

Arch Cape Sanitary District Board Meeting Minutes

March 21, 2024

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

Present: Casey Short, Chair, Directors: Tom Mattia, Darr Tindall, Absent: Steve Hill, Mark Engberg
Staff: Matt Gardner, District Manager and Teri Fladstol, Administrative Assistant.

Call to Order at 7:30 pm by Casey Short

Public Comments: None

Agenda Approval: Motion made by Darr Tindall to accept agenda as presented; Second by Thomas Mattia; Motion Carried.

Accept February Minutes: Motion made by Darr Tindall to accept agenda as presented; Second by Thomas Mattia; Motion Carried.

Financial & Administrative Reporting: Accept February Budget & Balance Sheet – Casey asked questions regarding negative numbers for fees/taxes and professional fees that were moved to the correct to the appropriate line items; Accept February payment of accounts. Treasurer's Report: Reconciliations are done, and status is good.

EXECUTIVE SESSION: Meeting closed to public per Agenda. Session ended and back in meeting at 7:40 pm.

Current Budget Consideration – Chair will entertain a motion to approve paid leave for the District Operator through the end of the fiscal year in an amount not to exceed \$15,250 as to promote retention and loyalty particularly due to the narrow pool of qualified individuals. So moved by Darr Tindall, second by Thomas Mattia; Motion Carried.

Proposed On-Call Policy, Resolution, Settlement Agreements for a formal On-Call Policy.

Motion from Board to accept recommended amendments to Proposed On-Call Policy as follows:
Motion 1 – that Resolution 24-03 WD be approved which adopts the proposed On-Call Policy and develops an On-Call escalation Policy within 45 days to address situations where the District Operator is unable to respond to a call. So moved by Thomas Mattia, second by Darr Tindall; Motion carried.

Motion 2 – That the Arch Cape Sanitary and Water District pay the District Manager, Matt Gardner, \$41,471.47 plus appropriate PERS contributions from the Districts' reserve funds in exchange for a settlement and release of claims on-call time with the District Manager was employed as the District Operator. So moved by Darr Tindall, second by Thomas Mattia; Motion carried.

Motion 3 – That the Arch Cape Sanitary and Water District pay the District Operator, Logan Alexander, \$1,148.13 plus appropriate PERS contributions from the Districts' reserve funds in exchange for a settlement and release of claims on-call time from his start date through the present. So, moved by Darr Tindall, second by Thomas Mattia; Motion carried.

Motion 4 – That payment for back pay and legal expenses will be split 50%-50% between the Districts. So moved by Darr Tindall, second by Thomas Mattia; Motion carried.

Budget – Appoint Committee Members, Schedule, and Proposed Revisions

Motion by Thomas Mattia to appoint Joe Sherman be appointed to fill the vacant position with the term ending in 2024, Dale Mosby be appointed to fill the vacant position thru the term ending in June 2025, and Jeff Slemaker be appointed to the open 3-year position that ends in 2026; second by Darr Tindall; Motion carried. Review of schedule and contact will be made to all Budget Committee members.

Review of Personnel Policies: Chair asked the Board to consider reviewing policies and this month we will look at the memo attached in the packet. If there are any items of discussion, let us add them – some of which the Water District added last month in their meeting, and we will need to update next month. We will look at historical documents to see what currently exists for pay rates, travel, etc. Teri and Darr will work to gather those documents for review next month.

Thomas Mattia: Asked about the information for donations that will give community members the opportunity to donate if they wish to help meet some of our needs (IT needs for instance).

Review of Purchasing Rules: Chair discussed the newly adopted Purchasing & Contracting rules and his discussion with the District’s Legal Counsel, Eileen Eakins to bring our policies into alignment with her guidance.

Reports – Staff & Board Members

Matt Gardner asked for questions on the Staff Report – no further comments.

April Meeting:

Tax ID # and Relevant Information for tax deductions (Darr mentioned estate planning) and make that available to the community.

Update the purchasing policy.

Budgeting

Public Comments: None

There being no further business, Motion by Darr Tindall to adjourn the meeting. Second by Thomas Mattia, Motion Carried. Meeting adjourned at 8:30 pm.

Respectfully Submitted

Attest:

Teri Fladstol, Secretary

Casey Short, President