

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT DRAFT MINUTES

15 July 2016

A quorum was present.

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

Public: David & Jeannie Stockton

Staff: Phil Chick, District Manager
Steve Hill, Secretary

Ms. Virginia Birkby called the meeting to order at 6:08pm.

Public Comments: None.

Agenda: Agreed to by common assent.

Election of Officers: Term of office; two fiscal years or a maximum of four consecutive years. Mr. Hill was directed to provide a draft of an updated policy to 13-01 reflecting these term lengths. Board member duties will be on next month's agenda.

Mr. Schiffman nominated Ms. Virginia Birkby for President; Seconded by Mr. Seifer; All in favor (AIF)

Mr. Seifer nominated Mr. Schiffman as Vice-President; Seconded by Ms. Debra Birkby; AIF

Mr. Seifer nominated Ms. Debra Birkby as Treasurer; Seconded by Mr. Schiffman; AIF

Ms. Debra Birkby nominated Mr. Hill as Secretary; Seconded by Mr. Schiffman; AIF

Consent Agenda: Mr. Seifer moved acceptance of the consent agenda amended to reflect May 13th and June 17th minutes which was seconded by Mr. Schiffman. Mr. Schiffman abstained, Ms. Virginia Birkby voted yes, Ms. Debra Birkby voted yes, and Mr. Seifer voted yes. Motion passed.

Old Business:

Board Position #2: Virginia said she would prepare a new flyer to be available for recruitment which could be posted at the mail boxes, at the fire hall and perhaps at the store as well.

Global Pure Water System: Mr. Chick reported that Cannon Beach is going to test the system again with gravity flow to hopefully see a better production rate and they have agreed to purchase three (3) units. One (1) unit would be enough for Arch Cape with an estimated cost per unit of \$3K. He will provide an update next month.

Policy Updates: The board agreed to support the following Personnel and Joint Contracting Committee recommendations:

1. Wage, Salary, and Review Policies -- Ron Schiffman and Debra Birkby will revise policies for August meeting consideration.
2. Bloodborne Pathogens Policy -- Phil Chick and Matt Gardner will submit a policy for August meeting consideration.
3. Family Medical Leave Policy -- Strike entire policy.
4. Medical Insurance -- Mr. Seifer moved for adoption of 'Medical Insurance' as recommended by the 'Personnel & Joint Contracting Committee' as shown below which was seconded by Ms. Debra Birkby. AIF

Medical Insurance

The District provides group medical, dental, and vision insurance for eligible employees, dependents, spouses and same-sex domestic partners as defined in Oregon law. Unregistered same-sex and different-sex domestic partners are eligible for group insurance coverage at their own expense. Coverage begins the first of the next month following the employment date. Information regarding eligibility and specific benefits is available from the Manager

Ms. Debra Birkby is working on a policy for Board Responsibilities.

Local Government Investment Pool (LGIP) Account: Ms. Debra Birkby along with Mr. Short will be looking at the districts account next fall where it is anticipated that the President, District Manager and Treasurer will be provided access to the account. The Treasurer will facilitate updating access to the account. It will be on the September agenda.

Accountant Engagement Letter: Moved to the August agenda where the engagement letter will include reference to following Oregon law.

IFA Disbursement Request Approval – Watershed Brush Cutting: Mr. Chick reported this project as being complete and requested approval for reimbursement to Stimson Lumber for our \$6,895.00 portion of the project (attached). Ms. Debra Birkby moved approval to pay \$6,895.00 to Stimson Lumber Company which was seconded by Mr. Seifer. AIF

Vehicle Ownership: Dona Holmes of WHA Insurance indicated that vehicles can be insured by either district regardless of ownership. Ms. Tindall, Ms. Debra Birkby and Mr. Seifer will come to the Board with a recommendation after they have had an opportunity to meet together. Item to be placed on the August agenda.

Mr. David Stockton expressed his advice that insurance coverage extended by tied to vehicle ownership for clarity of coverage in the event proof of coverage was required in a vehicle involved incident.

New Business: None.

Reports:

Accounts Receivable: Mr. Hill reported receivables to be in good condition and that the Brevig's had recently made a \$500.00 payment on their account and agreed to an additional seven \$500.00 payments quarterly in addition to current charges to extinguish the December 2015 excess water usage charge.

District Managers Report: (attached) Our recently submitted grant application to the Safe Drinking Water Revolving Loan Fund for \$20K has been approved for investigating second sourcing of water for the district. An approximate \$80K would be required for the second phase of ground source development as estimated by Curran-McLeod Inc.

Treasurer's Report: The LGIP account held \$42,076 and the balance in the Columbia Bank checking account was \$57,099. The account statements were balanced by Ms. Debra Birkby.

Board of Directors' Comments and Reports: Mr. Schiffman apologized for missing the prior two board meetings. Ms. Virginia Birkby thanked Mr. Chick for forwarding information from the County.

August Agenda Items: Board officer responsibilities, Wage, Salary and Blood Borne policies; Global Pure Water and vehicle ownership.

Public Comment: None.

Ms. Virginia Birkby adjourned the meeting at 6:52pm.

Respectfully submitted,

Steve Hill

Attest _____
Ms. Virginia Birkby, President

IFA Disbursement Request



Recipient: Arch Cape Water District
Project Name: Shark Creek and Asbury Creek Source Protection
Funding Programs: Drinking Water Source Protection Fund

Project Number: U16004
 895-03

Request Number:

Final Draw? Yes No

Reporting Period: _____ to _____

(A) Activity	IFA Funds				Other / Matching Funds				All Funds
	(B) Approved Budget	(C) Prior Disbursements	(D) Current Request	(E) = [B-C-D] Balance	(F) Approved Budget	(G) Prior Expenditures	(H) Current Expenditure	(I) = [F-G-H] Balance	(J) = [C+D+G+H] Disbursed & Expended
Contract Services	\$12,000	<i>0</i>	\$6,895	\$12,000			\$6,895		
Total	\$12,000		\$6,895	\$12,000			\$6,895		

Certification: We certify that the data are correct and that the amount requested is not in excess of current needs.

Phil Chick District Manager 7/15/16
 Authorized Signature & Title Date

Nekeia Buckley Treasurer 7/15/16
 Authorized Signature & Title Date

Steve Hill 503.436.8565
 Project Contact for Payment Notification Phone Number

stevehillacutil@gmail.com
 E-Mail Address

For IFA Use Only: I have reviewed this request and approve payment to the above mentioned recipient in the amount(s) listed below.

Dollar Amount	Funding Type	Funding Program
	Loan / Grant / Forgivable	(If more than one source of funds)
\$ _____	_____	_____
\$ _____	_____	_____
\$ _____	_____	_____
\$ _____	_____	_____

_____ Regional Coordinator Signature _____ Date
 _____ Manager Signature _____ Date

IFA Disbursement Request

Recipient:	Arch Cape Water District	Project Number:	U16004 895-03
Project Name:	Shark Creek and Asbury Creek Source Protection	Request Number:	
Funding Programs:	Drinking Water Source Protection Fund		

Project Goals (Report for Every Cash Draw)

	Proposed Work Plan	Estimated Completion Date	Results Achieved
1.	Brush Cut 11.5 Miles of Roadway	31 Aug 2016	<i>project complete</i>
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

IFA Disbursement Request

Recipient:	Arch Cape Water District	Project Number:	U16004 895-03
Project Name:	Shark Creek and Asbury Creek Source Protection	Request Number:	
Funding Programs:	Drinking Water Source Protection Fund		

**Safe Drinking Water Revolving Loan Fund
Disbursements Attributable to Disadvantaged Business Enterprises
(Must Be Included with Each and Every Cash Draw Request to the IFA)**

	<u>Disadvantaged Business Enterprise</u>		
	<u>Total Draw Amount</u>	<u>Minority-Owned</u>	<u>Women-Owned</u>
1. Construction	\$ <u> </u>	\$ <u> </u>	\$ <u> </u>
2. Services	\$ <u>6,895</u>	\$ <u> </u>	\$ <u> </u>
3. Supplies	\$ <u>6,895</u>	\$ <u> </u>	\$ <u> </u>
4. Equipment	\$ <u> </u>	\$ <u> </u>	\$ <u> </u>
5. Other	\$ <u> </u>	\$ <u> </u>	\$ <u> </u>
Totals	\$ \$ <u>6,895</u>	\$ <u> </u>	\$ <u> </u>

Explanation of categories:

1. Actual building of structures, installations
2. Intangible / soft costs, such as consultants, engineers, design, surveyors
3. Direct purchases of materials needed for project, will often comprise subcontractors
4. Purchases (and installation if by vendor) of devices, machines
5. Trucking and other activities

Scott Land and Timber Co. Inc.

PO BOX 810
Forest Grove, OR 97116

Invoice

Date	Invoice #
6/14/2016	00070

Bill To
STIMSON LUMBER CO P.O. BOX 68 FOREST GROVE OR 97116

P.O. No.	Terms	Project
onion peak	Due on receipt	

Quantity	Description	Rate	Amount
20	Excavation Work Tractor Flail mower	110.00	2,200.00
23	Excavation Work Brusher	120.00	2,760.00
1	Move In Cost Tractor move in cost	300.00	300.00
<p>* Canyon Beach Water Shed Portion } WORK COMPLETE</p>			
30.5	Excavation Work Tractor Flail mower	110.00	3,355.00
27	Excavation Work Brusher	120.00	3,240.00
1	Move In Cost Brusher move in cost	300.00	300.00
<p>Shark Creek & Asbury Creek Source Protection Brush Cutting * Arch Cape - Phil Chick \$6,895⁰⁰</p>			
Thank you for your business.			Total
			\$12,155.00

5260
6895

Manager's Report July 15, 2016

WATER:

The Asbury Creek water source is online for the season, and will likely be used until fall rains replenish the flow in Shark Creek. Staff repaired the gate and check valves connected to Pump 1.

The stream flow measuring device has been placed in Asbury Creek for the season. This year's spring/summer has not been quite as dry as last year. Since March we have received 24.7" rainfall compared to 17.9" in 2015. Things are still on the dry side, and we will monitor stream levels closely again this year as always. The July 4th weekend was busy, but fairly quiet on our end of things. The largest water consumption occurred on July 5th, at 78,000 gallons. This is in line with previous years, and should be the highest single-day user consumption we see for the year.

All of the requirements for moving ahead with the FEMA project for slide and sediment removal at the Shark Creek Intake have been met. We may begin the work anytime between now and September 15th.

The Dodge Ram truck is back from the repair shop. The truck drives much more stable since receiving the steering and front-end work. The power steering, transmission, and oil leaks have also been corrected. The frame is showing considerable rust damage. We will begin the process of shopping for a replacement truck this year. We were pleased with the attention and level of service that Clatsop Truck Repair provided us with. It was our first time using them, and we will use them again for vehicle repairs.

MONTHLY LOG : ARCH CAPE WATER & SANITARY DISTRICTS

June 2016

Total Hours	352.00	160.00	192.00
Percentage Split		45%	55%
Total Accounts	614	282	332
Percentage Split		46%	54%