

# Arch Cape Domestic Water Supply District Board Meeting Minutes

May 16, 2024

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

Present: Bill Campbell, Chair, Directors: Bob Cerelli, Chris Mastrandrea, Tevis Dooley, Sam Garrison. Staff: Matt Gardner, District Manager and Teri Fladstol, Administrative Assistant. Public: John Mersereau, Darr Tindall, Casey Short, Mark Engberg, Joe Sherman

Call to Order at 6:01 pm by Bill Campbell

Conflict of Interest Declarations: None

Public Comments: None

Agenda Approval: Call from Chair to accept agenda with change to move VIII. Procurement up to be addressed before Budget Hearing and to strike VI. Consideration of Local Option Levy until next month. Motion made by Bob Cerelli to accept agenda with changes; Second by Chris Mastrandrea; Motion Carried.

Accept April Minutes: Motion made by Tevis Dooley to accept minutes as presented; Second by Chris Mastrandrea; Motion Carried.

Financial & Administrative Reporting: Sam, Treasurer report, has been reconciled and questions answered.

Audits Update: 2022-2023 audit is still in progress. Hopefully a draft by June.

Procurement: Intent is to update the Public Procurement and Contracting rules so as to have the same public contracting rules as does Sanitary District. Chair called for a motion to adopt Resolution 2024-0516CR WD that replaces Resolution 2024-0216 to clarify the public contracting rules that will be used by the Water District in conjunction with the Sanitary District. So moved by Tevis Dooley; Second by Bob Cerelli; Motion Carried.

Budget – with Public Hearings

- Sole Procurement: The capital project in the FY2024-2025 Budget is to upgrade the Computerized Electrical Components of the Water. Westech is the provider for the system purchased in 2014 and provides the Computerized Electrical Components. Chair called for a motion to Adopt Resolution 2024-0516SS WD for a sole procurement from Westech for the upgrades. So moved by Tevis Dooley; Second by Chris Mastrandrea; Motion Carried.
- Amend Fiscal Year 2023-2024. To move money from Contingency appropriation to amend the Personnel Services and the Materials & Services appropriations. Chair called for motion to adopt Resolution 2024-0516B-1 to amend the 2023-2024 Budget. So moved by Chris Mastrandrea, Second by Bob Cerelli; Motion Carried.
- Resolution to Adopt FY2024-2025 Budget –
  - Chair discussed the proposed budget with changes as listed in the May Board Packet. Motion to amend the proposed 2024-2025 Budget to add \$61,312 for staff time be transferred from the Forest Fund to the General Fund by Chris Mastrandrea; Second by Sam Garrison; discussion and call for vote, motion carried
  - Chair called for motion to adopt Resolution 2024-0516B-2 to adopt a budget and appropriations as amended. So moved by Bob Cerelli; Second by Tevis Dooley; Motion Carried.
- Resolution to Adopt the Rate Increase for 2024-2025 – Chair discussed the quarterly rate increase as well as the increase of excess usage charges by tier. Chair called for motion to adopt Resolution 2024-0516B-3 as set forth. So moved by Sam Garrison; Seconded by Chris Mastrandrea; Motion Carried.
- Resolution to Adopt the System Development Charge (SDC) increase – Chair discussed the process for system development charges. Chair called for motion to adopt Resolution 2024-0516B-4 as set forth. Chris Mastrandrea

asked for clarification to be made on the Resolution to show that the \$1,200 connection fee is for each meter – not just the ¾” meter. So moved by Bob Cerelli; Seconded by Tevis Dooley; Motion Carried.

- Chair called for a motion to accept the Long-Range Plan as included in the Board Packet. So moved by Tevis Dooley; Seconded by Sam Garrison; Motion Carried.

Update on search for Districts’ Information: Chair updated Board on where the project is at this time. Bill will work with Teri to determine where documents are stored and how to process them to file.

Staff Report & Correspondence for Action: Matt updated that we are now at 173 meters completed on the lead-line meter project. We will have more information on the status on project.

Board Reports:

- Sam Garrison – no
- Tevis Dooley – hard decisions tonight; but good work.
- Chris Mastrandrea – no
- Bob Cerelli – would like to see the Board start working on policies and procedures as we move forward. Bob, Tevis and Bill will work to identify which ones and how that process will work.

June Agenda Items: Levy Action Item, Public Access/Recreation Policy, Policy & Procedure Review,

Public Comments: None

Meeting Adjourned as Water District and Sanitary District Boards moved to Executive Session at 6:58 pm. Public was dismissed, but welcome back at end of Executive Session. There being no further business, meeting adjourned at 7:30 pm.

Respectfully Submitted,

*Teri Fladstol*

Teri Fladstol, Secretary

Attest:

*Bill Campbell*

Bill Campbell, President