

Arch Cape Domestic Water Supply District - Board of Commissioners

Meeting, Thursday, January 20th, 2022 @ 6:00 pm

Meeting held: ONLINE VIA ZOOM **Water Board Present:** Dan Seifer; President Debra Birkby; Vice President and Treasurer, Linda Murray, Nadia Gardner, **Jay Blake** **Sanitary Board Present (non-voting):** Darr Tindall, Chris Anderson. **Staff Present:** Phil Chick; District Manager, Teri Fladstol, Meghan Burdick, Elliana Fladstol; Admin Support **Public Present:** Josh Stellmon, Steve Hill, Ben Dair from Sustainable NW, Rick Gardner

ITEM	DETAIL/NOTES	ACTION <i>[Recommended or Taken]</i>
I - Call to Order	President Dan Seifer	Time: 6:06 pm
II – Public Comments	No Comment	
III – Agenda Approval	<p>Amendments: Remove items B & C due to transition of administrative support.</p> <p>Old Business: A – brief report on joint application for OWEB Grant</p> <p>New Business: C – add Columbia Bank Access for Teri Fladstol</p>	<p>Accept amendments:</p> <p>Moved: Nadia Gardner</p> <p>Seconded: Linda Murray</p> <p>All in favor, Motion Carried</p> <p>Consent Agenda</p> <p>Moved: Linda Murray</p> <p>Seconded: Nadia Gardner</p> <p>All in favor, Motion Carried</p>
<p>V – Old Business</p> <p>a. Arch Cape Forest - Appraisal report from last summer was received on 1/14; due to confidential information our consultants are reviewing it so that it can be transmitted by Phil to the seller; we will ask for permission to disclose the bottom line to the Board and to the Public at that time. Next steps are to get back to work on the draft financial plan to make sure both our estimates of revenue and costs are enough to support the move or to go forward with the options in the purchase and sale agreement. The appraisal will need to be approved within 90 days and approved by the seller within 90 days of their receipt (April 2022). Unless not approved, the appraisal becomes the purchase price. The financial committee met on the 19th to work on a revision to the financial plan and we hope to have some provision available for discussion at the February Board meeting. Comments or Concerns?</p> <p>Jay Blake – any obstructions to our timeline? Dan – Not aware of any</p> <p>Regarding timelines, one aspect that needs to be decided next month by the Board is that the financial plan includes a property tax measure to partially support the purchase – a 10-year property tax [local option] ballot measure; if that is to go on May’s ballot it needs to be filed by February 25, 2022. At our February meeting, it needs to be resolved. We need to contact our attorney who drafted the document we were considering last year and have them update it to the current situation. The ballot levy could be a 10-year levy to be used in the purchase; or subsequent down the road a second levy to support the maintenance which would be a 5-year levy. The finance committee will be looking at those options, 1) a 10-year levy now and the potential of a 2) 5-year levy in the future for maintenance. It will have to be decided in February if it is to make the May date.</p> <p>Comments or Concerns?</p>		

Nadia Gardner – do we really need to incur the legal expense, or can we do it ourselves? Dan – it would be preferable to have the author of those documents continued to be responsible for any changes to them; We will revisit this later in this meeting.

Phil - We received a call from Melanie Olson at Business Oregon regarding the ARPA Funding (\$2m) – we should be receiving a contract in February. Want to thank Dylan at Sustainable NW for his help in getting this funding. Kelly Beamer from the Coalition of Oregon Land Trusts and Senator Betsy Johnson were also very helpful in getting this done. We will work with Business Oregon, and we need to send our projects to their project manager for approval when we see the contract. We cannot spend money until we have the contract. Timing, funds need to be obligated through contracts by 12/24 and spent by 12/26. Lastly, it is OKAY to hit the “let’s get excited button.” It is time!

Comments or Questions? Dan asked Ben to pass along our appreciation to their team. Thank you to Phil Chick for his hard work!

Advisory Committee in coordination with Ben at Sustainable NW last year. Members would serve a staggered term and we have three members who expired in 12/21. We would like to reappoint Larry Crawshaw Melissa Reich and Dave Daugherty as members of the Committee to a new term. Motion made by Jay Blake, second by Linda Murray. Discussion – (great job!); Phil stated those members enthusiastically accepted consideration to be reappointed. If acquisition does not take place, the Committee will dissolve. If it moves forward, a new Advisory Committee would be put in place for that. All in favor. Motion carried. Phil will notify all members.

Fundraising & Outreach Committee Report – since last Board Meeting includes twenty-five new donors for a total of \$36,675; grand total of \$278,484 and \$205 for sell sale of t-shirts (thank you Chris Anderson for the t-shirts).

Discussion regarding stakeholders, supporters, interested entities and using the Tunnel Echoes to share the news as we move forward and getting input from the community. Debra made a suggestion that we do a final Town Hall as we did when we introduced the project to bring people up to date and give them the deadlines and information that we can give answers to.

Dan – we have always promised a public process to making a decision and we need to write out that process next month; I do not think we can go too far without having the final price, the finance plan that talks about whether there is a levy, etc. We will have to deal with it next month, but we do need to design that public process. I was asked today if we would have someone at the Community Club’s February meeting (3rd Saturday) to give an update. Think about ways of getting the word out and how we can interact with others to give input.

Nadia – we have been in a public process this whole time; we have had a lot of opportunities for the public to come and weigh in – we need to continue to do that, and I would be happy to do an insert for the billings. I need a deadline and how that will work.

Discussion regarding tours and tours date. Ben interjected an update on Outreach. Sustainable NW is working on a storyline and would like to do some filming to tell the story (working with Chris Anderson) could possibly be produced by May or June [next 10 days has a window of great weather with a backup of Linda’s indoor space if needed].

Phil reported that on the Joint Grant application to OWEB – Melissa and Amy from NCLC presented to OWEB for an ecological roads assessment for all forty miles of the roads in the Rainforest Reserve and Arch Cape Forest properties. Their application was ranked No. 1 for our area; we will find out for sure about in the Spring with a final deliverable product will be a road maintenance plan with recommendations and methods that will support ecological functions and water quality. It is for \$32,000 starting in May with a final report in May 2023. Any actions identified will be able to be supported as we move forward.

b. Markham Land Donation – no update. Only communication is that they have not received the appraisal.

- c. Legal Counsel Introduction – letter from Heather Reynolds that she was joining the firm of Haglund Kelley, LLP in Portland. If we continue to work with Heather and that firm, Mr. Josh Stellmon will be the representing partner we will be working with. Josh shared his history and what the firm has background in within the state and specifically our area. Questions for Josh, Nadia – number of attorney’s overall in Portland or local? Josh – Heather and Josh in Astoria and access to Firm in Portland. Dan welcomed and discussed inter-governmental agreements with our sister District (Water/Sanitary).
- d. Long Range Financial Plan – Capital Project, due to some time constraints, recommending that we post-pone until the Budget process in the Spring. A contractor we had considered is not able to do the project at this time. Have talked with Teri to see if Jigsaw Consulting Services would be willing to work with us on this and we are discussing this further.

<p>VI – New Business</p> <ul style="list-style-type: none"> a. Introduction of Jigsaw Consulting Services b. Elect Secretary of the Board c. Columbia Bank Access – Teri Fladstol 	<p>Phil & Debra introduced Jigsaw Consulting Services. Started 1/1/2022 and the team is up and running. Board all contact with Jigsaw should go through Phil and Debra.</p> <p>Nomination for Secretary of Board, Teri Fladstol by Debra Birkby, second by Linda Murray; Discussion regarding Teri versus the Business; will keep it as an individual; All in favor, Motion Carried.</p> <p>Columbia Bank needs the form for updating of staff and allowing Teri access to banking. Motion by Debra Birkby, second by Jay Blake; All in favor, Motion Carried</p>
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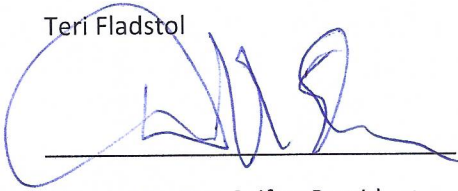
<p>VII – Reports (Information)</p> <ul style="list-style-type: none"> a. Accounts Receivable b. District Manager’s Report and Correspondence for Action c. Exiting Administrative Assistant Closing Report d. Board Member’s Comments & Reports 	<p>Teri - as of 1/19, \$19k still owing for Water District.</p> <p>Phil – WTP distributed 1.3 million gallons to town; two leaks on Cottage Lane will be repaired by next week; SDC payments for Castle Rock Estates; Matt completed meter accuracy testing, all tested out accurately (hard meter). Initial meeting with UB Max software and thank you to Steve for the work to process that information from QuickBooks to UB Max. Nadia, we will be doing post cards, but we can work on that. The new program will be used for March 10. We will have more information about that for February meeting (explanatory letter could be done at that time as well – third week of February).</p> <p>Steve – Dan referred to written report; Steve added his thanks for being able to work with individuals and the community in the past. Phil presented (on screen) a plaque that will be available when you are back in town.</p> <p>Jay – good news on health tests.</p> <p>Nadia – no report; Linda – no report; Debra – added thanks to Steve for working with my term as Treasurer; Dan – added thanks and give best wishes to your wife; Welcome to new attorney and new admin contractor. I will agree with Phil, it is time to be excited!</p>
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<p>VIII – February Agenda Items (Information)</p>	<p>Additional list to include some discussion in great detail revisions to our financial plan and a discussion on the levy; as well as contracts under ARPA funding.</p>
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IX – Public Comment	Rick Gardner – congratulations on the good news; Extremely concerned about the long-range financial plan, this was a carry over item from last budget cycle and needs to be a marriage between a financial plan and strategic plan [next 10-15 years]; it needs to have capital assets to preventative maintenance cycle;	
X – Adjourn	Motion to adjourn by Linda Murray, second by Nadia Gardner	Adjourned at 7:20 pm
Make Note of:		
Next Meeting: February 17, 2022 @ 6:00 pm	Via Zoom	

Respectfully Submitted,

Teri Fladstol



Attest: Mr. Dan Seifer, President