

ARCH CAPE SANITARY DISTRICT DRAFT MINUTES

13 May 2016

A quorum was present.

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

Excused absent: Ron Schiffman

Water Board: Dan Seifer (non-voting)

Public: George Cerelli,
David & Jeannie Stockton
Tom Misner & Peggy Roberti

Staff: Phil Chick, District Manager
Steve Hill, Secretary

Ms. Darr Tindall called the meeting to order at 7:15 pm.

Public Comment: Mr. Tom Misner talked about his problem with making a desired 4” sewer connection to his new home on Cedar. Mr. Chick wants a 6” line if the district is to be responsible for any blockages. Mr. Chick said he would be fine with a 4” line in the County road right of way if Mr. Misner were to take ownership of the lateral line and have that recorded with the deed. Clatsop County stated that they were not in favor of having a private lateral line in a public right of way. He stated that 6” line would cost an estimated \$14K to install as quoted by Bob McEwan Construction.

Agenda: Add discussion of Mr. Misner’s sewer connection. Pull policies and LGIP discussion. Mr. Short moved approval of the agenda as amended which was seconded by Ms. Debra Birkby. All in favor.

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

Old Business:

Brevig Account Excess Usage Charges: The board is still undecided on Sanitary District excess charges and defers consideration to next month. A work session will be planned on this issue.

New Business:

Public Hearing - 2016-17 Budget Appropriation: Ms. Darr Tindall opened the public hearing at 7:25pm to take questions or comments on the proposed 2016-17 budget appropriation and hearing none closed the public hearing at 7:26pm.

2016-17 Budget Appropriation: Mr. Short moved acceptance of the budget committee's adopted budget which it recommended to the board and appropriation of needed funds for the next fiscal year as contained in Resolution 16-05 SD 2016-17 Budget (attached) which was seconded by Ms. Virginia Birkby. All in favor.

RES 16-04 SD Rate Update: Mr. Short moved adoption of Resolution 16-04 SD (attached) reflecting a quarterly rate change to \$215.00 from \$194.00 which was seconded by Ms. Virginia Birkby. All in favor.

Excess Usage Charges: Ms. Debra Birkby reported that in consultation with Ms. Eakins as district attorney that the board could wave excess usage fees should it choose to do so but that the conditions prompting such a waiver should be contained in an approved policy along with a stated appeal process for customers. She further stated that it was permissible to use water usage data in determining sewer excess usage fees. A work session was agreed to in reviewing any necessary changes to the intergovernmental agreement, along with a policy update towards the end of the summer or beginning of fall.

Misner's Sewer Connection: Mr. Chick said that it was established policy that a developer was responsible for all costs of adding collection lines. Mr. Misner expressed his belief that to incur a \$14K charge for 'installing the districts own lines' was excessive. Since the county rejected Mr. Misner's request to install a 4" line in their right of way it was suggested to him by the board that he investigate obtaining an easement for a 4" lateral line through an adjacent neighbor's property to the collection line on Pacific. Three options were detailed being:

- 1) The district run a 6" line to his property in the road right of way
- 2) Obtain an easement on adjacent property for his 4" lateral line
- 3) Mr. Misner install a 6" line to his property in the road right of way

Mr. Misner said he would explore the possibility of obtaining an easement.

Reports:

Accounts Receivable: Mr. Hill reported accounts receivable to be in good condition and indicated that an additional SDC payment had been received.

District Manager's Report: (attached)

Treasurer's Report: The LGIP was reported at \$235,271 at the end of April. Columbia Bank checking account stood at \$88,111 for total cash of \$323,382.

Board Comments: Ms. Virginia Birkby asked Mr. Chick if Mr. Misner had done his due diligence in determining existing service to his property at time of acquisition to which Mr. Chick said no. Ms. Debra Birkby asked if CMI might be able to give some information on Misner's situation.

June Agenda Items: Brevig excess usage charges, LGIP and policies.

Public Comment: Mr. David Stockton asked if the county would allow Mr. Misner's connection line. Ms. Jeannie Stockton asked if this issue could be discussed in an executive session to which she was informed that they could not.

The meeting was adjourned by Ms. Tindall at 7:55 pm.

Respectfully submitted,

Steve Hill

Attest _____
Ms. Darr Tindall, President

ARCH CAPE SANITARY DISTRICT

RESOLUTION 16-05 SD

A RESOLUTION ESTABLISHING THE BUDGET AND IMPOSING THE TAX FOR FISCAL YEAR 2016-2017 FOR THE ARCH CAPE SANITARY DISTRICT.

IT IS HEREBY RESOLVED AND ORDERED that the Arch Cape Sanitary District Budget approved by the Budget Committee on 13 May 2016, for the fiscal year beginning July 1, 2016 in the total amount of **\$551,256** and for the purposes shown below are hereby appropriated as follows:

General Fund

Materials & Services	\$230,726
Debt Service	\$199,250
Contingencies	<u>\$ 45,000</u>
Total General Fund	\$474,976

Capital Fund

Contingencies	<u>\$76,280</u>
Total Capital Fund	\$76,280

Total Appropriations **\$551,256**

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 **\$134,600** for bonds; and that these taxes are hereby imposed and categorized for tax year 2016-17 upon the assessed value of all taxable properties within the District.

Categorizing the Tax

General Government Limitation

Excluded from Limitation


General Government


Debt Service Fund

\$134,600

The above resolution statements were approved and declared adopted on this 13th day of May 2016.

Attest


Steve Hill, Secretary


Darr Tindall, President

ARCH CAPE SANITARY DISTRICT

RESOLUTION 16-04 SD

A RESOLUTION SUPERSEDING RESOLUTION 12-02 SD ESTABLISHING BASE RATE CHARGES AND DEBT SURCHARGES FOR THE ARCH CAPE SANITARY DISTRICT "DISTRICT".

WHEREAS the Arch Cape Sanitary District needs to adjust base rate fees and debt surcharges to District customers from time to time sufficient to collect monies necessary to meet budgeted expenses; and


WHEREAS the District, where possible, structures its base rate fees to cover anticipated personnel, operating and capital expenses and debt surcharges to retire specific District debt instruments over time.

NOW THEREFORE, the District hereby establishes base rate fees per service connection and debt surcharges effective July 1, 2016 as follows:

Customers with a ¾" or 1" service connection:

Sanitary Quarterly Base Rate	\$174.00
Sanitary Quarterly Debt Surcharge	<u>\$41.00</u>
Total Quarterly Charge	\$215.00

Adopted this 13th day of May 2016.



Darr Tindall, President

Attest: 

Managers Report May 13, 2016

SANITARY:

The Biosolids site has been mowed and Biosolids work is complete.

The irrigation site was opened on May 1. Staff has spent the majority of time clearing the site of brush and downed trees. Several irrigation lines still need to be repaired, but the lower end of the system is up and running.

Staff held a “dry-run” power outage training the night of April 27 during Pacific Power’s planned power outage. All generators were deployed overnight, with the main generator refueled during the interruption.