

WEST SLOPE WATER DISTRICT
Regular Board of Commissioners Meeting
April 20, 2022
Meeting Summary

CALL TO ORDER

Present on Virtual Meeting: Chair Andy Smith, Commissioners Susan Meamber, Paul Schuler, and Carol Wild

Management Staff: Michael Grimm, General Manager; Lucy Dawes, Finance & Customer Service Manager; Wendy Irwin, In-coming Finance & Customer Service Manager

Absent: Commissioner Ramesh Krishnamurthy

Public: Marjorie Taylor, Budget Committee member

1.0 – CALL TO ORDER

Chair Smith called to order the regular meeting of the West Slope Water District Board of Commissioners at 5:01 P.M., Wednesday, April 16, 2022. The meeting was held through Zoom remote teleconferencing technology. The public was made aware of the meeting through the District’s website (the meeting agenda and Zoom meeting link were posted on the website).

2.0 - PUBLIC COMMENTS/COMMUNICATIONS

Mr. Grimm stated there was no public comment submitted for this Board of Commissioners meeting.

3.0 – CONSENT AGENDA

Mr. Grimm informed the Board of editorial changes to the Meeting Summary of the March 16, 2022 related to the description of Ms. Irwin’s employment background and missing words in two other quoted comments (Note: All corrections were made to the signed Meeting Summary). Commissioner Schuler made a motion to accept the entire Consent Agenda. Commissioner Meamber seconded the motion, and the motion passed unanimously (3-0, Commissioner Wild joined the meeting at 5:12 PM).

4.0 – DISTRICT ACTIVITIES

4.1 – General Managers Report

Mr. Grimm highlighted several key issues from the General Manager’s report:

- The FCS Group in continuing to work on the wholesale water sales agreement revision with much of the agreement completed. Two sections on rate charges and other services are yet to be completed but should be completed by FCS group prior to the

June 8, 2022 project team meeting. Comments are due to Portland and FCS Group by the end of May on work accomplished to date.

- The District is still waiting for ODOT's approval of the overall project conditions and a traffic control plan for the Beaverton-Hillsdale Hwy water main project. Once ODOT makes its decision, the District will pay the fee for the approval and advertise the project ... cautiously optimistic for early May. Once the project is advertised, the District will hold a pre-bid meeting prior to the bid opening (possibly early June). Once an apparent low bidder is determined, the District will convene a contract review board meeting of the Board to approve the construction contractor's contract, and then a notice to proceed will be issued to the contractor. The exact time for construction will not be determined until a contractor has been selected, but there will likely be a window of close to a year to allow the contractor flexibility to complete the work balancing ODOT requirements, product availability, and workforce availability. Commissioner Schuler asked if the District has inquired with specific contractors to determine if there is interest in the project. Mr. Grimm stated AKS has been checking with the construction contractors (at least six), and the project will be advertised in the standard construction project channels. Chair Smith asked about a communications strategy to business owners in the project corridor. Mr. Grimm stated the District will need to work with customers once we know the contractor's plan. We will use a mix of broad notifications as well as one-on-one contacts with each business impacted. Chair Smith asked if the Board could be informed about project tasks and project schedules as they are created and the impacts resulting from those tasks.
- The District has a kick-off meeting with 120Water to start work on the District's customer service line inventory. Meanwhile, the State is adopting general rules for utilities requiring customer service line inventories based on the federal rule in place at this time.
- The General Manager will be meeting with Washington County Administrator Tonya Ange about the County's ARPA funds and how those funds would be used.
- The District is still working with THPRD to establish a date on their calendar for use of the Raleigh Park open area on SW 78th Avenue to hold a District centennial event.
- The General Manager will be taking part in the AWWA Fly In in Washington, D.C. April 26-28 to discuss with members of Oregon's legislative group key water industry issues of concern (IJA full funding, PFAs contamination waivers for utilities, and cybersecurity).

4.2 – FYE 2022 Appropriations Correction

Ms. Dawes presented a resolution to correct last year's appropriation resolution for this current fiscal year. In the original resolution, the debt service was shown to be coming 100% from the general fund, but in the budget document, the debt service was to come partially from the system development fund. The attachments to the resolution show the corrections needed to be made after checking with the State for the proper way to correct the error made. Commissioner Schuler made a motion to approve Resolution #05-2022 as proposed. Commissioner Meamber seconded the motion, and the motion passed unanimously.

4.3 – FYE 2023 Proposed Budget Assumptions Results

Ms. Dawes presented some high level budget assumptions that were used to develop the budget document that will be distributed to the full Budget Committee by Friday, April 22. The list of nine proposed budget assumptions (text from Agenda Item 4.3) was reviewed including a 10% consumptive water rate increase and a 6% flat fee rate increase. Ms. Dawes reviewed five key financial results regarding income, transfers, and fund balances including the beginning working capital of \$1.5 million in the General Fund at June 30, 2022 which includes \$0.9 million of contingency from the current fiscal year. Ms. Dawes also reviewed the impact of the

proposed water rate increases on a typical residential water bill. The example will be included in the Notice of Proposed Rate Increase to the public prior to the public hearing on June 15, 2022.

4.4 – Customer Accounts to Write Off

Ms. Dawes reviewed four customer accounts which have been sent to collections and is requesting the Board authorize writing off the debt from the District's books. The total write-off amount of \$1,525.45 will be an expense on the District's book for this fiscal year. Commissioner Wild asked if the bill for the building across the street from the West Slope Post Office is with the new owners or the former owners. Ms. Dawes confirmed the bill is with whom the District believes is the current owner but admitted if the current owner sells the property with the outstanding balance unpaid, the District has little hope in reclaiming the outstanding balance. Commissioner Meamber asked if it were possible to place a lien on the property, and Ms. Dawes stated because our bill is a consumptive bill, the only recourse for collecting outstanding water bills is to shut off water service. Commissioner Wild made a motion to approve the customer write-off for the identified customer accounts. Commissioner Schuler seconded the motion, and the motion passed unanimously.

5.0 – COMMISSIONERS COMMUNICATIONS

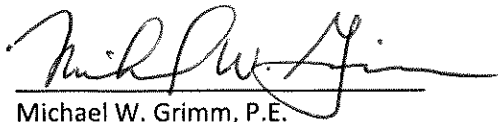
No commissioners attended any outside meetings since the previous board meeting. Mr. Grimm notified the board that he has a personal schedule conflict with the date of the July 2022 Board meeting (July 20), and he inquired of the Board the possibility to move the meeting up one week to July 13 to avoid his schedule conflict. Commissioner Wild stated she would not be able to attend a meeting on July 13 due to her own personal schedule conflict. Commissioner Meamber moved to approve the move of the July 2022 Board meeting from July 20 to July 13. Commissioner Schuler seconded the motion, and the motion passed unanimously. Commissioner Wild suggested a separate message be sent out to the Board to remind them of the meeting date change. Chair Smith asked what topics would be included in the May 2022 meeting. Mr. Grimm stated the Budget Committee's meeting including the presentation and discussion will make up the majority of the next meeting. Ms. Dawes stated the Budget Document will be delivered to the full Budget Committee at the doorstep in a three-ring binder, sent via email in PDF format, and posted to the District's website. The consensus of the Board was the meeting went well and were pleased with shortness of the meeting.

6.0 - ADJOURNMENT

There being no further business to discuss, Commissioner Wild moved to adjourn the meeting. Commissioner Schuler seconded the motion, and the motion was approved unanimously. Chair Smith adjourned the April 20, 2022 Regular Board of Commissioners meeting at 5:51 PM.

Respectfully Submitted,

Approved:



Michael W. Grimm, P.E.
Acting Secretary

