



**BOARD OF DIRECTORS
REGULAR MEETING MINUTES – 5:30 P.M.
JANUARY 26, 2023**

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

STAFF PRESENT:

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

ATTENDEES:

Sarah Jo Chaplen	Oak Lodge Water Services
Jamey Pietzold	Sunrise Water Authority

1. Convene Regular Board Meeting

Vice Chair Bailey called the Board of Directors meeting to order at 5:29 p.m.

2. Welcome Visitors & the Public

There were two visitors in attendance.

3. Public Comment

Sherrie Austin expressed appreciation of the backflow testing program provided by Oak Lodge Water Services.

4. Approval of Minutes

4.1 Approval of Minutes of the September 22, 2022 Regular Meetings

Vice Chair Bailey called for a motion. Director Gornick moved to approve the September 22, 2022 minutes. Director Hawes seconded. Vice Chair Bailey asked Recorder Casey to conduct a roll call vote. Voting Aye: Directors Bailey, Hawes, Gornick, and Williams.

MOTION CARRIED

5. Adoption of Consent Calendar

5.1 Authorization of Checks for September, October, November and December 2022

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

MOTION CARRIED

6. Board Discussion

6.1 Appoint Budget Officer (FY 2023-24)

General Manager Hathhorn explained the Oregon Budget Law requirement to appoint a Budget Officer. Staff recommended appointing Finance Director Stevens as the Budget Officer for fiscal year 2023-24.

Director Gornick moved to appoint Gail Stevens as Budget Officer for the 2023-2024 budget process. Director Williams seconded. Vice Chair Bailey asked Recorder Casey to conduct a roll call vote. Voting Aye: Directors Bailey, Hawes, Gornick, and Williams.

MOTION CARRIED

6.2 Adopt Budget Calendar (FY 2023-24)

General Manager Hathhorn explained the cadence of the Budget Calendar.

Director Gornick asked about Budget Committee vacancies. There is one Citizen Representative vacancy from Sunrise Water Authority and two vacancies from the City of Gladstone, one Citizen Representative and one Director.

Director Williams moved to adopt the fiscal year 2023-24 Budget Calendar as presented. Director Gornick seconded. Vice Chair Bailey asked Recorder Casey to conduct a roll call vote. Voting Aye: Directors Bailey, Hawes, Gornick, and Williams.

MOTION CARRIED

6.3 Approve True-Up from FY 2021-22

Finance Director Stevens overviewed the true-up calculations, explaining the fiscal year-end balances and projected financial trends for the current and upcoming fiscal year. General Manager Hathhorn outlined the annual true-up process. They recommended adoption of the presented resolution.

Director Hawes moved to adopt Resolution 2023-1 waiving a true-up of fiscal year 2021-22. Director Williams seconded. Vice Chair Bailey asked Recorder Casey to conduct a roll call vote. Voting Aye: Directors Bailey, Hawes, Gornick, and Williams.

MOTION CARRIED

7. Monthly Items

7.1 Financial Reports

Finance Director Stevens highlighted the Clackamas River Water wholesale volumes and SFWB consumption values.

7.2 Operations Report

General Manager Hathhorn overviewed the Operations Report highlighting the cyclical nature of seasonal consumption.

7.3 Manager's Report

General Manager Hathhorn provided an update on the apprenticeship program, detailing the burden of meeting BOLI's administrative and reporting requirements while the focus of the program had been apprentice training. After one year, one apprentice received certification prior to finishing the apprenticeship program, and entered the field working for the City of Lake Oswego. Future planning discussions will involve revising the program to incentivize a second year of the apprenticeship, or modifying the format to be an on-the-job training program. General Manager Hathhorn explained the approach taken by other regional providers. The Board asked questions regarding apprentice pay, BOLI compliance, and short school options. General Manager Hathhorn commended the Body for their support and financial contribution to the apprenticeship program.

There was discussion about future Board of Directors meeting times and location, as well as the potential for a biennial budget. General Manager Hathhorn would bring more information to a future meeting.

7.4 Business from the Board

There was none.

8. Convene Local Contract Review Board (LCRB)

8.1 Notice of Intent to Award Construction Contract for Sand Replacement Project

Vice Chair Bailey recessed the regular meeting and convened as the LCRB at 6:05 p.m.

General Manager Hathhorn overviewed the sand replacement project and procurement process. He provided the Board with an updated Report, which included the received bids. The Board asked clarifying questions regarding sand production and budgetary considerations.

Director Gornick moved to issue formal notice of intent to award a construction contract in the amount of \$1,579,220 to Tapani Inc for slow sand replacement. Director Hawes seconded. Vice Chair Bailey asked Recorder Casey to conduct a roll call vote. Voting Aye: Directors Bailey, Hawes, Gornick, and Williams.

MOTION CARRIED

General Manager Hathhorn clarified that after the notice period had ended, the Board was authorizing the General Manager to enter into a contract for the project. There was Board consensus.

Vice Chair Bailey adjourned the LCRB at 6:10 p.m. and re-convened the regular meeting.

9. Adjourn Regular Meeting

Vice Chair Bailey adjourned the regular meeting at 6:10 p.m.