

ARCH CAPE SANITARY DISTRICT MINUTES

18 October 2019

A quorum was present.

Sanitary Board: Darr Tindall, Vice President
Chris Anderson
Carl Matson
Bill Campbell

Water Board: Debra Birkby (non-voting), Sanitary District Treasurer
Linda Murray (non-voting)

Public: David Stockton
Jeannie Stockton

Staff: Phil Chick, District Manager
Steve Hill, Secretary

Ms. Darr Tindall called the meeting to order at 7:24 pm.

Public Comment: None.

Agenda: Mr. Campbell moved acceptance of the agenda with the addition of consideration for Mr. Coats billing relief request in new business which was seconded by Mr. Anderson. All in favor. Motion carried.

President Vacancy: (Action) Ms Tindall reported that she will take on the role of President, since being the Vice-President. Mr. Anderson moved acceptance of this, seconded by Mr. Campbell. All in Favor. Motion carried.

Consent Agenda: Mr. Anderson moved acceptance of the consent agenda which was seconded by Mr. Matson. All in favor. Motion carried.

Old Business:

Resolution 19-07 SD Membrane Install Competitive Bid Exemption: (Action) Ms. Tindall reported that the District had advertised in the Daily Journal of Commerce its intention to exempt the membrane install project from competitive bidding and that no protests were filed in the required time period. Mr. Campbell moved to adopt Resolution 19-07, which was seconded by Mr. Matson. All in Favor. Motion carried.

SCADA System Update: (Information) Mr. Chick reported that the wastewater plant SCADA system upgrade was completed by Industrial Systems this past week and was very successful. Industrial Systems did a great job, with only minor bugs to work out over the course of the week.

Website: (Information) As discussed in the water district meeting.

Natural Hazard Mitigation Plan (NHMP): (Information) Mr. Campbell indicated there was no update to the NHMP.

Wastewater Plant Access Road Easement: (Information / Action)

The Board entered into Executive Session to conduct deliberations with persons designated to negotiate real property transactions provided for by ORS 192.660 (2)(e) and to consider information or records that are exempt from disclosure by law, including written attorney advice provided for by ORS 192.660 (2)(f) at 7:30pm and ended executive session at 7:58pm

The meeting was reconvened at 8:00pm

Upcoming Arch Cape Forest Meetings – Nov 7th & Nov 14th: (Information) Mr. Chick said that at the November 7th meeting the Merchantibility Report would be delivered by Ben Dair of Sustainable Northwest providing an estimate of anticipated forest operations revenue. The November 14th meeting would address potential sources of additional acquisition funding, including Oregon DEQ's Clean Water State Revolving Loan Fund.

New Business:

Board Position 1 Appointment: (Information / Action) Mr. Campbell moved the appointment of Ms. Debra Birkby to Position 1 on the board which was seconded by Mr. Matson. All in favor. Motion carried.

Selection of Vice President: (Information / Action) Mr. Campbell moved that Ms. Birkby be made Vice President which was seconded by Mr. Anderson. All in favor. Motion carried.

Check Signers: (Information / Action) Mr. Anderson moved that Ms. Darr Tindall, Ms. Debra Birkby and Mr. Chick be approved as checking account signatories which was seconded by Mr. Campbell. All in favor. Motion carried.

December Board Meeting Break: (Action) Mr. Campbell moved to skip the December meeting which was seconded by Mr. Anderson. All in favor. Motion carried.

Special Districts Insurance Services (SDIS) Best Practices Program: (Information) As discussed in the water district meeting.

SDIS Rate Lock Program: (Action) Ms. Birkby moved that Mr. Chick sign the rate lock agreement which was seconded by Mr. Campbell. All in favor. Motion carried.

Reports:

Accounts Receivable: Mr. Hill reported that receivables were in very good condition.

District Manager's Report: (attached)

Treasurer's Report: None

Board Comments: Mr. Campbell reported that he is learning more and more about all of the responsibilities of staff. Ms. Tindall thanked Mr. Hill for his work on the website. Ms. Birkby said it would be good to arrange training for Ms. Ahlgren, Mr. Anderson, Mr. Campbell and Ms. Gardner. Mr. Chick indicated that the Special Districts Association of Oregon (SDAO) had a scheduled conference in Seaside for three days of training which would be a good opportunity for our new directors. Mr. Matson expressed his appreciation for the great amount of material and training he received in the SDAO Regional Training session conducted by Eileen Eakins and George Dunkel.

September Agenda Items: Website update, membrane and screen replacement, SDAO February training, and check signers.


Public Comment: None

The meeting was adjourned by Ms. Darr Tindall at 8:38 pm.

Respectfully submitted,


Steve Hill

Attest


Ms. Darr Tindall, President

ARCH CAPE SANITARY DISTRICT

RESOLUTION 19-07 SD

A RESOLUTION BY THE ARCH CAPE SANITARY DISTRICT ("DISTRICT") ESTABLISHING SOLE SOURCE CONTRACTING EXEMPT FROM COMPETITIVE BIDDING FOR MEMBRANE AND MIXER INSTALATION.

WHEREAS the Arch Cape Sanitary District on September 27, 2019 published in the Daily Journal of Commerce a notification of intent to exempt membrane and mixer installation at the Wastewater Treatment Plant from competitive bidding; and

WHEREAS, no protests were filed with the District in the time allotted per the statute; and

WHEREAS, pursuant to ORS 279C.335 it is the finding of the District that the project requires specialized experience for a successful installation; and

WHEREAS, there is a very limited local contracting community that has the experience to install flat plate membranes, now therefore;

BE IT RESOLVED, pursuant to ORS 279C.335 it is the finding of the ARCH CAPE SANITARY DISTRICT that for reasons of specialized experience and previous performance, the public contract for installation of flat plate membranes and mixer unit at the Wastewater Treatment Plant are exempt from competitive bidding.

Adopted this 18th day of October 2019.



Darr Tindall, President



Attest:

Steve Hill, Secretary

Manager Report October 18, 2019

Sanitary:

We received 7.5” of rain in September, and the plant received 2.6 Million gallons of wastewater influent.

All exterior pipes and railings have been painted at the wastewater treatment plant.

Cannon Beach Electric replaced the capacitors in U.V. Disinfection Unit #2 recently, as well as some other general electrical work in the control room. UV 2 is running well again, after being down for quite a while. The UV disinfection system operates when the treated wastewater passes through a chamber containing high intensity UV lamps which inactivate any remaining bacteria or viruses that may pass through the membrane treatment process.

All generators received annual maintenance from Petersen CAT this month, and are ready for winter.