

**Board Meeting Minutes
Government Camp Sanitary District
December 11, 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/Board Member & Secretary, Dan Mancuso.

Others Present:

Ken Johannes, Senior Plant Operator; Dustin Thorson, Operator I; Brett Fischer.

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

Proceedings:

Meeting called to order at 4:06 PM by Andrew Tagliafico.

Agenda:

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

Bills:

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

Bank account update:

General Funds – US Bank \$282,783.08
 State Pool Acct. #5206 SDC funds \$375,233.16
 State Pool Acct. #5260 Capital funds \$163,812.24
 State Pool Acct. #6531 Debt funds \$14,261.17

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 – November 2023

Treatment Plant – Flows

Inflow Received	Current Month	Previous Month	Previous Year
Average	0.093 MGD	0.084 MGD	0.095 MGD
Maximum	0.125 MGD	0.123 MGD	0.268 MGD
Minimum	0.070 MGD	0.068 MGD	0.068 MGD

Plant report continued.

Treatment Plant – Effluent Results (final results pending)

Effluent Results	Current	Previous	Limit
cBOD	2 mg/L @ 97%	4 mg/L @ 94%	25mg/L @ >85%
TSS	5 mg/L @ 96%	3 mg/L @ 98%	30 mg/L @ >85%
E Coli	ND cfu/100 ml	ND cfu/100 ml	126 cfu/100 ml
NH3-N	0.05 mg/L	0.05 mg/L	--
pH	6.5	6.5	6.3 – 9.0

Operations, Maintenance, and Regulatory

- No issues.

Biosolids Management

- Completed.

Locates/Call Outs:

- 1 locate.
- No Call Outs

Collections System Management

- 2023 Inspections completed.
- 2022/23 Repairs completed.

DEQ SRF loan progress report:

No updates.

2024 Master plan projects:

No updates.

2024 sewer rehabilitation and repairs:

- Ken Johannes is working on the repair projects for 2024

Mt. Hood Brewery. Account #159:

- Still working on finalized agreement.
- EDU calculation based on Table 1 Fee Schedule. The calculated EDU is the highest of the following three criteria:
 - 1. Volume. One EDU is equal to 700 cubic feet per month.
 - 2. BOD strength. One EDU is equal to 0.25 pounds BOD per day.
 - 3. TSS strength. One EDU is equal to 0.20 pounds TSS per day.
- Mt. Hood Brewery’s estimated volume, BOD and TSS calculated:
 - Volume = 1000 GPD at 5.8 EDUs.
 - BOD = 2.22 lbs., at 8.9 EDUs.
 - TSS will be determined once online.
- For an initial calculation of BOD and TSS EDUs, the maximum daily volume discharge limit will be used.

Mt.Hood Brewery continued:

- It is expected the BOD EDU will determine the resultant SDC fee. If TSS is excessive, the District will require the Brewery to install additional filtration steps to be installed on the discharge stream to the collections system.
- After 12 months of continuous operation, the results of the samples collected and analyzed from the Brewery's waste treatment system discharge will be evaluated. Based on the sewer strength data, the EDU calculation and resulting SDC fees are to be adjusted accordingly.
- Estimating to connect to the District's sewer system in February or March 2024.

Special Districts Insurance Services (SDIS):

- GCSD was awarded a \$2500.00 grant from SDIS for Security upgrades at the Treatment plant.

GCSD - 2024 Liability coverage with SDIS

<u>Coverage</u>	<u>Contribution</u>
SDIS Liability Coverage	\$1,914
Less Best Practices Credit	\$77
<u>Less Service Group Discount</u>	<u>(\$77)</u>
Adjusted Contribution	\$1,761
Auto Liability*	\$485
Less Best Practices Credit	(\$19)
<u>Less Service Group Discount</u>	<u>(\$19)</u>
Adjusted Contribution	\$447
Non-owned and Hired Auto Liability	\$175
Auto Physical Damage	\$720
<u>Less Service Group Discount</u>	<u>(\$29)</u>
Adjusted Contribution	\$691
Hired Auto Physical Damage	\$0
Property	\$15,141
Less Best Practices Credit	(\$606)
<u>Less Service Group Discount</u>	<u>(\$606)</u>
Adjusted Contribution	\$13,929

SDIS Liability Insurance continued.

Earthquake	\$6,060
Flood	\$0
Equipment Breakdown	\$0
Crime	\$369
Cyber	Included
	<u>Total \$23,432</u>

ADT – security system for the Treatment plant:

- Total install cost for 7 cameras = \$4,515.00
- Monthly cost for monitoring the system = \$129.68
- The Board would like to research other security options.

Website for GCSD:

- Streamline works with Special Districts in developing websites.
- No startup fees to create the website.
- \$100 monthly charge for maintaining the website.
- Customers will have the option to pay their sewer fees with a credit or debit card.
- Dan Mancuso moved to approve Streamline to develop the website for GCSD. Seconded by Ed Rogers. Motion passed.

Other: SDC rate change:

- The SDC rate increase will be adopted next month.
- The Board agreed to not increase the SDC fee until February 8, 2024, to allow additional time to resolve the SDCs for the Mt.Hood Brewery and Mt. Hood Skibowl.

2022-2023 FY Audit:

- Audit should be completed by December 31, 2023.

31164 E Multorpor Drive, Account #209:

- The new sewer main line installed on Bergstrasse road caused high water flow from the new trench into the dwelling.
- Andrew Tagliafico (Who LTD) was able to excavate the drainage ditch from Bergstrasse to Multorpor road, which resolved the issue. The cost was \$1,600.00.
- Brett Fischer mentioned that Mt.Hood Skibowl would like to be reimbursed for additional cost on cleanup. The Board agreed.

QuickBooks accounting system:

- QuickBooks will be phasing out the District’s Desktop version next year.
- The District has added the Online version, but since the system is not setup the same as the Desktop version, the District Secretary has asked for additional training with a QuickBooks advisor.
- The Board approved spending up to \$1000 for the additional training.

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