

Board Meeting Minutes
Government Camp Sanitary District
January 10, 2022
4:00 p.m. via Zoom Video conferencing

Board Members:

Present: Andrew Tagliafico, Board Chair; Ed Rogers Jr., Vice Chair; Cornelia Gunderson, Brett Fischer, Dan Mancuso.

Others Present:

Ulla Brunette, Secretary; Tom Puttman, Facility coordinator; Ken Johannes, Senior Plant Operator; Dustin Thorson, Operator I, Erik Hoovestol, Zac Adams, Teresa McGuire.

Proceedings:

Meeting called to order at 4:07 PM by Andrew Tagliafico.

Agenda:

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

Bills:

Num	Name	Memo	Amount
Auto	Intuit - Quickbooks	Annual payroll subscription 2022 FY - Auto withdrawn from US Bank	-\$500.00
5260	Andrew Tagliafico	Director fees: July - December 2021	-\$150.00
5261	Brett Fischer	Director fees: July - December 2021	-\$120.00
5262	Cornelia Gunderson	Director fees: July - December 2021.	-\$120.00
5263	Dan Mancuso	Director Fees: July - December 2021	-\$120.00
5264	Ed Rogers Jr.	Director fees: July - December 2021	-\$120.00
5265	Oregon Department of Revenue	4th qtr 2021 OR-STT-1	-\$3.61
5266	CenturyLink	503-272-0261	-\$148.59
5267	Douglas Highland	Sewer Inspection deposit of \$1000 minus sewer fees still open	-\$795.00
5268	Edge Analytical Inc.	Ref. #21-45521, 21-46235, 21-47550, 21-48431	-\$1,337.00
5269	CenturyLink	VOID: Duplicate check printed in error	\$0.00
5270	IRS	4th Quarter, Oct - Dec 2021 941 form	-\$557.70
5271	Cascade Columbia	Inv. #825362 Soda Ash 12/14/21	-\$387.50
5272	Iron Horse, LLC	Inv. #52117*02 - 2nd pymt for 2021 sewer line repair project	-\$59,804.40
5273	Mrs. Ulla Brunette	Inv. #126888475 Zoom Communications - 12 month subscription	-\$112.42
5274	One Call Concepts, Inc.	Inv. #1120694 Utility locates	-\$60.00
5275	Puttman Infrastructure, Inc.	Inv. #4090 Research - Mt. Hood Brewery	-\$776.50
5276	Special Districts Insurance Services	Inv. #37p58013-1095 Liability Insurance Jan - Dec 2022	-\$18,352.00
5277	United Fire Health & Safety	Inv. #23429648 11/22/21. Semi annual system inspection	-\$275.15
5278	Oregon Department of Revenue	4th qtr 2021 Oregon quarterly tax report	-\$5.26
5279	Puttman Infrastructure, Inc.	Inv. #4091 Annual Biosolids	-\$742.50
5280	Verizon	Cell phone Acct. #542027821-00001	-\$37.05
5281	Puttman Infrastructure, Inc.	Inv. #4092 Plant Operator Contract	-\$8,973.87
5282	Puttman Infrastructure, Inc.	Inv. #4093 Services reimbursables	-\$824.54

5283	Brunette, Ulla B	Secretary Salary for December 2021	-\$1,176.18
5284	Portland General Electric - New Plant	Acct. #3139860000	-\$2,896.43
5285	Government Camp Snow Removal	Inv. #m155 Nov. & Dec. 2021 plant snow removal	-\$2,100.00
			-\$100,495.70

Ed Rogers Jr. moved to approve the bills as presented. Seconded by Andrew Tagliafico. Motion passed.

Bank Account update:

General funds – US Bank \$118,618.95

State Pool Acct. #5206 \$340,750.19

State Pool Acct. #5260 \$477,735.07

Minutes:

Ed Rogers Jr. moved to adopt last month’s meeting minutes. Seconded by Cornelia Gunderson. Motion passed.

Plant Report – Thomas Puttman & Ken Johannes:

Monthly Operator Report Summary – December 2021

Treatment Plant – Flows

Inflow Received	Current Month	Previous Month	Previous Year
Average	0.137 MGD	0.106 MGD	0.157 MGD
Maximum	0.197 MGD	0.200 MGD	0.306 MGD
Minimum	0.090 MGD	0.069 MGD	0.090 MGD

• Treatment Plant – Effluent Quality Results

Effluent Results	Current	Previous	Limit
cBOD	2 mg/L @ 99%	1 mg/L @ 98%	25 mg/L @ >85%
TSS	2 mg/L @ 98%	1 mg/L @ 96%	30 mg/L @ >85%
E Coli	<1 cfu/100 ml	<1 cfu/100 ml	126 cfu/100 ml
NH3-N	1 mg/L	0.05 mg/L	--
pH	6.5	6.5	6.3 – 9.0

Operations, Maintenance, and Regulatory

- No issues.

Industrial Discharge Pre-Treatment

- Dustin is the Pre-Treatment coordinator.
- Application is drafted, for review.

Locates

- 3

Call Outs

- 0

Master Plan Update – Erik Hoovestol & Zac Adams – Firwood Design Group:

- Erik Hoovestol and Zac Adams discussed Potential upgrades for future buildout. Erik will E-mail copies of the buildout maps to the District Secretary.
- For future large development projects that are not listed on the buildout maps, the District will need to request a feasibility report from Firwood Design.

2021 main sewer lines – repair project:

- Signed Change order #1 received. The change order list the remaining projects to be completed by June 21, 2022, cost change for open cut repair of ES28-29 and Installation of inside drop connection to Manhole ES28. The total work represents an \$12,300.00 estimated increase in the contract amount.
- Final Invoice from Iron Horse was received for the repair projects completed to date.
- Repairs near the Headworks building
Firwood will place this repair up for public bid around April 2022, once the contractors have a chance to look at the damage.

2022 sewer line repairs:

- Firwood expects to have the 2022 sewer line repair projects to the Board, within the next two months.

Generator replacement for Treatment Plant:

- No updates.

Mt. Hood Brewing – Acct. #159, 87304 E Gov't Camp Loop:

- Ken Johannes discussed lab analysis testing options for the Brew Pub and asked who would be responsible for the lab test? Andrew Tagliafico said this would be a reimbursable expense. Separate from Mt. Hood Brewing EDU fees.
- Mt. Hood Brewing would need to go through a pre-treatment permit process with the District, for industrial discharge.

2020-2021 FY Audit – Teresa McGuire from Lauka McGuire P.C.:

- Teresa provided a brief report on the 2021 FY Audit. No issues were found but she will work with the District Secretary on clean up of the files and miscellaneous items for the next Audit.
- The District's expectation for the 2021-2022 FY Audit, is to have completed by the December 2022 Board meeting.

Resolution #2022-216. SDC Rate increase:

- The SDC rate to be charged by the District shall be increased by 6.56% from the 2021 SDC rate of \$5,500.19 to \$5,861.00 based on changes in the Adopted Cost Index.
- This Resolution and the SDC amount(s) reflected on the revised Table A, and incorporated herein by this reference, shall take effect on January 10, 2022.

Ed Rogers Jr. moved to adopt Resolution #2022-216. Seconded by Brett Fischer. Motion passed.

Special District Insurance Services – annual renewal insurance:

- Liability Insurance for the District was approved by the Board for annual rate of \$18,352.00, but the Board would like additional information on the Earthquake coverage.
- Rate is in effect between January 1, 2022 – December 31, 2022.
- Liability coverage is listed on last page of the minutes.

Plant Operator contract rate for January 1, 2022 – December 31, 2022:

- Operator rate was increased 4% from 2021. New annual rate is \$111,993.90.
- Ed Rogers Jr. moved to approve the rate increases. Seconded by Brett Fischer. Motion passed.

There being no further business, the meeting was adjourned.

Minutes prepared by Secretary, Ulla Brunette.

***See page 5 for Liability Insurance coverage.**

SDIS

SPECIAL DISTRICTS
INSURANCE SERVICES

INVOICE

Date: 01-Jan-22

Named Participant:	Government Camp Sanitary District PO Box 25 Government Camp, OR 97028	Agent:	WHA Insurance 2930 Chad Drive Eugene, OR 97408
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Invoice #	Entity ID	Effective Date	Expiration Date	Invoice Date
37P58013-1095	58013	01-Jan-22	31-Dec-22	01-Jan-22

Coverage	Contribution
SDIS Liability Coverage	
Liability Contribution	\$2,073
Less Best Practices Credit	(\$124)
Less Multi-Line Discount Credit	(\$75)
Adjusted Contribution	\$1,874
Auto Liability (Includes Auto Excess and Auto Supplemental Coverages)	
Auto Contribution	\$432
Less Best Practices Credit	(\$26)
Less Multi-Line Discount Credit	(\$17)
Adjusted Contribution	\$389
Non-owned and Hired Auto Liability	\$175
Auto Physical Damage	\$681
Less Multi-Line Discount Credit	(\$27)
Adjusted Contribution	\$654
Hired Auto Physical Damage	\$0
Property	
Property Contribution	\$11,014
Less Best Practices Credit	(\$661)
Less Multi-Line Discount Credit	(\$441)
Adjusted Contribution	\$9,913
Earthquake	\$4,978
Flood	\$0
Equipment Breakdown / Boiler and Machinery	\$0
Crime	\$369
Total:	\$18,352

2022 Longevity Credit**:	
Longevity Credit %:	Longevity Credit:
9.5%	\$1,752

Coverage is provided for only those coverages indicated above for which a contribution is shown or that are indicated as "included." Your payment evidences "acceptance" of this renewal. Please use the payment coupon on the following page to help us apply your payment correctly.

**This amount is for illustration only. Longevity Credit checks will be mailed to eligible members in February.

Payment instructions are on the following page.