

WEST SLOPE WATER DISTRICT

Regular Board of Commissioners Meeting

May 20, 2015

Meeting Summary

CALL TO ORDER

Present: Commissioners Charlie Conrad, Donna Davis, Noel Reiersen

Management Staff: General Manager, Michael Grimm; Finance and Customer Service Manager, Heidi Starks

Budget Committee Members: Phil Miller, John Ryan, Hester Nau, Rosalie Stevenson

Public present: Mickey Hoffman

Chair Donna Davis called the Regular meeting of the West Slope Water District Board of Commissioners to order at 5 P.M., Wednesday, May 20, 2015.

PUBLIC COMMENTS/COMMUNICATIONS

Chair Davis acknowledged Commissioner-Elect Mickey Hoffman in the audience for the meeting. There were no questions from the public at this time.

CONVENE THE BUDGET MEETING

Chair Davis suspended the regular Board meeting to convene the Budget meeting at 7:04 PM. John Lind was elected unanimously as the chair of the Budget meeting. After brief opening remarks by Mr. Grimm, Chair Lind turned the meeting to Ms. Starks who gave a short Powerpoint presentation on the Proposed Budget. The opening highlights included no rate increase at the start of fiscal year, recognition of the District's stabilized water demand through the current fiscal year, the District's large CIP project to seismically upgrade the 0.8 MG Green Tank Reservoir, and a 3.6% increase in cost for water purchased from the Portland Water Bureau. Ms. Starks' presentation included graphical representations of proposed water usage, water purchased, and general fund expenditures with comparisons to past fiscal years. Also, proposed capital improvement & equipment reserve funds, and system development charges were presented.

COMMENTS AND QUESTIONS REGARDING THE PROPOSED BUDGET

During the presentation, the following were discussed in greater detail stemming from questions and comments:

- Projected beginning cash balance for 2015-16 is based on the projection of ending cash balance for 2014-15. Increases in beginning cash balance reflects expenses in 2014-15 that were not realized.
- When territory is withdrawn from the District by the City of Beaverton, the District is reimbursed by the City for the debt service supported by that portion of the District. The goal is to not burden the remaining District customers with an increased portion of the debt due to a reduced total number of customers.
- Under the Reserve Fund – Capital Improvements Requirements table (Page 12 of budget document), funds set aside in Reservoir & Water Mains could be used to replace water mains that fail or need to be relocated due to conflicts with other underground utilities, funds set aside in

Green Tank & SW 73rd will be used to fund the seismic upgrade & new pipe project, and funds set aside in Property Improvements will be used to improve the shower/locker room facilities for the operations staff.

- The new line item titled Billing and Payment (Line #21) accounts for expenses related to billing expenses, fees, and charges all of which were included in Office Supplies and Postage (Line #22) in the past.
- The Budget Committee found the projected vs. actuals graphs for revenue and expenses to be extremely helpful.

Chair Lind made the motion to approve the Proposed Budget for recommendation to the District Board of Commissioners. The motion was seconded by Mrs. Stevenson. The motion passed unanimously. Chair Lind closed the Budget meeting at 6:34 PM.

RECONVENE THE REGULAR BOARD MEETING

Following a brief recess, Chair Davis reconvened the regular Board meeting at 6:44 PM.

CONSENT AGENDA

Commissioner Conrad made a motion to approve the consent agenda as presented. Commissioner Reiersen seconded the motion, and the motion was approved unanimously.

MONTHLY PROJECTED VS ACTUAL FINANCIAL SUMMARY

Ms. Starks briefly presented the revenue and expense projected vs actual graphs previously discussed during the Budget. No further comments were made.

DISTRICT ACTIVITIES

Mr. Grimm presented the monthly operations report including information to the board regarding current, on-going plan review development projects, recent water quality test results, and monthly water demand (peak day, average day, and monthly totals). Other informational items included:

- Wholesale Operations Meeting: May 7th was the first day PWB needed to adjust levels of withdrawal to meet Bull Run River temperature targets, water temperatures in the watershed have been higher than normal this winter (above the historical 95th percentile) although the current temperatures are approaching average (could converge with average curve by July?), the 2014 temperature target (13 degrees C) could be replaced with a target to stay within the 75th percentile value for 2015, and despite lack of snowpack in the winter, lake elevations are within 2 feet of full.
- Green Tank / 73rd Ave. Project: It is staff's desire to have the seismic upgrade work on the Green Tank completed by the start of the high summer demand season. Staff will begin working with the engineers soon to discuss the proposed construction schedule.
- Easement Encroachment Issue: Staff had a positive meeting at the home of a District customer who has encroached on the District's pipeline easement. The customer will submit a resolution plan to the District prior to the regular June 17 Board meeting.
- Cost Allocation Audit meetings with Portland: The initial meeting was held May 20 to work through the cost allocation audit process related to determining operating and infrastructure costs apportioned to the Bureau and the wholesale customers.
- Willamette Water Supply: At the May Water Manager's Meeting, Tualatin Valley WD presented a current project status report including an updated draft pipeline alignment and a review of the shareholders/interested parties cooperation efforts.
- News from other water districts: Brief overview of May 19 election results for WSWD as well as news from Oaklodge WD where the defeat of an incumbent commissioner may signal renewed efforts to combine the water district with the local sewerage agency in Oaklodge / Jennings Lodge.
- Jerry Arnold's retirement party: The Board was reminded about the retirement party for Jerry Arnold at Tualatin Valley Water District on Wednesday, May 27 from 4:30-7 PM.

ADJOURNMENT

Chair Davis adjourned the meeting at 7:11P.M.

Respectfully Submitted,



Michael Grimm
Acting Secretary

Approved:






