

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

Thursday, November 16, 2023

6:00 pm

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

[Zoom Link](#)

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

**Domestic Sanitary District Meeting**

- |   |                        |
|---|------------------------|
| 1. <b>Call to Order</b>                             | Casey Short, President |
| 2. <b>Public Comments</b>                           | Casey                  |
| 3. <b>Agenda Approval (Action)</b>                  | Casey                  |
| 4. <b>Accept September Minutes (Action)</b>         | Casey                  |
| 5. <b>Financial and Administrative Reporting</b>    |                        |
| A. <b>Accept September Budget and Balance Sheet</b> | Teri                   |
| B. <b>Accept September Payment of Accounts</b>      | Teri                   |
| C. <b>Treasurer Report</b>                          | Darr                   |
| 6. <b>Resolution Updating Leak Policy (Action)</b>  | Casey                  |
| 7. <b>Staff Report</b>                              | Matt                   |
| 8. <b>Board Members Comments and Reports</b>        |                        |
| A. <b>Project planning (update only)</b>            | Casey/Matt             |
| 9. <b>December Action Items</b>                     | Casey                  |
| 10. <b>Public Comment</b>                           |                        |
| 11. <b>Adjourn</b>                                  | Casey                  |

**Combined Meeting with Water District Board (6:30)**

- |   |                   |
|---|-------------------|
| 1. <b>Call to Order</b>   | <b>Bill</b>       |
| 2. <b>Conflict of Interest Declarations</b>                                       | <b>Bill</b>       |
| 3. <b>Water/Sanitary Districts Project Planning (Action) – Pg. 2</b>              | <b>Casey/Bill</b> |
| 4. <b>Update on Information Technology Requirements &amp; Grant (Information)</b> | <b>Dale Mosby</b> |

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

Thursday October 19, 2023 7:30 pm

Pursuant to notice posted, the regular monthly Board Meeting for the Arch Cape Sanitary Board was held in conjunction with the Domestic Water District Meeting at the Fire Hall.

In attendance: Sanitary District: Thomas Mattia-sitting in for Casey Short, Darr Tindall, Steve Hill; Staff: Matt Gardner, Teri Fladstol, Public.

Sanitary District Meeting called to order by Tom Mattia at 7:27pm

Public Comments- No public comments

Agenda Approval: Motion by Darr Tindall to approve the agenda as presented, seconded by Steve Hill, motion carried.

Accept September Minutes: Motion by Darr Tindall to approve the agenda as presented, seconded by Steve Hill, motion carried.

Financial & Administrative Reporting: Consensus to accept with note on page 4 regarding item that is over budget by 220% which is actually a Sanitary expenditure and has been removed. Secondly, page 5, 70% over budget is an HMI Control that has a few more items needed but will be within budget. Treasurer reported reconciliation was processed last week.

Discussion on IT Grant: Bill Campbell reported a motion is not needed to hire someone to handle this, Dale Mosby and Teri Fladstol will work together to submit the preliminary interest on November 15<sup>th</sup> and final grant in January.

Audit Report: Accuity Report presented by Glen Kerns; explanation over the June 20-21 audit for the Sanitary District. Need to work on cash flow to liabilities, 1.4: 1; want to be at 1:1 ratio. Also recommending building up the operating balance. SD is at 5.5 months of operating balance but once property taxes and additional non-negotiables this will leave the summer months very lean. As noted in the results, the agency is considered lack of segregation which means minimal staffing and causes the board to more involved in the day-to-day operation. This is under stable and expected for the size of the agency. It is only noted due for historical information. Question regarding the back log of audits, no change in timeline. The recommendations are to just get the information uploaded as soon as possible so the auditor can begin the audit. FY 21-22 Audit still needs to be completed. We will begin working FY 22-23 subsequently but obviously some items need to wait until the previous FY is completed and balances are carried over correctly. Discussion ensued on proposed updated law regarding future audits.

Board Vacancy: Staff were asked to repost the vacancy and members encouraged to speak to persons they know who might be interested in serving out the rest of the term. Close date will be November 8<sup>th</sup>, 2023, for consideration at the November 16, 2023 Board Meeting.

Review of Leak Policy: Discussion on the difference between the Water District Leak Policy and the Sanitary. Both policies should mirror each other but currently do not. Matt explains difference and what the changes would be to the Sanitary Leak policy. Request made for a draft from Staff to be brought to the board and potentially voted on in Novembers meeting.

Staff Report: Staff is busy and there are no actionable items to discuss. Notable Accomplishments of

District Staff (Matt Gardner and Logan Alexander): ***Matt gets Level III Certification:*** The fantastic news is that we are no longer reliant on Cannon Beach Public Work Department for legal operations of our Sanitary Plant. Update on the Truck, the truck is being detailed/sanitized which allows us to salvage the truck versus purchasing a new truck.

Board Members Comments and Reports: Education is being used for new residence to assist them in understanding billing service charges. We have been working with CCA for the past two years. The CCA program is to assist with bill relief. Additional information for the CCA Relief program will be posted on the website and at mailboxes to make sure rate-payers are aware of the opportunity.

Public Comments: No comments.

#### November Action Items

1. Leak Policy Draft Review
2. Web Plant
3. IT Updates
4. Project Plan Presentation review

Meeting adjourned, 8:00 pm by Thomas Mattia

12:25 AM

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

11/09/23

Cash Basis

	Oct 31, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
00-1000 · #1218 Main Checking	165,506.23
01-1100 · LGIP - General Fund	283,868.66
02-1100 · LGIP - Capital Fund	107,587.00
03-1100 · LGIP - SD Go Bond Debt Fund	10,615.45
<b>Total Checking/Savings</b>	567,577.34
<b>Total Current Assets</b>	567,577.34
<b>TOTAL ASSETS</b>	<b>567,577.34</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Equity</b>	
01-3000 · Opening Balance Equity	279,677.46
01-3200 · Retained Earnings	179,191.98
Net Income	108,707.90
<b>Total Equity</b>	567,577.34
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>567,577.34</b>

	Jul-23	Aug-23	Sep-23	Oct-23	Year to Date	Budget	%
<b>Income</b>							
01-4100 · Beginning Balance - General Fun	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 190,752	0%
01-4300 · Interest Income - General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
01-4400 · WD Facilities Use Charge	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,750	0%
<b>01-4600 · Sanitary User Fees</b>							
01-4601 · Base Rate Meter Sales	\$ 27,510	\$ 28,180	\$ 39,675	\$ 14,770	\$ 110,135	\$ 354,000	31%
01-4604 · Overage/Excess Usage	\$ 776	\$ 737	\$ 4,703	\$ 6,772	\$ 12,988	\$ 17,700	73%
01-4605 · Debt Service	\$ 2,878	\$ 2,987	\$ 4,100	\$ 2,237	\$ 12,203	\$ 38,232	32%
01-4600 · Sanitary User Fees - Other	\$ -	\$ -	\$ -	\$ 7,217	\$ 7,217		
<b>Total 01-4600 · Sanitary User Fees</b>	<b>\$ 31,165</b>	<b>\$ 31,905</b>	<b>\$ 48,478</b>	<b>\$ 30,996</b>	<b>\$ 142,543</b>	<b>\$ 409,932</b>	<b>35%</b>
<b>01-4700 · Miscellaneous Income - General</b>							
01-4750 · LGIP - Additions - General Fund	\$ 1,372	\$ 1,431	\$ -	\$ -	\$ 2,803	\$ -	100%
01-4751 · LGIP - Dividend - SD Go Bond De	\$ 1,321	\$ 1,080	\$ -	\$ -	\$ 2,401	\$ -	100%
01-4800 · Grant Revenue - General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
02-4100 · Beginning Balance - Capital Fun	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 191,275	0%
02-4550 · SDC Revenue	\$ 9,562	\$ 9,849	\$ -	\$ -	\$ 19,411	\$ 19,698	99%
<b>03-4100 · Beginning Balance - Go Bond Deb</b>							
03-4101 · Undesignated Balance - Go Bond De	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,426	0%
<b>03-4700 · Miscellaneous Income - SD Go Bo</b>							
03-4750 · LGIP - Additions - SD Go Bond	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 144,600	0%
03-4751 · LGIP - Dividend - SD Go Bond De	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
<b>Total 03-4700 · Miscellaneous Income - SD Go Bo</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 144,600</b>	<b>0%</b>
<b>Gross Profit</b>	<b>\$ 43,420</b>	<b>\$ 44,265</b>	<b>\$ 48,478</b>	<b>\$ 30,996</b>	<b>\$ 167,158</b>	<b>\$ 975,433</b>	<b>17%</b>
<b>Expense</b>							
TAG Facility Plan	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
01-5999 · Inter-Govern Agreement (IGA)	\$ -	\$ 9,106	\$ 8,890	\$ -	\$ 17,996	\$ 157,500	11%
<b>01-6000 · Materials &amp; Services</b>							
01-6103 · Liability & Property Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,100	0%
01-6104 · Licenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,500	0%
01-6105 · Dues & Taxes	\$ 43	\$ 8	\$ 8	\$ 3,862	\$ 3,921	\$ 1,200	327%
01-6106 · Professional Services	\$ 14,106	\$ -	\$ 4,805	\$ 2,170	\$ 21,081	\$ 5,000	422%
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	\$ 3,185	\$ 12,293	\$ 46,000	27%
01-6111 · Emergency Sanitation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	0%
<b>01-6200 · Maintenance</b>							
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)	\$ -	\$ 438	\$ 438	\$ 6,025	7%
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	\$ 225	\$ 806	\$ -	100%
Lab Water Distillation Unit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500	0%
MVE PVC Valve Replacement	\$ -	\$ -	\$ -	\$ 401	\$ 401	\$ 4,915	8%
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	\$ 903	\$ 5,129	\$ -	\$ -	\$ -	100%
Total 01-6200 · Maintenance	\$ 6,375	\$ 272	\$ 4,944	\$ 1,968	\$ 13,560	\$ 115,489	\$ -	\$ -	12%
01-6201 · Chemicals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,000	0%
01-6000 · Materials & Services - Other	\$ 12	\$ 9	\$ 11	\$ 15	\$ 47	\$ -	\$ -	\$ -	
Total 01-6000 · Materials & Services	\$ 23,803	\$ 3,442	\$ 12,456	\$ 11,200	\$ 50,901	\$ 210,489	\$ -	\$ -	24%
01-7500 · Debt Service - Genera Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38,702	0%
01-8000 · Contingency - General Fund									
01-8003 · Undesignated - General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 143,008	0%
01-8000 · Contingency - General Fund - Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,735	0%
Total 01-8000 · Contingency - General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 197,743	0%
02-7000 · Capital Outlay - Capital Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,000	0%
02-8000 · Contingency - Capital Fund									
02-8001 · Operating Contingencies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 155,973	0%
Total 02-8000 · Contingency - Capital Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 155,973	0%
03-7500 · Debt Service - SD Go Bond Debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 144,600	0%
03-8000 · Contingency - SD Go Bond Debt	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,426	0%
Total Expense	\$ 23,803	\$ 12,547	\$ 21,346	\$ 11,200	\$ 68,897	\$ 975,433	\$ -	\$ -	7%
Net Income	\$ 19,617	\$ 31,717	\$ 27,131	\$ 19,796	\$ 98,261	\$ -	\$ -	\$ -	100%

Type	Num	Date	Name	Account	Paid Amount
Check	EFT	10/2/2023	Amazon	01-6200 · Maintenance	(\$27)
Check	EFT	10/2/2023	Spectrum Business	01-6110 · Utilities	(\$260)
Check	EFT	10/4/2023	Englund Marine	Corrective Maintenance	(\$15)
Check	9099	10/5/2023	Pacific Power	01-6110 · Utilities	(\$2,500)
Check	9100	10/5/2023	Recology Western Oregon	01-6110 · Utilities	(\$59)
Check	EFT	10/9/2023	Endress & Hauser	MVE PVC Valve Replacement	(\$401)
Bill Pmt -Check	9101	10/9/2023	Curran McLeod	01-6106 · Professional Services	(\$2,170)
Bill Pmt -Check	9102	10/9/2023	Mission Communications, LLC	01-6105 · Dues & Taxes	(\$599)
Check	EFT	10/17/2023	Endress & Hauser	Corrective Maintenance	(\$423)
Check	EFT	10/19/2023	Amazon	01-6000 · Materials & Services	(\$15)
Check	9103	10/19/2023	USA BlueBook	Lab Tests & Supplies	(\$148)
Check	9103	10/19/2023	USA BlueBook	01-6200 · Maintenance	(\$349)
Check	9104	10/19/2023	Clatsop County Assessor	01-6105 · Dues & Taxes	(\$64)
Check	9105	10/19/2023	Arch Cape Water District	01-6105 · Dues & Taxes	(\$3,190)
Check	EFT	10/20/2023	RWO Astoria Transfer	01-6110 · Utilities	(\$107)
Check	EFT	10/22/2023	Google	01-6200 · Maintenance	(\$2)
Check	EFT	10/22/2023	Microsoft	01-6105 · Dues & Taxes	(\$8)
Check	9106	10/26/2023	USA BlueBook	Lab Tests & Supplies	(\$78)
Check	9107	10/26/2023	City of Cannon Beach	01-6200 · Maintenance	(\$516)
Check	EFT	10/30/2023	Spectrum Business	01-6110 · Utilities	(\$260)
Check	EFT	10/31/2023	1st Security Bank	01-6200 · Maintenance	(\$10)

## November 2023 Staff Report

**Staff is in react mode:** Aside from core operations of the plant, staff's primary attention is focused on reacting to and fixing equipment failures. As time allows, we tackle state mandated compliance projects and Priority 1 projects that are on the deferred maintenance list, but progress on this list is slow. We have almost no time for preventive maintenance on any of the equipment, which has already been neglected for 7 years,

### Major accomplishments:

#### Sanitary

1. Mandated Reporting Requirements: Transitioned the sanitary district's mandatory compliance reporting over to the (long requested) DEQ reporting format.
2. Equipment: All generators have had their annual maintenance for 2023 completed

#### Water

1. Priority 1 Deferred Maintenance: Pre filter replaced for skid 2 at water plant. In addition, we received a rebuild kit for the worn-out filter and are learning through a series of videos how to rebuild the old unit so we can have it as inventory and ready for the next failure.
2. PFAS testing: EPA-certified lab completed the testing of our drinking water for PFAS chemicals. Non-detected
3. Equipment:
  - a. Pacific Power has reimbursed us for the Asbury pump that failed due to their power surge (as was reported last month). We've ordered the replacement pump.
  - b. All generators have had their annual maintenance for 2023 completed.

### The Unexpected:

#### Equipment Failure - Sanitary

- a. Wasting pump life span ended and failed. Replacement ordered \$\$ (Sanitary)
- b. Magnesium hydroxide motor failed, end of lifespan. Still need to order \$\$ (Sanitary)

### In Progress:

#### Biosolids Mandatory Compliance - Sanitary

Working with DEQ to identify and understand steps that we will need to make for our biosolids work to comply with state regulations. This will become an increasing time demand for staff. (Details will be discussed as part of the project management work sessions)