

**WEST SLOPE WATER DISTRICT**  
**Regular Board of Commissioners Meeting**  
**March 20, 2019**  
**Meeting Summary**

**CALL TO ORDER**

Present: Chair Michael Hoffman; Commissioners Charles Conrad, Noel Reiersen, Paul Schuler, and Carol Wild

Management Staff: Michael Grimm, General Manager

Public Members: Emily Otis, Director with Katz & Associates

Absent: Lucy Dawes, Finance & Customer Service Manager

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**1.0 – CALL TO ORDER**

Chair Hoffman called to order the regular meeting of the West Slope Water District Board of Commissioners at 5:02 P.M., Wednesday, March 20, 2019.

**2.0 - PUBLIC COMMENTS/COMMUNICATIONS**

Mr. Grimm commented the District received no general comments or inquiries from District customers or the general public. Mr. Grimm introduced Emily Otis from Katz & Associates to the Board.

**3.0 – CONSENT AGENDA**

Commissioner Conrad asked to remove Agenda Items 3.7 from the Consent Agenda. Commissioner Schuler made a motion to approve Agenda Items 3.1 through 3.6 and Agenda Items 3.8 and 3.9. Commissioner Wild seconded the motion, and the motion passed unanimously. Commissioner Conrad asked about the culvert replacement project in the General Manager’s report. Mr. Grimm explained Washington County is planning to replace the existing round corrugated steel culvert for Hall Creek under SW 103<sup>rd</sup> Avenue. The new design calls for a large box culvert/bridge with a natural channel bottom for fish passage. The District’s existing 6-inch cast iron water main on SW 103<sup>rd</sup> Avenue is in conflict with the location of the new culvert. West Yost & Associates gave the District an estimate of \$250k-\$300k for a fully loaded project (admin, engineering, contingency, construction, etc.) that includes a directional drill work under the creek and installation of the new pipeline. Spending that amount of money to put a District water main 10 feet below the ground is not desirable to the District. A suggestion by Bart Johnson is to create a dead end on SW 103<sup>rd</sup> Avenue between the north end of the new culvert and SW Kennedy Street and ask Murraysmith to use the hydraulic model to determine impact of a dead end on SW 103<sup>rd</sup> Avenue and moving the CIP project to another north-south route such as SW 107<sup>th</sup> Avenue. Commissioner Reiersen asked about the meetings Mr. Grimm will be

having with the Oregon's Congressional Delegation in Washington, D.C. as part of AWWA's Fly-In the following week. Mr. Grimm shared the meeting agendas for all seven delegates that includes water infrastructure financing, water quality (cyanotoxins, PFAs, etc.), and water system resiliency and sustainability. Commissioner Conrad made a motion to approve Agenda Item 3.7. The motion was seconded by Commissioner Wild, and the motion passed unanimously.

#### **4.0 - DISTRICT ACTIVITIES**

4.1 – Long Term Water Supply: Mr. Grimm provided the Board a newly amended 5-year rate forecast by the City of Portland. The latest projected rates are only slightly higher than the previously shared projection, and the City will have a final version of the 2019-20 wholesale water rates when Portland City Council approves their budget later this spring.

Mr. Grimm stated work is progressing on the joint memorandum of understanding (MOU) between Gresham, Rockwood Water PUD, Portland, Tualatin, Tualatin Valley WD and West Slope to hire a financial consultant to write a new wholesale water sales agreement. All six agencies will need to sign the MOU before it can be released. The MOU states how the entities will share the cost of the consultant's contract. The estimate is that each entity's contribution will be \$25,000. West Slope staff will manage the consultant's contract including the adherence to the Scope of Work, payments to the consultant, and billing to the other five water utilities. The group has also created a draft scope of work and will be pulling all the documents and exhibits together into a Request for Proposal (RFP) that will be released to 5-6 consulting firms. Once the RFP is released and proposals received, the group will create an ad hoc proposal review team that will eventually result in the selection of a consultant.

Mr. Grimm introduced Emily Otis from Katz & Associates who has conducted ½ of the stakeholder interviews so far. Ms. Otis stated most of those interviewed seem possess a healthy knowledge of where their water comes from and some of the regional and local water issues facing utilities today. She heard many favorable impressions of the District by all those interviewed based on past interactions with office and field crew staff. Most of the interviews have taken 45-60 minutes, and the customers have provided very detailed answers. Ms. Otis stated all those interviewed have indicated that water quality is a key concern over the cost of water. All were open minded about the possibility of an alternate source (Willamette River) as long as the data is available to safely support the alternative source. The data collected from the survey will drive the content the District gathers and assembles with Katz & Associates to build the District's outreach effort to inform District customers about the source options. A broader array of stakeholder comments results in more content in the outreach effort.

4.2 – District Fee Schedule Revision – Mr. Grimm explained the Board amended the District's fee schedule at the September 2018 meeting, and the Board amended the District's system development charges (SDCs) at the January 2019 meeting. However, updating the official Schedule of Rates table that includes both charges and fees that was established by adopted resolution of the Board was not done to reflect the changes from September 2018 and January 2019. Resolution #04-2019 was presented to the Board to correct that oversight but does not amend any of the rates established in 2018 or 2019. Commissioner Reiersen made the motion to adopt Resolution #04-2019 to update the District's schedule of rates for fees and SDCs. Commissioner Conrad seconded the motion, and the motion passed unanimously.

4.3 – Late Breaking News - Mr. Grimm gave a brief summary of highlights from the Utility Management Conference including the story of Mt. Pleasant, SC dealing with a perceived water quality issue and subsequent public backlash that never existed in the first place.

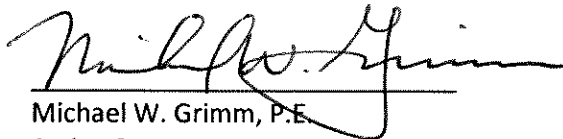
**5.0 – COMMISSIONERS COMMUNICATION**

Commissioner Conrad relayed a story about the City of West Linn and a potential lawsuit over written notes made by a City Councilor during a Council meeting falling into a public records request. The lesson to remember is all notes on board packet agenda items can be summoned under a public records request. Mr. Grimm presented a request to the Board to allow both himself and Chair Hoffman attend the communication workshop session. Mr. Grimm was unable to attend the session in Salem earlier in the year. The same workshop is also being held in Yakima in June. Commissioner Reiersen made a motion to cover the cost of the workshop and out of state travel costs for Mr. Grimm and Chair Hoffman. Commissioner Schuler seconded the motion, and the motion passed unanimously. The consensus of the Board was the meeting was very informative and well managed, and Commissioner Reiersen further commented on how much he appreciated the presentation by Emily Otis.

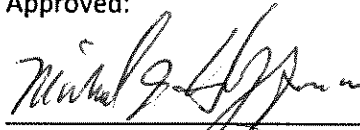
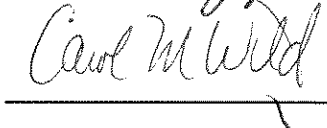
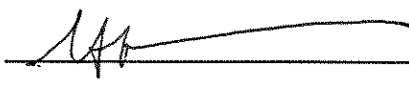
**6.0 – ADJOURNMENT**

There being no further business to discuss, Commissioner Conrad moved to adjourn the meeting. Commissioner Reiersen seconded the motion, and it was approved unanimously. Chair Hoffman adjourned the March 20, 2019 Regular Board of Commissioners meeting at 6:14 PM.

Respectfully Submitted,

  
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Michael W. Grimm, P.E.  
Acting Secretary

Approved:

  
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