

**Willamette Water Supply System Commission
Board Meeting Minutes
Thursday, March 5, 2020**

Commissioners present:

Tualatin Valley Water District (TVWD): Jim Duggan
Hillsboro: David Judah
Beaverton: Denny Doyle

Committee Members present:

TVWD: Tom Hickmann, Management Committee
Justin Carlton, Finance Committee
Carrie Pak, Operations Committee
Hillsboro: Niki Iverson, Management Committee
Beaverton: Chad Lynn, Management Committee
David Winship, Operations Committee

Managing Agency Administrative Staff present:

Dave Kraska, Willamette Water Supply Program (WWSP) Director; WWSS Commission General Manager
Bill Van Derveer, WWSP Program Manager
Clark Balfour, TVWD Counsel
Faye Branton, WWSP Administrative Assistant; WWSS Commission Recorder

Other Attendees:

Mike Britch, WWSP Engineering and Construction Manager
Chris Wilson, City of Hillsboro-JWC Water Treatment Manager
Tommy Brooks, Partner, Cable Huston, LLP

No members of the public were present.

CALL TO ORDER

Chairman Duggan called the regular Willamette Water Supply System (WWSS) Commission meeting to order at 12:00 p.m.

1. GENERAL MANAGER'S REPORT

Mr. Kraska presented a safety moment on fatigue management. ([See presentation.](#))

The General Manager's report included an overview of the Approvals and Procurement Forecast; updates on projects planning, permitting, and communications; and status updates on the design and construction of projects.

2. PUBLIC COMMENT

There were no public comments.

3. CONSENT AGENDA

- A.** Approve the February 6, 2020 meeting minutes.

Motion was made by Doyle, seconded by Judah, to approve the consent agenda as presented. The motion passed unanimously with Doyle, Duggan, and Judah voting in favor.

In response to Commissioner's suggestion, around-the-room introductions were made welcoming Chad Lynn, City of Beaverton Public Works Director and new member of the WWSS Commission Management Committee.

4. BUSINESS AGENDA

- A.** Consider adopting Resolution No. WWSS-04-20, adopting the Willamette Water Supply System Commission Annual Work Plan and Budget for the 2020-21 fiscal year. – *Staff Report*
– *Dave Kraska*

Mr. Kraska presented the staff report requesting the Board's adoption of Resolution No. WWSS-04-20.

Staff added that if the revised baseline planned for consideration in May results in any material change to the FY 2020-21 budget, that change will also be brought to the Board for consideration at that time.

Motion was made by Judah, seconded by Doyle, to adopt Resolution No. WWSS-04-20, adopting the Willamette Water Supply System Commission Annual Work Plan and Budget for the 2020-21 fiscal year. The motion passed unanimously with Doyle, Duggan, and Judah voting in favor.

- B.** Consider approving an amendment in the amount of \$1,396,759.20 and a contract term extension through September 30, 2024 to the Jacobs Engineering Group Inc. contract to continue to provide design services, bidding support, and engineering services during construction for the PLM_5.0 Project of the Willamette Water Supply Program.
– *Staff Report* – *Mike Britch*

Mr. Britch presented an overview and background of the PLM_5.0 project and its three phases of work, PLM_5.1, PLM_5.2, and PLM_5.3, and requested the Board's approval of the requested amendment and term extension to the Jacobs Engineering Group Inc. contract for the Willamette Water Supply Program PLM_5.0 Project. ([See presentation.](#))

In response to Commissioners' questions, staff replied that the estimated construction cost savings resulting from the PLM_5.3 realignment is still retained in the budget. Citing examples, staff also replied that it is unlikely that there are opportunity projects that have not been evaluated by the WWSP team.

Motion was made by Doyle, seconded by Judah, to approve an amendment in the amount of \$1,396,759.20 and a contract term extension through September 30, 2024 to the Jacobs Engineering Group, Inc. The motion passed unanimously with Doyle, Duggan, and Judah voting in favor.

5. INFORMATION ITEMS

- A.** Planned April Business Agenda items – *Staff Report – Dave Kraska*

Mr. Kraska presented information on anticipated business agenda items for the April 2, 2020 WWSS Commission Board meeting. Items included PLM_1.2 construction contract change order, WTP_1.0 design contract amendment, MPE_1.0 Resolution of Public Necessity, and WWSP Management Authority Matrix Revisions for Real Estate Transactions.

Mr. Kraska noted that a special Board meeting may be needed prior to the April 2 regular Board meeting regarding a property easement for the PLM_5.2 project. If needed, this special meeting may be conducted by phone.

- B.** The next Board meeting is scheduled on April 2, 2020, at the Hillsboro Civic Center – Room 113B/C, 150 E. Main Street, Hillsboro, OR.

6. COMMUNICATIONS AND NON-AGENDA ITEMS

- A.** None scheduled.

ADJOURNMENT

There being no further business, Chairman Duggan adjourned to Executive Session at 12:40 p.m.

James Duggan, Chair

Denny Doyle, Vice Chair