

Arch Cape Domestic Water District
Board Meeting Minutes
March 16, 2023

Pursuant to notice posted, a regular meeting Board of Directors was held at the Arch Cape Fire Hall in Arch Cape, Oregon.

Present: Nadia Gardner, Chair, Dan Seifer, Director, Chris Mastrandrea, Excused: Linda Lapp Murray, Director;
Staff: Teri Fladstol, and Matt Gardner. Public: Daniel Wear, John Mersereau, Anne Dove, Ben Hayes, Bob Cerelli

Call to Order at 7:56 pm by Nadia Gardner, Chair

Public Comments: None

Agenda: Motion made by Dan Seifer, second by Chris Mastrandrea, motion carried.

Consent Agenda: Nadia Gardner asked for minutes to be moved outside of consent agenda and Dan Seifer asked for a discussion on the finance reports and motioned to accept the Consent Agenda as amended. Second by Chris Mastrandrea, motion carried.

Motion by Dan Seifer to accept the minutes of the February 16, 2023, meeting, seconded by Chris Mastrandrea. Call to question, motion carried. Nadia Gardner abstained.

Financials: question from Dan Seifer asked about the transfer of funds to the LGIP to the Arch Cape Forest and those funds are in the LGIP fund and will be moved directly to the Arch Cape Forest Fund when updates to LGIP signors are in place. Will see that next month. Motion by Dan Seifer to accept financials, seconded by Chris Mastrandrea, motion carried.

Old Business:

Budget Schedule as discussed in the Sanitary Meeting, if those dates are acceptable, notices will be sent accordingly.

Banking Transition: Done, draft issues will continue to be worked on as part of the process.

Manager Hiring: Discussion on the process by Nadia Gardner and the personnel committee has made a recommendation to the Board. Dan Seifer motioned to have the Water & Sanitary Board representatives to contact Matt Gardner to discuss a contract. Second by Chris Mastrandrea, Motion Carried.

Board Vacancy of Board for Position 4. With the elections coming up on 5/16 and the process of posting, timeframes, etc. do we wait until the election (Nadia Gardner) or do we do as the Sanitary Board did with Casey Short (Chris Mastrandrea). Dan Seifer suggested we follow process as we have in the past and advertise, then move forward if decided at the April meeting. Motion by Chris Mastrandrea to advertise the position; second by Dan Seifer, motion carried.

Officers: Nadia Gardner is the only current officer, so we do need to have backup in place. Dan Seifer motioned for Nadia Gardner to serve as President. Consensus was to have Dan Seifer serve as Vice-President for the remainder of the 2 ½ months. Chris Mastrandrea was asked if he would serve as Treasurer, but declined at this time.

New Business:

Ashbury Creek Fish Passage on Hwy. 101 project update. It is a project we are likely to go first in the process and will be reimbursed. Discussion will continue as there are many partners involved within the State, ODOT and Curt McLeod. Timing appears to be 2024 in "out-of-season" stream work and then 2025 would be the work on the Highway. They will be moving a water main at the same time as part of the work, and it will be totally funded by the State.

Budget Committee: Mike Wodtke and Thomas Mattia applied to be on the budget committee. Motion by Chris Mastrandrea, seconded by Dan Seifer, motion carried.

Cannon View Park: We have had a contract to read meters for them that ended in December 2022. They have known about the move to Kamstrup meters. They do not seem to have a plan in place and Matt would like guidance on how to move forward with that process. Dan Seifer brought up the point that it is the Sanitary District that will need to figure out how to bill that time as the reads and billings are part of the IGA. The issue now resides with Sanitary because the water read will need to be reported to Arch Cape Sanitary to be billed if Arch Cape personnel are not reading all meters. Nadia Gardner recommended that staff knowing the issues would put together a game plan and present it to the Boards with a recommendation on how to move forward.

Multi-Resource Management Plan update: Ben Hayes gave a report on the memo from the management committee and a financial draft of the plan. Ben went over the minor comments received, edits that were a tangible difference was: 1) 2023 to 2033 for the term; 2) governance terms were updated to clarify the role of the management committee, including the 50 year and operating plans; 3) On pages 30-31 clarifications on contamination, hunters and access; 4) Timber harvest on page 41 is more specific and that both the Management Committee and the Board both approve; 5) Signage for the property and the water source areas. It is our recommendation to the board that the plan be adopted tonight with an end date of March 2033. Motion by Dan Seifer to approve the plan, second by Chris Mastrandrea, motion carried.

Arch Cape Forest Project Manager Report: Daniel Wear discussed budget reports and the now approved multi-resource plan is online, public access planning meetings underway. More focused meetings will be had involving community, and the possibility of a Town Hall on 04/22, 10 am till 12 noon at the Fire Hall. Report on metrics with specifics on engagement by the public. Question from Bob Cerelli asking for clarification about the multi-resource plan access. The boiler plan 'access' is that the historic access will stay put while the process is under review and will then be subject to that plan when adopted.

Arch Cape Access Plan: Daniel Wear shared that Dale Mosby has helped provide information to the planning team and the steps that we are seeing listed has taken into account the input. Dale shared more about his process in gathering information and how decisions can be made moving forward. Hoping the community will participate and be willing to work through the details as a large percentage of the items would be easy decisions to make and then deal with those that need more work. Anne Dove presented the National Parks Service process and how the process is designed to work and how it will move forward. Chris asked when the Board would be able to see a draft or plan to act on and what is the minimum requirement? Daniel and Anne mentioned a draft in late May or early June and all the components that are involved in producing the documentation with GPS, mapping, etc. Ben Hayes confirmed that process meets the ODF needs.

Drinking Water Source Protection: Daniel Wear, Matt Gardner, and Ben Hayes regarding the needs to identify and sign the entry points into the watershed and protect drinking water. Specifics on property lines, boundaries – grant is for \$30,000 and be able to fund a project post-acquisition with further projections in place. Motion by Dan Seifer to pursue the grant process, second by Chris Mastrandrea, motion carried.

Billing appeal: Michelle Maynard with a toilet running issue. Motion by Dan Seifer, second by Chris Mastrandrea, motion carried. The appeal is for the difference between the costs billed and the cost to treat, as for our normal process for appeals. Let's make sure future appeals are on the agenda, the policy is available, details on what has happened and a recommendation from staff on how to move forward.

Accounts Receivable Report: Teri Fladstol confirmed status is good, same report as given during the Sanitary Board meeting.

Staff Report and Correspondence for Action: All but 5 meters have been installed and everything is being radio read and we are in a good place.

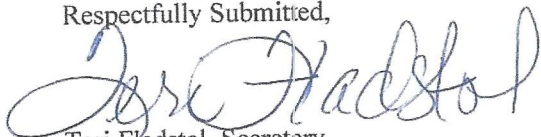
Board Comment & Reports: Chris, congratulations to Matt Gardner on the new position as District Manager and to the Board Members and Sanitary members for the personnel committee's work on getting the process done quickly and in a professional manner.

April Agenda Items: Arch Cape Forest Projects, Appointments to fill vacancies (April 10th due date), Budget, Website Updates.

Public Comment: Congratulations to Matt Gardner.

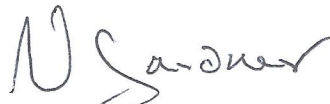
There being no further business, meeting adjourned at 8:18 pm

Respectfully Submitted,



Teri Eladstol, Secretary

Attest:



Nadia Gardner, President