



M I N U T E S

A regular meeting of the Sunrise Water Authority Board of Commissioners was held on **Wednesday, February 26, 2020 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; Kevin Bailey, Secretary; Wayne Barstow; Andy Coate; Gary Barth

Board Absent: none

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

Visitors Present: Tommy Brooks & Justice Brooks, Cable Huston (attended remotely); Roy Firestone, citizen; Dave Worsley, Kevin O'Meara, & Rob Bechtloff, Zone 5 Commissioner Candidates

CALL REGULAR MEETING TO ORDER

Vice Chair Hawes called the meeting to order at 6:00 p.m.

APPROVAL OF THE AGENDA

Bailey made a motion to approve the agenda and Barstow seconded. The motion carried unanimously.

PUBLIC COMMENT

Firestone presented a letter addressing his concerns with the Board policy of installing PRVs on the customer's side of the water meter; outdated information on the website; and his communication with staff regarding these concerns. He concluded that he didn't expect a response from the Board tonight, but he would like to set up a meeting with the General Manager.

EXECUTIVE SESSION

At 6:09 p.m., Hawes recessed the regular meeting and convened an executive session pursuant to ORS 192.660 (2)(f) and (2)(h), to consider information or records that are exempt by law from public inspection and to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

Hawes adjourned the executive session at 6:28 p.m. T. Brooks and J. Brooks exited the meeting.

ZONE 5 COMMISSIONER INTERVIEWS (Beginning at 6:30 pm)

6:30 P.M. – DAVE WORSLEY

Worsley entered at 6:30 p.m. Commissioners took turns asking a set of interview questions. Barth entered at 6:38 p.m. The interview concluded and Worsley exited at 7:01 p.m.

7:00 P.M. – KEVIN O'MEARA

O'Meara entered at 7:04 p.m. Commissioners took turns asking a set of interview questions. The interview concluded and O'Meara exited at 7:30 p.m.

7:30 P.M. – ROB BECHTLOFF

Rob entered at 7:32 p.m. Commissioners took turns asking a set of interview questions. The interview concluded and Bechtloff exited at 8:00 p.m.

The Board deliberated on each of the candidates. A motion to select Kevin O'Meara as the Zone 5 Commissioner was made by Barstow and seconded by Bailey. The motion carried unanimously.

1. CONSENT AGENDA

Coate made a motion to approve the consent agenda consisting of the items listed below and Barth seconded. The motion carried unanimously.

- 1.1 Approval of Minutes
- 1.2 Adopt Resolution 2020-02, Authorizing an Intrafund Transfer in the FY 2019-20 budget

2. DISCUSSION ITEMS

2.1 Financial Statements

Bergstrom clarified that the check for Fred Meyer was mislabeled as just being for Board dessert but it also included staff meeting supplies, office supplies and staff holiday gift cards. Hawes complimented Bergstrom on the new graph.

Bailey moved to approve the Financial Statements as presented. Coate seconded the motion and it carried unanimously.

2.2 Amendment of Perpetual Exclusive Easement

Anderson explained that she sent it over to the purchaser and their realtor but hasn't received response yet. The plan is to make sure we have it in place so that the minute the title transfers it can be executed and recorded in the same package. She shared their positive feedback about working with Sunrise. Platt asked which reservoir this would be. Anderson said the replacement for Sunridge, presumably 13.

Coate made a motion to authorize execution of the amended perpetual easement as presented and Barstow seconded. The motion carried unanimously.

Anderson said if the comments back from the purchaser or their legal counsel come back with any substantive changes staff would have to bring it back to the Board for approval, unless they are authorizing Hathhorn to approve minor content changes. Hawes clarified that Hathhorn could make any minor changes and bring anything major back to the Board for review.

2.3 Appoint Budget Officer and Adopt Calendar for FY2020-21 Budget

Bailey made a motion to appoint Bergstrom as the Budget Officer and adopt the proposed budget calendar for the FY2020-21 Budget process. Coate seconded and the motion carried unanimously.

3. STAFF REPORTS

3.1 Manager's Update

Anderson summarized Hathhorn's Manager's Update, providing updates on the office facility; plans to add a temporary operations building; a staff resignation; a request for Commissioners to provide emergency contact information to Staff; and low income assistance program.

Anderson explained that the tenants (former owners) of the Reservoir 12 property are vacating the property and asked if they could take their stove. The Board agreed by consensus that the tenants could take their stove.

Bergstrom provided an update on the procurement of banking services. She summarized that she and Hathhorn developed selection criteria and she will bring it all to the Board at a future meeting. There are three banks who have responded. She summarized the selection criteria.

3.2 Engineering & Construction Reports

3.3 Operational Reports

4. BOARD BUSINESS

4.1 Board Calendar

The board reviewed their regularly scheduled meetings.

4.2 Liaison Reports

The Board provided routine updates on activities at their assigned liaison organizations.

4.3 Information Items

4.4 Future Agenda Items

Hawes adjourned the regular meeting at 8:50 p.m.

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Chris Hawes

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CHRIS HAWES, VICE CHAIR

DocuSigned by:

Kevin Bailey

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KEVIN BAILEY, SECRETARY