

Willamette Water Supply System Commission
Board Meeting Minutes
Thursday, April 2, 2020

Commissioners present:

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

Committee Members present:

TVWD: Tom Hickmann, Management Committee
Paul Matthews, Finance 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
Lisa Houghton, WWSP Finance Manager
Clark Balfour, TVWD General Counsel
Faye Branton, WWSP Administrative Assistant; WWSS Commission Recorder

Other Attendees:

Mike Britch, WWSP Engineering and Construction Manager
Christina Walter, WWSP Permitting and Outreach Manager
Joel Cary, TVWD Water Resources Division 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 12:09 p.m.

ROLL CALL

Ms. Branton administered the roll call and noted attendance.

1. GENERAL MANAGER'S REPORT

Mr. Kraska presented a safety moment on staying safe online and avoiding hacker traps, such as malware. ([presentation attached](#))

The General Manager's report included an overview of etiquette for remote meetings; the Approvals and Procurement Forecast for March through May 2020; 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 March 5, 2020 meeting minutes.
- B. Approve the March 17, 2020 special 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.

4. BUSINESS AGENDA

- A. Consider adopting Resolution No. WWSS-05-20, a resolution modifying the established WWSS Commission Management Authority Matrix for additional clarity related to the right of way acquisition process. – *Staff Report – Dave Kraska*

Mr. Kraska presented the staff report requesting the Board's adoption of Resolution No. WWSS-05-20. Mr. Brooks offered additional clarification regarding the requested modifications to the WWSS Commission Management Authority Matrix (MAM).

In response to Commissioner's question, staff replied that the MAM is a part of the Program Management Plan, and as such will be complete when the WWSS is commissioned. The MAM contains language describing that the subject authority applies during the capital delivery phase. The Commission will determine in the future how it will continue authorizations going forward.

Motion was made by Judah, seconded by Doyle, to adopt Resolution No. WWSS-05-20, a resolution modifying the established WWSS Commission Management Authority Matrix for additional clarity related to the right of way acquisition process. The motion passed unanimously with Doyle, Duggan, and Judah voting in favor.

- B. Consider adopting Resolution No. WWSS-06-20, an updated resolution declaring public necessity to acquire permanent and temporary construction easements over, upon, under, and through real property for pipeline section MPE_1.0 for the Willamette Water Supply System. – *Staff Report – Joelle Bennett*

Ms. Bennett presented the staff report requesting the Board's adoption of Resolution No. WWSS-06-20.

Motion was made by Doyle, seconded by Judah, to adopt Resolution No. WWSS-06-20, an updated resolution declaring public necessity to acquire permanent and temporary construction easements over, upon, under, and through real property for pipeline section MPE_1.0 for the Willamette Water Supply System. The motion passed unanimously with Doyle, Duggan, and Judah voting in favor.

- C. Consider approving an amendment to the City of Wilsonville construction contract (No. 2020-028) in the amount of \$2,157,060.00 and with a contract term extension of four (4) days for the addition of 540 feet of 66-inch steel pipeline and 145 feet of bore-and-jack pipeline casing to the PLM_1.2 pipeline construction project of the Willamette Water Supply Program.

Mr. Britch presented the staff report requesting the Board's approval of an amendment to the City of Wilsonville construction contract (No. 2020-028) in the amount of \$2,157,060.00, including a contract term extension of four (4) days to enable the addition of 540 feet of 66-inch steel pipeline and 145 feet of bore-and-jack pipeline casing to the PLM_1.2 pipeline construction project of the Willamette Water Supply Program.

Motion was made by Judah, seconded by Doyle, to approve an amendment to the City of Wilsonville construction contract in the amount of \$2,157,060.00 and extending the contract term for four (4) days, as presented, for the PLM_1.2 pipeline construction project of the Willamette Water Supply Program. The motion passed unanimously with Doyle, Duggan, and Judah voting in favor.

5. INFORMATION ITEMS

- A. Planned May Business Agenda items – *Staff Report – Joelle Bennett*

Ms. Bennett presented information on anticipated business agenda items for the May 7, 2020 WWSS Commission Board meeting. Staff anticipates recommending approval of a WTP_1.0 design contract amendment; the WWSP 2020 rebaseline schedule and budget; a RWF_1.0 contract amendment for guaranteed maximum price; and RES_1.0 Emergency Responder agreements.

- B. The next Board meeting is scheduled on May 7, 2020, at the Hillsboro Civic Center, Room 113B/C, 150 E. Main Street, Hillsboro, OR or via dial-in conference, to be determined based on the COVID-19 situation.

6. COMMUNICATIONS AND NON-AGENDA ITEMS

- A. None scheduled.

Commissioners urged everyone to stay home and stay safe.

ADJOURNMENT

There being no further business, Chairman Duggan adjourned the meeting at 12:43 p.m.

James Duggan, Chair

Denny Doyle, Vice Chair

Willamette Water Supply System Commission

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Willamette Water Supply
Our Reliable Water

Safety Moment:

Be Alert – Be Suspicious – Be Safe

1

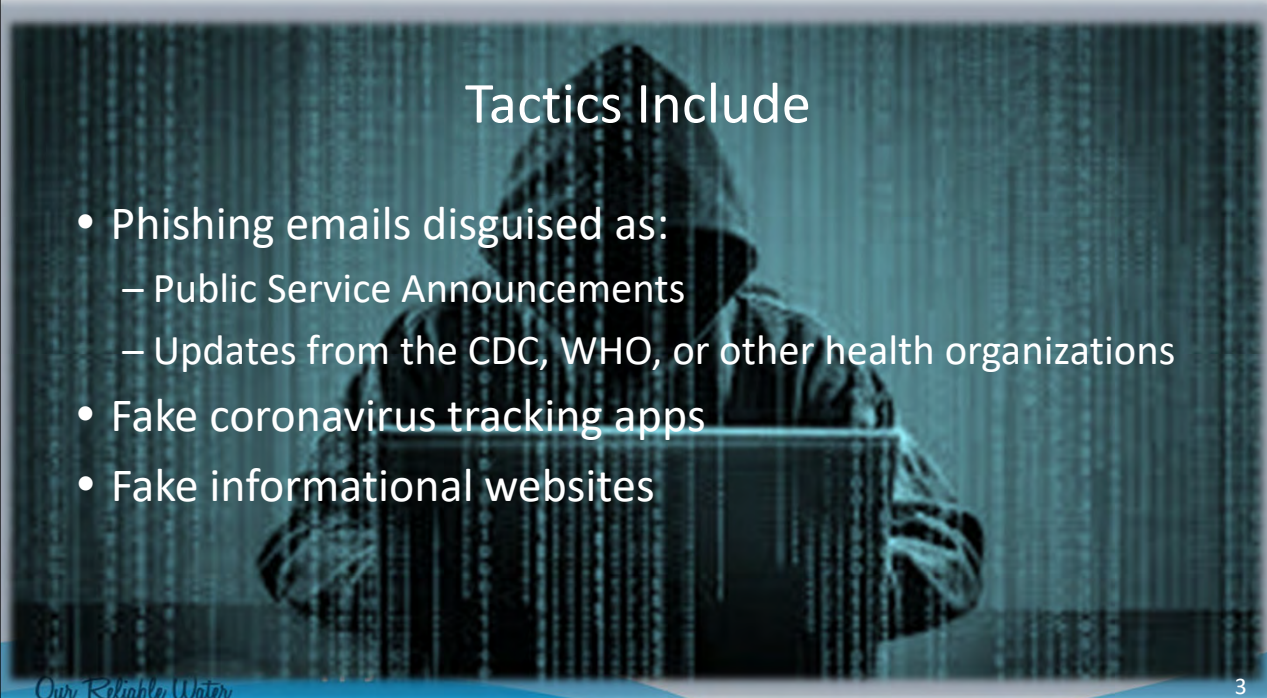
A person wearing a dark hoodie is sitting at a desk, looking at a computer monitor. The background is a dark, teal-colored digital rain effect, similar to the Matrix movie. The person's hands are on the keyboard.

Recent reports have shown that ransomware hackers are taking advantage of public fears surrounding COVID-19.

Our Reliable Water

2

2

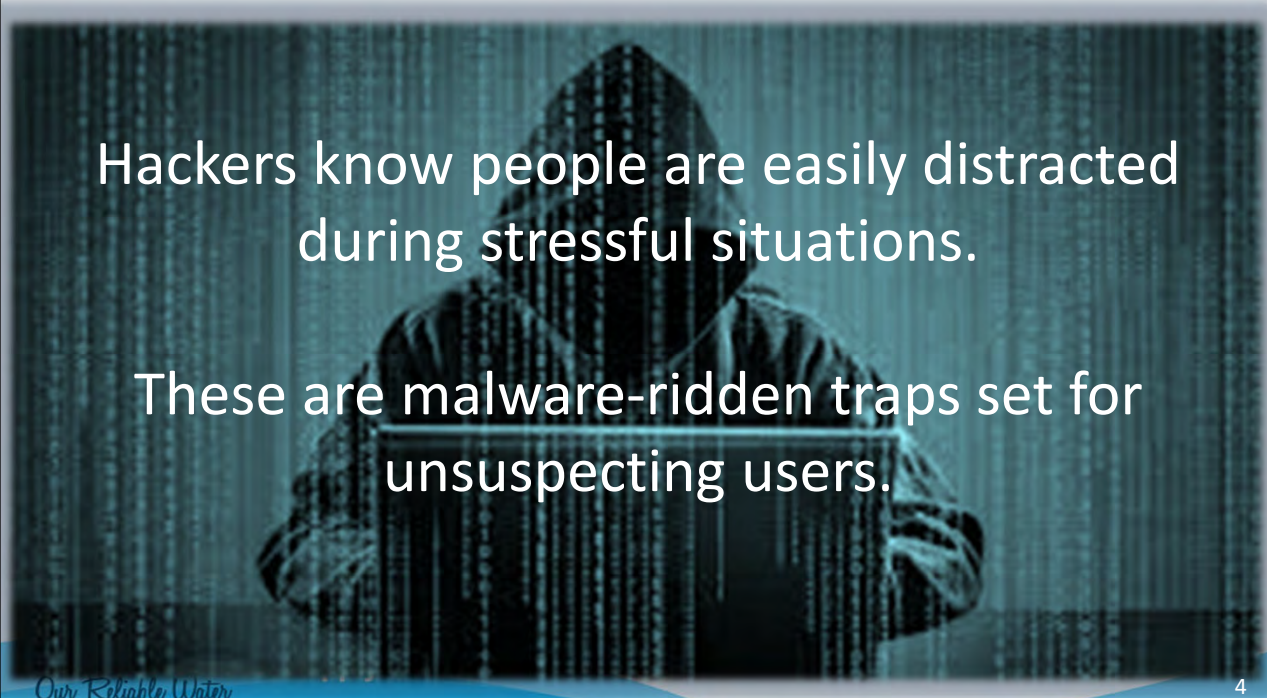


Tactics Include

- Phishing emails disguised as:
 - Public Service Announcements
 - Updates from the CDC, WHO, or other health organizations
- Fake coronavirus tracking apps
- Fake informational websites

Our Reliable Water 3

3



Hackers know people are easily distracted during stressful situations.

These are malware-ridden traps set for unsuspecting users.

Our Reliable Water 4

4



How to Avoid Malware

- Stay alert. Don't let your guard down.
- Don't click on links from unknown sources.
- Only download or install software from trusted sources.
- Verify that the URL of any website that asks for a password is accurate.

Our Reliable Water 5

5



Be Alert Be Suspicious Be Safe

Our Reliable Water 6

6