

Arch Cape Domestic Water Supply District Board Meeting Minutes

October 20, 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, Nadia Gardner, Vice President, Director Linda Murray, Director Jay Blake [via Zoom at 6:37], Director Dan Seifer, Staff: Teri Fladstol, Administrative Assistant, Phil Chick, District Manager; Zoom: Anne Dove, National Parks; Public: Darr Tindall, Sharon Chait, Bill Campbell, Steve Hill, Michael Manzulli, John Mersereau, Chris Mastrandrea

Call to Order at 6:02 pm and Public Comments: None

Agenda Approval – Motion made by Dan Seifer to remove item B. Budget and Finance reports; Second by Linda Murray, Motion Carried. Amended to move Forest Committee appointments until Jay Blake is able to join by Zoom. Motion made by Nadia Gardner, Second by Dan Seifer, Motion Carried.

Budget & Finance Discussion: Directed questions regarding the new finance statements showing Sanitary column on the Water financials; discussion around how the intergovernmental agreement (IGA) between the Water and Sanitary District is showing on the financials for water? As we continue to work with Accuity, our audit firm, we will adjust the reports and design them to fit the needs of the Board with the input of the Auditor.

Consent Agenda – Motion by Nadia Gardner to accept the consent agenda as edited; Second by Dan Seifer, Motion Carried.

Old Business:

September 10th Community Conversation Meeting clarification request by Debra Birkby to discuss the results of September's Board Meeting after being called out for an emergency; updates provided by Nadia Gardner and Dan Seifer on recommendations, no official decisions were made other than to have a person or two designated that would have non-voting power and be allowed to participate in the Board Meetings in conversations applicable to the Forest and not be limited to the Public Comment only section.

Project Manager Report provided by Phil Chick on behalf of Daniel Wear. Provided hard copies of a timeline as requested. There is a communications schedule, newsletter, social media posts, etc. Discussion ensued regarding deadlines that we need to adhere to regarding grants, etc. Question of need to schedule a work session – session scheduled at 5:00 pm on November 17th with a note that the Sanitary District Board will meet at 6:00 pm.

Advisory Committee Field Trip Report provided by Phil Chick on the meeting with Ben Hayes, specifically looking at road work improvement, stand spacing, thinning, etc. It was an interactive exercise and the Committee not only walked in the woods, but asked the Committee to look at structural diversity, stand spacing. This is something they would like to do with the public in the future.

Update on Arch Cape Rainforest Advisory Committee focusing on a strategy to receive public input with care to gather information versus promotion. They will be bringing details back to the next meeting and the focus on local versus how far out into the larger community and with stakeholders.

ARPA Budget Amendment report provided by Phil Chick after conversations with Heather Stevens. This budget amendment is to delineate the line items that were lumped into construction. Several recommendations on what to be included in that and will be a part of what comes before the Board at the November meeting.

Arch Cape Forest Donation Fund – Phil Chick updated the Board on the establishment of the LGIP account for the funds to be distributed from NCLC to be delivered to Arch Cape. A request will be made for that transfer, and

they will continue to be our fiscal sponsor for any donations made from this point forward, with a request made to transfer to the LGIP account being made within a few days. The Outreach Committee will be dissolved at this point and handled by Daniel Wear with input from Board as needed.

Forest Management Committee appointment, based on a review of the nine applications received, the Board of Directors were asked to select, from a list of applicant names, their preferred top five candidates. Vice Chair Nadia Gardner read the description of the position, with clarification on specific details in relation to working with the District's Forester. A discussion ensued of *potential legal conflict of interest vs perceived conflict of interest*, and it was found that no conflict existed. Six candidates surfaced as preferred candidates and Directors were then asked to select their preferred three candidates. Binkley, Manzulli and Noonan stood out as the top candidates. Linda Murray made a motion, seconded by Nadia Gardner to appoint Binkley, Manzulli and Noonan to the advisory committee on forest management. Roll call vote was requested by chair and the motion was approved with a vote of four ayes to one nay, with Director Jay Blake casting the dissenting vote, motion carried [see attachment with synopsis of process and documentation on file at District Office]. Request by Chair to notify the candidates of their appointment and a thank you to those who applied.

UBMax Billing System update with a copy of the postcard provided by Doug Davis of UBMax. Discussions around the excess/overage being a post billing and pre-billing system, with how best to show that given our Tier Rate structure. Excess usages are not calculating for Tiers 3-5 and we are working with them to fix this. The largest excess charges happen in June, July and August so we will work with those customers who will have additional fees.

2021 Audit Request – Accuity LLC is requesting signatures of the engagement letter as well as agreement to the JE's provided. Motion by Jay Blake to sign the letter and return to the auditor. Second by Nadia Gardner, Motion Carried.

New Business:

PFAS Cost Recovery Program – National Rural Water Association – Phil Chick recommended that we participate in the program that will address 'plastic' levels that will be coming from the EPA. Motion by Dan Seifer, Second by Linda Murray, Motion Carried.

SDAO Best Practices Program that we have participated in before and we receive credits on our policies when we are current on these items. We are eligible for a 6% deduction and suggest that the Board takes the opportunity to attend Board Trainings coming up. Motion by Jay Blake to return the paperwork to be processed by SDAO, Second by Dan Seifer, Motion Carried.

Check Signers need to be updated, Jay Blake and the Chairs will need to update records at Columbia Bank. Staff gave directions on the process. Motion made by Dan Seifer to authorize the President, Debra Birkby and Treasurer, Jay Blake along with District Manager, Phil Chick be updated on the account, Second by Nadia Gardner. Motion Carried.

Clatsop County Surplus Property update by Nadia Gardner with clarification on the work-force housing to apply to get some of the properties for low-income housing with specific uses only; recommendation that Clatsop County be made aware of our interest especially given they have the option to donate the land as well. Jay Blake supports sending correspondence to Clatsop County expressing our interest. We need to remember it must be used for housing, public social services, or daycare; what we face is if it goes to auction then it could be anyone who buys it. We may have some options to look at for trading land that would allow us to put up a water tower or something for preservation. Motion by Nadia Gardner to allow staff to draft a letter to Clatsop County of our interest in some or all of the property identified. Second by Dan Seifer, Motion carried.

Account Receivable Report – Teri Fladstol, Jigsaw Consulting Services reported that bills are current, email billings and ACH Drafts are coming in regularly. Chair asked for an update in 2 weeks on status with UBMax.

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

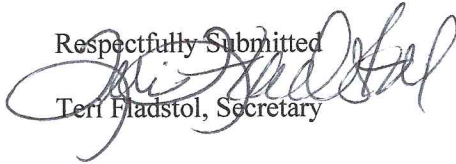
Board Member's Comments and Reports – No Comments

November Agenda Items – ARPA Grant Budget Amendment, Treasurers Report, Acceptance of Appointments to Committee, Donations from NCLC transferred to LGIP, UBMax update, Surplus Property with Clatsop County.

Public Comment – None Made

There being no further business, motion by Dan Seifer to adjourn the meeting. Second by Nadia Gardner, Motion Carried. Meeting adjourned at 7:58 pm.

Respectfully Submitted



Terri Fladstol, Secretary

Attest:



Attachment:

October 21, 2022

MEMO: Forest Management Committee Selection Process

To: Arch Cape Water Board

This message is to provide a synopsis of last night's voting process and ultimate selection of the 3 member ACF Management Committee. The original tally sheets will be kept in the office as records.

Round 1 (Select 5):

Clark Binkley: 5 Votes

Michael Manzulli: 4 Votes

Pat Noonan: 4 Votes

Rick Gardner: 3 Votes

Chris Mastrandrea: 3 Votes

Thomas Mattia: 2 Votes

Round 2 (Select 3 of the 5 from Round 1):

Clark Binkley: 5 Votes

Michael Manzulli: 4 Votes

Pat Noonan: 3 Votes

Chris Mastrandrea: 2 Votes

Rick Gardner: 1 Vote

Appointed by Board motion:

Clark Binkley

Michael Manzulli

Pat Noonan

I will draft a Resolution for the November meeting which will recognize this committee and terms (similar to the Resolution that was passed when the ACF 7 member Advisory Committee was created).

Thank you,
Phil Chick