

WEST SLOPE WATER DISTRICT
Board of Commissioners Meeting
March 16, 2016
Meeting Summary

CALL TO ORDER

Present: Chair Charles Conrad, Commissioners Donna Davis and Noel Reiersen.

Absent: Commissioners Micky Hoffman and Bob Rieck

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

Public: None

1.0 – CALL TO ORDER

Chair Conrad called to order the Regular meeting of the West Slope Water District Board of Commissioners at 5:00 P.M., Wednesday, March 16, 2016. Chair Conrad noted that with two commissioners absent for this meeting of the Board, three affirmative votes would be needed to approve any agenda item.

2.0 - PUBLIC COMMENTS/COMMUNICATIONS

There were no public comments.

3.0 - CONSENT AGENDA

Chair Conrad asked for Agenda Item 3.1 to be pulled from the consent agenda to make a minor correction changing “Special” meeting to “Regular” meeting. Chair Conrad asked if Ms. Dawes had looked into a check from February’s meeting written to district customer for \$526. Ms. Dawes explained that Mr. Kennedy had overpaid the District following a leak adjustment, and the District was reimbursing him for the amount of the overpayment.

Commissioner Reiersen commented that although the Board was concerned a year ago about the lack of detail, and the current financial portion of the Board packet contains useful information and staff is fulfilling the Board’s desire for transparency, but yet he personally believes it is not necessary for staff to include copies of the front and back of each check written by the District as well as copies of each credit card receipt from the General Manager. Commissioner Davis and Chair Conrad both agreed the Board has sufficient oversight to District finances without having to review each check in the Board packet. Staff agreed to remove the redundancy in the financial reports beginning with the April Board packet, and the Chair will have the General Manager’s credit card receipts available for review with the documents requiring signed authorization. Commissioner Davis asked if check #17286 to Jordan Ramis was

the final bill for the Lazrine case. Mr. Grimm stated there would be one more invoice coming the District would need to pay as far as staff's understanding at this time.

Commissioner Davis made a motion to approve the Consent Calendar with the noted correction to Agenda Item 3.1, and Commissioner Reiersen seconded the motion. The motion was approved unanimously.

4.0 - DISTRICT ACTIVITIES

4.1 – Operations Report: Mr. Grimm mentioned that the 8-inch ductile iron water main installed as part of the Hope Chinese Charter School project is fully in operation. The new Elks Lodge project may begin to work with the District in the next few months. Three other development projects are in the planning stages, and from those three projects, staff believes the District will sell a total of ten new water meters (new connections). Mr. Grimm commented consumption during February 2016 was less than in February 2015 as well as in January 2016. Also, for the fourth month in a row, the District incurred no overtime hours for operations staff to acknowledge alarms as a result of being able to see and acknowledge any alarm via the smartphone or the tablet.

4.2 – Budget Adoption Process: Staff informed the Board the 2015 Consumer Price Index for urban families in the Portland metropolitan area (CPI-U) was 1.2%. Typically, the Board of Commissioners approves a cost of living increase to District employee salary ranges equal to the CPI-U. The General Manager recommended the Board approve Resolution #02-2016 for a 1.2% salary range increase which would take effect beginning July 1, 2016 for all staff salaries except the General Manager. Staff stated the cost living increase is not a merit wage increase. Merit wage increases are determined by the employee's supervisor as part of the Employee Performance appraisal process. Exhibit A (Attachment 4.2.2) outlined how each employee position (LGPI job code) would change from FY 2015-16 to FY 2016-17.

Mr. Grimm also stated that staff would like to conduct a salary range survey for the District's Operations Manager, Finance & Customer Service manager, the three distribution system operator positions, and the customer service specialist position. Commissioner Reiersen stated that a good survey is very valuable and can be very specific to the tasks performed by each position.

Commissioner Reiersen moved to adopt Resolution #02-2016 and Exhibit A. Commissioner Davis seconded the motion, and it was approved unanimously. Mr. Grimm stated the District would not have a rate hearing during the April meeting but believed it is in the District's best interest to conduct a rate study during the next 4-6 months to examine how a tiered rate structure would equitably shift the cost of increasing water rates from the Portland Water Bureau due to increases in the peak season and peak three-day demands to those District customers who drive the two peak demand factors through their consumption.

Mr. Grimm informed the Board following their recommendation vote at the February 17, 2016 regular meeting both Michael Smith and Hester Nau have agreed to participate as members of the Budget Committee for a three year term.

4.3 – Green Tank / 73rd Avenue Pipe Projects: Mr. Grimm informed the Board MSA has delivered the 95% plans for this project. These are plans that will be advertised for bid in the Daily Journal of Commerce on Friday, March 25, 2016. The District will host a mandatory pre-bid meeting at the Green Tank at 10 AM, Wednesday, April 6. The Bid Closing date will be at 2

PM, Thursday, April 14, and all qualified bids will be opened at that time at the District office. At that time, the apparent low bidder will be identified. After the bid has been verified by staff, the District will issue a notice of intent to award. Following the receipt of all appropriate bonds from the contractor, staff will present the bid proposal to the Board for approval. If the bid proposal is not ready for approval for the Board's regular meeting April 20, a special meeting will be held to approve the bid. Following approval, the District will issue a notice of award and notice to proceed. The current engineer's estimate for the project is \$1.38 million. Mr. Grimm briefly reviewed the estimated construction calendar noting relative dates for each stage of the project. Also, Mr. Grimm mentioned he began talking to the homeowners in the immediate vicinity of the Green Tank with more discussions to take place in the coming weeks. Chair Conrad asked about future general public outreach efforts. In addition to RHBA and West Slope NAC meetings, staff plans to host at least one informational meeting with area citizens and use the District's website to inform the public of the project.

4.4 – Cross Connection Control Program: Presented for the Board was Resolution #03-2016 (Attachment 4.4.1) to adopt a new cross connection control program enabling authority and repeal the current Resolution (#01-1998). BMI was contracted to write a new enabling authority for the District to reflect many rule changes made by the State since 1998. Staff asked for the new enabling authority in time to be able to file the 2016 Annual Cross Connection Summary Report to the State prior to the March 31, 2016 deadline. Included with Resolution #03-2016 is Exhibit A (Attachment 4.4.2) which is the actual enabling authority language.

Commissioner Reiersen pointed out changing "city council" to "district board" within the text. Commissioner Davis asked how staff know where devices are needed at a premise and if a working device is in place. Mr. Grimm stated the District evaluates the device needed at a water connection based on the activities that take place at the site. The District keeps records of devices installed and test results for each device installed. Mr. Grimm also explained the difference between premise isolation and devices installed on the property to isolate specific hazards within the customer's own plumbing. Commissioner Reiersen made a motion to adopt Resolution #03-2016 and Exhibit A to update the District's cross connection control program with the minor changes noted by staff and the Board. Commissioner Davis seconded the motion, and the motion was passed unanimously.

4.5 – Powell Butte 2 Reservoir Cost Allocation: Mr. Grimm provided a brief overview from the Water Managers Advisory Board (WMAB) meeting earlier today. The WMAB is waiting for Portland's response to questions regarding the doubling of asset value in the first year of asset depreciation and capitalized overhead costs. A WMAB sub-committee will be meeting in April 11 to continue working on curtailment agreements between Portland and wholesale customers. Mr. Grimm also shared some of the draft findings from Carollo's first technical memo regarding the wholesaler's use of Portland's terminal storage at Powell Butte. Carollo is preparing a findings document to present to Portland in May according to the project schedule.

4.6 – Beaverton Franchise Fees: Ms. Dawes discussed how she has been working with Springbrook to determine how the District can determine which customers are subject to the franchise fee and how notification can be accomplished. Ms. Dawes handed out an early draft of how a new paper statement could appear with the fee clearly identified. The District has an indicator within the District's program identifying Beaverton sewer customers which would be the same District customers subject to the franchise fees. So, Ms. Dawes believes the process may take a few hours to program at most for a modest cost but should be relatively straightforward to implement for the District. Chair Conrad asked how the District would be

made aware of new annexations to the City in the future, and Ms. Dawes admitted that we do not have an answer for that question at this time.

4.7 – Website – On-line Bill Pay Update: Mr. Grimm recognized Ms. Dawes and Ms. Strathern for the work accomplished to get the on-line bill pay system running with a link to the District’s website. In honor of the successful launch, staff and the Commissioners present shared glasses of sparkling cider. Commissioner Reiersen asked if customers receiving e-bills would receive the same bill stuffer notices mailed out with the paper bills. Ms. Dawes stated the customers getting e-bills would not get those bill stuffers electronically with the bill. It would be possible to send separate e-mails notices, however, since the District would have a record of the e-mail addresses for any customer receiving e-bills. Ms. Dawes stated she would also research whether or not any “special” statements placed on the paper bills would also appear on the e-bill. Commissioner Reiersen wanted to make sure we did not lose the ability to notify all customers with helpful/voluntary literature as well as mandated information (such as lead notices, CCR notices, and other official fiduciary notices). Also, beginning with the April billing statement, any past due amounts on a customer’s statement will appear in bold red font.

5.0 – COMMISSIONERS COMMUNICATION

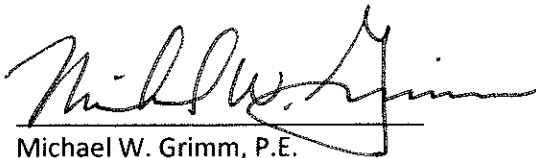
Mr. Grimm expressed his sincere gratitude to the Board and staff for their well wishes, kindness, and the beautiful plant sent to the Grimm home following the recent passing of his mother.

6.0 - ADJOURNMENT

There being no further business to discuss, Commissioner Davis moved to adjourn. Commissioner Reiersen seconded the motion, and it was approved unanimously.

Chair Conrad adjourned the March 16, 2016 regular Board of Commissioners meeting at approximately 6:33 PM

Respectfully Submitted,



Michael W. Grimm, P.E.
Acting Secretary

Approved:

