



M I N U T E S

A regular meeting of the Sunrise Water Authority Board of Commissioners was held on **Wednesday, November 18, 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

Board Absent: None

Staff Present: Wade Hathhorn, General Manager; Denise Bergstrom, Finance Director; Tim Jannsen, Engineering Manager; Kim Anderson, Government Relations Manager, and Christin House, Customer Service Manager

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

CALL REGULAR MEETING TO ORDER

Hawes called the meeting to order at 6:01 p.m.

ROLL CALL

Anderson performed roll call attendance.

PUBLIC COMMENT

The Board received information and discussed a request from a customer, Cai Liang, that the Board consider offering relief for a bill over and above that which was applied to her account by Customer Service. After consideration, the customer's request was denied, noting proper relief had already been granted by staff.

APPROVAL OF AGENDA

A motion to approve the agenda was made by Barth and seconded by Coate. Motion carried unanimously.

1. CONSENT AGENDA

O'Meara 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 from October 28, 2020 Regular Meeting

2. DISCUSSION ITEMS

2.1 Approval of Intergovernmental Agreement between Clackamas County and Sunrise Water Authority for Administration of a Low Income Assistance Program

Anderson noted that this is an agreement that was started several months ago, whose progress was interrupted by the advent of COVID. The final agreement was presented to the Board.

A motion to approve the intergovernmental agreement with Clackamas County Social Services for administration of a low income assistance program was made by Barth and seconded by Bailey. Motion carried unanimously.

2.2 Adopt Resolution 2020-11, Authorizing an Interfund Transfer of Contingency within the Reserve Fund in the FY 2020-21 Budget

Staff expressed the need for a larger (10 yd) dump truck to be added to the heavy equipment fleet and requested funds to purchase a used, DOT certified vehicle of this kind from a local vendor. This item was not expressly identified in the FY2020-21 Budget for the Reserve Fund and monies were needed from Contingency to allow the purchase. This transfer of funds must be approved by formal resolution of the Board.

A motion to adopt Resolution 2020-11 was made by Coate and seconded by Bailey. Motion carried unanimously.

2.3 Convene as Local Contract Review Board and Adopt Resolution 2020-12 Authorizing the Purchase of Surplus Property (Dump Truck)

The actual authorization to purchase the Dump Truck (noted in Agenda Item 2.2) must be done under authority granted to the Board of Commissioners acting as the Local Contract Review Board. The Board of Commissioners recessed the regular meeting and convened as the Local Contract Review Board at 6:13 pm. Approval of the request to purchase the stated surplus property required adoption by formal resolution.

A motion to adopt Resolution 2020-12, was made by Bailey and seconded by O'Meara. Motion carried unanimously.

The Contract Review Board closed and the Board of Commissioners returned to regular session at 6:16 pm.

3. STAFF REPORTS

3.1 Manager's Update

Hathhorn noted that the hiring process for a utility worker position is underway. He commented that this is a new permanent full-time position separate of the traditional distribution system operator positions currently occupied by field staff. This new position does not require state certification. About 12 applications have been received.

Hathhorn urged the Board to check out the new website.

Hathhorn provided a brief review of the existing automated meter reading program. Hathhorn commented that Sunrise has approximately 4,500 AMR (drive-by) remote reading meters in place. He noted that Sunrise was an early adopter of AMI (satellite remote read) technology that proved to be unreliable at the time it was installed and as a result Sunrise backed away from the technology. He noted that there have been advancements in that technology and there will be discussion going forward on considering that technology for use in the future.

3.2 Engineering & Construction Reports

Janssen reported that the data error that skewed the "unaccounted for water" report last month had been fixed. It was also noted that there is potentially a large hotel going in at Eagle Landing and that there are a couple of more apartment complexes in the planning stages as well.

3.3 Operational Reports

Janssen stated there was nothing of significance to report.

3.4 Finance Report

Bergstrom noted that the dates on her water sales reports are different from those on Janssen's water purchased reports so there is always a slight difference between those numbers.

4. BOARD BUSINESS

4.1 Board Calendar

4.2 Liaison Reports

4.3 Information Items

4.4 Future Agenda Items

The meeting adjourned at 7:41 PM.

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CHRIS HAWES, CHAIR

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KEVIN BAILEY, SECRETARY