

**Board Meeting Minutes  
Government Camp Sanitary District  
July 10, 2023**

**4:00 p.m. at Mt. Hood Cultural Center & Zoom Video conference.**

**Board Members:**

Present: Andrew Tagliafico, Board Chair; Ed Rogers Jr., Vice Chair; Cornelia Gunderson, Ulla Brunette, Secretary/Board member.

Board members that attended via Zoom audio conference: Dan Mancuso.

**Others Present:**

Tom Puttman, Facility Coordinator; Ken Johannes, Senior Plant Operator; Dustin Thorson, Operator I; Brian Borgmeier, Mary Jacobs.

Attended via Zoom audio conference: Erik Hoovestol, Brett Fischer.

**Proceedings:**

Meeting called to order at 4:00 PM by Andrew Tagliafico.

Agenda:

- Ed Rogers Jr. moved to approve the agenda as presented. Seconded by Cornelia Gunderson. Motion passed.

Bills:

Date	Num	Name	Memo	Amount
07/24/2023	Auto	CenturyLink	Landline, auto withdrawn from US Bank	-130.57
07/14/2023	Auto	Verizon	Cell phone - auto withdrawn from US Bank	-65.03
07/10/2023	5563	Firwood Design Group, LLC	Inv. #172628	-11,336.25
07/10/2023	5564	Puttman Infrastructure, Inc.	Inv. #5238 O&M Services reimbursables	-672.69
07/10/2023	5565	Saif Corporation	Proposal #100056714, Workers comp Insurance	-336.56
07/10/2023	5566	United Fire Health & Safety	Inv. #29687012 Extinguishers inspection	-661.65
07/10/2023	5567	Firwood Design Group, LLC	Inv. #172629 -Attended GCSD Board meeting	-145.00
07/10/2023	5568	Puttman Infrastructure, Inc.	Inv. #5237 O&M Services	-10,088.78
07/10/2023	5569	Y Ianos, Alex #272	Refund for credit balance.	-289.79
07/10/2023	5570	Cascade Columbia	Inv. #869336, 869492, 870562	-2,350.00
07/10/2023	5571	Puttman Infrastructure, Inc.	Inv. #5239 Biosolids Mgmt.	-7,049.98
07/10/2023	5572	Peterson Cat	Inv. #E3697001 - towards new Generator at plant	-75,725.00
07/10/2023	5573	Portland General Electric - New Plant	Acct. #3139860000	-3,160.43
07/10/2023	5574	Puttman Infrastructure, Inc.	Inv. #5247 Generator	-3,400.00
07/10/2023	5575	Andrew Tagliafico	Director fees: Jan - June 2023.	-125.00
07/10/2023	5576	Brett Fischer	Director fees: January - June 2023.	-120.00
07/10/2023	5577	Cornelia Gunderson	Director fees: January - June 2023	-120.00
07/10/2023	5578	Dan Mancuso	Director Fees: January - June 2023	-120.00
07/10/2023	5579	Deluxe Business Systems	GCSD portion on inv. #9001718459	-1,041.65

<u>Bills Cont...</u>	5580	Ed Rogers Jr.	Director fees: January - June 2023	-120.00
07/10/2023				
07/10/2023	5581	Clackamas County Elections Office	Inv. #20230516GCSD Special Districts Elections	-50.57
07/10/2023	5582	Daily Journal of Commerce	Inv. ref. #1007093219/ Inv. #745618405	-64.80
07/10/2023	5583	Edge Analytical Inc.	Ref. #23-15856,16573,16574,17269	-1,153.00
07/10/2023	5584	Independent Diesel	Inv. #6447 - License plate, adjust clutch	-261.81
07/10/2023	5585	IRS	2nd Qtr 2023, 941, 941-v tax forms	-669.56
07/10/2023	5586	Mrs. Ulla Brunette	Ink for GCSD	-355.35
07/10/2023	5587	Northwest Local Gov't Legal Advisors	Legal services, Invoice #13470 DEQ loan	-110.00
07/10/2023	5588	Oregon Department of Revenue	2nd qtr 2023, OQ,132,or-otc-v	-36.29
07/10/2023	5589	Pamplin Media Group	Acct. #104362, posting LB1 2023-24 FY	-238.08
07/10/2023	5590	Brunette, Ulla B	Secretary Salary for June	-1,449.40
07/10/2023	5591	Daily Journal of Commerce	Inv. #745622512 2nd posting for project bids	-132.30
07/10/2023	5592	ZZ Mt Hood Forestlands #326	Reimbursement for pre-paid sewer fees. Home sold	<u>-19.08</u>
				-121,598.62

- Ed Rogers Jr. moved to approve the bills as presented. Seconded by Cornelia Gunderson. Motion passed.

Bank account update:

General Funds – US Bank \$141,041.43  
 State Pool Acct. #5206 SDC Fund = \$363,923.45  
 State Pool Acct. #5260 Capital Fund = \$398,605.71  
 State Pool Acct. #6531 Debt Fund = \$3,123.94

Minutes:

- Ed Rogers Jr. moved to adopt last month’s meeting minutes. Seconded by Dan Mancuso. Motion passed.

Plant Report – Thomas Puttman & Ken Johannes:

Monthly Operator Report Summary – June 2023

Treatment Plant – Flows

Inflow Received	Current Month	Previous Month	Previous Year
Average	0.114 MGD	0.145 MGD	0.164 MGD
Maximum	0.138 MGD	0.162 MGD	0.226 MGD
Minimum	0.094 MGD	0.127 MGD	0.130 MGD

Treatment Plant – Effluent Results (final results pending)

Effluent Results	Current	Previous	Limit
cBOD	2 mg/L @ 98%	2 mg/L @ 96%	10 mg/L @ >85%
TSS	7 mg/L @ 85%	5 mg/L @ 85%	10 mg/L @ >85%
E Coli	1 cfu/100 ml	<1 cfu/100 ml	126 cfu/100 ml
NH3-N	0.04 mg/L	0.03 mg/L	--
pH	6.5	6.5	6.3 – 9.0

Operators report continued.

### *Operations, Maintenance, and Regulatory*

- No issues.
- Temporary generator installed on the 27<sup>th</sup>, new generator installed on the 29<sup>th</sup>. Final installation wrap-up and training scheduled for July 20-21.

### *Biosolids Management*

- Sludge hauling is underway – 68,000 gallons in June.
- A collection of sand and grit has been settled in the basin for some 20 years. This material will eventually need to be pumped out by a hauler.
- An extra hauling effort is being made this year to reduce the digester level in order to see how much build up exists.
- Some alternative methods were discussed, such as using a dredge and sieving off the material with screens. Ken Johannes mentioned that this would still be difficult to reduce the buildup because they are adding back 8,000 gallons a day to their usual wasting rates from the SBRs.
- Erik Hoovestol recommended that Ken Johannes contact Curt McLeod for advice.

### *Locates/Call Outs*

- Locates: 19
- Call Outs: 0

### *Collections System Management*

- 2023 Inspections: Underway this week.
- 2022/23 Repairs: Erik to report.

### *Master Plan Update/Erik Hoovestol:*

- Erik will get the construction design proposal to the Board within the next few months.
- Project Bid package will be advertised by February or March 2024.
- Erik will be updating the database for priority sewer line projects.

### *Generator replacement for Treatment Plant:*

- The new Generator was installed on June 29, 2023.
- Modification for the exhaust is in progress.
- Andrew Tagliafico spoke to all three local ski areas about buying the old Generator, no interest.
- The District will go forward with a more formal bid process through auction.
- Andrew Tagliafico estimated the sale price would be around \$30,000.

### *2023 main sewer lines – repair projects, Erik Hoovestol:*

- Bergstrasse main sewer line installation is out for bid again. The first advertisement had no response.

### *2023 main sewer lines - inspections/cleanings:*

- Inspections and cleaning are taking place this week.

### *Investment options for the State Pool SDC account #5206:*

- Dan Mancuso recommended investing in the US Treasury through TreasuryDirect.gov.

- Website is showing a 4-week treasury as 5.16% and a 6 month at 5.54%
- The Board can review near the end of maturity to rollover or stop the investment.
- Andrew Tagliafico moved to invest \$50,000.00 with a 30-day US Treasury investment and \$200,000.00 in a six (6) month US Treasury investment. Seconded by Ed Rogers Jr. Motion passed.
- Dan Mancuso and Ulla Brunette will work on the details.

Mt. Hood Brewery connection to the Sanitary District – Brian Borgmeier:

- The Brewery is expecting their equipment at the end of August and to be functional sometime in September.
- A timeline was requested from the District on what is needed to get the sewer connection in place.
- Brian would also like information regarding the discharge rates.
- Brian will get their models of the rate and timing discharge to Ken Johannes.
- Sewer fees are still to be determined by the Board.

Golden Poles Association, Account #083:

History of Golden Poles:

- Prior to 2015, Golden Poles had 30 condominium units, one swimming pool and one common room with laundromat, bathroom, and shower.
- 30 SDC fees were paid at the time of construction for the condo units. No SDC fees were billed for the pool or common area.
- 30 EDUs were billed to Golden Poles up until June 1999.
- In July 1999, the Sanitary Board added five (5) EDUs to this account, due to five condo owners that were renting nightly. No SDC fees were billed for the five (5) rental units.
- Although some of the units removed their condo from the rental pool, the Sanitary Board agreed to continue to bill 35 EDUs until meter totals for the past 12 months were recorded for the swimming pool.
- As of June 2015, no meter readings were received by the District.
- Golden Poles was demolished in 2015 due to a fire.
- 30 new Condo units were completed in 2020. One swimming pool, one common area with 1 toilet, 1 shower and 1 washer/dryer.

Current Board Review:

- The current Board acknowledged 35 SDC on this account, based on past Board decisions.
- Five (5) condo units have been identified as nightly rentals as of July 2023, which exceed max occupancy of eight (8). Unit #301, #303, #309, #206 and #109.
- Mary Jacob from Golden Poles stated that Unit #301, #303 and #309 have been long time rentals and they have been paying additional EDUs through their association fees. Other units that are new to renting should get the District's rental policies so they can understand the EDU and SDC cost if they continue to rent.
- The Board agreed that the Base rate for Golden Poles will be as such:
  - 33 EDUs for the 30 condo units. (3 additional EDUs are for Unit #301, #303 & #309)
  - 1 EDU for the common area
  - 1 EDU for the Swimming Pool, until 12 months of meter recordings are collected for the pool. If the meter rate exceeds one (1) EDU, Golden Poles shall be required to pay the difference between the 1 EDU charged and the actual usage plus all current and future charges. Current and future charges shall be based on annual metered usage.

Golden Poles continued.

- Golden Poles will need to install the meter on the swimming pool within 90 days.
- The District Secretary will mail rental billing policies to Mary Jacob to distribute to all condo owners.

- Billing policies will also be mailed to the owners of Unit #206 and #109. If the owners choose to keep their condo as a rental with max occupancy of 10, the District will bill the owner directly for the additional .25 EDUs per month and the additional .25 SDC fee.
- Starting January 1, 2024, the Sanitary District will bill Golden Poles condominium owners directly for the sewer fees, instead of billing the Association.

There being no further business, the meeting was adjourned.

Minutes prepared by Secretary, Ulla Brunette.