

WEST SLOPE WATER DISTRICT
Regular Board of Commissioners Meeting
September 19, 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

Absent: Customer Service & Finance Manager, Lucy Dawes

Public: Mr. & Mrs. Stewart Page (District customer); Karen Snyder and Emily Powell from Katz & Associates

1.0 – CALL TO ORDER

Chair Hoffman called to order the regular meeting of the West Slope Water District Board of Commissioners at 5:00 P.M., Wednesday, September 19, 2018.

2.0 - PUBLIC COMMENTS/COMMUNICATIONS

Mr. Stewart Page shared with the Board a brief testimony about his concern over his water bill for water used in July and into August. Mr. Page questioned the accuracy of the old meter (Master Meter) that was at his home and the new meter (Mueller) that was installed by the District recently. Mr. Page denied there was any leak on his property and denied he used the water that was recorded on the meter. Mr. Grimm informed the Board the meter at the Page home was replaced as part of the District’s plan to replace all Master Meters with a new Mueller meter. During the July-August monthly meter period, it was discovered the meter at the Page home was no longer sending a signal to our drive by collector. The meter was, however, reading the water use accurately. Both the old meter and the new meter that was replaced at the Page home were tested for accuracy by the District on the District’s meter test bench, and both meters were found to be reading accurately. The District stands by the meter data showing there was use on the customer’s side of the meter either due to increased consumption, fixtures left in the open/on position, or an intermittent or short duration leak. Mr. Grimm stated the District would be willing to accept a leak adjustment request from Mr. Page assuming there was a leak or undetected use that occurred on the property that either was corrected or has not occurred since. Mr. Page acknowledged the offer and stated he would complete the form for an adjustment.

3.0 – CONSENT AGENDA

Commissioners Reiersen and Conrad asked to pull Agenda Items 3.2, 3.3, 3.4, and 3.7 from the Consent Agenda. Commissioner Wild motioned to approve Agenda Items 3.1, 3.5, 3.6, 3.8, and 3.9. Commissioner Rieck seconded the motion, and the motion passed unanimously. Commissioner Reiersen inquired about the comments on Page 6 of 6 in Agenda Item 3.2 – SDC fund monthly summary. Mr. Grimm stated the note serves as a reminder that the District is anticipating about 20 new meters due to two or three different residential home development projects. Commissioner Reiersen also asked if the LifeWorks employee assistance program is being utilized by staff for the \$100 monthly payment. Mr. Grimm stated he will inquire with LifeWorks regarding the amount of use on the website by the District, but Mr. Grimm reminded the service is available to employees at will when they need it as they feel they need the assistance. Commissioner Reiersen asked about check # 18794 to Catherine Marshall for \$525.54. Mr. Grimm stated he would have Ms. Dawes respond to the Board via e-mail with the explanation (Note: Ms. Dawes informed the Board on Sept. 20 the refund check was due to several overpayments made by the customer to the District. Rather than having a large credit on the customer's account, the appropriate decision was made to reimburse the customer for the overpayment). Commissioner Reiersen asked about the analysis charge by Columbia Bank, and that question would be addressed by Ms. Dawes as well (Note: Analysis fee is the bank's charge for managing/administrating the account). Commissioner Conrad asked about check #18759 paid to Project A for \$146.25. Mr. Grimm stated the payment made was for the monthly hosting cost plus the "as-need" charge for changing one of the three active buttons on the District's web page which was used for a link to the rate hearing information for the public rate hearing. Commissioner Conrad about whether the District had its own curtailment plan referenced in Agenda Item 3.7. Mr. Grimm stated the District has its own curtailment plan developed in 2017 and approved by the Board. Commissioner Conrad made a motion to approve Agenda Items 3.2, 3.3, 3.4, and 3.7. The motion was seconded by Commissioner Rieck, and the motion passed unanimously.

4.0 - DISTRICT ACTIVITIES

4.1 – Long Term Water Supply: Mr. Grimm introduced Karen Snyder and Emily Powell from Katz & Associates who provided a brief summary of their backgrounds and the qualification statement. Ms. Snyder provided an overview with additional detailed information about the seven-page Outreach Planning Services (OPS) document in the Board's packet including the list of tasks, deliverables, and project schedule. Commissioner Reiersen asked about the stakeholder discussion task given the District's customer's "demographic of complacency" in water issues facing the District (such as recent rate increases or even knowing where their water comes from). Ms. Snyder confirmed the value of finding out what District stakeholders think about specific issues to understand the depth of the satisfaction or concern they have with the District and the issues facing the District. Ms. Snyder confirmed the fee and labor hour estimate is based on a time and materials format, and only the hours worked will be billed to the District. The total cost listed in the OPS reflects the upper limit that Katz and Associates believes will be needed to complete the project tasks. The Board's consensus was the OPS looks great and are looking forward to initiating the tasks.

4.2 – Agreement with Tualatin Valley Water District (TVWD) for Fire Flow Service: Mr. Grimm provided a background summary of why Target's fire service is connected to Tualatin Valley Water District's (TVWD) 54-inch water line (Washington County Supply Line) and not the District's. The document included in the packet creates a formal agreement for an existing condition with no formal intergovernmental agreement. The Board's consensus was to proceed with signing and executing the intergovernmental agreement with TVWD.

4.3 - District Fees: Mr. Grimm reviewed the three proposed amendments to the District's Schedule of Rates table: 1) Hydrant permit fee; 2) Fee for turning on water service during after-hours periods; and 3) New service installation asphalt restoration fees. Commissioner Conrad motioned to approve Resolution #08-2018 to amend the Schedule of Rates table as proposed by staff. Commissioner Wild seconded the motion, and the motion was approved unanimously.

4.4 – Board Position Vacancy: Chair Hoffman began the discussion stating he prefers to review the list compiled from 2017 to select a candidate to fill Position #1 and was not in favor of leaving the position open until the May 2019 election or conducting a new search within the District. Commissioner Reiersen stated he was uncomfortable with selecting a candidate from the list without reviewing the applications and interview questions/responses. The Board's consensus was to have the applications and interview questions in the Board packet for the October 17 Board of Commissioners meeting.


5.0 – COMMISSIONERS COMMUNICATION

Commissioner Wild and Chair Hoffman provided a brief summary of the Bull Run tour they joined earlier in the month. No additional agenda items were identified, and the Board's consensus was this meeting was helpful and valuable.

7.0 – 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 September 19, 2018 Regular Board of Commissioners meeting at 7:16 PM.

Respectfully Submitted,


Michael W. Grimm, P.E.
Acting Secretary

Approved:

