

# ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT MINUTES

17 July 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)

Public: David Stockton  
Jeannie Stockton

Staff: Phil Chick, District Manager  
Steve Hill

Mr. Dan Seifer opened the meeting at 6:03pm.

Mr. Seifer confirmed that all directors were present. A roll call was then conducted for all participants. He indicated the meeting was being conducted under guidelines for the Covid-19 virus and further invited anyone to contact Mr. Chick at 503-739-2348 if they needed any assistance.

**Public Comments:** Mr. David Stockton offered his thanks to the board for all their work.

**Agenda:** Pull minutes from the consent agenda. Ms. Gardner moved approval of the agenda as amended which was seconded by Ms. Murray. All in favor. Motion carried.

## **Election of Officers – FY 2020-21:**

**President:** Ms. Debra Birkby nominated Mr. Dan Seifer as President which was seconded by Ms. Linda Murray. Ms. Birkby, Ms. Murray, Ms. Gardner and Ms. Ahlgren voted yes. Mr. Seifer abstained. Mr. Seifer was elected as President.

**Vice-President:** Mr. Dan Seifer nominated Ms. Debra Birkby as Vice-President which was seconded by Ms. Linda Murray. All in favor. Ms. Birkby was elected as Vice-President.

**Secretary:** Ms. Debra Birkby nominated Mr. Steve Hill as Secretary which was seconded by Mr. Dan Seifer. All in favor. Mr. Hill was elected as Secretary.

**Treasurer:** Mr. Dan Seifer nominated Ms. Debra Birkby as Treasurer which was seconded by Ms. Lauren Ahlgren. All in favor. Ms. Birkby was elected as Treasurer.

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

## **Old Business:**

### **Watershed Update:**

**Forest Legacy Grant:** (Information) Mr. Chick said that if the Great American Outdoors Act is passed by congress it would direct monies to the Forest Legacy Grant fund. We expect to learn of our second application in early 2021. He expected a contract with ODF in August for the earlier \$1M grant awarded the district.

**HP 19 Road Project:** (Information) Mr. Chick indicated that EFM has been going back and forth regarding HP 19 on whether to re-route the road or decommission it. There is a culvert which is clearly failing. If Shark Creek is decommissioned then we would have only one access point to the property. He believed that EFM would agree to re-route as it was also important to NCLC and the Sunset Empire Amateur Radio Club, who provides emergency communication to the area through a repeater tower on the property. All recreation access is closed while it's being worked on. Asbury Creek will be de-commissioned.

**Forest Finance Committee Plan:** (Information) Mr. Chick said that the committee had been meeting but that no action would be needed tonight.

**Oregon DEQ Loan:** (Action) Mr. Chick indicated that there was an August 14<sup>th</sup> deadline should the district wish to proceed with the next DEQ round of loans under consideration. Staff was reported to be meeting next Tuesday and that no action is anticipated this evening other than to apply in due course as DEQ had presented in last months meeting with attorneys working towards that end.

It was reported that the Sanitary District's attorney wished to be in touch with DEQ staff and work with them on loan requirements, as the application develops.

Ms. Gardner moved to request of the Sanitary District board to proceed on a path which could support a DEQ loan for the Arch Cape Forest acquisition which was seconded by Ms. Murray. All in favor. Motion carried.

**Local Option Levy:** (Action) A general discussion ensued on the preferred timing for submission of a possible local option levy. Ms. Birkby moved that the documents including a title and summary be prepared for a levy in the May 2021 election which was seconded by Ms. Murray.

Without a specific amount stated for the levy which would be decided at a later time there was a call to question. All in favor. Motion carried.

It was further decided that the title should be changed as it didn't include a reference to drinking water and that any adjustments in language had to be done before February of 2021. Mr. Hill agreed to obtain the assessed valuation of property within the water district.

**Outreach Efforts:** (Information) It was felt that NCLC should be contacted for help with a digital outreach understanding that their activities had been scaled back due to Covid but that perhaps they could assist with the website. Ms. Gardner indicated that she might be able to help. Ms. Tindall said that her niece had a sign business and could possibly help in that regard and it was generally felt that some SWAG could help in outreach efforts. Ms. Ahlgren suggests tours of the property and Mr. Hill suggested creation of a video tour which could be posted. Ms. Gardner said she would put up whatever photos could be gathered and video created on social media.

**Citizens Advisory Committee:** (Information) A discussion took place on the timing of creation of the committee with support shown with action taking place before year end as well as waiting for 2021. Ben Dair was identified with having information which could help in this effort. It was agreed to have consideration of a committee on next months agenda.

**Covid-19 Emergency – Accounts Receivable Report:** (Information) Mr. Hill reported that collections were generally on track with some accounts requesting additional time to pay. Excess water was at approximately 80% of that experienced at this same time last year.

Mr. Chick said that those attempting to replace failing public docks in Nehalem Bay had requested a letter of support in their efforts from the district. There was general agreement to provide that support and by common assent to issue such a letter.

#### **New Business:**

**Billing Appeal - 32120 Buena Vista:** (Action) The e-mail from the Berg's was reviewed along with credit memos which were issued under the existing leak credit policy. The formal appeal from the Berg's for relief from the charge to make the water which was determined to be excess was considered. It was felt that the policy in place had been followed as it had for prior applicants. Ms. Birkby moved to deny the appeal in it's entirety which was seconded by Ms. Murray. All in favor. Motion carried. Mr. Chick was directed to advise the Berg's of the boards action.

#### **Reports:**

**District Managers Report and Correspondence for Action:** (attached)

**Treasurer's Report:** None.

**Board of Directors' Comments and Reports:** Mr. Seifer expressed his appreciation for the Stockton's attendance.

**August Agenda Items:** (Information) Watershed update, DEQ loan, ACF finance committee report, levy, outreach efforts and community advisory committee.

**Public Comment:** Mr. Dave Stockton expressed his belief that the board had acted properly in it's consideration of the appeal for billing relief and that it was fair to treat everyone the same.

The meeting was adjourned by Mr. Dan Seifer at 7:19 pm.

Respectfully submitted,

  
Steve Hill

Attest   
Mr. Dan Seifer, President

Manager Report July 17, 2020

Water District

The water plant distributed 1.23 Million gallons to town in June. Shark creek still has quite a bit of flow in it. We can likely stay on this source until the end of July, which is quite longer than normal. The Asbury Creek intake will be opened up within the next two weeks. So far, we have seen little difference in water consumption totals since March when Covid-19 started, when compared with historical records.

*Note: In March 2020, there was a 112,000 gallon service line leak in town.*

	YR 2017	YR 2018	YR 2019	YR 2020
MARCH	614,000 gals.	651,000 gals.	696,000 gals.	888,000 gals
APRIL	705,000 gals.	692,000 gals.	1,000,000 gals.	764,000 gals.
MAY	797,000 gals.	829,000 gals.	1,020,000 gals.	896,000 gals.
JUNE	975,000 gals.	1,050,000 gals.	1,120,000 gals.	1,230,000 gals.

We are on schedule this summer for Shearer Tank to repair the water tank dome flashing and fill in the missing sealant fillets on the panels.

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

**June 2020**

Total Hours	<b>352.00</b>	<b>167.75</b>	<b>184.25</b>
Percentage Split		<b>48%</b>	<b>52%</b>
Total Accounts	<b>635</b>	<b>293</b>	<b>342</b>
Percentage Split		<b>46%</b>	<b>54%</b>