

ARCH CAPE SANITARY DISTRICT DRAFT MINUTES

20 January 2017

A quorum was present.

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

Water Board: Dan Seifer (non-voting)

Public: David & Jeannie Stockton
Bob Cerelli
John Mersereau
Mike Manzulli
Amrita Vatsal, Ecotrust *Forest Mgmt*
Jon Wickersham, NCLC

Staff: Phil Chick, District Manager
Steve Hill, Secretary

Ms. Darr Tindall called the meeting to order at 6:38 pm.

Public Comment: None

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

Consent Agenda: Mr. Schiffman moved acceptance of the consent agenda which was seconded by Mr. Short. Ms. Tindall, Mr. Schiffman, Ms. Debra Birkby and Ms. Virginia Birkby voted yes. Mr. Short abstained. The motion passed.

Old Business:

Audit Review – Sanitary District : Mr. Short reported that he had been in touch with Mr. Patrick Carney, CPA who had incorporated the corrections he had recommended. Hard copies as well as .pdf files would be forwarded in the next two days from Mr. Carney.

Board Member Duties and Responsibilities: Board of Director Policy moved to next month.

Sanitary Irrigation Leak Policy: Mr. Schiffman moved adoption of the Sanitary District Irrigation Leak Policy (attached) which was seconded by Ms. Virginia Birkby. All in favor.

It was stated that this policy reflected the same standards contained in the Water District policy where those who file an annual irrigation report could potentially obtain excess usage relief in the event of system failure while those failing to conduct an annual inspection of their irrigation system and file a report would be required to pay excess fees for metered water use.

Ms. Tindall recessed the meeting at 6:44pm upon the arrival of Ms. Vatsal and Mr. Wickersham in anticipation of reconvening the Water District meeting.

Ms. Tindall reconvened the meeting at 7:42pm. (All attending public except Mr. David Stockton and Ms. Jeannie Stockton as well as Mr. Seifer left the meeting)

Sanitary Excess Usage Charges Policy: Three options were identified for excess usage charges being to adjust the number of tiers, keep the tier structure but change the charges per hundred gallons excess used or leave both the tiers and relative charges as they currently stand. It was suggested that if any changes were enacted that they be made effective with the start of the new 2017-18 fiscal year. Item moved to the next months meeting.

New Business: None

Reports:

Accounts Receivable: Account receivables were reported to be in good condition.

District Manager's Report: (attached)

Treasurer's Report: The Columbia Bank checking account balance at month end was reported to be \$110K and the LGIP balance to be \$362K. Accounts are scheduled to be balanced next month.

Board Comments: Ms. Debra Birkby thanked Mr. Chick for keeping the district on schedule regarding it's goals previously established.

February Agenda Items: Board of Director Policy, Excess usage charges, and next years budget meeting timeline.

Public Comment: None

The meeting was adjourned by Ms. Tindall at 8:00 pm.

Respectfully submitted,


Steve Hill

Attest 
Ms. Darr Tindall, President

Arch Cape Sanitary District
Irrigation System Report and Leak Policy
Policy # _____

WHEREAS the billing invoice for the services and water treatment provided by the Arch Cape Sanitary District [ACSD] to its customers is based upon water consumption as measured and reported by the Arch Cape Domestic Water Supply District [ACDWSD], including water consumption within Cannon View Park, Inc., and

WHEREAS, the ACSD intends to create a policy with regard to irrigation systems, water consumption, and irrigation system failures resulting in leaks,

NOW THEREFORE, IT IS RESOLVED BY THE BOARD OF DIRECTORS OF THE ARCH CAPE SANITARY DISTRICT,

THAT it shall be the policy of the ACSD to adhere to the definitions and provisions of the ACDWSD Irrigation System Report and Leak Policy # _____,

THAT the term “irrigation systems” is defined as an under-ground or above-ground system of pipes, fittings and sprinkler/distribution heads which when in operation dispense water onto lawns and landscape and is external to the dwelling plumbing system, and is not directly or indirectly connected to the ACSD wastewater collection and treatment system [Ref ACSD Dwelling Water Leak Policy # _____],

THAT the term “leak” as used herein is defined as irrigation system failure beyond the control of the homeowner, resulting in the unintended consumption of water,

THAT the “cost of wastewater treatment” includes Operating Costs (total M&S), excluding bonded debt service, for the then current budget of the ACSD,

THAT owners and operators of irrigation systems within the boundaries of the ACSD, including customers within Cannon View Park, Inc., shall submit annually a maintenance and operations report in the form and substance provided herein, including as follows [Ref. Annual Irrigation Policy Maintenance and Operations Report Form]:

- (1) The report shall contain a certification by the owner of proper operation on the controllers and piping, fittings, and sprinkler/distribution heads;
- (2) The report shall contain the time and rate of use in gallons per minute (GPM)
- (3) The report shall contain the current names and current telephone numbers for the homeowner and his/her irrigation contractors (simple residence drip systems may be maintained by the homeowner);
- (4) The report shall be submitted to the District Manager of the ACDWSD and ACSD no later than May 1st of each year.

THAT irrigation systems shall be physically shut off from November 1 through April 30 of the next year and that no relief for irrigation leaks shall be granted for leaks occurring during that period,

THAT homeowners shall reasonably monitor water usage and timely repair irrigation systems, upon discovery by the homeowner, or notice from the ACDWSD or ACSD, of any leaks,

THAT in the event of an irrigation system leak resulting in excess water use charges, said excess charges may be appealed to the ACSD as provided in the ACSD Billing Appeal Policy, including a statement of when the leak was discovered along with evidence of timely repair such as a repair bill or parts invoice [Ref. ACSD Billing Appeal Policy #_____],

THAT along with other relevant evidence, consideration shall be given to homeowner history of water consumption during the twelve month period immediately preceding the discovery of the leak, homeowner acts or omissions, the timeliness of repairs, the severity of the leak, and whether the homeowner was absent from the subject dwelling for a period of 30 days or more at the time of occurrence, without having shut off the water supply to the irrigation system,

THAT it shall be the policy of the ACSD to grant relief from excess wastewater treatment charges, including water consumption within Cannon View Park, Inc., as determined by the ACDWSD to be water consumption due to an irrigation system leak beyond the control of the homeowner, and discovered and repaired in a timely manner,

THAT the Board of Directors of the ACSD shall have the power, in its sole discretion, when granting relief from excess wastewater treatment charges, as follows: (1) to waive said excess charges in whole or in part, and/or (2) to invoice said excess wastewater usage at the cost of wastewater treatment,

THAT in the event that an ACDWSD and ACSD Annual Irrigation Policy Maintenance and Operations Report Form is not submitted by May 1st of each year as provided herein, then said customer shall have no claim for relief whatsoever from ACSD billing invoice charges, basic, excess or otherwise.

DATED:

Managers Report January 20, 2016

SANITARY:

We have received draft copies of the District's NPDES (wastewater discharge) permit from Oregon DEQ. In general, no changes have been made to the limits of our existing permit. Some additional effluent testing has been proposed in the permit. Several nutrient screens that were previously required annually are now being required quarterly. I am requesting a reduction in monitoring due to the trace amounts discharged within our plant's effluent. We should have our new permit by this spring, after Oregon DEQ finalizes the draft and completes a public notice period.

Membranes have been cleaned at the WWTP.