

**WEST SLOPE WATER DISTRICT**

**Regular Board of Commissioners Meeting**

**January 18, 2017**

**Meeting Summary**

**CALL TO ORDER**

Present: Chair Noel Reiersen, Commissioners Charles Conrad, Donna Davis, Micky Hoffman, and Bob Rieck

Absent: None

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

Public: None

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**1.0 – CALL TO ORDER**

Chair Reiersen called to order the Regular meeting of the West Slope Water District Board of Commissioners at 5:00 P.M., Wednesday, January 18, 2017.

**2.0 - PUBLIC COMMENTS/COMMUNICATIONS**

There were no written or oral comments received by the District from the public.

**3.0 - CONSENT AGENDA**

Commissioner Rieck commented that he liked the way Ms. Dawes portrays the budget to the Board, and he made a motion to approve the Consent Agenda, and the motion was seconded by Commissioner Hoffman. The motion passed unanimously.

**4.0 - DISTRICT ACTIVITIES**

4.1 – Operations Report: Mr. Grimm stated recently the District continued to experience sub-freezing temperatures in December and into the first half of January. Mr. Grimm pointed out the three main breaks the District crew repaired and how well they performed. A thank you was given to Tualatin Valley Water District for loaning the District their Vac-Ex truck which saved the District a lot of time and effort using the mini-excavator to dig down to the water main. Commissioner Conrad asked if the \$250 payment to a customer (Check #17822) was for property restoration for a main line or service line repair. Ms. Dawes explained the customer initially provided an estimate of \$500 for grass/sod replacement for water line repair adjacent to the customer’s property. The Operations Manager decided the submitted invoice was too high and authorized a check be issued for \$250.

4.2 – Green Tank / SW 73<sup>rd</sup> Avenue Pipe Project: Mr. Grimm provided a construction project update to the Board:

- The contractors have moved into the excavation phase of the project. The wintery weather has made some of their tasks a little more difficult, but the District believes addressing the issues related to working in winter is a choice made by the contractors in their project management tasks.
- Mr. Grimm shared with the Board pictures of the exposed sand and gravel under the Green Tank.
- Paving on SW 73<sup>rd</sup> has not taken place despite requests from the District to make sure the paving takes place at the next stretch of suitable weather.
- The contractors informed the District that Mrs. DiBenedetto signed a property restoration agreement with the contractors. The Blackerby family has not yet signed an agreement with the contractors.
- The District has not had any further contact with the contractors or their legal counsel regarding the rock excavation unit price adjustment and considers their request for a change to be resolved.
- Because of the delays the construction contractors have added to this project, the District has been using the services of MSA more than originally planned in 2015. As such, the current budget for MSA's services will be exhausted before the end of the project. At the February meeting, staff will present a contract modification to add funds to the MSA contract.

4.3 – Budget Process for FY2017-18: Mr. Grimm presented a preliminary overview of the FY2017-18 budget process. At this meeting, the Board needs to formally appoint a Budget Officer, approve the overall Budget Calendar, and provide direction to the General Manager on how to pursue filling the two new vacancies on the Budget Committee (the terms of John Ryan and Rosalie Stevenson expired on December 31, 2016).

Commissioner Conrad nominated Lucy Dawes, Finance & Customer Service Manager, for Budget Officer. The motion was seconded by Commissioner Hoffman. No other nominations were presented, and Ms. Dawes accepted the nomination. The motion carried unanimously. Commissioner Rieck made a motion to approve the Budget Calendar as presented, and Commissioner Davis seconded the motion. There was no additional discussion, and the motion passed unanimously. The Board directed the General Manager to contact the two past Budget Committee members whose term expired at the end of 2016 to see if both would be willing to be selected by the Board for another three-year term. The General Manager would only recruit new candidates if either one or both past members declined nomination for another three-year term or if any of the other three Budget Committee members currently serving could not fulfill their term. There were no additional comments regarding the Preliminary Budget Concepts.

4.4 – CIP Projects – 5 Year Projection: Mr. Grimm presented a list of six pipeline replacement projects that staff believes are the most important projects in the near future based on recent main repairs and the danger of having to replace or repair mains (B-H Hwy). The six projects are not ranked against one another as ranking should consider financial viability, timing with other projects (e.g. paving projects by other entities), and condition changes within the project period. These projects would form the basis of a five-year CIP plan that would be part of the Budget Document for FY2017-18. Some of these projects are included in the current Water System Master Plan. Projects in the long range CIP will be drawn from the Master Plan as well as others that would arise since the Master Plan was completed.

4.5 – Portland Water Bureau Water Quality: Mr. Grimm gave a brief summary of the Bureau’s lead and copper monitoring history and the ramifications of the results exceeding the federal action level. For the District, a special message will be printed on the outgoing bill statement beginning in February (“West Slope Water District is a participant in a regional joint lead monitoring program that found high levels of lead in drinking water in some homes/buildings. Lead can cause serious health problems. For more information, please call the West Slope Water District or visit our website at [www.wswd.org](http://www.wswd.org) and click on Water Quality”). A sheet of talking points will be prepared for office staff to answer basic customer questions based on the mandatory educational bill stuffer and more detailed questions will be routed to the General Manager. Along with the bill statement, the mandatory educational bill stuffer will be mailed to customers and be available on line at the District’s website in addition to being hand-distributed to child care facilities and medical clinics for children and expectant mothers. The bill stuffer and the talking points will be sent to the Board members individually prior to being mailed to District customers.

Mr. Grimm gave a brief summary of the cryptosporidium monitoring regime required by the USEPA for the Portland Water Bureau now that the Bureau has detected oocysts in the pre-chlorinated water at Headworks. Testing will continue on a weekly basis until the last week of 2017.

4.6 – Powell Butte Facility Cost Allocation: Mr. Grimm shared an illustrative summary of the Powell Butte Facility allocation history between the Portland Water Bureau and their wholesale water purchasing customers. In brief, the Bureau used the methodology proposed by the wholesalers (Water Management Advisory Board or WMAB) with only slight modifications. These allocation data will be re-evaluated every five years in concert with the Bureau’s audit for wholesale water rates and methodology. The WMAB proposed an allocation of nearly 12 MG of the 100 MG facility. The Bureau proposed a 13 MG allocation, and the WMAB approved the proposal at their meeting earlier in the day. Today’s resolution avoids a costly dispute resolution process within the wholesale water purchase agreement which could have taken several years to resolve.

#### **5.0 – COMMISSIONERS COMMUNICATION**

Chair Reiersen mentioned he, Commissioner Davis, and the General Manager attended a legislative symposium hosted by SDAO in Salem. He personally found the session to be very informative. Bills of interest to the District include recreational liability, public records request reforms, rights-of-way fee reforms, public notification reform, and public contracting restrictions.

Also, the Washington County May election is approaching, and Chair Reiersen encouraged the three Commissioners whose term expires June 30, 2017 to file for the election if they so desire to run for another term

#### **6.0 – EXECUTIVE SESSION**

Chair Reiersen asked to suspend the regular meeting in order to enter into Executive Session for the purpose of reviewing and evaluating the employment-related performance of the General Manager according to ORS 192.660(i). Commissioner Hoffman made a motion to suspend the regular meeting and enter into Executive Session, and Commissioner Davis seconded the motion. The motion was approved unanimously, and the regular meeting was suspended at 6:50 PM, and the Board entered into Executive Session.

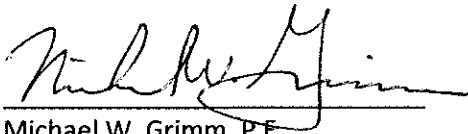
The Board ended the Executive Session and resumed the regular meeting at 7:31 PM. Commissioner Conrad made a motion to increase the base salary of the General Manager by 5% effective February 1, 2017. Commissioner Hoffman seconded the motion, and there was no further discussion. The motion passed unanimously.

**ADJOURNMENT**

There being no further business to discuss, Commissioner Rieck moved to adjourn the meeting. Commissioner Davis seconded the motion, and it was approved unanimously. Chair Reiersen adjourned the January 18, 2017 regular Board of Commissioners meeting at approximately 7:33 PM.

Respectfully Submitted,

Approved:



Michael W. Grimm, P.E.  
Acting Secretary

