

Willamette Water Supply System Commission
Board Meeting Minutes
Thursday, April 4, 2024
Microsoft Teams

Attendance:

Commissioners present:

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

Committee Members present:

City of Beaverton	Tim Elsea, David Winship
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
Cable Huston - WWSS Legal Counsel	Clark Balfour (<i>alternate</i>)
WWSP Assistant Director	Joelle Bennett
TVWD Chief Financial Officer	Justin Carlton
WWSP Permitting and Outreach Manager	Christina Walter
WWSP Engineering and Construction Manager	Mike Britch
WWSP Program Manager	Andre Tolme
WWSP Deputy Program Manager	Jill Chomycia
WWSS Commission Recorder / WWSP Exec. Assistant	Annette Rehms

Other Attendees present:

Hillsboro staff	Chris Wilson, Negar Niakan
TVWD staff	Joel Cary, Matt Oglesby
WWSP staff	Scott Gibson

REGULAR SESSION – 12:00 PM

1. CALL TO ORDER

Chair Duggan called the regular Willamette Water Supply System (WWSS) Commission meeting to order at 12:00 PM.

2. ROLL CALL

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

Commissioner Kimmi (*City of Beaverton alternate*) was present during roll call. Commissioner Hasan joined the meeting just after roll call. As primary member, Commissioner Hasan will be the voting member for the meeting.

3. PUBLIC COMMENT

There were no public comments.

4. GENERAL MANAGER'S REPORT

The General Manager's report included a reminder that the June Board meeting will be held in-person with a water treatment plant tour to follow, a notification that starting in June the approvals and procurement forecast will no longer be included in the board packet, and updates on Willamette Water Supply Program (WWSP) permitting, communications, and construction activities. (*presentation on file*)

5. CONSENT AGENDA

- A. Approve the February 1, 2024 meeting minutes
- B. Adopt Resolution WWSS-01-24 Approving a Technical Correction to the Congressionally Directed Spending Grant

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.

6. BUSINESS AGENDA

- A. Adopt Resolution WWSS-02-24 adopting WWSS Cost Shares Methodology – *Justin Carlton*

Mr. Carlton reviewed the WWSP Performance Audit objectives, results, and recommendation. He provided background on cost shares history and categories and reviewed the 2024 cost shares methodology timeline.

Motion was made by Hasan, seconded by Judah, to adopt Resolution No. WWSS-02-24 adopting the Willamette Water Supply System (WWSS) Cost Shares Methodology as described in the Willamette Water Supply System Cost Share Calculations Report. The motion passed unanimously with Commissioners Hasan, Judah, and Duggan voting in favor.

- B. Adopt Resolution WWSS-03-24 Adopting WWSS Fiscal Year 2024-25 Annual Work Plan and Budget and Approving WWSP Capital Improvement Plan (Baseline 9.1) – *Justin Carlton*

Mr. Carlton presented an overview of the baseline development process and differences between WWSP contingency and management reserve. He provided an overview of the proposed Capital Improvement Plan (Baseline 9.1), a Baseline 8.1 and Baseline 9.1 cost comparison, estimated partner cost summary, and provided examples of fixed and incremental assets and how those classifications affect partner cost shares. He reviewed the proposed Fiscal Year 2024-25 WWSS Annual Work Plan and Budget. He explained that the total value of this year's proposed Baseline 9.1 is the same as Baseline 8.1, and the FY 2024-25 budget includes appropriations for operations, administration, capital outlay, and general operation contingency. (*presentation on file*)

In response to questions, not all fixed and incremental costs have been accounted for at this time. Approximately six percent of Water Treatment Plant (WTP) costs are unclassified, generally from contingency budgets, meaning we do not know what category the cost will fall into until change orders are executed. Most of the elements within the WWSP are being constructed for their ultimate capacity and do not have incremental capacity components. Pipelines are constructed to 100 percent capacity (fixed costs), while the Water Treatment Plant and the Raw Water Facilities are constructed with some assets constructed at 100 percent capacity (fixed costs) and some are built based on current capacity (incremental costs).

In response to questions, staff will prepare a cost true-up presentation for the August or October 2024 board meeting.

Motion was made by Hasan, seconded by Judah, to adopt Resolution No. WWSS-03-24 adopting the Willamette Water Supply System (WWSS) Annual Work Plan and Budget for Fiscal Year 2024-25 and approving the Willamette Water Supply Program (WWSP) Capital Improvement Plan (Baseline 9.1). The motion passed unanimously with Commissioners Hasan, Judah, and Duggan voting in favor.

C. Approve Permitting Services Contract 2016-320 Amendment #43 – *Christina Walter*

Ms. Walter provided an overview of amendment #43 for permitting services with David Evans and Associates, Inc. She reviewed the new activities anticipated in this amendment, major components of the proposed contract, and the budget impacts. The contract value was anticipated in Baseline 9.1. *(presentation on file)*

Motion was made by Judah, seconded by Hasan, to approve Amendment #43 to Contract No. 2016-320 with David Evans and Associates, Inc., of up to \$818,510.50, to provide permitting services for the Willamette Water Supply Program through April 18, 2025. The motion passed unanimously with Commissioners Hasan, Judah, and Duggan voting in favor.

Commissioner Hasan left the meeting at 1:30 PM. Commissioner Kimmi represented the City of Beaverton for the remainder of the meeting.

7. INFORMATION ITEMS

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

Mr. Kraska provided definitions of the terms commissioning and startup. He provided an overview of WTP_1.0 Commissioning and Start-up (CSU), Willamette Water Supply System (WWSS) CSU, and Water Supply Integration (WSI). He outlined the WTP and WWSS completion timeline, status of the commissioning schedule, Sundt's rebaseline schedule, and a summary of the new "unmitigated" schedule. The discussion concluded with next steps which included evaluating schedule mitigation options and establishing additional controls to better manage schedule. Topics for future Management Committee and Board reports on the WTP project include completion date status, milestone performance, and recovery cost discussions.

In response to questions, staff said potential recovery costs will be vetted through the finance and management committees as well as the Board.

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

Ms. Bennett presented information on the business agenda items planned for the June WWSS Commission Board Meeting. The upcoming action items' costs are already included in Baseline 9.1.

Staff anticipate the following business agenda items:

1. WTP_1.0 GMP No. 3 Contract for Construction
2. WWSP Program and Construction Management Services FY25 Annual Work Plan
3. Public Outreach Services Contract for FY25
4. WTP_1.0 Design Services Contract Amendment
5. DCS_1.0 Contract Specific Special Procurement

C. The next Board meeting is scheduled on June 6, 2024, Tualatin Valley Water District – Board Room

8. COMMUNICATIONS AND NON-AGENDA ITEMS

A. None scheduled.

9. ADJOURNMENT

There being no further business, Chair Duggan adjourned the meeting at 1:45 PM.

James Duggan, Chair

David Judah, Vice Chair