

ARCH CAPE SANITARY DISTRICT DRAFT MINUTES

19 August 2016

A quorum was present.

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

Water Board: Dan Seifer (non-voting)

Public: David & Jeannie Stockton

Staff: Phil Chick, District Manager

Ms. Darr Tindall called the meeting to order at 6:00 pm.

Public Comment: None.

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

Consent Agenda: Mr. Short moved acceptance of the consent agenda which was seconded by Ms. Debra Birkby. AIF.

Old Business:

Excess Sanitary Charges Work Session: September 16, 2016 work session set for 4:00pm to discuss the appeal process. Mr. Schiffman moved that the top two tiers number four and five be forgiven for the Brevig account excess charges incurred in December 2015 which was seconded by Mr. Short. Their were expressions of support for the concept of providing some relief for excess charges when the preponderance of the evidence indicated that the water used did not go through the treatment collection system. It was also felt that additional issues needed to be brought forward in the September meeting before resolution of this issue on behalf of the Brevigs. Mr. Schiffman voted yes. Ms. Tindall, Ms. Virginia Birkby, Ms. Debra Birkby and Mr. Short voted no. The motion did not pass.

Accountant Engagement Letter – 2015-16: Mr. Short moved for execution of the proposed engagement letter (attached) containing language referencing adherence to Oregon municipal law which was seconded by Ms. Debra Birkby. AIF.

New Business:

Arch Cape Septic System Report: Ms. Debra Birkby moved that staff be directed to contact district legal counsel regarding Resolution 04-06 SD and use of septic systems within our Sanitary District boundary after the Hertzberg Beers property was annexed into the district boundary. This motion was seconded by Mr. Short. A general discussion ensued which was a continuation of the discussion begun in the previous month's meeting with reference to the Hertzberg-Beers property about the use of septic systems within district boundaries and what options were available to the Board regarding such use. Mr. Chick indicated that in a discussion with an adjacent property owner, a Mr. Gordon Church whose septic system had failed and who requested annexation and service from the district, that at the time the boundary was enlarged to include his property it also included the adjacent Hertzberg-Beers property in the event they also experienced a septic failure.

Ms. Debra Birkby withdrew her original motion. At the suggestion of Mr. Schiffman, Ms. Debra Birkby offered a motion that staff be directed to draft a letter to the Hertzberg-Beers property owners informing them of the district hookup requirement and forward the draft letter and Resolution 04-06 SD to legal counsel for review and comment which was seconded by Mr. Schiffman. AIF.

Temporary Structures within the District: Mr. Chick reported that two property owners had begun using their undeveloped land with temporary tent structures where one was utilizing a portapody and one without any apparent waste disposal arrangement. He further indicated that Clatsop County had a policy permitting camping for (30) thirty days within any (90) day period on undeveloped property.

A general discussion ensued regarding temporary use of property and the handling of waste during that use and ordinances which might apply in these situations. There was an expression of belief that the Board not be in a position of potentially handling a property owner more severely who was addressing waste through a portable system than an owner without any provisions taken. The potential for district financing of connections was raised and it was also felt that a courtesy contact be made to the property owners informing them that issues of handling waste were anticipated on future Board agendas. Mr. Chick brought out that a resolution existed which stated that it shall be unlawful to construct or maintain any privy, privy vault, septic tank or septic facility intended for the use and disposal of and treatment of or other facility intended or used for the disposal or treatment of sewage. Mr. Chick said he would contact legal counsel for advice as well as Bob Cerelli on behalf of the Board to let him know that the issue had been raised and would likely be addressed again at future meetings.

It was additionally expressed that the issues under discussion broke down into two parts being sewage at camp sites and connection requirements for property owners.

Reports:

Accounts Receivable: Mr. Chick gave the report on behalf of Mr. Hill that accounts were in good shape with the exception of one which was under observation.

District Manager's Report: (attached)

Treasurer's Report: The district has \$122,296 in their Columbia Bank account and the LGIP account was reported at \$241,038.

Board Comments: Ms. Debra Birkby said she believes it would be good for the President or someone on behalf of the district to possibly get in touch with the county tax assessors office and maybe legal counsel for the water district about helping people out with SDC's with a lien back against their property. She further volunteered to do that. Mr. Short raised the question of what was covered by SDC's and whether they included connection charges and also if SDC's could be paid for in anticipation of an increase some time into the future with a delay of some years before actual construction began. Mr. Chick indicated that the water SDC was in two parts representing a buy in to the district and a connection charge of \$700.00 which covered the district's cost of providing the meter and making the connection. The sewer connection was done by a third party such as Bob McEwan and paid for by the property owner. He further indicated that there was a time limit for making the actual connections following payment of SDC's but that he would have to research that. Mr. Chick said he would report back.

September Agenda Items: Handling of waste at temporary structures, excess usage charges, Bancroft SDC financing, and district connection requirements.

Public Comment: Mr. David Stockton raised the point that there were also quarterly billings involved for someone connecting to the district besides the possible timing of paying SDC's. He further said that a property currently for sale in the district at the corner of Hwy 101 and Cedar had an easement through an adjacent property owner for the sewer connection and possibly a shared connection with another house next door and was this permitted. The last point he made was desirability of the district having a policy regarding excess usage charges assessed for water that wasn't treated to which members of the Board assured him that it was under consideration.

The meeting was adjourned by Ms. Tindall at 7:13 pm.

Respectfully submitted,

Steve Hill

Attest _____
Ms. Darr Tindall, President

Managers Report August 19, 2016

Sanitary District:

The North End Lift Station has received preventive maintenance. Pump motors have been lubricated, and the vapor filters and vacuum priming lines have been replaced. The pressure transducer and floats have all been cleaned and inspected.

Sludge Drying Beds have been filled and Biosolids work completed.

Flygt was on site last week for PM work on the pumps at Webb Lift Station and the mixer and RAS pumps at the treatment plant. Pump 2 at Webb had a clog that had to be dislodged. CB electric will be contacted to do electrical checks on the lift stations in the next few weeks.

Staff has begun painting the exterior of the office building and will continue throughout the summer as time and weather allow.