

**ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT  
BOARD OF COMMISSIONERS MEETING  
Thursday, July 18, 2024; 6:00 pm**

Pursuant to notice posted, the regular monthly Board Meeting for the Arch Cape Domestic Water District was held in person at The Fire Hall, Arch Cape and via Zoom.

Arch Cape Domestic Water Supply Board for Joint Session: 5:19 pm Roll call: Chris Mastrandrea, Bob Cerelli, Sam Garrison, Tevis Dooley, Bill Campbell – all present and no conflict-of-interest declarations. Also in attendance: Sanitary District: Casey Short, Chair, Thomas Mattia, Mark Engberg, Steve Hill, Excused: Darr Tindall. Staff: Matt Gardner, Teri Fladstol, Admin

Agenda Approval: Motion by Tevis Dooley to approve the Agenda as presented, Second by Sam Garrison, motion carried.

Meeting turned over to Casey Short, Chair of Sanitary Board to discuss Resolution 24-071SD Authorizing Submittal of a Local Option Levy for the November 2024 General Election Ballot (Sanitary District Only), Resolution for the IGA between the two Districts, Review of Leak and Billing Appeal Policy and an IT Update.

Review of Resolution 2024-0718WD amending the Intergovernmental Agreement between the Arch Cape Sanitary District and Arch Cape Domestic Water Supply District. Bill Campbell called for motion to accept the updated IGA, so moved by Tevis Dooley and seconded by Sam Garrison – open for discussion. Hearing no Discussion, Water District Chair calls for vote, motion carried.

Review of updates to Water Leak Policy #23-09 WD and Billing Appeal Policy #16-06 WD Copy of the changes provided. Water District Chair called for motion to adopt the updated Water Leak Policy #23-09 WD as presented – so moved by Bob Cerelli, seconded by Tevis Dooley; discussion. For Billing Appeal Policy #16-06 WD, Water District chair called for a motion to amend the dispute timeframe from 90 days to 60 days and to eliminate payment plans. Motion made by Sam Garrison, second by Bob Cerelli. Water District Chair calls for vote, motion carried. Request made for staff to look at usage and to reach out to users if they have used a much higher volume of water when the monthly meters are read, it would be a month notice versus a quarter notification. Staff currently does reach out if there are leaks. If staff notices a user is moving above Tier 3 and that is unusual that they are notified – Teri Fladstol will make notifications and verify with Matt if needed.

IT Update by Josh Romo following the assessment provided in the Board packets with opportunity to ask questions.

Joint meeting with Sanitary Department concluded.

Motion to approve June Minutes by Bob Cerelli, seconded by Tevis Dooley; motion carried.

Financial and Administrative Reporting accepted as presented. Sam Garrison, Treasurer reported the reconciliation was processed and balanced. Audit has been submitted and final report will be mailed by auditor to appropriate agencies.

Clatsop County is proposing land use amendments. The County's proposal for allowing multi-family housing will have impact on the District's definition of dwelling units and whether a separate meter will be required for each dwelling unit. Question raised about whether the Board wants to tackle these issues at the present time or wait until confirmation that County's proposals are approved by their Board of Commissioners. Consensus reached to do required legal work and draft ordinances / resolutions as appropriate. Final decision would be made at a future Board meeting.

Matt gave update on the water plant circulation fans not operating and the resulting corrosion that is happening at the plant. The actuators are being affected so some are being reconditioned and others are being replaced. The electrician will review the circuitry to determine if other issues needing to be addressed..

**Board Reports:**

- Sam Garrison gave a further update on his research of water sales by municipalities. Also, an individual has reached out regarding possible purchase of 1,200 gallons of water per month during summer months, but wants the District to transport the water to them. Determination made that District is not in the business of transporting water.
- Chris Mastrandrea gave an update on Verizon's interest in place a cell phone tower in the Forest Watershed. District is awaiting response on a number of questions

Public Comments: None

Note: No August Meeting and Bill Campbell will be out of town but will work with Staff and Chris to handle the September meeting.

Motion made by Bob Cerelli to adjourn, second by Sam Garrison, meeting adjourned at 6:41 pm.

Respectfully submitted,

Attest:

*Teri Fladstol, Secretary*

*W E Campbell II*

Teri Fladstol, Secretary

Bill Campbell, Chair

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