

. ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT  
MINUTES

18 October 2019

A quorum was present.

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

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

Public: Nadia Gardner  
John Mersereau  
David Stockton  
Jeannie Stockton

Staff: Phil Chick, District Manager  
Steve Hill, Secretary

Ms. Debra Birkby opened the meeting at 6:00pm by first acknowledging the recent passing of President, Ron Schiffman. Ms. Birkby shared some of Mr Schiffman's impressive contributions to the community over the years, and her appreciation for all that he did for the Arch Cape Districts. District Manager, Phil Chick, expressed his appreciation for Ron's support of staff, and his special approach to working on the many challenges that come with operating utilities. Gratitude for Ron's work, and the opportunity to serve with him was expressed by all.

**Public Comments:** None.

**Agenda:** Mr. Seifer moved acceptance of the agenda with new business agenda item B 'Board Position 1 Appointment' for early consideration which was seconded by Ms. Murray. 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.

**Board Position 1 Appointment / Oath of Office:** (Action) Ms. Nadia Gardner introduced herself to the meeting and her interest in the Arch Cape Forest project and water conservation.

Ms. Birkby moved the appointment of Ms. Nadia Gardner to Position 1 on the board which was seconded by Ms. Murray. All in favor. Motion carried.

The oath of office was administered to the applause of those in attendance.

## **Old Business:**

### **Watershed Update:**

**Forest Legacy Grant 2021:** (Information) Mr. Chick reported that he had received favorable feedback from the Western States Forest Legacy Coordinators review round. The United States Forest Service will conduct the next review. He hopes to obtain feedback that will strengthen our application in the the next review taking place in Washington D.C. The final deadline is November 22nd. Changes anticipated to strengthen our bid for funding will be to highlight our proximity to a major metropolitan area in Portland, highlight the Asbury Creek culvert project with it's positive expected impact on Salmon runs which hasn't been seen since the 1930's and the national significance of the unique ecological zone we seek to protect.

He said that ODF is submitting three projects from Oregon to the Washington DC round this year. Submitted applications are slated to receive a total of \$14M with a strong proposal from Hood River to receive a \$9M share leaving \$5M for Arch Cape and the Spence Mountain Project from Klamath Falls, to split.

With added competition we will need to consider the possibility of a phase three of funding with a likely 50/50 grant to match ratio rather than the 75/25 percent we were hoping for.

**Purchase and Sales Agreement (PSA):** (Information) Mr. Chick said that it remains in the hands of EFM attorneys. It is his hope that we have a signed PSA at the start of next year.

**Coming Watershed Meetings – Nov 7<sup>th</sup> & Nov 14<sup>th</sup>:** (Information) In the November 7<sup>th</sup> executive session we will receive Ben Hayes merchantability report from Ben Dair. The Department of Environmental Quality will participate in the November 14<sup>th</sup> Finance Committee meeting, speaking to us about how the Clean Water State Revolving Loan may be an additional funding option for purchase of the Arch Cape Forest.

**Forest Finance Committee Board Member Vacant Position:** (Action) Mr. Chick said we would need a new member of the finance committee to replace Mr. Ron Schiffman who had recently passed away.

Mr. Seifer moved appointment of Ms. Birkby to the finance committee which was seconded by Ms. Murray. All in favor. Motion carried.

**Website:** (Information / Action) Mr. Hill showed the mobile version to the board on a TV screen including the recent changes made to the site including the addition of a new water conservation tips page. He expressed his appreciation for the cooperation received in its development and materials submitted.

The website was well received and suggestions were offered to replace the reference to Cannon View Park residents to residences, to add an address linked tsunami map inquiry page, adjust the water sourcing page heading and reorder the policies shown by topic.

A horizontal sliding bar to change the screen display zoom settings accessible within the website was recommended. This would change the size of the website pages displayed on a laptop, desktop or tablet screen. Mr. Hill said he would investigate the possibility of such a sliding bar to change browser settings and invited additional suggestions for the site's improvement. It's anticipated that the website will likely go live and lose the present password following next month's meeting.

**Natural Hazard Mitigation Plan (NHMP):** Mr. Campbell said there was nothing to report at this time.

**New Business:**

**President Resignation / Vacancy:** (Action) Ms. Birkby moved that Mr. Dan Seifer be made President of the district to the expiration date (June 30, 2020) of Mr. Ron Schiffman's present term which was seconded by Ms. Gardner. All in favor. Motion carried.

**Check Signers:** (Information / Action) Ms. Gardner moved that Mr. Dan Seifer, Ms. Debra Birkby and Mr. Chick be approved as checking account signatories which was seconded by Ms. Murray. All in favor. Motion carried.

**Special Districts Insurance Services (SDIS) Best Practices Program:** (Information) Mr. Chick said that he had filled out the application form on behalf of the district for the best practices program and that we would qualify for a ten (10%) percent discount. He thanked Mr. Seifer for updating our public records policy in 2018.

**(SDIS) Rate Lock Program:** (Action) Mr. Chick described the rate lock of a five (5%) percent available to the district from participation in the program.

Ms. Birkby moved that Mr. Chick sign the rate lock agreement which was seconded by Ms. Murray. All in favor. Motion carried.

**December Board Meeting Break:** (Action) Mr. Chick offered for board consideration skipping the December meeting. Recognition was made of the possibility of a meeting reset should matters before the board dictate that action.

Ms. Birkby moved to skip the December meeting which was seconded by Ms. Murray. All in favor. Motion carried.

**Reports:**

**Accounts Receivable:** Mr. Hill reported that receivables were in good condition.

**District Managers Report:** (attached)

**Treasurers Report:** None

**Board of Directors' Comments and Reports:** Ms. Birkby expressed her appreciation to Mr. Seifer for accepting the presidency. Mr. Seifer said that he will miss Ron for his leadership and passion for the Arch Cape Forest and he would be sorely missed. Ms. Gardner informed every one of the changes being made to the Clatsop Counties comprehensive plan and the opportunity to participate in the process.

**September Agenda Items:** (Information) Watershed, website, Admin. Asst. contract and NHMP.

**Public Comment:** Ms. Jeannie Stockton expressed her view that the board was doing an exceptional job.

The meeting was adjourned by Mr. Dan Seifer at 7:17pm.

Respectfully submitted,



Steve Hill

Attest

  
Mr. Dan Seifer, President

Manager Report October 18, 2019

Water:

Water consumption for September was 1 Million gallons.

We have stopped using the Asbury Creek water intake for the summer/fall, and will be drawing water from Shark Creek until next summer. The Asbury Intake will be winterized in the coming weeks.

Staff will be working out in the distribution system flushing water mains in the coming weeks. If any discoloration is present when homeowners use their faucets, it is advised to run the water for a few minutes until clear. The water remains safe to drink, but sediment in the water main pipes can be stirred up during system flushing.

We will be sending all annual water quality samples to the lab, as required by the Oregon Health Authority, in October and November.

MODA will be increasing premium rates by 8.5% beginning in January. The increase was anticipated in the budget process last spring, and accounted for in the medical line item.

**MONTHLY LOG : ARCH CAPE WATER & SANITARY DISTRICTS**

**September 2019**

Total Hours	<b>336.00</b>	<b>134.25</b>	<b>201.75</b>
Percentage Split		<b>40%</b>	<b>60%</b>
Total Accounts	<b>633</b>	291	342
Percentage Split		46%	54%