

**WEST SLOPE WATER DISTRICT**

**Regular Board of Commissioners Meeting**

**June 17, 2015**

**Meeting Summary**

**CALL TO ORDER**

Present: Commissioners Donna Davis, Charlie Conrad, Bruce Hellebuyck, Noel Reiersen and Bob Rieck

Absent: None

Management Staff: General Manager, Michael Grimm; Finance and Customer Service Manager, Heidi Starks

Public: Micky Hoffman

\*\*\*\*\*

Chair Donna Davis called the Regular meeting of the West Slope Water District Board of Commissioners to order at 5:01 P.M., Wednesday, June 17, 2015.

**PUBLIC COMMENTS/COMMUNICATIONS**

There were no public comments or communications.

**BUDGET HEARING**

Chair Davis suspended the Regular Board meeting to convene the Budget Hearing at 5:02 PM.

Mr. Grimm and Ms. Starks stated the District had received no written or verbal comments from the public regarding the proposed budget. Chair Davis asked if the other Commissioners had any further questions or comments related to the budget, and there were none.

\*\*\*\*\*

Chair Davis reconvened the Regular Board meeting at 5:03 PM

**PROPOSED RESOLUTION NO. 03-2015, ADOPTING BUDGET AND MAKING APPROPRIATIONS FOR THE WEST SLOPE WATER DISTRICT FOR FY 2015-2016**

Commissioner Conrad made a motion to approve Resolution 03-2015. Commissioner Hellebuyck seconded the motion, and it was approved unanimously.

**CONSENT AGENDA**

Ms. Starks provided the West Coast Bank Reconciliation statements (Agenda Item 6.3 – not included in the Board packet due to late receipt from the bank) to the Board. Following a brief discussion, Commissioner Conrad made a motion that the consent agenda be approved as presented. Commissioner Reiersen seconded the motion, and it was approved unanimously.

### **MONTHLY PROJECTED VS ACTUAL FINANCIAL SUMMARY**

Ms. Starks reviewed the projected revenue vs actual graph for May 2015. It was noted that the actual expenses exceeded the projected expenses by just over \$25,000. Ms. Starks explained the exceedance was due in part to the final paycheck for Jerry Arnold which cashed-out all of his remaining leave balances. The YTD actual expenses remained below the YTD projected expenses. Actual revenue exceeded the monthly projection for May by nearly \$35,000, and the YTD actual revenue is about 2% above the projected YTD balance.

### **WRITE-OFF OF UNCOLLECTABLE ACCOUNTS**

Ms. Starks reviewed the collection process used by the District including how the District collects cash deposits from renters and how the District can apply the deposit to outstanding final water balances. Commissioner Reiersen made a motion to write-off for FY 2014-2015 the amount of \$45.50. Commissioner Conrad seconded the motion, and it was approved unanimously.

### **ELECTION OF OFFICERS FOR FY 2015-2016**

After a discussion about past officer rotation practices and the individual specific constraints of each Commissioner for the coming FY, Commissioner Reiersen made a motion to approve the slate of officers for FY 2015-2016 as follows:

- Chair – Commissioner Conrad
- Treasurer – Commissioner Reiersen
- Secretary – Commissioner Rieck

Commissioner Conrad seconded the motion, and it was approved unanimously. Commissioner Conrad also pointed out some corrections for the 2011-12 and 2012-13 officer's list (For 2011-12, D. Conklin was Chair, and B. Rieck was Treasurer; for 2012-13, B. Rieck was Chair and D. Conklin was commissioner at large).

### **ESTABLISHING REGULAR MEETING DATES FOR THE WSWD BOARD OF COMMISSIONERS**

Mr. Grimm stated the District appears to annually vote to establish the 3<sup>rd</sup> Wednesday of each month as the Board of Commissioner's regular meeting date. So as not to create the impression that the regular meeting is subject to debate, discussion and revision annually, Mr. Grimm recommended the Board pass a resolution establishing the 3<sup>rd</sup> Wednesday of each month to be the Board's regular meeting date until the time Board desires to change the date. The Board unanimously agreed the 3<sup>rd</sup> Wednesday of the month was their desired time to meet. By passing the proposed resolution, the Board no longer needed to affirm the regular meeting date annually, but yet the Board retains the right to reschedule a regular meeting date at the Board's pleasure (such as when the 3<sup>rd</sup> Wednesday in November is the day before Thanksgiving).

### **PROPOSED RESOLUTION NO. 04-2015, RESOLUTION ESTABLISHING REGULAR MEETING OF THE BOARD OF THE WEST SLOPE WATER DISTRICT**

Commissioner Reiersen made a motion to approve Resolution 04-2015. Commissioner Hellebuyck seconded the motion, and it was approved unanimously.

### **WEBSITE UPDATE (Live website presentation)**

Ms. Starks demonstrated how customers can now access the District's most recent Water Quality Report (or Consumer Confidence Report, aka CCR) through the WSWD website. Ms. Starks stated the District mailed a printed postcard for all District customers directing them to the website through either a link (web address) or a QR code (used by smart phones) printed on the postcard. Ms. Starks noted not having to print a CCR for every customer will save money for the District. The District did purchase some printed CCR copies for distribution to customers who request a printed version or other members of the public who request a copy.

Ms. Starks also demonstrated the Regional Water Providers Consortium "widget" that allows the public to use property addresses to query the Consortium's database and determine who the water provider is. The widget can now be accessed through the District's website to query the water provider for any address served by a public water system in the Metro region.

Ms. Starks stated the on-line bill payment project will hopefully be ready to launch this summer. With the change in general managers, the check signing documents will need to be revised to reflect Mr. Grimm as

the general manager. The revisions will need to be approved/accepted by the three main credit card vendor companies (Visa, Mastercard, and Discover). Coordination will need to be confirmed with Springbook and Blue Finn (the card encryption vendor) as well, and Ms. Starks stated the entire revision process could take up to two months to complete.

#### **PERSONNEL UPDATE**

Mr. Grimm informed the Board that as of June 15, former District operator Brady Steinmetz began work at the City of Hillsboro. A farewell send-off lunch was held by the staff for Mr. Steinmetz June 11 to wish him well. Meanwhile, the District plans to advertise the vacant utility worker position quickly in order to fill the position before August 1. Bart Johnson may decide have other contracted help on hand while the full time position is vacant. Potential solutions are contracted help from neighboring water systems or hire limited duration laborers for routine operation or maintenance tasks needing little to no training.

#### **DISTRICT ACTIVITIES**

Mr. Grimm reviewed the operations reports including the daily water demand graphs for May 2014 and 2015 and May 2015 water demand vs. daily high temperature. Water demands and daily high temperatures were unusually high for the month, patterns typically seen in late June or July. Typically, West Slope does not see demands in excess of 2 MGD in June. The forecast for the remainder of June continues the warmer than normal high temperatures. The summer demand peak season that is managed tightly by the Portland Water Bureau begins July 1 and ends September 30, so the District is heading into the season where daily demand is carefully managed to avoid major penalties and costs from the Water Bureau. Commissioner Reiersen stated the long term reliability for being able to meet peak demands needs to be part of the broader strategic plan discussions, and the rest of the Board agreed.

Mr. Grimm stated he received a copy of the Abstract of Votes for West Slope Water District relating to the election held on May 19, 2015. Mr. Grimm will complete the canvass of the votes and provide the authorized signature to the Washington County Elections Division.

Mr. Grimm relayed drought information discussion from a Regional Water Providers Consortium (Consortium) technical committee (CTC) meeting earlier in the day. Racquel Rancier with the Oregon Water Resources Department gave a brief presentation to the CTC on the statewide drought status. The Governor will likely not issue a statewide drought emergency as was done in 1992 but instead keep issuing drought emergency declarations on a county-by-county basis since certain areas of the state (such as NW Oregon including the Portland Metro Area) are experiencing only mild drought conditions. The Consortium's regional message will continue to be there is an adequate water supply available Summer 2015 and the area water providers are well prepared to manage the utilities in this season of below normal precipitation (snow pack) and above normal temperatures thanks in part to conservation efforts by the public over the last two decades.

Commissioner Conrad asked if the District has received any communication from the Lazrine family to resolve their issue with a structure in the District's easement. Mr. Grimm mentioned that though he had hoped to hear from them prior to this meeting. He will make contact with the family in the next few days to check on the status of their resolution plan.

Mr. Grimm mentioned the residents in the area of the Valley Community Presbyterian Church are concerned about a potential sale of the church's satellite parking area on Laurelwood Avenue which is used weekdays as a Tri-Met Park & Ride lot. If the property is sold for development, the District has interest in preserving the easement for a water main on the south side of the existing parking lot.

Mr. Grimm presented a one-page information sheet on the Partnership For Safe Water for distribution system optimization. The Partnership program is a benchmark performance program using free chlorine residuals, distribution system pressures, and reported leaks/main breaks per mile of pipe. These metrics are ones Mr. Grimm hopes to incorporate in the District's operations plans, so it seems reasonable to utilize the program for recognition, incentive, and setting benchmarks for the District. No action is needed by the Board as the information sheet is to make the Board aware of the program.

#### **COMMISSIONER COMMUNICATIONS**

Commissioner Reiersen recognized Commissioner Hellebuyck for his term on the Board realizing this meeting is his last meeting as a commissioner for Commissioner Hellebuyck, and he thanked him for his service to the District. Commissioner Rieck also welcomed Micky Hoffman as in-coming Commissioner

beginning his term July 1, 2015. Chair Davis presented Commissioner Hellebuyck with a gift from the District in honor of his service – a box of Callaway golf balls.

Chair Davis also read a statement from the Government Finance Officers Association (GFOA) acknowledging Heidi Starks' award of a Certificate of Achievement for Excellence in Financial Reporting. The Board congratulated Ms. Starks on the award, and a formal presentation of the Certificate by a representative of the GFOA will be made to the Board at a future date.

**ADJOURNMENT**

There being no further business to discuss, Commissioner Hellebuyck moved the meeting be adjourned. Commissioner Reiersen seconded the motion and it was approved unanimously.

Chair Donna Davis adjourned the June 17, 2015 Regular Board of Commissioners meeting at approximately 6:46 P.M.

Respectfully Submitted,



Michael W. Grimm, P.E.  
Acting Secretary

Approved:

