

**Willamette Water Supply System Commission  
Board Meeting Minutes  
Thursday, May 6, 2021**

**Commissioners present:**

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

**Commissioner absent:**

City of Beaverton: Lacey Beaty

**Committee Members present:**

TVWD: Tom Hickmann, Management Committee  
Paul Matthews, Finance Committee  
City of Hillsboro: Niki Iverson, Management Committee  
Chris Wilson, 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 Walter, WWSP Permitting & Outreach Manager  
Clark Balfour, TVWD General Counsel  
Debbie Carper, TVWD and WWSS Commission Recorder

**Other Attendees:**

Joel Cary, TVWD Water Resources Division Manager  
Matt Oglesby, TVWD Asset Management Division Manager  
Shital Patel, TVWD Technical Services Accountant

**CALL TO ORDER**

Chair Judah called the regular Willamette Water Supply System (WWSS) Commission meeting to order at 12:01 p.m.

**ROLL CALL**

Ms. Carper administered the roll call and noted attendance.

**1. GENERAL MANAGER'S REPORT**

Mr. Kraska presented a safety minute on window safety. (*presentation on file*)

The General Manager's report included an overview of etiquette for remote meetings; the Approvals and Procurement Forecast covering April through June 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 April 1, 2021 meeting minutes

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

**4. BUSINESS AGENDA**

- A. Adopt PLM\_1.3 Resolution of Need – *Joelle Bennett*

Ms. Bennett described the project location and reported the project has progressed to a point where property requirements are known. The proposed resolution declares the public need for acquiring temporary and permanent easements and allows negotiations with property owners to commence. Estimated costs are included in the baseline budget.

Motion was made by Duggan, seconded by Judah, to adopt Resolution No. WWSS-06-21 declaring public necessity to acquire property interests over, upon, under and through real property for pipeline section PLM\_1.3 for the Willamette Water Supply System. The motion passed unanimously with Duggan and Judah voting in favor.

- B. Adopt PLW\_2.0 Settlement Agreement with Metro and Hillsboro for Orenco Woods Nature Park (OWNP) – *Christina Walter*

Ms. Walter described the history of the park property and the terms of the settlement agreement, noting the six-month deadline to complete boardwalk construction and trail improvements includes extension allowances for seasonal factors.

Motion was made by Duggan, seconded by Judah, to adopt Resolution WWSS-07-21 approving the settlement agreement between Willamette Water Supply System Commission, Metro, and the City of Hillsboro for the securing of an easement through the Orenco Woods Nature Park. The motion passed unanimously with Duggan and Judah voting in favor.

C. Adopt PLM\_4.1 WCLUT Design IGA Amendment – Mike Britch

Mr. Britch gave an overview of the project design background, noting the importance of traffic control for this partnered road and waterline project. He reviewed the background of the intergovernmental agreement and prior amendments before highlighting cost validation and distribution information. Mr. Britch concluded by listing the benefits of WWSP partnering with Washington County on the project.

Motion was made by Duggan, seconded by Judah, to adopt Resolution WWSS-08-21 amending an intergovernmental agreement with Washington County for the joint design of PLM\_4.1 Highway 99 crossing pipeline and Tualatin-Sherwood Road – Langer Farms Parkway to Borchers Drive. The motion passed unanimously with Duggan and Judah voting in favor.

D. Adopt PLM\_4.1 WCLUT Construction IGA – Mike Britch

Mr. Britch described the estimated costs outlined in Exhibit 2 of the IGA and said that the exhibit may need to be modified based on potential additional county staff effort related to construction administration. He also reviewed the cost comparison to the WWSS baseline budget, noting the potential need to use management reserve, before providing estimated cost shares. Mr. Britch concluded by reiterating the benefits of WWSP partnering with Washington County on the project.

In response to a question, staff said that until bids are received, the exact amount of management reserve needed is unknown. The Board will be asked for approval at a future meeting, if the use of management reserve is necessary.

Motion was made by Duggan, seconded by Judah, to adopt Resolution WWSS-09-21 approving an intergovernmental agreement between Washington County and the Willamette Water Supply System Commission for joint construction of Tualatin Sherwood Road – Langer Farms Parkway to Borchers Drive and PLM\_4.1 Highway 99 crossing pipeline projects. The motion passed unanimously with Duggan and Judah voting in favor.

E. Approve MPE\_1.2/COB\_1.2 Construction Contract – Mike Britch

Mr. Britch gave an overview of the two pipeline projects, one each for TVWD and City of Beaverton, and then described the results of the request for proposal, including the scoring summary of the two submitted proposals. He described the estimated costs of the projects and the recommended 10% contingency for each pipeline project.

Motion was made by Duggan, seconded by Judah, to approve Contract 2021-029 with Emery & Sons Construction Group for MPE\_1.2-COB\_1.2 Pipeline Construction for the Willamette Water Supply Program. The motion passed unanimously with Duggan and Judah voting in favor.

## 5. INFORMATION ITEMS

A. Planned June Business Agenda Items – Joelle Bennett

Ms. Bennett presented information on business agenda items planned for the June 3, 2021, WWSS Commission Board meeting.

Staff anticipates recommending the following actions:

1. Adopt PLM\_1.3 Supplemental Resolution of Need
2. Adopt RES\_1.0 WCLUT Grabhorn Road Realignment IGA
3. Adopt PLM\_4.2 WCLUT Construction IGA
4. Adopt PLM\_4.4 WCLUT Construction IGA
5. Approve PLM\_1.3 BPA Reimbursable Agreement
6. Approve WWSP Program and Construction Management Services FY 2022 Annual Workplan

B. The next Board meeting is scheduled on June 3, 2021, via Microsoft Teams

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

- A. There was a question about escalating steel prices and purchase timing. Mr. Kraska said staff is assessing steel quantities and thicknesses as project designs near completion to understand if alternative procurement methodologies could reduce cost uncertainty. The goal is to present the information and a corresponding recommendation at the July Board meeting.

**ADJOURNMENT**

There being no further business, Chair Judah adjourned the meeting at 1:14 p.m.

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David Judah, Chair

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James Duggan, Vice Chair