

WEST SLOPE WATER DISTRICT

Regular Board of Commissioners and Budget Hearing Meeting

August 16, 2017

Meeting Summary

CALL TO ORDER

Present: Chair Robert Rieck, Commissioners Charles Conrad, Micky Hoffman, and Noel Reiersen

Absent: None

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

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, August 16, 2017.

2.0 - PUBLIC COMMENTS/COMMUNICATIONS

Chair Rieck acknowledged there were no members of the public present, the District has received no public comment regarding any agenda items.

3.0 – CONSENT AGENDA

Commissioner Rieck asked Ms. Dawes to present the Finance Manager’s report. Ms. Dawes directed the Board’s attention to the screen and a collapsed version of the budget summary. The collapsed version (item 3.2) provides a summary of revenue and expenses in each major category without the minor details. Chair Rieck pointed out a small percentage, two-month variance to a major expense item has a larger impact on the budget than a large percentage two-month variation on a minor budget item. Ms. Dawes agreed and weighs what the most important variances in the budget are each month to highlight to the Board without overwhelming them. Ms. Dawes briefly reviewed each of the individual fund summary pages, the monthly disbursements summary, payroll expense summary, the bank reconciliation statements for LGIP & Columbia Bank, and the bank account statement with the Board and why each summary is included in the Board packet. Under the General Manager’s report, Chair Rieck mentioned out of state travel by the General Manager should be authorized prior to the travel. Chair Rieck also stated he will rely on the Financial Manager’s judgement of which items have significant importance to the Board and should be highlighted each month.

Commissioner Reiersen made a motion to accept the Consent Agenda, and the motion was seconded by Commissioner Hoffman. The motion passed unanimously.

4.0 - DISTRICT ACTIVITIES

4.1 – Operations Report: Mr. Grimm reviewed the water demand for July and reminded the Board the District averted activating Stage 1 of the District’s Water Curtailment Plan at the beginning of August by accepting the offer from the Portland Water Bureau to purchase summer interruptible water. The volume of water agreed upon to purchase was 19.07 MG at 45% of this year’s wholesale rate ($\$1.757/\text{CCF} \times 0.45 = \$0.791/\text{CCF}$). This purchase will keep the District from exceeding both the peak season and peak 3-day demands. Mr. Grimm mentioned the District may want to consider several options for the 2018 declaration due to the customer demand patterns we are seeing during the summer months: 1) Slightly increasing the peaking factors for peak season and peak 3-day demands; 2) Tiered pricing for our retail rates; 3) Supporting more aggressive outdoor watering conservation messages and incentives; and 4) Annually purchasing summer interruptible water as an “insurance policy”. The Board shared a lot of ideas and opinions about the merit of all options with the idea keeping this discussion open going forward in the months to come.

4.2 – Green Tank / SW 73rd Avenue Pipe Project: Mr. Grimm stated the District will be filling the Green Tank in the next few days in anticipation of putting the facility back into service. Once the tank has been disinfected and tested to insure the success of the disinfection process, it will be returned to service. Once the facility is on-line, the contractors will have achieved Substantial Completion. Mr. Grimm also mentioned the tank recently was sprayed painted or “tagged”. The letters “WG” were sprayed with orange paint on the southern (street) side of the tank. It is unlikely we will find and apprehend those that did the tagging, but the contractor is responsible for securing the site according to the contract and maintaining the integrity of the tank during construction, and they will work to clean or repaint the marked areas. The District has also learned from area neighbors that over the weekend several men not connected to the project were walking around the District’s property checking out the contractor’s equipment. Both the contractor and the Washington County Sheriff’s Department were contacted.

4.3 – Board of Commissioner Position #2 Vacancy: Mr. Grimm informed the Board that the water bills just send out (due September 10) have a statement announcing a vacancy on the Board and request to check the District website in September. Chair Rieck asked if Mr. Grimm was able to obtain a few documents that could be used to create a brief summary of the Board member’s duties. Mr. Grimm presented several resource examples including documents from SDAO, Jordan Schraeder, and the District’s own Commissioner’s Handbook. Chair Rieck asked if any of the resources had a one page summary, and Mr. Grimm replied they did not but that he could write one based on the information he collected. The Board collectively liked the idea of a simple one-page summary. Also, the Board agreed that the completed applications should be addressed to the General Manager and delivered to the office by mail or in person or to the General Manager’s own email address (mgrimm@wswd.org). Commissioner Conrad requested a slight wording change to Question #7 in Attachment 4.3.3. Mr. Grimm stated the documents will first be posted to the District website. The next water bills that will be mailed in mid September will be received by around September 25 at the latest. Those bills will be have a statement on the bill as well as a bill stuffer information sheet regarding the vacancy. The Board agreed to set a due date for returned applications to the District by October 10. The Board also agreed to set a special work session for October 13 to review the submitted applications and determine which candidate is given an interview. A second work session would be scheduled for October 20 for the actual interviews. Mr. Grimm will process the applications and distribute them to the four Board members by the afternoon of October 10. The Board discussed an evaluation format for the Candidate Evaluation form to be used by the Board prior to the October 13 work session. Commissioner Hoffman made a motion to approve the process and

dates for work sessions as discussed with the goal of having a new Commissioner sworn in at the regular November meeting. Commissioner Conrad seconded the motion, and the motion was approved unanimously. Commissioner Conrad made a motion to accept the forms and documents used in the process as discussed and amended in this meeting. Commissioner Hoffman seconded the motion, and the motion passed unanimously.

4.4 – Authorized Signers for Columbia Bank Account: Mr. Grimm stated this issue was discussed in 2016 but was not resolved. With the resignation of former Commissioner Davis, Mr. Grimm pointed out only Commissioner Conrad is currently the only authorized signer on the District's Columbia Bank account. Staff has recommended the other three current Commissioners be added to the list along with the General Manager and former Commissioner Davis and former General Manager Jerry Arnold be removed from the list of authorized signers. Attachment 4.4.1 is a proposed resolution (#03-2017) to establish new authorized signers. Commissioner Hoffman made a motion to adopt Resolution #03-2017, and Commissioner Conrad seconded the motion. The motion was approved unanimously.

4.5 - General 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 meeting:

- The Portland Water Bureau is moving forward with the preliminary schedule for constructing a water filtration plant. They have less than 60 days to submit that schedule to EPA and OHA.
- The Bureau is also moving forward with a corrosion control study examining the effectiveness of pH/alkalinity adjustment vs. the addition of orthophosphate vs a hybrid option of pH adjustment to 8.6 and alkalinity to 45 mg/l. The wholesalers group is watching the progress of the study between now and March 2018.
- The District office will be open during the August 21 eclipse though two employees have stated they will use vacation leave to avoid the traffic delays and backups.
- Kathie Strathern has requested a new schedule which will on average be 32 hours per week as she readies her family for their move to Albany.
- Mr. Grimm shared a metro-area rate comparison compiled by others that Ms. Dawes obtained. With other utilities increasing rates to cover the cost large capital investments for treatment and other infrastructure such as Tigard, Tualatin Valley WD, and Hillsboro, West Slope is now slightly above average for the water systems sampled.
- The Water Managers Advisory Board and the Portland Water Bureau have arranged for elected officials an "Infrastructure Tour" of the Bull Run Watershed and associated facilities such as Lusted Hill, Carpenter Road area for future treatment, and the Columbia South Shore Wellfield. The tour is set for September 15, and Commissioner Hoffman expressed his desire to attend.

5.0 – COMMISSIONERS COMMUNICATION

Chair Rieck asked the Board if there were any meetings attended that a Board member wished to discuss, and there were none. No other issues were raised by the Board.

6.0 – EXECUTIVE SESSION

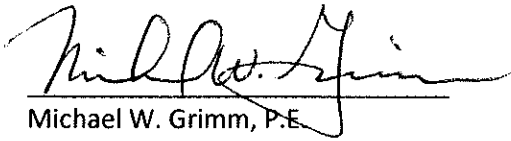
Chair Rieck suspended the regular meeting to enter into executive session to discuss 1) mid-year performance evaluation of the General Manager, and 2) to conduct deliberations to negotiate real property transactions. The regular meeting was suspended at 6:55 PM and entered executive session at 6:56 PM. The Board concluded the executive session at 8:25 PM and resumed the regular meeting. Commissioner Reiersen made a motion to hold a special

executive session meeting at 9 AM on Friday, August 18. Commissioner Hoffman seconded the motion, and the motion passed unanimously.

7.0 - ADJOURNMENT

There being no further business to discuss, Commissioner Reiersen moved to adjourn the meeting. Commissioner Conrad seconded the motion, and it was approved unanimously. Chair Rieck adjourned the August 16, 2017 regular Board of Commissioners meeting at approximately 8:26 PM.

Respectfully Submitted,



Michael W. Grimm, P.E.
Acting Secretary

Approved:

