

**Willamette Water Supply System Commission
 Board Meeting Minutes
 Thursday, June 6, 2024
 Tualatin Valley Water District – Board Room
 1850 SW 170th Avenue, Beaverton, OR 97003**

Attendance:

Commissioners present:

City of Beaverton	Nadia Hasan
City of Hillsboro	David Judah
Tualatin Valley Water District (TVWD)	Jim Duggan

Committee Members present:

City of Beaverton	Tim Elsea
City of Hillsboro	Chris Wilson (<i>alternate</i>)
TVWD	Paul Matthews, Pete Boone

Managing Agency Staff present:

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

Other Attendees present:

TVWD staff	Joel Cary
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Online Attendees:

City of Hillsboro staff:	Lee Lindsey, Jessica Dorsey, Negar Niakan
City of Beaverton staff:	David Winship
WWSP Staff:	Scott Gibson
Public Attendee:	Rob 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 12:10 PM.

2. ROLL CALL

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

3. PUBLIC COMMENT

There were no public comments.

4. GENERAL MANAGER'S REPORT

The General Manager's report included the following notices and updates: the "Hold" on the July 4th Board meeting calendar will be cancelled; there are currently no planned business agenda items for the August 1st Board meeting; the delivery of the quarterly financial report for the period ending March 30, 2024; updates were provided on the Willamette Water Supply Program (WWSP) regarding permitting, communications, and construction activities. (*presentation on file*)

5. CONSENT AGENDA

- A. Approve the April 4, 2024 meeting minutes
- B. Adopt Resolution WWSS-04-24 Adopting FY2024-25 WWSS Board Meeting Schedule

Motion was made by Judah, 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. Approve WWSP Program and Construction Management Services FY25 Annual Work Plan – *David Kraska*

Mr. Kraska presented an overview of the Annual Work Plan for services Stantec will provide in Fiscal Year (FY) 2025. He reviewed the history and main elements of the 2015 contract and provided a reminder of costs that fall under contingency versus management reserve. He described the budget changes during the refinement of the proposed FY 2025 Annual Work Plan and provided partner cost shares. The cost is within the approved Baseline 9.1 and project contingencies, with no draw on the Management Reserve. (*presentation on file*)

In response to questions, the staff explained that the proposed budget for IT project management involves a reduction in the TVWD labor costs and an increase in the Stantec FY 25 Annual Work Plan (AWP) budget. This shift reflects the transition of IT project management services from TVWD to Stantec.

In response to questions, staff explained that the Management Reserve consists of funds allocated in the yearly Baseline budget for unanticipated events related to systemwide issues or other matters not covered by project contingencies. Accessing Management Reserve funds requires Board approval. Staff will follow up with an email to the Commissioners that provides a more complete description of the WWSP's Management Reserve policy.

In response to question, staff replied that the Stantec average billing rate (total cost divided by total hours) is fair, especially considering the experience level and qualifications of the consultant team.

Motion was made by Hasan, seconded by Judah to approve the Annual Work Plan with Stantec Consulting Services, Inc., to provide Program and Construction Management Services for the Willamette Water Supply Program during FY 2025. The motion passed unanimously with Commissioners Hasan, Judah, and Duggan voting in favor.

- B. Approve Master Services Agreement (MSA) 2019-043 Task Order #6 for Public Outreach Services – *Christina Walter*

Ms. Walter presented an overview of MSA 2019-043 Task Order #6 with Consor North America Inc. She reviewed historical budget and invoice data, FY25 tasks, and partner cost shares. The cost is within the budget approved in Baseline 9.1. *(presentation on file)*

In response to questions, staff mentioned that approximately six Consor staff members are working on the project. While there were considerations to have the work done in-house, it was deemed more appropriate to use a consultant, as those staff members would not be needed once the project is completed.

Motion was made by Hasan, seconded by Judah to approve Task Order #6 to MSA 2019-043, with Consor North America Inc., in the amount of \$497,608.35 to provide additional public outreach consulting services for the Willamette Water Supply Program during Fiscal Year 2025. The motion passed unanimously with Commissioners Hasan, Judah, and Duggan voting in favor.

C. Approve Contract No. 2018-014 Amendment #30 for WTP_1.0 Design – *Mike Britch*

Mr. Britch presented an overview of Contract No. 2018-014 with CDM Smith. He reviewed Amendment #30, explaining status of the engineering services during construction, and provided a summary of the amendment elements, including a breakdown of costs and budget impacts. He noted that while the overall contract value is large, it is reasonable as confirmed by two industry-standard metrics given the size and complexity of the WTP_1.0 project. The amendment cost is below the amount approved in Baseline 9.1. *(presentation on file)*

Motion was made by Hasan, seconded by Judah to approve Amendment #30 to Contract No. 2018-014, with CDM Smith Inc., of up to \$2,626,448, to provide additional Engineering Services During Construction (ESDC) for Fiscal Year 2025. 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 presented an overview of the Water Treatment Plant (WTP) and Willamette Water Supply System (WWSS) commissioning and startup process. He reviewed a summary of the current Water Treatment Plant schedule recovery process and outlined the next steps for completing the project. *(presentation on file)*

In response to questions, staff will develop a hypothetical Water Treatment Plant (WTP) project late-finish contingency plan. They will vet the plan with the Management Committee and provide the Board with an update on what responses or actions may be needed from the Board in the future. Staff will work to provide a summary of the plan at either the October or December Board meeting.

B. Completed Construction Project Cost Performance – *David Kraska*

Mr. Kraska presented an overview of cost performance for the nine completed WWSP construction projects, and the six projects that are more than 90 percent complete. Completed projects have finished below budget by more than \$8 million. Current projects that are more than 90 percent complete are on track to finish \$10 million to \$12 million below budget. Approximately \$400 million in construction work remains to be completed, with most of that work attributed to the WTP_1.0 project. Staff will continue to strive for excellent cost performance on all projects. *(presentation on file)*

C. The next Board meeting is scheduled on August 1, 2024, via Microsoft Teams

8. COMMUNICATIONS AND NON-AGENDA ITEMS

- A. Water Treatment Plant Construction Site Tour – 21309 SW 124th Avenue, Sherwood, OR 97062

Commissioner Duggan thanked everyone for attending today’s meeting and requested commissioners to gather for a group photo. He reminded everyone that the remainder of the day's meeting would include a Water Treatment Plant construction tour. The meeting will be adjourned upon conclusion of the tour, and this will be noted by the Board Recorder in the meeting notes.

In response to questions, staff will consult with the Management Committee regarding the commissioners' desire for future in-person meetings and will report back to the Board at the August Board meeting. The August Board meeting will be held via Microsoft teams.

9. ADJOURNMENT

With no further business to discuss, the meeting adjourned at 4:00 PM following the conclusion of the Water Treatment Plant tour.

James Duggan, Chair

David Judah, Vice Chair