

# ARCH CAPE SANITARY DISTRICT MINUTES

17 September 2021

A ZOOM video teleconference broadcast was held in light of the COVID-19 pandemic. A quorum was present.

Sanitary Board: Darr Tindall, President  
Debra Birkby, Vice-President & Treasurer  
Chris Anderson  
Jay Blake  
Bill Campbell

Water Board: Dan Seifer (non-voting)  
Nadia Gardner (non-voting)  
Linda Murray (non-voting)

Public: Tim Crawford  
David Stockton  
Jeannie Stockton

Staff: Phil Chick, District Manager  
Steve Hill

Ms. Darr Tindall called the meeting to order at 6:03 pm, and indicated that we were remote due to Covid. Mr. Hill called the roll. For video teleconference assistance they could reach Mr. Phil Chick at 503-739-2348.

**Public Comment:** None.

**Agenda:** Add IGA. Mr. Blake moved acceptance of the agenda as amended which was seconded by Mr. Anderson. All in favor. Motion carried.

**Consent Agenda:** Mr. Anderson moved acceptance of the consent agenda which was seconded by Mr. Campbell. All in favor. Motion carried.

## Old Business:

**Webb Lift Station:** (Information) Mr. Chick said we were submitting a pre-application for a Federal Emergency Management Agency (FEMA) grant under the Building Resilient Infrastructure and Communities (BRIC) grant program. Another potential funding opportunity would be through Oregon DEQ's State Revolving Fund (SRF) Loan Program which offers up to 50% loan forgiveness. In order to apply for the DEQ Loan, it would be necessary to update our facility plan. The District was recently awarded a \$20K Technical Assistance Grant to do this, and Curran-McLeod Inc. will be doing the work. Mr. Chick recommended that the best option for the District may be to identify additional work needed and if the money is available, group a number of

necessary things together with this application. In answer to just how much longer we could go with the existing lift station, he replied we could go through another wet season but definitely doesn't want to go three years without a rebuild.

**Covid-19 Emergency:** (Information)

For the moment, we will be going with more Zoom virtual meetings

Mr. Hill reported that accounts receivable were especially strong at this time.

**2022-23 Budget & Long Range Financial Plan (LRFP) Schedule:** (Information) The start of a new LRFP will begin in October along with setting of the following fiscal budget schedule.

**New Business:**

**IGA LOG:** (Information / Action) Mr. Campbell provided a presentation (attached) of additional task data that could be collected with a modified IGA LOG and the type of comparative analysis this data could provide in future.

Concern was expressed over staff effort in working with a modified LOG versus the potential value of the data produced.

**Board Meeting Days:** (Information / Action) A general discussion ensued over possible alternative meeting days to the third Friday of the month with the third Thursday being a consensus pick over other alternatives including keeping the current day. Mr. Hill said he could support whatever day worked best for directors. Mr. Campbell, Mr. Blake, Mr. Anderson and Mr. Chick expressed a preference for Thursday evening at the existing 6:00pm time.

David and Jeannie Stockton who have so consistently supported the community by prior steady attendance at board meetings said they understood why directors were considering a different schedule but weren't able to shift from the Friday schedule. They expressed their appreciation for everything that the board has done.

**Communication Protocols:** (Information) The board was reminded of the potential of violating the public meeting law when informational emails were shared by directors which have the possibility of leading to online conversations of public policy issues.

Mr. Chick said that Ms. Eileen Eakins offered to provide training in this area or any other topics the Board may want to receive training on. The proper place to fully communicate any information provided in group emails is in an open public meeting.

**Reports:**

**District Managers Report and Correspondence for Action:** (attached)

**Treasurer's Report:** None.

**Board of Directors' Comments and Reports:** Ms. Tindall said she was pleased to see the attack dog sign was down at the treatment plant gate. Ms. Birkby asked the Stocktons if it was possible for them to join us on Thursday instead of Friday to which they said no, but reiterated their appreciation for all of the hard work done by the board.

**October Agenda Items:** Webb Lift Station, IGA LOG, board meeting days and LRFP.

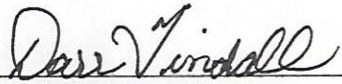
**Public Comment:** Mr. Seifer said that he was concerned about the proposed changes in the logging of staff time and that it was up to the Personnel and Contract Committee to manage staff. He expressed appreciation for the presentation made and believes it should be discussed further.

The meeting was adjourned by Ms. Darr Tindall at 6:57 pm.

Respectfully submitted,



Steve Hill

Attest   
Ms. Darr Tindall, President

**WEBB LIFT STATION**



**Option 1** (All Capital Fund, Slim Opr Reserve, Remaining IFA Bus OR Loan)

	\$000
CMI Estimated Project Cost	300
Funding Provided by:	
SD Capital Fund	85
Gen Fund (lowered FY2021-22 Plan Operating reserve to 8% from 16%)	27
IFA Business Oregon Loan (Est. Service Life 20 Years)	188
Total Loan Cost Over 20 Years at 1.22% Interest	\$ 106,503
	300

Quarterly In Advance Rate Effect

Annual Loan Exp w/ 50% Forgiveness = \$ 5,325	Existing Qrtly Rate \$271	
295 Customers	Additional Qrtly Rate to Service Loan	\$ 4
Adjusted Quarterly Rate (following new Budget Public Hearings)		\$ 275

**Option 2** (Part Capital Fund, Part Opr Reserve, Remaining IFA Bus OR Loan)

	\$000
CMI Estimated Project Cost	300
Funding Provided by:	
SD Capital Fund	60
Gen Fund (lowered FY2021-22 Plan Operating reserve to 12% from 16%)	14
IFA Business Oregon Loan (Est. Service Life 20 Years)	226
Total Loan Cost Over 20 Years at 1.22% Interest	\$ 128,031
	300

Quarterly In Advance Rate Effect

Annual Loan Exp w/ 50% Forgiveness = \$ 6,000	Existing Qrtly Rate \$271	
295 Customers	Additional Qrtly Rate to Service Loan	\$ 5
Adjusted Quarterly Rate (following new Budget Public Hearings)		\$ 276

**Option 3** (No Capital Fund, No Opr Reserve, Remaining IFA Bus OR Loan)

	\$000
CMI Estimated Project Cost	300
Funding Provided by:	
SD Capital Fund	0
Gen Fund (lowered FY2021-22 Plan Operating reserve to 12% from 16%)	0
IFA Business Oregon Loan (Est. Service Life 20 Years)	300
Total Loan Cost Over 20 Years at 1.22% Interest	\$ 169,952
	300

Quarterly In Advance Rate Effect

Annual Loan Exp w/ 50% Forgiveness = \$ 8,000	Existing Qrtly Rate \$271	
295 Customers	Additional Qrtly Rate to Service Loan	\$ 7
Adjusted Quarterly Rate (following new Budget Public Hearings)		\$ 278

All Scenarios a 50% DEQ loan forgiveness & would be further adjusted should grants become available

# A Management Dashboard For the Arch Cape Sanitary District



## **Management Dashboard**

### **As a Board Member, Things I'd like to Know!**

1. What does it cost to operate the Sanitary District – yearly / monthly?
2. How are those costs broken down across operational requirements? (What gets done and how much does it cost)?
3. Are there seasonal variations to be expected in those costs?
4. How would I know if /where the Sanitary District infrastructure is aging, before it comes a problem?
5. What are the implications/trade-off of doing a new project or fixing a problem?

## **This is an opportunity to repurpose the IGA time reporting system into a Management Dashboard**

**From:** Allocate costs to Sanitary District

For each employee: Based on entry of all actual hours worked (reg. & overtime) by task,  
Calculate % of Total Time worked on SD, Use that % to allocate charge out costs from WD

**To:** A Management Dashboard

1. Allocate costs to Sanitary District (same as above) ..... PLUS
2. Understand cost allocation by the different operational requirements of the Sanitary District, and how those vary seasonally and year to year.
3. Assess the implications of new projects / changing priorities, e.g. Webb Lift Station, I&I Mitigation, etc. on staffing and cost allocations
4. Monitor early indicators of aging components of plant, infrastructure
5. Capture information that could help in budgeting and long range planning

# Current IGA Time Capture System

## Master List of Tasks

- Bio-Solids Work
- Daily - DMR's
- Irrigation Site
- Lab's
- Mail / Phone
- Meeting Prep
- Meetings
- Meters
- Monitor Plants / Phone / Corresp
- pH
- Prep drying beds
- WTP Work
- WWTP Work

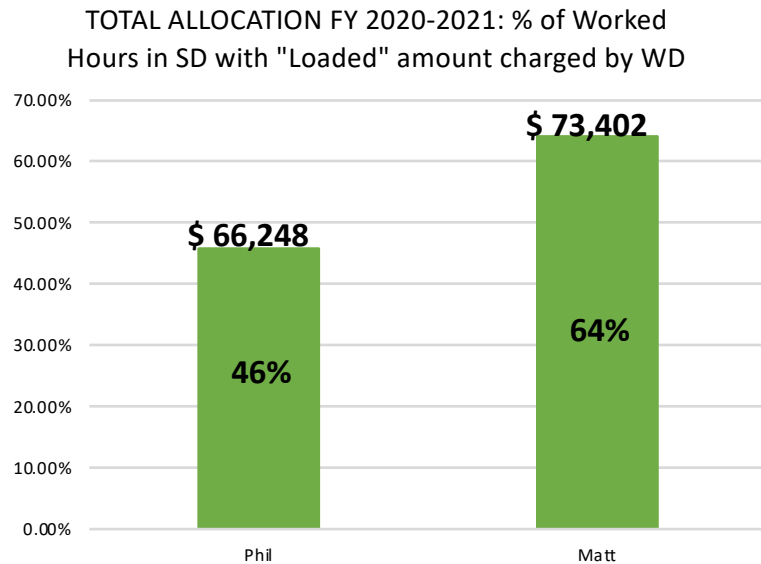
## Daily Time Reporting by Task

Dist Mgr	Mth	Start Tasks : Mgr	Split	Water	Sewer
Meeting Prep WATERSHED WWTP Work WTP Work Mail / Phone			2.5		
				1	
					3
				1	
			0.5		
<a href="#">Insert Row</a>					
Plant Oper		Start Tasks : Opr			
Daily - DMR's Meters WTP Work WWTP Work			1		
			1.5		
				1.5	
					4
<a href="#">Insert Row</a>					

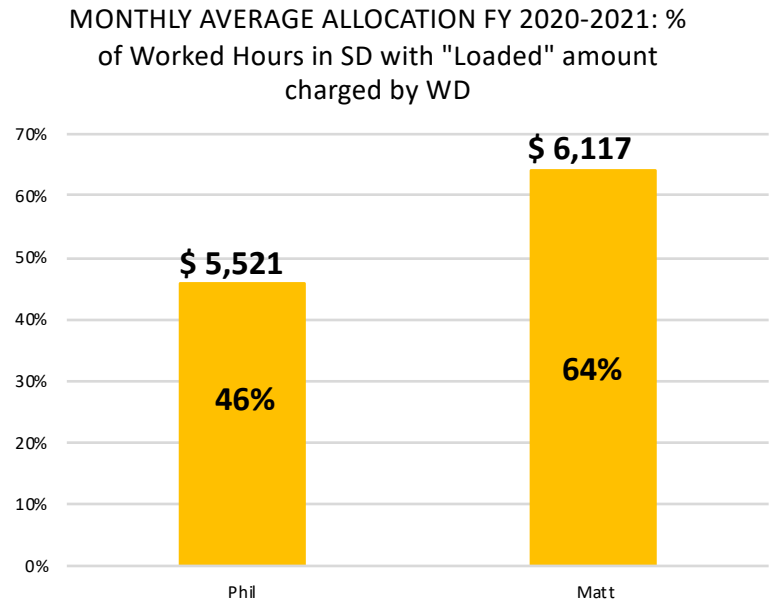


# Management Dashboard

## Fiscal Year Reporting - Cost Allocation (FY 2020-2021)



**FY Total = \$ 139,651**



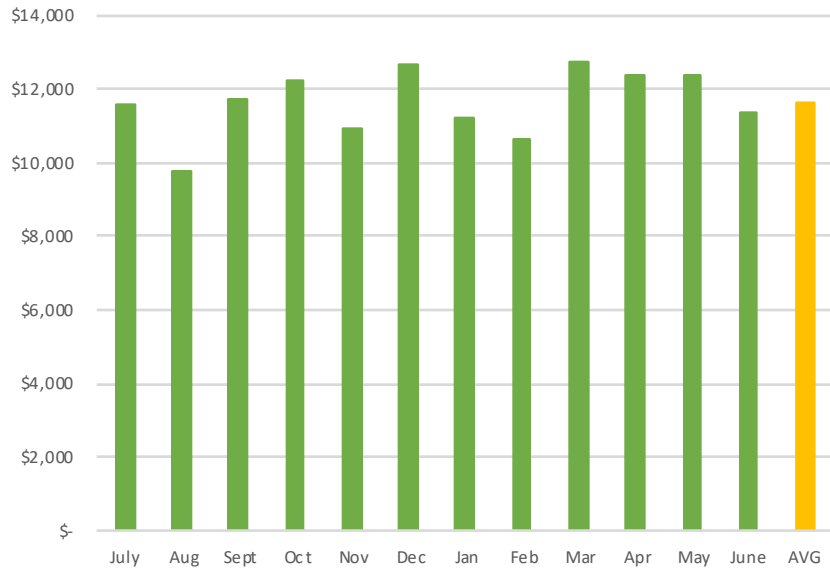
**Average Monthly Total = \$ 11,638**

“Loaded” amount = direct employee expenses, e.g. Salary, FICA, Retirement, etc. AND indirect expenses, e.g. Admin Support, vehicle usage, etc.

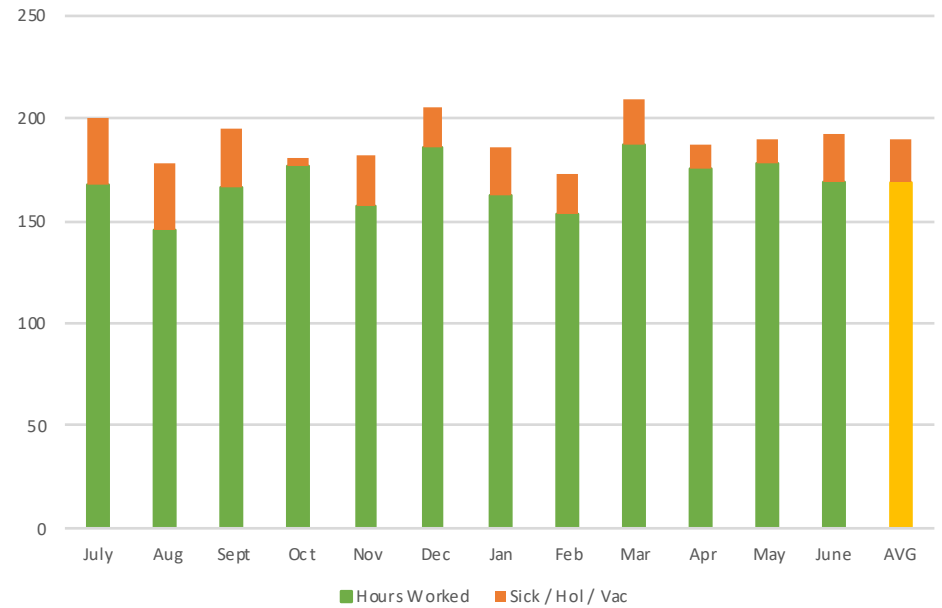
# Management Dashboard

## Fiscal Year Reporting – Monthly Allocation (FY 2020-2021)

SD Total Charge-Out By Month - FY 2020-2021



SD Total Hours By Month - FY 2020-2021

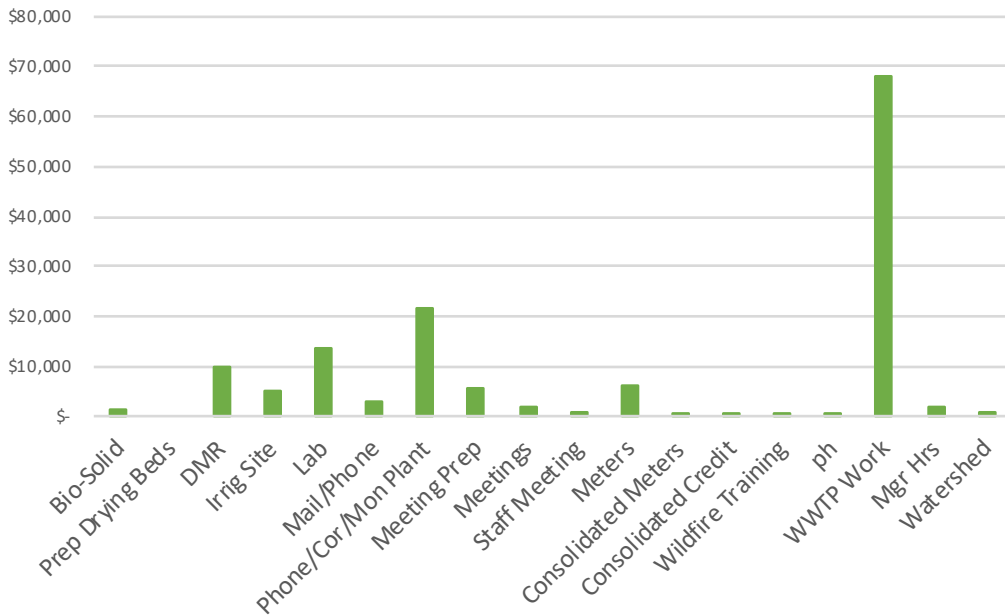


# Management Dashboard

## Fiscal Year Reporting – Costs By Task (FY 2020-2021)

### Refine the IGA Data Entry Tasks

SD - FY 2020-2021 Costs by IGA Tasks



***From these tasks:***

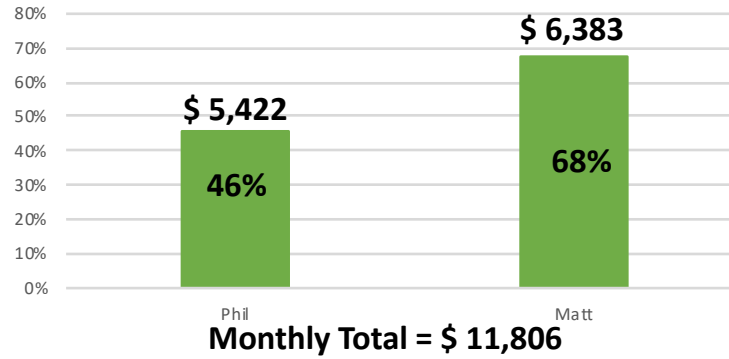
- Bio-Solids
- Prep Drying Beds
- DMR
- Irrigation
- Lab
- Mail/Phone
- Phone/Correspondence/Monitor Plant
- Meeting Prep
- Meeting
- Staff Meeting
- Meters
- Consolidated Meters
- Consolidated Credit
- Wildfire Training
- ph
- WWTP Work
- Mgr Hrs
- Watershed
- Sick
- Holiday
- Vacation

***To fewer categories:***

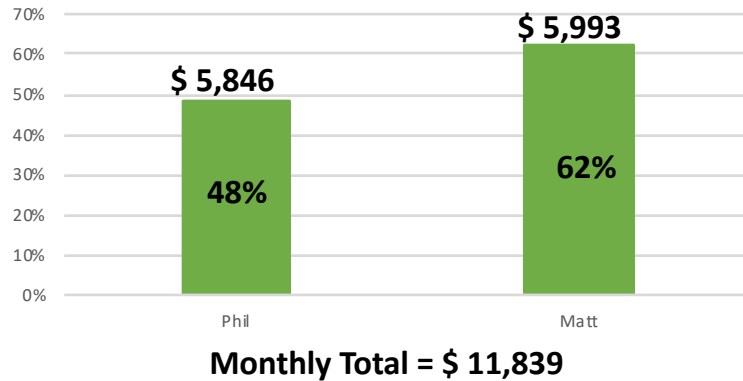
- Bio-Solids
- Irrigation Site
- Webb Lift Station - Construction
- SD – Preventive Maintenance / Upgrades
- SD – Corrective Maintenance / System Downtime
- SD – Standard Operating Procedures / Routine Management
- SD - Property Management
- Collection System Maintenance
- I&I Mitigation
- Meters Management
- Meetings/Prep
- Planning & Financial Management
- Personnel Mgmt / Training
- Admin
- Sick
- Holiday
- Vacation

## Management Dashboard Monthly Reporting - Cost Allocation (July 2021)

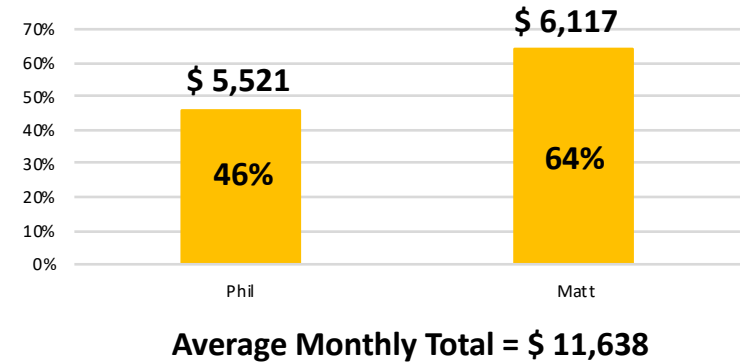
**JULY 2021:** % of Worked Hours in SD with  
"Loaded" amount charged by WD



July 2020: % of Worked Hours in SD with  
"Loaded" amount charged by WD



MONTHLY AVERAGE FY 2020-2021: % of Worked  
Hours in SD with "Loaded" amount charged by  
WD

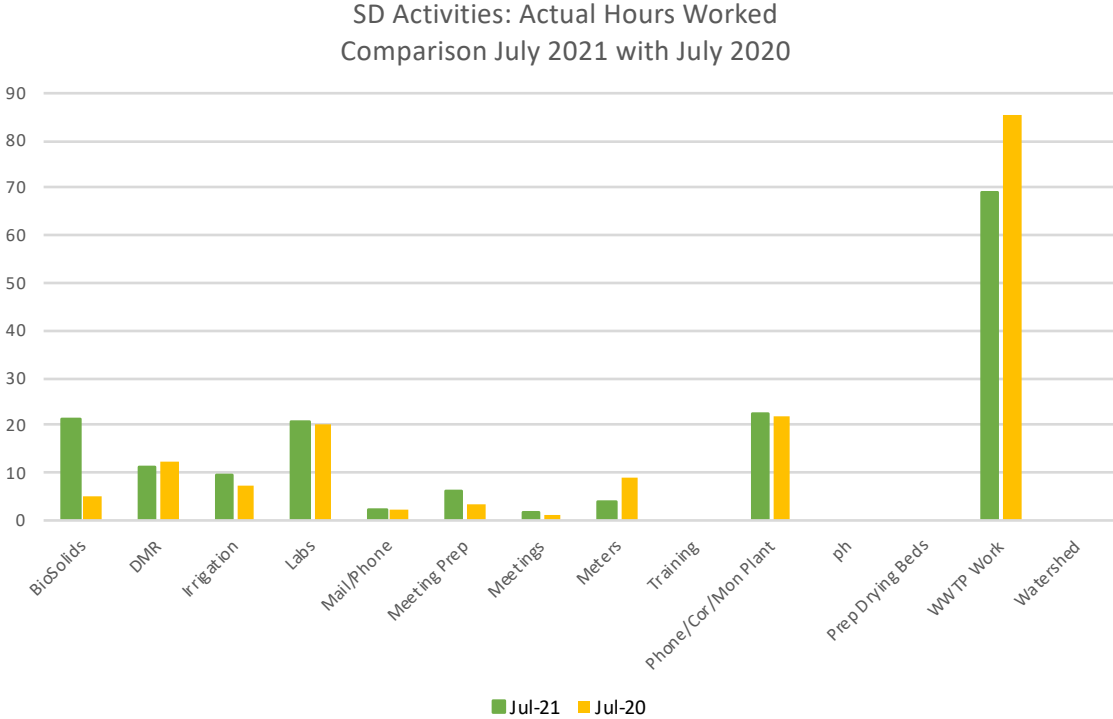


9/17/21a

"Loaded" amount = direct employee expenses, e.g. Salary, FICA, Retirement, etc. AND indirect expenses, e.g. Admin Support, vehicle usage, etc.

# Management Dashboard

## Monthly Reporting - Cost by Categories (July 2021)



## Sanitary District Categories

Category	Work included in this Category
Biosolids	All work done in processing Biosolids e.g. raking beds, filling beds, transporting from beds to land. Also all work done related to transport of BioSolids to Seaside
Irrigation Site	All work done to maintain the Irrigation Site.
Webb Lift Station - Construction	All work done related to the planning, financing, design, build-out and testing of the new Webb Lift Station
SD – Preventive Maintenance / Upgrades	All work done related to performing the Manufacturer’s Scheduled Preventive Maintenance of parts/systems, as well as upgrades to those parts/systems, e.g. membranes
SD – Corrective Maintenance / System Downtime	<ul style="list-style-type: none"> <li>• All work to correct an underperformance of an established capability and/or an unexpected failure/malfunction</li> <li>• All time spent bringing a part/system back on-line after a failure.</li> </ul> This includes underperformance, corrections, failure of any system – plant, collection system (other than I&I), generators, etc.
SD – Standard Operating Procedures / Routine Management	All work done to <ul style="list-style-type: none"> <li>• Meet procedural requirements of DEQ and other agencies</li> <li>• Meet procedural requirements set a best practices by the Sanitary District</li> </ul>
SD – Property Management	All work done to maintain the building and properties of the Sanitary District.
Collection System Maintenance	All work done to install/maintain collection system and its components to include lift stations, collection lines, manholes, and cleanouts
I&I Mitigation	All work done to monitor, assess, inspect and repair inflow and infiltration in the wastewater collection system
Meters Management	All work done to inspect, read, diagnose and monitor the replacement of meters. This work is split with the Water District.
Meetings/Prep	All time spent preparing for meetings and in meetings.
Planning and Financial Mgmt	All time spent planning, budgeting and accounting for work done, e.g. budget, 5 year plan, monthly accounting, etc.
Personnel Mgmt / Training	All time spent in personnel related matters, performance evaluations, training, etc.
Admin	All time spent working with policies, SDAO, etc., and in emails, phone calls, correspondences which are not related to one of the other specific categories
Sick	
Holiday	
Vacation	

} Shared with Water District

## Required Next Steps – For October 1 start

1. **Update the Master List with the new Categories for Sanitary District**
2. **Update the Data Time Reporting Logic**
  - a. Only allow one occurrence of a Category per day per staff
  - b. Only allow Daily Reporting of Tasks that are on the Master List (i.e. new Categories must be entered on the Master List before being used to report hours)
  - c. Capturing entry of hours as below:
    - i. Hours only Sanitary
    - ii. Hours only Water
    - iii. Hours only 50/50 Split between districts
    - iv. Some hours Sanitary and Some Hours Water (new capability)
3. **Refine the Dashboard and package it for delivery to Steve (likely take a few months worth of data).** This includes:
  - a. Tailoring the Categories and splits
  - b. Comparing the charge-out amount
  - c. Honing in on the specific charts and frequency of presentation to Board

Manager Report October 15<sup>th</sup>, 2021

SANITARY DISTRICT:

We received 6" of rainfall in September and the plant received 2 million gallons of influent.

The Spruce Ridge development on E. Marshall Lane is near completion. The entire water and sewer infrastructure has been installed. Camera inspection of the sewer lines still needs to be done and final approval from Oregon DEQ and Oregon Health Authority needs to be received.

The stand and TV have been ordered for the meeting room. Cannon Beach Fire has ordered the network hardware and CB Electric will be running the wiring for the system.

Our NPDES permit renewal application has been submitted to Oregon DEQ. Our permit runs through March 2022, or until Oregon DEQ finishes our new permit.

Membrane cleaning will be done this month in preparation for the winter, and staff is working on other seasonal maintenance tasks. Wet wells will be cleaned out next week by Zwald Industrial.