

ARCH CAPE SANITARY DISTRICT DRAFT MINUTES

15 July 2016

A quorum was present.

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

Excused absent: Darr Tindall, President
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 6:54 pm.

Public Comment: Mr. David Stockton inquired on whether we know from the TV camera work in the collection system what state the lateral connections are in. The district should have a policy for checking laterals for owner replacement or repair if needed to reduce the burden placed on the rest of the district's customers for treatment of water infiltration in broken customer laterals. It could be over a period of ten (10) years as an ongoing way to reduce the sewage volume being treated.

This item was suggested for the October meeting.

Agenda: Mr. Schiffman moved acceptance of the agenda which was seconded by Ms. Debra Birkby. All in favor (AIF).

Election of Officers:

Mr. Schiffman nominated Ms. Debra Birkby for President which she declined.

Ms. Debra Birkby nominated Mr. Schiffman for President which was not seconded.

Mr. Schiffman nominated Ms. Tindall for President; Seconded by Ms. Debra Birkby; AIF

It was noted that Ms. Tindall had expressed her appreciation for the opportunity to serve and her willingness to accept another year as President if so nominated and approved by the Board.

Ms. Virginia Birkby nominated Mr. Schiffman as Vice-President; Seconded by Ms. Debra Birkby; AIF

Mr. Schiffman nominated Ms. Debra Birkby as Treasurer; Seconded by Ms. Virginia Birkby; AIF

Mr. Schiffman nominated Mr. Hill as Secretary; Seconded by Ms. Debra Birkby; AIF

In Ms. Darr Tindall's absence, Mr. Ron Schiffman took over responsibility to chair the meeting.

Consent Agenda: Ms. Debra Birkby moved approval of the consent agenda which was seconded by Ms. Virginia Birkby. AIF.

Old Business:

Excess Sanitary Charges Work Session: A work session to review sanitary excess water usage charges and establish an appeal process is set for Friday, August 19, 2016 from 2:00 – 4:00PM.

Dump Truck Ownership: The dump truck is currently registered to the Sanitary District with operational expenses allocated through the IGA. Vehicle insurance is unaffected by which district owns vehicles.

Arch Cape Invoice Calculator Program: Mr. Josh Gettman, the application programmer, will conduct a test run of the program at the Waste Water Treatment Plant on Monday, July 25th with an open invitation to the Board to attend.

Accountant Engagement Letter: Moved to the August agenda where the engagement letter will include reference to following Oregon law.

New Business: None.

Reports:

Accounts Receivable: Mr. Hill reported accounts receivable to be in good condition. Mr. Hill was directed to draft a letter to the Brevig's reflecting no monthly service charges to be assessed on their account for their unpaid invoices ninety (90) days past the invoice date until an appeal process was established and they had an opportunity to utilize that policy on their most recent excess usage charge from December 2015.

District Manager's Report: (attached) Mr. Chick said that he expected two new hookups for the district soon by Kevin Miller and Bart Hadder.

Treasurer's Report: The LGIP was reported at \$239,895 at the end of May. Columbia Bank checking account stood at \$114,168 as of May 31st.

Board Comments: Ms. Debra Birkby reflected upon a calculation provided by Mr. Chick of the number of people estimated to be present in Arch Cape on the forth of July weekend. A population equivalent can be assumed by examining per capita loading rates based on lab tests performed at the waste water treatment plant.

August Agenda Items: Work session on August 19th, calculator program update, septic system report from Ms. Debra Birkby, LGIP accounts for September meeting.

Public Comment: Ms. Jeannie Stockton offered her thanks for the Board's efforts.

The meeting was adjourned by Mr. Schiffman at 7:32 pm.

Respectfully submitted,

Steve Hill

Attest _____
Mr. Ron Schiffman, Vice-President

Manager's Report July 15, 2016

SANITARY:

The Biosolids site has been mowed.

Thanks to Plant Operator, Matt Gardner, for a great job taking on double-duty while I was away from the District.