

**Willamette Water Supply System Commission  
Board Meeting Minutes  
Thursday, June 1, 2023**

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**Attendance:**

**Commissioners present:**

City of Beaverton	Allison Tivnon
City of Hillsboro	David Judah
Tualatin Valley Water District (TVWD)	Jim Duggan

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**Committee Members present:**

City of Beaverton	Dan Weinheimer
City of Hillsboro	Niki Iverson, Chris Wilson, Lee Lindsey, Negar Niakan
TVWD	Tim Hickmann, Pete Boone

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**Managing Agency Staff present:**

WWSS Commission General Manager / Willamette Water Supply Program (WWSP) Director	<i>Not available</i>
TVWD General Counsel	Clark Balfour
WWSP Assistant Director	Joelle Bennett (AIC)
WWSP Program Manager	Andre Tolme
WWSP Deputy Program Manager	Jill Chomycia
WWSP Engineering and Construction Manager	Mike Britch
WWSP Permitting and Outreach Manager	Christina Walter
TVWD/WWSP Finance Manager	Justin Carlton
WWSS Commission Recorder / WWSP Executive Assistant	Annette Rehms

**Other Attendees present:**

TVWD Asset Management Division Manager	Matt Oglesby
TVWD Engineering Manager	Sarah Alton
Public Attendee	Rob Annear

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**REGULAR SESSION – 12:00 PM**

**CALL TO ORDER**

Chair Duggan called the regular Willamette Water Supply System (WWSS) Commission meeting to order at 12:06 p.m.

**ROLL CALL**

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

## 1. GENERAL MANAGER'S REPORT

The General Manager's report included status updates on Willamette Water Supply Program (WWSP) permitting, communications, and construction activities, quarterly financial report for the period ending March 31, 2023, and an update on the August Business agenda.

Due to commissioner time constraints, the construction update presentation was moved to the Informational Items section of today's meeting to allow for completion of all Business Agenda items.

## 2. PUBLIC COMMENT

There were no public comments.

## 3. CONSENT AGENDA

- A. Approve the April 6, 2023, meeting minutes
- B. Adopt Resolution WWSS-04-23 adopting the FY2023-24 WWSS Board meeting schedule

Motion was made by Judah 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. Approve WWSP Program and Construction Management Services FY 2024 Annual Work Plan –  
*Joelle Bennett*

Ms. Bennett presented an overview of the services Stantec will provide in Fiscal Year (FY) 2024, reviewed the history and main elements of the 2015 contract, and described the budget impacts of the proposed FY2024 Annual Work Plan (value is within budget approved in Baseline 8.1), including partner cost shares. (*presentation on file*)

Motion was made by Judah and seconded by Tivnon, to approve the Annual Work Plan with Stantec Consulting Services, Inc., to provide Program and Construction Management Services for the Willamette Water Supply Program during FY 2024. The motion passed unanimously with Tivnon, Judah, and Duggan voting in favor.

Mr. Tolme, on behalf of Stantec, thanked the Commissioners for their support and said he looks forward to working with them in the year ahead.

- B. Adopt PLM\_1.0 Wilsonville Ground Lease Amendment 2 – *Justin Carlton*

Mr. Carlton provided an overview of the project and background on the original Ground Lease agreement improvements. WWSS entered into a 99-year Ground Lease agreement for the Raw Water Pipeline in March of 2018 to enable building the WWSP's PLM\_1.0 pipeline. The Ground Lease requires the WWSS to provide a security deposit in the form of an irrevocable letter of credit (LOC) for the duration of the construction period through May 2026. WWSP staff proposed to Wilsonville that a deposit equal to the LOC amount could be placed in an existing, jointly-held LGIP account in lieu of a LOC. The City supports that

approach. The proposed amendment incorporates the changes to allow for the use of the LGIP for the security deposit. The estimated cost of the new LOC is approximately \$10,000 per year, meaning this change to the LGIP account will save the partners approximately \$30,000. (*presentation on file*)

Motion was made by Judah, seconded by Tivnon, to adopt Resolution No. WWSS-05-23 amending the Ground Lease for Raw Water Pipeline Agreement with the City of Wilsonville. The motion passed unanimously with Tivnon, Judah, and Duggan voting in favor.

**5. INFORMATION ITEMS**

- A. Willamette Water Supply Program Construction Update Presentation (*presentation on file*)
- B. The next Board meeting is scheduled on August 3, 2023, via Microsoft Teams with a tentative meeting scheduled July 6, 2023.

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

- A. None scheduled

**ADJOURNMENT**

There being no further business, Chair Duggan adjourned the meeting at 12:47 p.m.

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James Duggan, Chair

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David Judah, Vice Chair