

**ARCH CAPE SANITARY DISTRICT
BOARD OF COMMISONERS MEETING
Thursday, November 16, 2023; 6:00pm**

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

In attendance: Sanitary District: Casey Short, Chair, Darr Tindall, Thomas Mattia Excused: Steve Hill; Staff: Matt Gardner, Teri Fladstol, Water District: Bill Campbell, Chair, Tevis Dooley, Chris Mastrandrea, Bob Cerelli, Sam Garrison; Public.

Call to Order: 6:00 pm by Casey Short

Public Comments: None

Agenda Approval: Motion by Tom Mattia to accept Agenda as presented, Second by Darr Tindall, motion carried.

October Minutes: Deferred due to quorum present who attended the October meeting.

Financial and Administrative Reporting: Teri Fladstol reported adjustments that will be made by accountant; procedural journal entries for proper documentation. Darr Tindall, Treasurer reported that reconciliation has been reviewed and balanced.

Resolution for Leak Policy: Motion by Darr Tindall to adopt the leak policy, second by Tom Mattia. Discussion: clarification on policy and staff commented reviews made by multiple people; the desire was to update the Leak Policy in keeping with the Water District recent changes/updates to their policy. Request was made to make an amendment to the policy to clarify where and how a leak adjustment can be made. Withdrawal of original motion. Motion made by Tom Mattia to accept the updated policy, second by Darr Tindall, motion carried.

Staff Report by Matt Gardner, District Manager: Matt addressed a concern for the maintenance budget with the changes that have happened (two pieces of equipment failed) and wanted the Board to know that it is being watched. Matt presented the Bio Solids are locked through June 30th. But we need to discuss in future meetings regarding planning to move through December. The Compliance Officer did identify land that can be used, so the board has options regarding bio solid management. Matt will get more information and present a clearer plan to the board to have them approved.

Darr asked about locks for the security of the site and buildings with recent activity in the Arch Cape area with break-ins. Could electronic locks be used instead of keys for the plant? Matt, agreed that they would be a great addition. Discussion ensued regarding the electronic locks.

Darr brought up the Webb Station, Matt explained that they received a notice last week that we have submitted another batch of information and are still in the grant process. We should pursue the Loan with Oregon Business. The application is due soon and he would verify if we decided not to take it out, how that affects the process? The board may need to meet before the regular meeting to approve the Loan Documents. Matt will confirm what is necessary.

Board Members Comments and Reports:

Darr Tindall: None

Thomas Mattia: None

Casey Short: December meeting will be moved to 12/14 due to the Holiday schedule; Sanitary will not have a meeting unless needed for the Business Oregon process. Notices will be posted to the public per standard operating

procedures.

Water District joined at 6:30 pm to discuss joint projects: Call to Order at 6:30pm made by Bill Campbell, Water President

Water/Sanitary Districts Project Planning (Action) – Strategic Work Sessions were recommended to ensure that all Board members, and the Public, understand the detailed project planning work that is underway for both Districts. This planning work suggests that additional district staff may need to be added. These Strategic Work Sessions will provide Board members with information that will be useful to them if/when decisions will need to be made by the Boards in future Board Meetings. Strategic Planning Work Sessions will be held via Zoom on the first Wednesday at 3PM until all projects are reviewed. The first Work Session will be December 6th, 2023, at 3PM.

Bill / Teri presented update on Information Technology Requirements & Grant: There will be two separate grants, one for each District, due by January 10, 2024. Grant amount being requested will be \$55,000. Dale Mosby is leading the detailed evaluation of system capabilities and grant needs, Teri explained the process; if we are given permission to apply for the grant, we have a supply list and format to follow. Combined discussion adjourned at 6:52.

January Action Items: Webb Station

Public Comment: None

Inquiry regarding the Sanitary Board position was made, it appears that two people were encouraged but no one has applied, Casey asked the Board to follow-up with those individuals.

Motion made by Darr Tindall to adjourn, Second made by Tom Mattia, meeting adjourned at 6:52 pm.

Respectfully submitted,

Teri Fladstol, Secretary

Teri Fladstol, Secretary

Attest:
