

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT MINUTES

16 November 2018

A quorum was present.

Water Board: Ron Schiffman, President
 Debra Birkby, Vice-President & Treasurer
 Dan Seifer
 Virginia Birkby
 Linda Murray

Sanitary Board: Darr Tindall (non-voting)
 Casey Short (non-voting)

Public: Tiffany Brown, Clatsop County Emergency Services Manager
 Mary Olson, Community Forest Outreach Coordinator
 Rand Dufka
 David and Jeannie Stockton

Staff: Phil Chick, District Manager
 Steve Hill, Secretary

Mr. Ron Schiffman opened the meeting at 6:00pm.

Public Comments: None.

Agenda: Mr. Seifer moved acceptance of the agenda which was seconded by Ms. Murray. All in favor. Motion carried.

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

Old Business:

Natural Hazard Mitigation Planning Opportunity: (Information) Ms. Tiffany Brown, the Clatsop County Emergency Services Manager addressed the Board on developing a Natural Hazard Mitigation Plan for Arch Cape. She oversees development of natural hazard plans within the county by:

- 1st : Identifying those hazards the county is subject to
- 2nd : Analyzing the frequency and severity of potential hazards and
- 3rd : .Determining how those hazards may be mitigated.

She emphasized that her focus is upon the entire county and that it was necessary to have a Natural Hazard Plan to qualify for certain state and federal funding streams. Developed in 2008 and updated in 2015, the present Clatsop County Natural Hazard Plan which incorporates those developed by cities within the county, is at present about four hundred and fifty (450) pages long.

Ms. Brown said that special districts such as the Arch Cape water district that decide to develop their own plan will work with the County to schedule public meetings and other outreach efforts aimed at increasing public awareness and participation. Transportation, school and fire districts are examples of other special districts charged with developing their own plans.

Board members addressed questions to Ms. Brown on what the end product would be for the water district, whether Cannon View Park (CV) to the north would need their own plan, and how if at all the local community clubs emergency plan would be incorporated and what the time line was for further development of the county plan.

She indicated that our plan would take the form of those special districts who were also joining the project to develop a plan and that while ‘cloning’ of other plans was not encouraged, that our plan could take the general form of those preceding it and benefit by those document files already in existence. A plan for CVP would fall within the general plan developed for the county, the community club could contribute their own planning efforts and it could be expected that there would be between four to seven (4 – 7) additional meetings between January and October of 2019 for the final plan development effort. There is a legal requirement for water and sanitary districts to have their own separate plans, but because of how the plan is formatted and the technical assistance provided by the State planner, this won’t create a lot of extra work for Arch Cape.

Watershed Update:

Forest Legacy Grant Application FY 2020: (Information) Mr. Chick said that Mr. Ben Dair wasn’t able to attend tonight’s meeting. He reported that our application was scheduled for a review on November 20th where our submission incorporated an edited map, changed bullet points with an emphasis upon water quality, recreation and public access. He said that if we don’t receive the grant this year that the relevant agencies were positive enough to our effort that we should do it again next year.

Mr Chick thanked Mr. Dan Seifer for making the initial contacts with Senator Betsy Johnson and securing her support of our Forest Legacy Application project.

IFA Source Water Protection Contract – HP 19G Project: (Action) Mr. Chick reported that since the scope of the project has changed slightly, and does not include a road re-route but a road abandonment, Oregon Health Authority needed more information on this project before they can

decide if we can get the \$30K for this project. Improving the HP 19 'tie' road segment has been identified as a possible alternative to 19G for watershed access.

We need to:

- 1) show that the 'tie' segment used in place of 19G is in our watershed
- 2) provide the amended work plan and budget
- 3) provide a proposed solution
- 4) identify the problems with the 'tie' road segment with respect to drinking water

Mr. Darren Stringer of EFM would be working with Mr. Chick and that Mr. ~~Dan Seifer~~ *Darren Stringer* had supplied a support letter for this effort.

Outreach Coordinator Report: (Information) Ms. Mary Olson reported that the prior community Arch Cape Forest presentation held at the fire hall on Saturday, November 3rd went well.

The logos developed by Micah Cerelli (attached) were briefly reviewed by the board. There was an expression of interest in having the logo reflect a general view from the ocean looking towards the mountains to the east. A work session to consider logo design was calendared for Thursday, December 8th at 5:00pm

Cannon View Park (CVP) Intertie: (Information) Mr. Chick said that CVP's President, Mr. Richard Gibson told him they are still receiving intertie cost estimates and would come to a future board meeting when this was completed.

Stand-By Fire Suppression Line Ordinance 18-01 WD 2nd Reading: (Action) Mr. Hill read ORD 18-01 - Fire Suppression Lines into the record by title.

Public Hearing: Mr. Schiffman opened a public hearing regarding ORD 18-01 Fire Suppression Lines at 6:55pm. As there were no questions or comments brought forth the hearing was closed at 6:57pm.

Mr. Seifer moved to adopt Ordinance 18-01 WD - Fire Suppression Lines which was seconded by Ms. Murray. All in favor. Motion carried.

New Business:

Resolution 18-07 WD – Rate Changes: (Action) Mr. Chick indicated that the annual fee of \$200.00 for having a fire suppression line connection was arrived at after studying other districts actions which varied greatly.

Ms. Debra Birkby moved adoption of Resolution 18-07 WD – Rate Changes which was seconded by Mr. Seifer. All in favor. Motion carried.

Reports:

Accounts Receivable: Water district receivables were reported to be in excellent condition.

District Managers Report: (attached)

Treasurer's Report: None.

Board of Directors' Comments and Reports: Mr. Seifer extended to those directors who would be attending the sanitary district meeting immediately following his full support for public access to the sanitary district buildings and facilities and the full cooperation of the water district in the quiet and peaceful possession thereof.

December Agenda Items: (Information) Board work session for logo design review on Thursday, December 6th at 5:00pm, 19G Road repair project and Arch Cape Forest.

Public Comment: Mr. David Stockton said Mr. Schiffman was doing an excellent job and will miss him on his upcoming trip.

The meeting was adjourned by Mr. Ron Schiffman at 7: 15pm.

Respectfully submitted,



Steve Hill

for Attest Virginia Ruben
Mr. Ron Schiffman, President



Arch Cape *Forest*

Arch Cape *Forest*



ORDINANCE 18-01 WD

AN ORDINANCE TO REGULATE STAND-BY FIRE SERVICE LINES

Whereas, the Board of Directors of the Arch Cape Domestic Water Supply District finds that domestic fire suppression systems have become more common, and

Whereas, the Board finds that fire suppression systems benefit the public, the District, its users and all residents within the District, and

Whereas, since fire suppression system water lines are only used in the event of a fire, or for testing, the Board believes such lines should be regulated, and charged fees, separately from other types of use.

NOW THEREFORE THE BOARD OF DIRECTORS OF ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT ORDAINS AS FOLLOWS:

A. Stand-by Fire Service Protection.

1. At any user's application, the District will provide a stand-by fire service line. Stand-by fire protection service systems connected to a stand-by fire service line shall be installed in accordance with applicable regulations. All fire protection lines shall be equipped with detector meters of the District's specification. All fire systems shall be equipped with the appropriate backflow prevention assemblies, and shall be continuously maintained by the property owner.
2. A user installing a stand-by fire service line thereby agrees that no water may be used from the line or system except for extinguishing fires or periodic testing. Before any water for testing can be used, the user or agent must receive written permission from the District. Adequate provisions shall be made to prevent the use of water from such service or lines for other than extinguishing or testing of a stand-by fire protection system.
3. Charges for the stand-by fire service line shall be according to the District's schedule for rates, charges and fees. Except as provided in paragraph 6 in this Ordinance there will be no Systems Development Charge for a stand-by fire service line to a development for which a Systems Development Charge has been paid for a standard service.
4. As determined by the District, the user shall pay the cost of installing the stand-by fire service line, including the cost of mains, detector meters, and related improvements needed to supply the required flow.
5. All water provided by the District through a stand-by fire service line shall be provided subject to the supply and pressure existing in its water distribution system. The District shall not be responsible for loss or damage resulting from lack of water supply or water pressure.
6. If water is used from a stand-by fire service line in violation of these Rules and Regulations, the user shall pay for the water based on the quantity used at the regular rates, including the minimum charge based on the size of the service connection. Upon

the second unauthorized water use, a standard system development charge will also be assessed on the service.

B. Severability.

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by a Court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this ordinance.

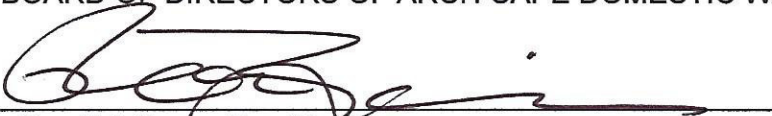
C. Effective Date.

This ordinance shall take effect on the 30th day following adoption by the District Board pursuant to ORS 198.570.

Date of First Reading: OCTOBER 19, 2018


Date of Second Reading and Approval: NOVEMBER 19, 2018

BOARD OF DIRECTORS OF ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT



Ron Schiffman, President

Attest:



Recording Secretary

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT

RESOLUTION 18-07 WD

A RESOLUTION SUPERSEDING RESOLUTION 18-03 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 January 1, 2019 as follows:

Customers with a ¾" service connection:

Water Quarterly Base Rate	\$141.00
Water Quarterly Debt Surcharge	<u>\$19.00</u>
Total Quarterly Charge	\$160.00

Customers with a 1" service connection:

Water Quarterly Base Rate	\$160.00
Water Quarterly Debt Surcharge	<u>\$19.00</u>
Total Quarterly Charge	\$179.00

Customers with a 2" fire suppression service connection:

Annual Base Rate – FY 2018-19	\$200.00
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Adopted this 16th day of November 2018.



Ron Schiffman, President

Attest: _____



Manager Report November 16, 2018

WATER:

The plant treated 1,082,000 gallons for distribution in October.

Westech and The Automation Group were onsite to do some SCADA system work. The EWON Router installation is complete.

Pat Curran completed the Claim of Beneficial Use (COBU) for .20 CFS on Asbury Creek on October 25th. Due to Oregon Water Resource Department's workload in review of claims, it will likely be 2-3 years before our claim is reviewed. In the meantime the COBU paperwork is filed in our water rights file, as well as inserted in the Water Management and Conservation Plan.

The Asbury Creek Water Intake has been winterized for the season. Hydrant Flushing is complete for the year, and all annual samples required by Oregon Health Authority will be submitted by the end of the month.

Staff recently met with Rob Jackson of Consolidated Supply and John Cobb of Mueller Systems to discuss issues we have been experiencing with Radio Read Meters that have not been transmitting during the meter reading routes, as well as the laptop experiencing shutdowns during the reading route. We have experienced a substantial amount of meters that have been replaced on warranty due to them not transmitting reads to the laptop, and requiring staff to re-read them manually after driving the route. It was determined that our mapping software is most likely the cause. We will need to get the current version of mapping software to fix the issue.

The software is not compatible with our current laptop's operating system, but Mueller will offer us a new laptop at no cost. John Cobb is going to work on the possibility of getting the District a complete update of all software programs at no, or a reduced charge. We will need to sign up for their annual maintenance agreement for the future, which provides necessary software updates and tech support. I believe that this is necessary, and will be budgeted for, from here on.

MONTHLY LOG : ARCH CAPE WATER & SANITARY DISTRICTS

October 2017

Total Hours	368.00	148.50	219.50
Percentage Split		40%	60%
Total Accounts	631	290	341
Percentage Split		46%	54%