

**Willamette Water Supply System Commission
Board Meeting Minutes
Thursday, February 2, 2023**

Attendance:

Commissioners present:

City of Beaverton	Allison Tivnon
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, Chris Wilson, Lee Lindsey, Negar Niakan, Jessica Dorsey
TVWD	Tom Hickmann, Pete Boone, Paul Matthews

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	Jeremy Taylor
WWSP Engineering and Construction Manager	<i>Not available</i>
WWSP Permitting and Outreach Manager	Christina Walter
WWSP Finance Manager	Justin Carlton
WWSS Commission Recorder / WWSP Executive Assistant	Annette Rehms

Other Attendees present:

TVWD Water Resources Division Manager	Joel Cary
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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 freeze the grease. (*presentation on file*)

The General Manager's report included an update on possible move to hybrid meetings, acceptance of the financial statements and report of the independent auditor, quarterly financial report for the period ended December 31, 2022, notice of the Willamette Water Supply System (WWSS) Insurance Renewal, and status updates on Willamette Water Supply Program (WWSP) permitting, communications, construction activities and an operational readiness status update. (*presentation on file*)

In response to questions about the insurance renewal and new coverages, staff said social engineering fraud is a broad term that refers to the scams used by criminals to exploit a person's trust in order to obtain money directly or obtain confidential information to enable a subsequent crime. An example is the use of phishing emails that attempt to trick the recipient into providing personal information or account credentials.

In response to questions about concrete slab installations and monitoring for quality issues, staff said the general risk factors in pouring concrete that can contribute to quality issues include the pour thickness and ambient temperature. The WWSS water treatment plant foundation slabs currently in construction will be poured in cooler ambient temperatures and are thinner than those at other regional projects. The WWSP construction managers and inspectors will be monitoring the contractor's work to verify the curing temperature and compliance with projects specifications to make sure we have a solid and strong foundation for the treatment plant.

In response to questions about public noticing of traffic impacts, staff said the WWSP Communication and Outreach team is responsible for communicating traffic impacts to the community for each project. The team employs a suite of tools to inform neighbors of our work in the area and they work closely with Washington County and neighboring cities to ensure the messaging is working. The communications team also supports Washington County with keeping the wc-roads.com site up to date with WWSS work.

2. PUBLIC COMMENT

There were no public comments.

3. CONSENT AGENDA

- A. Approve the December 1, 2022, meeting minutes
- B. Accept Financial Statements and Report of Independent Auditor for the Fiscal Year ended June 30, 2022

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

4. BUSINESS AGENDA

- A. Election of Officers – *Dave Kraska*

Mr. Kraska presented the staff report requesting the Board elect a Chair and Vice Chair for the calendar year 2023, per WWSS Commission IGA Section 5.3. For improved consistency and stability of the WWSS Commission operations during this dynamic time of major capital investment, the WWSS Commission Board agreed at the January 2022 Board meeting to informally standardize on a two-year term for officers.

Mr. Kraska reminded the Commission that Commissioners Judah and Duggan have served their two years as Chair and Vice Chair. Following the staff report, Chair Judah opened the floor for election of officers for the WWSS Board of Commissioners for calendar year 2023.

Motion was made by Judah, seconded by Tivnon, to elect Jim Duggan (TVWD) as Chair for calendar year 2023. The motion passed unanimously with Tivnon, Judah, and Duggan voting in favor.

Motion was made by Tivnon, seconded by Duggan, to elect David Judah (City of Hillsboro) as Vice Chair for calendar year 2023. The motion passed unanimously with Tivnon, Judah, and Duggan voting in favor.

At this point in the meeting, Commissioner Duggan assumed responsibility for conducting the remaining portion of the February 2023 WWSS Commission Board meeting as the newly elected Board Chair.

B. Adopt Fiscal Year 2023-2024 Annual Work Plan and Budget and WWSP Capital Improvement Plan (Baseline 8.1) – Justin Carlton

Mr. Carlton presented an overview of the baseline development process, differences between WWSP contingency and management reserve, the proposed Capital Improvement Plan (Baseline 8.1), and the proposed Fiscal Year 2023-24 WWSS Annual Work Plan and Budget. He explained that the total value of this year's proposed Baseline 8.1 is the same as Baseline 7.0, and the FY 2023-24 budget includes appropriations for operations, administration, capital outlay, and general operating contingency. *(presentation on file)*

In response to questions, staff said that the WWSS operates on a fiscal year calendar starting July 1st and ending June 30th. The appropriations discussed will cover the period from July 1, 2023, to June 30, 2024.

Motion was made by Judah, seconded by Tivnon, to adopt Resolution No. WWSS 01-23 adopting the Willamette Water Supply System (WWSS) Annual Work Plan and Budget for the fiscal year 2023-24 and approving the Willamette Water Supply Program (WWSP) Capital Improvement Plan (Baseline 8.1). The motion passed unanimously with Tivnon, Judah, and Duggan voting in favor.

C. Adopt Congressional Directed Spending Grant Technical Correction – Justin Carlton

Mr. Carlton presented an overview of the Congressionally Directed Spending grant that The City of Hillsboro (COH) applied for and obtained on behalf of the Willamette Water Supply System (WWSS) Commission. He said the \$1 million grant was awarded by the Environmental Protection Agency (EPA). Following announcement of the award, the EPA provided guidance that the grant recipient must be the agency for which the assets (in this case, WWSS water treatment plant disinfection equipment) are owned. As such, a technical correction is required to reassign the grant from the City of Hillsboro to the WWSS Commission. The EPA requires that both the City of Hillsboro and the WWSS Commission adopt resolutions indicating the reassignment of the grant from Hillsboro to the WWSS to issue the technical correction. The COH Utilities Commission has approved a similar Resolution, and the EPA will need to accept the Resolution to effect the change in recipient name.

Motion was made by Tivnon, seconded by Judah, to adopt Resolution No. WWSS 02-23 adopting the Annual Work Plan and Budget for the Willamette Water Supply System (WWSS) for fiscal year 2023-24 and

approving the WWSP Capital Improvement Plan (Baseline 8.1). The motion passed unanimously with Tivnon, Judah, and Duggan voting in favor.

5. INFORMATION ITEMS

- A. Planned April Business Agenda items – Joelle Bennett

Ms. Bennett presented information on business agenda item planned for the April 2023 WWSS Commission Regular Board meeting.

Staff anticipates the following business agenda item:

- 1. Natural Hazard Mitigation Plan

- B. The next Board meeting is scheduled on April 6, 2023, via Microsoft Teams.

6. COMMUNICATIONS AND NON-AGENDA ITEMS

- A. None scheduled

ADJOURNMENT

There being no further business, Chair Duggan adjourned the meeting at 1:27 p.m.

James Duggan, Chair

David Judah, Vice Chair