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MINUTES

A Work Session of the Sunrise Water Authority Board of Commissioners was held on Wednesday, January 12, 2011 at 6:00 PM 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, and Terry Roskey.

Staff Present: Wade Hathhorn, General Manager; Lin Rigutto, Finance Director; Christin House, Customer Service Supervisor; Tim Janssen, Staff Engineer; Dan Fraijo, Field Supervisor; and Kim Anderson, Government Relations Manager.

Visitor present: Barbara Kemper, CRW.

1. CALL MEETING TO ORDER

The meeting was called to order at 6:05 pm.

2. INTRODUCTIONS & WELCOME OF VISITORS

3. FLAG SALUTE

4. PUBLIC COMMENT

Hathhorn commented on a few house-keeping items. He reported that Daryl Zinser's retirement party would be held on January 20 but that arrangements for John Thomas' were still in flux.

He discussed the recent main breaks, the response by the crew and the impacts to affected property owners.

The Board was reminded which of its members will be up for election this May.

Hathhorn commented that registration is now open for the PNWS AWWA and indicated that the Board should let Anderson know if they intended to attend as soon as possible.

Frentress commented that he had signed a letter that stated that the Authority Board opposed the proposed Oregon Specialty Building Codes Appendix S, which provides

municipalities with the authority to voluntarily adopt an ordinance that would require fire sprinkler systems in all new residential construction within the municipality and prohibit water service providers from charging an SDC upcharge for a larger water meter required for the fire sprinkler system.

5. WORK SESSION ON POLICY REVIEW

The Board discussed the policies presented in the packet. A summary of comments on the various policies is presented below.

Policy 1-00: The Board was fine with Staffs proposed changes to this policy.

Policy 2-00: Keep the policy. Reduce amount to \$1,000, reduce time for repayment to 12 months and check for any legal issues.

Policy 3-01: The discussion centered around whether or not there was a specific need for all of the staff on the list to have credit cards and whether the limits were appropriate. There was some concern expressed about the cumulative liability that Authority was assuming based on the limits presented. The Board was fine with the proposal as presented.

Policy 4-01: Hathorn commented that the policy was updated to reflect that depreciable life of assets was set based upon GAAP Standards and that several assets were added to the list and others had the depreciable life was modified to show a range for the life. The Board was fine with the proposed language changes.

Policy 5-01: The language regarding the reasons why a homeowner could be in temporary rental housing was considered too restrictive. Staff was directed to rework the language in that part of the policy.

Policy 6-01: The discussion covered the difference between per diem, reimbursement and travel advances. Anderson explained that travel advances would be based on IRS schedules. Discussion ensued as to how to handle individuals that elect to travel by land rather than air and what to do about payment for travel time if the option requires additional time compared to the shortest duration travel time.

Policy 7-02: The Board agreed with the changes proposed by Staff with the caveat that the General Manager needs the authority to dispose of property under \$500 at will.

Policy 8-02: Blake expressed his opposition to the fees being charged, indicating that he felt that the fees were excessive. Roskey agreed. The Board and Staff discussed the level of fees in the context of the intent of the fees and in relation to actual costs incurred by Sunrise in the process of collection of late payments and the turn off process. Anspach, Grycko and Frentress were concurred with it fees and policy as presented.

Policy 9-03: House discussed the proposed changes to the policy. The Board suggested allowing 30 days from notification for the property owner to fix the leak and an additional 30 days to turn in form. House commented that the new provisions under qualifying conditions deal with warranties provided by contractors voiding eligibility for

an adjustment and if an insurance provider reimburses the homeowner then they are ineligible for an adjustment; they are essentially being added in order to prevent a homeowner from collecting a full reimbursement from the developer or contractor and getting an adjustment too.

Policy 11-03: Staff stated that this policy reflects the conversion from language within a resolution to a stand-alone policy and removes references to John Thomas.

Policy 10-03: The Board agreed to the proposal to eliminate the policy.

Policy 12-03: The Board and Staff discussed the need for additional clarity as to who needs apparel, the intent of providing apparel, whether it should be a requirement to wear it as a uniform, how the allowance for jeans works since the policy specifies that the apparel must have the logo on it, and other issues. Grycko suggested that the language related to pants need to be removed and that she supports having some sort of uniform shirt for field staff. She also supported reimbursing office staff who choose to have the logo placed on items of apparel. Hathhorn commented that he would strongly support having some sort of identity badge for the Staff that interface with the customers. Frentress stated that there should be some standard of cleanliness but that he doesn't support paying for staff clothing. There was further discussion regarding relating the purchase of staff apparel to a requirement to wear it. Staff was directed to further modify the policy.

Policy 13-03: Staff discussed the issue related to the boot policy, which is that the policy allows for the reimbursement of boots although the budget does not accommodate it. The Board asked if it is a requirement of the field Staff positions. Staff stated that it is, and that it also has implications for liability related to OSHA and workers comp. Hathhorn commented that as a General Manager the financial issue is minimal, but it can have implications for morale and the support of a focus on safety.

A motion to adjourn was made by Grycko and was seconded by Anspach. Motion carried unanimously.

Meeting adjourned at 8:22 PM.

ROBERT FRENTRESS, CHAIR

JEANNE ANSPACH, SECRETARY