

# ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT DRAFT MINUTES

18 August 2017

A quorum was present.

Water Board: Virginia Birkby, President  
Ron Schiffman, Vice-President  
Dan Seifer

Excused Absent: Debra Birkby, Treasurer

Sanitary Board: Casey Short (non-voting)  
Darr Tindall (non-voting)

Public: Ben Dair, Sustainable Northwest – Conservation Finance Fellow  
David and Jeannie Stockton

Staff: Phil Chick, District Manager  
Steve Hill, Secretary

Ms. Virginia Birkby opened the meeting at 6:00pm.

**Public Comments:** None.

**Agenda:** Mr. Seifer moved acceptance of the agenda which was seconded by Mr. Schiffman. All in Favor (AIF).

**Consent Agenda:** Pull minutes. Pull payments. Mr. Seifer moved acceptance of the consent agenda as amended which was seconded by Mr. Schiffman. AIF.

## **Old Business:**

**Watershed Update :** (Information) Mr. Chick reported going to Salem for the latest North Coast Land Conservancy grant proposal presentation. He said that it would probably be revised and re-submitted and that there was between \$30M - \$50M funding available this year with a \$7M cap on each project. There were three Oregon projects which advanced to the national level for consideration including the \$6M one made for Arch Cape. The next key date in the application is August 28<sup>th</sup> which would require a resolution declaring the ability to hold land title.

Final application edits were expected by November 13<sup>th</sup> with funding award announcements expected in February of 2018.

Mr. Ben Dair led a discussion of the bullet points developed (attached). The ensuing discussion focused upon the mission – vision statement. It was expressed that the district’s goals were to obtain and distribute affordable clean and safe water. The “Four C’s” were described as being, ‘Cold, Constant, Clean, and Cheap’. It was expressed that removal of recreation and timber production as a part of the vision statement should be made while exploring the potential for timber production which could establish a stream of revenue along with recreational use should be made.

A public engagement strategy to include seasonal visitors ~~and non-bill paying customers~~ was also discussed and generally how to best involve the community. It was felt that this was a once in a lifetime opportunity where the watershed had been purchased by an entity which was interested in our acquiring the watershed in the next five (5) years.

**Second Water Source Project Update:** (Information) No news at present.

**July 21<sup>st</sup> Minutes:** (Action) On page three (3) where it reads, “Mr. Seifer moved to revise Policy 16-01 WD Elections on page six (6) Terms of Office to read, “The term for each elected officer...” was changed to read, “Mr. Seifer moved to revise Policy 16-01 WD Elections on page six (6) Terms of Office first sentence to read, “The term for each elected officer ...” and where it reads, “Mr. Seifer moved to revise Policy 16-01 WD Elections on page six (6) Terms of Office to read, “No member of the Board ...” was changed to read, “Mr. Seifer moved to revise Policy 16-01 WD Elections on page six (6) Terms of Office second sentence to read, “No member of the Board ... ”

Mr. Seifer moved acceptance of the minutes as amended which was seconded by Mr. Schiffman. AIF.

**Payment of Bills:** Mr. Seifer moved authorization of payments as presented which was seconded by Mr. Schiffman. AIF.

**New Business:**

**LGIP Signature Authorization Letter:** (Action) Mr. Seifer moved execution of the Local Government Investment Pool signature authorization letter (attached) dated August 18, 2017 for signature by Ms. Debra Birkby, Treasurer pursuant to the recent change in LGIP management made by the Oregon State Treasurer which was seconded by Mr. Schiffman. AIF.

**Forest Legacy Program Fee Title Holding – RES 17-04 WD:** (Action) Mr. Seifer moved adoption of Resolution 17-04 WD Holding Land Title (attached) which was seconded by Mr. Schiffman. AIF

**Reports:**

**Accounts Receivable:** Collections were above average for the district.

**District Managers Report:** (attached) McEwan will clean the Shark Creek intake in November. Mr. Chick reported that our Plant Operator, Mr. Matt Gardner had recently passed on his first effort all four of his Level One Certifications : Water distribution and treatment and Sanitary collection and treatment. Mr. Chick was directed by the Board to draft a congratulatory letter to Mr. Gardner.

He further announced that the district had been nominated for and received a conservation award for small systems in the state with fewer than one thousand (1000) customers. He will update the Board with additional information as it becomes available.

**Treasurer's Report:** Ms. Virginia Birkby reported on behalf of the Treasurer, Ms. Debra Birkby that the accounts were balanced to date and that \$46,421.33 was held in the LGIP account and \$105,080.64 in the Columbia Bank checking account..

**Board of Directors' Comments and Reports:** Mr. Schiffman asked rhetorically how much a drone photographic flight over our watershed would cost. Mr. Seifer expressed his pleasure with the success in funding by Sustainable Northwest.

**September Agenda Items:** Work session if necessary, updated watershed acquisition and second source work.

**Public Comment:** None.

The meeting was adjourned by Ms. Virginia Birkby at 7:28pm.

Respectfully submitted,



Steve Hill

Attest

Ms. Virginia Birkby, President



Arch Cape Water Supply District Board  
August 7, 2017  
Working Session Notes

The Arch Cape Water Supply District Board convened to discuss their mission, vision, and goals associated with potential acquisition and management of the municipal drinking water source area. The following questions and prompts provide the basis for articulating a clear, concise message about the boards' interest in ownership of the watershed. The special formatting (underlining and asterisks\*) reflect special emphasis placed on specific words and topics identified by the group.

**Q: Why do you serve on the board?**

- Drinking water doesn't taste the same as it used to
- Ensure affordability of rates
- Ensure ethical practices and management
- Support community and neighbors interest \*
- This is home - beautiful, cohesion
- Unique, protect, nature
- Obligation, duty
- Safe, clean, affordable water \*\*
- Expertise public sector and public service
- Give back, way of life
- Worth-while work, meaningful

**Q: in 100 years when your great-grandchildren and future residents of Arch Cape tell the story of their watershed, ideally what would they say?**

- Maintain beauty and nature \*\*
- Thank you, foresight, vision
- Preserve water supply \*\*\*\*
- Gratitude
- Water = life \*\*\*
- "story" = difficult, hard work

**Q: what will residents in 100 years say they value most about the watershed?**

- Water \*\*\*
- Improving condition based on historic / better shape now \*\*\*
- Livability, employment for youth
- View-shed and trees from the beach \*\*
- Good species mix \*
- Reduced fire risk \*
- Return of fish \*\*
- This is a great place to live
- Protected from housing development

**Q: imagine in five years from now, the current owner sells the property to an**

**industrial timber company, what questions need to be answered in order for the board to be comfortable with that outcome?**

- re-write OFPA \*
- no aerial spray \*
- ecological based management \*\*\*\*\*
- county change to septic rules
- county government support
- well water, no surface water
- expanded sanitary district boundaries

**Q: imagine in five years from now, EFM sells the property to an industrial timber company, what questions need to be answered in order for the board to be comfortable with that outcome?**

- Financially and ecologically sustainable management plan \*\*\*\*
- Community support and ownership \*
- no burden to ratepayers \*\*
- financial education and info about how to contribute to purchase and management
- create conditions to benefit ratepayers and taxpayers \*\*\*\*\*
- carbon and timber revenues to support the district \*\*
- NCLC is successful and good partnership \*
- Good coordination / action planning

**Q: imagine in five years from now, EFM sells the property to an industrial timber company, what questions need to be answered in order for the board to be comfortable with that outcome?**

- Liability, responsibility if something goes wrong
- Financial - revenue related \*\*
- earthquake / event shifts h2o flow
- political different visions, values, interests
- expanded responsibilities / mission creep \*\*\*
- loss of fire protection?
- future board adopts different vision or land management practices
- uses of property that degrade land
- lose control, other entity takes over

**Q: What might a good public engagement process look like?**

- facilitated dialogue
- consistent message/goals
- significant public involvement through creative, targeted approaches \*\*
- connect with absentee owners and those not affiliated with community groups
- meaningful dialogue/input \*
- develop contact list
- better engage customers \*
- engage funders, agencies, other partners

**Next steps**

1. Draft mission, vision, and goals for board review
  2. Public engagement plan draft timeline and components (e.g. Community club newsletter)
  3. Ownership resolution at August 18th board meeting
  4. Phil to email (intro and remarks) and briefing on ODF meeting
  5. Identify elements from Goals that may require outside consultants and evaluate scope, cost, timeline (i.e. forest measurement and mapping)
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Comments and suggested additions:

Arch Cape Water Supply District Board  
Drinking Water Source Area  
DRAFT Mission, Vision, and Goals  
August 2017

Mission: to provide reliable, affordable, clean, and safe drinking water to residents and visitors of Arch Cape.

Vision: a natural, beautiful forested drinking watershed managed for clean water, timber production, carbon sequestration, wildlife habitat, and local recreation.

Goals:

- Robust engagement from local citizens and community partners in acquisition and management planning;
- Economically and ecologically sustainable management practices that ensure affordable rates and adequate watershed protections;
- Preserve the quality of life and character of Arch Cape; and
- Responsible and reliable governance and oversight of the watershed.

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Comments and suggested revisions:

Arch Cape Water Supply District Board  
DRAFT Public Engagement Strategy

The purpose of the public engagement strategy is to identify and describe the pathways to community participation in the acquisition and management of the Arch Cape drinking water source area. The audience of the strategy includes local residents and ratepayers, and other stakeholders who participate in the Arch Cape community. The public engagement strategy has the greatest chance of success if a single point of contact, the *outreach coordinator*, takes responsibility for timely response to stakeholder feedback. This coordinator can be a new volunteer or existing participant in the District board and management.

Communications and Messaging (Ongoing)

Develop clear and consistent messages that describe the purpose and intent of the watershed acquisition and management-related work through facilitated dialogue with the board, community partners, and members of the public. Communications and messaging work should anticipate future questions from the public and occur early in the process.

Monthly Board Meetings

The Water Supply District Board meets the third Friday of each month from 5:30 - 7:30 PM at the Fire Hall. The meetings are open to the public and everyone is encouraged to attend. Every month there will be a standing agenda item dedicated to discussing updates on the status of the watershed.

Bi-Monthly Newsletter

Every other month, the District will provide a written update to customers regarding the condition of the watershed and the status of acquisition and restoration work. The newsletter will also be shared in the Community Club newsletter and posted on Facebook. The outreach coordinator can track public engagement by tallying the number and frequency of email replies, Facebook *likes* and comments.

Annual Field Trip

Every year the Arch Cape Water Supply District will host a field tour of Shark and Ashbury Creeks. The tour will be open to the public and showcase restoration opportunities in the watershed. The outreach coordinator can track attendance and interest in the event over time.



## Timeline

Date	Activities
Sep-17	<ul style="list-style-type: none"> <li>● Mission and vision statement draft finalized</li> <li>● 1-page announcement about acquisition opportunity drafted</li> <li>● Public welcomed at Monthly Board Meetings</li> <li>● Begin outreach to fill vacant Board seat</li> </ul>
Oct-17	<ul style="list-style-type: none"> <li>● Communications and messaging draft materials finalized</li> <li>● Draft newsletter announcement revised through feedback from Board and sent via newsletter</li> <li>● Engagement coordinator identified.</li> </ul>
Nov-17	<ul style="list-style-type: none"> <li>● Responses to newsletter announcement discussed</li> <li>● 2-page description of potential forest management strategies shared through the newsletter</li> </ul>
Dec-17	<ul style="list-style-type: none"> <li>● Date set for 2018 Field Trip (early summer 2018)</li> <li>● Facebook engagement efforts launched.</li> </ul>
January-March 2018	<ul style="list-style-type: none"> <li>● Community Advisory Committee convened as a working group to include members of community and board</li> </ul>
April-June 2018	<ul style="list-style-type: none"> <li>● Field trip publicized and coordinated</li> </ul>
July-September 2018	<ul style="list-style-type: none"> <li>● Forest management vision draft presented by Community Advisory Committee</li> </ul>
October-December 2018	<ul style="list-style-type: none"> <li>● Evaluate community engagement strategy and prepare campaign to complement Federal and State grant funding award decision</li> </ul>

Comments and suggested revisions:

Sample Announcement  
EXAMPLE DRAFT  
August 2017

**Purpose**

The Arch Cape Domestic Water Supply District ('the District') is exploring new strategies to ensure reliable, affordable, clean, and safe drinking water to residents and visitors of Arch Cape.

**About**

The residents of Arch Cape enjoy access to clean water. The District manages a water treatment plant and storage facility for the benefit of 150 permanent and 900 seasonal residents of the town of Arch Cape in Clatsop County. Presently, two sources provide water to the District: Shark Creek and Asbury Creek. Shark and Asbury Creeks are fed by a combination of springs and smaller spring-fed tributaries within the 1,250-acre drinking watershed.

Water quality currently benefits from having a healthy forest across the watershed. As a local example of privately-owned timberland, the watershed grows native trees like Sitka spruce and hemlock, offers habitat for wildlife, and also earns revenues from timber harvest. The current owner - EFM - has actively engaged the District Manager and Board in an effort to reduce risks from ongoing management and future timber harvest. However, since timberland on the Oregon Coast is frequently bought, harvested, and re-sold, the community has no assurance of cooperation from future owners.

A promising strategy is for the community of Arch Cape to acquire, own and manage the watershed itself. For example, the City of Astoria owns the source of its drinking water - the Bear Creek Watershed - and manages the property according to Forest Stewardship Council best practices. Across the U.S., many towns own timberland and manage them as 'community forests,' securing local engagement, access, and benefits for community members. For some communities, the forest is solely a source of drinking water, while for others it can be a source of revenue, recreation, and local pride.

**Next Steps**

We are in the early stages of learning more about our potential options and opportunities. The District Manager and Board are currently pursuing grant funding to support professional expertise that can help answer questions about the costs and benefits of forest management. Further down the road, many state and federal resources are available to offset the cost of ownership.

In the near future, we expect to inform community members through the newsletter on an ongoing basis.

Stay tuned for more!

Arch Cape Domestic Water Supply District  
32065 East Shingle Mill Lane  
Arch Cape, OR 97102

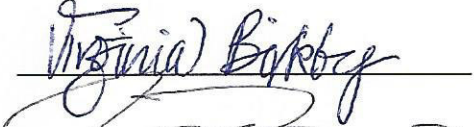



18 August 2017

**Oregon State Treasury**

Attn: Local Government Investment Pool  
350 Winter Street N.E., Suite 100  
Salem, Oregon 97301-3896

To Whom It May Concern:

The Arch Cape Domestic Water Supply District hereby authorizes any two of the following individuals to initiate **bank account information changes** for the Local Government Investment Pool Account #5783 on our behalf.

<u>Signature</u>	<u>Printed Name</u>	<u>Title</u>
	Virginia Birkby	President
	Ron Schiffman	Vice-President
	Debra Birkby	Treasurer
	Dan Seifer	Director

This document supersedes all authorizations and shall continue in force until a new authorization has been received from our office.

Sincerely,



Debra Birkby  
Treasurer

# ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT

## RESOLUTION 17-04 WD

**A RESOLUTION BY THE ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT (“District”) AUTHORIZING THE DISTRICT TO BE ELIGIBLE AS LEGAL ENTITY TO HOLD TITLE ON LAND UNDER OREGON DEPARTMENT OF FORESTRY’S FOREST LEGACY PROGRAM FOR FISCAL YEAR 2019 FOREST LEGACY FUNDING.**

**Whereas**, the District, a Special Service District of the State of Oregon formed per ORS 198.820(1) wishes to apply for a Federal Forest Legacy Grant in partnership with the North Coast Land Conservancy for the benefit of protecting the watershed and the community’s water sources; and

**Whereas**, the District is committed and able to hold title to Forest Legacy Program property identified in the 2019 Forest Legacy Project letter of interest submitted to the Oregon Department of Forestry in cooperation with the North Coast Land Conservancy; and

**NOW THEREFORE**, be it resolved that the Arch Cape Domestic Water Supply District is fully supportive of the conditions established under the Forest Legacy Program Grant, and is eligible as legal entity to hold title to land under the Forest Legacy Program.

Adopted and signed this 18 day of August 2017

  
Virginia Birkby, President

Attest: 

## Manager Report August 18, 2017

### WATER:

We have received the Global Pure portable emergency water purification unit. The community club has committed to contributing \$1,250.00 toward its purchase. We will purchase the additional equipment (portable pump and bladder tank) that was approved for purchase and will schedule the Global Pure representative to come back out for some additional field training.

Westech is scheduled for a site visit to make some program changes at the plant on September 11.

Fire hydrant painting continues

The stream flow in Asbury Creek is still holding up fairly well, even with the dry summer we've had. Scheduling for Shark Creek Intake Cleaning is underway for sometime early next month

### MONTHLY LOG : ARCH CAPE WATER & SANITARY DISTRICTS

July 2017

Total Hours	336.00	140.00	196.00
Percentage Split		42%	58%
Total Accounts	624	287	337
Percentage Split		46%	54%