

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT MINUTES

19 March 2021

A ZOOM video teleconference meeting was held due to the COVID-19 pandemic. A quorum was present

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

Excused Absent: Nadia Gardner
Lauren Ahlgren

Sanitary Board: Darr Tindall (non-voting)
Bill Campbell (non-voting)

Public: John Mersereau, President – North Coast Land Conservancy
David Stockton
Jeannie Stockton

Staff: Phil Chick, District Manager
Steve Hill

Mr. Dan Seifer opened the meeting at 7:00pm and indicated that we had a quorum. He said that it may be recorded. Mr. Hill conducted a roll call. Mr. Seifer announced that this virtual meeting was being conducted in accordance with State of Oregon guidelines issued for the corona virus. Those needing technical assistance should contact Mr. Chick at 503-739-2348.

Public Comments: None

Agenda: Remove Treasurer's Report. Ms. Murray moved acceptance of the agenda as amended which was seconded by Ms. Birkby. All in favor. Motion carried.

Consent Agenda: Add special water district meeting minutes of March 12. Ms. Birkby moved approval of the consent agenda as amended which was seconded by Ms. Murray. All in favor. Motion carried.

Old Business:

Arch Cape Forest:

Forest Legacy Grant (FLG): (Information) We have not heard back on phase two but expect notice any day.

Levy: (Information) The levy has been withdrawn from the May election.

Appraisal RFP Process: (Action) Mr Chick reported that Amy Singh, of ODF, had requested to know whether the Board would be putting out a Request for Proposal for the forest appraisal once the appraisal instructions had been received from U.S. Forest Service (USFS).

It was discussed that there were only a small number of outfits qualified to do a yellow book appraisal, and that they should be notified and chosen based upon price, schedule, and recent experience. It was also mentioned that the District should keep in contact with NCLC during their appraisal process for the Rainforest Reserve.

Ms. Birkby moved to contact qualified appraiser contacts for an RFP which was seconded by Ms. Murray. All in favor. Motion carried.

We are awaiting instructions from the review appraiser with the USFS.

Finance Committee / Finance Plan: (Information / Action) Mr. Rick Gardner will reconvene the Arch Cape Forest Finance Committee.

Ms. Birkby moved adding Mr. Bill Campbell to the ACF Finance Committee to develop a new financial plan which was seconded by Ms. Murray. All in favor. Motion carried.

Covid-19 Emergency – Accounts Receivable Report: (Information) Accounts Receivable were reported to be in excellent condition with the exception of one account which will have a lien filed.

New Business:

Budget Committee Appointments: (Action) Ms. Murray moved the appointment of Ms. Buffy Simmons to position number five on the districts budget committee which was seconded by Ms. Birkby. All in favor. Motion carried.

Staff Evaluation: (Information / Action) Staff evaluations were shared with the District Manager on Monday. The committee recommended a salary adjustment of two percent (2%) comprised of a 1.6% COLA increase and a 0.4% performance increase.

Ms. Murray moved a 2% increase for both employees which was seconded by Ms. Birkby. All in favor. Motion carried.

Reports:

District Managers Report and Correspondence for Action: (attached) Mr. Chick said that there was still a leak or leaks out in the distribution system. A leak detection service would be coming in April to identify locations of leaks. This will take 1-2 days for a contractor to acoustically pinpoint them.

Board of Directors' Comments and Reports: Ms. Murray said that she had heard about the same Trees to Tap Conference on the radio that Arch Cape staff had attended. Ms. Birkby mentioned that she had attended the recent Arch Cape Forest Advisory Committee meeting and that Ben Hayes gave an excellent presentation on stream buffers. She is concerned that salmon are going away in the watershed, and that changes in stream buffer widths can help prevent this.

April Agenda Items: (Information) Forest work session Apr 9th, Financial consulting with David Ulbricht, NCLC appraisal process, FLG update, SDC adjustment.

Public Comment: Mr. David Stockton said that they appreciated what the board was doing.

The meeting was adjourned by Mr. Dan Seifer at 7:26 pm.

Respectfully submitted,



Steve Hill

Attest 
Mr. Dan Seifer, President

Manager Report March 19, 2021

WATER:

The Water plant distributed 1.1 million gallons to town in February.

Staff attended the “Trees to Tap” conference put on by Oregon Forest Resources Institute. This was a workshop that focused on bringing scientists, forestry professionals, and water providers together to discuss the 2 year study conducted by Oregon State University which reviewed the effects of forest management on drinking water. It was an excellent workshop that examined herbicide application, sedimentation, water quantity, forest fire, and various forest treatment and restoration methods. I think the conference panels collectively provided a good portrayal of the complex interdependency of everything that occurs in forests and the watersheds that they are a part of.

Arch Cape is on the right path in examining these issues and planning for the future of its drinking water source.

MONTHLY LOG : ARCH CAPE WATER & SANITARY DISTRICTS

February 2021

Total Hours	320.00	147.50	172.50
Percentage Split		46%	54%
Total Accounts	639	294	345
Percentage Split		46%	54%