

ARCH CAPE SANITARY DISTRICT DRAFT MINUTES

16 September 2016

A quorum was present.

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

Public: Peter Brevig
Anne Dudley
David & Jeannie Stockton

Staff: Phil Chick, District Manager
Steve Hill, Secretary

Ms. Darr Tindall called the meeting to order at 6:33 pm.

Public Comment: None.

Agenda: Mr. Short moved adoption of the agenda which was seconded by Ms. Debra Birkby. All in favor (AIF).

Consent Agenda: Pull minutes and financial report. Ms. Tindall moved acceptance of the consent agenda as amended which was seconded by Mr. Short. AIF.

Old Business:

Brevig Account: Ms. Debra Birkby moved that the Brevig's not be charged excess usage on the upper two tiers which was seconded by Mr. Short. AIF.

Excess Usage Sanitary Charges: Continuing discussions were set for a joint work session from 4:00 – 6:00pm October 21, 2016.

Temporary Structures Resolved: Mr. Chick said that the portable toilets had been removed and that interest had been expressed in Bancrofting the needed SDC's for the property. Ms. Eileen Eakins had been contacted and advised Mr. Chick that this was more of a DEQ issue and was in their hands. The question was asked on whether portable toilets were allowed on properties and answered that they could be there for thirty (30) with a temporary structure.

New Business:

District Connection Requirements - Resolution 04-6SD & 2007 Ordinance: Mr. Chick reported that one property was still on a septic system within the district. He also indicated that there was a discrepancy between the ninety (90) day period referenced in the 2007

ordinance for hooking up to the district versus the eighteen month period given in the 2004 resolution. It was felt that the later ordinance would have superseded the resolution but that a new time period could be established by the Board in a newly adopted ordinance.

Ms. Debra Birkby moved that a requirement to hook up to the district in one hundred and eighty (180) days be established which was seconded by Mr. Short. AIF. Mr. Chick and Ms. Tindall will draft an Ordinance to that effect for consideration by the Board.

Bancroft Financing: A general discussion ensued regarding different approaches to providing financing to property owners for SDC charges including through the tax assessors office and a payment plan with the district protected by a lien on the property. Ms. Debra Birkby will do additional research on this issue.

Best Practices Checklist: The district's checklist will be processed on the same time line as the water district.

Hook-Up and SDC Status: This issue will also be treated in the same manner as the water district.

August 19 Minutes: It was proposed that the wording on the second page in the "Temporary Structures within the District: " section which currently reflects, " Mr. Chick said he would contact legal counsel for advice as well as Bob Cerelli on behalf of the Board to let him know ..." be changed to " Mr. Chick said he would contact legal counsel for advice as well as the property owners on behalf of the Board to let them know ...". Mr. Short moved adoption of the minutes as amended which was seconded by Ms. Debra Birkby. AIF.

August Financial Reports: The question was raised as to why September disbursements were showing in the August payments report and answered that the report reflected the two month time period reflecting district disbursements following the notice given the Board of payments made in the prior monthly meeting.

Reports:

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

District Manager's Report: (attached)

Treasurer's Report: The district has \$126,595 in their Columbia Bank account and the LGIP account was reported at \$242,221.

Board Comments: Ms. Debra Birkby thanked the public audience for their patience.

October Agenda Items: Ethics, Bancroft, septic letter follow up, SDAO best practices, appeals policy for sanitary excess charges.

Public Comment: Mr. Peter Brevig thanked the Board for their consideration regarding their excess usage charges. Mr. David Stockton suggested that the Board consider collecting the SDC fees at the time construction financing closes for a property under development.

The meeting was adjourned by Ms. Tindall at 7:35 pm.

Respectfully submitted,

Steve Hill

Attest _____
Ms. Darr Tindall, President

Managers Report September 16, 2016

SANITARY:

Plant Operator, Matt Gardner, participated in a four day OAWU short school in Seaside earlier this month. He has nearly completed his “book training” for wastewater treatment, and will be focusing his studies on Collections next. He is putting in an excellent effort and is very disciplined in his training.

Weather permitting, we will be draining and inspecting/cleaning the MBR basins in the next few weeks.