



**BOARD OF COMMISSIONERS
REGULAR MEETING & WORKSHOP MINUTES – 5:30 P.M.
JANUARY 27, 2022**

THIS MEETING WAS CONDUCTED REMOTELY VIA TELECONFERENCE.

BOARD MEMBERS PRESENT:

Paul Gornick
Matt Tracy
Chris Hawes

Oak Lodge Water Services
City of Gladstone
Sunrise Water Authority

STAFF PRESENT:

Wade Hathhorn
Gail Stevens
Laural Casey

Sunrise Water Authority
Oak Lodge Water Services
Oak Lodge Water Services

ATTENDEES:

Sarah Jo Chaplen
Rusty Garrison

Oak Lodge Water Services
Clackamas River Water

1. Convene Regular Meeting

Chair Hawes called the Board of Commissioners meeting to order at 5:31 p.m.

2. Welcome Visitors & Public

Chair Hawes welcomed visitors.

3. Public Comment

Chair Hawes asked Recorder Casey if any members of the public signed up for public comment. There were none.

4. Approval of Minutes

4.1 Approval of Minutes of the September 23, 2021 Budget Hearing & Regular Meeting

Chair Hawes called for a motion. Commissioner Gornick moved to approve the September 23, 2021 minutes. Commissioner Tracy seconded. Chair Hawes asked Recorder Casey to conduct a roll call vote. Voting Aye: Commissioners Hawes, Gornick, and Tracy.

MOTION CARRIED

5. Adoption of Consent Calendar

5.1 Authorization of Checks for September, October, November, and December 2021

Finance Director Stevens confirmed that checks for the months of September, October, November, and December 2021 were included in the meeting packet.

Chair Hawes called for a motion. Commissioner Tracy moved to approve the consent calendar as presented. Commissioner Gornick seconded. Chair Hawes asked Recorder Casey to conduct a roll call vote. Voting Aye: Commissioners Hawes, Gornick, and Tracy.

MOTION CARRIED

6. Board Discussion

6.1 Appoint Budget Officer (FY 2022-23)

General Manager Hathhorn recommended Finance Director Stevens as the Commission's Budget Officer for fiscal year 2022-23.

Chair Hawes called for a motion. Commissioner Gornick moved to appoint Gail Stevens as the Budget Officer for the NCCWC's fiscal year 2022-23 Budget process. Chair Hawes seconded. Recorder Casey conducted a roll call vote. Voting Aye: Commissioners Hawes, Gornick, and Tracy.

MOTION CARRIED

6.2 Adopt Budget Calendar (FY 2022-23)

Finance Director Stevens presented the Budget Calendar.

Chair Hawes called for a motion. Commissioner Tracy moved to adopt the fiscal year 2022-23 Budget Calendar as presented. Commissioner Gornick seconded. Recorder Casey conducted a roll call vote. Voting Aye: Commissioners Hawes, Gornick, and Tracy.

MOTION CARRIED

6.3 Receive FY 2020-21 Audit

Finance Director Stevens presented the fiscal year 2020-21 Financial Audit and overviewed the auditor's findings. She reviewed the Letter to Those Charged with Governance and auditor findings.

Chair Hawes called for a motion. Commissioner Gornick moved to acknowledge receipt of the fiscal year 2020-21 audit and Letter to Those Charged with Governance. Commissioner Tracy seconded. Recorder Casey conducted a roll call vote. Voting Aye: Commissioners Hawes, Gornick, and Tracy.

MOTION CARRIED

6.4 Approve True-Up from FY 2020-21

General Manager Hathhorn explained the annual true-up process and options for the Board to consider. Finance Director Stevens described the way the funds would be allocated if retained by the Commission.

The Board asked clarifying questions related to inflationary increases in materials and services, the membrane and sand replacement process, and partner reimbursement.

There was Board discussion regarding the true-up rationale.

Chair Hawes called for a motion. Commissioner Gornick moved to adopt Resolution 2022-1 waiving the true-up for fiscal year 2020-21, as presented. Commissioner Tracy seconded. Recorder Casey conducted a roll call vote. Voting Aye: Commissioners Hawes, Gornick, and Tracy.

MOTION CARRIED

7. Monthly Items

7.1 Financial Reports

Finance Director Stevens overviewed the Financial Report.

Chair Hawes acknowledged receipt of the financial reports for the periods of September, October, November, and December 2021.

7.2 Operations Report

General Manager Hathhorn overviewed the Operations Report highlighting the lower demand on the Plant during the fall months.

7.3 Manager's Report

General Manager Hathhorn overviewed the Manager's Report highlighting median precipitation and snowpack, negotiations regarding a supply agreement with Clackamas River Water, the missing pipeline, and staffing needs.

The Board asked clarifying questions regarding the Commission's apprentices and Plant Operators. There was discussion about the recruitment of an experienced Plant Operator.

General Manager Hathhorn implored the Board to recruit citizen Budget Committee members for the upcoming Budget process.

7.4 Business from the Board

There was none.

8. Adjourn Regular Meeting

Chair Hawes adjourned the regular meeting at 6:29 p.m.