

**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 minutes 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 15th 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 understandable 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 8th, 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 November's 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 residents to assist them in understanding billing service charges. We have been working with Clatsop Community Action 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