

**Arch Cape Domestic Water District**  
**Board Meeting Minutes**  
January 19, 2023

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

Present: Debra Birkby, President, Director Nadia Gardner, Director Dan Seifer, Director Linda Murray; Staff: Teri Fladstol, Administrative Assistant, Public: Steve Hill, Chris Mastrandrea, John Mersereau, Pat Noonan

Call to Order at 6PM by Debra Birkby. Debra reported our District Manager, Phil Chick resigned effective January 27, 2023.

Public Comments: John Mersereau thanked Phil & Matt's and commended their handling of the Districts and the A/C Forest project. Layton Borkan expressed concerns about maintaining board membership. Gene Borkan expressed his appreciation of Phil and his time here and in his previous work, if they lost key personnel, they would do a process that involved root cost analysis, understanding scope of job, community needs, evaluate job duties, etc. to understand why and what could be done to prevent loss in the future. Debra mentioned that she and Darr would be having an exit interview. Pat Noonan thanked Phil as well for the job he and Matt have done over the years.

Agenda Approval – Nadia Gardner motioned to add hiring process with actions regarding interim contracts, billing appeal for Vollum and Arthur as well as administrative financial access for Teri and Matt during the interim, and fundraising. Seconded by Dan Seifer, motion carried.

Consent Agenda – Motion to accept consent agenda by Dan Seifer, second by Nadia Gardner, motion carried.

Old Business:

- A. Board Vacancy for Position #3 – Application from Chris Mastrandrea, question from Debra regarding the Arch Cape Forest Management Committee. Chris clarified, upon acceptance on the Board, he will leave the position on the Management Committee. Clarification discussion on positions and committees. Motion was made by Dan Seifer to appoint Tevis Dooley [application was withdrawn], 2<sup>nd</sup> by Nadia Gardner – Discussion. Debra called for vote on motion to appoint Tevis Dooley – 1 aye; 3 opposed. Motion by Linda Murray to appoint Chris Mastrandrea for position #3, 2<sup>nd</sup> by Nadia Gardner, call for vote 3 aye, 1 nay. Motion carried. Chris was sworn in for Position #3.
- B. Arch Cape Forest by Ben Hayes: Asked to delay adoption of multi resource management plan deferred to next meeting. ARPA Budget Amendment Grant funds: 2023 Forest Operations budget; 3 management actions: to bring things back up to property stewardship: 1) pre commercial thinning by hand, 596 acres max, need to move 196k dollars from construction budget into thinning budget eligible expense; 2) road maintenance, culvert and ditch cleaning, road maintenance budget, time, and expense budget for emergencies for contractors thru end of 2024. 3) Forest planning proposal for 5 year and 50-year plan for forest development, start a forest inventory. Proposed to move forward with work that is already in and issued within the contract with Springboard Forestry; we are asking to allow staff and consultants to solicit bids for precommercial thinning and road contracts (scopes are attached to Board packet) and to have Heather Stevens move the funds over into the ARPA budget as outlined. Pat Noonan clarified this action was discussed in the ACF Management Committee and with consensus given to Ben Hayes to present to the Board. Discussion clarification on contracts and solicitation methods. Motion by Dan Seifer to adopt as presented by ACF Management Committee including the ARPA amendment, second by Nadia Gardner, motion carried.
- C. Daniel Wear regarding Project Management: report on ARPA budget regarding current status. Packet shared a memo discussing public comment for Arch Cape Water District and community interest groups. Summary set of concerns and comments regarding public access, recommend Attach #1 to the Rainforest Reserve Team, Attach #2 be forwarded to the Arch Cape Forest Management Committee and then Attach

#3 be shared with Springboard Forestry. Attachment #4 and 5 go to the Arch Cape Domestic Water Board and then posted to the website. Action not required but approved to go to the appropriate persons. Question was asked on who in process would validate public interest group information. Answers should be taken into consideration by committee by the public, there are no names attached but all information was given during the public – clarified the questions are included so the answers are in response to specific questions.

Discussion on zones and what operations are taking place in individual areas. Arch Cape Forest, versus drinking water source area is identified differently and directs our management of each area. Will take back to the Management Committee. Sustainable Northwest is in the process of legislative requests for source water drinking. Reach out to Senator Suzanne Weber and Representative Cyrus Javidi to get their support for drinking water protection. Asked Daniel to help draft a letter asking for support.

- D. Replacement for management committee position now that Chris is on the Board. Process would be to ask former applicants if they are still interested? New applications? How will we reach out to fill this position? Dan Seifer motioned to accept Rick Gardner's application, second by Chris Mastandrea. Discussion on process. Next Forest Management Committee meeting is on 2/21, our next Board Meeting is 02/16 so we will reach out to those who applied and bring it before the Board at the next meeting. Called for vote; 5 nay motion not carried.
- E. Fundraising – we received an additional \$15,000 in donations at the end of the year.
- F. Teri Fladstol reported that gWorks is the new company for the UBMAX software and we will need to sign their contract. Teri reported the software is working better, customers are satisfied, some needed clarification, but our 4<sup>th</sup> billing goes out 03/10. Motion by Dan Seifer to sign contract, second by Nadia Gardner, 4 ayes, 1 abstain, motion carried.
- G. LIHWAP – clarified that the program is available to Arch Cape residents, and we have the documentation on the website.

#### New Business:

- A. Position open and how to handle the process in the interim. Discussion on how to handle the coverage as needed. Motion made by Nadia Gardner to hire OR Operator Solutions, LLC (Phil Chick) to provide services at \$400 per month for 2 months; second by Dan Seifer. Motion Carried.
- B. Hiring Process – we had an executive session prior to this Board meeting, and we will have asked our operator, Matt Gardner to serve as interim manager, with an agreed upon contract by both parties. Motion to have presidents of Domestic Water & Sanitary Boards to negotiate the contract. Second by Dan Seifer. Motion Carried Board Directors, Heather Newman and Nadia Gardner will be working to update the job position after 16 years, the process on how to apply, etc. Motion by Nadia Gardner, Second by Dan Seifer. Motion carried. Further discussion on scope of work, what will be asked of interim management, job posting, etc.
- C. Billing appeals for Don Vollum and Michael Arthur included in the Board packets. Staff presented documentation for both clients and the impact on their bills. Discussion on excess usage and how we the cost is determined based on cost to treat, problems on the usage for Tiers 3-4 not calculating properly would also impact that. Clarification from Chris regarding who is responsible 'from which side of the meter' for repairs and how the usage is calculated. Motion by Dan Seifer, second by Nadia Gardner, to provide relief as outlined to Michael Arthur, motion carried. Motion by Nadia Gardner, second by Dan Seifer to provide relief for Don Vollum as outlined, motion carried. Teri Fladstol, Administrative Assistant will reach out to both customers with details.
- D. Housing – Low Income/Work Force Housing discussions that are happening around Clatsop County and the interest within our community, the impacts on our infrastructures, etc. Clarification on costs by the developer and who is responsible for what, who and the process will be more involved. We will be following up with the County to make sure that our interest and concerns are addressed, which lots we are interested in and what this process will require of the Districts as far as infrastructure and how to address things as they occur.
- E. Banking: Access/Signatures for Financial purposes in Interim: What needs to happen with Columbia Bank and LGIP with sign in access in order to pay bills, transfer funds and manage transactions during the interim period. Clarification that Teri does not currently have access to move funds but view only access. The request is to allow for movement of funds between LGIP and Columbia bank accounts for the purposes of reimbursable grant disbursements from District funds, that are direct deposits to the LGIP fund but need to be

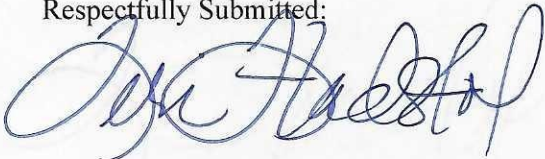
deposited in the District account that made that payment. Motion by Nadia Gardner to allow Teri Fladstol, Second by Linda Murray. Discussion included what access would need to be given and why. Clarification between view only access and what would be needed to do business with only transfer between account "a" and account "b". We will connect with our auditor on proper procedures that would limit risk. Motion carried. Motion made to add Matt Gardner to Columbia Bank account by Nadia Gardner, seconded by Dan Seifer. Motion carried. Teri will follow-up with Columbia Bank and Matt to get signatures in place.

Reports:

- A. Accounts Receivable Report – good.
- B. Staff Report and Correspondence for Action – Matt Gardner reported systems are on track. Discussion regarding Contract with Cannon Beach to help install meters and get that project done so we are not reading using two different meter systems. Meter installs will be dependent on manpower.
- C. Finn – Eagle Scout Project in our forest, a lasting community item such as a bench or something of that nature. Discussion on what it could be and where; suggested Finn's letter be forwarded to the Committees to make a recommendation or idea of what could happen with our current process that is in development. Steve Hill explained the Boy Scout side of the process and the development of the youth themselves.
- D. Board Members – Linda, no; Dan, expressed appreciation to Phil Chick for his work while here at the District. Nadia, no.

Motion by Linda Murray to adjourn at 8:10 pm, second by Nadia Gardner, motion carried.

Respectfully Submitted:



Teri Fladstol, Secretary

Attest:

  
Debra Birkby, President