

**WEST SLOPE WATER DISTRICT**  
**Regular Board of Commissioners Meeting**  
**March 15, 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:

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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, March 15, 2017.

**2.0 - PUBLIC COMMENTS/COMMUNICATIONS**

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

**3.0 - CONSENT AGENDA & FINANCE MANAGER'S REPORT**

Ms. Dawes reminded the Board the budgeting process has started, and the initial indications are revenue for the current fiscal year will be less from budgeted by about \$100,000 due to cooler wetter weather in the summer and fall. However, year-end expense projections will likely be about \$200,000 less than budgeted. Medical and dental coverage costs remained unexpectedly stable through the year which is a benefit to the District. Ms. Dawes mentioned she recently made a transfer payment from the Capital Reserve Fund to the General Fund to reimburse capital expenses associated with the Green Tank project paid from the General Fund. The LGIP report documents the transfer as well as the similar transfer from the Equipment Reserve Fund to the General Fund.

Commissioner Conrad wished to discuss Agenda Item 3.2 and Chair Reiersen asked to discuss Agenda Items 3.2 and 3.6. Chair Reiersen asked about the payment to Springbrook for \$10,000. Ms. Dawes explained the annual payment is for the billing/accounting software used by the District. Commissioner Conrad asked to clarify the annualized rate of pay for the General Manager's position to reflect the recent pay increase awarded by the Board. Ms. Dawes stated she would make the correction.

Discussion of the Consent Calendar was briefly suspended when a member of the public, Mrs. Minnie Stoumbaugh of 4925 SW Jamieson Road, entered the meeting room. Mrs. Stoumbaugh mentioned she had heard there was an empty seat on the Board and she might be interested in filling the vacancy. Mr. Grimm stated there were no current vacant Board positions. Three positions were up for election in May, but all three incumbent Commissioners had filed to run for another four-year term. However, she could file to run for one of the positions if she desired, but the deadline to file with Washington County is Thursday, March 16 at 5 PM. She mentioned she knew an employee who worked for West Slope Water District named Frank Palmer. Chair Reiersen explained the role of the Board and staff members to keep the Water District functioning. However, upon examining Mrs. Stoumbaugh's address, she is a resident of Beaverton and a City of Beaverton Water Department customer and therefore not eligible to run for a Commissioner position with West Slope Water District.

The discussion of the Consent Calendar resumed with Chair Reiersen asking about Check #17916 on the bank reconciliation page. Ms. Dawes explained the expense descriptions are much more detailed on the monthly disbursements spreadsheet and that she has been contemplating removing the bank reconciliation sheets from future Board packets to reduce confusion and duplicity. Chair Reiersen noted that Agenda Item 3.6 – General Manager's Expenses was not included in the packet. Ms. Dawes made copies and distributed the report to the Board.

Commissioner Conrad made a motion to approve the Consent Agenda, and the motion was seconded by Commissioner Davis. The motion passed unanimously.

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

4.1 – Operations Report: Mr. Grimm stated the District used less water during February than in January largely due to three fewer days in February and a very wet weather pattern hovering over NW Oregon for most of the month. Following the Guaranteed Minimum Purchase requirement in the District's wholesale water sales agreement, the District has purchased 82 million gallons from Portland through February while the demand was 52 million gallons during the same period meaning the District has used around 59% of the water purchased.

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

- The concrete pour for the first foundation segment has been completed. Construction on the second segment has begun.
- The tank interior has undergone sandblasting and primer coat prepping with final painting to follow.
- The District continues to remind the contractors to keep the construction site in a manner consistent with both the Clean Water Services surface water run-off permit and the Washington County traffic control plan.

Commissioner Reiersen asked if the engineering consultants are keeping an eye on the site to make sure landslides do not occur on the site. Mr. Grimm mentioned that despite the higher than average precipitation this year, the geotechnical consultants check the sight for slope stability during the foundation construction period.

Commissioner Reiersen stated for the benefit of Commissioner Conrad that the Board considered the additional funds for the MSA contract at the February 15 Board meeting and decided to defer a decision on the agenda item until staff had a chance to obtain more details

on the task list summary that warrants the additional funding. Included as Attachment 4.2.1 is an email from Lael Alderman from MSA providing additional details about the remaining work tasks MSA perceives must be done to manage the field construction activities.

Mr. Grimm showed interior tank photos and described the conditions of the C-channel roof joists that support the top of the Green Tank and currently show signs of metal degradation due to corrosion. Commissioner Rieck commented after reviewing the MSA memo that many of the tasks appear to be items that MSA would normally have done but due to the construction contractor's recalcitrant behavior and lack of skill to complete the work in an efficient time schedule, the District is having to now extend MSA's services to cover the anticipated work. Mr. Grimm agreed with Commissioner Rieck's assessment, and the Board should consider the list to be a summary of the remaining tasks from the original MSA contract needed to complete the overall project. After a brief discussion about the apportionment of the remaining funds to MSA, GRI geotechnical, PSE structural engineers, and MSA Architects, Commission Conrad made a motion to add \$50,000 to the MSA contract to increase the overall consulting contract budget to a not-to-exceed amount of \$302,000. Commissioner Davis seconded the motion, and the motion passed unanimously.

4.3 – Budget Process for FY 2017-18: Mr. Grimm stated the Board historically adopts a resolution each March to provide a cost of living adjustment to the salary ranges for the District's seven position descriptions (Customer Service Specialist, Utility Worker 1, Utility Worker 2, Utility Worker 3, Cross Connection Inspector, Operations Manager, and Finance & Customer Service Manager). The cost of living adjustments are determined by the Consumer Price Index for Urban Consumers (CPI-U). For 2016, the annual CPI-U is 2.1%. Commissioner Rieck made a motion to adopt Resolution #01-2017 to adjust the salary ranges by the 2016 CPI-U. Commissioner Hoffman seconded the motion, and the motion passed unanimously.

4.4 – Manager's Report – Mr. Grimm relayed a number items for information only to the Board which does not require any vote by the Board at this time.

- The Portland Water Bureau has switched back to their Bull Run water supply and away from the Columbia South Shore wellfield. Is there still risk involved of having to switch BACK to groundwater if more oocysts are found? It is not clear how that scenario will be resolved.
- Following the lead action level exceedance in October 2016, the District was required by the USEPA to provide additional outreach about the impacts of lead in home drinking water. At this time, those tasks (lead brochure distribution, water bill statements, etc.) have been completed. Another round of sampling starts again in mid-April, and if the results of the Joint Monitoring Plan are once again over the action level, the District will be required to complete these same tasks all over again.
- The West Slope Water District was referred to in the City of Beaverton's March 7 Council meeting related to their future desire to serve water to City of Beaverton residents inside West Slope Water District boundaries. The individual Board members can view the meeting's video recording on the City's website.
- Kathie Strathern has been leading the search for a new District website. The District will be hiring a new host/designer for the website which will give staff much greater flexibility for adding content and alerts to the public, and add value for the customer for easier navigation through the District's website and access to more current and helpful information.

- Staff is continuing to pursue an Employee Assistance Program most likely through LifeWorks. The Board can expect to be requested for approval of an agreement with LifeWorks at a future board meeting.

**5.0 – COMMISSIONERS COMMUNICATION**

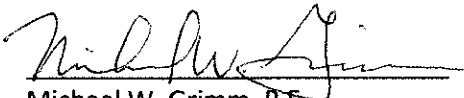
Chair Reiersen stated he and Mr. Grimm attended a legislative update session hosted by SDAO. The session led by Mark Landauer was helpful to Chair Reiersen by providing significant insight into the kinds of bills being considered by the Legislature that could help or hinder the work of the West Slope Water District. Chair Reiersen also mentioned how grateful he is to lobbyists like Mr. Landauer for representing Special Districts so well.

**6.0 – ADJOURNMENT**

There being no further business to discuss, Commissioner Rieck moved to adjourn the meeting. Commissioner Hoffman seconded the motion, and it was approved unanimously. Chair Reiersen adjourned the March 15, 2017 regular Board of Commissioners meeting at approximately 6:26 PM.

Respectfully Submitted,


Approved:



Michael W. Grimm, P.E.  
Acting Secretary



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