



M I N U T E S

A regular meeting of the Sunrise Water Authority Board of Commissioners was held on **Wednesday, May 27, 2020 at 6:00 PM.** The meeting was held remotely, by teleconference through RingCentral.

Board Present: Chris Hawes, Chair; Andy Coate, Vice Chair; Kevin Bailey, Secretary; Gary Barth; Kevin O'Meara, Wayne Barstow (arrived at 6:24 p.m.)

Board Absent: None

Staff Present: Wade Hathhorn, General Manager; Tim Janssen, Engineering Manager; Denise Bergstrom, Finance Director; Kim Anderson, Government Relations Manager

Visitors Present: Sherry French, CRW Board; Paul Gornick, OLWSD Board

CALL REGULAR MEETING TO ORDER

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

ROLL CALL

Anderson performed roll call attendance.

APPROVAL OF THE AGENDA

Bailey made a motion to approve the agenda as presented, and Coate seconded. The motion carried unanimously.

PUBLIC COMMENT

Hawes opened the floor for public comment. There was none.

OPEN BUDGET HEARING

Hawes opened the budget hearing at 6:04 p.m.

No public comment on the budget was submitted.

Bergstrom noted that meter sales are on track to meet budgeted repayments.

1. CONSENT AGENDA

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

- 1.1 Approval of Minutes from April 22, 2020
- 1.2 Approval of Minutes from May 13, 2020

2. DISCUSSION ITEMS

2.1 Adopt Resolution 2020-05 Adopting the FY 2020-21 Budget and Authorizing Appropriations

Coate made a motion to adopt Resolution 2020-05, adopting the budget for fiscal year 2020-2021 and authorizing appropriations as presented. The motion was seconded by Bailey. Motion carried unanimously.

The board congratulated Bergstrom and Hathhorn on how understandable and clear the budget is.

Hathhorn noted for the record that the budget authorizes appropriations of \$28,148,320 and has an ending fund balance of \$13,359,500.

2.2 Adopt Resolution 2020-06 Authorizing Interfund Loans

Bergstrom explained that this authorizes the loans from one fund to another and auditors have said that the loans must be authorized before the expenditures can be booked. Hathhorn noted that it is necessary to use care and be deliberate in tracking the transfers on SDC improvement and reimbursement funds and this is the mechanism that allows us to continue to pay as we go.

A motion to adopt Resolution 2020-06 authorizing interfund loans was made by Barth and seconded by Bailey. Motion carried unanimously.

CONVENE LOCAL CONTRACT REVIEW BOARD

Hawes suspended the regular meeting at 6:14 p.m. and convened the Local Contract Review Board.

2.3 Notice of Intent to Award Contract for Architectural and Engineering Services

Hathhorn summarized the two contracts presented for consideration, one for Architectural and Engineering serviced for the new facility and the other for Geotech services related to the project. He noted that the contract with FFA is constructed to allow the work to proceed under a series of task orders but that the first step is to issue a formal intent to award contract. This will start the official 7-day protest period.

Hathhorn introduced Ian Gelbrich and Christine Rumi from FFA Architecture and Interiors, who described their assignments with the project.

Bailey moved to issue formal notice of intent to award a professional services contract to FFA Architecture and Interiors, Inc. for the purpose of design and construction assistance related to the new administrative and field operations facility and grant the General Manager authority to issue a related Task Order in an amount not to exceed \$125,000 for pre-design services. Coate seconded. Motion carried unanimously.

2.4 Notice of Intent to Award a Professional Services Contract to GRI Engineers

Hathhorn explained that it is common practice for the geotechnical engineering for projects to be contracted directly with a geotech firm. Hathhorn is recommending GRI Engineering be awarded the contract as a direct appointment. GRI was one of the finalist for the geotech contract on Reservoir 11 and staff had a very positive view of their team.

Bailey moved to issue formal notice of intent to award a professional services contract to Geotechnical Resources, Inc. for the purpose of providing geotechnical engineering assistance in the design of new administrative and field operations facility and grant the General Manager authority to issue a related Task Order in an amount not to exceed \$50,000 for preliminary design services. Coate seconded the motion. Motion carried unanimously.

3. STAFF REPORTS

3.1 Manager's Update

Hathhorn noted that operations are fully in effect while the office remains closed to the public. One person is working in the office to receive mail and packages and handle transactions from the drop box. All other administrative staff are working remotely. Operations staff are working full time and receiving work orders electronically. When involved in construction activities that require closer contact they are required to wear facemasks as PPE, which Sunrise provides.

A brief conversation ensued about Hathhorn's intent related to reopening the office. The general consensus is that if productivity remains good there is no reason to change from the status quo.

Hathhorn provided an update on delinquencies related to date. He noted that the number of accounts in shutoff status has increased slightly, but not significantly. Bergstrom noted that less than 3% of Sunrise customers are carrying an account balance that didn't do so before COVID.

The board was informed that the low income assistance program agreement with Clackamas County Social Services has been held up as County Counsel's priority has shifted to COVID related activities.

Hathhorn reported that staff is doing night work in Highway 212 related to valve can raises. He noted that this work was being done at the staff level because the quote received from the ODOT contractor was about 4 times higher than what Staff felt was reasonable for the work, so they elected to do it themselves to save the agency some money.

He noted that the finance report has been moved on the agenda to Staff reports rather than discussion, in an effort to streamline meetings, since the Board isn't required to actually take any formal action on the item.

Hathhorn said that he is conducting a limited salary and benefits comparison update. The economy has been such that there has been an escalation of wages and it's prudent for the agency to stay competitive. O'Meara asked how that review is conducted. Hathhorn explained the agency practice and noted that Sunrise has one of the best databases around.

Property owners have vacated the Reservoir 12 property at Young's Lane. Hathhorn stated that the Board would need to discuss what to do with the home at a future meeting.

3.2 Engineering & Construction Reports

O'Meara commented that he was unfamiliar with unaccounted for water and asked for background on that, which Jannsen supplied.

3.3 Operational Reports

Barth asked about permit activity. Jannsen explained that Sunrise doesn't really see permits but we do see development plans. There's less housing plans coming in but apartments and senior housing projects are on the table along with some commercial.

3.4 Finance Report

Hathhorn pointed out that SDC revenues have rebounded and remained fairly stable.

4. BOARD BUSINESS

4.1 Board Calendar

4.2 Liaison Reports

Bailey reported that Happy Valley is conducting a debt capacity analysis in preparation of asking voters to approve additional bonds. Hawes reported that CRW will be delaying their annual rate increase for 6 months. O'Meara shared some conversations he had with neighbors related to the Reservoir 11 landscaping.

4.3 Information Items

4.4 Future Agenda Items

5. EXECUTIVE SESSION (CLOSED TO PUBLIC)

Hawes suspended regular meeting and opened an executive session Per ORS 192.660(2)(e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions at 7:00 p.m. French, Gornick and Jannsen left the meeting.

The Board returned to regular session at 7:23 p.m.

The Board adjourned the meeting at 7:24 p.m.

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Chris Hawes
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CHRIS HAWES, CHAIR

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Kevin Bailey
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KEVIN BAILEY, SECRETARY