

WEST SLOPE WATER DISTRICT

Regular Board of Commissioners Meeting

August 17, 2022

Meeting Summary

CALL TO ORDER

Present on Virtual Meeting: Chair Paul Schuler, Commissioners Ramesh Krishnamurthy, Susan Meamber, Andy Smith, and Carol Wild

Management Staff: Michael Grimm, General Manager; Wendy Irwin, Finance & Customer Service Manager

Absent: None

Public: District Customer: Warren Christiansen, 7300 SW Benz Park Court, Portland, OR 97225

1.0 – CALL TO ORDER

Chair Schuler called to order the regular meeting of the West Slope Water District Board of Commissioners at 5:02 P.M., Wednesday, August 17, 2022. The meeting was held through Zoom remote teleconferencing technology. The public was made aware of the meeting through the District’s website (the meeting agenda and Zoom meeting link were posted on the website).

2.0 - PUBLIC COMMENTS/COMMUNICATIONS

The District had not received any public comments regarding agenda items. Mr. Christiansen stated he was seeking approval from the Board to receive a water leak adjustment that would be outside of the Board approved policy. His first water leak occurred about two years ago, was fixed and then applied for and was granted a leak adjustment by the District. Three months after the first water leak, a second leak occurred in the same area. The same company repaired the leak under warranty from the first repair work, and the District modified the leak adjustment to reflect the second water leak. Earlier this year, another water loss situation arose when his irrigation system malfunctioned over a two-week period while he was on vacation resulting in a water bill that was over \$1,100.

Mr. Grimm stated the reason Mr. Christiansen is appealing to the Board at this meeting is because the Board approved policy allows for one water leak adjustment per customer account every 24 months and the request for a leak adjustment for the irrigation system is less than 24 months from the previous leak adjustment, hence the appeal to the Board regarding the policy. Ms. Irwin explained how the value of the leak adjustment is calculated according to the Board’s policy.

Commissioner Krishnamurthy asked staff if the District has ever granted a leak adjustment outside of the District's policy, and Mr. Grimm stated the Board has approved departures from the leak adjustment policy in the past. Chair Schuler asked if staff could provide a big picture summary of Mr. Christiansen's account history and the amounts of past leak adjustments awarded to be reviewed by the Board for the next meeting in September. Mr. Grimm stated that information is available at this time through the Springbrook billing system if the Board would like.

Commissioner Wild recalled for the Board that in the past when there was a request for more than one leak adjustment within a 24-month period, the Board directed staff to subtract the first adjustment previously awarded from the larger second (currently requested) leak adjustment and proposed that process be followed again in this situation. The consensus of the Board was to direct staff to work with Mr. Christiansen following the previously used process.

Commissioner Smith commented that it would be more efficient to have a formal process for customers to follow for requests outside of the District's leak adjustment policy. The main purpose for the formal process would be to not take up time at a Board meeting acting "on the fly" but allow staff to prepare a brief summary of the request for the Board to review and approve. Mr. Grimm agreed that a process could be created for leak adjustment requests beyond the District's policy. Mr. Grimm apologized to the Board for the short notice in this case. In past leak adjustments, customers have announced to staff of their intention to present their appeal to the Board. In this case, the customer did not provide staff with any advance notice of the appeal and simply showed up at the meeting as a member of the public can do. Following the comments by Commissioners Smith and Wild, Mr. Grimm recommends future appeals to the Board need to be received by staff on a specific date to be included as part of the Board's official meeting packet. The Board was in consensus agreement with this process.

3.0 – CONSENT AGENDA

Commissioner Wild asked to remove Agenda Items 3.3 and 3.8 from the Consent Agenda. Commissioner Smith asked to remove Agenda Item 3.7 from the Consent Agenda. Commissioner Krishnamurthy made a motion to accept Consent Agenda Items 3.1, 3.2, and 3.4 through 3.6. Commissioner Wild seconded the motion, and motion passed unanimously. Commissioner Wild thanked Ms. Irwin about the extra details on the checks issued in Agenda Item 3.3 including the check finally cashed by McClure & Sons for the Green Tank project work completed in 2018. Commissioner Smith asked about the drinking water table the field staff is constructing and where/when would the table be used. Mr. Grimm stated the table would be a portable water distribution table that could be used by the public to fill containers with drinking water during public outreach events or emergency situations. Commissioner Meamber asked if the table would be constructed to meet ADA standards for operation. Mr. Grimm stated the outlet side of the filling station would be a handle or pinch valve which Commissioner Meamber stated would likely not meet ADA standards, and Mr. Grimm stated staff would take a look at some alternatives including making sure staff would be available to assist users with filling containers if needed. Commissioner Wild thanked Ms. Irwin for the update on the customer financial aid summary in Agenda 3.8. Commissioner Wild made a motion to accept the Consent Agenda Items 3.3, 3.7 and 3.8. Commissioner Smith seconded the motion, and the motion passed unanimously.

4.0 – DISTRICT ACTIVITIES

4.1 – General Managers Report

Mr. Grimm highlighted several key issues from the General Manager's report:

- Long term source of supply: Mr. Grimm shared that Portland is standing firm to have wholesale customers proportionally share in the operations costs lost by vacated capacity in 2026 by Rockwood, Gresham & Tualatin Valley WD (about 28 MGD). Portland refers to this capacity as Portland's reserve capacity which initially they will assume the cost of the unused capacity but over time (20 or 30 years) shift a percentage of that unused capacity to existing wholesale customers. Officially, Portland started drawdown from Bull Run on July 3. The Water Bureau is currently conducting its annual Columbia South Shore Wellfield groundwater exercise bringing 39 MGD of groundwater into a blend with Bull Run water.
- Beaverton-Hillsdale Hwy Water Main Project: Bid opening for the project is set for August 25 (more on this subject in Agenda Item 4.2).
- The District continues to work with 120Water on gathering the information they have requested. The USEPA released the long anticipated guidance document on creating a customer service line inventory which the District will continue to review.
- The District will pursue a grant from SDAO for safety & security equipment/features. SDAO will match District expenses up dollar to dollar up to a maximum of \$5000.
- The District now has three quotes for the conference room renovation (more on this subject in Agenda Item 4.3).
- Mr. Grimm met with the District's graphic artist to discuss expanded publications for outreach and translation services for District content (printed and electronic)
- SDAO Annual Conference will be at Sunriver February 9-12, 2023. Registration will open in December. Mr. Grimm encouraged all commissioners to consider attending the event in person. Commissioner Wild agreed there is great value in meeting with other elected officials.

4.2 – Beaverton-Hillsdale Hwy – Project Status & Schedule

- Twelve contractors requested/downloaded plans for the project.
- Six contractors attended the recent mandatory, pre-bid meeting here at the District and are therefore qualified to submit a bid.
- Bid opening will be at 2 PM, Thursday August 25.
- Once the District has an apparent low bidder, the District will convene a special Contract Review Board meeting to approve the low bid contract or reject the bids received. Commissioner Krishnamurthy asked if the public can comment on the bids. Mr. Grimm stated the public can comment at the Contract Review Board meeting but not at the bid opening. Notification of the Contract Review Board meeting would be the same process for the Board's regular meetings. The consensus of the Board was to hold the Contract Review Board meeting at 5 PM on Tuesday, September 6. Commissioner Smith mentioned he could have some work meeting conflicts but most likely could be connected via audio.

4.3 – Conference Room Upgrade for In-Person Meetings

Mr. Grimm stated that Ms. Irwin and Mr. Pline have worked extremely well collaboratively to identify elements the District desires for the project and obtain three separate proposals from three local companies. Mr. Grimm pointed out to the Board that a hybrid meeting room arrangement will require a change in the room configuration so all those attending meetings in-person would be facing the camera. A configuration change likely means replacing existing tables with narrower tables that would include power outlet capabilities. Also, if the Commissioners are meeting on site, the assumption is the Board packet would still be distributed electronically and for each Commissioner to have a copy of the Board packet at the meeting, each Commissioner would need a tablet or laptop device to view the packet. Staff is

proposing purchasing a tablet or laptop device for each Commissioner to use while on the Board. The devices would be the property of the District, would be used only for District related business, and each Commissioner would return the device intact at the end of their term on the Board. Commissioner Krishnamurthy asked why Commissioners would not bring their personal devices to the meetings. Mr. Grimm responded Commissioners would not be prohibited from using personal devices, but it is cleaner and much more professional to conduct District business on District equipment and not obligate Commissioners to use personal devices. Commissioner Wild commented that Commissioners with tablets at in-person meetings would also have cameras that would be focused on them during the meeting and confirmed the tablet could be used by Commissioners for in-person meetings or for virtual connections to in-person meetings if the Commissioner is away from the District.

Ms. Irwin stated Tone Proper's bid was about \$18,000, the Madrone Technologies bid was a bit more than \$6,000, and the District's IT consultant Securus submitted a proposal for \$5,600. With Securus, we will also get the continued management and customer support for the new devices along with the current devices. Therefore, staff is recommending accepting the Securus proposal. The Board passed the current budget June 2022 that included \$20,000 for creating the Zoom room. That amount will be sufficient to cover the flat panel screen, A/V system, and the furniture modifications needed for the renovation. Chair Smith asked what the timeline schedule for installation is for Securus, and Ms. Irwin stated Securus is looking at 2-3 months for equipment procurement and installation and confirmed that working together with Mr. Pline has been a great experience. The consensus of the Board was to direct staff to pursue the Securus proposal for the Conference Room renovation.

4.4 – Non-Emergency Hydrant Use Policy

Ms. Irwin mentioned the District's current policy has not been updated since the 1980s. Since the hydrant meter itself is worth nearly \$2000, staff believed a \$1,700 deposit to prevent the hydrant meter from not being returned was appropriate. The new policy would also restrict installation of the hydrant meter to licensed contractors of District staff. The third policy change is in accordance with new state rules requiring vehicle license plate information as part of the state Water Resources Department's efforts to stop water haulers taking water from public water suppliers for illegal marijuana growing fields. Chair Schuler asked if overhead was included in the deposit calculation. Ms. Irwin responded at this time only the materials costs were used to establish the amount of the deposit. Staff will review the deposit amount again in early 2023. Commissioner Smith made a motion to approve Resolution #09-2022 to amend the District's Hydrant Meter policy and approve Resolution #10-2022 to amend the District's Schedule of Rates by increasing the hydrant meter deposit fee. Commissioner Krishnamurthy seconded the motion, and the motion passed unanimously.

4.5 – Approval to Write-off Customer Account

Ms. Irwin gave a brief review of both write off requests presented in the Board packet. Commissioner Krishnamurthy made a motion to approve the write off of \$1,746.26 against the General Fund Materials and Services Appropriations. Commissioner Meamber seconded the motion, and the motion passed unanimously.

5.0 – COMMISSIONERS COMMUNICATIONS

Chair Schuler asked if any Commissioners had attended any meetings representing the District in the past month. None of the Commissioners had attended any official meetings, though Commissioner Smith reported he had attended a national event where one topic was the Colorado River water crisis. Commissioner Smith mentioned there is a new beetle that has been introduced into the state that poses a threat to ash trees which would be a concern since ash

trees typically grow along the banks of northwest waterways. The Board's consensus was the meeting went well.

8.0 - ADJOURNMENT

There being no further business to discuss, Commissioner Wild moved to adjourn the meeting. Commissioner Krishnamurthy seconded the motion, and the motion was approved unanimously. Chair Schuler adjourned the August 17, 2022 Regular Board of Commissioners meeting at 6:25 PM.

Respectfully Submitted,

Approved:



Michael W. Grimm, P.E.
Acting Secretary






