

**Sundown Sanitary District
Board Meeting
Nov 23, 2021**

Members Present: Richard McIntosh, Mark Stover

Members Absent: Mark Schacher

Others Present: Monica Scroup, Kyle Sharpsteen

Called the meeting to order at 4:17 pm @ 315 SW Main, Warrenton, OR 97146

Minutes: -Previous board meeting minutes read. Mark Stover moved to accept minutes as prepared, Richard McIntosh seconded the motion. All approved, none opposed, motion carried

Public Comment: -None at this time

Correspondence: - Special Districts Best Practices Survey; Correspondence with Attorney re: Billing Structure

Old Business: - Richard talked to WillowDale Board Member re: new shut off notice time frame, Willowdale didn't have a board meeting that month, but will discuss at next meeting.

Treatment Plant:
- DEQ fine is \$1200-SSD can do a project in place of fine. Kyle has a couple of ideas and will get quotes for various projects. Application for project must be submitted to DEQ by 12-15-21.
-SSD needs to get the in-house lab set up.
-Most recent power outage had no adverse effects on the plant.
-Must get a service plan for the cell modem via Orenco; they will need to set it up.

Inflow & Infiltration: - Veterans Day inflow 2.7 inches of rain; flows went up to 80,000 gals up from 15,000 gals; no adverse effects-all clear water

Financial Reports:
-Financial statements received from Marxen & Hall.
-Richard McIntosh moved to accept the report, Mark Stover seconded the motion.
All approved, none opposed, motion carried

New Business: - SSD Information Security Policy: Mark Stover moved to accept the policy, Richard McIntosh seconded the motion. All approved, none opposed, motion carried

Board Comments:
-Board meetings will always be the 4th Tuesday of every month at 4pm @ 315 S Main, Warrenton. This will ensure consistency so that anyone interested may attend.
-Board wishes to remind residents that information regarding Ordinances, Resolutions, Budgets and minutes can be found on the website <http://www.sundownsanitary.com/>

Next Meeting: -Dec 28, 2021 @ 4:00pm @ 315 SW Main, Warrenton, OR

Adjourn: -5:15 pm

Richard McIntosh , Chairman