

# ARCH CAPE SANITARY DISTRICT DRAFT MINUTES

20 October 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 7:25 pm.

**Public Comment:** None.

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

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

## **Old Business:**

**Emergency Preparedness Purchases:** (Information) One half of the supplies will be located at the church and one half at the fire station. Access to the church is to be determined

**Equivalent Dwelling Unit Distribution Methodology:** (Information) At present we have four inch (4") lateral lines for customer service to our collection system. Hookups to the district are more expensive for a customer using a one inch (1") water meter connection at \$19,921 rather than the more common three quarter inch (¾") meter connection costing \$7,968. Mr. Chick will provide a statistical update for directors of our current district's connections by type.

**Mixer Status:** (Information) The new mixer purchase for \$9,600 will be superior to that obtained from Flygt. It should be installed sometime in November and will carry a four (4) year warranty versus the prior eighteen month warranty held with Flygt. The mixer mounting base will need to be made more substantial to carry the new unit.

**September 15<sup>th</sup> Meeting Minutes:** (Action) Ms. Tindall moved acceptance of the minutes which was seconded by Ms. Debra Birkby. Ms. Virginia Birkby, Ms. Debra Birkby and Ms. Tindall voted yes. Mr. Short abstained. Motion carried.

**New Business:**

**Best Practices Checklist & District Letterhead and Logo:** Action to be consistent with that taken in the water district meeting just held.

**Reports:**

**Accounts Receivable:** A/R was reported to have slightly slower collections than at the same time last year.

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

**Treasurer's Report:** The LGIP account was reported at \$273,127 and Columbia Bank at \$161,485. Accounts are reconciled.

**Board Comments:** Ms. Debra Birkby said that it was great to see younger people involved and Ms. Virginia Birkby expressed her appreciation for Mr. Schiffman's suggestion that Ms. Micah Cerelli be engaged to take on some of the work. Ms. Debra Birkby suggested reporting to the community club the progress made on emergency preparedness and Mr. Chick indicated that he would prepare a submission for the next Tunnel Echoes. He indicated that he still needed a check from the club for their pledged support of this effort. Ms. Tindall thanked Mr. Chick and Mr. Hill for their work.

**November Agenda Items:** Mr. Chick is to look into possible membership in the Oregon Association of Clean Water Agencies and develop a policy first draft for multiple hookups. District connection statistical report.

**Public Comment:**

David and Jeannie Stockton complimented the Board on their professionalism.

The meeting was adjourned by Ms. Virginia Birkby at 8:52 pm.

Respectfully submitted,

  
Steve Hill

Attest   
Ms. Virginia Birkby, Vice President

# SDIS

SDIS

**Entity Name**

Arch Cape **SANITARY** District

**Contact Name**

Phil Chick

**Contact Email**

philchickacutil@gmail.com

**Contact Phone**



503-436-2790











**Total Discount %**

0


Check Yes if completed    Yes    Help    More Information

**Affiliate Membership - Is your organization a member of:**

- 1   Oregon Fire District Directors Association (OFDDA)?       (<http://www.ofdda.com>)
- 2   Oregon Association of Hospitals and Health Systems (OAHHS)       (<http://www.oahhs.org/>)
- 3   Oregon Fire Chiefs Association (OFCA)?      ?    (<http://www.ofca.org>)


	Check Yes if completed	Yes	Help	More Information
4	Oregon Water Resources Congress (OWRC)?	<input type="checkbox"/>		 ( <a href="http://owrc.org">http://owrc.org</a> )
5	Oregon Mosquito and Vector Control Association?	<input type="checkbox"/>		
6	Oregon Recreation and Park Association (ORPA)?	<input type="checkbox"/>		 ( <a href="http://www.orpa.com">http://www.orpa.com</a> )
7	Oregon Public Ports Association (OPPA)?	<input type="checkbox"/>		 ( <a href="http://www.oregonports.com">http://www.oregonports.com</a> )
8	Oregon Association of Clean Water Agencies (ORACWA)?	<input type="checkbox"/>		 ( <a href="http://www.oracwa.org">http://www.oracwa.org</a> )
9	Oregon Association of Conservation Districts (OACD)?	<input type="checkbox"/>		 ( <a href="https://oacd.org">https://oacd.org</a> )
10	Cemetery Association of Oregon?	<input type="checkbox"/>		 ( <a href="http://www.oregoncemeteries.com">http://www.oregoncemeteries.com</a> )
11	Oregon APCO-NENA?	<input type="checkbox"/>		
12	Oregon Transit Association (OTA)?	<input type="checkbox"/>		 ( <a href="http://www.oregontransit.com">http://www.oregontransit.com</a> )
13	Oregon People's Utility Districts Association (OPUDA)?	<input type="checkbox"/>		 ( <a href="http://www.opuda.org/">http://www.opuda.org/</a> )
14	Oregon Association of Water Utilities (OAWU)?	<input checked="" type="checkbox"/>		 ( <a href="http://www.oawu.net">http://www.oawu.net</a> )
15	Oregon Library Association (OLA)?	<input type="checkbox"/>		 ( <a href="http://www.olaweb.org">http://www.olaweb.org</a> )

**Check Yes if completed    Yes    Help    More Information**

16 Oregon Economic Development District Association (OEDD)?   (<http://www.oedd.org/>)

17 Oregon PRIMA?  ?  (<http://orprima.org>)

**Discriminatory Workplace Harassment Policy**

18 Does your organization have a Discriminatory Harassment Policy on file?   (<http://ref.sdao.com/sample/SampleHarassmentPolicy.pdf>)  
*PC*

**Employment Practices Checklist**

19 Do you have a written hiring process?  *PC*

20 Do you require background checks/drug tests? Are those polices in place?  *PC*

21 Have you reviewed your job application forms/procedure?  *PC*

22 Have you done a semi-annual review of your District Personnel Polices?  *No PC*

23 Have you updated your job descriptions in the last year?  *No PC*

24 Have you done recent (annual) performance evaluations of all employees?  *PC*

**Check Yes if completed**    **Yes**    **Help**    **More Information**

25 Have you reviewed employee positions and duties for compliance with wage and hour laws?  **No**  
PC

26 Have you reviewed your discipline/discharge policy?  PC

27 Are your managers clear on steps when discipline is required?  PC

28 Does your District have to comply with OFLA/FMLA? Is your leave policy consistent?  **No**

29 Do you have a plan for staff trainings/education?  PC


30 Do you have a policy regarding on the job injury and claims handling?  PC

31 Have you considered/discussed a light duty work policy?  **No**  
PC


32 Do you call Pre-Loss before making any adverse employment decision?  PC


**Online Training - Employee**

**Check Yes if completed    Yes    Help    More Information**

33 Has your organization completed the SafePersonnel "Discrimination: Avoiding Discriminatory Process or Sexual Harassment: Policy and Procedure" Training?  ?  (<http://www.sdao.com/s4/onlinetraining>)  
*pc*

**SDAO-SDIS Training - Has a representative from your organization attended:**

34 2017 SDAO Annual Conference? (pre-conference sessions are also eligible).  ?  (<http://www.sdao.com/ac>)

35 SDAO/SDIS spring, summer, or fall regional trainings?  *pc*  (<https://www.sdao.com/EventList?InitialText=regional>)

36 SDAO/SDIS onsite risk management training conducted by SDAO risk management staff or management consulting staff during the current policy year (2017)?

37 Board Practices Assessment provided by the SDIS Consulting Services Program?  ?

38 OFDDA - SDIS Fire District Risk Management Training?

## Manager Report October 20, 2017

### SANITARY:

Smoke Testing follow-up is continuing at 79906 Cannon Rd.

Staff met with M&F Plumbing to camera the home's drainage lines, and it was determined that the property's entire storm drainage system is tied into the District's collection system. The homeowner's contractor has begun fixing the problem.

Hiro Kuge from Kubota was on site on October 10<sup>th</sup> to assist staff in inspecting the membranes at the treatment plant. Staff removed the covers from both MBR basins to inspect operation of the air diffusers. We were pleased with the overall air roll pattern on each basin, which is important in keeping the membranes clean. Membranes were also sent back to Kubota's research center for testing like last year. Kubota will provide us with a report on the strength/life expectancy of the membranes. At a glance, the basins appeared to be operating well and the membrane trains did not show a large degree of fouling. The mud valve on Basin #2 would not open and prevented us from being able to lower the water level. Next year when the basins are taken offline for sediment removal, the valve will need to be inspected and repaired. A submersible pump will be used to drain Basin Number 2.

MBR Basin #1 received a membrane clean in preparation for winter. Basin #2 will be cleaned before the end of the month.

Cannon Beach Electric installed a new breaker in UV Unit #1 on October 11th. Trouble-shooting continued on finding a cause for some of the intermittent tripping issues the units have been experiencing. The wire insulation on both units was tested, and came out showing no problems. A couple of loose connections were found in the panel, and tightened. The air filters to the panel were cleaned as well. We also had them change the wiring configuration on UV Unit 2 to allow us more space to remove and replace the wiper motor when we need to install U.V. lamps.