

ARCH CAPE SANITARY DISTRICT MINUTES

16 April 2021

A ZOOM video teleconference meeting was held in light of the COVID-19 pandemic. A quorum was present.

Sanitary Board: Darr Tindall, President
Debra Birkby, Vice-President & Treasurer
Chris Anderson

Excused Absent: Bill Campbell

Water Board: Dan Seifer (non-voting)
Lauren Ahlgren (non-voting)

Public: David Stockton
Jeannie Stockton

Staff: Phil Chick, District Manager
Steve Hill

Ms. Darr Tindall called the meeting to order at 6:35 pm as a Covid-19 Zoom virtual meeting.

Public Comment: None.

Agenda: Remove Treasurer's Report. Ms. Birkby moved acceptance of the agenda as amended which was seconded by Mr. Anderson. All in favor. Motion carried.

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

Old Business:

Wastewater Plant Access: (Information) No change in status was reported awaiting a possible property sale.

Webb Lift Station: (Information) Mr. Chick indicated that we were awaiting a Technical Assistance Grant to provide a Facility Plan Update having last been revised in 2006 and was a requirement to proceed with anticipated DEQ financing for this project. It was anticipated that CMI would do the facilities plan work.

Covid-19 Emergency: (Information) Accounts receivable were reported as doing well and a lien being filed against one property.

New Business:

Resolution 21-02 SD SDC Update: (Action) Ms. Birkby moved adoption of RES 21-02 SD SDC Update which was seconded by Mr. Anderson. All in favor. Motion carried.

Resolution 21-03 SD FY 2020-21 Budget Amendment: (Action) Ms. Birkby moved adoption of RES 21-03 SD FY 2020-21 Budget Amendment moving \$30K from contingency to materials and services which was seconded by Mr. Anderson. All in favor. Motion carried.

2020 Audit Action Plan: (Information/Action) Mr. Hill requested a move of this agenda item to the May meeting anticipating a transfer from the General Fund to the GO Bond Debt Fund in that month's regular meeting.

David Ulbricht – SDAO Advisory Services – Professional Services Contract: (Action) Mr. Ulbricht was reported as having felt that we were in a good position financially. Mr. Rick Gardner will be making a contact.

Reports:

District Managers Report and Correspondence for Action: (attached)

Board of Directors' Comments and Reports: None.

May Agenda Items: Audit Action Plan, meter situation, plant access, Webb Lift Station.

Public Comment: Mr. David Stockton thanked the board for 'staying on top of it'.

The meeting was adjourned by Ms. Darr Tindall at 6:50 pm.

Respectfully submitted,



Steve Hill

Attest



Ms. Darr Tindall, President

ARCH CAPE SANITARY DISTRICT

RESOLUTION 21-02 SD

A RESOLUTION REVISING SYSTEM DEVELOPMENT CHARGES (SDC) / EQUIVALENT DWELLING UNIT (EDU) FEES FOR THE ARCH CAPE SANITARY DISTRICT (the "District")

Whereas, the District adopted Ordinance 98-1 SD establishing a System Development Charge methodology and rates; and

Whereas, Section 4B of the ordinance provides for adoption of SDC rates by resolution; and

Whereas, it is felt prudent to update those charges to more properly reflect changes through investment in District infrastructure and current cost indices; and

Whereas, it is determined that one SDC is equal to one EDU; and

Whereas, the District allows for the annual adjustment of fees in accordance with the Engineering News-Record Construction Cost Index (ENR CCI); and

Whereas, the ENR CCI used in Resolution 20-05 SD was 11,436 and the March 2021 ENR CCI to be applied for the purposes of this Resolution is 11,750 (Index Ratio=11,750/11,436=1.027);

NOW, THEREFORE, be it resolved the ARCH CAPE SANITARY DISTRICT System Development and Connection Charge herein established become effective July 1st, 2021.

<u>¾ inch meter</u>		<u>1 inch meter</u>	
Improvement Fee	\$ 97	Improvement Fee:	\$ 242
Reimbursement Fee	\$ 8,586	Reimbursement Fee:	\$ 21,465
Administrative Fee	\$ 89	Administration Fee:	\$ 217
Total SDC/EDU Charge	\$ 8,772	Total SDC/EDU Charge:	\$ 21,924

Adopted and signed this 16th day of April 2021.

Darr Tindall, President

Darr Tindall

Attest

Smylie

ARCH CAPE SANITARY DISTRICT

RESOLUTION 21-03 SD

A RESOLUTION TO AMEND THE 2020-21 FISCAL YEAR BUDGET

Whereas, the 2020-21 FISCAL YEAR BUDGET was duly authorized and adopted by Resolution 20-03 on May 15th, 2020; and

Whereas, ORS 294.450 authorizes transfers of appropriations within a fund; and

Whereas, through the course of routine operations, conditions that were not known at the time the budget was prepared have occurred that require adjustments to the adopted budget; and

Whereas, the Board of Directors have determined that transferring appropriations is advisable.

NOW, THEREFORE, be it resolved the ARCH CAPE SANITARY DISTRICT to amend the 2020-21 budget as follows:

Transfer appropriations of \$30,000.00 from Contingency to Materials & Services.

Adopted and signed this 16th day of April, 2021.

Darr Tindall, President

Darr Tindall

Attest

Sybil

Manager Report April 16th, 2021

WATER DISTRICT:

The Water plant distributed 1.1 million gallons to town in March.

American Leak Detection Services conducted leak detection throughout the distribution system the week of April 5th. The good news is that we don't have any major leaks, but we were unable to identify the small leak that we believe to be out there. This work will be noted in the update of our Water Management and Conservation Plan next year.

Meter maintenance continues with our Hersey Hot Rod radio-read meters. This system was installed in 2009-10, and Arch Cape was one of the first water utilities in the state to implement use of it. The batteries within the transmitting antennas are coming to the end of their life and are failing. Mueller Systems has created a new version of meters and reading software recently, and has phased out the old system. The meters themselves still accurately track water usage, but are not transmitting the data to us when we drive the route. This requires staff to make multiple re-checks of meters each month. We are now in the pro-rated phase of our warranty, with antenna/register replacement totaling \$110 for each meter.

I'll be serving on the project advisory committee for the Clatsop County Tsunami Evacuation Facility Improvement Plan (TEFIP). The goal is to create a plan for improving tsunami evacuation that focuses on routes that serve multiple purposes, such as recreation trails. The idea is to build on the recreation assets of the County and integrate with the newly adopted Natural Hazards mitigation Plan. The plan will focus on routes that people will already be familiar with in the event of a tsunami evacuation. This dual purpose will serve recreation needs and the need for known, reliable emergency evacuation routes. This could be a potential benefit for the Arch Cape Forest.

Property development on Raven Hill Rd. is continuing. The property owners are required to bring the road to county standards, including paving. This required decreasing the slope at the very end of the road and removing a significant amount of material. Bob McEwan Construction had to reconfigure a portion of the water and sewer lines at the end of the road to accommodate the new slope. The road work on this short segment is still in progress.