

WEST SLOPE WATER DISTRICT

Regular Board of Commissioners Meeting

October 18, 2023

Meeting Summary

CALL TO ORDER

Present: Chair Susan Meamber; Commissioners Chris Eppler, Ramesh Krishnamurthy, Paul Schuler, and Andy Smith

Management Staff: Michael Grimm, General Manager; Wendy Irwin, Finance Manager

Absent: None

Public: None

1.0 – CALL TO ORDER

Chair Meamber called to order the meeting of the West Slope Water District Board of Commissioners at 5:01 P.M., Wednesday, October 18, 2023. The meeting was held as a hybrid meeting – in person and virtually. The public was made aware of the meeting through the District’s website (the meeting agenda and Zoom meeting link were posted on the website).

2.0 - PUBLIC COMMENTS/COMMUNICATIONS

The District had not received any public comments regarding agenda items or other issues for the Board to consider.

3.0 – CONSENT AGENDA

Commissioner Eppler made a motion to accept Consent Agenda Items 3.1 & 3.2 and 3.5 through 3.7. Commissioner Schuler seconded the motion, and the motion passed unanimously. Commissioner Krishnamurthy asked about the monthly fee paid by the District to Streamline as a commissioner from Raleigh WD was asking him about the District’s website. Commissioner Krishnamurthy also asked about a payment made to Signature Paving Services for \$8,305.50 regarding the timing of the payment. Ms. Irwin explained the payment was for concrete driveway restoration resulting from the August 2022 Garden View Avenue main break. District crew patched the customer’s driveway where the main break occurred, but it took over a year and a half to get a concrete contractor to commit to the small job we had of patching a single driveway. Commissioner Krishnamurthy asked about the transfer of over \$200,000 from LGIP into the District’s general fund bank account with Umpqua. Ms. Irwin stated the transfer was to cover the construction work for Beaverton-Hillsdale Hwy – a transfer out of the capital reserve fund in LGIP to replenish the same amount withdrawn from the Umpqua account that was used to pay Emry & Sons. Commissioner Krishnamurthy moved to approve Agenda Item 3.3 & 3.4. Commissioner Smith seconded the motion, and the motion passed unanimously.

4.0 – DISTRICT ACTIVITIES

4.1 – General Manager’s Report: Mr. Grimm highlighted three key issues from the General Manager’s report:

Long term source of supply – Mr. Grimm stated the wholesale water sales agreement will be presented to Portland City Council on December 6. Assuming the City Council approves the Agreement, the soonest the District can sign onto the Agreement is Wednesday, December 20. Mr. Grimm gave a short overview of the impact peaking factors on wholesale customer rates and why it is important for the District to manage well the District’s peak 3-Day demand and the District’s peak seasonal demand. Commissioner Krishnamurthy asked if the Water Bureau needs any support from the District Board at the Council meeting. Mr. Grimm stated he will contact the Board if the Water Bureau requests any support from West Slope.

Beaverton-Hillsdale Hwy water main project – Emery & Sons will complete their construction work in December except for the final paving work. Commissioner Schuler asked if there have been any change orders to this point. Mr. Grimm stated there have been no change orders to address previously unknown tasks or items.

Budget Committee member selection – Ms. Irwin stated the October edition of the newsletter includes a request for District customers to volunteer for up to two new Budget Committee members. Chris Eppler’s position is open following his election to the Board. Andrew Marsh’s position expires on December 31, 2023 as well.

4.2 – Finance Manager’s Report: Ms. Irwin stated she completed the water rate study part of the Water System Master Plan RFP and shared the RFP content with the Board and explained major tasks and timeline the consultants will include in their proposal. The RFP is to be released to the ten consulting firms interested in our project on Thursday, October 26. Commissioners Eppler and Schuler stated the water study part of the RFP looks very comprehensive and detailed. Commissioner Krishnamurthy asked if there are any other water utilities to give the District feedback on the RFP. Ms. Irwin replied that she has already completed comparison research with other utilities and entities and this draft is the result of that compilation. Commissioner Schuler noted the water rate part of the RFP has a lot of tasks included in the content, and the skill set for a water rate study is different than that of the more classical engineering skill set needed for a water master plan. Proposers responding to the whole RFP will probably either need to team up with financial consultants or have a robust internal group of financial consulting staff. Mr. Grimm agreed with Commissioner Schuler, and he mentioned the RFP tasks could be clarified to make sure consultants know what they are bidding on. Chair Member asked if customer assistance programs for District customers could be part of this RFP. Ms. Irwin replied that customers assistance programs would be outside of the scope of this proposal but the work from this project would definitely help in understanding the needs of District customers. Commissioner Eppler asked if the District management staff have the capacity to evaluate the proposal content as well as the cost estimates for the work. Ms. Irwin stated the project timing is manageable for the team at this time. Mr. Grimm reminded the Board that the selection process is a quality based selection process which is scored first for content and cost is only requested for the firms who scored one, two, and three for content and scope of work. Mr. Grimm reviewed the content points of the remainder of the RFP addressing the water master plan tasks.

4.3 – Regional Water Providers Consortium (Consortium) – Intergovernmental Agreement (IGA) Update – Mr. Grimm shared the Consortium Board approved a new IGA between all Consortium member entities but the IGA must also be approved by the elected officials of each entity

member. Commissioner Schuler represents the District on the Consortium Board and voted to approve the IGA with the other Consortium Board members. The IGA allows the member agencies to work together on Consortium business tasks with Consortium staff. Commissioner Eppler made a motion to approve the Consortium IGA. Commissioner Smith seconded the motion, and the motion passed unanimously.

4.4 – ORWARN Shared Worker Agreement – Mr. Grimm stated the District approved by resolution in 2007 to be participants in ORWARN. In 2019, ORWARN proposed an addendum to the ORWARN agreement to include a voluntary shared worker agreement. This shared worker agreement outlines standard operating procedures for how workers can be voluntarily shared with other utilities following a large emergency event such as a Cascadia Subduction Zone earthquake. Commissioner Eppler made a motion to approve the ORWARN Shared Worker Agreement. Commissioner Krishnamurthy seconded the motion, and the motion passed unanimously.

5.0 – COMMISSIONERS COMMUNICATIONS

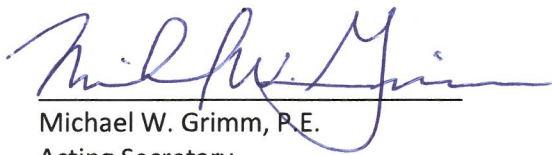
Commissioner Schuler reiterated he attended the Regional Water Providers Consortium Board meeting. Commissioner Eppler stated he attending a “WIFIA 101” training session . The consensus of the Board was the meeting went well tonight.

6.0 – ADJOURNMENT

There being no further business to discuss, Commissioner Smith moved to adjourn the meeting. Commissioner Eppler seconded the motion, and the motion was approved unanimously. Chair Member adjourned the October 18, 2023 Board of Commissioners regular meeting at 6:16 PM.

Respectfully Submitted,

Approved:



Michael W. Grimm, P.E.
Acting Secretary

