



# Board Meetings

**ARCH CAPE WATER & SANITARY DISTRICTS**  
**32065 E. Shingle Mill Lane, Arch Cape, OR 97102**  
**(503) 436-2790**

**THE PUBLIC IS INVITED, IF THEY WISH,  
TO ATTEND IN PERSON:  
THE FIRE HALL, 72979 US 101,  
ARCH CAPE  
BY TELEPHONE OR ZOOM LINK:**

To Join the **Zoom Video Meeting** paste the following in your browser address window:

[Board Meeting Zoom Link](#)

<b>Call:</b>	<b>669-900-6833</b>
<b>Meeting ID:</b>	<b>824 5089 8403</b>
<b>Meeting Passcode:</b>	<b>None Required</b>
<b>Assistance:</b>	<b>503-812-7578</b>
<b>Date:</b>	<b>Thursday, 18 January 2024</b>
<b>Time:</b>	<b>6:00 PM for Board Meetings</b>

**The Water District Board Meeting will start at 6:00 pm, followed by the Sanitary District Board.**

**Agenda will be posted in Board Packet on the Website under “Governance – Meetings – 2024”**

**ARCH CAPE SANITARY DISTRICT  
BOARD OF COMMISSIONERS MEETING**

Thursday, January 18, 2024

6:00 pm

Meeting to be held in person at the Arch Cape Fire Hall and via Zoom

<https://us02web.zoom.us/j/87369759588?pwd=RFFDRjlzdFgrZFZOaFlxNlZxSndwQT09>

[Immediately following the Water Board Meeting]

**Sanitary District Meeting**

- |       |   |                        |
|-------|---|------------------------|
| I.    | <b>Call to Order</b>  | Casey Short, President |
| II.   | <b>Public Comments</b>  | Casey                  |
| III.  | <b>Agenda Approval</b> (Action)   | Casey                  |
| IV.   | <b>Accept November Minutes</b> (Action)                                 | Casey                  |
| V.    | <b>Appoint Mark Engberg to fill Board Vacancy, Position #3</b> (Action) | Casey                  |
| VI.   | <b>Financial and Administrative Reporting</b>                           |                        |
|       | <b>A. Accept November and December Budget and Balance Sheet</b>         | Casey                  |
|       | <b>B. Accept November and December Payment of Accounts</b>              | Casey                  |
|       | <b>C. Treasurer's Report</b>  | Darr                   |
| VII.  | <b>Audits – Implementing Board Oversight</b> (Action)                   | Casey                  |
| VIII. | <b>Budget Committee Membership</b>                                      | Casey                  |
| IX.   | <b>Calendar of Events</b> (Information)                                 | Casey                  |
| X.    | <b>Reports:</b>   |                        |
|       | <b>A. Staff Report</b>  | Matt                   |
|       | <b>B. Board Members Comments and Reports</b>                            | All                    |
| XI.   | <b>February Agenda Items</b>  | Casey                  |
|       | <b>A. Resolution – New Procurement Rules</b> (Action)                   |                        |
|       | <b>B. Other</b>   |                        |
| XII.  | <b>Public Comment</b>   | Casey                  |
| XIII. | <b>Adjourn</b>  | Casey                  |

**ARCH CAPE SANITARY DISTRICT  
BOARD OF COMMISONERS MEETING  
Thursday, November 16, 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 Excused: Steve Hill; 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 Tom Mattia to accept Agenda as presented, Second by Darr Tindall, motion carried.

October Minutes: Deferred due to quorum present who attended the October meeting.

Financial and Administrative Reporting: Teri Fladstol reported adjustments that will be made by accountant; procedural journal entries for proper documentation. Darr Tindall, Treasurer reported that reconciliation has been reviewed and balanced.

Resolution for Leak Policy: Motion by Darr Tindall to adopt the leak policy, second by Tom Mattia. Discussion: clarification on policy and staff commented reviews made by multiple people; the desire was to update the Leak Policy in keeping with the Water District recent changes/updates to their policy. Request was made to make an amendment to the policy to clarify where and how a leak adjustment can be made. Withdrawal of original motion. Motion made by Tom Mattia to accept the updated policy, second by Darr Tindall, motion carried.

Staff Report by Matt Gardner, District Manager: Matt addressed a concern for the maintenance budget with the changes that have happened (two pieces of equipment failed) and wanted the Board to know that it is being watched. Matt presented the Bio Solids are locked through June 30<sup>th</sup>. But we need to discuss in future meetings regarding planning to move through December. The Compliance Officer did identify land that can be used, so the board has options regarding bio solid management. Matt will get more information and present a clearer plan to the board to have them approved.

Darr asked about locks for the security of the site and buildings with recent activity in the Arch Cape area with break-ins. Could electronic locks be used instead of keys for the plant? Matt, agreed that they would be a great addition. Discussion ensued regarding the electronic locks.

Darr brought up the Webb Station, Matt explained that they received a notice last week that we have submitted another batch of information and are still in the grant process. We should pursue the Loan with Oregon Business. The application is due soon and he would verify if we decided not to take it out, how that affects the process? The board may need to meet before the regular meeting to approve the Loan Documents. Matt will confirm what is necessary.

Board Members Comments and Reports:

Darr Tindall: None

Thomas Mattia: None

Casey Short: December meeting will be moved to 12/14 due to the Holiday schedule; Sanitary will not have a meeting unless needed for the Business Oregon process. Notices will be posted to the public per standard operating

procedures.

Water District joined at 6:30 pm to discuss joint projects: Call to Order at 6:30pm made by Bill Campbell, Water President

Water/Sanitary Districts Project Planning (Action) – Strategic Work Sessions were recommended to ensure that all Board members, and the Public, understand the detailed project planning work that is underway for both Districts. This planning work suggests that additional district staff may need to be added. These Strategic Work Sessions will provide Board members with information that will be useful to them if/when decisions will need to be made by the Boards in future Board Meetings. Strategic Planning Work Sessions will be held via Zoom on the first Wednesday at 3PM until all projects are reviewed. The first Work Session will be December 6<sup>th</sup>, 2023, at 3PM.

Bill / Teri presented update on Information Technology Requirements & Grant: There will be two separate grants, one for each District, due by January 10, 2024. Grant amount being requested will be \$55,000. Dale Mosby is leading the detailed evaluation of system capabilities and grant needs, Teri explained the process; if we are given permission to apply for the grant, we have a supply list and format to follow. Combined discussion adjourned at 6:52.

January Action Items: Webb Station

Public Comment: None

Inquiry regarding the Sanitary Board position was made, it appears that two people were encouraged but no one has applied, Casey asked the Board to follow-up with those individuals.

Motion made by Darr Tindall to adjourn, Second made by Tom Mattia, meeting adjourned at 6:52 pm.

Respectfully submitted,

*Teri Fladstol, Secretary*

Teri Fladstol, Secretary

Attest:

\_\_\_\_\_

**Arch Cape Sanitary District Board  
APPLICATION**

Date Jan. 04, 2024

Applicant Name Mark Engberg

Mailing Address PO Box 750

Tolovana Park, OR 97145 - 0750

Residence Address 32074 Buena Vista Drive

Arch Cape, OR 97102

Contact Telephone (503) 819 1005

Email mark@colabarchitecture.com

Position(s) Applied for:

Arch Cape Sanitary District Board - POSITION 3

Signature



PLEASE COMPLETE BOTH PAGES OF THIS APPLICATION,  
AND USE ADDITIONAL SPACE IF NEEDED

**APPLICATION IS DUE OCTOBER 10, 2023**

Arch Cape Domestic Water Supply and Sanitary Districts  
32065 E. Shingle Mill Lane, Arch Cape, OR 97102  
mattgardneracutil@gmail.com: 503-436-2790

**Describe your background (relevant experience, education, training, etc.)**

I am a licensed architect in Oregon, California and Washington. I founded an architecture practice in Portland in 1994. (COLAB Architecture and Urban Design LLC) COLAB will be thirty years old next October. One of my great interests is urban design and planning. I consider myself an urban designer first and an architect second. My Career has taken me to positions in firms in Boston, New York City, Los Angeles, Dubai and Portland. My wife, Laurie and I built a house in Buena Vista Dr. in Arch Cape in 2017-18. We became residents of Clatsop County in early 2021. I have a Bachelor of Architecture degree from the University of Idaho (1984) and a Master of Science in Architecture and Urban Design degree from Columbia University in New York City (1989).

**Describe your interest in serving on the Arch Cape Special District Board(s).**

I would like to be of service to my community and join in the volunteer ranks of Arch Cape. I have been impressed with the amount of volunteerism that exists in the community. I have run a business for nearly thirty years and I believe that experience can be useful to the district.

**ARCH CAPE SANITARY DISTRICT - BUDGET VS ACTUAL BY CLASS**  
**FISCAL YEAR 2023/2024**

GENERAL FUND										
RESOURCES	Budget	23-Jul	23-Aug	23-Sep	23-Oct	23-Nov	23-Dec	Year to Date	Unspent	% Spent
01-4100 · Beginning Balance	\$190,752								\$ 190,752	100%
REVENUE										
01-4400 · WD Facilities Use Charge	\$3,750								\$ 3,750	100%
01-4601 · Base Rate Meter Sales	\$354,000	27,510	28,180	39,675	21,987	17,355	35,247	169,954	\$ 184,046	48%
01-4604 · Overage/Excess Usage	\$17,700	776	737	4,703	6,772	11,131	316	24,435	\$ (6,736)	138%
01-4605 · Debt Service	\$38,232	2,878	2,987	4,100	2,237	2,948	3,662	18,812	\$ 19,420	49%
01-4750 · LGIP - Interest		1,372	1,431	430	1,611	1,840	2,202	8,886	\$ (8,886)	
TOTAL REVENUE	\$ 413,682	32,536	33,335	48,908	32,607	33,274	41,427	222,087	\$ 191,594	54%
TOTAL RESOURCES	\$ 604,434	\$ 32,536	\$ 33,335	\$ 48,908	\$ 32,607	\$ 33,274	\$ 41,427	\$ 222,087	\$ 382,346	
REQUIREMENTS										
MATERIALS & SERVICES										
01-5999 · Inter-Govern Agreement (IGA)	\$157,500		9,106	8,890		10,234	31,689	59,919	\$ 97,581	38%
01-6000 · Miscellaneous		12	9	11	15			47	\$ (47)	
01-6103 · Liability & Property Insurance	\$16,100							0	\$ 16,100	0%
01-6104 · Licenses	\$3,500							0	\$ 3,500	0%
01-6105 · Dues & Taxes	\$1,200	43	8	8	3,862	600	1,417	5,938	\$ (4,738)	495%
01-6106 · Professional Services	\$5,000	13,950		4,805	2,170	8,525		29,450	\$ (24,450)	589%
01-6107 · Auditing Service	\$10,000							0	\$ 10,000	0%
01-6108 · Legal Services	\$5,000					203		203	\$ 4,797	4%
01-6109 · Notices	\$700					5		5	\$ 695	1%
01-6110 · Utilities	\$46,000	3,267	3,152	2,688	3,185	3,704	4,197	20,193	\$ 25,807	44%
01-6111 · Emergency Sanitation	\$500							0	\$ 500	0%
01-6200 · Maintenance	\$115,489	\$6,531	\$272	\$4,944	\$1,967	\$7,980	\$4,189	25,883	\$ 89,606	22%
01-6201 · Chemicals	\$7,000							0	\$ 7,000	0%
01-7500 · Debt Serv-OECD Facility Engineering Loan [P]	\$16,163					16,163		16,163	\$ -	100%
01-7500 · Debt Serv-OECD Facility Engineering Loan [I]	\$3,156					3,156		3,156	\$ -	100%
01-7500 · Debt Serv-IFA Loan Facility Improv. [P]	\$13,179					13,179		13,179	\$ -	100%
01-7500 · Debt Serv-IFA Loan Facility Improv. [I]	\$6,205					6,205		6,205	\$ -	100%
01-8000 · Contingency - GF	\$54,735							0	\$ 54,735	0%
01-8003 · Undesignated - GF	\$143,008							0	\$ 143,008	0%
TOTAL REQUIREMENTS:	\$ 604,434	\$ 23,647	\$ 12,547	\$ 21,346	\$ 11,199	\$ 69,954	\$ 41,336	\$ 180,029	\$ 424,406	30%

**CAPITAL FUND**

**RESOURCES**

02-4100 · Beginning Balance	\$191,275								191,275	\$191,275	100%
<b>REVENUE</b>											
02-4550 · SDC Revenue	\$19,698	9,562	9,849	\$ -	\$ -	\$ -	\$ -		19,411	\$287	99%
	<b>TOTAL REVENUE</b>	<b>9,562</b>	<b>9,849</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>19,411</b>		
	<b>TOTAL RESOURCES</b>	<b>\$210,973</b>	<b>\$9,562</b>	<b>\$9,849</b>					<b>\$19,411</b>	<b>\$210,973</b>	
<b>REQUIREMENTS</b>											
02-7000 · Capital Outlay - Webb Lift Station	\$55,000		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -		
02-8001 · Operating Contingency	\$155,973		\$ -	\$ -	\$ -	\$ -	\$ -		\$ -		
	<b>TOTAL REQUIREMENTS:</b>	<b>\$210,973</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$210,973</b>	

**GO-BOND DEBT FUND**

**RESOURCES**

03-4101 · Undesignated Bal - SD Go Debt	\$15,426									\$15,426	
<b>REVENUE</b>											
03-4750 · Bond Proceeds	\$144,600	1,321	1,080	1,459	6,947	121,708	1,738		134,252	\$144,600	93%
03-4750 · Bond Interest											
	<b>TOTAL REVENUE</b>	<b>1,321</b>	<b>1,080</b>	<b>1,459</b>	<b>6,947</b>	<b>121,708</b>	<b>1,738</b>		<b>134,252</b>		84%
	<b>TOTAL RESOURCES</b>	<b>\$160,026</b>	<b>\$1,321</b>	<b>\$1,080</b>	<b>\$1,459</b>	<b>\$6,947</b>	<b>\$121,708</b>	<b>\$1,738</b>	<b>\$134,252</b>	<b>\$160,026</b>	
<b>REQUIREMENTS</b>											
03-7000 · USDA Plant Upgrade [P]	\$74,457									\$74,457	
03-7000 · USDA Plant Upgrade [I]	\$70,143									\$70,143	
	<b>TOTAL REQUIREMENTS</b>	<b>144,600</b>								<b>\$144,600</b>	0%
03-8000 · Contingency - SD Go Bond Debt	\$15,426									\$15,426	
	<b>TOTAL REQUIREMENTS &amp; CONTINGENCY</b>	<b>\$160,026</b>								<b>\$160,026</b>	



**Arch Cape Sanitary District**  
**Balance Sheet**  
As of December 31, 2023

---

	<u>Dec 31, 23</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
00-1000 · #1218 Main Checking	124,719.93
01-1100 · LGIP - General Fund	162,876.15
03-1100 · LGIP - SD Go Bond Debt Fund	<u>358,141.55</u>
Total Checking/Savings	645,737.63
Total Current Assets	<u>645,737.63</u>
<b>TOTAL ASSETS</b>	<b><u>645,737.63</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
01-3000 · Opening Balance Equity	271,136.46
01-3200 · Retained Earnings	179,191.98
Net Income	<u>195,409.19</u>
Total Equity	<u>645,737.63</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>645,737.63</u></b>

Type	Num	Date	Name	Account	Amount
Check	EFT	11/2/2023	Spectrum Business	01-6110 · Utilities	\$ (259.96)
Check	9108	11/2/2023	Clastop County	VOIDED	\$ -
Check	9109	11/2/2023	Pacific Power	01-6110 · Utilities	\$ 3,122.24
Check	9110	11/2/2023	Recology Western Oregon	01-6110 · Utilities	\$ (58.57)
Check	9111	11/2/2023	Eds Septic	BioSolids	\$ (2,800.00)
Check	9112	11/2/2023	IDEXX Distribution	Lab Tests & Supplies	\$ (255.03)
Bill Pmt -Check	9113	11/9/2023	24/7 Truck & Auto Repair	01-6200 · Maintenance	\$ (771.45)
Check	EFT	11/13/2023	1st Security Bank	01-4601 · Base Rate Meter Sales	\$ (250.00)
Check	EFT	11/13/2023	1st Security Bank	01-4605 · Debt Service	\$ (27.00)
Check	EFT	11/13/2023	1st Security Bank	01-4604 · Overage/Excess Usage	\$ (2.60)
Check	EFT	11/15/2023	Safeway	Lab Tests & Supplies	\$ (14.90)
Check	EFT	11/15/2023	One Call Concepts	01-6110 · Utilities	\$ (2.88)
Bill Pmt -Check	9114	11/15/2023	Arch Cape Water District	01-5999 · Inter-Govern Agreement (IGA)	\$(10,234.23)
Bill Pmt -Check	9115	11/15/2023	Curran McLeod	01-6106 · Professional Services	\$ (8,525.00)
Bill Pmt -Check	9116	11/15/2023	Oregon Department of Forestry Unit 12	01-6108 · Legal Services	\$ (202.77)
Bill Pmt -Check	9117	11/15/2023	SDAO	01-6105 · Dues & Taxes	\$ (592.00)
Bill Pmt -Check	9118	11/15/2023	Spoko Welding, In.	Kubota	\$ (2,511.26)
Bill Pmt -Check	9119	11/15/2023	USA BlueBook	Lab Tests & Supplies	\$ (128.16)
Check	9120	11/16/2023	IFA - OR Business Development Fiscal Serv	01-7500 · Debt Service - Genera Fund	\$(16,163.09)
Check	9120	11/16/2023	IFA - OR Business Development Fiscal Serv	01-7500 · Debt Service - Genera Fund	\$ (3,156.00)
Check	9121	11/16/2023	IFA - OR Business Development Fiscal Serv	01-7500 · Debt Service - Genera Fund	\$(13,178.66)
Check	9121	11/16/2023	IFA - OR Business Development Fiscal Serv	01-7500 · Debt Service - Genera Fund	\$ (6,204.57)
Check	EFT	11/20/2023	Amazon	01-6200 · Maintenance	\$ (14.99)
Check	EFT	11/22/2023	Google	01-6200 · Maintenance	\$ (1.99)
Check	EFT	11/22/2023	Microsoft	01-6105 · Dues & Taxes	\$ (8.25)
Check	EFT	11/30/2023	Spectrum Business	01-6110 · Utilities	\$ (259.96)
Check	9122	11/30/2023	PumpTech LLC	Corrective Maintenance	\$ (1,473.00)
Check	EFT	11/30/2023		01-6200 · Maintenance	\$ (10.00)

Type	Num	Date	Name	Account	Paid Amount
Check	9123	12/7/2023	Arch Cape Water District	01-5999 · Inter-Govern Agreement (IGA)	\$ (9,134.34)
Check	9123	12/7/2023	Arch Cape Water District	01-5999 · Inter-Govern Agreement (IGA)	\$ (6,530.44)
Check	9123	12/7/2023	Arch Cape Water District	01-5999 · Inter-Govern Agreement (IGA)	\$(11,962.23)
Check	9123	12/7/2023	Arch Cape Water District	01-5999 · Inter-Govern Agreement (IGA)	\$ 10,234.23
Check	9123	12/7/2023	Arch Cape Water District	01-5999 · Inter-Govern Agreement (IGA)	\$ (9,221.59)
Check	9123	12/7/2023	Arch Cape Water District	Corrective Maintenance	\$ 4,851.00
Check	9126	12/7/2023	PumpTech LLC	Corrective Maintenance	\$ (4,851.00)
Check	9127	12/7/2023	Industrial Systems	Alarm Upgrade	\$ (156.00)
Check	9124	12/8/2023	Pacific Power	01-6110 · Utilities	\$ (4,196.66)
Check	9125	12/8/2023	Peterson - CAT	01-6200 · Maintenance	\$ (3,989.00)
Check	9128	12/8/2023	A-Boy Electric & Plumbing	01-6200 · Maintenance	\$ (16.87)
Check	9130	12/14/2023	gWorks	01-6105 · Dues & Taxes	\$ (1,333.00)
Check	9131	12/14/2023	Oregon Government Ethics Commision	01-6105 · Dues & Taxes	\$ (75.66)
Check EFT	12/19/2023	Amazon	01-6200 · Maintenance	\$ (14.99)	
Check	9134	12/21/2023	Arch Cape Water District	01-5999 · Inter-Govern Agreement (IGA)	\$ (5,074.54)
Check EFT	12/22/2023	Google	01-6200 · Maintenance	\$ (1.99)	
Check EFT	12/22/2023	Microsoft	01-6105 · Dues & Taxes	\$ (8.25)	
Check	12/31/2023	1st Security Bank	01-6200 · Maintenance	\$ (10.00)	

**Calendar of Events - Topic Description**  
**January 18, 2024**

Action / Information: Information

Background

March – May is the busy time of the year for the Board. During that time, we approve a budget and do a performance review for the District Manager. And this year we will also have a Strategic Work Session and 2 Community Forums. Please book these dates into your calendars

**Board Objective – Information**      **Calendar of Upcoming Board-Related Events**

Month	Day / Time	Event	Focus / Intent
July	July 1 – March 1	Audit	Audit of previous fiscal year can start – to be delivered to Secretary of State in March
February	Feb 3rd 10 AM Zoom	Community Forum	State of the Districts – Utilities and Payment Strategy for Forest
	Feb 15 – March 15	Budget Committee Formation	Post notices for budget committee members by February 1 Reach out to community to get at least 5 members who will be willing to serve on both District’s budget committee by March 1
	February 15th	Board Meeting	
March	March 1 <sup>st</sup>	Audit Submission	Previous FY Audit to be submitted to Secretary or State
	March 2nd 10 AM Fire Station	Community Forum	State of the Districts – Utilities and Payment Strategy for Forest
	March 6 <sup>th</sup> 3:00 Zoom	Strategy Work Session	Evaluate need for additional staffing resources to be added to the Budget – Consider feedback from Community Forums
	March 21st	Board Meeting	Determine intent to put a local option levy on November 2024 Ballot
	March 26 <sup>th</sup> 4:00 Zoom	Budget Meeting In person with Zoom	1 <sup>st</sup> meeting - District Manager presents budget and first round of discussion
April	April 18 <sup>th</sup> 4:00 Zoom	Budget Meeting In person with Zoom	2 <sup>nd</sup> meeting – Refinement of Budget
	April 18 <sup>th</sup>	Board Meeting	Distribute forms for District Manager Performance Evaluation
May	May 1 <sup>st</sup> 4:00 Zoom	Joint Personnel Committee	Executive Session: Performance Evaluation and Merit Increase Recommendation of District Manager; Recommend COLA Amount for Both Staff.
	May 9 <sup>th</sup> 4:00 Zoom	Budget Meeting In person with Zoom	3 <sup>rd</sup> Meeting – Final refinement and approval of Budget
	May 16 <sup>th</sup>	Board Meeting	Approve Budget

## January 2024 Staff Report

### Major accomplishments:

#### Sanitary

1. Hauled the final loads of biosolids to the biosolid site. This was in addition to the haul you read about last month and our turnaround time was only four weeks between shoveling and hauling.
2. DEQ biosolids compliance requires us to send in a soil sample for nitrate analysis of the application beds at the biosolids site. In my almost 8 years here we have never done that. We completed the sample collection process from the application beds and sent it off to Oregon State University Soil Lab for analysis. Results will be sent to DEQ as well.
3. Tevis continues to make great progress on replacing the rotted siding on the buildings.
4. The new wasting pump that was installed and failed immediately was found to have been wired wrong from the manufacturer. Staff again removed the pump, sent it back and replaced it again when the new one arrived.
5. Deep cleaning (confined space entry, staff) of the two digester basins. Large project with many moving parts. Please feel free to inquire, however, I will deliver the message again next month with pictures available.

#### Water

1. The Cannon View Park contract to read meters and pay for services has been executed, signed by both parties and is now current. Our lawyers provided the contract with our input on desired inclusions and annual fees for services.
2. All of the water districts fire hydrants were flushed in the past month. District staff performed the exercise and found it to be a valuable and much needed task.
3. Ordered site survey from Charter / Century Link for internet to be brought into the water plant. Began investigating and collecting data for other internet options to be used at the water plant.
4. The project to deep clean and completely reorganize the water plant and bring it up to a

#### Water / Sanitary

1. We continue to make strides, both districts together in understanding and planning out the project management tool. Another joint session was held via zoom to further discuss projects, timelines, and some ideas on how to go about moving forward to complete safely the needs of both districts.

#### The unexpected

1. Century Link Internet stopped service, with no forewarning to the water plant. We received an email to call the service number and were advised it is effective as soon as the next outage occurs. This put us (the water district) in a squeeze as we rely on internet services to run the plant effectively and safely.