



M I N U T E S

A regular meeting of the Sunrise Water Authority Board of Commissioners was held on **Wednesday, April 26, 2023 at 6:00 p.m.** at Sunrise Water Authority's Administrative Office, 10602 SE 129th Ave, Happy Valley, OR 97086, and virtually via Zoom.

Commissioners Present: Chris Hawes, Chair; Andy Coate, Vice Chair; Kevin O'Meara; Diana Helm; Tim Chaire; Gary Barth

Commissioners Attending Remotely: None

Commissioners Absent: Kevin Bailey, Secretary

Staff Present: Wade Hathhorn, General Manager; Jamey Pietzold, Finance Director; Cindy Wolff, Administrative Manager

Visitors Present: Sherry French, CRW Board; Paul Gornick, OLWS Board; Elaine Andrews, citizen; Joe Savage, citizen

CALL REGULAR MEETING TO ORDER

Chair Hawes called the regular meeting to order at 7:08 p.m.

VOICE ROLL CALL

APPROVAL OF AGENDA

Barth made a motion to approve the agenda, and O'Meara seconded. The motion carried unanimously.

PUBLIC COMMENT

Elaine Andrews and Joe Savage were present to discuss Andrews' ground lease on Mt. Scott. Hathhorn provided background on the lease and stated that Andrews is here to ask the Board to renew her lease, which is terminates on July 31. When it was last renewed for a five-year period, the Board recommended it not be renewed again. Barth asked if any action was needed tonight. Hathhorn said he didn't think action was needed tonight.

Andrews introduced herself and Savage. She reiterated that she was looking for the Board to renew her lease and that she wasn't aware why it wasn't being renewed. She gave a history of the family business she currently operates. Hathhorn stated that there have been several conversations with Andrews in the past and she's appeared before the Board multiple times, at which time the Board decided if Andrews couldn't make the financial terms of the lease, it was more of a risk that benefit for Sunrise.

There was discussion about the lease rate. Savage described the businesses of some of Andrews' tenants and the services they provide. Barth asked who pays for capital improvement. Savage and Andrews said Andrews does. Savage added that Andrews carries a million-dollar insurance policy and commented that he didn't see what the risk to Sunrise is. Barth asked if public agencies tap into the capacity. Savage replied that the ambulance companies are all privatized now.

Hawes commented that the Board has asked to see Andrews' financials and she hasn't provided them. Andrews said she has shared financials several times. Hawes noted that the financials Andrews had provided were equivalent to notebook paper and not formal financial documents. Hathhorn stated that the Board is looking for a basic profit and loss statement of the overall operations of Andrews' business. Barth noted the potential public interest of the radio service.

Helm asked how close to water functions and facilities it is. Hathhorn said Andrews' sits among other towers and briefly described the site, which includes abandoned Sunrise infrastructure. Coate asked Andrews why it's so important for her to keep the lease. Andrews said she has a grandson who is very interested in taking it over. There was a brief discussion about the business' profitability and whether Andrews might be able to move to another tower.

O'Meara asked what Andrews would like the lease payment reduced to and there was discussion regarding whether Andrews would continue to lose money even with reduced rent. Coate commented that he appreciates what she's doing, it sounds like she's providing a public service, but he doesn't think he can ask the rate payers to subsidize it. Hathhorn commented that the prior Board wanted to see more of the tenancy on the ground lease. He described another of Sunrise's cell tower leases for comparison purposes. Hathhorn noted the amount of staff time to manage leases and for that reason the organization should benefit from the lease.

Hawas asked Staff to include an agenda item dedicated to this discussion for the next meeting and asked that Andrews provide the financial statements previously discussed.

1. CONSENT AGENDA

Helm 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 of March 22, 2023
- 1.2 Approval of a Waterline Easement for The Springs Living Fire and Domestic Vaults
- 1.3 Acceptance of Water Mains and Related Facilities for The Springs Living Fire and Domestic Vaults
- 1.4 Acceptance of Water Mains and Related Facilities for Pleasant Valley Villages Phase 6
- 1.5 Acceptance of Water Mains and Related Facilities for Pleasant Valley Villages Phase 7
- 1.6 Acceptance of Water Mains and Related Facilities for Pleasant Valley Villages Phase 8
- 1.7 Approval of Waterline Easements for High Ridge Court Intertie

2. DISCUSSION ITEMS

2.1 Income Assistance Program Budget Provision Update

Hathhorn provided a background on Sunrise's participation in the County-administered low-income assistance program. Pietzold noted that he has added a report on the program to the monthly financial statements so the Board can follow the program budget. Helm asked if there have been more requests for income assistance and Pietzold said yes. Helm noted that the public health emergency was ending so more people are returning to work, and asked if Staff expected the program to still be as important. Pietzold commented that Staff is seeing more need for financial assistance. Hathhorn noted that the County administers the program and Sunrise doesn't receive demographic information or anything other than the names on the accounts. Barth recalled that the program was originally approved by the Board as a starting point, subject to review and adjustments as needs changed. Hathhorn shared that it's been a great program.

Helm made a motion to amend the income assistance program's annual budget to support up to 150 customers, totaling \$35,250. Barth seconded the motion and it carried unanimously.

3. STAFF REPORTS

3.1 Manager's Update

Hathhorn provided updates on construction of the new administrative facility; snowpack on Mt. Hood; the water rights appeal; and shared the draft employee manual. The Board and Staff coordinated a tour of the new administrative facility site.

3.2 Engineering Report**3.3 Construction Report****3.4 Operational Report****3.5 Financial Statements**

Pietzold described two new graphs.

4. BOARD BUSINESS**4.1 Board Calendar****4.2 Meeting Attendance and Liaison Reports**

Commissioner	Meeting/date	Remote/in person
Tim Chairet	None	--
Andy Coate	None	--
Diana Helm	Chamber of Commerce	In Person
Gary Barth	RWPC	In Person
Kevin O'Meara	None	--
Chris Hawes	Boring Water CRW Oak Lodge	In Person In Person Remote

4.3 Information Items**4.4 Future Agenda Items****5. ADJOURN**

Hawes adjourned the meeting at 8:04 p.m.

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 CHRIS HAWES, CHAIR

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 KEVIN BAILEY, SECRETARY