

# ARCH CAPE SANITARY DISTRICT MINUTES

20 April 2018

A quorum was present.

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

Excused Absent: Virginia Birkby, Vice-President

Water Board: Dan Seifer (non-voting)

Public: David and Jeannie Stockton

Staff: Phil Chick, District Manager  
Steve Hill, Secretary

Mr. Ron Schiffman called the meeting to order at 805 pm.

**Public Comment:** None.

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

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

## **Old Business:**

**Auditor Search:** (Information) As discussed in the Water District meeting. Initial interest had been shown by two of the five candidates provided with an RFP (Request for Proposal). Mr. Short recommended that following the return of RFPs the Board accept Mr. Hill's recommendation for auditor.

**Property Insurance Report:** (Information) Mr. Steve Silva from WHA Insurance met with Mr. Phil Chick to review the district's property. Mr. Chick advised against insuring the collection system piping. He recommended increasing our deductible from \$250 to \$1K for a \$406 reduction in annual premium.

Mr. Short moved to authorize the District Manager to proceed in making the recommended changes in coverage for the district which was seconded by Ms. Tindall. All in favor. Motion carried.

**Public Records Policy Review:** (Action) Ms. Tindall moved adoption of the public records policy amendment (attached) with added language to read that, "This public records policy amendment

replaced in its entirety the public records portion of the Public Meeting and Records Policy 16-03 SD adopted on March 11, 2016” which was seconded by Ms. Debra Birkby. All in favor. Motion carried.

**New Business:**

**Resolution 18-02 SD SDC Update:** (Action) Mr. Chick said that the proposed resolution (attached) updating the districts system development charges had been made using the Engineering News Record Construction Cost Index would not require a public hearing since the methodology of the SDC was not being modified.

Ms. Debra Birkby moved adoption of Resolution 18-02 SD SDC Update which was seconded by Ms. Tindall. All in favor. Motion carried.

**Reports:**

**Accounts Receivable:** Mr. Hill reported that the districts receivables condition had remained unchanged from the prior month.

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

**Treasurer’s Report:** Account reconciliations to be completed prior to next month’s regular meeting.

**Board Comments:** Mr. Short expressed his appreciation for the efforts of staff.

**May Agenda Items:** Budget and auditor search update.


**Public Comment:** None.

The meeting was adjourned by Mr. Ron Schiffman at 8:25 pm.

Respectfully submitted,



Steve Hill

Attest   
Mr. Ron Schiffman, President

## PUBLIC RECORDS POLICY

### Compliance

The District shall fully comply with the Oregon Public Records Law, ORS 192.311 to 192.390

- **Specificity of Request:** In order to facilitate the public's access to records in the District's possession, and to avoid unnecessary expenditure of staff time, persons requesting in writing access to public records for inspection or copying, or who submit written requests for copies of public records, shall specify the records requested with particularity, furnishing the dates, subject matter and such other detail as may be necessary to enable District personnel to readily locate the records sought.

- **Acknowledgement of Request:** Within five business days after receipt of such written request, the District will either:

- Complete the request by:
  - Providing access to or copies of all non-exempt requested records, and asserting any exemptions to disclosure having separated exempt material from non-exempt material and telling the requester of appeal rights regarding any exemption asserted; or
  - Providing a written statement:
    - That the District is not the custodian of the record; or
    - That federal or state law prohibits the District from acknowledging whether any requested record exists.
- Acknowledge the request by:
  - Confirming that the District is the custodian of the requested record; in which case the District will complete the request within an additional ten business days or provide a written statement that the District is still processing the request and providing a reasonable estimated completion date; or
  - Informing the requester that the District is not the custodian; or
  - Notifying the requester that the District is unsure whether it is the custodian of the record.

Deleted: Notifying

The time periods herein provided will be extended correspondingly when the District tells the requester a fee is due and until the fee is paid or waived, and when the District requests additional information or clarification for the purpose of expediting its response and until the requestor provides this information or affirmatively declines to provide it. The time periods herein provided do not apply if: (1) necessary staff to complete the request is not available, (2) processing the request would impede other necessary services or (3) the volume of requests is too large; however, the District will acknowledge and complete the request as soon as practicable and without unreasonable delay.

Deleted: District

The District will close the request after 60 days if the requester fails to pay fees due or fails to respond to a request for information or clarification.

• Access: The District shall permit inspection and examination of its non exempt public records during regular business hours in the District's offices, or such other locations as the District Manager may reasonably designate from time to time. Copies of non exempt public records maintained in machine readable or electronic form shall be furnished, if available, in the form requested. If not available in the form requested, such records shall be made available in the form in which they are maintained. ORS 192.440(2). **Fees for Public Records** Fees must be limited to no more than \$25.00 unless the requestor is provided with a written notification of the estimated amount of the fee and the requestor confirms that he/she wants the public body to proceed.

In order to recover its costs for responding to public records requests, the following fee schedule is adopted by the District:

- Copies of Public Records; Certified Copies: Copies of public records shall be twenty-five cents per copy for standard, letter size copies. Copies shall be certified for an additional charge of ten dollars.
- Copies of Sound Recordings: Copies of sound recordings of meetings shall be ten dollars per copy.
- Copies of Maps and Other Nonstandard Documents: Charges for copying maps or other nonstandard size documents shall be charged in accordance with the actual costs incurred by the District.
- Research Fees: If a request for records requires District personnel to spend more than 15 minutes searching or reviewing records prior to their review or release for copying, the minimum fee shall be \$50.00 per hour and additional charges shall be in ¼ hour increments. The District shall estimate the total amount of time required to respond to the records request, and the person making the request shall make payment for the estimated cost of the search and copying of the records in advance. If the actual time and costs are less than estimated, the excess money shall be refunded to the person requesting the records. If the actual costs and time are in excess of the estimated time, the difference shall be paid by the person requesting the records at the time the records are produced.
- Additional Charges: If a request is of such magnitude and nature that compliance would disrupt the District's normal operation, the District may impose such additional charges as are necessary to reimburse the District for its actual costs of producing the records.
- Reduced Fee or Free Copies: Whenever it determines that furnishing copies of public records in its possession at a reduced fee or without costs would be in the public interest, the Board or District Manager may so authorize. ORS 192.440(4).

**Authorization Required for Removal of Original Records** At no time shall an original record of the District be removed from the District's files or the place at which the record is regularly maintained, except upon authorization of the Board of Directors or the District Manager.

| **On-Site Review of Original Records** If a request to review original records is made, the District shall permit such a review provided that search fees are paid in advance in accordance with the Fees for Public Records section, above. A representative shall be present at any time original records are reviewed, and the charges for standing by while the records are reviewed shall be the same as the charges for searching or reviewing records.

| **Unauthorized Alteration, Removal, or Destruction of Records** If any person attempts to alter, remove or destroy any District record, the District representative shall immediately terminate such person's review, and notify the attorney for the District.

DRAFT

**ARCH CAPE SANITARY DISTRICT**

**RESOLUTION 18-02 SD**

**A RESOLUTION REVISING SYSTEM DEVELOPMENT CHARGES (SDC) / EQUIVALENT DWELLING UNIT (EDU) FEES FOR THE ARCH CAPE SANITARY DISTRICT (the “District”)**

**Whereas**, the District adopted Ordinance 98-1 SD establishing a System Development Charge methodology and rates; and

**Whereas**, Section 4B of the ordinance provides for adoption of SDC rates by resolution; and

**Whereas**, it is felt prudent to update those charges to more properly reflect changes through investment in District infrastructure and current cost indices; and

**Whereas**, it is determined that one SDC is equal to one EDU; and

**Whereas**, the District allows for the annual adjustment of fees in accordance with the Engineering News-Record Construction Cost Index (ENR CCI); and

**Whereas**, the ENR CCI used in Resolution 17-03SD was 10,678 and the March 2018 ENR CCI to be applied for the purposes of this Resolution is 10,959 (Index Ratio=10,959/10,678=1.026);

**NOW, THEREFORE**, be it resolved the ARCH CAPE SANITARY DISTRICT System Development and Connection Charge herein established become effective May 1, 2018.

<u>¾ inch meter</u>		<u>1 inch meter</u>	
Improvement Fee	\$ 90	Improvement Fee:	\$ 226
Reimbursement Fee	\$8,004	Reimbursement Fee:	\$20,011
Administrative Fee	\$ 81	Administration Fee:	\$ 202
Total SDC/EDU Charge	\$8,175	Total SDC/EDU Charge:	\$20,439

Adopted and signed this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

Ron Schiffman, President

Attest \_\_\_\_\_

## Manager Report April 20, 2018

### SANITARY:

9.2” of rainfall was received in March. The plant treated 4 million gallons of wastewater

Irrigation Site work is complete and the system is ready to be opened up for the season on May 1<sup>st</sup>.

Biosolids work is complete

I have been in contact with Chris Bayham at Oregon DEQ regarding the Clean Water State Revolving Loan Fund (CWSRLF) Sponsorship Option. This loan opportunity has the potential to offer both the Sanitary District and the Water District funding for a wastewater project, and a drinking water source protection project under the program’s sponsorship option.

The sponsorship option allows a public wastewater agency to apply for a traditional wastewater project and a nonpoint source control management project (such as property acquisition for drinking water protection) as a combined loan.

The sponsorship option encourages communities to pursue water restoration or protection efforts that wouldn’t otherwise be funded by discounting the combined loan’s interest rate to as low as 1%. Loan terms can range from 5 to 20 years.

There currently is no limit required for the wastewater project portion, and technically no maximum cap amount for the water project loan portion. The CWSRLF historically has a very large pool of money available for loans that fund multimillion dollar projects.