

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT DRAFT MINUTES

21 July 2017

A quorum was present.

Water Board: Virginia Birkby, President
Ron Schiffman, Vice-President
Debra Birkby, Treasurer
Dan Seifer

Sanitary Board: Darr Tindall (non-voting)

Public: Andrew Spaeth, Sustainable Northwest – Forest Program Director
Ben Dair, Sustainable Northwest – Conservation Finance Fellow
Stephanie Campbell – Sustainable Northwest on Summer Fellowship
David and Jeannie Stockton
Charles Dice
Mike Manzulli

Staff: Phil Chick, District Manager
Steve Hill, Secretary

Ms. Virginia Birkby opened the meeting at 6:00pm.

Public Comments: None.

Agenda: Mr. Seifer moved acceptance of the agenda which was seconded by Ms. Debra Birkby. All in Favor (AIF).

Administering Oath of Office: The following directors took the oath of office:

Ms. Debra Birkby	Position #4
Ms. Virginia Birkby	Position #3

Consent Agenda: Pull May 19th and June 16th minutes. Mr. Seifer moved acceptance of the consent agenda as amended which was seconded by Ms. Debra Birkby. AIF.

Old Business:

Watershed Update : (Information) Mr. Andrew Spaeth reported a \$9K DEQ grant and a July 25th field trip for directors, Mr. Chick and Mr. Manzulli to review the Bear Creek watershed

(attached) organized by Stephanie Campbell. The North Coast Land Conservancy funding request had progressed and was scheduled for the next level of review on August 8, 2017.

Ecotrust's management plan is expected in three weeks.

Mr. Ben Dair estimated management costs for the watershed to be between \$15K - \$30K which would include a timber cruise. Distribution of documents to the board were to be transmitted through the District Manager, Mr. Chick.

A question was raised on the advisability of establishing a non-profit organization structured to receive donations for protection of the watershed.

Mr. Dair further described the process as first going on the field tour, second recapping what was learned and third developing an advisory council in support of the watershed. Mr. Chick reported that Ecotrust had communicated their support for our acquisition of land from the trust for a 'community forest'.

Acquiring the land in fee simple ownership was described as the best means of permitting the greatest latitude of management options without the potential difficulties in watershed management through easements or obtaining specific contractual property rights short of outright ownership. These would include selective harvesting, selling carbon credits, and granting recreational access.

A work session would be established with a date set through Mr. Chick.

Acquisition of the watershed from Ecotrust was described as not having been decided at this point but that all options were under consideration.

Board Officer Elections: (Action) Current policy on officer elections and terms of office were described as being unclear and it was recommended that they be revisited.

Mr. Schiffman moved the use of existing published policy for terms of office which was seconded by Ms. Debra Birkby. All voted no.

Mr. Seifer moved to revise Policy 16-01 WD Elections on page six (6) Terms of Office to read, "The term for each elected officer shall be for two (2) fiscal years or until a replacement is elected." which was seconded by Mr. Schiffman. AIF. *First sentence*

Mr. Seifer moved to revise Policy 16-01 WD Elections on page six (6) Terms of Office to read, "No member of the Board of Directors may hold more than two (2) consecutive terms in the same office (for a maximum of four (4) consecutive years." which was seconded by Mr. Schiffman. AIF. *Second sentence*

Existing officers continue to serve till next July 2018.

Second Water Source Project Update: (Action) Mr. Chick presented the recommendation (attached) from CMI for use of the Shark Creek Lane drilling site for a test well.

Mr. Schiffman moved to proceed to drill a test well on Shark Creek Lane. There was no second.

There was an expressed desire to discuss property transactions in executive session for approximately thirty (30) minutes. It was suggested that a session regarding Curran McLeod's recommendations for well drilling just prior to the work session would work well.

Mr. Chick indicated that we probably wouldn't use a second water source unless Shark Creek and Asbury Creek failed but that it could be used as a supplemental source rather than only in an emergency.

Outstanding Water Liens and ORD 17-01 WD: (Information) The non-performing account subject to sheriff's sale paid all outstanding monies due on the account through September 30th of this year and the utility lien was lifted.

An operations ordinance for the district was to be drafted in the fall and upon recommendation of counsel consideration of ORD 17-01 WD was dropped.

Open Board Position: (Information) Position #2 was reported to be still open. It was suggested that a renewed community outreach be undertaken with mention of the open board position to be made in the next issue of Tunnel Echoes along with efforts to protect the watershed.

May 19th and June 16th Minutes: (Action)

Ms. Debra Birkby moved acceptance of the May 19th minutes which was seconded by Mr. Schiffman. AIF with Mr. Seifer abstaining.

Mr. Schiffman moved acceptance of the June 16th minutes which was seconded by Mr. Seifer. AIF with Ms. Debra Birkby abstaining.

New Business: None.

Reports:

Accounts Receivable: Accounts receivable were reported to be ahead in collections.

District Managers Report: (attached) Mr. Chick reported the addition of Christian Anderson from Oregon State University in helping the district during the summer. Ecotrust management is coming to Arch Cape soon and the water flow from Asbury Creek is very good. He spoke of Pat Curran's retirement letter from CMI (attached) and his contribution to the district.

Treasurer's Report: March, April, May and June accounts were balanced.

Board of Directors' Comments and Reports: Mr. Schiffman asked rhetorically how much a drone photographic flight over our watershed would cost. Mr. Seifer expressed his pleasure with the success in funding by Sustainable Northwest.

August Agenda Items: Executive session along with a work shop suggested for August 9th, operating ordinance draft for October and a smoke test on August 9th.

Public Comment: Mr. David Stockton advised against drilling on any property until securing the legal right to do so. He said that having a well in an emergency would be a plus.

The meeting was adjourned by Ms. Virginia Birkby at 7:55pm.

Respectfully submitted,



Steve Hill

Attest 
Ms. Virginia Birkby, President

Bear Creek Watershed Overview

Astoria, OR

- Physical layout
 - Approx 3,700 acres nearly entire watershed area (Bear & Cedar Creek drainages) owned and managed by city including some adjacent land (John Day Creek drainage)
 - Land is mostly covered in diverse forest types
- Land acquisition
 - 1880s - Bear Creek water rights secured by Columbia Water Company (CWC)
 - 1892 - City of Astoria purchases privately-owned CWC to accommodate growth of water-dependent canning economy
 - 1912 - City purchases 500 additional acres of Bear Creek Watershed from Crown Willamette Paper Company (CWPC)
 - 1936 - agreement struck with CWPC, now Crown Zellerbach Corp, to exchange timber on City-owned lands for ownership of logged over Company-owned lands within Watershed Boundary
 - 1930s-50s - agreements and purchases with Crown and other private landowners allowed City to acquire title and full control over watershed
- Management
 - Primary management objective: highest quality and quantity of potable water
 - Managed to FSC standards
 - Mid-1980s - first forest management plan created
 - Most forest management activities have been limited in scope and intensity
- Governance
 - Key decision and policy-making body: 4 city council people and the mayor
 - Council then hires City Manager who hires staff to implement decisions and policies
 - City Public Works Director provides primary administration and supervision of the Watershed (resources and infrastructure)
- Carbon sequestration
 - With the help of the Climate Trust, the City of Astoria was able to reduce the volume of their timber harvest in exchange for carbon credits
 - The new carbon revenue stream replaces forgone harvest revenue and provides critical support to Astoria's capital improvement fund
 - City of Astoria must continue monitoring and verification in accordance with policy

July 13, 2017

CURRAN-McLEOD, INC.
CONSULTING ENGINEERS

6655 S.W. HAMPTON STREET, SUITE 210
PORTLAND, OREGON 97223

Mr. Phil Chick, Manager
Arch Cape Water District
32065 East Shingle Mill Lane
Arch Cape, OR 97102

**RE: ARCH CAPE WATER DISTRICT
SIPP TEST WELL DEVELOPMENT**

Dear Phil:

We are at the stage of our SIPP project of selecting a site to drill an exploratory well. Most recently, hydro-geologist John Jenkins evaluated the area and identified potential locations for the well. His first choice was on Hemlock Lane, east of Hwy 101, based primarily on the capacity and location of the Horowitz' well on Hemlock Lane. Mr. Jenkins second location choice is on Shark Creek Lane.

In 1993, hydro-geologist Paul See completed a similar review of the geology of Arch Cape and identified two potential well sites. Mr. See's first recommendation was to drill 75 to 125 feet on Shark Creek Lane. A second location was also identified east of the Wastewater Treatment facility.

We have evaluated each location and reviewed the available well logs. The 65 foot deep Horowitz well has a capacity noted on the well log of 45 gpm, which is encouraging. However, a well immediately across the street drilled to over 100 feet had zero capacity, indicating substantial variations in the local geology.

The logistics of locating a well on Hemlock Lane is very difficult. The Oregon Health Authority will require a 50 to 100 foot separation between the well and any sanitary sewer pipelines. This requirement makes locating a new well in this residential area more than a challenge. The only feasible location may be past the east end of Hemlock Lane, which would require additional depth.

As an alternative to drilling on Hemlock Lane, it may be more feasible to develop an agreement with an existing well owner on Hemlock Lane, or elsewhere, to purchase water in the event of a District emergency. If an emergency agreement can be reached, it would be redundant to develop a well in this area.

The second location selected by Mr. Jenkins, which was the first choice of Mr. See, is to drill on Shark Creek Lane. This location is unproven, but has much more favorable logistics. The area is undeveloped, so securing a site and restrictive easement would be more feasible. Depending on the water quality, the well discharge could be directed to the Water Treatment Plant in the Asbury Creek pipeline, or connected directly to the distribution system.

Mr. Phil Chick
July 13, 2017
Page 2

We have anticipated drilling a test well with the SIPP grant funding. Our goal is to locate as little as 25 to 30 gpm, to provide the District with a peak season back-up water source in the event the Asbury Creek facilities were out of service. The funding is dedicated to a test well and cannot be used for other tasks.

As a result of limited real estate and unproven well capacities on Hemlock Lane, and Mr. Jenkin's and Mr. See's recommendation to drill on Shark Creek Lane, we recommend the Board approve locating the test well on Shark Creek Lane. Once authorized, we will initiate site negotiations with the property owner Mr. Price, coordinate with the Health Authority and Water Resources for site approval, and then proceed with construction of the test well.

If we do not find water in the anticipated 75 - 125 foot depth, Mr. See recommended extending the test well down an additional 50 feet into a second anticipated rock formation if the budget allows. In the event we do not find any water, the District should pursue a back-up supply agreement from an existing well source in the community.

We would recommend the Board keep these discussions limited in open meetings before the District has an opportunity to talk directly with the impacted property owners. After we have contacted them, we would encourage compliance with any conditions they may have, and we will need to be receptive to their concerns.

We would like the Board's approval to initiate the process of developing a well on Shark Creek Lane. Let us know if you have any questions or concerns.

Very truly yours,

CURRAN-McLEOD, INC.



Curt J. McLeod, P.E.

Manager Report July 21, 2017

WATER:

Asbury Creek Water Intake was started for the first time this season on July 12, and the flume has been installed in the stream for flow measurement. We were able to stay on the Shark Creek system several weeks longer than normal because of the wet winter and spring.

Our summer intern/helper, Christian Anderson, began working with us on July 10. This is his second summer working with the District. He is a senior at Oregon State pursuing a degree in Environmental Science, specializing in water science. He will be helping us out with general labor duties receiving some experience in things like laboratory tests as well as watershed and general utility management.

Fourth of July was busy, but fairly uneventful for us. The high usage day was on July 4th, 71,000 gallons. This is slightly lower than average. Thanks to Matt for covering things nicely for the Districts while I was away for a while.

Liquivision will be here with their diving crew to clean the interior of the steel reservoir in September. They will remove sediment from the tank floor and walls, as well as give the tank a general inspection.

MONTHLY LOG : ARCH CAPE WATER & SANITARY DISTRICTS

June 2017

Total Hours	302.50	113.50	189.00
Percentage Split		38%	62%
Total Accounts	623	287	336
Percentage Split		46%	54%

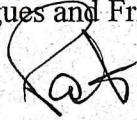
June 12, 2017

CURRAN-McLEOD, INC.
CONSULTING ENGINEERS

6655 S.W. HAMPTON STREET, SUITE 210
PORTLAND, OREGON 97223

MEMORANDUM

TO: Respected Clients, Colleagues and Friends

FROM: Patrick D. Curran, P.E. 

Just a brief note advising of my scaled down involvement in CURRAN-McLEOD, INC., effective July 1, 2017.

It has been my enormous privilege to have served the respected clients of CURRAN-McLEOD, INC. for more than 34 years. The level of professional satisfaction of being a part of a highly-skilled and competent team is irreplaceable.

The contacts and connections in the industry are sources of enjoyment, collegiality and knowledge. Seldom a day goes by that I am not apprised of a fact, locale or technology provided by those sources.

Learning and gaining engineering skills are day-to-day events for those of us who listen and grow in the profession. Passing that knowledge to the next generation of skilled technical talents has been a goal.

It has been an extensive professional career and one that has carried responsibilities as well as satisfaction. Stewardship of our physical environment representing energy efficiency, water and wastewater treatment and support of municipal public works is a hallmark of our firm and the professionals involved.

It hasn't been simple or easy to pare down the level of service which has been my custom. But, others are ready to continue with a like sense of service and commitment.

That technical support system is in-place at CURRAN-McLEOD, INC. due largely to the extraordinary skill and commitment of Curt McLeod and the professional staff.

As I begin a different life experience outside of the engineering environment, it is not at all abrupt closure. I am available to provide continuing corporate memory of cogent events and details as needed. But, my time spent in the office and field is progressively reduced.

I am available through the firm and will be as long as is useful. I wish the best to all our clients, colleagues and friends.

It should be noted that the word "retirement" is noticeably missing from the above narrative. That is not an oversight. I am focused on the positive aspects of a changing life experience – including the common and less common regimens of remaining healthy, vertical and active.

Again, my thanks to all who have made my professional career worth it.