

# ARCH CAPE SANITARY DISTRICT DRAFT MINUTES

21 July 2017

A quorum was present.

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

Excused absent: Casey Short

Public: David and Jeannie Stockton

Staff: Phil Chick, District Manager  
Steve Hill, Secretary

Ms. Darr Tindall called the meeting to order at 8:08 pm.

**Public Comment:** None.

**Agenda:** Add revision of Policy 16-01 SD Elections within election of officers in old business. Ms. Virginia Birkby moved adoption of the agenda as amended which was seconded by Ms. Debra Birkby. All in favor (AIF).

**Administering Oath of Office:** The following directors took the oath of office:

Mr. Ron Schiffman	Position #1
Ms. Darr Tindall	Position #2
Ms. Virginia Birkby	Position #3

**Consent Agenda:** Pull minutes. Ms. Virginia Birkby moved adoption of the consent agenda as amended which was seconded by Ms. Debra Birkby. AIF.

**Old Business:**

**Election of Officers:** (Action)

Consistent with the action taken in the water district, Mr. Schiffman moved to revise Policy 16-01 SD Elections on page six (6) Terms of Office to read, <sup>first sentence</sup> "The term for each elected officer shall be for two (2) fiscal years or until a replacement is elected" and further move to revise Policy 16-01 SD Elections on page six (6) Terms of Office to read, <sup>second sentence</sup> "No member of the Board of Directors may hold more than two (2) consecutive terms in the same office (for a maximum of four (4) consecutive years." which was seconded by Ms. Debra Birkby. AIF.

**Septic System Connection - 79876 Hwy 101:** (Information) Mr. Chick reported that he received notice that his letter concerning connection to the district had been received but had not received a contact in reply.

**Emergency Needs List:** (Information) Ms. Tindall presented the list (attached) for review.

Ms. Virginia Birkby moved adoption of the list and charge Mr. Chick with it's implementation for three (3) sites by October which was seconded by Mr. Schiffman. AIF.

It was observed that the community club may wish to contribute to this effort. Mr. Chick was asked to contact them and discuss a possible Tunnel Echoes article.

**Ordinance 17-01 SD:** (Information) The ordinance was dropped and October set for consideration of an operations ordinance for the district.

**June 16<sup>th</sup> Minutes:** (Action) Mr. Schiffman moved adoption of the June 16<sup>th</sup> minutes which was seconded by Ms. Virginia Birkby. AIF with Ms. Debra Birkby abstaining.

#### **New Business:**

**Sole Sourcing Membranes:** (Information) CMI's letter on sole sourcing (attached) was discussed. Mr. Chick indicated that we probably had no more than three (3) years of additional life remaining in the existing membranes. He said the recommendation was that all four (4) membrane trains be replaced at a cost of \$260K from Kubota.

Move sole sourcing consideration to September's meeting.

#### **Reports:**

**Accounts Receivable:** Received full payment on one non-performing account and a lien placed with the tax assessor on the other remaining non-performing account.

**District Manager's Report:** (attached) Mr. Chick said that the district smoke test was scheduled for August 9<sup>th</sup>.

Mr. Schiffman moved that the District Manager purchase another mixer as soon as possible with an expenditure authorization up to \$9,999.00 which was seconded by Ms. Virginia Birkby, AIF.

**Treasurer's Report:** All outstanding months balanced.

**Board Comments:** Mr. Schiffman indicated a new appreciation for the District Manager having watched him pull the malfunctioning mixer from the membrane tank. Ms. Darr Tindall announced her resignation as President with a new election to take place next month.

**August Agenda Items:** Report on the smoke test, operating ordinance in October, officer election, new mixer report, and September sole sourcing consideration.

**Public Comment:** Ms. Jeannie Stockton said it would be good to post notices for the smoke test on August 9<sup>th</sup> with emergency responders, the fire department and businesses in Arch Cape.

The meeting was adjourned by Ms. Tindall at 8:52 pm.

Respectfully submitted,

  
Steve Hill

Attest   
Ms. Darr Tindall, President

EMERGENCY PREPAREDNESS  
ARCH CAPE SANITARY DISTRICT

June 21, 2017

**3 Tsunami Evacuation Sites in Arch Cape**

**Preliminary Ideas and possible needs:**

5 gallon sanitation buckets – “The Twin Bucket Emergency Toilet”

10 Twin bucket sets at each of 3 evacuation sites = \$20 per set x 30 = **\$600**

Hand sanitizer – 1 gallon \$20 each x 3 = **\$60**

Shovels - \$15 each x 3 = **\$45**

Rakes - \$15 each x 3 = **\$45**  
to rake up carbon material from forest floor

Pop Up Privacy Tent - \$30 each x 3 = **\$90**

Tarps – 2 pack \$20 each x 3 = **\$60**

Trash Bags – 13 gal to line buckets \$15 each x 3 = **\$45**

33 gal misc trash \$15 each x 3 = **\$45**

Gloves – District buys by the case = **\$180**

Toilet Paper – District buys by the case = **\$60**

Bleach – has a shelf life and is stocked by the Water District

Kitty Litter or carbon material from forest or absorbent for liquids = ???

Feminine Hygiene Products - ???

Guesstimate of how many residents/vacationers to plan for = ???

**Estimated Total Cost This Sheet = \$1230**

July 13, 2017

CURRAN-McLEOD, INC.  
CONSULTING ENGINEERS

6655 S.W. HAMPTON STREET, SUITE 210  
PORTLAND, OREGON 97223

Mr. Phil Chick, District Manager  
Arch Cape Sanitary District  
32065 East Shingle Mill Lane  
Arch Cape, OR 97102

**RE: ARCH CAPE SANITARY DISTRICT  
SOLE SOURCE PROCUREMENT FINDINGS  
KUBOTA MEMBRANE USA**

Dear Phil:

As you mentioned, the District should begin the planning stages for replacing the membranes at the Wastewater Treatment Facility. Two-thirds of the flat plate membranes have been in-service for 8 years. The Manufacturer recommends a design life of 8 - 13 years. Older membranes typically experience an inability to recover the Trans-Membrane Pressure (TMP) after a cleaning cycle, and result in reduced flux rates.

One third of the membranes were added in 2013 so are newer. However, when new membranes are added to older membrane beds they have a higher flux loading due to their lower TMP, causing them to have accelerated wear.

We recommend the District continue to use the existing membranes as long as possible, until the blinding becomes irreversible. Ideally the membranes should remain in-service for an additional 2-4 years and then all membranes should be replaced at the same time.

Due to Enviroquip's (the treatment process designer's) proprietary design of the Kubota Membranes (the OEM membrane supplier), the District should adopt findings and a resolution supporting a sole source procurement process with Kubota Membrane USA. Kubota has been through multiple transitions, and owned by several parent companies, since the original membranes were purchased in 2009. Most recently, Kubota Membrane USA has separated from all previous associations and is again free to supply their original membranes under their own business name.

The history of membrane purchases began with a competitive bid process in 2008 to select the membrane bioreactor supplier for the wastewater treatment plant upgrade and expansion. Five firms submitted bids on the performance based specification, with the successful bid from Enviroquip utilizing the Kubota flat plate membranes.

The Kubota membranes are proprietary and now only available from Kubota Membrane USA. Accordingly, the purchase of additional membranes will be a sole source procurement that should comply with ORS 279B.075 and OAR 137.047.0275. The statutes permit the local contracting agency, the Arch Cape Sanitary District, to award a contract without competition

Mr. Phil Chick  
July 13, 2017  
Page 2

upon adoption of findings that support limiting the availability to one source. Although there are alternative flat plate membrane manufacturers, there is only one original OEM flat plate manufacturer that is comparable to the original membrane equipment purchased by the District,

The District must give public notice of the sole source determination and provide a seven day protest period before awarding the procurement contract. The following is a sample text to be included in a notice published a minimum of seven days prior to award of any purchase contract:

*In accordance with ORS 279B.075 and OAR 137-047-0275 the Arch Cape Sanitary District hereby provides notice that at the regular Board Meeting of \_\_\_\_\_, the Board intends to adopt findings and approve a sole source procurement contract for the purchase of flat plate bioreactor membranes from Kubota Membrane USA for use at the Wastewater Treatment Facility.*

*Any protests of this sole source purchase must be submitted by \_\_\_\_\_, addressed to the Arch Cape Sanitary District, Attn: Mr. Phil Chick, Manager, at 32065 East Shingle Mill Lane, Arch Cape, OR 97102.*

The following is suggested wording for a resolution identifying Kubota Membrane USA as the sole source supplier to be adopted at the Board meeting:

*“WHEREAS, the Arch Cape Sanitary District on (date of publication) published in the (name of publication) a notification of intent to accept Kubota Membrane USA as the sole source provider for wastewater treatment filtration membranes; and*

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

*WHEREAS, pursuant to ORS 279B.075 it is the finding of the District that Kubota Membrane USA is the sole provider of flat plate membranes compatible with the Enviroquip Membrane Bioreactor system employed at the Arch Cape Wastewater Treatment Facility; and*

*WHEREAS, the District has maintained replacement parts and gained experience in operation and maintenance of the Kubota flat plate membranes since construction of the treatment facility in 2009; and*

*WHEREAS, the District has in 2013 similarly adopted the Kubota flat plate membrane as the sole source OEM equipment provider for the Enviroquip wastewater treatment system, now therefore;*

Mr. Phil Chick  
July 13, 2017  
Page 3

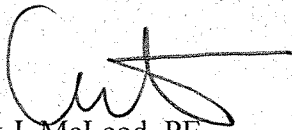
*BE IT RESOLVED, pursuant to ORS 279B.075 it is the finding of the ARCH CAPE SANITARY DISTRICT that for reasons of equipment compatibility, experience and performance that Kubota Membrane USA be designated as the sole source provider for the District's procurement of flat plate membrane filters for the wastewater treatment facility.*

The District completed this sole source process once before in 2013 when the additional membranes were purchased for the plant. At that time the membranes were a product of Ovivo water technology, which was a subsidiary of GLV, Inc. To be conservative, the District should complete the sole source approval process again primarily to clarify that Kubota Membrane USA is the sole source provider and not GLV, Inc.

Following advertisement and approval of the resolution the District will be able to negotiate and execute a purchase order for the filtering equipment. This sole source designation should apply indefinitely for future purchases also. Let me know if you have any questions or concerns.

Very truly yours,

CURRAN-McLEOD, INC



Curt J. McLeod, PE

Manager Report July 21, 2017

SANITARY:

Biosolids have been hauled and spread. Irrigation sprinkler head maintenance continues.

Smoke testing of the collection system is tentatively scheduled with C-More Pipe Services for the first week of August. Notification will be placed on door knobs at all homes within the District in advance of testing. The testing will be completed in a day, and we will be provided with a report of trouble spots. Our staff will also be available throughout the testing.

As of the writing of this report, we are now again having problems with the mixer for the anoxic basin. I am working with Flygt on warranty and repair options.