

**Willamette Water Supply System Commission
Board Meeting Minutes
Thursday, August 3, 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	Tim Elsea (<i>alternate</i>), David Winship
City of Hillsboro	Niki Iverson, Chris Wilson, Lee Lindsey, Negar Niakan
TVWD	Tom Hickmann, Pete Boone

Managing Agency Staff present:

WWSS Commission General Manager / Willamette Water Supply Program (WWSP) Director	David Kraska
TVWD General Counsel	Clark Balfour
WWSP Assistant Director	Joelle Bennett
WWSP Deputy Program Manager	Jill Chomycia
WWSP Engineering and Construction Manager	Mike Britch
WWSP Permitting and Outreach Manager	Christina Walter
WWSS Commission Recorder / WWSP Executive Assistant	Annette Rehms

Other Attendees present:

City of Beaverton Finance Director	Debbie Lauchner
City of Beaverton Assistant Finance Director	Susan Cole
TVWD Water Resource Division Manager	Joel Cary
Public Attendee	Rob Annear

EXECUTIVE SESSION – 11:30 AM

An executive session of the Board was called under, ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection and ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

The Board discussed the item on its meeting agenda. No decisions were made in the executive session.

REGULAR SESSION – 12:00 PM

CALL TO ORDER

Chair Duggan called the regular Willamette Water Supply System (WWSS) Commission meeting to order at 12:04 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, the quarterly financial report for the period ending June 20, 2023, an overview of planned Business agenda items for upcoming Board meetings, and an analysis of the total spend for Fiscal Year 2023 versus forecasts. (*presentation on file*)

With one potential forecasted Business agenda item for an October/November meeting, Mr. Kraska will reach out to Commissioners two weeks prior to the October Board meeting to determine the need to hold an October and/or November meeting.

In response to questions, Mr. Kraska will work with staff to provide the Commissioners with regular updates on program spend and noted that staff are working to more closely tie cashflow forecasts to contractor cost-loaded schedules.

2. PUBLIC COMMENT

There were no public comments.

3. CONSENT AGENDA

- A. Approve the June 1, 2023, meeting minutes

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 Public Outreach Services Contract Amendment – *Christina Walter*

Ms. Walter presented an overview of the services Consor North America Inc. will provide in Fiscal Year (FY) 2024. She reviewed the history and main elements of the public outreach contract, originally executed in 2014. For FY 2024, this new Task Order #5 requires Board approval because the proposed cost is above the WWSP Director approval authority. Approving the FY 2024 Annual Work Plan enables continuation of critical communications services without interruption. (*presentation on file*)

In response to questions, staff said the need for outreach services has not slowed down, even on projects with construction delays. The outreach team continues to keep the public updated on current construction activities for the currently active 14 projects.

Motion was made by Judah and seconded by Tivnon, to approve Task Order #5 to MSA 2019-043, with Consor North America Inc., in the amount of \$531,106.76 to provide additional public outreach consulting services for the Willamette Water Supply Program during Fiscal Year 2024 (August 1, 2023 - June 30, 2024). The motion passed unanimously with Tivnon, Judah, and Duggan voting in favor.

- B. Approve Evaluation and Payment Process for Upcoming Agreements with Portland General Electric – *Joelle Bennett*

Ms. Bennett presented an overview, background, and key concepts related to the coordination with Portland General Electric (PGE) on significant capital improvements required to provide electrical power to WWSS projects. She said PGE will be constructing substation, transmission, and distribution power projects to supply WWSS facilities with power. Starting in August, there will be Line Extension Cost Agreements (LECA's) submitted to WWSS that are time-critical for successful delivery of the WWSS and in excess of \$500,000, which is above the General Manager's signing authority. Today's resolution provides a process that documents the thorough review of these LECA's and allows the General Manager to execute them in a timely manner without additional Board approval. The WWSS Baseline 8.1 includes contingency for these PGE costs and the estimated total value of future LECA's is anticipated to come within that budget.

Motion was made by Tivnon, seconded by Judah, to adopt Resolution No. WWSS-06-23 approving a process for the evaluation of Portland General Electric (PGE) Line Extension Cost Agreements (LECA's) that allows the Willamette Water Supply Program General Manager to execute agreements in excess of \$500,000. The motion passed unanimously with Tivnon, Judah, and Duggan voting in favor.

5. INFORMATION ITEMS

- A. The next Board meeting is scheduled on October 5, 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 1:32 p.m.

James Duggan, Chair

David Judah, Vice Chair