

WEST SLOPE WATER DISTRICT
Board of Commissioners Meeting
April 20, 2016
Meeting Summary

CALL TO ORDER

Present: Chair Charles Conrad, Commissioners Donna Davis and Noel Reiersen, Micky Hoffman, and Bob Rieck

Absent: None

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

Public: None

1.0 – CALL TO ORDER

Chair Conrad called to order the Regular meeting of the West Slope Water District Board of Commissioners at 5:00 P.M., Wednesday, April 20, 2016.

2.0 - PUBLIC COMMENTS/COMMUNICATIONS

There were no public comments received.

3.0 - CONSENT AGENDA

Commissioner Reiersen asked for Agenda Items 3.3 and 3.4 to be pulled from the consent agenda. Commissioner Rieck made a motion to approve the consent agenda consisting of Agenda Items 3.1, 3.2, 3.5, and 3.6. Commissioner Davis seconded the motion, and the motion was approved unanimously.

Commissioner Reiersen commented about check #17333 to Centro Business Forms that \$79 for Kody King’s business cards seemed overpriced. Ms. Dawes commented the cost of lower quality cards over the Internet may cost about \$25, but this cost is less expensive than previous business card orders placed for other staff.

Commissioner Reiersen asked what about the District does with the Bank of New York Mellon. Ms. Dawes explained the bank is the trustee for the District’s bond payments. The annual fee the District pays is for the bank to collect our debt payments and to disperse to the bond holders.

Commissioner Reiersen asked for a refresher on the deposit protocol for investments into the LGIP. Ms. Dawes explained that all deposits for the District initially enter Columbia State Bank

including SDC revenue. Transfers are made from Columbia State Bank to LGIP when the general fund balance rises and it is advantageous for the District to achieve better interest ROR from LGIP. General fund money is deposited in the reserve fund for truck & equipment maintenance, capital infrastructure, and for debt service payments on the 3.0 MG reservoir bond.

Commissioner Davis made a motion to approve Agenda Items 3.3 and 3.4 and Commissioner Reiersen seconded the motion. The motion was approved unanimously.

4.0 - DISTRICT ACTIVITIES

4.1 – Operations Report: Mr. Grimm mentioned there has been no significant new activities on any of the ongoing development projects. Water use in March 2016 was more than last month but less than in March 2015. In early April, demand is significantly higher due to the unseasonably warmer weather.

4.2 – Budget Adoption Process: The budget adoption process is proceeding with the development of the final version of proposed budget. Distribution of the proposed budget document will be Friday, April 29 to all Board members and budget committee members. Each member of the budget committee and Board is invited to come discuss any questions they may have during a one-on-one meeting with Ms. Dawes at the District office between May 1-12.

Mr. Grimm also requested permission from the Board to proceed with writing an RFP to solicit a financial consultant for the purpose of evaluating the feasibility and creation of a tiered water rate. The tiered water rate would be designed to more equitably distribute the cost of the District's water rates to the customers whose summer peak season water consumption increase the peak season and peak three-day demand factors which in turn increases the overall wholesale water rate from the City of Portland. The study would be conducted during the summer with a likely completion date in early fall.

Commissioner Davis asked if a study like this would have an impact on the District's billing system. Both Mr. Grimm and Ms. Dawes agreed there would be a significant amount of work to implement such a change which would factor into the feasibility decision. The Board gave its unanimous consent to Mr. Grimm to move forward with an RFP for a rate study.

The Board agreed they are concerned about balancing the need to sell water to keep the District solvent and sustainable with the need to promote stewardship and wise use of water by the District's customers. It was mentioned that one day, wise use suggestions or best practices may become requirements.

Commissioner Hoffman made a motion to proceed with creating an RFP for a financial consultant to conduct a water study. Commissioner Reiersen seconded the motion, and it was approved unanimously.

4.3 – Green Tank / 73rd Avenue Pipe Projects: Mr. Grimm informed the Board the bid opening for the Green Tank project revealed an apparent low bidder and a bid that was higher than the engineer's estimate. The low bid by McClure & Sons is \$1.66 million and the engineer's estimate is \$1.39 million. Staff's recommendation is to proceed with a contract review board to discuss and ultimately approve the contract to complete work on the Green Tank. After some schedule checking, it was decided between staff and the Board to convene a contract review board meeting at 5:00 PM, Monday, April 25 at the District office. Mr. Grimm commented the meeting should take about 30 minutes, and he will send out an email reminder about the meeting.

4.4 – Leak Adjustment Policy Revision: Mr. Grimm reviewed the basis of a proposed leak adjustment policy that achieves the goals previously discussed through ten key policy principles listed in the Board packet. From these ten principles, a newly revised policy would be created. The purpose of the revision is to create a leak adjustment policy that is aligned with the District’s strategic plan, serves the District customers, and can be easily implemented by Staff.

Commissioner Davis requested some explanation on principle #9. Commissioner Reiersen stated principle #9 appears to be covered by principle #7 and further commented that principle #2 should be amended to be read “the District water meter”. Chair Conrad asked how many customers would actually request a leak adjustment that would approach \$500. Board dialogue centered on whether a cap of \$500 (principle #8) for leak adjustments is too much or too little. Commissioner Rieck pointed out principle #10 provides customers an opportunity to appeal the \$500 cap to the Board. Chair Conrad commented he appreciated the direction of the policy to move responsibility to the customer to manage home leak repairs in a timely fashion.

Commissioner Davis made a motion to approve the principles as amended. Commissioner Rieck pointed out staff would be creating a formal policy from these principles and a motion to approve the whole policy would come at a later meeting. Mr. Grimm stated he would draft a final policy for Board approval during a future regular meeting. Commissioner Davis’ motion died for lack of a second.

4.5 – Beaverton Franchise Fees: Ms. Dawes reviewed staff’s options to post a bill notice to customers impacted by the City’s rights-of-way franchise fee. Staff has seen that insert statements are not nearly as effective at transferring information to customers as are statements on the actual bill. The Board discussed how the District might be able to defer future customer calls about the franchise fee to the entity (Beaverton) responsible for the fee. Staff agreed that notification of the franchise fee by posting information on the website and writing a short statement on the customer bill are good methods. Commissioner Rieck commented District staff should inform the City how the District is planning to notify our customers and handle incoming customer inquiries.

4.6 – Website – On-line Bill Pay Update: Ms. Dawes provided current statistics about how many customers have registered for online bill pay and a brief summary of customer comments related to the online bill pay service. The fees are slightly higher for web transactions (5%) than for phone call transactions (3%) but the cost savings in personnel costs for reducing the number of incoming calls is significant.

4.7 – Raleigh Hills Business Alliance (RHBA) Earth Week Event: Staff informed the Board of the Earth Day event hosted by the RHBA which includes recycling of used goods and clothes as well as a free paper/document shredding event. The recycling site in the Dollar Tree store parking lot on the NE corner of SW Scholls Ferry Road and SW Beaverton-Hillsdale Highway is open to all the public.

4.8 - National Drinking Water Week: The week of May 1-7 is National Drinking Water Week co-sponsored by AWWA. The purpose of National Drinking Week is promote awareness of safe drinking and drinking water systems and recognize the staff and volunteers who work to provide safe drinking water to its customers.

5.0 – COMMISSIONERS COMMUNICATION

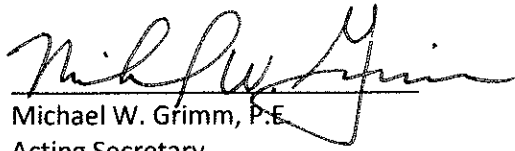
Commissioner Rieck expressed his sincere gratitude to the Board and staff for their well wishes and the Delivered Dish gift during their family's current health issues.

6.0 - ADJOURNMENT

There being no further business to discuss, Commissioner Reiersen moved to adjourn. Commissioner Davis seconded the motion, and it was approved unanimously.

Chair Conrad adjourned the April 20, 2016 regular Board of Commissioners meeting at approximately 6:40 PM

Respectfully Submitted,


Michael W. Grimm, P.E.
Acting Secretary

Approved: 



