

**WEST SLOPE WATER DISTRICT**  
**Regular Board of Commissioners Meeting**  
**July 20, 2016**  
**Meeting Summary**

**CALL TO ORDER**

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

Absent: Commissioner Donna Davis

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

Public: None present

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**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, July 20, 2016.

**2.0 - PUBLIC COMMENTS/COMMUNICATIONS**

There were no public comments.

**3.0 - CONSENT AGENDA**

Commissioner Conrad requested Agenda Item 3.5 be pulled from the consent agenda for discussion. Chair Reiersen noted that all Board packets were missing Agenda Item 3.9 – General Manager’s Expenses. Copies of Agenda Item 3.9 were passed out at the meeting for the Board to review. Commissioner Conrad made a motion to accept items 3.1 through 3.4 and 3.6 through 3.8. Commissioner Hoffman seconded the motion, and the motion passed unanimously.

Commission Conrad pointed out on the Bank Reconciliation statement for the Local Government Investment Pool that the line item description for transfers for the Capital Improvement Reserve and the Equipment Reserve should be switched to match the proper fund. Staff agreed and will amend the report. Once the Board had a chance to review Agenda Item 3.9 there were no questions about the report.

Commissioner Rieck moved to approve Agenda Items 3.5 through 3.9 on the Consent Agenda. Commissioner Hoffman seconded the motion, and it was approved unanimously.

## 4.0 - DISTRICT ACTIVITIES

4.1 – Operations Report: Mr. Grimm pointed out the difference in water demand between 2015 and 2016 in the month of June. With the temperatures much cooler this year, water demand and thus water sales are much less than in 2015. Both May and June saw water purchases above the Guaranteed Minimum Purchase total through the wholesale water purchase contract with the Portland Water Bureau, however.

4.2 – Green Tank / SW 73<sup>rd</sup> Avenue Pipe Project: Work on the project is going well although the contractors have not made as much progress as maybe the District thought would be completed by this date. However, the quality of the contractor's work has been very good. Several commissioners discussed the quality of the District's as-constructed plans as it relates to how the new pipe will tie into the existing pipe network on SW Canyon Road. Mr. Grimm described the District's resources available to staff that describe or document the existing system and how the District could proceed to get more as-constructed records in an accurate and useable form.

4.3 – Beaverton Rights-of-Way Fee Update: Ms. Dawes presented a draft version of the wording to be included on the bill statements for Beaverton City residents in the District. The way the District will assess the City's rights-of-way fee to customers is through the City's sewer service identifier in Springbrook. Staff understands that even with the information on the bill some customers will still call the District with questions regarding the fee.

Commissioner Rieck made a motion to approve the District's plan to assess the City of Beaverton's rights-of-way fee to only those District customers who are also City of Beaverton residents as well as the proposed bill statement wording as presented by staff. The motion was seconded by Commissioner Conrad, and the motion was passed unanimously.

4.4 – District Water Curtailment Plan: Mr. Grimm stated the District is obligated by the regional water sales agreement with the Portland Water Bureau (PWB) to have a water curtailment plan for the District. A water curtailment plan is generally part of a Water Management and Conservation Plan (WMCP), but the District's WMCP does not contain that element. A curtailment plan is necessary for the District to be able to respond to curtailment requests from PWB in situations of drought, terror attacks on water infrastructure, natural disasters, or infrastructure failure. Staff proposes to develop a curtailment plan based on the following four alert stages:

- 1) Low: This stage will be triggered if the District is in danger of exceeding the peak 3-day demand limit or the peak season demand limit as defined by the RWSA.
- 2) Moderate: This stage is triggered if requested by PWB to reduce water purchases by up to 10% of the current demand.
- 3) Critical: This stage is triggered if requested by PWB to reduce water purchases by up to 20% of the current demand.
- 4) Extreme Emergency: This stage is triggered if requested by PWB to reduce water purchases by more than 20% of current demand.

The actions associated with each triggered stage will need to be developed by staff in concert with the Strategic Plan and with input from the Board. The actions will also need to be presented to the public as well as presented directly to commercial and institutional customers including the District's top ten or twenty water users. Mr. Grimm also discussed the mandatory

programs and the discretionary programs as identified in the regional water sales agreement with PWB.

4.5 – Future Tasks for the District: Mr. Grimm presented a list of tasks originally developed in the initial General Manager Work Plan with some new tasks added to the list. The tasks were organized into tasks already accomplished, on-going tasks, tasks from the work plan that still need to be accomplished, and tasks needing to be accomplished that were not in the original work plan.

Chair Reiersen commented that the list is very big and wondered if staff could identify the highest priority tasks and whether or not outside help to the District would be helpful and add value in getting some tasks accomplished. Commissioner Rieck agreed and stated a prioritized list would be very helpful. Ms. Dawes commented that even though outside help would be good to have, many of the tasks (such as the water rate study) still require a large amount of staff time.

#### 5.0 – COMMISSIONERS COMMUNICATION

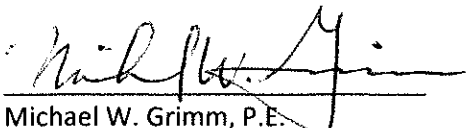
Commissioners Conrad and Hoffman as well as Chair Reiersen expressed an interest in attending the August 23 Special Districts Association of Oregon Board Member Training session in Tigard. Staff agreed to sign up those interested and also extend the invitation to Commissioner Davis who was absent from this Board meeting.

#### ADJOURNMENT

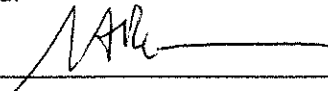

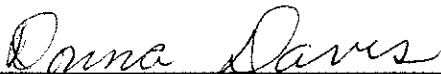
There being no further business to discuss, Commissioner Hoffman moved to adjourn. Commissioner Conrad seconded the motion, and it was approved unanimously.

Chair Reiersen adjourned the July 20, 2016 regular Board of Commissioners meeting at approximately 6:32 PM.

Respectfully Submitted,

  
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Michael W. Grimm, P.E.  
Acting Secretary

Approved:

  
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