

Arch Cape Sanitary District
Board Meeting Minutes
November 17, 2022

Pursuant to notice posted, a regular meeting Board of Directors was held at the Arch Cape Fire Hall in Arch Cape, Oregon.

Present: Darr Tindall, President, Debra Birkby, Vice President, Director Jay Blake [arrived at 6:37pm]; Director Heather Newman; Director Steve Hill; Staff: Teri Fladstol, Administrative Assistant, Phil Chick, District Manager.

Call to Order at 6:00 pm and opening of Public Comments by Darr Tindall – Bill Campbell asked to make public comment at the time of discussion on the Public Records documents.

Agenda Approval – Motion made by Debra Birkby to accept the agenda as presented; Second by Heather Newman; Motion Carried.

Consent Agenda - Motion made by Heather Newman; Second by Debra Birkby, Motion Carried.

Old Business:

Steve Hill was sworn in as Director for Board Position 4.

UBMax report by Phil Chick on the discussion regarding what they would do to compensate us for the extra time and expense to deal with these issues. They will give us 3 boxes of card stock (\$300 value) if the Board will accept that. The Company was sold and we will have a report after the December billing cycle. There is no cost on the software side to move to monthly billing; the cost would be on our side with postage and time.

Wastewater Facilities Update by Curt McLeod. Curt passed out the draft plans to the Board and staff, then discussed the process up to this point to bring everyone up to date. An overview is provided in the report and documented in great detail – Curt highlighted specific items, capacity, handling of bio-solids [alternatives: new drying bed, de-watering or use a dryer such as Seaside has moved to], Seaside is encouraging communities to work with them to use their dryer system. Capital improvement recommendations are outlined on page 29 with detailed costs, grants, etc. Answered questions from the Board.

October Budget and Finance Reports update from Teri Fladstol, Jigsaw Consulting Services – financials were shown on screen and packets provided to Board. We are still waiting on audit from Accuity.

New Business:

Public Records Policy Procedure report from Phil Chick on updates from previous policy from 2018 due to the number of requests increasing. Staff will make a note of the previous policy number and that this policy supersedes any previous. Comment from Public [Bill Campbell]: when would attorney fees be passed on to the person requesting the records and is there a criterion for that? Dan Seifer requested that each District have its own forms and request; Darr mentioned that attorney fees will need to be discussed as they are dependent upon the information requested. Motion made by Jay Blake to revise the statements and records as outlined tonight for SD22-01 Public Records Request Policy; Second by Debra Birkby; Motion carried.

Community Club Emergency Preparedness Grant Scholarship request from Dale Mosby and Richard - Phil outlined the specifics that he discussed with Glen Kerns at Accuity. These funds will need to be shown in our budget in the spring and accounted for properly. Question answered by Dale and Richard. Motion by Debra Birkby to support this request to receive the grant funding; Second by Heather Newman; Motion carried.

PFAS Cost Recovery Program – National Rural Water Association that was presented last month at the Water Board Meeting. Request the Board pass this for Sanitary as well and get the District into the recovery program. Motion made by Jay Blake, Second by Steve Hill; Motion carried.

Digest Blower Purchase update by Phil Chick on the blower discussed a couple of months ago. Price is \$12,558 – these blowers are recommended to be sent back to the factory every 20,000 hours for a standard overhaul at the cost of \$4,070 plus shipping; one year warranty; another option for advanced exchange is \$6,094.00, one year warranty. Next option is a new machine at \$9,xxx - Motion by Heather that we purchase the equipment, second by Debra Birkby; Motion carried.

Account Receivable Report – Teri Fladstol, Jigsaw Consulting Services report – good.

District Manager Report – report included in packet; We need to update the modem for our scadia system and that will also require a software update, part of the process of keeping our systems up to date with technology.

December Agenda Items –

Public Comment – Dale Mosby mentioned convenience fee on UBMax and the Website. We have an ACH form that allows us to do an automatic payment at no fee;

There being no further business, Motion by Jay Blake to adjourn the meeting. Second by Heather Newman, Motion Carried. Meeting adjourned at 7:08 pm.

Respectfully Submitted



Teri Fladstol, Secretary

Attest:



Darr Tindall, President