



**ARCH CAPE SANITARY DISTRICT  
BOARD OF COMMISONERS MEETING  
Thursday, June 20, 2024; 5:00 pm**

Pursuant to notice posted, the regular monthly Board Meeting for the Arch Cape Sanitary Board was held via Zoom and in person at the Arch Cape Fire Hall in Arch Cape, Oregon.

In attendance: Sanitary District: Casey Short, Chair, Darr Tindall, Tom Mattia, Mark Engberg, Steve Hill. Staff: Matt Gardner, Teri Fladstol; Public: Joe Sherman, Bill Campbell, Bob Cerelli.

Call to Order: 5:00 pm by Casey Short

Public Comments: None

Agenda Approval: Motion by Tom Mattia to approve the Agenda with the addition of adding Curt McLeod for an update on the Webb project and a Resolution for the grant application. Second by Darr Tindall, motion carried.

Presentation by Curt McLeod on the Webb Lift Station and the resolution allowing for funding of project. Motion by Steve Hill to award contract per recommendation to DSL as soon as possible; 2<sup>nd</sup> by Darr Tindall; Discussion – amendment to the motion by Tom Mattia and 2<sup>nd</sup> by Mark Engberg to award the contract as of June 20, 2024, with the condition of funding and to have Matt Gardner begin the application processes with Melanie Olson of Business Oregon for any loans that we would qualify for. Motion amendment accepted by Steve Hill/Darr Tindall; motion carried.

Motion by Tom Mattia to adopt Resolution 24-0602SD – Designating Authorized Agent to Sign FEMA Grant Application; 2<sup>nd</sup> by Darr Tindall; Motion Carried.

May Minutes: Motion by Darr Tindall to accept the minutes with changes to language regarding resolutions; Second by Tom Mattia, motion carried.

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

Resolution 2024-0601SD, adopting the Sanitary District FY 2024-25 Budget and Appropriations Schedule and Levying an ad valorem Property Tax. Motion to adopt Resolution 2024-0502SD by Mark Engberg; Seconded by Darr Tindall. Discussion – to amend the contingency by \$25,000, move into Capital Outlay and appropriations schedule. Chair called for Public Hearing from at 5:36. Hearing closed at 5:38 pm. Motion Carried.

Update of engagement for Legal Services with Eileen Eakins: Motion by Mark Engberg to authorize Board President to sign engagement letter; 2<sup>nd</sup> by Darr Tindall; Motion Carried.

Local Option Levy Ballot Measure for November 2024 as presented in memo from Casey Short, Board President included in the Board Packet. Motion by Darr Tindall to authorize Board President to prepare a draft resolution authorizing submission of a ballot measure; 2<sup>nd</sup> by Mark Engberg. Motion Carried 4 yea, Tom Mattia - nay.

Discussion of Excess Usage Charges has been moved to July due to time restrictions, want to be able to discuss this further as we look into what water goes into the system or into the ground.

Update on IT Agreements: (1) Support Services, (2) Website and (3) Asset Management. We will be moving to Quickbooks Online on July 1. Mark Engberg is going to be the Lead for the Website, asking that Board Members provide him with any items you would like to see on the new site.

Policy Reviews: We had discussed updating policies but as the Water District is currently doing it with two of their Board Members, I would like to have us coordinate that with them. Bob Cerelli recommended having Sanitary Board members do so at the same time and then both Boards present the updates at the same time. Darr Tindall and Mark Engberg will work with Bob Cerelli and Tevis Dooley. Teri will work with Bill Campbell to send out copies of the Leak Billing Policies to the four members as well as a schedule of policies to be done. Discussion of looking at policies that are in conflict with one another, how they will be addressed and if new wording will be presented to update those items.

Staff Report by Matt Gardner, District Manager: Other than items already discussed, nothing to add. Any questions?

Board Members Comments and Reports:

Tom Mattia – update on the audit is still waiting on items; Teri confirmed that those items have been sent. Hannah & Glen will be meeting to discuss status. Accuity has reached out to schedule audit fieldwork and the confirmed dates are: November 7<sup>th</sup> & 8<sup>th</sup>, 2024.

July Agenda Items: Webb Lift Station, Local Option Levy, Excess Usage Charges, Election of Officers, Updates to IGA, Policy Reviews.

Public Comments: Joe Sherman is in support of the Ballot Measure being brought forward from the Sanitary District to pick up the additional Cannon View Park system users; encouragement to keep structure open so that there is flexibility moving forward.

Meeting Adjourned as Sanitary District and Water District Boards moved to Executive Session at 6:17 pm. Public was dismissed, but welcome back at end of Executive Session. There being no further business, meeting adjourned at 6:30 pm.

Respectfully submitted,

Attest:

*Teri Fladstol, Secretary*

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Casey Short, Chair