

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT MINUTES

19 October 2018

A quorum was present.

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

Sanitary Board: Darr Tindall (non-voting)

Public: Mary Olson, Community Forest Outreach Coordinator
 Ben Dair, Sustainable Northwest
 Mike Manzulli
 David and Jeannie Stockton
 John and Helen Piatt

Staff: Phil Chick, District Manager
 Steve Hill, Secretary

Mr. Ron Schiffman opened the meeting at 6:00pm.

Public Comments: None.

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

Consent Agenda: Hold July 20th minutes. Ms. Virginia Birkby moved adoption of the consent agenda as amended which was seconded by Mr. Seifer. A question was raised about potential reimbursement for the payment made to Curran-McLeod for intertie work. Mr. Chick indicated that Cannon View Park (CVP) would be reimbursing the district for that work. All in favor. Motion carried.

Old Business:

Watershed Update:

Forest Legacy Grant Application FY 2020: (Information) Mr. Chick indicated that substantial changes had been made in the maps used in our grant application as well as the greater use of photos. The final version goes to Washington D.C. on November 19th for a review in the first week of January 2019. We should learn the outcome of our request in early spring..

Timber Cruise: (Information) Mr. Chick reported that no bids had been received to our timber cruise RFP but that the time line had been short and there was a great deal of work available for those qualified in this field at this time. He recommended a delay until spring and that if needed Mr. Ben Hayes, of Springboard Forestry had expressed interest in doing the work.

Outreach Coordinator Report: (Information) Ms. Mary Olson reported substantial progress on community outreach efforts. Mr. Seifer expressed pleasure with the November 1st newsletter released and suggested that Ms. Micah Cerelli be utilized in future for support with graphics she might provide. It was also suggested that an even greater argument for the community forest project as contained in our earlier draft plan be utilized in the subsequent newsletter release.

Ms. Olson said she had submitted an article for inclusion in the next Tunnel Echoes publication in November and that she would be speaking at the November 17th meeting at the fire hall. The next press release is scheduled for November 3rd.

Fire Suppression Line Ordinance: (Action) Mr. Hill read ORD 18-01 Fire Suppression connection into the record by title.

Public Hearing: Mr. Schiffman opened a public hearing regarding ORD 18-01 Fire Suppression at 6:25pm. It was suggested that language be added to the second sentence in Paragraph 3 to read “Except as provided in paragraph 6 in this Ordinance there will be no Systems Development Charge for a standby fire service line to a development for which a Systems Development Charge has been paid for a standard service” Mr. Chick said he would add the appropriate language for the next reading. Mr. John Piatt asked about the background leading to the drafting of this ordinance and had the need for separate fire suppression water connections to new commercial construction in Arch Cape explained. The hearing was closed at 6:33pm.

Staff was directed to add rates related to fire suppression line connections in a updated resolution for consideration at the next meeting.

Asbury Creek Water Right Certification: (Information) Pat Curran is coming to Arch Cape on October 25th to certify the 0.20 cfs is Asbury Creek. We will not be able to certify the remaining 0.01 csf until community need is established.

T-Mobile Cell Tower: (Information) The organization reviewing site locations is still in that process and said it would probably take some time.

Cannon View Park (CVP) Intertie: (Information) Mr. Chick said that there was no news to report.

New Business:

MODA Medical Insurance Renewal: (Action) Mr. Chick reported a 1.5% increase effective January 1st of next year without any substantial changes in coverage. Mr. Seifer moved to approve renewal of medical insurance coverage with MODA shown as ‘Connexus Gold 1000A’ (attached) for the district which was seconded by Ms. Virginia Birkby. All in favor. Motion carried.

Building Preventive Maintenance Policy: (Action) Mr. Chick explained that this policy 18-01 WD was recommended as part of the SDAO best practices program and recommended adoption by the board. Adjustment to the language was recommended to have the District Manager join the Plant Operator in quarterly inspections, as well as the replacement of the word “operator” for “maintenance personnel” in the monthly inspections schedule section, and have maintenance staff be referred to as “staff”

Ms. Debra Birkby moved approval of Policy 18-01 WD Maintenance Policy as amended which was seconded by Ms. Murray. All in favor. Motion carried.

Natural Hazards Mitigation Planning: (Information) Mr. Chick reported that a Ms. Tiffany Brown Clatsop County Emergency Manager had contacted the district and would like to assist with a Natural Hazards Mitigation Planning opportunity which would help our district with pre-disaster planning and funding. Mr. Chick explained that as we were a part of the counties plan that we were eligible for this type of funding. The planning process was anticipated to be lengthy. Mr. Ron Schiffman was going to attend a future preliminary meeting to learn more about the process.

July 20th Minutes: (Action) Ms. Debra Birkby moved approval of the July 20th minutes which was seconded by Ms. Murray. Mr. Schiffman, Ms. Murray, Ms. Virginia Birkby, and Ms. Debra Birkby voted yes. Mr. Seifer abstained. Motion carried.

Reports:

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

District Managers Report: (attached)

Treasurer’s Report: Ms. Debra Birkby reported all accounts to have been balanced. We have a checking account balance with Columbia Bank of \$127,120.97 and with the local investment pool at \$51,714.22.

Board of Directors’ Comments and Reports: Mr. Seifer thanked Mr. Manzulli and the Piatt’s for their attendance and extended a welcome back to Ms. Virginia Birkby. Ms. Debra Birkby recommended a connection be made by Ms. Mary Olson with Ms. Micah Cerelli. Ms. Virginia Birkby said that it was a treat to be back and thanked Ms. Olson for all of her work.

November Agenda Items: (Information) Resolution with added fire suppression line rates, second reading of ORD 18-01 WD Fire Suppression Line, and cell tower update.

Public Comment: Mr. David Stockton said that our community fire hydrants which were painted red were very nice and really stand out.

The meeting was adjourned by Mr. Ron Schiffman at 7:00 pm.

Respectfully submitted,



Steve Hill

Attest



Mr. Ron Schiffman, President

ORDINANCE 18-01 WD

AN ORDINANCE TO REGULATE STAND-BY FIRE SERVICE LINES.

Whereas, the Board of Directors of the Arch Cape Domestic Water Supply District finds that domestic fire suppression systems have become more common, and

Whereas, the Board finds that fire suppression systems benefit the public, the District, its users and all residents within the District, and

Whereas, since fire suppression system water lines are only used in the event of a fire, or for testing, the Board believes such lines should be regulated, and charged fees, separately from other types of use.

NOW THEREFORE THE BOARD OF DIRECTORS OF ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT ORDAINS AS FOLLOWS:

A. Stand-by Fire Service Protection.

1. At any user's application, the District will provide a stand-by fire service line. Stand-by fire protection service systems connected to a stand-by fire service line shall be installed in accordance with applicable regulations. All fire protection lines shall be equipped with detector meters of the District's specification. All fire systems shall be equipped with the appropriate backflow prevention assemblies, and shall be continuously maintained by the property owner.
2. A user installing a stand-by fire service line thereby agrees that no water may be used from the line or system except for extinguishing fires or periodic testing. Before any water for testing can be used, the user or agent must receive written permission from the District. Adequate provisions shall be made to prevent the use of water from such service or lines for other than extinguishing or testing of a stand-by fire protection system.
3. Charges for the stand-by fire service line shall be according to the District's schedule for rates, charges and fees.
4. As determined by the District, the user shall pay the cost of installing the stand-by fire service line, including the cost of mains, detector meters, and related improvements needed to supply the required flow.
5. All water provided by the District through a stand-by fire service line shall be provided subject to the supply and pressure existing in its water distribution system. The District shall not be responsible for loss or damage resulting from lack of water supply or water pressure.
6. If water is used from a stand-by fire service line in violation of these Rules and Regulations, the user shall pay for the water based on the quantity used at the regular

rates, including the minimum charge based on the size of the service connection. Upon the second unauthorized water use, a standard system development charge will also be assessed on the service.

B. Severability.

If any section, subsection, sentence, clause, phrase or portion of this ordinance is for any reason held invalid or unconstitutional by a Court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this ordinance.

C. Effective Date.

This ordinance shall take effect on the 30th day following adoption by the District Board pursuant to ORS 198.570.

Date of First Reading: _____

Date of Second Reading and Approval: _____

BOARD OF DIRECTORS OF ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT

Ron Schiffman, President

Attest:

Recording Secretary



Moda Oregon Small Group Renewal Options

Arch Cape Domestic Water Supply District

Eff Date: 01/01/2019

Group ID: 10013493

Rate Area: OR5

Enrollment: 2 Employees

		Total Enrollment:			
		0	1	1	0
Current Plans	Suggested Plans	Employee Only	Employee & Spouse	Employee & Family	Employee & Children
Plan Enrollment		0	1	1	0
Connexus Gold 1000A		\$552.87	\$1,105.73	\$1,575.67	\$1,022.80
	Connexus Gold 1000	\$561.61	\$1,123.23	\$1,600.60	\$1,038.99
Vision \$300 Max		\$11.59	\$24.33	\$24.33	\$11.59
	Vision \$300 Max	\$11.59	\$24.33	\$24.33	\$11.59
Medical Renewal Options					
Connexus Platinum 250	OV \$10*/\$20*, \$250 Ded, 20% Coins, \$2000 MOOP, Rx \$2*/\$10*/\$25*/\$45*/40%*/50%* Plan D Creditable	\$642.86	\$1,285.73	\$1,832.16	\$1,189.30
Connexus Platinum 500	OV \$10*/\$20*, \$500 Ded, 20% Coins, \$1750 MOOP, Rx \$2*/\$10*/\$25*/\$45*/40%*/50%* Plan D Creditable	\$638.85	\$1,277.70	\$1,820.72	\$1,181.87
Connexus Gold 500	OV \$20*/\$40*, \$500 Ded, 20% Coins, \$7500 MOOP, Rx \$2*/\$20*/\$40*/\$80*/40%*/50%* Plan D Creditable	\$574.23	\$1,148.45	\$1,636.55	\$1,062.32
Connexus Gold 1000	OV \$20*/\$40*, \$1000 Ded, 20% Coins, \$7500 MOOP, Rx \$2*/\$20*/\$40*/\$80*/40%*/50%* Plan D Creditable	\$561.61	\$1,123.23	\$1,600.60	\$1,038.99
Connexus Gold 1500	OV \$20*/\$40*, \$1500 Ded, 20% Coins, \$7500 MOOP, Rx \$2*/\$20*/\$40*/\$80*/40%*/50%* Plan D Creditable	\$551.33	\$1,102.65	\$1,571.28	\$1,019.95
Connexus Gold 2000	OV \$20*/\$40*, \$2000 Ded, 20% Coins, \$7500 MOOP, Rx \$2*/\$20*/\$40*/\$80*/40%*/50%* Plan D Creditable	\$542.39	\$1,084.78	\$1,545.81	\$1,003.42
Connexus Silver 2500	OV \$35*/\$70*, \$2500 Ded, 35% Coins, \$7900 MOOP, Rx \$2*/\$35*/\$80*/50%*/40%*/50% Plan D Creditable	\$498.41	\$996.82	\$1,420.46	\$922.05
Connexus Silver 3000	OV \$35*/\$70*, \$3000 Ded, 35% Coins, \$7900 MOOP, Rx \$2*/\$35*/\$80*/50%*/40%*/50% Plan D Creditable	\$492.36	\$984.72	\$1,403.23	\$910.87
Connexus Silver 4000	OV \$35*/\$70*, \$4000 Ded, 35% Coins, \$7900 MOOP, Rx \$2*/\$35*/\$80*/50%*/40%*/50% Plan D Creditable	\$481.93	\$963.86	\$1,373.49	\$891.57
Connexus Silver 5000	OV \$35*/\$70*, \$5000 Ded, 35% Coins, \$7900 MOOP, Rx \$2*/\$35*/\$80*/50%*/40%*/50% Plan D Creditable	\$473.12	\$946.24	\$1,348.39	\$875.27
Connexus Bronze 5500	OV \$40*/\$80*, \$5500 Ded, 40% Coins, \$7900 MOOP, Rx \$2*/\$20*/40%/40%/40%/50% Not Plan D Creditable	\$440.27	\$880.54	\$1,254.77	\$814.50
Connexus Bronze 7900	OV \$60*/\$120*, \$7900 Ded, 0% Coins, \$7900 MOOP, Rx \$2*/\$20*/0%/0%/0%/0% Not Plan D Creditable	\$419.37	\$838.74	\$1,195.21	\$775.84
Connexus Silver HDHP 2700	OV 30%/30%, \$2700 Ded, 30% Coins, \$6000 MOOP, Rx \$2*/30%/30%/50%/40%/50% Not Plan D Creditable	\$483.60	\$967.20	\$1,378.26	\$894.66
Connexus Bronze HDHP 5000	OV 50%/50%, \$5000 Ded, 50% Coins, \$6650 MOOP, Rx \$2*/50%/50%/50%/50%/50% Not Plan D Creditable	\$438.92	\$877.85	\$1,250.93	\$812.01
Moda Health Oregon Standard Gold	OV \$20*/\$40*, \$1000 Ded, 20% Coins, \$6850 MOOP, Rx \$10*/\$10*/\$30*/50%*/50%*/50%* Plan D Creditable	\$565.14	\$1,130.28	\$1,610.65	\$1,045.51
Moda Health Oregon Standard Silver	OV \$40*/\$80*, \$2850 Ded, 30% Coins, \$7900 MOOP, Rx \$15*/\$15*/\$60*/50%*/50%*/50%* Plan D Creditable	\$492.38	\$984.76	\$1,403.28	\$910.90
Moda Health Oregon Standard Bronze	OV 0%/0%, \$6550 Ded, 0% Coins, \$6550 MOOP, Rx 0%/0%/0%/0%/0%/0% Not Plan D Creditable	\$423.99	\$847.97	\$1,208.36	\$784.37



Moda Oregon Small Group Renewal Options

Synergy Platinum 250	OV \$10*/\$20*, \$250 Ded, 20% Coins, \$2000 MOOP, Rx \$2*/\$10*/\$25*/\$45*/40%/50%* Plan D Creditable	\$585.33	\$1,170.66	\$1,668.18	\$1,082.86
Synergy Platinum 500	OV \$10*/\$20*, \$500 Ded, 20% Coins, \$1750 MOOP, Rx \$2*/\$10*/\$25*/\$45*/40%/50%* Plan D Creditable	\$581.67	\$1,163.34	\$1,657.76	\$1,076.09
Synergy Gold 500	OV \$20*/\$40*, \$500 Ded, 20% Coins, \$7500 MOOP, Rx \$2*/\$20*/\$40*/\$80*/40%/50%* Plan D Creditable	\$522.84	\$1,045.67	\$1,490.08	\$967.25
Synergy Gold 1000	OV \$20*/\$40*, \$1000 Ded, 20% Coins, \$7500 MOOP, Rx \$2*/\$20*/\$40*/\$80*/40%/50%* Plan D Creditable	\$511.36	\$1,022.72	\$1,457.38	\$946.02
Synergy Gold 1500	OV \$20*/\$40*, \$1500 Ded, 20% Coins, \$7500 MOOP, Rx \$2*/\$20*/\$40*/\$80*/40%/50%* Plan D Creditable	\$501.98	\$1,003.97	\$1,430.65	\$928.67
Synergy Gold 2000	OV \$20*/\$40*, \$2000 Ded, 20% Coins, \$7500 MOOP, Rx \$2*/\$20*/\$40*/\$80*/40%/50%* Plan D Creditable	\$493.84	\$987.68	\$1,407.45	\$913.61
Synergy Silver 2500	OV \$35*/\$70*, \$2500 Ded, 35% Coins, \$7900 MOOP, Rx \$2*/\$35*/\$80*/50%/40%/50%* Plan D Creditable	\$453.81	\$907.62	\$1,293.36	\$839.55
Synergy Silver 3000	OV \$35*/\$70*, \$3000 Ded, 35% Coins, \$7900 MOOP, Rx \$2*/\$35*/\$80*/50%/40%/50%* Plan D Creditable	\$448.30	\$896.60	\$1,277.66	\$829.36
Synergy Silver 4000	OV \$35*/\$70*, \$4000 Ded, 35% Coins, \$7900 MOOP, Rx \$2*/\$35*/\$80*/50%/40%/50%* Plan D Creditable	\$438.79	\$877.59	\$1,250.56	\$811.77
Synergy Silver 5000	OV \$35*/\$70*, \$5000 Ded, 35% Coins, \$7900 MOOP, Rx \$2*/\$35*/\$80*/50%/40%/50%* Plan D Creditable	\$430.76	\$861.53	\$1,227.68	\$796.91

Vision Renewal Options

Vision Eye Exam Only	100% Eye Exam Only	\$3.96	\$8.33	\$8.33	\$3.96
Vision \$200 Max	100% w/ \$200 Max	\$8.47	\$17.79	\$17.79	\$8.47
Vision \$300 Max	100% w/ \$300 Max	\$11.59	\$24.33	\$24.33	\$11.59
Vision \$400 Max	100% w/ \$400 Max	\$14.30	\$30.03	\$30.03	\$14.30
Vision \$500 Max	100% w/ \$500 Max	\$17.38	\$36.50	\$36.50	\$17.38

* Deductible waived

Arch Cape Domestic Water Supply District

Policy 18-01 WD

Building Preventative Maintenance Policy

Purpose

To define clear expectations for the preventative maintenance of district buildings. This policy will include critical areas to be inspected and a schedule of when to conduct these inspections. The district will decide who will conduct these inspections and provide training as necessary.

Schedule

District buildings will be inspected throughout the year that will include daily, monthly quarterly and during inclement weather.

Daily – Daily inspections should be conducted by all employees. These inspections will be done visually. The visual inspections are simply taking notice of something that does not look correct and making sure to report it.

Monthly – Monthly inspections will be conducted by maintenance personnel. This inspection should be comprehensive and documented. The district will provide a checklist of items that should be viewed. Any recommendations will be made to the District Manager.

Quarterly – The safety committee will conduct quarterly inspections of the buildings per OR-OSHA Rule 437-001-0765 (7). Once they have completed their inspections, these should be compared to the monthly inspections. Any recommendations will be made to the District Manager.

Inclement Weather – When the district is aware of a forecasted storm, the maintenance staff will conduct a preventative inspection to make sure the facilities are ready. Once the storm has passed, the maintenance staff will conduct another inspection to identify any damage or repairs that need to be made. Any recommendations for repairs will be made to the District Manager.

Building Maintenance

The following areas should be looked at during the documented inspections:

Outdoors

- Roof
- Gutters/Scuppers
- Downspouts - direct water away from the building
- Doors/Seals/Caulking
- Exterior Wall conditions/Holes/Paint/Siding
- Exterior Lighting/Cameras
- Parking Lots/Light Poles
- Emergency Backup Generators
- Vegetation trimmed away from buildings

- Foundation
- Combustibles away from buildings
- Exposed Piping

Indoors

- Emergency Lighting
- HVAC System/Filters/Batteries in Thermostats
- Water Intrusion/Moisture Issues
- Storage Areas
- Interior Wall Conditions
- Electrical Panels
- Attics

Training

The district will conduct annual training for staff that includes refreshing staff of items to be viewed or any new buildings or conditions they should be aware of. Refresher training should occur if a property claim is filed.

Property Maintenance Checklist

Date of Inspection: _____ **Inspected by:** _____

General:	OK	FIX	N/A	Comments
Emergency Procedures available				
SDS binders are up to date and available				
Map for emergency shut off locations for water, gas, etc. is posted				
All fire extinguisher inspected and serviced				
Fire alarm, smoke detectors, etc. have been tested				
Boiler, elevator, alarm permits are current and posted				
Back flow inspections are current				
Lock out tag out devices are onsite				
Emergency contact numbers posted				
First aid kits are available and properly stocked				
Personal protection equipment is available				

Custodial:	OK	FIX	N/A	Comments
Hand trucks, chair dolly's available/good condition				
Ladders are in good condition and secured				
Flammable products are stored in fireproof cabinets				
Hand tools and power tools are in good condition				
Appropriate container is available for oily rags				
Clean and dirty rags are clearly marked				
Wet floor signs are available				
Secondary containers are properly labeled				

Parking lots, grounds and athletic fields:	OK	FIX	N/A	Comments
Sidewalks and parking lots free of trip hazards				
Parking lot surfaces are adequate				
Parking lot light timers are adjusted properly				
All exterior signage is in good condition				
Security cameras cleaned, adjusted and operating				
All exterior lighting in working condition				
Bushes/trees have been trimmed away from facilities and exterior lighting				

Roofs:	OK	FIX	N/A	Comments/WO
Check roof for damage				
Roof drains, down spouts are clear of debris				

Moss problems have been treated				
Roof access ladders are securely mounted				

Offices	OK	FIX	N/A	Comments
All spaces are adequately lit and in good repair				
Power strips are UL listed and in good repair				
Electrical outlets within 4' of sinks are GFCI protected				
Extension cords are only used for temporary use				
Cords have been checked for grounding plugs				
Portable heaters have tip over switches and are not near flammable products				
Overhead storage is secured and stable				

Restrooms:	OK	FIX	N/A	Comments
Flooring is in good condition and clean				
All plumbing fixtures are in good condition				

Storage, mechanical, boiler rooms:	OK	FIX	N/A	Comments
Insulation material around piping is in good condition				
Electrical panels are accessible				
All electrical junction boxes have covers				
Water heaters are accessible				
Pressure release valve on water heaters works				
Filters have replaced in HVAC equipment				
Roof hatches work and can be secured				

Inclement weather preparation:	OK	FIX	N/A	Comments
Ice melt and snow removal equipment is available				
Check with Operations if HVAC system is set for cold weather conditions				
Shut off water to unheated out buildings				
Remove all exterior hoses from hose bibs				
Roof drains and storm drains are clear				

Manager Report October 19th, 2018

WATER:

Water Consumption for September was 1.4 MG. Staff identified several leaks in the past week when daily usages were recognized to be out of normal range. Thanks to Steve and Matt for doing a mid-month meter read and data transmittal that identified several thousand gallons per day of wasted water.

The stream flow device has been removed from Shark Creek for the winter. Hydrant flushing will not begin until we are back on the Shark Creek System in late October.

I have been coordinating with Westech and Eric Lessor of CS&S to complete installation of the EWON router that will allow WESTECH access to the PLC at the water plant in order to make future programming changes or for trouble shooting support.

MONTHLY LOG : ARCH CAPE WATER & SANITARY DISTRICTS

September 2018

Total Hours	320.00	138.75	181.25
Percentage Split		43%	57%
Total Accounts	631	290	341
Percentage Split		46%	54%