BOARD OF DIRECTORS
REGULAR MEETING MINUTES – 5:30 P.M.
JANUARY 25, 2024

BOARD MEMBERS PRESENT:	
Paul Gornick	Oak Lodge Water Services
Kevin Williams	Oak Lodge Water Services
Chris Hawes	Sunrise Water Authority
Kevin Bailey	Sunrise Water Authority
Luke Roberts	City of Gladstone

STAFF PRESENT:	
Wade Hathhorn	Sunrise Water Authority
Gail Stevens	Oak Lodge Water Services
Laural Casey	Oak Lodge Water Services

ATTENDEES:	
Jamey Pietzold	Sunrise Water Authority
Rusty Garrison	Clackamas River Water

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1. Call to Order

Director Williams called the Board of Directors meeting to order at 5:30 p.m.

2. Welcome Visitors & the Public

3. Public Comment

There was no public comment.

4. Approval of Minutes

4.1 Approval of Minutes of the September 28, 2023 Regular Meeting

Director Williams called for a motion. Director Roberts moved to approve the September 28, 2023 minutes. Director Bailey seconded. Recorder Casey conducted a roll call vote. Voting Aye: Directors Roberts, Bailey, Hawes, Gornick, and Williams.

MOTION CARRIED

5. Adoption of Consent Calendar

5.1 Authorization of Checks for September, October, November, and December 2023

Director Williams called for a motion. Director Bailey moved to adopt the Consent Calendar. Chair Gornick seconded. Recorder Casey conducted a roll call vote. Voting Aye: Directors Roberts, Bailey, Hawes, Gornick, and Williams.

MOTION CARRIED

6. Board Discussion

6.1 Appoint Budget Officer (FY2024-25)

General Manager Hathhorn explained the Board Policy for appointing Budget Officer.

Director Williams called for a motion. Director Bailey moved to appoint Gail Stevens as the Budget Officer for the FY2024-25 Budget process. Director Roberts seconded. Recorder Casey conducted a roll call vote. Voting Aye: Directors Roberts, Bailey, Hawes, Gornick, and Williams.

MOTION CARRIED

6.2 Adopt Budget Calendar (FY2024-25)

Finance Director Stevens outlined the proposed calendar.

Director Williams called for a motion. Chair Gornick moved to adopt FY2024-25 Budget Calendar as presented. Vice Chair Hawes seconded. Recorder Casey conducted a roll call vote. Voting Aye: Directors Roberts, Bailey, Hawes, Gornick, and Williams.

MOTION CARRIED

6.3 Approve True-Up from FY2022-23

Finance Director Stevens and General Manager Hathhorn explained the fiscal year 2022-23 revenue, budgeted expenditures, and the true-up amount.

There was Board discussion regarding the use of true-up funds for future capital expenditures, which allows member rates to stay low.

Director Williams called for a motion. Director Bailey moved to adopt Resolution 2024-1 waiving the true-up for FY2022-23 as presented. Director Roberts seconded. Recorder Casey conducted a roll call vote. Voting Aye: Directors Roberts, Bailey, Hawes, Gornick, and Williams.

MOTION CARRIED

7. Monthly Items

7.1 Financial Reports

Finance Director Stevens overviewed the written report.

7.2 Operations Report

General Manager Hathhorn overviewed the written report, highlighting various treatment plant repairs and partnership with Clackamas River Water (CRW) on upcoming CRW treatment plant repairs.

7.3 Manager's Report

General Manager Hathhorn overviewed the written report.

7.4 Business from the Board

There was no business.

8. Convene Local Contract Review Board

Director Williams suspended the regular meeting and opened a meeting of the Local Contract Review Board at 5:56 p.m.

8.1 Approve Resolution 2024-2 Authorizing a Special Procurement for the Slow Sand Replacement Project

General Manager Hathhorn overviewed the project history.

Director Williams called for a motion. Director Bailey moved to adopt Resolution 2024-2 authorizing a special procurement to Knife River for the Slow Sand Replacement Project as presented. Director Roberts seconded. Recorder Casey conducted a roll call vote. Voting Aye: Directors Roberts, Bailey, Hawes, Gornick, and Williams.

MOTION CARRIED

8.2 Issue Notice of Intent to Award a Construction Contract for the Slow Sand Replacement Project

General Manager Hathhorn summarized the project bids received.

Director Williams called for a motion. Director Bailey moved to issue a formal Notice of Intent to Award a construction contract in the amount of $228,563.00 to Tapani, Inc. for the installation of sand on beds #2 and #4. Vice Chair Hawes seconded. Recorder Casey conducted a roll call vote. Voting Aye: Directors Roberts, Bailey, Hawes, Gornick, and Williams.

MOTION CARRIED

Director Williams adjourned the Local Contract Review Board and resumed the regular meeting at 6:03 p.m.

9. Adjourn Regular Meeting

General Manager Hathhorn provided an update on the raw water pipeline, detailing history of the pipe and potential uses.

The Board asked questions related to cathodic protection, potable vs. non-potable water, the City of Lake Oswego treatment plant's capacity to provide water to NCCWC, and the value of an emergency water source.

Director Williams adjourned the meeting at 6:35 p.m.