

ARCH CAPE SANITARY DISTRICT MINUTES

15 March 2019

A quorum was present.

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

Excused Absent: Debra Birkby, Treasurer

Public: David and Jeannie Stockton

Staff: Phil Chick, District Manager
Steve Hill, Secretary

Mr. Ron Schiffman called the meeting to order at 6:50 pm.

Public Comment: None.

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

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

Old Business:

Septic System Connection 79876 Hwy 101: (Information) Mr. Chick reported that we had reached the ninety (90) day connection deadline originally set by the board.

A general discussion ensued on whether to consider Bancroft financing for the district. Ms. Virginia Birkby moved that the District Board is not interested in Bancroft financing for the Arch Cape Sanitary District system development charges which was seconded by Ms. Tindall. All in favor. Motion carried. Mr. Chick to provide notification to owner of 79876 Hwy 101.

Mr. Chick said that the connection is presently scheduled for April and that system development charges had not as yet been paid. The septic system connection at 79876 Hwy 101 will be on next month's agenda as an action item.

Wastewater Plant Access Road Easement: (Information) To be placed on the April meeting agenda for consideration and possible executive session with input provided by legal counsel.

Natural Hazards Mitigation Plan (NHMP): (Information) Mr. Chick reported that our district was on track with it's plan; that Phil had prepared an asset listing and that a meeting was planned at the Clatsop County level in April. June or July was targeted for a public meeting in Arch Cape to take questions and receive input on the local Arch Cape plan.

Membrane Replacement: (Information) Mr. Chick said that he advised obtaining an additional fixed stationary screen to be mounted behind the current screen which would require manual cleaning daily. The headworks would need to be altered by Curran McLeod Inc. (CMI), consulting engineers. He said he planned to visit the Spirit Mountain facility with Curt McLeod and Ed Hodges of CMI to see their fixed screen of the same design being considered for our plant and would report back. A cost estimate and retrofitting plan would be presented in the future.

We have not received a membrane condition report from Kubota yet but should know within two weeks. We should be prepared to replace our membranes in the fall. Cost estimates will be available for the current plan cycle in April and a Kubota purchase plan was to be placed on next month's agenda as an action item.

Board Position Openings: (Information) Mr. Bill Campbell was identified as a possible candidate who has indicated that if asked he would serve.

Budget Committee Opening: (Action) Ms. Virginia Birkby moved the appointment of Ms. Cathy D'Onofrio and Mr. Carl Matson to serve on the Budget Committee (attached) for terms to run from 2019 through 2022 which was seconded by Ms. Tindall. All in favor. Motion carried.

Billing Appeal Request Form Draft: (Information) To be placed on next month's agenda and coordinated with the water district.

New Business: None.

Reports:

Accounts Receivable: Mr. Hill reported that a property with approximately \$12K owing is in the process of clearing all outstanding liens for an anticipated change of ownership in April. Receivables are generally in good condition.

District Manager's Report: (attached) Mr. Chick indicated that a first draft of the new budget would be available to Mr. Short in the first week of April.

Board Comments: Ms. Tindall said that having the long range financial plan was very helpful. Mr. Short said we would likely need a resolution amending the current budget prior to year end.

April Agenda Items: Membrane replacement, NHMP public meeting, resolution to amend the budget, wastewater plant access, billing appeal request form, 79876 Hwy 101 Sewer Connection

Public Comment: Mr. David Stockton asked if a lien could be placed upon a property refusing to connect to the district or a fine established. He was informed that daily fines could be imposed should the board wish to take that action.

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

Respectfully submitted,



Steve Hill

Attest



Mr. Ron Schiffman, President

2019 Arch Cape Domestic Water Supply District Budget Committee		
Board	Community	Term
1. Debra Birkby		
2. Virginia Birkby		
3. Ron Schiffman		
4. Dan Seifer		
5. Linda Murray		
	1. Heather Newman	2018-2021
	2. Richard D'Onofrio	2017-2020
	3. Chris Anderson	2018-2021
	4. Catherine D'Onofrio	2019-2022
	5. Carl Matson	2019-2022

2019 Arch Cape Sanitary District Budget Committee		
Board	Community	Term
1. Debra Birkby		
2. Virginia Birkby		
3. Ron Schiffman		
4. Casey Short		
5. Darr Tindall		
	1. Richard D'Onofrio	2017-2020
	2. Catherine D'Onofrio	2019-2022
	3. Heather Newman	2018-2021
	4. Chris Anderson	2018-2021
	5. Carl Matson	2019-2022

Manager Report March 2019

SANITARY:

We received 9.8” of rainfall in February and the wastewater plant treated 3.8 Million Gallons of influent.

I have been acquiring estimates for the SCADA system upgrade scheduled for 2019-20.

Webb Lift Station experienced some issues recently, as the float switches and pump alternation was not working correctly. Cannon Beach Electric was called out to assist and the problem was fixed. However, the cause was not determined. CB Electric is concerned with the age of our electronic controls and their operating life. The lift station is over 20 years old. For planning purposes, I have contacted Curt McLeod to put some current numbers together for us for a station replacement.

Staff worked with Cannon Beach Electric to fix the UV System at the treatment plant. It was determined that two capacitors and the K6 Contact needed to be replaced. New lamps were installed, and the repairs were made inside the electrical cabinet. The system is running fine, but it is advised that we eventually replace all 7 of the capacitors within each of these units. They currently range in age from 7-10 years.