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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 August 18, 2020

- 1. Call to Order** – Director Bellet called the meeting to order at 5:02 P.M.
- 2. Roll Call of Directors** - Director Griffith, Director Bellet, and Director Dehlinger was present. District Manager Michael Fritschi, Director of Administrative Services Cindy Oden, and District Council Mike Rudd were also in attendance. Dan Scalas with Adkins Engineering, and Charlotte Burt and Warren Burt members of the public were also in attendance.
- 3. Meeting Minutes July 21, 2020** – The Board reviewed the meeting minutes from the July 21, 2020 Board Meeting. Director Dehlinger moved to accept the minutes, Director Griffith seconded the motion, and the motion was approved by a unanimous vote.
- 4. Monthly Financial & Investment & Accounts Payable** - The July 2020 Monthly Financial & Investment & Accounts Payable reports were reviewed by the Board. Director Bellet inquired as to the cost of the air hose reel 3/8” by 50 from Napa Auto Parts for \$503. The Secretary mentioned that he does not have specific knowledge of the expenditure but will bring the information to the next Board Meeting. Director Bellet also inquired about the cost of what appeared to be (2) welding mask/respirators of \$714.50 each. The Director of Administrative Services informed the Board that it is a single welding mask/respirator that was split between two departments. The Secretary mentioned that he does not have specific knowledge of the expenditure but does know that welding some types of metals can produce a toxic gas, and that he will bring the information to the next Board Meeting. Director Griffith moved to approve the reports, Director Dehlinger seconded the motion and the motion was approved unanimously.
- 5. Public Comment** – Mr. Warren discussed that he is assisting his mother with organizing her house and stumbled upon the District’s opt-in letter for the Skyline project. He would like to be able to opt his mother’s property into the project if it is not too late. The Secretary substantiated that Mr. Warren had contacted him prior to the previous August 6th deadline to opt the property in, but did not have the money available until the end of the month in which to pay the system development charge (SDC). The Secretary mentioned that if the Board has consensus with the late opt in, that he could opt in as long as the District receives the SDC by the end of the month. Director Griffith asked if the contractor has already surpassed a point in the project where tying in the opt-in would provide problematic. Mr. Scalas

mentioned that the contractor could most likely accommodate the request for no additional cost other than unit cost and additional time to be granted to the contract. Mr. Scalas did inform the Board that there would be additional soft costs associated with engineering and inspection services associated with opt-ins. The Board was in consensus for allowing the opt in for 7636 Skyline Drive.

6. New Business

- a. The Board discussed the prospects for the Districts investments and made no changes at this time.
- b. Mr. Scalas informed the Board on the status of the District Reservoir Site Suitability Analysis. Mr. Scalas mentioned that the Geotech firm that is providing the site sample data has had several employees infected with COVID 19 and that the final Geotech report is yet unavailable to review. The Geotech firm has provided enough of the summary of the data to allow the preliminary design to be completed and for cost assumptions to be provided by Rocky Mountain Construction. The Secretary mentioned that the cost assumptions for each site are likely “worst case” as the Geotech report is not available to perform any sensitivity analysis on the raw data associated the line items with profound effects on project pricing. Mr. Scalas mentioned that he will do his best to get the District the sensitivity analysis and overall data review as soon as it is possible to retrieve the report from the Geotech firm.

7. Old Business

- a. The Secretary mentioned that the last pay request is being submitted for the cured in place pipe (CIPP) project funds held in retention. Mr. Scalas informed the Board that the project is complete.
- b. The Secretary recapped an email that he received from Mr. Rudd regarding holding retention from Bob’s Excavating for the Skyline Sewer Extension Project. Mr. Rudd discussed the email and instructed the Secretary that he should get written permission from Bob’s Excavating in order to withhold retention on the Skyline Sewer Extension Project, based on the new more stringent Oregon law requirements for holding and managing retention accounts.
- c. The Secretary Provided an update on the District Recycled Water Project
 - i. The Board discussed the timeline and expense of moving forward with LUBA appeals for both recycled water sites. Director Dehlinger moved to fund both LUBA appeals, Director Griffith seconded the motion, and the motion was approved by a unanimous vote.
 - ii. The Secretary informed the Board that the seller has extended the escrow on the highway 39 property to September 30th.
 - iii. The Board discussed the option agreement with the Reeder Group and has directed Mr. Rudd to approach the Reeder Group and request a discount for the next 6-month installment and irrigation fees.
- d. The Board took no exception in setting the September Board Meeting date to the 8th of September to accommodate the Secretary’s vacation.
- e. Mr. Rudd informed the Board that Vision has responded to the second letter of non-performance. Mr. Rudd advised waiting the full 30-days as described in the second letter prior to taking any additional action.

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8. Other Business

- a. The Board reviewed the Treatment and Collection System staff reports and thanked Clay and Sally for their reports.

- b. The Secretary mentioned that the Director of Administrative Services (DAS) was able to secure an additional \$35,000 grant for COVID 19 related expenses. The Secretary mentioned that the DAS took the lead and completed the necessary paperwork to receive the grant, a job well done. The Board thanked the DAS for her efforts. The DAS also mentioned that the District will not need to provide a special audit report as the expected total grant is limited to \$300,000 in total.

- 9. Adjourn** – Director Griffith moved to adjourn, Director Dehlinger seconded the motion and the motion was approved. The meeting was adjourned at 6:20 P.M. The next regular board meeting is set for September 8, 2020, at 5 P.M.

Secretary _____

Board Representative _____