

**WEST SLOPE WATER DISTRICT**

**Regular Board of Commissioners Meeting**

**January 16, 2019**

**Meeting Summary**

**CALL TO ORDER**

Present: Acting Chair Carol Wild; Commissioners Charles Conrad, Noel Reiersen, and Paul Schuler

Management Staff: General Manager, Michael Grimm

Absent: Chair Michael Hoffman; Finance & Customer Service Manager, Lucy Dawes

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**1.0 – CALL TO ORDER**

Acting Chair Wild called to order the regular meeting of the West Slope Water District Board of Commissioners at 5:01 P.M., Wednesday, January 16, 2019. The Oath of Office was given by Acting Chair Wild to Commissioner Paul Schuler.

**2.0 - PUBLIC COMMENTS/COMMUNICATIONS**

There were no other members of the general public present for the meeting. Mr. Grimm shared a very kind email from Ms. Theresa Baird informing the District the six arborvitae plants placed in the District’s Green Tank property were brown and appeared to be dead. Mr. Grimm assured Ms. Baird the District would work with a landscaper to replace the plants if indeed all six plants are dead. Ms. Baird suggested other drought tolerant plants that could be placed on District property adjacent to her property line, and the District will look into those types of plants.

**3.0 – CONSENT AGENDA**

Commissioner Reiersen asked to remove Agenda Items 3.2 and 3.3 from the Consent Agenda. Commissioner Conrad asked if Agenda Item 3.4 could be removed for discussion in addition to Agenda Item 3.3. Commissioner Conrad made a motion to approve Agenda Items 3.1 and 3.5 through 3.9. Commissioner Schuler seconded the motion, and the motion passed unanimously. Commissioner Reiersen asked if the Consent Agenda Item pages could all be numbered consecutively in addition to the title label. Commissioner Reiersen asked about the capital outlay in October and November 2018 totaling \$7,123 from the Capital Improvement Reserve Fund. The expense was for Murraysmith, Inc. to assist the District with the claim by McClure & Sons. Commissioner Reiersen also asked about the three Visa card payments shown on Page 5 of Agenda Item 3.3. The Visa card assigned to the Operations Manager is paid by an ACH withdrawal from the District’s bank account. Invoice #19028 is the General Manager’s card, and Invoice #19029 is the Finance Manager’s card. Mr. Grimm stated the two invoices will be labeled as such for future reports. Commissioner Conrad asked why some of the refund checks listed in Agenda Item 3.3 were over \$200 (e.g. Check #19002). Mr. Grimm explained he was not

familiar with these specific refund checks but speculated the reason for the refund was either an overpayment following a specific work order (such as purchasing a new meter) but more likely is the result of the customer overpaying their water bill which can happen several different ways. The District typically will refund the balance back to zero after a few billing cycles. Commissioner Conrad also asked what the District's responsibility is for cleaning up the list of outstanding transactions. Mr. Grimm stated there is a process for the District to follow beyond just contacting the payee or reissuing the check. Staff will investigate the process further. Commissioner Conrad made a motion to approve Agenda Item 3.2 through 3.4. The motion was seconded by Commissioner Schuler, and the motion passed unanimously.

#### **4.0 - DISTRICT ACTIVITIES**

**4.1 – Long Term Water Supply:** Mr. Grimm stated there was not much new progress during the month of December due to the holidays. Portland will have another 5-year wholesale rate forecast at the February Water Manager Advisory Board meeting. Tualatin Valley WD will have a preliminary wholesale water purchase rate by late February as a key member of their financial analysis staff was away from the office on medical leave. Mr. Grimm distributed copies of the most recent public outreach scripts and stakeholder list that he and Katz & Associates have forged together. After a general discussion about the survey itself, the Board made several editorial suggestions for the interview questions. Mr. Grimm stated he would forward those changes and other to the consultants. Commissioner Schuler asked if merging with another water system was an option for the Board to consider. Mr. Grimm stated any option that includes merging with another system is always something to be considered on the merits of more than just wholesale water rates. The Board confirm that water system merger options would not be considered in the initial stages of this public outreach efforts. Mr. Grimm shared an article from the January issue of the AWWA Journal written by staff at Helix Water District in California about revisions to their public outreach plan (lessons learned)

**4.2 – Budget Process for FYE 2020:** Mr. Grimm stated the Board is asked to appoint a Budget Officer, approve the Budget Calendar for FYE 2020, affirm the preliminary budget concepts, and approve the membership of the Budget Committee. Commissioner Conrad nominated Lucy Dawes as the Budget Officer, and Commissioner Schuler seconded the motion. The motion passed unanimously. Commissioner Schuler pondered if there was value in the District moving to a two-year budget instead of an annual budget. Several comments were made about the loss of flexibility in a two-year budget, but noted it could be something to consider in the future. Commissioner Reiersen made a motion to approve the Budget Calendar as presented. Commissioner Conrad seconded the motion, and the motion was approved unanimously. Mr. Grimm reviewed the short list of capital projects and general fund projects that the District is projecting to complete in the next fiscal year. Commissioner Conrad made a motion to affirm the preliminary budget concepts as presented. Commissioner Schuler seconded the motion, and the motion was approved unanimously. Mr. Grimm informed the Board that Ramesh Krishnamurthy, Michael Smith, and Rosalie Stevenson confirmed their willingness to serve on the Budget Committee. There are two open positions on the Committee. Mr. Grimm informed the Board two District customers are willing to join the Committee, Susan Meamber and Nicholas De Morgan. Mr. Grimm asked the Board if they had any other candidates they wished to consider, and they did not. Commissioner Reiersen made a motion to confirm the three existing members of the Committee and appoint Ms. Meamber and Mr. De Morgan to the Budget Committee. Commissioner Schuler seconded the motion, and it passed unanimously.

**4.3 – Amendment to District's Accrued Time Off Policy:** Mr. Grimm presented a proposal to the Board to amend the District's Accrued Time Off Policy in two areas. The first is an amendment to expand the definition of "family member" to be inclusive of extended family members (in-

laws, relatives of parents, and domestic partners, for example). As an example, Mr. Grimm shared the US Office of Personnel Management's definition of "family member". The second amendment is a proposed change to the vacation leave schedule to increase the monthly accrual rate of 6.67 hrs/month to 8.0 hrs/month for employees with 0 to 36 months of service, the rate of 8.0 hrs/month to 10.0 hrs/month for employees with 37 to 72 months of service, and the rate of 10.0 hrs/month to 12.0 hrs/month for employees with 73 to 120 month of service. The Board discussed both amendments and agreed by consensus the changes are reasonable and help to keep the District competitive to other neighboring water systems in terms of employee benefits. Commissioner Conrad made a motion to approve the amendments to the District's Accrued Time Off Policy as proposed in Attachment 4.3.2 as presented as the new District policy. Commissioner Schuler seconded the motion, and the motion was approved unanimously.

#### 5.0 – COMMISSIONERS COMMUNICATION

Acting Chair Wild confirmed no Commissioner attended any outside meeting since the November board meeting. Mr. Grimm informed the Board that the SDAO Annual Conference in Sunriver is booked full more than two weeks before the registration deadline, and he apologized for not being able to register any Commissioner for the conference. Mr. Grimm provided the Board with a schedule of key dates/deadlines for the May 21 General Election.

#### 6.0 – EXECUTIVE SESSION

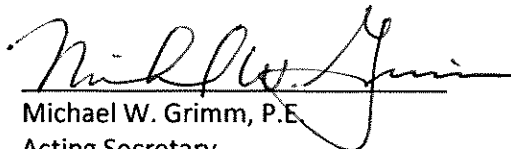
By consensus, the Board left the regular session of the meeting at 6:49 PM. The Board entered into Executive Session at 6:50 PM to discuss the process for conducting the annual performance appraisal for the General Manager. The Board concluded the Executive Session at 7:00 PM and resumed the regular session. No decisions were made by the Board during Executive Session.

#### 7.0 – ADJOURNMENT

There being no further business to discuss, Commissioner Reiersen moved to adjourn the meeting. Commissioner Schuler seconded the motion, and it was approved unanimously. Acting Chair Wild adjourned the January 16, 2019 Regular Board of Commissioners meeting at 7:01 PM.

Respectfully Submitted,

Approved:

  
Michael W. Grimm, P.E.  
Acting Secretary

