



10602 S.E. 129th 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 24, 2011 at 6:00 PM at Sunrise Water Authority, 10602 SE 129th Avenue, Happy Valley, Oregon, 97086.

Board Present: Ron Blake, Vice Chair; Jeanne Anspach, Secretary; Terry Roskey, Mike Kuenzi, and Ernie Platt

Staff Present: Wade Hathhorn, General Manager; Dan Fraijo, Operations Supervisor; Christin House, Customer Service Supervisor; and Kim Anderson, Government Relations Manager.

Visitors Present: Patricia Halloway of CRW; Clark Balfour, legal counsel from Cable Huston, joined the meeting at 6:31 pm.

1. CALL MEETING TO ORDER

Meeting was called to order at 6:05 p.m.

2. INTRODUCTIONS & WELCOME OF VISITORS

3. FLAG SALUTE

4. PUBLIC COMMENT

Platt commented that he would like to add a recurring item for General Manager Updates to the agenda and also believes it is standard practice for a Board to approve the agenda for the meeting as the first item of business.

5. CONSENT CALENDAR

Blake pulled agenda item 5.2, Approval of Expense Report for July 2011, for individual consideration.

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

5.1 Approval of Minutes of July 27, 2011 Regular Board Meeting

5.3 Approval of PRV/PSV for Reservoir 10 – Reservoir 6 Intertie

5.4 Acceptance of Water Mains and Related Facilities for Southern Ridge Phase III Subdivision

5.2 Approval of Expense Report for July 2011

Blake was able to answer his own question and did not have further conversation on this item. A motion to approve Item 5.2, was made by Blake and seconded by Anspach. Motion carried unanimously.

6. DISCUSSION

6.1 Forfeiture of Abandoned Pro-Rata Reimbursements

Anderson explained the circumstances that gave rise to the need for this policy. Kuenzie stated that WES has a very similar policy with terms that are quite similar to the proposal. A motion to direct Staff to prepare a policy and enacting resolution for this policy and to bring it back to the Board at the next Board meeting was made by Blake and seconded by Anspach. Motion carried unanimously.

6.2 Clackamas River Water Providers IGA Revision

Hathhorn stated that the document before the Board is a final draft of the document that is presented for Board comment. Blake expressed concern that there is no mechanism to allow the voters to take action if the CRWP is behaving in a way of which they do not approve. Roskey asked if Sunrise pays for both independent representation and through the NCCWC. Blake stated that Sunrise chose to do so because they have water rights through the Commission and independent of the Commission. Anspach pointed out that the agreement states that the vote belongs to dues paying members in one section but then states elsewhere that the Board, which is made up of managers, votes.

Kuenzi stated that his understanding is that the member agencies delegate representation to their respective managers, and that the entities can elect to participate in some discussions but not others. Hathhorn commented that it is not an advisable format, and that he attempted to change it, but was confronted with the possibility of some organizations pulling out of the group entirely if they were required to participate in all portions of the work plan. He commented that he felt it was more important to keep all the members in the same room discussing supply issues on the Clackamas River rather than to pushing the issue of full participation by all members.

Anspach expressed her concern that the language does not clearly state that the representative for the participant is acting at the direction of or at the behest of the Board. Hathhorn expressed that language could also be added that would allow the Board to withdraw a vote made by the representative if it runs counter to the direction given by the participant's Board.

6.3 Health and Safety Policy Update

Hathhorn commented that subsequent to adoption of the previous Health and Safety Process Staff has spent considerable amounts of time with both SDAO and OROSHA and this document reflects changes recommended by their Staffs.

A motion to adopt Resolution 2011-37, was made by Anspach and seconded by Roskey. Motion carried unanimously.

7. BUSINESS FROM THE BOARD

7.1 Calendar of Meetings

The Board engaged in a brief discussion regarding the unsettled nature of the City of Damascus City Council.

7.2 Liaison Reports

Blake stated that CRW is working with CRBC to enter negotiations for some sort of lease agreement and with the potential of providing financing for locating an office structure at their site.

Oak Lodge voted to raise rates 171%.

8. BUSINESS FROM THE MANAGER

8.1 Financial Reports

A motion to adopt the financial reports as presented was made by Anspach and seconded by Garbarino. Motion carried unanimously.

8.2 Cash Flow Report

8.3 Manager Review

Platt commented that the request before the Board is that they provide feedback on the form that was proposed by the Manager.

Blake stated that he would prefer to have the Board assign a few goals each year and evaluate the manager against completion of the goals.

Platt stated that one comment that he had received from a Board member was that the narrative and the form should be comparable.

Hathhorn commented that the form is not as important as the fact that it is the mechanism to have a discussion with the Board and that he has no preference whether that discussion be conducted in open or executive session. Kuenzi asked if the form was sufficient to provide input for growth. Hathhorn stated that it is intended to do so.

Platt suggested that the Board members provide him with their feedback and that he will compile the results for the next meeting.

Hathhorn stated that it is his understanding that he will complete a self-evaluation using the form in time for the next meeting. Platt commented that the Board members should get him their results directly to him by September 19th.

Blake stated that the Board should be setting goals for Hathhorn based on what is going on in the organization. Platt commented that Hathhorn had presented an extensive list of initiatives for the coming year which will be discussed in the next agenda item and will serve in that capacity to some extent.

8.4 Manager's Update

Staff presented a summary of costs relative to the office remodel. The Board congratulated Staff on the product of their labors.

Hathhorn presented a list of major initiatives for the coming year and a schedule for accomplishing these initiatives. Platt stated that this list shows a projection of how long it is going to take to accomplish the tasks, but suggested that it might be enhanced to demonstrate progress to date as a regular report.

The Board expressed concern about the extent of the list. Hathhorn commented that there substantial efforts are already underway on most of the initiatives on the list. He feels that there is a lot of momentum within staff to accomplish these tasks.

Platt asked about the status of the Gentry account. Hathhorn stated that nothing additional has occurred and that Gentry's regular bill will be going out about September 1st and that he will be turned off if the situation has not been resolved by the due date of that bill.

9. MONTHLY REPORTS

9.1 Operational Reports

Hathhorn commented that Sunrise consumption is down consistent with Oak Lodge's, at about 15% below average.

Hathhorn pointed out that the actual revenues are below the projected revenues that were anticipated in the budget. He stated that as long as the discrepancy remains in the current range, Sunrise shouldn't need to make additional adjustments.

9.2 Engineering and Construction Reports

Platt commented that four projects will be underway almost simultaneously and will keep Staff quite busy.

5.2 Expense Report

Blake asked if the amount paid to Metro presort was a monthly amount. Staff stated that it was. Roskey asked if that amount included postage and how much that was if it was included. Staff stated that postage was included in that amount but they would have to get the exact proportion of the bill that was related to postage.

10. INFORMATIONAL ITEMS

11. EXECUTIVE SESSION

The Board entered Executive Session at 7:23 p.m.

The Board left Executive Session at 8:06 p.m.

A motion to acknowledge the conversation held in executive session and to direct the Group of Eight to continue conversations in that vein was made by Anspach and seconded by Blake. Motion carried unanimously.

Platt asked if there were any objections to Platt and Blake continuing to participate in the Group of Eight. The Board concurred.

A motion to adjourn was made by Anspach and seconded by Garbarino.

Meeting adjourned at 8:12 p.m.



ERNIE PLATT, CHAIR



TERRY ROSKEY, SECRETARY