012; andrea.watson@twwd.org

Attachments:

None

Leadership Team Initials:

Chief Executive Officer (AIC)		Customer Service Manager	
Chief Engineer	N/A	IT Services Director	N/A
Chief Financial Officer		Communications and Public Affairs Supervisor	
General Counsel	N/A	Water Supply Program Director	N/A

