



M I N U T E S

A regular meeting of the Sunrise Water Authority Board of Commissioners was held on **Wednesday, July 24, 2019 at 6:00 p.m.** at Sunrise Water Authority, 10602 SE 129th Avenue, Happy Valley, Oregon 97086.

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

Board Absent: Andy Coate

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

Visitors Present: Sherry French, CRW Board; Paul Gornick, OLWSD Board; Ken Humberston, Clackamas County Commissioner

CALL REGULAR MEETING TO ORDER

Platt called the meeting to order at 6:02 p.m.

APPROVAL OF THE AGENDA

Platt added item 2.3 for a discussion of the delivery of Resolution 2019-07, Service Restriction, to the Happy Valley City Council. He summarized that the executive session for Hathhorn's review is just a placeholder, as Hathhorn generally allows the review to take place in public session. After the meeting there will be a work session on rates.

Hofeld made a motion to approve the agenda as amended, and Hawes seconded. The motion carried unanimously.

PUBLIC COMMENT

OATHS OF OFFICE

Humberston administered the oaths of office for Commissioners Platt, Barth, Bailey and Barstow.

OFFICER ELECTIONS

Platt opened the floor to nominations for Chair. Barstow nominated Platt for Chair. Hawes made a motion to close the nominations and cast a unanimous ballot for Platt. Barth seconded the motion. Platt asked for a roll call vote. The motion carried unanimously.

Platt opened the floor to nominations for Vice Chair. Barth nominated Hawes for Vice Chair. Bailey made a motion to close the nominations and cast a unanimous ballot for Hawes. Hofeld seconded the motion. Platt asked for a roll call vote. The motion carried unanimously.

Platt opened the floor to nominations for Secretary. Bailey nominated Hofeld for Secretary. Hawes made a motion to close the nominations and cast a unanimous ballot for Hofeld. Platt asked for a roll call vote. The motion carried unanimously.

PUBLIC HEARING AND SECOND READING ON ORDINANCE 2019-01

Platt called the public hearing to order at 6:14 p.m. Platt summarized the ordinance. There was no one present for public comment so Platt closed the public hearing at 6:15 p.m. Hofeld made a motion directing the General Manager to read the ordinance by title only. Bailey seconded the motion and it carried unanimously. Hathhorn read the title.

0.1 Adoption of Ordinance 2019-01

Hawes made a motion to adopt Ordinance 2019-01, Adopting Amendments to the Rules and Regulations for Water Service. Bailey seconded. The motion carried unanimously.

1. CONSENT AGENDA

Hofeld made a motion to approve the consent agenda, consisting of the items listed below. Hawes seconded the motion. The motion carried unanimously.

- 1.1 Approval of Minutes
- 1.2 Acceptance of Water Mains and Related Facilities for Madelyn Meadows Subdivision
- 1.3 Appointment of Legal Counsel of Record
- 1.4 Appointment of Insurance Agent of Record

2. DISCUSSION ITEMS

2.1 Financial Statements

Bergstrom handed out an updated Budget Report: Revenue and Expense by Fund report. Staffing/vacancies, audit requirements, and CPA requirements were discussed. Hofeld made a motion to approve the financial statements as presented. Bailey seconded and the motion carried unanimously.

2.2 General Manager's Performance Evaluation

Platt summarized that Hathhorn's review is composed of a self-review, a 360-review of selected staff, and a compilation of Board reviews. Discussion focused mainly around the 360-review, specifically themes of spending time with staff, internal conflict, and recognition.

Humberston exited at 6:44 p.m.

The commissioners moved on to discuss their portion of the review, with focus on recent construction projects and the development of key staff related to those projects. Hawes shared that he has heard from multiple staff that safety is of utmost importance to Hathhorn.

A motion to grant Hathhorn a 3.5% salary increase for the 2019-20 Fiscal Year was made by Barth and seconded by Bailey. The motion carried unanimously.

A motion to award Hathhorn a \$5,000 bonus was made by Hawes and seconded by Barth. The motion carried unanimously.

2.3 Happy Valley Meeting

Platt shared that copies of Resolution 2019-07, Service Restriction, and related cover letter, were delivered to the Happy Valley City Council at a recent meeting. The Councilors did not comment on the Resolution.

3. STAFF REPORTS

3.1 Manager's Update

Hathhorn provided updates on the following topics: construction of Reservoir 11; beginning a review of agency policies; work on layout for the new office facility; work on the capital plan, beginning with an electrical safety study; and summer conservation data and messaging.

3.2 Engineering & Construction Reports

There was discussion about asphalt repair for the Sunnycreek waterline replacement project and the total cost for the Scouters Mountain Replacement Project.

3.3 Operational Reports

4. BOARD BUSINESS

4.1 Board Calendar & Liaison Assignments

4.2 Liaison Reports

Commissioners provided routine updates on meetings they attended in the last month.

4.3 Information Items

4.4 Future Agenda Items

5. EXECUTIVE SESSION

No Executive Session was held.

6. WORK SESSION ON RATES

Platt called for a five-minute break before beginning the work session. He adjourned the regular meeting at 7:55 p.m.

At 8:00 p.m., Platt called the work session to order. Hathhorn and Bergstrom provided a work session on finances and rates. Platt adjourned the work session at 9:23 p.m.

ERNIE PLATT, CHAIR

ERIC HOFELD, SECRETARY