

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT MINUTES

18 June 2021

A ZOOM video teleconference meeting was held due to the COVID-19 pandemic. A quorum was present

Water Board: Dan Seifer, President
Debra Birkby, Vice-President & Treasurer
Linda Murray
Nadia Gardner

Excused Absent: Lauren Ahlgren

Sanitary Board: Darr Tindall (non-voting)
Chris Anderson (non-voting)
Bill Campbell (non-voting)

Public: Buffy Simmons
David Stockton
Jeannie Stockton

Staff: Steve Hill

Excused Absent: Phil Chick, District Manager

Mr. Dan Seifer opened the meeting at 6:26pm and indicated that we had a quorum. He said that it may be recorded. Mr. Seifer announced that this virtual meeting was being conducted in accordance with State of Oregon guidelines issued for the corona virus and may be recorded. Those needing technical assistance should contact Ms. Nadia Gardner at 503-298-9785. Mr. Hill called the roll and Mr. Seifer noted that Mr. Chick was excused absent.

Public Comments: None

Agenda: Addition of Old Business correction of Resolution 21-06 WD Rate Change. Ms. Murray moved acceptance of the agenda as amended which was seconded by Ms. Gardner. All in favor. Motion carried.

Consent Agenda: Ms. Birkby moved approval of the consent agenda which was seconded by Ms. Gardner. All in favor. Motion carried.

Old Business:

Arch Cape Forest: (Information) It was noted that as in the Work Session discussion that different necessary pieces were moving forward. At 1:00pm next Wednesday the ACF Finance Committee would meet in executive session due to the proprietary nature of some EFM data that would be discussed and the public would not be able to attend.

The DEQ recently said that they liked the project but would require the Sanitary District to own some of the property against which the loan was made and need to show the ability to repay the loan. Both districts must be committed to water quality standards meeting DEQ guidelines.

Hope was expressed for support from the Salem legislature. It was noted that the appraisal can be by block including those parcels in the southern portion of the ACF.

Appraisal Contract Selection: (Information / Action) The three quotes (below) were noted and commented upon.

The Healy Company: \$14,800
Mason Bruce & Girard: \$17,500
Tyler Woods: \$43,800

Ms. Birkby moved approval of Mason, Bruce & Girard (MBG) as appraiser and awarding them the contract which was seconded by Ms. Gardner. All in favor. Motion carried.

It was noted that it would be necessary to forward the contract with MBG for formal approval to ODF acting on behalf of the US Forest Service as well as approval by EFM.

POLICY 21-01 Board Officers replacing Policy 13-01 WD: (Action) Ms. Murray moved adoption of POLICY 21-01 Board Officers replacing Policy 13-01 WD which was seconded by Ms. Birkby. All in favor. Motion carried.

POLICY 21-02 Elections replacing Policy 16-01 WD: (Action) Ms. Birkby moved adoption of POLICY 21-01 Elections replacing Policy 16-01 WD which was seconded by Ms. Birkby. All in favor. Motion carried.

Correction of Resolution 21-06 WD FY2021-22 Rate Change: (Action) Ms. Gardner moved the correction of the 1" rate total to read \$208.00 in place of \$192.00 which was seconded by Ms. Murray. All in favor. Motion carried.

Physical Meetings in the Fire Station: (Information) A general discussion ensued on the benefits and limitations of continuing virtual meetings with a general consensus that it would be good to return to in person meetings when possible. The Cannon Beach Fire District was to be contacted to discuss that possibility and learn of any restrictions.

Ms. Gardner noted that Clatsop County would probably have difficulty in reaching a goal of 65% of residents vaccinated.

Covid-19 Emergency – Accounts Receivable Report: (Information) Mr. Hill reported Accounts Receivable to be firming and in generally good condition.

New Business:

2022-23 Budget & Long Range Financial Plan Schedule (LRFP): (Information) The LRFP would be updated in the fall for use in the budget meetings taking place in early 2022.

Administrative Support Succession Plan: (Information) Mr. Hill, Mr. Chick and Mr. Seifer would meet in the fall to discuss a succession plan. *& Ms. Tindall*

Asbury Creek Bridge: (Information) It was learned that among the four (4) options under consideration that the Clatsop County Commissioners decided to go with a pedestrian bridge as a replacement for the present out of commission structure. The general view was that it would have been preferable for the county to have sought input from the Arch Cape community including the two utility districts.

An approved extension to Walsh without a pending building application was discussed as well and the appeal put forward by the Arch Cape Falcon Cove Beach Community Club. Walsh could potentially be an access road to the Waste Water Treatment Plant.

Reports:

District Managers Report and Correspondence for Action: (attached)

Treasurers Report: None.

Board of Directors' Comments and Reports: Ms. Murray was concerned the Asbury Creek Bridge and that the county would make a decision without local input. Ms. Birkby expressed an interest in contacting rental properties to reach those renters who had established a relationship with Arch Cape and may wish to assist in the ACF acquisition.

Mr. Seifer expressed his thanks to Ms. Lauren Ahlgren for her service on the board of directors. He also indicated that Suzanne Weber has expressed support for the ACF and was looking to collaborate with Betsy Johnson on finding some funding support.

July Agenda Items: (Information) Funding plan for the ACF and the Sanitary Districts participation.

Public Comment: Mr. David Stockton observed that the Asbury Creek Bridge hadn't been used in at least ten (10) years but that as a refurbished pedestrian bridge it could at least be used and which would be a positive development. A question was raised if the district had an adequate supply of chlorine to which the answer was yes.


The meeting was adjourned by Mr. Dan Seifer at 7:26 pm.

Respectfully submitted,



Steve Hill

Attest



Mr. Dan Seifer, President

Arch Cape Domestic Water Supply District

This POLICY 21-01 WD Board Officers replaces POLICY 13-01 WD Board Officers

Election of Officers

The Board of Commissioners shall elect from its membership a President, A Vice President, and a Treasurer. The Board shall also appoint a Secretary who need not be a member of the Board. The Officers shall be elected by majority of the Commissioners voting at said election. The election of the Officers shall be conducted during the annual organization meeting; the first regular meeting of the fiscal year when necessary.

Duties of the President

The President shall serve as the Chairperson of the Board, prepare agendas with the District Manager, preside at all meetings, guide, and facilitate the functions of the Board. Except as otherwise authorized, the President shall sign all contracts, warrants, and other instruments on behalf of the District. The President shall affix the District's seal, if available, to and attest all contracts and instruments authorized to be executed by the Board.

Duties of the Vice President

At the request of the President or in the absence of the President, the Vice President shall perform the functions of the President.

Duties of the Treasurer

The Treasurer shall keep or cause to be kept strict and accurate accounts of all money received by and disbursed for and on behalf of District in permanent records. The Treasurer and District Manager shall sign all checks unless not available for a period of five days or more; in which case signature of the Board President and the District Manager suffice. The Treasurer shall reconcile monthly account with bank statement.

Duties of the Secretary

The Secretary shall keep the records, record minutes of meetings of the Board and votes taken at such meetings shall compose a record of the proceedings of the Board and insure that the record of the meeting is filed in the District business office and shall perform all duties incident to that office.

Arch Cape Domestic Water Supply District

This POLICY 21-01 WD Board Officers replaces POLICY 13-01 WD Board Officers

Terms of Office

The term for each elected officer shall be for two [2] fiscal years or until a replacement is elected. No member of the Board of Directors may hold more than two [2] consecutive terms in the same office (for a maximum of four [4] consecutive years). The Secretary shall serve under contract as approved by the Board until succeeded by another appointed individual.

Approved by vote of the Board June 18, 2021



Dan Seifer, President



Attest Steve Hill, Secretary

Elections Policy

This POLICY 21-02 WD Elections replaces POLICY 16-01 WD Elections

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Provisions regarding election contests and recounts may be found in ORS 258.	
Provisions regarding recall may be found in ORS 249 and OAR Chapter 165.	

measure. This presentation can include a discussion about how the measure came into being (history) and its impacts, so long as it doesn't segue into advocacy. An elected official may follow a staff person's presentation and advocate in support of or opposition to the measure.

Political Action Committee (PAC)

Formation of a PAC must occur before any funds are collected. PACs must be filed with the county elections officer. The forms and guidebooks necessary to form a political committee and report contributions and expenditures are available from the county elections officer.

As a general rule then, public employees may say, "Here are the facts, please vote." Elected officials may say, "Here are the facts, please vote for/against this measure," provided public funds are not used to advocate that position and no public employee time is used to assist in delivering that message.

Resources

Campaign Finance Manual: <http://sos.oregon.gov/elections/Documents/campaign-finance.pdf>

Department of Revenue Property Tax Division Website: <http://www.oregon.gov/DOR/PTD>

County, City and District Referral Manual:
<http://sos.oregon.gov/elections/Documents/ReferralManual.pdf>

Oregon Department of Revenue Tax Election Ballot Measures:
<http://www.oregon.gov/DOR/PTD/docs/504-421.pdf>

Secretary of State Elections Division Website: <http://sos.oregon.gov/elections/Pages/default.aspx>

Special District Elections (ORS 255):
https://www.oregonlegislature.gov/bills_laws/lawsstatutes/2013ors255.html

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT

RESOLUTION 21-06 WD

A RESOLUTION SUPERSEDING RESOLUTION 19-03 WD RATE CHANGE ESTABLISHING BASE RATE CHARGES AND DEBT SURCHARGES FOR THE ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT "DISTRICT".

WHEREAS the Arch Cape Domestic Water Supply District needs to adjust base rate fees and debt surcharges to District customers from time to time sufficient to collect monies necessary to meet budgeted expenses; and

WHEREAS the District, where possible, structures its base rate fees to cover anticipated personnel, operating and capital expenses and debt surcharges to retire specific District debt instruments over time.

NOW THEREFORE, the District hereby establishes base rate fees per service connection and debt surcharges effective July 1, 2021 as follows:

Customers with a 3/4" service connection:

Water Quarterly Base Rate	\$155.00
Water Quarterly Debt Surcharge	<u>\$17.00</u>
Total Quarterly Charge	\$172.00

Customers with a 1" service connection:

Water Quarterly Base Rate	\$191.00
Water Quarterly Debt Surcharge	<u>\$17.00</u>
Total Quarterly Charge	\$208.00

Customers with a 2" fire suppression service connection:

Annual Base Rate – FY 2021-22	\$200.00
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Adopted this 21st day of May 2021.

Attest:



Steve Hill, Secretary



Daniel J. Seifer, President

Manager Report June 18th, 2021

WATER DISTRICT:

The Water plant distributed 1.3 million gallons to town in May.

The annual Consumer Confidence Report for 2020 is complete and available on the District's website at <https://www.archcapewater.org/water-quality-reports-ccrs>

Brush cutting continues throughout the District

Official results from the May elections have come out. The County Clerk's office will contact the people that received the most write-in votes to verify if they will accept the nomination.

- Position 1**, Nadia Gardner, 2 year term
- Position 2**, Linda Lapp-Murray, 4 year term
- Position 3**, (Write-In) Jay Blake, 4 year term
- Position 4**, (Write-In) Debra Birkby, 4 year term

MONTHLY LOG : ARCH CAPE WATER & SANITARY DISTRICTS

May 2021

Total Hours	336.00	146.50	189.50
Percentage Split		44%	56%
Total Accounts	639	294	345
Percentage Split		46%	54%