

# ARCH CAPE SANITARY DISTRICT DRAFT MINUTES

21 April 2017

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: Andrew Spaeth, Sustainable Northwest – Forest Program Director  
Ben Dair, Sustainable Northwest – Conservation Finance Fellow  
Mike Manzulli  
David and Jeannie Stockton

Staff: Phil Chick, District Manager  
Steve Hill, Secretary

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

**Public Comment:** None.

**Agenda:** Add community club membership form mailing, strike banking policy and move Sustainable Northwest presentation to the beginning of the meeting. Mr. Short moved acceptance of the agenda as amended which was seconded by Ms. Debra Birkby. All in favor (AIF).

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

Ms. Darr Tindall recessed the meeting and turned the meeting over to Ms. Virginia Birkby who called the Water District meeting to order at 6:05pm.

Ms. Darr Tindall reconvened the Sanitary District meeting at 6:38pm.

**Old Business:**

**Board Member Duties and Responsibilities :** (Action) Removal of the underlining of Clatsop in the 'Vacancies' section was requested. Ms. Debra Birkby moved adoption of the District Board of Director Policies which was seconded by Mr. Schiffman. *AIF*

**Infiltration and Inflow:** (Information) Mr. Chick said that smoke testing could economically help identify illegal down spout and sump pump connections to the collection system which would help reduce the difference between the amount of metered water sent to the district and that treated at the waste water treatment plant. It was suggested that customers be informed of the harmful effect of such connections along with leaking lateral connections and communicating a request to correct these issues by a set date to be determined by the Board. Tunnel Echoes articles were mentioned along with guidelines included in future quarterly billings.

**Recreational Immunity :** (Action) Mr. Short moved adoption of Resolution 17-01 SD Recreational Immunity which was seconded by Ms. Virginia Birkby. AIF.

**New Business:**

**Cantor Appeal :** (Action) Ms. Debra Birkby moved to provide \$95.24 billing relief for excess usage charges which was seconded by Mr. Short. Ms. Tindall, Ms. Virginia Birkby, Ms. Debra Birkby and Mr. Short voted yes. Mr. Schiffman voted no. The motion passed.

**Community Club Membership Mailing :** (Action) Ms. Virginia Birkby moved to include the community club membership request mailing with the next quarterly billing which was seconded by Ms. Debra Birkby. AIF.

**Reports:**

**Accounts Receivable:** Account receivables were reported to be in good condition.

**District Manager's Report:** (attached) The situation of one district customer still not connected to the district collection system and using a septic tank was discussed. There was general agreement to personally notify the customer by phone of the need to connect to the district with some disagreement concerning the amount of time permitted for accomplishing this change.

Ms. Debra Birkby moved to direct Mr. Chick to personally notify this customer by phone to be followed up by a letter to the same effect of a requirement to hookup to the district within twelve (12) months which was seconded by Ms. Virginia Birkby. Ms. Darr Tindall, Ms. Virginia Birkby, Ms. Debra Birkby and Mr. Short voted yes. Mr. Schiffman voted no. The motion passed.

**Treasurer's Report:** None.

**Board Comments:** Ms. Debra Birkby said that demands at home had hampered her efforts to work on the districts behalf and Ms. Darr Tindall expressed her thanks to all for their work on the new budget.

**May Agenda Items:** Forest Management, I & I smoke test, discussion of a letter from the District Manager to the district regarding correcting illegal downspout connections, Budget and annual SDC adjustment.

**Public Comment:** Mr. David Stockton said that the district might have some difficulty bringing about a service connection should the property be sold or re-titled prior to the district connection taking place within the twelve (12) months provided for in the letter.

Mr. Short moved that the letter regarding connection to the district referenced in the previous motion include language requiring a connection in the event of a sale or transfer of title which was seconded by Mr. Schiffman. AIF.

The meeting was adjourned by Ms. Tindall at 7:47 pm.

Respectfully submitted,



Steve Hill

Attest



Ms. Darr Tindall, President

## ARCH CAPE SANITARY DISTRICT BOARD OF DIRECTORS POLICIES

Policy # \_\_\_\_\_

### **Qualifications**

No person elected or appointed to the board shall be sworn in unless such person meets the qualifications for office set forth by law. Pursuant to ORS 450.045, a person is qualified to be a member of the board if the person is an elector of or owner in the district. Pursuant to District Ordinance 13-01 SD, no person who is an employee or contractor of the District shall be elected or appointed to the board.

### **Oath of Office**

Each newly elected or appointed board member shall take an oath of office at a board meeting prior to assuming the duties of the position.

### **Vacancies**

Vacancies on the board shall be filled by appointment by a majority of the remaining members of the board. If a majority of the membership of the board is vacant, or if a majority cannot agree, the vacancies shall be filled promptly by the county commission of Clatsop County. The period of service of a person appointed to fill a vacancy shall expire on June 30 after the next regular district election at which a successor is elected. The successor shall be elected to serve the remainder, if any, of the term of the position for which the appointment was made. If the term for which the appointment was made expires June 30 after election of the successor, the successor shall be elected to a full term. In either case, the successor shall take office July 1 following his or her election.

### **Meeting the Needs of the District**

It is the policy of the board of directors to exercise those powers granted to it, and to carry out those duties assigned to it by law, in such a way as to best meet the needs of the district.

### **Formulation and Interpretation of District Policy**

Board members only have the right and responsibility to participate in board meetings and vote on district matters as part of the board. The board shall establish policy, reserving to itself all authority and responsibility not directly assigned to other district officers and personnel.

### **Management and Communication between Board and Staff**

The primary responsibility of the Board is to make policy level decisions for the district. Management of the daily operations and staff is the responsibility of the district manager. Unless otherwise authorized by a quorum of the board, no individual board member may direct or order a staff member on any matter that relates to the daily operations or administrative activities of the district. Moreover, unless otherwise authorized by the board, no individual board member may order, direct, or conduct any review of personnel records of any staff member or any other record that is exempt under Public Records Law.

### **Board Members Authorized By Official Board Action Only**

Board members have no individual powers separate from the powers of the board and have no authority to act individually without delegation of authority from a quorum of the board. Likewise,

no individual board member may speak for or on behalf of the board or district, except as authorized to do so by official board action as recorded in the official minutes or policies of the district.

### **Ethical Standards**

Board members act as representatives of the citizens of the district. Therefore, board members shall adhere to all applicable law, including but not limited to ORS Chapter 244, regarding ethical standards in the conduct of District business.

### **Board Member Education**

In order to effectively carry out their duties, board members must be adequately informed. Members are encouraged to attend such conferences and other training programs as the board may authorize.

### **Board Responsibilities:**

#### **Communications**

- Develop regular channels of communication with board members and staff.
- Encourage participation of staff members on appropriate committees.
- Bring staff opinions and recommendations to the board, as well as board opinions and decisions to the staff.
- Invite non-board members, other local governments, and groups to board or committee meetings or other types of board sponsored assemblies to explore and develop approaches to common concerns.
- Recognize that certain information obtained at board meetings in executive session or otherwise non-public pursuant to law may be non-public and confidential making disclosure a breach of trust.
- Respect the opinion of other members and accept the principle of majority rule in board decisions.

#### **Financial**

- Approve the annual budget.
- Monitor district finances and the budget, setting policy or taking action to ensure the fiscal integrity of the organization.

#### **Policies, Objectives, and Plans**

- Abide by and become familiar with all laws and policies governing the operation of the district.
- Review and act on strategic plans, plans of operations and plans of action.
- Review and act on policies for the district.

- Recognize that the district manager should have full administrative authority for properly discharging the duties of managing the operation within the limits of the established board policies, resolutions and ordinances.
- Develop and approve long-range plan of growth and development for the district.
- Review and act on specific important projects.
- Review and act on any significant departure from established plans or policy.
- Receive and pass on committee or other planning body recommendations.
- Where applicable, bring other local governments or community groups into the planning and decision-making process.
- Review and act on contracts binding the district.
- Review and act on major changes in the district's organization or structure.
- Pass district resolutions, or adopt ordinances.
- Review and act on any severance compensation or benefits before payment.

### **Management**

- Select the district president and other officers.
- Hire the district manager.
- Define the duties and responsibilities for the president, district manager, officers, and major committee chairpersons as set forth in policy.
- Select legal counsel and consultants for the board.
- Approve contracts for professional services required by and for the board and the district.
- Authorize officers or board agents to enter into contracts or to sign other written instruments and to take financial actions.
- Approve the plan, form, and amount of management compensation, that is, salaries, bonuses, vacation, travel, and so on.
- Evaluate the performance of the district manager annually.
- Approve the form and amount of reimbursement for board members, if any.
- Approve programs for management development.

- Provide advice and consultation to management on matters within the purview of the board's responsibilities.

### **Employee Relations**

- Approve any employee benefit plans.
- Insist that personnel complaints go through a proper chain of command. If not resolved, only then should the board get involved.
- Approve contracts with and between any unions involved with the district.

### **Control**

- Identify types of information needed by the board to analyze effectively the district's directions and achievement. Create a process for collecting and analyzing information.
- Realize that the citizens within the boundaries of the district are the true "owners" of the district.
- Review and assess the organization's performance against objectives, resources, plans, policies, and services rendered.
- Analyze major "shortfalls" in achievement.
- Identify obstacles, sense changing needs, and propose new directions or goals.
- Ensure that the district is in compliance with all federal, state, and local laws.

### **Board of Directors**

- Motivate board members to accept positions of leadership and responsibility.
- Appoint, change, or abolish committees of the board.
- Define powers and responsibilities of committees of the board.
- Recognize that an individual board member has no legal status to act for the entire board and may not make commitments on any matter that should come before the board as a whole.
- Realize that if a quorum of the board meets to make a decision or to deliberate, then the meeting is considered a public meeting and must comply with all of the requirements of the Oregon Public Meetings Laws.
- Discussions on matters of overall policy outside of regular board meetings can violate the open meetings law.

### **Public Accountability**

- Keep the public informed on all district matters.

- Make decisions based on the wishes and needs of the public.
- Spend the district's money with prudence and trust.
- Place the needs of the public above the ambitions of the board or the district.

### **Cooperation with Board Candidates**

The board, through its staff, shall cooperate impartially with candidates for the board and provide them with information about board policies, administrative regulations, and other aspects of the operation of the district.

### **Orienting New Board Members**

The board and its staff shall assist each new member-elect and appointee to understand the board's functions, policies, and procedures before he/she takes office. The following methods shall be employed:

- New members shall be invited to attend and participate in public board meetings prior to being sworn in.
  - The district manager shall provide material pertinent to district meetings and respond to questions regarding such material.
  - New members shall be invited to meet with the district manager and other district personnel to discuss the services each performs for the district.
  - The district manager shall make available to each new board member:
    - An updated copy of the district's policies and procedures.
    - A copy of the Attorney General's "Public Records and Meetings Manual."
    - Copies of the minutes of all board meetings, except for executive sessions, for the preceding twelve (12) months.
    - Copies of the district's last five (5) budgets.
    - Copies of the district's insurance policies.
    - Copies of all such documents as the attorney[s] for the district may recommend with respect to any pending claims or lawsuits.
    - A list of all district personnel by position.
    - Such other materials as the board may direct or the district manager deems appropriate.
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## **Infiltration and Inflow Comparison Pre and Post I&I Project Work**

**Background:**

In 2015 the District completed its major I&I and treatment upgrade project work through the award of a \$360,000 loan and \$250,000 grant. The project took on three major issues.

Phase 1 Completed September 2013

Additional membrane capacity was added at the wastewater treatment plant, increasing capacity by 33%.

Phase 2 Completed November 2014

Approximately 5,000 feet of collection line piping was slip lined to keep out groundwater infiltration through cracked pipes. Lateral connections in slip lined areas were grout sealed.

Phase 3 Completed November 2014

Sally’s Alley Lift Station was upgraded and with new pumps, controls, and an onsite standby generator.

Phase 2 provided the benefits to actual decreases in infiltration, while Phases 1 and 3 alleviated the impacts of I & I. The data below compares annual rainfall and wastewater plant influent flow totals before and after this project, as well as annual production totals from the drinking water plant.

<b>YEAR</b>	<b>RAIN FALL</b>	<b>WWTP INFLUENT (million gallons)</b>	<b>Water Plant Production</b>
2010	86.97”	56.64 MG	8.8 MG
2011	81.81”	51.92 MG	11.7 MG
2012	99.36”	55.70 MG	9.7 MG
2013	67.6”	46.34 MG	9.1 MG
<b>2014*</b> (Collection System work)	79.60”	47.77 MG	10.4 MG
2015	91.90”	44.36 MG	10.75 MG
2016	118.35”	49.03 MG	10.10 MG
2017 (Jan thru March)	47.7”	21.70 MG	1.69 MG

**2010 through 2013 Average:** 633,000 gallons influent per inch of rainfall

**2014 through March 2017 Average:** 487,000 gallons influent per inch of rainfall

\*(146,000 gallons influent / inch rainfall eliminated after I&I work completed in 2014)\*

### Continuing Challenges:

During heavy rains the District still experiences excessive levels of flow to the wastewater plant. These high flows put a strain on the long-term durability of the membranes at the plant. The membrane treatment plant was installed in April of 2009. According to the manufacturer, membranes have a lifespan of 8-13 years. The Capital plan has scheduled 75% of the membranes at the plant to be replaced in 2019-20. If some I and I pressure can be eliminated, I am hopeful that future membrane replacements may be staggered further apart. In 2014 the District dealt with many points of infiltration in the collection system.

I & I is still an issue for the District. For example, on March 16 2017, after 4.8" of rain fell in a 48 hour period, the wastewater treatment plant had an influent flow total of 447,000 gallons. To put this in perspective, the water treatment plant only sent 14,000 gallons out to the District's distribution system that same day.

In addition to infiltration sources, there is indication that a portion of this inflow to the wastewater plant may be coming from roof drains that are illegally connected to the wastewater collection system. The I & I budget line item is proposed to be increased in FY 2017-18. The District is planning to conduct smoke testing in the coming year as part of its strategy to attempt to identify and eliminate sources of I & I.

# Arch Cape Sanitary District

## RESOLUTION 17-01 SD

### A RESOLUTION OF THE ARCH CAPE SANITARY DISTRICT RECOMMENDING RESTORING RECREATIONAL IMMUNITY RIGHTS

**Whereas**, in 1995, the Legislative Assembly declared it to be the public policy of the State of Oregon to encourage landowners to make their land available to the public for recreational purposes by limiting their liability toward persons entering thereon for such purposes, and;

**Whereas**, recreations purposes includes, but are not limited to, outdoor activities such as hunting, fishing, swimming, boating, camping, picnicking, hiking, nature study, outdoor educational activities, water sports, winter sports, viewing or enjoying historical, archaeological, scenic or scientific sites or volunteering for any public purpose project, including the above aforementioned activities, as well as: gardening, woodcutting and for the harvest of special forest products, and;

**Whereas**, the Public Use of Lands Act has increased the availability of land for free recreation by citizens and visitors alike by limiting liability to cities, counties, park districts, schools and private landowners, including property-owner associations, farmers, and timber companies that, by virtue of this act, allow members of the public to use or traverse their lands at no charge for recreation purposes, and;

**Whereas**, for twenty years, the Public Use of Lands Act has been broadly interpreted to extend this immunity from liability to apply not only to landowners but also to the landowner's employees, agents, and volunteers, and;

**Whereas**, in *Johnson v. Gibson*, the Oregon Supreme Court held that when the Legislature passed the Public Use of Lands Act, it intended to immunize only the landowner, otherwise the Legislative Assembly would have included employees, agents, and volunteers in the Act, and;

**Whereas**, this ruling effectively undermines a landowner's recreational immunity from tort liability under the Act because public employers are statutorily required to represent and indemnify their employees and most, if not all, landowners who allow access to their lands free of charge will ultimately be responsible for the negligence of their employees that results in injury to a member of the public or property, and;

**Whereas**, landowners will likely face substantially increased insurance premiums for this new risk exposure and/or have to close their property or amenities to Oregonians trying to recreate due to the result of this decision.

**Now, Therefore**, let it be known that the Arch Cape Sanitary District supports legislation in the 2017 Oregon Legislative Assembly promulgated to restore recreational immunity to landowners and their officers, employees, agents, or volunteers who are acting within the scope of their employment or duties so to allow Oregonians to access their lands for recreational use and enjoyment.

Adopted and signed this 21<sup>st</sup> day of April 2017

Attest: Syrie

  
Darr Tindall, President



# Arch Cape Water District Water Leak Policy

Arch Cape is a water conservation district; in an effort to provide relief from an unexpected water leak this policy has been adopted; December 13, 2013

Arch Cape Water District (ACWD) has a rate structure designed to encourage water conservation. It is understood that at times piping or equipment failure may cause a water leak. It is not the intent of the ACWD to create a financial hardship on users by assessing excess usage fees for water consumed due to a leak.

It is expected that users will take prudent steps to monitor water usage and have any leaks corrected as soon as possible. Users are strongly encouraged to shut off water during periods of absence from a residence.

When a water leak is discovered it can be brought to the attention of the district by submitting a copy of the attached bill adjustment request form to the Arch Cape Water District. A plumbing bill or parts invoice is considered evidence that a leak has been repaired.

The District manager will examine past water bills to estimate the normal water consumption expected. Excess water consumption judged to be due to the leak will be billed at the district cost for water production. There will be no charge for excess sanitary service as caused by the leak.

Example: You have 20,000 gallons of excess water usage which normally would incur a charge of \$1,047.50 from the water district for Tiers 1 - 4. An additional \$1,028.75 would be charged by the sanitary district relating to these same tiers. The same 20,000 excess usage due to a leak would be charged at \$0.45 per hundred gallons or \$90.00 covering cost of production.

Should a homeowner dispute the billing adjustment made the matter should be brought to the attention of the Board of Directors. Board has final responsibility in judging what, if any, billing relief will be made for a water leak. Factors such as previous water use, severity of the leak, and timeliness of the response will be considered in determining the billing adjustment to be made.

To request credit for water used due to a leak please provide the following information. Leaks must be repaired promptly after discovery and a credit request made within sixty (60) days of the repair.

Name: Allyn Cantor Date Leak Discovered Feb 2, 2017

Service Address: 31803 Shingle Mill LN. Date Leak Repaired Feb 5, 2017

Description of leak: main water line had major leak, running between meter and ~~the~~ connection to house.

Description of repair: Temporary waterline currently in place, yard excavation in progress to install permanent new line.

Signed:  Date: March 10, 2017

Please include a copy of the plumbers invoice or other repair receipts.

Rick Gardner, President

Attest \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

# Allyn Cantor

P.O. Box 1392 • Cannon Beach, OR 97110 • 415.971.8279 • [studio@allyncantor.com](mailto:studio@allyncantor.com)

March 18, 2017

Re: Broken Water Line at 31863 Shingle Mill Lane

To: Arch Cape Water District

It was brought to my attention that there was a major water leak at my property on February 2, 2017 after Phil Chick read the meter. He let us know the usage was around 13,000, which I learned is alarmingly high. We immediately took measures to reduce water consumption by turning off the water feed at the meter when not in use. Please see the enclosed email where Phil verified the abnormal water usage. A plumber was contacted and came to the property to find and repair the leak on Sunday, February 4, 2017. At that time it was found the main water line leading to the house was severely leaking, and probably cracked during the freezing winter temperatures. The main water line was located on a neighboring property, which is where the source of the leak had originated. A temporary line was put into place to remedy the leak the following day.

Last April when we first saw some excess usage charges on our bill it was determined there is a minor leak at our property, with usage just a little over the allotted 5000 gallons. Please see enclosed email correspondence with Steve Hill and Phil Chick about this matter. At the time we were not able to determine the exact source of the leak or able to locate the main water line for inspection. We took measures to repair some internal faucets and replace an old shower-head which did reduce the water usage for several months - until we learned the usage had more than doubled during the month of January.

I greatly appreciate the opportunity to receive a billing adjustment to the water and sanitary bills regarding this leak. Please consider a credit toward all excess sanitary charges that occurred over the last year since our leak was found to be on the incoming line. I am happy to answer any further questions the Water District may have about this matter. Thank you for your time.

Sincerely,



Allyn Cantor

work: 503-436-2681  
cell: 415-971-8279



M & F Plumbing, LLC  
 770 Ave A  
 Seaside, OR 97138  
 (503) 738-8966  
 CCB# 156840

# Invoice

Date                      Invoice  
 2/9/2017                      28527

Please reference invoice number with payment.

Allyn Cantor  
 PO Box 1392  
 Cannon Beach, OR 97110

**TERMS: DUE UPON RECEIPT**  
 18% APR interest charged after 30 days.  
 We accept Visa, MasterCard and American Express

<u>Technician(s)</u>		<u>Date(s) of Service</u>	<u>Job Site Address</u>	
Robert		02/05/17, 02/07/17	31863 Shingle Mill Lane, Arch	
Item	Qty	Description	Rate	Amount
PER	1	Permit #32107	155.00	155.00
PX901	3	1" PEX 90° Elbow (p)	3.40	10.20
MATERIAL - O...	1	1" x 3/4" Bushing	6.72	6.72
BV34	1	1" Ball Valve	18.19	18.19
MATERIAL - O...	1	1" x 3/4" Pex Adaptor	13.72	13.72
CPVCM34	1	3/4" CPVC Male Adaptor	1.30	1.30
PX1	75	1" PEX Pipe	1.80	135.00
PXR1	8	1" PEX Ring	0.70	5.60
PXBV34	1	3/4" PEX Ball Valve	14.90	14.90
TWB	75	Blue Tracer Wire	0.15	11.25
Robert	8	Hour(s) - Apprentice Plumber	68.00	544.00
		Put in a temporary line.		

*Thank for using M & F Plumbing, LLC.  
 Have a nice day.*

mfpplumbingsam@theoregonshore.com

<b>Total</b>	<b>\$915.88</b>
Payments/Credits	\$0.00
<b>BALANCE DUE</b>	<b>\$915.88</b>

~~From: Allyn Cantor <alync@pacifier.com>  
Subject: Fwd: water usage at house  
Date: March 17, 2017 at 1:57 AM  
To: White Bird Gallery info@whitebirdgallery.com~~



**From:** Phil Chick <philchickacutil@gmail.com>  
**Date:** February 2, 2017 10:09:54 AM PST  
**To:** Allyn Cantor <alync@pacifier.com>  
**Cc:** Steve Hill <stevhillacutil@gmail.com>  
**Subject:** water usage at house

Hello Allyn,

Below is a summary of gallon water usage at your house since April when we first contacted you about a possible leak. As I mentioned this morning to you, it definitely seems like it is has gotten quite a bit worse. Please let me know if you have any questions....Phil Chick

April: 6,910  
May: 6,550  
June: 6,010  
July: 5,610  
August: 5,010  
Sept: 5,100  
Oct: 7,360  
Nov: 7,100  
Dec: 10,730  
Jan. 13,250

*Phil Chick*  
*District Manager*  
*Arch Cape Water and Sanitary Districts*  
32065 East Shingle Mill Ln.  
Arch Cape, OR 97102  
503-436-2790



# ARCH CAPE FALCON COVE BEACH COMMUNITY CLUB

79729 Highway 101, Arch Cape, OR 97102

June 10, 2017

Dear Arch Cape & Falcon Cove Beach Friends,

Please consider joining or renewing your membership in the Community Club! A membership form is provided below for the July 1, 2017 - June 30, 2018 club year. Please take 10 minutes today to support the Arch Cape-Falcon Cove Beach community and be part of maintaining the character of our beautiful stretch of the coast.

Since 1966, we have been working to keep our community special. Four times a year, we have Saturday evening potlucks with speakers and entertainment. There are always updates on topics of community interest. Come out and meet your neighbors!

Community potlucks keep us connected with community members, informed, and entertained. Our quarterly newsletter for members, The Tunnel Echoes, keeps us updated on local events and issues. Plus the Community Club is involved with a variety of projects that need your support. We continue to support beach and highway clean-up, maintaining the pet waste stations and mailboxes, highway traffic safety, increasing the use of the emergency cache, Tsunami evacuation signs, and other emergency preparedness projects. Clatsop County recognizes the Community Club as an approved Neighborhood/Community Association for the purpose of receiving development notifications.

Please join us! Dues are just \$16 per household per year. The Community Club is a 501(c)3 non-profit and your donations may be tax deductible. Please let us know if you need a receipt. For more information, contact John Piatt at (503) 503-436-4020 or acfcbcc@gmail.com. More community information can also be found at [www.archcape.com](http://www.archcape.com)

Sincerely,

*John Piatt, Diane Matson, Court Carrier, Charles Dice, Tara Erben, Patty Kinch and Ralph Wyatt* - The Community Club Board of Directors

P.S. Hope to see you at an upcoming potluck! Put the 2017-18 potlucks on your calendars now – September 16 and November 18, 2017 & February 17 and May 19, 2018 all at 6 p.m. at the Arch Cape Fire Station.

**2017-18 Membership Form**

Annual membership is July 1 to June 30 of each year.

Funds are used to send the newsletter, hold events, bring speakers & musicians to potlucks, and complete community projects. Join us!

Membership dues: \$16 per household

Date: \_\_\_\_\_

Name 1: \_\_\_\_\_

Name 2: \_\_\_\_\_

Primary Mailing Address: \_\_\_\_\_

Vacation Home Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email 1: \_\_\_\_\_

Email 2: \_\_\_\_\_

Membership: \$ 16

Additional Donation: \$ \_\_\_\_\_

Amount Enclosed \$ \_\_\_\_\_

Check if you need a receipt for tax purposes

Check to receive notice of development permits

Comments: \_\_\_\_\_

Send with a check to:

ACFCB Community Club

79729 Highway 101

Arch Cape, OR 97102



## Managers Report April 21, 2017

### SANITARY

Cannon Beach Electric wired an alarm to the generator which alerts us when the generator is running. There was a day this winter when there was a localized power outage at Sally's Alley lift station, but the phase failure was not recognized and the generator ran for an extended time before the problem was discovered. An alarm call is now made that identifies when the generator is running or stops running at the station.

I have continued researching the sewer connection history of two homes in the Northern part of Arch Cape. In 2002, the two homes furthest north and on the west side of Hwy. 101, were annexed into the Arch Cape Sanitary District. The home at 7978 Hwy. 101 had experienced a failing septic system. The home owner paid for a collection line to be installed along Hwy 101, sized for both homes to eventually connect to. The home at 7976 Hwy. 101 opted to not connect to the system since it had just installed a new septic system and was planning on waiting for it to fail before connecting to the District's collection system. This is the only home in Arch Cape that is not connected to the District's collection system.

Since this time, Steve and I have been working on development of the proposed 2017-18 budget and the Long Range Financial Plan for the District.

We had two more power outages this past month. Matt has sent in his applications to test for his Level 1 Treatment and Collections Exams. Biosolids work is completed. Staff and a temporary helper cleared all the down trees, brush cut the irrigation site, and fixed damaged lines. The system will go online May 1<sup>st</sup>.

We have received our National Pollutant Discharge Elimination System (NPDES) US EPA permit for 2017-2022 and it is now in effect.