

ARCH CAPE SANITARY DISTRICT MINUTES

18 January 2019

A quorum was present.

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

Excused Absent: Darr Tindall

Public: Dale Mosby
 David and Jeannie Stockton

Staff: Phil Chick, District Manager
 Steve Hill, Secretary

Mr. Ron Schiffman called the meeting to order at 7:57 pm.

Public Comment: None.

Agenda: Add Neuburg billing appeal and director election. Ms. Virginia Birkby moved adoption of the agenda as amended which was seconded by Mr. Short. All in favor. Motion carried.

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

Old Business:

Wastewater Plant Access Road Easement: (Information) A situation was described where a community member was approached by a dog and the owner of the property containing the road leading from East Shingle Mill Lane to the treatment plant and was denied access. She said that the whole incident was distressing and unexpected. A similar situation was described by another member of the community with the comment from the property owner that the attack dog would reportedly “tear his throat out” when he attempted to walk to a meeting at the plant and was also left unresolved to his satisfaction.

There was a general discussion of the public’s access to the plant office, potential development of the paper street shown on the counties road map leading to the plant between the property owner and Arch Cape Creek and meeting with the access road reflected running along the plants western fence, legal remedies which might be available and the situation generally.

It was decided to keep this item on the agenda going forward and the board was encouraged to be proactive in contacting the property owner in an effort to resolve this problem of unrestrictive access for the public.

Ms. Debra Birkby moved to not contact legal counsel until we have exhausted the possibility of discussing the issue with the property owner which was seconded by Mr. Short. Ms. Virginia Birkby, Ms. Debra Birkby, and Mr. Short voted yes. Mr. Schiffman voted no. Motion carried.

Mr. David Stockton said that if the police were contacted a paper record of these incidents could be begun and that we should know what the access easement provides for.

Septic System Connection : 79876 Hwy 101: (Information) Mr. Chick said that we were thirty (30) days into the ninety (90) day connection period agreed to. There was interest in learning the expected date of hookup.

Neuburg Billing Relief Appeal: (Information/Action) Ms. Virginia Birkby moved to place the Neuburg appeal on the agenda for next month which was seconded by Ms. Debra Birkby. All voted no. Motion failed.

Mr. Short moved to not reconsider the decision made in November on the Neuburg billing relief appeal which was seconded by Mr. Schiffman. All in favor. Motion carried. Mr. Chick was directed to send a letter indicating that the water district would be considering their appeal again and the sanitary district would not.

New Business:

Budget Timeline & Committee Membership: (Information) Mr. Chick reported one open position on the committee (attached) and that the proposed timeline (attached) would be sufficient to support the development of the new budget.

80405 Carnahan Billing Appeal Request: (Action) Mr. Chick was directed to contact the owners and advise them of the appeal process.

Election for Directors in May: (Information) It is unknown if Linda Murray intends to run in the next election but Mr. Casey Short said that he would not be running for re-election to another term but would continue to serve on the budget committee through this next planning cycle. Mr. Chick said he would contact others in the community who might serve as directors as well as advertising the open positions generally.

Key dates and forms will be sent directors when the election packet is made available from Astoria.

Reports:

Accounts Receivable: Mr. Hill reported that the condition of our accounts receivable has now stabilized and is generally quite good.

District Manager's Report: (attached)

Treasurer's Report: None.

Board Comments: Mr. Casey Short thanked Dale Mosby for his thoughtful letter addressing excess water usage charges.

February Agenda Items: 79876 Highway 101 sewer connection progress, board member recruitment and public access to the waste water treatment plant.

Public Comment: Mr. Casey Short suggested that the Sanitary District meeting precede the Water District's for February and Mr. Chick said he would work with Mr. Schiffman in that schedule change. Mr. Dale Mosby expressed his opinion that we should know what our rights were to go to the treatment plant and that there should be an easy, safe access for the public to the plant and our office there.

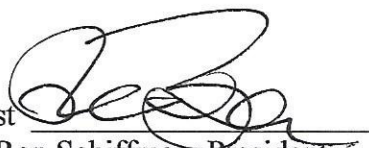
The meeting was adjourned by Ms. Virginia Birkby at 8:38 pm.

Respectfully submitted,



Steve Hill

Attest



Mr. Ron Schiffman, President

Proposed Budget Schedule for FY 2019-20 Budget Committee Meetings
Arch Cape Water and Sanitary Districts

Regular Board Meetings March 15, 2019:

Appointment of Committee Members
Determination of Terms

Friday April 19th 4pm Budget Committee:

Election of Budget Chair
Appoint Budget Officer
Publishing of Budget Message
Present Proposed Budgets and Long Range Financial Plans (LRFP's)

Friday May 3rd 4pm: Budget Committee:

Continue budget review and development

Friday May 17th 4pm Budget Committee:

Establish budget approval from budget committee.
Hold Budget Hearing and submit budgets to Districts Boards at regular meeting

May 17th 6pm: WD and SD Regular Meetings:

Boards hold Public Hearing for budget appropriation and approve budget by Board Resolution
Hold a Public Hearing and enact a proposed ordinance with rate changes effective July 1, 2018 (*if the Board determines such changes advisable.*)

2018 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	2015-2018
OPEN POSITION	5.	2018-2020

2018 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	2015-2018
	3. Heather Newman	2018-2021
	4. Chris Anderson	2018-2021
OPEN POSITION	5.	2018-2020

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,

Sm Hill

Steve Hill
503-440-7666



District Update Information Form

Contact Information - update as needed

Phone (503) 436-8565
Fax
Email ARCHCAPESERVICEDISTRICT@GMAIL.COM

ARCH CAPE SANITARY DISTRICT
ATTN: PHIL CHICK
32065 E. SHINGLE MILL LANE
ARCH CAPE, OR 97102

Very Important! If a vacancy has occurred the position will appear at the next election.

Next Election : MAY 21, 2019

This form must be received by the election officer by : FEBRUARY 5, 2019

Send completed, signed form to : CLATSOP COUNTY ELECTIONS
820 EXCHANGE ST STE 220
ASTORIA, OR 97103

PHONE (503) 325-8511
FAX 503-325-9307

- The information below is correct as given
 Additions or corrections to the information below should be made as indicated
 All appointments have been verified as qualified to hold the office

Signature & Title of Contact Person _____ **Date** _____

CLATSOP COUNTY WILL BE PUBLISHING A VOTERS' PAMPHLET FOR THE MAY 21, 2019 ELECTION.

PLEASE SPECIFY YES OR NO IF ANY SALARY, OR OTHER COMPENSATION BEYOND EXPENSES IS ATTACHED TO THESE POSITIONS.

Part I: Current Position Holder

Position	Name	Start Date	Status	Term Expires	Next Election
ARCH CAPE SANITARY DISTRICT, DIRECTOR, POSITION 1	RON SCHIFFMAN 32016 E SHINGLE MILL LN ARCH CAPE, OR 97102 (503) 436-2229	07/01/2017	E	06/30/2021	2021
ARCH CAPE SANITARY DISTRICT, DIRECTOR, POSITION 2	DARR TINDALL 16255 SW LUDWIG ST. ALOHA, OR 97007 (503) 649-2049	07/01/2017	E	06/30/2021	2021
ARCH CAPE SANITARY DISTRICT, DIRECTOR, POSITION 3	VIRGINIA BIRKBY 79829 GELINSKY ARCH CAPE, OR 97102 (503) 436-9776	07/01/2017	E	06/30/2021	2021
ARCH CAPE SANITARY DISTRICT, DIRECTOR, POSITION 4	KENNETH CASEY SHORT 3435 NE 22ND AVE PORTLAND, OR 97212 (503) 282-5275	07/01/2015	E	06/30/2019	2019
ARCH CAPE SANITARY DISTRICT, DIRECTOR, POSITION 5	DEBRA J BIRKBY 79829 GELINSKY RD ARCH CAPE, OR 97102	07/01/2015	E	06/30/2019	2019

Part II: Complete the following for appointments or vacancies only

Name of Replaced Position Holder and/or Position Number	Name of Appointee	Appointment Date
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Manager Report January 18, 2019

SANITARY:

We received 13.5” of rainfall in December. So far this season, from October thru December, we are down nearly 11” of rainfall compared to last year. The plant treated 4.98 MG of influent in December.

Work has begun on the CUPPS Asset Management Program. CUPPS is a free asset management software program developed by the EPA specifically for small systems. When completed, it will be a tool to assist staff in record keeping, maintenance schedules, financial outlook, and developing a tailored asset management plan. Staff met with Nehalem Bay Wastewater Agency to get some pointers on using the program, as NBWA has also begun using it. Matt has started the process of entering assets from the wastewater plant and lift stations into the program. This will be a good exercise for us on many levels.

All required annual testing has been submitted to Oregon DEQ, and reporting is underway.