

**Willamette Water Supply System Commission  
Board Meeting Minutes  
Thursday, December 1, 2022**

---

**Attendance:**

**Commissioners present:**

City of Beaverton	Allison Tivnon ( <i>alternate</i> )
City of Hillsboro	David Judah
Tualatin Valley Water District (TVWD)	Jim Duggan

---

**Committee Members present:**

City of Beaverton	Dan Weinheimer, David Winship
City of Hillsboro	Niki Iverson, Lee Lindsey, Jessica Dorsey
TVWD	Tom Hickmann, Pete Boone

---

**Managing Agency Staff present:**

WWSS Commission General Manager / Willamette Water Supply Program (WWSP) Director	Dave Kraska
TVWD General Counsel	Clark Balfour
WWSP Assistant Director	Joelle Bennett
WWSP Program Manager	<i>Not available</i>
WWSP Engineering and Construction Manager	Mike Britch
WWSP Permitting and Outreach Manager	Christina Walter
WWSP Finance Manager	<i>Not available</i>
WWSS Commission Recorder / WWSP Executive Assistant	Annette Rehms

---

**Other Attendees present:**

City of Hillsboro JWC/WWSS Senior Program Manager	Chris Wilson
TVWD Commissioner	Jim Doane
TVWD Water Resources Division Manager	Joel Cary
TVWD Asset Management Division Manager	Matt Oglesby

---

**REGULAR SESSION – 12:00 PM**

**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. Rehms administered the roll call and noted a quorum was present.

## **1. GENERAL MANAGER'S REPORT**

Mr. Kraska presented a safety minute on preventing frozen pipes. *(presentation on file)*

The General Manager's report included status updates on Willamette Water Supply Program (WWSP) permitting, communications, and construction activities; quarterly financial reports for the periods ending September 30, 2022; and a reminder that election of officers will take place during the February Board meeting. *(presentation on file)*

In response to questions, staff said that there have been some minor safety incidents reported but the program has a very strict and robust safety culture with dedicated professionals that manage and monitor safety practices on each construction project.

## **2. PUBLIC COMMENT**

There were no public comments.

## **3. CONSENT AGENDA**

- A. Approve the October 6, 2022, meeting minutes

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

## **4. BUSINESS AGENDA**

- A. Approve WTP\_1.0 Third-Party Materials Testing and Special Inspection Contract – *Mike Britch*

Mr. Britch provided an overview of the WTP\_1.0 third-party materials testing and special inspection contract. He reviewed the procurement approach, summarized the best value scoring, and described the estimated cost of the contract and recommended contingency. He then requested the Board's approval of contract 2023-027 with Carlson Testing, Inc., and to transfer the additional budget into Management Reserve.

Motion was made by Duggan and seconded by Tivnon to approving contract 2023-027 for \$1,236,180 with Carlson Testing, Inc. for WTP\_1.0 Materials Testing and Special Inspection for the Willamette Water Supply Program and transferring \$3,310,572 into Management Reserve. The motion passed unanimously with Tivnon, Judah, and Duggan voting in favor.

## **5. INFORMATION ITEMS**

- A. Planned February Business Agenda items – Joelle Bennett

Ms. Bennett presented information on business agenda items planned for the February 2, 2023, WWSS Commission Regular Board meeting.

Staff anticipates the following business agenda items:

1. Election of Officers
2. WWSS Annual Work Plan and Budget for Fiscal Year 2023-24 and WWSP Capital Improvement Plan (Baseline 8.0)

B. The next Board meeting is scheduled on February 2, 2023, via Microsoft Teams.

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

A. None scheduled

## **ADJOURNMENT**

There being no further business, Chair Judah adjourned the meeting at 12:53 p.m.

---

David Judah, Chair

---

James Duggan, Vice Chair