

**ARCH CAPE SANITARY DISTRICT
BOARD OF COMMISONERS MEETING
Thursday September 21, 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, Steve Hill, Excused: Jay Blake; 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 Darr Tindall to accept Agenda as presented, Second by Thomas Mattia, motion carried.

July Minutes: Motion by Darr Tindall to accept July Minutes as presented, Second by Steve Hill, motion carried.

Financial and Administrative Reporting: Request by Chair to show financials by Fund. Motion by Darr Tindall to accept August Budget & Balance Sheet, Second by Steve Hill; motion carried. Motion by Darr Tindall to accept August payment of accounts, Second by Steve Hill; motion carried. Darr Tindall reported on the meeting with Staff to balance checking accounts (1st Security & review LGIP) and process that will be followed moving forward.

Review of Leak Policy: Chair requested to pull current Sanitary Policy for review and provide to Board members.

Recess of Sanitary Meeting for combined meeting of Sanitary & Water Districts to discuss joint projects: (1) Audits were pulled and will be reviewed at a later date with our auditing firm, Accuity.

(2) Water/Sanitary Districts Project Planning was presented by Matt Gardner, District Manager:

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ACWD - ACSD Project Plan Fiscal Year 2024. (Draft)

Priority	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
Core Operations												
Administration (in addition to Teri)	High	x	x	x	x	x	x	x	x	x	x	x
Compliance / Routines	High	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx
Preventive Maintenance	High	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx
Staff Education / Training (%)	Mandate	x	x	x	x	x	x	x	x	x	x	x
WD Projects												
Asbury Creek intake relocation project - Planning	Mandate	x	x	x	x	x	x	x	x	x	x	x
Inventory of all service lines in district	Mandate						x	x	x	x	x	x
Asbury Creek intake relocation project - Build	Mandate									xxx	xxx	xxx
Deferred maintenance projects (Priority 1's)	High	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx
Contract with CVP to read meters / billing	High	x										
South town water tank - research and development	Medium		xx	xx	xx	xx	xx	xx	xx			
2nd source water supply - research	Low		x	x	x							
Inventory parts project - Phase 2	Low										xx	
South town water tank - build out	Low											
Building repairs / replacements	Low									x	x	
Canon View Interconnect	Low											
Deferred maintenance projects (Priority 2-5)	Low											
Water Management Conservation Plan Update	Low											
Select/implement time recording application	Low		x	x	x							
Membrane replacements (C.P. 2025-26)	Low											

Priority	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June
SD Projects												
Deferred maintenance projects (P. 1's)	High	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx	xx
Membrane basin cleaning X2 / equip installs	High	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx
Webb Lift Station replacement - Planning	High		x	x	x	x						
Webb Lift Station replacement - Build	High											
Collection system - repairs (C.P. 2025-26)	High				xx	xx	x	x	x	x	x	x
Select/implement asset mgmt application	High											
Magnesium Hydroxide transfers and billing/CB	Medium	xx										
Mixer and Valve replacement	Medium									xxx		x
Water District												
BioSolids / BioSolids site - rehab or sell research	Low					xx	xx	xx				
Pre-Membrane Screen Upgrade (C.P. 2024-25)	Low											
Collection system - Assess (TV work)(C.P. 2026-27)	Low											
Sanitary District												
North Pump Station replacement (C.P. 2028-30)	Low											
Asbury Pump Station replacement (C.P. 2030-32)	Low											
Membrane replacement (C.P. 2028-29)	Low											
Grant Writing	High											
Water District		x	x	x	x	x	x	x	x	x	x	x
Sanitary District		x	x	x	x	x	x	x	x	x	x	x

Legend:
Priority: Determination made based on 1) RISK - Magnitude & Likelihood of negative event, 2) COST - Ongoing operating cost to maintain viability of system operations.

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Review of future combined topics to be discussed as we move forward.

Staff Report: Matt Gardner stated that we are following the logistical protocols. Logan is doing very well and handled the job well while Matt was on vacation.

Board Members Comments and Reports:

Darr Tindall: None

Thomas Mattia: None

Steve Hill: None

Casey: Status of Matt getting certified Level III? Matt Gardner- I plan to go to the classes in October. I want to have this completed by the end of the year to ensure I can have more inclusive conversations on budget and operating protocols.

Public Comment- Chris M. stated that because Matt is a go-getter, and the concern would be that he experiences burn-out if it's too much.

October Action Items:

1. Sanitary District Planning – Setting Priorities
2. Leak Policy update
3. Truck Status
4. Web lift update- resubmitted further documentation. We are under review.
5. Website
6. Letter to the rate payers

Public Comment:

Dale Mosby had a question of a public notice from Clatsop County planning department to include a parcel, Who? How? What? Matt Gardner responded that it is in regard to the Fire District boundaries and there will be a discussion as this is reviewed.

Motion made by Darr Tindall to adjourn, Second made by Thomas Mattia, meeting adjourned at 7:03 pm.