

WEST SLOPE WATER DISTRICT
Regular Board of Commissioners Meeting
October 19, 2016
Meeting Summary

CALL TO ORDER

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

Absent: None

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

Public: None

1.0 – CALL TO ORDER

Chair Reiersen called to order the Regular Meeting of the West Slope Water District Board of Commissioners at 5:00 P.M., Wednesday, October 19, 2016.

2.0 - PUBLIC COMMENTS/COMMUNICATIONS

The District received no public comments or communications to be brought before the Board.

3.0 - CONSENT AGENDA

Commissioner Davis had a question about Agenda Item 3.3, and Commissioner Rieck had a minor edit for Agenda Item 3.1, and both Items were pulled from the Consent Agenda. Commissioner Conrad made a motion to approve Agenda Items 3.2 and Items 3.4 through 3.6. Commissioner Davis seconded the motion, and the motion was approved unanimously.

Commissioner Rieck called attention to typographical error on the last page of Agenda Item 3.1 (it was noted and correct at the meeting). Commissioner Davis asked about Check #17654 to TriMet for \$1,067 (Annual TriMet passes for all seven employees for the cost of one pass). Mr. Grimm explained the TriMet pass was a Board approved employee benefit prior to Mr. Grimm’s hiring. No current employee uses the pass to commute on a regular basis. Some will use the pass on an occasional basis. Others may not use it at all. TriMet’s concept is that ridership will increase in the Metro Area if people have favorable experiences commuting to work, traveling Downtown for a show, dinner, or Blazers game, a trip to the Airport. Commissioner Davis wondered if we were realizing the most efficient use of the benefit, and Mr. Grimm agreed the District probably is not. However, the benefit of the pass is similar to the benefit of a gym membership in that the value of the benefit is only achieved if it is used. Commissioner Rieck

made a motion to approve Agenda Items 3.1 and 3.3, and the motion was seconded by Commissioner Davis. The motion passed unanimously.

4.0 - DISTRICT ACTIVITIES

4.1 – Operations Report: Mr. Grimm commented the District is in a cold, wet weather pattern and not selling as much water as was sold in October 2015. Staff has noticed a slight decrease in the chlorine residual entering the distribution system due to the longer water age in the system. Currently, the District is drawing down the water elevation inside the Sylvan Hill Reservoirs in an effort to decrease water age by increasing water turn-over.

4.2 – Green Tank / SW 73rd Avenue Pipe Project: Mr. Grimm provided an update to the Board packet project status:

- The new vault is still not finished with the vault roof concrete pour scheduled for later this week. Current timeline for the vault to be fully operational is the week of Thanksgiving.
- The contractor had a near serious injury occur on the job earlier this week when their excavator started to slip down the muddy slope on the District's site while carrying a piece of ductile iron pipe. The end of the pipe swung around as the excavator was sliding and struck one of the contractor's employees in the back of the head. He was taken to St. Vincent for observation and was declared ok later that day. He is back to work on the job site at this time. It is an important reminder to all on the job site that safety comes first. As a result of the incident, the contractor will re-examine their pipe installation process and institute a more formal safety meeting the District can witness.
- Shoring plans around the Green Tank have still not been submitted to the District's engineers for their review. Landscaping restoration for the Blackerby property is to begin this week

4.3 – Beaverton Rights-of-Way Fee Update: Ms. Dawes explained the District will be mailing a letter to customers impacted by the City's fee in late October separate from the regular monthly bill. Ms. Dawes is developing a test run on the customer database to see if the coding process works as we are anticipating before we "go live" on the next billing cycle. Attachment 4.3.1 is the draft letter customers will receive informing them of the fee and instructing them to contact the City by phone, email, or through the City's website if they need additional information. Some corrections were made to the letter by Kathie Strathern to make an improved final version of the letter.

Commissioner Davis asked if the District offers any rebates for low flow toilets. Mr. Grimm responded that the decision to offer customer rebates for both indoor (low flow toilets, washing machines, etc.) and outdoor (ET Controllers, smart watering systems, etc.) belongs solely to the Board of Commissioners. A brief discussion followed but no policy was proposed for either form of conservation rebate though outdoor conservation rebate options will be brought before the Board in a future meeting.

4.4 – Utility Worker Position – Recruitment Update: Mr. Grimm informed the Board a new distribution system operator has been hired. Bradley Waller will start for the District Monday, October 31. He has experience in the landscape / irrigation system business, and he understands pipes, pipe installation work, and hydraulics. He was the unanimous top choice of the review panel and displayed an eagerness to start work with the District. It was good to see

the candidate pool had a number of people who had some water experience from which the selection was made.

4.5 – City of Beaverton Land Use Plan Technical Advisory Committee (TAC): Mr. Grimm stated the TAC has not had another meeting since the last Board of Commissioner’s meeting. The promise to meet with special districts about service within Washington County also has not taken place. Staff will be watching and if need be prompting the City and the County to such a meeting.

4.6 – Financial Audit by Grove Mueller: Chair Reiersen recognized the District does not yet have the auditor’s report in hand to discuss any of the particular conclusions and recommendations of the auditors.

4.7 – Powell Butte Facility Cost Allocation: The Water Managers Advisory Board is still creating a proposal for allocating the cost of the Powell Butte storage facilities through a component allocation methodology. The challenge is composing a proposal the Portland Water Bureau will accept. More details to come following the presentation of the proposal to the Bureau. Failure to reach an agreement at some point in this process will likely result in the issue being resolved through dispute resolution.

4.8 – Oregon Health Authority – Sanitary Survey: Mr. Grimm reported the Oregon Health Authority completed their sanitary survey report of the District’s water system. The State’s report findings show no significant deficiencies, and the State has identified West Slope WD as an Outstanding Performer based on water quality testing results, water system operations documentation and procedures, and water system planning. It is a great honor to achieve the Outstanding Performer designation from the State. Staff will consider ways to display the certificate for the public in the office and on the District’s webpage. The Board decided to write an open letter to all the District staff acknowledging the hard work done on a daily basis to earn the designation.

4.9 – PERS Rates for July 1, 2017-June 30, 2019: Ms. Dawes informed the Board the District did learn of the rates that will take effect next fiscal year as displayed in the Board packet. Ms. Dawes also stated she will be reviewing the actuarial evaluation assumptions that were used and see why the increase was as much as it appears to be. One such assumption was the removal of the cost of living (COLA) benefit cap (the State Supreme Court ruled the legislature’s increase cap was not legal).

4.10 – PCI Compliance: Ms. Dawes explained PCI is the purchasing card industry needed when credit card payments are accepted by the District. In order for the District to accept credit card payments, PCI makes industry security standards that must be followed such as maintaining a locked and secure server as well as “stand alone” computers that are used for taking payments that are not tied to an internal network. The list of standards agencies must be in compliance with are difficult and complicated. Ms. Dawes stated she will be reviewing the standards, reply accurately how the District either complies or does not comply with the standards, and work with all stakeholders to work toward full compliance.

5.0 – COMMISSIONERS COMMUNICATION

Chair Reiersen began the discussion about attending a public hearing at the City of Beaverton with Commissioner Conrad and General Manager Grimm. The contingent provided testimony at the meeting in support of Tualatin Valley Water District’s (TVWD) position of the City not

annexing and withdrawing territory from TVWD without first establishing an urban services agreement between the City and TVWD. The situation facing TVWD is very similar to the territorial withdrawal West Slope experienced several years ago near Hwy 217. Mr. Grimm commented the District's comments included support for an urban service agreement with special districts like TVWD and West Slope and support for the City not to create duplicative services (i.e. City installed water pipe where an existing robust, well maintained pipe network already exists). The District also mentioned it is West Slope's desire to have our own urban service agreement with the City which would essentially reestablish the former urban service agreement once held between the two entities. One of the key points both Chair Reiersen and Commissioner Conrad testified to the City Council is that both the Council and Board are elected officials charged with representing the citizens in an open, transparent fashion for the betterment of those citizens both entities serve. West Slope's strategic plan states the District shall act in this manner. Mr. Grimm stated the District will continue to work alongside TVWD toward our strategic goals as well as directly with the City of Beaverton.

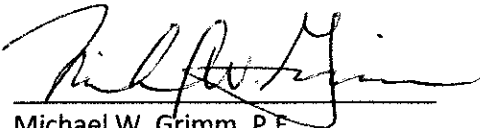
Commissioner Conrad asked if the District had inquired of Eileen Aikens regarding the designation of all written notes or comments by Board members be considered as public record (that inquiry had not been made at the time of the meeting), and Commissioner Conrad also asked if the District had a response from Lithia Auto Group (LAG) about their interest in the District's property (the District has not had a response from LAG).

ADJOURNMENT

There being no further business to discuss, Commissioner Conrad moved to adjourn the meeting. Commissioner Davis seconded the motion, and it was approved unanimously. Chair Reiersen adjourned the October 19, 2016 regular Board of Commissioners meeting at approximately 6:42 PM.

Respectfully Submitted,

Approved:



Michael W. Grimm, P.E.
Acting Secretary

