

WEST SLOPE WATER DISTRICT

Regular Board of Commissioners Meeting

March 21, 2018

Meeting Summary

CALL TO ORDER

Present: Commissioners Robert Rieck, Charles Conrad, Noel Reiersen, and Carol Wild

Absent: Commissioner Micky Hoffman; Customer Service & Finance Manager, Lucy Dawes

Management Staff: General Manager, Michael Grimm

Public: None

1.0 – CALL TO ORDER

Chair Rieck called to order the regular meeting of the West Slope Water District Board of Commissioners at 5:00 P.M., Wednesday, March 21, 2018

2.0 - PUBLIC COMMENTS/COMMUNICATIONS

Commissioner Reiersen stated that he submitted a leak adjustment request to the District in early March and has not had a response from the District with the decision if the leak adjustment request was accepted. Commissioner Reiersen commented he completed the leak adjustment request on line and did not receive any confirmation reply from email or on the web that the request was successfully submitted. Mr. Grimm stated he will discuss this leak adjustment request with staff on Thursday morning. (Note: Following the meeting, staff determined the leak adjustment request was received at the end of the current billing cycle. It is a standard procedure to delay processing a leak adjustment until meter read data confirms the leak has been resolved. Commissioner Reiersen’s leak adjustment request was received but held until the following billing cycle. Typically, a request is submitted to the District after meter read data confirms the leak has been resolved. However, this issue did expose a gap in the request process to acknowledge receipt of the customer’s request. For future requests, staff will ensure a response is provided to the customer as the request is received. Commissioner Reiersen was contacted by staff, and staff apologized for the confusion.)

3.0 – CONSENT AGENDA

Commissioner Conrad made a motion to accept Consent Agenda as presented. Commissioner Wild seconded the motion. The motion was approved unanimously. Chair Rieck asked what the Openthebooks.com public records request was about (from Agenda Item 3.8). Mr. Grimm commented the non-profit organization seeks accounts payable information as well employee salary information and posts the information gathered to serve as “government watchdogs” on how tax or rate payer revenue is spent. In complying with the request, the District is allowed to

charge the requesting party the cost of gathering the information and creating a report and collecting that money prior to processing the request. Commissioner Conrad also asked about the significance of the disinfection byproduct testing results (February 2018 10% higher than February 2017). Mr. Grimm stated overall the analytical levels are very low, but the increase is something staff at West Slope and at Portland will continue to monitor. Disinfection byproduct formation is a function of the amount of chlorine in the water, the organic content of the water, and the time both components have to combine. Therefore, water with high organic content, high chlorine residuals, and long residence time in the distribution system has the greatest potential for forming disinfection byproducts. Filtration effectively removes organic content from water.

4.0 - DISTRICT ACTIVITIES

4.1 – Operations Report: Mr. Grimm pointed out the water use for February 2018 is as expected very typical for winter water use. Mr. Grimm commented the Portland Water Bureau activated a 75/25 blend of Bull Run/Columbia Wellfield water for one week from March 12-19. The purpose of the groundwater activation was to exercise the wellfield and perform annual maintenance tasks.

4.2 – Long Term Water Supply Discussion: Mr. Grimm reminded the Board about the upcoming April 2 joint board meeting work session with Tualatin Valley Water District. Prior to the meeting, Mr. Grimm stated it might be valuable to the Board to discuss at this meeting the following items:

- Expectations from the meeting for West Slope
- Wholesale water rates from Portland
- Public outreach strategies

Mr. Grimm shared Portland's very rough scientific estimation of wholesale water rates through 2030 reflecting the costs of the Portland water filtration plant once it is operational. Chair Rieck asked about the disparity of wholesale water rates from one wholesale customer to another. Mr. Grimm explained the costs are based on infrastructure "cost pools" that are uniquely used by each wholesale water purchaser. For West Slope, because our water will travel through the new \$200 million Washington Park reservoir and the rest of the Arlington Heights pumping facility and reservoirs, West Slope will be paying Portland for the use of that infrastructure along with Valley View WD, Palatine Hill WD, and Burlington WD. No other wholesale water purchasers will be using this infrastructure. For example, Raleigh Water District is supplied from the Washington County Supply Line (54-inch water transmission line on Beaverton-Hillsdale Highway) which is a much less expensive cost pool, and their wholesale water rates are much less than West Slope's wholesale water rates.

Chair Rieck and Commissioner Conrad asked about the agenda (Attachment 4.2.1) for the April 2 joint board work session. Mr. Grimm reviewed the agenda and messages the Board and staff will be able to share with Tualatin Valley WD. The meeting will not reveal any specific details but rather overall concepts and attitudes. Commissioner Reiersen stated the value to West Slope will be discuss this meeting's take away messages and how West Slope desires to move forward through future work sessions after the April 2.

The Board discussed the IAP2 Public Participation Spectrum (Attachment 4.2.2) and their preferences regarding public outreach and whether or not there is value in hiring a third-party consultant to provide a strategy and guidance to solicit and obtain customer input regarding a source water decision. The Board discussed various metrics the public might believe is

important such as cost, water quality, level of thought or planning invested in the decision by the Board and staff, and the transparency of the decision-making process.

4.3 – Late Breaking Issues:

- Mr. Grimm pointed out to the Board the District’s decision to purchase summer interruptible water from Portland to manage the District’s peak summer demands. The cost to the District is just over \$10,000 per month during July, August, and September.
- Mr. Grimm reminded the Board the SDIS Board Practices Assessment meeting at 5 PM, April 30.

5.0 – COMMISSIONERS COMMUNICATION

Chair Rieck asked for comments from the Commissioners related to items or information they acquired from the SDAO Annual Conference. Commissioner Reiersen mentioned he attended a session on public records keeping, and he believes the District should have a better policy of keeping meeting recordings especially recordings for executive sessions. He stated the Board has never to his knowledge had such a policy, and according to the session he attended the notes or recordings from executive sessions must be secured separately from regular meeting recordings. The Board exchanged ideas on how and where to store recordings. Mr. Grimm suggested the Board consider using a strong box to store executive session recordings at the District office. This concept was acceptable to the Board. Commissioner Reiersen made a motion to direct the General Manager to pursue purchase of a strong box to house executive session tapes. The motion was seconded by Commissioner Wild, and the motion passed unanimously.

In addition, Commissioner Reiersen stated he would like to see the District’s management staff attend a Performance Management training session at Tualatin Valley Water District on one of four proposed dates.

Commissioner Wild commented that she attended a session that addressed the State’s public records rules concerning documents and two-sentence emails but found it odd the State’s rules do not include telephone voicemails. Commissioner Wild also shared a session that discussed the definition of “media” for purposes of public records requests (that is, is a “blogger” a member of the media?). Finally, Commissioner Wild reported on the final day of the SDAO conference where members of the SDAO Board of Directors were elected.

Commissioner Conrad stated he heard that if Commissioners are sworn in they should be sworn in before a judge or a notary public. Mr. Grimm stated he would research that issue and report back to the Board at a future meeting. Commissioner Conrad also learned that water rate increases can be approved by resolution as long as water rates are established by ordinance (Note: The District originally passed an ordinance for the establishment of water rates and has subsequently passed resolutions to increase rates). Commissioner Conrad mentioned that Board members, like public employees, can receive no gifts from others that exceed \$50 in value.

Chair Rieck stated he would like to see the Board meet for a work session following the April 2 joint work session with TVWD to discuss any meeting “take-aways”, and the Board agreed.

6.0 – EXECUTIVE SESSION

Commissioner Reiersen made a motion to suspend the regular meeting and enter into Executive Session. Commissioner Wild seconded the motion, and the motion passed unanimously. Chair Rieck suspended the regular meeting, and the Board entered into Executive Session at 6:50 PM.


The Board concluded the Executive Session at 8:24 PM and returned to the regular session. Back in regular session, Commissioner Reierson made a motion to increase the General Manager's annual salary by \$5,000 effective April 1, 2018. Commissioner Wild seconded the motion, and the motion passed unanimously.

7.0 - ADJOURNMENT

There being no further business to discuss, Commissioner Reierson moved to adjourn the meeting. Commissioner Wild seconded the motion, and it was approved unanimously. Chair Rieck adjourned the March 21, 2018 Regular Board of Commissioners meeting at 8:26 PM.

Respectfully Submitted,

Approved:


Michael W. Grimm, P.E.
Acting Secretary

