



10602 S.E. 129<sup>th</sup> Avenue  
Happy Valley, OR 97086  
PHONE: (503) 761-0220  
FAX: (503) 761-7406

## MINUTES

A REGULAR MEETING of the Sunrise Water Authority Board of Commissioners, was held on Wednesday, August 25, 2010 at 6:00 p.m. at Sunrise Water Authority, 10602 SE 129th Avenue, Happy Valley, Oregon, 97086.

BOARD PRESENT: Bob Frentress, Chair; Ron Blake, Vice Chair; Jeanne Anspach, Secretary; Judy Grycko, Bob Gararino, Terry Roskey, and Ernie Platt.

STAFF PRESENT: John Thomas, General Manager; Daryl Zinser, Assistant Manager; Lin Rigutto, Finance Director; Dan Fraijo, Field Superintendent; Christin House, Customer Service Supervisor; and Kim Anderson, Special Projects.

VISITORS PRESENT: Barbara Kemper, CRW and Mike Grimm and Janelle Sisson, citizens.

### **1. CALL MEETING TO ORDER**

Call to order at 6:01 PM

### **2. INTRODUCTIONS & WELCOME OF VISITORS**

### **3. FLAG SALUTE**

### **4. PUBLIC COMMENT**

Thomas informed the Board that there have been recent issues with homebuyers that have purchased homes only to discover that water service has been suspended for lack of payment. He commented that during the escrow process, title companies typically assure that the water bill is paid. Sunrise has taken the stance that the water will not be turned on until someone pays the bill. A homebuyer recently closed escrow without the outstanding bill being paid and requested that water service be restored. Sunrise refused. In the end, the real estate agent paid the bill; however, Staff wanted to make sure that the Board was aware of the situation because there may be further ramifications from this buyer and it is an issue that has become more common as people are buying homes out of foreclosure or in short sales.

## **5. CONSENT CALENDAR**

Roskey pulled item 5.2 for individual consideration.

A motion to approve the consent calendar consisting of the items listed below was made by Anspach and seconded by Grycko. Motion carried unanimously.

5.1 Approval of Meeting Minutes of July 28, 2010

5.3 Approval of Pay Estimates to GSI Water Solutions:

5.3.1 #39 for Work Related to ASR

5.3.2 #15 to for Work Related to Water Right Transfers

### **5.2 Approval of Expense Report for July 2010**

Roskey asked what the bill to Clackamas County Landscaping was for. Rigutto explained that it was for several months worth of landscape maintenance to the Sheriff's office, hence the large amount.

Frentress asked about the large amount for changing locks. Zinser explained that it was actually for the replacement of four exterior steel doors and locks at pump stations.

A motion to approve consent calendar item 5.2 was made by Anspach and seconded by Grycko. Motion carried unanimously.

## **6. DISCUSSION**

### **6.1 City of Damascus Draft Comprehensive Plan Presentation**

Thomas stated that the City had requested that the presentation be postponed.

### **6.2 Assistance Programs**

6.2.1 Low Income Financial Assistance Program

6.2.2 Financial Crisis Assistance Program

Rigutto stated that the suggested changes from the Board have been incorporated into the proposals. Roskey mentioned that the programs state that if the applicants misstate or misrepresent any information in the application would result in penalties but that specific penalties are not described. The Board determined that an appropriate penalty would be termination of the program and repayment of any benefits accrued to the applicant.

Rigutto stated that both programs will be brought back to the Board in the form of a Resolution for adoption in the Consent Calendar at the next meeting.

Blake commented that he cannot in good conscience support the programs because there are so many people hurting that it seems wrong to put in place a program that differentiates between the people that are hurting. Garbarino expressed that he wonders if the financial crisis policy is worth the effort on Sunrise's part since the relief to the individuals is so minimal. Blake commented that it allows some customers to feed off others instead of making the hard spending choices that need to be made.

Garbarino asked if part of the idea behind these programs is to generate good will amongst the customers. Rigutto stated that it was also initiated by comments from customers made at the rate hearing. Platt suggested that it is unlikely that the low income program will not attract people that will only be on it for a limited duration. There was also a concern that there would be a huge number of applicants to the program.

Thomas offered that it could be implemented and then the Board could review it in six months to determine the impact to Sunrise.

### **6.3 Personnel Communication and Computer Use Policy Amendments**

For informational purposes, Rigutto commented that the billing system does not allow account information to be copied to a zip or thumb drive at all. The resolution adopting this policy will be on the consent calendar at the next meeting.

### **6.4 Permit Extension**

Thomas stated the case will go to Appellate Court, not Circuit Court, and the record used in the process to date will be the record that will be used in the case.

### **6.5 Nomination for SDAO Awards Program**

Frentress declined to be nominated, stating that Staff has enough work load at this time and that he doesn't deserve any more recognition than anyone else does.

A motion to direct Staff to nominate Frentress was made by Grycko and seconded by Anspach. Motion carried with Blake and Frentress voting in opposition.

### **6.6 Government Relations Position**

Grycko expressed her opposition to the proposal

Thomas presented information regarding the position including a salary adjustment. There were concerns expressed regarding how the work load would be reallocated, the benefit to the organization for the position, and how the relationship with CRW would work.

A motion to approve the memorandum of understanding as presented authorizing the general manager to sign it, approve the job description and statement of purpose for the position, and approval of a salary for the position representing an increase in salary of

25% over the current salary for Anderson was made by Platt and seconded by Anspach. The motion carried with Grycko voting in opposition.

## **6.7 Succession Planning**

### **6.7.1 Committee Appointments**

Thomas stated that there were some items that needed to be addressed.

Frentress asked who would be interested in participating on the screening committee. Grycko, Anspach and Roskey volunteered to participate on the committee. Thomas stated that the screening committee may not need to actually meet much, as the participants can review applications at home.

The technical committee will be staffed by Roskey and Blake.

The political committee will be staffed by Garbarino, Frentress and Platt.

The due diligence committee would be staffed by Frentress, Platt and Blake.

Thomas suggested that the non-management Staff member on the technical committee should be Tim Janssen.

Platt recommended that some potential candidates be proposed but not pursued until it is seen who applies for the position.

It was suggested that Mark Knudson, Paul Eckley, Greg Dreschler be considered.

For the Policy Committee outside members to be considered might include Dan Bradley, Todd Heidgerken, Lee Moore, and Harvey Barnes.

The position of elected Board member from an outside Board might be filled by Ray Jeren from Gladstone, perhaps Kami Kehoe from CRW or George Payne from Oak Lodge.

Frentress stated that the Board will hold off on making the selections for the outside participants until applications for the position have been collected, in order to avoid selecting a committee member and then find that they have applied for the position.

### **6.7.2 Recruitment Brochure**

Anspach felt that the cursive was a little difficult to read throughout.

Grycko suggested several changes to grammar, content and style.

Thomas stated that changes should be sent to Anderson but that he will use his discretion in refereeing changes to be made, unless it's too touchy then it will be brought to the Board

## **7. BUSINESS FROM THE BOARD**

### **7.1 Calendar of Meetings**

Discussion of whether or not C-4 retreat is the 3<sup>rd</sup> or the 16<sup>th</sup>. Anderson stated that it was on the 16<sup>th</sup>, but would check and confirm that with Board members who were planning to attend.

### **7.2 Liaison Reports**

Blake commented on the Stash the Trash campaign at CRBC.

Platt commented that filing deadlines were yesterday. Every race in Damascus is contested, Happy Valley has three candidates top two vote getters will get office.

### **7.3 Future Agenda Items**

## **8. BUSINESS FROM THE MANAGER**

### **8.1 Financial Reports**

Roskey had a question on page 12 regarding leak adjustments. He noted that one of the leak adjustments was the second one in a year, he thought the policy was one per year. House stated that our policy is two in a five year period.

He noted that some were for very high amounts. House commented that the calculation is based on their average, so it all depends. Rigutton commented that Staff will look at it again and check calculations.

A motion to accept the financial reports as presented with the caveat that the Turner leak adjustment will be brought back for review at the next meeting was made by Grycko and seconded by Roskey.

The make of the motion amended the motion to specify July of 2010. The second agreed to the amendment.

### **8.2 Cash Flow Report**

## **9. MONTHLY REPORTS**

### **9.1 Operational Reports**

Platt asked about the flat line on the comparison of projected and actual system development charges. Staff stated it was the budgeted line.

Staff reported on some anticipated meter sales and construction activities that have been witnessed.

## **9.2 Engineering and Construction Reports**

Zinser commented that the south 172<sup>nd</sup> will officially be opened next week.

## **10. INFORMATIONAL ITEMS**

## **11. EXECUTIVE SESSION**

Entered executive session at 7:45 pm

AN EXECUTIVE SESSION OF THE SUNRISE WATER AUTHORITY BOARD OF COMMISSIONERS to be held per ORS 192.660 (2) (a) to consider the employment of a public officer, employee, staff member or individual agent.

The board returned to regular session at 7:55.

Move to adjourn by Grycko second by Anspach. Motion carried.

Meeting is adjourned at 7:56 pm.

\_\_\_\_\_  
ROBERT FRENTRESS, CHAIR

\_\_\_\_\_  
JEANNE ANSPACH, SECRETARY