

ARCH CAPE SANITARY DISTRICT MINUTES

16 August 2019

A quorum was present.

Sanitary Board: Darr Tindall, Vice President
Chris Anderson
Bill Campbell
Carl Matson

Excused Absent: Ron Schiffman, President

Water Board: Lauren Ahlgren (non-voting)
Debra Birkby (non-voting), Sanitary District Treasurer

Public: David Stockton
Jeannie Stockton

Staff: Phil Chick, District Manager
Steve Hill, Secretary

Ms. Darr Tindall called the meeting to order at 7:22 pm.

Public Comment: Mr. David Stockton expressed his appreciation for all of the new board members. Ms. Birkby concurred in his remarks.

Agenda: Mr. Matson moved acceptance of the agenda which was seconded by Mr. Anderson. All in favor. Motion carried.

Consent Agenda: Mr. Anderson moved acceptance of the consent agenda which was seconded by Mr. Campbell. All in favor. Motion carried.

Old Business:

Wastewater Plant Access Road Easement: (Information) Mr. Chick reported no new developments regarding the easement and that it would be two to three more weeks before the Clatsop County road crew could survey and flag the road.

SCADA Update: (Information) Mr. Chick indicated that a contract for the SCADA software upgrade to monitor the plants operation had been signed at the last board meeting and the work was scheduled to take place in the second week of September.

Website: (Information) As discussed in the water district meeting. Consideration was given to whether someone wishing information on the sanitary district would be directed online to the website with a domain name of archcapewater.org. To be considered next month.

Membrane Replacement: (Information) Mr. Chick said that a contract had been signed with Kubota and prepayment of \$289K made for the replacement membranes. Hoped for installation appeared at present to be delayed to October 31st and Mr. Chick questioned whether the water flows would be sufficiently low to facilitate their installation. If that's the case, a possible installation in the spring of next year may be necessary.

New Business:

Bank Signature Cards: (Information/Action) In accordance with existing policy, the District President Mr. Schiffman, District Vice President Ms. Tindall and Treasurer Ms. Birkby along with Mr. Chick as District Manager would be authorized to sign checks on the districts Columbia Bank checking account. Ms. Birkby further indicated that in the event of her planned absence from Arch Cape, she would leave some pre-signed checks for the districts use.

Resolution 19-06 SD Supplemental FY2019-20 Budget Adoption and Imposing Tax: (Action) Mr. Hill explained that following a contact from the Oregon Department of Revenue that a separate fund for servicing the district's general obligation bonds should be created out of the general fund. Ms. Tindall proceeded to open a public hearing concerning this supplemental budget proposal and fund creation.

A public hearing was opened at 7:34pm for consideration of the supplemental FY2019-20 Budget and creation of a GO Bond Debt Fund. Hearing no discussion or questions by the public the hearing was closed at 7:37pm

Mr. Campbell moved adoption of RES 19-06 SD Supplemental FY2019-20 Budget Adoption and Imposing Tax which was seconded by Mr. Anderson. All in favor. Motion carried.

Reports:

Accounts Receivable: Mr. Hill reported that receivables were in good condition and that a troubled account reported upon last month had been resolved.

District Manager's Report: (attached) Mr. Chick said that he would be out of the office next week and that he would follow up with an e-mail to the board. He indicated that Mr. Gardner would be gone from September 1st through September 10th. He thanked plant operator Matt Gardner and part-time helper, Don Vogl, for their good effort with various projects at the wastewater plant most recently.

Treasurer's Report: July was reported to be balanced. Funds held in the Columbia Bank checking account were \$88,124 and in the LGIP (Local Government Investment Pool) \$412,672.

Board Comments: Mr. Anderson asked if there had been any questions from customers about the recent increase in rates to which he was told there had been none. Mr. Campbell asked about the cost trade offs with the treatment plant versus the earlier design and was invited by Mr. Chick to tour the waste water treatment plant with him and learn more about the plant.

September Agenda Items: SCADA, website, membrane and screen replacement, and plant easement access.

Public Comment: Mr. David Stockton advised that the district would have to work with the forest as it currently stands should the purchase go through and that it was not likely that there are many trees that could be sold for the highest return as poles. The market for timber varied from year to year and that any proposed proceeds from scheduled harvesting could be adjusted in timing for those market conditions. Ms. Debra Birkby offered her thanks to the board for stepping up to serve.

The meeting was adjourned by Ms. Darr Tindall at 7:52 pm.

Respectfully submitted,



Steve Hill

Attest



Ms. Darr Tindall, Vice President

ARCH CAPE SANITARY DISTRICT

RESOLUTION 19-06 SD

A RESOLUTION ESTABLISHING A SUPPLEMENTAL BUDGET AND IMPOSING THE TAX FOR FISCAL YEAR 2019-2020 FOR THE ARCH CAPE SANITARY DISTRICT.

IT IS HEREBY RESOLVED AND ORDERED that the Arch Cape Sanitary District Budget approved and recommended by the Budget Committee on 17 May 2019, for the fiscal year beginning July 1, 2019 in the total amount of **\$1,198,106** and for the purposes shown below are hereby appropriated as follows to include a supplemental budget appropriation for and establishment of a GO Bond Debt Fund:

General Fund

Materials & Services	\$278,573
Capital Outlay	\$ 0
Debt Service	\$ 54,453
Transfer to Capital Fund	\$270,000
Contingencies	<u>\$ 40,000</u>
Total General Fund	\$643,026

GO Bond Debt Fund \$144,600

Capital Fund

Capital Outlay	\$396,000
Contingencies	<u>\$ 14,480</u>
Total Capital Fund	\$410,480

Total Appropriations **\$1,198,106**

Imposing the Tax

BE IT RESOLVED that the Board of Directors of the Arch Cape Sanitary District hereby impose the taxes provided for in the adopted budget in the amount of **\$142,000** for bonds; and that these taxes are hereby imposed and categorized for tax year 2019-20 upon the assessed value of all taxable properties within the District.

Categorizing the Tax

General Government Limitation	Excluded from Limitation
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General Government	--
Debt Service	\$142,000

The above resolution statements were approved and declared adopted on this 16th day of August 2019.

Attest 
Steve Hill, Secretary

for 
Ron Schiffman, President
DARR TINDALL VP

Manager Report August 16, 2019

SANITARY:

We received 3.4” of rainfall in July and the plant received 2.3 MG of wastewater influent.

Staff has been painting all of the railings and exterior pipes at the Wastewater Plant, as weather and time allows.

All Flow meters have been tested by Branhom Instruments recently, and are all operating correctly.

Biosolids work