

**ARCH CAPE SANITARY DISTRICT
BOARD OF COMMISONERS MEETING
Thursday, May 16, 2024; 7:00 pm**

Pursuant to notice posted, the regular monthly Board Meeting for the Arch Cape Domestic Water Board was held via Zoom.

In attendance: Sanitary District: Casey Short, Chair, Darr Tindall, Thomas Mattia, Mark Engberg, Steve Hill. Staff: Matt Gardner, Teri Fladstol,

Call to Order: 6:58 pm by Casey Short and called for Executive Session for Sanitary District and Domestic Water Supply District Boards to consider information that are exempt by law from public inspection. Public was dismissed and invited to return after Executive Session (closed at 7:30 pm).

Public Comments: None

Agenda Approval: Motion by Mark Engberg to approve the Agenda as presented, Second by Darr Tindall, motion carried.

April Minutes: Motion by Mark Engberg to accept the minutes as presented, Second by Darr Tindall, motion carried.

Financial and Administrative Reporting: Accepted; Treasurer Report – Darr Tindall reported that she has reconciled accounts.

Fiscal Year 2024-2025 Budget with Public Hearing – from 7:33 to 7:33 pm.

We will start with amending the 2023-2024 budget to move money from Contingency appropriation for Materials & Services. Chair called for motion to adopt Resolution 2024-0501SD to amend the 2023-2024 Budget. So moved by Steve Hill; Second by Darr Tindall; Motion Carried.

Agenda did not include report by Curt McLeod regarding the Webb Lift Station – Chair invited Curt to give his report at this time. Curt discussed the process that is currently underway with OEM. Four bids came in and discussion of the bids were discussed. In order to keep the project moving forward, Chair asked for a motion to approve award and allow Curt McLeod to send notice of award pending funding and OEM approval to DSL. Timing and funding agreement will be updated at next meeting. So moved by Tom Mattia; Seconded by Steve Hill; Motion Carried.

Resolution to Adopt FY2024-2025 Budget – Chair discussed the proposed budget with changes as listed in the May Board Packet. Public Hearing from 7:50 to 7:50 pm. Motion to adopt Resolution 2024-0502SD by Darr Tindall; Seconded by Steve Hill; Motion Carried.

Chair called for a motion to accept the Long-Range Plan as included in the Board Packet. So moved by Mark Engberg; Seconded by Darr Tindall; Motion Carried

Resolution to Adopt the Rate Increase for 2024-2025 – Chair discussed the quarterly rate increase as well as the increase of excess usage charges by tier. Chair called for motion to adopt Resolution 2024-0503SD as set forth. So moved by Darr Tindall; Seconded by Tom Mattia; Motion Carried.

Resolution to Adopt the System Development Charge (SDC) increase – Chair discussed the process for system development charges. Chair called for motion to adopt Resolution 2024-0504SD as set forth. So moved by Darr Tindall; Seconded by Mark Engberg; Motion Carried.

Staff Report by Matt Gardner, District Manager – Webb will happen mostly between July and November.

Board Members Comments and Reports:

Darr Tindall, Steve Hill, Mark Engberg – rate increases will be effective July 1 and comes out on June 10th billing; Thomas Mattia gave update on audit; hopefully, we will have it by June. Discussion of rates and letter going out from the Boards to the Rate Payers.

June Agenda Items: Webb Lift Station, Staffing – funding and policy reviews. Request by Staff to have Sanitary meeting moved to 5:00 pm with Water Board at 6:00 pm. Starting on June 20th, 2024 Sanitary will be meeting at 5:00 pm.

Public Comments: None

Motion made by Darr Tindall to adjourn, second by Tom Mattia, meeting adjourned at 8:00 pm.

Respectfully submitted,

Attest:

Teri Fladstol, Secretary

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Casey Short, Chair

DRAFT