WEST SLOPE WATER DISTRICT

Regular Board of Commissioners Meeting & Budget Committee Meeting

Wednesday, September 16, 2026

Meeting Summary

CALL TO ORDER

Present: Chair Chris Eppler, Commissioners, Susan Meamber, Andy Smith, Ramesh Krishnamurthy and Paul Schuler

Management Staff: Ken Ackerman, General Manager

Absent: Wendy Irwin, Finance Manager

Guest: Judy Clarke

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1.0 – CALL TO ORDER
Chair Eppler called the meeting of the West Slope Water District Board of Commissioners to order at **4:59 PM** on Wednesday, September 16, 2026. The meeting was held both in person and via Zoom virtual meeting technology. The public was notified of the meeting through the District's website, where the meeting agenda and Zoom link were posted.

2.0 - PUBLIC COMMENTS/COMMUNICATIONS
The District did not receive any public comments regarding agenda items or other matters for Board consideration.

3.0 – CONSENT AGENDA
Commissioner Krishnamurthy asked two questions regarding the monthly disbursements. The first concerns the annual subscription to FRACTA, including how the District uses the service and whether the subscription is necessary if it is not being used consistently.

The second question concerned an $18,000 audit fee and whether it was in addition to approximately $34,000 paid the previous month. Commissioner Krishnamurthy requested information on the total audit contract amount and payments made to date. Mr. Ackerman stated that staff would provide an accounting of the audit costs at the next Board meeting.

Commissioner Meamber asked about a credit card charge for Circle Creek RV Park. Mr. Ackerman explained that the charge was lodging for an operator attending training at the coast. The employee preferred to stay in a camper, and the cost was less than available hotel accommodations.

Commissioner Schuler moved to approve the Consent Agenda. Commissioner Smith seconded the motion, and the motion passed unanimously **(5–0).**

4.0 – DISTRICT ACTIVITIES

4.1 – General Manager's Report:

Six-Month General Manager Performance Review
Judy Clark presented revised questions for the General Manager's six-month performance review. The questions were modified to address the 30-60-90-day plan and the District's Operations Plan.

Commissioner Meamber requested a copy of the 30-60-90-day plan to assist with completing the review.

Ms. Clark reviewed the schedule for the performance review. Survey questions will be distributed on September 25, with responses due October 14. Ms. Clark plans to complete the summary by October 16 and attend the October 21 Board meeting to discuss the results.

Mr. Ackerman then highlighted several key items from the General Manager's Report.

Regional Water Providers Consortium

The District is a member of the Regional Water Providers Consortium, which is seeking an at-large member for its Executive Committee. Commissioner Schuler currently represents the District at regular Consortium meetings but indicated that he does not have time to also serve on the Executive Committee. Commissioners interested in the position were asked to contact Mr. Ackerman.

Reservoir #4
The Reservoir #4 Project continues to advance through the design phase. The District hopes to schedule an Early Assistance meeting with the City of Portland in October. Staff is also working to establish contact with PGE regarding easements and access to the adjacent property.

The District has retained a contractor to prepare an independent construction cost estimate after the 30% plans are completed and the Early Assistance meeting has occurred. This estimate will allow the District to confirm the anticipated construction cost before proceeding further with design.

The District has also retained a grant consulting firm to research potential funding opportunities for District projects. The consultant has completed a draft report identifying several potential funding sources. Ms. Irwin and Mr. Ackerman will review the options with the consultant in the coming weeks. The consultant's review includes potential funding for all District projects, not only Reservoir #4.

SW Sharon Lane / SW Canyon Drive Water Main Replacement Projects

The contract with Wallis Engineering has been signed, and surveying is scheduled to begin on Monday, September 21. The District mailed letters to residents along both project corridors notifying them of the upcoming work. No responses had been received as of the meeting, but staff will continue to monitor for questions or concerns as the survey work begins.

System Mapping
Grayling Engineering submitted a draft of the updated system mapping for District review. Staff provided two comments and expects the final mapping to be completed by the end of September or early October.

Green Tank SCADA
Portland Engineering has completed the system design and ordered some of the required hardware. The hardware is expected to take approximately six weeks to build. Installation is anticipated in late October or early November. Once completed, the system data will be accessible through the District's SCADA computer.

In-N-Out Burger Development
The development team continues to finalize design changes required by Washington County and the City of Beaverton. The irrigation meter was increased in size, and the fire hydrant was relocated closer to the fire department connection. Building permits have not yet been issued. The developer plans to connect to the new water main in SW Laurel Street within the next few weeks.

Jesuit High School
All on-site work has been completed. Easement issues remain outstanding, and Mr. Ackerman will prepare a proposal identifying the District's preferred easement arrangement. Staff also located a map of District pipelines in former District records dating from approximately 1995.

Oregon Health Authority Sanitary Survey
The Oregon Health Authority sanitary survey is scheduled for October 5, 2026. Staff is updating the required documentation, including new Standard Operating Procedures and the Emergency Response Plan. OHA staff will also inspect District facilities, including the reservoirs.

Mr. Ackerman noted that the District has had two recent reporting issues that could affect the survey results: one late report under the previous General Manager and one instance in which supporting data was not submitted.

Raleigh Water
Mr. Ackerman met with Raleigh Water District regarding the possibility of West Slope Water District providing billing services and submitted a proposal for the work. The District is waiting for a response. Several details will need to be resolved if Raleigh Water District decides to proceed.

SDAO Training
September is the final month to complete the SDAO training required for the District to receive a discount on its insurance premiums. The training takes approximately 30 minutes to complete. Mr. Ackerman will provide Commissioners with the training link and login information as needed.

Oregon Drinking Water Professional Week
The first week of October has been designated Oregon Water Professionals Week beginning in 2026. The District will recognize staff during its regularly scheduled staff meeting that week.

4.2 – Finance Manager's Report

Mr. Ackerman presented the monthly financial report in Ms. Irwin's absence.

Water usage continues to be below both the five-year average and budget projections. Usage is down within the District as well as across the region. The five-year average continues to decline year over year, and District usage has been below the five-year average in six of the first eight months of the year.

Commissioner Krishnamurthy asked about a $5,000 leak adjustment. Mr. Ackerman explained that the adjustment was for the shopping center adjacent to Target, which experienced a leak in its irrigation

system. The adjustment was capped at $5,000 under the District's current policy; without the cap, the adjustment would have been approximately $6,000.

Commissioner Krishnamurthy suggested considering different leak-adjustment caps for commercial and residential customers. Mr. Ackerman stated that staff could review the policy.

4.3 – Employee Handbook Update

Mr. Ackerman explained that the updated Employee Handbook is based on an SDAO template modified to reflect West Slope Water District policies and practices. The revised handbook has undergone both human resources and legal review.

Although handbook updates have not historically been presented to the Board, staff provided the revised handbook so the Board could review the District's current personnel policies. Following Board approval, employees will be asked to review and acknowledge receipt of the updated handbook. The revisions primarily consist of minor updates and clarifications.

Commissioner Krishnamurthy moved to approve **Resolution 05-2026**. Commissioner Smith seconded the motion, and the resolution was approved unanimously **(5–0).**

5.0 – COMMISSIONERS COMMUNICATIONS

5.1 Report of meeting attended: No meetings attended.

5.2 Other topics to be raised by the Commissioners for Board discussion: Have Mark Landauer come back after the election to give an update on legislative items.

5.3 Agenda items for future meetings: None

5.4 Meeting evaluation: Rated as a good meeting

6.0 – ADJOURNMENT
There being no further business to discuss, Commissioner Meamber made a motion to adjourn the meeting. Commissioner Schuler seconded the motion, and the motion was approved unanimously (5-0).

Chair Eppler adjourned the September 16 2026, meeting of the Board of Commissioners at 5:57 PM.

Respectfully Submitted,

Ken Ackerman, P.E.
Acting Secretary

Approved: