

**WEST SLOPE WATER DISTRICT**  
**Regular Board of Commissioners Meeting**  
**November 21, 2018**  
**Meeting Summary**

**CALL TO ORDER**

Present: Chair Michael Hoffman; Commissioners Charles Conrad, Noel Reiersen, and Carol Wild (arrived at 5:10 PM)

Management Staff: General Manager, Michael Grimm

Absent: Customer Service & Finance Manager, Lucy Dawes; Commissioner Rieck

Public: None

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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 5:00 P.M., Wednesday, November 21, 2018.

**2.0 - PUBLIC COMMENTS/COMMUNICATIONS**

There was no public comment.

**3.0 – CONSENT AGENDA**

Commissioners Reiersen asked to pull Agenda Items 3.3 and 3.4 from the Consent Agenda. Commissioner Conrad asked to pull Agenda Items 3.2 and 3.7 from the Consent Agenda. Commissioner Conrad motioned to approve Agenda Items 3.1, 3.5, 3.6, 3.8, and 3.9. Commissioner Reiersen seconded the motion, and the motion passed unanimously. Related to Agenda Item 3.2, Commissioner Conrad asked if the District is still planning to undertake the CIP project between 75<sup>th</sup> and 78<sup>th</sup> Avenues. Mr. Grimm stated he would like to start the engineering design early in 2019 after selecting a consulting engineer for the project. Commissioner Conrad asked about the four out of state trips identified in Agenda Item 3.7. Mr. Grimm stated the trips to Denver and Washington, D.C. were for an AWWA Council meeting and a fly-in meeting with Oregon’s legislative representatives in Congress. Both trips are funded in whole by AWWA. The other two trips are for training purposes (Utility Management Conference in Nashville and the AWWA Annual Conference in Denver). Both sessions are the only conference training the General Manager will attend for the rest of this fiscal year. Commissioner Reiersen inquired about the District’s boot policy through a question about Agenda Item 3.3 – VISA bill line item. Mr. Grimm explained the District provides steel-toed boots for the operations staff. The boots are purchased by the District according to the policy in the Employee Manual. Commissioner Reiersen also inquired why a water bill to the District does not appear in the list of the District’s utility bills. Mr. Grimm commented the District opts not to make a payment to itself but instead

notes the bill as received in the mail and writes off the amount of the bill similar to a customer's water leak adjustment is written off. Commissioner Reiersen also asked about the \$14,422.47 ACH debit in Agenda Item 3.4. Mr. Grimm asked the Board if Ms. Dawes could respond to the Board via email, and the Board unanimously agreed. (Note: Ms. Dawes responded the expense was related to Oregon PERS payment/contribution in the amount of \$2,757.59 for employee withholding and \$11,664.88 for employer paid pension expense). Commissioner Reiersen made a motion to approve Agenda Items 3.2 through 3.4 and 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 gave a brief status update of the SCADA project as it relates to long term supply. Also, Mr. Grimm shared with the Board that the District will declare for 2019-20 higher peak season and peak three-day factors which will increase slightly the wholesale water rate charged to the District by Portland for 2020-21. Mr. Grimm continued by sharing an overview of recent conversations with Portland regarding the City's desire to continue serving wholesale water to the District after June 30, 2026. In the same manner, the City is currently working with the four largest wholesale customers to begin the discussion of a new wholesale water sales agreement that is simple and beneficial for all entities. Mr. Grimm also mentioned TVWD was awarded \$616 million from the federal WIFIA loan program. With the WIFIA interest rate and the customized repayment plan, TVWD estimates they can save \$380 million in debt payments by not having to borrow money on the open bond market.

4.2 – Board of Commissioner Replacement Process: Mr. Grimm informed the Board that he contacted Mr. Paul Schuler to determine his interest and availability to accept an appointment to the Board of Commissioners. Mr. Schuler is willing to accept the appointment to fill the remainder of Commissioner Rieck's term. Commissioner Reiersen made a motion to appoint Paul Schuler to Position #1 on the Board of Commissioners effective January 1, 2019 until the end of the term on June 30, 2019. Commissioner Wild seconded the motion, and the motion passed unanimously.

4.3 – Budget Proposal Workshop: Mr. Grimm stated staff will develop content for a special work session for the Board to look at the current fiscal year budget as part of a mid-year review as well as a look ahead to projects of interest for the next fiscal year. The work session will be tentatively held in early February.

4.4 – Medical Insurance Proposal: Mr. Grimm informed the Board the District needs to renew the employee dental care coverage with a new provider because the current provider, Securian, will no longer offer dental care insurance to the District. Ms. Dawes completed research on new providers and determined the MODA plan is the most cost-effective insurance program reviewed that offers a benefit package with similar coverage to the Securian plan while allowing District employees to keep their current dental care providers if they so desire. The cost of the insurance coverage will be more than the Securian plan but still within the District's budget for employee dental insurance coverage. Commissioner Reiersen stated paying the extra expense for dental coverage is part of the cost of doing business in today's workforce environment in order to solidify the quality of employees working for the District now and into the future.

#### **5.0 – COMMISSIONERS COMMUNICATION**

Commissioner Reiersen noticed on the District's website a posting for the open Commissioner's position from 2017. Mr. Grimm stated that posting will be taken down by staff. Commissioner Reiersen also stated he would not be available at the January regular board meeting due to personal commitments. Commissioner Conrad shared with the Board his desire to discuss

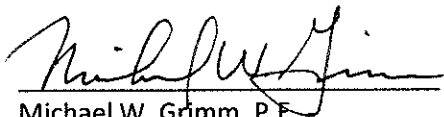
conducting the performance appraisal for the General Manager at the December regular meeting beginning with issues such as whether or not to use the same model framework, whether or not the Board wants to obtain input from staff, and who specifically on the Board should gather that information. This discussion will be in executive session at the December meeting. The consensus of the Commissioners was this meeting was helpful, valuable, and effective.

**6.0 – ADJOURNMENT**

There being no further business to discuss, Commissioner Reiersen moved to adjourn the meeting. Commissioner Wild seconded the motion, and it was approved unanimously. Chair Hoffman adjourned the November 21, 2018 Regular Board of Commissioners meeting at 6:19 PM.

Respectfully Submitted,

Approved:



Michael W. Grimm, P.E.  
Acting Secretary

