

**Arch Cape Domestic Water Supply Board Meeting**  
**Meeting Minutes**  
**July 20, 2023**

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

Present: Chris Mastrandrea, Tevis Dooley, Bob Cerelli, Bill Campbell, Sam Garrison; Staff: Matt Gardner, District Manager and Teri Fladstol, Admin Public Present: Kathleen Swihart, Darlene Bettis, Richard Henry, and Zoom Participants.

Meeting called to Order at 6:49 pm by Chris Mastrandrea.

Swearing in of Board Members complete by Matt Gardner, District Manager

Public Comments: No comments.

Agenda: Motion by Chris Mastrandrea to accept the agenda with the June Minutes pulled for signature by Chris Mastrandrea and Tevis Dooley as consensus as present at June meeting), addition of new business regarding SDAO Training, Tours of Plant and the Accuity audits. Seconded by Bill Campbell. Motion carried.

Consent Agenda: motion to approve made by Bill Campbell. Second made, Chris Mastrandrea. Called to question, motion carried.

Appointment of Board Member Position #2, application received from Bob Cerelli; Bill Campbell motioned to approve appointment of Bob Cerelli, second by Chris Mastrandrea; Motion carried.

Election of Officers & Check Signers

- Chris Mastrandrea nominated Bill Campbell to Board Chair- Motion to accept by Tevis Dooley, Second by Sam Garrison; Motion carried.
- Bill Campbell nominated Tevis Dooley to Vice Chair – Motion to accept by Bill Campbell, Second by Chris Mastrandrea; Motion carried.
- Bill Campbell nominated Sam Garrison to Treasurer – Motion to accept by Bill Campbell, Second by Tevis Dooley; Motion Carried
- Bill Campbell nominated Teri Fladstol to Secretary – Motion to accept by Bill Campbell, Second by Chris Mastrandrea; Motion Carried
- Check Signers: Matt Gardner, Sam Garrison, Tevis Dooley and Chris Mastrandrea

Old Business:

(1) Arch Cape Watershed (Forest) - Collaborative Projects, Access & Recreation (Action)

Acknowledge successful completion of the purchase of the Arch Cape Watershed and the NCLC Rainforest Research. The objective of the Two Projects- One Vision banners has been achieved and a motion was made by Sam Garrison to retire the banners from Fire Hall and Mailboxes; second by Bill Campbell, Motion carried.

Acknowledge successful completion of the recommendation phase of the process to develop a Public Access & Recreation Policy for the Arch Cape Watershed. We appreciate the over 2 years of work of the National Park Services Committee (NPS) and the recommendations that have been forwarded to the Board. We now need to begin the Board's decision-making phase. Discussion of the items still in process and ask to verify we have all the data from the recent July 5<sup>th</sup> survey. Motion made by Chris Mastrandrea to begin the Board's decision making phase of the Policy development process which will include reviewing the latest NPS update, surveying the community about their specific preferences and drafting a recommended Public Access Policy for consideration by the Forest Legacy Program; Second by Tevis Dooley; Motion carried.

Address the community's long-standing request to not publicize the watershed, Chris Mastrandrea motioned to stop all publicity / promotions of the Watershed and to remove existing publicity on social media and web sites(s); Second by Tevis Dooley; Motion carried.

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(2) Forest Management- Road Project, Committees & Staffing (Action):

Given the impending departure of Ben Hayes and the upcoming road engineering work, there is a need for a broader scope of the Forest Management Committee and additional forestry expertise on it. Also, a larger Committee allows for broader involvement by the Arch Cape community. Ben's Memo- 'Forest Road Project Management' has also raised additional questions that the board would like the committee to address; based on that – motion made by Tevis Dooley to adopt Resolution 23-07 WD to reconstitute the Forest Management Committee by appointing: Patti Noonan, Clark Binkley, David Dougherty, Mike Ardington, Doug Caffall, and designate Bob Cerelli as the Board Representative; Second by Chris Mastrandrea; Motion Carried.

Given the pressing need to update and adopt a financial-operations plan for the watershed. Chris Mastrandrea motioned to reconvene the finance committee as a subgroup of the Forest Management Committee, per Resolution 23-07WD by appointing: Rick Gardner, Clark Binkley, Mike Wodtke, Casey Short, Beth Morey, and designate Bill Campbell as the Board Representative, second by Bob Cerelli; Motion carried.

Per terms of his contract, Ben has been providing project management services in addition to the support by Daniel Wear. With Ben's upcoming departure and the roadwork ahead, the need for a single, experienced Project Manager (to be funded by ARPA monies) will become acute. There needs to be specific identifications of the set of requirements and a contract for them to be provided by a single person. Motion by Chris Mastrandrea to draft a Request for Proposal (RFP) and designate Bill Campbell and Chris Mastrandrea to do that task, second by Tevis Dooley; Motion carried.

The tasks specified in the Sustainable Northwest Contract have been completed or are nearly complete or no longer applicable. Though Daniel has been doing some level of project management, these tasks are not specifically included in the current contract. Motion made by Chris Mastrandrea to task Daniel Wear with the Interim project management tasks to the extent that Sustainable Northwest is amendable to doing these tasks. Designate Bill Campbell and Chris Mastrandrea to do that and work with Sustainable Northwest. Second by Bob Cerelli; Motion carried.

New Business:

Board Oversight - Matt has pressing operational, deferred maintenance and capital project requirements to address for the Water and Sanitary Districts and need to train the new Operator. In the near term, responsibility for the Watershed will distract Staff from those very pressing needs. Motion made by Chris Mastrandrea to relieve the DM of responsibility for the Arch Cape Forest, except as an emergency contact point for fire response and contractors, for at least the near term; Second Sam Garrison. Discussion ensued clarifying the point of contact for fire, contractors, and the length of time for this change in responsibility; Motion carried.

Based on the above, those duties included in the District Manager's job description will be reassigned as follows:

Motion by Chris Mastrandrea to appoint Tevis Dooley and Sam Garrison to manage relationship with neighboring landowners and coordinate any policy implementation efforts with the Board; Second made by Bob Cerelli, Motion carried.

Motion by Tevis Dooley to appoint the Contracted Forester in conjunction with the Forest Management Committee (FMC) to manage relationships with, and oversight of, contractors that are providing services in the Watershed; Second by Sam Garrison, Motion Carried.

Motion by Tevis Dooley to appoint Chris Mastrandrea and Bill Campbell to manage relationship with existing grantors, e.g., Business Oregon's Forest Legacy Program. Second by Sam Garrison, Motion Carried.

Motion by Chris Mastrandrea to appoint Tevis Dooley as the Board's liaison with the District Manager, Second by Bob Cerelli, Motion carried.

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Motion by Chris Mastrandrea to appoint Bill Campbell and Tevis Dooley with the task of formalizing a community engagement process to align with the work ahead by the Forest Management and Finance Committees. As other decisions are likely to arise from time to time, there may be a need to communicate even more actively with the Arch Cape Water District rate payers and property owners and. Second by Bob Cerelli, Motion Carried.

Motion by Bob Cerelli to move to Zoom meetings for the next six (6) months starting with the August meeting, in order to address the following concerns: Zoom participants are saying that is difficult to hear what is going on due to sound issues in the in-person meetings, the recordings of the meeting are garbled in many places and difficult to review. There are anticipated advantages of Zoom Only meeting in that they will 1) encourage broader community engagement in the Board Meetings from full-time and not full-time residents, 2) reduce the need for contractors to attend in person, and travel time and costs for them to do so and 3) Allow more productive Board Member engagement when they are travelling. The second was made by Chris Mastrandrea, Motion Carried.

**Reports:**

Teri Fladstol, Admin; water financials are current.

Staff Report, Matt Gardner, District Manager; membrane repair. Water sold off scrap metal material and received a profitable outcome. The water plant suffers from IT issues, the computer has crashed causing no alarms to be received. This is currently being corrected. We need to discuss the Asbury creek relocation as there are a lot of moving parts and we need to be more involved. Matt to bring in a synopsis for the August meeting in addition to the engineer and a representative from DOT.

Leak appeal for Simmons that was filed in the Board packet. Discussion ensued regarding customer relief based on repair and documentation provided. The customer will not be charged for excess usage. The Board will review and update the leak policy.

Correspondence from Oregon Health authority- Inventory all the water system service lines, due by October 16, 2024.

Board Members are to contact Matt with interest in SDAO Training with dates available and Matt will process registration. New Board members are invited to tour the plant, contact Matt directly and make those arrangements.

August Agenda Items: UB Max- Monthly Billing to start December process, CVP- Interconnect, Forest Management Finances, Asbury Creek discussion, DOT representative and Engineer, Leak Policies, RFP- Project Manager

Public Comment: Steve Hill is willing to do research into sound options for in-person meetings; Darlene Bettis asked for clarification on Watershed processes and expressed interest in serving on a committee. Dale Mosby asked that the Board share any new information from the feedback given from the July 5<sup>th</sup> survey.

Motion by Bob Cerelli to adjourn, Second by Chris Mastrandrea - Adjourned at 8:30 pm