

**Willamette Intake Facilities Commission
Board Meeting Minutes
January 27, 2020**

REGULAR SESSION – 6:00 PM

CALL TO ORDER AND ROLL CALL

Commissioners present:

Tualatin Valley Water District (TVWD):	Dick Schmidt (<i>alternate</i>)
Beaverton:	Marc San Soucie
Hillsboro:	John Godsey
Sherwood:	Sean Garland (Vice Chair)
Tigard:	John Goodhouse
Wilsonville:	<i>Not available</i>

Committee Members present:

TVWD:	Tom Hickmann, Management Committee
TVWD:	Carrie Pak, Operations Committee
Beaverton:	David Donaldson, Management Committee
Hillsboro:	Niki Iverson, Management Committee
Sherwood:	Craig Sheldon, Management Committee
Tigard:	Brian Rager, Management Committee
Wilsonville:	<i>Not available</i>

Managing Agency Staff present:

Willamette Water Supply Program Director (WWSP) / WIF Commission General Manager	Dave Kraska
TVWD: General Counsel	Clark Balfour
WWSP Finance and Administrative Supervisor	<i>Not available</i>
WWSP Assistant Director	Joelle Bennett
WWSP Administrative Assistant/ WIF Commission Recorder	Annette Rehms

1. GENERAL MANAGER’S REPORT

Mr. Kraska presented the General Manager’s report, which included a safety moment on preventing the spread of colds in the office, a Raw Water Facilities project permitting update, progress on the Operations and Curtailment Plans, WIF Insurance Renewal and delivery of the quarterly financial report for the period ending December 31, 2019.

2. PUBLIC COMMENT

There were no public comments.

3. CONSENT AGENDA

A. Approve the October 28, 2019 meeting minutes.

Motion was made by San Soucie, seconded by Goodhouse, to approve the Consent Agenda as presented.

The motion passed unanimously with Goodhouse, Schmidt, Garland, Godsey, and San Soucie voting in favor.

4. BUSINESS AGENDA

A. Election of Officers

Motion was made by San Soucie, seconded by Goodhouse, to elect Jim Doane as Chair and retain Sean Garland as Vice Chair for the 2020 calendar year.

The motion passed unanimously with Goodhouse, Schmidt, Garland, Godsey, and San Soucie voting in favor.

B. Recommendation to Revise IGA Exhibit 8 (Budget Calendar) Resolution WIF 01-20

Motion was made by San Soucie, seconded by Garland, to approve the revision of IGA Exhibit 8 (Budget Calendar) through the adoption of Resolution WIF 01-20

The motion passed unanimously with Goodhouse, Schmidt, Garland, Godsey, and San Soucie voting in favor.

5. INFORMATION ITEMS

A. Semiannual Update on the Willamette Water Supply Program Raw Water Facilities Project – *Dave Kraska*

Mr. Kraska presented a semi-annual update on the WIF-related elements of the Willamette Water Supply Program (WWSP) Raw Water Facilities project (RWF_1.0). The WIF-related elements are seismic mitigation for the caisson and pump building, new fish screens, and air burst system improvements. The update included an overview of the project, a construction cost update, the bank stabilization and debris fence designs, and an overview of the upcoming schedule and activities. ([See attached presentation](#))

To answer the Commissioner's question, staff agreed to invite the commissioners to the Raw Water Facilities site to view construction work in progress in approximately a year

B. Fiscal Year (FY) 2020-21 Annual Work Plan and Budget Preparation – *Dave Kraska*

Mr. Kraska provided an update regarding development of the Annual Work Plan (AWP), including the development schedule and modifications from the current AWP to include proposed additional general and finance administration items, which are currently under consideration by the WIF Committees. ([See attached presentation](#))

Mr. Kraska provided an overview for a recommended process to establish the WIF mission, vision, and goals related to watershed protection and water rights management through a series of facilitated workshops to begin September 2020 and end in March 2021.

Mr. Kraska asked the Board to provide direction on whether there is interest in developing the WIF vision, mission, and goals and : Does the Board support the WIF committees working on this item next fiscal year; How would the board like to be engaged in this effort; Does the Board support hiring a professional facilitator to guide this effort.

To answer the Commissioner's question, staff reported that the WIF is a logical organization for all six partners to coordinate their source water protection efforts. Collaborating through the WIF allows the partners to maximize their effort with limited risk of duplicated effort.

To answer the Commissioner's question, staff reviewed the facilitated workshop schedule and reported that the facilitator contract would likely be less than one calendar year in duration.

To answer the Commissioner's question, staff defined the Board engagement options provide in the presentation:

- In-depth involvement: meaning Board involvement at each facilitated meeting
- Limited involvement: meaning Board involvement at the kick-off meeting, draft review and final document with interim updates from staff

- Approval only: meaning Board only provides review of proposal to hire facilitator and committees' final mission, vision, values, goals document

General consensus from the Board that the desired level of participation is limited involvement with interim updates from their staff and potentially even through out-of-cycle Board meetings, if needed.

Other general comments included recommendation to staff that the facilitator be a subject matter expert and that the WIF name could be changed in the future, to be commensurate with the adopted mission, vision, values, and goals.

Motion was made by Godsey to confirm support for the WIF committees in developing the WIF mission, vision, and goals, confirmed that the Board will have limited involvement in the development process, and that the Board supports hiring a workshop facilitator.

The motion passed unanimously with Goodhouse, Schmidt, Garland, Godsey, and San Soucie voting in favor.

C. Legislative Update – *Dave Kraska*

Mr. Kraska presented a summary update regarding the Harmful Algal Blooms (HABs) Legislative Work Group's recommendations to the Oregon Legislature for the 2020 and 2021 Sessions and highlighted some of the subsequent Legislative Concepts. He also provided a summary of the Governor's recommended budget requests related to the 100-Year Water Vision concept.

D. The next Board meeting is scheduled on April 27, 2020, location: TBD

6. COMMUNICATIONS AND NON-AGENDA ITEMS

Mr. Balfour provided an overview of LC-199 (now House Bill 4043), a proposed bill that would prohibit local public entities developing "water projects" from ". . . enacting, adopting or enforcing ordinance, resolution, rule or other law that prohibits, restricts or limits evaluation, comparison or use of pipe or piping materials for water project if pipe or piping materials meet current standards or performance specifications. . . ."

ADJOURNMENT

There being no further questions or business, Vice Chair Garland adjourned the meeting at 6:50 p.m.

1/27/2020

5A. Semi-annual Update on the WIF-Related Elements of the Raw Water Facilities Project

1

Outline

- Overview of the Raw Water Facilities Project (RWF_1.0)
- Construction Cost Update
- Final Bank Stabilization and Debris Fence Designs
- Upcoming Schedule of Activities

2

1/27/2020

Willamette Intake Facilities



3



4

1/27/2020

Air Burst System



Compressors



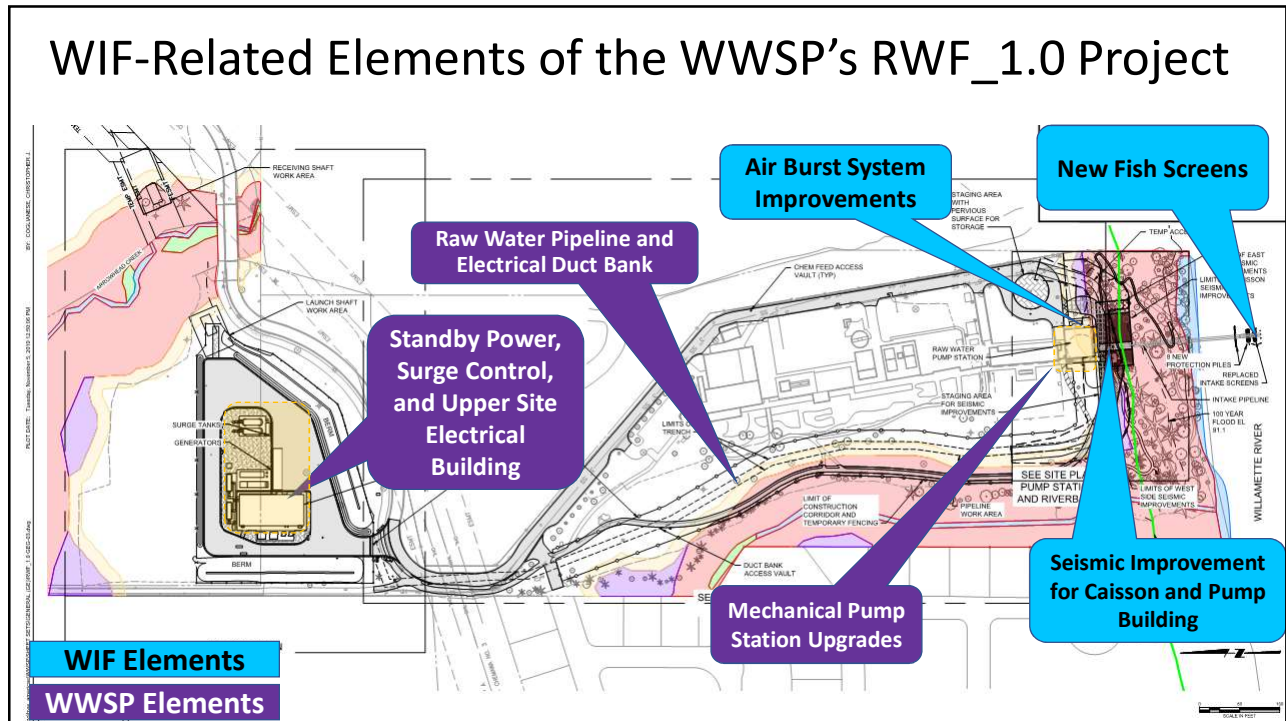
Receiver Tank



Air Burst Valves

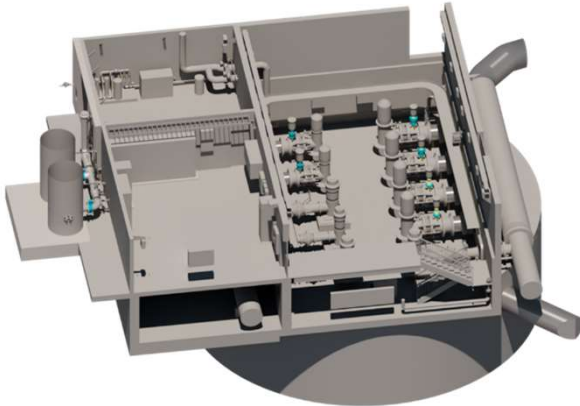
5

WIF-Related Elements of the WWSP's RWF_1.0 Project



6

Construction Cost Estimate Update

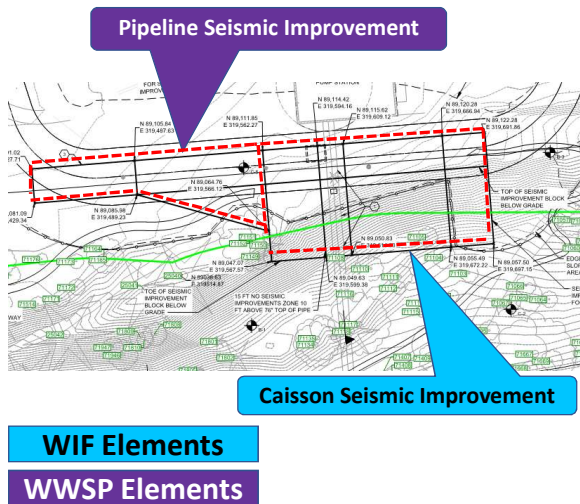


- Kiewit 90 Percent Estimate
 - \$83M, includes \$8M contingency
- Estimate for WIF-related elements trending consistent with previous budget information

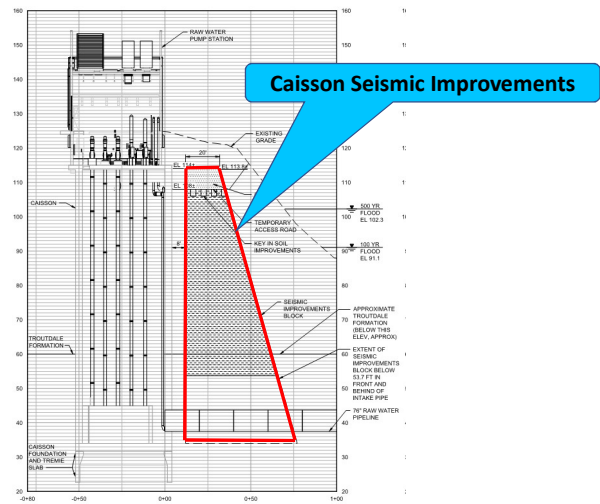
7

Final Bank Stabilization Design

Plan View

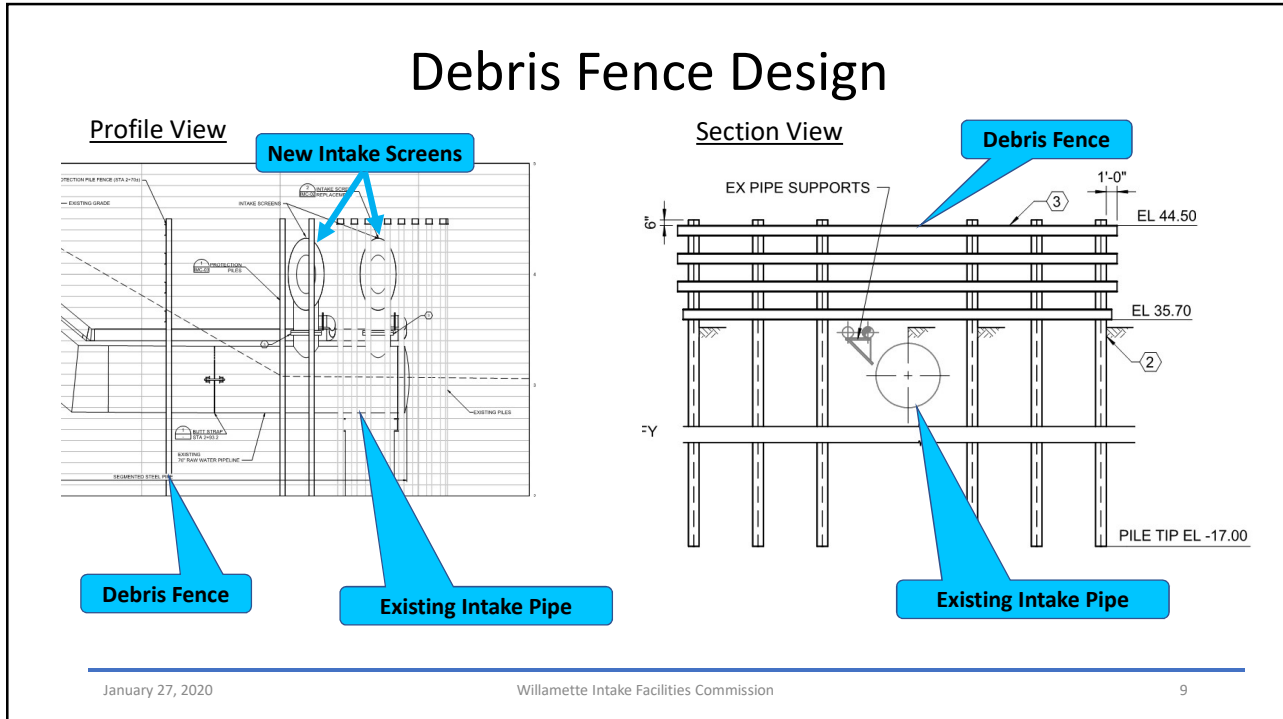


Section View



8

1/27/2020



9

RWF_1.0 Schedule

- Advertised for bid in early January
- Pre-bid and site walk on January 28
- Notice to Proceed on or before June 5
- 2020 construction activities
 - Mass excavation and grade work
 - Access road for soil improvements
 - Procure Phase 1 equipment
 - Start caisson and pipeline seismic improvements

January 27, 2020

Willamette Intake Facilities Commission

10

10

Willamette Intake Facilities Commission

(This page intentionally left blank)

1/27/2020

5B. Willamette Intake Facilities Annual Work Plan and Budget Preparation

1

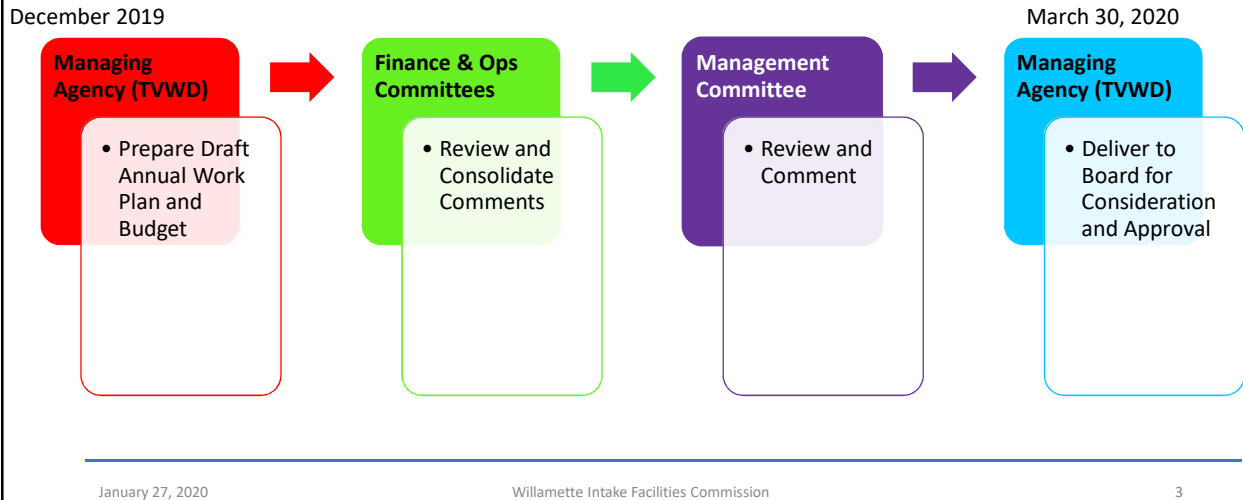
Outline

- Schedule
- Modifications from the current AWP
 - General Administration
 - Finance Administration

2

1/27/2020

Annual Work Plan and Budget Preparation



3

Annual Work Plan and Budget Preparation

WIF IGA Exhibit 8 Budget Calendar

Budget Deliverable	Annual Submission Date	Party Receiving Budget
Preliminary capital improvement project list	December 15	Operations Committee
Preliminary budget	January 5	Operations and Finance Committees
Draft budget	February 15	Management Committee
Proposed budget	March 31	Board



4

1/27/2020

FY 2020 – 21 Annual Work Plan

- Task List:

- General Administration
- Capital Projects Management
- Annual Work Plan and Budget Development
- Finance Administration
- Operations Committee Administration
- Management Committee Administration
- Administer WIF Board of Commissioners Meetings

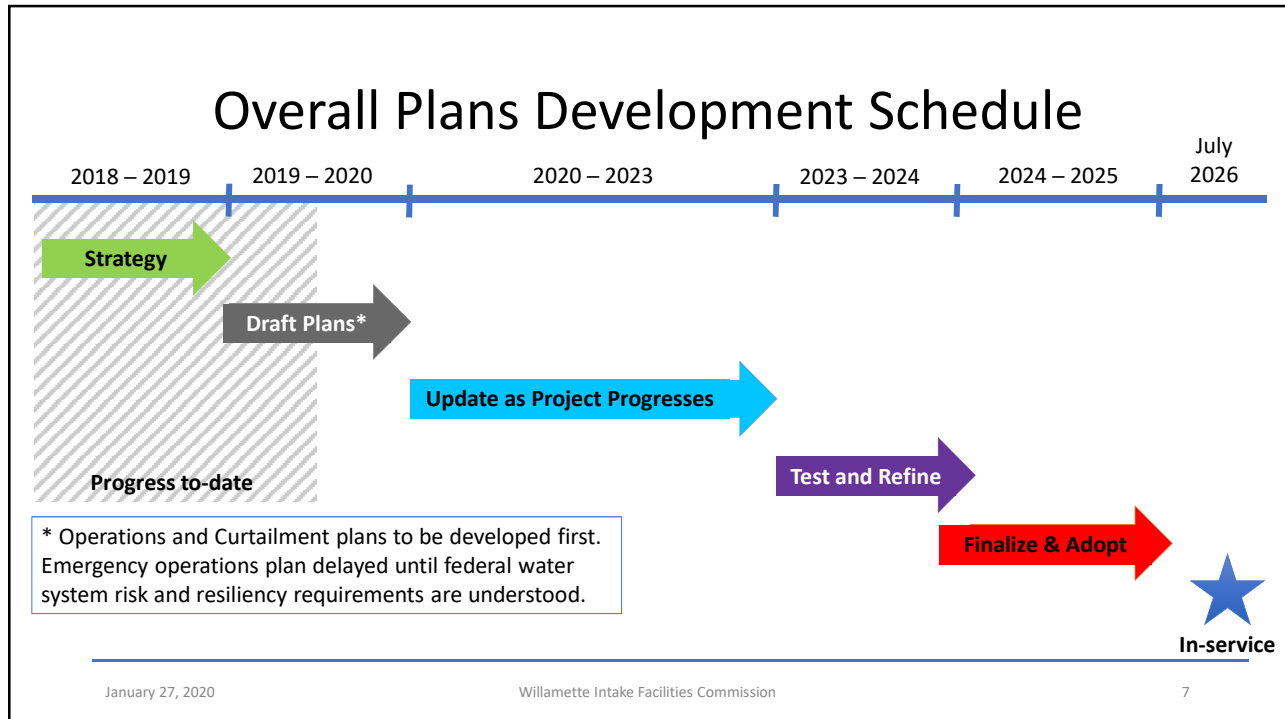
5

FY 2020 – 21 WIF General Administration Changes from the current year AWP

- Administration of Infrastructure Operations and Maintenance
 - Update drafts of two plans and prepare a draft emergency plan
 - Update Draft Operations Plan
 - Update Draft Curtailment Plan
 - Draft Emergency Operations Plan
- Communications and Public Outreach
 - General communications and public outreach efforts related to the construction work at the WRWTP, delivered through the WWSS

6

1/27/2020



7

FY 2020 – 21 WIF General Administration (continued) Changes from the current year AWP

- Task 1.g.ii.
Source water protection/watershed monitoring – Develop the WIF vision, mission, and goals for source water protection, related watershed monitoring, and Willamette River water rights management. Procure consultant services to draft the vision and mission for Board consideration
- 21st Recital of the WIF IGA provides a starting point:
“ . . . set forth the terms for the joint ownership, operation and management of the Intake Facilities in a prudent, economic, and efficient manner to provide water to the existing WRWTP and the anticipated WWSS WTP, to preserve and protect the Parties’ Water Rights, to support the functioning of the Intake Facilities as the foundation of their water systems, and to support their commitment to watershed planning and management . . . ”

January 27, 2020

Willamette Intake Facilities Commission

8

8

1/27/2020

FY 2020 – 21 WIF General Administration (continued) Changes from the current year AWP

- Establishing the vision and mission for the WIF will provide multiple benefits:
 - Clarity of purpose and direction of this multi-agency enterprise
 - Definition of near-term operational objectives
 - Water quality sampling
 - Water rights reporting
 - Communications
 - Support for planning long-term objectives
 - Watershed protection efforts
 - Water rights management
 - Legislative advocacy
 - Determine need for developing other partnerships

9

FY 2020 – 21 WIF General Administration (continued) Changes from the current year AWP

- Procure a facilitator to:
 - Drive the process over FY 2020-21
 - Consider WIF's local and regional role
 - Provide regional and topical knowledge
 - Develop consensus among the WIF Partners
 - Produce an actionable plan to meet the requirements of the WIF IGA

10

1/27/2020

FY 2020 – 21 WIF General Administration (continued) Changes from the current year AWP

- Establishing the vision and mission for the WIF will be completed through a series of facilitated workshops:
 - July – August: procurement of facilitator
 - September – March: series of workshops to draft vision and mission
 - April WIF Board meeting: presentation of draft vision and mission
 - May – June: refinement of vision and mission
 - July 2021 WIF Board meeting: adoption of vision and mission

11

FY 2020 – 21 WIF General Administration (continued) Changes from the current year AWP

- Three main questions for the Board regarding this item:
 - Do you support the WIF committees working on this item next fiscal year?
 - How would the Board like to be engaged in this effort:
 - In-depth involvement in each step?
 - Limited involvement (e.g., kickoff meeting to establish main principles, mid-effort check-in, draft review, final approval)?
 - Approval only (e.g., review of proposal at the April 2021 Board meeting, then approval at the July 2021 Board meeting)?
 - Do you support hiring a professional facilitator to guide this effort?

12

1/27/2020

FY 2020 – 21 Finance Administration Changes from the current year AWP

- Develop Financial Procedures
 - This task entails finalizing the financial procedures for the WIF Commission

13

Schedule for Completing the FY 21 AWP and Budget

- January 2, 2020 – First draft emailed to Operations and Finance Committees
- January 16, 2020 – Operations and Finance committees meeting to review and edit the draft
- February 15, 2020 – MA deliver revised FY 21 AWP and budget to Management Committee for consideration
- March 31, 2020 – MA delivers final recommended FY 21 AWP and Budget to WIF Board

14

Willamette Intake Facilities Commission

(This page intentionally left blank)
