

# ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT DRAFT MINUTES

13 May 2016

A quorum was present.

Water Board: Virginia Birkby, President  
Debra Birkby, Treasurer  
Dan Seifer

Excused absent: Ron Schiffman, Vice-President

Sanitary Board: Casey Short (non-voting)  
Darr Tindall (non-voting)

Public: Matt Gardner  
George Cerelli  
David & Jeannie Stockton  
Tom Misner & Peggy Roberti

Staff: Phil Chick, District Manager  
Steve Hill, Secretary

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

**Public Comments:** None.

**Agenda:** Pull policies. Mr. Seifer moved acceptance of the modified agenda which was seconded by Ms. Debra Birkby. All in favor.

**Consent Agenda:** Pull Budget and Finance Report. Mr. Seifer moved acceptance of the consent agenda as amended which was seconded by Ms. Debra Birkby. All in favor.

**Old Business:**

**Plant Operator Introduction and Comments:** Mr. Phil Chick, the District Manager introduced Mr. Matt Gardner as the new Plant Operator who had been working on behalf of the two districts since April 11<sup>th</sup>. He remarked that Matt had been very engaged and enthusiastic in his work who brought good experience in public service to the district and was truly doing a fantastic job.

Mr. Gardner expressed his thanks at the manner in which people had welcomed him in Arch Cape. He said that he was engaged in a self study course combined with on the job training and recognized that good leadership was needed in the district. He felt that Mr. Chick showed his pride in the plants and in what he does which he found motivating. He closed with an expression of thanks to the board and assembled public for the opportunity presented to him with this position and then excused himself from the meeting.

**Board Position #2:** This board position was reported to have been advertised in Tunnel Echoes and in the Daily Astorian as well as through an Arch Cape mailing and on local bulletin boards.

**Watershed Update – Stimson Cut:** Mr. Chick reported that Mr. Jacobs from Stimson had taken us around the different areas cut where there were larger buffers on the south side of up to 200 feet and 30 – 50 feet on the north to hopefully balance for expected winds and deadfall. He indicated that both he and Mr. Schiffman were pleased with what they had been shown. Stimson is also doing a culvert replacement in Shark Creek which should help with sediment. Mr. Chick said he would keep everyone updated on the cut.

**Emergency Preparedness:** Global Pure Water was reported as giving a demonstration of their four cylinder purification unit (attached) appropriate for a small water system. 1 ½ gal/min could be gained from a gravity feed which was viewed as not especially fast and between 2 ½ - 5 gal/min with power. The cost was reported to be \$2,600,00. Cannon Beach intends to purchase a unit for testing. Mr. Chick will report on their experience with this unit in next month's meeting.

**Brevig Account – Excess Usage:** Mr. Chick presented a graph reflecting the Brevig account water usage in December 2015 (attached) which showed the regular spikes of usage brought on by the irrigation system (240 gal/hr) as well as a strong constant flow (270 gal/hr) from December 23<sup>rd</sup> to December 30<sup>th</sup> at noon when it was constantly on. When the high usage was discovered the water was shut off and reported to the home owner. On January 21<sup>st</sup> there was a brief 100 gallon use of water when the home was examined. It is believed that the high use was due to the irrigation system. December was reported to be a very wet month with expected surface runoff going to the beach.

Mr. Chick said that the home owner doesn't agree with the previous decision made by the board and wishes to attend the June meeting to appeal. He further reported that we have an irrigation system policy published since 2013 requiring annual testing with a report by May 1<sup>st</sup> which would allow for a credit for system failure if filed. They did not submit a report for this year. Mr. Chick said he would make copies of the initial report available to the board prior to next month's meeting. Mr. Chick said he felt that there was some confusion between the annual backflow report and the annual irrigation system testing. He also said that he would recap his notes of the discussions held with Ms. Dudley regarding the irrigation system and the December excess usage for future reference.

#### **New Business:**

**Extended System Development Charge (SDC) Payment Over Time:** Mr. Seifer felt there was no reason SDC payments should not be a part of anticipated project financing. No action was taken at this time and this issue was deferred for future consideration.

**Public Hearing - 2016-17 Budget Appropriation:** Ms. Virginia Birkby opened the public hearing at 6:46pm to take questions or comments on the proposed 2016-17 budget appropriation and hearing none closed the public hearing at 6:47pm.

**2016-17 Budget Appropriation:** Mr. Seifer moved for the adoption of RES 16-06 WD (attached) for appropriation of the recommended and adopted budget reported out of the

budget committee. The resolution was adjusted to reflect a total of \$264,368 for operating expense in place of the personnel and material and services line items. Ms. Debra Birkby seconded the motion as amended. All in favor.

**RES 16-05 WD Rate Change:** Mr. Seifer moved adoption of Resolution 16-05 WD (attached) reflecting a quarterly rate change to \$140.00 from \$170.00 which was seconded by Ms. Debra Birkby. All in favor.

**May BVA Financial Report:** Mr. Seifer moved that sufficient monies be moved from contingency to debt service to cover the additional funds necessary to cover the July 1, 2016 early water tank loan payoff which was seconded by Ms. Debra Birkby. All in favor.

**Reports:**

**Accounts Receivable:** Mr. Hill reported receivables to be good condition.

**District Managers Report:** (attached)

**Treasurer's Report:** The prior month's statements were reconciled successfully in QuickBooks. Total cash of \$100,168 is held by the district with \$58,129 in Columbia Bank and \$42,038 in the LGIP account as of last month.

Four banks were contacted regarding potential closure of the unsecured LGIP account and deposit of district monies into a new FDIC insured account being:

- 1) Bank of the Cascades, Seaside OR
- 2) Bank of the Pacific, Ilwaco WA
- 3) Clatsop Community Bank, Seaside OR
- 4) Wauna Federal Credit Union, Warrenton OR

Wauna Federal Credit Union had published a rate on deposits of approximately 1% on which to follow up.

Ms. Debra Birkby said she would continue to research this issue and will follow up with a report. Expressions of support were made for a locally owned bank for district funds and that it was a good idea to not have all of the district's cash in one institution.

She indicated that Mr. Chick had found the title to the trucks with the Dodge pickup truck listing the Arch Cape Service District. The Ford dump truck's title was in the Sanitary District's name and was bought by both districts. Ms. Debra Birkby was asked to pursue a change of ownership in consultation with counsel to facilitate transfer of title in anticipation of sale of the old truck with the purchase of a replacement sometime next year.

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

**June Agenda Items:** Board Position #2, Change of meeting date to the third Friday of the month, Investment pool, pure water demo and policies.

**Public Comment:** Mr. David Stockton asked Mr. Chick if he would have observed a sprinkler being continually on to which Mr. Chick answered in the negative. He also asked if the David Horowitz well in Arch Cape generating 40 – 50 gal/min would be of interest to the district and suggested a follow up contact with Mr. Horowitz.

Ms. Virginia Birkby adjourned the meeting at 7:12pm.

Respectfully submitted,

Steve Hill

Attest \_\_\_\_\_  
Ms. Virginia Birkby, President







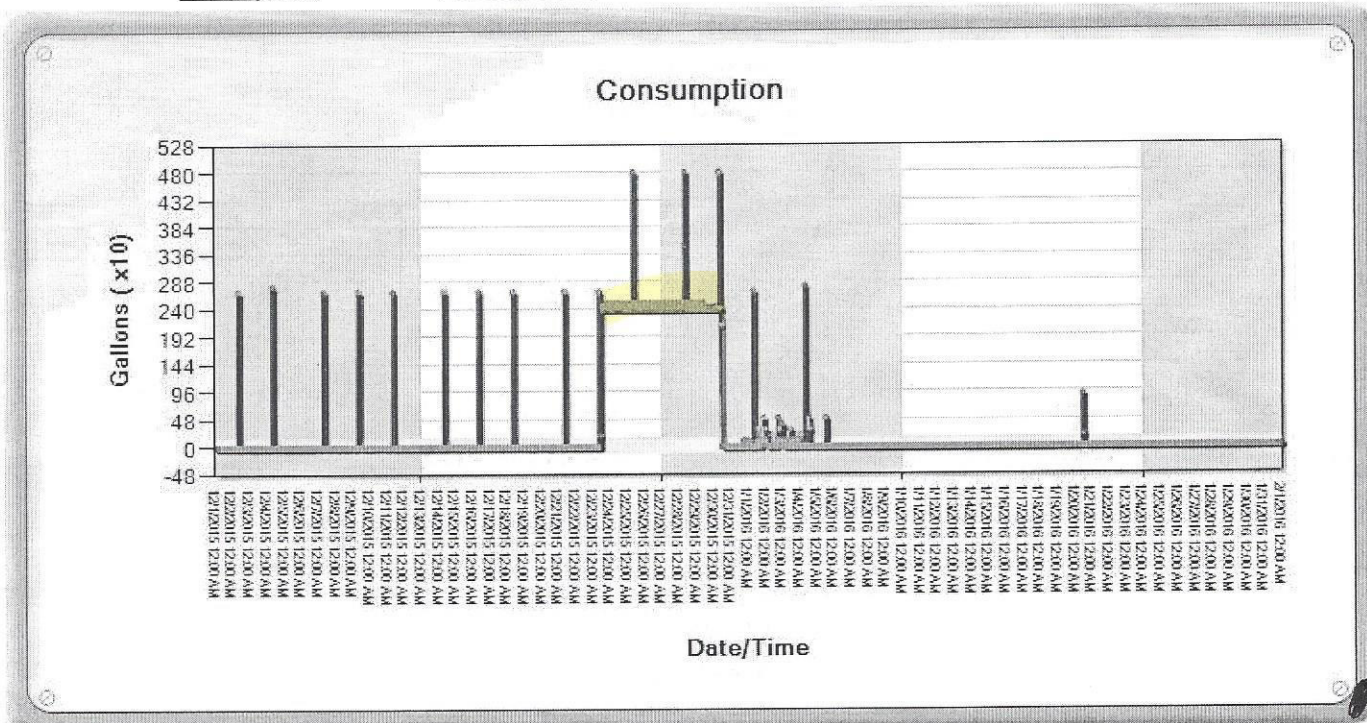
# Hersey-Meters *HOT ROD*

Report Generator: D3BP2WM1\Phil Chick  
Report Date & Time 04/13/2016 10:55:11AM  
MeterID 9502547

Total Consumption: 45,800 Gallons

**BREVIG**

ReadingTime                      ReadingValue                      Reading Status                      Consumption



9502547

# ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT

## RESOLUTION 16-05 WD

**A RESOLUTION SUPERSEDING RESOLUTION 12-02 WD 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, 2016 as follows:

Customers with a ¾" service connection:

Water Quarterly Base Rate	\$121.00
Water Quarterly Debt Surcharge	<u>\$19.00</u>
Total Quarterly Charge	\$140.00

Customers with a 1" service connection:

Water Quarterly Base Rate	\$137.00
Water Quarterly Debt Surcharge	<u>\$19.00</u>
Total Quarterly Charge	\$156.00

Adopted this 13<sup>th</sup> day of May 2016.

  
Virginia Birkby, President

Attest: \_\_\_\_\_



# ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT

## RESOLUTION 16-06 WD

### A RESOLUTION ESTABLISHING THE BUDGET FOR FISCAL YEAR 2016-2017 FOR THE ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT.

IT IS HEREBY RESOLVED AND ORDERED that the Arch Cape Domestic Water Supply District Budget approved by the Budget Committee on 13 May 2016 for the fiscal year beginning July 1, 2016 in the total amount of \$362,501 and for the purposes shown below are hereby appropriated as follows:

#### General Fund

<del>Personal Services</del>	<del>\$170,828</del>	<i>oper exp. \$ 264,368</i>
<del>Materials &amp; Services</del>	<del>\$93,540</del>	
Debt Service	\$20,772	
Contingencies	\$35,000	
Total General Fund	\$320,140	

#### Capital Fund

Water Source Assessment	\$15,380
Contingencies	\$26,981
Total Capital Fund	\$42,361

Total Appropriations \$362,501

The above resolution statements were approved and declared adopted on this 13<sup>th</sup> day of May 2016.

Attest *Steve Hill*  
Steve Hill, Secretary

*Virginia Birkby*  
Virginia Birkby, President



Managers Report May 13, 2016

WATER:

Westech was here this past week to install the new HMI computer for the SCADA system. The programmer also fixed a few program glitches that we have noted for a while. Overall the system looks to be completely functional. We are watching it closely over the next week to verify its operation.

I am continuing to work with FEMA to receive assistance for the slide in the road and sediment removal at Shark Creek. We are required to file a joint permit application with the Department of State Lands and the Army Corps of Engineers to get approval to do the sediment removal work in the Shark Creek Intake. I will be completing this application within the week.

Stimson Lumber is set to begin brush cutting the road shoulders within the watershed within the next 2-3 weeks, as part of the water shed protection grant project.

I have been approached by a local OSU student majoring in environmental science, that would like to gain experience in the water/wastewater field this summer. I've been in contact with OSU and SDAO about the most effective way to do this. This will be a good opportunity for the District and the student, who will be a temporary helper for 4-6 hours per week. The District can use the extra help this summer. The assignment is tentatively set to begin in mid-July.

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

**April                      2016**

Total Hours	<b>290.00</b>	<b>104.00</b>	<b>186.00</b>
Percentage Split		<b>36%</b>	<b>64%</b>
Total Accounts	<b>614</b>	<b>282</b>	<b>332</b>
Percentage Split		<b>46%</b>	<b>54%</b>

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