

**WEST SLOPE WATER DISTRICT**  
**Regular Board of Commissioners Meeting**  
**December 18, 2019**  
**Meeting Summary**

**CALL TO ORDER**

Present: Chair Carol Wild; Commissioners Charles Conrad, Michael Hoffman, Noel Reiersen, and Andy Smith

Management Staff: Michael Grimm, General Manager; Lucy Dawes, Finance & Customer Service Manager

Absent: None

Public: None present

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**1.0 – CALL TO ORDER**

Chair Wild called to order the regular meeting of the West Slope Water District Board of Commissioners at 5:01 P.M., Wednesday, December 18, 2019.

**2.0 - PUBLIC COMMENTS/COMMUNICATIONS**

Mr. Grimm stated there were no written or verbal comments from the public for the Board.

**3.0 – CONSENT AGENDA**

Commissioner Reiersen asked to remove Agenda Item 3.2 from the Consent Agenda, Commissioner Conrad asked for Agenda Items 3.3 and 3.7 be removed from the Consent Agenda. Commissioner Conrad made a motion to accept Consent Agenda Items 3.1, 3.4 through 3.6, and 3.8 through 3.9. Commissioner Hoffman seconded the motion, and it passed unanimously. Commissioner Reiersen inquired about the reduction in the District’s operating bank balance for November. Ms. Dawes verified the District made a one-time payment of \$157,028 to PERS to buy back the District’s transitional liability debt. Commissioner Conrad asked about checks paid to District employees to “cash out” vacation leave time accrued by those employees. Ms. Dawes stated the District has historically allowed employees to cash out vacation time but is obligated by law to compensate employees for on call hours worked by either compensatory leave time or pay. Commissioner Conrad was concerned that District employees may not take enough time off for rest and recovery. Ms. Dawes stated she would look into how much leave time the field crew is using as opposed to taking a cash payment, and she would look into the District’s current policy on being able to cash out vacation leave time. Chair Wild asked about two separate checks paid to Portland Engineering. Ms. Dawes stated she would check on the two different invoices and what each invoice covered. Commissioner

Conrad moved to approve Agenda Items 3.2, 3.3, and 3.7, and Commissioner Hoffman seconded the motion. The motion was approved unanimously.

#### **4.0 – DISTRICT ACTIVITIES**

##### **4.1 – Public Outreach Status Update**

Mr. Grimm gave a brief summary of the most recent meeting with TVWD regarding a proposal to purchase water from TVWD in 2026 and beyond. The meeting at TVWD's offices was positive and resulted in several action items for TVWD to model their distribution system to determine if all scenarios can serve West Slope without negative impacts to TVWD's retail customers. Mr. Grimm stated there were 15 District customers at the third information session held at the West Slope Community Library. All those in attendance stated they learned about the information session through the insert in last month's bill. The vast majority of the audience claimed the cost of water was their main concern. Some expressed their desire to have more information available about Willamette River raw water quality and the potential water treatment capabilities of the new Willamette River treatment facility. Of interest still is the ability to reach customers in the 20-50 year old range. Commissioner Reiersen asked if anyone has created a single short document that compares Bull Run water to Willamette River water (untreated and treated). Mr. Grimm stated that no such document exists, but such a document would need to be created by West Slope to help answer customer questions about the two water sources. Mr. Grimm distributed copies of a recent presentation by Portland Water Bureau staff regarding the Bull Run Water Treatment Facility pointing out the City has chosen the design team of Stantec / Carollo Engineers, the recommended option is a 145 MGD water treatment facility with ozone for at an estimated \$820 million, and the timeline presented by the City does not align with the current wholesale water sales agreement notification deadline.

##### **4.2 – Budget Committee Member Selection**

Mr. Grimm presented the Budget Committee roster from the previous budget year. Two members of the Committee would need to be appointed to new three-year terms or replace those members with new members for the Committee. The Board confirmed moving ahead to ask the current members to serve on this year's Budget Committee directed the General Manager to contact the members directly.

##### **4.3 – Comprehensive Annual Financial Report (CAFR) Acceptance**

Commissioner Conrad praised Ms. Dawes for the quality of the report. Commissioner Conrad asked Ms. Dawes how the auditors reviewed the process of paying the right-of-way fees to Beaverton. Ms. Dawes stated they probably reviewed a few of the payments made to Beaverton but likely did not follow every dollar collected by the District and paid to the City. Commissioner Reiersen asked about auditors missing certain items in the report. Ms. Dawes mentioned that the auditors do look at everything but can certainly miss an item or two from time to time which is common with the amount of data included in the report. Ms. Dawes stated she was pleased with the work of the District's auditors. Commissioner Reiersen made a motion to accept the CAFR as presented. The motion was seconded by Commissioner Smith, and it was approved unanimously.

##### **4.4 – Managed IT Services Provider Change**

Ms. Dawes stated that she has been dissatisfied with the level of service from the District's IT service provider. Through the research she has done to date, switching to another service provider will likely double the cost to the District but will bring added benefit especially bring the District closer to PCI compliance. Ms. Dawes has met with and will continue to meet with potential service providers until she feels satisfied with a company that can resolve the issues

the District has for IT security while being a prompt and professional organization with which to work.

#### 4.5 – Employee Manual Update

Ms. Dawes explained the District was informed by SDAO of a state requirement to update the District’s employee harassment protection policy by January 1, 2020. SDAO created a template which can be used to comply with the new state rules. The template was included as a new resolution (#10-2019). Commissioner Conrad pointed out a grammatical error on page 4 of 5 of the proposed resolution. Commissioner Hoffman made a motion to adopt Resolution #10-2019 with the correction identified by Commissioner Conrad. Commissioner Reiersen seconded the motion, and the motion was passed unanimously.

#### 4.6 – Late Breaking Issues

Mr. Grimm stated to the Board that the Pacific NW continues to be under the influence of “ENZO Neutral” weather conditions through September 2020 meaning not a El Nino or La Nina pattern. Instead, the confidence level by NOAA is an average temperature and average rainfall for winter and summer. Mr. Grimm informed the Board about a water sensor device by Flume, Inc. that customers can purchase and attach to their water meter for the purpose of monitoring their water use through a smart device like a cell phone or tablet. The cost of the device is between \$150 to \$300.


#### 5.0 – COMMISSIONERS COMMUNICATION

Chair Wild stated the employee evaluation/comments have been completed by District employees. Commissioner Conrad asked the General Manager to update the GM’s work plan and looking back to 2019 accomplishments and ahead to the goals of 2020 and beyond. Chair Wild asked to schedule an executive session to complete the performance review at the January 2020 Board of Commissioners meeting. Commissioner Conrad stated he and Chair Wild will be attending the SDAO Annual Conference in Seaside along with the General Manager. The conference will be held February 6-9. Commissioner Reiersen asked that the District consider looking at utilization of volunteers during an emergency water situation (earthquake, for example).

#### 6.0 – ADJOURNMENT

There being no further business to discuss, Commissioner Hoffman moved to adjourn the meeting. Commissioner Conrad seconded the motion, and it was approved unanimously. Chair Wild adjourned the December 18, 2019 Regular Board of Commissioners meeting at 7:01 PM.

Respectfully Submitted,

  
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Michael W. Grimm, P.E.  
Acting Secretary

Approved:

  
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