



**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

May 7, 2024

**WORK SESSION – 6:00 PM – TVWD HEADQUARTERS**

**CALL TO ORDER**

**ANNOUNCEMENTS**

**DISCUSSION ITEMS**

- A. Willamette Water Supply System Commission Update. *Staff Report – Dave Kraska, PE; Willamette Water Supply Program Director*
- B. Service Line Inventory Project Update. *Staff Report – Joel Cary, Water Resources Division Manager*

## **ADJOURNMENT**

If you wish to attend this meeting remotely or in person, please email [sam.kaufmann@twwd.org](mailto:sam.kaufmann@twwd.org) or call 503-848-3094 by 4:30 p.m. on May 7, 2024.

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 [twwd.org](http://twwd.org).



**TUALATIN VALLEY**  
WATER DISTRICT

**This page intentionally left blank**



# TUALATIN VALLEY

## WATER DISTRICT

**Date:** May 7, 2024  
**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 June 2024 WWSS Commission Board Meeting agenda
- B. Review the Approvals and Procurements Forecast
- C. Update on Willamette Water Supply Program (WWSP) activities

### **Background:**

The June WWSS Commission Board meeting will be held on June 6, 2024, and there are five Business Agenda items:

- A. Approve WTP\_1.0 GMP No. 3 Contract for Construction
- B. Approve WWSP Program and Construction Management Services FY25 Annual Work Plan
- C. Approve Amendment to Public Outreach Services Contract for FY 25 Services
- D. Approve Amendment to WTP\_1.0 Design Contract for FY 25 Services
- E. Approve as Local Contract Review Board (LCRB) a Special Procurement for DCS\_1.0 Control System Support

There are four informational items on the June agenda: 1) an update on the Water Treatment Plant project schedule recovery effort, 2) a review of the completed construction project cost management/performance, 3) a summary of the planned August Business Agenda items, and 4) a notice regarding the next regular WWSS Commission Board meeting scheduled for August 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 three 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. At the June TVWD Board work session, we will present a review of the current Forecast that covers the months of April through August 2024.

There remain thirteen 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 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. All items discussed in this report, including the labor expenses related to preparing this staff report and the associated materials, are included in WWSP Baseline 9.1 budget.

**Staff Contact Information:**

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

**Attachments:**

WWSS Commission June 2024 Board Meeting Agenda  
WWSP Approvals and Procurements Forecast

**Leadership Team Initials:**

Chief Executive Officer	<i>DK</i>	Customer Service Director	N/A
Chief Operating Officer	<i>PDB</i>	IT Services Director	N/A
Chief Financial Officer	<i>PC</i>	Human Resources Director	N/A
General Counsel	<i>CB</i>	Water Supply Program Director	N/A
Communications Director	N/A		



**Willamette Water Supply System Commission  
Board Meeting Agenda  
Thursday, June 6, 2024 | 12:00 - 1:30 PM  
Tualatin Valley Water District – Board Room**

If you wish to address the WWSS Board, please request the Public Comment Form and return it by email 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.

**EXECUTIVE SESSION – 11:30 AM**

**REGULAR SESSION – 12:00 PM**

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PUBLIC COMMENT**

*This time is set aside for persons wishing to address the Board on items on the agenda, as well as matters not on the agenda. Each person is limited to three minutes.*

**4. GENERAL MANAGER'S REPORT – David Kraska**

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

**5. CONSENT AGENDA**

*These items are 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 4, 2024 meeting minutes
- B. Adopt Resolution WWSS-XX-24 Adopting FY2024-25 WWSS Board Meeting Schedule

**6. BUSINESS AGENDA**

- A. Approve WTP\_1.0 GMP No. 3 Contract for Construction – *Mike Britch*
- B. Approve WWSP Program and Construction Management Services FY25 Annual Work Plan – *David Kraska*
- C. Approve Amendment # to Public Outreach Services Contract – *Christina Walter*
- D. Approve Amendment # to WTP\_1.0 Design Contract – *Mike Britch*
- E. Approve as Local Contract Review Board (LCRB) a Special Procurement for DCS\_1.0 Control System Support – *Mike Britch*

**7. INFORMATION ITEMS**

- A. Water Treatment Plant Schedule Recovery Progress Update – *David Kraska*
- B. Completed Construction Project Cost Management/Performance – *David Kraska*
- C. Planned August Business Agenda items – *Joelle Bennett*
- D. The next Board Meeting is scheduled on August 1, 2024, via Microsoft Teams

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

- A. None scheduled

**9. ADJOURNMENT**

## Approvals and Procurement Forecast: April 2024 through August 2024

This report provides a five-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	Body/Position (projected action date)			
		WWSS Committee	WWSS Board	Program Director	
<b>Program Baseline or Related Plans</b> (above Program Director's Authority)	1. WWSP 2024 Rebaseline Schedule and Budget and WWSS Fiscal Year 2024-2025 Work Plan and Budget	3/21/2024 a	4/4/2024 a	N/A	
<b>Real Estate</b>	2. None	N/A	N/A	N/A	
<b>IGA's, MOU's, Permit Commitments, &amp; Similar Agreements</b>	3. None	N/A	N/A	N/A	
<b>Contracts</b> (above Program Director's Authority)	4. None	N/A	N/A	N/A	
<b>Contract Amendments and Change Orders</b> (above Program Director's Authority)	5. Permitting Services Contract Amendment for Next One-year Period <ul style="list-style-type: none"> <li>Goal: Extend contract through March 2025</li> <li>Value: \$1.4 M (estimated)</li> <li>Consultant: David Evans Associates (DEA)</li> </ul>	3/21/2024 a	4/4/2024 a	4/5/2024 t	
	6. WTP_1.0 GMP3 Construction <ul style="list-style-type: none"> <li>Goal: Construct WTP_1.0 which covers finished water system commissioning</li> <li>Value: TBD</li> <li>Contractor: Sundt Construction</li> </ul>	5/23/2024 t	6/6/2024 t	6/7/2024 t	
	7. WWSP Program and Construction Management Services FY 2025 Annual Work Plan <ul style="list-style-type: none"> <li>Goal: Approve scope, staffing, and fee for program and construction management services for FY 2025</li> <li>Value: TBD</li> <li>Consultant: Stantec Consulting Services Inc.</li> </ul>	5/23/2024 t	6/6/2024 t	6/7/2024 t	
	8. Public Outreach Service <ul style="list-style-type: none"> <li>Goal Provide additional public outreach during the term April 2024 through April 2025</li> <li>Value: TBD</li> <li>Consultant: Consor North America Inc.</li> </ul>	5/23/2024 t	6/6/2024 t	6/7/2024 t	
	9. WTP_1.0 Design Services Contract <ul style="list-style-type: none"> <li>Goal: Amend contract for design services related to additional engineering services</li> <li>Value: TBD</li> <li>Consultant: CDM Smith</li> </ul>	5/23/2024 t	6/6/2024 t	6/7/2024 t	
	<b>Local Contract Review Board (LCRB) Actions</b>	10. DCS_1.0 Special Procurement <ul style="list-style-type: none"> <li>Goal: Authorize additional control system support with current vendor</li> <li>Value: approx. \$800,000</li> <li>Consultant: S&amp;B Inc.</li> </ul>	5/23/2024 t	6/6/2024 t	6/7/2024 t
	<b>Other</b>	11. WWSP Cost Shares Methodology	3/21/2024 a	4/4/2024 a	N/A
		12. Congressional Directed Spending Grant Technical Correction	3/21/2024 a	4/4/2024 a	N/A
		13. WWSS Board Policies	7/18/2024 t	8/4/2024 t	N/A



**TUALATIN VALLEY**  
WATER DISTRICT

**This page intentionally left blank**





# TUALATIN VALLEY

## WATER DISTRICT

**Date:** May 7, 2024  
**To:** Board of Commissioners  
**From:** Joel Cary, Water Resources Division Manager  
**Subject:** Service Line Inventory Project Update

### **Key Concepts:**

- The United States Environmental Protection Agency's (EPA) Lead and Copper Rule Revisions (LCRR) require all public water systems to complete an inventory of their lead service lines (LSLs) by October 16, 2024.
- While the District had no known or suspected lead service lines, the inventory was still required to comply with the LCRR.
- The District completed its physical investigations in March and no LSLs were discovered.

### **Background:**

The District has over 62,000 active service connections, which are the small-diameter lines connecting water mains to meters, and then to the customers' homes and businesses.

Most of the District's service lines have historically been found to be copper with the occasional discovery of galvanized lines. However, following the requirements and methods defined in the LCRR, nearly 27,000 of the 62,000 service lines in the District were determined to be of an unknown material given the lack of verifiable records indicating their exact material. These unknown service lines were installed in the 1970s or earlier.

Using the statistical modeling method approved by the Oregon Health Authority (OHA), at least 378 of the District's nearly 27,000 unknown sites were required to be randomly selected for physical inspection to determine the service line material type. The District selected a sample size of nearly 390 sites and performed physical inspections of these service lines on both sides of the meter.

The physical inspections were completed by a contractor selected through a competitive bidding process last fall. The work to complete the physical inspections began in January 2024, following extensive customer outreach and engagement with the randomly selected sites.

TVWD's contractor completed the physical inspection portion of the service line inventory project at the end of March. No lead service lines were discovered in the nearly 390 randomly selected sites. All services on the public side (i.e., TVWD-owned portion) were confirmed copper and all private side services (i.e., customer-owned portion) were confirmed as plastic, copper, or galvanized. These results are now being summarized and will be submitted to OHA for review and approval in the coming months, in advance of the October 16, 2024 deadline.

This is an informational item so the Board can be fully informed about the outcome of this regulatory compliance process. No Board action is required on this item.



**Budget Impact:**

The cost of preparing this presentation and complying with the LCRR Lead Service Line Inventory was included in the District's Adopted 2023-25 Biennial Budget.

**Staff Contact Information:**

Joel Cary; Water Resources Division Manager; 503-848-3019; [joel.cary@twwd.org](mailto:joel.cary@twwd.org)

**Attachments:**

None

**Leadership Team Initials:**

Chief Executive Officer	<i>PC</i>	Customer Service Director	<i>AC</i>
Chief Operating Officer	<i>PDB</i>	IT Services Director	N/A
Chief Financial Officer	<i>PC</i>	Human Resources Director	N/A
General Counsel	<i>CB</i>	Water Supply Program Director	N/A
Communications Director	<i>SD</i>		

