

**ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT
BOARD OF COMMISSIONERS MEETING
~~DRAFT MINUTES~~ MINUTES
February 17, 2022**

Call to Order by Dan Seifer, President at 6:00 pm

Present: Water Board: Debra Birkby, Vice President; Linda Murray, Nadia Gardner, Jay Blake, Staff: Phil Chick, District Manager, Teri Fladstol, Secretary, Public: Darr Tindall, Chris Anderson, Heather Newman, Rick Gardner, Carl Matson, John Mersereau, Bob Cerelli, Bill Campbell, Jim Brown, Meghan Burdick, Mark & Lori Engberg, Steve Hill, Amy Singh, Ben Dair

Public Comments

- 1) Steve Hill asking to be on the agenda item regarding the website.
- 2) Bill Campbell asking for consideration of the 10-year levy and logging the forest. Bill will provide his narrative for the record.

Agenda Approval– Change A under old business to an action item; Motion made by Nadia Gardner, second by Jay Blake; All in Favor. Motion Carried

Approve Minutes – January 20th Regular Board Meeting- Motion made to accept the minutes by Jay Blake, second by Linda Murray; All in Favor. Motion Carried

Accept December and January Budget and Finance Reports- Motion made to accept the financial reports by Nadia Gardner, second by Debra Birkby; All in Favor. Motion Carried
Clarification request by Dan regarding the register but would like more detail on payables and previous transactions. Teri will follow-up on this process for future reporting.

Authorize Payment of Accounts- Motion made to accept the payment of accounts by Jay Blake, second by Nadia Gardner; All in Favor. Motion Carried

Accept Correspondence Requiring No Action

Old Business:

Arch Cape Forest:

Appraisal was received and reviewed by our consulting forester and appraisal liaison; both of whom recommend approval. Under the option we hold, the appraisal needs to be approved within 90 days by each party. Discussion on steps moving forward will need to be clarified as well as closing date and pricing, asking for deferment until next month. Motion to approve the appraisal called by Dan and is a pre-requisite to moving forward, but not necessarily an action item. Debra Birkby moved, second by Nada Gardner, All in Favor. Motion Carried

Moving forward, Dan suggested we move forward with a public forum (Town Hall) and a public hearing at the Board Meeting with appropriate discussion if we are able to do so in March. The Town Hall would need to be conducted prior to the Board Meeting. Propose we have a Town Hall on Saturday, March 12, 2022, at 10:00 am at the Fire Hall if Phil can secure the location. Asking for Board members to be present at that meeting with an in-person and Zoom [Hybrid] option for attendance. Discussion ensued on arrangements for the process and to give the public opportunity to comment on the acquisition, the price, maintenance, and the long-term costs. The Board meeting with Public Hearing will be held on March 16th due to staff absence.

Timeline suggested by our partners if we make a decision at the March 16th Board meeting, would be a May 1st closing date. We need to communicate with our County and partners as we move forward to make sure they are aware of our steps.

Forest Finance Plan that we adopted last summer and working with the appraisal results, Rick Gardner, Ben Hayes, and others have allowed for revisions to accommodate the actual purchase price as established by the appraisal and to economize the stewardship costs. Rick Gardner presented an updated report (attached). Dan asked for a motion to approve the revised/updated financial plan recognizing that it is a step in the process toward figuring out the ultimate outcome. Motion by Linda Murray, second by Jay Blake; All in Favor. Motion Carried

ARPA Funding / Business Oregon Grant, we will be receiving our contract in about 2 weeks; we have put out requests for proposals for a consulting forester and a project manager to help with this last stage of acquisition and the needs for the next couple of years. The process is the same as any other Business OR grant we have had in the past and we will be requesting reimbursement; we will need to have RFP reimbursements. Amy Singh from ODF suggested that we coordinate a hard date for closing so that all the funding and timelines are in order, so we have monies in place as needed.

Discussion on the levy (10-year) not be used for the purchase of the property as the project does not need it at this point. We have options in the future, however the deadline for putting a levy on the May ballot is a week from tomorrow (February 25th). We will need to call a special session and a public hearing to accomplish that. Any motion to proceed toward a 10-year levy? Debra Birkby made a motion that we put the 10-year levy on the ballot and do our responsible public hearing if so moved, second by Nadia Gardner. Discussion ensued, and a vote was taken. Aye: Debra Birkby; Nay: Dan Seifer, Linda Murray, Nadia Gardner, Jay Blake. Motion Defeated.

Arch Cape Forest video filming has been given permission to interview those willing to share; we have another date to finish shooting and we will work with the Outreach Committee when ready for that. The timeline for the project allows a rough-cut end of month with a release date of May 5th (Ben Dair, Sustainable Northwest).

Fundraising – Outreach Committee in January we received \$1,275.00 in donations (Linda Murray). Discussed options to continue fundraising plan for the future by working with Katie.

Markham Land Donation– no new information.

New Business

Future District Website Administrative Roles– Question to Jigsaw Consulting Service to take on the website administration or reduce the pricing if services are not provided; the continuity between the information produced and the ability to post on the website is a sequence that would be best managed by administration. Thank you to Steve again for his interest in continuing to volunteer and appreciate all that he has provided over the years. Phil requested that our current contractor take that on and move forward with our admin team to do the administration of the website as part of their contract.

Budget Committee Meeting Schedule – Meetings will be held on April 21st from 4 to 6 pm before our normal Board Meeting. The Budget Chair and Budget Officer (appointed) deliver the budget message that evening and then we will take the first look at the proposed budget. On May 5th from 4 to 6 pm we will meet together again and develop the budget. On May 19th Board Meeting from 4 to 6 pm the committee will establish budget approval, hold budget hearings, and submit the budget to the Board for adoption. That is also the time that a rate increase, if determined it is needed, that an Ordinance would be passed by the Board for the rate change to go in effect on July 1, 2022. We need a couple of Board members on the committee still (2 on each

District), notices are posted, and job descriptions are available on the website. We will need to appoint them to the committee at the March meeting.

Staff Evaluations Meeting March 10th- 5-6 pm for a joint committee meeting for evaluation of District staff. Phil will email the evaluation for the plant operator and a blank form for the plant manager; follow-up by Board will be coordinated with Phil once forms are complete.

Reports

Accounts Receivable Report– Teri Fladstol, Jigsaw Consulting, all is good.

District Manager's Report and Correspondence for Action– District Manger report by Phil Chick, The Water plant distributed 1.4 million gallons to town in January. The blow-off on Cottage Lane was replaced in January. We had initially thought this was the cause of a larger leak we have been experiencing, but it was fairly small. The PVC pipe was replaced with brass and a new valve was installed that was leaking. Valves are all being exercised in the distribution system. We have 134 valves in the district and are chipping away at the list as time permits. Teri and I had our second training with UB Max this week. The new billing program will be used for the March 10th invoice period, and we will send out a communication to customers in advance of this. The Asbury Creek pedestrian bridge is going to be replaced this spring. Staff met with County PW Director, Terry Hendryx, and a representative from Bergerson Construction to discuss the new bridge construction. Since we have a water line running under the current bridge, we will need to move two valves and attach a new ductile pipe to the bridge. Bergerson said that they would supply us with bridge plans soon and we could decide on what is exactly necessary for the water main, at which time we will consult with Curt McLeod.

Board Members' Comments and Reports– No comment by Board Members. Dan will be doing an update to the Community Club on Saturday using an NCLC put together for the grant which Chris is going to put up so that people will be able to view that information. Thank you to everyone on the financial plan, Steve on the website and Phil Chick for his management.

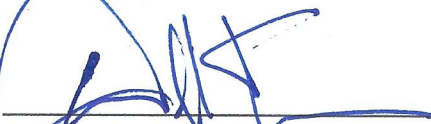
March Agenda Items and Meeting Dates – Agenda items include the usual and include the ACF Amendment recognizing the appraisal amount as the purchase price, Business Oregon Grant, RFPs for the Forester and Project Manager contracts and the Outreach Committee will have strategic plans for moving forward, budget appointments and staff evaluations. Jay Blake made a motion to move the Board Meeting to March 16th for this month only; 2nd by Debra Birkby, All in Favor. Motion Carried

Public Comment– Bob Cerelli regarding the community being aware to how committed we are/or are not to purchasing the property.

Adjournment – Motion to adjourn at 8:00 pm by Linda Murray, second by Jay Blake, Motion Carried

Respectfully Submitted,

Teri Fladstol



Attest: Mr. Dan Seifer, President