

Arch Cape Domestic Water Supply Board Meeting
Meeting Minutes
June 15, 2023

Pursuant to notice posted, the regular monthly Board Meeting for the Arch Cape Domestic Water Board was held at the Arch Cape Fire Hall in Arch Cape, Oregon.

Present: Nadia Gardner, President of Domestic Water Board, Chris Mastrandrea, Dan Seifer, Tevis Dooley, Bill Campbell, Daniel Wear, Anne Dove; Staff: Matt Gardner, District Manager and Teri Fladstol, Admin

Meeting called to Order at 6:10 pm by Nadia Gardner.

Public Comments: No Comments.

Agenda: Motion by Dan Seifer to accept the agenda, second by Tevis Dooley. Called to question, motion carried.

Consent Agenda: motion to approve made by Dan Seifer with the request to delete the balance sheet from the financials. Second by Chris Mastrandrea. Called to question, motion carried.

Old Business:

Question about the balance for the LGIP Accounts on the Balance Sheet, in particular \$90,000; Hollis Grant. The Funds have not been received from Sustainable NW and once received will be deposited and put into the Arch Cape Forest LGIP account; also, Teri explained how funds are transferred in and out based on the ARPA reimbursement grants – the District pays first and then is reimbursed so cash flow fluctuates. We are working on getting the paperwork in place to have payments made directly out of the LGIP account and reimbursement from ARPA deposited directly.

Arch Cape Forest - Daniel Wear, recommends board to review the public access plan that is available for public feedback until July 5th, the forest management meeting is Monday June 26 at 3pm, and the discussion will be the Ecological Management Plan. A newsletter will be going out to notify the public of the plan and how the public will be able to access the draft plan. No questions.

FY 2023-2033 Long Range Budget Plan- Matt Gardner, District Manager. Motion by Dan Seifer to adopt the resolutions presented, second by Chris Mastrandrea. Motion approved. Clarification that the Long-Range Plan is a road map for the district to adhere to. It is a working document and not set in stone. It allows the committees and Boards to assist with budgeting.

Public Hearing: Open at 6:37 pm – Closed at 6:38 pm (No Public Comments)

Resolutions 23-01: Budget Adoption: No public or staff comments; Motion by Tevis Dooley, second by Dan Seifer, motion carried.

Resolutions 23-02: Rate Increase: No public or staff comments; Motion by Dan Seifer, second by Chris Mastrandrea, motion carried.

Resolutions 23-03: System Development Charge Increase: No public or staff comments; Motion by Chris Mastrandrea, second by Tevis Dooley, motion carried.

New Business:

Jigsaw Consulting Contract for Administrative Support and Earl Enterprises, Inc. for Accounting and Financial support of grants; Motion to approve made by Dan Seifer, second by Tevis Dooley. The distinction between both contracts is required by the Arch Cape Forest Funding requirements with SAM Federal Registration.

Reports:

Teri Fladstol, Accounts Receivable, updated rates with billing going out on 6/16. Payments will be processed as normal. Discussion on how payments can be made and question on updating the community (with a notice annually) the options that are available bank drafts, auto-pay through the user's bank, etc. Suggested setting up a time, once a

**Arch Cape Domestic Water Supply Board Meeting
Meeting Minutes
June 15, 2023**

month, when the public can get assistance in setting up their emails for email invoices, access to their online account (to see usages), bank drafts for payments or any assistance they need.

Matt Gardner, Staff Report, Discussion on master meter, leak fixed and additional work as reflected in the report. Thank you to the community for their support and help during these repairs.

Appreciation of service on the Board by Dan Seifer, Nadia Gardner, and Linda Lapp Murray. Due to health issues Linda Lapp Murray is resigning and the Position Vacancy is posted on the Website. Best wishes for the new Board coming in on July 1.

July Agenda Items: Leadership Agenda, email addresses and updating the website, Oath of Office, Board applications and Arch Cape Forest updates.

Meeting Adjourned at 6:55 pm- motion to adjourn by Dan Seifer, second by Tevis Dooley, motion approved.

Respectfully submitted,

Teri Fladstol, Secretary

Attest: _____

DRAFT