

ARCH CAPE SANITARY DISTRICT MINUTES

19 April 2019

A quorum was present.

Sanitary Board: Ron Schiffman, President
Virginia Birkby, Vice-President
Debra Birkby, Treasurer
Darr Tindall
Casey Short

Water Board: Dan Seifer (non voting)

Public: David & Jeannie Stockton
Bill Campbell
Carl Matson

Staff: Phil Chick, District Manager
Steve Hill, Secretary

Mr. Ron Schiffman called the meeting to order at 7:55 pm.

Public Comment: None.

Agenda: Pull Treasurers Report. Ms. Tindall moved adoption of the agenda as amended which was seconded by Ms. Debra Birkby. All in favor. Motion carried.

Consent Agenda: Mr. Short moved adoption of the consent agenda which was seconded by Ms. Tindall. All in favor. Motion carried.

Old Business:

Septic System Connection 79876 Hwy 101: (Information) Mr. Chick reported that the district was now completely connected.

Wastewater Plant Access Road Easement: (Information) We currently have a need for unimpaired access to our plant for contractors and the public.

Natural Hazards Mitigation Plan (NHMP): (Information) Mr. Chick reported that we have new flood inundation maps but that the county didn't adopt these maps. Mr. Schiffman said he would coordinate our efforts with Cannon Beach and the fire department.

Membrane Replacement: (Information) Mr. Chick said that he advised the board to enter into a three year purchase contract with Kubota. The cost for membranes would be approximately \$275K with \$11K for shipping. This represents a \$20K savings from a straight out of contract purchase. He was

requesting permission to do this and said it would involve publishing a public notice with a seven day protest period.

Mr. Short moved approval for Mr. Chick to initiate steps for sole sourcing of the membranes which was seconded by Ms. Tindall. All in favor. Motion carried.

Mr. Chick said that a Kubota representative would be on site during installation. McEwan construction performed the last installation.

May agenda item for a sole source resolution.

Board Position Openings: (Information) One position was reported as being open with a strong candidate identified for possible appointment.

Billing Appeal Request Form Draft: (Information) Mr. Short moved adoption of the billing appeal form (attached) considered at the water district meeting which was seconded by Ms. Debra Birkby. All in favor. Motion carried

Billing Appeal – 80405 Carnahan Rd: (Action) Mr. Short moved approval of the billing appeal (attached) which was seconded by Ms. Virginia Birkby. All in favor. Motion carried.

March 15th Minutes: (Action) Ms. Tindall moved approval of the March 15th minutes which was seconded by Mr. Short. Mr. Schiffman, Ms. Virginia Birkby, Mr. Tindall and Mr. Short voted yes. Ms. Debra Birkby abstained. Motion carried.

New Business:

Resolution 19-02 SD 2018-19 Budget Amendment: (Action) Ms. Virginia Birkby moved adoption of Resolution 19-02 SD 2018-19 Budget Amendment which was seconded by Ms. Tindall. All in favor. Motion carried.

Resolution 19-01 SD System Development Update: (Action) Mr. Short moved adoption of Resolution 19-01 SD System Development Update which was seconded by Ms. Virginia Birkby. All in favor. Motion carried.

System Development Charge (SDC) Connection Requirements Explanation: (Information) Mr. Chick reported that district SDC's required directly correlate to the number of water district SDC's acquired.

Reports:

Accounts Receivable: Mr. Hill reported that we had very good news for the district with payments made and liens lifted on the one remaining non-performing account and all back monies owing received.

District Manager's Report: (attached)

Board Comments: Mr. Schiffman said that with the anticipated screening at the treatment plant that Mr. Chick and Mr. Gardner will have to do a dirty job to save money for the community and expressed his appreciation for their willingness to do so.

Contact lenses and dental floss were identified as items that when flushed down the toilet cause problems with treatment membranes.

May Agenda Items: Easement update, NHMP, sole source resolution, adoption of the budget and imposition of tax and potentially a rate resolution.

Public Comment: None.

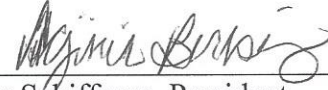
Mr. Schiffman said that he would not be able to attend the May meeting.

The meeting was adjourned by Mr. Ron Schiffman at 7:20 pm.

Respectfully submitted,



Steve Hill

Attest 
Mr. Ron Schiffman, President

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ARCH CAPE SANITARY DISTRICT

RESOLUTION 19-02 SD

A RESOLUTION TO AMEND the 2018-2019 Fiscal Year Budget

BE IT RESOLVED that the Arch Cape Sanitary District hereby amends the 2018-19 Budget as follows:

Transfer appropriations from Contingency \$20,000.00 to Materials & Services.

Dated this 19th day of April 2019.

Ron Schiffman, President

Attest _____
Steve Hill, Secretary

ARCH CAPE SANITARY DISTRICT

RESOLUTION 19-01 SD

A RESOLUTION REVISING SYSTEM DEVELOPMENT CHARGES (SDC) / EQUIVALENT DWELLING UNIT (EDU) FEES FOR THE ARCH CAPE SANITARY DISTRICT (the "District")

Whereas, the District adopted Ordinance 98-1 SD establishing a System Development Charge methodology and rates; and

Whereas, Section 4B of the ordinance provides for adoption of SDC rates by resolution; and

Whereas, it is felt prudent to update those charges to more properly reflect changes through investment in District infrastructure and current cost indices; and

Whereas, it is determined that one SDC is equal to one EDU; and

Whereas, the District allows for the annual adjustment of fees in accordance with the Engineering News-Record Construction Cost Index (ENR CCI); and

Whereas, the ENR CCI used in Resolution 18-02 SD was 10,959 and the April 2019 ENR CCI to be applied for the purposes of this Resolution is 11,228 (Index Ratio=11,228/10,959=1.025);

NOW, THEREFORE, be it resolved the ARCH CAPE SANITARY DISTRICT System Development and Connection Charge herein established become effective June 1, 2019.

<u>¾ inch meter</u>		<u>1 inch meter</u>	
Improvement Fee	\$ 92	Improvement Fee:	\$ 232
Reimbursement Fee	\$8,204	Reimbursement Fee:	\$20,511
Administrative Fee	\$ 85	Administration Fee:	\$ 207
Total SDC/EDU Charge	\$8,381	Total SDC/EDU Charge:	\$20,950

Adopted and signed this _____ day of _____ 2019.

Ron Schiffman, President

Attest _____

Appeal Request Form

Arch Cape Water and Sanitary Districts
32065 East Shingle Mill Lane
Arch Cape, OR 97102
503-436-2790

NOTE: Dwelling Leak, Irrigation Leak, and Billing Appeal Policies for the Water and Sanitary Districts may be found at www.archcape.com 'Utility Districts' page

Name: PAULA HEWARD + CHRIS WILLDEN

Mailing Address: 3089 N. WOLF CREEK DR EDEN, UT 84310

Property Address: 80405 CARNAHAN RD ARCH CAPE, OR 97102

Contact Info (phone/email) 801.920.0662

Date(s) of charge you are appealing: MARCH 10TH 2019

Please describe in detail the reason for your appeal:

ON DECEMBER 29, 2018, WE ARRIVED AT OUR HOME FOR
THE FIRST TIME. WHEN WE TURNED OUR WATER ON, WE
WERE UNAWARE THE WATER LINE LEAKED. AFTER SEVERAL
PATCH DISCOVERIES WE DETERMINED A NEW LINE WAS
NECESSARY. STEVE HILL NOTIFIED US OF OUR WATER
LEAK AND WE DID EVERYTHING WE COULD TO MINIMIZE
WATER USAGE ONCE DISCOVERED AND REPAIRED THE LINE
FROM THE WATER MAIN TO THE HOME TO HOPEFULLY
PREVENT ANY WATER LEAKS/ISSUES IN THE FUTURE.
WE WOULD GREATLY APPRECIATE WAIVING ANY EXCESS FEES.

REMINDER: Please Attach Supporting Documents (plumbing repair receipts, etc.)

Signature: Paula Heward Willden Date: APRIL 5TH 2019



A+ PLUMBERS

Po Box 2361
GEARHART OR 97138
CCB# 211826

PHONE # 503-468-8054

INVOICE

Date Invoice #
1/9/2019 3962

Due Date
1/9/2019

Bill To

PAULA HEWARD
PCHEWARD86@YAHOO.COM
80405 CARNAHAN RD
ARCH CAPE

Service description	Amount
Plumbing service location: 80405 Carnahan rd	320.00
Service description: +replaced existing water piping with approximately 160' of new water service line; from front meter to house 1" pex pipe materials	385.00
Permit type:plumbing	140.00
Permit filed with:county	

THANK YOU FOR YOUR BUSINESS!
INVOICE IS DUE UPON CUSTOMER RECEIPT.
PLEASE INCLUDE INVOICE NUMBER ON PAYMENT.
PLEASE REMIT PAYMENT TO THE FOLLOWING
ADDRESS:

A+ PLUMBERS
Po Box 2361
GEARHART OR 97138

TOTAL	\$845.00
PAYMENTS	\$0.00
BALANCE DUE	\$845.00

IF PAYING INVOICE BY CREDIT CARD, PLEASE CALL:
503-468-8054

Stephen M. Hill

31880 Oceanview, Arch Cape Oregon 97102

10 January 2019

Richard Gibson
President
Cannon View Park, Inc.
80478 Carnahan Road
Arch Cape, OR 97102

Ron Schiffman
President
Arch Cape Sanitary District
32065 E. Shingle Mill Lane
Arch Cape, OR 97102

Re: Advance determination of excess charges waiver for 80405 Carnahan Road

Richard & Ron,

I am requesting an advance determination from your respective boards for a waiver of excess charges connected to a catastrophic water service line failure at 80405 Carnahan Road experienced by the new owners of this abandoned property, Paula Heward and her husband Chris Willden from December 29, 2018 when they first arrived on the coast through January 2, 2019.

I first became aware of this situation when meter readings were taken by Matt Gardner on January 1st of this year showing a three day usage of 40,470 gallons. 45,250 gallons were finally metered when the leak was positively identified on Wednesday, January 2nd. When examining the uncovered water service line, a major break was found near the southwest corner of the residence. The line was composed of three different types of pipe with evidence of at least ten (10) separate line repair patches.

This would amount to a sanitary district excess charge of \$4,066.25 and Richard you had indicated that CVP charges were comparable. Even with the Arch Cape Sanitary District provision for repair of an identified plumbing failure the proforma treatment charge amounts to \$205.28 which for a family currently under a government shut down job furlough is a significant amount. Given that no treatment for this water loss was incurred, a complete waiver is requested and an advance determination welcomed by a concerned family.

A permit was pulled for a complete line replacement from the meter to the home by A+ Plumbing; was approved by a Clatsop County inspector and is currently in use with water service restored as shown in the photo below. Paula Heward's cell is 801-920-0662.

Respectfully requested,



Steve Hill
503-440-7666



Manager Report April 19, 2019

SANITARY:

We received 3.7 inches of rainfall in March and the wastewater plant treated 2.6 million gallons of influent. This is a 10 year low for each of these sets of data.

Matt and I have successfully worked in the new NetDMR test environment for our monthly DEQ reporting for the past few months. We will begin submitting reports in the live production mode next month.

I toured Spirit Mountain Casino's wastewater plant with Curt, Ed, and Ralph of Curran-McLeod Engineering last month. Aside from the fact that the treatment plant only has a single wastewater collection mainline from the hotel/casino to the plant, and has zero I & I, Spirit Mountain and Arch Cape's treatment process is very much alike. The visit specifically focused on the Headworks screening system, and whether we could replicate something similar at Arch Cape. Doing a complete upgrade of Arch Cape's screening system was not found to be a desirable option at this time. However, we were impressed with a secondary screening system that Spirit Mt. employs to capture any remaining bypass before it makes it to their membrane basins. This appears to potentially be a cost effective way for Arch Cape to improve the removal of non-flushable items entering the membrane basins. The secondary screening system would consist of a perforated stainless steel box placed directly in line with incoming flow to the basins. This will require a piping reconfiguration and the design of the boxes, but is a completely static process with no moving parts or electrical demand. It will also require daily maintenance. I have asked Curran-McLeod to design this option for us. This option is appealing to me because it allows us to continue to use the current screening system we have at the plant. Ideally, the basket system will be in place before new membranes are installed in the Fall.

Cannon Beach's Public Works Director has contacted us to provide Operator of Record services for their monthly wastewater system reports to Oregon DEQ. The City no longer has a certified operator at the required level to sign off on monthly reports. I have responded that we will assist them, per the intergovernmental agreement that is in place between AC and CB. Initially, I will meet with CB staff to offer help with the new NetDMR reporting process.

The irrigation site is ready for the start of the season on May 1st. Staff has begun conducting an audit of all manholes within the collection system. The first phase of this will be locating them, as many have been covered up over the years. Once located, we will then take an initial observation inside. Additional data will be gathered in the winter wet season to identify trouble spots of I & I, and a final summary report will be produced.