

ARCH CAPE SANITARY DISTRICT DRAFT MINUTES

18 August 2017

A quorum was present.

Sanitary Board: Ron Schiffman, President
Virginia Birkby
Casey Short
Darr Tindall

Excused absent: Debra Birkby, Treasurer

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: Mr. Short moved adoption of the agenda which was seconded by Mr. Schiffman. All in favor (AIF).

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

Old Business:

Election of Officers: (Action)

Ms. Virginia Birkby nominated Mr. Ron Schiffman to the office of President. AIF.

Mr. Schiffman proceeded to chair the meeting.

Smoke Test Report: (Information) Mr. Chick reported the completion of a smoke test of the district on August 9th. He had expected that there would be more customers with water drain connections to the collection system than were in fact found. The test turned up one significant exception of a customer with multiple buildings on their property with a connection from a collection basin receiving rain water runoff into the district system leading to the wastewater treatment plant. He was surprised to not find any smoke coming through the ground giving indication of broken lateral lines but suspected the water table level and sandy soil condition to not be conducive for this part of the test. Testing for infiltration would proceed in the fall through more camera work with a focus on lateral customer connections.

The board directed Mr. Chick to communicate to the customer involved a requirement to correct the improper drain water connection within sixty days of the date of the notice letter.

Mixer Status: (Information) Mr. Chick reported the failed mixer was in for repair by Flygt and expected to obtain quotes from another supplier for installation where the repaired unit would be shelved for future emergency use.

New Business:

LGIP Signature Authorization Letter: (Action) Ms. Virginia Birkby moved execution of the Local Government Investment Pool signature authorization letter (attached) which was seconded by Mr. Seifer. AIF.

July 21, 2017 Minutes: At the bottom of the first page where it showed, "... (6) Terms of Office to read, "The term for each elected officer..." was changed to read, "... (6) Terms of Office first sentence to read, "The term for each elected officer ..." and where it showed, "... and further move to revise Policy 16-01 SD Elections on page six (6) Terms of Office to read, "No member of the Board of Directors may ..." was changed to read, "... and further move to revise Policy 16-01 SD Elections on page six (6) Terms of Office second sentence to read, "No member of the Board of Directors may ..."

Ms. Tindall moved acceptance of the minutes as amended which was seconded by Ms. Virginia Birkby. AIF with Mr. Short abstaining.

Reports:

Accounts Receivable: A sheriff's sale on a district non-performing account was reported to have taken place on August 8th where the prior monies owing were paid in full by the mortgage holder.

District Manager's Report: (attached)

Treasurer's Report: Ms. Tindall reported on behalf of the Treasurer Ms. Debra Birkby that the accounts were balanced to date and that \$122,295.75 was held in the Columbia Bank checking account.

Board Comments: Mr. Short said that he would be missing the next monthly meeting. Ms. Virginia Birkby thanked Ms. Darr Tindall for her service as President of the district which was joined by Mr. Phil Chick. Mr. Casey Short added his thanks for her service as President and welcomed Mr. Ron Schiffman as the new district President.

September Agenda Items: I & I update, mixer status update, emergency prep materials acquisition update in October.

Public Comment: None.

The meeting was adjourned by Mr. Schiffman at 8:00 pm.

Respectfully submitted,



Steve Hill

Attest _____
Mr. Ron Schiffman, President



Arch Cape Sanitary District
32065 East Shingle Mill Lane
Arch Cape, OR 97102






18 August 2017

Oregon State Treasury

Attn: Local Government Investment Pool
350 Winter Street N.E., Suite 100
Salem, Oregon 97301-3896

To Whom It May Concern:

The Arch Cape Sanitary District hereby authorizes any two of the following individuals to initiate **bank account information changes** for the Local Government Investment Pool Account #5784 on our behalf.

<u>Signature</u>	<u>Printed Name</u>	<u>Title</u>
	Ron Schiffman	President
	Virginia Birkby	Vice-President
	Debra Birkby	Treasurer
	Casey Short	Director
	Darr Tindall	Director

This document supersedes all authorizations and shall continue in force until a new authorization has been received from our office.

Sincerely,



Debra Birkby
Treasurer

Manager Report August 18, 2017

SANITARY:

The U.V. system has been having some problems lately. We have been working with Aquionics (the manufacturer) and Cannon Beach Electric on identifying the cause of the problem. The system has been experiencing multiple tripping issues. These incidents appear to be associated with start-up, after intermittent periods of low flow, when the lamp units are turned off. New breakers for the lamps will be installed, as a first means of pin-pointing the problem. If this does not solve the issue, we will need to schedule a tech from Aquionics to come out for a site visit.

Biosolids work is complete and irrigation site brush cutting continues

The radiator on the generator at the WWTP has developed a small leak. We are monitoring it daily. One has been ordered and will be installed by Grafts Automotive when it comes in. Cummins does not have one in stock, so it will be some time before it is received.