

WEST SLOPE WATER DISTRICT
Regular Board of Commissioners Meeting
April 21, 2021
Meeting Summary

CALL TO ORDER

Present on Virtual Meeting: Chair Charles Conrad; Commissioners Michael Hoffman, Paul Schuler, Andy Smith, and Carol Wild

Management Staff: Michael Grimm, General Manager

Absent: Lucy Dawes, Finance & Customer Service Manager

Public: None present

1.0 – CALL TO ORDER

Chair Conrad called to order the regular meeting of the West Slope Water District Board of Commissioners at 5:01 P.M., Wednesday, April 21, 2021. The meeting was held through Zoom remote teleconferencing technology. The public was made aware of the meeting through the District’s website (agenda posted on website with the login information).

2.0 - PUBLIC COMMENTS/COMMUNICATIONS

No public comments or communications were received by the District directed for the Board.

3.0 – CONSENT AGENDA

Commissioner Wild made a motion to approve the entire Consent Agenda Items 3.1 through 3.8. Commissioner Schuler seconded the motion, and the motion passed unanimously.

4.0 – DISTRICT ACTIVITIES

4.1 – General Managers Report

Mr. Grimm informed the Board that staff and the District’s engineering consultants will take part in a virtual meeting with ODOT and their permit reviewers to discuss requirements for working on Beaverton-Hillsdale Highway. At issue for the District’s waterline construction project is how much pavement and other roadway features will ODOT obligate the District to pay for and whether or not the District’s construction work can be accomplished during daylight working hours. Mr. Grimm also informed the Board that Black Rock Underground, LLC will be connecting the Target store’s fire service to the District’s distribution system and removing service from Tualatin Valley Water District’s section of the Washington County Supply Line.

SPECIAL PRESENTATION FROM MARK LANDAUER, LOBBYIST FOR SPECIAL DISTRICTS ASSOCIATION OF OREGON

At 5:19 PM, the District Activities discussion was suspended to allow Mark Landauer to provide a status update of proposed legislation that may have impacts upon special Districts such as West Slope Water District. Mr. Landauer gave a brief overview of the 2021 Legislative Session including key dates/deadlines for bills and session votes, the bi-partisan committee established to conduct the redistricting of Oregon's House & Senate districts as well as the US House Districts in Oregon, and the hope that Special Districts will be awarded a portion of the allocation of ARPA money to the State.

House & Senate Bills reviewed for the benefit of the Board included HB 3040 (System Development Charges), HB 2310 (Plastic Pipe), HB 2560 (Public Meeting Modernization), HB 3049 (County Right-of-Way Permits), SB 639 (Prevailing Wage Rates).

Chair Conrad asked about revisions to public meeting requirements that might include other related requirements, but Mr. Landauer commented the bill basically speaks to the continuation of some form of virtual involvement for all public meetings after the end of the pandemic. Chair Conrad asked if any changes were made to the requirements for providing meeting summaries and agendas to the public, and Mr. Landauer stated there were no changes to public meeting requirements in this area. Commissioner Wild asked if he believed the District would be required to continue with remote meeting access after meeting in person is allowed, and Mr. Landauer commented he believed the main intent of HB 2560 is to keep remote meeting access an option for the public. Commissioner Schuler asked about the requirements for data/records retention resulting from remote meetings. Mr. Landauer stated that this issue was not addressed in the current bill, and his recommendation is to continue to keep whatever data is currently kept (recordings, paper meeting summaries, website posts, etc.). Commissioner Smith stated the District should stay engaged with Washington County over the allocation of ARPA money (award to Washington County is about \$120 million), and he thanked Mr. Landauer for presenting this review to the Board and for his excellent work in the Legislature on behalf of Special Districts. Commissioner Wild asked what kind of withdrawals are the focus of HB 2142. The withdrawals covered in the bill refer to water from surface sources not withdrawals of territory by cities from special districts. Mr. Landauer thanked Commissioner Smith and the rest of the Board for inviting him to the meeting and stated he would be happy to return to West Slope for a future meeting.

4.2 – Transfer Funds Resolution for Target Fire Service project

Mr. Grimm stated transfer of funds is necessary as this work was not anticipated when the current budget was approved by the Board. Tualatin Valley Water District came to the District to inform the District that TVWD's fire flow capacity to Target would need to be suspended in October 2021 for a period of 1-2 months during construction of a segment of the Willamette Water Supply Project. West Slope proposed switching the fire flow capacity over to West Slope as fire flow capacity in the District's distribution system as improved since 1989. The District obtained a project cost estimate from Black Rock Underground, LLC, and TVWD agreed to share the cost of construction. A new agreement will be drafted by the District to effectively terminate the agreement as soon as Target's fire line is connected to the District's distribution system. Commissioner Schuler asked if the District's bid from Black Rock Underground was less expensive than TVWD's quote, and Mr. Grimm replied the TVWD quote was almost \$60,000 more than the District's quote from Black Rock Underground. Commissioner Schuler made a motion to adopt Resolution #06-2021 to transfer funds to pay for the work involved with

switching the Target store fire flow service from TVWD to West Slope. Commissioner Smith seconded the motion, and the motion passed unanimously.

4.3 – Resolution to Amend District Fees for New Services

Mr. Grimm informed the Board the reason for the amendment to the District’s Schedule of Fees (Exhibit A) is to reflect the cost of service for the application and installation costs for new services. System development charges are adjusted annually, but the cost related to purchasing materials (meters, meter boxes, copper pipe, fittings, etc.), utilizing equipment (utility trucks, dump trucks, etc.) and labor has not been adjusted in many years. Using a cost of service methodology, the Operations Manager developed a typical installation cost based on the today’s cost of materials, equipment and labor. Commission Wild asked why the cost for the 1-1/2 inch and 2 inch meter installation in the proposed Schedule is less than the current schedule. Mr. Grimm replied that the proposed schedule is based on a cost of service methodology. District staff has not be able to find in District records the supporting background calculations for the current “drop in” fees. But since the proposed fee schedule is based on the cost of service for a typical installation, staff believes the proposed schedule is more accurate than the current Schedule of Fees. Commissioner Schuler pointed out the revenue to the District does not significantly change, but commended the District for sound management practices for creating an accurate table of new installation fees. Commissioner Wild made a motion to approve Resolution #07-2021 amending the District’s Schedule of Rates by amending the application and installation fees for new services. Commissioner Schuler seconded the motion, and the motion passed unanimously.

4.4 – District May 18 Election Status

Chair Conrad noted to the Board that the District’s Board of Commissioners Position #3 has no candidate who filed for the May 18 election. Chair Conrad asked Mr. Grimm to present to the Board the scenarios that could occur based on the election results. Mr. Grimm stated according to the Washington County Elections Department, a successful candidate may win the election for Position #3 by successfully receiving the most verifiable (verified by Washington County) write-in votes. If no write in votes are received by a candidate to successfully win the election, Washington County will declare no winner in the election, and the position will remain vacant. The Board of Commissioners will then decide whether to leave the position vacant until the next election in May 2023 or to appoint a candidate to fill Position #3. Any appointment would be for a 2-year term until June 30, 2023. Commissioner Wild asked if the May 18 election results would be known by the Board’s May 19 meeting. Mr. Grimm stated Washington County may or may not be able to verify write in votes cast in the election in time for the May 19 meeting, but if there are no write in votes cast, the County would be able to declare no clear winner for Position #3.

5.0 – COMMISSIONERS COMMUNICATION

Chair Conrad asked if any Commissioners had attended any outside meetings for the District, and no Commissioner responded. Chair Conrad asked if there were other topics for the Board to consider at this meeting not listed on the agenda or suggestions of agenda items for future meetings, and none were raised. The general consensus was the meeting went well, and Chair Conrad again thanked Commissioner Smith for suggesting Mark Landauer come and address the Board.

With the current annual subscription set to expire on April 30, the consensus of the Board was to continue to use the Zoom platform for the District’s public meetings and public hearings recognizing that even when in-person meetings and hearings can resume once again, there could still be a need for virtual meeting capabilities.

6.0 – EXECUTIVE SESSION

At 6:19 PM, Chair Conrad suspended the regular meeting and opened an Executive Session at 6:20 PM discuss the annual salary for the District’s General Manager. (Note: Commissioner Hoffman joined the meeting during the Executive Session). The Board exited from the Executive Session at 7:00 PM, and Chair Conrad resumed the regular meeting at 7:01 PM. No decisions were made in the Executive Session.

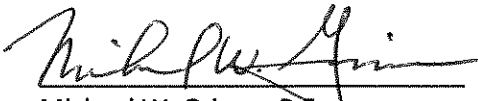
Following the Executive Session, the Board acknowledged information presented by the Mr. Grimm regarding the history of the General Manager’s salary since 2015, the accumulated increase in the cost of living as approved by the Board for the other District staff, and the Board approved salary increases for the General Manager since 2015. Commissioner Smith made a motion to set a new annual salary range for the General Manager at a low of \$130,000 and a high of \$160,000. The motion was seconded by Commissioner Hoffman, and the motion passed unanimously. Commissioner Schuler made a motion to set the General Manager’s annual salary at \$135,000 effective July 1, 2021. The motion was seconded by Commissioner Hoffman, and the motion passed unanimously.

Chair Conrad asked when the public hearing for the 6% water rate increase would be held, and Mr. Grimm stated the public hearing for both the District’s budget and the 6% water rate increase would be held at the same time during the June 16 meeting of the Board of Commissioners. Chair Conrad asked if the District could prepare an informative bill stuffer for District customers identifying the effects of the 6% water rate increase on a customer’s water bill, and Mr. Grimm agreed the past practice of such a notice is a great idea.

7.0 - ADJOURNMENT

Chair Conrad thanked the Board for their service through the meeting. There being no further business to discuss, Commissioner Schuler moved to adjourn the meeting. Commissioner Wild seconded the motion, and it was approved unanimously. Chair Conrad adjourned the April 21, 2021 Regular Board of Commissioners meeting at 7:12 PM.

Respectfully Submitted,


Michael W. Grimm, P.E.
Acting Secretary

Approved:

