

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT MINUTES

17 May 2019

A quorum was present.

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

Excused Absent: Ron Schiffman, President

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

Public: Mary Olson, Community Forest Outreach Coordinator
David Stockton
Carl Matson

Staff: Phil Chick, District Manager
Steve Hill, Secretary

Ms. Debra Birkby opened the meeting at 6:09pm.

Public Comments: None.

Agenda: Add Resolution 19-04 WD 2018-19 Budget Amendment to new business, potentially purchasing adjoining property and the Joint Contract and Personnel Committee.

Mr. Seifer moved acceptance of the agenda as amended which was seconded by Ms. Virginia Birkby. All in favor. Motion carried.

Consent Agenda: Pull minutes. Mr. Seifer moved acceptance of the consent agenda as amended which was seconded by Ms. Virginia Birkby. All in favor. Motion carried.

Old Business:

Watershed Update:

North Coast Land Conservancy (NCLC) Memorandum of Understanding (MOU):
(Action) Mr. Chick reported that he had received the signed MOU from NCLC without changes

other than one made by the district in paragraph one naming the 'Arch Cape Forest' and needed approval at this time.. A plan would then be developed for the six hundred (600) acres.

Ms. Virginia Birkby moved that the MOU be executed which was seconded by Mr. Seifer. All in favor. Motion carried. The motion passed with the instruction to insert a photo within the MOU which specified the location of the 600 acre property.

Forest Legacy Program FY 2021 Application Submittal: (Action) Mr. Chick reported that it's time to reapply for this program. He indicated that in an advanced copy of the Forest Legacy Program (FLP) funding for Fiscal Year 2020, the Arch Cape Forest Project was listed in the twenty-first (21st) position out of twenty-two (22) for a \$1M grant. The Federal Budget has not been appropriated for next year yet, so it is uncertain whether or not enough money will be available to the FLP to fund our project. This is a very competitive program but it's significant that we are on the list as it improves our chance of eventually receiving funding. It is a large achievement to have now received attention from Washington DC.

Clean Water State Revolving Loan Fund: (Information) Mr. Chick reported that the Program has a Sponsorship Option that supports non-traditional projects which pair a traditional point source pollution project (pollution coming from a pipe) with a non-point source pollution project (pollution associated with run-off or drainage, such as sediment loading in streams). These are below market rates down to as low as 1% and have the possibility of some principal forgiveness.

The Webb lift station rebuild would qualify as a point source project which could then open up the possibility of support for our watershed acquisition effort, as a non-point source project.

This would be a twenty (20) year loan where payments would begin after six months of having received the award. Loan application reviews occur in the months of April, August and December.

It was suggested that we request a DEQ representative to attend our July meeting.

Budget Request to Clatsop County: (Information) Mr. Seifer sent a letter asking for \$250K in the next county budget and while not agreed to by the budget committee felt that they might pass a request for \$50K. It was felt worthwhile to make some type of additional request of the county.

Mr. Chick and Ms. Debra Birkby agreed to a June 12th meeting with representatives of Clatsop County to put forth our proposal for funding support in acquiring our watershed. Mr. Seifer agreed to meet with them and provide background information of potential use at that meeting.

Local Option Bond: (Information) Ms. Debra Birkby researched the possibility of having a local option levy and indicated that the water district had never levied a tax of any kind in the past. She provided the board with a handout (attached) giving more information on a levy including examples of districts which had used it successfully in the past.

Levies are generally used for operating funds and are issued on a one to five year basis. Arch Cape was reported to have an assessed property valuation of \$134M in 2018.

Mr. Short pointed out that under the provisions for a bond that all of the monies so obtained would be collected but that with a levy it fell under the guidelines and statutes for compression which meant that we would probably collect less over the term of the levy.

There was an expressed desire to seek advice from either Schwabe or Heather Reynolds as legal counsel on this matter.

Outreach Coordinator Report: (Information) Ms. Mary Olson reported that she talked about the Arch Cape Forest effort on KMUN radio recently. She also indicated that we had a good sign up of seventeen (17) for the scheduled tour this Saturday and that there would be four stops.

- 1) At Shark Creek
- 2) Along Asbury Creek
- 3) At the scotch broom control sight
- 4) At an overall viewpoint to survey the proposed land acquisition

It was suggested that buttons with a logo design might be created to promote awareness of the project as well as car bumper stickers designed along the same lines as the proposed banner at the mail boxes.

The banner would cost approximately \$60. She said the design for the tri-fold information sheet was nearly complete.

Additionally it was suggested that letters of project support be obtained from local and state representatives.

Ms. Darr Tindall said she was planning on carrying the mailbox banner in the upcoming July 4th parade in Cannon Beach.

Cannon View Park (CVP) Intertie Proposal: (Information) Mr. Chick reported that CVP doesn't wish to pursue an intertie at this time.

Ms. Virginia Birkby moved that the district enter into an intertie with CVP at this time which was seconded by Mr. Seifer.

Mr. Seifer moved to table the motion which was seconded by Ms. Debra Birkby. Mr. Seifer, Ms. Debra Birkby and Ms. Murray voted yes. Ms. Virginia voted no. Motion carried.

Performance Reviews and Staff Salary: (Action) Ms. Debra Birkby reported that the recommendation of the committee to consider compensation had just concluded a meeting with the recommendation that each district employee receive a COLA increase of 2.4% (attached) and that additionally the District Manager receive a performance increase of 2.2% and the Operator of 2.7%.

Mr. Seifer moved to adopt the recommendations just reported for employee compensation which was seconded by Ms. Murray. All in favor. Motion carried.

Natural Hazard Mitigation Plan (NHMP) Intergovernmental Agreement: (Action) It was reported that with district execution of a FEMA approved plan that we would be better qualified for emergency disaster support.

Mr. Seifer moved execution of the NHMP intergovernmental agreement (attached) which was seconded by Ms. Virginia Birkby. All in favor. Motion carried.

March 15th Minutes: (Action) Ms. Virginia Birkby moved approval of the March 15th minutes which was seconded by Ms. Murray. Ms. Debra Birkby, Ms. Virginia Birkby and Ms. Murray voted yes. Mr. Seifer abstained. Motion carried.

April 19th Minutes: (Action) Mr. Seifer moved approval of the April 19th minutes which was seconded by Ms. Murray. All in favor. Motion carried.

New Business:

Resolution 19-03 WD Rate Change & Resolution 19-02 WD 2019-20 Budget Adoption: (Action) Ms. Murray moved approval of Resolution 19-03 WD Rate Change and Resolution 19-02 WD 2019-20 Budget Adoption which was seconded by Mr. Seifer. All in favor. Motion carried.

Administrative Support Services Agreement Modification: (Action) A discussion ensued concerning the appropriate name for the committee which gives consideration to personnel matters and district contracts for support services. It was expressed that with employment now being handled by just the water district that the committee name containing the work 'joint' was no longer accurate. Another view was expressed that a committee name change was unnecessary.

Mr. Seifer moved that the Joint Personnel and Contract Committee name be changed to the Personnel and Contract Committee which was seconded by Ms. Murray. All in favor. Motion carried.

It was expressed that relevant policies would need to be changed to reflect the name change.

Ms. Virginia Birkby moved to table the modification to the administrative support services agreement which was seconded by Mr. Seifer. All in favor. Motion carried.

An executive session to be scheduled next month with the Personnel and Contract Committee to consider the requested agreement modification.

Availability of Watershed land parcels for purchase by the District: (Action) There was a general consensus that it would be a good idea to give consideration to explore the availability of any adjoining land that would be in the best interest of district customers.

Mr. Seifer moved that the district determine that what land we were seeking to acquire is what we should be acquiring which was seconded by Ms. Virginia Birkby. All in favor. Motion carried.

Long Range Financial Plan (LRFP) Review: (Information) There was a general consensus for a review by the district of the LRFP early in the calendar year just prior to the budget cycle. A work session was discussed at which the public would be invited to attend. Mr. Hill indicated that early February would be a good time for this meeting. This issue to be put on the June agenda.

Resolution 19-04 WD 2018-19 Budget Amendment: (Action) Mr. Seifer moved approval of Resolution 19-04 WD 2018-19 Budget Amendment which was seconded by Ms. Murray. All in favor. Motion carried.

Reports:

Accounts Receivable: Water district receivables were reported to be in good condition.

District Managers Report: (attached) Two big water leaks were identified within the district last month involving a service line leak and a faulty toilet. We have requested a time extension from Oregon Health Authority and Business Oregon for completing the HP 19G Road Decommission project, asking if work could be postponed until summer of 2020. This access option would greatly help the North Coast Land Conservancy with their fundraising efforts in the coming year.

Treasurers Report: Ms. Debra Birkby reported the following for both the water and sanitary district.

Water District:	Columbia Bank checking account	\$169,944
	LGIP account	\$ 67,477
Sanitary District:	Columbia Bank checking account	\$ 76,811
	LGIP account	\$374,598

Balances reported were for combined general and capital funds.

Board of Directors' Comments and Reports: Mr. Chick and Ms. Debra Birkby are scheduled to attend a road easement to the WWTP meeting with the Gredvig's on June 15th. Mr. Seifer indicated that he would not be present for the June meeting and wished to express his thanks for the contributions made by individuals now serving on the board who would not be present in July to receive his recognition.

June Agenda Items: (Information) watershed, admin assist contract modification, levy financing, executive session of the Personnel and Contract Committee, land purchase review, LRFP review timing and the Clatsop County budget meeting.

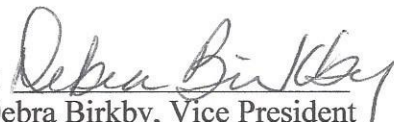
Public Comment: None.

The meeting was adjourned by Ms. Debra Birkby at 8:13pm.

Respectfully submitted,



Steve Hill

Attest 
Ms. Debra Birkby, Vice President

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT

RESOLUTION 19-02 WD

A RESOLUTION ESTABLISHING THE BUDGET FOR FISCAL YEAR 2019-2020 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 17 May 2019 for the fiscal year beginning July 1, 2019 in the total amount of **\$517,399** and for the purposes shown below are hereby appropriated as follows:

General Fund

Personal Services	\$206,642
Materials & Services	\$162,730
Capital Outlay	\$ 0
Debt Service	\$20,772
Transfer to Capital Fund	\$ 0
Contingencies	<u>\$51,000</u>
Total General Fund	\$441,144

Capital Fund

Capital Outlay	\$ 0
Contingencies	<u>\$76,255</u>
Total Capital Fund	\$76,255

Total Appropriations **\$517,399**

The above resolution statements were approved and declared adopted on this 17th day of May 2019.

Attest Steve Hill
Steve Hill, Secretary

Debra Birkby
Debra Birkby, Vice President

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT

RESOLUTION 19-03 WD

A RESOLUTION SUPERSEDING RESOLUTION 18-07 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, 2019 as follows:

Customers with a ¾" service connection:

Water Quarterly Base Rate	\$147.00
Water Quarterly Debt Surcharge	<u>\$19.00</u>
Total Quarterly Charge	\$166.00

Customers with a 1" service connection:

Water Quarterly Base Rate	\$166.00
Water Quarterly Debt Surcharge	<u>\$19.00</u>
Total Quarterly Charge	\$185.00

Customers with a 2" fire suppression service connection:

Annual Base Rate – FY 2019-20	\$200.00
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Adopted this 17th day of May 2019.


Debra Birkby, Vice President

Attest: _____



ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT

RESOLUTION 19-04 WD

A RESOLUTION TO AMEND the 2018-2019 Fiscal Year Budget

BE IT RESOLVED that the Arch Cape Domestic Water Supply District hereby amends the 2018-19 Budget as follows:

Transfer appropriations from Contingency \$11,000.00 to Personal Services.

Dated this 17th day of May 2019.


Debra Birkby, Vice President

Attest


Steve Hill, Secretary

WATER:

Water usage for the month of April was 1 Million Gallons.

Staff identified two major service line leaks when reading meters this month. A broken service line attributed to 77K gallons at one home, and a faulty toilet was the cause of 194K gallon usage at the other residence. Customers leaving their house unoccupied for more than a week are encouraged to turn off the water supply to their home.

The stream flow measuring device has been put in Shark Creek for the season, and Asbury Intake will be opened up soon. Due to the mild winter, there is not a lot of sediment removal to be done in the intake vault this year.

We have reinstalled the Prominent citric acid chemical dosing pump on to skid 2. It has had to go back to the factory for multiple repairs, but it appears that they have finally fixed the software problem, and the pump is now operating automatically as it is should during operator-programmed maintenance cleanings.

MONTHLY LOG : ARCH CAPE WATER & SANITARY DISTRICTS

April 2019

Total Hours	352.00	137.50	214.50
Percentage Split		39%	61%
Total Accounts	632	291	341
Percentage Split		46%	54%