

WEST SLOPE WATER DISTRICT

Regular Board of Commissioners Meeting

November 15, 2017

Meeting Summary

CALL TO ORDER

Present: Commissioners Charles Conrad, Noel Reiersen, and Micky Hoffman

Absent: Chair Robert Rieck

Management Staff: General Manager, Michael Grimm

Public: Commissioner-elect Carol Wild

1.0 – CALL TO ORDER

Treasurer Micky Hoffman filled in as Acting Chair for this meeting as Chair Rieck was absent. Acting Chair Hoffman called to order the Regular meeting of the West Slope Water District Board of Commissioners at 4:58 P.M., Wednesday, November 15, 2017. The Oath of Office was read to Carol Wild, and she officially assumes the remaining portion of the unexpired term for Position #2 as a full Commissioner. Mr. Grimm stated he would notify the Washington County Elections Department of Commissioner Wild's appointment.

2.0 - PUBLIC COMMENTS/COMMUNICATIONS

Acting Chair Hoffman acknowledged there were no other members of the public present. Mr. Grimm noted he had received an email from Ms. Horstmann, property owner adjacent to the District's Green Tank property. Ms. Horstmann asked the District to make sure her cedar fence would be repaired by the construction contractors working on the Green Tank. The District agreed and responded to Ms. Horstmann the repairs would be made.

3.0 – CONSENT AGENDA

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

4.0 - DISTRICT ACTIVITIES

4.1 – Operations Report: Mr. Grimm stated the District's daily demand is typical for the end of Fall but ahead of this time last year due to a drier October and early November in 2017 than in 2016. Mr. Grimm reported the October 2017 sampling for the regional lead monitoring program (Joint Monitoring Program or JMP) once again exceeded the Federal action level for lead. The JMP 90th percentile was found to be 17 ppb and the action level is 15 ppb. Mr. Grimm also mentioned a driver recently hit and damaged a fire hydrant on SW Canyon Road. The District is working with local law enforcement on this case in the hopes the District can be reimbursed for

the repairs needed for the hydrant. Commissioner Reiersen asked if EPA had any new requirements for Portland and the wholesale purchasing systems related to cryptosporidium. Commissioner Reiersen also asked if Portland might switch back to groundwater as a result of the on-going cryptosporidium detections through October and early November. Mr. Grimm stated neither the State nor EPA will likely have any new treatment requirements for Portland, but the regulators are continuing to meet to solidify the bilateral compliance agreement / administrative order that will be in place for the next eleven years.

4.2 – Green Tank / SW 73rd Avenue Pipe Project: Mr. Grimm stated there are less than a dozen punch list items left to achieve final completion. A final walk-through is still needed to ensure the completion of all tasks, but the project is getting very close to final completion. The District continues to work with Murraysmith as MSI works to achieve final completion.

4.3 – Policy Manual Update: Mr. Grimm stated the proposed policy update for sexual / workplace harassment stems from the SDAO Best Practices incentives for 2017. Included in the packet are several proposals: Attachment 4.3.1 is an amended version of the existing policy with the new SDAO language inserted. Attachment 4.3.2 is the template document from SDAO as a stand-alone document. Attachment 4.3.3 is the current District policy. Commissioner Conrad stated he felt no particular allegiance to the current policy, but he preferred the hybrid version of the existing policy with the new language inserted. Commissioner Reiersen commented it would be best if management staff reviewed and explained this new policy with staff at an upcoming meeting. Acting Chair Hoffman and Commissioners Wild and Conrad agreed that staff needs to increase awareness of the policy given the current climate. Commissioner Wild stated the policy should include a clear timeline that the victim can easily follow. A suggestion was made to graphically represent the timeline and make sure the entire staff is made aware of the new policy not just the two new hires. Mr. Grimm also mentioned that with this policy adoption the entire employee handbook will be reviewed by SDAO/SDIS. Commissioner Conrad made a motion to accept Attachment 4.3.1 as the District's new sexual / workplace harassment policy. Commissioner Wild seconded the motion, and the motion was approved unanimously.

4.4 – Lead and Copper Compliance Procedures: Mr. Grimm mentioned the District will be working on creating a new lead information brochure to be mailed out with water bills mailed in January. The brochures will also be distributed to medical clinics, day care facilities, and schools in the District.

4.5 – Late Breaking Issues – Mr. Grimm relayed a number items for information only to the Board which does not require any vote by the Board at this meeting:

- SCADA System Crash: Mr. Grimm mentioned the District's SCADA (System Control And Data Acquisition) system crashed on the Veterans' Day Holiday. The best staff and S&B (SCADA designers and consultants) could determine is the failure root cause was a power outage at the District office. The power failure and subsequent surge created a domino effect that shut down the SCADA core and the branching features of the system. The District is in the process of obtaining multiple cost estimates for a new SCADA system and the communication links between the main control panel and the remote sites.
- SDAO Annual Conference - February 2018: Mr. Grimm encouraged all commissioners to attend the conference in Seaside. The sessions will be at the Seaside Convention Center. Commissioners Reiersen and Conrad both stated they have always been very

impressed with the quality of training at the SDAO Annual Conference and are interested in attending in 2018. Commissioner Wild stated she is interested in attending but needs to check her calendar. Any commissioners wishing to attend should let Mr. Grimm know, and he will register everyone for the conference. Each Commissioner is responsible for arranging their own lodging (the District will reimburse expenses), and transportation carpools can be set up if desired.

- Mr. Grimm reminded the Board that he will be contacting all the 2017 Budget Committee members to determine their interest in serving in 2018. Mr. Grimm will present a list of candidates to consider at the December 20 regular meeting.

5.0 – COMMISSIONERS COMMUNICATION

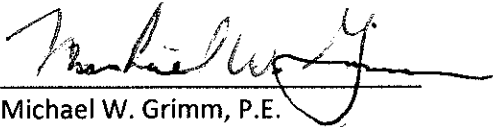
No commissioner had a report of other meetings. Commissioner Reiersen reminded the Board the issue of notes that Commissioners make on their Board packet becoming part of the public record. As a reminder, SDAO advised Commissioners to keep their own notes and have them available in case there is a public records request. Acting Chair Hoffman stated he liked the meeting as it took place tonight.

6.0 – ADJOURNMENT

There being no further business to discuss, Commissioner Wild moved to adjourn the meeting. Commissioner Conrad seconded the motion, and it was approved unanimously. Acting Chair Hoffman adjourned the November 15, 2017 Regular Board of Commissioners meeting at approximately 6:07 PM.

Respectfully Submitted,

Approved:



Michael W. Grimm, P.E.
Acting Secretary

