

. ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT
MINUTES

16 August 2019

A quorum was present.

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

Excused Absent: Ron Schiffman, President

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

Public: John Mersereau, North Coast Land Conservancy (NCLC)
Layton Borkan, North Coast Land Conservancy (NCLC)
David Stockton
Jeannie Stockton

Staff: Phil Chick, District Manager
Steve Hill, Secretary

Ms. Debra Birkby opened the meeting at 6:02pm.

Public Comments: None.

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

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

Old Business:

Watershed Update:

Forest Legacy Grant 2021: (Information) Mr. Chick said that at this time, for the first draft submission, there were no major edits necessary in our grant submission and that only a minor submission change would potentially be suggested regarding county matching funds. Letters of Support are due by November 2nd.

Purchase and Sales Agreement: (Information) Mr. Chick reported that the purchase and sales agreement was still with EFM and he hadn't heard back from them.

Clean Water Revolving Loan Fund: (Information) Mr. Chick said that he learned from DEQ that the Water District was not eligible to apply for Clean Water State Revolving Loan Funding, however, it is possible that the sanitary district could do this on behalf of the water district. He is still working with the program's coordinator on the possibility of this, with a possible presentation from DEQ staff at a future board meeting.

8-13-2019 Fundraising Strategy Work Session with NCLC: (Information) Ms. Ahlgren said that she would like to make some suggested changes to our web site and asked everyone to send her four (4) really good questions they had heard about the districts which might be addressed in a simplified way for communication to the community. She felt that the website should educate the community and illustrate what we are doing.

She also said that she loved Ms. Katie Voelke's strategy session and that we could track all of the events which happen in our watershed such as the salmon runs, hiking and other recreational pursuits.

Phil Chick mentioned his appreciation for Katie coming to the recent work session with the Board. He relayed that NCLC has approximately 4 Million to date in funding, and that Katie shared with us that NCLC is planning for a 6 Million purchase for the Rain Forest Reserve with \$1.5M in project management and \$2M set aside for long term stewardship of the forest. A strength of NCLC's approach is having both a 'Plan A' and a 'Plan B' which provides for funding flexibility.

Mr. Schiffman has suggested a financing subcommittee be formed consisting of Mr. Chick, Mr. Hill, two board members and two representatives from the community with Mr. Rick Gardner serving as it's chair if he were willing to serve.

Mr. Seifer moved the establishment of a finance subcommittee comprised of the District Manager, Administrative Assistant, two board members and two members from the public which was seconded by Ms. Murray. All in favor. Motion carried.

Mr. Chick will contact Mr. Gardner regarding his committee membership. Mr Chick reported that he attended the City of Forest Grove's annual watershed tour. This community forest is an example of how a municipality can manage a forest without being a 'timber company'. Comprising 4200 acres with harvesting operations covering two thirds of their acreage they generate approximately \$700K annually with a five (5) acre maximum for clear cuts following Forest Stewardship Council (FSC) harvest guidelines with an overall harvesting approach that is gentler than provided for under

the Forest Practices Act (FPA). They only harvest in the summer months to limit understory damage and ten (10%) percent of their harvest are sold for telephone poles. Their sustainable forest management practices can be reviewed on their troutmountain.com website.

A question has been raised in the community of why we would acquire a larger parcel than just the land comprising our watershed. It was answered by stating that the extra resources which a larger parcel would make possible would be employed in making payments for the forest's purchase should that be necessary.

Website: (Information) A general discussion ensued about a potential new website for the two districts. Mr. Hill reported the potential hosts for such a site including two organizations which target the municipal web site market and other more general and expensive turnkey providers. The lowest cost site for the districts would be one developed locally.

Ms. Ahlgren and Mr. Anderson said they could offer advice on website design based upon their personal experience utilizing Squarespace and Wordpress in the development and publishing of their own commercial sites.

Mr. Campbell expressed his belief that there should be both a short term and long term plan for the site as an educational tool.

Mr. Hill said he would consult with Ms. Ahlgren and Mr. Anderson as well as continue to develop a 'sandbox' trial site with the SDAO partner developer Streamline. Alternative hosts would be considered to a locally developed website and be on the agenda the following month.

Natural Hazard Mitigation Plan (NHMP): Mr. Chick said that we needed a district representative to replace Mr. Schiffman in the multi community effort to arrive at a plan. He said he had a packet that he could share with a volunteer and that the Oregon state representative, Ms. Pam Reber recommended that the community have a plan representative which would qualify the district for preferable FEMA funding should a natural disaster befall us.

Mr. Seifer said that the district would welcome a volunteer from the sanitary district board should one come forward. Mr. Chick indicated that the next group meeting would take place on September 24th at Clatsop Community College.

Mr. Bill Campbell, newly appointed as a director to the sanitary board, was inspired to volunteer on behalf of the Arch Cape community as our NHMP representative.

New Business:

Bank Signature Cards: (Information/Action) Mr. Hill recommended that each member of the board be authorized to sign checks on behalf of the district. Ms. Birkby said she was apposed to such a course and supported the existing policy for checking account signatories.

In accordance with existing policy, the District President Mr. Schiffman, District Vice President & Treasurer Ms. Birkby along with Mr. Chick as District Manager would be authorized to sign checks on the districts Columbia Bank checking account.

Reports:

Accounts Receivable: Mr. Hill reported that receivables were in good condition and that a troubled account reported upon last month had been corrected.

District Managers Report: (attached)

Treasurers Report: July was reported to be balanced. Funds held in the Columbia Bank checking account were \$61,801 and in the LGIP (Local Government Investment Pool) \$179,309.

Board of Directors' Comments and Reports: Ms. Murray expressed her appreciation at hearing from Ms. Katie Voelke and her very clear and informative fund raising presentation. Ms. Birkby said that she would be gone at the next board meeting. Mr. Seifer stated that Ms. Mary Olson's contract for community outreach had concluded and couldn't rely upon staff given current demands on their time. He suggested that the board come up with an outreach program going forward.

September Agenda Items: (Information) Watershed, website, possible attendance by Ben Hayes, NHMP.

Public Comment: Mr. David Stockton asked if a recent large excess water usage instance had been resolved to which Mr. Chick answered that it had been settled under existing policy. Mr. John Mersereau expressed the hope that the effective collaboration which presently exists between the district and the North Coast Land Conservancy continues into the future. He said he was impressed that the board was taking this acquisition project on. Ms. Layton Borkan said that NCLC's executive director Katie Voelke would be a real help to the board.

The meeting was adjourned by Ms. Debra Birkby at 7:17pm.

Respectfully submitted,



Steve Hill

Attest



Ms. Debra Birkby, Vice President

*OBO/RON SCHIFFMAN, PRESIDENT
ACDWSD*

Manager Report August 16, 2019

WATER:

The Water Plant distributed 1.4 MG to town in July

Sediment Removal is scheduled to be done for the Shark Creek Intake at the end of August

Lead and Copper Samples were collected and sent to the lab for testing. Thank you to the 5 homes that volunteered to have their water tested. Notification letters with test results will be sent to them next month, once results are sent back to us.

The Asbury Creek Stream flow device has been placed in the creek. Surprisingly, the stream flow is identical to where it was last year at this time, despite being about 13' lower on rainfall for the year.

MONTHLY LOG : ARCH CAPE WATER & SANITARY DISTRICTS

July 2019

Total Hours	368.00	146.00	222.00
Percentage Split		40%	60%
Total Accounts	633	291	342
Percentage Split		46%	54%