

Arch Cape Domestic Sanitary District - Board of Commissioners Meeting, Thursday, January 20th, 2022, following Water Board Meeting

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, Meghan Burdick, Elliana Fladstol; Admin Support **Public Present:** Steve Hill

ITEM	DETAIL/NOTES	ACTION <i>[Recommended or Taken]</i>
I - Call to Order	President Darr Tindall,	Time: 7:27 pm
II – Public Comments	No Comment	
III – Agenda Approval	<p>Amendments: Remove items B & C due to transition of administrative support.</p> <p>New Business: C – add Columbia Bank Access for Teri Fladstol</p> <p>Add Blower Repair</p>	<p>Accept amendments: Moved: Jay Blake Seconded: Chris Anderson All in favor, Motion Carried</p> <p>Consent Agenda Moved: Debra Birkby Seconded: Chris Anderson All in favor, Motion Carried</p>
IV – Consent Agenda a. Minutes & Correspondence b. Correspondence requiring no action	<p>Finance Reports</p> <p>Authorize Payment of Accounts</p>	
V – Old Business a. Board Position 5 Appointment (Action) – Debra Birkby, appoint Heather Newman to Board, second by Jay Blake; All in favor, Motion Carried Oath of Office: Read by Heather Newman / Welcome & you are now a voting member. b. Webb Lift Station – Phil, FEMA grant application with OR Emergency Management. We will be switching strategies from a BRIC to a Hazard Mitigation grant. February Review – Funding in May if we are awarded it will be \$200k; We will have to use the generator at least one more year. c. Wastewater Facilities Plan Update – Had storms and floods in last month; working with engineer to get plans underway; getting the crew out for sewer inspecting and getting that information together for the update. It will be Spring before we see it completed. d. Long Range Financial Plan – Darr mentioned that Rick Gardner brought it up on the Water Side, we do need to get that going and maybe he would be willing to help; Phil – I feel like I do not have the time to do this right now, we had talked about doing this last year and we lost our administrative assistant, grants for lift station, watershed, etc. We got into this process during the budget season and February is already booked. I know it upsets some people out there, but aside from adding a consultant I do not know when we can do that and even if we had a consultant I would need to be there as well. Still recovering from the Pandemic and we are still only two people.		
VI – New Business a. Introduction of Jigsaw Consulting Services b. Elect Secretary of the Board c. Columbia Bank Access – Teri Fladstol	<p>Phil & Debra introduced Jigsaw Consulting Services. Started 1/1/2022 and the team is up and running. Board all contact with Jigsaw should go through Phil and Debra.</p> <p>Nomination for Secretary of Board, Teri Fladstol by Jay Blake, second by Chris Anderson; Carried</p> <p>Columbia Bank needs the form for updating of staff and allowing Teri access to banking. Motion by Chris Anderson, 2nd by Jay Blake; Carried</p>	

<p>d. Aerzen Blower – 2 units for redundancy and one has broken down;</p>	<p>Phil discussed the options that the manufacturer has given to this unit from 2009. Options include 1) return to factory and be without it for awhile (\$6k) or 2) advanced exchange (\$8.4k) for a reconditioned blower and that is installed right on site; old one is removed and they repair it and put it back into that program; A new blower is (\$14k) to rebuild the rotor's would cost \$13.5k; Wants to move forward with Advanced Exchange so needs board approval since it is over \$5k. By agreeing to do the advanced exchange, they are working with us; we need to get this done as soon as possible. Turn around time would be 1st of February. Rogers in Portland to assist with the install rather than having someone coming from PA. Funds are available now but as we get closer to the budget cycle; we may need to move funds. What happens if rotors are bad with the exchange program? Will review, but it should not go over \$10k but Phil will double check.</p> <p>Motion by Debra to have Phil move forward with purchasing a new unit for \$14k or an Advanced Exchange for \$8,400 because we treat sewage and we have to have the machine; 2nd by Jay Blake (clarified that the Rogers fee would be covered under the \$5k Phil already has authority with); Steve added that a resolution could be added to move funds in that direction if needed. All in favor, Motion Carried</p>
<p>VII – Reports (Information)</p> <p>a. Accounts Receivable</p> <p>b. District Manager's Report and Correspondence for Action</p> <p>c. Exiting Administrative Assistant Closing Report</p> <p>d. Board Member's Comments & Reports</p>	<p>Teri – good; will continue to follow up on.</p> <p>Phil – 14.7” of rainfall in December; plant received 6.3million gallons influence; past month had several power outages, red lights and sewer overflow; a new lift station will not require a red light because we will have alarms, but until then the red light is it; sewer overflow – we had 7” of rain in 48 hours; OR DEQ had their compliance visit and had a morning review; overall went well and we should receive a new permit end of January. No major changes anticipated, just more monitoring of things we do and would like more temperature readings of the creek. Thank you to Matt for helping out with that process. Any questions?</p> <p>Steve – No downside to going ahead to have the due dates consistent for staggered billing, due and delinquent dates for future use. We have had very few payment plans, so it does not seem that people do not have the money. Teri added that UB Max will be giving some options for online payments so that may help with A/R management as well. Questions regarding any of the other recommendations with the other suggestions on the report. Those will have to be handled down the road.</p> <p>Jay – good news on health tests; Chris – no report; Heather – no report; Debra – thank Heather for stepping up and her willingness to step up to keep us operating;</p>
<p>VIII – February Agenda Items (Information)</p>	<p>Webb Lift Station, the Facilities and Long-Range Plan; Disposition of the Blower; Discussion of billing due dates; Settle on budget dates for when meetings will be held, resolutions and budget for the Sanitary District.</p>
<p>IX – Public Comment</p>	

X – Adjourn	Motion to adjourn by Debra Birkby, second by Jay Blake Carried	Adjourned at 8:00 pm
Make Note of:		
Next Meeting: February 17, 2022 @ 6:00 pm	Via Zoom	

Respectfully submitted,

Teri Fladstol


Attest Ms. Darr Tindall, President