

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT MINUTES

16 March 2018

A quorum was present.

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

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

Public: David and Jeannie Stockton

Staff: Phil Chick, District Manager
Steve Hill, Secretary

Ms. Virginia Birkby opened the meeting at 6:04pm.

Public Comments: None.

Agenda: Mr. Seifer moved acceptance of the agenda which was seconded by Mr. Schiffman. All in favor. Motion carried.

Consent Agenda: Mr. Schiffman moved adoption of the consent agenda which was seconded by Mr. Seifer. All in favor. Motion carried.

Old Business:

Watershed Update: (Information)

Grant Submission: Mr. Chick reported making a joint Drinking Water Source Protection grant application for \$30K with Ecotrust Forest Management to repair the slumping section of road H19 near Shark Creek. It needs to be reviewed by the Department of Environmental Quality (DEQ) and the Oregon Health Authority before we have news concerning our application and should know in a few months time.

Project Vision Review: Mr. Chick said he had met with Ms. Katie Voelke, Executive Director of the North Coast Land Conservancy (NCLC) to discuss the mutually supporting vision of "2 Projects One Vision". The frequent distribution list was used recently to forward a digital edition of the January NCLC newsletter which addressed our watershed acquisition efforts.

Fundraising: Ms. Voelke had a great deal to contribute about project fundraising including successful approaches with donors and philanthropists. Mr. Chick would like to invite Ms. Voelke to attend a work session with the board to speak further on our mutual goals and how we might successfully move forward.

Watershed Timber Valuation: Mr. Chick reported a phone call received from Mr. Jon Wickersham with an offer to participate in a timber verification cruise the NCLC is having completed for the 3,500 acres they are purchasing. He recommended that the district take this opportunity to save some money on conducting this necessary due diligence step. The watershed portion is estimated to cost approximately \$20K out of the total estimated \$40K cost for the evaluation of the entire EFM property. He indicated that this is a necessary step prior to acquisition by the district.

Clean Water State Revolving Loan Fund (CWSRLF): Mr. Chick indicated that he had spoken to Mr. Chris Bayham of the Oregon DEQ regarding the Clean Water State Revolving Loan Fund. The district could have access to funds at a one (1%) percent rate when a wastewater utility "sponsors" a land acquisition project for a drinking water utility. The example given was if the Arch Cape Sanitary District (ACSD) were to have a capital project for which it borrowed funds at the one (1%) percent rate, the water district could in turn procure funds at one (1%) percent for it's land acquisition project. They would be two separate loans and there would be no minimum amount that the ACSD would need to borrow to meet these loan requirements. The reviewing period for CWSRLF loans are in April, August and December. Mr. Bayham has offered to come to the district to discuss this potential funding source.

Schwabe Law Firm: Mr. Chick reported on receiving a call from Mr. Greg Fullem at Schwabe Law that the pro-bono committee has accepted our request for an initial pro-bono period of legal assistance with the community forest project. Ms. Heather Reynolds said yes to getting pro-bono legal services. An engagement letter would be considered in next month's meeting.

Oregon Watershed Enhancement Board (OWEB) Grant Outreach Coordinator Hiring Update: Mr. Chick proposed going out with a Request for Proposal (RFP) to secure the \$20K position of outreach coordinator. It was suggested that NCLC be considered for this work.

District Insurance Policies: (Information) Mr. Steve Silva from WHA Insurance will meet with Mr. Chick on April 12th for a walk through of district property and to provide revised quotes for coverage at different deductible levels. Flood insurance would be covered. At present the district does not have earthquake coverage for it's distribution system. Estimates for current distribution system replacement value will be made and quotes provided for insurance coverage. An agenda item for next month's meeting.

Cannon View Park (CVP) – Arch Cape Water District Intergovernmental Agreement (IGA): (Action) Mr. Chick reported that Cannon View Park had not had yet reviewed the proposed IGA. Item moved to next month.

Arch Cape Community Forest Website Preview: (Information) Mr. Chick provided a projected display on the fire hall wall of the progress made by Ms. Micah Cerelli Mastrandrea for the Arch Cape Community Forest project website under development. It was suggested that language be modified at the bottom of the splash page inviting the entry of contact information for those wishing to ‘become involved’ to those wishing to ‘continue to be informed’ with respect to this project.

Auditor Search: (Information) Mr. Hill reported on his contacts with sole proprietors and CPA firms taken from the Oregon Secretary of States October 2017 Municipal Roster List who may be interested in adding the district to their municipal audit and review practice for 2017-18. There was a general consensus for Requests for Proposals adapted from information provided by Ms. Heather Reynolds to be sent out by Mr. Hill to include Dennis Conner CPA, Bill Cote CPA, and Mistie Hesse CPA with an expected response by early May.

Truck Purchase - Intergovernmental Agreement Amendment: (Information) Mr. Seifer moved adoption of the Truck Purchase IGA amendment (attached) where the cost split was stated at fifty-eight (58%) percent and the dollar sign and underline were removed which was seconded by Mr. Schiffman. All in favor. Motion carried.

New Business:

Budget Committee Appointments: (Action) Ms. Debra Birkby moved appointment of budget committee members as shown below which was seconded by Mr. Seifer. All in favor. Motion carried.

2018 Arch Cape Domestic Water Supply District Budget Committee		
Board	Community	Term
1. Debra Birkby		
2. Virginia Birkby		
3. Ron Schiffman		
4. Dan Seifer		
5. Linda Murray		
	1. Heather Newman	2018-2021
	2. Richard D'Onofrio	2017-2020
	3. Chris Anderson	2018-2021
	4. Catherine D'Onofrio	2015-2018
OPEN POSITION	5.	2018-2020

Public Records Policy Revision: (Information) Revisions of the policy undertaken by Mr. Seifer and Mr. Schiffman would be taken up at the next meeting.

Community Forest Program Appropriations Support Letter: (Action) Mr. Chick reported the receipt of a petition letter (attached) from the Trust for Public Land for congress to appropriate \$5M to the Community Forest Program in fiscal year 2019. He indicated that these funds could in future potentially benefit our community forest project.

Mr. Seifer moved that the District Manager be directed to electronically accept and sign the petition as presented online on behalf of the district which was seconded by Mr. Schiffman. All in favor. Motion carried.

Reports:

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

District Managers Report: (attached) Mr. Chick said he would be looking to purchase an inkjet color printer in the near future and agreed to add the water produced at the water treatment plant in the prior month by the district in future reports.

Treasurer's Report: None.

Board of Directors' Comments and Reports: None.

April Agenda Items: (Information) Insurance update, auditor search update, truck purchase, CVP IGA, public records law and policy review, Compensation Policy Review and district manager goal process, Joint timber assessment and finance plan addressed in the water shed update, and Schwabe engagement letter.

Public Comment: None.

The meeting was adjourned by Ms. Virginia Birkby at 7:02pm.

Respectfully submitted,


Steve Hill

Attest 
for Ms. Virginia Birkby, President
by Ron Schiffman, U.P.

AMENDMENT TO INTERGOVERNMENTAL AGREEMENT

That Agreement dated June 13, 2014 between Arch Cape Sanitary District (ACSD) and Arch Cape Domestic Water Supply District, (ACDWSD) attached hereto as Attachment A, is amended this ____ day of _____, 2018 to provide as follows for purchase and use of a new truck.

WHEREAS, ACDWSD, provides the employees and equipment for maintaining and administering the ACSD, and

WHEREAS, the ACDWSD needs a new truck, and ACSD desires to contribute to the cost of the truck, as it will allow staff to better service and maintain the ACSD's system.

NOW, THEREFORE, in consideration of the mutual obligations and benefits herein set forth, the parties hereto agree to amend their Agreement as follows:

1. Contribution to Funds for Truck. ACSD will contribute \$ _____ to the cost of purchasing a truck, said contribution calculated by the prior three year average (58%) determined by the provisions of the Intergovernmental Agreement between the Districts. The truck will be purchased, insured, and owned by ACDWSD, but used for the benefit of both Districts according to the terms of the existing Intergovernmental Agreement between the Districts.

ARCH CAPE SANITARY DISTRICT

ARCH CAPE DOMESTIC WATER SUPPLY
DISTRICT

By:

By:

March ##, 2018

The Honorable Ken Calvert
Chairman
House Interior, Environment, and Related Agencies
Appropriations Committee

The Honorable Lisa Murkowski
Chairman
Senate Interior, Environment, and Related Agencies
Appropriations Committee

The Honorable Betty McCollum
Ranking Member
House Interior, Environment, and Related Agencies
Appropriations Committee

The Honorable Tom Udall
Ranking Member
Senate Interior, Environment, and Related Agencies
Appropriations Committee

Dear Chairs and Ranking Members:

As representatives of a broad coalition of conservation and forestry organizations and municipal agencies, we are writing to express our strong support for the U.S. Forest Service's Community Forest and Open Space Conservation Program (CFP). Since its first grant round in FY 2012, CFP has supported more than 40 community forest projects across 19 states and territories. However, demand for CFP funding far outstrips its availability, so we urge you to build upon the program's impressive achievements by including \$5 million for the program in the Fiscal Year 2019 Interior, Environment, and Related Agencies Appropriations bill.

The Community Forest and Open Space Conservation Program is an innovative tool to advance the important goals of supporting local economies, increasing opportunities for Americans to connect with forests in their own communities, and fostering new public-private partnerships. We believe that these connections are vital to communities' livability and economic well-being. Since Fiscal Year 2012, CFP has assisted local communities to secure forests for public recreation, sustainable forestry, and wildlife habitat and water quality preservation.

As you know, CFP provides matching funds to help local government entities, Native American tribes, and non-profit organizations purchase forestlands threatened with development for local ownership and management as community forests. The program directly addresses the urgent need to prevent the widespread conversion of private forests to non-forest uses. This threat was highlighted in the U.S. Forest Service report *Private Forests, Public Benefits*, which projected that 57 million acres of America's private forests could experience a substantial increase in housing density by 2030.

In its brief history, CFP has made substantial progress in preserving forests by combining federal and non-federal resources. Indeed, through the latest round of CFP grants, project partners leveraged \$17.8 million in federal funds to secure \$19.9 million in non-federal funding. As a result of these partnerships, nearly 14,000 acres of private forestlands have been or soon will be acquired to create new or expand existing community forests. The federal investment has been crucial to securing these critical local assets, which might never have been protected for the public's benefit without a CFP grant award.

Given the strong interest in the Community Forest and Open Space Conservation Program and its impressive successes over the past six years, we urge you to sustain the program's growing momentum by providing greater funding to meet demand. **A \$5 million investment in the Community Forest Program as part of the FY 2019 Interior, Environment, and Related Agencies Appropriations bill will allow the program to benefit even more communities across the nation.**

Thank you for your consideration of this request, and we hope you will give it the highest possible consideration.

Sincerely,

Manager Report March 16, 2018

WATER:

The timber harvest operation adjacent to the water treatment plant is progressing, and is approximately halfway complete. It has continued to cause very little impact on our day to day comings and goings at the plant.

The annual backflow report has been submitted to the Oregon Health Authority.

Staff has been working on meter maintenance.

I am continuing to look into the purchase of a small ink-jet color printer for the office. The current printer is a black and white laser printer and will not receive and produce pre-printed color copies of the District's letterhead.

Matt attended OAWU's annual management and technical conference in Sun River March 5th through 9th.

MONTHLY LOG : ARCH CAPE WATER & SANITARY DISTRICTS

February 2018

Total Hours	320.00	152.00	168.00
Percentage Split		48%	53%
Total Accounts	627	288	339
Percentage Split		46%	54%