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Board of Directors

Position 1 – Mike Griffith
Position 2 – Jim Bellet, Board Chairman
Position 3 – Charles R. Dehlinger

District Manager/Secretary

Michael Fritschi

REGULAR BOARD MEETING MINUTES March 17, 2020

1. **Call to Order** – Director Bellet called the meeting to order at 5:04 P.M.
2. **Roll Call of Directors** - Director Griffith and Director Bellet, were present; Director Dehlinger was absent. District Manager Michael Fritschi, Director of Administrative Services Cindy Oden, and District Council Mike Rudd was also in attendance.
3. **Meeting Minutes February 18, 2020** – The Board reviewed the meeting minutes from the February 18, 2020 Board Meeting. Director Griffith moved to accept the minutes, Director Bellet seconded the motion, and the motion was approved by a unanimous vote.
4. **Meeting Minutes February 25, 2020** – The Board reviewed the meeting minutes from the February 25, 2020 Board Workshop Meeting. Director Griffith moved to accept the minutes, Director Bellet seconded the motion, and the motion was approved by a unanimous vote.
5. **Meeting Minutes March 5, 2020** – The Board reviewed the meeting minutes from the March 5, 2020 Special Board Meeting. Director Griffith moved to accept the minutes, Director Bellet seconded the motion, and the motion was approved by a unanimous vote.
6. **Monthly Financial & Investment & Accounts Payable** - The February 2020 Monthly Financial & Investment & Accounts Payable reports were reviewed by the Board. Director Griffith moved to approve the reports, Director Bellet seconded the motion and the motion was approved unanimously.
7. **Public Comment** – There was no public comment received
8. **New Business**
 - a. The Board discussed the District sewer rates, the impact on ratepayers, and the existing/future available capital for the TMDL compliance project. Currently the District sewer rate ordinance designates that the sewer rates shall increase by 5% per year. The rates are currently at the equivalent level of approximately \$37.50/month (for a single-family resident) for the current fiscal year. Director Bellet moved to modify the rate increase from 5% to 2% to be more in line with the Western Consumer Price Index for fiscal year 2020-21, Director Griffith seconded the

motion, and the motion was approved by a unanimous vote. The Secretary will craft and Ordinance to accomplish this and place it on the agenda at the next Board Meeting.

- b. The Board reviewed Resolution NO. 209 – Re-adopting the District Investment Policy. Director Griffith moved to approve the Resolution, Director Bellet seconded the motion, and the motion was approved by a unanimous vote.

5:30 PM – Director Dehlinger joined the meeting

- c. The Director of Administrative Services (DAS) brought the Board up to date on the lack of progress that Vision has been making on the District Utility Billing Software. Due to the overall lack of progress, overall competence, and responsiveness by Vision, the DAS is recommending that the District issue Vision a 30-day notice of material failure to comply. Mr. Rudd will review the existing contract and provide advice for submitting the notice. The Board was in consensus with this action.
- d. The Secretary mentioned that the District is still waiting on data for the Salary Survey and will bring the completed survey to the next Board Meeting. The Secretary did mention that so far, the data indicates that the employee compensation appears inline with industry standard for similar economic conditions and job descriptions.
- e. The Board reviewed the insurance quote from SDAO for employee health insurance. The Secretary mentioned that insurance premiums are set to increase by 15%, which would increase the overall cost of the existing level of health insurance premium by roughly \$35,000 for FY 2020-21. The Secretary will add this increase to the annual budget for 2020-21, the Board took no action.

9. Old Business

- a. The Secretary requested that the Personal Policy Committee meet in the Fall to review the Employee Personnel Policy. The Board was in consensus.
- b. The Secretary updated the Board on the status of the District cured in place pipe (CIPP) rehabilitation project. The District has issued a notice of intent to award to Insituform Technologies as the apparent low bidder in the amount of \$226,346.
- c. The Secretary informed the Board on the status of the District solar project. The panels and electrical work is complete and the District is waiting on Pacific Corp to complete connection of the project to the grid. After Pacific Corp completes their work, the project will go through startup phase, and should be complete by mid-April of 2020.
- d. The Secretary informed the Board on the status of the Skyline Subdivision and Watson Street Sewer Extension Project. The Secretary has reviewed the 90% design plans by Rhine-Cross Group and believes the project will be ready to go out to bid in late April/early May. Once the District has a schedule from the Contractor, the District will hold a neighborhood meeting to discuss the construction phase with the residents. The District will likely hire Adkins Engineering to perform construction management services.

- e. The Secretary informed the Board on the status of the District Recycled Water Project. The Secretary mentioned that the results of the District pilot study indicate that Class B level of Recycled water can consistently be produced from the District Wastewater Facility. Due to this new information, the Secretary has updated the Site #1 Type-II review application to include irrigation of Class B-C Level of recycled water. The Secretary informed the Board that the County will most likely postpone the April 1, 2020 Planning Commission Type-II review hearing for site #1 due to Governor Brown’s limitation of public gatherings. The Secretary has submitted a Type-II review application to County Planning for site #2 for utilizing Class B-C Level of recycled water.

10. Executive Session ORS 192.660 (2)(i) – Director Bellet called the Board into executive session at 6:15 PM. The Board meeting came out of executive session at 6:27 PM.

11. Other Business

- a. The Board reviewed the Treatment and Collection System Staff reports and thanked Clay and Sally for their reports.
- b. The Secretary informed the Board that he has ordered the front office closed to customers until April 1st, 2020, due to the Coronavirus. The Secretary has also put a stop to any no-essential sewer flushing until further notice.
- c. The Board requested that Cindy work up an SOP for replacing the District Manager to have ready in the event that the District loses the Manager.

12. Adjourn – Director Griffith moved to adjourn, Director Dehlinger seconded the motion and the motion was approved. The meeting was adjourned at 6:29 P.M. The next regular board meeting is set for April 21, 2020, at 5 P.M.

Secretary _____

Board Representative _____