

WEST SLOPE WATER DISTRICT

Regular Board of Commissioners Meeting

November 18, 2020

Meeting Summary

CALL TO ORDER

Present on Virtual Meeting: Chair Charles Conrad; Commissioners Michael Hoffman, Paul Schuler, Andy Smith, and Carol Wild

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

Public: None present

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, November 18, 2020. The meeting was held through Zoom remote teleconferencing technology. The public was made aware of the meeting through the District’s website (agenda posted on website with the login information).

2.0 - PUBLIC COMMENTS/COMMUNICATIONS

No public comments or communications were received by the District directed for the Board. However, one District customer mentioned seeing an OPB broadcast about Portland’s Bull Run water source and thought regardless of the cost, the District should keep purchasing water from Portland for the future.

3.0 – CONSENT AGENDA

No items in the consent agenda were asked by the Commissioners to be removed. Commissioner Schuler moved to approve the entire Consent Agenda. The motion was seconded by Commissioner Wild, and the motion passed unanimously.

4.0 – DISTRICT ACTIVITIES

4.1 – General Managers Report

Mr. Grimm stated the District is working with Murraysmith (consultants & hydraulic modelers), Tualatin Valley Fire & Rescue, and Tualatin Valley Water District (TVWD) to explore disconnecting the existing fire service to the Target Store on Beaverton-Hillsdale Hwy from TVWD’s Washington County Supply Line to the District’s 6-inch cast iron main on SW 109th Avenue. Mr. Grimm will be talking with TVWD’s CEO later this week. Commissioner Wild asked if any of the proposed wholesale water rates from TVWD were discussed last month when TVWD’s CEO met with Mr. Grimm, and Mr. Grimm stated that meeting did not take place due to

TVWD's CEO being ill for several weeks. Commissioner Wild also asked about the District's response to new COVID-19 requirements for the workplace (OR-OSHA temporary rules). The District will remain closed to the public, and Ms. Dawes will move back into the Break Room / Board Room. Effectively, the office staff will keep masks on when leaving their immediate workstation. All staff will be masked whenever they enter a building (front office, maintenance office, etc.). Field staff will wear masks in the field when within 6 feet of another person (staff member, customer, vendor or consultant). The District will be compiling an Exposure Risk Assessment according to the temporary rules to identify the likely areas where employees can be exposed to COVID-19. From the Assessment (essentially a gap analysis for exposure risks) will come an Infection Control Plan designed to address the exposure risks identified in the Assessment. The District's safety coordinator will be the project coordinator to craft both documents and will obtain input individually from all employees.

4.2 – Strategic Plan Update Status

Mr. Grimm shared a summary of the Effective Utility Management (EUM) survey responses from staff and from the District's elected officials as well as what the combined results were from both groups. The top three critical attributes (issues) identified by all responders were infrastructure stability, employee leadership & development, and operational optimization. Mr. Grimm believed the three attributes would serve as the basis of the next update of the District's Strategic Plan. Mr. Grimm's recommendation is for the Board to conduct a work session in late January 2021 to discuss the EUM attributes and their impact on the District's list of Goals and Strategies and make proposed revisions to the District's current Strategic Plan. Then at the regular meeting of the Board on February 17, the District can approve or amend and approve the proposed Strategic Plan from the work session. The Board agreed to hold a work session at 10:30 AM, Tuesday, January 26, 2021 through a virtual meeting. Chair Conrad stated he is grateful for the District creating the Strategic Plan in 2015-16, and reminded the Board the Plan was meant to be updated every five years in order to keep the Plan relevant to current issues facing the District and guide the District in all activities.

5.0 – COMMISSIONERS COMMUNICATION

Chair Conrad asked if changing the titles of the top Commissioner offices would be acceptable to the Board. The change would be to drop the current "Treasurer" and "Secretary" titles in favor of "Vice Chair" and "Second Vice Chair". Commissioner Hoffman stated he was not in favor of the change if it meant more work for no real benefit. Commissioners Schuler and Wild asked if SDAO knew if the District were required to have those named titles. Mr. Grimm stated he would check with SDAO to see if our District Articles require the District to keep those titles and report back to the Board at the December meeting. The Board's consensus was the change would be acceptable as long as the current titles were not required by the District's Articles or state statutes.

6.0 – EXECUTIVE SESSION

Chair Conrad suspended the regular meeting at 5:29 PM to enter into Executive Session to discuss the evaluation process of the General Manager. The Board entered into Executive Session at 5:30 PM and then returned to the regular session at 6:01 PM. No decisions were made or votes taken on any issue during the Executive Session.

Now in regular session, the Board's consensus was to consider the list of questions presented by the General Manager to ask staff and the Board and further discuss in Executive Session during the Wednesday, December 16 regular meeting of the Board of Commissioners. The Board will consider the all responses at a special Executive Session at 1 PM, Thursday, January 7 through a Zoom virtual meeting platform.

7.0 - ADJOURNMENT

Chair Conrad thanked the Board for their diligent work and expressed his gratefulness to each Commissioner, and he wished all people on the call a very Happy Thanksgiving. There being no further business to discuss, Commissioner Hoffman moved to adjourn the meeting.

Commissioner Schuler seconded the motion, and it was approved unanimously. Chair Conrad adjourned the November 18, 2020 Regular Board of Commissioners meeting at 6:06 PM.

Respectfully Submitted,

Approved:



Michael W. Grimm, P.E.
Acting Secretary






