

Arch Cape Sanitary District Board Meeting
Meeting Minutes
July 20, 2023

Pursuant to notice posted, the regular monthly Board Meeting for the Arch Cape Domestic Water and Sanitary Boards was held at the Arch Cape Fire Hall in Arch Cape, Oregon.

Present: Darr Tindall, Casey Short, Jay Blake, Steve Hill, Thomas Mattia; Staff: Matt Gardner, District Manager and Teri Fladstol, Administrative Assistant

Meeting called to Order at 6:00pm by Darr Tindall; President.

Public Comment: No comments

Agenda: Motion to accept the agenda by Casey Short with the addition in old business of email addresses, updates on the Webb Lift Station and the Leak Appeal added to reports. Under new business, training with SDAO and tour of the facilities. Second made by Jay Blake, motion carried.

Consent Agenda: Motion to accept the consent agenda with the Financial reports pulled and oath of office added as item D by Jay Blake. Second made by Steve Hill, motion carried.

- A. Accept June Budget and Finance Report: Discussion on the budget versus actual by Casey Short and a Motion to accept, second made by Steve Hill; motion carried.
- B. Oath of Office for Positions 1, 4, and 5 – Officers were sworn in by Darr Tindall, President

Election of Officers:

Motion by Darr Tindall to nominate Casey Short for Chair, second by Jay Blake, motion carried;

Motion by Casey Short to nominate Thomas Mattia for Vice-Chair, second by Steve Hill, motion carried;

Motion by Casey Short to nominate Darr Tindall for Treasurer, second by Thomas Mattia, motion carried;

Motion by Darr Tindall to nominate Teri Fladstol for Secretary, second Jay Blake, motion carried.

Discussion of adding officers to checking account for the second signature per policy: (1) Matt Gardner, District Manager, (2) Darr Tindall, Treasurer and (3) Steve Hill, Position 4.

Old Business:

Discussion regarding email addresses tied to website domain, as well as a proposal by Steve Hill regarding the District website. Discussion will be postponed until September meeting.

New Business:

August meeting will not be held to allow Staff to work on rehab projects. Will resume in September.

New Board Members have been invited to tour the facilities and were asked to contact Matt Gardner with dates available.

SDAO Board Training is available. Chair asked Board Members to send Matt Gardner the dates they are willing to attend that training and he will register them.

Leak Appeal: discussion of leak appeal presented for the Simmons residence. Due to the leak being between the meter and the home, water flowed into the ground versus the system (requiring processing); recommendation is to not impose fees. Staff will notify Simmons.

Reports:

- A. Accounts Receivable – payments being processed weekly; staying current.
- B. Staff Report and Correspondence for action- Leak; membrane base clean scheduled, radiator bust will be getting fixed.
- C. Board Members' comments and Reports
Casey asked staff to get our Audit firm to present the 2020/2021 audit that was just finished and Teri will continue to work with them to get the 2021/2022 and now 2022/2023 audits done. At budget training in February, the Dept. of Revenue identified a lack of auditors and the backlog of audits. We continue to receive notices reminding us of our due dates and will continue to stay in touch with the Department.

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September Agenda Items:

August meeting is being pushed to September to allow staff to work on rehab projects and to follow up on items in process and reserve the right to call a meeting if necessary.

Items:

Webb Lift Station Update
Website and email address
Audit Update

Public Comments: no comments

Adjourned: Motion by Darr Tindall to adjourn at 6:45pm, second by Jay Blake, motion carried.

Respectfully submitted,

Attest:

Teri Fladstol, Secretary

Casey Short, Chair

DRAFT