

Multi-Resource Management Plan – Amended Governance section

*** The Multi-Resource Management Plan (the Plan) was designed and developed as a “living” document to be updated as necessary or every five years, whichever comes first.

The below would replace, in its entirety, the current Governance section (pages 17-18) of the [Multi-Resource Management Plan](#). It enhances the current Plan by providing specificity based upon detailed assessment and current working knowledge of operations needs ***

Adopted February 16, 2024: Amended Governance Section

The Water District Board of Directors (“Board”) holds ultimate management and decision-making responsibility for the Arch Cape Forest. The Board has financial responsibility for the Arch Cape Forest Operating Budget.

The Arch Cape Forest will be established as a separate, distinct business unit. As such, the Arch Cape Forest will maintain separate financial controls and reporting. These will include business unit specific long-range operating & financial plans, annual budgets, bank accounts, and financial reporting (e.g., balance sheet, income statement, and cash flow statement). Both Arch Cape Forest and the existing Water business units will report to the Board. Both business units will follow Board approved policies in accordance with State of Oregon law & Special District guidelines.

If/as necessary, the Board may constitute a Forest Management Committee and/or Finance Committee. The scope, qualifications, roles and responsibilities of those committees will be set by Board Resolution. The Board may also assign roles and responsibilities for Property Management, Consulting Forestry and other functions as required.

In July 2023, the Board, via Resolution, constituted a Forest Management Committee and a Finance Committee, as a working group within the Forest Management Committee. Those committees were tasked by the Board with recommending the following:

- A. Operational Phases of the Arch Cape Forest
- B. Management Roles
- C. Management Responsibilities

In February 2024, the Board adopted the recommendations of the Committee’s as follows.

A. Operational Phases

There are two distinct operational phases for the Arch Cape Forest

1) Infrastructure Improvement Phase

This phase started in June 2022, when the Forest was purchased, and will continue through August 2026.

This phase is currently being managed by the President of the Water Board in conjunction with the Consulting Forester and with the Forest Management Committee acting in an Advisory capacity. District staff is providing 24x7 timely response activities.

Infrastructure Improvement related Activities in this phase are:

- Project Mgmt. (ARPA)
- Funding Mgmt. & Compliance (ARPA, ODF, DEQ, Hollis)
- Procurement & Contracting
- Pre-Commercial Thinning
- Roads Construction
- Policy & Procedures Development

Ongoing Operations & Management Activities in this phase are:

- Property Management
- Operations Planning and Financial Management
- Forestry (as necessary)

2) *Ongoing Management and Operations Phase*

This phase will begin in September 2026

The current vision for this phase is that management duties will be filled primarily by the District Manager (overseeing the Forest Property Management function) in conjunction with the Consulting Forester. An advisory role for a Forest Management Committee is not anticipated. However, if there is a clear need and interest by members of the community with experience in forestry and business, a committee could be a resource to the District Manager.

It is anticipated that the District Manager will have management responsibility for the Utilities and for the Forest. Additional District Staff will need to be added or some of the forest property management responsibilities or that function will need to be contracted.

Ongoing Operations & Management Activities are:

- Property Management
- Operations Planning & Financial Management
- Funding Management & Compliance (ODF & potentially others)
- Forestry
- Roads Maintenance
- Logging (potentially)

B. Management Roles

The table below identifies the roles played by different people / committees to accomplish the set of activities.

Intent: Over time, the role played by the Board & the Forest Management Committee will be transitioned to the District Manager.

ACTIVITIES	Improvement Phase		Ongoing Phase
	Management Role	Advisory Role	Management Role
• Project Mgmt. (ARPA)	Board, Forester	FMC	
• Funding Mgmt. & Compliance (ARPA, ODF, DEQ, Hollis)	Board		
• Procurement & Contracting	Board, Forester	FMC	District Mgr. , Forester
• Pre-Commercial Thinning	Forester - Done		
• Oversight - Roads Construction / Maintenance	Forester		Forester, District Mgr.
• Policy & Procedure Development	Board, Forester	FMC	
• Property Management – Timely Response	District Mgr.		District Mgr.
• Operations Planning & Financial Mgmt.	Board, Forester		District Mgr., Forester, Budget Com.
• Funding Management & Compliance (ODF, Other?)			District Mgt.
• Forestry (as necessary)	Forester		Forester

Legend:

The person listed first in the above table is the primary responsible person

- Board – President of Water District Board
- Forester – Consulting Forester / Roads Contract Manager
- FMC – Forest Management Committee
- District Mgr. – District Manager
- Budget Com – Budget Committee

C. Management Responsibilities:

- Phase I - Scope of work for the Consulting Forester / Roads Contract Manager is defined by contract and is contained in the contracts with the respective contractors.
- Phase II – Forest Property Management functional responsibilities below
- Phase II – Consulting Forestry functional responsibilities below

Forest Property Management – Phase II

(assumes this function is / will be the responsibility of District Manager)

Report to: President, Water District Board

1) Operations – Timely Response

- a. Work with consulting forester, as necessary, to address unexpected issues with the property, e.g., downed trees on forest access roads.
- b. Be the emergency point of contact for fire response and contractors working in the Forest.
- c. Manage the keys to the Watershed gates. Monitor who is on the property, including but not limited to contractors.
- d. Determine, in conjunction with the consulting Forester, when the Watershed property should be closed.
- e. Periodically patrol the property in accordance with District Policy on enforcement.
- f. Respond to questions about the property from the public.

2) Operations & Finance Management

- a. Working with the Budget Committee and Consulting Forester, recommended a one-year budget, one-year operations plan and updates to the long-range plan.
- b. Monitor financial compliance with the annual budget (working with book keeper / accountant). Monitor annual operations plan (working with Consulting Forester) Report to the Board of Director on status of budget and operations and any Committees as directed by the Board of Directors.
- c. Work with Consulting Forester to ensure compliance with Oregon Department of Forestry contractual obligations and other regulatory and funding agencies.
- d. Oversee updates to the Multi-Resource Management Plan on a 5-year basis.
- e. Work with bordering property owners to coordinate activities and to identify, address and resolve issues.
- f. Research grant opportunities and apply for grants.

3) Contractor Management

- a. Work with Consulting Forester to plan projects in the operations plan and procure / contract contractor(s) in a manner consistent with District policy.
- b. Work with Consulting Forester to undertake contract implementation and supervision.
- c. Maintain all contractor records and work with admin staff to ensure payment consistent with contracts

Legend: Yellow highlight – currently done by District Staff.

Purple highlight - needs to be done by District Staff starting March 1 2024

Consulting Forestry – Phase II

Not logging related

Report to: District Manager

1) Consultation

- a. Recommend / respond to questions District staff (person performing the property management function) about forest closures.
- b. Consider/address question and issue that arise related to the management, access to, or stewardship of the forestland and road system.
- c. Assist with compliance visits from regulatory and / or funding agencies, and coordination with Oregon Department of Forestry and other agencies on necessary permits or notifications.
- d. Assist in the annual budgeting process for a one-year budget, one-year operations plan and updates to the long-range plan.
- e. As directed, undertake specific projects related to the stewardship of the forest and road system.

2) Roads Contract Management

- a. Monitor contractors to ensure compliance with contract and scope of work
- b. Provide guidance to contractors as necessary
- c. Oversee contractor's compliance with ODF standards and currently active NOAP's and / or PDM's.

3) Management and Protection of the Forest Ecosystem

- a. Create and / or update short- and long-term plans for operations / management of forest lands and forest resources including adherence to applicable regulations. Manage adherence to these plans. Make recommendations if/as appropriate.
- b. Plan and supervise forestry projects within the Arch Cape Forest. These tasks may include stand exams, reforestation, stocking surveys , pre-commercial thinning, and recommendations for additional stewardship activities. Analyze effect of stand conditions on tree growth rates, forest health, and overall impact of forest stand dynamics on source water protection.
- c. Support District staff (person performing the property management function), as requested, in hiring, monitoring and firing contractors for all stewardship related work including tree planting, vegetation control, pre-commercial thinning, and road maintenance.
- d. If/as requested, plan and implement projects for conservation of wildlife habitats and soil and water quality.
- e. Monitor roads and culverts and recommend maintenance if/as required.