

Arch Cape Domestic Water District Board Meeting Minutes

March 21, 2024

Pursuant to notice posted, a regular meeting of the Board of Directors was held via Zoom Arch Cape Fire Hall in Arch Cape, Oregon.

Present: Bill Campbell, Chair, Directors: Bob Cerelli, Chris Mastrandrea [Excused], Tevis Dooley, Sam Garrison; Staff: Matt Gardner, District Manager and Teri Fladstol, Administrative Assistant. Public: Joe Sherman

Call to Order at 6:00 pm by Bill Campbell

Conflict of Interest Declarations: None

Public Comments: None

EXECUTIVE SESSION: Meeting closed to public per Agenda. Session ended and back in meeting at 6:10 pm.

Agenda Approval: Motion made by Bob Cerelli to accept agenda as presented; Second by Tevis Dooley; Motion Carried.

Accept February Minutes: Motion made by Bob Cerelli to accept minutes as presented; Second by Sam Garrison; Motion Carried.

Financial & Administrative Reporting: Accept February Budget & Balance Sheet, Accept Arch-Cape Forest-Watershed Accounting Worksheet; Accept February payment of accounts. Treasurer's Report: Status is good.

Audits Update & Implementing Board: Audit for 2021-22 is finished and they are starting the 2022-23 audit and are working toward draft at end of April.

Current Budget Consideration – Chair will entertain a motion to approve paid leave for the District Operator through the end of the fiscal year in an amount not to exceed \$15,250 as to promote retention and loyalty particularly due to the narrow pool of qualified individuals. So moved by Tevis Dooley, second by Sam Garrison; Motion Carried.

Proposed On-Call Policy, Resolution, Settlement Agreements for a formal On-Call Policy.

Motion from Board to accept recommended amendments to Proposed On-Call Policy as follows:

Motion 1 – that Resolution 24-03 WD be approved which adopts the proposed On-Call Policy and develops an On-Call escalation Policy within 45 days to address situations where the District Operator is unable to respond to a call. So moved by Tevis Dooley, second by Sam Garrison; Motion carried.

Motion 2 – That the Arch Cape Sanitary and Water District pay the District Manager, Matt Gardner, \$41,471.47 plus appropriate PERS contributions from the Districts' reserve funds in exchange for a settlement and release of claims on-call time with the District Manager was employed as the District Operator. So moved by Bob Cerelli, second by Sam Garrison; Motion carried.

Motion 3 – That the Arch Cape Sanitary and Water District pay the District Operator, Logan Alexander, \$1,148.13 plus appropriate PERS contributions from the Districts' reserve funds in exchange for a settlement and release of claims on-call time from his start date through the present. So moved by Tevis Dooley, second by Sam Garrison; Motion carried

Motion 4 – That payment for back pay and legal expenses will be split 50%-50% between the Districts. So moved by Bob Cerelli, second by Tevis Dooley; Motion carried.

Budget – Appoint Committee Members, Schedule and Proposed Revisions

Motion by Bob Cerelli to appoint Dale Mosby to fill the vacant position thru the term ending in June 2025, to appoint Joe Sherman to fill the vacant position with the term ending in 2024 and to appoint Jeff Slemaker to the open 3-year position that ends in 2026; second by Sam Garrison; Motion carried. Review of schedule and contact will be made to all Budget Committee members.

Bill highlighted some new budget line items that will be included in the proposed budget

1. Forest – Watershed Budget:

A placeholder has been added to the budget for cell-tower income in case there is a decision to allow that to happen in FY2025. Having such a placeholder does not commit the District in any way.

2. Utilities – Operating Budget

a. Expense:

Additional monies have been added to the budget to cover staffing resources (whether W2, 1099 or IGA) to augment Matt & Logan to undertake projects that may be recommended by the budget committee.

b. Revenue:

A placeholder has been added to the budget for sale of surplus water income in case there is a decision to allow that to happen in FY2025. Having such a placeholder does not commit the District in any way.

An increase in usage fees has been added to the budget to pay for the addition staffing resources.

Reports – Staff & Board Members

Matt Gardner asked for questions on the Staff Report – no further comments.

Tevis: None

Bob: None

Sam: None

Bill: review of Forest-Watershed – Update on “Least Managed Path”

April Meeting

Public Comments: None

There being no further business, Motion by Bob Cerelli to adjourn the meeting. Second by Tevis Dooley, Motion Carried. Meeting adjourned at 7:30 pm.

Respectfully Submitted

Teri Fladstol
Teri Fladstol, Secretary

Attest:

WECampbell III

Bill Campbell, President