



Board Meetings

ARCH CAPE WATER & SANITARY DISTRICTS
32065 E. Shingle Mill Lane, Arch Cape, OR 97102
(503) 436-2790

**THE PUBLIC IS INVITED, IF THEY WISH,
TO ATTEND IN PERSON:
THE FIRE HALL, 72979 US 101,
ARCH CAPE
BY TELEPHONE OR ZOOM LINK:**

To Join the **Zoom Video Meeting** paste the following in your browser address window:

[Board Meeting Zoom Link](#)

Call:	669-900-6833
Meeting ID:	824 5089 8403
Meeting Passcode:	None Required
Assistance:	503-812-7578
Date:	Thursday, 20 July 2023
Time:	6:00 PM for Board Meetings

The Sanitary District Board Meeting will be held first, followed by Domestic Water Supply District Meeting.

Agenda will be posted in Board Packet on the Website under “Governance – Meetings – 2023”

**ARCH CAPE SANITARY DISTRICT
BOARD OF COMMISSIONERS MEETING**

Arch Cape Fire Hall 79729 Hwy 101

Thursday July 20, 2023, 6:00 pm followed by Water District Board

<https://us02web.zoom.us/j/87369759588?pwd=RFFDRjlzdFgrZFZOaFlxNlZxSndwQT09>

Meeting ID: 873 6975 9588

Passcode: 411502

Phone Call: 1 253 205 0468 US

- | | |
|---|-------------------------|
| I. Call to Order | Darr Tindall, President |
| II. Public Comments | Darr |
| III. Agenda Approval | Darr |
| IV. Consent Agenda (Action) | |
| A. Accept June Budget and Finance reports | Darr |
| B. Authorize Payment of Accounts | Darr |
| C. Accept Correspondence Requiring No Action | Darr |
| V. Election of Officers & Check Signers (Action) | Darr |
| VI. Reports (Information) | |
| A. Accounts Receivable Report | Teri |
| B. Staff Report and Correspondence for Action | Matt |
| C. Board Members' Comments and Reports | Darr |
| VII. August Agenda Items (Action) | Darr |
| VIII. Public Comment | Darr |
| IX. Adjournment | Darr |

OATH OF OFFICE

State of Oregon)
County of Clatsop)

I, _____, on oath and depose and say: That I will obey and support the Constitution and Laws of the State of Oregon, and that I will perform the duties of Director, Position ____, Arch Cape Sanitary District, Clatsop County, Oregon, in the manner provided by law and to the best of my ability, so help me God.

Signature

Subscribed and sworn to before me this ____ day of _____, _____.

District Authority

Arch Cape Sanitary District

This POLICY 21-01 SD Board Officers replaces POLICY 13-01 SD Board Officers

Election of Officers

The Board of Directors shall elect from its membership a President, A Vice President, and a Treasurer. The Board shall also appoint a Secretary who need not be a member of the Board. The Officers shall be elected by majority of the Directors voting at said election. The election of the Officers shall be conducted during the annual organization meeting; the first regular meeting of the fiscal year when necessary.

Duties of the President

The President shall serve as the Chairperson of the Board, prepare agendas with the District Manager, preside at all meetings, guide, and facilitate the functions of the Board. Except as otherwise authorized, the President shall sign all contracts, warrants, and other instruments on behalf of the District. The President shall affix the District's seal, if available, to and attest all contracts and instruments authorized to be executed by the Board.

Duties of the Vice President

At the request of the President or in the absence of the President, the Vice President shall perform the functions of the President.

Duties of the Treasurer

The Treasurer shall keep or cause to be kept strict and accurate accounts of all money received by and disbursed for and on behalf of District in permanent records. The Treasurer and District Manager shall sign all checks unless not available for a period of five days or more; in which case signature of the Board President and the District Manager suffice. The Treasurer shall reconcile monthly account with bank statement.

Duties of the Secretary

The Secretary shall keep the records, record minutes of meetings of the Board and votes taken at such meetings shall compose a record of the proceedings of the Board and insure that the record of the meeting is filed in the District business office and shall perform all duties incident to that office.

Arch Cape Sanitary District

This POLICY 21-01 SD Board Officers replaces POLICY 13-01 SD Board Officers

Terms of Office

The term for each elected officer shall be for two [2] fiscal years or until a replacement is elected. No member of the Board of Directors may hold more than two [2] consecutive terms in the same office (for a maximum of four [4] consecutive years). The Secretary shall serve under contract as approved by the Board until succeeded by another appointed individual.

Approved by vote of the Board June 18, 2021



Darr Tindall, President



Attest Steve Hill, Secretary

July 2023 Manager Report

<p style="text-align: center;">Major Accomplishments</p> <ol style="list-style-type: none">1. Membrane repair WTP2. Metal sell off and re inventory project of parts and materials for water infrastructure (round 1 completed)3. Annual lift station “cleaning” performed.	<p style="text-align: center;">Critical Few (upcoming projects)</p> <ol style="list-style-type: none">1. Interim technology repairs WTP.2. Membrane basins deep clean (physical clean)
<p style="text-align: center;">The Unexpected</p> <ol style="list-style-type: none">1. WTP – membrane tear. Skid out of service two weeks. Matt and Logan made major repair. In service again.2. WTP – loss of internet and system controls, alarms. Have controls back but are still very “down” with the systems. No alarms yet.3. Main generator radiator (leak reported (old) never repaired.....finally blew out) emergency stop of generator. Refilled with antifreeze and leak stop as interim fix. In service for now.	<p style="text-align: center;">Other things of note</p> <ol style="list-style-type: none">1. Asbury creek intake relocation project (Board of Directors and our engineer Curt McLeod and ODOT)

Rehabilitation and Maintenance Updates

Water District	Sanitary District
<ol style="list-style-type: none"> 1. Major distribution system leak 40% water loss = REPAIRED (2023) 2. Asbury Creek well pump = ORDERED (en route) (2023) 3. Infrastructure inventory project = UNDERWAY – round 1 of ordering done and part en route. 4. Water meter replacement project = DONE (2023) 	<ol style="list-style-type: none"> 1. Alarm communication system replacement = DONE (2023) 2. Replacement of Lab critical DO Meter equipment = DONE (2023) 3. Digester blower replacement = (DONE) 2023 4. PVC membrane basin ball valve replacement project = DONE (2023) 5. Plant access road re grading and re rock = DONE (2023) 6. Membrane basin physical cleaning project = PARTS ORDERED awaiting safety parts installations.

MONTHLY LOG : ARCH CAPE WATER & SANITARY DISTRICTS

July 2023

Total Hours	116.00		51.50	64.50
Percentage Split			44%	56%
Total Accounts	641		295	346
Percentage Split			46%	54%
Show All	Day	Water	Sewer	
Show 1-15	1	1.00	1.00	
Show 16-31	2	1.00	1.00	
Show ReadMe	3	8.50	7.50	
	4	8.00	8.00	
	5	8.00	8.00	
	6	5.50	10.50	
	7	6.00	6.00	
	8	1.00	1.00	
	9	1.00	1.00	
	10	7.50	8.50	
	11	4.00	12.00	



Arch Cape Water and Sanitary Districts

32065 East Shingle Mill Lane
Arch Cape, OR 97102 • 503.436.2790

BILLING APPEAL REQUEST FORM

Billing Appeal under Water District Policy #16-06 WD / Sanitary District Policy #16-04 SD

Date 6/17/23 Account Number 3150
 Name on account Buffy & Philip Simmons
 Property Account Address: 79805 Fire Rock Rd

If different: Your Name _____ Address _____

Contact Info (phone/email) 503 440 5311

Date leak discovered / loss noticed	Date leak / loss repaired
June 2, 23	June 5, 23
Describe the water loss	Describe the repairs to your system
Water leak was from copper pipe between meter and house leaking into ground	Leak found between house and meter localized repair made
Name of person or entity discovering leak	Name of person or entity repairing leak
Matt Gardner	A + Plumbers

Amount being appealed: \$ _____ Date(s) of charges being appealed: Billing date 6/14/23

water \$2,777.90
 Sanitary \$2,759.15

Basis of appeal: Water District Dwelling Leak Policy #17-02 WD
 Water District Irrigation Leak Policy #17-01 WD
 Sanitary District Dwelling Leak Policy #17-02 SD -
 Sanitary District Irrigation Leak Policy #17-01 SD
 Other (Specify) _____

Please note that water leaked into ground and did not result in excess wastewater treatment

NOTE: Leak and Billing Appeal Policies for the Water and Sanitary Districts may be obtained at District offices and found on-line at <https://www.archcapewater.org/>

THE UNDERSIGNED HEREBY CERTIFIES:

- that I have read the District Policies above indicated and this Appeal conforms to them;
- that the contents of this Request are true and correct;
- that the customer has complied with all requirements for relief under those Policies; and
- that the attached are true and correct copies of the invoice(s) paid for repairs.

Signature: [Signature] Date: 6/17/23

BILL TO

BUFFY SIMMONS
79805 FIRE ROCK RD
ARCH CAPE OR 97102

CCB # 211826
503-468-8054
LICENSED, BONDED AND INSURED
WWW.APLUSPLUMBERS.NET
PLUMBER@APLUSPLUMBERS.NET

Phone # 503-440-5311

Service Address: 79805 Fire Rock Rd
Arch Cape OR

DESCRIPTION	AMOUNT
DESCRIPTION OF SERVICE:	280.00
- LEAK IN COPPER WATER MAIN 6/5	
+ LOCATED LEAK IN WATER MAIN (BETWEEN METER AND HOUSE) MADE LOCALIZED REPAIR	
**RECOMMEND REPLACE ENTIRE LENGTH OF WATER MAIN DUE TO CONATION OF REMAINING MATERIALS	
MATERIALS: INSTALLATION PARTS AND FIELD COSTS	98.00

THANK YOU FOR YOUR BUSINESS!

PLEASE MAIL PAYMENT TO:
A+ PLUMBERS
424 N ROOSEVELT DR
SEASIDE OR 97138

Total	\$378.00
Payments	\$0.00
Balance Due	\$378.00

From: ArchCapeOR@utilities.email
 Subject: Email Statement - Arch Cape Districts
 Date: Jun 13, 2023 at 10:51:35 AM
 To: buffy.simmons@yahoo.com

Attached is your quarterly billing statement. If you have any questions, please call us at 800-853-8802.

ARCH CAPE SANITARY DISTRICT
 32065 E SHINGLE MILL LANE
 ARCH CAPE, OR 97102
 503-436-2790

PLEASE REMIT THIS STUB WITH PAYMENT

Remember - You can now view and pay your bills online at www.ub-pay.com The Municipal Code is ArchCapeORSewer

PHILIP & BUFFY SIMMONS
 79805 FIRE ROCK ROAD
 ARCH CAPE, OR 97102

DUE DATE	ACCT NUMBER
08/16/2023	3150
BY DUE DATE	AFTER DUE DATE
\$3,036.15	\$3,091.87

AMOUNT DUE

SERVICE ADDRESS > 79805 FIRE ROCK RD Residential

KEEP THIS PORTION FOR YOUR RECORDS
ARCH CAPE SANITARY DISTRICT 32065 E SHINGLE MILL LANE
 503-436-2790 ARCH CAPE, OR 97102

ACCOUNT NUMBER		BILLING DATE
3150		06/16/2023
CURRENT	PREVIOUS	USAGE
42442	5906	36536 gal
FROM	TO	DAYS
05/01/2023	06/01/2023	31

SERVICE ADDRESS	DUE DATE
79805 FIRE ROCK RD	08/16/2023
DESCRIPTION	AMOUNT DUE
Prior Balance	264.13
Payment(s)	-264.13
Sewer	2,759.15
Quarterly Debt Surcharge	27.00
Quarterly Base Rate	250.00
Total:	3,036.15

03/31 1325g - 05/01 3553g

853-8802.

BY DUE DATE	AFTER DUE DATE
\$3,036.15	\$3,091.87

AMOUNT DUE

Account: 3150
PHILIP & BUFFY SIMMONS
 79805 FIRE ROCK ROAD
 ARCH CAPE, OR 97102

From: ArchCapeOR@utilities.email
 Subject: Email Statement - Arch Cape Districts
 Date: Jun 13, 2023 at 6:54:22 PM
 To: buffy.simmons@yahoo.com

Attached is your quarterly billing statement. If you have any questions, please call us at 800-853-8802.

ARCH CAPE WATER
 32065 E SHINGLE MILL LANE
 ARCH CAPE, OR 97102
 503-436-2790

**PLEASE REMIT THIS STUB
 WITH PAYMENT**

PHILIP & BUFFY SIMMONS
 79805 FIRE ROCK ROAD
 ARCH CAPE, OR 97102

DUE DATE	ACCT NUMBER
07/16/2023	3150
BY DUE DATE	AFTER DUE DATE
\$2,961.90	\$3,016.14

AMOUNT DUE

SERVICE ADDRESS > 79805 FIRE ROCK RD Residential

KEEP THIS PORTION FOR YOUR RECORDS

ARCH CAPE WATER 32065 E SHINGLE MILL LANE
 503-436-2790 ARCH CAPE, OR 97102

ACCOUNT NUMBER		BILLING DATE
3150		06/16/2023
CURRENT	PREVIOUS	USAGE
42442	5906	36536 gal
FROM	TO	DAYS
05/01/2023	06/01/2023	31

SERVICE ADDRESS	DUE DATE
79805 FIRE ROCK RD	07/16/2023
DESCRIPTION	AMOUNT DUE
Prior Balance	175.25
Payment(s)	-175.25
Water	2,777.90
Debt Surcharge	17.00
3/4" Service	167.00
Total:	2,961.90

03/31 1325g - 05/01 3553g

353-8802.

BY DUE DATE	AFTER DUE DATE
\$2,961.90	\$3,016.14

AMOUNT DUE

Account: 3150
PHILIP & BUFFY SIMMONS
 79805 FIRE ROCK ROAD
 ARCH CAPE, OR 97102