

ARCH CAPE SANITARY DISTRICT DRAFT MINUTES

12 February 2016

A quorum was present.

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

Water Board: Dan Seifer (non-voting)

Public: David & Jeannie Stockton

Staff: Phil Chick, District Manager
Steve Hill, Secretary

Ms. Darr Tindall called the meeting to order at 8:05pm.

Public Comment: None.

Agenda: Strike Cedar St 4" Sewer Lateral. Ms. Virginia Birkby moved acceptance of the amended agenda which was seconded by Mr. Short. All in favor.

Consent Agenda: Mr. Short moved acceptance of the consent agenda which was seconded by Ms. Debra Birkby. All in favor.

Old Business:

Policy Updates:

It was agreed to handle meetings and records as had been discussed in the prior water district meeting. Mr. Seifer will forward these to Mr. Hill for formatting.

Ms. Virginia Birkby moved adoption of the proposed budget policy, to determine who is available and start recruitment soon which was seconded by Mr. Short. All in favor.

Long Range Financial Planning (LRFP): Mr. Short moved acceptance of the updated LRFP for board use which was seconded by Ms. Virginia Birkby. All in favor. Mr. Hill is to distribute the revised copy to the Board.

New Business:

Open Board of Director Position: Ms. Virginia Birkby moved the immediate appointment of Mr. Ron Schiffman to the open board of director position following the resignation of Ms. Virginia (Gigi) Selberg which was seconded by Mr. Short. All in favor.

Mr. Ron Schiffman proceeded to take the oath of office.

Proposed Budget Schedule: It was agreed as in the Water District meeting to reflect the first two April 8th activities of Appointment of Committee Members and Determination of Terms in the proposed budget schedule (attached) to take place on March 11, 2016.

Modified Cash Basis Accounting Election: Mr. Short moved adoption of RES SD 16-02 Accounting Basis – Audit which was seconded by Ms. Virginia Birkby. All in favor.

Appointment of Treasurer – Check Signer Update: Ms. Virginia Birkby moved the appointment of Ms. Debra Birkby as the Sanitary District Treasurer which was seconded by Mr. Short. All in favor. It was agreed that Ms. Darr Tindall as President, Ms. Virginia Birkby as Vice-President and Ms. Debra Birkby as Treasurer along with the District Manager Mr. Phil Chick be authorized to sign checks on behalf of the district. Mr. Hill is instructed to notify Columbia Bank for updating their database.

Reports:

Accounts Receivable: Mr. Hill reported slower than average receivables but still in a satisfactory state.

District Manager’s Report: (attached)

Treasurer’s Report: None.

Board Comments: Ms. Virginia Birkby expressed her appreciation of Mr. Chick stepping up the challenges ahead. Mr. Casey Short said he would be gone in March but back in April.

March Agenda Items: Budget committee member appointments, grants update and policies update.

Public Comment: Mr. David Stockton thanked Mr. Ron Schiffman for stepping into the vacant board seat.

The meeting was adjourned at 8:25pm.

Respectfully submitted,

Steve Hill

Attest _____
Ms. Darr Tindall, President

Proposed Budget Schedule for 2016 Budget Committee
Arch Cape Water and Sanitary Districts
February 12, 2016

March 11: 4 pm

Appointment of Committee members
Determination of Terms

April 8: 4 pm

Election of Budget Chair
Appoint Budget Officer
Publishing of budget Message
Review Proposed Budget

April 29: 4 pm

Continue Budget review and development

May 13: 4pm

Hold Budget Hearing and establish Approval from the Budget Committee to submit
Budget to District Boards

June 10th: 4pm (if needed)

Approve Budget by Board Resolution at regular 6pm Board meeting

Managers Report February 12, 2016

SANITARY:

The wastewater plant has been running well and has had a nice break from the heavy demand earlier this winter. I will be planning on doing another membrane cleaning within the next 2-3 weeks. The airflow actuator programming changes that OVIVO has made are still working solidly. There is one issue that still needs to be worked out, that occurs during air diffuser cleaning cycles. For now, we can bypass this issue manually, with little extra effort.

We've completed winter maintenance of Control Room equipment. Blowers and permeate pumps have received oil and belt changes. Staff also worked on the RAS pump check valves, and completed work at the biosolids site.