



TUALATIN VALLEY
WATER DISTRICT

TVWD BOARD OF COMMISSIONERS

President Todd Sanders, PhD | Vice President Carl Fisher

Secretary Jim Doane, PE | Treasurer Elliot Lisac | Commissioner Jim Duggan, PE

Board Work Session Agenda

November 7, 2023

WORK SESSION – 6:00 PM – TVWD HEADQUARTERS

CALL TO ORDER

ANNOUNCEMENTS

DISCUSSION ITEMS

- A. Willamette Water Supply System Commission Update. *Staff Report – David Kraska, P.E. Willamette Water Supply Program Director*
- B. Resolution Adopting Revisions to the Local Contract Review Board Rules *Staff Report – Heather Speight, Procurement and Contracts Administrator*
- C. 2023 Customer Focus Groups and Communications Response Plan *Staff Report – Justin Dyke, AIC Communications & Public Affairs Supervisor*
- D. Commissioner Topics

ADJOURNMENT

If you wish to attend this meeting remotely or in person, please email sam.kaufmann@tvwd.org or call 503-848-3094 by 4:30 p.m. on November 7, 2023.

The meeting is accessible to persons with disabilities and those who need qualified bilingual interpreters. A request for an interpreter for the hearing impaired, a bilingual interpreter or for other accommodations should be made at least 72 hours before the meeting to the contact listed above.

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



TUALATIN VALLEY
WATER DISTRICT

This page intentionally left blank



TUALATIN VALLEY

WATER DISTRICT

Date: November 7, 2023
To: Board of Commissioners
From: David Kraska, P.E., Willamette Water Supply Program Director
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 November and December 2023 WWSS Commission Board Meeting agendas
- B. Review the Approvals and Procurements Forecast
- C. Update on Willamette Water Supply Program (WWSP) activities

Background:

The November WWSS Commission Board meeting will be held on November 2, 2023, and the agenda for that meeting was shared with the TVWD Board at the October 3, 2023, work session. There is one Business Agenda item:

- A. Approve Water Supply Integration Communications Plan, Toolkit, and Engagement Support Contract

Since that meeting occurs before this work session, staff will provide a brief summary of that agenda item and the action taken by the WWSS Commission Board at the November 2 meeting.

The December WWSS Commission Board meeting will be held on December 7, 2023, and there is one Business Agenda item:

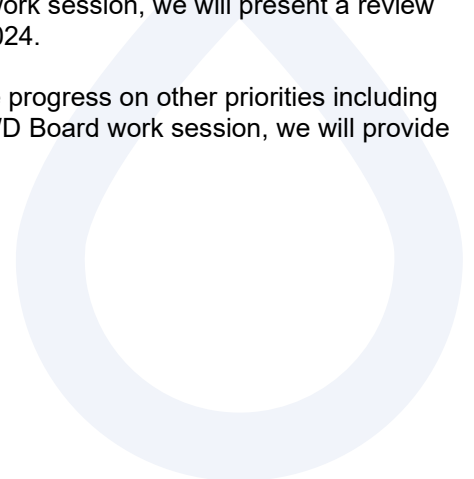
- A. Approve WTP_1.0 GMP2 Contract for Construction

There are four informational items on the December agenda: 1) an update on the Water Treatment Plant construction schedule, 2) a summary of the planned February Business Agenda items, 3) A report of the WWSP Performance Audit and 4) a notice regarding the next regular Board meeting scheduled for February 1, 2024.

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 five months. The Forecast is divided according to the various types of approvals and procurements that occur on the WWSP and the different approval levels: Program Director, WWSS Committees, and WWSS Board. At the November TVWD Board work session, we will present a review of the current Forecast that covers the months of August 2023 through February 2024.

There remain fourteen projects in construction, and we are continuing to also make progress on other priorities including preparing for commissioning and startup of the new system. At the November 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. All items discussed in this report are included in WWSP Baseline 8.1 budget.

Staff Contact Information:

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

Attachments:

WWSS Commission December 2023 Board Meeting Agenda
WWSP Approvals and Procurements Forecast

Leadership Team Initials:

Interim Chief Executive Officer	<i>PK</i>	Customer Service Manager	<i>AC</i>
Chief Operating Officer	<i>PDB</i>	IT Services Director	N/A
Interim Chief Financial Officer	JC	Human Resources Director	<i>AB</i>
General Counsel	N/A	Water Supply Program Director	<i>(Signature)</i>



**Willamette Water Supply System Commission
Board Meeting Agenda
Thursday, December 7, 2023 | 12:00 – 1:30 PM
Microsoft Teams Meeting**

This meeting will not be held at a physical location. If you wish to attend and need dial-in information, please contact annette.rehms@tvwd.org or call 971-222-5957 by 10:00 a.m. on December 7, 2023.

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.

The meeting is accessible to persons with disabilities and those who need qualified bilingual interpreters. A request for an interpreter for the hearing impaired, a bilingual interpreter or for other accommodations should be made at least 72 hours before the meeting to the contact listed above.

REGULAR SESSION – 12:00 PM

CALL TO ORDER

1. GENERAL MANAGER’S REPORT – David 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 November 2, 2023 meeting minutes

4. BUSINESS AGENDA

- A. Approve WTP_1.0 GMP2 Contract for Construction – *Mike Britch*
- B. Accept by Motion WWSP Performance Audit – *Paul Matthews/Justin Carlton*

5. INFORMATION ITEMS

- A. Water Treatment Plant Schedule Recovery Progress Update – *David Kraska*
- B. Planned February Business Agenda items – *Joelle Bennett*
- C. The next Board Meeting is scheduled on February 1, 2024, via Microsoft Teams

6. COMMUNICATIONS AND NON-AGENDA ITEMS

- A. None scheduled

ADJOURNMENT



Approvals and Procurement Forecast: August 2023 through February 2024

This report provides a six-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. WWSP 2024 Rebaseline Schedule and Budget and WWSS Fiscal Year 2024-2025 Work Plan and Budget	Approve	N/A	1/18/2024 t	2/2/2024 t
		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. WTP_1.0 Financial Assurance for Sherwood Public Improvements	Approve	N/A	MC: 7/20/2023 a	N/A
		Execute	8/1/2023 a	N/A	N/A
	4. PLM_4.2 WCLUT Construction IGA Amendment	Approve	N/A	N/A	N/A
		Execute	8/8/2023 a	N/A	N/A
	5. PLM_4.3 City of Tigard Temporary Commissioning Discharge Facility IGA	Approve	N/A	2/15/2024 t	3/7/2024 t
		Execute	3/29/2024 t	N/A	N/A
Contracts (above Program Director’s Authority)	6. Water Supply Integration Communication Plan, Toolkit, and Engagement Support <ul style="list-style-type: none"> Goal: Provide communications planning, materials, and public engagement support for Water Supply Integration Value: TBD 	Approve	N/A	10/19/2023 t	11/2/2023 t
		Execute	11/3/2023 t	N/A	N/A
Contract Amendments and Change Orders (above Program Director’s Authority)	7. Public Outreach Services <ul style="list-style-type: none"> Goal: Provide additional public outreach during the term August 1, 2023, through June 30, 2024. Value: \$531,106.76 Contractor: Consor North America Inc. (formerly Barney & Worth) 	Approve	N/A	7/20/2023 a	8/3/2023 a
		Execute	8/4/2023 a	N/A	N/A
	8. WTP_1.0 GMP2 for Construction <ul style="list-style-type: none"> Goal: Construct WTP_1.0 which covers landscaping, asphalt, curbs/sidewalks, striping, signage, fencing, and finished water system commissioning Value: \$15-\$20 M (Estimated) Contractor: Sundt Construction 	Approve	N/A	11/16/2023 t	12/7/2023 t
		Execute	12/8/2023 t	N/A	N/A
Local Contract Review Board (LCRB) Actions	9. None	Approve	N/A	N/A	N/A
Other	10. None	Approve	N/A	N/A	N/A
		Execute	N/A	N/A	N/A



TUALATIN VALLEY WATER DISTRICT

Date: November 7, 2023
To: Board of Commissioners
From: Heather Speight, Procurement and Contracts Administrator
Subject: Resolution Adopting Revisions to the Local Contract Review Board Rules

Key Concepts:

Acting as the Local Contract Review Board, consider a resolution revising the Local Contract Review Board Rules at the November 15 regular meeting.

Key Concepts:

- The Board of Commissioners is the Local Contract Review Board (LCRB) for Tualatin Valley Water District (District). As the LCRB, the Board has adopted Local Contract Review Board Rules (Rules) to govern procurement of goods, services, and capital projects.
- The Oregon legislature revised certain procurement-related laws that make the District’s current rules out-of-date.
- Staff will discuss a draft resolution which will be presented to the Board at its November 15, 2023 Regular Meeting to revise procurement limits to align with legislative changes.

Background:

The District’s current rules set its procurement thresholds at \$10,000 for small procurements and \$150,000 for intermediate procurements. These procurement thresholds were consistent with state law when adopted in the District’s Rules.

During the 2023 legislative session, the legislature passed Senate Bill (SB) 1047 which amended state law regarding small and intermediate procurement thresholds. Under SB1047, the District is allowed to set the threshold for small procurements to \$25,000 and intermediate procurements to \$250,000. SB1047 took effect September 24, 2023.

Management recommends adopting the new procurement thresholds for consistency and improved efficiency. Staff will ask the Board to adopt a resolution at the November 15, 2023 Regular Meeting to amend the Rules.

Budget Impact:

There is no direct budgetary impact of a change in the District’s Rules.



Staff Contact Information:

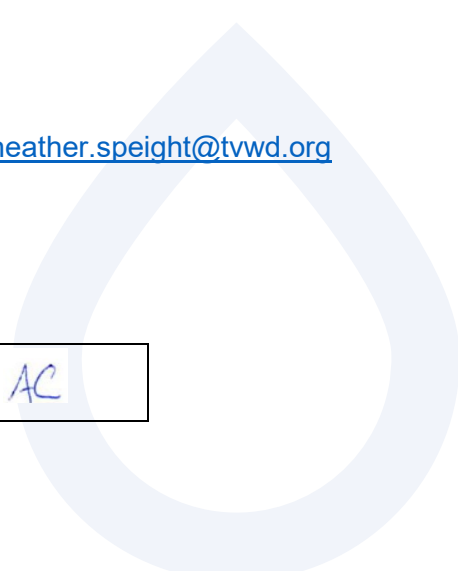
Heather Speight, Procurement and Contract Administrator; 503-848-3055; heather.speight@tvwd.org


Attachments:

None

Leadership Team Initials:

Interim Chief Executive Officer		Customer Service Manager	
---------------------------------	---	--------------------------	---



Chief Operating Officer	PDB	IT Services Director	N/A
Interim Chief Financial Officer	JC	Human Resources Director	dB
General Counsel	N/A	Water Supply Program Director	





TUALATIN VALLEY

WATER DISTRICT

Date: October 25, 2023
To: Board of Commissioners
From: Justin Dyke, AIC Communications & Public Affairs Supervisor
Subject: 2023 Customer Focus Groups and Communications Response Plan

Key Concepts:

- Focus groups conducted in 2023 provided valuable insight into customer perceptions of TVWD
- These insights will inform future communications efforts, including WWSS integration
- Further research will test communication messaging to test for intended customer response

Background:

The District’s Communications Division contracted with DHM Research in 2023 to conduct two focus groups with the goal of learning customer perspectives on a variety of topics, including:

- Perceptions of TVWD as a water utility
- Perceptions of water quality
- Awareness of the upcoming WWSS integration and water source change

The Communications Division has created a response plan to address multiple aspects of the findings from the focus groups and prior customer satisfaction surveys to improve District communication and outreach efforts leading up to WWSS integration.

Budget Impact:

All items presented are budgeted for in the current biennium.

Staff Contact Information:

Justin Dyke; AIC Communications & Public Affairs Supervisor; 503-848-3036; justin.dyke@tvwd.org

Attachments:

None.

Leadership Team Initials:

Interim Chief Executive Officer	<i>Pon</i>	Customer Service Manager	<i>AC</i>
Chief Operating Officer	<i>PDB</i>	IT Services Director	N/A
Interim Chief Financial Officer	JC	Human Resources Director	<i>AB</i>
General Counsel	N/A	Water Supply Program Director	<i>JD</i>

