Tri City Water and Sanitary Authority

Regular Board Meeting Minutes

June 10, 2026

The Board of Directors of Tri City Water & Sanitary Authority met on Wednesday June 10, 2026.

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

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

Pledge of Allegiance:
Employees Present:
The following employees were present: Paul Wilborn

Minutes: Jeremy moved to approve the May 13, 2026, regular board meeting minutes and the May 20, 2026, budget committee meeting minutes. Joe seconded the motion. The motion carried unanimously.

Wastewater Treatment Plant: Cliff Church provided a Wastewater Treatment Plant report for the Board. The report will be a permanent part of the minutes on file.

Manager Report:

- **Financial Report** – Paul reported that the financial report is looking good for the year to date. Expenses are in line with projections and revenues are slightly higher than anticipated.
- **Angus Ln. water storage reservoir project** – The mesh slope protection and MSE wall are complete. The footings are dug and contractors are currently installing the form boards. They will be pouring the first section of footings on Friday. The remainder will be poured once the tank has arrived as the first row will be embedded in concrete. The tank is expected to arrive in the first part of July.
- **DEQ I/I improvement Project** – Staff has been working on numerous required environmental and regulatory review documents (cross-cutters), including biological, clean air, floodplain, land use, cultural resources, environmental review, and Wild and Scenic Rivers compliance. Staff

believes all required documentation has now been submitted to DEQ and is currently under review.

Work has resumed on the Pre-Design Report, which will be submitted to DEQ for review upon completion. While it remains uncertain whether the project will meet the deadline required to qualify for 50% principal forgiveness, staff is following the appropriate process and advancing the project as efficiently as possible.

Paul reported that he has applied for funding through Business Oregon's Water/Wastewater Program. The program offers funding in the form of 50% grant and 50% loan at 1% interest, with a maximum award of $1.5 million. The district is also pursuing a $4 million loan through DEQ, with the potential for 50% principal forgiveness. To qualify for principal forgiveness, loan documents must be executed by September 30.

Paul further reported that the project will require the services of both an archaeologist and a geotechnical engineer to support project design. Although cost estimates have not yet been finalized, he anticipates the archaeological services will cost less than $35,000 and the geotechnical engineering services less than $25,000. He requested authorization from the Board to execute contracts with these professionals in amounts not to exceed those limits.

Jeremy made a motion to authorize Paul to execute contracts with the archaeologist and geotechnical engineer for amounts not to exceed $35,000 and $25,000, respectively.

- **Emerging Contaminant Feasibility Study** – We have applied for an Emerging Contaminant Grant in the amount of almost $2.5M. We should know by August 6th whether we are successful. That grant, if received, will cover a water distribution system intertie with the City of Riddle ($1.5M), Ozone system upgrades ($200K), and Water filtration improvements; filter media and air scour installation ($587K). It is my understanding that this is covered 100% by grant funding.
- **Rules & Regulations Ordinance revisions** – Staff has been working intermittently on updates to the Rules & Regulations Ordinance for several years. The primary outstanding issue is whether utility service accounts should be required to remain in the property owner's name rather than allowing tenants to establish service agreements directly. Our attorney has recommended making this change for at least the past 15 years. While implementation will require a gradual transition, staff recommends that the Board authorize this change and allow it to be implemented as properties become vacant and ownership or tenancy changes occur.
- **Engineering Services Agreement** – Engineering Service Agreement No. 2 extends the contract with Midea until June 30, 2027, and increases the fee per hour from $135 to $155. Chris made a motion to accept the agreement as presented. Jeremy seconded the motion. The motion passed with all in favor.

Operations:

- Paul reported that the field employees have been working on a variety of tasks, including locates, valve exercising, minor water leaks, sewer plug-ups and other general maintenance. They received the new sewer camera last week and will be starting sewer line inspections immediately.

Board Discussion:

Old Business:

New Business: Outside employment – Paul reported that he has been approached by the Riddle Fire Department regarding an opportunity to provide bookkeeping and budgeting services. Pursuant to the terms of his employment contract, Board approval is required prior to accepting outside employment. After discussion, the Board expressed no objections to Paul accepting the outside employment opportunity with the Riddle Fire Department.

Items not on Agenda: Paul stated that it is time for his annual evaluation.

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

Adjournment: The meeting was adjourned at 6:54 PM.

Attested to by: Paul Wilborn