

# ARCH CAPE SANITARY DISTRICT MINUTES

15 December 2017

A quorum was present.

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

Excused absent: Ron Schiffman, President

Public: David and Jeannie Stockton

Staff: Phil Chick, District Manager  
Steve Hill, Secretary

Ms. Virginia Birkby called the meeting to order at 7:17 pm.

**Public Comment:** None.

**Agenda:** Ms. Tindall moved acceptance of the proposed agenda which was seconded by Mr. Short. All in favor. Motion carried.

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

## **Old Business:**

**District Letterhead & Logo:** (Action) Mr. Short moved adoption of the logo with the light green surrounding border which was seconded by Ms. Debra Birkby. In further discussion it was felt that the lower center logo presented with the gray border would be best; the motion was modified to reflect this choice and put to a vote. All in favor. Motion carried.

**Truck Purchase:** (Information) Ms. Tindall felt the vehicle purchase should be kept as simple as possible. Mr. Short said he had no objection to a lease if the Water District paid the associated legal costs.

**Kubota Membrane Purchase Agreement:** (Information) Mr. Chick said that Kubota's testing of the membranes came out well and that they continue to be used and tested again next fall. He recommended that the board consider the three (3) year purchase option at (\$267K) and it's savings to the district. He added that hopefully we would get another four (4) years of membrane use but that replacement could come earlier.

**New Business:**

**SDIS Credit Rate Lock Agreement:** (Action) Mr. Short moved execution of the rate lock agreement (attached) where the dates of coverage were corrected which was seconded by Ms. Tindall. All in favor. Motion carried.

**Multi Connection Policy:** (Information) Moved to the January meeting.

**Water/Sanitary District's Statistics Report:** (Information) As discussed in the Water District meeting.

**Reports:**

**Accounts Receivable:** The district's non performing accounts were reported to be followed up on and accounts receivable to otherwise be in good condition.

**District Manager's Report:** (attached) Mr Chick reported that Flygt performed annual pump maintenance at the wastewater plant and Sallys Alley and Webb Lift Stations. The repaired mixer was also placed back in service. The District would be using a product from Biolyneus to reduce solids in the digester basins. Since it was considered a pilot project they would share half the initial cost. He also reported that SDAO was holding their annual conference in Seaside on February 9th -11th, and he would register any Board members that were interested in attending.

**Treasurer's Report:** The Columbia Bank account was reported at \$139,302 and the LGIP account at \$407,992. All accounts were balanced.

**Board Comments:** Mr. Short felt that everything was going well which opinion was concurred in by Ms. Tindall, Ms. Virginia Birkby and Ms. Debra Birkby.

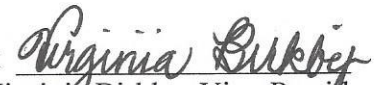
**January Agenda Items:** Multi-connection policy, Truck Lease, Report on Insurance

**Public Comment:** Mr. David Stockton felt that insurance coverage additions and deletions could always be pro-rated by date of change in coverage and that it was all adjustable. Ms. Jeannie Stockton said that the board would be best served by focusing on the policy coverage limits rather than associated deductibles.

The meeting was adjourned by Ms. Virginia Birkby at 7:36 pm.

Respectfully submitted,

  
Steve Hill

Attest   
Ms. Virginia Birkby, Vice-President



## Longevity Credit and Rate Lock Agreement

### Arch Cape Sanitary District

By signing this Agreement the Member agrees to remain a participant in the Special Districts Insurance Services (SDIS) Property and Liability Program from January 1, 2018 to December 31, 2019.

In return for this commitment the SDIS Trust agrees to the following:

1. Provide the Member with a Longevity Credit equal to: **\$1,622**
  - a. Amount to be mailed to the Member in January 2018: \$811.00
  - b. Amount to be mailed to the Member in January 2019: \$811.00
2. A maximum annual rate increase of five percent (5%) for policy year January 1, 2019 – December 31, 2019 based on the Member's rates for the January 1, 2018 – December 31, 2018

The Member understands that breach of this agreement will require the Member to return the Longevity Credit plus interest to SDIS and will subject the Member to retroactive rate increases above the five percent (5%) maximum Rate Lock Guarantee.

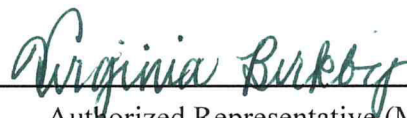
\* *Total contributions assessed may increase more or less than the maximum guaranteed rate for changes in exposures such as the addition of vehicles, purchase of buildings, increase in operating budget or the addition of personnel. The rate guarantee does not apply to Excess Liability, Boiler and Machinery and Crime contributions because these are pass through costs to re-insurance carriers.*

It is so agreed this 15<sup>th</sup> day of December, 2017

Special Districts Insurance Services

Arch Cape Sanitary District





Authorized Representative (Member)

VIRGINIA BURKOFF - VICE PRESIDENT

Print Name and Title

Date: 01-Dec-17

**Named Participant:** Arch Cape Sanitary District  
 32065 E Shingle Mill Ln  
 Arch Cape, OR 97102

**Agent:** WHA Insurance  
 2930 Chad Dr  
 Eugene, OR 97408

Invoice #	Entity ID	Effective Date	Expiration Date	Invoice Date
33P58018-1100	58018	01-Jan-18	31-Dec-18	01-Dec-17

**2018 Longevity Credit Amount\*\***

**\$811.00**

Coverage	Contribution
<b>General Liability</b>	
General Liability Contribution	\$1,351
Less Best Practices Credit	(\$135)
Less Multi-Line Discount Credit	\$0
Adjusted Contribution	\$1,216
<b>Auto Liability</b>	
Auto Liability Contribution	\$0
Less Best Practices Credit	\$0
Adjusted Contribution	\$0
<b>Non-owned and Hired Auto Liability</b>	\$150
<b>Auto Physical Damage</b>	\$0
<b>Hired Auto Physical Damage</b>	\$0
<b>Excess Liability</b>	\$200
Property Contribution	\$5,162
Less Best Practices Credit	(\$516)
Adjusted Contribution	\$4,646
<b>Earthquake</b>	\$1,629
<b>Flood</b>	\$781
<b>Equipment Breakdown / Boiler and Machinery</b>	\$830
<b>Crime</b>	\$596

\*\*Only Eligible Districts that signed the Longevity Credit and Rate Lock Guarantee Agreement will receive the indicated Longevity Credit Amount

**Total: \$10,048**

\*\*\*This amount may change if further coverage changes are made prior to January 1.

Coverage is proposed for only those coverages indicated above for which a contribution is shown or that are indicated as "included."

FINAL INVOICES for payment will be generated on January 1, 2018.

## Water and Sanitary District “Stats” 2017

Current WD Hookups: 287  
Current SD Hookups: 338  
Projected hookups in the coming three months: 2  
Accounts with 1” meters: 13  
Accounts with 3/4” meters: 274  
Accounts with 2 meter/usage bases: 2  
Accounts registered as short term rentals: 56

2016-17 FY metered water delivered: 8.5 Million Gallons

Highest Single Usage Day 2017: August 28<sup>th</sup> 93,690 gallons (all-time high)

### Top 10 accounts 2016-17 fiscal year metered usage

Represent 3.5% of all accounts  
Are 80% commercial/short term rentals  
Represent 14% of fiscal year usage

### Top 30 accounts 2016-17 fiscal year metered usage

Represent 10.5% of all accounts  
Are 56% commercial/short term rentals  
Represent 32% of fiscal year usage

### Water Distribution System

28,000 feet of water distribution piping  
34 Fire Hydrants  
14 Blow Offs  
134 Control Valves

### Water Treatment Plant

2 Water Intakes  
520,000 Gallon Water Storage Tank  
2 Membrane Treatment Skids  
10 membrane modules  
2 Feed Pumps  
2 Backwash Pumps  
2 Finished Water Pumps  
1 Booster pump  
4 chemical dosing pumps  
2 Asbury Intake Pumps  
1 Portable Generator

### Wastewater Treatment Plant

87.4 Dry Tons of Biosolids produced, treated, and moved by pitchfork and sturdy back in 2016

Total Wastewater treated in 2016: 49.3 Million Gallons

Total Rainfall 2016: 118 inches

Highest Day Influent Load Received 2017: 470,000 gallons, November 23rd

Lowest Day Influent Load Received 2017: 39,000 September 6<sup>th</sup>

8 membrane trains (double stacked membrane cassette units)

3200 flat plate membrane units in total

4 Blowers

2 RAS Pumps

2 EQ Pumps

1 WAS Pump

1 UV Pump

2 Reclaimed Water Pumps

1 Site Drainage Pump

2 Permeate Pumps

2 UV Disinfection Units

1 Chemical Dosing Pump

2 Irrigation Pumps

1 Mixer

2 Digesters (26,000 gallons each)

1 Anoxic Zone (26,000 gallons)

2 MBR Basins ( 21,000 gallons each)

1 EQ Basin (25,600 gallons)

6 Sludge Drying Beds

1 On-Site Generator

### Wastewater Collection System

20,000 feet of gravity sewer line

4,700 feet of pressure main piping

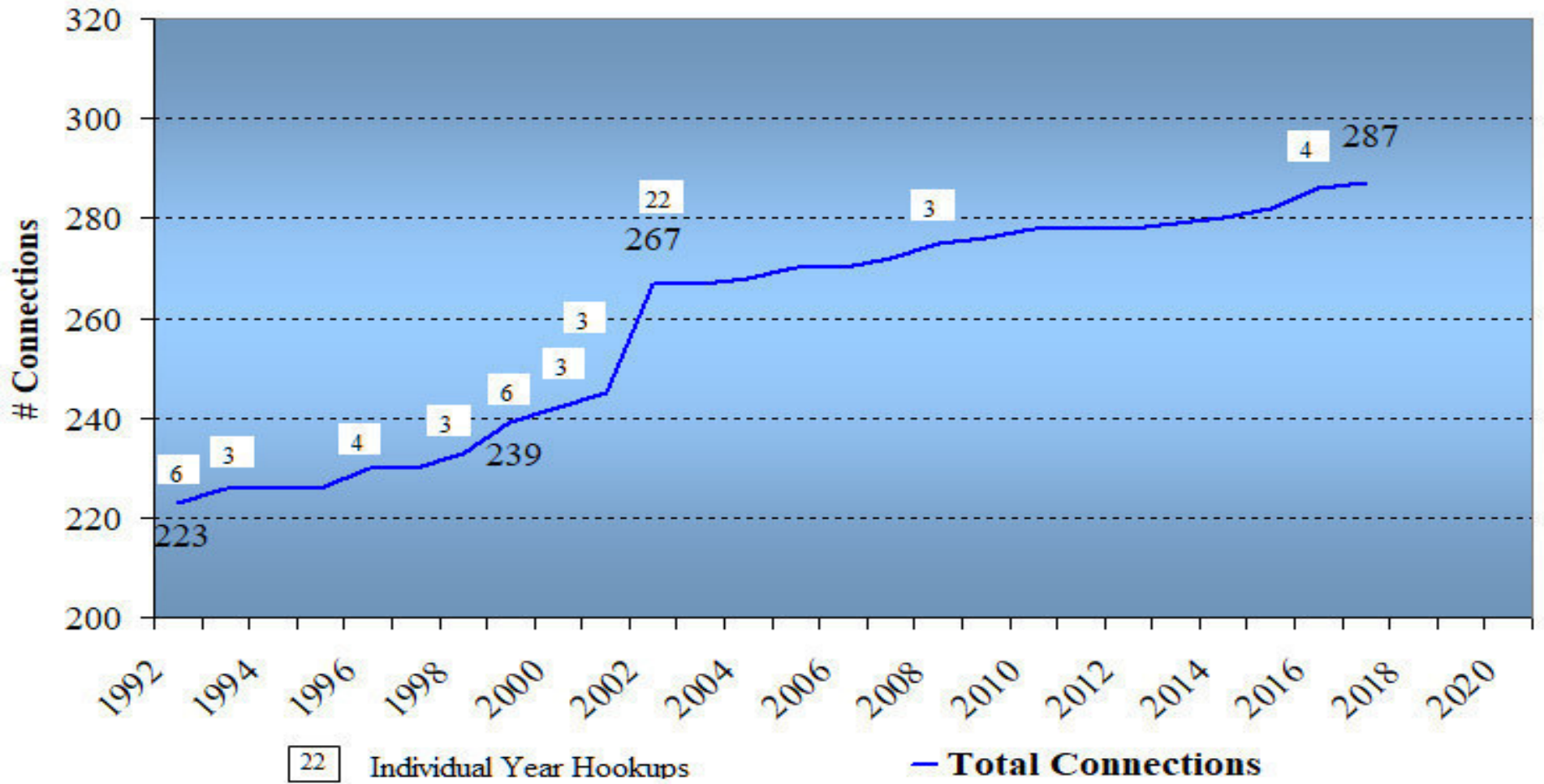
4 Lift Stations

8 Submersible Pumps

1 On-Site generator

2 Portable Generators

# Arch Cape Water District Connections





## Manager Report December 15, 2017

### SANITARY:

It appears that the power problems that we were experiencing last month have been taken care of by Pacific Power. We have not had any power interruptions at our lift stations since November 22<sup>nd</sup>. There were twelve days in total for November with at least one, or multiple alarms callouts.

Biosolids work has been completed, and the annual biosolids analysis sample has been submitted to Alexin Analytical. We will be trying a product from BioLynceus in the hope of reducing solids in the digester basins. We will be dosing the basins with a formulation of pro-biotics that are effective in enhancing biological degradation and oxidation in wastewater. Success will be determined by the effect this has over time, on the frequency that Biosolids need to be handled at the plant.

Special Districts Association of Oregon is holding their annual conference in Seaside this year. It will be held at the Seaside Convention Center on February 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup>. There is also a pre-conference session on Thursday February 8<sup>th</sup> for those available to attend. There is always a wide variety of governance and public agency related sessions available at these trainings.