

WEST SLOPE WATER DISTRICT
Regular Board of Commissioners Meeting
October 17, 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: None

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, October 17, 2018.

2.0 - PUBLIC COMMENTS/COMMUNICATIONS

There was no public comment. Mr. Grimm responded to Commissioner Reiersen’s question from the September 19 meeting regarding the use of the LifeWorks employee assistance program. Mr. Grimm stated District staff have accessed the LifeWorks website 42 times in the last 12 months. It is encouraging to see the service so well used.

3.0 – CONSENT AGENDA

Commissioners Reiersen asked to pull Agenda Item 3.7 from the Consent Agenda. Commissioner Conrad motioned to approve Agenda Items 3.1 through 3.6, and 3.8 and 3.9. Commissioner Wild seconded the motion, and the motion passed unanimously. Commissioner Reiersen inquired whether or not staff had a chance to raise any issues of their own at a staff meeting such as an open agenda item. Mr. Grimm responded that employees in each work unit have an opportunity to discuss any issues they choose, but a separate open agenda is a good idea for the staff meeting. Commissioner Conrad made a motion to approve Agenda Item 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 stated the wholesale water purchasers have begun meeting together with Portland outside of the traditional monthly water manager advisory board meeting in order to work on specific tasks which would be brought back to the regular WMAB meetings for group discussion. These tasks include long-standing issues to be resolved from the current wholesale water sales agreement as well as the initial discussions about how a

new wholesale water sales agreement might be structured. The Board agreed that Portland's efforts are a positive reflection and look forward to seeing more firm details as these meetings continue.

4.2 – Board of Commissioner Replacement Process: The Board reviewed the vacant commissioner candidate application information from October 2017 for the remaining candidates that were not selected at that time. After a detailed roundtable discussion of the qualifications and backgrounds of all candidates, the Board's consensus was to list Paul Schuler as the leading candidate to fill Position #1. Commissioner Conrad made a motion to contact Mr. Schuler as the leading candidate, and Commissioner Reiersen seconded the motion. The Board passed the motion unanimously to direct the General Manager to contact Mr. Schuler to inquire about his willingness to serve on the Board. Should Mr. Schuler decline the offer, the General Manager would contact Ramesh Krishnamurthy, the Board's second candidate. As a matter of procedure, the District needs to receive an official letter of resignation from Commissioner Rieck in order to contact a replacement candidate, and Commissioner Rieck stated he would draft a letter for the District.

4.3 – Drinking Water Advisory Guidelines: Mr. Grimm presented to the Board for their information a drinking water advisory guideline the District would use to issue boil water alerts or do not drink water alerts to District customers. The guideline will be part of the District's Operations Manual and Emergency Response Plan. Events that would require use of the guideline include a detection of *e.coli* bacteria, a localized waterborne disease outbreak, a cross-connection contamination event or a loss of system pressure. All of these events would occur in the District only. Water quality issues stemming from water purchased from Portland would be handled by Portland Water Bureau water quality and public information officer staff. Page 3 of the guideline lists the District's Board of Commissioners Chair as a critical stakeholder in the chain of communication/notification.

4.4 – Office Schedule: Mr. Grimm shared with the Board a staff level proposal to close the office for regular business on Monday, December 24 to provide staff a four-day holiday weekend. Instead of adding another holiday benefit for employees, the staff unanimously agreed to take personal time off (vacation leave, comp time, administrative leave, or a floating holiday) on that day to allow all staff members to take time off on Christmas Eve. The Board agreed to allow the office to be closed for that day in addition to Christmas Day as usual. Operations staff would remain on call in case of emergencies within the District or after-hours requests from District customers.

4.5 – Late Breaking Issues:

- Raleigh Water District may need to have West Slope wheel water through our District to Raleigh WD through the 8-inch emergency intertie while their meter vault to Portland off the Washington County Supply Line is upgraded.
- SDIS used a third-party company CBIZ Valuation Group, LLC to conduct a property appraisal assessment for the District's built infrastructure (office property and reservoirs). The District will receive a copy of the property appraisal following the field visit by CBIZ.
- WIFIA loans and grants through the Federal Government are now available to water systems for new construction (second year of the program). In the future, the General Manager believes the Board should consider applying for WIFIA funds if the District qualifies (or for state revolving loan fund money) for a proposed Reservoir #4 to add storage capacity at Sylvan Hill.

- One of the District's fire hydrants located on SW 110th Avenue near Home Depot was damaged by a hit & run driver. Staff spent several hours repairing infrastructure damage and replacing the broken hydrant. The driver was not apprehended.
- Daniel Gridinar successfully passed the examination for a commercial driver's license (CDL) which is needed to drive the District's Vactor truck. Travis McArthur already has a CDL, and Gary Pline will be the next field staff member to train for a CDL so any operator will be able to drive the Vactor truck.

5.0 – COMMISSIONERS COMMUNICATION


Commissioner Conrad noted a recent Oregonian story regarding the Association of Oregon Counties (AOC) and their problems with their recent audits with Grove Mueller Swank. Mr. Grimm commented the issues facing AOC of miscommunication and allegations of misappropriation of funds are not issues at West Slope, and the District has no concern about the professional integrity and accuracy of District's audit by Grove Mueller Swank. The District has long followed the state and federal regulations related to public utility financial reports and procedures and have continued to follow the recommendations of the auditor firm for proper procedures and separation of duties. Mr. Grimm stated he did not believe the AOC incident is cause at this time to seek a new auditing firm. Commissioner Reiersen commented that it would be helpful to him to consider a mid-year special workshop to review the District's budget and acquaint himself with the budget concepts. The rest of the Board agreed with this proposal, and the General Manager agreed to work with the Finance Manager and bring a proposal back to the Board for their approval. Commissioner Reiersen commented on his extreme satisfaction with the Regional Water Providers Consortium meetings. Commissioner Reiersen was impressed with the content of the Consortium's workplan and strategic plan and in his opinion acknowledged the Consortium is very well managed.

6.0 – ADJOURNMENT

There being no further business to discuss, Commissioner Reiersen moved to adjourn the meeting. Commissioner Wild seconded the motion, and it was approved unanimously. Chair Hoffman adjourned the October 17, 2018 Regular Board of Commissioners meeting at 6:41 PM.

Respectfully Submitted,

Approved:



 Michael W. Grimm, P.E.
 Acting Secretary

