

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

Thursday October 19, 2023

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

7:30 pm

<https://us02web.zoom.us/j/87369759588?pwd=RFFDRjIzdFgrZFZOaFlxNlZxSndwQT09>

- 1. **Call to Order** Casey Short, President
- 2. **Public Comments** Casey
- 3. **Agenda Approval (Action)** Casey
- 4. **Accept September Minutes (Action)** Casey
- 5. **Financial and Administrative Reporting**
 - A. **Accept September Budget and Balance Sheet** Teri
 - B. **Accept September Payment of Accounts** Teri
 - C. **Treasurer Report** Darr
- 6. **Accuity Report – Audit** Glen Kerns
- 7. **Board Vacancy** Casey
- 8. **IT Grant Opportunity** Casey
- 9. **Review of Leak Policy** Casey
- 10. **Staff Report** Matt
- 11. **Board Members Comments and Reports** Casey/Matt
 - A. **Project planning (update only)** Casey
- 12. **November Action Items**
- 13. **Public Comment** Casey
- 14. **Adjourn**

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:

Page 43-45 of Water Board Packet:

000043

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

Table with columns for Priority, July, Aug, Sept, Oct, Nov, Dec, Jan, Feb, Mar, April, May, June. Rows include Core Operations (Administration, Compliance, Preventive Maintenance, Staff Education) and WD Projects (Asbury Creek intake relocation, Inventory of service lines, Deferred maintenance projects, etc.).

Table with columns for Priority, July, Aug, Sept, Oct, Nov, Dec, Jan, Feb, Mar, April, May, June. Rows include SD Projects (Deferred maintenance, Membrane basin cleaning, Webb Lift Station replacement, etc.) and Grant Writing (Water District, Sanitary District).

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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Current action items

- 1) next steps with work truck: Tevis. Sam
- 2) letter to rate payers about rate increases: Casey. Bill

Future action items

- 1) evaluate monthly billing; Sam
- 2) evaluate speakers in firehouse; Chris
- 3) evaluate income level assistance: Steve

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.

Respectfully submitted,
Teri Fladstol, Secretary

Attest:

Teri Fladstol, Secretary

Arch Cape Sanitary District
Profit & Loss by Class
 September 2023

	General Fund	TOTAL
Ordinary Income/Expense		
Income		
01-4600 · Sanitary User Fees		
01-4601 · Base Rate Meter Sales	39,675	39,675
01-4604 · Overage/Excess Usage	4,703	4,703
01-4605 · Debt Service	4,100	4,100
Total 01-4600 · Sanitary User Fees	48,478	48,478
Total Income	48,478	48,478
Gross Profit	48,478	48,478
Expense		
01-5999 · Inter-Govern Agreement (IGA)	8,890	8,890
01-6000 · Materials & Services		
01-6105 · Dues & Taxes	8	8
01-6106 · Professional Services	4,805	4,805
01-6110 · Utilities	2,688	2,688
01-6200 · Maintenance		
BioSolids	3,150	3,150
Lab Tests & Supplies	206	206
01-6200 · Maintenance - Other	1,588	1,588
Total 01-6200 · Maintenance	4,944	4,944
01-6000 · Materials & Services - Other	11	11
Total 01-6000 · Materials & Services	12,456	12,456
Total Expense	21,346	21,346
Net Ordinary Income	27,131	27,131
Net Income	27,131	27,131

ARCH CAPE SANITARY DISTRICT BUDGET VS ACTUAL

	23-Jul	23-Aug	23-Sep	YTD	Budget	%
Income						
01-4100 · Beginning Balance - GF	\$ -	\$ -	\$ -	\$ -	\$ 190,752	0%
01-4300 · Interest Income - GF	\$ -	\$ -	\$ -	\$ -	\$ -	0%
01-4400 · WD Facilities Use Charge	\$ -	\$ -	\$ -	\$ -	\$ 3,750	0%
01-4601 · Base Rate Meter Sales	\$ 27,510	\$ 28,180	\$ 39,675	\$ 95,365	\$ 354,000	27%
01-4604 · Overage/Excess Usage	\$ 776	\$ 737	\$ 4,703	\$ 6,217	\$ 17,700	35%
01-4605 · Debt Service	\$ 2,878	\$ 2,987	\$ 4,100	\$ 9,965	\$ 38,232	26%
01-4700 · Miscellaneous Income - GF						
01-4750 · LGIP - Additions - GF	\$ 1,372	\$ 1,431	\$ -	\$ 2,803	\$ -	100%
02-4100 · Beginning Balance - CF	\$ -	\$ -	\$ -	\$ -	\$ 191,275	0%
02-4550 · SDC Revenue	\$ 9,562	\$ 9,849	\$ -	\$ 19,411	\$ 19,698	99%
03-4101 · Undesig Balance - Go Bond	\$ -	\$ -	\$ -	\$ -	\$ 15,426	0%
03-4700 · Misc. Income - SD Go Bond						
03-4750 · LGIP - Additions - SD Go Bond	\$ 1,321	\$ 1,080	\$ -	\$ 2,401	\$ -	100%
Total Income	\$ 43,420	\$ 44,265	\$ 48,478	\$ 136,162	\$ 975,433	14%
Expense						
01-5999 · Inter-Govern Agreement (IGA)	\$ -	\$ 9,106	\$ 8,890	\$ 17,996	\$ 157,500	11%
01-6103 · Liability & Property Insurance	\$ -	\$ -	\$ -	\$ -	\$ 16,100	0%
01-6104 · Licenses	\$ -	\$ -	\$ -	\$ -	\$ 3,500	0%
01-6105 · Dues & Taxes	\$ 43	\$ 8	\$ 8	\$ 59	\$ 1,200	5%
01-6106 · Professional Services	\$ 14,106	\$ -	\$ 4,805	\$ 18,911	\$ 5,000	378%
01-6107 · Auditing Service	\$ -	\$ -	\$ -	\$ -	\$ 10,000	0%
01-6108 · Legal Services	\$ -	\$ -	\$ -	\$ -	\$ 5,000	0%
01-6109 · Notices	\$ -	\$ -	\$ -	\$ -	\$ 700	0%
01-6110 · Utilities	\$ 3,267	\$ 3,152	\$ 2,688	\$ 9,107	\$ 46,000	20%
01-6111 · Emergency Sanitation	\$ -	\$ -	\$ -	\$ -	\$ 500	0%
01-6200 · Maintenance						
Alarm Upgrade	\$ -	\$ -	\$ -	\$ -	\$ -	0%
BioSolids	\$ 3,400	\$ -	\$ 3,150	\$ 6,550	\$ 33,450	20%
Blower Factory Service	\$ -	\$ -	\$ -	\$ -	\$ 2,449	0%
Building R&M	\$ -	\$ -	\$ -	\$ -	\$ 4,000	0%
Corrective Maintenance	\$ 2,368	\$ (2,368)	\$ -	\$ -	\$ 6,025	0%
Desktop DO Meter	\$ -	\$ -	\$ -	\$ -	\$ 3,000	0%

Gear Box Repair	\$ -	\$ -	\$ -	\$ -	\$ 400	0%
Harmonic Correction Unit Eval	\$ -	\$ -	\$ -	\$ -	\$ 500	0%
HMI Panel Replacement	\$ -	\$ -	\$ -	\$ -	\$ 3,000	0%
Kubota	\$ -	\$ -	\$ -	\$ -	\$ 2,500	0%
Lab Tests & Supplies	\$ 242	\$ 132	\$ 206	\$ 580	\$ -	100%
Lab Water Distillation Unit	\$ -	\$ -	\$ -	\$ -	\$ 1,500	0%
MVE PVC Valve Replacement	\$ -	\$ -	\$ -	\$ -	\$ 4,915	0%
Normal Scheduled Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 6,025	0%
P2 - Deferred	\$ -	\$ -	\$ -	\$ -	\$ 23,500	0%
P3 - Deferred	\$ -	\$ -	\$ -	\$ -	\$ 11,500	0%
UV Disinfection System	\$ 235	\$ -	\$ -	\$ 235	\$ 12,725	2%
01-6200 · Maintenance - Other	\$ 130	\$ 2,508	\$ 1,588	\$ 4,226	\$ -	100%
01-6201 · Chemicals	\$ -	\$ -	\$ -	\$ -	\$ 7,000	0%
01-6000 · Materials & Services - Other	\$ 12	\$ 9	\$ 11	\$ 32		
01-7500 · Debt Service - Genera Fund	\$ -	\$ -	\$ -	\$ -	\$ 38,702	0%
01-8003 · Undesignated - General Fund	\$ -	\$ -	\$ -	\$ -	\$ 143,008	0%
01-8000 · Contingency - GF Other	\$ -	\$ -	\$ -	\$ -	\$ 54,735	0%
02-7000 · Capital Outlay - Capital Fund	\$ -	\$ -	\$ -	\$ -	\$ 55,000	0%
02-8001 · Operating Contingency CF	\$ -	\$ -	\$ -	\$ -	\$ 155,973	0%
03-7500 · Debt Service - SD Go Bond	\$ -	\$ -	\$ -	\$ -	\$ 144,600	0%
03-8000 · Contingency - SD Go Bond	\$ -	\$ -	\$ -	\$ -	\$ 15,426	0%
Total Expense	\$ 23,803	\$ 12,547	\$ 21,346	\$ 57,697	\$ 975,433	6%
Net Income	\$ 19,617	\$ 31,717	\$ 27,131	\$ 78,466	\$ -	100%

Type	Num	Date	Name	Account	Paid Amount
Check	9089	9/6/2023	Curran McLeod	01-6106 · Professional Services	\$ (4,805.00)
Check	9090	9/7/2023	USA BlueBook	Lab Tests & Supplies	\$ (185.00)
Check	9091	9/7/2023	Quality Control Services	01-6200 · Maintenance	\$ (525.00)
Check	9092	9/7/2023	CenturyLink	01-6110 · Utilities	\$ (160.00)
Check	9093	9/7/2023	Recology Western Oregon	01-6110 · Utilities	\$ (98.00)
Check	9094	9/7/2023	Pacific Power	01-6110 · Utilities	\$ (1,935.00)
Check	EFT	9/13/2023	Cascade Concrete Products	01-6200 · Maintenance	\$ (288.00)
Check	9096	9/19/2023	Eds Septic	BioSolids	\$ (3,150.00)
Check	EFT	9/21/2023	Amazon	01-6000 · Materials & Services	\$ (11.00)
Check	EFT	9/22/2023	Microsoft	01-6105 · Dues & Taxes	\$ (8.00)
Check	EFT	9/25/2023	Safeway	Lab Tests & Supplies	\$ (22.00)
Check	EFT	9/25/2023	Google	01-6200 · Maintenance	\$ (2.00)
Check	EFT	9/25/2023	LaserPrint	01-6200 · Maintenance	\$ (52.00)
Check	EFT	9/26/2023	24/7 Truck & Auto Repair	01-6200 · Maintenance	\$ (400.00)
Check	9097	9/28/2023	Fire Extinguisher Service	01-6200 · Maintenance	\$ (289.00)
Check	9098	9/28/2023	Arch Cape Water District	01-5999 · Inter-Govern Agreement (IGA)	\$ (8,890.00)
Check	EFT	9/29/2023	1st Security Bank	01-6200 · Maintenance	\$ (10.00)

October 2023 Staff Report

Major accomplishments:

1. Magnesium Hydroxide internal hauling and billing with Cannon Beach (savings of 36 cents per pound. From 63 cents, to 27 cents due to partnership). (Sanitary)
2. Asbury “pump project, replacement pump” deferred maintenance project complete. On time and on budget, inclusive of additional work from electrician to replace wiring and componentry in well, due to staff performing replacement work on our own saved money to do the extra work.
3. Ordered PFAS kit to test our drinking water. (I encourage questions on this).
4. Eradication of mice from Dodge and moving forward with rehabilitation phase to get duty truck back in service.
5. Annual servicing of the districts flow meters (compliance).

Critical few:

1. Membrane basins confined space entry parts installations (STILL WAITING)
2. Membrane basins, physical deep clean.
3. Water and Sewer tap (new) Shark Creek Lane.

The unexpected:

1. First power outage of the season.
2. Deferred maintenance item call out 2200hrs. Failed sensor and stripped fittings put treatment basin into self-preservation mode. (I encourage questions on this) (Sanitary).
3. Power outage led to multiple issues at both the Asbury pump well (burned up a pump, blown transformer) and at the water plant (fault codes on pump shut down variable frequency drive and prohibited ability to make water on a skid). (I encourage questions on this).

Other things of note:

1. Out of “low flow” water danger. Measurement devices in streams have been removed for the year.
2. I have submitted a claim and will have to do the paperwork for Pacific Power to pay for a new pump for the Water District for Asbury. I am investigating to see if this will cover the cost of labor as well, for Cannon Beach Electric to wire it in. Logan and I will perform the physical installation of the pump.
3. We moved the north end lift station generator to the water plant for storage. We are making room for the dodge to be parked in the shop in the evenings. Importantly for now, please know that the Sanitary District generator asset is RELOCATED for storage to the water treatment plant.

Grant Opportunity to Improve Districts' Information Technology October 19, 2023

The Districts have serious shortcomings in a number of areas of their Information Technologies (computer systems that run the plant and are used for administrative purposes). A Grant program – ‘State and Local Cybersecurity Grant Program’ has been announced that would help with some of these shortcomings;

- Data Backup and Recovery
- Making sure that access to system information is secure
- Moving to a more secure web site and email (from gmail.com to .gov)
- Getting Consulting and Planning Services to implement any/all of these

A registration to apply for the Grant needs to be submitted by November 15 and, if the registration is approved, the application needs to be submitted by January 10th.

The District Manager and Operator do not have the time to undertake this registration and application process. If we are to move forward with this, a Board member, member of the community or Jigsaw Consulting with the interest and appropriate expertise would need to take this on.

Proposed Motion

“Authorize the President of the Water District Board to pursue / contract with appropriate resources (e.g., Board member, community member, Jigsaw Consulting) to undertake this project leading to a submitted application by January 10th.”

**Arch Cape Sanitary District
Dwelling Water Leak Policy
Policy # 17-02SD**

WHEREAS, the Arch Cape Sanitary District [ACSD] invoice billing is based upon water consumption as measured and reported by the Arch Cape Domestic Water Supply District [ACDWSD], including water consumption within Cannon View Park, Inc. and

WHEREAS, the ACDWSD has adopted a Dwelling Water Leak Policy [Ref. ACDWSD Policy # 16-09 WD] and

WHEREAS, said ACDWSD Dwelling Water Leak Policy provides for consumer relief from excess water charges for water consumption due to a leak,

NOW THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE ARCH CAPE SANITARY DISTRICT,

THAT it shall be the policy of the ACSD to adhere to the definitions and provisions of the ACDWSD Water Leak Policy # 16-09 WD, and to the findings of the ACDWSD regarding dwelling water leak customer appeals,

THAT the term “dwelling plumbing system” as used herein is defined as the plumbing system from the ACDWSD water meter to the premises dwelling and its attendant pipes, fittings and fixtures and does not include irrigation systems [Ref. ACSD Irrigation System Report and Leak Policy # 17-01 SD],

THAT the term “leak” as used herein is defined as a dwelling plumbing system failure beyond the control of the homeowner, resulting in unintended water consumption,

THAT the “cost of wastewater treatment” includes Operating Costs (total M&S), excluding bonded debt service, for the then current budget of the ACSD,

THAT in the event of a leak resulting in excess wastewater treatment charges, said excess charges may be appealed to the ACSD as provided in the ACSD Billing Appeal Policy [Ref. ACSD Billing Appeal Policy # 16-04SD] and Appeal Request Form],

THAT it shall be the policy of the ACSD to bill the subject excess wastewater treatment charges as determined by the ACDWSD to be water consumption due to a leak, at the cost of wastewater treatment for the ACSD, and not at excess sanitary usage rates; this policy includes customers of Cannon View Park Inc.

DATED:

Adopted: February 17, 2017