

Arch Cape Domestic Water Supply District Board Meeting Minutes

September 15, 2022

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 [Excused], Nadia Gardner, Vice President, Director Jay Blake, Director Dan Seifer, Staff: Teri Fladstol, Administrative Assistant, Phil Chick, District Manager; Zoom: Darr Tindall, Daniel Wear, Oliver Curtis, Springboard Forestry; Anne Dove, National Parks.

Call to Order at 6:00 pm and Opening of Public Comments: Carl Matson, asking about UBMax and wondering how long the billing issues will continue [note: will add to new business].

Agenda Approval – Motion made by Dan Seifer to amend to add an item regarding Clatsop County land, remove item B. Budget and Finance reports, add discussion regarding UBMax Billing system; Second by Jay Blake, Motion Carried.

Consent Agenda – Motion made by Jay Blake to accept the consent agenda with noted changes; Second by Dan Seifer, Motion Carried.

Old Business:

Presentation of the Arch Cape Forest web map tutorial by Oliver Curtis, Springboard Forestry. The interactive map is on the Arch Cape Forest under the Forest Management Plan.

September 10th Community Conversation Meeting this was covered in our Work Session held at 5:00 pm. There were requests made during that conversation; asked that the items be put on the October 20th agenda. Staff was asked for the resolution that established the committee to be added to the agenda.

Public Access Plan Update by Phil Chick. Update of who the stakeholders are and mechanisms for outreach, getting some ideas on specific methods on how that information is presented; interest in having an on-going forum on the website where people could talk such as a message board to share ideas; how is that possible, what platforms and how it will be moderated. Discussion on what information and what that specifically ‘looks’ like is unsure. Next meeting is October 12th at 9 am.

Forest Management Committee Application Process. Motion by Dan Seifer to proceed with the process to establish the Committee; Discussion to establish the relationships between project management to include the District Manager and our Project Management Team; Notice to be posted, and applications accepted up to October 13th [update application to show their Arch Cape address to establish residency]; applications can be presented at the October 20th Board Meeting. Second by Jay Blake, Motion Carried.

Conservation Plan with North Coast Land Conservancy update by Phil Chick regarding the conservation plan to better understand sensitive areas. Melissa Reich, Stewardship Coordinator regarding the data they already have compiled, and they have had a local summer intern, Brendan Duer, surveying invasive species. The cost for NCLC to write the plan will be \$60 an hour and will be suggestions on best practices, etc. The benefit of having this work completed by them as they already have the data and are familiar with the process, allowing us to meet that need. The ARPA funds would cover this, and the contract would come before the Board for approval. Motion by Dan Seifer to ask NCLC for a contract; Second by Jay Blake, Motion Carried.

Arch Cape Forest Donation Fund – Debra provided a report from April we have received \$1,300 more in donations, bringing our donations up to \$285,601 from the Community. Phil Chick mentioned the request from the Board on how to get those funds delivered to Arch Cape. A request will be made for that transfer, and they will continue to be our fiscal sponsor. Discussion on how to properly hold these funds and investment

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT

RESOLUTION 20-07 WD

A RESOLUTION BY THE ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT ("District") ESTABLISHING THE CREATION OF THE ARCH CAPE FOREST ADVISORY COMMITTEE

Whereas, the District, a special service district of the State of Oregon, has the authority to form committees; and

Whereas, the District Board of Commissioners wishes to own and manage forestland to be known as the future Arch Cape Forest for the benefit of drinking water protection; and

Whereas, the District understands the multiple benefits that are achieved through community forestry including drinking water protection, forest management, recreation, and conservation; and

Whereas, the District Board of Commissioners believes that having a committee representing the diverse interests of the community is essential to guiding sound management decisions for the Forest.

NOW, THEREFORE, be it resolved the Arch Cape Domestic Water Supply District hereby establishes its Arch Cape Forest Advisory Committee ("the Committee") which shall operate upon terms as follows until further Resolution:

1. The Committee shall conform to public meeting and records laws and shall report to the District Board of Commissioners.
2. The District Board of Commissioners will have ultimate authority in the management and financial decisions related to the Arch Cape Forest ("the Forest").
3. The Committee shall be composed of 7 member positions appointed by the District Board for staggered 3-year terms, and a quorum of 4 members will be required to meet. In making appointments to the Committee, the District Board shall strive for a diverse and inclusive cross-section of residents, neighbors, and beneficiaries within the broader community including historically under-served demographics.

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opportunities. Discussion to establish its own account under our LGIP accounts so that it is held properly and earning some interest as its own entity.

Outreach Report covered by Daniel Wear in the Work Session.

South Storage Reservoir update by Phil Chick with our wastewater facilities plan in November.

Clatsop County Land update by Nadia Gardner regarding work-force housing to apply to get some of the properties for low-income housing with specific uses only. Jay Blake has experience with his work, and it must be used for housing, public social services, or daycare; it is restricted and there are a number of issues on how it can be used; the develop and provision of services would be at the cost of the developer.

Budget Format & UBMax Billing Software. Phil Chick updated the new financial reports and preferred method by our auditors. Showed an example under Sanitary to show the format from Excel to QuickBooks. Discussion on how to read the reports and what the Board would like to see in the future. UBMax discussion by Teri Fladstol regarding the programming involved in making a quarterly billing that includes overages for us. The frustrations that customers are experiencing are due to the quarterly billing going out four times a year with overages showing as actual usage by month and Tier charges on overages without being able to see all the reads. We are a unique billing process with a quarterly rate and usages so not sure that another format would resolve that. Question came up from customers wanting to know if there could be a drop box put up at a convenient location to drop off payments [reported by the Board that the mailboxes have been broken into twice and all the mail has been stolen – not a safe option]. Jay Blake suggested we go one more cycle and then make a decision based on UBMax program updates.

Account Receivable Report – Teri Fladstol, Jigsaw Consulting Services reported that all bills are current.

District Manager Report – attached; no comments and/or questions.

Board Member's Comments and Reports –

Dan Seifer suggested we have a line item on the agenda for an Arch Cape Forest report every month as an update.

October Agenda Items – Forest Management Committee, UBMax update on programming.

Public Comment – Carl Matson regarding the billing issues and if there is a way he can pay electronically and not get charged. Gave the ACH option to have them drafted out of a checking account at no charge.

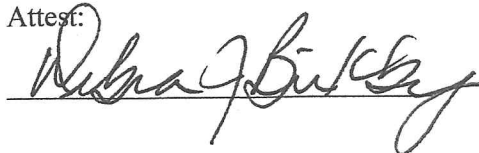
Bill Campbell – asking about the ARPA funds; Phil Chick mentioned that the budget will need to be amended since the first budget was a lump sum until we were able to be more specific. Question about the public access due to public funding (donations), does that make it a public asset? Also, does that open it up to Wheeler to Seaside because of that?

There being no further business, motion by Jay Blake to adjourn the meeting. Second by Dan Seifer, Motion Carried. Meeting adjourned at 7:50 pm.

Respectfully Submitted


Teri Fladstol, Secretary

Attest:


Phil Chick

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