

**WEST SLOPE WATER DISTRICT**

**Regular Board of Commissioners Meeting**

**September 16, 2015**

**Meeting Summary**

**CALL TO ORDER**

Present: Commissioners Donna Davis, Micky Hoffman, Noel Reiersen, and Bob Rieck

Absent: Chair Charles Conrad

Management Staff: General Manager, Michael Grimm

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Commissioner Reiersen called to order the Regular meeting of the West Slope Water District Board of Commissioners to order at 5:00 P.M., Wednesday, September 16, 2015.

**PUBLIC COMMENTS/COMMUNICATIONS**

There were no public comments.

**CONSENT AGENDA**

Commissioner Rieck asked clarification on check number 6986 for \$1900 to the Portland Water Bureau for reservoir property irrigation. The bill is payment to the Bureau for irrigation water at the Sylvan Hill reservoir site. Mr. Grimm stated staff would investigate the charge and respond to the Board at the next meeting. Commissioner Davis asked why Columbia Bank charged the District a late fee, and the answer is a fee charged to the District for failure to pay the August Visa bill for the general manager. The reason is that the finance manager has the credit card payments for her bill as well as the operations manager's bill on automatic (ACH) payment, but she forgot to set up the general manager's card payment similarly. Commissioner Rieck moved to approve the four items on the consent agenda as presented. Commissioner Davis seconded the motion. The motion was approved 3-0 unanimously (Commissioner Hoffman had not arrived at this point).

**STRATEGIC PLAN – FINAL PROPOSAL**

Mr. Grimm presented the draft final proposal from Dale Jutila with CH2M. This version is very similar to the previous versions with the inclusion of actual dates for meetings with Mr. Jutila and a proposed budget. Commissioner Reiersen asked how much flexibility the District has with the meeting schedule and dates (that is, what happens if we get behind on meeting the dates as proposed). Mr. Grimm replied the District is in total control of the scheduling, and the schedule was set based on a thorough plan for discussions and report compilation in order for CH2M to deliver their report to the District by the end of the year. The Board agreed the large meeting (Meeting #2) would be more effective if held as one meeting rather than a series of shorter

meetings to preserve continuity and consistent thoughts and ideas. The budget request to the board was an amount not to exceed \$21,000. Commissioners Rieck and Reiersen commented that the cost is a lot for the District, but with so much at stake for the future of the District, the cost is justified based on value of the work needed to be accomplished. Commissioner Rieck made a motion to accept the proposal from CH2M and the budget as proposed, and direct the general manager to enter into a contract between the District and CH2M to begin the strategic plan work. Commissioner Davis seconded the motion, and the motion was approved unanimously 4-0.

#### **FINANCE AND CUSTOMER SERVICE**

The monthly budget vs. actual reports for revenue and expenses were presented to the Board noting expenses were 8.15% lower than budgeted and revenue was 21.06% higher than anticipated.

Mr. Grimm informed the Board that under contract to the District, Joe Healy with HDR recently completed a system development charge (SDC) study since the District recently (2014) completed an update of the water system master plan. It is customary to update the SDC rates following an update to the water system master plan when the capital improvement plan (CIP) projects are updated as well. The SDC rate methodology is driven by two major components: Reimbursement and Improvement. The reimbursement component covers the infrastructure currently in service, and the improvement component covers new infrastructure that will be built to add capacity to the existing system or extend the existing system to add additional services. Since the current CIP is adding neither increased capacity nor additional water mains to add services, the improvement component of the SDC rate goes to \$0. Staff wanted to inform the Board first before staff reaches out to the Home Builders Association, and staff will present the Board with a resolution to adopt the new SDC rate at the regular Board meeting in October. The fiscal impact to the District is very low since the District adds very few new connections to the District annually.

#### **DISTRICT ACTIVITIES**

Mr. Grimm presented the Operations Report for August to the Board noting overall August water sales were less than the water sales in July, but the August 2015 water sales were still greater than the August 2014 water sales.

No additional progress has been made by developers working on the Hope Chinese Charter School.

The District has tentatively scheduled to have LiquiVision clean and inspect the inside of both Sylvan Hill reservoirs. The cleaning will take place this fall between mid-October and early November at a cost of just under \$6,000.

Mr. Grimm presented to the Board the monthly summary of daily water demands for August 2015 vs. August 2014 and the comparison of August daily water demands vs. daily high temperatures. Mr. Grimm noted the District is on track to likely break even on the cost of purchasing summer interruptible water due to colder than normal high temperatures in late August and early September and a couple of significant rain events during that time.

Mr. Grimm updated the Board regarding the project to provide remote access to the SCADA system. S&B, Inc. has installed the Microsoft updates to the SCADA computer. No updates have been made to that computer since its installation since it has never been connected to the Internet.

**COMMISSIONERS COMMUNICATIONS**

From the previous regular meeting board packet, the Board had a chance to review the General Manager’s work plan. After having nearly a month to review and suggest any changes, the Board believed the document needed no further amending at this time given Mr. Grimm had included additional detail and time scheduling to the current version of the document.

Mr. Grimm presented the statement for his District credit card expenses for August. The Board had no further questions regarding the statement.

**OAWU PROPOSAL**

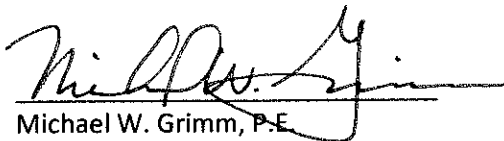
Jason Green, Executive Director for Oregon Association of Water Utilities, had previously requested the District consider former general manager Jerry Arnold as a volunteer District representative to allow Mr. Arnold to remain on the OAWU Board of Trustees. Staff talked with the District’s insurance carrier through SDAO and learned there is a very minor increase in insurance costs to the District. Staff consulted with LGPI who commented to ethically have a volunteer representative at West Slope, the District needs to establish a volunteer representative position description with very specific tasks, goals, and a timeline of service. Staff also sought the input of other area general managers about having a volunteer representative, and all of the managers consulted believed the OAWU proposal would not be in the best interest to the District.

After a brief discussion, the Board declined to act on the OAWU request.

**ADJOURNMENT**

There being no further business to discuss, Commissioner Reiersen called for a motion to adjourn the meeting. Commissioner Davis moved, Commissioner Hoffman seconded, and the motion to adjourn was unanimously approved to adjourn the September 16, 2015 regular Board of Commissioners meeting at approximately 5:56 P.M.

Respectfully Submitted,

  
Michael W. Grimm, P.E.  
Acting Secretary

Approved:

