

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT MINUTES

19 February 2021

A ZOOM video teleconference meeting was held due to the COVID-19 pandemic. A quorum was present

Water Board: Dan Seifer, President
Debra Birkby, Vice-President & Treasurer
Linda Murray
Nadia Gardner
Lauren Ahlgren

Sanitary Board: Darr Tindall (non-voting)
Carl Matson (non-voting)

Public: David Stockton
Jeannie Stockton

Staff: Phil Chick, District Manager
Steve Hill

Mr. Dan Seifer opened the meeting at 7:00pm. He said that it may be recorded. Mr. Hill conducted a roll call. Mr. Seifer indicated the virtual meeting was being conducted in accordance with guidelines issued for the corona virus and said that those needing technical assistance should contact Mr. Chick at 503-739-2348.

Public Comments: None

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

Consent Agenda: Mr. Seifer asked about the \$30K expense appearing in the most recent financials both in watershed expense and the IFA Business Oregon Shark Creek Sediment Prevention Partnership grant. Mr. Hill indicated that it should only appear against the approved grant, and would make that correction. Ms. Murray moved approval of the consent agenda reflecting the \$30K expense against the grant which was seconded by Ms. Birkby. All in favor. Motion carried.

Old Business:

Arch Cape Forest:

Forest Legacy Grant (FLG): (Information) A question was raised if we wished to go to a request for proposal competitive bid cycle on the appraisal of the forest. This item will go to the March meeting.

Levy: (Information) The ballot title was reported as going to the county without any objections raised. It was recommended that Policy 16-01 be consulted and that no staff should be involved with the campaign.

The Explanatory Statement has been posted on the web site.

Mr. Carl Matson volunteered to be a point of contact regarding the Levy. Mr. Seifer said he would act as a contact as well at 503-436-3033.

Covid-19 Emergency – Accounts Receivable Report: (Information) In addition to what was mentioned in the Sanitary District’s report that vaccine had been shipped to Clatsop County. The treatment plant office is still open and staff attempts to handle most business with the public outside. It was reported that people were going to other counties for shots. Accounts Receivable were reported to be in excellent condition.

Natural Hazards Mitigation Plan: (Information) Ms. Birkby moved adoption of Resolution 21-02 WD Natural Hazards Mitigation Plan with the additional “ as available FEMA mitigation funding allows.” which was seconded by Ms. Gardner.

New Business:

Budget Meeting Schedule and Members: (Information) Mr. Seifer that in addition to those dates discussed and accepted in the earlier Sanitary District meeting that we wished to fill the existing budget committee opening and preferably with someone who could in the future fill the roll of our prior committee chairman, Mr. Casey Short.

Staff Evaluation: (Information) Staff evaluation will take place in March. Board members were asked to review Policy 14-02 and Policy 16-02 as amended and posted on the website before the evaluation process commences.

Board Elections on May 18th: (Information) Filing deadlines were announced for next month and any director not expecting to file for re-election were requested to speak with Mr. Seifer.

Accuity, LLC Engagement Letter: (Action) Ms. Murray moved authorizing Mr. Hill to sign on behalf of the district with the same amending language as proposed in the previous Sanitary District meeting which was seconded by Ms. Gardner. All in favor. Motion carried.

Reports:

District Managers Report and Correspondence for Action: (attached) Mr. Chick reported that the 2009 Mueller Hot Rod meters were being discontinued and that we were in a pro-rated warranty period for meters installed earlier in the district. The meter antennas were reported as beginning “to die” and a recommendation for a meter system replacement would be coming in future. The meter registers themselves calculate usage accurately, but the meters with failing radios do not transmit this data to the meter reading laptop. The district had one new customer hookup.

Treasurer’s Report: Ms. Birkby reported the LGIP balance at \$217,440 and for the Columbia Bank checking account of \$68,719.

Board of Directors’ Comments and Reports: Ms. Birkby reported that the outreach team had been in discussions with Ms. Katie Voelke of NCLC and Mr. Ben Dair regarding Town Hall meetings. It was hoped to redo the first Town Hall meeting from December 5th with hopefully Mr. Chris Anderson to repeat as the moderator. The second was anticipated in April addressing the Levy and the third in June or July for a break-out of the Forest Management Plan with Mr. Ben Dair with the possibility of announcing additional Forest Legacy Program funding of \$2.5M. It was hoped to have another in the fall to continue outreach efforts to the community but that nothing is set in stone.

March Agenda Items: (Information) Ben Dair update on grant, Acres for America, OWEB, National Parks grant for a recreation planner.

Public Comment: Mr. David Stockton offered that they think the board is most efficient.

The meeting was adjourned by Mr. Dan Seifer at 7:34 pm.

Respectfully submitted,



Steve Hill



Attest
Mr. Dan Seifer, President

Manager Report February 19, 2021

WATER

The Water plant distributed 1.1 million gallons to town in January.

Mueller, the manufacturer of our radio-read meters, have phased out the Hot Rod series of antennas/registers that Arch Cape uses. Their new product is called Mi-Net. The Hot Rod antennas in both Arch Cape Water District and Cannon View Park have been losing their battery life, and require replacement. Although the antennas fail to transmit the reads electronically, the meter registers still accurately total the water usage and can be retrieved manually. The Mi-Net meters also have a slightly different installation process. Since Arch Cape reads the meters for CVP, it was agreed upon by CVP President Richard Gibson to have Arch Cape staff do the installations for any warranty related replacements in CVP – keeping the data and Mueller’s cumbersome warranty process consolidated in one process. Compensation for this work will be according to the intergovernmental agreement established in 2018. The Hot Rod meters are past their full replacement warranty, and currently on a pro-rated warranty.

One new water service connection was installed this past month at 79594 Hwy 101

MONTHLY LOG : ARCH CAPE WATER & SANITARY DISTRICTS

January 2021

Total Hours	336.00	150.00	186.00
Percentage Split		45%	55%
Total Accounts	637	293	344
Percentage Split		46%	54%