

# ARCH CAPE SANITARY DISTRICT DRAFT MINUTES

17 March 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 7:05 pm.

**Public Comment:** None.

**Agenda:** Ms. Debra Birkby moved acceptance of the agenda which was seconded by Mr. Short. All in favor (AIF).

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

**Old Business:**

**Board Member Duties and Responsibilities :** As discussed in the water district meeting.

**Appoint Budget Committee:** Ms. Virginia Birkby moved the appointment of Mr. Richard D'Onofrio and Ms. Diane Matson to the budget committee with terms expiring in 2020 which was seconded by Mr. Schiffman. AIF.

**Infiltration and Inflow:** Mr. Chick reported that a smoke test at a cost of \$0.45 per foot of pipe could be made of the district's collection system which would reveal sump pump connections as well as potential lateral breaks with smoke emission from the ground and drain pipe connections with smoke discharge from down spouts.

Mr. Chick indicated that lateral stub connections were in place by the district to the property line of district customers and it was their responsibility for installing and properly maintaining the connection from that point to their home.

A communication letter to customers on this issue will be included with the June quarterly billing and at Ms. Tindall's request a report provided of the comparison between the

treatment rate prior to the recent I & I work done to the rate following that project. An article for the May Tunnel Echoes was also suggested.

**Banking Policy Draft:** Moved to next month.

**February 17, 2017 Minutes:** In the Sanitary Excess Usage Charges Policy section on page two (2) where it reads, "No Board action taken." changed to read, "The Board determined to take no further action."

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

**New Business:**

**Recreational Immunity:** Moved to next month.

**Reports:**

**Accounts Receivable:** Account receivables were reported to be in good condition except for two non-performing accounts. Updated liens to be filed by month end.

**District Manager's Report:** (attached)

**Treasurer's Report:** The Columbia Bank checking account balance at month end was reported to be \$77,586 and the LGIP balance to be \$259,919. Accounts are balanced.

**Board Comments:** Mr. Short said he calculated an average treatment at the plant of approximately 180,000 gallons per day for a plant which was designed and built for 175,000 gallons per day.

**April Agenda Items:** Banking policy, Board member duties, Recreational Immunity, and I & I.

**Public Comment:** None.

The meeting was adjourned by Ms. Tindall at 7:37 pm.

Respectfully submitted,



Steve Hill

Attest   
Ms. Darr Tindall, President

<b>2017 ARCH CAPE SANITARY DISTRICT BUDGET COMMITTEE PROPOSAL</b>		
<b>Board</b>	<b>Community</b>	<b>Term</b>
1. Debra Birkby		
2. Virginia Birkby		
3. Ron Schiffman		
4. Casey Short		
5. Darr Tindall		
	1. Catherine Donofrio	2015-2018
<b>OPEN POSITION</b>	<b>2. Richard Donofrio</b>	<b>2017-2020</b>
<b>OPEN POSITION</b>	<b>3. Diane Matson</b>	<b>2017-2020</b>
	4. Mike Wood	2014-2017

<b>2017 ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT BUDGET COMMITTEE PROPOSAL</b>		
<b>Board</b>	<b>Community</b>	<b>Term</b>
1. Debra Birkby		
2. Virginia Birkby		
3. Ron Schiffman		
4. Dan Seifer		
5. Open Position		
	1. Catherine Donofrio	2015-2018
<b>OPEN POSITION</b>	<b>2. Richard Donofrio</b>	<b>2017-2020</b>
	3. Diane Matson	2014-2017
	4. Mike Wood	2014-2017

## Managers Report March 17, 2017

### Sanitary:

We received 16.5” of rain fall in February and the WWTP treated 5.5 million gallons of wastewater. This winter has had the most weather-related power outages that I have experienced since working here –not in duration – but in occurrence. We are slowly crawling out of winter, in between hail storms, and are getting ready to plan for irrigation site maintenance for the summer season.

I was away at OAWU’s Management and Technical Conference last week. Some memorable sessions that I attended included: project management, holding board meetings, DEQ and Finance roundtable sessions, and asset management. I hope to begin developing an asset management program for the sanitary district in the summer. Oregon DEQ provides assistance in getting districts started with this, and I have made contact with them. I am looking into the feasibility of receiving an internship grant through SDAO for help with this.

Staff drained and inspected Digester 2 recently. One of the air diffusers in the digester needed to be tightened, but overall looked good.

Various hazardous materials at the plant were disposed of through Tillamook Solid Waste Dept’s service recently. Old pesticides, Ultraviolet lamps, cleaning agents, etc. were disposed of properly. The Tillamook Transfer Station handles hazardous materials disposal for businesses in Clatsop and Tillamook County and were very efficient to work with.