

**ARCH CAPE DOMESTIC SANITARY DISTRICT  
BOARD OF COMMISSIONERS MEETING  
MINUTES  
April 21, 2022**

**I. Call to Order** by Darr Tindall, President at 6:55 pm

**Present:** Debra Birkby, Vice President; Jay Blake, Chris Anderson, Heather Newman

**Staff:** Phil Chick, District Manager and Teri Fladstol, Secretary

**Public:** Dan Seifer

**II. Public Comments:** None

**III. Agenda Approval**— Motion made by Jay Blake, Second by Heather Newman; All in Favor, Motion Carried

**IV. Consent Agenda Approval** – Motion made by Jay Blake, Second by Chris Anderson; All in Favor, Motion Carried

**V. Old Business - Arch Cape Forest:**

- A. Wastewater Facilities Plan Update shared by Mr. Chick – no new information on that. Will be meeting with Curt McLeod of Curran McLeod Inc. next month to begin work on this.
- B. Webb Lift Station – update that we have been asked to submit the grant, which would be \$225,000 with a \$75,000 local share.

**VI. New Business**

**VII. Reports**

- A. Accounts Receivable – Teri Fladstol reported, payments have been coming in and sign-ups with UB Max seem to be resolved; Discussed options for payments; Twelve accounts to follow-up on after transition from QuickBooks to UBMax. Clarified that if you use UBMax portal, they charge a fee; if you use the ACH forms that are available on the website to have funds pulled directly from your bank account; Arch Cape initiates the ACH on our side, not thru their portal.
- B. District Manager's Report by Phil Chick
- C. Board Member Comments and Reports – No comments at this time; Comments about sound and attention to the screen during a hybrid meeting; Heather mentioned that the speaker/microphone layout might need to be adjusted.

**VIII. May Agenda Items** – SDC Adjustments, Easement WWTP discussion, Webb Lift station.

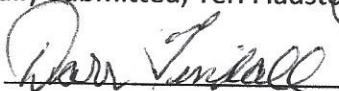
**IX. Public Comment** – no comments

**X. Adjournment** – motion by Jay Blake, second by Debra Birkby, All in Favor, Motion Carried. Meeting adjourned at 7:10 pm.

Respectfully Submitted, Teri Fladstol



Attest:



Darr Tindall, President