

Willamette Water Supply

Our Reliable Water

Willamette Water Supply System Commission Board Meeting Agenda Packet

Thursday, April 4, 2024

12:00 PM

Microsoft Teams Meeting

Willamette Water Supply System Commission
Board Meeting Agenda
Thursday, April 4, 2024 | 12:00 - 1:30 PM
Microsoft Teams Meeting

This meeting will not be held at a physical location. If you wish to attend and need dial-in information, please contact annette.rehms@tvwd.org or call 971-222-5957 by 10:00 a.m. on April 4, 2024. If you wish to address the WWSS Board, please request the Public Comment Form and return it by email 48 hours prior to the day of the meeting. The meeting is accessible to persons with disabilities and those who need qualified bilingual interpreters. A request for an interpreter for the hearing impaired, a bilingual interpreter or for other accommodations should be made at least 72 hours before the meeting to the contact listed above.

EXECUTIVE SESSION – 11:30 am

An executive session of the Board is 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.

REGULAR SESSION – 12:00 PM

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

This time is set aside for persons wishing to address the Board on items on the agenda, as well as matters not on the agenda. Each person is limited to three minutes.

4. GENERAL MANAGER'S REPORT – David Kraska

Brief presentation on current activities relative to the WWSS Commission.

5. CONSENT AGENDA

These items are routine and may be approved in one motion without separate discussion. Any Board member may request that an item be removed by motion for discussion and separate action. Any items requested to be removed from the Consent Agenda for separate discussion will be considered immediately after the Board has approved those items which do not require discussion.

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

6. BUSINESS AGENDA

- A. Adopt Resolution WWSS-02-24 adopting WWSS Cost Shares Methodology – *Justin Carlton*
- 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*
- C. Approve Permitting Services Contract 2016-320 Amendment #43 – *Christina Walter*

7. INFORMATION ITEMS

- A. Water Treatment Plant Schedule Recovery Progress Update – *David Kraska*
- B. Planned June Business Agenda items – *Joelle Bennett*

C. The next Board Meeting is scheduled on June 6, 2024, at Tualatin Valley Water District - Board Room.

8. COMMUNICATIONS AND NON-AGENDA ITEMS

A. None scheduled

9. ADJOURNMENT

GENERAL MANAGER'S REPORT

To: WWSS Board of Commissioners
From: David Kraska, P.E., WWSS General Manager
Date: April 4, 2024
Subject: Willamette Water Supply System General Manager's Report

This report provides an overview of some of the current Willamette Water Supply System (WWSS) work efforts being performed under the direction of this Commission.

- 1. June In-person Meeting** – The June 6th board meeting will be held in-person in the TVWD Board Room. Lunch will be provided prior to the meeting. Annette will be reaching out to you in May for meal preferences. After the Board meeting, we plan to take a commissioner group photo and we will be offering a tour of the Water Treatment Plant project.
- 2. Approvals and Procurement Forecast** – Starting in June, the Approvals and Procurement Forecast will no longer be included as an attachment to the GM report. The Approvals and Procurement Forecast was a very useful tool in the early years of the Commission to help plan the numerous upcoming action items for Management Committee and Board consideration. At this point in the Willamette Water Supply Program (WWSP) lifecycle, the number of remaining approval items is short, and they are generally routine, annual items. WWSP will continue providing the Planned Business Agenda Items staff report at these meetings to keep the board apprised of upcoming actions for its consideration.
- 3. Permitting and Communications Updates** –Attached to this General Manager's Report is a tabulation of the permits and approvals recently granted, and the status of those currently in process. Here are a few highlights of recent WWSP permitting and communications activities:

Permitting highlights:

- The WWSP improved over four acres of upland white oak habitat near Grabhorn Road on Willamette Water Supply System property. The enhancement was a condition of land use approval for the WWSP PLM_5.3 project. Oregon white oak habitat is one of the most endangered ecological communities in the Pacific Northwest and is recognized in Oregon and Washington as essential to wildlife and other species in greatest need of conservation, including the white rock larkspur present on the property. The mitigation efforts will help protect and expand imperiled Oregon white oak habitat and white rock larkspur populations for many years to come.
- The Permitting Team recently provided technical support for the commissioning of Pipeline West (PLW)_1.3 by working with and securing the approval of Clean Water Services to discharge commissioning water with high pH, chlorine, and total dissolved solids to the sanitary sewer system. This is another great example of successful collaboration with regional agencies that helps advance our work.

Communications highlights:

- On February 29th, the Communications Team provided a construction site tour of WWSS Water Treatment Plant (WTP_1.0) for the City of Hillsboro Utilities Commissioners, Hillsboro Water Department staff, and retired Hillsboro Water Director Kevin Hanway. The tour included a project update, safety orientation, and overview of the site layout and construction. Participants viewed the construction progress including structures, large-diameter pipe, and electrical duct banks. The WTP site has so far placed over 20,000 cubic yards of concrete and the project is more than 30 percent complete.
- Development of the Water Supply Integration Communications Plan continues. In late February, the WWSP's consultant conducted a telephone survey of 400 randomly selected TVWD, City of Hillsboro, and City of Beaverton residential drinking water customers. The consultant team then conducted two focus group sessions on the evening of March 21. Participants were selected from the pool of survey respondents and represented customers of all three WWSS Owners. The focus group sessions provided the project team with the opportunity to learn how much customers know about the new water supply and concerns about receiving water that originates from the Willamette River. The sessions included testing messages about the new water source and building customer confidence. Information gathered in the survey and focus groups will help the project team refine outreach messaging and develop the overall communication plan.

4. **Construction Progress Update** – Attached to this General Manager's Report is a tabulation of the status of all the active construction projects. To provide a more complete understanding of the work underway, we will share a presentation of recent photos from the construction sites.

Willamette Water Supply Program Permits and Approvals – Recent Actions and Status

Date of Report: 3/18/2024

Permits and Approvals Recently Granted

Agency	Project	Permit or Approval Granted
City of Beaverton	MPE_1.2	Site development permit and facilities permit renewals (2)
Kinder Morgan	MPE_1.3	Crossing encroachment stipulation agreement
Washington County	PLM_5.3	ROW access renewal (8), ROW utility renewal (1)
Washington County	RES_1.0	ROW access renewal (2), ROW utility renewal (1), Building permit - light pole foundations, fire sprinkler/fire suppression permit
City of Wilsonville	RWF_1.0	Building Permit - canopy
Oregon Department of Consumer & Business Services	RWF_1.0	Air burst tank permits (2)

Permits and Approvals Submitted

Agency	Project	Permit or Approval Submitted
Washington County	PLM_5.3	ROW access renewal (8), ROW utility renewal (1)
Washington County	RES_1.0	ROW access renewal (2), ROW utility renewal (1)
City of Wilsonville	RWF_1.0	Building permit - canopy
Oregon Department of Consumer & Business Services	RWF_1.0	Air burst tank permits (2)

Permits and Approvals in Progress

Agency	Project	Permit or Approval in Progress
Clean Water Services	System-Wide	Annual report
Oregon Department of Environmental Quality	System-Wide	Thermal Trading Plan annual report
Oregon State Historic Preservation Office	System-wide	Annual report
Washington County	CSU	Land use application
Washington County	PLM_4.2	Cipole night variance
Washington County	RES_1.0	Fire alarm permit

Anticipated Approvals

Agency	Project	Permit or Approval Anticipated
BPA	PLM_1.3	Approved application for use of ROW
Washington County	PLM_4.2	Cipole Night Variance
Washington County	RES_1.0	Generator pad, Fire alarm permit
TVF&R	RWF_1.0	LPG tank plan review
TVF&R	WTP_1.0	Hazardous materials management plan approval

Willamette Water Supply Program Projects in Construction – Recent Status Update

Date of Report: March 21, 2024

Project	Description	Current and Planned Activities:
1. RWF_1.0	Raw Water Facilities project located at the Willamette River Water Treatment Plant in Wilsonville	<ul style="list-style-type: none"> - Upper Site Electrical Building retaining wall and site grading. - Continued work on interior HVAC ducting and controls. - Electricians installing lighting panels, lighting fixtures, etc. - Interior painting, flooring, and ceilings in Emergency Control Room. - Continued vertical turbine pump bases and electrical work in RWPS. - PGE began work on 1.5MW electrical feeder project into site. - Completed Sherwood Broadband fiber optic conduits into site.
2. PLM_1.3	Raw water pipeline project in Wilsonville from Wilsonville Road to Garden Acres Road	<ul style="list-style-type: none"> - Appurtenance construction and 66-inch joint grouting of pipe on Kinsman Rd. - 66-inch waterline installation on 95th Ave. - COW 12-inch waterline relocation on 95th Ave. - Approximately 7480 LF of 66” waterline installed (62% of total). - Completed casing installation and began carrier pipe installation at Boeckman Rd. / railroad trenchless crossing. - Began preparation of roadway for new concrete pavement on Kinsman Rd.
3. WTP_1.0	Water Treatment Plant project, located in City of Sherwood, near the intersection of SW Tualatin-Sherwood Road and SW 124 th Avenue	<ul style="list-style-type: none"> - Area 03 (Site Work): 66” RAW and 66” FNW pipe continues. - Area 08 (Admin Building): Work continues with column foundations. - Area 22 (Flash Mix): Concrete slab complete. Placing full height concrete walls. - Area 25 (Ozone Generation): Duct bank work is on-going. Began elevator pit. - Area 26 (Ozone Contactor) Concrete for effluent channel overflow box walls. - Area 28 (Filters): Building lower gullet walls and decks. - Area 30 (UV): Continue working on 84” pipe. Structural steel has begun. - Area 34 (Chemical Building): Concrete containment walls and tank pads. - Area 35 (Clearwell): Continue concrete walls and columns. - Area 37 (EQ basin): Filling basin with water for hydrotest. - Area 40 (Thickeners): Rebar and concrete work has begun. - Area 52 (Thickened Sludge Pump Station): Placed concrete slab and began walls. - Area 53 (FWPS): Process pipe installation has begun. Backfilling outside structure.
4. PLM_4.2	Finished water pipeline project being completed in partnership with Washington County’s Tualatin-Sherwood Road Project, (WWSS pipeline from Langer Farms Parkway to SW 124 th Avenue, Washington County work continues east to Teton Avenue)	<ul style="list-style-type: none"> - 124th trenchless crossing is complete under Tualatin-Sherwood Road. - Open cut pipe has crossed Cipole Road. - Open cut pipe installed up to the PLM_3.0 connection. - Total of 1,300 LF of pipe installed (18% of total).

Project	Description	Current and Planned Activities:
5. PLM_4.1	Finished water pipeline project being completed in partnership with Washington County’s Highway 99 Crossing Pipeline and Tualatin-Sherwood Road – Langer Farms Parkway to Borchers Drive	<ul style="list-style-type: none"> - Appurtenance piping and vaults have all been installed. - Cathodic protection system installation complete. - Small amount of road widening to be completed.
6. PLM_4.4	Finished water pipeline project being completed in partnership with Washington County’s Roy Rogers Road – Chicken Creek to Borchers Drive	<ul style="list-style-type: none"> - Cathodic protection system is up and running. - Tie-in to PLM_4.1 complete. - County road work and CWS sewer work.
7. PLM_4.3	Finished water pipeline project in unincorporated Washington County along Roy Rogers Road	<ul style="list-style-type: none"> - Completed open cut crossing of Roy Rogers Rd. (24-hour operation during weekend road closure). - Installing 66-inch waterline on west side of Roy Rogers Rd. toward Tualatin River launch shaft. - Approximately 12,500 LF of pipe installed (95% of total). - Interior joint grouting of southern half of alignment.
8. RES_1.0/ PLM_5.3	Water Storage Tank and finished water pipeline project in rural Washington County. Tank site at SW Grabhorn Road and Stonecreek Drive. Pipeline extends from SW Grabhorn Road at SW Tile Flat Road to SW Rosedale Road at future Cornelius Pass Extension	<p>RES_1.0:</p> <ul style="list-style-type: none"> - Completed hydro-blasting reservoir walls; began pre-stressing activities. - Begin plumbing and mechanical piping installation in vaults. - Continued electrical duct bank and yard piping installation. - Completed Water Quality Building roof installation; begin interior painting. - Completed 66-inch steel inlet and outlet waterline hydrostatic testing, disinfection, and tie-in to PLM_5.3. <p>PLM_5.3:</p> <ul style="list-style-type: none"> - Completed 66-inch waterline tie-in to PLM_5.2. - Completed cleaning, disinfection, and hydrostatic pressure testing of the inlet 66-inch waterline. - Continued appurtenance and cathodic protection system installations. - Continued easement restoration in multiple locations.
9. PLW_1.2	Finished water pipeline project being completed in partnership with Washington County’s Cornelius Pass Road project between Frances Street and Tualatin Valley Highway	<ul style="list-style-type: none"> - Final restoration of Reedville Creek Park. - Start-up of Frances St. Turnout at Reedville Creek Park. - Deficiency list items.
10. PLW_2.1	Finished water pipeline project in Hillsboro. Cornelius Pass Road (Orenco Woods Nature Park to NE Cornelius Pass Road at NE Cherry Drive)	<ul style="list-style-type: none"> - Grouting 48-inch waterline joints. - 48-inch waterline cleaning, pressure testing, and disinfection. - Cathodic protection installation. - Air valve installation within access vaults.
11. MPE_1.1/ COB_1.1	Finished water pipeline project being completed in partnership with the City of Beaverton’s SW Western Avenue project	<ul style="list-style-type: none"> - Washington County Supply Line (WCSL) tie-in work under way at Western Ave and 96th Ave. <ul style="list-style-type: none"> · TVWD supporting re-filling of the WCSL and reactivating the transmission line · Backfilling excavations in roadway · Installation of appurtenance piping - Punch list and project closeout work.

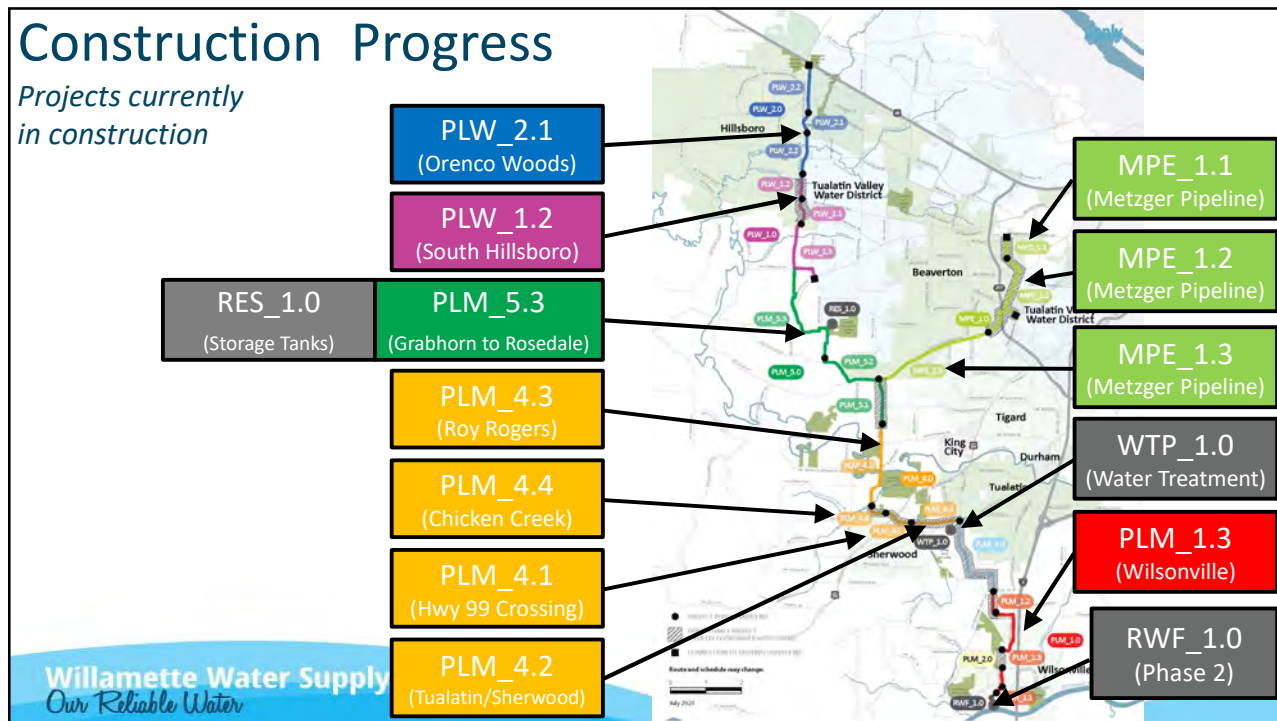
Project	Description	Current and Planned Activities:
12. MPE_1.2/ COB_1.2	Finished water pipeline project in Beaverton from SW Scholls Ferry Road at Greenway Park to SW Allen Boulevard at Western Avenue	<ul style="list-style-type: none"> - Trenchless crossings – upper Fanno Creek tunneling complete. - Continued PFC building mechanical, HVAC, electrical. - Connections to existing 24” and 16” waterlines on Oleson Rd. - Site and road restoration.
13. MPE_1.3	Finished water pipeline project on Scholls Ferry Road from Roy Rogers Road to Greenway Park	<ul style="list-style-type: none"> - 48” waterline installation on Scholls Ferry Rd. <ul style="list-style-type: none"> · Heading west near 135th Ave. (night work) · Heading east near River Terrace (day work) - Barrows Rd. Sewer Relocation. - Roy Rogers Road Turnout Vault. - PGE relocations.

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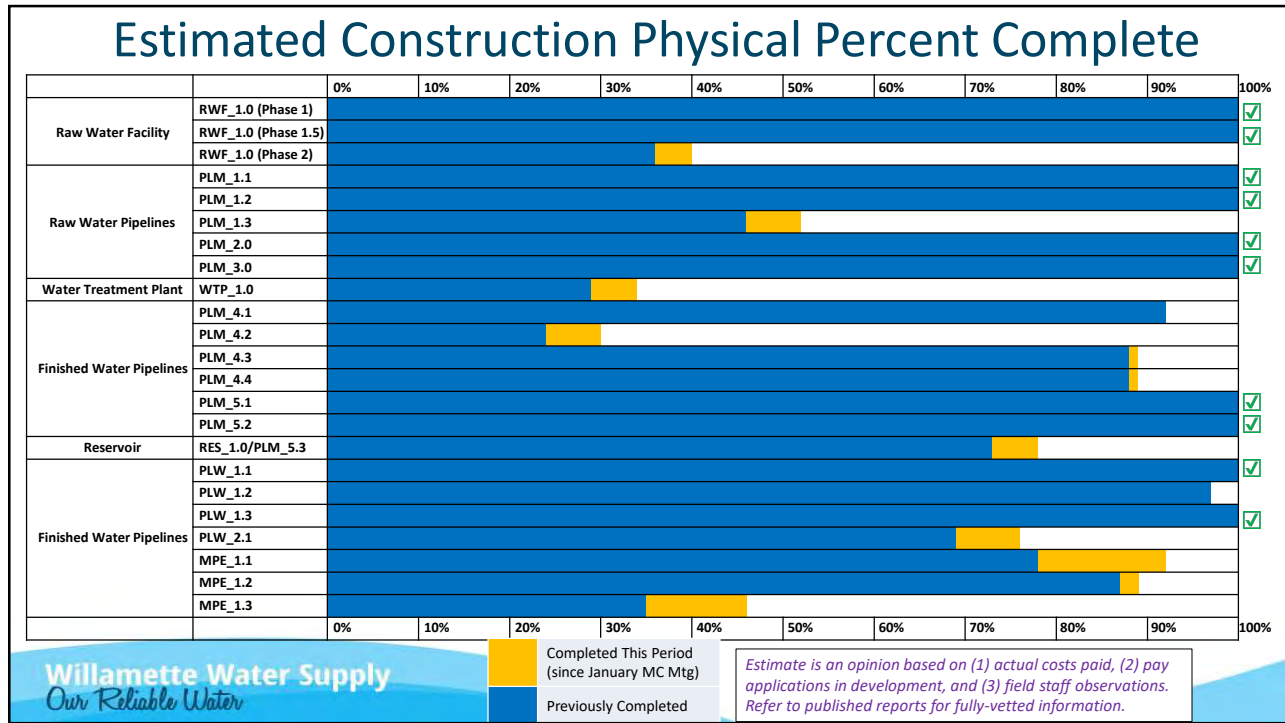
4A. Willamette Water Supply Program Construction Progress Update

WWSS Board Meeting
April 4, 2024

1



2



3

RWF_1.0 (GMP-2)

Contractor: Kiewit Infrastructure West Co.
Designer: Black & Veatch

Current and Planned Activities:

- Upper Site Electrical Building retaining wall and site grading
- Continued work on interior HVAC ducting and controls
- Electricians installing lighting panels, lighting fixtures, etc.
- Interior painting, flooring, and ceilings in Emergency Control Room
- Continued vertical turbine pump bases and electrical work in RWPS
- PGE began work on 1.5MW electrical feeder project into site
- Completed Sherwood Broadband fiber optic conduits into site

RWF_1.0: Raw Water Facilities
Construction: 2020-2024

4

4

Construction Photos – RWF_1.0 (GMP-2)



5

Construction Photos – RWF_1.0 (GMP-2)

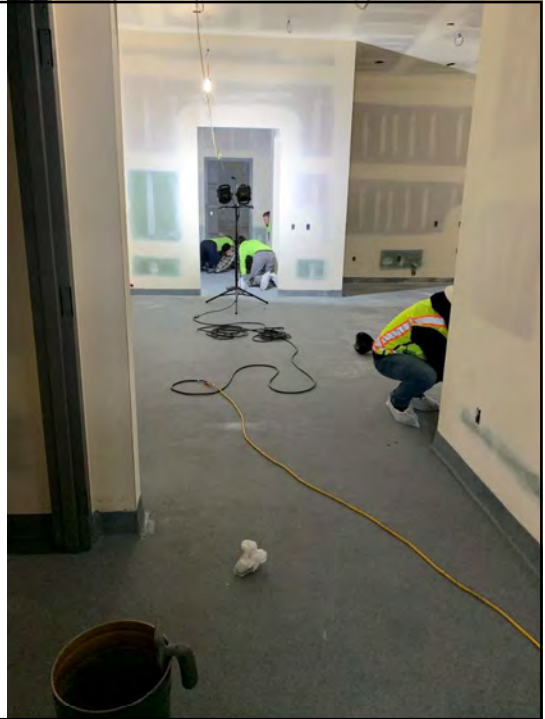


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Construction Photos – RWF_1.0 (GMP-2)

Upper Site Electrical Building Interior

- Sheet rock and resinous flooring in the emergency operations center and control room



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7

Construction Photos – RWF_1.0 (GMP-2)

Raw Water Pump Station

- Vertical turbine pump concrete bases completed
- Setting pump sole plates



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8

PLM_1.3

Contractor: Moore Excavation Inc.
Designer: HDR

Current and Planned Activities:

- Appurtenance construction and 66-inch joint grouting of pipe on Kinsman Rd.
- 66-inch waterline installation on 95th Ave.
- Wilsonville 12-inch waterline relocation on 95th Ave.
- Approximately 7,480 LF of 66" waterline installed (62% of total)
- Completed casing installation and began carrier pipe installation at Boeckman Rd. / railroad trenchless crossing
- Began preparation of roadway for new concrete pavement on Kinsman Rd.



9

Construction Photos - PLM_1.3

Tunnel alignment at Boeckman Rd.



10

Construction Photos - PLM_1.3

66-inch waterline installation on south end of 95th Ave.



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11

Construction Photos - PLM_1.3

Demolition and subgrade preparation for permanent pavement restoration on Kinsman Rd.



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12

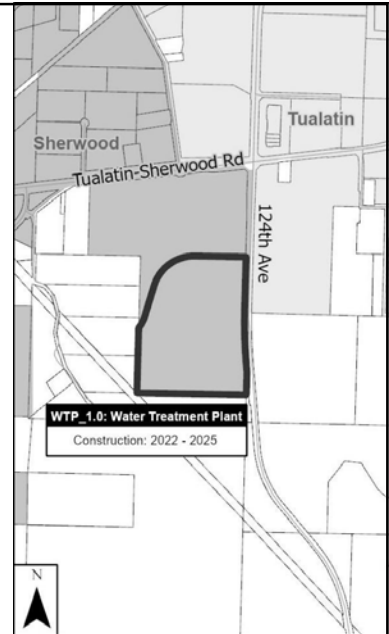
WTP_1.0

Contractor: Sundt Construction, Inc.

Designer: CDM Smith

Current and Planned Activities:

- Area 03 (Site Work): 66" RAW and 66" FNW pipe continues.
- Area 08 (Admin Building): Work continues with column foundations.
- Area 22 (Flash Mix): Concrete slab complete. Placing full height concrete walls.
- Area 25 (Ozone Generation): Duct bank work is on-going. Began elevator pit.
- Area 26 (Ozone Contactor) Concrete for effluent channel overflow box walls.
- Area 28 (Filters): Building lower gullet walls and decks.
- Area 30 (UV): Continue working on 84" pipe. Structural steel has begun.
- Area 34 (Chemical Building): Concrete containment walls and tank pads.
- Area 35 (Clearwell): Continue concrete walls and columns.
- Area 37 (EQ basin): Filling basin with water for hydrotest.
- Area 40 (Thickeners): Rebar and concrete work has begun.
- Area 52 (Thickened Sludge Pump Station): Placed concrete slab and began walls.
- Area 53 (FWPS): Process pipe installation has begun. Backfilling outside structure.



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13

13

Construction Photos - WTP_1.0



14

Construction Photos - WTP 1.0



15

Construction Photos - WTP_1.0



16

Construction Photos - WTP_1.0



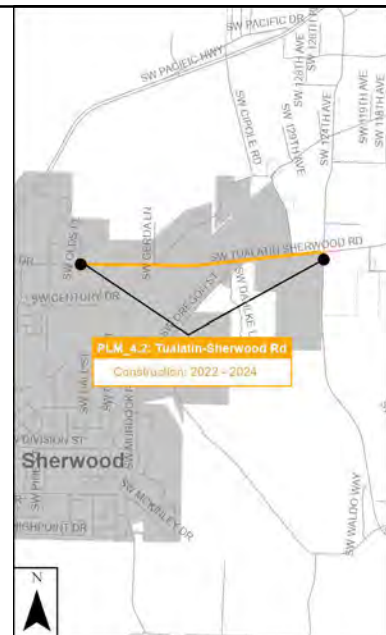
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PLM_4.2

Partner: Washington County
Contractor: Kerr/Emery JV
Designer: Brown & Caldwell

Current and Planned Activities:

- 124th trenchless crossing is complete under Tualatin-Sherwood Road
- Open cut pipe has crossed Cipole Road
- Open cut pipe installed up to the PLM_3.0 connection
- Total of 1,300 LF of pipe installed (18% of total)



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18

18

Construction Photos – PLM_4.2

Open cut 66-inch waterline between trenchless crossing and existing pipe installed on 124th Ave.

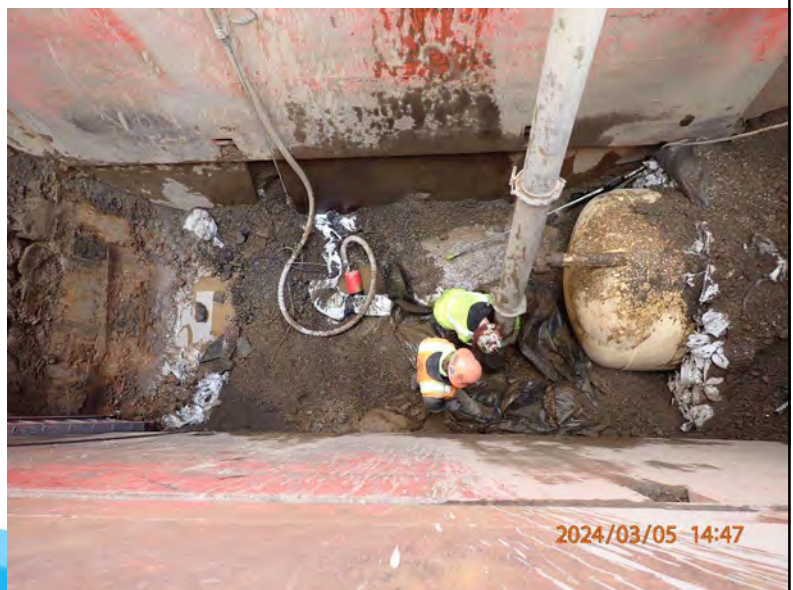


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19

Construction Photos – PLM_4.2

Exposing existing PLM_3.0 pipe at connection point on 124th Ave.



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20

PLM_4.1

Partner: Washington County
Contractor: Moore Excavation Inc.
Designer: Brown & Caldwell

Current and Planned Activities:

- Appurtenance piping and vaults have all been installed
- Cathodic protection system installation complete
- Small amount of road widening to be completed



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21

21

Construction Photos – PLM_4.1

Cathodic protection test station connections, testing, and activation



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22

PLM_4.4

Partner: Washington County
Contractor: Tapani Inc.
Designer: Brown & Caldwell

Current and Planned Activities:

- Cathodic protection system is up and running
- Tie-in to PLM_4.1 complete
- County road work and CWS sewer work



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23

23

Construction Photos – PLM_4.4

Wax tape installation at
accessway blind flange on 66-inch
pipe



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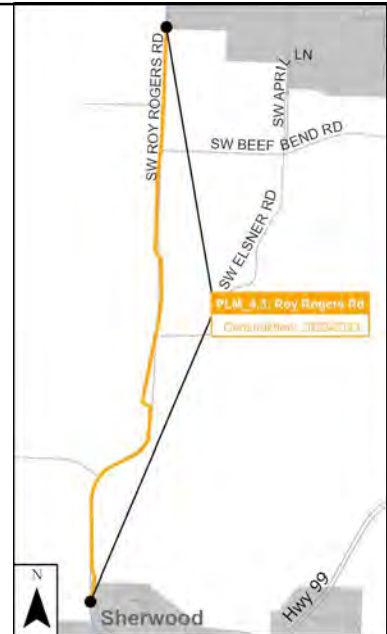
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PLM_4.3

Contractor: Tapani Inc.
Designer: Brown & Caldwell

Current and Planned Activities:

- Installing 66-inch waterline on west side of Roy Rogers Rd. toward Tualatin River launch shaft
- Approximately 12,500 LF of pipe installed (95% of total)
- Interior joint grouting of southern half of alignment



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25

25

Construction Photos – PLM_4.3

66-inch waterline installation
on west side of Roy Rogers Rd.



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26

Construction Photos – PLM_4.3

66-inch waterline – remaining work between open cut installation and tunnel shaft south of Tualatin River.



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27

Construction Photos – PLM_4.3

Completed retaining wall and area of remaining waterline alignment on north end of project



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28

RES_1.0 / PLM_5.3

Contractor: Hoffman-Fowler JV
Designer: Black & Veatch / Jacobs
Current and Planned Activities:

- RES_1.0
 - Completed hydro-blasting reservoir walls; began pre-stressing activities
 - Begin plumbing and mechanical piping installation in vaults
 - Continued electrical duct bank and yard piping installation
 - Completed Water Quality Building roof installation; begin interior painting
 - Completed 66-inch steel inlet and outlet waterline hydrostatic testing, disinfection and tie-in to PLM_5.3
- PLM_5.3
 - Completed 66-inch waterline tie-in to PLM_5.2
 - Completed cleaning, disinfection and hydrostatic pressure testing of the inlet 66-inch waterline
 - Continued appurtenance and cathodic protection system installations
 - Continued easement restoration in multiple locations



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29

29

Construction Photos – RES_1.0

Reservoir tank with completed walls and roof.
Pre-stress wrapping machine mobilized.



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30



31

Construction Photos – RES_1.0

Water Quality Building



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32

Construction Photos – PLM_5.3

66-inch inlet and outlet
waterline tie-in from reservoir
site to PLM_5.3



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33

Construction Photos – PLM_5.3

PLM_5.3 easement
restoration in progress at
Farmington Gardens
property



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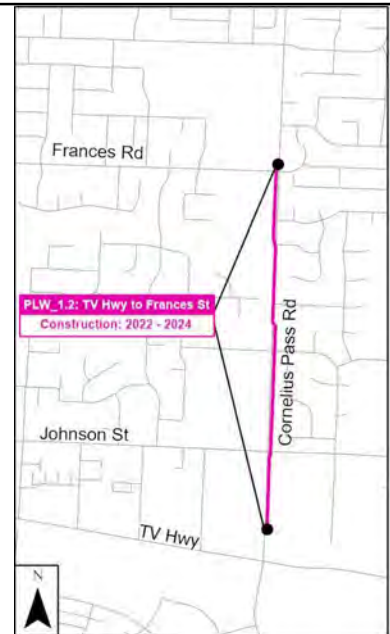
34

PLW_1.2

Partner: Washington County
Contractor: Tapani, Inc.
Designer: Kennedy/Jenks

Current and Planned Activities:

- Final restoration of Reedville Creek Park
- Start-up of Frances St. Turnout at Reedville Creek Park
- Deficiency list items



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35

35

Construction Photos – PLW_1.2

Grouting and cleanup
within PRV Vault at
Frances St. Turnout



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36

PLW_2.1

Contractor: Moore Excavation, Inc.
Designer: Kennedy/Jenks

Current and Planned Activities:

- Grouting 48-inch waterline joints
- 48-inch waterline cleaning, pressure testing, and disinfection
- Cathodic protection installation
- Air valve installation within access vaults



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37

37

Construction Photos – PLW_2.1

Blow-off assembly vault
installation at Orenco Woods
Nature Park parking lot



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38

Construction Photos – PLW_2.1

Anode installation (for cathodic protection system) at Cornelius Pass Rd.



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39

Construction Photos – PLW_2.1

Mortar lining of joints at interior of 48-inch waterline



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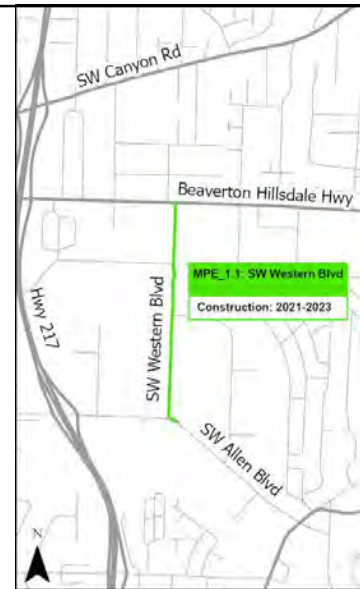
40

MPE_1.1

Partner: City of Beaverton
Contractor: Moore Excavation Inc.
Designer: Brown & Caldwell

Current and Planned Activities:

- Washington County Supply Line (WCSL) tie-in work under way at Western Ave and 96th Ave.
 - TVWD supporting re-filling of the WCSL and reactivating the transmission line
 - Backfilling excavations in roadway
 - Installation of appurtenance piping
- Punch list and project closeout work



41

Construction Photos – MPE_1.1

Pressure testing new 48-inch waterline before connection to WCSL at 96th Ave.



42

Construction Photos – MPE_1.1

Setting final 48" x 54" diameter closure piece at 96th Ave.



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43

Construction Photos – MPE_1.1

Closure shown completed and grouted in place at Western Ave. tie-in to WCSL.



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44

MPE_1.2

Contractor: Emery & Sons
Designer: Brown & Caldwell

Current and Planned Activities:

- Trenchless crossings – upper Fanno Creek tunneling complete
- Continued PFC building mechanical, HVAC, electrical
- Connections to existing 24" and 16" waterlines on Oleson Rd.
- Site and road restoration



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45

45

Construction Photos – MPE_1.2

48-inch waterline installation
at Scholls Ferry Rd. near Allen
Blvd. (night crew)



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46

Construction Photos – MPE_1.2

Connections at Oleson Road to PFC facility – wax tape installation



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47

Construction Photos – MPE_1.2

Tunnel machine reaching receiving shaft at upper Fanno Creek (last of 8 tunnels on project)



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48

MPE_1.3

Contractor: Emery & Sons
Designer: Brown & Caldwell

Current and Planned Activities:

- 48" waterline installation on Scholls Ferry Rd.
 - Heading west near 135th Ave. (night work)
 - Heading east near River Terrace (day work)
- Barrows Road Sewer Relocation
- Roy Rogers Road Turnout Vault
- PGE relocations



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49

49

Construction Photos – MPE_1.3

48-inch waterline installation
on Scholls Ferry Rd. near
River Terrace Blvd.



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50

Construction Photos – MPE_1.3

Roy Rogers Rd. turnout vault
rebar and hatches prior to
concrete placement



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51

QUESTIONS?

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52

52

**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**1. CALL TO ORDER**

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

2. ROLL CALL

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

3. 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.

4. PUBLIC COMMENT

There were no public comments.

5. 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.

6. 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.

7. 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.

8. COMMUNICATIONS AND NON-AGENDA ITEMS

A. None scheduled.

9. ADJOURNMENT

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

James Duggan, Chair

David Judah, Vice Chair

Willamette Water Supply System Commission

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STAFF REPORT

To: WWSS Board of Commissioners
From: Justin Carlton, TVWD Chief Financial Officer
Date: April 4, 2024
Subject: Congressionally Directed Spending Grant Technical Correction

Requested Board Action:

Consider adopting a resolution, requesting the Environmental Protection Agency (EPA) to implement a technical correction of a \$3 million grant award to update the grant recipient from “Tualatin Valley Water District” (TVWD) to “Willamette Water Supply System Commission” (WWSS).

Key Concepts:

- The Tualatin Valley Water District on behalf of the WWSS, applied for and was awarded a \$3 million Congressionally Directed Spending (CDS) grant administered by the EPA.
- The City of Hillsboro also received a \$1 million CDS grant that was reassigned to the WWSS.
- The EPA provided guidance recommending that reassigning the TVWD grant to the WWSS will enable combining the \$3 million award with the \$1 million award reassigned from the City of Hillsboro to the WWSS last year.
- As such, a technical correction is required to reassign the grant from TVWD to the WWSS.
- The EPA requires that both TVWD and the WWSS adopt resolutions indicating the reassignment of the grant from the TVWD to the WWSS in order to issue the technical correction.

Background:

Tualatin Valley Water District was named a recipient of a \$3 million congressionally directed spending grant in federal fiscal year (FY) 2023 for construction of the Willamette Water Supply System. The grant is administered through the EPA’S Community Grants Program. After conferring with the EPA, TVWD received a recommendation to change the recipient to the WWSS, in alignment with the action taken for the \$1 million grant awarded to the City of Hillsboro in FY 2022. This will allow the grant awards to be combined which will reduce the compliance requirements and administrative work associated with managing the grants. Additionally, it creates greater flexibility for how the grant funds can be applied to the project.

To request a technical correction reassigning the grant from TVWD to the WWSS, the EPA requires that both agencies adopt resolutions recognizing the reassignment. A similar resolution was adopted by the TVWD Board at the February 21, 2024, regular meeting.

Budget Impact:

Approval of this action has no budget impact. The costs associated with preparing this resolution, staff report, and processing the related actions is included in the current year fiscal budget.

Staff Contact Information:

David Kraska, P.E. Willamette Water Supply Program Director; 503-941-4561; david.kraska@tvwd.org
 Justin Carlton, TVWD Chief Financial Officer; 503-848-3070; justin.carlton@tvwd.org

Attachments:

- Proposed Resolution WWSS-01-24

Willamette Water Supply System Commission

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RESOLUTION NO. WWSS-01-24

A RESOLUTION APPROVING CHANGE IN THE NAME OF THE RECIPIENT FOR A FEDERALLY FUNDED GRANT FROM TUALATIN VALLEY WATER DISTRICT TO THE WILLAMETTE WATER SUPPLY SYSTEM COMMISSION.

WHEREAS, the Tualatin Valley Water District ("TVWD") applied for a Congressionally Directed Spending grant on behalf of the Willamette Water Supply System Commission ("WWSS") for costs related to the construction of the Willamette Water Supply System; and

WHEREAS, TVWD was awarded a grant in the amount of three million dollars (\$3,000,000.00) for this purpose; and

WHEREAS, the grant administrator, the United States Environmental Protection Agency ("EPA") recommends changing the named recipient to the WWSS to reduce the compliance and administrative requirements for managing the grant; and

WHEREAS, a change in the name of the grant recipient may be made by a technical correction to the grant application and award if: (1) TVWD's Board of Commissioners adopts a resolution authorizing a change in the name of the grant recipient to the WWSS; and (2) the WWSS Board adopts a resolution accepting the grant.

NOW, THEREFORE, BE IT RESOLVED BY THE WILLAMETTE WATER SUPPLY SYSTEM COMMISSION THAT:

Section 1: The Willamette Water Supply System Commission hereby approves changing the name of the grant recipient from the Tualatin Valley Water District to the Willamette Water Supply System Commission and further directs and authorizes the Tualatin Valley Water District staff to request from the EPA a technical correction to the grant recipient's name once a resolution accepting the grant is approved by the WWSS Commission Board.

Approved and adopted at a regular meeting held on the 4th day of April 2024.

James Duggan, Chair

David Judah, Vice Chair

Willamette Water Supply System Commission

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STAFF REPORT

To: WWSS Board of Commissioners
From: Justin Carlton, TVWD Chief Financial Officer
Date: April 4, 2024
Subject: WWSS Cost Shares Methodology

Requested Board Action:

Consider adopting the cost shares methodology as presented in the WWSS Cost Share Calculations Report and recommended by the WWSS Finance and Management Committees.

Key Concepts:

- Tualatin Valley Water District (TVWD) hired Moss Adams LLP to conduct a performance audit of the Willamette Water Supply Program (WWSP) to verify the effectiveness and efficiency of internal controls and to provide recommendations for improvement.
- The auditors recommended the WWSS Board approve the cost shares methodology established in 2020 or delegate the approval authority to the WWSS Management or Finance Committee.
- After initial consideration by the WWSS Board and recommendation by the WWSS Management Committee, WWSP recommends the Board adopt the WWSS cost shares methodology by resolution.

Background:

In March of 2023, TVWD engaged Moss Adam LLP to conduct a performance audit of the WWSP to ensure effective internal controls and recommend improvements. One of the objectives of the audit was to validate the cost shares methodology established by the Managing Agency after consulting with the WWSS Finance and Management Committees. Moss Adams LLP concluded that the methodology aligned with the ownership shares established in Exhibit 1 of the WWSS Intergovernmental Agreement but recommended that the methodology be approved by the WWSS Board or approval authority be granted to a committee such as the WWSS Management.

After presenting the results of the performance audit at the December 7th WWSS Board meeting, the Board requested time to consider the alternative recommendations and that Partner staff evaluate the impacts. After receiving input from Partner staff, and on the recommendation of the WWSS Management Committee, the WWSP is recommending adoption of the cost shares methodology by the WWSS Board.

As part of this process, the WWSP updated the WWSS Cost Shares Calculation Report reviewed by Moss Adams, to reflect the latest Program baseline information and the modifications that were incorporated after the report was initially developed in 2020. The updated report was distributed to the WWSS Finance Committee for review and the methodology was presented the Finance Committee on February 21. At the conclusion of that meeting, the Finance Committee unanimously recommended adoption of the methodology by the WWSS Board. The methodology also received unanimous support for adoption at the March 21 Management Committee meeting.

Recommended Approval:

The WWSP recommends Board adoption of the WWSS cost shares methodology as presented in the WWSS Cost Shares Calculation Report recommended by the WWSS Finance and Management Committees.

Budget Impact:

The cost shares methodology has no impact to the WWSS budget; however, Partner cost shares are adjusted annually to reflect the latest information from the baseline.

Staff Contact Information:

David Kraska, P.E. Willamette Water Supply Program Director; 503-941-4561; david.kraska@tvwd.org

Justin Carlton, TVWD Chief Financial Officer; 503-848-3070; justin.carlton@tvwd.org

Attachments:

- Proposed Resolution WWSS-02-24
- WWSS Cost Shares Calculation Report

RESOLUTION NO. WWSS-02-24

A RESOLUTION ADOPTING WILLAMETTE WATER SUPPLY SYSTEM COST SHARES METHODOLOGY

WHEREAS, Exhibit 1 of the Willamette Water Supply System (“WWSS”) Intergovernmental Agreement (“IGA”) establishes capacity ownership of the assets being constructed to serve the WWSS Partners; and

WHEREAS, some of the design and construction contracts for the WWSS include more than one asset as listed in Exhibit 1 of the IGA; and,

WHEREAS, costs incurred that are not attributable to specific assets (i.e., system-wide costs) were not addressed in the WWSS IGA Exhibit 1; and

WHEREAS, the Managing Agency engaged the WWSS Partners to develop the cost share methodology to allow for invoicing the Partners for their respective cost shares in the WWSS and to account for each Partners’ investments in the joint venture as required by the IGA; and

WHEREAS, the recommended cost share methodology was presented to, and approved by, the WWSS Finance and Management Committees in 2020; and

WHEREAS, Tualatin Valley Water District (“TVWD”) commissioned Moss Adams LLP to conduct a performance audit of the Willamette Water Supply Program; and

WHEREAS, the auditors determined the WWSP allocated costs correctly in accordance with the cost shares methodology approved by the WWSS Finance and Management Committees; and

WHEREAS, the auditors recommended that the WWSS Board approve the cost share methodology or delegate approval authority to a committee, such as the WWSS Management Committee; and

WHEREAS, the WWSS Management Committee evaluated the auditor’s recommendation and recommends the WWSS Board adopt the WWSS cost share methodology as described in the WWSS Cost Shares Calculation Report.

NOW, THEREFORE, BE IT RESOLVED BY THE WILLAMETTE WATER SUPPLY SYSTEM COMMISSION THAT:

Section 1: The Board of the Willamette Water Supply System Commission hereby adopts the WWSS cost share methodology as described in the WWSS Shares Calculation Report, attached hereto as Exhibit 1, and incorporated by reference.

Approved and adopted at a regular meeting held on the 4th day of April 2024.

James Duggan, Chair

David Judah, Vice Chair

Willamette Water Supply System Commission

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WILLAMETTE WATER SUPPLY SYSTEM COST SHARE CALCULATIONS REPORT

Tualatin Valley Water District

Revised February 7, 2024

Contents

- 1 Introduction..... 2
 - 1.1 Objective..... 2
 - 1.2 Organization of Document 2
 - 1.3 Overview..... 2
- 2 cost categories and allocations 4
 - 2.1 Project Specific Costs..... 4
 - 2.1.1 Pipelines 4
 - 2.1.2 Raw Water Facilities 5
 - 2.1.3 Water Treatment Plant..... 6
 - 2.1.4 Reservoir..... 6
 - 2.2 System-Wide Costs 6
 - 2.3 general real estate..... 6
 - 2.4 specific real estate..... 7
 - 2.5 Non-capitalized expenditures..... 7
- 3 Cost Shares 8
 - 3.1 Pipeline cost shares 9
 - 3.2 Facilities cost shares 11
 - 3.3 Real estate cost shares 12
 - 3.4 System-wide costs 13
 - 3.4.1 Metzger Pipeline East 13
 - 3.4.2 Other Ancillary Projects..... 13
 - 3.5 Excluded costs 14
- 4 Findings..... 14
- 5 Definitions 14
- 6 Attachment 1: Cost Shares 17

1 INTRODUCTION

1.1 OBJECTIVE

The following report is intended to provide the reader with an understanding of the cost allocation methodologies used to develop partner cost shares for the projects being designed and constructed for the Willamette Water Supply System and the ancillary projects being managed by the Willamette Water Supply Program team. In addition to explaining the technical processes for the allocations, the report provides the context for why the allocation methodologies are needed.

1.2 ORGANIZATION OF DOCUMENT

This document consists of five sections. They are:

- Section 1: Introduction - Background information on the WWSP, the WWSS, and the issues regarding the cost share calculations necessary to calculate asset values, track the Parties' investment in the joint venture, and fund the WWSP activities.
- Section 2: Cost Categories and Allocations – A description of the different categories of costs used to track expenditures for the WWSP as well as any allocation methodologies used to determine the future asset values that were established during the WWSP mobilization process for certain categories.
- Section 3: Cost Shares – A detailed narrative of the various allocation methodologies for calculating the Project Cost Shares. This section provides an example of how Project Cost Shares for pipeline Projects and Subprojects are calculated and identifies the Project Cost Shares for each of the WWSP Work Packages, Real Estate, and System-Wide Costs.
- Section 4: Findings - Describes the conclusions of the allocation and Project Cost Share calculation process.
- Section 5: Definitions - Terms defined specifically for this document and are capitalized throughout the document.

1.3 OVERVIEW

The Willamette Water Supply Program (WWSP) was established in August 2013 by the City of Hillsboro (Hillsboro) and the Tualatin Valley Water District (TVWD) through the adoption of *The Agreement Regarding Predesign, Design, Public Affairs, and Public Outreach in Furtherance of the Willamette Water Supply Program*. That agreement was superseded in May 2015 with the adoption of *The Agreement for Design and Construction of Willamette Water Supply Program*. This second agreement established preliminary cost shares of 60.31% for TVWD and 39.69% for Hillsboro. The May 2015 agreement also established TVWD's role as the managing agency of the WWSP.

As the managing agency for the WWSP, TVWD established a separate fund (WWSP Fund) to account for the expenditures and revenues associated with the WWSP's activities. Within the fund, project numbers were applied to all expenditures to track costs associated with the design

and construction of the specific WWSP projects, as well as support activities such as program management, controls, public outreach, etc. TVWD paid all invoices and charged staff labor and overhead directly to appropriate WWSP project numbers within the WWSP Fund, and billed Hillsboro for its 39.69% share monthly.

Effective July 1, 2019, the Willamette Water Supply System (WWSS) Commission was established by an intergovernmental agreement (IGA) between the cities of Beaverton, Hillsboro, and TVWD (jointly, the Parties, individually, a Party). Article 8.8.2 of the of the WWSS IGA states, “The Parties shall true up expenditures incurred prior to the effective date of this agreement” and “Within a reasonable time after the effective date of this agreement the Managing Agency will provide an invoice to each Party.” Exhibit 1 of the WWSS IGA identifies ownership allocation by Party and by WWSS Element. Exhibit 1 is the basis for each of the Party’s Project Cost Shares. The WWSS IGA also includes provisions for Ancillary Projects, these are not included as Elements.

While Exhibit 1 of the WWSS IGA identifies ownership percentages by WWSS Element, it does not address how the support costs (i.e., System-Wide Costs) would be shared among the Parties. To address this, as Managing Agency, TVWD convened the WWSS Finance Committee to discuss and agree on a methodology to allocate the System-Wide Costs fairly to each of the Elements proportionally based on Direct Project Costs. For example, if the reservoir project is 7% of the total WWSS Direct Project Costs, then 7% of the System-Wide Costs would be added to the final value of the reservoir asset.

Another issue not addressed in Exhibit 1 of the WWSS IGA is the pipeline Work Packages do not always have the same physical extents as the Exhibit 1 Elements. For various reasons that facilitated successful implementation, the entire WWSS was divided into 22 separate Projects that were individually designed and constructed. Each of these WWSP Projects is called a Work Package. In contrast, the boundaries of the WWSS Elements listed in IGA Exhibit 1 are defined by the facility boundaries (e.g., Raw Water Pump Station, Water Treatment Plant, Reservoirs), or for the pipelines, by the connection between two facilities or where the ownership changes. For a pipeline, ownership is defined by the pipeline capacity that each WWSS Party owns, and that changes at the location where a WWSS Party takes water from the system (i.e., a turnout). A Work Package may include portions of more than one pipeline Element, and thus, have multiple cost shares. Therefore, a methodology of calculating Project Cost Shares for pipelines was developed and agreed to by the Finance Committee members in 2020. The agreed upon method divides the Work Package costs by total linear feet and multiplies the appropriate number of feet by the applicable Element capacity ownership percentages, and the Work Package cost per foot, to establish Project Cost Share by Party.

Project Cost Share percentages are updated annually to reflect the changes in the revised Opinion of Probable Construction Costs (OPCC) and contracted costs (i.e., Attributable Costs) incurred for design and construction of the WWSS Elements and Ancillary Projects. Updating the costs directly affects the allocation of expenses to the Parties of a specific Element, as well as the allocation of System-Wide Costs. Project Cost Shares are revised annually based on the then-current version of the WWSP Baseline Attributable Costs used to develop the annual budget and

Baseline. Final Project Cost Shares will be determined at the completion of the construction of the WWSS, at which point a final true-up calculation will occur based on the final, actual costs.

The Project Cost Shares established through the process described in this document were the basis for the initial true-up calculation and the monthly invoices for the WWSS Parties and the WIF Parties. The Project Cost Shares are also used to determine Hillsboro's and TVWD's monthly expenditures submitted to the US Environmental Protection Agency (EPA) to substantiate eligible project costs under the Water Infrastructure Finance and Innovation Act (WIFIA) loans for Hillsboro and TVWD.

2 COST CATEGORIES AND ALLOCATIONS

Since the inception of the WWSP, the Managing Agency began tracking costs based on five categories:

1. Project Specific Costs
2. System-Wide Cost
3. General Real Estate Costs
4. Specific Real Estate Costs
5. Non-Capitalized Expenditures

Although these cost categories are defined in Section 5, each is described more fully below.

2.1 PROJECT SPECIFIC COSTS

Project Specific Costs are Direct Project Costs including project management, design, construction, and other direct costs of a specific WWSS Element. During the WWSP mobilization process, the WWSS was segmented into Work Packages that would be designed and constructed as separate Projects. In general, these Work Packages are executable Projects such as individual segments of pipeline, the Raw Water Facilities expansion, the Water Treatment Plant, and the Reservoirs.

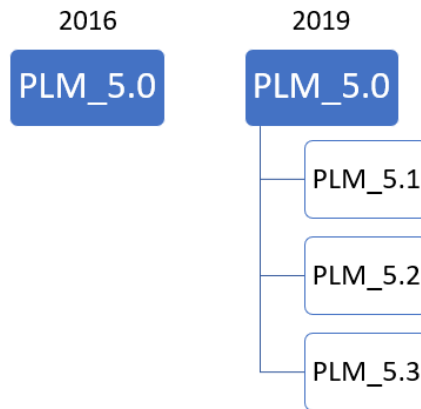
2.1.1 Pipelines

In the WWSS IGA Exhibit 1, the pipelines are included as three major Elements: Raw Water Pipeline, Finished Water Pipeline - Pumped, and Finished Water Pipeline – Gravity, which is further defined by capacity and/or ownership changes. For delivery, the pipelines were separated into three main segments:

1. Pipeline Main (PLM) - The main extension from the Willamette River intake to just north of the reservoirs consisting of five Work Packages; PLM_1.0 through PLM_5.0.
2. Pipeline West (PLW) - The western extension from Farmington Road to Highway 26 consisting of two Work Packages; PLW_1.0 and PLW_2.0.

- Metzger Pipeline East (MPE) – MPE_1.0 replaced the Pipeline Eastern Extension (PLE_1.0) Project. This TVWD-only pipeline Project is being delivered by the WWSP but will be paid for and owned exclusively by TVWD. This is an Ancillary Project per the WWSS IGA and not a WWSS Element; however, it does receive an allocation of System-Wide Costs as further explained in Section 3.4.1.

As design progressed on the various pipeline Work Packages, the WWSP often subdivided segments into additional Subproject segments for project execution reasons. For example, the PLM_5.0 project was subdivided into three separate projects over time.



Because of the subdivision process, costs that are tracked at the 5.0 level will be allocated based on actual expenditures to the Subproject at the time of final completion of the WWSS. The 5.0 level Shared Direct Costs primarily consist of design and project management activities that are in support of the overall project and cannot be differentiated among the Subproject segments either due to timing or their general nature.

2.1.2 Raw Water Facilities

The Raw Water Facilities (RWF_1.0) expansion Project has multiple assets, some of which are being constructed for the benefit of the WIF Commission, and the remaining assets are for the WWSS. The RWF_1.0 assets are separated into two general categories; those that are based on the ultimate capacity (Fixed), and those that are based on the initial capacity being installed at this time (Incremental). The RWF_1.0 Project number accumulated Shared Direct Costs that were allocated proportionally to the Direct Project Costs for construction for each of the separate assets of the Raw Water Facilities Expansion Project.

The WIF Commission adopted the *Raw Water Facility_1.0 Project Plan* in October 2018 that was subsequently revised in April 2021. The Project Plan specifies that the Shared Direct Costs (i.e., design, project management, legal, and other professional services) will be distributed between WWSS and WIF Parties based on the proportional OPCC values used to develop the annual Baseline and budget. For example, of the RWF_1.0 OPCC values in Baseline 4.1, 12.8% were for WIF assets, and therefore 12.8% of the Shared Direct Costs that are expensed to that Project are charged to the WIF. WWSP is tracking the Direct construction costs separately for both the WIF

and the WWSS assets. The WWSP allocated the Shared Direct Costs for RWF_1.0 between the WIF and WWSS proportionately to the Direct Costs of construction for calculating the value of the assets, as well as reconciling the final Project Cost Shares for the WWSS and the WIF.

2.1.3 Water Treatment Plant

Like the Raw Water Facilities Project, the Water Treatment Plant will consist of multiple assets when completed and those assets will also be classified as having either Fixed or Incremental capacity. Currently all the costs are being accumulated in the WTP_1.0 Project but will eventually be separated into specific assets. The Shared Direct Costs accumulating in the WTP_1.0 Project will be allocated proportionally to the actual Direct Project Costs for construction upon final completion of the Water Treatment Plant project.

2.1.4 Reservoir

The Reservoir Project (RES_1.0) is currently being tracked as a single Project. WWSP has not subdivided or combined this Project with another Work Package. While the reservoir is being delivered with the PLM_5.3 pipeline, costs have been segregated by Work Package from design through construction.

2.2 SYSTEM-WIDE COSTS

System-Wide Costs represent Indirect Costs that support the overall delivery of the WWSP but are not attributable to a specific Work Package. TVWD has tracked System-Wide Costs using its project accounting ledger since the inception of the WWSP. Prior to the establishment of the WWSS, System-Wide Costs were paid by TVWD and Hillsboro based on the preliminary cost shares established in the May 2015 IGA. Once the WWSS is completed, the System-Wide Costs will be allocated to the Elements and the MPE_1.0 Ancillary Project on a proportional basis using the Project Specific Costs described in section 2.1. The System-Wide Costs consist of the following activities:

- Program Management
- Program Controls
- Procurement & Contract Administration
- Permitting & Mitigation
- Public Outreach
- Design Management
- Construction Management
- Legal
- Information Technology
- System Integration

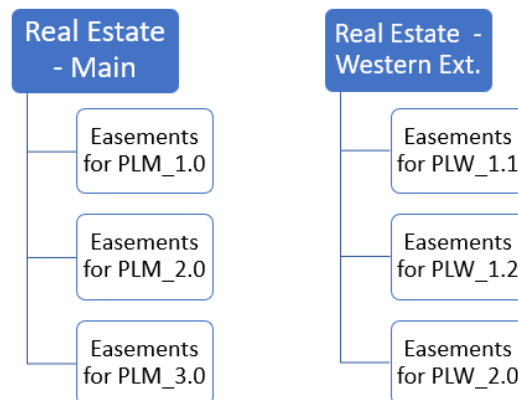
2.3 GENERAL REAL ESTATE

General Real Estate Costs are tracked using the following categories:

- Real Estate - Main
- Real Estate – Western Extension
- Real Estate – Eastern Extension

- Real Estate – Storage
- Real Estate – Treatment plant

These cost categories or Cost Pools are used to track expenditures associated with acquiring permanent easements and properties prior to the specific parcel being acquired. Once a transaction for a specific easement or property is established by a purchase and sale or easement agreement, a separate project number is created in the project accounting ledger and the purchase costs (i.e., the Specific Real Estate Costs) are applied to that project. At the completion of WWSP, all the General Real Estate Costs will be allocated to their related Specific Real Estate Costs (defined in section 2.4) assets using the Specific Real Estate Costs as the allocation basis. This process allows for all the related costs for real estate to be capitalized to the Specific Real Estate assets, which are different from the other WWSS assets, in that they are non-depreciable. The image below provides a general visual example of the allocation process, but is it not intended to display all the detail of the related calculations.



2.4 SPECIFIC REAL ESTATE

As discussed in section 2.3, Specific Real Estate Costs are attributable to individual easements and properties. Once a specific easement or property is identified and a purchase and sale or easement agreement is established, a separate project number is created in the project accounting ledger to track the direct costs for acquisition of the specific easement or property. The Work Package is also identified in the project description to determine which General Real Estate category it should receive an allocation from at completion of the WWSS and to determine which Project Cost Share percentage to apply to the WWSS Parties.

2.5 NON-CAPITALIZED EXPENDITURES

Non-Capitalized Expenditure projects were used to track costs for activities that are not allocated to specific WWSS Elements. Examples include public affairs consulting, Party-specific water supply integration support services, and ongoing property maintenance. With the establishment of the WWSS in July of 2019, these activities are no longer being tracked as part of the WWSP but were considered for the purposes of the initial WWSS true-up calculations. The WWSS Finance Committee discussed several alternatives for sharing the Non-Capitalized

Expenditures among the Parties. For costs through July 2019 (pre-WWSS IGA), the committee agreed in 2020 to use the system-wide allocation rates based on the WWSS and MPE Elements OPCC values as of Baseline 4.1 unless the costs shares were determined by a separate agreement. Because these historical costs are not capitalized, they will not be considered for future true-up calculations. Ongoing Non-Capitalized Expenditures are budgeted and expensed directly in the WWSS Fund as materials and services expenditures and billed to the Parties based on the terms for operating expenses established under the WWSS IGA.

3 COST SHARES

Project Cost Shares are calculated based on the capacity of ownership in a WWSS Element identified in Exhibit 1 of the WWSS IGA. A summary table from the exhibit is provided below as Table 1 for reference.

Table 1: WWSS IGA Exhibit 1 - Ownership Allocation Summary

ELEMENT	TVWD		Hillsboro		Beaverton	
	Capacity (MGD)	Ownership (%)	Capacity (MGD)	Ownership (%)	Capacity (MGD)	Ownership (%)
Raw Water Pump Station						
Fixed	59.1	58.92%	36.2	36.09%	5.0	4.99%
Incremental	40.0	66.67%	15.0	25.00%	5.0	8.33%
Raw Water Pipeline	59.1	58.92%	36.2	36.09%	5.0	4.99%
Water Treatment Plant						
Fixed	59.1	58.92%	36.2	36.09%	5.0	4.99%
Incremental						
Initial 60-MGD Capacity	40.0	66.67%	15.0	25.00%	5.0	8.33%
Following 20% Re-Rating	48.7	67.68%	18.3	25.38%	5.0	6.94%
After Adding Process Train	54.8	57.08%	36.2	37.71%	5.0	5.21%
Finished Water Pipeline - Pumped	59.1	58.92%	36.2	36.09%	5.0	4.99%
Reservoirs						
Capacity Owned Outright	0.0	--	0.0	--	0.0	--
Shared Capacity Owned	16.5	--	12.1	--	1.4	--
Total	16.5	54.90%	12.1	40.47%	1.4	4.63%
Finished Water Pipeline - Gravity						
Reservoirs to 209th and Farmington	28.0	40.46%	36.2	52.31%	5.0	7.23%
209th and Farmington to Cornelius Pass and Rosa	11.0	21.07%	36.2	69.35%	5.0	9.58%
Rosa to Blanton	11.0	21.07%	36.2	69.35%	5.0	9.58%
Blanton to Tualatin Valley Highway	11.0	26.07%	26.2	62.09%	5.0	11.85%
Tualatin Valley Highway to Frances	11.0	29.57%	26.2	70.43%	0.0	0.00%
Frances to Baseline	11.0	29.57%	26.2	70.43%	0.0	0.00%
Baseline to Walbridge	11.0	40.44%	16.2	59.56%	0.0	0.00%
Walbridge to Old Evergreen	11.0	40.44%	16.2	59.56%	0.0	0.00%
Old Evergreen to Highway 26	11.0	40.44%	16.2	59.56%	0.0	0.00%
Turnouts						
Roy Rogers Road and Scholls Ferry Road	33.5	100.00%	0.0	0.00%	0.0	0.00%
Tile Flat Road	0.0	0.00%	0.0	0.00%	5.0	100.00%
209th and Farmington Road	17.0	100.00%	0.0	0.00%	0.0	0.00%
Cornelius Pass Road and Rosa	0.0	0.00%	10.0	100.00%	0.0	0.00%
Cornelius Pass Road and Blanton Street	0.0	0.00%	10.0	100.00%	0.0	0.00%
Tualatin Valley Highway - STL Emergency Intertie	0.0	0.00%	25.0	100.00%	0.0	0.00%
Cornelius Pass Road and Tualatin Valley Highway	0.0	0.00%	0.0	0.00%	5.0	100.00%
Cornelius Pass Road and Frances Street	0.0	0.00%	10.0	100.00%	0.0	0.00%
Cornelius Pass Road and Baseline Road	0.0	0.00%	10.0	100.00%	0.0	0.00%
Cornelius Pass Road and Walbridge Drive	0.0	0.00%	16.2	100.00%	0.0	0.00%
Cornelius Pass and Old Evergreen Road	0.0	0.00%	16.2	100.00%	0.0	0.00%
Highway 26 - NTL Emergency Intertie	0.0	0.00%	16.2	100.00%	0.0	0.00%
Cornelius Pass PRV Facility	11.0	100.00%	0.0	0.00%	0.0	0.00%
Distributed Control System	59.1	58.92%	36.2	36.09%	5.0	4.99%

Project Cost Shares for each of the WWSS Parties are calculated using the ownership percentages in Table 1 as the basis. The WWSP Work Packages or Projects that were established during the Program’s mobilization period do not always have the same physical extents as the Exhibit 1 Elements. A Work Package may include portions of more than one of the WWSS Elements described in Table 1, therefore additional allocations are necessary.

3.1 PIPELINE COST SHARES

Raw Water Pipeline and Finished Water Pipeline – Pumped are included in Exhibit 1 without additional breakdowns because the capacity and ownership percentages do not change within the Element.

The gravity finished water pipeline Elements identified in Table 1 describe a pipeline segment between turnouts; places where capacity and/or ownership percentages change. However, the costs are tracked using the Work-Breakdown Structure (WBS) that aligns with the pipeline Work Packages and Subprojects defined for efficient construction. The result is a pipeline Project may consist of portions of more than one of the pipeline Elements described in Exhibit 1 of the WWSS IGA.

Using the PLW_1.1 Subproject as an example, the Allocated Costs are determined using the methodology described in Section 1.3. Referring to Table 2 below, \$9,049,956 in column C was re-allocated across the PLW_1.1 pipeline subsections using linear feet (Column F) and then multiplied by the WWSS Party’s ownership capacity in the segment (Column J) to calculate the Party’s cost share in dollars (Column K). Additionally, turnouts are identified as separate Elements in Table 1, but are designed and constructed as part of the pipeline Project. Therefore, the turnout OPCCs (i.e., \$314,199 and \$462,868 in column C) are allocated 100% to the owning Party identified in Table 1.

Table 2: PLW 1.1 Pipeline & Turnout Shared Direct Costs Allocation

Project (A)	Subproject (B)	Allocated OPCC (C)	Section Name (D)	Pipe Section # (E)	Section Length (ft) (F)	Section % of Subproject (G)	Agency (H)	Capacity (MGD) (I)	Percent Ownership (J)	Cost Share (K)
PLW_1.0	PLW_1.1	\$ 9,049,956	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
PLW_1.0	PLW_1.1		PLW_1.1 to Blanton	3	2156.8	52.4%	TVWD	11	21.07%	998,747
PLW_1.0	PLW_1.1		PLW_1.1 to Blanton	3	2156.8	52.4%	Hillsboro	36.2	69.35%	3,286,787
PLW_1.0	PLW_1.1		PLW_1.1 to Blanton	3	2156.8	52.4%	Beaverton	5	9.58%	453,976
PLW_1.0	PLW_1.1		Blanton to TV HWY	4	1382.5	33.5%	TVWD	11	26.07%	791,889
PLW_1.0	PLW_1.1		Blanton to TV HWY	4	1382.5	33.5%	Hillsboro	26.2	62.09%	1,886,135
PLW_1.0	PLW_1.1		Blanton to TV HWY	4	1382.5	33.5%	Beaverton	5	11.85%	359,949
PLW_1.0	PLW_1.1		TV HWY to PLW_1.2	5	579.1	14.1%	TVWD	11	29.57%	376,269
PLW_1.0	PLW_1.1		TV HWY to PLW_1.2	5	579.1	14.1%	Hillsboro	26.2	70.43%	896,204
PLW_1.0	PLW_1.1		TV HWY to PLW_1.2	5	579.1	14.1%	Beaverton	0	0.00%	-
PLW_1.0	PLW_1.1	\$ 314,199	TV HWY - JWC STL Turnout (COH)	3	N/A	N/A	Hillsboro	N/A	100.00%	314,199
PLW_1.0	PLW_1.1	\$ 462,868	Blanton Turnout (COH)	3	N/A	N/A	Hillsboro	N/A	100.00%	462,868
Total		\$ 9,827,023								\$ 9,827,023

After the Shared Direct Costs are allocated by Subproject and Party (Table 2, Column K), the sum of each Party’s cost share is calculated and divided by the total project cost to determine the Project Cost Share as a percentage. This Project Cost Share percentage is used to calculate the true-up costs and the monthly invoices for expenditures for the current fiscal year (Table 3).

Table 3: PLW 1.1 Project Cost Shares (Based on Baseline 9.1)

Party	Cost Shares \$	Cost Share %
Beaverton	813,926	8.28%
Hillsboro	6,846,193	69.67%
TVWD	2,166,905	22.05%
Total	\$ 9,827,023	100.00%

Table 4 summarizes the Subproject Cost Shares for each WWSS Party’s share of the pipeline Subprojects (i.e., PLM_5.1, PLM_5.2, PLM_5.3, PLW_1.1, PLW_1.2, and PLW_1.3). Because Shared Direct Costs tracked at the PLM_5.0 and PLW_1.0 level will eventually be allocated to the Subprojects, the weighted average of the Subproject Costs Shares is used to calculate the monthly invoice amounts by WWSS Party for the PLM_5.0 and PLW_1.0 project numbers. A summary of the weighted average calculation along with the remaining pipeline Project Costs Shares is presented in Table 5. As stated in the Overview section of this document, these calculations are updated annually as part of the Re-Baseline and budget process and will require a final true-up calculation upon completion of the of the WWSP.

Table 4: Pipeline Subproject Cost Shares (Based on Baseline 9.1)

Subproject	Party	Cost in \$	Cost %
PLM_5.1		\$ 22,495,059	
	Beaverton	\$ 1,121,389	4.99%
	Hillsboro	\$ 8,118,855	36.09%
	TVWD	\$ 13,254,815	58.92%
PLM_5.2		\$ 22,000,983	
	Beaverton	\$ 1,262,091	5.74%
	Hillsboro	\$ 7,877,732	35.80%
	TVWD	\$ 12,861,160	58.46%
PLM_5.3		\$ 84,496,438	
	Beaverton	\$ 5,631,425	6.66%
	Hillsboro	\$ 40,771,520	48.25%
	TVWD	\$ 38,093,493	45.09%
PLW_1.1		\$ 9,827,023	
	Beaverton	\$ 813,926	8.28%
	Hillsboro	\$ 6,846,193	69.67%
	TVWD	\$ 2,166,905	22.05%
PLW_1.2		\$ 17,285,727	
	Beaverton	\$ -	0.00%
	Hillsboro	\$ 12,288,342	71.09%
	TVWD	\$ 4,997,384	28.91%
PLW_1.3		\$ 36,320,055	
	Beaverton	\$ 2,138,109	5.89%
	Hillsboro	\$ 16,539,230	45.54%
	TVWD	\$ 17,642,716	48.58%

Table 5: Pipeline Project Cost Shares (Based on Baseline 9.1)

Project	Party	Cost in \$	Cost %
MPE 1.0 Metzger Pipeline East		\$ 133,115,762	
	TVWD	\$ 133,115,762	100.00%
PLM 1.0 WTP to Day Road		\$ 68,997,452	
	Beaverton	\$ 3,439,554	4.99%
	Hillsboro	\$ 24,902,371	36.09%
	TVWD	\$ 40,655,528	58.92%
PLM 2.0 Kinsman Road		\$ 5,208,827	
	Beaverton	\$ 259,662	4.99%
	Hillsboro	\$ 1,879,956	36.09%
	TVWD	\$ 3,069,209	58.92%
PLM 3.0 SW 124th Avenue Extension		\$ 14,622,375	
	Beaverton	\$ 728,932	4.99%
	Hillsboro	\$ 5,277,467	36.09%
	TVWD	\$ 8,615,976	58.92%
PLM 4.0 124th to Beef Bend Road		\$ 145,503,479	
	Beaverton	\$ 7,253,414	4.99%
	Hillsboro	\$ 52,514,715	36.09%
	TVWD	\$ 85,735,350	58.92%
PLM 5.0 Beef Bend to Farmington		\$ 128,992,480	
	Beaverton	\$ 8,014,905	6.21%
	Hillsboro	\$ 56,768,107	44.01%
	TVWD	\$ 64,209,468	49.78%
PLW 1.0 Farmington to Frances		\$ 63,432,805	
	Beaverton	\$ 2,952,034	4.65%
	Hillsboro	\$ 35,673,765	56.24%
	TVWD	\$ 24,807,006	39.11%
PLW 2.0 Frances to Hwy 26		\$ 24,880,120	
	Beaverton	\$ -	
	Hillsboro	\$ 14,818,307	59.56%
	TVWD	\$ 10,061,813	40.44%
COB 1.0		\$ 18,214,346	
	Beaverton	\$ 18,214,346	100.00%

3.2 FACILITIES COST SHARES

Facilities include the Distributed Control Systems, the Reservoirs, Raw Water Facilities, and the Water Treatment Plant. Both the Raw Water Facilities and the Water Treatment Plant Projects have Fixed and Incremental cost components. To determine which costs are Fixed versus Incremental, the Attributable Cost, based on the contractors' billable tasks for each Project, are evaluated by the WWSP team and assigned to either the Fixed or Incremental components. For tasks that are unable to be assigned (e.g., allowances for escalation, contingency, etc.), it is assumed the task is distributed to the Fixed and Incremental categories proportionally. Table 6 summarizes the facilities Project Cost Shares based on that Fixed vs. Incremental cost breakdown and the ownership capacities from Table 1.

Table 6: Facilities Project Cost Shares (Based on Baseline 9.1)

Project	Party	Cost in \$	Cost %
DCS 1.0 Distribution Control System		\$ 2,241,840	
	Beaverton	\$ 111,868	4.99%
	Hillsboro	\$ 809,080	36.09%
	TVWD	\$ 1,320,892	58.92%
RES 1.0 Storage Reservoirs		\$ 86,334,563	
	Beaverton	\$ 3,997,290	4.63%
	Hillsboro	\$ 34,939,598	40.47%
	TVWD	\$ 47,397,675	54.90%
RWF 1.0 Raw Water Facility		\$ 136,479,215	
	Beaverton	\$ 7,292,767	5.34%
	Hillsboro	\$ 47,653,428	34.92%
	TVWD	\$ 81,533,020	59.74%
WTP 1.0 Willamette Water Treatment Plant		\$ 513,179,765	
	Beaverton	\$ 32,128,457	6.26%
	Hillsboro	\$ 163,555,221	31.87%
	TVWD	\$ 317,496,086	61.87%

3.3 REAL ESTATE COST SHARES

As stated in sections 2.3 and 2.4, real estate costs such as acquisition support, legal services, and project management are tracked in either general categories as Cost Pools for future allocation or as separate projects established for each individual easement or property acquired. The cost shares for each easement or property are based on the related Project Cost Shares for the Work Package for which they are being acquired (e.g., PLM_1.0, Reservoirs, etc.). The final allocation of the General Real Estate costs will not be known until completion of the WWSP. Until then, the cost shares used for the initial true up (pre-WWSS IGA execution), and future WWSS Party invoices are based on the proportional share of the Project Cost Shares for each category, (e.g., pipeline main, western extension). Table 7 shows the current estimates based on the Attributable Costs from Baseline 9.1 for the pipeline main and western extension. These calculations will be revised annually and a final true up will take place after completion of the WWSP. Real estate costs for Metzger Pipeline East, Reservoirs, and the Water Treatment Plant use the same costs shares as the Work Package they were acquired for. Additionally, General Real Estate costs for the Eastern Extension are 100% allocated to the MPE easements for TVWD.

Table 7: Party Cost Shares for Main Pipeline and Western Extension (Based on Baseline 9.1)

Main Pipeline			Western Extension		
Party	Cost Share in \$	Cost Share %	Party	Cost Share in \$	Cost Share %
Beaverton	\$ 19,696,467	5.42%	Beaverton	\$ 2,952,034	3.34%
Hillsboro	\$ 141,342,616	38.90%	Hillsboro	\$ 50,492,072	57.17%
TVWD	\$ 202,285,531	55.68%	TVWD	\$ 34,868,819	39.49%
Grand Total	\$ 363,324,614	100.00%	Grand Total	\$ 88,312,925	100.00%

3.4 SYSTEM-WIDE COSTS

As previously discussed, System-Wide Costs are being tracked by various project numbers within the WWSP WBS for the purpose of allocating the costs to the specific WWSS Elements and the Ancillary Projects after final completion. In addition to the WWSS assets and the WIF’s share of the Raw Water Facilities assets, the WWSP is also delivering other related projects that will be owned outright by each of the WWSS Parties (e.g., TVWD’s Metzger Pipeline East Project, the City of Beaverton’s COB_1.0 Project). Because all Projects being delivered by the WWSP benefit from the early mobilization efforts that were necessary to establish the Program, as well as the efforts and services provided while a specific Project is underway, it is appropriate that all the Projects, including any Ancillary Projects being performed on behalf of a WWSS Party, receive equitable treatment under the allocation process using a consistent methodology.

3.4.1 Metzger Pipeline East

TVWD’s Metzger Pipeline East Project (MPE_1.0) was initially conceived as the Pipeline East (PLE) Project but was modified after TVWD elected to combine the project with a future pipeline intended to deliver WWSS water to TVWD’s Metzger service area. Due to the project’s size and scope, its incorporation into the initial WWSP Baseline, and an in-service date that aligns with the rest of the WWSS, the MPE_1.0 project receives a separate allocation of the System-Wide Costs. The amount of System-Wide Costs allocated to the MPE_1.0 project is calculated based on MPE_1.0’s total Attributable Cost as a percentage of the WWSP. This allocation percentage is separate from TVWD’s share for the WWSS Elements. The System-Wide Cost percentages as of Baseline 9.1 are presented in Table 8.

Table 8: Party Cost Shares for System-Wide Costs (Based on Baseline 9.1)

Party	Cost Share in \$	Cost Share %
Beaverton	\$ 65,010,173	5.00%
Hillsboro	\$ 432,842,502	33.17%
TVWD	\$ 673,352,732	51.77%
TVWD - MPE	\$ 133,115,762	10.06%
Total	\$ 1,304,321,168	100.0%

3.4.2 Other Ancillary Projects

Other Ancillary Projects including the WIF portion of the RWF_1.0 project and the COB_1.0 project pay a 10% system-wide charge in lieu of an allocation of the System-Wide Costs. The 10% rate is based on an analysis conducted by the WWSP staff and agreed to by the Partner’s Finance Committee. The 10% is applied to the direct charges for the ancillary projects monthly and received as credit to the Program Management System-Wide Cost category, thus reducing the amount due to the WWSS Partners by the calculated amount. This method allows for a fair distribution of System-Wide Costs among the beneficiaries of WWSP services and enables the owners of the ancillary projects to capitalize their respective assets once they are placed into service.

3.5 EXCLUDED COSTS

Throughout the life the WWSP, there have been miscellaneous projects that were undertaken which had unique costs shares established through separate agreements. Those projects were the Willamette River Water Treatment Plant Master Plan and the Willamette Governance Group Facilitation. Because the costs for those activities were accounted for in the WWSP Fund, they were included in the costs shares table in Attachment 1 for reconciliation purposes, but their costs were excluded from the true-up calculations. Additionally, there were in-kind contributions for permanent and temporary construction easements. Those contributions had value and were accounted for in accordance with generally accepted accounting principles, but because there was no direct acquisition cost, the cost shares for the Parties are excluded.

4 FINDINGS

The Project Cost Share calculation process requires multiple steps including reviewing the current Baseline, reviewing existing construction contracts, verifying pipeline project lengths from GIS, and calculating the multiple cost allocations. Partner cost shares will vary from year to year resulting from change orders, unused contingency, and other adjustments to Attributable Costs.

As the Managing Agency, TVWD staff will update the cost shares for review with the Baseline release each year and continue to process the annual true up after the completion of the prior year's audit. Updated cost shares will go into effect July 1 of each year.

5 DEFINITIONS

Allocated Costs – Costs that are tracked by a category or Cost Pool for the purpose of redistributing to other project costs after completion.

Ancillary Projects - Projects that are not part of the Willamette Water Supply System (WWSS) or the Willamette Intake Facilities (WIF) but are being delivered by the Willamette Water Supply Program (WWSP) on behalf of one of the WWSS Parties.

Attributable Costs – For completed Projects, Attributable Costs are the Direct Project Costs contract values. For a Project under construction or to be constructed, the Attributable Costs are the OPCCs or the sum of the OPCCs for the remaining work and the Direct Project Costs under contract.

Baseline – The total actual and projected costs for entire portfolio of Projects, including Ancillary Projects and System-Wide Costs, being delivered by the WWSP. The Baseline is updated annually, and sometimes minor updates are made within a year. Accordingly, the Baseline is referenced according to its version such as Baseline 4.0 is the first version prepared on the fourth year of the WWSP.

Cost Pool – A category of costs tracked by a separate project accounting number, used to accumulate costs to be allocated to other Projects after completion.

Direct Project Costs – Costs that are directly attributable to a Work Package of the WWSP (e.g., design, project management, construction, permit costs for a Work Package). Direct Project Costs are the sum of the Project Specific Costs and Shared Direct Costs attributable to a Work Package.

Element – A portion of the WWSS as described in Exhibit 1 of the WWSS IGA.

Fixed – The ownership or cost share of an Element at full build out capacity. This applies to the Raw Water Pumps and the Water Treatment Plant Elements that are being constructed in phases.

General Real Estate Costs – Indirect or support costs related to the acquisition of real estate for the WWSS.

Incremental – The initial and subsequent ownership or cost shares of an Element prior to full build out capacity. This applies to the Raw Water Pumps and the Water Treatment Plant Elements that are being constructed in phases.

Indirect Costs – Support costs for the WWSP that are general in nature and are not attributable to specific Work Package.

Non-Capitalized Expenditures – WWSP expenses that were not expensed as capital outlay and will not be allocated to any of the WWSP Work Packages.

Opinion of Probable Construction Costs (OPCC) – The estimated Direct Project Costs used to determine the Baseline for the WWSP before the projects are in construction.

Project – Synonymous with a WWSP Work Package, a project is a WWSS Element or combination of the Elements with a defined scope to be delivered by the WWSP.

Project Cost Share – The amount per Party, expressed as a dollar amount or a percentage, for a specific WWSP Project or System-Wide Cost.

Project Specific Costs – Direct Project Costs for design, project management, construction, and other directly attributable costs for a specific WWSP Work Package.

Shared Direct Costs – Direct costs for a specific Work Package that has been subdivided into Subprojects, but due to their general nature or timing, the costs cannot be attributed to the Subprojects. Shared Direct Costs will be allocated to the Subprojects at the time of completion.

Specific Real Estate Costs – Direct acquisition costs identified by a purchase and sale agreement for a specific permanent easement or property.

Subproject – The subdivided section of a WWSP Work Package (e.g., PLM_5.1, PLM_5.2, etc.).

Subproject Cost Shares – The cost shares by Party, as a dollar amount or percentage, for a Subproject, including the Allocated Costs from the Shared Direct Costs as identified in the Baseline.

System-Wide Costs – Programmatic costs that are general in nature and support the overall delivery of the WWSP Projects.

Re-Baseline – The annual process of reviewing actual costs and OPCCs to develop an updated Baseline forecasting the remainder of the program and used to develop the annual budgets.

Willamette Water Supply Program (WWSP) – The temporary effort that includes all professional services, construction contracts, and related expenses needed to plan, design, permit, construct, and start up the WWSS.

Willamette Water Supply System (WWSS) – All assets required to deliver water from the Willamette River to the Water Treatment Plant and ultimately to the Parties' water distribution systems through various turnouts. Broadly, the WWSS starts with the raw water pumps inside the WIF that discharge to the raw water pipeline that extends from Wilsonville to the water treatment plant in Sherwood. Finished water pipelines convey the potable water from the finished water pump station north to the reservoir near the top of Cooper Mountain and to the parties' systems.

Work Breakdown Structure (WBS) – The structure used to organize the WWSP team's work into manageable sections and track and manage program objectives and deliverables.

Work Package – One of the 22 separate Projects representing a WWSS Element or combination of Elements individually designed and constructed for the WWSP.

Willamette Water Supply *Our Reliable Water*

6A. WWSS Cost Shares Methodology - Justin Carlton

April 4, 2024

1

WWSP Performance Audit

- In March of 2023, TVWD engaged Moss Adams LLP to conduct a performance audit of the WWSP to ensure effective internal controls and recommend improvements.
- Audit Objectives:
 1. Validate cost report calculations
 2. Ensure expenditure compliance
 3. Ensure policy and procedure compliance

2

Results Summary

Objective	Result Outcome
1. Report Calculation Validation	Improvement Recommendation
2. Expenditure Compliance	No Exceptions
3. Policy and Procedure Compliance	No Exceptions

- Recommendation:

- Obtain WWSS Board approval of cost-allocation methodology
- Board grant approval authority to Management Committee

3

Cost Shares History

2015	2019	2020	2020-Present	2027
<ul style="list-style-type: none"> • Design and Construction WWSP IGA • 60.31%/39.69% split between TVWD and COH 	<ul style="list-style-type: none"> • WWSS IGA • Exhibit 1 established ownership allocations by element • Exhibit 7: COB “buy-in” calculation required 	<ul style="list-style-type: none"> • Finance Comm. held 3 workshops to review and refine methodology • Finance Comm. presented methodology to Management Comm. for approval 	<ul style="list-style-type: none"> • Cost shares updated annually after baseline adoption • Annual true-up processed to reflect updated cost shares 	<ul style="list-style-type: none"> • Final cost shares calculated based on actuals • Final true-up processed to reflect partners’ investment in WWSS

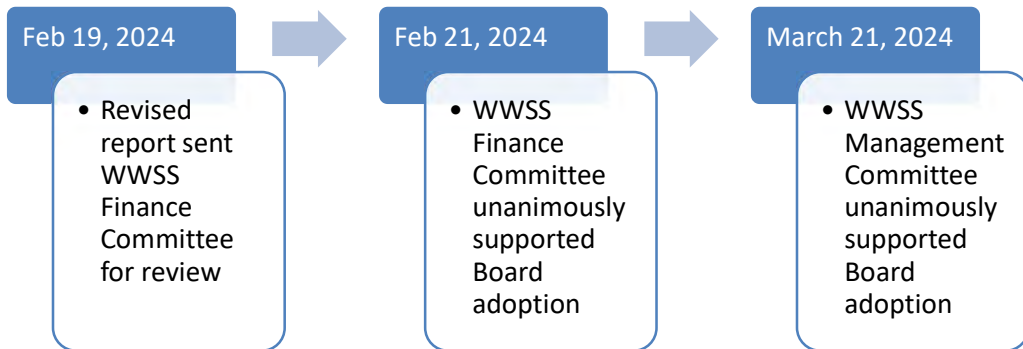
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Cost Share Categories

- Pipelines
- Real Estate
- Facilities
 - Reservoir
 - Distributed Control System
 - Raw Water Facilities
 - Water Treatment Plant
- System Wide

ELEMENT	TUSD		Hillsboro		Beaverton	
	Capacity (MGD)	Ownership (%)	Capacity (MGD)	Ownership (%)	Capacity (MGD)	Ownership (%)
Raw Water Pump Station						
Fixed	59.1	58.92%	36.2	36.09%	5.0	4.99%
Incremental	40.0	66.67%	15.0	25.00%	5.0	8.33%
Raw Water Pipeline	59.1	58.92%	36.2	36.09%	5.0	4.99%
Water Treatment Plant						
Fixed	59.1	58.92%	36.2	36.09%	5.0	4.99%
Incremental						
Initial 60-MGD Capacity	40.0	66.67%	15.0	25.00%	5.0	8.33%
Following 20% Re-Rating	48.7	67.68%	18.1	25.38%	5.0	6.94%
After Adding Process Train	54.8	57.68%	36.2	37.71%	5.0	5.21%
Finished Water Pipeline - Pumped	59.1	58.92%	36.2	36.09%	5.0	4.99%
Reservoirs						
Capacity Owned outright	0.0	—	0.0	—	0.0	—
Shared Capacity Owned	16.5	—	12.1	—	1.4	—
Total	16.5	54.90%	12.1	40.47%	1.4	4.63%
Finished Water Pipeline - Gravity						
Reservoirs to 205th and Farmington	28.0	40.46%	36.2	52.31%	5.0	7.23%
205th and Farmington to Cornelius Pass and Rosa	11.0	21.07%	36.2	69.35%	5.0	9.58%
Rosa to Blanton	11.0	21.07%	36.2	69.35%	5.0	9.58%
Blanton to Tualatin Valley Highway	11.0	26.07%	26.2	62.09%	3.0	11.85%
Tualatin Valley Highway to Frances	11.0	29.57%	26.2	70.43%	0.0	0.00%
Frances to Baseline	11.0	29.57%	26.2	70.43%	0.0	0.00%
Baseline to Walbridge	11.0	40.44%	16.2	59.56%	0.0	0.00%
Walbridge to Old Evergreen	11.0	40.44%	16.2	59.56%	0.0	0.00%
Old Evergreen to Highway 26	11.0	40.44%	16.2	59.56%	0.0	0.00%
Turnouts						
Roy Rogers Road and Scholls Ferry Road	33.5	100.00%	0.0	0.00%	0.0	0.00%
Tile Flat Road	0.0	0.00%	0.0	0.00%	5.0	100.00%
205th and Farmington Road	17.0	100.00%	0.0	0.00%	0.0	0.00%
Cornelius Pass Road and Rosa	0.0	0.00%	10.0	100.00%	0.0	0.00%
Cornelius Pass Road and Blanton Street	0.0	0.00%	10.0	100.00%	0.0	0.00%
Tualatin Valley Highway - STL Emergency Intertie	0.0	0.00%	25.0	100.00%	0.0	0.00%
Cornelius Pass Road and Tualatin Valley Highway	0.0	0.00%	0.0	0.00%	5.0	100.00%
Cornelius Pass Road and Frances Street	0.0	0.00%	10.0	100.00%	0.0	0.00%
Cornelius Pass Road and Baseline Road	0.0	0.00%	10.0	100.00%	0.0	0.00%
Cornelius Pass Road and Walbridge Drive	0.0	0.00%	16.2	100.00%	0.0	0.00%
Cornelius Pass and Old Evergreen Road	0.0	0.00%	16.2	100.00%	0.0	0.00%
Highway 26 - NTL Emergency Intertie	0.0	0.00%	16.2	100.00%	0.0	0.00%
Cornelius Pass PIV Facility	11.0	100.00%	0.0	0.00%	0.0	0.00%
Distributed Control System	59.1	58.92%	36.2	36.09%	5.0	4.99%

2024 Cost Shares Methodology Review



Requested Board Action

Consider adopting 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.

STAFF REPORT

To: WWSS Board of Commissioners
From: Justin Carlton, TVWD Chief Financial Officer
Date: April 4, 2024
Subject: Fiscal Year 2024-25 Annual Work Plan and Budget and Approval of WWSP Capital Improvement Plan (Baseline 9.1)

Requested Board Action:

Consider adopting the Annual Work Plan and Budget for the Willamette Water Supply System (WWSS) for fiscal year 2024-25 and approving the Willamette Water Supply Program (WWSP) Capital Improvement Plan (Baseline 9.1).

Key Concepts:

- In accordance with Sections 5.4.6 and 8.1 of the WWSS Intergovernmental Agreement (IGA), the WWSS Commission Board shall adopt a budget and work plan for the Commission's operations and capital improvements each fiscal year.
- The Annual Work Plan attached to this staff report provides the scope of work to be performed by the Managing Agency for the fiscal year 2024-25 (FY25).
- Section 8.3 of the WWSS IGA requires the Managing Agency (MA), TVWD, to maintain a capital improvement plan (CIP) for the current and subsequent four fiscal years.
- The WWSP prepares a baseline budget and schedule each year that establishes the budget and schedule to execute the delivery of WWSP, which includes the capital outlay for WWSS. Currently, this baseline budget and schedule serves as the CIP for the WWSS.
- The total estimated cost of the WWSP in Baseline 9.1 of \$1.6 billion is the same as Baseline 8.1.
- The FY25 budget includes appropriations of \$2,054,801 for operations and administration, \$394,184,649 for capital outlay (proposed Baseline 9.1), and \$205,000 for general operating contingency.
- The Management Committee recommends the WWSS Commission Board adopt the FY25 Annual Work Plan and Budget and approve Baseline 9.1.

Background:

This report summarizes:

- The WWSP's Baseline 9.1 establishes both the projected capital outlay for FY25 and the Capital Improvement Program. The annual WWSP baseline budget and schedule update process forecasts WWSP costs through the life of the program and establishes the capital outlay portion of the WWSS Budget for the upcoming fiscal year.
- The WWSS FY25 Annual Work Plan and Budget update process develops the WWSS Annual Work Plan's scope of work, staffing plans and underlying assumptions and the budget associated with accomplishing the WWSS operational tasks.

WWSP staff provided the early release Baseline 9.0 information and data on December 30, 2023, via email, to the Management, Finance, and Operations committees members. A revised Baseline 9.1 version was distributed on February 19, 2024, to the Finance Committee. There were two changes between Baselines 9.0 and 9.1:

1. Commissioning and startup costs also known as GMP 3 were transferred from the WTP_1.0 project to the System Integration project.
2. The Program Forecast was updated to reflect actual costs incurred between December and February.

The official Baseline 9.1 was presented to the Management Committee on March 21, 2024. Committee members agreed to recommend adoption of the FY25 Annual Work Plan and Budget, and Baseline 9.1 by the WWSS Board.

The Annual Work Plan includes the following main tasks:

1. General Administration
2. Capital Projects Management
3. Annual Work Plan and Budget Development
4. Finance Administration
5. Operations Committee Administration
6. Management Committee Administration
7. Administer WWSS Board of Commissioners Meetings
8. Contingency

The proposed FY25 budget for the WWSS is:

Personnel Services (WWSS)	\$0
Materials & Services (WWSS)	\$2,054,801
Capital Outlay (WWSP)	\$394,184,649
General Operating Contingency (WWSS)	\$205,000
Total Appropriations	\$396,444,450

The details in the materials and services category includes:

Administrative Expense	\$1,317,006
Professional Services	\$583,750
Insurance	\$37,100
Business Expense	\$5,575
Property Maintenance	\$41,250
Audit	\$16,890
Utilities	\$8,030
Communication Services	\$2,000
Locates	\$43,200
Total Materials & Services	\$2,054,801

The WWSS IGA provides the methodology for allocating the materials and services line items to the parties. Specifically, the IGA provides two allocation techniques: one for administration costs, the other for other operating costs. During this preoperational period, the WWSS Finance Committee has recommended that all materials and services costs be treated as administration costs, until the operational plans have been completed, and costs can be segmented as either administrative or operational.

The IGA allocates administration costs to the parties based on two weighted factors. The first weighted factor is equal shares. That is, each of the three parties is allocated one-third of the costs recovered based on equal shares.

The second factor is based on percentage ownership. For administration costs, the two factors are weighted 25% based on equal shares and 75% based on ownership. The weighted allocations factors by party are:

Party	Weighted Allocation %	Weighted Allocation \$
Beaverton	12.07%	\$248,014
Hillsboro	35.40%	\$727,400
Tualatin Valley Water District	52.53%	\$1,079,387

The costs for capital outlay are allocated based on the ownership shares of each party in the project being built, per WWSS IGA Exhibit 1. Below is a table of the estimated cost shares for capital outlay:

Party	Estimated Share of Capital Outlay
Beaverton	\$23,585,725
Hillsboro	\$134,873,373
Tualatin Valley Water District	\$235,725,551

Recommended Approval:

WWSP recommends Board adoption of the FY25 Annual Work Plan and Budget, and approval of Baseline 9.1.

Budget Impact:

The resolution establishes the FY25 WWSS Annual Work Plan and Budget. The impact of adopting the resolution is to establish appropriations for the WWSS of \$2,054,801 for materials and services, \$394,184,649 for capital outlay for the WWSP, and \$205,000 for general operating contingency for the WWSS for 2024-25 fiscal year. In addition, it establishes the Capital Improvement Plan through FY28 based on Baseline 9.1 of \$1,615,348,276.

Staff Contact Information:

David Kraska, P.E., Willamette Water Supply Program Director; 503-941-4561; david.kraska@tvwd.org
 Justin Carlton, Chief Financial Officer; 503-848-3070; justin.carlton@tvwd.org

Attachments:

- Proposed Resolution WWSS-03-24
- Exhibit 1: Annual Work Plan for FY25
- Exhibit 2: Budget for FY25
- Exhibit 3: Baseline 9.1

Willamette Water Supply System Commission

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RESOLUTION NO. WWSS-03-24

A RESOLUTION ADOPTING THE WILLAMETTE WATER SUPPLY SYSTEM COMMISSION ANNUAL WORK PLAN AND BUDGET FOR THE 2024-25 FISCAL YEAR AND APPROVING THE CAPITAL IMPROVEMENT PLAN BASELINE BUDGET 9.1

WHEREAS, pursuant to Article 5.4.4 of the Willamette Water Supply System (WWSS) Intergovernmental Agreement (IGA), the Board of Commissioners (Board) shall annually adopt a budget (Budget); and

WHEREAS, pursuant to Article 5.4.6 of the WWSS IGA, the Board shall annually adopt a work plan (Annual Work Plan) in association with the annual Budget; and

WHEREAS, pursuant to Article 5.4.7 of the WWSS IGA, the Board shall annually approve the capital improvement plan (Baseline 9.1) in association with the annual Budget; and

WHEREAS, pursuant to Article 6.6.1 of the WWSS IGA, the Managing Agency prepared a proposed Annual Work Plan and corresponding proposed annual Budget; and

WHEREAS, pursuant to Article 8.1 of the WWSS IGA, the Board shall strive to adopt the Budget by resolution in April of each year; and

WHEREAS, pursuant to Article 8.3 of the WWSS IGA, the Managing Agency prepared capital improvement plan budget projections for at least the subsequent four Fiscal Years following the current fiscal year which is attached hereto as Baseline Budget 9.1; and being so advised

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE WILLAMETTE WATER SUPPLY SYSTEM COMMISSION THAT:

Section 1: The Board of the Willamette Water Supply System Commission hereby adopts the Annual Work Plan for the 2024-25 fiscal year, attached hereto as Exhibit 1 and incorporated by reference.

Section 2: The Board of the Willamette Water Supply System Commission hereby adopts the Budget for the 2024-25 fiscal year, attached hereto as Exhibit 2, and incorporated by reference.

Section 3: The Board of the Willamette Water Supply System Commission hereby approves the capital outlay plan set forth in Baseline 9.1, attached hereto as Exhibit 3, and incorporated by reference.

Section 4: That the Budget will be allocated to the individual WWSS Parties according to the requirements of the WWSS IGA.

Section 5: The Managing Agency will invoice the allocated amounts set forth herein from the individual WWSS Parties in accordance with the WWSS IGA.

Approved and adopted at a regular meeting held on the 4th day of April 2024.

James Duggan, Chair

David Judah, Vice Chair

Willamette Water Supply System Commission

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Exhibit 1

WILLAMETTE WATER SUPPLY SYSTEM
ANNUAL WORK PLAN – FY25 SCOPE OF WORK AND BUDGET
February 1, 2024

INTRODUCTION

The Willamette Water Supply System (WWSS) includes all water supply system infrastructure facilities beginning at the Willamette Intake Facilities (WIF) System Separation Point and continuing to the Points of Delivery (turnouts). The WWSS comprises the raw water pump station, raw water pipeline, water treatment plant, finished water pipelines, finished water storage, and related facilities that serve potable water to TVWD, Hillsboro, Beaverton, and potentially other municipal water providers. The WWSS is currently owned by three parties: the cities of Beaverton and Hillsboro and the Tualatin Valley Water District (TVWD). The WWSS Intergovernmental Agreement (IGA) establishes the general operating procedures for the WWSS Commission, including designating TVWD as its managing agency (MA).

This document represents the scope of work (SOW) and budget for the MA for the 2024-25 fiscal year (FY25). The primary objectives of this effort include:

- Prepare an annual work plan and corresponding budget for FY26.
- Perform the duties described herein and other duties as directed by the Board.
- Provide leadership, administration and staffing in support of the Board and committees such as the Management Committee, Operations Committee, and Finance Committee; administration of the Board meetings; and required public meeting notices and duties.
- Maintain records in accordance with public records laws.
- Complete finance procedures for the WWSS Commission.
- Provide capital project management through WWSP for delivery of the WWSS in 2026, including the annual Capital Improvements Plan (Baseline 9.0).
- Review and refine chapters of the draft Operations Plan, in coordination with the Parties.
- Procure and manage appropriate insurance coverages and fidelity coverages, in accordance with the insurance requirements.
- Approve, execute, and administer contracts, subject to the contracting rules and direction of the Board within the set limits.
- Acquire real property by negotiation, lease sale, or condemnation.
- Acquire IGAs and permits.
- Provide public communications and outreach, including response to public information, media or records requests and public affairs support.
- Identify, track, and report on key performance indicators and level of service goals.

SCOPE OF WORK

1. General Administration

The MA is responsible for managing the business affairs of the Commission. The MA shall perform the general administrative activities as described below:

Exhibit 1

WILLAMETTE WATER SUPPLY SYSTEM ANNUAL WORK PLAN – FY25 SCOPE OF WORK AND BUDGET February 1, 2024

- a. Administration of Infrastructure Operations and Maintenance
 - i. Plans Development - The WWSS IGA identifies six WWSS plans to be drafted by the MA: 1) Capital Improvements Plan, 2) Master Plan, 3) Operations Plan, 4) Emergency Response Plan, 5) Curtailment Plan, and 6) Overuse Plans.
 - ii. To date, the MA has updated the Baseline each year and that serves as the Capital Improvements Plan for the following years. The MA has also led the initial outline development of the Operations Plan including drafting chapters. Other plans are currently being drafted with an anticipated completion of calendar year 2025.
 - iii. For FY25, the MA will continue drafting the Operations Plan (the draft of which is to be completed in FY25) in coordination with the Parties.
- b. Records Management – Maintain a location for all relevant WWSS-related records on the TVWD information technology (IT) infrastructure. Follow Oregon statutes regarding records maintenance, management, and disposal.
- c. Asset Management – Asset management procedures for the WWSS are included in the Operations plan and are under development. The MA will also provide system locating services and records management for completed projects as needed.
- d. Warranty Management – Follow established warranty management procedures for the WWSS and provide such services as needed.
- e. Property Management – Draft property management procedures for the WWSS and provide required services for currently owned properties.
- f. Contracts – Draft and execute new contracts, manage existing contracts, and close completed contracts subject to the contracting rules and direction of the Board within the limits set forth on IGA Exhibit 5.
- g. Real Property Acquisition – The MA is responsible for securing the needed real property to facilitate system construction and maintenance. Secure real property in support of project construction.
- h. IGAs, Permits, and Other Assets – The MA is responsible for negotiating the IGAs and obtaining the permits to facilitate system construction for FY25.
- i. Responding to Requests – When requests for WWSS-related information are made by the public or the media, coordinate a response with the other WWSS Parties as appropriate. Requests for public records will be responded to in keeping with TVWD’s established public information request policy. The MA will notify the WWSS Operations Committee members when a public information request is received and when it is fulfilled.
- j. Communications and Public Outreach
 - i. Responding to Requests – When requests for WWSS-related information are made by the public or the media, coordinate a response with the other WWSS Parties as appropriate.
- k. Legislative Updates
 - i. Provide quarterly updates on legislative activities relevant to water within the Willamette basin to the Management Committee.

Exhibit 1

WILLAMETTE WATER SUPPLY SYSTEM ANNUAL WORK PLAN – FY25 SCOPE OF WORK AND BUDGET February 1, 2024

- i. Legal Services
 - i. Provide legal services as required in the performance of MA duties for the WWSS Commission including supporting the preparation and execution of IGAs and project agreements as well as support for real estate transactions.
- m. General
 - i. Maintain a current contact list of the WWSS Board and alternates, the Operations Committee, the Finance Committee, and the Management Committee.

2. Capital Projects Management

The MA is responsible for managing the capital improvement projects for the WWSS undertaken by the WWSS Commission. The WWSS has agreed to perform Ancillary Projects to allow use of MA resources to oversee and manage design and construction of a project that delivers water from a direct connection to the WWSS to that Party's water system.

- a. Capital and Ancillary Projects for FY25 as presented in Exhibit 3 – Baseline 9.0.

3. Annual Work Plan and Budget Development

The MA is responsible for preparing and managing the Annual Work Plan and corresponding annual budget.

- a. Coordinate with the Operations and Finance committees to prepare the draft Annual Work Plan and Budget for FY26.
- b. Prepare Management Committee Review Draft and present at a regularly scheduled meeting.
- c. Prepare Final FY26 Annual Work Plan and Budget for Presentation to WWSS Board.

4. Finance Committee Administration

The Finance Committee provides recommendations to the Management Committee on the proposed annual budget, capital improvement plan including resource availability and timing, and other financial policies. The MA, which is responsible for financial planning and management for the WWSS Commission, will conduct the following tasks:

- a. Coordinate with the Finance Committee in hiring consultants to develop financial procedures to replace the interim procedures and obtain WWSS Board approval.
- b. Prepare an annual budget preparation calendar.
- c. Prepare monthly invoices.
- d. Prepare quarterly financial reports. Financial reports will be provided to the WWSS Board as part of the Board packet in the month following the reports' issuance.
- e. Provide routine accounting and financial management including payment of accounts payable for expenses incurred on behalf of the WWSS Commission.
- f. Prepare and submit monthly or weekly remittance advices for payment of capital costs associated with constructing the WWSS.
- g. Prepare and invoice dues for each WWSS Party monthly.
- h. Provide insurance, pursuant to IGA Article 28.3 and referenced Exhibit 11, for the WWSS.

Exhibit 1

WILLAMETTE WATER SUPPLY SYSTEM ANNUAL WORK PLAN – FY25 SCOPE OF WORK AND BUDGET February 1, 2024

- i. Administer Committee Meetings
 - i. When the Finance Committee meets independently of the other committees, the MA shall be responsible for administering the Finance Committee meetings, including:
 - Schedule each meeting with the attendees via email. Provide email reminders for each meeting.
 - Coordinate meeting logistics including meeting room set up, breakdown, and clean up.
 - Prepare draft agendas for each meeting and submit to attendees for review one week prior to each meeting.
 - Prepare brief meeting notes capturing decisions and action items.
 - j. Annual Audit – The MA will facilitate an independent financial review of the WWSS Commission’s activities up to the time of the audit. Facilitation of this audit is assumed to entail the following:
 - i. Contract with TVWD’s auditor for purposes of conducting the independent financial review.
 - ii. Oversee execution of the review, including providing access to accounting records and WWSS Commission-related transactions and reports.
 - iii. Distribute and facilitate communication of the financial review findings.
 - iv. Prepare and submit required regulatory findings, if any, with the State of Oregon.

5. Operations Committee Administration

The Operations Committee considers issues as directed by the Management Committee as stipulated in the WWSS IGA and supports development of the Operations Plan and other associated plans. The MA shall be responsible for administering the Operations Committee meetings.

- a. Administer Committee Meetings – Conduct monthly meetings with Operations Committee. The MA will provide the following support for these meetings, all of which are assumed to occur at the TVWD Board Room, or via Microsoft Teams:
 - i. Schedule each meeting with the attendees via email. Provide email reminders for each meeting.
 - ii. Coordinate meeting logistics including meeting room set up, breakdown, and clean up.
 - iii. Prepare draft agendas for each meeting and submit to attendees for review one week prior to each meeting.
 - iv. Prepare brief meeting notes capturing decisions and action items.

6. Management Committee Administration

The Management Committee provides input and recommendations to the MA on policies, planning, operations, capital projects, contract awards, etc. with the goal of achieving consensus recommendations within the Management Committee. The Management Committee members will also serve as the liaison to each of their governing bodies and shall be charged with authority to act on behalf of the governing body as stipulated within the WWSS IGA. The MA shall be responsible for administering the Management Committee meetings.

- a. Administer Committee Meetings – Conduct twice monthly meetings of the Management Committee. The MA will provide the following support for these meetings, all of which are assumed to occur at either the TVWD Board Room, or at a conference room at the Willamette Water Supply Program office, or via Microsoft

Exhibit 1

WILLAMETTE WATER SUPPLY SYSTEM ANNUAL WORK PLAN – FY25 SCOPE OF WORK AND BUDGET February 1, 2024

Teams:

- i. Schedule each meeting with the attendees via email. Provide email reminders for each meeting.
- ii. Coordinate meeting logistics including meeting room set up, breakdown, and clean up.
- iii. Prepare draft agendas for each meeting and submit to attendees for review one week prior to each meeting.
- iv. Prepare brief meeting notes capturing decisions and action items.

7. Administer WWSS Board of Commissioners Meetings

The Board shall manage the business and affairs of the Commission for the mutual benefit of all Parties. The powers and duties of the Board are as described in the WWSS IGA. The MA shall be responsible for conducting the Board meetings as described herein:

a. Administration of Commission Meetings

- i. Schedule bimonthly WWSS Board meetings starting in July 2024 and for each month until June 2025. All meetings are assumed to be held at the TVWD Board Room, or via Microsoft Teams.
- ii. Draft agendas for each meeting in coordination with the Management Committee and the WWSS Commission Board Chair.
- iii. Post public notice of meetings and agendas on the Commission web page and make a public notice available to each party for posting at the party's offices.
- iv. Email calendar invites for all FY25 meetings by July 2024 and email reminders of upcoming meetings one week prior to the meeting.
- v. Prepare and electronically distribute meeting agenda packets to the Board and Management Committee one week prior to meetings.
- vi. Host six Board meetings and up to two special Board meetings, including coordinating meeting room set up, breakdown, and clean up when required.
- vii. Arrange for a boxed meal to be provided during meetings.
- viii. Draft speaking points for Board Chair.
- ix. Make an audio recording of all Board meetings.
- x. Prepare and distribute draft meeting minutes as part of the Board meeting packets.
- xi. Post meeting minutes to the WWSS Commission web page.

8. Contingency

This task provides an allowance of approximately 10 percent of the total annual Operating Expenses budget to provide funds for WWSS Commission related work that is not identified at the time when the Annual Work Plan and Budget were prepared. In such situations, the MA will present a request to the MC to use contingency funds, including the purpose and amount of funds requested. Following approval by the MC, approval will also be obtained from the Board.

Exhibit 1

WILLAMETTE WATER SUPPLY SYSTEM ANNUAL WORK PLAN – FY25 SCOPE OF WORK AND BUDGET February 1, 2024

STAFFING PLAN

The proposed staffing plan for the FY25 services is reflected in the proposed budget. This staffing plan includes five categories of labor from both TVWD and City of Hillsboro (COH) staff. Specific staffing categories and representative staff positions include:

- **General Manager:** this category is limited to the Willamette Water Supply Program Director.
- **Department Manager:** this category may include TVWD's Chief Financial Officer, General Counsel, Chief Engineer, JWC and/or WWSS Water Treatment Plant Manager, WWSP Assistant Program Director, and WWSP Permitting and Outreach Manager.
- **Professional:** this category may include senior professional staff such as TVWD's Financial Operations Manager, Senior Engineer, Risk Management Coordinator, Senior Management Analyst, Water Resources Manager, WWSS Water Treatment Coordinator, WWSP Communications Supervisor, and WWSP Financial Manager.
- **Technician:** this category may include a wide variety of technical and para-professional staff including TVWD Communications Coordinators, District Recorder, Engineering Associates, Management Analyst, Water Quality Specialists, and Accountants.
- **Administrative Support:** this category may include the Executive Assistant and Administrative Assistant positions.

Not all staffing categories or positions are used for all tasks or assignments. Instead, specific staff will be engaged as needed based on the demands of the given task and the expertise of available staff. As such, staff resources represent a deep pool from which the Commission can efficiently draw upon. The diverse range of knowledge, skills and abilities represented by these five categories is intended to allow assignments to be completed at the lowest cost and provide the highest value for the WWSS Commission.

ASSUMPTIONS

Additional services by the MA and special projects beyond the above scope and proposed budget will be specifically directed, authorized, and funded by the WWSS Commission Board.

The proposed scope of services and budget are limited to services provided in FY25 and do not establish a cap, or precedent for services and funding requirements for future years.

Future funding requirements will be based on Board-approved work plans and scopes of work.

All meetings may be held online as deemed appropriate by the MA. If in-person meetings are convened, including but not limited to Commission Board meetings, Management Committee meetings, Finance Committee meetings, and Operations Committee meetings, they will be held at TVWD's office or the WWSP Program Management Office, both in Beaverton.

Committee meetings shall be considered technical meetings and Commission Board meetings shall be considered public meetings.

For Commission meetings, TVWD will provide logistical support, as needed, such as meeting room set-up, audio visual equipment, and meeting room clean-up. A boxed meal shall be provided for each of the four attendees per agency,

Exhibit 1

WILLAMETTE WATER SUPPLY SYSTEM ANNUAL WORK PLAN – FY25 SCOPE OF WORK AND BUDGET February 1, 2024

and for up to four other attendees from the MA when meeting in-person.

The MA shall manage the use of budgeted labor hours and expenses as the MA deems necessary to fulfill the scope of work. The MA will control the scope of work in coordination with the Finance and Operations Committees. Any significant anticipated changes to the scope of work will first be vetted by the MA with the Finance and Operations committees. In the event the level of effort significantly exceeds the anticipated budget, the MA will coordinate with the Management Committee to identify appropriate response strategies, including supplemental budget requests, or use of contingency funds (Task 8) for consideration by the Board and MA staff.

BUDGET

The following proposed budget is based on the assumed scope of services and staffing plan as outlined above. Hours in the proposed budget include only those hours that are anticipated to be in addition to TVWD's participation in the Commission as a Party. Labor rates, by category, are based on direct salary plus burden, direct overhead, and indirect overhead.

Willamette Water Supply System Commission

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Exhibit 2

WILLAMETTE WATER SUPPLY SYSTEM

HISTORICAL DATA			PERSONNEL SERVICES	2024-25 BUDGET	
ACTUAL FY22	ACTUAL FY23	BUDGET FY24	DETAILED DESCRIPTION	PROPOSED FY25	% CHANGE FROM FY24
\$0	\$0	\$0	FUND TOTAL-WWSS GENERAL SERVICES	\$0	N/A
\$0	\$0	\$0	TOTAL PERSONNEL SERVICES	\$0	N/A

HISTORICAL DATA			MATERIALS & SERVICES	2024-25 BUDGET	
ACTUAL FY22	ACTUAL FY23	BUDGET FY24	DETAILED DESCRIPTION	PROPOSED FY25	% CHANGE FROM FY24
\$648,019	\$494,734	\$1,400,870	FUND TOTAL-WWSS GENERAL SERVICES	\$2,054,801	46.7%
\$648,019	\$494,734	\$1,400,870	TOTAL MATERIALS & SERVICES	\$2,054,801	46.7%

HISTORICAL DATA			CAPITAL OUTLAY	2024-25 BUDGET	
ACTUAL FY22	ACTUAL FY23	BUDGET FY24	DETAILED DESCRIPTION	PROPOSED FY25	% CHANGE FROM FY24
\$107,958,351	\$236,209,067	\$420,951,940	FUND TOTAL-WWSS GENERAL SERVICES	\$394,184,649	-6.4%
\$107,958,351	\$236,209,067	\$420,951,940	TOTAL CAPITAL OUTLAY	\$394,184,649	-6.4%

HISTORICAL DATA			TRANSFERS & CONTINGENCY	2024-25 BUDGET	
ACTUAL FY22	ACTUAL FY23	BUDGET FY24	DETAILED DESCRIPTION	PROPOSED FY25	% CHANGE FROM FY24
\$0	\$0	\$140,000	GENERAL OPERATING CONTINGENCY	\$205,000	46.4%
\$0	\$0	\$140,000	TOTAL TRANSFERS AND CONTINGENCY	\$205,000	46.4%

HISTORICAL DATA			TOTAL APPROPRIATIONS	2024-25 BUDGET	
ACTUAL FY22	ACTUAL FY23	BUDGET FY24	DETAILED DESCRIPTION	PROPOSED FY25	% CHANGE FROM FY24
\$108,606,370	\$236,703,801	\$422,492,810	TOTAL FUND EXPENDITURES	\$396,444,450	-6.2%

Exhibit 2

WILLAMETTE WATER SUPPLY SYSTEM

HISTORICAL DATA			WWSS MATERIALS & SERVICES GENERAL SERVICES DIVISION		2024-25 BUDGET	
ACTUAL FY22	ACTUAL FY23	BUDGET FY24	DETAILED DESCRIPTION	GL #	PROPOSED FY25	% CHANGE FROM FY24
\$84,826	\$103,638	\$508,575	ADMINISTRATIVE EXPENSE	45-60-01-7000	\$1,317,006	159.0%
\$496,604	\$294,256	\$755,000	PROFESSIONAL SERVICES	45-60-01-7310	\$583,750	-22.7%
\$31,664	\$32,099	\$35,325	INSURANCE	45-60-01-7320	\$37,100	5.0%
\$633	\$1,337	\$5,070	BUSINESS EXPENSE	45-60-01-7330	\$5,575	10.0%
\$0	\$15,177	\$37,500	PROPERTY MAINTENANCE	45-60-01-7400	\$41,250	10.0%
\$15,620	\$16,830	\$16,100	AUDIT	45-60-01-7490	\$16,890	4.9%
\$0	\$4,062	\$7,300	UTILITIES	45-60-01-7560	\$8,030	10.0%
\$0	\$0	\$0	COMMUNICATION SERVICES	45-60-01-7590	\$2,000	N/A
\$18,673	\$27,335	\$36,000	LOCATES	45-60-01-7680	\$43,200	20.0%
\$648,019	\$494,734	\$1,400,870	FUND TOTALS		\$2,054,801	46.7%

WWSP Program Forecast Report
For WWSP Use Only

Baseline 9.1 Official Release

WWSP Projects	FY 2015 Actual	FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY 2020 Actual	FY 2021 Actual	FY 2022 Actual	FY 2023 Actual	FY 2024 Forecast	FY 2025 Forecast	FY 2026 Forecast	FY 2027 Forecast	Forecast Total (Estimate at Complete)
WTP 1.0 Willamette Water Treatment Plant	-	-	-	150,758	4,970,114	6,525,163	7,023,108	16,940,598	61,295,732	132,082,591	225,130,168	40,384,018	-	494,502,250
RWF 1.0 Raw Water Facility	-	-	96,405	1,895,608	3,907,422	3,341,184	32,927,180	18,260,562	13,497,976	48,350,654	22,947,743	-	-	145,224,735
PLM 1.0 WTP to Day Road	-	-	90,115	1,886,085	1,876,292	5,459,633	9,533,201	2,386,372	12,840,990	24,404,970	14,704,538	-	-	73,182,197
PLM 2.0 Kinsman Road	348,109	313,030	3,900,969	546,918	99,692	110	-	-	-	-	-	-	-	5,208,827
PLM 3.0 SW 124th Avenue Extension	(1,219)	3,446,072	1,258,176	7,273,216	2,235,519	410,611	-	-	-	-	-	-	-	14,622,375
PLM 4.0 124th to Beef Bend Road	-	23,749	2,247,185	1,336,570	767,319	998,123	3,049,373	8,117,309	44,022,740	41,302,511	36,981,959	6,283,969	-	145,130,806
PLM 5.0 Beef Bend to Farmington	-	-	1,434,218	2,965,639	4,867,050	26,478,339	13,285,660	1,690,397	2,332,372	1,635,718	853,158	-	-	55,542,551
PLM 5.3 Construction	-	-	-	-	-	-	237,274	11,324,799	42,140,839	15,535,206	4,550,134	-	-	73,788,253
RES 1.0 Storage Reservoirs	-	-	-	79,137	19,137	1,114,081	3,460,595	6,023,672	31,176,806	33,046,063	11,076,750	-	-	85,996,240
PLW 1.0 Farmington to Frances	-	115,033	4,967,474	3,233,188	4,334,174	2,107,036	16,044,032	15,877,984	11,431,079	5,013,734	315,000	-	-	63,438,734
PLW 2.0 Frances to Hwy 26	-	-	-	-	18,292	2,525,553	2,392,605	633,709	744,486	15,324,883	3,240,591	-	-	24,880,120
Coh 1.0 City of Hillsboro	-	-	-	-	-	31,943	40,521	348	-	85,967	-	-	-	158,779
MPE 1.0 Metzger Pipeline East	-	-	-	973,238	959,750	2,410,868	3,358,457	20,826,000	38,879,390	43,129,538	22,579,444	-	-	133,116,684
COB 1.0 City of Beaverton	-	-	-	-	-	580,171	972,411	3,889,185	7,215,132	4,836,526	720,000	-	-	18,213,424
DCS 1.0 Distribution Control System	-	-	-	-	402,468	245,786	449,542	192,360	28,616	50,617	422,317	-	-	2,241,840
PgM Program Management	1,711,891	1,745,508	2,219,773	2,340,167	2,577,475	2,638,444	2,811,222	2,516,704	2,491,108	2,765,140	3,261,380	2,882,314	3,619,936	33,581,060
PC Controls	244,912	533,744	1,262,585	1,180,855	1,220,562	1,474,137	1,661,430	1,611,705	1,531,823	1,592,264	2,001,974	1,791,341	1,059,535	17,166,867
PA Procurement	2,889	205,504	379,213	306,029	302,321	314,860	233,430	262,597	95,210	46,699	49,443	52,224	28,908	2,279,327
PE Permitting	80,256	700,521	1,507,663	1,318,672	1,779,418	3,179,875	2,918,230	2,357,914	1,900,269	2,861,292	2,182,171	1,222,788	537,000	22,546,068
MI Mitigation	-	-	-	206,150	-	630,672	30,301	171,179	176,556	293,681	1,284,150	521,723	536,706	3,854,118
DM Design Management	189,926	1,129,744	2,087,030	2,384,971	2,927,030	3,003,043	2,981,084	1,585,910	1,230,451	1,724,279	1,698,500	1,818,500	1,097,763	23,858,231
CM Construction Management	3,068	266,858	760,428	771,904	826,993	1,275,583	1,703,502	2,251,332	2,334,803	3,132,571	4,428,029	1,858,000	1,371,846	20,984,916
RE Real Estate	62,549	253,119	2,928,854	8,281,118	4,003,550	2,737,599	(128,926)	5,257,142	3,829,987	2,169,654	1,794,000	15,472,643	2,062,381	48,723,671
PR Public Outreach	619,381	434,866	913,297	851,876	874,597	805,401	878,264	1,041,550	1,029,403	1,051,827	1,648,978	1,145,728	993,395	12,288,564
LG Legal	203,299	74,257	58,683	218,071	494,980	440,365	372,999	454,344	357,191	439,086	412,441	427,028	221,785	4,174,530
IT Information Technology	23,087	25,607	24,143	17,219	12,307	4,358	4,101	915	9,554	18,093	13,994	14,816	15,056	183,250
NCE Non Capital Expenditures	376,722	6,047,377	437,534	39,539	(33,241)	1,331	-	-	-	-	-	-	-	6,869,263
SI System Integration	-	-	14,630	4,940	330,817	717,029	764,793	819,893	578,505	730,406	16,175,942	9,914,373	1,207,027	31,258,363
MIR Management Reserve	-	-	-	-	-	-	-	-	-	-	41,648,801	9,289,990	1,396,452	52,335,244
Total	3,864,872	15,314,990	26,588,376	38,261,867	39,774,037	69,451,297	107,004,388	124,494,479	281,171,018	381,623,970	420,149,422	93,501,771	14,147,791	1,615,348,277

Willamette Water Supply System Commission

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Willamette Water Supply

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6B. Adopt Fiscal Year 2024-25 Annual Work Plan and Budget and Approve WWSP Capital Improvement Plan (Baseline 9.1) – *Justin Carlton*

April 4, 2024

1

Outline

- Preview of requested Board action
- Baseline background
- WWSP contingency and management reserve
- Proposed Baseline 9.1
- Proposed FY25 WWSS Annual Work Plan and Budget
- Closing considerations and commitments
- Requested Board action

2

Preview of Requested Board Action

Consider adopting Resolution No. WWSS-03-24 adopting the Willamette Water Supply System (WWSS) Annual Work Plan and Budget for the fiscal year 2024-25 and approving the Willamette Water Supply Program (WWSP) Capital Improvement Plan (Baseline 9.1).

3

BASELINE BACKGROUND

4

What is the Baseline?



Why adopt a Baseline and when?

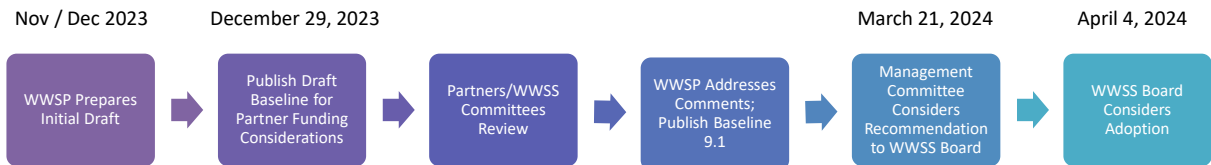
- Board to adopt a capital improvement plan (IGA Section 5 & 8)
- Component of WWSS Financial Procedures (IGA Exhibit 6)
- Part of WWSS governance (WWSS MAM)
- Updated annually and modified if needed

How is it used?

- Planning and managing work
- Establishing fiscal year budgets
- Detecting potential changes or variances
- Input to risk analysis and management
- Reporting to Board, Partners, WIFIA, and public
- Input to financial forecasting by Partners

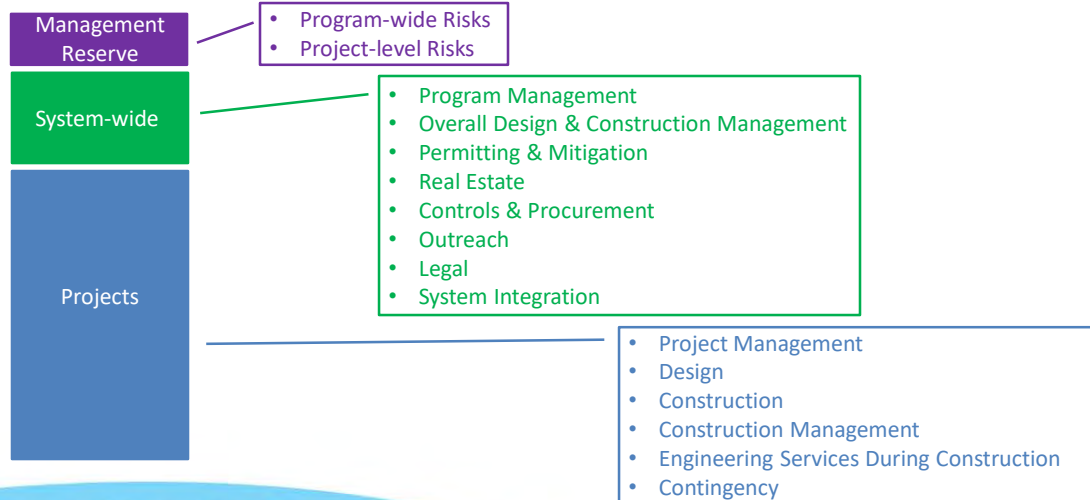
5

Approach to annual Baseline preparation and review



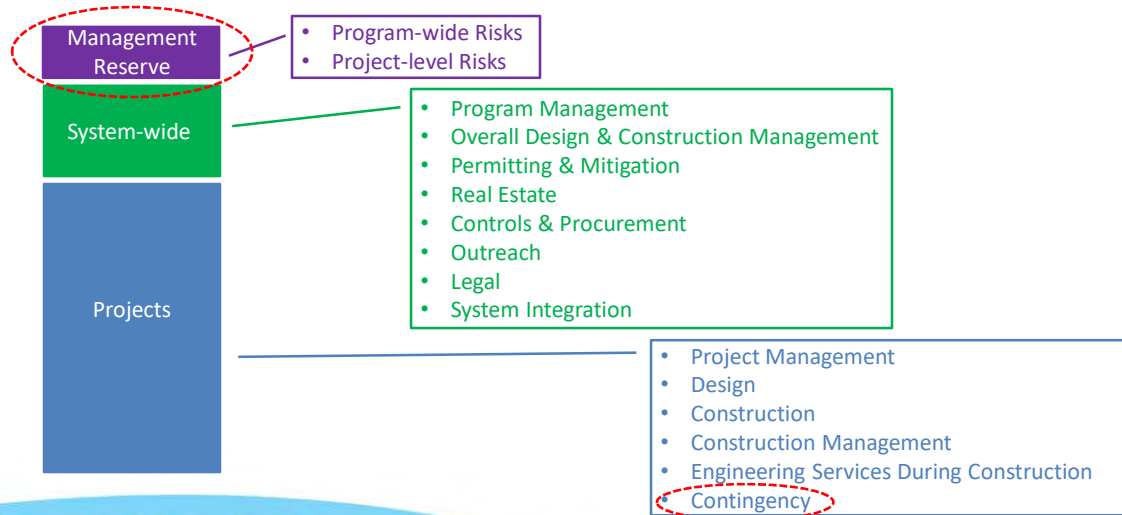
6

The Baseline cost estimate has 3 main components



WWSP PROJECT CONTINGENCY AND MANAGEMENT RESERVE

Contingency and Management Reserve are separate, key components of the Baseline budget



9

Examples of where Contingency and Management Reserve have been used on the WWSP

Contingency

- PLM_4.3 – Disposal of unanticipated contaminated soil
- PLM_1.3 – Increased concrete panel paving
- PLM_5.3 – Additional shooflies required at Farmington Gardens

Management Reserve

- Unanticipated contract for Water Supply Integration, Communication Plan, Toolkit, and Engagement Support
- WTP_1.0 total budget for GMP 2 and GMP 3 Startup & Commissioning cost increase
- PLM_1.0 increase in engineering services and City of Wilsonville influenced construction costs

10

Contingency value held in Baseline 9.1

Project Type	Construction Budget Excluding Contingency (\$M)	Contingency Budget (\$M)	Contingency % of Construction
Pipelines	\$470.4	\$28.3	6%
Facilities ¹	\$651.5	\$15.5	2%
Combined Total	\$1,121.9	\$43.9	4%

¹Construction budget includes contracted Owner and CM/GC Contingency and estimates for GMP 3 commissioning and start up work.

11

Components of Management Reserve in Baseline 9.1



MR of \$52.3 million is a \$6.5-million decrease compared to Baseline 8.1.



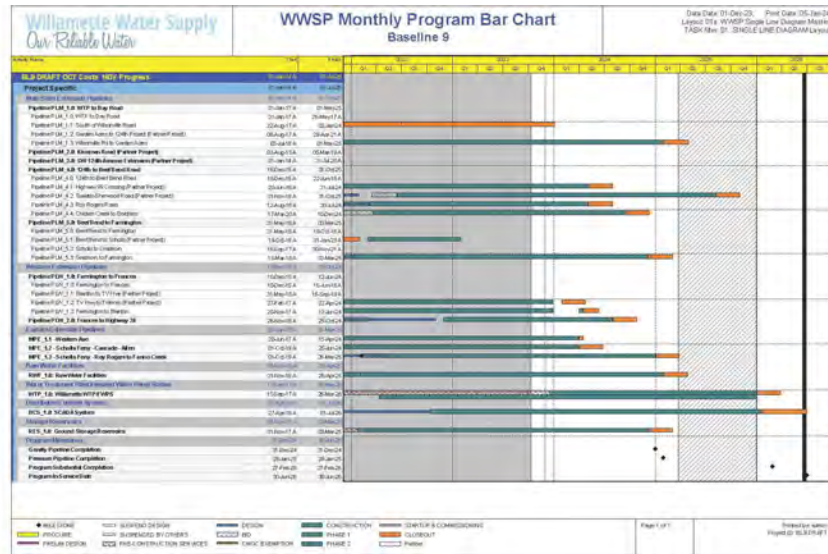
The MR balance is sufficient to cover anticipated risks for the remainder of the program.

12

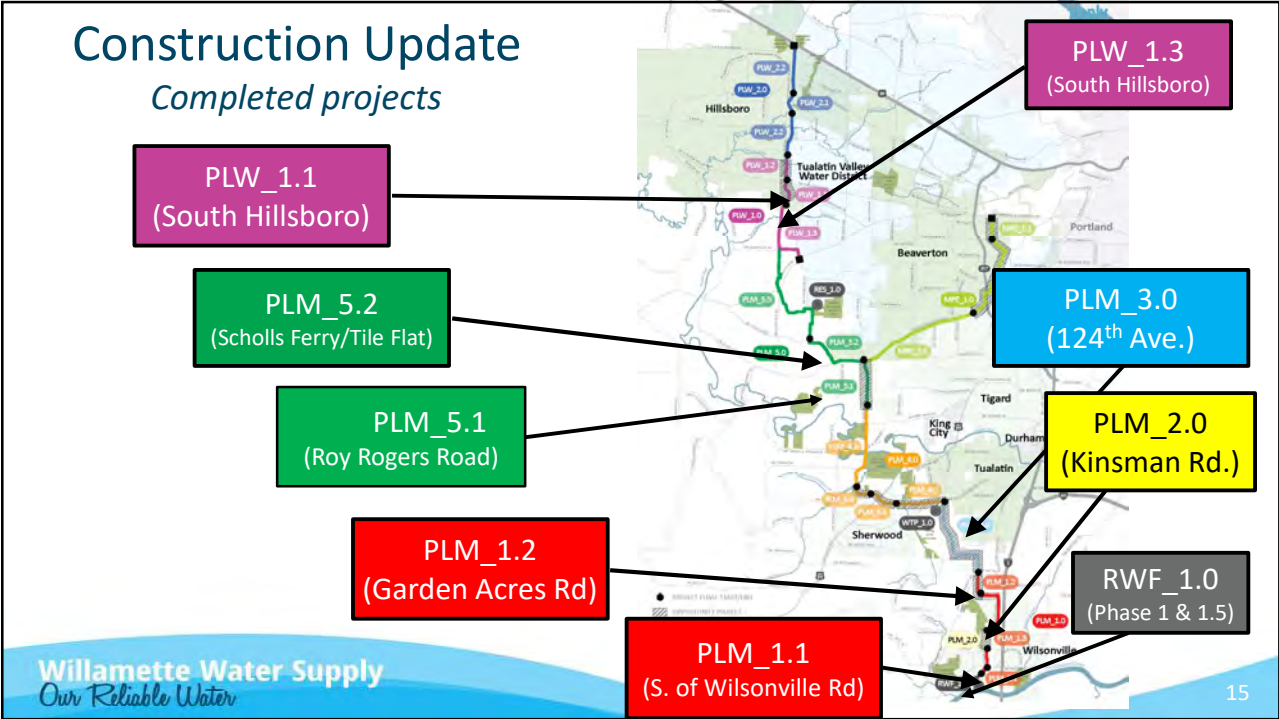
PROPOSED BASELINE 9.1

13

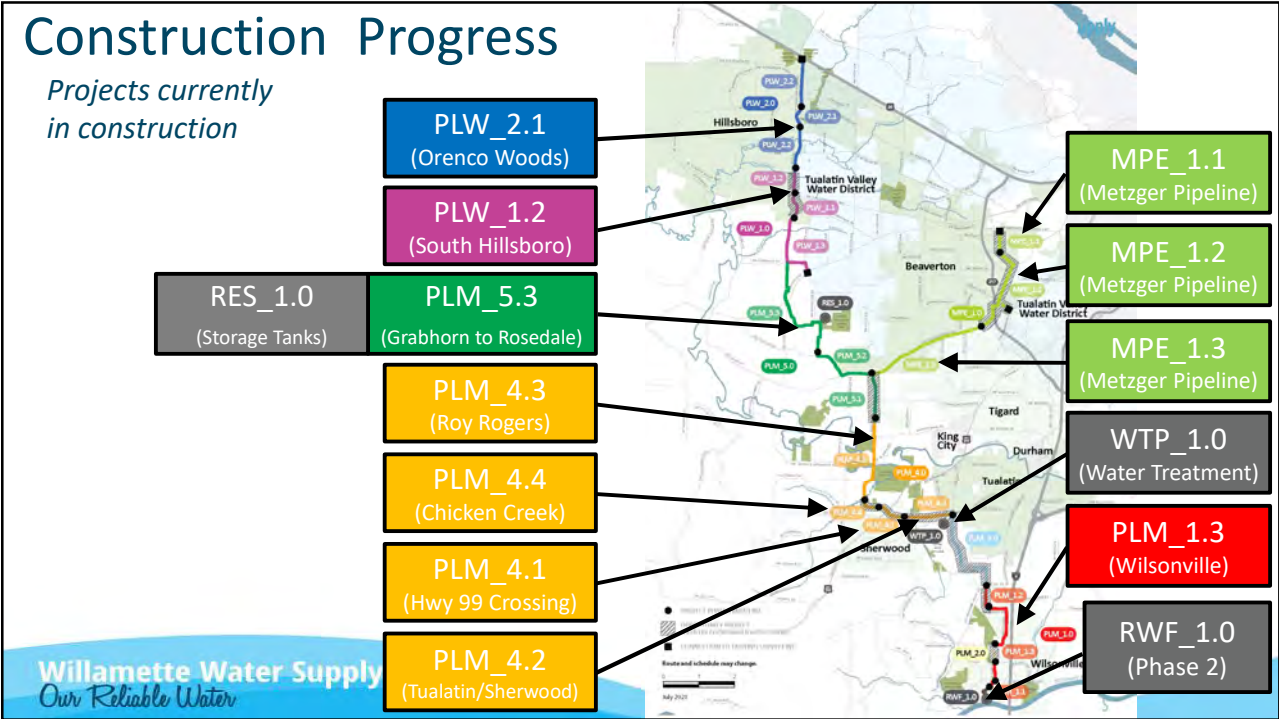
The Baseline schedule establishes work sequencing



14



15



16

Baseline 8.1 to Baseline 9.1 Budget Comparison

Categories	Baseline 8.1	Baseline 9.1	Change (\$)	Change (%)
WWSP Projects	1,187,944,270	1,183,758,926	(4,185,344)	-0.4%
Ancillary Projects	151,883,890	151,488,887	(395,003)	-0.3%
System Wide (excludes MR & Real Estate)	166,374,690	179,041,549	12,666,589	7.6%
WWSS Real Estate	50,331,483	48,723,671	(1,607,812)	-3.2%
WWSS Management Reserve	58,813,940	52,335,244	(6,478,320)	-11%
Total Estimated Cost	1,615,348,273	1,615,348,276	3	0%

17

Baseline 9.1 Estimated Partner Cost Summary

Agency	Baseline 8.1 Official Release (\$)	Baseline 9.1 Official Release (\$)	Change (\$)	Change (%)
Beaverton	99.2M	97.7M	(1.5)M	-1.5%
Hillsboro	530.3M	534.5M	4.2M	0.8%
TVWD	971.9M	969.2M	(2.7)M	-0.3%
WIF Partners	13.9M	13.9M	.0	0.0%
Total	1615.3M	1615.3M	.0	0.0%

18

WTP Cost Components

- Fixed – 100.3 MGD

Partner	Defined Fixed WTP Capacity Owned (MGD)	Ownership Allocation of WTP Fixed Components
TVWD	59.1	58.92%
Hillsboro	36.2	36.09%
Beaverton	5.0	4.99%
Totals	100.3	100%

- Incremental – 60 MGD

Partner	Incremental WTP Capacity Owned (MGD)	Ownership Allocation of WTP Incremental Components
TVWD	40.0	66.67%
Hillsboro	15.0	25.00%
Beaverton	5.0	8.33%
Totals	60.0	100%

Examples of Fixed and Incremental WTP Assets



Clearwell is an example of a “fixed” asset

- From WWSS IGA Exhibit 1, the WTP clearwell is “. . . fixed in size in that they are unrelated to water treatment plant capacity . . .”
- The ultimate buildout of the water treatment plant calls for just one clearwell



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21

Filters are an examples of an “incremental” asset

- From WWSS IGA Exhibit 1, the sizes of the WTP filters are “. . . related to the water treatment plant capacity (Incremental Capacity)”
- The ultimate buildout of the water treatment plant calls for 14 filters. Only 8 are being constructed now.



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22

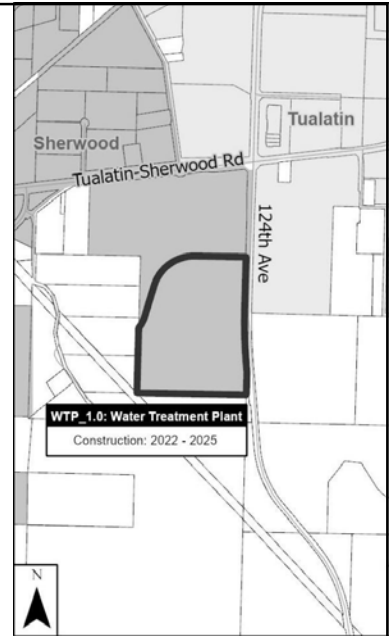
WTP_1.0 Fixed and Incremental Asset Ownership per WWSS IGA Exhibit 1

- Fixed (clearwell example)

Partner	Defined Fixed WTP Capacity Owned (MGD)	Ownership Allocation of WTP Fixed Components
TVWD	59.1	58.92%
Hillsboro	36.2	36.09%
Beaverton	5.0	4.99%
Totals	100.3	100%

- Incremental (filters example)

Partner	Incremental WTP Capacity Owned (MGD)	Ownership Allocation of WTP Incremental Components
TVWD	40.0	66.67%
Hillsboro	15.0	25.00%
Beaverton	5.0	8.33%
Totals	60.0	100%



23

WTP Cost Classifications

Baseline Version	Fixed Costs %	Incremental Cost %	Unclassified
Baseline 7.0	41%	34%	25%
Baseline 8.1	56%	32%	12%
Baseline 9.1	58%	36%	6%

24

WTP Cost Allocations Example

WTP Budget Items	Total Budget	Fixed	Incremental
GMP 1 Classified Items	\$ 360,000,000	\$ 227,520,000	\$ 132,480,000
Calculated Allocation Percentage		63.2%	36.8%
GMP 1 Unclassified Items	\$ 48,000,000	\$ 30,336,000	\$ 17,664,000
GMP 2 Budget	\$ 12,000,000	\$ 7,584,000	\$ 4,416,000
Design	\$ 17,000,000	\$ 10,744,000	\$ 6,256,000
Preconstruction Services	\$ 1,200,000	\$ 758,400	\$ 441,600
Project Management	\$ 4,600,000	\$ 2,907,200	\$ 1,692,800
Construction Management	\$ 13,000,000	\$ 8,216,000	\$ 4,784,000
Engineering Service During Construction	\$ 13,000,000	\$ 8,216,000	\$ 4,784,000
Project Contingency	\$ 13,000,000	\$ 8,216,000	\$ 4,784,000
Totals	\$ 481,800,000	\$ 304,497,600	\$ 177,302,400

25

Other Allocation Changes

- Earth work and utilities misclassified as incremental costs in Baseline 7.1 (\$58.6 M)
- Earth Work and utilities increased fixed costs in Baseline 9.1 (\$2.5 M)
- GMP 2 increased fixed costs in Baseline 9.1 (\$11.6 M)

26

Baseline 9.1 Partner Costs

WWSP Facilities Ownership Shares					
Partner	Incremental		Fixed		Difference
	MGD	%	MGD	%	%
Beaverton	5	8.3%	5	5.0%	-3.3%
Hillsboro	15	25.0%	36.2	36.1%	11.1%
TVWD	40	66.7%	59.1	58.9%	-7.7%
Totals	60	100.0%	100.3	100.0%	0.0%

27

PROPOSED FY25 WWSS ANNUAL WORK PLAN AND BUDGET

28

QUESTIONS?

31

Requested Board Action

Consider adopting Resolution No. WWSS-03-24 adopting the Willamette Water Supply System (WWSS) Annual Work Plan and Budget for the fiscal year 2024-25 and approving the Willamette Water Supply Program (WWSP) Capital Improvement Plan (Baseline 9.1).

32

STAFF REPORT

To: WWSS Board of Commissioners
From: David Kraska, P.E., Willamette Water Supply System General Manager
Date: April 4, 2024
Subject: Permitting Services Contract No. 2016-320 Amendment #43

Requested Board Action:

Consider approving David Evans and Associates (DEA) contract amendment of up to \$818,510.50 to continue to provide regulatory permitting and related consulting services for the Willamette Water Supply Program (WWSP).

Key Concepts:

- Implementation of WWSP requires assistance of consultants with expertise in environmental as well as land use permit application and compliance to provide experience in wetlands, cultural resources, hazardous materials assessments, and endangered species survey work needed to be performed to secure permits and support compliance.
- The existing contract was procured and structured with the intent to enact periodic amendments to add scope and budget.
- The proposed amendment enables WWSP to maintain continuity of permitting application/compliance services through April 18, 2025.

Background:

DEA was selected through a competitive process to provide the WWSP with professional permitting services. The permitting services contract was approved and awarded in October 2015 with an initial two-year scope of work and a total term of twelve years in possible extensions. In 2023 the contract was extended through April 18, 2024.

A summary of work performed to date is as follows:

- Notable accomplishments during the prior contract terms (2016-2023):
 - Acquisition of system-wide permits from the US Army Corp of Engineers (USACE), Oregon Department of State Lands (DSL), and Oregon Department of Environmental Quality (DEQ); acquisition of land use and preconstruction permits across most work packages; and modifications to permits where needed.
- Notable accomplishments in the current contract term (April 2023 through March 2024):
 - Secured 127 permits needed for multiple projects across the program.
 - Coordination and submission of three minor USACE/DSL permit modifications regarding changes in construction impacts at McKernan Creek for PLM_5.3; for the additional wetland impacts in MPE_1.2; and for the In-water Work Variance for work in Rock Creek for PLW_2.1; as well as securing approval of a major permit modification from United States Army Corps of Engineers (USACE) for the approval of the temporary Tualatin River blow off necessary for system start up and commissioning.
 - Provided technical support and documentation for analyses and negotiations with outside agencies in support of various activities including commissioning and startup;

- Supported construction compliance for various work packages and provided annual reports to the following agencies: DSL, USACE, Oregon Department of Fish and Wildlife (ODFW), National Marine Fisheries Service (NMFS), Clean Water Services (CWS), DEQ, and State Historic Preservation Office (SHPO).
- Renewed DSL, and ODFW Fish Salvage and Capture, Hold, Transfer, and Relocation Permits as well as secured the extension of the CWS Service Provider Letter.
- Provided technical support in preparation for Thermal Trading Plan WaterWatch litigation.
- Completed cultural survey work and facilitated pre-application meetings with Washington County for the land use permitting process for the Tualatin River Temporary Discharge Facility needed for Commissioning and Start Up.
- Provided support/facilitated 4 quarterly stakeholder update meetings on Wildlife Protection and Adaptive Management Plan for the Orenco Wood Nature Park.

Thus far the WWSP has identified 591 permits needed for the construction of the Willamette Water Supply System (WWSS). To date 573 (97%) permits have been secured. Continued support in permit acquisition and compliance are needed from DEA in order to maintain current construction, commissioning, and startup schedules.

The scope of work for the next 12-month extension (April 19, 2024, through April 18, 2025) will include but is not limited to:

- Coordinating permit modification process
- Continuing permit acquisitions
- Monitoring environmental compliance during construction
- Supporting Thermal Trading Plan implementation and litigation
- Preparing and implementing post-construction monitoring
- Supporting permit close outs and reporting
- Preparing and submitting 2024 annual reports to regulatory agencies
- Engaging with various stakeholders and regulatory agencies, as needed

The level of effort needed under this contract continues to remain high in 2024 due to changes during design and construction, and the associated additional hazardous materials, cultural resource, and environmental resource studies and permit modifications required with those changes. Some work has been delayed from the existing contract into the coming 12 months to reflect changes in design schedules; these costs are reflected in the remaining unspent budget and in the budget for the new contract term.

Budget Impact:

Amendment #43 includes a budget increase of up to \$818,510.50. These funds will be added to the approximately \$477,278.09 that is projected to be unspent at the end of the current contract term (April 18, 2024). In the approved Baseline Budget 9.1, a permitting budget line item of \$1,418,690 was included for these Permitting Support Services. As projected last year, the amount for the proposed DEA scope of work/contract extension is less than prior years' amendments because project designs have been finalized and have successfully advanced through the Land Use Permitting process, and DEA's primary responsibilities have shifted to field monitoring for permit compliance.

Initial Contract Value	\$589,896
Amendments 1 through 42	\$ 10,779,719.26
Current Contract Value	\$ 11,369,615.26
Projected Unspent Balance from Current Contract	\$ 477,278.09
Proposed Amendment 43	\$ 818,510.50
<i>TVWD estimated share¹</i> \$506,085.04	
<i>Hillsboro estimated share¹</i> \$271,663.64	
<i>Beaverton estimated share¹</i> \$40,761.82	
Proposed Contract Value	\$ 12,188,125.76

1. Based on overall project ownership percentage from Baseline 9.1 budget.

Staff Contact Information:

David Kraska, P.E. Willamette Water Supply Program Director; 503-941-4561; david.kraska@tvwd.org

Christina Walter, Permitting and Outreach Manager; (503) 840-3830; christina.walter@tvwd.org

Attachments:

- Draft DEA Contract 2016-320 Amendment #43
- Exhibit A: Statement of Work
- Exhibit B: Consultant Fee and Rate Schedule

Willamette Water Supply System Commission

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Amendment 43 to Agreement 2016-320
 FOR
 PERMITTING SERVICES
 FOR
 THE WILLAMETTE WATER SUPPLY PROGRAM

This Amendment, effective the date as signed by Owner, is entered into by and between Willamette Water Supply System Commission ("Owner") and DAVID EVANS AND ASSOCIATES INC ("Consultant").

WHEREAS, the Owner and Consultant entered into this Agreement for Consultant to provide Permitting Services for the Willamette Water Supply Program.

WHEREAS, the Owner and Consultant desire to amend the Agreement by modifying the terms of the Agreement as follows:

This Amendment incorporates PCO-318 DEA 2024-2025 Contract Renewal

PCO#	Description	Time Impact (Days)	Change Amount
PCO - 318	DEA 2024-2025 Contract Renewal	365	\$ 818,810.50

The Original Contract Sum was	\$589,896.00
Net Change by Previously Authorized Requests and Changes	\$10,779,719.26
The Contract Sum Prior to this Amendment was	\$11,369,615.26
The Contract Sum will change by	\$ 818,510.50
The New Contract Sum including this Amendment	\$12,188,125.76
The Contract Time will change by	365 Days
The Date of Contract Completion as of this Amendment Therefore is	4/18/2025

Except as modified or changed herein, all other terms and conditions of the original Agreement, or as previously amended, shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment 43 effective as of the date signed by Owner.

OWNER

By: _____
Name: _____
Title: _____
Date: _____

DAVID EVANS AND ASSOCIATES INC

By: _____
Name: _____
Title: _____
Date: _____

PCO-318 Contract No. 2016-320
Permitting Services

This change extends the contract term through April 18, 2025, and modifies the scope and budget to reflect efforts anticipated during the new term.

REPLACE Exhibit A- Statement of Work in its entirety with the attached: Exhibit A - Statement of Work_2024 2025.pdf

REPLACE Exhibit B - Consultant Fee and Rate Schedule in its entirety with the attached: Exhibit B - WWSP Rate Tables for 2024-2025 Contract Year.pdf

Item	Description	Quantity	Units	Unit Price	Net Amount
001	Permitting Project Management, Schedule, and Coordination			\$	\$201,719.33
003	Environmental Services			\$	\$225,367.12
012. 1	RWF_1.0 Meetings and On-Site Investigations			\$	\$2,394.84
012. 2	RWF_1.0 Design Support Services			\$	\$-6,659.82
013. 1	WTP_1.0 Meetings and On-Site Investigations			\$	\$ 66.94
013. 2	WTP_1.0 Design Support Services			\$	\$42,997.03
014. 1	RES_1.0 Meetings and On-Site Investigations			\$	\$11,424.51
014. 2	RES_1.0 Design Support Services			\$	\$15,608.87
015. 1	PLM_1.0 Meetings and On-Site Investigations			\$	\$8,655.10
015. 3	PLM_1.1 Construction-Related Authorizations and Compliance			\$	\$- 3,335.69
015. 5	PLM_1.3 Construction-Related Authorizations and Compliance			\$	\$111,060.08
017. 1	PLM_4.0 Meetings and On-Site Investigations			\$	\$-1,302.30
017. 3	PLM_4.1 Construction-Related Authorizations and Compliance			\$	\$-15,732.88
017. 4	PLM_4.2 Design Support and Construction Compliance			\$	\$-4,055.45

017. 5	PLM_4.3 Design Support and Construction Compliance	\$	\$-9,881.23
017. 6	PLM_4.4 Design Support and Construction Compliance	\$	\$- 2,788.06
018. 1	PLM_5.0 Meetings and On-Site Investigations	\$	\$- 839.46
018. 4	PLM_5.2 Construction-Related Authorizations and Compliance	\$	\$- 359.33
018. 5	PLM_5.3 Construction-Related Authorizations and Compliance	\$	\$93,089.28
019. 1	PLW_1.0 Meetings and On-Site Investigations	\$	\$-1,590.89
019. 4	PLW_1.2 Construction-Related Authorizations and Compliance	\$	\$- 874.30
019. 5	PLW_1.3 Construction-Related Authorizations and Compliance	\$	\$20,461.94
020. 1	PLW_2.0 Meetings and On-Site Investigations	\$	\$11,226.78
020. 3	PLW_2.1 Design Support & Constr. Compliance Services	\$	\$56,848.04
021. 1	PLE_1.0 Meetings and On-Site Investigations	\$	\$- 375.22
021. 3	MPE_1.1 Design Support and Construction Compliance Services	\$	\$- 504.21
021. 4	MPE_1.2 Design Support and Construction Compliance Services	\$	\$37,568.78
021. 5	MPE_1.3 Design Support and Construction Compliance Services	\$	\$28,231.19
Total		\$	818,510.50

EXHIBIT A – STATEMENT OF WORK (SOW)
Willamette Water Supply Program
Program Regulatory Permitting and Related Consulting Services

Introduction

The Willamette Water Supply System (WWSS) Commission ("Owner"), is contracting with David Evans and Associates, Inc. ("Consultant") to provide regulatory permitting and related consulting services for the Willamette Water Supply Program ("WWSP" or "Program") as described herein.

Ms. Christina Walter has been designated as the Owner's Representative for this Agreement. Ms. Walter may be reached by phone at 503-840-3830 or by email at christina.walter@tvwd.org.

Background

The WWSS Commission is an Oregon intergovernmental entity formed by Tualatin Valley Water District (TVWD), the City of Hillsboro (Hillsboro), and the City of Beaverton (Beaverton). The WWSS Commission was formed to build the Willamette Water Supply System (WWSS) in response to planned growth in their service areas. The WWSS will provide an additional, resilient water supply for Washington County.

TVWD has been designated the Managing Agency for the WWSS Commission, and TVWD operates the Willamette Water Supply Program (WWSP) to plan, design, and construct the WWSS.

The WWSS is a drinking water infrastructure system that will provide the Owner with a seismically resilient water supply, designed to meet future demand and provide redundancy in case of an emergency event. The WWSS includes more than thirty (30) miles of transmission pipelines, ranging from 36 inches to 66 inches in diameter from the Willamette River Water Treatment Plant ("WRWTP") in Wilsonville, Oregon, north to the TVWD, Hillsboro and Beaverton service areas. The WWSS also includes the construction of finished water storage tanks (terminal storage), a new water treatment plant (WTP), and an expansion of the existing WRWTP raw water facilities (RWF). Additional background and information can be found at www.ourreliablewater.org.

The WWSS is divided into work packages for design, construction, sequencing and management purposes. Some work packages are anticipated to be constructed in partnership with another agency or jurisdiction (e.g., roadway improvement projects by Washington County). In these instances, the partner agency administers the prime construction contract. Such projects are referred to as "opportunity projects." For the purposes of developing this Statement of Work and associated not-to-exceed budget, a WWSP design and construction schedule is provided in Attachment 1 and generalized work package descriptions are provided as follows:

- RWF_1.0: The RWF site is located on two parcels within the City of Wilsonville at the existing WRWTP. RWF_1.0 includes modifications to the existing intake facility and pump station, seismic modifications to the Willamette riverbank, construction of a new electrical building and a trenchless crossing of Arrowhead Creek. This work package is not an opportunity project. Construction on this work package began in 2020 and is expected to conclude in 2025.
- WTP_1.0: The WTP site is located on a recently annexed parcel in the City of Sherwood, Washington County. The WTP_1.0 work package will include the construction of a new WTP and associated facilities on a previously undeveloped parcel. This work package is not an opportunity project. Construction on this work package began in 2022 and is expected to conclude in 2025.

EXHIBIT A – STATEMENT OF WORK (SOW)
Willamette Water Supply Program
Program Regulatory Permitting and Related Consulting Services

- RES_1.0: The Reservoir site is located in unincorporated Washington County. The RES_1.0 work package includes the construction of two new terminal storage reservoirs on one property, and the use of a neighboring property as a staging area for construction. This work package is not an opportunity project. Construction on this work package began in 2022 and is expected to conclude in 2024.
- PLM_1.0: The Pipeline Main (PLM)_1.0 work package extends from RWF_1.0 on the east side of Arrowhead Creek in Wilsonville to north of Day Road in unincorporated Washington County. This work package is sub-divided into three work packages as follows:
 - PLM_1.1 extends from the north end of RWF_1.0 on the east side of Arrowhead Creek along Kinsman Road, south of the intersection with Wilsonville Road. It includes an open-trench crossing of Coffee Lake Creek south of Wilsonville Road. This work package is not an opportunity project. This work package was completed in 2022.
 - PLM_1.2 extends from Ridder Road, just east of the intersection with Garden Acres Road in Wilsonville, to north of Day Road in unincorporated Washington County. With the exception of a trenchless crossing of Day Road, PLM_1.2 will be constructed as an opportunity project with the City of Wilsonville’s expansion of Garden Acres Road. The WWSP will obtain all permits associated with the construction of the Day Road crossing. This work package was completed in 2021.
 - PLM_1.3 follows Kinsman Road from just south of Wilsonville Road to Barber Road (the southern extent of PLM_2.0), and from Boeckman Road (the northern limit of PLM_2.0) to Ridder Road, just south of the intersection with Garden Acres Road (the southern extent of PLM_1.2). It includes a trenchless crossing of Wilsonville Road, as well as a crossing of Tapman Creek in the developed right-of-way on SW Ridder Road. This work package is not an opportunity project. Construction on this work package began in 2022 and is expected to conclude in 2025.
- PLM_2.0: The PLM_2.0 work package extends from Barber Road to Boeckman Road in Wilsonville. Construction of this work package was completed in the spring of 2019.
- PLM_3.0: The PLM_3.0 work package extends from SW Grahams Ferry Road just north of SW Day Road (the northern limit of PLM_1.2) to SW Tualatin-Sherwood Road (the eastern limit of PLM_4.2) in unincorporated Washington County. Construction of this work package was completed in the summer of 2019.
- PLM_4.0: The PLM_4.0 work package extends from SW 124th Avenue at Tualatin-Sherwood Road (the northern limit of PLM_3.0) to the Urban Growth Boundary on SW Roy Rogers Road, just north of SW Beef Bend Road (the southern limit of PLM_5.0). This work package is sub-divided into four work packages as follows:
 - PLM_4.1 extends from SW Tualatin-Sherwood Road at SW Olds Place to SW Lavender Avenue. This work package is an opportunity project to be constructed in partnership with Washington County's roadway improvements along SW Tualatin-Sherwood Road. Construction on this work package began in 2022 and is expected to conclude in 2024.

EXHIBIT A – STATEMENT OF WORK (SOW)
Willamette Water Supply Program
Program Regulatory Permitting and Related Consulting Services

- PLM_4.2 extends from SW Tualatin-Sherwood Road at SW 124th Avenue (the northern limit of PLM_3.0) to SW Tualatin-Sherwood Road at SW Olds Place. It includes a crossing of Rock Creek in the developed right-of-way. This work package is an opportunity project to be constructed in partnership with Washington County's roadway improvements along SW Tualatin Sherwood Road. Construction on this work package began in 2022 and is expected to conclude in 2025.
- PLM_4.3 extends from SW Roy Rogers Road, just south of Chicken Creek at the Sherwood city limits) to the Urban Growth Boundary on SW Roy Rogers Road, just north of SW Beef Bend Road (the southern limit of PLM_5.0). It includes trenchless crossings of Chicken Creek and the Tualatin River, and an open-trench crossing of an unnamed drainage north of SW Beef Bend Road. This work package is not an opportunity project. Construction on this work package began in 2022 and is expected to conclude in 2024.
- PLM_4.4 extends from SW Roy Rogers Road at SW Lavender Avenue to just south of Chicken Creek. This work package is an opportunity project to be constructed in partnership with Washington County's roadway improvements along SW Roy Rogers Road. Construction on this work package began in 2022 and is expected to conclude in 2024.
- PLM_5.0: The PLM_5.0 work package extends from the Urban Growth Boundary on SW Roy Rogers Road (the northern limit of PLM_4.0) in Tigard to SW Rosedale Road at the intersection with the future SW Cornelius Pass Road in unincorporated Washington County. This work package is sub-divided into three work packages as follows:
 - PLM_5.1 extends from the Urban Growth Boundary on SW Roy Rogers Road (the northern limit of PLM_4.0) to SW Scholls Ferry Road, just west of the intersection with Roy Rogers Road. It includes the crossing of an unnamed drainage in the developed right-of-way, and a trenchless crossing of the creek south of SW Scholls Ferry Road. This work package is an opportunity project to be constructed in partnership with Washington County's roadway improvements along SW Roy Rogers Road. This work package was completed in 2022.
 - PLM_5.2 extends from SW Scholls Ferry Road, just west of the intersection with SW Roy Rogers Road to SW Tile Flat Road at SW Grabhorn Road. It is located within Tigard, Beaverton, and unincorporated Washington County. It includes a trenchless crossing of the unnamed creek on SW Scholls Ferry Road at Strobel Road. This work package is not an opportunity project, with the exception of the creek crossings at Strobel Road, which was constructed in partnership with West Hills Development. This work package was completed in 2021.
 - PLM_5.3 extends along SW Grabhorn Road at SW Tile Flat Road to the future reservoir site, cross country along undeveloped land from SW Grabhorn Road to the BPA easement east of SW Clark Hill Road, along the BPA easement to SW Farmington Road. North of SW Farmington Road, the pipeline continues along the alignment of a proposed future extension of Cornelius Pass Road, to SW Rosedale Road. It is located within unincorporated Washington County and includes open trench crossings of McKernan Creek and several unnamed seasonal drainages along SW Grabhorn Road, near SW Clark Hill Road, and north of SW Farmington Road. This work package is not an opportunity

EXHIBIT A – STATEMENT OF WORK (SOW)
Willamette Water Supply Program
Program Regulatory Permitting and Related Consulting Services

project. Construction on this work package began in 2022 and is expected to conclude in 2024.

- PLW_1.0: The Pipeline West (PLW)_1.0 work package extends along the future alignment of SW Cornelius Pass Road at the intersection with SW Rosedale Road (the northern extent of PLM_5.0) to just south of the intersection with Tualatin Valley Highway, within portions of unincorporated Washington County and Hillsboro. From there, the work package follows the existing Cornelius Pass Road to the north side of the intersection with SE Frances Street (the southern limit of PLW_2.0) in Hillsboro. This work package is sub-divided into three work packages as follows:
 - PLW_1.1 extends along existing and future SW Cornelius Pass Road for an approximately 5,000 foot section south of the intersection with SW Tualatin Valley Highway to just north of SW Tualatin Valley Highway in Hillsboro. Construction of this work package was completed in 2019.
 - PLW_1.2 extends along the existing SW Cornelius Pass Road from the north side of the intersection with SW Tualatin Valley Highway to the north side of the intersection with SE Frances Street (the southern limit of PLW_2.0) in Hillsboro. It includes a crossing of Reedville Creek in the right-of-way. This work package is an opportunity project, and will be constructed in partnership with Washington County. Construction on this work package began in 2022 and is expected to conclude in 2023.
 - PLW_1.3 extends along the future SW Cornelius Pass Road from SW Rosedale Road to SW Kinnaman Road. This work package also includes an extension of pipeline along SW Rosedale and SW Farmington Roads to connect to an existing TVWD vault at the intersection of SW 209th Avenue and SW Farmington Road. This work package is located in within Hillsboro and unincorporated Washington County. It includes open-trench crossings of an unnamed seasonal drainage north of Rosedale Road and an unnamed tributary to Butternut Creek, and a trenchless crossing of Butternut Creek. This work package is not an opportunity project. Construction of this work package was completed in 2023.
- PLW_2.0: The PLW_2.0 work package extends along SW Cornelius Pass Road north of the intersection with SE Frances Street (the northern limit of PLW_1.0) and ties in to an existing TVWD facility just south of Highway 26. PLW_2.0 is located within Hillsboro and unincorporated Washington County. This work package is sub-divided into two work packages as follows:
 - PLW_2.1 extends from SW Cornelius Pass Road at Orenco Woods Nature Park through Orenco Woods Nature Park, across undeveloped land to SW Cornelius Pass Road north of Cherry Lane. It includes an open-trench crossing of Rock Creek. While not an opportunity project, this work package includes trail improvements within Orenco Woods Nature Park for Hillsboro and Metro. Construction on this work package began in 2022 and is expected to conclude in 2024.
 - PLW_2.2 includes all of PLW_2.0 south and north of PLW_2.1, and modifications to the existing TVWD facility. It includes an open-trench crossing of Beaverton Creek. While not an opportunity project, this work package also includes the construction of a parallel

EXHIBIT A – STATEMENT OF WORK (SOW)
Willamette Water Supply Program
Program Regulatory Permitting and Related Consulting Services

water distribution line for Hillsboro. Construction on this work package is expected to begin in 2029.

- MPE_1.0: The Metzger Pipeline East (MPE)_1.0 work package extends northeast along SW Scholls Ferry Road from the intersection with SW Roy Rogers Road SW Allen Boulevard, and along SW Allen Boulevard to SW Western Avenue, tying in to existing TVWD transmission lines on SW Hall Boulevard near SW Oleson Road and at the intersection of SW Western Avenue and SW Beaverton-Hillsdale Highway. It is located in Beaverton, Tigard, and unincorporated Washington County. This work package includes two trenchless crossings of Fanno Creek. In addition to the WWSS pipeline, this work package will include the construction of a parallel water distribution pipeline for the City of Beaverton. This work package is sub-divided into three work packages.
 - MPE_1.1 extends from Allen Boulevard along Western Avenue to Beaverton-Hillsdale Highway. It is an opportunity project and is being constructed in partnership with Beaverton. Construction on this work package began in 2021 and is expected to conclude in 2024.
 - MPE_1.2 extends from the south end of MPE_1.1 south along Allen Boulevard and SW Scholls Ferry Road to just west of Highway 217 and Fanno Creek. It includes a branch along SW Hall Boulevard that terminates at a new pressure and flow control facility. This work package includes two trenchless crossings of Fanno Creek. Although not an opportunity project, this work package will include the construction of a parallel water distribution pipeline for the City of Beaverton. Construction on this work package began in 2021 and is expected to conclude in 2024.
 - MPE_1.3 extends from the western end of MPE_1.2 just west of Fanno Creek and Highway 217 along SW Scholls Ferry Road to the intersection of PLM_5.1 and PLM_5.2 on SW Scholls Ferry Road. This work package is not an opportunity project. Construction on this work package began in 2022 and is expected to conclude in 2024.

In addition to the work packages and opportunity projects described above, the WWSP will administer the construction of “concession projects” in association with related work package construction and in cooperation with local jurisdictions and agencies. Concession projects will include the following:

- City of Wilsonville Ground Lease Street Improvements: As a condition of the ground lease agreement between the WWSP and the City of Wilsonville, the WWSP will permit, design and construct a number of street improvement projects along the PLM_1.0 work package route. These projects will include, but are not limited to, the construction of a right hand turn lane at the intersection of SW Wilsonville Road and SW Kinsman Road, a right hand turn lane at the intersection of SW Boeckman Road and SW 95th Avenue, and improvements to roadways and sidewalks.
- Washington County Road Construction: In coordination with Washington County and the City of Sherwood, the WWSP will permit, design and construct a new road across the WTP_1.0 property to serve as a City collector that will connect to SW 124th Avenue. This new road will be constructed concurrent with the WTP_1.0 facility.

EXHIBIT A – STATEMENT OF WORK (SOW)
Willamette Water Supply Program
Program Regulatory Permitting and Related Consulting Services

Statement of Work

General Assumptions

- Assumes a 12-month duration from April 19, 2024, through April 18, 2025
- Contract is based on a Not to Exceed (NTE) value. Consultant shall manage and allocate task and sub-task budgets according to the needs of the Project, so long as the total amount invoiced to Owner does not exceed the NTE
- The following Statement of Work identifies exclusions and assumptions to which Consultant has relied in determining Consultant's effort, scope, fee and schedule for the project. Consultant and Owner agree to renegotiate these terms in the event an assumption or exclusion becomes invalid.
- Owner will obtain site access as needed for Consultant to execute Statement of Work
- Consultant is responsible for providing the necessary labor, equipment, and materials to perform the Work described herein in accordance with the Agreement and Work Authorization Forms. Consultant shall not utilize the services of a subconsultant without prior approval of the Owner.
- Consultant shall be responsible for maintaining a Health and Safety Plan for Owner's review and acceptance and meeting all applicable OSHA safety standards.
- Consultant shall perform its services to facilitate issuance of required permits and permit modifications to allow WWSS construction to proceed as scheduled, inform Owner of risks to timely permit/modification issuance, and present Owner with strategies to avoid, minimize, or mitigate those risks
- Unless stated otherwise, deliverables under this contract shall include one (1) draft deliverable, one (1) final deliverable, and one (1) consolidated set of responses to comments provided by Owner, if any.
- Unless stated otherwise, deliverables provided to permitting agencies shall include one (1) draft and one (1) final deliverable to the Owner, followed by one (1) draft deliverable to the agencies, revised as requested by the agency.
- Final deliverables will be submitted within two (2) weeks of receiving consolidated Owners' comments unless a deliverable-specific turnaround time is specified by Owner.
- Consultant shall provide all deliverables via e-Builder unless specifically directed otherwise by Owner for specified deliverables.
- Owner shall be responsible for providing application submittal, renewal and other permit-related fees.
- Owner shall obtain the necessary signatures for all permit application submittals.
- Consultant shall provide Owner with a complete, written inventory of information needs, within any format or formatting requirements, for each permit for which the Consultant is preparing an application.
- The Project Manager shall be responsible for managing Consultant staff and subconsultants, ensuring the performance of internal quality control ("QC") on all draft and final deliverables prior to submittal to Owners, and act as the primary Consultant point of contact.
- Consultant shall contact Owner's work package construction manager prior to entering a work package construction site.

EXHIBIT A – STATEMENT OF WORK (SOW)
Willamette Water Supply Program
Program Regulatory Permitting and Related Consulting Services

- Consultant shall maintain GIS databases and ArcGIS Online (AGOL) mapping programs with the latest publicly available information and update the mapping programs regularly with the latest available design information for the WWSP.
- Consultant shall maintain an AGOL mapping program separate, but compatible with, the WWSP-maintained AGOL program.
- Consultant’s personnel listed below are considered essential to the Work being performed hereunder. No substitution of key personnel or subconsultants shall be made by Consultant without written consent from the Owner. Owner reserve the right to require replacement of key personnel at the sole discretion of Owner.

Name	Title
Sarah Betz	Principal in Charge
Shawna Hale	Project Manager
Ethan Rosenthal	Joint Removal-Fill Permit Lead
Kristine Marshall	Endangered Species Act Lead / Environmental Compliance Lead
Josh Smith	Environmental Compliance Liaison
Phil Rickus	Wetland Delineation Lead / Environmental Compliance Liaison
Suzanne Carey	Work Package Permitting Liaison
Jon Pheanis	Land Use Lead, MIG APG
Shayna Rehberg	Senior Planner MIG APG
Cathy Bialas	Project Archaeologist, HRA
Joshua Dinwiddie	Archaeologist, HRA
James Farrow	Hazardous Materials Lead, Terraphase
Jacob Krall	Thermal Trading Plan Lead, Geosyntec
Adam Sussman	Principal, GSI Water Solutions, Inc
Kim Grigsby	Principal, GSI Water Solutions, Inc

1. Project Administration and Meetings

1.1 Project Administration

Consultant shall provide project management, coordination, and contract administration tasks relative to the execution of the Work described herein. Consultant shall assign a qualified Project Manager to manage the delivery of all services, tasks, and deliverables; oversee adherence to the Statement of Work; and manage to the established budget and schedule.

EXHIBIT A – STATEMENT OF WORK (SOW)
Willamette Water Supply Program
Program Regulatory Permitting and Related Consulting Services

Schedule

One (1) Consultant team member shall coordinate internally with the Consultant work package and discipline leads on a monthly basis to compile permitting-related schedule updates. Consultant shall then coordinate with the WWSP's scheduler to provide permitting-related schedule updates for incorporation into the WWSP's program-wide master schedule.

Consultant shall maintain a program-level construction compliance schedule, which will be updated regularly based on updates to the WWSP's master program schedule and the timing of permit approvals, construction notice to proceed (NTP), etc.

Invoicing

Consultant shall prepare and submit monthly payment applications via e-Builder. Monthly pay applications shall be submitted by the 10th day of each month and include a completed monthly progress report. The monthly report shall summarize the work accomplished under each task and subtask for the invoice period, summarize the work anticipated in the subsequent month, and identify any work execution challenges or potential contractual changes.

Meetings

Consultant shall attend and participate in bi-weekly permitting meetings in person or virtually. Bi-weekly permitting meetings will be held virtually, unless otherwise noted. Consultant shall prepare and submit an agenda for the bi-weekly permitting meetings at least one (1) business day prior to the meeting. Consultant shall take meeting notes and submit them to the Permitting Team, if requested. Attendees shall include the Consultant's Project Manager and/or Deputy Project Manager and other staff as deemed necessary by Owner.

Consultant shall attend other WWSP meetings and workshops as requested by Owner. Examples of other WWSP meetings could include, but are not limited to, quarterly Functional Manager risk review meetings, monthly safety meetings, Program-level construction-related workshops and Program-wide scheduling meetings. Required attendees shall be included in the request by Owner. Attendance at project-specific design and construction meetings is included in appropriate project tasks below.

Task 1.0 Assumptions

- Project administration is related to program-wide contract administration and quality control. Management, quality control and coordination related to technical tasks is not included in Task 1 but is included in Tasks 12 through 21.
- A total of 12 monthly 1.5-hour permitting meetings with no more than six (6) Consultant team members attending each meeting
- A total of 12 monthly one-hour permitting meetings with no more than two (2) Consultant team members attending each meeting
- A total of 24 other WWSP meetings, with no more than two (2) Consultant team members attending each meeting.

2. Task Closed

EXHIBIT A – STATEMENT OF WORK (SOW)
Willamette Water Supply Program
Program Regulatory Permitting and Related Consulting Services

3. Program-Level Permitting Support

3.1 – 3.8.1: Tasks Closed

3.8.2 Environmental Authorization Coordination

Consultant shall facilitate implementation of program-level environmental permits and authorizations and compliance with permit conditions. Consultant shall prepare and facilitate approval of modifications to existing permits and authorizations resulting from changes in design. Consultant shall coordinate with USACE, USFWS, DSL, DEQ, NMFS, SHPO, ODFW, CWS, Oregon State Parks, local jurisdictions and other resource agencies, as needed, to advance permit modification approvals, clarify permit requirements, comply with permit conditions and respond to comments and/or questions. Consultant shall prepare annual reports for submittal to applicable agencies to document project construction for the year and demonstrate compliance with permit conditions. Consultant shall prepare and submit yearly Program-level permit renewals to applicable agencies. Consultant shall prepare Program-level reports and memoranda, as requested by Owner, to address compliance with permit requirements, permitting recommendations and best practices, and other permitting-related topics. Consultant shall provide permitting support and coordination for startup and commissioning activities.

Task 3.8.5 Thermal Trading Plan

Consultant shall coordinate with DEQ to facilitate WWSP compliance with the approved Thermal Trading Plan (TTP), as required by the Project's 401 Water Quality Certification issued by DEQ, including preparation of draft and final annual reports.

Consultant shall coordinate with WWSP, DEQ, Molalla River Watch, and Oregon State Parks (and their consultants as applicable) to implement the WWSP's Thermal Trading Plan approach for the Molalla River State Park Restoration Project, including calculation and documentation of riparian shading credits associated with the project.

Consultant shall coordinate with WWSP and others as appropriate to support litigation activities associated with the Thermal Trading Plan.

Activities may include, but are not limited to:

- Meetings and coordination with Owner, Consultant team, stakeholders and agencies
- Identification and evaluation of riparian shading project opportunities
- Site visits
- Temperature analysis and modeling
- Development and maintenance of GIS data for project tracking
- Riparian Shading Credit Modeling and Documentation, including the following activities:
 - . Developing model inputs to analyze restoration activities
 - Evaluating credits for existing restoration work
 - Estimate credits achievable at potential future project sites
- Support for potential fish habitat modeling to quantify credits not based on riparian shading.
- Complete draft and final annual reports as required under the approved TTP

EXHIBIT A – STATEMENT OF WORK (SOW)
Willamette Water Supply Program
Program Regulatory Permitting and Related Consulting Services

Task 3.8.6 Water Right Certification Assessment

Under this task GSI will conduct an analysis of the opportunities and impediments for obtaining water right certificates to confirm development of the permits held by WWSS members. Activities under this task may include but are not limited to:

- Initial communications and data collection with the Owner.
- Consider all other water rights at the same point of diversion.
- Identify other issues and impediments to certification of the permits held by WWSS Commission members.
- Identify opportunities for the WWSS Commission to provide management to facilitate certification.
- Attend up to 6 meetings with WWSS Commission members.
- Develop a draft background and certification assessment memorandum.
- Develop final memorandum after review comments are provided by Owner.
- Complete Draft and Final Memorandum.

Task 3.8 Assumptions

- Includes up to six (6) site visits by up to two (2) Consultant team members to evaluate on-site conditions

3.9 Permit Tracking and Reporting

Consultant shall support the WWSP in maintaining the Permitting Conditions database by identifying required permits for the WWSP and each work package, including the permit name and type, permitting agency, project applicability, permit conditions and permit reporting requirements. Permits incorporated into the databases include those pertaining to natural resources, cultural resources, land use and pre-construction approvals. Consultant shall complete an update of the information within the databases each month via e-Builder or spreadsheet as requested by Owner, and as new permits for the WWSP are obtained.

Consultant shall support the WWSP in maintaining other Program-wide databases and tracking tools, as requested by Owner.

Consultant shall maintain and update construction compliance forms, such as the environmental compliance site visit form to maintain consistency with WWSP practices and project needs. Consultant shall also maintain a construction-related action item tracking list, which will be provided to Owner upon request.

Task 3.17.1 Molalla River State Park Cultural Resources Surveys

Consultant shall conduct cultural resources surveys and reporting for the Molalla River State Park Restoration Project, and coordinate with the Owner, Molalla River State Park and its consultants to provide cultural resources-related project support

Activities may include, but are not limited to:

- Meetings and coordination with Owner, Molalla River State Park and its consultants
- Archival research to identify previously documented cultural resources within or near the proposed survey areas

EXHIBIT A – STATEMENT OF WORK (SOW)
Willamette Water Supply Program
Program Regulatory Permitting and Related Consulting Services

- Site visits and pedestrian surveys
- Acquisition of a State Archaeology Permit
- Subsurface sampling of high probability areas
- Preparation of a technical report detailing the results of the work

Work Package-Specific Tasks

Task 12 through Task 22 are work package-specific and address the permitting-related work necessary to facilitate design and construction of each work package. Each work package requires similar efforts, categorized by a subtask for Meetings and Workshops, followed by subtasks specific to Design Support and Environmental Construction Compliance for each construction package. These subtasks are described below and these descriptions are then referenced within each work package, with any exceptions or additions noted.

Subtask 1 – Meetings and Workshops

Consultant shall attend work package-specific meetings and workshops, with required attendees included in a request by Owner. Meetings and workshops may include, but are not limited to:

- Bi-weekly design coordination meetings
- Public meetings/hearings
- Work package-specific meetings with regulatory agencies
- Work package-specific permitting meetings related to:
 - Natural resources
 - Pre-construction permitting
 - Land use
 - Cultural Resources
 - Hazardous Materials
 - Permit requirements or permit compliance
- Design questions
- Alternative evaluations
- Work package summary reporting

Subtask 2 – Design Support and Construction Compliance

Consultant shall provide design-related technical and permitting support specific to each of the construction packages within a work package. This task is intended to address work package-specific services during the design and construction phases. Services shall be provided as requested by Owner and may include, but are not limited to:

Design Phase

- Design-related correspondence with the WWSP and its design consultants, including responding to design-related inquiries
- Identifying and gathering technical and design-related information
- Support for real estate processes

EXHIBIT A – STATEMENT OF WORK (SOW)
Willamette Water Supply Program
Program Regulatory Permitting and Related Consulting Services

- Natural resources surveys and reporting, including wetland delineations, ESA clearance surveys, significant resource area assessments and tree surveys and assessments
- Restoration and planting plan coordination with design consultant and contractor, preparation of annotated planting plans
- Compliance with state and federal cultural resources permits and Programmatic Agreement (PA), cultural resources surveys and reporting in compliance with state and federal cultural resources permits and the WWSP's Programmatic Agreement with USACE and SHPO. Surveys and reporting include, but are not limited to:
 - Pedestrian, shovel and architectural surveys, as well as geoarchaeological deep testing at trenchless crossing locations (for specific work packages with trenchless crossings)
 - Preparation and submittal of survey reports to USACE and SHPO
 - Preparation, submittal and renewal of survey permits on public properties
 - Updates to Consultant's cultural resources sensitivity model and AGOL mapping database
- Preparation and submittal of land use applications including development of natural resource reports, Drainage Hazard Area evaluations, land use application narratives, and coordination with the WWSP and Design Consultant on the preparation of application exhibits. Land use permitting efforts also include, but are not limited to:
 - Research on code requirements by jurisdiction
 - Coordination with local agency planning staff and facilitation of pre-application conferences and community/agency outreach
 - Preparation of land use application checklists, schedules and responses to information requests from Owner, Design Consultant and/or local agencies
 - Preparation of supplemental application materials and responses to completeness reviews
 - Review of agency staff reports and draft conditions of approval
 - Preparation for and participation in public hearings
 - Post-approval coordination with the WWSP
- Evaluation of potential hazardous materials within and adjacent to the WWSP project footprint. Evaluations may include, but are not limited to:
 - Hazardous materials assessments of recognized environmental conditions (RECs)
 - Preparation of Level 1 and/or Phase 1 Environmental Site Assessments
 - Preparation of Phase 2 Environmental Site Assessments, including the collection and analysis of soil and/or groundwater samples
 - Preparation of Soil Management Plans
- Tree surveys and reporting in support of, but not limited to, the following:
 - Land use applications
 - Pipeline alignment and facility footprint evaluations
 - Property owner negotiations
 - Tree donation coordination
- Site visits with WWSP staff and/or agency representatives
- Obtaining environmental clearances for design activities, such as migratory bird nesting surveys and geotechnical surveys
- Review of Design Consultant submittals, including:

EXHIBIT A – STATEMENT OF WORK (SOW)
Willamette Water Supply Program
Program Regulatory Permitting and Related Consulting Services

- 30, 60, 90 and 100% design plans (or alternate work package-specific design milestones such as 50, 70, 90 and 100%)
- Work package-specific environmental specifications
- Site restoration, erosion and sediment control, grading, and water diversion plans
- Value Engineering and Constructability evaluations
- Preparation for and attendance at design and construction-related workshops
- Facilitation of agency design reviews, such as USACE review of final restoration plans for stream crossings and ODFW review of final water diversion/fish passage plans
- Preparation of pre-construction permitting memos to identify the pre-construction permits required for each construction package, including submittal requirements, agency review timelines and application fees
- Review of Design Consultant and Contractor pre-construction permit applications and facilitation of application submittal, review and approval by the applicable agencies
- Monthly updates to the Master Permit Tracking Log via e-Builder in advance of Program schedule updates
- Coordination with Bonneville Power Administration (BPA), WWSP and the Design Consultant to secure land use agreements for BPA transmission line crossings, including scheduling and tracking, and application review
- Preparation of alternative evaluations for design and alignment options, and participation in the ranking and selection of alternatives
- Preparation and submittal of work package-specific permit modification requests to applicable permitting agencies, as defined in the WWSP’s Permit Modification Strategy
- Maintaining contact with regulatory agencies to facilitate timely responses

Construction Phase

- Participation in weekly construction coordination meetings
- Facilitation of compliance with environmental, cultural resources, land use and pre-construction permits
- Acquisition of construction-related authorizations, such as in-water work extensions and modifications to pre-construction and construction-related authorizations
- Support and confirmation of permit closeout and compliance obligations, including erosioncontrol monitoring, site restoration and post-construction monitoring and reporting
- Review of Contractor submittals, including, but not limited to:
 - Construction Management Plan
 - Project Permitting Plan
 - Erosion and Sediment Control Plan
 - Construction Bypass Plan
 - Dewatering Plan
 - Work Area Isolation Plan
 - Pollution Control Plan

EXHIBIT A – STATEMENT OF WORK (SOW)
Willamette Water Supply Program
Program Regulatory Permitting and Related Consulting Services

- Identification of technical and design requirements to comply with WWSP permits and authorizations
- Conducting fish salvage, wildlife salvage, ESA, and Migratory Bird Treaty Act (MBTA) construction clearance surveys, including preparation and submittal of applicable permits and post-survey reporting
- Coordination with APHIS on nesting bird surveys, monitoring and nest removal, and compliance with MBTA permits
- Responding to Requests for Information (RFI) from Owner, Contractor or Partner agencies
- Environmental compliance monitoring, including site visits, to confirm the Contractor has correctly demarcated protected areas, buffers, and resources. Field activities and findings will be documented, as appropriate, in a Site Visit Form and submitted via e-Builder within one (1) business day
- Performing on-site monitoring and inspection of Contractor conformance with project contract plans, documents, and permits. Inspection reports shall be submitted via e-Builder within one (1) business day of inspection
- Performing on-site monitoring and inspection of tree removal and protection by a certified arborist
- Performing on-site hazardous materials monitoring in areas with potential subsurface soil and/or groundwater contamination
- Collection, analysis and interpretation of soil and/or groundwater samples to confirm the presence of hazardous substances in areas where contamination is suspected, and guidance on disposal requirements.
- Preparation of recommendations and coordination with Owner's work package construction manager or designee to define appropriate corrective measures prior to exiting a work package construction site
- Monitoring of site restoration and planting plan coordination; review of as-built plans in resource areas for compliance with environmental permit requirements; coordination with Owner on Contractor warranty and maintenance requirements
- Conducting Inadvertent Discovery Plan training for encountering cultural resources and on-site monitoring for cultural resources, where necessary
- Responding on-site to inadvertent cultural resource discoveries and coordination with the contractor, WWSP and applicable agencies to document discoveries, clear the site and re-start work
- Cultural resources monitoring, if needed, in areas where known cultural resource sites occur
- Attendance at safety training meetings prior to the start of construction for each work package
- Conducting brief site visits to Partner project construction sites to review and document site conditions and compliance with WWSP permits
- Review of proposed field design changes for permit compliance
- Participation in the planning of and attendance at agency site inspections
- Facilitation of compliance reporting to outside agencies

EXHIBIT A – STATEMENT OF WORK (SOW)
Willamette Water Supply Program
Program Regulatory Permitting and Related Consulting Services

12.0 RWF_1.0 Environmental, Cultural Resources, Land Use and Hazardous Materials Coordination

12.1 RWF_1.0 Meetings and Workshops

Consultant shall attend work package-specific meetings and workshops as requested by Owner and identified in the description of Subtask 1 – Meetings and Workshops under Work Package-Specific Tasks.

13.0 RWF_1.0 Design Support and Construction Compliance Services

Consultant shall provide work package-specific design and construction compliance services for RWF_1.0, as identified in the description of Subtask 2 – Design Support and Construction Compliance Services under Work Package-Specific Tasks. In addition to the services described under Subsequent Tasks, Consultant shall provide the following additional services:

Design Phase

- Facilitation of USACE and ODFW review and approval of fish screen replacement design

13.1 WTP_1.0 Environmental, Cultural Resources, Land Use and Hazardous Materials Coordination

13.2 WTP_1.0 Meetings and Workshops

Consultant shall attend work package-specific meetings and workshops as requested by Owner and identified in the description of Subtask 1 – Meetings and Workshops under Work Package-Specific Tasks.

In addition to the meetings described under Subtask 1 – Meetings and Workshops, consultant shall attend weekly permitting-focused meetings through March 2022.

13.3 WTP_1.0 Design Support and Construction Compliance Services

Consultant shall provide work package-specific design and construction compliance services for WTP_1.0, as identified in the description of Subtask 2 – Design Support and Construction Compliance Services under Work Package-Specific Tasks. In addition to the services described under Subsequent Tasks, Consultant shall provide the following additional services:

Design Phase

- Evaluation of tree densities and general species composition using LiDAR imagery to support land use and pre-construction permit requirements
- Coordination with the WWSP, Design Consultant, CMGC Contractor and local agencies to secure pre-construction permit approvals required for the construction of the Orr Road concession project
- Evaluate implications of construction schedule modifications.

EXHIBIT A – STATEMENT OF WORK (SOW)
Willamette Water Supply Program
Program Regulatory Permitting and Related Consulting Services

14.0 RES_1.0 Environmental, Cultural Resources, Land Use and Hazardous Materials Coordination

14.1 RES_1.0 Meetings and Workshops

Consultant shall attend work package-specific meetings and workshops as requested by Owner and identified in the description of Subtask 1 – Meetings and Workshops under Work Package-Specific Tasks.

14.2 RES_1.0 Design Support and Construction Compliance Services

Consultant shall provide work package-specific design and construction compliance services for RES_1.0, as identified in the description of Subtask 2 – Design Support and Construction Compliance Services under Work Package-Specific Tasks. In addition to the services described under Subsequent Tasks, Consultant shall provide the following additional services:

Design Phase

- Evaluate implications of construction schedule modifications.

15.0 PLM_1.0 Environmental, Cultural Resources, Land Use and Hazardous Materials Coordination

15.1 PLM_1.0 Meetings and Workshops

Consultant shall attend work package-specific meetings and workshops as requested by Owner and identified in the description of Subtask 1 – Meetings and Workshops under Work Package-Specific Tasks.

15.2 PLM_1.1 Design Support and Construction Compliance Services

Consultant shall provide work package-specific design and construction compliance services for PLM_1.1, as identified in the description of Subtask 2 – Design Support and Construction Compliance Services under Work Package-Specific Tasks.

15.3 PLM_1.2 Design Support and Construction Compliance Services

Consultant shall provide work package-specific design and construction compliance services for PLM_1.2, as identified in the description of Subtask 2 – Design Support and Construction Compliance Services under Work Package-Specific Tasks.

15.4 PLM_1.3 Design Support and Construction Compliance Services

Consultant shall provide work package-specific design and construction compliance services for PLM_1.3, as identified in the description of Subtask 2 – Design Support and Construction Compliance Services under Work Package-Specific Tasks. In addition to the services described under Subsequent Tasks, Consultant shall provide the following additional services:

Design Phase

EXHIBIT A – STATEMENT OF WORK (SOW)
Willamette Water Supply Program
Program Regulatory Permitting and Related Consulting Services

- Preparation of state and federal environmental permit applications for the construction of ground lease street improvement concession projects on behalf of the City of Wilsonville, and coordination with the applicable agencies to facilitate permit approvals
- Coordination with the WWSP, Design Consultant, Contractor and local agencies to secure pre-construction permit approvals required for the construction of the ground lease street improvement concession projects

16.0 Task Closed

17.0 PLM_4.0 Environmental, Cultural Resources, Land Use and Hazardous Materials Coordination

17.1 PLM_4.0 Meetings and Workshops

Consultant shall attend work package-specific meetings and workshops as requested by Owner and identified in the description of Subtask 1 – Meetings and Workshops under Work Package-Specific Tasks.

17.2 PLM_4.1 Design Support and Construction Compliance Services

Consultant shall provide work package-specific design and construction compliance services for PLM_4.1, as identified in the description of Subtask 2 – Design Support and Construction Compliance Services under Work Package-Specific Tasks.

17.3 PLM_4.2 Design Support and Construction Compliance Services

Consultant shall provide work package-specific design and construction compliance services for PLM_4.2, as identified in the description of Subtask 2 – Design Support and Construction Compliance Services under Work Package-Specific Tasks.

17.4 PLM_4.3 Design Support and Construction Compliance Services

Consultant shall provide work package-specific design and construction compliance services for PLM_4.3, as identified in the description of Subtask 2 – Design Support and Construction Compliance Services under Work Package-Specific Tasks. In addition to the services described under Subsequent Tasks, Consultant shall provide the following additional services:

Design Phase

- Coordination on and review of the Farm Impacts Analysis report to support the PLM_4.3 land use application

17.5 PLM_4.4 Design Support and Construction Compliance Services

Consultant shall provide work package-specific design and construction compliance services for PLM_4.4, as identified in the description of Subtask 2 – Design Support and Construction Compliance Services under Work Package-Specific Tasks.

EXHIBIT A – STATEMENT OF WORK (SOW)
Willamette Water Supply Program
Program Regulatory Permitting and Related Consulting Services

18.0 PLM_5.0 Environmental, Cultural Resources, Land Use and Hazardous Materials Coordination

18.1 PLM_5.0 Meetings and Workshops

Consultant shall attend work package-specific meetings and workshops as requested by Owner and identified in the description of Subtask 1 – Meetings and Workshops under Work Package-Specific Tasks.

18.2 PLM_5.1 Design Support and Construction Compliance Services

Consultant shall provide work package-specific design and construction compliance services for PLM_5.1, as identified in the description of Subtask 2 – Design Support and Construction Compliance Services under Work Package-Specific Tasks.

18.3 PLM_5.2 Design Support and Construction Compliance Services

Consultant shall provide work package-specific design and construction compliance services for PLM_5.2, as identified in the description of Subtask 2 – Design Support and Construction Compliance Services under Work Package-Specific Tasks.

18.4 PLM_5.3 Design Support and Construction Compliance Services

Consultant shall provide work package-specific design and construction compliance services for PLM_5.3, as identified in the description of Subtask 2 – Design Support and Construction Compliance Services under Work Package-Specific Tasks. In addition to the services described under Subsequent Tasks, Consultant shall provide the following additional services:

- Upland oak woodland mitigation coordination and design, preparation of mitigation memo and cost estimate
- White rock larkspur reconnaissance surveys and documentation; avoidance, minimization, and relocation coordination

19.0 PLW_1.0 Environmental, Cultural Resources, Land Use and Hazardous Materials Coordination

19.1 PLW 1.0 Meetings and Workshops

Consultant shall attend work package-specific meetings and workshops as requested by Owner and identified in the description of Subtask 1 – Meetings and Workshops under Work Package-Specific Tasks.

19.2 PLW_1.2 Design Support and Construction Compliance Services

Consultant shall provide work package-specific design and construction compliance services for PLW_1.2, as identified in the description of Subtask 2 – Design Support and Construction Compliance Services under Work Package-Specific Tasks.

19.3 PLW_1.3 Design Support and Construction Compliance Services

EXHIBIT A – STATEMENT OF WORK (SOW)
Willamette Water Supply Program
Program Regulatory Permitting and Related Consulting Services

Consultant shall provide work package-specific design and construction compliance services for PLW_1.3, as identified in the description of Subtask 2 – Design Support and Construction Compliance Services under Work Package-Specific Tasks.

20.0 PLW_2.0 Environmental, Cultural Resources, Land Use and Hazardous Materials Coordination

20.1 PLW 2.0 Meetings and Workshops

Consultant shall attend work package-specific meetings and workshops as requested by Owner and identified in the description of Subtask 1 – Meetings and Workshops under Work Package-Specific Tasks.

20.2 PLW_2.0 Design Support and Construction Compliance Services – CLOSED

20.3 PLW_2.1 Design Support and Construction Compliance Services

Consultant shall provide work package-specific design and construction compliance services for PLW_2.0, as identified in the description of Subtask 2 – Design Support and Construction Compliance Services under Work Package-Specific Tasks. In addition to the services described under Subsequent Tasks, Consultant shall provide the following additional services:

Design Phase

- Coordination with the WWSP, City of Hillsboro and Metro on the preparation of a Wildlife Protection Plan to provide wildlife protection during construction at the OWNP and surrounding areas

Construction Phase

- Implementation of pre-construction and construction phase wildlife monitoring in accordance with the WWSP’s Wildlife Protection Plan, including installation of monitoring equipment, data collection, and reporting

20.4 PLW_2.2 Design Support and Construction Compliance Services

Consultant shall provide permit coordination with WWSP, design consultants, and agencies to facilitate baseline schedule changes to Construction Schedule.

21.0 MPE_1.0 Environmental, Cultural Resources, Land Use and Hazardous Materials Coordination

21.1 Task Closed

21.2 MPE 1.0 Meetings and Workshops

Consultant shall attend work package-specific meetings and workshops as requested by Owner and identified in the description of Subtask 1 – Meetings and Workshops under Work Package-Specific Tasks.

EXHIBIT A – STATEMENT OF WORK (SOW)
Willamette Water Supply Program
Program Regulatory Permitting and Related Consulting Services

In addition to the meetings described under Subtask 1 – Meetings and Workshops, consultant shall attend weekly permitting-focused meetings through March 2022.

21.3 MPE_1.1 Design Support and Construction Compliance Services

Consultant shall provide work package-specific design and construction compliance services for MPE_1.1, as identified in the description of Subtask 2 – Design Support and Construction Compliance Services under Work Package-Specific Tasks.

21.4 MPE_1.2 Design Support and Construction Compliance Services

Consultant shall provide work package-specific design and construction compliance services for MPE_1.2, as identified in the description of Subtask 2 – Design Support and Construction Compliance Services under Work Package-Specific Tasks.

21.5 MPE_1.3 Design Support and Construction Compliance Services

Consultant shall provide work package-specific design and construction compliance services for MPE_1.3, as identified in the description of Subtask 2 – Design Support and Construction Compliance Services under Work Package-Specific Tasks.

WWSP 2024-2025 Rate Table - DEA						
Staff	Current Labor Classification	Proposed Labor Classification	Current Rate	Proposed Rate	Reason for Rate Change >4%	Proposed Increase Above Current
Atalia Raskin	Water Resources Dept. Manager	Engineer 5	\$228.00	\$241.68	Merit increase/LABC Change	6.00%
Brookley Henri	Landscape Architect IV	Landscape Architect IV	\$162.17	\$168.54		3.93%
Christine E. Immroth	Technical Writer	Technical Writer	\$116.71	\$121.38		4.00%
Corie Peters	Project Coordinator III	Project Coordinator III	\$115.00	\$121.00	Step increase	5.22%
David DeKrey	Scientist IV	Scientist IV	\$168.24	\$171.65		2.03%
Dongyang Liu	Project Accountant III	Project Accountant III	\$114.66	\$120.27	Step increase	4.89%
Ethan J. Rosenthal	Scientist V	Scientist VI	\$170.35	\$182.85	Promotion	7.34%
Georgia M. Cooper	Planner IV	Planner IV	\$201.76	\$209.00		3.59%
Hao Vo	Engineer III	Engineer III	\$128.00	\$154.23	Merit increase/pay rate correct	20.49%
Jennifer D. Miller	Senior Project Principal	Senior Project Principal	\$285.01	\$295.74		3.76%
Jiin Brunke	Planner II	Planner II	\$118.00	\$125.61	Merit increase	6.45%
Jonathan C. Gage	Landscape Architect V	Landscape Architect V	\$203.00	\$216.00	Merit increase	6.40%
Joshua Smith	Environmental Specialist II	Environmental Specialist II	\$114.66	\$120.50	Step increase	5.09%
Katherine J. Plank	n/a	GIS Analyst I	n/a	\$102.40	New to project	n/a
Kayla S. Kruse	GIS Analyst IV	GIS Manager	\$160.00	\$174.90	Promotion	9.31%
Kristine J. Marshall	Environmental Specialist IV	Environmental Specialist V	\$186.73	\$196.00	Promotion	4.96%
Lori Hicks	Project Accountant III	Project Accountant III	\$114.66	\$120.27	Step increase	4.89%
Meredith Jordan	Scientist IV	Scientist IV	\$165.07	\$171.65		3.99%
Natalie Newcomer	Engineer IV	Engineer IV	\$192.00	\$202.88	Merit increase	5.67%
Noah Herlocker	Environmental Specialist VI	Environmental Specialist VI	\$227.24	\$230.00		1.21%
Phil R. Rickus	Senior Ecologist	Senior Ecologist	\$159.12	\$165.36		3.92%
Sara Gilbert	GIS Analyst IV	GIS Analyst IV	\$160.00	\$168.54	Merit increase	5.34%
Sarah Betz	Project Principle	Project Principle	\$285.01	\$285.01		0.00%
Shawna Hale	Project Manager	Project Manager	\$223.00	\$230.00		3.14%
Tamara Danisch	Landscape Architect III	Landscape Architect III	\$141.73	\$147.40		4.00%

WWSP 2024-2025 Rate Table - MIG APG						
Staff	Current Labor Classification	Proposed Labor Classification	Current Rate	Proposed Rate	Reason for Rate Change >4%	Proposed Increase Above Current
Jon Pheanis	Principal/Sr Project Advisor	Principal/Sr Project Advisor	\$ 185.00	\$ 205.00	Merit rate increase	10.81%
Shayna Rehberg	Senior Planner	Senior Planner 2	\$ 155.00	\$ 160.00		3.23%
Carrie Brennecke	Senior Planner	Senior Planner 1	\$ 140.00	\$ 155.00	Merit rate increase	10.71%
Brandon Crawford	Assistant Planner	Senior Planner	\$110.00	\$ 125.00	Promotion	13.64%
Keegan Gulick	Planner	Planner	\$ 100.00	\$ 110.00	Merit rate increase	10.00%
Rachael Husted	Project Administrator	Senior Project Administrator	\$ 120.00	\$ 125.00	Promotion	4.17%
Katie Vickers	n/a	Planner	n/a	\$ 110.00		n/a
Sue Miller	n/a	Project Administrator 2	n/a	\$135.00		n/a

WWSP 2024-2025 Rate Table - Historical Research Associates

Staff	Current Labor Classification	Proposed Labor Classification	Current Rate	Proposed Rate	Reason for Rate Change >4%	Proposed Increase Above Current
Aaron Hood-Foster	Archaeological Technician 2	Archaeological Technician 2	\$ 91.00	\$ 94.64		4.00%
Brad Bowden	Principal Archaeologist	Principal Archaeologist	\$ 209.23	\$ 217.60		4.00%
Cathy Bialas	Archaeologist 3	Archaeologist 3	\$142.70	\$148.41		4.00%
Chrisanne Beckner	Senior Architectural Historian	Senior Architectural Historian	n/a	\$159.12	New to project	n/a
Clark Chatlain	Project Administrator	Project Administrator	101.25	105.3		4.00%
Darrin Muir	Information System Specialist	Information System Specialist	\$ 138.00	\$ 143.52		4.00%
Dawn Vogel	Production Specialist/Editor	Production Specialist/Editor	\$114.00	\$118.56		4.00%
Elizabeth Provost	Architectural Historian 3 (Specialist)	Architectural Historian 3 (Specialist)	\$134.00	\$139.36		4.00%
Gabe Frazier	Archaeologist 3 (Specialist)	Archaeologist 3 (Specialist)	\$140.00	\$145.60		4.00%
Janna Tuck	Archaeologist 1	Archaeologist 2 (Specialist)	\$95.18	\$119.00	Promotion	25.03%
Jennifer Gebhardt	Logistics Coordinator	Logistics Coordinator	\$96.72	\$100.59		4.00%
Jennifer Gilpin	Safety Manager	Safety Manager	n/a	\$157.04	New to project	n/a
Jessi Frank	Production Specialist	Production Specialist	\$90.82	\$94.45		4.00%
Josh Dinwiddie	Archaeologist 3	Archaeologist 3	\$118.00	\$122.72		4.00%
Michele Punke	Senior Archaeologist/Regional Manag	Senior Archaeologist/Regional Mana	\$ 164.00	\$ 170.56		4.00%
Michele Stoll	Project Accountant	Project Accountant	\$111.00	\$115.44		4.00%

WWSP 2024-2025 Rate Table - Terraphase

Staff	Current Labor Classification	Proposed Labor Classification	Current Rate	Proposed Rate	Reason for Rate Change >4%	Proposed Increase Above Current
Aditya Manohar	Staff II Engineer	Staff II Engineer	\$138.00	\$143.00		3.62%
Adrienne Stephens*	Senior Staff I Geologist/Engineer	Senior GIS/Geologist	\$ 124.00	\$ 164.00	Correction to labor classification	32.26%
Arnab Chakrabarti	Principal	Principal	\$ 247.00	\$ 256.00		3.64%
Bryan O'Reilly	Staff II GIS	Staff II GIS	\$ 138.00	\$ 143.00		3.62%
Craig Heimbucher	Associate	Associate	\$ 233.00	\$ 242.00		3.86%
Dana Brown	Project Geologist	Project Geologist	\$180.00	\$187.00		3.89%
Daren Roth	Associate	Associate	\$ 219.00	\$ 227.00		3.65%
David Bishop	Senior GIS	Senior Staff I Geologist/Eng	\$ 158.00	\$ 164.00		3.80%
David Liu	Support Staff	Support Staff	\$ 85.00	\$ 88.00		3.53%
Don Malkemus	Senior Project Geologist	Senior Project Geologist	\$ 199.00	\$ 206.50		3.77%
Gio Ossa	Support Staff	Support Staff	\$ 85.00	\$ 88.00		3.53%
James Farrow	Principal	Principal	\$ 247.00	\$ 256.00		3.64%
John Hildenbrand	n/a	Principal	n/a	\$ 256.00	New to Project	n/a
Joe Luchette	Associate	Associate	\$ 219.00	\$ 227.00		3.65%
Nancy Law	Support Staff	Support Staff	\$ 85.00	\$ 88.00		3.53%
Tim Kloebler	Project Geologist	Project Geologist	\$ 180.00	\$ 187.00		3.89%
Veronica Hadsell	Project Coordinator	Project Coordinator	\$ 138.00	\$ 143.00		3.62%
Vinoth Muthia	Staff I Geologist	Staff I Geologist	\$ 118.00	\$ 122.00		3.39%

*Adrienne Stephens is now Adrienne Venegas

WWSP 2024-2025 Rate Table - Geosyntec

Staff	Current Labor Classification	Proposed Labor Classification	Current Rate	Proposed Rate	Reason for Rate Change >4%	Proposed Increase Above Current
Aaron Poresky	Principal	Principal	\$265.00	\$275.60		4.00%
Ariel Mosbrucker	Project Professional	Project Professional	\$216.00	\$224.64		4.00%
Austin Orr	Project Professional	Project Professional	\$216.00	\$224.64		4.00%
Daniel Pankani	Senior Professional	Senior Professional	\$243.00	\$252.72		4.00%
Jacob Krall*	Senior Professional	Senior Professional	\$243.00	\$252.72		4.00%
James Peale	Senior Principal	Senior Principal	\$286.00	\$297.44		4.00%
Jamie Feldman	Professional	Project Professional	\$192.00	\$224.64	Promotion	17.00%
Josh Gotlieb	Senior Staff Professional	Senior Staff Professional	\$169.00	\$175.76		4.00%
Leon Li	Senior Professional	Professional	\$192.00	\$199.68		4.00%
Lindsey Spencer	Senior Staff Professional	Senior Staff Professional	\$169.00	\$175.76		4.00%
Maral Razmand	Senior Staff Professional	Senior Staff Professional	\$169.00	\$175.76		4.00%
Mike DuBose	Senior Staff Professional	Senior Staff Professional	\$169.00	\$175.76		4.00%
Rich Wildman	Senior Professional	Senior Professional	\$243.00	\$252.72		4.00%
Sherry Carcamo	Project Administrator	Project Administrator	\$80.00	\$83.20		4.00%

WWSP 2024-2025 Rate Table - GSI Water Solutions, Inc

Staff	Proposed Labor Classification	Proposed Rate
Adam Sussman	Principal	\$ 250.00
Kim Grigsby	Principal	\$ 225.00
Owen McMurtrey	Managing	\$ 170.00
Leah Cogan	Project	\$ 145.00
Emily Mackey	Admin	\$ 120.00
Laura Parisi	Editor	\$ 140.00

Willamette Water Supply System Commission

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Willamette Water Supply
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6C. Permitting Contract No. 2016-320
Amendment #43 – *Christina Walter*

April 4, 2024

1

DEA (Permitting Services) Contract No. 2016-320
Amendment 43 Overview

- Requires Board approval to proceed
- Recognizes both additions and reductions in services
- Permitting Services is at a critical phase and this amendment enables sustained progress
- Requested Board Action:
Approve an amendment of up to \$818,510.50 for scope of work to cover the term April 19, 2024 – April 18, 2025

2

New Activities in 2024

- Thermal Trading Plan:
 - Development and maintenance of GIS data for project tracking;
 - Riparian Shading Credit modeling and documentation;
 - Estimate credits at potential future project sites;
 - Support for potential fish habitat modeling to quantify credits not based on riparian shading;
 - Provide testimony/support in WaterWatch litigation
- Water Rights Certification Assessment
 - Subconsultant GSI

5

Major Components of Proposed Contract Amendment

- New scope of work for term April 19, 2024 – April 18, 2025
- Corresponding new budget

6

Budget Impact

Initial Contract Value	\$589,896
Amendments 1 through 42	\$10,779,719.26
Current Contract Value	\$11,369,615.26
Proposed Amendment #43	\$818,510.50
<i>TVWD Estimated Share</i> \$506,085.04	
<i>Hillsboro Estimated Share</i> \$271,663.64	
<i>Beaverton Estimated Share</i> \$40,761.82	
Proposed Contract Value	\$12,188,125.76

Notes:

- Final amendment value not to exceed \$818,510.50.
- Total estimated fee for services for April 2024 – April 2025 is \$1,295,249.30, including unspent budget.
- Contract value was anticipated in Baseline 9.1 budget.

Requested Board Action

Consider Approving Amendment #43 to Contract No. 2016-320, with David Evans and Associates, Inc. of up to \$818,510.50, to provide additional permitting services for the Willamette Water Supply Program through April 18, 2025.

STAFF REPORT

To: WWSS Board of Commissioners
From: Dave Kraska, P.E., General Manager
Date: April 4, 2024
Subject: Water Treatment Plant Schedule Recovery Progress Update

Key Concepts:

On-time completion of the Willamette Water Supply System (WWSS) construction is of critical importance to the Partners (TVWD and the cities of Hillsboro and Beaverton), but the Water Treatment Plant (WTP_1.0) project is currently behind schedule. At the April WWSS Commission Board meeting, staff will share a presentation of the following information:

- Summary of the new WTP_1.0 schedule and projected completion date
- Explanation of the new WTP_1.0 project schedule and its development
- Preview of future reports to the Board

Background:

On-time completion of the Willamette Water Supply System (WWSS) is a primary goal of the Willamette Water Supply Program (WWSP). A detailed review of the WWSP schedule and budget at the end of Fiscal Year 2023 revealed that some projects were performing at a slower spend rate than originally anticipated, but only the Water Treatment Plant project (WTP_1.0) is currently threatening on-time completion of the WWSP.

This information was shared with both the WWSS Commission Board and the TVWD Board in August 2023, along with a high-level plan for schedule recovery on the WTP_1.0 project. Since that time, the WWSP team has been working with the WTP_1.0 general contractor (Sundt Construction, Inc.) on a schedule recovery plan while simultaneously continuing to manage the expanding activities on the WTP_1.0 project site. A key comment by the WWSP team was that the contractor's current schedule lacked sufficient detail to adequately manage the expanding activities that are expected in the coming years and to mitigate delays or late completion. Sundt Construction agreed to "re-baseline" the schedule with additional activities and logic ties coordinated between various trades.

In March, Sundt delivered to the WWSP team a draft re-baseline project schedule. It was prepared over several months by a specialty scheduling subcontractor working closely with the contractor and its subcontractors. The first version of the new schedule suggests the WTP_1.0 project may be completed as much as 11.5 months late. However, the new schedule is a useful tool in evaluating alternatives for recovering the schedule such that the project will still be able to support on-time completion of the overall WWSS.

At the April WWSS Commission Board meeting, staff will share a presentation on the current project schedule status, the alternatives being evaluated to recover the schedule, and a preview of future presentations to the Board.

Budget Impact:

Informational item only. There are no budget impacts from this staff report. All items discussed in this report are included in WWSP Baseline 8.1 budget.

Water Treatment Plant Schedule Recovery Progress Update

April 4, 2024

Page 2 of 2

Staff Contact Information:

David Kraska, P.E.; General Manager; 503-941-4561; david.kraska@tvwd.org

Attachments:

None

Willamette Water Supply

Our Reliable Water

7A. Water Treatment Plant Schedule Status Update

— *David Kraska*

April 4, 2024

1

Important Terms:

Commissioning – The process of planning, testing, and startup of an installation for demonstrating through documented verification that the project has successfully met both contractual requirements and the Owner’s needs. It includes training the Owner’s personnel to operate the installation.

Startup – A subset of commissioning, startup includes activities conducted after planning, testing, and training of Owner’s personnel are complete, which are necessary to fully place systems into operational service using the intended process fluid. Startup includes performance testing for those systems (or subsystems) which require specific process fluids or other conditions that cannot otherwise be practically provided during earlier commissioning phases. It includes system-wide SCADA integration activities. Results of startup activities aim to demonstrate that each system performs adequately to meet contract requirements in all operating modes.

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2

Water Supply Integration (WSI)

Definition:

- Planning and preparation of the distribution systems to receive the new supply
- Establish finished water quality goals from WTP_1.0 at the system turnouts (complete)
- Execute integration of new supply while maintaining high water quality

Lead: TVWD, City of Hillsboro, City of Beaverton

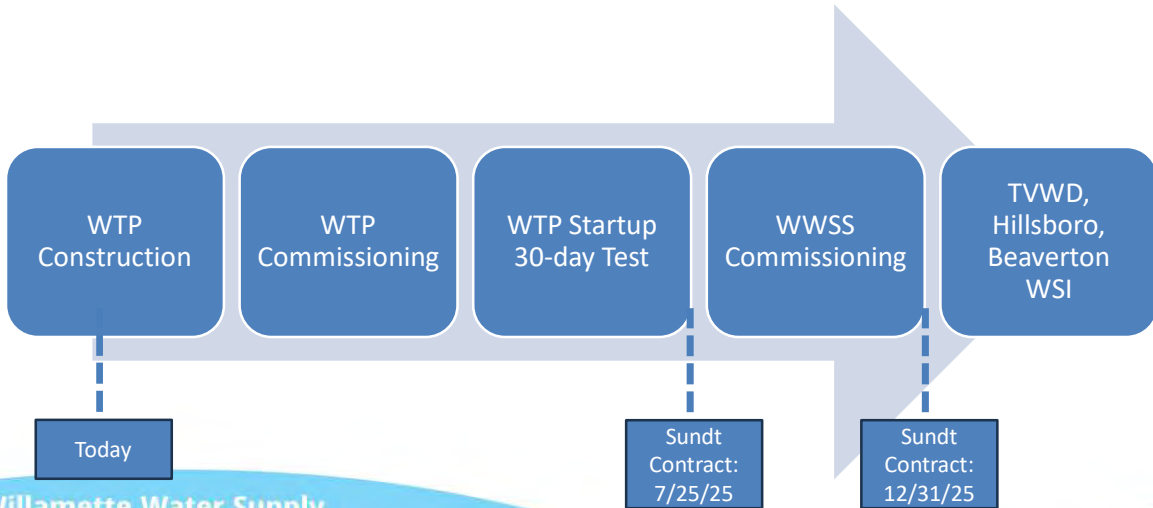
Support: Confluence, WWSP



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5

Simplified WTP and WWSS Completion Process



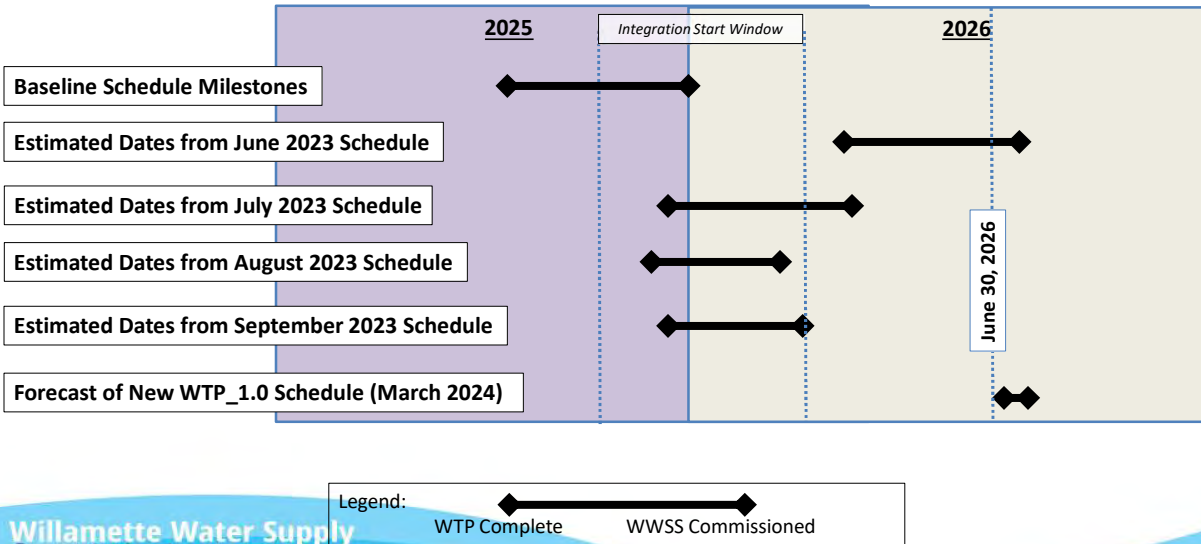
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6

6

WTP and System Commissioning Schedule Status

March 2024



7

Sundt's Re-Baseline Schedule

- How it was prepared
 - Last fall, Sundt brought on new scheduling specialist subcontractor
 - Sundt held multiple meetings with its construction subs over two months
 - Sundt and its subs developed detailed activity lists, durations, and constraints
 - WWSP team received regular updates and provided comments in real time
 - WWSP team held two weeks of workshops to review, comment, and iterate
- What it contains
 - 7,293 activities (vs. 5,577 activities in previous schedule)
 - Additional detail tying mechanical, electrical and process activities by structure
 - More detailed testing and startup activities and correct logic ties
 - New critical path is fully developed

8

8

Summary of the New “Unmitigated” Schedule

- Completion of WTP is 11.5 months behind schedule
 - New electrical equipment delivery delays are driving schedule
 - New logic constraints and additional activities have pushed schedule out
 - Overall testing and startup duration is longer
- Mitigation options being considered to recover schedule
 - Temporary electrical gear
 - Allow early structure backfill
 - Additional Saturday work
 - Double shifts for certain trades in structures on critical path

Next Steps

- Develop additional detail for testing and startup activities
- Continue evaluating additional mitigation options
- Develop framework for managing future schedule changes
- Establish KPIs and intermediate milestones
- Negotiate schedule impacts to date and contingency use
- Final Re-baseline expected April 26, 2024

Topics for Future MC and Board Reports

- Completion date status
- Milestone performance
- Recovery cost discussion

11

Questions?

12

STAFF REPORT

To: WWSS Board of Commissioners
From: Joelle Bennett, P.E., WWSP Assistant Program Director
Date: April 4, 2024
Subject: Anticipated Business Agenda Items for the June 2024 Meeting of the WWSS Board of Commissioners

Key Concepts:

The next Willamette Water Supply System (WWSS) Commission Board meeting agenda is anticipated to include staff recommendations for the following business agenda items:

1. WTP_1.0 GMP3 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

Background:

There are five anticipated business agenda items for the June 6, 2024, meeting of the WWSS Board of Commissioners. Due to the dynamic nature of the WWSS work, request for approval of some items may be delayed or new items may emerge on the business agenda for the next meeting. WWSS staff strive to provide preliminary information one meeting prior to requesting action and a full staff report describing the recommended action during the appropriate month.

1. WTP_1.0 GMP3 Contract for Construction

The WTP_1.0 project is being delivered using the Construction Manager/General Contractor (CM/GC) method. The CM/GC contractor, Sundt Construction, Inc., is currently preparing the third Guaranteed Maximum Price (GMP) for construction. GMP3 includes startup and commissioning of the WWSS finished water system and WWSP punch list items.

As early as the June WWSS Board meeting, WWSP staff will present the GMP3 contract, with a recommendation to the Board to approve.

2. WWSP Program and Construction Management Services FY25 Annual Work Plan

Stantec Consulting Services Inc. (Stantec) is contracted to provide program and construction management services for the WWSP through 2026. Specific services are authorized on an annual basis through approval of an annual work plan. The FY 2025 annual work plan identifies Stantec's planned services, planned staffing, estimated fees, and key assumptions for delivery of program and construction management support services that are correlated to WWSP's 2023 Baseline 9.1. The estimated fee for the WWSP Program and Construction Management Services FY 2024 Annual Work Plan is approximately \$21M.

WWSP staff will provide an overview of the work plan and recommend approval at the next WWSS Board meeting.

3. Public Outreach Services Contract for FY25

Barney & Worth, Inc. (now part of Consor Engineers, LLC), was selected in 2014 for Public Outreach Services by the Tualatin Valley Water District and has supported the Willamette Water Supply Program (WWSP) ever since. The master services agreement expired in 2019, and it was recognized that the WWSP required continuity of Public Outreach Services through the end of construction of Willamette Water Supply System (WWSS). On June 27, 2019, the MSA was extended through June 29, 2026, by sole source/direct appointment justification and approval. The public outreach services contract has a total term of 12 years with a comprehensive scope of services. Planned services, planned staffing, estimated fees, and key assumptions for delivery of program public outreach and communications support services are defined and authorized on a fiscal year basis through an annual task order. The level of effort needed in FY25 is anticipated to reduce as the 13 active WWSP construction projects wrap up.

As early as the June WWSS Board meeting, WWSP staff will present the FY25 task order, with a recommendation to the Board to approve.

4. WTP_1.0 Design Services Contract Amendment

The WTP_1.0 team is completing negotiations for a contract amendment with CDM Smith, Inc., related to additional engineering services during construction. Additional support from CDM Smith has been needed to secure building permits and manage requests for information in excess of the number originally scoped. Additional on-site engineering support will also be provided. WWSP staff are engaging in detailed negotiations with CDM Smith to establish the amendment value. In recognition of these needed services, additional budget for this contract was included in Baseline 9.1.

At the June WWSS Board meeting, WWSP staff will present the justifications for the contract amendment, with a recommendation to the Board to approve the change.

5. DCS_1.0 Contract Specific Special Procurement (Local Contract Review Board action)

The service provider for the WWSS control system, S&B Inc., was selected through a competitive process in 2018. Additional services are needed to complete the furnishing and installation of additional control equipment at the turnouts to the Partner distribution systems as well as at the Raw Water Facility and Reservoir. To retain our current experts, WWSP staff recommends that this additional work be accomplished through an amendment to S&B's existing contract. Because of the value of the work, a Contract Specific Special Procurement is needed to procure the work without a competitive procurement. Such an action needs to be approved by the Local Contract Review Board. The proposed amendment includes specific measures for WWSP to secure and validate reasonable pricing from S&B Inc. for the added services. In recognition of these needed services, additional budget for this contract was included in Baseline 9.1.

At the June WWSS Board meeting, WWSP staff will present the justifications for the contract amendment and special procurement, with a recommendation to the Board to approve it as the Local Contract Review Board.

Budget Impact:

Anticipated costs for the actions described in this staff report are reflected in the WWSP FY2024 budget and the overall program Baseline 9.1 budget.

Staff Contact Information:

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Attachments:

- Approvals and Procurement Forecast (February 2024 – June 2024)

Willamette Water Supply System Commission

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Approvals and Procurement Forecast: February 2024 through June 2024

This report provides a five-month projection of (1) forthcoming actions under the WWSS Management Authority Matrix and (2) ongoing and forthcoming procurements.

- a = Actual date
- e = Email approval
- FC = Finance Committee
- LCRB = Local Contract Review Board
- MC = Management Committee
- N/A = Not applicable
- OC = Operations Committee

- Rec. = Recommendation
- t = Tentative date
- TBD = To be determined; sufficient information not available to project a date
- Note: Dates in red text indicate meetings needed outside the normal meeting schedule

Type	Description	Projected Action	Body/Position (projected action date)		
			Program Director	WWSS Committees	WWSS Board
Program Baseline or Related Plans (above Program Director's Authority)	1. WWSP 2024 Rebaseline Schedule and Budget and WWSS Fiscal Year 2024-2025 Work Plan and Budget	Approve	N/A	3/21/2024 t	4/4/2024 t
		Execute	N/A	N/A	N/A
Real Estate	2. None	Approve	N/A	N/A	N/A
IGA's, MOU's, Permit Commitments, & Similar Agreements	3. None	Approve	N/A	N/A	N/A
		Execute	N/A	N/A	N/A
Contracts (above Program Director's Authority)	4. None	Approve	N/A	N/A	N/A
		Execute	N/A	N/A	N/A
Contract Amendments and Change Orders (above Program Director's Authority)	5. Permitting Services Contract Amendment for Next One-year Period <ul style="list-style-type: none"> • Goal: Extend contract through March 2025 • Value: \$818,510.50 • Consultant: David Evans Associates (DEA) 	Approve	N/A	3/21/2024 t	4/4/2024 t
		Execute	4/5/2024 t	N/A	N/A
	6. WTP_1.0 GMP3 Construction <ul style="list-style-type: none"> • Goal: Construct WTP_1.0 which covers finished water system commissioning • Value: TBD • Contractor: Sundt Construction 	Approve	N/A	5/23/2024 t	6/6/2024 t
		Execute	6/7/2024 t	N/A	N/A
	7. WWSP Program and Construction Management Services FY 2025 Annual Work Plan <ul style="list-style-type: none"> • Goal: Approve scope, staffing, and fee for program and construction management services for FY 2025 • Value: TBD • Consultant: Stantec Consulting Services Inc. 	Approve	N/A	5/23/2024 t	6/6/2024 t
		Execute	6/7/2024 t	N/A	N/A
	8. Public Outreach Service Contract <ul style="list-style-type: none"> • Goal: Provide additional public outreach during the term April 2024 through April 2025 • Value: TBD • Consultant: Consor North America Inc. 	Approve	N/A	5/23/2024 t	6/6/2024 t
		Execute	6/7/2024 t	N/A	N/A
	9. WTP_1.0 Design Services Contract <ul style="list-style-type: none"> • Goal: Amend contract for design services related to additional engineering services • Value: TBD • Consultant: CDM Smith 	Approve	N/A	5/23/2024 t	6/6/2024 t
		Execute	6/7/2024 t	N/A	N/A
Local Contract Review Board (LCRB) Actions	10. DCS_1.0 Special Procurement <ul style="list-style-type: none"> • Goal: Authorize additional control system support with current vendor • Value: approx. \$800,000 • Contractor: S&B Inc. 	Approve	N/A	5/23/2024 t	6/6/2024 t
		Execute	6/7/2024 t	N/A	N/A
Other	11. WWSP Cost Shares Methodology	Approve	N/A	3/21/2024 t	4/4/2024 t
		Execute	N/A	N/A	N/A
	12. Congressional Directed Spending Grant Technical Correction	Approve	N/A	3/21/2024 t	4/4/2024 t
		Execute	N/A	N/A	N/A

Willamette Water Supply System Commission
Board Meeting Agenda Packet

April 4, 2024
