

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT MINUTES

16 April 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)

Public: David Stockton
Jeannie Stockton

Staff: Phil Chick, District Manager
Steve Hill

Mr. Dan Seifer opened the meeting at 6:05pm 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: Ms. Ahlgren moved acceptance of the agenda which was seconded by Ms. Murray. All in favor. Motion carried.

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

Old Business:

Arch Cape Forest:

Forest Legacy Grant (FLG): (Information) It was announced that we have a Town Hall coming in a week. A decision is to be made on whether we consolidate the two grants received or have two closings. Mr. Chick advised delaying making that decision which may be influenced by the issuance of appraisal instructions. In order to keep things moving along. Amy Singh of ODF was

proceeding with the appraisal instructions as if the District will do one closing, but with the ability to have flexibility in the event that the District would choose to do two closings. Mr. Greg Fullem said that it was more efficient and money could be saved by having a single close. It was reiterated that no closing could take place without agreeing to buy the entire Arch Cape Forest.

Mr. Chris Anderson has sent out an overview for the upcoming Town Hall meeting.

David Ulbricht – SDAO Advisory Services – Professional Services Contract: (Action) It was reported that no feedback had been received yet from Mr. Rick Gardner who planned on speaking with Mr. Ulbricht on behalf of the district. It was hoped that by engaging his services a new approach might be made for necessary financing to complete the ACF purchase.

Appraisal RFP Process: (Information) By general consensus Mr Chick was authorized to proceed with an RFP as soon as the U.S. Forest Service appraisal instructions were received.

Finance Committee / Finance Plan: (Information / Action) Chaired by Mr. Rick Gardner, the committee recently met with a view to possibly reapply to the DEQ for a qualifying loan in the August application window.

Mr. Chick was reported as having offered oral testimony to the Joint Ways & Means committee for our project.

A continued effort is ongoing to seek additional grants and private donations.

North Coast Land Conservancy indicated that they will assist the district in applying to OWEB in October of 2022, if needed.

A \$150K grant application is being made in the next funding round to Walmart regarding the Acres for America program and a grant application was also underway to provide recreational planning services for the acquisition project.

Mr. Chick announced that it had been four (4) years since he had provided Mr. Ben Dair of Sustainable Northwest a tour of our watershed and that Mr. Dair had been pivotal in obtaining grants for our acquisition effort.

Covid-19 Emergency – Accounts Receivable Report: (Information) Mr. Hill reported Accounts Receivable to be in a strong position and the Plant Operator, Mr. Matt Gardner was due to receiving his second vaccine dose.

New Business:

Resolution 21-03 WD SDC Fee Update: (Action) Ms. Murray moved the adoption of RES 21-03 WD updating the SDC fee. which was seconded by Ms. Ahlgren. All in favor. Motion carried.

Reports:

District Managers Report and Correspondence for Action: (attached)

Treasurers Report: None.

Board of Directors' Comments and Reports: None.

May Agenda Items: (Information) David Ulbricht – SDAO, Appraisal RFP.

Public Comment: Mr. David Stockton thanked everyone for all the work.

The meeting was adjourned by Mr. Dan Seifer at 6:34 pm.

Respectfully submitted,



Steve Hill

Attest 
Mr. Dan Seifer, President

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT

RESOLUTION 21-03 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	\$ <u>56</u>	Administration Fee:	\$ <u>145</u>
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



Manager Report April 16th, 2021

SANITARY DISTRICT:

We received 8.3” inches of rainfall in March and the plant received 4.4 million gallons of influent.

I'll be serving on the project advisory committee for the Clatsop County Tsunami Evacuation Facility Improvement Plan (TEFIP). The goal is to create a plan for improving tsunami evacuation that focuses on routes that serve multiple purposes, such as recreation trails. The idea is to build on the recreation assets of the County and integrate with the newly adopted Natural Hazards mitigation Plan. The plan will focus on routes that people will already be familiar with in the event of a tsunami evacuation. This dual purpose will serve recreation needs and the need for known, reliable emergency evacuation routes. This could be a potential benefit for the Arch Cape Forest.

Irrigation Site maintenance continues, the system will go online May 1st. Membrane Cleaning is complete, in preparation for the summer. Ed's Septic will take biosolids to Seaside again this month. After this round, we will most likely begin land applying at the biosolids site for the next 3-4 months.

Property development on Raven Hill Rd. is continuing. The property owners are required to bring the road to county standards, including paving. This required decreasing the slope at the very end of the road and removing a significant amount of material. Bob McEwan Construction had to reconfigure a portion of the water and sewer lines at the end of the road to accommodate the new slope. The road work on this short segment is still in progress.

The Ford Dump truck is in the repair shop for an alternator replacement.

MONTHLY LOG : ARCH CAPE WATER & SANITARY DISTRICTS

March 2021

Total Hours	368.00	158.75	209.25
Percentage Split		43%	57%
Total Accounts	639	294	345
Percentage Split		46%	54%

Manager Report April 16th, 2021

WATER DISTRICT:

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

American Leak Detection Services conducted leak detection throughout the distribution system the week of April 5th. The good news is that we don't have any major leaks, but we were unable to identify the small leak that we believe to be out there. This work will be noted in the update of our Water Management and Conservation Plan next year.

Meter maintenance continues with our Hersey Hot Rod radio-read meters. This system was installed in 2009-10, and Arch Cape was one of the first water utilities in the state to implement use of it. The batteries within the transmitting antennas are coming to the end of their life and are failing. Mueller Systems has created a new version of meters and reading software recently, and has phased out the old system. The meters themselves still accurately track water usage, but are not transmitting the data to us when we drive the route. This requires staff to make multiple re-checks of meters each month. We are now in the pro-rated phase of our warranty, with antenna/register replacement totaling \$110 for each meter.

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