

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT MINUTES

21 May 2021

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

Water Board: Dan Seifer, President
Linda Murray
Nadia Gardner
Lauren Ahlgren

Excused Absent: Debra Birkby, Vice-President & Treasurer

Sanitary Board: Darr Tindall (non-voting)
Chris Anderson (non-voting)
Bill Campbell (non-voting)

Public: Buffy Simmons
David Stockton
Jeannie Stockton

Staff: Phil Chick, District Manager
Steve Hill

Mr. Dan Seifer opened the meeting at 6:01pm and indicated that we had a quorum. He said that it may be recorded and proceeded with a roll call. Mr. Seifer announced that this virtual meeting was being conducted in accordance with State of Oregon guidelines issued for the corona virus. Those needing technical assistance should contact Mr. Chick at 503-739-2348.

Public Comments: None

Agenda: New Business agenda item A. for the renumbering of resolutions was moved to Old Business. Add board positions and terms of office. Ms. Murray moved acceptance of the agenda which was seconded by Ms. Gardner. All in favor. Motion carried.

Consent Agenda: Ms. Ahlgren moved approval of the consent agenda which was seconded by Ms. Gardner. All in favor. Motion carried.

Old Business:

Arch Cape Forest: There were no additional comments to those already given in the prior work session.

Covid-19 Emergency – Accounts Receivable Report: (Information) Mr. Hill reported Accounts Receivable to be slightly off from the same time last year.

RES 21-05 WD FY2021-22 Budget Adoption – with Public Hearing on the budget / rate adjustment: (Action)

A **Public Hearing** was opened at 6:09pm by Mr. Seifer. Hearing no comments or questions from the public, Mr. Seifer closed the public hearing at 6:10pm.

Ms. Murray moved adoption of Resolution 21-05 WD FY2021-22 Budget which was seconded by Ms. Gardner. All in favor. Motion carried.

Renumber RES 21-03 WD SDC Update to RES 21-04 WD SDC Update: (Action) Ms. Ahlgren moved approval of a renumbering of Resolution 21-03 WD SDC Update to Resolution 21-04 SDC Update which was seconded by Ms. Gardner. All in favor. Motion carried.

New Business:

Resolution 21-06 WD FY2021-22 Rate Change: (Action) Ms. Murray moved the adoption of RES 21-06 WD FY2021-22 Rate Change which was seconded by Ms. Ahlgren. All in favor. Motion carried.

Board Positions & Terms of Office: (Information) It was noted that there is confusion between policy 13-01 and policy 16-01 which should be resolved in the June meeting prior to officer elections in the July meeting. Specifically should there be one or two year terms for officers. There was general support for two year terms.

The following unofficial election results were provided by Mr. Chick.

Position 1 : Ms. Nadia Gardner : elected for an additional two (2) year term to begin in July.

Position 2 : Ms. Linda Murray : elected for an additional four (4) year term beginning July 1st.

Position 3 : Ms. Lauren Ahlgren : write in votes were received for Mr. Jay Blake.

If he were to accept it would be for a four (4) year term.

Position 4 : Ms. Debra Birkby : write ins for Ms. Birkby and if accepted would serve an additional four (4) year term beginning July 1st.

Position 5 : Mr. Dan Seifer : is still serving his term of office.

Reports:

District Managers Report and Correspondence for Action: (attached) Mr. Chick indicated that he would not be attending the June board meeting.

Treasurers Report: None.

Board of Directors' Comments and Reports: Ms. Gardner said she was still greeting people in Clatsop County receiving Covid-19 vaccination shots and that only 50% of those over twelve (12) years of age had received their shots. Mr. Seifer thanked everyone for their continued service.

June Agenda Items: (Information) ACF, Officer policy resolution, and LRFP.

Public Comment: Mr. David Stockton thanked the board for their hard work.

The meeting was adjourned by Mr. Dan Seifer at 6:30 pm.

Respectfully submitted,



Steve Hill

Attest 
Mr. Dan Seifer, President

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT

RESOLUTION 21-05 WD

A RESOLUTION ESTABLISHING THE BUDGET FOR FISCAL YEAR 2021-2022 FOR THE ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT.

IT IS HEREBY RESOLVED AND ORDERED that the Arch Cape Domestic Water Supply District Budget approved and recommended by the Budget Committee on 30 April 2021 for the fiscal year beginning July 1, 2021 and subsequently adjusted by the board in the total amount of **\$610,898** and for the purposes shown below are hereby appropriated as follows:

General Fund

Personnel Services	\$230,202
Materials & Services	\$165,998
Capital Outlay	\$ 0
Grant Expenditures	\$ 30,000
Debt Service	\$ 20,772
Transfer to Capital Fund	\$ 0
Contingencies	<u>\$ 62,000</u>
Total General Fund	\$508,972

Capital Fund

Capital Outlay	\$ 0
Contingencies	<u>\$101,926</u>
Total Capital Fund	\$101,926

Total Appropriations **\$610,898**

The above resolution statements were approved and declared adopted on this 21st day of May 2021.

Attest 
Steve Hill, Secretary


Dan Seifer, President

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT

RESOLUTION 21-04 WD

A RESOLUTION REVISING SYSTEM DEVELOPMENT CHARGES (SDC) / EQUIVALENT DWELLING UNIT (EDU) FEES FOR THE ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT (the "District")

Whereas, the District adopted Ordinance 98-4 WD establishing a System Development Charge methodology and rates; and

Whereas, Section 4B of the ordinance provides for adoption of SDC rates by resolution; and

Whereas, it is felt prudent to update those charges to more properly reflect changes through investment in District infrastructure and current cost indices; and

Whereas, it is determined that one SDC is equal to one Equivalent Domestic Unit (EDU); and

Whereas, the District allows for the annual adjustment of fees in accordance with the Engineering News-Record Construction Cost Index (ENR CCI); and

Whereas, the ENR CCI used in Resolution 20-06 WD was 11,436 and the March 2021 ENR CCI to be applied for the purposes of this Resolution is 11,750 (Index Ratio=11,750/11,436=1.027);

NOW, THEREFORE, be it resolved the ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT System Development and Connection Charge herein established become effective July 1st, 2021.

<u>3/4 inch meter</u>		<u>1 inch meter</u>	
Improvement Fee	\$ 1,328	Improvement Fee:	\$ 3,320
Reimbursement Fee	\$ 4,479	Reimbursement Fee:	\$ 11,197
Administrative Fee	\$ 56	Administration Fee:	\$ 145
Total SDC/EDU Charge	\$ 5,863	Total SDC/EDU Charge:	\$ 14,662

Connection Charge \$ 700

Adopted and signed this 16th day of April, 2021.


Daniel J. Seifer, President

Attest 

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT

RESOLUTION 21-06 WD

A RESOLUTION SUPERSEDING RESOLUTION 19-03 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 July 1, 2021 as follows:

Customers with a 3/4" service connection:

Water Quarterly Base Rate	\$155.00
Water Quarterly Debt Surcharge	<u>\$17.00</u>
Total Quarterly Charge	\$172.00

Customers with a 1" service connection:

Water Quarterly Base Rate	\$191.00
Water Quarterly Debt Surcharge	<u>\$17.00</u>
Total Quarterly Charge	\$208.00

Customers with a 2" fire suppression service connection:

Annual Base Rate – FY 2021-22	\$200.00
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Adopted this 21st day of May 2021.

Attest:



Steve Hill, Secretary



Daniel J. Seifer, President

Manager Report May 21st, 2021

WATER DISTRICT:

The Water plant distributed 1.2 million gallons to town in April.

The Asbury Creek Intake was opened up for the season, and has been in use for the past couple weeks. This is the earliest we have had to use this source.

I will not be in attendance at the June 18th Board Meeting.