

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT DRAFT MINUTES

20 January 2017

A quorum was present.

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

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

Public: David & Jeannie Stockton
Bob Cerelli
John Mersereau
Mike Manzulli
Amrita Vatsal, Ecotrust
Jon Wickersham, NCLC

Staff: Phil Chick, District Manager
Steve Hill, Secretary

Ms. Virginia Birkby called the meeting to order at 6:00pm.

Public Comments: None.

Agenda: Mr. Seifer moved acceptance of the agenda with the addition of Board member duties which was seconded by Mr. Schiffman. All in Favor (AIF).

Consent Agenda: . By common consensus the consent agenda was accepted.

Old Business:

Ecotrust Watershed Land Purchase: (Subsequent to the reconvening of the Water District meeting at 6:45pm) Ms. Amrita Vatsal, Director of Ecotrust Forest Management related to the Board their desire to manage the development of the land recently acquired from Stimson Lumber Company comprising the Arch Cape watershed in a manner sensitive to the habitat and in cooperation with the community. Jon Wickersham an Associate Director of the North Coast Land Conservancy (NCLC) reported their organization was working towards eventual ownership of this property.

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No action taken by the Board.

Source Assessment Study: Mr. Chick reported that the district had received a \$20K grant for an alternative water source study and the planning process would begin with Curran-McLeod Inc. to include:

- 1) Compile Surface water rights & ground water rights
- 2) Compile geologic data
- 3) Drill a test well

He said that he would provide updates to the Board every month.

Asbury Creek Cut Update: Mr. Schiffman reported that he had traveled through the areas of the recent clear cut by Stimson Lumber. The 19G cross over road had experienced damage from subsequent storms and ensuing rainfall following this logging activity. The road collapse witnessed flows into Shark Creek. Previous efforts for this road had been by addition of more overlay gravel.

He further indicated that the agreement to allow deeper stream set backs compensated for by larger cuts elsewhere in the watershed were in part successful but that significant areas of tree blow down had definitely occurred.

New Business:

Board Member Responsibilities: Issue to be moved to next month with the understanding that if an item was scheduled on the meeting agenda that related materials be included in the Board Packet.

Reports:

Accounts Receivable: Accounts receivable were reported to be in very good condition.

District Managers Report: (attached)

Treasurer's Report: The Columbia Bank checking account was reported to have a balance at month end of \$66,379 with the LGIP balance at \$48,131. Accounts are scheduled to be balanced the following month.

Board of Directors' Comments and Reports: Ms. Debra Birkby requested that future board packets be issued separately to the districts to include the Budget vs. Actual financial statements to be split by district.

February Agenda Items: Board member responsibilities, District Manager review timeline, Source Assessment Study, and 2017-18 Budget timeline.

Public Comment: Mr. Mike Manzulli reported that ODF (Oregon Department of Forestry) requested that the DEQ (Department of Environmental Quality) not publish a final report of the effects of clear cutting forestry practices which featured the Arch Cape watershed impact on water quality.

Mr. Schiffman moved that a letter be issued to the DEQ requesting that they publish their report on the effects on watersheds from clear cutting which was seconded by Ms. Virginia Birkby. All in favor. Mr. Chick will provide a draft of this communication for board review.

Ms. Virginia Birkby recessed the meeting at 6:36pm to await the arrival of Mr. Wickersham and Ms. Vatsal.

Ms. Virginia Birkby reconvened the meeting at 6:45pm.

Respectfully submitted,



Steve Hill

Attest


Ms. Virginia Birkby, President

**Arch Cape Domestic Water Supply District
Irrigation System Report and Leak Policy
Policy #_____**

WHEREAS, the Arch Cape Domestic Water Supply District [ACDWSD] is a water conservation district, and

WHEREAS, the ACDWSD has adopted a rate structure intended to encourage water conservation, and

WHEREAS in an effort to protect our water supply, the ACDWSD intends to create a policy with regard to irrigation systems, water consumption, and irrigation system failures resulting in leaks, and

WHEREAS, it is not the intention of the ACDWSD to create a financial hardship on homeowners by assessing excess usage fees for water consumed due to a leak beyond the control of the homeowner,

NOW THEREFORE, IT IS RESOLVED BY THE BOARD OF COMMISSIONERS OF THE ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT,

THAT the term “irrigation systems” as used herein is defined as an under-ground or above-ground system of pipes, fittings and sprinkler/distribution heads which when in operation dispense water onto lawns and landscape and is external to the dwelling plumbing system and is not directly or indirectly connected to the ACSD wastewater collection and treatment system [Ref ACDWSD Dwelling Water Leak Policy #_____],

THAT the term “leak” as used herein is defined as a irrigation system failure beyond the control of the homeowner, resulting in the unintended consumption of water,

THAT the “cost of producing potable water” includes Operating Costs (total M&S), excluding bonded debt service, for the then current budget of the ACDWSD,

THAT owners and operators of irrigation systems within the boundaries of the ACDWSD shall submit annually a maintenance and operations report in the form and substance provided herein, including as follows [Ref. Annual Irrigation Policy Maintenance and Operations Report Form]:

- (1) The report shall contain a certification by the owner of proper operation on the controllers and piping, fittings, and sprinkler/distribution heads;
- (2) The report shall contain the time and rate of use in gallons per minute (GPM)
- (3) The report shall contain the current names and current telephone numbers for the homeowner and his/her irrigation contractors (simple residence drip systems may be maintained by the homeowner);

- (4) The report shall be submitted to the District Manager of the ACDWSD and ACSD no later than May 1st of each year.

THAT irrigation systems shall be physically shut off from November 1 through April 30 of the next year and that no relief for irrigation leaks shall be granted for leaks occurring during that period,

THAT homeowners shall reasonably monitor water usage and timely repair irrigation systems, upon discovery by the homeowner, or notice from the ACDWSD, of any leaks,

THAT in the event of an irrigation system leak resulting in excess water use charges, said excess charges may be appealed to the ACDWSD as provided in the ACDWSD Billing Appeal Policy, including a statement of when the leak was discovered along with evidence of timely repair such as a repair bill or parts invoice [Ref. ACDWSD Billing Appeal Policy # _____],

THAT along with other relevant evidence, consideration shall be given to homeowner history of water consumption during the twelve month period immediately preceding the discovery of the leak, homeowner acts or omissions, the timeliness of repairs, the severity of the leak, and whether the homeowner was absent from the subject dwelling for a period of 30 days or more at the time of occurrence, without having shut off the water supply to the irrigation system,

THAT it shall be the policy of the ACDWSD to grant relief from excess water consumption charges, as determined by the ACDWSD to be water consumption due to an irrigation system leak beyond the control of the homeowner, and discovered and repaired in a timely manner,

THAT the Board of Directors of the ACDWSD shall have the power, in its sole discretion, when granting relief from excess wastewater treatment charges, as follows: (1) to waive said excess charges in whole or in part, and (2) to invoice said excess wastewater usage at the cost of producing potable water,

THAT in the event that an ACDWSD and ACSD Annual Irrigation Policy Maintenance and Operations Report Form is not submitted by May 1st of each year as provided herein, then the owner shall have no claim for relief whatsoever from ACDWSD billing invoice charges, basic, excess or otherwise.

THAT this Irrigation System Report and Leak Policy shall supersede ACDWSD Irrigation Policy No. 14-00 WD, adopted January 10, 2014.

DATED:

Managers Report January 20, 2016

WATER:

Annual reminder letters have been mailed out to customers with backflow devices to have their devices inspected by a certified backflow tester. Information pertaining to the District Irrigation Leak Policy was included. The irrigation report form was also enclosed. A short piece was submitted in the latest issue of the Tunnel Echoes explaining the requirements for customers with backflow devices and irrigation systems.

Once again, backflow devices are required to be inspected, and paper work submitted to the District by March 1st each year. Customers with irrigation systems are required to file a separate report to the District which certifies the proper operation of their irrigation system. Homeowners may certify the proper operation of their systems. This report is due no later than May 1st each year. If the irrigation report is not received by this time, customers will have no claim for relief in the event of an irrigation system malfunction.

Staff has begun doing meter accuracy testing, as required in the District's Water Management and Conservation Plan. 10% of the meters in the District will be tested each year.

Curt McLeod and I are working on the final additions to the Water Management and Conservation Plan. The final version will go to Oregon Water Resources Dept. for approval in the near future.

MONTHLY LOG : ARCH CAPE WATER & SANITARY DISTRICTS

December 2016

Total Hours	350.00	135.50	214.50
Percentage Split		39%	61%
Total Accounts	622	286	336
Percentage Split		46%	54%