

ARCH CAPE SANITARY DISTRICT DRAFT MINUTES

11 March 2016

A quorum was present.

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

Excused Absent 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 7:40 pm.

Public Comment: None.

Agenda: Change SDC Annual Adjustment Resolution to an action item. Ms. Virginia Birkby moved acceptance of the amended agenda which was seconded by Mr. Schiffman. All in favor.

Consent Agenda: Mr. Hill introduced a replacement February BVA expense statement to correct for overstated utility and maintenance line items where the difference of expense would be reflected in the month of March in the following month's financial statement. Ms. Virginia Birkby moved acceptance of the consent agenda as amended which was seconded by Mr. Schiffman. All in favor.

Old Business:

Meetings and Records Policy Adoption: Mr. Schiffman moved adoption of the Meetings and Records policy as presented which was seconded by Ms. Debra Birkby. All in favor.

Allocation of Sewer Hookups: Ms. Debra Birkby moved that Mr. Schiffman be authorized to discuss sewer allocation of hookups along with his investigation of issues surrounding the potential allocation of Arch Cape Water District service hookups which was seconded by Ms. Virginia Birkby. All in favor.

New Business:

SDC Annual Adjustment Resolution: Mr. Schiffman moved acceptance of Resolution 16-03 SD SDC Update which was seconded by Ms. Virginia Birkby. All in favor. This resolution is to be posted on the archcape.com web site.

Budget Committee Appointments: Mr. Hill was directed to include in the minutes by attachment a modified budget committee listing reflecting the dropping of Ms. Gigi Selberg.

Reports:

Accounts Receivable: Mr. Hill reported accounts receivable to be in good condition.

District Manager's Report: (attached) Mr. Chick reported that the district had experienced a couple of power outages recently which were not too severe. The plant was also pressure washed.

Treasurer's Report: Statements hadn't been received. Ms. Debra Birkby moved to have the Treasurer prepare a resolution to make any necessary changes to district banking which was seconded by Ms. Virginia Birkby. Mr. Schiffman moved that the board meeting take place on the third Friday of the month beginning with the meeting in June which was seconded by Ms. Virginia Birkby. All in favor

Board Comments: Ms. Debra Birkby complemented Mr. Chick on the leadership he provided in the recent interview process.

April Agenda Items: Hookup allocation update, Personnel policy and Board Member Duties & Responsibilities, Emergency Preparedness.

Revised Board Meeting Date Posting: Mr. Hill was directed to communicate to the community the revised board meeting date to the third Friday of the month beginning in June. Mr. Chick would include this information in his next communication to the community club.

Public Comment: Mr. David Stockton expressed his appreciation for the Board's efforts.

The meeting was adjourned at 8:03 pm.

Respectfully submitted,

Steve Hill

Attest _____
Ms. Darr Tindall, President

SANITARY : EXPENSE

Budget vs. Actual Finl Rpt ^{5/} Arch Cape Sanitary District 2015-16	2015-16 Budget	Jul 15 8%	Aug 15 17%	Sep 15 25%	Oct 15 33%	Nov 15 42%	Dec 15 50%	Jan 16 58%	Feb 16 67%	Mar 16 75%	Apr 16 83%	May 16 92%	Jun 16 100%	Total Spent	Balance Remaining	% Spent
SD Hours %	51%	51%	57%	62%	56%	61%	50%	52%						55%		
Accounts %	54%	54%	54%	54%	54%	54%	54%	54%	54%					54%		

Total Personal Svc	-	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0	0	
Water District IGA Charges	129,503	8,601.21	9,223.06	11,433.65	10,571.90	9,092.36	10,195.38	7,882.26	5,032.40					72,032	57,471	56
Payroll Service	-													0	0	
Liab. Ins	11,000						10,269.00							10,269	731	93
Licenses	2,300		1,900.00			160.00								2,060	240	90
Maintenance	25,000	665.99	5,091.91	1,157.10	764.88	2,964.70	300.00	148.79	471.87					11,565	13,435	46
Chemicals	5,000		500.00		500.00		500.00		500.00					2,000	3,000	40
Inflow & Infiltration	1,000													0	1,000	
Dues / Taxes	1,100				1,014.23									1,014	86	92
Prof. Svc.	6,000	356.37	560.00	560.00	560.00	765.00			1,397.00					4,198	1,802	70
Auditing	3,600													0	3,600	0
Legal Services	2,500					250.00	220.00							470	2,030	19
Notices	700													0	700	0
Utilities	49,000	3,847.21	4,221.94	3,230.33	3,718.17	3,355.29	4,598.56	4,405.32	3,205.47					30,582	18,418	62
Total Materials & Svc	236,703	13,470.78	21,496.91	16,381.08	17,129.18	16,587.35	26,082.94	12,436.37	10,606.74	0.00	0.00	0.00	0.00	134,191	102,512	57
ODEQ : Irrigation Site Loan : ¹	16,070					8,262.00								8,262	7,808	51
OECD Loan - Facil Engrng : ²	19,319					19,319.09								19,319	(0)	100
USDA Plant Upgrade: ³	144,600							144,600.00						144,600	0	100
DEQ Loan/Grant - Facil Impr : ⁴	19,383					19,383.23								19,383	0	100
Total Debt Service	199,372	0.00	0.00	0.00	0.00	46,964.32	0.00	144,600.00	0.00	0.00	0.00	0.00	0.00	191,564	7,808	96
Tot Gen Fund Expenditures	436,076	13,470.78	21,496.91	16,381.08	17,129.18	63,551.67	26,082.94	157,036.37	10,606.74	0.00	0.00	0.00	0.00	325,756	110,320	75
Contingency	45,000													0	45,000	0
Unappropriated Balance																
Replacement Truck	5,000															
Mixer reserve	-															
Actuator reserve	5,000															
ODEQ Irrig Site Ln#11432 reserve	15,256															
Undesignated	213,968															
Total Unappropriated Bal	239,224															
Total Conting & Unapp Bal	284,224															
Total Requirements	720,300															

- Note ¹ : Oregon Dept of Environmental Quality (ODEQ) Clean Water State Revolving Fund \$225K 20 Year Loan : 2003 - 2022
w/ level \$7,748 Payments on 1 June and descending \$8,544 Payments on 1 December expiring in 2022
\$15,256 Required Reserve : Loan # R11432
- Note ² : Oregon Economic & Community Development (OECD) (IFA : Business OR) \$250K 20 Year Loan : 2007 - 2026
at 4.56% w/ level \$19,319.03 Payments on 1 December expiring in 2026 : Project #Y06007
- Note ³ : United States Department of Agriculture (USDA) Rural Development \$2.5M 30 Year Loan : 2011 - 2040
at 4% in 2010 w/ level \$144,600 Annual payments on 20 January expiring in 2040 : Fund Code/Loan #92/02
- Note ⁴ : DEQ Loan & Grant Prgm (\$340K + \$270K) Y13002 I & I, Salley's Alley, WWTP SMU Upgrade : Under Consideration w/ TA Grant
- Note ⁵ : Modified Cash Basis : IGA Charge from the Water District made in the following month but reflected in the month incurred
Admin Services charged to the Sanitary District on the Accounts %, all other allocatable WD expenses shaded green on SD Hours %

ODEQ State Revolving Fund Loan Program \$70K 5 Year Loan at 2.36% in 2005 was successfully retired
in October of 2009 : SRF Loan # R11430
Special Districts Association of Oregon (SDAO) \$80K 5 Year 2006 Loan beginning at 2.8% and ending at 3.4%
w/ payments twice yearly at 1 Jul & 1 Jan : Flex Lease for Equipment was successfully retired in July of 2010

SANITARY : REVENUE

Budget vs. Actual Finl Rpt Arch Cape Sanitary District 2015-16	2015-16 Budget	Jul 15 8%	Aug 15 17%	Sep 15 25%	Oct 15 33%	Nov 15 42%	Dec 15 50%	Jan 16 58%	Feb 16 67%	Mar 16 75%	Apr 16 83%	May 16 92%	Jun 16 100%	Total	% Rcvd
Cash on Hand	293,613														
Ck Interest	-	0.84	0.92	0.90	1.10	1.07	0.75	1.16	0.48					7.22	
User Fees	200,546	13,005.00	10,710.00	22,644.00	19,737.00	9,027.00	21,267.00	19,287.23	9,333.00					125,010.23	0.62
Excess Usage Charges	24,000	6,959.82	416.77	5,893.39	2,253.43	1,697.50	9,997.32	2,777.38	133.96					30,129.57	1.26
Debt Service	53,741	3,485.00	2,870.00	6,068.00	5,289.00	2,419.00	5,699.00	4,715.00	2,501.00					33,046.00	0.61
Facilities Use by WD	3,000					3,225.00								3,225.00	1.08
Misc. Income	-													0.00	
Interest	800													0.00	
Clatsop Cty Land Sales	-													0.00	
Bond Receipts	144,600	2,196.63	1,188.52	846.60	10,702.00	112,215.07	3,737.80	2,455.69	1,131.32					134,473.63	0.93
Bond Interest	-	0.74	0.97	1.22	0.80	1.94	10.21	1.14	0.41					17.43	
Total Revenue	720,300	25,648.03	15,187.18	35,454.11	37,983.33	128,586.58	40,712.08	29,237.60	13,100.17	0.00	0.00	0.00	0.00	325,909.08	

Note: Nov Bond Receipts include a deduction of \$581.11 for Georgia-Pacific Settlement w/ Clatsop County

Capital Projects

Hook Ups	14,532		7,266.00											7,266.00	0.50
Transfer															
Expenditures	35,000														0.00
Balance	57,928	43,396.00	50,662.00	50,662.00	50,662.00	50,662.00	50,662.00	50,662.00	50,662.00						

LGP (Additions)		2,197.37	1,189.49	847.82	10,702.80	112,217.01	3,748.01	2,456.83	1,131.73	0.00	0.00	0.00		134,491.06	
LGP Withdrawals								(95,000.00)						(95,000.00)	
LGP Interest		88.17	86.93	88.48	90.45	110.03	160.79	130.34	125.45					880.64	
Service Charge		(10.40)	(10.40)	(10.40)	(10.80)	(11.60)	(10.40)	(10.45)	(10.40)					(84.85)	
LGP Balance	190,545	192,820.53	194,086.55	195,012.45	205,794.90	318,110.34	322,008.74	229,585.46	230,832.24					0.00	
Columbia Bank : 1218 Acct		101,341.33	106,164.28	123,406.07	131,587.87	122,022.22	104,781.16	56,664.54	54,955.28						
Total Cash		294,161.86	300,250.83	318,418.52	337,382.77	440,132.56	426,789.90	286,250.00	285,787.52						

ARCH CAPE SANITARY DISTRICT

RESOLUTION 16-03 SD

A RESOLUTION REVISING SYSTEM DEVELOPMENT CHARGES (SDC) / EQUIVALENT DOMESTIC UNIT (EDU) FEES FOR THE ARCH CAPE SANITARY DISTRICT (the "District")

Whereas, the District adopted Ordinance 98-1 SD establishing a System Development Charge methodology and rates; and

Whereas, Section 4B of the ordinance provides for adoption of SDC rates by resolution; and

Whereas, it is felt prudent to update those charges to more properly reflect changes through investment in District infrastructure and current cost indices; and

Whereas, it is determined that one SDC is equal to one EDU;

NOW, THEREFORE, be it resolved the ARCH CAPE SANITARY DISTRICT hereby revises its System Development Charge in accordance with those calculations provided by consulting engineers Curran-McLeod, Inc. contained in the attached document entitled "Arch Cape Sanitary District 2016 Annual SDC Update" as follows:

Improvement Fee	\$ 84
Reimbursement Fee	\$7,437
Administrative Fee	<u>\$ 75</u>
Total SDC/EDU Charge	\$7,596

Adopted and signed this 11th day of March, 2016.



Darr Tindall, President

Attest



**ARCH CAPE SANITARY DISTRICT
2016 ANNUAL SDC UPDATE**

**SANITARY SEWER COLLECTION SYSTEM
VALUE OF CONSTRUCTION CREDITS
February 2016 ENR CCI 10,181**

LINE SIZE	8"	10"	12"
CONSTRUCTION COST	\$67.50/lf	\$77.50/lf	\$88.00/lf
OFF-SITE CREDIT	\$67.50/lf	\$77.50/lf	\$88.00/lf
OVERSIZE CREDIT	\$0	\$10/lf	\$20.50/lf

**ARCH CAPE SANITARY DISTRICT
SANITARY SEWER CAPITAL IMPROVEMENT PLAN
February 2016 ENR CCI 10,181**

No.	PROJECT DESCRIPTION	PROJECT PRIORITY	ELIGIBLE COST	CAPACITY EDU	SDC COST PER EDU
1	Misc Upsizing and Oversizing	1-20 yrs	\$20,440	485	\$42
2	Planning & SDC Update	1-20 yrs	\$20,440	485	\$42
TOTAL			\$40,880	TOTAL	\$84

**ARCH CAPE SANITARY DISTRICT
SANITARY SEWER REIMBURSEMENT FEE
EXISTING IMPROVEMENTS SUMMARY & CAPACITY
February 2016 ENR CCI 10,181**

No.	PROJECT DESCRIPTION	2016 ASSET VALUE	CAPACITY IN EDU	SDC COST PER EDU
1	Pumping Stations & Force Mains, 4 stations*	\$620,800	485	\$1,280
2	Wastewater Treatment Plant, Membrane Bioreactors, Biosolids Holding & Drying Structures, Effluent Pumping Station**	\$2,417,400	485	\$4,984

3	Irrigation System & Effluent Disposal Site***	\$326,100	485	\$672
4	Biosolids Disposal Site	\$130,800	485	\$270
5	Collection System Oversizing 2,500 LF 12" @ \$20/LF	\$51,100	485	\$105
6	Master Planning & SDC Update	\$61,300	485	\$126
	TOTAL	\$3,607,500	Per EDU	\$7,437

* Net value based on \$600,000 from 2015 plus 2.2% escalation to 2016, plus additional 34.5% of the \$22,015 principal principle repayment (pump station component of the debt only) to a remaining balance of \$328,092 in 2016.

** Net value based on \$2,312,000 from 2015 plus 2.2% escalation to 2016, plus additional \$54,500 principle repayment to a remaining balance of \$2,203,903 in 2016.

*** Net value based on \$301,000 value in 2015 plus 2.2% escalation to 2016, plus \$18,500 principal repayment to a remaining balance of \$90,475 in 2016

SANITARY SEWER SDC FEE SUMMARY

All residential units, single family or multi-family, are assigned one EDU per dwelling unit which is based on 240 gallons per day per EDU at MMDWF. Any potential commercial development SDC fee is based on the water meter size. All SDC costs also include a charge of 1% for staff administration.

ARCH CAPE SANITARY DISTRICT SANITARY SEWER SDC FEE SCHEDULE February 2016

	EDU FACTOR	IMPROVEMENT FEE	REIMBURSEMENT FEE	ADMIN FEE (1%)	TOTAL SDC
Single Family Residential:					
Per Unit	1	\$84	\$7,437	\$75	\$7,596
Commercial Development:					
METER SIZE	EDU FACTOR	IMPROVEMENT FEE	REIMBURSEMENT FEE	ADMIN FEE (1%)	TOTAL SDC
3/4"*	1	\$84	\$7,437	\$75	\$7,596
1"	2.5	\$210	\$18,593	\$188	\$18,991

* Includes 5/8" x 3/4" and 3/4" x 3/4" meters

2016 Arch Cape Domestic Water Supply District Budget Committee		
Board	Community	Term
1. Debra Birkby		
2. Virginia Birkby		
3. Rick Gardner		
4. Ron Schiffman		
5. Dan Seifer		
	1.	Unexpired Seifer Term 2016-2019
	2. George Cerelli	2013-2016
	3. Mike Wood	2014-2017
	4. Diane Matson	2013-2016
	5. Catherine D'Onofrio	2015-2018

2016 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. George Cerelli	2013-2016
	2. Catherine D'Onofrio	2015-2018
	3. Diane Matson	2014-2017
	4. Dan Seifer	2013-2016
	5. Mike Wood	2014-2017

Managers Report March 11, 2016

SANITARY:

I received a visit from Taz Uejima of Kubota Corporation (the company that manufactures the membranes at the wastewater plant.) He is currently visiting all of the membrane plants in the U.S., and formerly worked in Kubota's membrane manufacturing plant in Japan. It was a very useful meeting. We discussed membrane operation, longevity, and replacement costs. He indicated that 10 years is generally the life span of membranes, but did know of some applications in service for longer periods. He is going to prepare a quote for us based on contract pricing, meaning that there is opportunity for a price break if we can commit to purchasing new membranes within a determined timeframe (usually in 3-4 years).

Biosolids work has been completed and the Annual Biosolids report has been submitted.
Operations and maintenance work is continuing

I am presently focusing on compiling the necessary data and testing requirements required for our NPDES permit renewal due to Oregon DEQ in April.