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## MINUTES

A Work Session of the Sunrise Water Authority Board of Commissioners was held on Wednesday, March 9, 2011 at 6:00 PM at Sunrise Water Authority, 10602 SE 129th Avenue, Happy Valley, Oregon, 97086.

Board Present: Bob Frentress, Chair; Ron Blake, Vice Chair; Jeanne Anspach, Secretary; Bob Garbarino, Terry Roskey, and Ernie Platt

Staff Present: Wade Hathhorn, General Manager; Christin House, Customer Service Supervisor; Tim Jannsen, Staff Engineer; Dan Fraijo, Field Supervisor; and Kim Anderson, Government Relations Manager.

Visitor Present: Barbara Kemper, CRW.

### **1. CALL MEETING TO ORDER**

Meeting was called order at 6:05 PM.

### **2. INTRODUCTIONS & WELCOME OF VISITORS**

### **3. FLAG SALUTE**

### **4. PUBLIC COMMENT**

Frentress commented that he had completed his move and that Staff had made inquiries regarding his ability to remain in his Board position through the remainder of his term. Staff has confirmed that it is permissible for this to occur. The Board expressed their approval of his serving the remainder of his term.

Hathhorn commented that the City of Happy Valley has expressed an interest in completing an IGA with CRW regarding service provision in areas that have been recently annexed. Hathhorn informed Happy Valley of Sunrise's position that we are the water provider for the City based on the language in the current IGA. A meeting has been organized with the parties to begin conversations about how these service issues should be best handled in the future. Hathhorn's view is that Sunrise is willing to forbear acting on that position for the time being, but that the Authority should not relinquish any rights to insist upon compliance at a future date. Sunrise is committed to

working collaboratively with CRW, but Sunrise can't relinquish those rights with the City for our customers.

The Board discussed the issue and concurred with Hathhorn's approach.

Hathhorn informed the Board that some billing errors dating back several years have recently been discovered. One error is associated with a data entry error that occurred at the time a new meter was installed in 2007. He commented that there are several accounts that had the same issue. The largest of those was to Leo Gentry Nursery for an unpaid amount of around \$140,000. He stated that he has set up a meeting with Gentry to discuss the issue. He is not intending to propose any special deal for Gentry except to work out some sort of payment arrangements.

House commented that there are a couple of dozen of accounts that have been discovered that have the same type of billing issue. She stated that most of them were residential accounts, so the magnitude of the discrepancy is substantially smaller.

Anderson distributed the revised Cross-Connection Control Ordinance for review by the Board. She asked that Board members inform her of any issues with the final language by Friday, so she can get the notice for the first reading and public hearing published in the appropriate time frames.

Anderson distributed a notice of the rescheduled Metro 101 session.

## **6. WORK SESSION ON POLICY REVIEW**

### **6.1 Continued review of Personnel Policy Manual**

Roskey expressed concern that the inclusion of a probationary period may create a deterrent to internal applicants for promotional positions. He used a theoretical scenario to illustrate his concern; a long term employee takes a promotional position and fails may be out of a job completely. The Board discussed the need of management to be able to determine if a person is capable in a position and it is management's duty to not offer promotions unless there is a high likelihood of success.

The Board indicated that employees selected for reduction of work force should remain on a preferential hiring list for 12 months rather than the 2 months in the policy.

Roskey commented that employees should not be required to pay for a copy of their personnel file. The Board determined that the section should stay because it is permissive, stating that an employee may be required to pay.

Roskey pointed out that the section regarding insurance does not address the issue of domestic partners. Staff stated that they will modify the section to accommodate that issue.

Roskey pointed out that the earned vacation accrual chart should be modified to reflect accruals by pay period rather than by month, since pay periods are different.

The Board discussed the section regarding payment for unused sick leave upon separation and determined that it should not be paid in the event of involuntary separation. Staff was directed to determine if there are rules related to PERS that may affect this section.

Staff explained that the changes in the section related to the safety program were so extensive that the new version was offered as an additional insert in the current packet.

Blake asked that Staff confirm that the language related to the entity not being obligated to reinstate an employee if there are 20 or fewer employees.

Roskey expressed a concern that the policy is in conflict with state concealed weapons law. Anderson stated that legal counsel is reviewing this part of the policy.

Roskey also expressed concern with the section relating to the Authority searching property or belongings of any person entering on Authority property. Hathhorn stated that Staff will inquire further with legal counsel on this section.

Roskey commented that the section on smoking has been in place for years but that it has not been enforced. He has no issue with the policy but with the enforcement. Anderson stated that there are no specifically designated smoking areas.

Anderson drew the Boards attention to the issue of Employee use of Information Technology. She stated that the personnel policy was formerly silent on the issue. An entirely new section related to the issue is provided in the Board packet that will be inserted in the Personnel Policy Manual. One of the areas of emphasis is that employees cannot use social media, even after hours, to harass other employees with no consequences. He also mentioned that there is specific language included that employees should have no reasonable expectation of privacy on their computers at work.

Anspach expressed a concern with the section regarding reporting of medically authorized drugs; citing concerns with HIPPA violations and other medical privacy issues. Anderson commented that some of the other problems surrounding this issue are related to OSHA. Hathhorn stated that Staff will further investigate any complexities with this section.

The Board will resume the review of the Personnel Policy Manual at page 34 at a subsequent meeting.

Frentress asked if there were any objections to having Platt replace Frentress on the "Group of 8" for discussions with CRW. The Board agreed that would be acceptable.

### **6.3 Safety Program**

Hathhorn commented that the majority of the original Safety manual did not apply to Sunrise, and more importantly, Sunrise does not comply with the contents of the manual in many cases, which creates a liability for Sunrise. The new policy is designed to basically require compliance with OSHA standards, therefore as OSHA changes their requirements it is not necessary to modify the Sunrise program.

Anspach asked if Staff is required to have any first aid or CPR training. Hathorn commented that it isn't currently a requirement but that it is certainly something that should be addressed. He commented that some Staff have even inquired about obtaining a emergency defibrillator unit.

A move to adjourn was made by Anspach and seconded by Garbarino. Motion carried unanimously

Adjourned at 7:55 PM

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ROBERT FRENTRESS, CHAIR

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JEANNE ANSPACH, SECRETARY