

GLENEDEN SANITARY DISTRICT  
Budget Committee Meeting & Regular Board Meeting  
6595 Gleneden Beach Loop  
April 13, 2022  
3:00 PM

BUDGET COMMITTEE MEETING

**OPENING**

President Phil Jensen opened the meeting at 3:00 p.m.

**ROLL CALL**

Present in person were President Phil Jensen, Secretary/Treasurer Gary Wakeman, Director Kent Stevens, Budget Committee members Dan James, Joe Whisler, George Thomas, and John Grotvik. Also present in person were Contract Superintendent Mike Bauman, Interim Office Manager Danielle Hutton, and Recording Secretary Nancy Noteboom. Present by Microsoft Office Teams conferencing was Office Manager Patsy Ingram. Absent were Attorney Adam Springer and Director Ray Burleigh.

**ELECTION OF OFFICER**

A motion was made by Joe Whisler and seconded by Kent Stevens to appoint George Thomas as Budget Committee President. All were in favor.

**PRESENTATION OF BUDGET MESSAGE AND BUDGET BY BUDGET OFFICER**

Budget Officer Mike Bauman read the Budget Message for Fiscal Year 2022-2023 and an explanation of certain line and category figures in the District's funds. A copy of the Budget, Budget Message, and Cover Letter was provided to all. Copies are attached hereto and by this reference made a part of these minutes. Capital Outlay reflects the continuation of the Waste Water Treatment Facilities Plan that will be moving to the next stages of planning as the District also attempts to find alternative solutions with the City of Depoe Bay. The Construction Fund for the Department of Environmental Quality Clean Water State Revolving Fund loan for Pump Station and Force Main improvements was also discussed. These proceeds and disbursements are reflected in this fund during construction. Once complete, the DEQ annual loan payment will be disbursed from the General Fund. The Legal Fees are due to the anticipated costs of arbitration with the City of Depoe Bay. Budget Officer Mike Bauman brought to the attention of the Budget Committee the Reserve Fund which is a requirement for the DEQ Clean Water State Revolving Fund Loan. These monies are held in reserve until the completion of the project and partial duration of the loan.

A motion was made by Phil Jensen and seconded by Joe Whisler to approve the proposed budget in its entirety as presented. All were in favor.

Budget Officer Mike Bauman thanked the Budget Committee for their participation.

**ADJOURN**

A motion was made by Kent Stevens and seconded by Joe Whisler to adjourn the Budget Committee meeting. All were in favor and the meeting adjourned at 3:35 p.m.

## REGULAR BOARD MEETING

### **OPENING**

President Phil Jensen opened the regular board meeting at 4:00 p.m.

### **ROLL CALL**

Present in person were President Phil Jensen, Director Gary Wakeman, Director Kent Stevens, Contract Superintendent Michael Bauman, Interim Office Manager Danielle Hutton, and Recording Secretary Nancy Noteboom. Office Manager Patsy Ingram was present via Microsoft Teams. Attorney Adam Springer and Director Ray Burleigh were absent. Guest John Alita was present to speak to the Board regarding consideration for the open board member position.

### **PLEDGE OF ALLEGIANCE**

All stood for the Pledge of Allegiance.

### **ITEMS FROM THE AUDIENCE**

Ms. Felicia McDougall with Real Estate 100 LLC sent in a request for forgiveness on her sewer bill after a leak in January. President Jensen approved the adjustment for 50% of the overage as it did not go into the collections system. Director Stevens seconded the motion. All present voted in favor. The motion passed unanimously.

### **MINUTES OF PREVIOUS MEETINGS**

Director Stevens moved to approve the minutes from the March 9, 2022 regular meeting. Director Wakeman seconded the motion. All present voted in favor. The motion passed unanimously.

### **TREASURER'S REPORT**

The Board reviewed the cash status, financial summary reports, and the payment of bills. President Jensen advised to hold the Depoe Bay Contract payment until the appropriate documentation is received by our office. Director Wakeman moved to approve the payment of bills. Director Stevens seconded the motion. All present voted in favor. The motion passed unanimously.

### **SUPERINTENDENT'S REPORT**

Superintendent Bauman updated the Board on the Capital Projects. Work is nearing completion at the Laurel St. Pump Station. Seagrove's two (2) pump stations coming along well. Work at Palisades / Coronado Shores is moving along very well. There have been complaints regarding the equipment used on the road, should've been rubber tracks and not steel, which was not brought up in the initial meetings with Coronado Shores HOA. Therefore, R&G will hire Road & Driveway to repave 3000 ft. with 1.5" overlay at a cost of approximately \$85,000. which will still keep the project under budget.

**NEW BUSINESS**

John Alita joined the Board Meeting to introduce himself and be considered to fill the open board member position. He purchased a home in Gleneden a couple years back but is not here 100% of the time. John recently retired from City of Stockton (population 300,000) as the Deputy Assistant City Manager. He has experience with park renovation, grant writing, understands group consensus, negotiation, etc. The Board found John to be a very qualified candidate.

**OLD BUSINESS**

Interim Office Manager Hutton has several DEQ Disbursements pending she will be following up on.

President Jensen would like to discuss Tax Levy Options at a future meeting.

**EXECUTIVE SESSION**

Due to the absence of The District's Attorney, Adam Springer, a Special Meeting and Executive Session has been scheduled for Thursday, April 21, 2022 at 10 a.m.

**ADJOURN**

There was no other business to come before the meeting and Director Stevens moved to adjourn the meeting. Director Wakeman seconded the motion. All present voted in favor. The meeting was adjourned at 4:30 pm.

Respectfully submitted,

 , President

 , Secretary