

ARCH CAPE SANITARY DISTRICT MINUTES

19 July 2019

A quorum was present.

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

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

Public: David Stockton
Jeannie Stockton

Staff: Phil Chick, District Manager
Steve Hill, Secretary

Mr. Ron Schiffman called the meeting to order at 7:40 pm.

Public Comment: None.

Agenda: The agenda was agreed to by common assent.

Board Position 4 Oath of Office: (Action) Having been recently elected to Position 4, Mr. Chris Anderson took the oath office to the general applause of those in attendance.

Board Position 5 Appointment: (Action) Ms. Tindall moved the appointment of Mr. Bill Campbell as position 5 director which was seconded by Mr. Anderson. All in favor. Motion carried.

The oaths of office was were administered to Bill Campbell for Position 5 and Carl Matson for Position 3 to the applause of those in attendance.

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

The Board entered into Executive Session under ORS 192.660 (2)(e) and 192.660 (2)(f) at 7:50pm and ended at 8:35pm

Old Business:

Wastewater Plant Access Road Easement: (Information) It was reported that the Board was still pursuing options on working with the districts neighbors for the safety of employees and volunteers in obtaining access to the waste water treatment plant.

Appoint Volunteer Treasurer: (Action) Ms. Tindall moved the appointment of Ms. Debra Birkby as volunteer Treasurer for the district which was seconded by Mr. Anderson. All in favor. Motion carried.

New Business:

Vice President Position: (Action) Mr. Anderson moved that Ms. Darr Tindall be made Vice President of the district which was seconded by Mr. Campbell. All in favor. Motion carried.

SCADA System Upgrade Work: (Action) Three bids were reported for the necessary SCADA system upgrades at the plant; Industrial Systems for \$21K, Portland Engineering for \$25.9K and the Automation Group at \$25.3K. This system software was reported by Mr. Chick to be the brains of the plant giving the conditions of the pumps, flow rates, tank levels and other essential information. The SCADA System, Alarm software, and computer will all be upgraded to Windows 10.

Ms. Tindall moved execution of a contract with Industrial Systems for the proposed SCADA upgrade work which was seconded by Mr. Campbell. All in favor. Motion carried

Website: (Information) As discussed in the water district with a report to come from Mr. Hill.

Reports:

Accounts Receivable: Mr. Hill reported that receivables were in good condition with the exception of one account which would be closely monitored.

District Manager's Report: (attached)

Treasurer's Report: May and June were reported to be balanced. Funds held in the Columbia Bank checking account were \$73,104 and in the LGIP (Local Government Investment Pool) \$410K.

Board Comments: None.


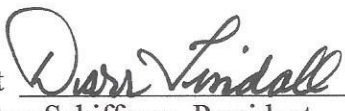
August Agenda Items: Bank signatures, SCADA, membranes, website study.

Public Comment: None.

The meeting was adjourned by Mr. Ron Schiffman at 9:00 pm.

Respectfully submitted,


Steve Hill

 Attest 
Mr. Ron Schiffman, President
DARR TINDALL VP

Manager Report July 19, 2019

SANITARY

We received 1.5” of rain in June. The plant treated 2.1 MG of influent

The Webb Generator has now been fixed after its breakdown incident in May. Repairs have included a new fuel priming pump, fuel injector pump, and control board. This required several visits from a technician from CAT.

All Lift Stations had the wet wells cleaned by a Vactor truck this week, removing grease and sediment.

I have sent Kubota the signed contract for the purchase of the new membranes for the wastewater plant, and am waiting on details for shipment from Japan. We would ideally like to do this work this fall.

Spartan Environmental was here on 7/15 to do some camera inspection work of lateral lines, and to do some manhole work.