

# ARCH CAPE SANITARY DISTRICT MINUTES

19 March 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  
Bill Campbell

Water Board: Dan Seifer (non-voting)  
Linda Murray (non-voting)

Public: John Mersereau, President - North Coast Land Conservancy

Staff: Phil Chick, District Manager  
Steve Hill

Ms. Darr Tindall called the meeting to order at 6:05 pm as a Covid-19 Zoom virtual meeting. Mr. Hill held a roll call.

**Public Comment:** Mr. Seifer recommended consideration of the financials on a consolidated basis with an invitation for David Ulbricht of SDAO to assist in preparation of future loan applications.

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

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

**Old Business:**

There was a recess of the board meeting and those not attending the following executive session were asked to leave the meeting and to log back in and await readmittance to the regular meeting.

**Wastewater Plant Access:**

**Executive Session:** Under provisions of ORS 192.660 (2)(h) an executive session was entered into at 6:07pm to consult with counsel concerning the rights and duties of a public body with regard to current litigation or litigation likely to be filed. The session ended at 6:37pm.

Mr. John Mersereau was readmitted to the regular meeting.

**Webb Lift Station:** (Information) Mr. Chick reported that we have submitted a Letter of Interest for a Technical Assistance Grant (TAG) through Business Oregon to update the District's facilities plan, which was last updated in 2006. A current facilities plan is required to receive loan funding through DEQ/Business Oregon for the rebuilding of the Webb Lift Station. The official application for the TAG is due in early May. The \$20K grant is expected to pay for Curran-McLeod's cost to review and update the District's facilities plan.

**Covid-19 Emergency:** (Information) Accounts receivable were reported as holding and a lien was being prepared for filing against one property.

**New Business:**

**Board Position #3 Vacancy:** (Information) The vacancy continues and a search for volunteers continues.

**Budget Committee Appointment:** (Action) An application from Ms. Buffy Simmons for the open number five budget committee position was reviewed and her significant financial experience commented upon favorably.

Ms. Birkby moved appointment of Ms. Buffy Simmons to the open budget committee position which was seconded by Mr. Anderson. All in favor. Motion carried.

**Reports:**

**District Managers Report and Correspondence for Action:** (attached) Mr. Chick reported I & I efforts to proceed in July and August at an estimated expense of \$4K. The irrigation site is being cleared.

**Board of Directors' Comments and Reports:** None.

**April Agenda Items:** Web lift station, plant access, SDC update and budget amendment.

**Arch Cape Forest Finance Committee:** It was recommended that an additional member to the ACF Finance Committee come from the board. Mr. Campbell volunteered to serve on the committee.

**Public Comment:** None.

The meeting was adjourned by Ms. Darr Tindall at 6:52 pm.

Respectfully submitted,



Steve Hill

Attest   
Ms. Darr Tindall, President

## Manager Report March 19, 2021

### SANITARY:

We received 16.6 inches of rainfall in February and the plant received 6.2 million gallons of influent.

Manhole inspection in the District is now completed. We'll put together a repair plan for the worst areas. I've been in contact with Spartan Environmental Services for cost estimates.

Staff has started getting the irrigation site ready to be opened up for the season. There are many downed trees from the wind storm in September and some damaged irrigation standpipes.