

ARCH CAPE SANITARY DISTRICT
BOARD OF DIRECTORS MEETING
Arch Cape Fire Hall 79729 Hwy 101
Thursday November 17th, 2022
6PM

To Join Meeting by Video Link:
<https://us02web.zoom.us/j/82450898403>

Join by Telephone: 1-669-900-6833

Meeting ID: 824 5089 8403

- | | |
|--|----------------------------------|
| I. Call to Order | Darr Tindall, President |
| II. Public Comments | Darr |
| III. Agenda Approval | Darr |
| IV. Consent Agenda (Action) | Darr |
| A. Approve Minutes – October 20th Regular Meeting | |
| B. Authorize Payment of Accounts | |
| D. Accept Correspondence Requiring No Action | |
| V. Old Business | |
| A. Oath of Office, Steve Hill Position 4 (Action) | Darr |
| B. Wastewater Facilities Plan (Information) | Curt McLeod, Curran-McLeod Inc |
| C. UBMax Billing System (Information) | Teri Fladstol, Jigsaw Consulting |
| D. October Budget and Finance Reports (Action) | Teri |
| VI. New Business | |
| A. Public Records Policy Procedure (Action) | Darr |
| B. Community Club Emergency Preparedness Grant Sponsorship (Information/Action) | Phil Chick |
| C. PFAS Cost Recovery Program – National Rural Water Association (Action) | Darr |
| D. Digester Blower Purchase (Action) | Phil |
| VII. Reports (Information) | |
| A. Accounts Receivable Report | Teri Fladstol, Jigsaw Consulting |
| B. District Manager’s Report and Correspondence for Action | Phil Chick |
| C. Board Members’ Comments and Reports | Darr |
| VIII. December Agenda Items (Information) | Darr |
| IX. Public Comments | Darr |
| XI. Adjourn | Darr |

Arch Cape Sanitary District Board Meeting Minutes

October 20, 2022

Pursuant to notice posted, a regular meeting Board of Directors was held at the Arch Cape Fire Hall in Arch Cape, Oregon.

Present: Darr Tindall, President, Debra Birkby, Vice President, Director Jay Blake; Director Heather Newman
Staff: Teri Fladstol, Administrative Assistant, Phil Chick, District Manager.

Call to Order at 8:02 and opening of Public Comments by Darr Tindall - No comments made.

Agenda Approval – Motion made by Debra Birkby to accept the agenda as presented; Second by Jay Blake, Motion Carried.

Consent Agenda - Motion made by Jay Blake; Second by Debra Birkby, Motion Carried.

Old Business:

No new information on Facilities plan.

Board Position 4 application from Steve Hill. Darr Tindall expressed concern over past employee and a transition time; SDAO stated that was not necessary Motion by Jay Blake to accept Steve Hill as Board Position 4 through June 2023; Second by Heather Newman. Motion Carried.

UBMax – no additional comments/discussion from report given at Water Board Meeting.

New Business:

SDAO Best Practices Program be processed as recommended.

Check Signers need to be updated, Jay Blake and the Chairs will need to update records at Columbia Bank. Staff gave directions on the process. Motion made by Heather Newman to authorize the President, Darr Tindall and Treasurer, Jay Blake along with District Manager, Phil Chick be updated on the account, Second by Debra Birkby. Motion Carried.

Account Receivable Report – Teri Fladstol, Jigsaw Consulting Services up-to-date and new quarterly payments coming in.

District Manager Report – report included in packet; Staff is starting the process of addressing the requirements from our 5-year USDA Compliance Review on Civil Rights & Accessibility. We need to update our ADA spot up to standard and a profile of the ethnic racial background of Arch Cape and communication access.

November Agenda Items – Facilities Plan

Public Comment – No Public Comment

There being no further business, Motion by Jay Blake to adjourn the meeting. Second by Debra Birkby, Motion Carried. Meeting adjourned at 8:17 pm.

Respectfully Submitted

Attest:

Teri Fladstol, Secretary

Darr Tindall, President

ARCH CAPE SANITARY DISTRICT - October 2022

Type	Num	Date	Name	Account	Paid Amount
Check	8606	10/6/2022	Arch Cape	IGA	(\$7,198.05)
Check	8607	10/13/2022	Les Schwab	Vehicle	(\$24.98)
Check	EFT	10/19/2022	Grainger	Maint	(\$24.52)
Check	8608	10/20/2022	Cascade Cc	Chemicals	(\$2,412.86)
Check	8609	10/20/2022	Oregon Go	Dues - Tax	(\$439.06)
Check	8610	10/20/2022	Curran-Mc	Profession	(\$495.00)
Check	8611	10/20/2022	USA BlueB	Maint	(\$87.25)
Check	EFT	10/22/2022	Microsoft	Dues - Tax	(\$8.25)
Check	EFT	10/23/2022	Google	Maint	(\$1.99)
					(\$10,691.96)

11-7-22

Dear Arch Cape Water & Sanitary Boards:

Dale Mosby and I met with Phil Chick this past Friday and discussed how the Community Club plans to obtain grant funds via the Federal government and its Department of Homeland Security (DHS) to help Arch Cape and Falcon Cove prepare for emergencies.

We have a recent history of doing this successfully for another group Dale and I belong to. Our partner at the county on this project , Tiffany Brown, the emergency manager, let us know that the Arch Cape Water and Sanitary board is an already authorized party to receive such funds on behalf of our task.

We would do all the grant writing, all we would need to submit the application is approval and signature by the Board(s) and the funds would move through the Water or Sanitary entities. Recently, we have informed Arch Cape (& Falcon Cove) of this. Our goal is to have AC FC prepared and to help protect our citizens the same way Cannon Beach has spent money over the past few years to obtain this goal. You may know that heretofore, little has happened here toward that goal. In a phrase, We want to Save Lives.

Since the county will not help directly, we want to take advantage of grant funding. This will not cost the Water or Sanitary Boards or their customers one cent, it is simply a pass through. We are simply taking advantage of the only government-recognized entity Arch Cape has to receive such funds.

Happy to provide more detail, and look forward to your concurring on our technique to gather monies for preparedness.

Richard Henry & Dale Mosby
Arch Cape



AERZEN

Compressed air, gas
and vacuum solutions

Arch Cape Sanitary District
Att.: Phil Chick
32065 E Shingle Mill Ln
ARCH CAPE, OR 97102

Aerzen USA Corporation
108 Independence Way
Coatesville, PA 19320-1653
USA

order-usa@aerzen.com
www.aerzenusa.com
Phone: 610-380-0244



Quotation

Quote no. SEQ-22-005051/ 0
Date: 07/11/22
Quote Expiration date: 07/12/22
Salesperson: Tom McCurdy

Payment Terms: Net 30 days

Your account no.: 21-01574
Phone number: +15064360748
E-Mail: chickp1@gmail.com

Serial No. 916333 Service Items SEI-003679
Item No.: 21-G5-010-080, GM 10 S Package, Delta Blower, G5

Pos.	Item No. Description	Quantity	Unit of M.	Unit Price USD	Line Amount USD
	032794000 GM 10 S	1	each	9,319.05	9,319.05
	159873000 Gasket	1	each	19.12	19.12
	21-001385 Gasket Maker	1	each	29.93	29.93
	RE-000026 Freight	1	HOUR	208.00	208.00

Total USD Excl. TAX	9,576.10
Tax Amount USD	0.00
Total USD Incl. TAX	9,576.10

Ship-to Address:
Arch Cape Sanitary District
Phil Chick
32065 E Shingle Mill Ln
ARCH CAPE, OR 97102

Bank	USD Payments - ACH/Wire	USD Payments - Lockbox	EUR Payments - Wire
Routing	JP Morgan Chase	Aerzen USA Corp	Commerzbank AG
Account No	021000021	PO Box 21920	Intermediary Bank: COBADEFF
SWIFT	350056393	New York, NY 10087-1920	150113606800EUR
Remittance email	CHASUS33	USA	COBAUS3X
	remittance-usa@aerzen.com		remittance-usa@aerzen.com



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Compressed air, gas
and vacuum solutions

Quote no. SEQ-22-005051/ 0

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For questions on this order, please contact your Regional Service Coordinator.

Best regards,

Aerzen USA Corporation

Bank	USD Payments - ACH/Wire	USD Payments - Lockbox	EUR Payments - Wire
Routing	JP Morgan Chase	Aerzen USA Corp	Commerzbank AG
Account No	021000021	PO Box 21920	Intermediary Bank: COBADEFF
SWIFT	350056393	New York, NY 10087-1920	150113606800EUR
Remittance email	CHASUS33	USA	COBAUS3X
	remittance-usa@aerzen.com		remittance-usa@aerzen.com

Arch Cape Sanitary District
Policy 22-01
PUBLIC RECORDS POLICY

Compliance: The District shall fully comply with the Oregon Public Records Law, ORS 192.410 192.505 Specificity of Request: In order to facilitate the public's access to records in the District's possession, and to avoid unnecessary expenditure of staff time, persons requesting in writing access to public records for inspection or copying, or who submit written requests for copies of public records, shall specify the records requested with particularity, furnishing the dates, subject matter and such other detail as may be necessary to enable District personnel to readily locate the records sought. All requests for public records must be submitted on the District's Public Records Request Report Form. The form is available at the District office and on the District website: <https://www.archcapewater.org/public-information-requests> The request may be submitted in person, by mail, or by e-mail.

Acknowledgement of Request: Within five business days after receipt of such written request, the District will either:

Complete the request by: Providing access to or copies of all non-exempt requested records, and asserting any exemptions to disclosure having separated exempt material from non-exempt material and telling the requester of appeal rights regarding any exemption asserted; or

Providing a written statement: That the District is not the custodian of the record; or
That federal or state law prohibits the District from acknowledging whether any requested record exists.

Acknowledge the request by: Confirming that the District is the custodian of the requested record; in which case the District will complete the request within an additional ten business days or provide a written statement that the District is still processing the request and providing a reasonable estimated completion date; or

Informing the requester that the District is not the custodian; or

Notifying the requester that the District is unsure whether it is the custodian of the record.

The time periods herein provided will be extended correspondingly when the District tells the requester a fee is due and until the fee is paid or waived, and when the District requests additional information or clarification for the purpose of expediting its response and until the requestor provides this information or affirmatively declines to provide it.

The time periods herein provided do not apply if: (1) necessary staff to complete the request is not available, (2) processing the request would impede other necessary services or (3) the volume of requests is too large; however, the District will acknowledge and complete the request as soon as practicable and without unreasonable delay.

The District will close the request after 60 days if the requester fails to pay fees due or fails to respond to a request for information or clarification.

Access: The District shall permit inspection and examination of its nonexempt public records during regular business hours in the District's offices, or such other locations as the District Manager may reasonably designate from time to time. Copies of nonexempt public records maintained in machine readable or electronic form shall be furnished, if available, in the form requested. If not available in the form requested, such records shall be made available in the form in which they are maintained. ORS 192.440 (2).

Fees for Public Records: Fees must be limited to no more than \$25.00 unless the requestor is provided with a written notification of the estimated amount of the fee and the requestor confirms that he/she wants the public body to proceed. In order to recover its costs for responding to public records requests, the following fee schedule is adopted by the District:



Arch Cape Water and Sanitary Districts

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

Making a Public Records Request

A request for public records that are in the custody of the Arch Cape Water and Sanitary Districts may be made by submitting a written request to:

District Manager
32065 East Shingle Mill Ln.
Arch Cape, OR 97102

Telephone: 503-436-2790
Email: philchickacutil@gmail.com

The request may be submitted in person, by mail, or by e-mail. All requests for public records must be submitted on the District's Public Records Request Report Form. The form is available at the District office and on the District website: <https://www.archcapewater.org/public-information-requests>

The request must include:

- The name and contact information of the person requesting the public record.
- A sufficiently detailed description of the record(s) requested to allow staff to search for and identify responsive records.
- The date of the request.
- The signature of the person requesting the public record indicating financial responsibility, if any.
- Indication of whether the requestor wishes to inspect the public record(s) at the District Office or receive a copy or copies of the public records(s).

CALCULATION OF FEES:

The Arch Cape Water and Sanitary Districts calculate fees for responding to public records requests in the following manner:

- Labor Costs: If a request for records requires District personnel to spend more than 15 minutes searching or reviewing records prior to their review or release for copying, the minimum fee shall be \$50.00 per hour and additional charges shall be in ¼ hour increments.
- The District shall estimate the total amount of time required to respond to the records request, and the person making the request shall make payment for the estimated cost of the search and copying records in advance.
- Actual attorney fees charged to the Arch Cape Water and Sanitary Districts for the cost of time spent by an attorney in reviewing the public records, redacting material from the public records or segregating the public records into exempt and nonexempt records, to include Land Use Attorney or other specialist.
- \$0.25 per page for b/w photocopies / \$0.50 per page if duplexed
- \$0.50 per page for color photocopies / \$1.00 per page if duplexed
- \$1.00 per page for 11x17 (single sided only)
- The actual cost of delivery of records, such as postage or courier fees.
- Please refer to Policy 18-02 SD and 18-02 WD for all other records request procedures at: <https://www.archcapewater.org>.

Public Records Request Form

Notice: This form is used to process public record requests in accordance with the Oregon Public Records Law (ORS Chapter 192). Arch Cape Water & Sanitary District fees are listed at the bottom of this form. Prepayment is required for requests requiring more than 15 minutes of staff time.

Your signature below acknowledges that you have read, understand and accept financial responsibility for the fees associated with this public records request.

Signature: _____ Date: _____

Name of Requestor: _____ Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone Number: _____ Fax Number: _____

Email: _____

Description of records requested (please be as specific as possible, use additional sheets of paper if necessary):

I wish to arrange an opportunity to personally inspect the requested records.

I wish to receive copies of the requested records via:

Will pick up
 Postal Delivery
 Email

FEES:

Staff Charges:	Current Rate (first 15 minutes free)
Photo Copies b/w:	\$0.25 per page (8 ½ x11, 8 ½ x 14, 11 x17)
Photo Copies b/w duplex:	\$0.50 per page (8 ½ x11, 8 ½ x 14, 11 x17)
Photo Copies color:	\$0.50 per page (8 ½ x11, 8 ½ x 14, 11 x17)
Photo Copies color duplex:	\$1.00 per page (8 ½ x11, 8 ½ x 14, 11 x17)
Shipping, Postage or Courier Fees	Actual Cost of Service

Staff Use Only:

Date Received: _____ Actioned by: _____ Date Completed: _____

Staff Comments: _____

PRR Number: _____

Copies of Public Records; Certified Copies: Copies of public records shall be twenty-five cents per copy (\$0.25) for standard, letter size copies. Copies shall be certified for an additional charge of ten dollars (\$10.00).

Copies of Sound Recordings: Copies of sound recordings of meetings shall be ten dollars (\$10.00) per copy.

Copies of Maps and Other Nonstandard Documents: Charges for copying maps or other nonstandard size documents shall be charged in accordance with the actual costs incurred by the District.

Research Fees: If a request for records requires District personnel to spend more than 15 minutes searching or reviewing records prior to their review or release for copying, the minimum fee shall be \$50.00 per hour and additional charges shall be in ¼ hour increments. The District shall estimate the total amount of time required to respond to the records request, and the person making the request shall make payment for the estimated cost of the search and copying of the records in advance. If the actual time and costs are less than estimated, the excess money shall be refunded to the person requesting the records. If the actual costs and time are in excess of the estimated time, the difference shall be paid by the person requesting the records at the time the records are produced.

Additional Charges: If a request is of such magnitude and nature that compliance would disrupt the District's normal operation, the District may impose such additional charges as are necessary to reimburse the District for its actual costs of producing the records.

Reduced Fee or Free Copies: Whenever it determines that furnishing copies of public records in its possession at a reduced fee or without costs would be in the public interest, the Board or District Manager may so authorize. ORS 192.440(4).

Authorization Required for Removal of Original Records: At no time shall an original record of the District be removed from the District's files or the place at which the record is regularly maintained, except upon authorization of the Board of Directors or the District Manager.

On-Site Review of Original Records: If a request to review original records is made, the District shall permit such a review provided that search fees are paid in advance in accordance with the Fees for Public Records section, above. A representative shall be present at any time original records are reviewed, and the charges for standing by while the records are reviewed shall be the same as the charges for searching or reviewing records.

Unauthorized Alteration, Removal, or Destruction of Records: If any person attempts to alter, remove or destroy any District record, the District representative shall immediately terminate such person's review, and notify the attorney for the District.

WATER DISTRICT:

The Water plant distributed 1.7 million gallons to town in October.

I participated in a source water protection workshop in Newport last month. The workshop was put on by Oregon DEQ, Oregon Heath Authority, and the EPA. One entire day was devoted to how water providers can increase water resiliency through land conservation and acquisition, and highlighted the benefits that partnerships between land trusts and water providers can bring to communities. Many of our partner organizations were at the conference, and Ben Dair and I spoke about the Arch Cape Forest project as it relates to drinking water protection.

I've said it before, and will again: This District was far ahead of the curve in what it set out to do several years ago. We will be hearing more about these kinds of projects in the future, and our state water agencies are very interested in contributing to the success of them.

The Asbury Creek intake has been winterized, and we have switched to the Shark Creek intake for the season.

Annual Water Testing samples have been submitted to the lab.

Our new water meters will be shipping to us very soon. Staff will begin the installation process this winter, and hopefully have the new Kamstrup AMR system online by spring.

MONTHLY LOG : ARCH CAPE WATER & SANITARY DISTRICTS

		October	2022
Total Hours	336.00	148.75	187.25
Percentage Split		44%	56%
Total Accounts	641	295	346
Percentage Split		46%	54%

SANITARY DISTRICT:

We received 4.7" of rainfall in October and the plant received 2 million gallons of influent.

Biosolids work was completed this month. This was the last time for the season that we will use the drying beds, as Seaside will be processing the District's biosolids for the winter season.

Membranes were cleaned, all generators have been serviced, and the irrigation site is winterized.

We will be needing to upgrade our modem that we use with our SCADA system. This will also require upgrading the current version of alarm software that we use, called WINN-911. I have asked Industrial Systems to prepare an estimate for new alarm software that they have had success with, called TopVue. Unfortunately, chasing new versions of software is something we have to do. We will try to find a brand that is more customer-friendly to this.