



**BOARD OF DIRECTORS
MEETING MINUTES – 5:30 P.M.
JANUARY 23, 2025**

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
Jamey Pietzold	Sunrise Water Authority
Bret Bienert	Sunrise Water Authority
Laural Casey	Oak Lodge Water Services

1. Call to Order

Chair Hawes called the Board of Directors meeting to order at 5:30 p.m.

2. Welcome Visitors

Chair Hawes welcomed visitors.

3. Public Comment

There was no public comment.

4. Approval of Minutes

4.1 Approval of Minutes of the September 26, 2024 Regular Meeting

Chair Hawes called for a motion. Director Gornick moved to approve the September 26, 2024 minutes. Director Roberts seconded. Recorder Casey conducted a roll call vote. Voting Aye: Directors Bailey, Gornick, Hawes, Roberts, and Williams.

MOTION CARRIED

5. Adoption of Consent Calendar

5.1 Authorization of Checks for September, October, November, and December 2024

The board asked clarifying questions regarding the checks.

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

MOTION CARRIED

6. Board Discussion

6.1 Appoint Budget Officer (FY2025-26)

6.2 Adopt Budget Calendar (FY2025-26)

General Manager Hathhorn outlined the appointment of a Budget Officer and approval of a Budget Calendar.

Chair Hawes called for a motion. Director Gornick moved to appoint Jamey Pietzold as the Budget Officer for the FY2025-26 budget process and adopt the FY2025-26 Budget Calendar as presented. Director Bailey seconded. Recorder Casey conducted a roll call vote. Voting Aye: Directors Bailey, Gornick, Hawes, Roberts, and Williams.

MOTION CARRIED

6.3 Approve True-Up from FY2023-24

General Manager Hathhorn outlined the annual true-up process and historical practice of the general manager and board.

There was board discussion regarding transferring the money to reserves.

Chair Hawes called for a motion. Director Gornick moved to adopt Resolution 2025-1 waiving the true-up for FY2023-24 as presented. Director Roberts seconded. Recorder Casey conducted a roll call vote. Voting Aye: Directors Bailey, Gornick, Hawes, Roberts, and Williams.

MOTION CARRIED

6.4 Receipt of the FY2023-24 Audited Financial Statements and Auditor's Letter

Interim Finance Director Pietzold provided a summary of the audit findings.

Chair Hawes called for a motion. Director Roberts moved to acknowledge receipt of the FY2023-24 financial audit. Director Bailey seconded. Recorder Casey conducted a roll call vote. Voting Aye: Directors Bailey, Gornick, Hawes, Roberts, and Williams.

MOTION CARRIED

7. Monthly Items

7.1 Financial Reports

Interim Finance Director Pietzold provided highlights from the written report.

7.2 Operations Report

General Manager Hathhorn and Interim Plant Manager Bienenrth provided highlights from the written report, including membrane cell cleaning and ongoing plant maintenance.

The board asked questions regarding filter cleaning and membrane life.

7.3 Manager's Report

General Manager Hathhorn provided highlights from the written report, including the loss of former plant manager Joe Rogers and a personal services contract with NW Natural Water Services.

7.4 Business from the Board

There was none.

8. Adjourn Regular Meeting

Chair Hawes adjourned the meeting at 6:08 p.m.