

**Willamette Water Supply System Commission
Board Meeting Minutes
Thursday, February 1, 2024**

Attendance:

Commissioners present:

City of Beaverton	Nadia Hasan, John Dugger (<i>alternate</i>)
City of Hillsboro	David Judah
Tualatin Valley Water District (TVWD)	Jim Duggan

Committee Members present:

City of Beaverton	Tim Elsea
City of Hillsboro	Niki Iverson, Lee Lindsey
TVWD	Paul Matthews

Managing Agency Staff present:

WWSS Commission General Manager / Willamette Water Supply Program (WWSP) Director	David Kraska
WWSP Assistant Director	Joelle Bennett
WWSP Program Manager	Andre Tolme
WWSP Deputy Program Manager	Jill Chomycia
WWSP Permitting and Outreach Manager	Christina Walter
WWSS Commission Recorder / WWSP Exec. Assistant	Annette Rehms

Other Attendees present:

Hillsboro staff	Chris Wilson, Negar Niakan
WWSP staff	Scott Gibson
Public Attendee	Robert Annear

**REGULAR SESSION – 12:00 PM
CALL TO ORDER**

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

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 WWSS Insurance renewal reminder, delivery of the quarterly financial report for the period ending December 31, 2023, notice of cancellation of the March Board meeting, an in-person meetings update, and updates on Willamette Water Supply Program (WWSP) permitting, communications, and construction activities. (*presentation on file*)

In response to Commissioner feedback, the June WWSS Board meeting will be held in person in the TVWD Board Room. All Board members, key staff, and Management Committee members are asked to attend in person. A Microsoft Teams link will be provided for other audience members to attend remotely.

In response to questions, staff will provide a summary of completed construction projects at the June 2024 Board meeting. The summary will include a recap of financial and change order performance.

2. PUBLIC COMMENT

There were no public comments.

3. CONSENT AGENDA

- A. Approve the December 7, 2023, meeting minutes
- B. Accept Financial Statement and Report of the Independent Auditor for the Fiscal Year ended June 30, 2023

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

4. BUSINESS AGENDA

- A. Election of Officers – *David Kraska*

Mr. Kraska presented the staff report requesting the Board elect a Chair and Vice Chair for the calendar year 2024, per WWSS Commission IGA Section 5.3. For improved consistency and stability, 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 Board that Commissioners Duggan and Judah have served for one year at their respective positions. If the Board chooses to continue with two-year terms, a commissioner would nominate Commissioner Duggan as Chair and Commissioner Judah as Vice Chair for the calendar year 2024.

Following the staff report, Chair Duggan opened the floor for election of officers for the WWSS Board of Commissioners for calendar year 2024.

Commissioner Hasan nomination Jim Duggan (TVWD) to continue serving as Chair and David Judah (City of Hillsboro) to continue serving as Vice Chair, no additional nominations were provided.

Motion was made by Hasan, seconded by Judah, to elect Jim Duggan (TVWD) as Chair and David Judah (City of Hillsboro) as Vice Chair for calendar year 2024. The motion passed unanimously with Commissioners Hasan, Judah, and Duggan voting in favor.

5. INFORMATION ITEMS

- A. Water Treatment Plant Schedule Recovery Progress Update – *David Kraska*

Mr. Kraska reviewed the current schedule status, on-going contractor coordination, actual craft labor force hours, and actual and forecasted concrete quantities for the WWSS WTP_1.0 project. This topic will be discussed at each upcoming WWSS Board meeting with a preview for the Management Committee.

B. Planned April Business Agenda items – *Joelle Bennett*

Ms. Bennett presented information on the business agenda items planned for the April WWSS Commission Board Meeting.

Staff anticipate the following business agenda items:

1. WWSS Annual Work Plan and Budget for Fiscal Year 2024-25 and Capital Improvement Plan (Baseline 9.0).
2. Approve WTP_1.0 GMP No. 3 Contract for Construction.
3. Approve Amendment to Permitting Services Contract for Next One-year Period.
4. Congressionally Directed Spending Grant Technical Correction.
5. Board Action Related to WWSP Performance Audit.

C. The next Board meeting is scheduled on April 4, 2024, via Microsoft Teams.

6. COMMUNICATIONS AND NON-AGENDA ITEMS

A. None scheduled

ADJOURNMENT

There being no further business, Chair Duggan adjourned the meeting at 1:07 PM.

James Duggan, Chair

David Judah, Vice Chair