

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT MINUTES

16 July 2021

A ZOOM video teleconference and in person meeting was held in the Arch Cape Fire Hall. A quorum was present

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

Sanitary Board: Chris Anderson (non-voting)

Public: John Mersereau, President – North Coast Land Conservancy
Layton Borkan, Vice-President – North Coast Land Conservancy
David Stockton
Jeannie Stockton

Staff: Phil Chick, District Manager
Steve Hill

Mr. Dan Seifer opened the meeting at 6:41pm. He said that it may be recorded. Mr. Seifer announced that this virtual meeting was being conducted in accordance with State of Oregon guidelines issued for the corona virus and may be recorded. Those needing technical assistance should contact Mr. Chick at 503-739-2348.

Oath of Office: Prior to taking the oath, Ms. Debra Birkby was nominated for appointment to Position 4 by Ms. Murray which was seconded by Ms. Gardner. All in favor. Motion carried.

The oath of office was taken by the following individuals both elected and appointed to their respective offices in the following order.

Ms. Nadia Gardner, Position 1 - elected
Ms. Linda Murray, Position 2 - elected
Mr. Jay Blake, Position 3 - elected
Ms. Debra Birkby, Position 4 - appointed

Public Comments: Mr. David Stockton offered his congratulations for those returning as well as the newest member of the board.

Agenda: Addition of Fire Hall IT. Ms. Murray moved acceptance of the agenda as amended which was seconded by Mr. Blake. All in favor. Motion carried.

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

Old Business:

Arch Cape Forest - \$2M ARPA / Business Oregon Grant Award: (Information) Recognition was made of the state legislatures passage of a bill including a \$2.0M grant to Arch Cape's ACF project and Mr. Chick's and Mr. Ben Dair's part in it. The bill has yet to be signed. Anticipating a contract in September, the district will need to speak with those providing spending guidance and funds will need to be obligated by 2023 and actually spent by the end of 2025. In response to a question about elected officials support for the measure, Mr. Seifer said that both Betsy Johnson and Suzanne Weber were very supportive of this legislation.

Property Appraisal: (Information) There was a Zoom meeting with Mason, Bruce & Girard (MBG) followed by a field tour in Astoria. We should have an appraisal by September.

Forest Finance Plan Update: (Information) Understanding the operating costs of a working forest along with costs associated with stewardship in the management plan were considered important. A draft financial plan was expected for the August meeting as the finance committee was expected to meet again on August 4th in executive session.

Mr. Seifer provided the following review of match requirements for the Forest Legacy Grant awards.

The existing Forest Legacy Grant (FLG) of \$3.5M requires a twenty-five percent (25%) match of \$1,166K where the anticipated total project cost equals or exceeds \$4.666M.

Contributions towards that match:

\$10K payment from the Arch Cape Water District for the purchase option

\$250K being held in escrow provided by Clatsop County

\$100K+ in other grants

@\$50K+ In Kind contributions

Undetermined value : pledge by North Coast Land Conservancy (NCLC) of the 640 acres headwaters parcel

@\$150K+ Cash Donations

DEQ Loan – Levy: (Information / Action) A DEQ loan application was tabled by the sanitary districts board.

Covid-19 Emergency – Accounts Receivable Report: (Information) Mr. Seifer expressed a preference to resume in person meetings in future. Ms. Birkby moved to have Fire Hall in person meetings in addition to Zoom which was seconded by Ms. Murray. All in favor. Motion carried.

Mr. Hill reported Accounts Receivable to be strong.

New Business:

IT at the Fire Hall: (Action) Ms. Murray moved the expenditure of \$600.00 for a TV with stand to match the Arch Cape Sanitary Districts earlier action which was seconded by Mr. Blake. All in favor. Motion carried.

Administrative Support Succession Planning: (Information) Ms. Murray moved to add Ms. Tindall to the succession plan discussions which was seconded by Ms. Gardner. All in favor. Motion carried.

Reports:

District Managers Report and Correspondence for Action: (attached) Mr. Chick indicated that he was taking some time off next week.

Treasurers Report: None.

Board of Directors' Comments and Reports: Mr. Blake said that he was glad to be a part of the board. Ms. Birkby mentioned that the painted tree erected before the mail boxes was now down.

August Agenda Items: (Information) Funding plan for the ACF, personal services Bus Oregon grant.

Public Comment: Mr. David Stockton said that the board was doing great.

The meeting was adjourned by Mr. Dan Seifer at 7:24 pm.

Respectfully submitted,



Steve Hill

Attest 
Mr. Dan Seifer, President

Manager Report July 16th, 2021

WATER DISTRICT:

The Water plant distributed 1.4 million gallons to town in June.

The stream flow gage has been installed on Asbury Creek

County Public Works is in the initial stages of designing a new pedestrian bridge over Asbury Creek on Pacific Ave. I will continue to provide updates as I learn more.

Cannon Beach Fire will be doing a major upgrade in the next few months to the network and AV equipment. The Fire Chief inquired if the District would like to contribute to share in some of the cost of the funding along with the Community Club.

Due to the unanticipated success of remote meetings during the pandemic, public entities will in the future be required to make all meetings accessible remotely through technological means and provide opportunity for members of the public to participate remotely and submit oral and written testimony. I will explore some options with the Fire Chief for how to most effectively allow us to do this in the fire hall and report to the Board.

MONTHLY LOG : ARCH CAPE WATER & SANITARY DISTRICTS

June 2021

Total Hours	352.50	160.75	191.75
Percentage Split		46%	54%
Total Accounts	639	294	345
Percentage Split		46%	54%