

ARCH CAPE SANITARY DISTRICT DRAFT MINUTES

19 May 2017

A quorum was present.

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

Public: David and Jeannie Stockton

Staff: Phil Chick, District Manager
Steve Hill, Secretary

Ms. Darr Tindall called the meeting to order at 7:20 pm.

Public Comment: None.

Agenda: Strike Treasurer's Report. Mr. Short moved adoption of the agenda as amended 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 Mr. Schiffman. AIF.

Old Business:

I & I – Smoke Test with Community Notice: (Information/Action) Suggestions were offered to Mr. Chick for the anticipated billing insert (attached) regarding the anticipated community wide inflow and infiltration smoke testing including stating that it was from the Arch Cape Sanitary District in the first line as well as possibly incorporating some form of clip art to draw attention to the notice. Expected color of the smoke was also recommended. It was stated that the insert would be printed on colored paper stock. Mr. Chick said he was continuing to refine the insert and that he intended using door handle hanging notices throughout the district a few days prior to testing.

ACSD Ordinance 2007 re: Septic to Sewer connections: (Information) Mr. Chick reported that he is continuing to draft a letter for Board review regarding a customer connection to the district where a septic system is currently in use. He indicated that he had been in communication with the property owner involved and they had expressed concerns about connecting to the district at this time.

There was a consensus that Mr. Chick get in touch with District counsel Eileen Eakins for input on this issue and the options available to the Board. Moved to the next meeting for consideration.

April 21st Minutes: At the bottom of the first page where it reads, “ ... Ms. Debra Birkby moved adoption of the District Board of Director Policies which was seconded by Mr. Schiffman.” was changed to read, “ ... Ms. Debra Birkby moved adoption of the District Board of Director Policies which was seconded by Mr. Schiffman. AIF”.

Ms. Debra Birkby moved approval of the minutes as amended which was seconded by Mr. Short. AIF.

New Business:

Financial Audit or Review FY 2016-17: (Information) Mr. Hill said the district would have the option of either a more comprehensive audit or a less exhaustive review since total expenditures were forecasted to be below \$500K. An audit would cost on average \$1K more than a review. The Board may consider having an audit every few years for the greater assurance it provides to the published financials even if expenditures fall below the \$500K hurdle.

Community Forest Appropriations Request: (Action) A request had been received regarding support for a five (5) million dollar appropriation request for community forests in a bill up for consideration in 2018.

Mr. Short moved that the District move forward with a community forest appropriation application (attached) which was seconded by Mr. Schiffman. AIF.

2017-18 Budget Adoption: (Action) Mr. Short moved adoption of the 2017-18 Budget for the Sanitary District as approved and recommended by the budget committee for publication as Resolution 17-02 SD (attached) with the accompanying imposing of tax of \$147,551. This was seconded by Ms. Virginia Birkby. AIF.

Reports:

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

District Manager’s Report: (attached) Mr. Chick reported that we are ahead of schedule with new construction in Arch Cape and that builder inquiries and activity had picked up recently.

Treasurer’s Report: None.

Board Comments: Ms. Tindall thanked staff for the recently forwarded policies and log. Mr. Hill was asked if they would be published on the web site and he indicated that he would try to do so.

June Agenda Items: Emergency funding, Septic system district connections, SDC adjustment, emergency needs list.

Public Comment: Mr. Stockton expressed his thanks for the Board and Budget Committee's service. Ms. Stockton asked about the color of the smoke used in the planned district wide inflow and infiltration test and was answered that it was grayish white.

The meeting was adjourned by Ms. Tindall at 8:00 pm with the next meeting scheduled for Friday, 16 June 2017.

Respectfully submitted,


Steve Hill

Attest 
Ms. Darr Tindall, President

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ACSD Ordinance 2007 re: Septic to Sewer connections: (Information) Mr. Chick reported that he is continuing to draft a letter for Board review regarding a customer connection to the district where a septic system is currently in use.

Ms. Jeannie Stockton suggested that the fewer words in this communication the better.

May 20, 2017

The Honorable Ken Calvert
Chairman
House Interior, Environment, and Related
Agencies Appropriations Committee

The Honorable Lisa Murkowski
Chairman
Senate Interior, Environment, and Related
Agencies Appropriations Committee

The Honorable Betty McCollum
Ranking Member
House Interior, Environment, and Related
Agencies Appropriations Committee

The Honorable Tom Udall
Ranking Member
Senate Interior, Environment, and Related
Agencies Appropriations Committee

Dear Chairs and Ranking Members:

As representatives of a broad coalition of conservation and forestry organizations and municipal agencies, we are writing to express our strong support for the U.S. Forest Service's Community Forest and Open Space Conservation Program (CFP). Since its first grant round in FY 2012, CFP has supported nearly three dozen community forest projects across 17 states and territories. However, demand for CFP funding far outstrips its availability, so we urge you to build upon the program's impressive achievements by including \$5 million for the program in the Fiscal Year 2018 Interior, Environment, and Related Agencies Appropriations bill.

CFP is an innovative tool to advance the important goals of supporting local economies, increasing opportunities for Americans to connect with forests in their own communities and fostering new public-private partnerships. We believe that these connections are vital to communities' livability and economic well-being. Since Fiscal Year 2012, CFP has contributed to this important effort by assisting local communities to secure forests for public recreation, sustainable forestry, and wildlife habitat and water quality preservation.

As you know, CFP provides matching funds to help local government entities, Indian tribes, and non-profit organizations purchase forestlands threatened with development for local ownership and management as community forests. The program directly addresses the urgent need to prevent the widespread conversion of private forests to non-forest uses. This threat was highlighted in the U.S. Forest Service report *Private Forests, Public Benefits*, which projected that 57 million acres of America's private forests could experience a substantial increase in housing density by 2030.

In its brief history, CFP has made substantial progress in preserving forests by combining federal and non-federal resources. Indeed, through the latest round of CFP grants, project partners leveraged \$10.6 million in federal funds to secure \$34.5 million in non-federal funding. As a result of these partnerships, more than 15,000 acres of private forestlands have been or soon will be acquired to create new or expand existing community forests. This impressive leveraging ratio demonstrates the willingness of local entities to match federal funding with significant commitments of funding and other resources.

Given the strong interest in the Community Forest Program and its impressive leveraging successes, we urge you to sustain the program's growing momentum by providing greater funding to meet demand. **A \$5 million investment in the Community Forest Program as part of the FY 2018 Interior, Environment, and Related Agencies Appropriations bill will allow the program to benefit even more communities across the nation.**

Thank you for your consideration of this request, and we hope you will give it the highest possible consideration.

Sincerely,

DRAFT

NOTICE TO SEWER CUSTOMERS

The Arch Cape District is increasing efforts to eliminate sources of infiltration and inflow to the sewer system. Excessive plant inflow puts an unnecessary strain on the treatment plant's membranes and greatly reduces their useful life. Replacement of 75% of the membranes is scheduled for 2019-20 in the District's capital plan at a cost of nearly \$400,000.

The District is tentatively scheduled to conduct smoke testing its sewer system in the summer/fall. It is a fairly quick and efficient way to determine sources of inflow, and will be completed in a day.

The type of smoke used is harmless to humans, plants, and animals. On the outside of houses you may notice smoke coming from sewer vents, gutters and downspouts, and out of the ground along sewer lines. Homes without faulty plumbing systems should experience no smoke inside the home. If smoke does enter the home, open windows and ventilate.

Additional notification will be made prior to testing.

If you are aware that your home is illegally connected to the sewer system, please cease use of these connections. Penalties for failing to do so are identified in the District's Sewer Use Ordinance.

For questions or concerns please contact Phil Chick, District Manager, at 503-436-2790.

ARCH CAPE SANITARY DISTRICT

RESOLUTION 17-02 SD

A RESOLUTION ESTABLISHING THE BUDGET AND IMPOSING THE TAX FOR FISCAL YEAR 2017-2018 FOR THE ARCH CAPE SANITARY DISTRICT.

IT IS HEREBY RESOLVED AND ORDERED that the Arch Cape Sanitary District Budget approved and recommended by the Budget Committee on 19 May 2017, for the fiscal year beginning July 1, 2017 in the total amount of **\$597,660** and for the purposes shown below are hereby appropriated as follows:

General Fund

Materials & Services	\$270,001
Debt Service	\$199,187
Contingencies	<u>\$ 37,000</u>
Total General Fund	\$506,188

Capital Fund

Contingencies	<u>\$91,472</u>
Total Capital Fund	\$91,472

Total Appropriations **\$597,660**

Imposing the Tax

BE IT RESOLVED that the Board of Directors of the Arch Cape Sanitary District hereby impose the taxes provided for in the adopted budget in the amount of **\$147,551** for bonds; and that these taxes are hereby imposed and categorized for tax year 2017-18 upon the assessed value of all taxable properties within the District.

Categorizing the Tax

General Government Limitation	Excluded from Limitation
General Government	
Debt Service Fund	\$147,551

The above resolution statements were approved and declared adopted on this 19th day of May 2017.

Attest Steve Hill
Steve Hill, Secretary

Darr Tindall
Darr Tindall, President

Manager Report May 19, 2017

SANITARY:

Membranes have been cleaned at the WWTP

The irrigation site is online and sprinkler head and corridor brush cutting continues

A Smith/Loveless tech came for preventative maintenance and general station overview at Asbury and the North End Lift Stations on May 17th.

There seems to be a definite upturn in building on the North Coast. I've received several more inquiries recently, and another home is scheduled to be built on Pacific between Hemlock and Cedar Street.