

**WEST SLOPE WATER DISTRICT**

**Regular Board of Commissioners Meeting**

**January 15, 2020**

**Meeting Summary**

**CALL TO ORDER**

Present: Chair Carol Wild; Commissioners Charles Conrad, Michael Hoffman, Noel Reiersen, and Andy Smith

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

Absent: None

Public: None present

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**1.0 – CALL TO ORDER**

Chair Wild called to order the regular meeting of the West Slope Water District Board of Commissioners at 5:01 P.M., Wednesday, January 15, 2020.

**2.0 - PUBLIC COMMENTS/COMMUNICATIONS**

Mr. Grimm stated there was a customer who came to the District office who was annoyed that he was past due on his water bill and received a yellow door tag to shut his water off if payment is not received. As he exited the building, he made a threat to the office staff about any field staff member trying to turn off his water. The Operations Manager and the field staff were notified and a note of caution was placed in the customer’s account information for future contacts. The management team opted not to file a formal report for the incident to law enforcement so as not to escalate the situation. Commissioner Hoffman commented the customer’s comments were inappropriate and unacceptable. Commissioner Conrad stated the comments constitute a threat (real or perceived). Commissioner Hoffman suggested law enforcement be notified not for the purpose of issuing a citation but to register a “first offense” with law enforcement. Commissioner Conrad stated this customer may have made similar threats to others or other utilities. Mr. Grimm stated he can certainly have a conversation with county law enforcement regarding the situation. Ms. Dawes stated she would be concerned about further escalating the situation with the customer especially if law enforcement circles back to the customer. Commissioner Reiersen commented it might be valuable to get some advice from law enforcement.

### **3.0 – CONSENT AGENDA**

Commissioner Reiersen asked to remove Agenda Items 3.2, 3.3, 3.4, and 3.7 from the Consent Agenda. Commissioner Conrad asked for Agenda Items 3.2 and 3.9 be removed from the Consent Agenda. Commissioner Conrad made a motion to accept Consent Agenda Items 3.1, 3.5, 3.6, and 3.8. Commissioner Hoffman seconded the motion, and it passed unanimously. Commissioner Reiersen inquired about SDCs and cities issuing building permits for single family dwelling units (only multi-family housing). Ms. Dawes stated her understanding was that Portland would no longer issue new zoning for exclusive single-family dwellings. Commissioner Conrad asked about the year to date budget and whether or not staff was concerned about any of the percent of budget figures for revenue. Ms. Dawes stated since the District's revenue is budgeted on a five-year average, at this point she is not overly concerned about the revenue to date as it relates to the budget. Commissioner Hoffman asked about two similar charges on the Operations Manager's credit card statement (PVC pipe for \$11.15 each charge). Ms. Dawes believed the charges were the result of purchases on different days for irrigation piping work at the Sylvan Hill Reservoirs. Commissioner Reiersen asked about the Columbia Bank's analysis fees (\$126.99), and Ms. Dawes explained the charges are transaction fees associated with the District's account. Commissioner Conrad asked about a check written to a customer for water bill overpayment. Ms. Dawes explained the customer likely incorrectly wrote the wrong amount on the check payment to the District by several orders of magnitude. Instead of a large water bill credit, it was best to return the customer's funds. Commissioner Reiersen asked if any staff have commented at the Staff Huddles about the health and communication of the District have improved. Mr. Grimm stated he has not asked that question of staff specifically during a Staff Huddle, but generally feels all staff have the freedom to comment about any issue or concern with the District openly in the meeting. Commissioner Conrad asked about the water main break on New Year's Day. Mr. Grimm stated field staff repaired the main and there appeared to be no water damage to any surrounding properties. Commissioner Reiersen moved to approve Agenda Items 3.2, 3.3, 3.4, 3.7, and 3.9, and Commissioner Hoffman seconded the motion. The motion was approved unanimously.

### **4.0 – DISTRICT ACTIVITIES**

#### **4.1 – Long Term Water Supply Status Update**

Mr. Grimm gave a summary of the two recent workshops with the FCS Group. The first workshop was for the 5-member project team plus Portland, and the second workshop was for the small wholesale water purchasing systems (all smaller than West Slope). In both workshops, there is agreement for several key elements: 1) Unilateral support for eliminating the guaranteed minimum purchase including Portland, 2) The need to replace the mechanism of how water is purchased on a pay for water used basis at varying rates depending on the risk the wholesale customer is willing to assume, 3) Unilateral support for new cost pool designation (potentially eastside vs. westside). District staff has not recently met with TVWD staff for a wholesale water rate purchase proposal at the District's Sylvan Hill Reservoirs, but staff is continuing to pursue a proposal from TVWD. Mr. Grimm stated the District mailed a "1<sup>st</sup> edition" newsletter with the customer's bill this month as an announcement for the January 25 Information Session at the West Slope Community Library.

#### **4.2 – Budget Process for FYE 2021**

Commissioner Conrad made a motion to appoint Ms. Dawes as the Budget Officer for the District's budgeting process. Commissioner Reiersen seconded the motion, and the motion passed unanimously. Mr. Grimm called attention to the proposed budget calendar date for the Budget Hearing on June 17 and a conflict he has for that day. Chair Wild stated she has a conflict for June 17 as well. The Board agreed to hold the Budget Hearing and the Board's

Regular Meeting on June 24. Commissioner Conrad made a motion to accept the Budget Calendar as proposed with the change of date to June 24. The motion was seconded by Commissioner Hoffman and approved unanimously. Commissioner Conrad also made a motion to accept the Budget Committee roster as proposed in Attachment 4.2.2. Commissioner Hoffman seconded the motion, and the motion was approved unanimously. Mr. Grimm reviewed the list of preliminary budget concepts as presented in Attachment 4.2.3. Key concepts are the pursuit of a long-term source of supply, staff development & training for ICS certification and advancement, selecting a new IT service provider manager, CIP project planning, continued work on the District's strategic outreach plan, completion of the District's Emergency Response Plan revision to be in compliance with AWIA, continue replacing the District's residential water meters (Master meters to Mueller meters), updating the District's 5-year Strategic Plan, improve District security, and cost of living adjustments to staff salary ranges.

#### **4.3 – Leak Adjustment Policy Revision**

Commissioner Hoffman made a motion to accept Resolution 01-2020 to revise the District's leak adjustment policy. The motion was seconded by Commissioner Reiersen, and the motion was approved unanimously.

#### **4.4 – Late Breaking Issues**

Mr. Grimm stated that Janet Peterson is leaving the District to take a new position with Springbrook. Her last day with the District will be Friday, January 24.

### **5.0 – COMMISSIONERS COMMUNICATION**

Commissioner Conrad mentioned he enjoyed the Board's luncheon to honor past Commissioners Bob Rieck and Paul Schuler at Thai Bloom!. The other Commissioners agreed as did Mr. Rieck and Mr. Schuler. Commissioner Reiersen commented he had a recent conversation with Mr. Grimm about emergency preparedness activities (that is, what to do when the "big one" hits). Mr. Grimm will provide the Board with a summary of an emergency plan at a future meeting. Commissioner Conrad and Chair Wild will be attending the SDAO Annual Conference with Mr. Grimm.

### **6.0 – EXECUTIVE SESSION**


Chair Wild suspended the regular meeting at 6:45 PM, and following a brief break, the Board entered into Executive Session at 6:50 PM to discuss a process to review and evaluate the employment-related performance of the General Manager according to ORS 192.660(i). The Board closed their Executive Session at 7:50 PM and resumed the regular session portion of the meeting. No decisions were made in Executive Session.

### **7.0 - ADJOURNMENT**

There being no further business to discuss, Commissioner Reiersen moved to adjourn the meeting. Commissioner Hoffman seconded the motion, and it was approved unanimously. Chair Wild adjourned the January 15, 2020 Regular Board of Commissioners meeting at 7:55 PM.

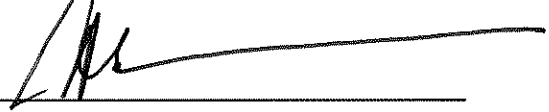
Respectfully Submitted,

Approved:

  
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Michael W. Grimm, P.E.  
Acting Secretary

  
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