

ARCH CAPE SANITARY DISTRICT MINUTES

15 February 2019

A quorum was present.

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

Water Board: Dan Seifer (non-voting)

Public: Jon Wickersham, North Coast Land Conservancy (NCLC)
Mary Olson, Community Forest Outreach Coordinator
Dale Mosby
David and Jeannie Stockton

Staff: Phil Chick, District Manager
Steve Hill, Secretary

Mr. Ron Schiffman called the meeting to order at 6:00 pm.

Public Comment: Mr. David Stockton said he was concerned with the amount of staff time spent in addressing recurring billing appeals to the board and that it was getting old after a while. Perhaps a standard process could be put in place.

Agenda: Pull Treasurers Report. Ms. Virginia Birkby moved adoption of the agenda as amended which was seconded by Ms. Tindall. All in favor. Motion carried.

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

January 18, 2019 Minutes: (Action) Mr. Short moved approval of the January 18th minutes which was seconded by Ms. Virginia Birkby. Mr. Schiffman, Ms. Virginia Birkby, Ms. Debra Birkby and Mr. Short voted yes. Ms. Tindall abstained. Motion carried.

Old Business:

Septic System Connection 79876 Hwy 101: (Information) The connection was reported as being on track for completion within the time provided.

Wastewater Plant Access Road Easement: (Information) Ms. Virginia Birkby moved that the District Manager contact counsel regarding our position which was seconded by Mr. Short. All in favor. Motion carried.

It was felt that the board needed clarification on what our rights were and what we could expect in gaining public access to the waste water treatment plant. Access to Mr. Andy Jordan's notes on this subject was raised and Mr. Chick said he would check district files. Additionally it was expressed that it would be good to have all background documentation and legal advice prior to speaking with the property owner or having a public meeting on this issue.

Board Position Filing – Number 4 & 5: (Information) No candidates were identified. Mr. Chick said that March 21st was the filing deadline. Ms. Diane Matson was suggested as a possible board member and Mr. Schiffman said he would be attending the next community club meeting taking place on Saturday February 16th to bring these open positions before the community.

Budget Committee Opening: (Information) It was reported that Ms. Cathy D'Onofrio would be renewing her term.

Natural Hazards Mitigation Plan (NHMP): (Information) With the recent government shut down an IGA hasn't been produced yet. Mr. Charles Dice representing the Falcon Cove Beach area was identified as participating with the district in developing a NHMP. June was targeted for a public meeting on the plan.

Membrane Replacement: (Information) Mr. Chick reported that the latest tests of the membranes showed signs of significant degradation being at a level C which was poor. We would need to replace them one year earlier than reflected in our current long range financial plan which identifies replacement in 2020-21. New head screens were also identified as a requirement for proper operation and to provide a higher level of protection for the anticipated new membranes at an estimated cost of \$150K. Both membrane trains would be replaced at the same time to properly balance the treatment loads. Mr. Hill indicated that both replacement membranes and screens should be combined in a single financing package. More substantive discussions are anticipated in March and April during the budget cycle.

New Business: None.

Reports:

Accounts Receivable: Mr. Hill reported that receivables were in an excellent condition.

District Manager's Report: (attached) Mr. Chick reported that he and Matt Gardner are reviewing the free EPA asset management program which produces reports on needed system maintenance and whether it is a good 'fit' for the district. Additionally he reported that Mr. Matt Gardner, the Plant Operator, has made fantastic progress in his three years with the District and that his ability to work independently without the need for direct supervision is a great asset to our operations.

Board Comments: Mr. Casey Short said he liked having the sanitary district meeting leading first at 6:00pm.

March Agenda Items: Membrane replacement, NHMP, road easement and septic system connection update.

Public Comment: None.

The meeting was adjourned by Ms. Virginia Birkby at 6:40 pm.

Respectfully submitted,



Steve Hill

Attest



Mr. Ron Schiffman, President

Manager Report February 15, 2019

SANITARY:

We received 6.8” of rain in January. The wastewater plant treated 3.8 Million Gallons of wastewater.

Staff lowered the MBR basins last week and sampled several more membranes to send to Kubota to perform additional membrane integrity testing.

Asset Management work continues. Staff has scheduled a conference call next week with Chris Balham of Oregon DEQ to have some questions answered, and gain a better understanding of exactly what the CUPPS Asset Management Plan can offer utilities.

General lift station maintenance was performed. Wet wells will be scheduled to be cleaned this summer.