

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT MINUTES

15 May 2020

A video teleconference meeting was held in light of the COVID-19 pandemic. A quorum was present

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

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

Staff: Phil Chick, District Manager
Steve Hill

Mr. Dan Seifer opened the meeting at 6:07pm.

Mr. Seifer confirmed that all directors were present and could hear his voice and a roll call was then conducted for all participants. He further invited anyone to call or text Mr. Chick if they needed any assistance.

Public Comments: None.

Agenda: Ms. Gardner moved approval of the agenda which was seconded by Ms. Murray. All in favor. Motion carried.

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

Old Business:

Watershed Update:

Arch Cape Forest Purchase & Sales Option Agreement (PSA): (Action) The PSA was reported to have been successfully negotiated including a six month due diligence period for examining the title report. There is a \$10K option fee which is refundable within the due diligence

period. The agreement includes a structure for either one or two property blocks. If acquired in two blocks the apportionment of property between them hadn't yet been determined.

The purchase price would be determined by a qualified appraisal pursuant to federal regulations as outlined within the Forest Legacy Program.

One half of the funding must be affirmed in writing by December 31, 2022 for the entire property.

Ms. Murray moved execution of the PSA which was seconded by Ms. Gardner.

In the discussion that followed it was suggested that a presentation to the public be made in July to both explain the project and seek public support. It was pointed out that it would help with funding applications for the purchase to extinguish as many restrictions as possible such as mineral rights and sale of carbon credits.

Mr. Seifer would execute a memorandum of agreement with Onion Peak LLC.

Mr. Seifer called for a vote on the motion. All in favor. Motion carried.

Funding Progress: (Information) Mr. Chick indicated that appraisers had not been hired yet to keep appraisals from potentially becoming stale. He hoped that Ms. Rebecca Kramer from the Oregon Department of Environmental Equality would be able to attend the June meeting to answer any questions regarding the Clean Water State Revolving Loan Fund. He said that he would be getting in touch with Amy Singh at Oregon Department of Forestry to inquire about the \$1 Million Grant Contract start date in July.

Staff Evaluations and Compensation: (Action) It was reported that the Personnel and Contract Committee had met last month to review staff compensation. It was recommended that a cost of living adjustment of 2.5% be made along with a 1.5% performance increase.

Ms. Murray moved acceptance of the committee's recommendation for a staff increase of 4% effective July 1, 2020 which was seconded by Ms. Ahlgren. All in favor. Motion carried.

Covid-19 Emergency: (Information) Mr. Chick said he would investigate the state's move to Phase 1 in resuming some activities and the limit of twenty-five (25) people in a public meeting and how it would apply to board meetings.

Mr. Hill reported that accounts receivable had improved from last month and collections were on track with some accounts requesting additional time to pay.

New Business:

Resolution 20-03 WD FY 2019-20 Budget Amendment – Watershed Option Payment: (Action) This budget amendment for the current year makes provision for the \$10K option fee negotiated in the Arch Cape Forest Purchase and Sales Agreement.

Ms. Murray moved adoption of RES 20-03 WD FY 2019-20 Budget Amendment (attached) which was seconded by Ms. Birkby. All in favor. Motion carried.

Public Hearing & Resolution 20-04 WD FY 2020-21 Budget Adoption: (Action) The budget committee recommended a budget for next year with a \$95K provision for watershed expense and \$10K option fee capital outlay. With conclusion of a \$10K purchase fee this year it was recommended that the committee's recommendation be modified with a \$40K reduction in watershed expense and removal of the \$10K option fee capital outlay line item for next years budget.

RES 20-04 WD FY 2020-21 Budget Adoption Public Hearing: Mr. Seifer opened the public hearing at 7:07pm to take comments or questions from the public and hearing none closed the hearing at 7:08pm.

Ms. Murray moved adoption of RES 20-04 WD Budget Adoption as modified (attached) which was seconded by Ms. Gardner. All in favor. Motion carried.

Public Hearing & Resolution 20-05 WD FY 2020-21 Rate Change: (Action) For discussion Ms. Murray moved adoption of RES 20-05 WD 2020-21 Rate Change (attached) which was seconded by Ms. Ahlgren. It was noted that the budget committee recommended this rate change which was consistent with the long range financial plan.

RES 20-05 WD FY 2020-21 Rate Change: Mr. Seifer opened the public hearing at 7:18pm to take comments or questions from the public and hearing none closed the hearing at 7:19pm.

Mr. Seifer asked for a vote on the motion on the floor. All in favor. Motion carried.

Ms. Gardner recommended a clear communication to rate payers explaining tonight's action be included in the next billing cycle in June.

Reports:

District Managers Report and Correspondence for Action: (attached) Mr. Chick said he anticipated a July 4th transfer from water taken at Shark Creek to Asbury Creek. He felt that staff would resume normal shifts on June 1st and that the district was involved in hosting bee boxes for a study being conducted of local bee populations.

Treasurer's Report: Ms. Birkby reported the Local Government Investment Pool (LGIP) balance for the district at \$215,777.

Board of Directors' Comments and Reports: Mr. Seifer expressed his appreciation to the board for their assistance under unusual circumstances and in particular to Mr. Chick and Mr. Gardner.

June Agenda Items: (Information) Watershed update, DEQ visit, ACF finance committee preliminary report.

Public Comment: None.

Directors acknowledged the special circumstances surrounding the Covid-19 virus and the likelihood of virtual virtual meetings meetings through this summer..

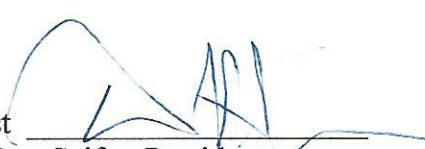
The meeting was adjourned by Mr. Dan Seifer at 7:35 pm.

Respectfully submitted,



Steve Hill

Attest



Mr. Dan Seifer, President

**ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT
RESOLUTION 20-03 WD**

A RESOLUTION TO AMMEND THE 2019-20 FISCAL YEAR BUDGET

WHEREAS, The Arch Cape Water District was offered the opportunity to enter into a purchase and sales option agreement to begin the process of purchasing land it has wanted and needed for years to protect its watershed, and such opportunity requires an option payment that was not presented at the time the budget was adopted in May of 2019; and

WHEREAS, to obtain an Option to purchase the property, \$10,000 must be transferred from the Organizational Unit "Materials and Services" in the General Fund to the Organizational Unit "Capital Outlay" in the General Fund; and

NOW THEREFORE BE IT RESOLVED,, pursuant to ORS 294.463, that the amounts for the fiscal year beginning July 1,2019 for the following fund is hereby changed to be appropriated as follows, with the total District appropriation remaining unchanged.

General Fund

The Organizational Unit "Materials and Services" shall be reduced by \$10,000 for a total Organizational Unit appropriation of \$152,730 and the Organizational Unit "Capital Outlay" shall be increased by \$10,000 for a total Organizational Unit appropriation of \$10,000 and an unchanged total fund appropriation of \$441,144.

Adopted on this 15th day of May, 2020



Daniel J. Seifer , President

Attest: 
Steve Hill, Secretary

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT

RESOLUTION 20-04 WD

A RESOLUTION ESTABLISHING THE BUDGET FOR FISCAL YEAR 2020-2021 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 30 April 2020 for the fiscal year beginning July 1, 2020 and subsequently adjusted by the board in the total amount of **\$579,153** and for the purposes shown below are hereby appropriated as follows:

General Fund


Personnel Services	\$224,994
Materials & Services	\$171,198
Capital Outlay	\$ 2,000
Debt Service	\$ 20,772
Transfer to Capital Fund	\$ 0
Contingencies	<u>\$ 60,000</u>
Total General Fund	\$478,964

Capital Fund

Capital Outlay	\$ 0
Contingencies	<u>\$100,189</u>
Total Capital Fund	\$100,189

Total Appropriations **\$579,153**

The above resolution statements were approved and declared adopted on this 15th day of May 2020.

Attest 
Steve Hill, Secretary


Dan Seifer, President

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT

RESOLUTION 20-05 WD

A RESOLUTION SUPERSEDING RESOLUTION 19-03 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, 2020 as follows:

Customers with a ¾" service connection:

Water Quarterly Base Rate	\$150.00
Water Quarterly Debt Surcharge	<u>\$19.00</u>
Total Quarterly Charge	\$169.00

Customers with a 1" service connection:

Water Quarterly Base Rate	\$169.00
Water Quarterly Debt Surcharge	<u>\$19.00</u>
Total Quarterly Charge	\$188.00

Customers with a 2" fire suppression service connection:

Annual Base Rate – FY 2020-21	\$200.00
-------------------------------	----------

Adopted this 15th day of May 2020.



Daniel J. Seifer, President

Attest:


Steve Hill, Secretary

Manager Report May 15, 2020

WATER:

The water plant distributed 764,000 gallons to town in March.

The stream flow device has been installed in Shark Creek for the season. We will monitor this gage until creek level conditions require us to switch over to Asbury Creek for the remainder of the summer season.

Hazard trees at the Water Plant were removed this week by Treescapes Northwest.

We've recently installed two bee boxes at the water plant and the biosolids sites, to participate in The Oregon Bee Atlas Program. This project is working to establish native bee records for the state. The boxes will remain up until the fall. This is a very interesting volunteer program that Mary Jo Mosby, of Arch Cape, is involved in. Although there are an estimated 500 species of bees in Oregon, there has never been a concerted survey of the state's bees. More information may be found at <https://www.oregonbeeproject.org/>

MONTHLY LOG : ARCH CAPE WATER & SANITARY DISTRICTS

April 2020

Total Hours	352.00	163.50	188.50
Percentage Split		46%	54%
Total Accounts	635	293	342
Percentage Split		46%	54%