



M I N U T E S

A regular meeting of the Sunrise Water Authority Board of Commissioners was held on **Wednesday, November 29, 2023 at 6:00 p.m.**, at Sunrise Water Authority's Administrative Office, 17563 SE Armstrong Ct., Happy Valley, OR 97015 and virtually via Zoom.

Commissioners Present: Chris Hawes, Chair; Gary Barth, Vice Chair; Kevin Bailey, Secretary; Andy Coate; Kevin O'Meara; Tim Chairret

Commissioners Attending Remotely: None.

Commissioners Absent: None.

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

Visitors Present: Sherry French, CRW Board (remote); Paul Gornick, OLWS Board (remote); Michael Hammons, Citizen; Michael Walter, Citizen; Mike Hanks, Citizen

CALL REGULAR MEETING TO ORDER

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

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

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

PUBLIC COMMENT

Hammons introduced himself and read a message to the Board regarding a property proposal. The Board thanked him for his time.

1. CONSENT AGENDA

1.1 Approval of Minutes of October 25, 2023

O'Meara made a motion to approve the Minutes of the October 25, 2023 Board Meeting and Coate seconded. The motion carried unanimously.

2. DISCUSSION ITEMS

2.1 Scheduled Rate Increase for 2024

Hathhorn explained that the Board passed a three-year rate increase of 0-5% with a chosen percentage to be approved each year. January is the third year. Hathhorn discussed the various inflation numbers and summarized that the Board had approved the full 5% increase the first two years, and Staff is requesting the same for the third year. The decision the Board makes tonight will be formally adopted by resolution at the December meeting.

Barth commented that he doesn't want to do 5% in perpetuity, but it is warranted this year. Small increments are easier for customers to absorb, so a three-year cycle would be preferred.

Coate asked about annual expenditures. Hathhorn said the majority are goods and services. Coate agreed with Barth's comments. Chairret also agreed. Hawes commented that three-year increments help us not to fall behind and keep our expenses below revenue. Barth believes Staff is doing an excellent job of managing both revenue and expenses. Hawes suggested the Board have a future work session on rate structures, noting that the SDC methodology was formally set in 2017 or 2018

and is due to be looked at every five years. O'Meara agreed with other commissioners' comments. Barth made a motion to authorize a rate increase of 5% for the monthly service charge and water consumption rates, including fire service charges. O'Meara seconded the motion and it carried unanimously.

3. STAFF REPORTS

3.1 Manager's Update

Hathhorn provided updates on:

- The new administration and operations facilities and plans for the former property on 129th Avenue.
- Completion of a compensation study by PSU. The report indicated Sunrise is competitive in pay and benefits.
- The status of the High Ridge Court/Dogwood Lane project.
- Recent changes to the State's procurement rules that may make it a good time for Sunrise to review and revise its procurement rules accordingly.
- A request from Boring Water for Sunrise to potentially assist with providing on-call or emergency services as needed.
- Recently hiring an Engineering Technician/Civil Tech.

Following a question from Barth regarding a recent cyber attack on a water utility on the east coast, there was a brief discussion about cyber security. O'Meara noted discussions about cyber security are permitted in executive session under state law.

3.2 Engineering Report

3.3 Construction Report

3.4 Operational Report

3.5 Financial Statements

Pietzold summarized the financial statements included in the Board packet and asked for questions. There were no questions, but Hawes commented that SDCs are coming in higher than projected.

4. BOARD BUSINESS

4.1 Board Calendar

4.2 Meeting Attendance and Liaison Reports

Chairet didn't attend any meetings, but reviewed the CPO meeting minutes. Bailey remotely attended both Happy Valley Work Sessions and one Happy Valley City Council Meeting. O'Meara attended both Happy Valley Work Sessions. Coate and Barth didn't attend any meetings. Hawes attended the Chamber Public Policy meeting; CRW's Board Meeting; OLWS Board Meeting; and, Boring Water District's Board Meeting.

4.3 Information Items

Hawes, who also sits on the fire district board, shared details about the district's Operation Santa events taking place this holiday season. He also discussed CRW's plant shutdown happening in February.

4.4 Future Agenda Items

5. ADJOURN

Hawes adjourned the meeting at 6:57 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