

ARCH CAPE SANITARY DISTRICT MINUTES

17 May 2019

A quorum was present.

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

Excused Absent: Ron Schiffman, President

Public: David Stockton
Carl Matson

Staff: Phil Chick, District Manager
Steve Hill, Secretary

Ms. Virginia Birkby called the meeting to order at 8:17 pm.

Public Comment: None.

Agenda: Change Resolution 19-04 SD for action from information. Add Tim Gardner billing appeal. Ms. Tindall moved adoption of the agenda as amended which was seconded by Mr. Short. All in favor. Motion carried.

Consent Agenda: Ms. Tindall moved adoption of the consent agenda which was seconded by Mr. Short. All in favor. Motion carried.

Old Business:

Wastewater Plant Access Road Easement: (Information) There is a meeting scheduled with the Gredvigs at 10:00am on Saturday, June 15th to discuss easement access.

Resolution 19-03 SD Sole Source Membrane Purchasing: (Action) Mr. Short moved adoption of Resolution 19-03 SD Membrane Sole Sourcing (attached) which was seconded by Ms. Tindall. All in favor. Motion carried.

Mr. Chick indicated that there was sufficient funds budgeted to purchase the next membrane replacement.

Kubota Supply Contract: (Action) The proposed contract (attached) which allows for purchase of flat plate membranes at a fixed price for a set period was read into the record by title by Ms. Virginia Birkby.

Ms. Tindall moved execution of the proposed Kubota Supply Contract which was seconded by Ms. Debra Birkby. All in favor. Motion carried.

Natural Hazards Mitigation Plan (NHMP): (Action) The NHMP was described as affording the district some benefits by having a FEMA approved plan which would establish our eligibility for certain FEMA grants that would assist us in the event of a natural hazard emergency event.

Ms. Debra Birkby moved to adopt the NHMP (attached) which was seconded by Ms. Tindall. All in favor. Motion carried.

Open Board Positions: (Information) There are presently two open positions. Application forms have been forwarded to Carl Matson, Chris Anderson, and Bill Campbell with one being returned. Applications would need to be received by June 17th to facilitate appointment.

New Business:

Resolution 19-05 SD Rate Change: (Action) Mr. Short moved adoption of Resolution 19-05 SD Rate Change (attached) establishing a quarterly rate of \$234.00 for ¾" and 1" connections which was seconded by Ms. Tindall. All in favor. Motion carried.

Resolution 19-04 SD Budget Adoption FY 2019-20 and Impose Tax: (Action) Mr. Short moved adoption of Resolution 19-04 SD Budget Adoption FY 2019-20 and Impose Tax (attached) which was seconded by Ms. Tindall. All in favor. Motion carried.

Treasurer Position: (Information) Ms. Debra Birkby indicated that there would be an opening for the Treasurer's office as she is going off of the board. Ms. Virginia Birkby suggested an examination of the officer policy to help guide the board.

Reports:

Accounts Receivable: Mr. Hill reported that receivables were in excellent condition and that we now had all district customers as performing accounts.

District Manager's Report: (attached) Mr. Tim Gardner has filed a billing relief request (attached) which was considered by the board.

Mr. Short moved that the District Manager issue a letter to Mr. Gardner indicating that there had been no change in district policy and that the prior decision stands which was seconded by Ms. Debra Birkby. All in favor. Motion carried.

Treasurer's Report: As reported with the water district.

Board Comments: Ms. Darr Tindall offered her thanks to the public for attending this evenings meeting. Mr. Short added his thanks as well.

June Agenda Items: Treasurer's position, open board positions, and easement access to the WWTP.


Public Comment: None.

The meeting was adjourned by Ms. Virginia Birkby at 8:38 pm.

Respectfully submitted,



Steve Hill

Attest 
Ms. Debra Birkby, Treasurer

**ARCH CAPE SANITARY DISTRICT
RESOLUTION 19-03 SD**

**A RESOLUTION AUTHORIZING A SOLE SOURCE CONTRACT BETWEEN
THE ARCH CAPE SANITARY DISTRICT AND KUBOTA MEMBRANE USA
FOR THE PURCHASE OF WASTEWATER TREATMENT MEMBRANES**

Whereas, the Arch Cape Sanitary District on May 3rd, 2019 published in the Daily Astorian a notification of intent to accept Kubota Membrane USA as the sole source provider for wastewater treatment filtration membranes; and

Whereas, no protests were filed with the District in the time allotted per the statute; and,

Whereas, pursuant to ORS 279B.075 it is the finding of the District that Kubota Membrane USA is the sole provider of flat plate membranes compatible with the Enviroquip Membrane Bioreactor system employed by the Arch Cape Wastewater Treatment Facility; and,

Whereas, the District has maintained replacement parts and gained experience in operation and maintenance of the Kubota flat plate membranes since construction of the treatment facility in 2009; and,

Whereas, the District has in 2013 similarly adopted the Kubota flat plate membrane as the sole source OEM equipment provider for the Enviroquip wastewater treatment system;

NOW, THEREFORE, be it resolved pursuant to ORS 279B.075 it is the finding of the ARCH CAPE SANITARY DISTRICT that for reasons of equipment compatibility, experience, and performance that Kubota Membrane USA be designated as the sole source provider for the District's procurement of flat plate membrane filters for the wastewater treatment facility.

Adopted and signed this 17th day of May, 2019.

Attest _____

Sybil

Virginia Birkby

Virginia Birkby, Vice President

ARCH CAPE SANITARY DISTRICT

RESOLUTION 19-04 SD

A RESOLUTION ESTABLISHING THE BUDGET AND IMPOSING THE TAX FOR FISCAL YEAR 2019-2020 FOR THE ARCH CAPE SANITARY DISTRICT.

IT IS HEREBY RESOLVED AND ORDERED that the Arch Cape Sanitary District Budget approved and recommended by the Budget Committee on 17 May 2019, for the fiscal year beginning July 1, 2019 in the total amount of **\$1,198,106** and for the purposes shown below are hereby appropriated as follows:

General Fund

Materials & Services	\$278,573
Capital Outlay	\$ 0
Debt Service	\$199,053
Transfer to Capital Fund	\$270,000
Contingencies	<u>\$ 40,000</u>
Total General Fund	\$787,626

Capital Fund

Capital Outlay	\$396,000
Contingencies	<u>\$ 14,480</u>
Total Capital Fund	\$410,480

Total Appropriations **\$1,198,106**

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 **\$142,000** for bonds; and that these taxes are hereby imposed and categorized for tax year 2019-20 upon the assessed value of all taxable properties within the District.

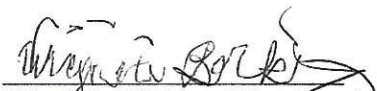
Categorizing the Tax

General Government Limitation	Excluded from Limitation
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General Government	--
Debt Service	\$142,000

The above resolution statements were approved and declared adopted on this 17th day of May 2019.

Attest 
Steve Hill, Secretary


Virginia Birkby, Vice-President

ARCH CAPE SANITARY DISTRICT

RESOLUTION 19-05 SD

A RESOLUTION SUPERSEDING RESOLUTION 16-04 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, 2019 as follows:

Customers with a ¾" or 1" service connection:

Sanitary Quarterly Base Rate	\$193.00
Sanitary Quarterly Debt Surcharge	<u>\$41.00</u>
Total Quarterly Charge	\$234.00

Adopted this 17th day of May 2019.


Virginia Birkby, Vice-President

Attest:



SANITARY:

We received 7.9" of rainfall in April, and the plant treated 3.6 Million Gallons of Influent.

On May 1st at 4:30 pm we had a power outage in AC. The Generator for the Webb Lift Station would not start after attempting to start multiple times. Matt Gardner called Cannon Beach Electric for support, but they were unable to fix the problem electrically and a vactor truck had to be called in to prevent an overflow into Arch Cape Creek.

Power was restored to town at approximately 8pm.

Petersen CAT came out to the site later in the week to diagnose/troubleshoot.

Two issues were identified. They believe the non-start problem could be fuel related. We will drain and replace the fuel as a precaution and replace the fuel filter.

The other problem we currently have is that the generator will still not start, due to 2 bad circuit control boards. The parts are on order and will be installed as soon as possible.

In the meantime, if there is a power outage we will have to rely on bypass pumping to the treatment plant again. The Webb Lift Station is an integral part of our operation. It sends all of the wastewater received from town to the wastewater treatment plant. This station is identified to be replaced in FY 2021-22.

This was Matt's first major emergency on his own, and he handled things very well.

The irrigation site was put online on May 1st. We will be sending treated effluent to the irrigation site from now until November 1st, per our NPDES permit.