



**City of Lake Oswego/City of Tigard Water Supply Partnership  
Summary of Oversight Committee Meeting #34  
Meeting held  
June 10, 2013**

Lake Oswego Technical Committee Member Joel Komarek called the meeting of the Lake Oswego/Tigard Water Partnership Oversight Committee to order at 5:36 p.m. on June 10, 2013, at the West End Building, BC Window Area, 4101 Kruse Way, Lake Oswego Oregon 97035.

**Present:**

<b>City of Lake Oswego</b>	<b>Oversight Committee:</b> Mayor Kent Studebaker, Councilor Karen Bowerman <b>Staff:</b> Joel Komarek, Dave Prock, Jane Heisler, Vanessa Deets <b>Other:</b> Councilor Jeff Gudman, Tom Coffee, David Donaldson, Ursula Euler
<b>City of Tigard</b>	<b>Oversight Committee:</b> Councilor Gretchen Buehner, Councilor Jason Snider <b>Staff:</b> Dennis Koellermeier
<b>Brown and Caldwell</b>	Jon Holland, Program Manager
<b>Kennedy/Jenks</b>	Brad Moore
<b>Guests</b>	Gwen Sieben and Tom Sieben

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1. CALL TO ORDER/ROLL CALL
  2. APPROVAL OF MINUTES FROM MEETING #33

**Councilor Bowerman** mentioned an error on the speaker of a statement from minutes of meeting #33. The minutes would be corrected to list Councilor Buehner rather than Councilor Bowerman on the statement made about requesting Ted Kyle's presentation.

**Mr. Komarek** asked for approval of minutes from the last meeting held on May 13, 2013.

**Councilor Buehner** motioned to approve, **Mayor Studebaker** seconded the motion. A voice vote was taken, and the motion passed with Lake Oswego **Mayor Studebaker**, Lake Oswego **Councilor Bowerman**, and Tigard **Councilor Snider** and Tigard **Councilor Buehner** voting 'aye' (4-0).

3. PUBLIC COMMENT

There was no public comment.

4. PROGRAM METRICS REPORT

**Mr. Komarek** referenced the program metrics report in the packet and walked the Oversight Committee (OVC) through the updated report. (See attached)

**Councilor Snider** asked if any progress had been made on the River Intake Pump Station (RIPS) environmental permit from the Army Corps of Engineers. **Mr. Komarek** replied the Corps is

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waiting for the biological opinion from National Marine Fisheries Service (NMFS) and it is under review with general counsel. It has been in this status for about a week.

**Ms. Euler** referenced the metrics report, stating that Lake Oswego has been funding the project from existing cash flow, fund balance and ongoing rate payer revenues. Lake Oswego has also taken out a line of credit and the project has drawn \$13 million so far from it. Lake Oswego now has a schedule to issue long term bonds in the neighborhood of \$80k - \$101k. Once authorized from Council, staff is looking to determine the type and structure of that debt.

**Ms. Euler** referenced two handouts she passed out to the OVC titled 'LOTWP Oversight Committee Meeting Monthly Revenue Report' for April and May 2013. These reports were requested to show the number of water accounts for the residential customer account class and how much revenue is being received from this class to pay for the LOT project and on-going capital and operating expenses of the water utility. This report also shows revenues from bulk sales to wholesale customers. (See attached)

**Councilor Bowerman** asked if the program metrics report could be emailed to her in a format other than a PDF format so that she may print on letter or legal size paper. **Mr. Komarek** replied that formatting the report to fit letter or legal sized paper would result in many additional pages, and would diminish readability. Staff will work with Councilor Bowerman to accommodate the request on an individual basis.

**Councilor Bowerman** asked what the water in the Waluga Reservoir is for. **Mr. Komarek** stated the design of the reservoir is per the standards of Lake Oswego. Water is stored as a cushion for peak day/hour/instantaneous demands, emergency storage and fire flow purposes. The new reservoir will store 1.5 MGD water for Tigard. If West Linn needs water from the emergency agreement it can either get water from the treatment plant directly, from the combined storage in Lake Oswego's reservoirs or Tigard's Aquifer Storage and Recovery (ASR). **Councilor Bowerman** asked if the partnership needed to set aside the 4 Million Gallons (MG) of emergency water for West Linn. **Mr. Komarek** stated Lake Oswego has agreed to make the water available for West Linn and it could come from any of the sources mentioned. **Councilor Buehner** asked how much water is currently stored in Lake Oswego reservoirs. **Mr. Komarek** replied nominal storage is about 24 MG. **Councilor Buehner** stated Tigard has about 24 MG stored above ground plus the amount in ASR. **Mr. Komarek** stated total storage capacity between the partners is about 450 MG.

#### 5. PROGRAM LAND USE UPDATE

**Mr. Prock** referenced the memo in the OVC packet regarding the land use update. The most notable change is the upcoming submittal of the Bonita Pump Station (BPS) later this month into Tigard's planning process. The Waluga Reservoir application will be submitted to Lake Oswego (LO) planning department at end of this week. The LO planning department has 30 days to determine whether it is technically complete. That determination starts the 120 day time clock within which a decision must be rendered.

#### 6. PREQUALIFICATION/ BIDDING SCHEDULE

**Mr. Prock** referenced the prequalification/ bidding schedule in the OVC packet. This schedule lists all of the packages of work for the project including dates and contractors to this point.

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**Councilor Buehner** asked if the OVC could be emailed with an update after water treatment plant (WTP) bid opening on June 27.

**Mr. Prock** mentioned on June 18 staff plans to go to LO Council to request approval of a contract amendment that provides authorization to move work that was anticipated to be paid for next fiscal year into this fiscal year. Staff had MWH Americas speed up their work to meet a bidding window. There is budget available for this but staff needs the approval. This request totals \$310,000 of work.

7. COMMUNICATIONS UPDATE

**Ms. Heisler** passed May and June's communication schedule to the OVC. The communications staff is looking to update the project's Six Facts card, update the project's website on a more regular basis, continue rate payer education and is looking for opportunities to create stories the media would be interested in. The communications team has a video finished last fall which shows neighbors at the Farmer's Market answering a two question survey. They were asked "How did you use water today?" and "What would it be like if you did not have water?" Staff will soon be attending Tigard's Farmer's Market to do a similar survey.

**Councilor Buehner** stated it would be ideal for a Lake Oswego Representative to attend the Regional Waters Consortium meeting during the three times a year it meets.

8. FUTURE AGENDA ITEMS

**Councilor Bowerman** requested information on all construction aspects underway (financials, permits, actual work) be on the agenda. **Councilor Snider** would like status of permits emailed to him when updated information is available.

**Councilor Buehner** stated she watched a previous meeting of the Lake Oswego Council which discussed discontinuing green energy usage at the WTP. Since Tigard is a part owner of the WTP, it would have been courteous to let Tigard know what the plans were since it was a policy decision. If items come up in the future regarding policy, Lake Oswego should let Tigard know.

9. NEXT MEETING DATE

July 8, 2013 5:30 p.m. at the West End Building.

10. ADJOURN

**Mr. Komarek** adjourned the meeting at 6:34 p.m.

Respectfully Submitted,  
Vanessa Deets /s/  
Vanessa Deets, Administrative Support

Attachments: Program Metrics Documents

Approved by the Oversight Committee:

On \_\_\_\_\_