

ARCH CAPE SANITARY DISTRICT MINUTES

19 October 2018

A quorum was present.

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

Excused Absent: Casey Short

Public: David and Jeannie Stockton

Staff: Phil Chick, District Manager
Steve Hill, Secretary

Mr. Ron Schiffman called the meeting to order at 7:08 pm.

Public Comment: None.

Agenda: Ms. Virginia Birkby moved acceptance of the agenda which was seconded by Ms. Tindall. All in favor. Motion carried.

Consent Agenda: Ms. Tindall moved acceptance of the consent agenda which was seconded by Ms. Debra Birkby. All in favor. Motion carried.

Old Business:

Sewer Ordinance 18-01 SD – 2nd Reading: (Action) Mr. Hill read ORD 18-01 SD Sewer Connections into the record by title.

Public Hearing: A public hearing regarding Ordinance 18-01 SD was opened at 7:11pm by Mr. Ron Schiffman. Hearing no comments or questions the hearing was closed at 7:12pm.

Ms. Debra Birkby moved adoption of ORD 18-01 SD Sewer Connections which was seconded by Ms. Tindall. All in favor. Motion carried.

Asbury Creek SCADA System: (Information) Signs have been posted at the North End and Asbury Creek Lift Stations, alerting people to call 436-2790 if the red light is flashing at the station. Mr. Chick asked that in the next fiscal year a SCADA alert system be installed which would provide an automated system alert to the district. Estimated cost for each station including installation was \$2.4K.

Wastewater Plant Access Road Easement: (Information) Mr. Chick said he had attempted to call the plant's neighbors without any response. He further reported that he felt the public was ill at ease with the present 'attack dog' sign posted at the entrance to the plant access road off of East Shingle Mill Lane. He indicated that he would settle this amicably as neighbors and attempt to contact the property owner again with a possible letter to follow asking for a discussion of the issues surrounding road access. Ms. Jeannie Stockton suggested that the respective liability involved with road access be researched.

Webb Lift Station: (Information) Mr. Hill presented some of the financing options available (attached) to fund the eventual lift station upgrade to be reflected in an upgraded long range financial plan advancing this work to the 2021-22 fiscal year from 2024-25 Mr. Stockton said that SDC's would have to be recalculated to reflect the expense of the lift station upgrade to be paid by subsequent developers. Mr Chick reported that the Sally's Alley Generator's transfer switch was not working, and that Cannon Beach Electric was trying to track down the needed part for repair.

New Business:

Billing Appeal Request for 79905 Greenleaf: (Action) Ms. Virginia Birkby moved to deny the requested billing relief which was seconded by Ms. Tindall. Following a general discussion, Ms. Virginia Birkby withdrew her motion and asked Mr. Hill to provide the board a review of past decisions and along with a staff recommendation.

Building Preventive Maintenance Policy: (Action) Ms. Debra Birkby moved adoption of Policy 18-01 WD as amended in the water district meeting which was seconded by Ms. Tindall. All in favor. Motion carried.

Reports:

Accounts Receivable: Mr. Hill reported some movement with an abandoned property in the district and said he would provide an update in the next meeting. Otherwise receivables were reported to be in very good condition.

District Manager's Report: (attached)

Treasurer's Report: Ms. Debra Birkby reported all accounts to have been balanced. We have a checking account balance with Columbia Bank of \$131,925 and with the local investment pool at \$337,207.

Board Comments: Ms. Virginia Birkby suggested some language be drafted concerning access to the plant which reflected the sense of the board.

November Agenda Items: WWTP access issue, and Webb station repair options.

Public Comment: Mr. Stockton said that until users suffered financially from excess water usage that it would continue in the district.


The meeting was adjourned by Mr. Ron Schiffman at 8:10 pm.

Respectfully submitted,



Steve Hill

Attest



Mr. Ron Schiffman, President

Webb Lift Station Upgrade

Anticipated project date moved forward from 2024-25 to 2021-22

Estimated project expense : \$ 150,000

Financed by:

1 One time assessment over 340 SD Accounts \$ 441.18

2 Through quarterly billings over ten (10) quarters rate increase per quarter \$ 44.00

Present SD Qtrly Rate \$ 215.00
Adjusted SD Rate \$ 259.00

3 Through an IFA/Bus Oregon Loan

at 1% over twenty (20) years Adj SD Rate \$ 221.00
Annual Debt Service \$ 8,312 Total Int Exp \$ 16,246

at 2% over twenty (20) years Adj SD Rate \$ 222.00
Annual Debt Service \$ 9,174 Total Int Exp \$ 33,470

at 3% over twenty (20) years Adj SD Rate \$ 222.00
Annual Debt Service \$ 10,082 Total Int Exp \$ 51,647

at 4% over twenty (20) years Adj SD Rate \$ 223.00
Annual Debt Service \$ 11,037 Total Int Exp \$ 70,745

3 1/2 Through an IFA/Bus Oregon Loan & 1/2 from rates at 4% over twenty (20) years \$ 240.00

Appeal Request Form

Arch Cape Water and Sanitary Districts
32065 East Shingle Mill Lane
Arch Cape, OR 97102
503-436-2790

NOTE: Dwelling Leak, Irrigation Leak, and Billing Appeal Policies for the Water and Sanitary Districts may be found at www.archcape.com 'Utility Districts' page

Name: RAND & TERESA DUFKA

Mailing Address: 79905 ANVIL ROCK Rd.

Property Address: " "


Contact Info (phone/email) 503-436-0329

Date(s) of charge you are appealing: June, July, August 2018

Please describe in detail the reason for your appeal:

We watered in new landscape materials and garden this year and received a massive water bill (ten times the amount) and its subsequent sewer bill (also ten times the amount) and are asking for forgiveness for the overcharge on the sewer side of the bill, since the water was used on the landscape. We ask the district to average our past three years summer seasons, as the landscape watering was our only change in usage.

REMINDER: Please Attach Supporting Documents (plumbing repair receipts, etc.)

Signature:  Date: 10/15/18

Juan M Dufka 10.15.18

Rand Dufka 79905 Anvil Rock Rd

Water Usage : Gallons

2017 Oct	2017 Nov	2017 Dec	2018 Jan	2018 Feb	2018 Mar	2018 Apr	2018 May	2018 Jun	2018 Jul	2018 Aug	2018 Sep
7,940	6,390	7,690	6,470	5,070	9,230	7,160	10,850	19,390	28,650	16,270	8,610
2016 Oct	2016 Nov	2016 Dec	2017 Jan	2017 Feb	2017 Mar	2017 Apr	2017 May	2017 Jun	2017 Jul	2017 Aug	2017 Sep
7,900	7,900	9,180	7,990	7,780	12,330	9,010	8,850	8,440	13,260	13,490	9,970
2015 Oct	2015 Nov	2015 Dec	2016 Jan	2016 Feb	2016 Mar	2016 Apr	2016 May	2016 Jun	2016 Jul	2016 Aug	2016 Sep
6,480	6,270	5,400	6,510	4,930	6,800	8,080	8,110	6,510	9,010	7,320	11,500

Arch Cape Sanitary District

Policy 18-01 SD

Building Preventative Maintenance Policy

Purpose

To define clear expectations for the preventative maintenance of district buildings. This policy will include critical areas to be inspected and a schedule of when to conduct these inspections. The district will decide who will conduct these inspections and provide training as necessary.

Schedule

District buildings will be inspected throughout the year that will include daily, monthly quarterly and during inclement weather.

Daily – Daily inspections should be conducted by all employees. These inspections will be done visually. The visual inspections are simply taking notice of something that does not look correct and making sure to report it.

Monthly – Monthly inspections will be conducted by maintenance personnel. This inspection should be comprehensive and documented. The district will provide a checklist of items that should be viewed. Any recommendations will be made to the District Manager.

Quarterly – The safety committee will conduct quarterly inspections of the buildings per OR-OSHA Rule 437-001-0765 (7). Once they have completed their inspections, these should be compared to the monthly inspections. Any recommendations will be made to the District Manager.

Inclement Weather – When the district is aware of a forecasted storm, the maintenance staff will conduct a preventative inspection to make sure the facilities are ready. Once the storm has passed, the maintenance staff will conduct another inspection to identify any damage or repairs that need to be made. Any recommendations for repairs will be made to the District Manager.

Building Maintenance

The following areas should be looked at during the documented inspections:

Outdoors

- Roof
- Gutters/Scuppers
- Downspouts - direct water away from the building
- Doors/Seals/Caulking
- Exterior Wall conditions/Holes/Paint/Siding
- Exterior Lighting/Cameras
- Parking Lots/Light Poles
- Emergency Backup Generators
- Vegetation trimmed away from buildings

- Foundation
- Combustibles away from buildings
- Exposed Piping

Indoors

- Emergency Lighting
- HVAC System/Filters/Batteries in Thermostats
- Water Intrusion/Moisture Issues
- Storage Areas
- Interior Wall Conditions
- Electrical Panels
- Attics

Training

The district will conduct annual training for staff that includes refreshing staff of items to be viewed or any new buildings or conditions they should be aware of. Refresher training should occur if a property claim is filed.

Property Maintenance Checklist

Date of Inspection: _____ **Inspected by:** _____

General:	OK	FIX	N/A	Comments
Emergency Procedures available				
SDS binders are up to date and available				
Map for emergency shut off locations for water, gas, etc. is posted				
All fire extinguisher inspected and serviced				
Fire alarm, smoke detectors, etc. have been tested				
Boiler, elevator, alarm permits are current and posted				
Back flow inspections are current				
Lock out tag out devices are onsite				
Emergency contact numbers posted				
First aid kits are available and properly stocked				
Personal protection equipment is available				

Custodial:	OK	FIX	N/A	Comments
Hand trucks, chair dolly's available/good condition				
Ladders are in good condition and secured				
Flammable products are stored in fireproof cabinets				
Hand tools and power tools are in good condition				
Appropriate container is available for oily rags				
Clean and dirty rags are clearly marked				
Wet floor signs are available				
Secondary containers are properly labeled				

Parking lots, grounds and athletic fields:	OK	FIX	N/A	Comments
Sidewalks and parking lots free of trip hazards				
Parking lot surfaces are adequate				
Parking lot light timers are adjusted properly				
All exterior signage is in good condition				
Security cameras cleaned, adjusted and operating				
All exterior lighting in working condition				
Bushes/trees have been trimmed away from facilities and exterior lighting				

Roofs:	OK	FIX	N/A	Comments/WO
Check roof for damage				
Roof drains, down spouts are clear of debris				

Moss problems have been treated				
Roof access ladders are securely mounted				

Offices	OK	FIX	N/A	Comments
All spaces are adequately lit and in good repair				
Power strips are UL listed and in good repair				
Electrical outlets within 4' of sinks are GFCI protected				
Extension cords are only used for temporary use				
Cords have been checked for grounding plugs				
Portable heaters have tip over switches and are not near flammable products				
Overhead storage is secured and stable				

Restrooms:	OK	FIX	N/A	Comments
Flooring is in good condition and clean				
All plumbing fixtures are in good condition				

Storage, mechanical, boiler rooms:	OK	FIX	N/A	Comments
Insulation material around piping is in good condition				
Electrical panels are accessible				
All electrical junction boxes have covers				
Water heaters are accessible				
Pressure release valve on water heaters works				
Filters have replaced in HVAC equipment				
Roof hatches work and can be secured				

Inclement weather preparation:	OK	FIX	N/A	Comments
Ice melt and snow removal equipment is available				
Check with Operations if HVAC system is set for cold weather conditions				
Shut off water to unheated out buildings				
Remove all exterior hoses from hose bibs				
Roof drains and storm drains are clear				

Manager Report October 19th, 2018

SANITARY:

The plant received 1.6 MG of influent in September

Membrane Basin draining, cleaning, and inspection was recently completed the week of 10/15. Several membranes will be sent to Kubota for an evaluation.

Biosolids work has been completed