

**WEST SLOPE WATER DISTRICT**  
**Regular Board of Commissioners Meeting**  
**July 18, 2018**  
**Meeting Summary**

**CALL TO ORDER**

Present: Chair Michael Hoffman; Commissioners Charles Conrad, Noel Reiersen, Bob Rieck, and Carol Wild

Management Staff: General Manager, Michael Grimm; Customer Service & Finance Manager, Lucy Dawes

Absent: None

Public: None

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**1.0 – CALL TO ORDER**

Chair Hoffman called to order the regular meeting of the West Slope Water District Board of Commissioners at 5:02 P.M., Wednesday, July 18, 2018.

**2.0 - PUBLIC COMMENTS/COMMUNICATIONS**

Mr. Grimm read an email statement from West Slope customer Ann Hathaway at 7001 SW Canyon Road praising both Bart Johnson and Daniel Gridinar for helping her diagnose a leak on her property.

**3.0 - CONSENT AGENDA**

Commissioner Reiersen asked to pull Agenda Item 3.2 from the Consent Agenda. Commissioner Conrad then moved to approve Agenda Item 3.1 and Agenda Items 3.3 – 3.9. Commissioner Rieck seconded the motion, and the motion passed unanimously. Commissioner Reiersen asked Ms. Dawes if the water purchased from Portland show up in operating expense under total materials and services, and Ms. Dawes confirmed that statement. Commissioner Conrad made a motion to approve Agenda Item 3.2. The motion was seconded by Commissioner Rieck, and it was passed unanimously.

**4.0 - DISTRICT ACTIVITIES**

4.1 – Summer Interruptible Water (SIW): Mr. Grimm shared the letter from Portland officially terminating the SIW for this summer. The City’s claim is that there is sufficient water capacity in the Bull Run and that capacity is being augmented by the Columbia South Shore Wellfield. However, they do not believe they can continue to provide SIW. It remains to be seen whether or not the termination is a one-time event or if termination will become standard in the years to

come. The City may elect to resume sales of SIW later in the summer if capacity increases in the Bull Run Watershed due to summer rains or very early fall rains.

Mr. Grimm distributed a copy of a letter that will be mailed to all billed District customers. The letter is a brief call to be good stewards of water this summer followed by a short list of practical conservation steps customers can follow to conserve water. Mr. Grimm reminded the Board the balance of what we do not use against the Guaranteed Minimum Purchase in October through April is not able to be “banked” for summertime use. Staff will continue to manage the daily use to not exceed 1700 gpm and the peak season total use at or below 179 MG.

4.2 – Long Term Water Supply Discussion: First, related to the water rate increase, Mr. Grimm shared the official Notice of Public Hearing for the August 15 hearing and the FAQ list explaining why the increase is necessary. The notice will be direct mailed to all customers next week. Commissioner Rieck commented the seven units used as an example in the notice and the FAQ list may not fully capture the impact of summer use on a customer’s bill. It was agreed by the Board to revise the water bill example (FAQ bullet #2) to be less confusing and clearer for the reader.

The Board reviewed the public outreach proposal from Katz & Associates including the hourly rate schedule. Commissioner Rieck stated he was impressed with the firm’s work and the level of expertise displayed in the firm’s proposal. After meeting several Katz & Associates staff at two different AWWA conferences, Mr. Grimm has heard several very good comments about the firm’s work from others. Katz & Associates will be working on a rough outreach plan scope of work that will include an initial workshop for the Board and staff and a preliminary strategic plan for the rate increases in future fiscal years and the District’s long-term water supply source. Ms. Dawes stated the current budget does not have a specific line item for the public outreach work but there is capacity for this expense using rate study funds or other operating budget capacity in the general fund. Mr. Grimm mentioned the action for the Board at this meeting is to affirm having the services of Katz & Associates available to assist the District in public outreach efforts and create a broad outreach strategic plan. The Board unanimously consented to pursuing the Katz & Associates for the District’s outreach needs. Ms. Dawes mentioned that she has done some random comparisons of the rate impact to some of the District largest water users over the next 10 years. Staff wants to have preliminary informative discussions with each of the large volume customers before the future water rates increases begin to impact these customers.

4.3 – Board Practices Assessment: Mr. Grimm stated SDAO and their representative (Mr. Mills) is doing a 90-day check-up following his Board Practices Assessment meeting with the Board to inquire if the Board would desire any outside technical assistance from SDAO for the key performance areas self-labeled as “cautious”. The Board believes the offer is very generous, but they will choose to pursue working on those issues as the Board moves on.

4.4 – Late Breaking Issues:

- Mr. Grimm reminded the Board about the Bull Run facilities tour on September 7.
- Rob Foster with Forest Grove will be retiring at the end of 2018.
- Mr. Grimm informed the Board that longtime AWWA member and water system (retired) professional John Aho (Gresham) recently passed away from a fall. He will be remembered by the local subsection and the broader Section of AWWA through scholarships and other memorials.
- Staff will honor Bart Johnson with a luncheon to honor 30 years of service, and the Board is invited to attend.

**5.0 – COMMISSIONERS COMMUNICATION**

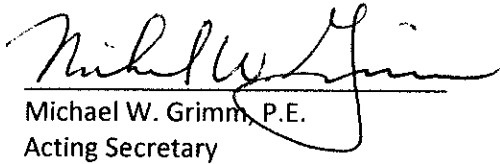
No outside meetings were attended by any of the Commissioners. The Board's consensus was that the meeting today went well.

**6.0 – ADJOURNMENT**

There being no further business to discuss, Commissioner Conrad moved to adjourn the meeting. Commissioner Rieck seconded the motion, and it was approved unanimously. Chair Hoffman adjourned the July 18, 2018 Regular Board of Commissioners meeting at 6:25 PM.

Respectfully Submitted,

Approved:

  
Michael W. Grimm, P.E.  
Acting Secretary

