

**ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT
BOARD OF COMMISSIONERS MEETING**

Thursday, November 16, 2023

Pursuant to notice posted, the regular monthly Board Meeting for the Arch Cape Domestic Water Board was held at the Fire Hall.

In attendance: Water District: Bill Campbell, Chair, Tevis Dooley, Chris Mastrandrea, Bob Cerelli, Sam Garrison; Sanitary District: Casey Short, Chair, Darr Tindall, Thomas Mattia Excused: Steve Hill; Staff: Matt Gardner, Teri Fladstol, Public.

Combined meeting of Sanitary & Water Districts to discuss joint projects: Call to Order at 6:30pm made by Bill Campbell, Water President

Conflict of Interest Declarations; no conflict of interest was brought forward.

Water/Sanitary Districts Project Planning (Action) – Strategic Work Sessions were recommended to ensure that all Board members, and the Public, understand the detail project planning work that is underway for both Districts. This planning work suggests that additional district staff may need to be added. These Strategic Work Sessions will provide Board members with information that will be useful to them if/when decisions will need to be made by the Boards in future Board Meetings. Strategic Planning Work Sessions will be held via Zoom on the first Wednesday at 3PM until all projects are reviewed. The first Work Session will be December 6th, 2023 at 3PM.

Bill / Teri presented update on Information Technology Requirements & Grant: There will be two separate grants, one for each District, due by January 10, 2024. Grant amount being requested will be \$55,000.00. Dale Mosby is leading the detail evaluation of system capabilities and grant needs, Teri explained the process; if we are given permission to apply for the grant, we have a supply list and format to follow. Combined discussion adjourned at 6:52.

Domestic Water Supply District Meeting (Immediately Following Combined Meeting)

Public Comments: None

Agenda Approval: Motion by Bob Cerelli to accept Agenda; Second by Sam Garrison, motion carried.

October Minutes: Motion by Chris Mastrandrea to accept Minutes as presented, Second by Tevis Dooley, motion carried.

Financial & Administrative Reporting: Discussion and explanation of specific line items. Treasurer report by Sam Garrison indicated everything has been reconciled and looks good; Discussion to authorize Casey Short to work with District Staff to assess current financial reports and to standardize the format of water district financial reports to be consistent with the Sanitary District, where and as it makes sense. Also, in conjunction with the Finance Committee recommendations, to work with District Staff to define a set of practices and reports for appropriately accounting for the receipt and usage of funds for the Forest separately and distinct from those of the utility. Motion by Bob Cerelli to authorize Casey Short to work with Staff on both items; Second by Sam Garrison, motion carried.

Staff Report & Correspondence for Action: Matt Gardner, District Manager explains that most of the current work is reactive. Looking forward to future proactive processes as part of the planning work sessions discussed in the combined session.

Watershed Presentation: Bill Campbell presented updates to operations and financial briefing document for reference (page 14 of Board Packet). Without any additional revenue for operations cost, the current funding is

expected to last until 2031. Options for how operations costs can be paid after 2031 include:

Option 1: Harvest to pay operating costs - Ecological Harvest (Years 10, 30 & 45) inside and outside of the Source Water Protection Area (SWPA)

Option 2: Harvest to pay operating costs - Optimized Harvest (Years 10, 20, 30 & 40) outside

Option 3: Rate Increase to pay operating costs - Rate increase of \$110 / year starting in July 2025

Option 4: Harvest + Rates to pay operating costs Ecological Harvest (Years X, Y & Z) outside SWPA

Procurement of Roads / Forestry Services: Discussion of the processes required to procure services for road construction and for a roads contract manager. Also discussion about amending Springboard Forestry contract for forestry consultation. Motion made by Chris Mastrandrea to authorize the President of the Board to sign the amendment to the Springboard Consultant contract as presented and to approve and adopt the Resolution 23-11, regarding exemption from competitive bidding requirements for the procurement process; second by Tevis Dooley, motion carried. Discussion ensued regarding RFP's for the forest management and further clarification of what road maintenance and what is allowed to be constructed through the Forest.

Board Reports: None other than Tevis Dooley update on the siding bids for the office.

December Action Items: Board Meeting changed to December 14 for approval of Road Contractors – Motion by Chris Mastrandrea, second by Tevis Dooley, motion carried.

Public Comments: Appreciation of the planning and staffing measures. It is nice to see everything happening and have confidence in the budgeting (John).

Motion to adjourn by Bob Cerelli, second by Chris Mastrandrea, meeting adjourned at 7:57 pm.

Submitted by:

Attest:

Teri Fladstol, Secretary

WECampbell III

Teri Fladstol, Secretary