

**ARCH CAPE DOMESTIC WATER SUPPLY
DISTRICT BOARD OF COMMISSIONERS
MEETING**

Thursday August 17, 2023. 6:00 PM

Pursuant to notice posted, the regular monthly Board Meeting for the Arch Cape Domestic Water Board was held via zoom.

In attendance: Chris Mastrandrea, Tevis Dooley, Bob Cerelli, Bill Campbell, Sam Garrison; Staff: Matt Gardner, District Manager and Teri Fladstol, Admin

Call to Order: 6:00pm by Bill Campbell

Public Comments: Phil Simmons: Concern was expressed about an unenforceable rule for dog owners to clean up after their pets when walking with them in the Watershed. Bill responded that the current Board has not yet proposed any policies / rules and are awaiting community feedback on the recommendations that were proposed by the National Parks Services Committee. The Board will begin to consider a set of recommendations as early as the Sept meeting, John Mersereau asked for details and follow-up information on the survey that was sent out regarding the Forest. Expressed concern with NCLC and the partner relationships, especially with the banners being taken down (celebratory). Tevis is currently working on the relationship with the Land Conservatory and spoke with John Wickersham this week. Tevis Dooley- Offered up gratitude to the Arch Cape community members previous Forest Management Committee and National Parks Service committee.

Agenda Approval: Proposal by Bill to change item V. A. 2 of the agenda (Utility Review/Refine/Approve Updated Leak Policy) to information instead of action to allow further discussion and research on the matter. Bob Cerelli motioned to accept with that change, seconded by Chris Mastrandrea, motion approved.

Consent Agenda: Tevis Dooley motioned to accept the consent agenda, second made by Chris Mastandrea, motion approved. Discussion regarding pulling minute approval out of consent agenda for approval separately. Bob Cerelli requested that they be approved on their own, motioned to accept July minutes as presented, seconded by Chris Mastrandrea, motion approved.

New Business:

Water Usage Curtailment policy re drought conditions, the Water District manager requested to refrain from additional water usage such as watering lawns, washing cars, etc. Matt, District Manager provided Water saving measures that are being put in place. These measures are available upon request. During periods of Water Curtailment, Public notification will consist of posting status information / updates at the mailboxes and the district offices and sending email notifications to rate payers whose email is on file with the Water District. If consumers are not already receiving the notifications via email, please contact Matt or Teri to update your contact information.

Review / Refine / Approve Updated Leak Policy: Pulled from agenda as action and changed to information – we will need to get public comment on the proposed changes. Staff have indicated that there are not clear and consistent guidelines to treat water leaks in the same manner. Suggested changes were noted in the packet. Tevis Dooley questioned, if the consumer is notified of a leak and it is a radical leak within 30 days, at what point will the district take action to correct the leak? Matt weighed in, identify, notify, and discuss with the client regarding the next steps. We are looking at this more frequently allowing the notification to be sooner. Sam Garrison questions, does the district offer support or guidance to the consumer to address their leak. Matt's response is that yes, there is a fine line to assist the consumer, but no business recommendations will be made.

No further comments on Policy Update.

District – Administration:

Staff Report and Correspondence for Action; Manager report was made in the packet. No further questions or comments.

Board Members' Comments and Reports:

Bob Cerelli, met w/district manager. Comfortable with monitoring water distribution. It is under control. Forest Management group, unable to elect a board chair, Bill Campbell facilitated that meeting in lieu of a board chair. Comment to what Tevis mentions, we need to realize we have two separate pieces of property. We own the Watershed, but it is time to realize that the properties are separated.

Chris Mastrandrea with Sustainable NW regarding the Hollis fund grant has not been transferred to the account. We will continue to work on ensuring that is received.

Sam Garrison, met with Teri and Matt on Thursday, Sam will be doing reconciliation on Thursday and bill payments completed on Fridays. Sam will look at all the disbursements between meetings and then provide snapshots as needed during the meeting.

Tevis Dooley met with the North Coast Land Conservatory, there is a great relationship standing and currently nothing standing in the way to collaborate as needed.

Bill Campbell and Tevis Dooley have been working with Matt and to put a project plan together and to start a process for the board to determine the priority. Matt will present his initial plan.

Watershed Finance committee will meet every two-three week to develop a long-range plan for the Forest.

Friday 8/18 will be the last day to complete the Public Access & Recreation. Based upon those results, the Board will begin the process of drafting a policy. It does have to be approved by the ODF before the board can formally adopt it.

Watershed New Business:

Recommendations from Forest Management Committee to update the District Manager's Job Description- managing the keys and tracking who is on the property & determining, in conjunction with the consulting Forester, when the Watershed property should be closed (i.e., Fires). Motion by Bob Cerelli approve the change to the Job Description; second by Chris Mastrandrea, Motion approved. Matt Gardner acknowledged and confirmed those changes.

RFP's have been drawn up for Roads Contract Manager and Project Manager - Motion made by Tevis Dooley to accept the roads contract manager RFP as provided, second by Bob Cerelli, motion approved. Motion made by Bob Cerelli to accept the project manager RFP as provided, seconded by Sam Garrison, no discussion, motion approved.

September Agenda Items:

Business Oregon required to approve selected contractors. There may be an interim public meeting in late September to approve the selected bidder

UB Max – Monthly Billing

Water District Audit Report

Water & Sanitary District Project Plan- there may be a possibility of having a combined September meeting with both Boards.

Watershed public Access & Recreation Policy

Discussion ensued regarding the consent agenda and having separate line items for each topic. Request to eliminate consent agenda and address each item individually.

Public Comment

Question regarding the survey from John Mersereau, will the recommendations made by the parks and recreation committee be considered. Bill Campbell indicated, yes, their report and public comments have been reviewed by the Board and are the basis for the current survey

Adjournment motion made by Bob Cerelli, second made by Sam Garrison, motion approved.

Meeting Adjourned at 6:51pm.

Submitted by:

Attest:

Teri Fladstol, Secretary

WECampbell III

Teri Fladstol, Secretary