

WEST SLOPE WATER DISTRICT
Regular Board of Commissioners Meeting
February 21, 2024
Meeting Summary

CALL TO ORDER

Present: Chair Susan Meamber; Commissioners Chris Eppler, Ramesh Krishnamurthy, Paul Schuler (who joined virtually), and Andy Smith

Management Staff: Michael Grimm, General Manager

Absent: Wendy Irwin, Finance Manager

Public: None

1.0 – CALL TO ORDER

Chair Meamber called to order the meeting of the West Slope Water District Board of Commissioners at 5:00 P.M., Wednesday, February 21, 2024. The meeting was held as a hybrid meeting both in person at the District office and through Zoom virtual meeting 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

The District had not received any public comments regarding agenda items or other issues for the Board to consider.

3.0 – CONSENT AGENDA

Commissioner Eppler inquired about the rate stabilization fund in Agenda Item 3.2 and why there is money in the fund but there is never any expenditures from the fund. Mr. Grimm explained the District created the fund to soften the impact to District customers from the sudden wholesale water rate increase from the City of Portland. The increase was originally going to take place in 2018 and 2019, but the restructuring of the wholesale water sales agreement recently signed by the District pushed a lesser increase out until the Bull Run WTP starts construction prior to 2027. Commissioner Krishnamurthy asked about the increase interest income for the District (page 2 of Agenda Item 3.2). Mr. Grimm stated the interest market for the District’s capital reserves in the Local Government Investment Pool is higher, and therefore there is a slight increase in interest income for the District over what was forecasted in May 2023 as part of the District’s Budget Document. Chair Meamber asked why the Water Master Plan project summary shows the water rate study will not be completed for the current Budget Process but whatever information is available will be used by the District in setting rates for the current Budget Process. Mr. Grimm stated the water rate study is not scheduled to be completed until after the start of the new fiscal year, but that any information the consultants

can provide prior at the end of April will be helpful. Commissioner Krishnamurthy asked if the construction project on Beaverton-Hillsdale Hwy and SW 96th Avenue is West Slope's project. Mr. Grimm stated as covered in past Board meetings, the project is part of the TVWD / Willamette Water Supply construction project not West Slope's project. Commissioner Eppler made a motion to accept the entire Consent Agenda Items 3.1 through 3.8. Commissioner Krishnamurthy seconded the motion, and the motion passed unanimously.

4.0 – DISTRICT ACTIVITIES

4.1 – General Manager's Report: Mr. Grimm highlighted some key issues from the General Manager's report:

Mr. Grimm gave a brief overview of several key tasks:

Beaverton-Hillsdale Hwy Water Main Project – Mr. Grimm stated the few remaining tasks for the construction contractor include flushing hydrant tie-ins to the new water main and several new tie-ins. Full lane paving will take place in warmer weather conditions.

SW Garden View Avenue project – AKS Engineering & Forestry was the consulting firm selected by the management staff through the QBS process. The initial contract price is for \$163,000. The District will meet with AKS to review the Scope of Work / Level of Effort and project timeline. Chair Member asked about the timeline for the Garden View project. Mr. Grimm stated the design work should be completed by the end of September so the project could go to bid in October.

Water Master Plan / Water Rate Study project – Grayling Engineering was the consulting firm selected by the management staff through the QBS process as well. The initial contract price is for \$221,000. The District will meet with Grayling Engineering to review the Scope of Work / Level of Effort and project timeline for the Water Master Plan / Water Rate Study project. Chair Member also asked about the timeline for the Water System Master Plan project. Mr. Grimm stated all water master plan work should be completed by the end of June 2025 with the water rate sub-task completed by July 2024. Commissioner Smith asked if the work could be completed in time to be used for the 2025-26 Budget Document, and Mr. Grimm stated it would be available.

Mr. Grimm reviewed some of the repair tasks the District's field staff have completed since the January winter storm noting to the Board the District has already repaired four water main breaks in 2024 (annual average is just over 3 main breaks per year). Commissioner Schuler asked if the District has calculated the financial impact of the storm on the District. Mr. Grimm stated the District has probably not received all of the leak adjustment requests from District customers even in February ... maybe not completely received even by the end of March or even April 2024.

Mr. Grimm stated there were several sessions at the SDAO Annual Conference related to elected official responsibilities and requirements. In 2023, the Oregon Legislature passed several laws obligating the Oregon Government Ethics Commission (OGEC) to write rules for elected officials regarding public meetings, executive sessions, and the definition of a public meeting. The OGEC will write rules requiring training for elected officials by April or May 2024.

4.2 – Finance Manager's Report: Mr. Grimm gave a very brief overview of the Finance Manager's report in the Board packet pointing out the leak adjustment report.

4.3 – System Development Charge Proposed Increase: Mr. Grimm provided a brief overview of the District's historical process of indexing the system development charges based on the

Engineer News Record Construction Cost Index (ENR CCI). The increase in the CCI from December 2022 to December 2023 was calculated at 1.2% as compared to 10.6% for the previous year. Chair Meamber asked if the Resolution could be amended to include the actual percentage increase in the Resolution. Commissioner Eppler made a motion to approve an increase to the District's system development charges as presented with Chair Meamber's amendment and documented in Resolution #01-2024. Commissioner Smith seconded the motion, and the motion passed unanimously.

4.4 – Meter Installation Charge Increase – New Proposed Schedule of Rates: Mr. Grimm reviewed the process District staff follows to update the cost of service for new meter installation including materials (meter, copper pipe, fittings, etc.) and labor. Commissioner Smith made a motion to approve the new meter installation charges presented in the District's Schedule of Rates in Resolution #02-2024. Commissioner Eppler seconded the motion, and the motion passed unanimously.

4.5 – Budget Transfer for Revenue Bond Payment: Mr. Grimm gave a short summary of the purpose behind the proposed Resolution #03-2024 which is to have sufficient funds to pay the latest payment on the District's debt service for Reservoir #3. Typically, the District pays for the debt service from revenue generated from SDC collection. However, to date in this fiscal year, the District has collected less than \$4,000 in SDCs. The bond payment that is due is \$26,003.13, and the Staff recommendation for the Board is approve Resolution #03-2024 that will transfer funds from the District's general fund contingency to applied to the debt service payment. Commissioner Eppler made a motion to approve Resolution #03-2024 as presented. Commissioner Smith seconded the motion, and the motion passed unanimously.

5.0 – COMMISSIONERS COMMUNICATIONS

Commissioner Schuler attended both the SDAO Annual Conference in Seaside (1 day) and the Regional Water Providers Consortium Board meeting. There were no additional agenda items brought by the Board to the meeting. The consensus of the Board was the meeting went well tonight.

6.0 – EXECUTIVE SESSION

At 6:03 PM, Judy Clark from Team HR, Inc. joined the meeting. The Board suspended the regular meeting at 6:04 PM and entered into Executive Session at 6:05 PM in accordance with ORS 192.660(2)(i) to conduct the performance review process for the District's General Manager. The General Manager left the meeting while Ms. Clark and the Board had their discussion. Commissioner Schuler left the meeting during the Executive Session at 6:30 PM. After the discussion between the Board and Ms. Clark concluded, Ms. Clark left the Executive Session, and the General Manager was called back into the Executive Session. At 7:34 PM, the Board concluded the Executive Session and returned to the regular meeting at 7:35 PM. There were no decisions made during the Executive Session.

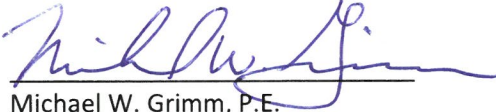
Back in regular session, Commissioner Eppler asked to conclude the General Manager's performance evaluation at the March 20 meeting of the Board of Commissioners with a discussion about salary /compensation that would be retroactive to March 1, 2024. A discussion about the two-year District work plan for 2024-26 should be added to the agenda for the March 20 Board meeting as well. Commissioner Smith stated he would not be present for the March Board of Commissioners meeting. Commissioner Smith emphasized the importance of the training component in a diversity, equity, and inclusivity plan.

7.0 – ADJOURNMENT

There being no further business to discuss, Commissioner Eppler made a motion to adjourn the meeting. Commissioner Krishnamurthy seconded the motion, and the motion was approved unanimously. Chair Member adjourned the February 21, 2024 Board of Commissioners regular meeting at 7:44 PM.

Respectfully Submitted,

Approved:



Michael W. Grimm, P.E.
Acting Secretary

