

## **Tri City Water and Sanitary Authority**

### **Regular Board Meeting Minutes**

**September 11, 2024**

The Board of Directors of Tri City Water & Sanitary Authority met on Wednesday August 14, 2024.

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

#### **Pledge of Allegiance:**

#### **Roll Call:**

The following board members were present: Roger Phillips, Joe Pospisil and Chris Dewald, Brandon Legg and Jeremy Medley.

#### **Employees Present:**

The following employees were present: Paul Wilborn, Lisa Rogers, Cody Hammond and Brooke Rainwater.

#### **Minutes:**

- Chris made a motion to accept the August 14, 2024, Regular Board meeting minutes. Joe seconded the motion. All in favor. Motion carried.

#### **Wastewater Treatment Plant:**

Cliff Church – Cliff provided the Board with a copy of his report. The report will be a permanent part of the minutes on file.

#### **Visitors:**

Gretchen Head 140 Chickering St – Gretchen came to discuss the fee that she received for using her debit card to pay her bill. The board discussed that we use a third-party vendor to process card payments and that is the 3% convenience fee that they charge for processing the payment.

**Manager Report:**

- **Financial Report** – Paul reported that our financial report looks good for the year to date. Office expenses are a little higher than usual, but we have recently ordered bills, checks and envelopes that will last for several months. Revenues and all other expenses are in line with the budget.
- **Utility Shop Building Progressive Design Build** – Paul had a meeting with Emery & Sons in Salem yesterday. The purpose was to identify all the risks related to the project to come up with a project contingency amount to supplement their projected Guaranteed Maximum Price (GMP). It was an informative meeting and good to identify any risks involved from owner, construction, and engineering perspectives.
- **Angus Ln. water storage reservoir** – Paul reported that we are currently searching for an Environmental and Cultural Consultant for the work required by the Bureau of Reclamation. Paul got a response from one that is booked out until after the New Year.
- **Rules & Regulations** – Paul advised the board that our rules and regulations are outdated and in need of an update. One of the issues that our attorney suggests is to require the owners to have the services in their name rather than letting a renter set up the account. This will be a change that may upset some people. Paul would like the Boards input on this issue. The board will review the draft provided and provide some input at next month's meeting.

**Operations:**

- Brian Kelly – Brian was absent.
- Cody Hammond – Cody reported that our paving for this year is finished for this year and that the team has been working on several water leaks that have popped up around the district.

**Board Discussion:****Old Business:**

- **Website** – Paul reported that we have received some training on how to add documents. We will be continuing to update the website with pertinent information.

**New Business:****Items not on Agenda:**

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

<https://tricitywater.sharepoint.com/Shared Documents/Minutes/2024-2025 Minutes/Minutes 091124.docx>

**Adjournment:** The meeting was adjourned at 6:54pm

**Attested to by:** Brooke Rainwater