

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT DRAFT MINUTES

16 September 2016

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: Peter Brevig
Anne Dudley
David & 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: Mr. Seifer moved acceptance of the agenda which was seconded by Mr. Schiffman. All in Favor (AIF).

Consent Agenda: . Mr. Seifer moved acceptance of the consent agenda which was seconded by Mr. Schiffman. AIF.

Old Business:

Policy Updates Personnel – Wage & Salary: Mr. Seifer moved adoption of the summary of changes to the wage and salary compensation section as recommended by the PJCC (Personnel & Joint Contracting Committee) which was seconded by Mr. Schiffman. AIF.

Vehicle Title: Mr. Chick said that the new title should come through for the Dodge truck within the next sixty (60) days.

Billing Appeal Policy: Mr. Schiffman indicated that this policy was slated for continuing work.

New Business:

2016-17 Employee Salary Adjustment: Mr. Seifer moved adoption of the wage and salary adjustments along with their salary ranges as recommended by the PJCC for employees for a COLA increase of 1.3% effective July 1, 2016 and for the District Manager of an additional increase of 2.0% effective July 1, 2016 which was seconded by Mr. Schiffman. AIF.

Personal Services – Administrative Support Contractor: Mr. Schiffman moved to extend the contract (attached) with Mr. Hill to December 31, 2016 which was seconded by Mr. Seifer. AIF.

SDAO Best Practices Program: Mr. Chick said that an additional two (2) percentage reduction in SDAO renewal charges could be obtained with training scheduled in October in Tigard or on November 9th in Seaside from 9:00 – noon and to let him know if anyone could attend. Mr. Chick would further work with Ms. Virginia Birkby, Ms. Debra Birkby and Mr. Schiffman on an Ethics Policy draft qualifying for an additional two (2) percent reduction for consideration at next month’s meeting. All board member surveys need to be turned in by month end to Mr. Chick.

Hook-Up and SDC Status: The properties at the corner of Cedar and Hwy 101 were identified as being for sale. The unused property at 79594 Hwy 101 was identified as requiring new system development charges (SDC’s) upon resumption of service.

Reports:

Accounts Receivable: Accounts receivable was reported to be in excellent shape.

District Managers Report: (attached)

Treasurer’s Report: Accounts were reported to be balanced through August. The LGIP account held \$41,119 and Columbia Bank checking account held \$60,057.

Board of Directors’ Comments and Reports: Ms. Debra Birkby expressed her thanks to Phil for our district being named an “Outstanding Performer” by the Oregon Health Authority Drinking Water Program in our most recent water system survey. Mr. Seifer added his thanks to Phil for this certification. Ms. Virginia Birkby said that the district should advertise again for a new board member and perhaps use newly created signs to be posted in Arch Cape for that purpose.

October Agenda Items: Billing policy, ethics policy, best practices check list, Admin Asst update, and general policy review with Mr. Schiffman.

Public Comment: Mr. Hill suggested that a letter be sent to the owner of 79594 Hwy 101 confirming the need for new system development payments upon resumption of service. The Board concurred with this recommendation.

Ms. Virginia Birkby adjourned the meeting at 6:30pm.

Respectfully submitted,

Steve Hill

Attest _____
Ms. Virginia Birkby, President

**Arch Cape Domestic Water Supply District
Extension of Personal Services Contract – Administrative Support**

This extension of Personal Services Contract for Administrative Support is entered into by and between the Arch Cape Domestic Water Supply District (ACDWSD) and Stephen M. Hill (Contractor).

On October 10, 2015, the ACDWSD executed a Personal Services Contract that continued through October 9, 2016.

The ACDWSD and Contractor desire to extend the term of the Personal Services Contract, without any changes therein whatsoever. So, therefore, the Arch Cape Domestic Water Supply District and Contractor agree as follows:

1. The duration of the Personal Services Contract is extended through the 31st day of December, 2016.
2. The extended Personal Services Contract shall remain unchanged.

The Arch Cape Domestic Water Supply District, through its authorized representative and Contractor together now express agreement to this extension by signing below.

Contractor:

By: 

Stephen M. Hill
31880 Oceanview Lane
Arch Cape Oregon 97102

Arch Cape Domestic Water Supply District:

By: 

Virginia Birkby, President
32065 East Shingle Mill Lane
Arch Cape, OR 97102

Date: 16 September 2016

Date: 9.16.16

Managers Report September 16, 2016

WATER:

We received our system survey visit from the Oregon Health Authority's Drinking Water Program. System survey visits occur every three years. We spent about four hours with Evan Hofeld from the Drinking Water Program showing him the intakes, treatment plant, records, procedures, and operational practices of the District. I believe that the site visit went well over all, and we should be receiving feedback within the next couple of months.

Sediment has been removed from the Shark Creek Intake and the slide on the access road has been removed by Bob McEwan construction. FEMA contributed \$3,900 to the project cost, which is estimated at \$5,500. We will likely be using the Asbury Creek intake until October rainfall replenishes the creek supply, and then switching over to Shark Creek.

Global Pure Water's representative has informed us that their new portable water treatment unit is nearly ready for testing. They will be contacting me soon with details to arrange another testing date with Cannon Beach and Arch Cape.

Our summer intern from OSU, Christian Anderson, finished up with us this week. It was a good partnership, and he genuinely was of good help to the Districts the past few months. We look forward to the possibility of continuing this internship program next summer.

The District will be rounding up the necessary lab samples for the year within the next few months in order to fulfill requirements for radionuclide, nitrate, disinfection bi-products, and volatile and synthetic organic compound testing.

MONTHLY LOG : ARCH CAPE WATER & SANITARY DISTRICTS

August 2016

Total Hours	368.00	142.75	225.25
Percentage Split		39%	61%
Total Accounts	622	286	336
Percentage Split		46%	54%