

Tri City Water and Sanitary Authority

Regular Board Meeting Minutes

September 13th, 2023

The Board of Directors of Tri City Water & Sanitary Authority met on Wednesday September 13th, 2023.

Call to Order: Meeting was called to order by Jeremy at 6:30pm.

Pledge of Allegiance:

Roll Call:

The following board members were present: Bruce Stimpson, Jeremy Medley, and Roger Phillips.

Brandon Legg and Chris Dewald were absent.

Employees Present:

The following employees were present: Paul Wilborn, Zach Potter, Cody Hammond and Brooke Rainwater

Minutes:

- Bruce made a motion to accept the August 9th, 2023, Regular Board Meeting minutes. Roger seconded the motion. All in favor. Motion carried.

Wastewater Treatment Plant:

Cliff Church - Cliff was absent so Paul provided the board with a copy of his report. The report will be a permanent part of the minutes on file.

Visitors:

Public Hearing to discuss Resolution 23-06 – A public hearing was called to order at 6:34pm to discuss a Resolution granting an exemption from the competitive bid requirements of ORS 279C.335(1) for use of the design-build method of contracting for the utility shop building project. There were no concerned parties in attendance. Bruce made a motion to adopt Resolution 23-06. Roger seconded the motion. All in favor. Motion carried.

Manager Report:

- **Financial Report** – Paul stated that the financial report looks good for the year to date. Our revenues are slightly higher than projected and expenses are slightly lower.
- **Project Update:**
 - Valley Drive Booster Station – Paul reported that we have received submittals from Cummins and are waiting for our electrical engineer, Terry Nelson, to review them. After his approval we will give the okay to build.
 - Angus Ln – Paul reported that the County has advised that the BLA correcting the encroachment onto Atkinson’s property must be completed before we can proceed with our land partition even though it has nothing to do with us. We are currently looking into grant availability and working on engineering. There is one grant that is due by the end of October that I plan on applying for.
- **Transfer of funds from LGIP to Umpqua Bank** – Paul informed the board that Umpqua Bank has offered .25% higher interest than our current LGIP accounts. The Umpqua Bank account will also be fully insured. Paul is planning to open an additional account with them to make it easier to keep sewer and water funds separate. Once that is done, he will transfer funds into the higher earning accounts. At the current interest rates, this will increase our revenue by around \$10,000 a year.
- **Water Management and Conservation Plan** – Paul advised that one of the conditions on our water right extension was to complete a WMCP. It is also necessary to be eligible for funding through the OWRD. This is due by the end of January 2025, but Paul thinks it is prudent to start on it now in case there is a grant opportunity available. Paul would like to give our engineer, Midea LLC. the okay to start drafting this document on our behalf. Bruce made a motion to give that permission to Midea LLC. Roger seconded the motion. All in favor. Motion carried.
- **Manhole lining** – Paul stated that one of the conditions of DEQ’s approval for the #5 lift station was to monitor the hydrogen sulfide after project completion. We tested above the threshold to mitigate, and Paul thinks the most cost-effective mitigation is to line the second downstream manhole from our discharge. The quote from Underground Tech was \$9,145. We may also need to line the gravity line between the discharge manhole and the second downstream manhole, but we can plan that later if necessary.

Operations:

- Brian Kelly - Absent

- Cody Hammond – Cody said that things are going well and that it has been business as usual.

Board Discussion:

Old Business:

New Business:

Items not on Agenda:

Review Monthly Bills for Payment & Adjourn: Bruce made a motion to review the monthly bills and sign checks. Roger seconded the motion. All in favor. Motion carried.

Adjournment: The meeting was adjourned at 6:50pm

Attested to by: Brooke Rainwater