

Willamette Water Supply System Commission
Board Meeting Minutes
Thursday, January 7, 2021

Commissioners present:

Tualatin Valley Water District (TVWD): Jim Duggan
City of Hillsboro: David Judah
City of Beaverton: Lacey Beaty

Committee Members present:

TVWD: Tom Hickmann, Management Committee
Paul Matthews, Finance Committee
Carrie Pak, Operations Committee
City of Hillsboro: Niki Iverson, Management Committee
Lee Lindsey, Finance Committee
Eric Hielema, Operations Committee
City of 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
Joelle Bennett, WWSP Assistant Director
Bill Van Derveer, WWSP Program Manager
Mike Britch, WWSP Engineering and Construction Manager
Lisa Houghton, WWSP Finance Manager
Christina Walker, WWSP Permitting & Outreach Manager
Clark Balfour, TVWD General Counsel
Faye Branton, WWSP Administrative Assistant; WWSS Commission Recorder

Other Attendees:

Matt Oglesby, TVWD Asset Management Division Manager
Chris Wilson, City of Hillsboro-JWC Water Treatment Manager
Shannon Walton-Clark, Chief of Staff and Policy Advisor to Mayor, City of Beaverton
Rob Annear, Senior Principal Engineer, Geosyntec Consultants, Inc.

CALL TO ORDER

Chairman Duggan called the regular Willamette Water Supply System (WWSS) Commission meeting to order at 12:05 p.m. and welcomed City of Beaverton Mayor, Lacey Beaty, to the WWSS Board of Commissioners.

ROLL CALL

Ms. Branton administered the roll call and noted attendance.

1. GENERAL MANAGER'S REPORT

Mr. Kraska introduced himself and extended a welcome to Commissioner Beaty and presented a safety minute on preparing your car for safe winter driving. (*presentation on file*)

The General Manager's report included an overview of etiquette for remote meetings; the Approvals and Procurement Forecast for December 2020 through February 2021; updates on projects planning, permitting, and communications; and status updates on the design and construction of projects. The report also noted that all contractors are remaining in compliance with the Governor's Executive Order No. 20-12 regarding hygiene and social distancing.

2. PUBLIC COMMENT

There were no public comments.

3. CONSENT AGENDA

- A.** Approve the December 3, 2020 meeting minutes.

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

4. BUSINESS AGENDA

- A.** Election of WWSS Commission Officers for 2021 • *Staff Report – Dave Kraska*

Mr. Kraska presented the staff report requesting the Board to elect a Chair and Vice Chair for calendar year 2021, per WWSS Commission IGA section 5.3 Officers. Following the staff report, Chair Duggan opened the floor for election of officers of the WWSS Board of Commissioners for calendar year 2021.

Election of Chair:

Nomination was made by Duggan seconded by Beaty for Commissioner Judah to serve as WWSS Board Chair for calendar year 2021. The vote passed unanimously with Beaty, Duggan, and Judah voting in favor.

Commissioner Duggan gracefully transferred the virtual gavel to newly elected Board Chair, David Judah.

Election of Vice Chair:

Nomination was made by Judah seconded by Beaty, for Commissioner Duggan to serve as WWSS Board Vice Chair for calendar year 2021. The vote passed unanimously with Beaty, Duggan, and Judah voting in favor.

- B.** Consider adopting Resolution No. WWSS-01-21, declaring public necessity to acquire property interests over, upon, under and through real property for pipeline section PLM_5.3 for the Willamette Water Supply System. • *Staff Report – Joelle Bennett*

Ms. Bennett presented the staff report and requested adoption of Resolution No. WWSS-01-21.

Motion was made by Duggan, seconded by Judah, to adopt Resolution No. WWSS-01-21, declaring public necessity to acquire property interests over, upon, under and through real property for pipeline section PLM_5.3 for the Willamette Water Supply System. The motion passed with Duggan, and Judah voting in favor. Beaty abstained.

- C. Consider accepting the WWSS Commission Financial Statements for the fiscal year ended June 30, 2020 and the Report of the Independent Auditor. • *Staff Report – Paul Matthews*

Mr. Matthews presented an overview of the Financial Statements and Report of Independent Auditor including 1) process of creating the WWSS as a financial entity; 2) findings of the independent auditors; 3) review of the financial statements and performance; and 4) discussion of findings on internal controls, concluding with a request for the Board's acceptance of the Commission's financial statements for the fiscal year ended June 30, 2020 and the report of the independent auditor.

Motion was made by Duggan seconded by Judah to accept the WWSS Commission Financial Statements for the fiscal year ended June 30, 2020 and the Report of the Independent Auditor. The motion passed with Duggan and Judah voting in favor. Having left the meeting after giving prior notice of a schedule conflict, Beaty abstained.

In response to Commissioner's request, Managing Agency Counsel confirmed that the voting conducted on the issues brought before the Board today is in compliance with WWSS IGA section 5.1. Composition, Voting, Appointment, Alternates, and Quorum.

5. INFORMATION ITEMS

- A. Planned February Business Agenda Items • *Staff Report – Joelle Bennett*

Ms. Bennett presented information on business agenda items planned for the February 4, 2021 WWSS Commission Board meeting. Staff anticipates recommending approval of:

1. Adopt WWSS Washington County Land Use and Transportation (WCLUT) Master IGA Amendment 1
 2. Adopt PLM_4.1 WCLUT Construction IGA
 3. Adopt RES_1.0 WCLUT Grabhorn Road Realignment IGA
 4. Approve Amendment to Water Supply Integration Contract
 5. Approve Amendment to Real Estate Services Contract
 6. Approve (as Local Contract Review Board, or LCRB) Special Procurement for DCS_1.0 Panel Fabrication Services
 7. Adopt the Corrective Action Plan to Address the WWSS Commission Audit Findings
- B. The next Board meeting is scheduled on February 4, 2021 via dial-in conference, due to continued COVID-19 guidelines.

6. COMMUNICATIONS AND NON-AGENDA ITEMS

A. Confirm Location for Signing Documents Approved at Virtual Board Meetings – *Dave Kraska*

Mr. Kraska asked Chair Judah and Vice Chair Duggan if they were open to continuing the current arrangement of coming to the WWSP office at an appointed time each month to sign documents approved at virtually held WWSS Board meetings.

Both commissioners indicated they are open to this arrangement or any proposals from staff regarding document signing.

Counsel noted that to date the Managing Agency has strived to continue with a wet signature format for official Board meeting actions. As we move ahead, staff will explore electronic signing options for WWSS and plan to report findings to the Board at the earliest possible date.

ADJOURNMENT

There being no further business, Chairman Judah adjourned the meeting at 1:02 p.m.

David Judah, Chair

James Duggan, Vice Chair