

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT MINUTES

21 February 2020

A quorum was present.

Water Board: Dan Seifer, President
Debra Birkby, Vice-President & Treasurer
Linda Murray
Lauren Ahlgren (by phone)

Excused Absent: Nadia Gardner

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

Public: John Mersereau
David Stockton
Jeannie Stockton

Staff: Phil Chick, District Manager
Steve Hill

Mr. Dan Seifer opened the meeting at 6:00pm.

Public Comments: None.

Agenda: Consider consent agenda separately. Ms. Birkby moved approval of the agenda as amended which was seconded by Ms. Murray. All in favor. Motion carried.

Consent Agenda:

- 1) January 17th minutes: Mr. Seifer made a correction on page two in that section pertaining to Policy 20-01 WD to add the words 'to take off the' table for the reference to the motion under consideration. Ms. Murray moved to accept the January 17th minutes as amended which was seconded by Ms. Birkby. All in favor. Motion carried.
- 2) January Financial reports: Ms. Birkby moved acceptance of the January financial reports which was seconded by Ms. Murray. All in favor. Motion carried.

- 3) **Payment of Accounts:** Ms. Murray moved authorization of current payments which was seconded by Ms. Ahlgren. All in favor. Motion carried.

- 4) **Correspondence Requiring No Action:** No correspondence was identified for consideration.

Old Business:

Watershed Update:

Forest Legacy Grant 2021: (Information) Mr. Chick reported receiving formal notice of an award for \$1M dollars from the Forest Legacy Program for Phase 1 acquisition of the Arch Cape Forest Project (ACF). The news came Amy Singh, the Forest Legacy Program Coordinator for Oregon Department of Forestry.

Mr. Seifer expressed a need by the district this spring to develop an acquisition plan where a time line and resources are identified. He indicated we were not investing in timber but in land for our watershed and that we should have a mini long range financial plan for the ACF developed within this budget cycle. An Option Payment will likely be required, following a successful conclusion of a Purchase and Sales Agreement (PSA). We also should anticipate funding a property appraisal, and if the project moves forward successfully pay earnest money to exercise the option to purchase within the next two years.

There was agreement that we should have a well structured and informative public hearing regarding the ACF project with the recent announcement received.

The \$1M ODF announced award triggers the need to obtain the \$250K that the Clatsop County Commissioners designated in this year's County budget, within the special projects fund, as local matching funds.

Amy Singh could provide guidance on just when Federal Grant monies would be provided and the time frame available to the district to spend it. We are hoping to make a one block purchase with the ODF \$1M award and the \$2.5M separately being applied for.

Purchase and Sales Agreement (PSA): (Information) Mr. Chick explained that we still needed more information to generate the financial plans which would exclude an upland six hundred (600) acre block by the district and instead be acquired by the North Coast Land Conservancy (NCLC) as a part of their 3,500 acre block. Mr. Chick reported that he and Dan Seifer and attorney Greg Fullem worked on the PSA together and that it is back in the hands of EFM. He mentioned that the 600 acre upland tract of land discussed in previous meetings was not in the PSA for Arch Cape, and would be sold to NCLC by EFM.

Request For Proposal – Forestland Appraisal: (Information) News of our \$2.5M application should come this Spring. Mr. Chick reported that Amy Singh advised waiting on an appraisal for now.

Mr. Binkley, a member of the ACF finance committee, and Ben Dair of Sustainable Northwest are modeling an estimate for the acquisition.

Natural Hazard Mitigation Plan (NHMP): (Information) Mr. Bill Campbell will provide a report in the Sanitary District meeting to follow.

Water Plant Tree Damage: (Information) Mr. Chick reported that the trees in question have positively been identified as owned by the adjacent land owner who was receptive to having an arborist evaluate the health of the trees adjacent to the water tank. Mr. Chick said that he had arranged for the needed fillet repairs to the tank.

New Business:

Staff Evaluations: (Information) It was determined that Mr. Chick would do a performance evaluation for Mr. Gardner to be passed to the Personnel and Contract Committee. Mr. Chick's evaluation will be conducted at a 4:30pm March 20th executive session.

Budget Committee Meeting Schedule: (Information) The following budget meeting schedule is proposed with the objective of the committee making a recommendation to the respective boards at the May 15th regular meeting for establishing approved fiscal 2020-21 budgets.

- 1) Friday 4pm April 17th
- 2) Thursday 4pm April 30th
- 3) Friday 4pm May 15th

SDAO Conference Reports: (Information) Conference sessions were favorably commented upon involving government ethics, public meeting law, and what directors do and don't do. Mr. Seifer emphasized the importance of taking time to review the Board of Director Policies 17-03 which touched upon important guidance including the nature of communications between the Board and Staff.

He encouraged new members who had not done so yet, to arrange to receive a tour of District facilities with the District Manager.

A September 1st SDAO directors training opportunity was identified in Astoria this summer.

Reports:

Accounts Receivable: Receipts were reported to be coming slower than at the same time last year but were otherwise performing accounts.

District Managers Report: (attached) Mr. Tim Gardner's letter requesting another review of his billing appeal was reviewed by the board. Mr. Chick was instructed to send a letter to Mr. Gardner that his request had been fully considered and the board stands by the original action. It was recommended that Mr. Hill's memo be enclosed.

Board of Directors' Comments and Reports: Ms. Murray asked Mr. Chick if he had obtained estimates on the cost for a road leading from Fire Rock Road to the plant. He responded by saying one

estimate was in hand but expected additional estimates to come in that he would make known to the board at the appropriate time. Ms. Birkby commented upon the Bezos Earth Fund to which Jeff Bezos had committed \$10B of his own resources to assist in fighting climate change and whether the carbon credits which might result from our watershed's reforestation effort might qualify for support.

Treasurers Report: Ms. Birkby presented a report (attached) of the balances held in both the respective district's checking and Local Government Investment Pool (LGIP) accounts managed on behalf of the districts by the Oregon State Treasurer. Account balances were reported to have been reconciled for both districts.

A question was raised regarding the ability to reconcile the LGIP account balances to which Mr. Hill responded that it was possible.

March Agenda Items: (Information) Budget committee schedule, executive session on evaluations, ACF watershed update.

Public Comment: Ms. Jeannie Stockton expressed her thanks to the board on their efforts for our future. John Mersereau said he liked Mr. Seifer's suggestion of a comprehensive public hearing regarding the ACF and that complete transparency on this project is important.

The meeting was adjourned by Mr. Dan Seifer at 7:06 pm.

Respectfully submitted,



Steve Hill

Attest



Mr. Dan Seifer, President

Manager Report February 21, 2020

WATER:

The water plant distributed 734,000 gallons to town in January

Staff completed water meter accuracy testing for the district. 10% of the meters were tested and all checked out well for flow measurement. Valve exercising is continuing throughout the water distribution system.

Overall, things are running quite well at the water plant. I've asked to be placed on Shearer Tank's summer schedule to have the upper panels of the water tank receive the missing sealant fillets. We'll be doing a membrane clean later this spring in preparation for summer.

MONTHLY LOG : ARCH CAPE WATER & SANITARY DISTRICTS

January 2020

Total Hours	368.00	147.00	221.00
Percentage Split		40%	60%
Total Accounts	635	293	342
Percentage Split		46%	54%

	Sanitary District Columbia Bank	Sanitary Investment	Water District Columbia Bank	Water District Investment
October 31, 2019	109,677.94	153,766.66	51,408.13	180,464.63
November 30, 2019	33,008.26	314,771.21	33,720.14	180,812.21
December 31, 2019	48,896.41	275,885.09	34,714.96	241,209.49
January 31, 2020	59,074.65	116,644.74	12,337.13	241,667.04