

**ARCH CAPE DOMESTIC SANITARY DISTRICT  
BOARD OF COMMISSIONERS MEETING MINUTES  
February 17, 2022**

**Meeting held online via Zoom Sanitary Board Present:** Darr Tindall, President; Debra Birkby, Vice President and Treasurer, Jay Blake, Chris Anderson, Heather Newman **Staff Present:** Phil Chick, District Manager, Teri Fladstol, Secretary **Public Present:** Steve Hill

**Call to Order** by Darr Tindall, President at 8:00 pm

**Public Comments**

1) Steve Hill withdrawal of request to agenda item regarding the website.

**Agenda Approval** – Strike A & C from agenda. Motion made by Debra Birkby, second by Jay Blake; All in Favor. Motion Carried

**Approve Minutes – January 20th Regular Board Meeting** - Motion made to accept the minutes by Jay Blake, second by Chris Anderson; All in Favor. Motion Carried Correction to motion spelling of “purchase” regarding the blower.

**Accept December and January Budget and Finance Reports** - Motion made to accept the financial reports by Debra Birkby, second by Heather Newman; All in Favor. Motion Carried

**Authorize Payment of Accounts** - Motion made to accept the payment of accounts by Jay Blake, second by Chris Anderson; Carried

**Accept Correspondence Requiring No Action** – no correspondence presented.

**Old Business**

**Webb Lift Station** – Phil attended a meeting regarding the FEMA funding for the Webb Lift station and are working on pre-applications due on February 28<sup>th</sup> (already submitted) and we will learn by March 18<sup>th</sup> if we are invited to submit an application to FEMA, due to OEM by June 24<sup>th</sup>. We will work on that together and submit to FEMA on August 5<sup>th</sup>. It takes 10-18 months for FEMA to review, which means that we are on one more winter (or 2) with the current station, but we stand to gain \$200,000 in grant funds if our application is successful.

**Wastewater Facilities Plan Update** – Phil is working with Spartan Environmental that does TV inspection across the state. We are looking at 3,000 feet of inspection work and will work to identify bad spots and within the Facilities plan, we will develop an action plan to deal with those issues.

**Budget Committee Meeting Schedule** – Meetings will be held on April 21<sup>st</sup> from 4 to 6 pm before our normal Board Meeting. The Budget Chair and Budget Officer (appointed) deliver the budget message that evening and then we will take the first look at the proposed budget. On May 5<sup>th</sup> from 4 to 6 pm we will meet together again and develop the budget. On May 19<sup>th</sup> Board Meeting from 4 to 6 pm the committee will establish budget approval, hold budget hearings, and submit the budget to the Board for adoption. That is also the time that a rate increase, if determined it is needed, that an Ordinance would be passed by the Board for the rate change to go in effect on July 1, 2022. We need a couple of Board members on the committee still (2 on each District), notices are posted, and job descriptions are available on the website. We will need to appoint them to the committee at the March meeting.

**Staff Evaluations Meeting March 10<sup>th</sup>** - 5-6 pm for a joint committee meeting for evaluation of District staff. Phil will email the evaluation for the plant operator and a blank form for the plant manager; follow-up by Board will be coordinated with Phil once forms are complete.

**Accounts Receivable Report** – Teri Fladstol, Jigsaw Consulting, all is good.

**District Manager's Report and Correspondence for Action** – District Manger report by Phil Chick, We received 18.8" of rainfall in January and the plant received 7.1 million gallons of influent. The Aerzen Blower for the MBR basins will arrive this week and is scheduled for the swap-out and installation through Aerzen's advanced exchange program. We have received a draft of our new discharge permit from Oregon DEQ and are providing comments before its review period begins. The draft permit has identified quite a bit more testing at certain times of the year. I will be asking for a monitoring reduction that stays more in line with our current permit. We will be operating under the new permit in April.

**Board Members' Comments and Reports** – No comment by Board Members.

**March Agenda Items and Meeting Dates** – Agenda items include the usual and include the Facilities Plan, Webb Lift, budget appointments and staff evaluations.

**Public Comment** – Steve Hill commended Phil Chick regarding the Webb Lift Station and management.

**Adjournment** – Motion to adjourn at 8:16 pm by Jay Blake, second by Debra Birkby, All in Favor. Motion Carried

Respectfully Submitted,

Teri Fladstol



Attest: Ms. Darr Tindall, President