

**Board Meeting Minutes  
Government Camp Sanitary District  
June 12, 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.

Attended via Zoom audio conference: Brett Fischer, Dan Mancuso.

Others Present:

Ulla Brunette, Secretary; Ken Johannes, Senior Plant Operator; Dustin Thorson, Operator I.

Attended via Zoom audio conference: Tom Puttman, Facility coordinator; Erik Hoovestol, Firwood Design Group.

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:

| <u>Date</u> | <u>Num</u> | <u>Name</u>                  | <u>Memo</u>   | <u>Amount</u> |
|-------------|------------|------------------------------|---|---------------|
| 06/12/2023  | Auto       | CenturyLink                  | Landline, auto withdrawn from US Bank 6/23/23       | -130.55       |
| 06/15/2023  | Auto       | Verizon                      | Cell phone - auto withdrawn from US Bank on 6/15/23 | -65.03        |
| 06/12/2023  | 5542       | Edge Analytical Inc.         | Ref. #23-11805,11808,12675,13524,13525,13527,14295  | -1,889.00     |
| 06/12/2023  | 5543       | Firwood Design Group, LLC    | Inv. #172509 "on call engineering"                  | -725.00       |
| 06/12/2023  | 5544       | Puttman Infrastructure, Inc. | Inv. #5151 O&M Services reimbursables               | -1,268.50     |
| 06/12/2023  | 5545       | Edge Analytical Inc.         | Ref. #23-15151                                      | -357.00       |
| 06/12/2023  | 5546       | Firwood Design Group, LLC    | Inv. #172508 Repair projects                        | -1,101.25     |
| 06/12/2023  | 5547       | Puttman Infrastructure, Inc. | Inv. #5150 O & M Services, Operator contract fees   | 10,088.78     |
| 06/12/2023  | 5548       | RMS PUMP                     | Inv. 23R05138 Installation of new mixer             | -4,820.00     |
| 06/12/2023  | 5549       | US POST MASTER               | Annual Post Box fee 2023                            | -94.00        |
| 06/12/2023  | 5550       | Puttman Infrastructure, Inc. | Inv. #5163 Repairs                                  | -1,078.13     |
| 06/12/2023  | 5551       | Verizon                      | VOID: - Check printing error                        | 0.00          |
| 06/12/2023  | 5552       | CenturyLink                  | VOID: Check printing error                          | 0.00          |
| 06/12/2023  | 5553       | Y Schebler, Brian & Sue #084 | Refund for pre-paid sewer fees for June 2023.       | -41.00        |

|            |      |                                      |  |                  |
|------------|------|--------------------------------------|--|------------------|
| 06/12/2023 | 5554 | Cascade Columbia                     | Inv. #864498 dated 4/19/23                     | -805.00          |
| 06/12/2023 | 5555 | Curran-Mcleod, Inc.                  | Inv. #23.04-1795 Master plan April             | -500.00          |
| 06/12/2023 | 5556 | Department of Environment Quality    | Inv. #WQWSC2300284 WW OPCERT PRG support fee   | -104.00          |
| 06/12/2023 | 5557 | Government Camp Snow Removal         | Inv. 764, April snow removal at Plant          | -1,170.00        |
| 06/12/2023 | 5558 | Northwest Local Gov't Legal Advisors | Legal services, Invoice #13447 DEQ Loan review | -440.00          |
| 06/12/2023 | 5559 | Puttman Infrastructure, Inc.         | Inv. #5152 Collection system mgmt.             | -393.75          |
| 06/12/2023 | 5560 | Portland General Electric            | Acct. #3139860000                              | -3,288.61        |
| 06/12/2023 | 5561 | Brunette, Ulla B                     | Secretary salary for May 2023                  | <u>-1,502.90</u> |
|            |      |                                      |  | -29,862.50       |

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

Bank account update:

General Funds – US Bank \$140,967.70  
 State Pool Acct. #5206 \$361,526.00  
 State Pool Acct. #5260 \$401,688.898

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 – May 2023

Treatment Plant – Flows

| Inflow Received | Current Month | Previous Month | Previous Year |
|-----------------|---------------|----------------|---------------|
| Average         | 0.145 MGD     | 0.111 MGD      | 0.162 MGD     |
| Maximum         | 0.162 MGD     | 0.135 MGD      | 0.238 MGD     |
| Minimum         | 0.127 MGD     | 0.097 MGD      | 0.126 MGD     |

Treatment Plant – Effluent Results

| Effluent Results | Current        | Previous      | Limit          |
|------------------|----------------|---------------|----------------|
| cBOD             | 2 mg/L @ 96%   | 2 mg/L @ 98%  | 25 mg/L @ >85% |
| TSS              | 5 mg/L @ 85%   | 6 mg/L @ 96%  | 30 mg/L @ >85% |
| E Coli           | 1.2 cfu/100 ml | <1 cfu/100 ml | 126 cfu/100 ml |
| NH3-N            | 0.03 mg/L      | 0.03 mg/L     | --             |
| pH               | 6.5            | 6.5           | 6.3 – 9.0      |

Operations, Maintenance, and Regulatory

- No issues.
- New SBR Mixer installed. Will refurbish old float for future spare.

- Generator to arrive on June 29<sup>th</sup>.

#### Biosolids Management

- Ready for summer hauling.

#### Locates/Callouts:

- Locates: 8
- Callouts: 0

#### Collections System Management

- One call-out for stagnant flow, Drain-Pro called in to jet out. (ES18-ES19 on Lige Ln.)
- 2023 Inspections: Only two bids received. Request to grant bid award.
- 2022/23 Repairs: Coordinating with Firwood.

#### Master Plan Update:

- The Board approved changing the DEQ Loan agreement to 20 – year at 1.96%.

#### Generator replacement for Treatment Plant:

- June 27, 2023 temporary generator to be installed.
- June 29, 2023, new Generator to be installed.

#### 2023 main sewer lines – repair projects- Erik Hoovestol:

- Estimated cost for all repairs this summer is \$149,200.00.
- Advertisements for bids will go out at the end of this week.

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

- Solicited three companies.
- Two bids received. Pacific Int-R-Tek \$33,855.00 & Drain-Pro Of Oregon \$34,169.06.
- Puttman Infrastructure recommended using their preferred vendor, Pacific Int-R-Tex.
- Andrew Tagliafico moved to award Pacific-Int-R-Tek the contract. Seconded by Ed Rogers Jr. Motion passed.

#### Special Districts Election results – GCSD newly elected Board members as of July 1, 2023:

- Position #1, Ed Rogers Jr.
- Position #3, Ulla Brunette.
- Position #5, Andrew Tagliafico.

#### Resolution No. 2023-220, adopting the 2023-2024 FY Budget:

- Ed Rogers Jr. moved to adopt the budget for the Fiscal year 2023-2024 in the amount of \$3,734,181.00, with the understanding that the adopted budget figures could reduce in the General Funds Resources, line #4 “Property Tax Sewer fees” if payment from the property owners is received by June 15, 2023. Seconded by Cornelia Gunderson. Motion passed.

#### Investment Options with US Bank for the State Pool Account #5206:

1. 7 -MONTH TERM CD @ 4.80% (MONTHLY COMPOUND)

2. 11- MONTH TERM CD @ 4.90% (MONTHLY COMPOUND)
  3. 15 -MONTH TERM CD @ 4.95% (MONTHLY COMPOUND)
  4. 19-MONTH TERM CD @ 4.95% (MONTHLY COMPOUND)
  5. MONEY MARKET SAVINGS ACCOUNT @ 4.75% (can access at any time without fees)
- Dan Mancuso mentioned that a 4-week treasury note is running around 5.1%, which would be a no risk option for the District. The District could keep rolling over if interest rates stay high.
  - Ulla Brunette will look into Treasury notes and report back to the Board.

There being no further business, the meeting was adjourned.  
Minutes prepared by Secretary, Ulla Brunette.