

## MINUTES

A meeting of the Sunrise Water Authority Board of Commissioners was held on **Wednesday, October 24, 2018 at 6:00 p.m.** at Sunrise Water Authority, 10602 SE 129<sup>th</sup> Avenue, Happy Valley, Oregon 97086.

**Board Present:** Ernie Platt, Chair; Chris Hawes, Vice Chair, Eric Hofeld, Secretary; Kevin Bailey; Wayne Barstow

**Board Absent:** Stan Tempchin

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

**Visitors Present:** Paul Gornick, OLWSD Board; Sherry French, CRW Board; Rebecca Brown, Commissioner Candidate; Andy Coate, Commissioner Candidate; Serra Coate, citizen

### CALL MEETING TO ORDER

The meeting was called to order at 6:00 p.m.

### APPROVAL OF AGENDA

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

### BOARD CANDIDATE INTERVIEWS

The Board interviewed commissioner candidates, Rebecca Brown and Andy Coate for the Zone 4 vacancy. Brown exited following her interview at 6:29 p.m. Coate exited at 6:40 p.m. Platt asked each commissioner to write their name on a sheet of paper along with their candidate of choice and hand them to Anderson to read.

Barstow, Platt and Hofeld voted for Brown. Bailey and Hawes voted for Coate. Platt noted that four or more votes were needed to appoint either candidate and asked for a second vote to be conducted the same way. Barstow and Hofeld voted for Brown. Bailey, Platt and Hawes voted for Coate.

There was a discussion about how to proceed. Platt noted that unless anyone was willing to change their vote, the appointment would have to be tabled another month until Tempchin was present. Barstow changed his vote to Coate, making four votes for Coate and one vote for Brown. Hofeld changed his vote to Coate so the decision could be unanimous.

### 1. CONSENT AGENDA

A motion to approve the consent agenda consisting of the items listed below, with the typographical correction to the minutes, was made by Hawes and seconded by Bailey. The motion carried unanimously.

- 1.1 Approval of Minutes of September 2018
- 1.2 Adoption of Resolution 2018-12, Annexation of Service Territory

### 2. DISCUSSION ITEMS

## **2.1 Financial Statements – September 2018**

Hofeld appreciated Bergstrom's notations.

He asked if the Board needed to discuss the options Bergstrom listed in the staff report. Platt said yes. Platt noted the duplicate key question from the previous meeting was answered in the staff report. Hofeld referred to the staff position and transfers on page 6 and noted that the balance seemed to be the bank only and not the cash on hand. Bergstrom thanked Hofeld for catching that and said she would fix it.

Bergstrom asked if the Board wanted her to continue to modify the descriptions. Hofeld said only if they don't make sense. Bergstrom agreed.

Platt said another option Bergstrom was looking for direction on was the time lapse that creates a discrepancy in the reporting of meter sales. Bergstrom said she could add a column for dig-ins to clarify when they are paid at a different time than the meter.

A motion to accept the financial reports and provide staff with the direction discussed was made by Hofeld and seconded by Bailey. The motion carried unanimously.

## **2.2 Adoption of Resolution 2018-11 Authorizing Policy for Repayment and Collection of Over and Under Charged Customer Bills**

Platt recalled that this was discussed at the last meeting and item number 5 of the resolution has been added to allow for appeals. A motion to adopt Resolution 2018-11 was made by Hofeld and seconded by Hawes. The motion carried unanimously.

## **2.3 Customer Satisfaction Survey (Updated)**

Hathhorn stated that the Board had agreed on the content previously, it was the incentive that was still being discussed. Hathhorn indicated that he had discussed the concern about a prize drawing with legal counsel. Their response was that other public agencies offer similar incentives without being treated like private agencies would, but the Board could choose to state rules if it wanted. Hathhorn described the possible prizes. Hofeld commented that the sample rules were three pages for only a two page survey. Hathhorn noted that they were included as an example and reiterated that legal counsel said they weren't necessary.

Platt asked if the Board consensus was to continue with the survey as presented, including four Red Cross emergency preparedness kits for drawing prizes. No one disagreed.

## **3. STAFF REPORTS**

### **3.1 Manager's Update**

Hathhorn provided updates on the reservoir construction; staff moving to a 36-44 schedule; SDAO's Best Practices incentive; and the NCCWC re-formation that was sent to the Secretary of State.

### **3.2 Engineering & Construction Reports**

Hathhorn reported that the Sunnycreek Main Replacement project just went to bid this morning. Bids are due the day before the next Board meeting. Hathhorn explained the history of replacement for this type of pipe.

Hawes commented that he liked the new layout of the project spreadsheet.

### **3.3 Operational Reports**

**4. BOARD BUSINESS**

**4.1 Board Calendar**

Hawes will be cover for Tempchin at CRW in case he's not back in town.

**4.2 Liaison Reports**

Bailey attended the City of Happy Valley council meeting and its Pleasant Valley/North Carver Comprehensive Plan technical committee meeting. He met others involved in the committee but had nothing to report yet. He also attended RWPC where the budget was passed.

Hawes reported that Boring Water discussed meter reading, an easement and a leak policy. He also attended CRW where the Board discussed amending a spending authority policy similar to one Sunrise recently passed. Hawes said he witnessed Sunrise staff repairing a leak in his vicinity, was impressed by the work, and asked Hathhorn to pass on his compliments to the Staff.

Hofeld reported that OLWSD discussed its financial policies, consolidation cost savings and several workshops. Hofeld also attended the CPO meeting.

**4.3 Information Items**

**4.4 Future Agenda Items**

**5. EXECUTIVE SESSION**

Platt recessed the regular meeting at 8:00 p.m. and called for a five minute break.

At 8:05 p.m., Platt called to order the Executive Session of the Sunrise Water Authority Board of Commissioners, pursuant to ORS 192.660 (2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.

Platt adjourned the executive session and returned to regular session at 8:37 p.m. Hawes made a motion to direct the General Manager to adjust the offer according to the amount discussed in executive session and have legal counsel send the offer using language discussed in executive session. Bailey seconded the motion. The motion carried unanimously.

Platt adjourned the meeting at 8:40 p.m.

  
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ERNIE PLATT, CHAIR

  
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ERIC HOFELD, SECRETARY