

Arch Cape Sanitary District
Board Meeting Minutes
March 16, 2023

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, Heather Newman, Jay Blake, Steve Hill, Chris Mastrandrea, Casey Short, Nadia Gardner, Dan Seifer, Mike Wodtke. Staff: Matt Gardner, Teri Fladstol

Call to Order at 6 pm by Darr Tindall

Public Comments: None

Agenda Approval: Debra Birkby resigned from the Board of Directors and we have an application from Casey Short to fill that position until June 30, 2023. Heather Newman motioned to appoint Casey Short to the Board Position 1. Second by Steve Hill. Call to question, motion carried and Casey Short sworn in. Jay Blake motioned to accept the agenda, second by Heather Newman, motion carried.

Consent Agenda: Casey Short asked to pull the minutes off the consent agenda for vote. Motion by Jay Blake to approve with minutes pulled; second by Steve Hill. Motion carried.

Heather Newman made a motion to accept the minutes as presented, Steve Hill second, call to question – motion carried with Jay Blake and Casey Short abstaining.

Old Business:

Update from Curt McLeod regarding the grant for Webb Lift station and hoping to hear back from the grant agency (FEMA) in the next few months. Discussion ensued on the time line due to supply chain issues and then specifics for new design, time for public bidding process and 6 months for construction.

Board position vacancy was filled by Casey Short. Debra was Vice-President so that position will need to be filled in June, to take position in July.

Budget processes update from Teri Fladstol – Our proposed first meeting would be April 20, 2023 at 5:00 pm prior to the Board Meeting. Discussion on other dates listed in the Board Packet and if that works for everyone, the proper notices will be sent.

New Business:

Facilities Plan Update from Matt and Curt – Darr acknowledges responsibility for decisions made up to this point; turned over to Curt McLeod and Matt to share specifics on what is happening currently with Kubota screens and the damage to membrane due to clogging because of things have passed through the screens. Recommendation was made on capital expenditures and review of the plant with Matt has identified \$50,000 immediate need for repairs that can be done hopefully this new budget year. Highest priority is Kubota equipment, 2nd is the UV system that is needing some electronic troubleshooting as the lamps are going out but are not burnt-out. Proposing that manufacturer of our UV system come out from North Carolina to do repairs and then training on how to maintain – list of projects is listed on pages 30-31 and rated accordingly. Our alarm system software is completely obsolete (Win911) and not being supported so that will need to be taken care of. Discussion on what current funds are available through end of year and what we will do as we move into the budget process we will make sure they addressed in the next budget cycle; Jay suggested that working with staff and consultant can we identify 1's versus "super" 1's and let's spend what we can afford and get the highest priority ones done as soon as we can. Capital improvement side has added screens (page 32) for \$250,000 and we could look for funding through debt service as shown in the report for \$36 per quarter, per EDU for all three projects to be done. Question on whether there is a match for the Webb Lift grant and the amount needed.

Appointment of 2023 Budget Committee members: with appointment of Casey Short to Board Position #1, that leaves 2 positions for the Community and we have received applications from community members and a motion was made by Jay Blake with a second by Heather Newman to appoint Mike Wodtke to Slot #1 and Thomas Mattia to position #2; motion carried.

Accounts Receivable Report: Draft issues with the change between Columbia Bank and First Security Bank so am working directly with clients to verify that the accounts are working before we pull funds out again. Working through the meter exchange and weird numbers, we are base rating as discussed previously. UBMax has been great to work with and we are continuing to work out the kinks. Discussion on how to help our customers access their information on the system to gain the benefits of the online system.

Staff report: Continuity of operations are good, and we are holding our ground as we finish up the meter exchange and move ahead with the items identified earlier.

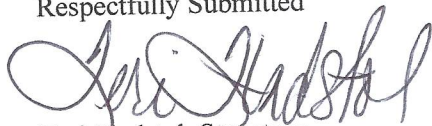
Board Member Comments and Reports - None

April Agenda: Budget, Webb Lift Station, Officers, Maintenance Status update, Domain name emails.

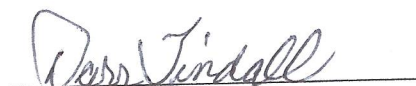
Public Comments: None

There being no further business, Motion by Heather Newman to adjourn the meeting. Second by Casey Short, Motion Carried. Meeting adjourned at 6:52 pm.

Respectfully Submitted


Teri Fladstol, Secretary

Attest:


Darr Tindall, President