

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT DRAFT MINUTES

11 March 2016

A quorum was present.

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

Sanitary Board: Darr Tindall (non-voting)

Public: Curt McLeod, CMI
Doug Deur
David & Jeannie Stockton

Staff: Phil Chick, District Manager
Steve Hill, Secretary

Ms. Virginia Birkby called the meeting to order at 6:07pm.

Public Comments: None.

Agenda: Mr. Gardner moved acceptance of the agenda with the SDC resolution being noted as an action item and water hookups being added to new business which was seconded by Mr. Seifer. All in favor.

Consent Agenda: February minutes pulled. Mr. Gardner moved acceptance of the consent agenda as amended which was seconded by Mr. Seifer. All in favor.

Old Business:

Capital Projects Update: Mr. Curt McLeod reviewed his revised calculations for SDC's (attached as a part of RES 16-04 SD SDC Update).

System Development Charges (SDC) Resolution: Mr. Schiffman moved adoption of Resolution 16-04 SD SDC Update which was seconded by Mr. Gardner. All in favor.

Updated SDC resolution to be posted on the archcape.com web site by Mr. Hill

Emergency Preparedness Activity Update: Mr. Gardner said that additional information was being learned from Cannon Beach's efforts in emergency preparedness including an approach that would use a small pump to pull water from a creek to fill bladders which would then be used in gravity delivery to users after having passed through a filter stage. Mr. Chick was asked to obtain the specifications for such a system. The filtration unit's estimated cost was \$2,600 at 2.5/gal/min with use of a pump. The projected need for water was one (1) /

gallon / day / person. Anyone interested in a demonstration of this approach were asked to get in touch with Mr. Chick.

Policy Updates: Mr. Seifer moved adoption of the proposed meetings and records policy which was seconded by Mr. Gardner. All in favor.

Watershed Protection: Item moved to the next meeting.

Water and Sewer Hookup Allocation: It was expressed that there were more tax lots than plant resources to serve them and that the whole area of water and sewer hookups and their potential allocation should be reviewed with a possible need for adoption of established policy.

While it was stated that we were working towards 430 hookups that the prospect of large lots being purchased that might subsequently be sub-divided and developed could change this number if approved. If it continued as certainly administered on a first come first serve basis those available hookups could be used up in a large block leaving a single land owner wishing to develop a retirement home without service if such a situation existed.

It was further expressed that obtaining legal advice would assist the board on this issue. There was general agreement to do some additional research on the situation and establish the present condition of the district and that Mr. Schiffman was to talk in a general way about policy issues with Heather Reynolds for half an hour and outline the issues.

Mr. Doug Deur indicated that originally there had been no buildable lands inventory undertaken but that it had been felt that the current plant capacity had taken into account the current level of buildable lots taking into consideration existing wet land overlays and slope and that each application was dealt with on a case by case basis. He expressed the belief that if the County were more flexible on slope rules or wet lands that the density of development might increase in an unanticipated way which would put pressure on our existing facilities. It was felt that we faced a lot of uncertainty.

Ms. Debra Birkby indicated that it was originally felt that were there a developer for a large parcel of land that they would be responsible for infrastructure support.

Mr. Gardner felt that his general discussion would benefit by including Curt McLeod of CMI.

New Business:

Plant Operator Position: Mr. Seifer moved that an offer be extended to Mr. Matt Gardner as the plant operator as recommended by the joint personnel committee at the rate of \$47,000.00 per year with the associated benefits under our current policies and contingent upon a drug screening and a mutually agreed upon contract of employment. This motion was seconded by Ms. Debra Birkby. Ms. Virginia Birkby, Ms. Debra Birkby, Mr. Ron Schiffman and Mr. Dan Seifer voted yes. Mr. Rick Gardner abstained. Ms. Virginia Birkby further stated that he came highly recommended.

2016 Budget Committee: With Ms. Gigi Selberg unable to serve on the committee there is one position to fill. Further action was moved to the next meeting. Ms. Virginia Birkby added that to serve an individual must be eligible to vote in the district.

February 12, 2016 Minutes: It was recommended that in the Watershed Update section that the number of acres be shown as 1,200, and in the District's Manager's report that Henderson be shown as Hendrickson and that 'a tenant had not been followed' replace 'a tenant had been followed'. The amended minutes were agreed to by common assent.

Health Benefits: Mr. Seifer moved that Ms. Tindall contact MODA to identify any possible holes in our existing coverage by class of participant which was seconded by Mr. Schiffman. All in favor.

Reports:

Accounts Receivable: Mr. Hill reported receivables to be good condition. In addition he reported that the district had one new hookup and performing account.

District Managers Report: (attached) Mr. Curt McLeod said that it was worth while exploring grant opportunities for alternative sourcing and that he would be working on that. Mr. Chick was asked to have the LRFP reflect \$21.5K for water source assessment in 2015-16.

Treasurer's Report: Ms. Debra Birkby said that she had been giving the Treasurer's area a great deal of thought and wishes to discontinue online banking with the LGIP to go to printed statements only, move the regular meeting to the third Friday of the month to accommodate the expected delay in receiving reports and to conduct bank account reconciliation directly within QuickBooks. Mr. Schiffman moved the Treasurer to take appropriate action to make those changes she felt necessary which was seconded by Mr. Seifer. All in favor.

Mr. Gardner further moved that the regular board meetings be moved to the third Friday of the month beginning in June which was seconded by Mr. Seifer. All in favor.

Board of Directors' Comments and Reports: Mr. Seifer took exception to the notice prepared for the executive session indicating there were inaccurate references to ORS statute. He requested that ORS citations be verified or use language contained in the recently adopted public meeting policy.

April Agenda Items: Personnel policy, feedback from Mr. Schiffman on allocation of water hookups, budget committee meetings, watershed protection, investment of our money, and emergency preparedness.

Public Comment: Mr. David Stockton expressed his belief that you should never put one hundred percent of your funds in one place period.

Mr. Seifer moved to recess the meeting which was seconded by Ms. Debra Birkby. All were in favor. Ms. Virginia Birkby recessed the meeting at 7:23pm.

Respectfully submitted,

Steve Hill

Attest _____
Ms. Virginia Birkby, President

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT

RESOLUTION 16-04 WD

A RESOLUTION REVISING SYSTEM DEVELOPMENT CHARGES (SDC) / EQUIVALENT DOMESTIC UNIT (EDU) FEES FOR THE ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT (the "District")

Whereas, the District adopted Ordinance 98-4 WD establishing a System Development Charge methodology and rates; and

Whereas, Section 4B of the ordinance provides for adoption of SDC rates by resolution; and

Whereas, it is felt prudent to update those charges to more properly reflect changes through investment in District infrastructure and current cost indices; and

Whereas, it is determined that one SDC is equal to one Equivalent Domestic Unit (EDU);

NOW, THEREFORE, be it resolved the ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT hereby revises its System Development and Connection Charge in accordance with those calculations provided by consulting engineers Curran-McLeod, Inc. contained in the attached document entitled "Arch Cape Water District 2016 Annual SDC Update" as follows:

Improvement Fee	\$1,151
Reimbursement Fee	\$3,880
Administrative Fee	<u>\$ 50</u>
Total SDC/EDU Charge	\$5,081
Connection Charge – ¾"	\$ 700

Adopted and signed this 11th day of March 2016.

Attest

Sing Hill



Virginia Birkby, President

**ARCH CAPE WATER DISTRICT
2016 ANNUAL SDC UPDATE**

**WATER DISTRIBUTION SYSTEM
VALUE OF CONSTRUCTION CREDITS
February 2016 ENR CCI 10,181**

LINE SIZE	8"	10"	12"
CONSTRUCTION COST	\$51/lf	\$57/lf	\$65/lf
OFF-SITE CREDIT	\$51/lf	\$57/lf	\$65/lf
OVERSIZE CREDIT	\$0	\$6/lf	\$14/lf

**ARCH CAPE WATER DISTRICT
WATER SYSTEM CAPITAL IMPROVEMENT PLAN
February 2016 ENR CCI 10,181**

No.	Project	2016 Estimated Cost	Schedule
1.	Water Source Acquisition Assessment	\$21,500	1-5 Yrs.
2.	Water Source: Well / Land Acquisition / Pipeline Easements	\$80,000	1-5 Yrs.
3.	Storage Planning & Preliminary Design	\$20,000	6-10 Yrs.
4.	South Storage Reservoir Construction	\$262,000	11-20 Yrs.
5.	WTP Membrane Replacement	\$55,000	11-20 Yrs.
6.	Distribution System Upsizing	\$27,500	1-20 Yrs.
7.	Planning & SDC Compliance	\$29,000	1-20 Yrs.
	TOTAL IMPROVEMENTS	\$495,000	---

IMPROVEMENT FEE = TOTAL CIP COST / EDU CAPACITY
IMPROVEMENT FEE = \$495,000 / 430 EDU

IMPROVEMENT FEE = \$1,151 per EDU

**ARCH CAPE WATER DISTRICT
WATER SYSTEM REIMBURSEMENT FEE
EXISTING IMPROVEMENTS SUMMARY & CAPACITY
February 2016 ENR CCI 10,181**

Utility Element	Current Value	Less Grant & Debt Funding	Net Value Remaining	Capacity EDUs
Dichter Creek Water Right Source	\$28,400	\$0	\$28,400	430
Asbury Creek Intake	\$321,400	\$0	\$321,400	430
Shark Creek Intake & Supply Line	\$88,500	\$0	\$88,500	430
Original Water Treatment Plant Facility	\$225,800	\$0	\$225,800	430
2010 WTP & Distribution System Improvements	\$1,666,700	\$1,086,000*	\$580,700	430
Reservoir Number 2	\$499,600	\$75,900**	\$423,700	430
TOTALS	\$2,830,400	\$1,161,900	\$1,668,500	---

* Less IFA Grant of \$629,000 and 2016 outstanding loan value of \$457,000.

** Remaining loan principal January 2016 of \$75,927.

$$\begin{aligned}
 \text{REIMBURSEMENT FEE} &= \text{NET VALUE / EDU CAPACITY} \\
 \text{REIMBURSEMENT FEE} &= \mathbf{\$1,668,500 / 430 \text{ EDU}} \\
 \text{REIMBURSEMENT FEE} &= \mathbf{\underline{\underline{\$3,880 \text{ per EDU}}}}
 \end{aligned}$$

**ARCH CAPE WATER DISTRICT
WATER SYSTEM SDC FEE SCHEDULE
February 2016 ENR CCI 10,181**

	EDU FACTOR	IMPROVEMENT FEE	REIMBURSEMENT FEE	ADMIN FEE (1%)	TOTAL SDC
Single Family Residential:					
Per Unit	1	\$1,151	\$3,880	\$50	\$5,081
Commercial Development:					
METER SIZE	EDU FACTOR	IMPROVEMENT FEE	REIMBURSEMENT FEE	ADMIN FEE (1%)	TOTAL SDC
3/4"*	1	\$1,151	\$3,880	\$50	\$5,081
1"	2.5	\$2,877	\$9,700	\$126	\$12,702

* Includes 5/8" x 3/4" and 3/4" x 3/4" meters

Managers Report March 11, 2016

WATER:

I am working on submitting a Request for Public Assistance to FEMA for the damages that the District received during the December storms. Financial assistance will be sought for the slide on the water plant access road, as well as removal of the excessive amount of sediment that was deposited in the Shark Creek impoundment. The deadline for submittal is March 18.

Work has primarily focused on personnel/staffing the last month. I have been receiving applications and have met with several interested people seeking more information about the position and Arch Cape's operations. We had a respectable turnout of applicants. Interviews will be held on Tuesday March 8th, with a hiring recommendation to be made at the March Board meeting.

We have received no support hours through the City of Cannon Beach thus far. Their wastewater staff is in the middle of projects and short-staffed as well, due to vacations. Aside from emergency situations, which they have agreed to continue supporting, we will not be needing their assistance between now and the start date of our new hire. We have support from our temporary helper for 8 hours per week, and this is working out well.

Agency News:

The Water Management and Conservation Plan has been submitted to Oregon Water Resources Dept., following the required 30 day public comment period.

The Oregon Health Authority will be conducting a water system survey of the District in July. These surveys are typically conducted every three years. We will be receiving a bill in early 2017 for \$2,700 for survey fee costs.

		February 2016	
Total Hours	170.00	81.00	89.00
Percentage Split		48%	52%
Total Accounts	614	282	332
Percentage Split		46%	54%