



MINUTES

A meeting of the Sunrise Water Authority Board of Commissioners was held on **Wednesday, April 25, 2018 at 6:00 p.m.** at Sunrise Water Authority 10602 SE 129th Avenue, Happy Valley, Oregon 97086.

Board Present: Ernie Platt, Chair; Ron Blake, Vice Chair; Kevin Bailey, Secretary; Chris Hawes; Ron Henson; Eric Hofeld

Board Absent: none

Staff Present: Wade Hathhorn, General Manager; Kim Anderson, Government Relations Manager; Cindy Wolff, Administrative Assistant; Denise Bergstrom, Finance Director

Visitors Present: Jim Martin, OLWSD Board and Bill Blanas, CRW Board

CALL MEETING TO ORDER

Platt called the meeting to order at 6:04 p.m.

APPROVAL OF AGENDA

A motion to approve the agenda was made by Hawes and seconded by Henson. The motion carried unanimously.

PUBLIC COMMENT

None.

1. CONSENT AGENDA

A motion to approve the consent agenda consisting of the items listed below was made by Hawes and seconded by Hofeld. The motion carried unanimously.

- 1.1 Approval of March 2018 Minutes
- 1.2 Approve CRWSC Proposed Biennial FP2018-20 Budget
- 1.3 Pleasant Valley Villages Transmission Extension

Platt recessed the regular meeting and moved to the Budget Committee Meeting at 6:07 p.m.

Platt reconvened the regular meeting at 7:15 p.m., following a short recess. The citizen advisory members exited.

2. DISCUSSION ITEMS

2.1 Financial Statements – March 2018

Bergstrom noted that the report went from 21 pages to 12. Hofeld asked when the Board will formally review the reports included in the Financial Statements and decide whether Staff should continue including them monthly. Platt recalled that the Board will discuss the reports in detail when the vacancies have been filled.

Hofeld asked about a refund that was issued. Bergstrom stated the refund was a final cost accounting and explained that a deposit is required from developers before a project is started.

Hofeld asked about another check. Bergstrom explained that the check was for the purchase of a new module for the billing and financial software for tracking project costs. Hofeld asked about a check to Connie Johnson. Bergstrom explained that Johnson is a CAD contractor and the payment is for drawings of the Cooper Court main.

A motion to approve the financial statements as presented was made by Hofeld and seconded by Hawes. The motion carried unanimously.

3. STAFF REPORTS

3.1 Manager's Update

Hathhorn provided updates on the following items: Reservoir 11 project; land-use and partition applications for the Armstrong Circle property; Reservoir 2 demolition; the ongoing work to the NCCWC IGA; and consulting engineers engaged to help with planning and drawings.

There was a brief discussion about the damage to pipes caused by corrosive soils and an update on the pipe assessment project that did not prove to be as successful as was originally thought.

Hawes commented that staff did a great job at the public hearing for the Reservoir 11 project.

3.2 Engineering & Construction Reports

Platt recalled from the earlier Budget Committee meeting that Markley Drake (citizen advisory member) informed everyone that the City of Happy Valley has 600 lots available. He noted that Sunrise has just over 600 lots available and inferred that they must be mostly in Happy Valley. Hathhorn confirmed they were.

3.3 Operational Reports

Hofeld noted the drop in unaccounted for water. Platt asked for the cause. Hathhorn replied that leaks and billing errors were two of the causes for the unaccounted for water loss. Hofeld commented that keeping the loss below 8% is a positive thing. Hathhorn added that it is uncommon to see less than 5% unaccounted for water loss. He added that another reason that number has gone down is the resolution of hydrant meter issues. He explained that hydrant meters are now locked to an assigned hydrant so the meters cannot be moved freely throughout the district. Hofeld asked if there is a policy for hydrant meters. Hathhorn confirmed there is.

4. BOARD BUSINESS

4.1 Board Calendar

Platt noted that May 9 was listed as an as-needed budget meeting, but will instead be utilized for a special meeting for Zone 2 Commissioner interviews. He asked for an overview of the initial interviews. Hawes shared that the interviews went really well. There were five candidates and he and Hofeld agreed that any of the candidates would have served the Board well. He summarized the interview schedule and shared Hofeld's and his recommendation for the two finalists. Hofeld asked if the final interviews would use the same questions. Bailey shared his preference for new questions. Hawes commented that the questions served as a starting point and led into deeper conversations framed around the questions. Blake agreed with Bailey. There was discussion about including or excluding the finalists from each other's interviews and during deliberation given that the process would take place in a public meeting. Platt reminded the group that four affirmative votes would be required to take action.

Platt shared the news that Henson is moving from the service area and will resign from the Board at the conclusion of the May 23 meeting. Platt suggested addressing the new vacancy during the May 9 meeting. Hathhorn reminded the group that the appointment would only be for a year as that commissioner would be up for election in 2019.

4.2 Liaison Reports

Hawes reported on Boring Water District. Hofeld attended OLWSD and Sunnyside CPO. Blake shared that CRBC's annual auction and banquet will be May 17 at Abernethy Center. Henson attended CRW's March meeting. Bailey missed the City of Happy Valley meeting.

4.3 Information Items

4.4 Future Agenda Items:

Hawes asked for an update on a future site for Reservoir 12. Hathhorn said he shared the appraisal with the property owners and believed they are working out the details on their end. Platt reminded that the NCCWC meeting would be the next evening.

Platt adjourned the meeting at 8:22 p.m.

ERNIE PLATT, CHAIR

KEVIN BAILEY, SECRETARY