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MINUTES

A Regular Meeting of the Sunrise Water Authority Board of Commissioners was held on Tuesday, December 21, 2010 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, Ernie Platt, Bob Garbarino, and Terry Roskey.

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

1. CALL MEETING TO ORDER

The meeting was called to order at 6:00 pm.

2. INTRODUCTIONS & WELCOME OF VISITORS

No visitors present

3. FLAG SALUTE

4. PUBLIC COMMENT

5. CONSENT CALENDAR

Grycko pulled Agenda Items 5.1 and 5.2 for individual consideration. Roskey pulled Agenda Item 5.3 for individual consideration.

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

- 5.4 Approval of Payment to Systems and Software for Annual Maintenance Contract
- 5.5 Approval of Resolution 2010-13, Designating Sharp AR55 as Surplus Property and Authorizing Disposal

5.6 Contract with Water Resources Department

5.1 Approval of Meeting Minutes of November 23, 2010

Grycko amended the November 23rd minutes by removing Anspach from the attendance on the November minutes.

A Motion to approve the minutes as amended was made by Grycko and seconded by Anspach. Motion carried unanimously.

5.2 Approval of Expense Report for November 2010

Grycko asked about the expenses to Verizon Wireless. Jannsen explained that the Verizon Wireless Broadband expense was to obtain wireless cell cards for internet service to provide back up internet access for the SCADA system in case of emergency.

A motion to approve the Expense report was made by Grycko and seconded by Anspach. Motion carried unanimously.

5.3 Approval of Pay Estimate #42 to GSI Water Solutions for Work Related to ASR

Jannsen explained that the ASR program is currently permitted under a limited license, which carries with it some ongoing testing and monitoring costs. He commented that the Board will need to take a look at what their long term objectives are for the Groundwater Supply Program; whether it be to confine it to the current ASR at Well 2 or expand it to other wells and points of diversion in the area. He stated that much of the work relates to determining the capacity of the aquifers within which Sunrise is currently working. Staff discussed how the characteristics of the aquifer can change and other variables can affect the capacity of a particular aquifer.

A motion to approve Pay Estimate #42 to GSI Water Solutions for Work Related to ASR for \$440 was made by Anspach and seconded by Grycko. Motion carried unanimously.

6. DISCUSSION

6.1 Conference Attendance

Anderson stated that it was necessary to determine attendance at the SDAO Conference in order to get reservations confirmed in a timely manner and obtain the best rates. Frentress, Blake, Platt and possibly Garbarino expressed the intent to attend the conference.

Anderson stated that it is also prudent to confirm attendance at the PNW-AWWA conference as early as possible due to limited room availability. Grycko, Anspach and Frentress thought perhaps they would go and Roskey committed to attending.

6.2 Contract for Printing and Mailing Services

House commented that in addition to the information provided in the Board packet, the current vendor, Infosend just submitted a new bid about 1 ½ hours ago. She commented that their per piece item went from \$.54 to \$.47. House, Rigutto and Hathhorn all commented that though the new quote is lower than Metro Presort, there are a number of non-cost issues that have to be considered. For instance, InfoSend has been charging for non-barcoded materials and should have been sending Sunrise a report in order for Sunrise Water Authority to correct the problem and avoid future charges. This has not been done for over a year.

A motion to move forward with selecting Metro Presort as the vendor for printing and mailing services at a not-to-exceed cost of \$49,300, and directing Staff to inform Metro Pre-sort that another bid has been received was made by Platt and seconded by Roskey.

Platt withdrew the original motion and substituted a motion to move forward with using Metro Presort as the vendor for printing and mailing services per the terms and conditions outlined in the Staff report with the provision that Staff will inform Metro Pre-sort that another lower quote has been received. The original second agreed to the withdrawal and substitution of the motion. Motion carried unanimously.

7. BUSINESS FROM THE BOARD

7.1 Calendar of Meetings

Blake asked that the CRBC Executive Committee be added to the calendar.

7.2 Liaison Reports

Platt reported that the Damascus City Council adopted a Comprehensive Plan Map and have submitted it to Metro.

Garbarino reported that the City of Happy Valley has 15 applicants for the vacant City Council position. He also reported that Happy Valley has annexed properties including the fire station on Highway 212.

7.3 Future Agenda Items

Platt asked what the first work session will address. Hathhorn commented that the Staff has been going through all of the policies and will be bringing forward suggested modifications for consideration at the first work session.

8. BUSINESS FROM THE MANAGER

8.1 Financial Reports

A motion to accept the financial report as presented was made by Anspach and seconded by Grycko. Motion carried unanimously.

8.2 Cash Flow Report

9. MONTHLY REPORTS

9.1 Operational Reports

9.2 Engineering and Construction Reports

Platt asked if the Mather Road connection has gone to bid. Jannsen commented that the work will probably be done in May so the bids will probably go out early in the year. Jannsen stated that Sunrise will probably use an invitation to bid process.

9.3 Government Relations Report

Hathhorn commented that the make-up of the South Fork Water Board will be changing, since neither of the West Linn councilors will be returning.

The final order on the Clackamas River water right permit extensions will be coming out shortly. It is anticipated that Water Watch will protest and have it sent to the court of appeals.

Frentress asked that the Staff check with legal counsel regarding the ability of the Board to discuss issues related to the water right permit extensions in executive session.

10. INFORMATIONAL ITEMS

Zinser expressed his appreciation for the time that he has been at Sunrise and thanked the Board for their support over the years.

Frentress commented that it would have been tough without him.

Hathhorn stated that Zinser has been nothing but an asset to the organization since he's been around.

11. EXECUTIVE SESSION

The Board entered Executive session at 7:09 PM.

An Executive Session of the Sunrise Water Authority Board of Commissioners to be held per ORS 192.660 (2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed and ORS 192.660 (2)(f) To consider information or records that are exempt by law from public inspection

The Board returned to regular session at 7:56 PM

A motion to direct Staff to prepare three letters to the individuals regarding the issues discussed in executive session and that the Chair will execute the letters was made by Anspach and seconded by Grycko. Motion carried unanimously.

Frentress commented that Anderson had asked him to sign a letter, and he can't recall the subject, but he did do on behalf of the Board. He will ask Anderson to remind him of the subject of the letter.

The Board asked how the preparations for the retirement parties for Zinser and Thomas were progressing. Hathhorn gave the Board an update on the parties. Zinser's party is scheduled for January 20th. Blake asked if the Board was authorizing funds for gifts for those individuals. A discussion ensued about what might be appropriate and what types of limitations there may be on giving gifts.

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

The Board adjourned at 8:07 PM

ROBERT FRENTRESS, CHAIR

JEANNE ANSPACH, SECRETARY