

# ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT DRAFT MINUTES

17 March 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: Joshua Seeds, Oregon Department of Environmental Quality (DEQ)  
Hayden and Opal Seeds  
David and Jeannie Stockton

Staff: Phil Chick, District Manager  
Steve Hill, Secretary

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

**Public Comments:** None.

**Agenda:** For item (B) Board Member Duties and Responsibilities; treat as information versus action. Mr. Seifer moved acceptance of the agenda as amended which was seconded by Mr. Schiffman. All in Favor (AIF).

**Consent Agenda:** Pull minutes. Mr. Seifer moved acceptance of the consent agenda as amended which was seconded by Mr. Schiffman. AIF.

**Old Business:**

**Watershed Update – Opportunities for Management:** (Information) Joshua Seeds of Oregon DEQ discussed some of the issues facing community watersheds in Oregon and his offer to act as a consultant to assist the Board in working with Ecotrust in the development of a source water management plan for the watershed property. He indicated that there may be an opportunity to identify low interest loans with the Clean Water Revolving Fund and others in addition to grants for watershed acquisition and that the Community Forest Model is one that may prove attractive for Arch Cape. Mr. Seeds said that he would require a clear indication from the Board requesting help from DEQ with planning to move forward with his offer of assistance.

Ms. Virginia Birkby added discussion of a request to the DEQ as a new business agenda item later in the meeting.

**Board Member Duties and Responsibilities:** (Information) Additional development of this policy was discussed including the reference to ORS statutes on page two (2) regarding ethical standards. To be considered at next month's meeting.

**Second Water Source Assessment Study:** (Information) Mr. Chick discussed four different well locations under consideration being:

- 1) Shark Creek Lane (the preferred option due to treatment plant proximity)
- 2) Castle Rock Estates
- 3) Hemlock Street
- 4) Arch Cape Creek area near Highway 101 bridge

He indicated that redundancy was a consideration and that an easement would be secured for eventual development prior to any test well drilling.

**Budget Committee Appointments:** (Action) Mr. Seifer moved that appointment of Mr. Richard D'Onofrio to the committee for a term to expire in 2020 which was seconded by Ms. Debra Birkby. AIF.

**Banking Policy Draft:** (Information) No further information provided at this point.

**January 20, 2017 Minutes:** In the Ecotrust Watershed Land Purchase section on page one (1) where it reads, "Jon Wickersham an Associate Director of the North Coast Land Conservancy (NCLC) reported their organization was working towards eventual ownership of this property." changed to read, "Jon Wickersham an Associate Director of the North Coast Land Conservancy (NCLC) reported their organization was working towards eventual ownership of a part of this property."

Mr. Seifer moved acceptance of the January 20<sup>th</sup> minutes as amended which was seconded by Mr. Schiffman. AIF.

**February 17, 2017:** In the Irrigation and Dwelling Leak Policy – Related Charges and Policy Revision Recommendation section on page two (2) where it reads, "AIF." changed to read, "AIF excepting a no vote by Mr. Seifer." and in the Board of Directors' Comments and Reports section on page two (2) where it reads, "Mr. Seifer asked Mr. Chick to share the draft letter received from Mr. Manzulli ...." changed to read, "Mr. Seifer asked Mr. Chick to share the link to the coastal drinking water site ..."

Mr. Seifer moved acceptance of the February 17<sup>th</sup> minutes as amended which was seconded by Mr. Schiffman. AIF.

**New Business:**

**Recreational Immunity:** (Information) Mr. Chick to provide a full draft resolution for consideration at the next meeting.

**District Performance Reviews:** (Information) Ms. Virginia Birkby reported on the earlier meeting this afternoon that had taken place of the Joint Personnel and Contract Committee which met with Mr. Phil Chick the District Manager regarding his evaluation as well as his evaluation of the Plant Operator, Mr. Matt Gardner.

It was the recommendation of the committee to the Board that at the next meeting revised compensation for both be increased by 2.6% for COLA in addition to 1.4% for performance effective July 1, 2017.

**DEQ Support Request Letter:** Mr. Schiffman moved that the Board direct the District Manager to draft a request for support from the DEQ in the planning and management of the resources in our watershed as a pilot project in light of the current changes in ownership and also considering any assistance they could give us to obtain loans and grants to acquire our own watershed in cooperation with other groups and non-profit organizations. This motion was seconded by Mr. Seifer. AIF

**Reports:**

**Accounts Receivable:** Accounts were reported to be in good condition.

**District Managers Report:** (attached)

**Treasurer's Report:** The Columbia Bank checking account was reported to have a balance at month end of \$40,617 with the LGIP balance at \$48,200. Accounts were balanced.

**Board of Directors' Comments and Reports:** None.

**April Agenda Items:** Staff salary, Board responsibilities, Second Source Assessment, Recreational Immunity, Budget meeting at 4:00pm and banking policy draft.

**Public Comment:** None.

The meeting was adjourned by Ms. Virginia Birkby at 7:02 pm

Respectfully submitted,



Steve Hill

Attest   
Ms. Virginia Birkby, President

<b>2017 ARCH CAPE SANITARY DISTRICT BUDGET COMMITTEE PROPOSAL</b>		
<b>Board</b>	<b>Community</b>	<b>Term</b>
1. Debra Birkby		
2. Virginia Birkby		
3. Ron Schiffman		
4. Casey Short		
5. Darr Tindall		
	1. Catherine Donofrio	2015-2018
<b>OPEN POSITION</b>	<b>2. Richard Donofrio</b>	<b>2017-2020</b>
<b>OPEN POSITION</b>	<b>3. Diane Matson</b>	<b>2017-2020</b>
	4. Mike Wood	2014-2017

<b>2017 ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT BUDGET COMMITTEE PROPOSAL</b>		
<b>Board</b>	<b>Community</b>	<b>Term</b>
1. Debra Birkby		
2. Virginia Birkby		
3. Ron Schiffman		
4. Dan Seifer		
5. Open Position		
	1. Catherine Donofrio	2015-2018
<b>OPEN POSITION</b>	<b>2. Richard Donofrio</b>	<b>2017-2020</b>
	3. Diane Matson	2014-2017
	4. Mike Wood	2014-2017

Managers Report March 17, 2017

Water:

I have recently been in contact with EcoTrust Forest Management’s forester, Darin Stringer. EFM is going to begin developing its forest management plan for the property which comprises Arch Cape’s drinking watershed. They are currently examining culverts that are in need of replacement. Ron Schiffman and I will be meeting with Darin to show him a general overview of Arch Cape’s water operations and to drive the EFM property with him.

Staff is still working on exercising distribution valves. Hydrant flushing will happen in early Spring.

I was away at OAWU’s Management and Technical Conference last week. Some memorable sessions that I attended included: project management, holding board meetings, DEQ and Finance roundtable sessions, asset management, and a session given by Oregon Water Resources Dept. on drought preparation and water rights issues related to growing cannabis. It was a good conference, and Matt did a nice job taking care of operations while I was away.

**MONTHLY LOG : ARCH CAPE WATER & SANITARY DISTRICTS**

**February 2017**

Total Hours	<b>320.00</b>	<b>114.25</b>	<b>205.75</b>
Percentage Split		<b>36%</b>	<b>64%</b>
Total Accounts	622	286	336