

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT MINUTES

18 November 2021

A ZOOM video teleconference meeting was held in light of Covid-19. A quorum was present

Water Board: Dan Seifer, President
Jay Blake
Nadia Gardner
Linda Murray

Excused Absent: Debra Birkby, Vice-President & Treasurer

Public: Ben Hayes, Manager – Springboard Forestry
Ben Dair, Senior Manager of Conservation Finance, Sustainable NW
Pat Noonan, Arch Cape Forest Advisory Committee Chair
Charlotte Blakesley, Arch Cape Forest Advisory Committee Member
Larry Crawshaw, Arch Cape Forest Advisory Committee Member
David Dougherty, Arch Cape Forest Advisory Committee Member
Eric Shoemaker

Staff: Phil Chick, District Manager

Excused Absent: Steve Hill

Mr. Dan Seifer opened the virtually only meeting at 6:00pm and indicated that it may be recorded. He said that it was the first meeting to be held on the new Thursday meeting day consistent with the new revised policy and was being conducted in accordance with State of Oregon guidelines issued for the corona virus. Those needing technical assistance should contact Mr. Chick at 503-739-2348. Mr. Seifer called the roll.

Public Comments: None.

Agenda: Ms. Gardner moved acceptance of the agenda which was seconded by Ms. Murray. All in favor. Motion carried.

Consent Agenda: Ms. Murray moved approval of the consent agenda which was seconded by Ms. Gardner. All in favor. Motion carried.

Old Business:

Arch Cape Forest: (Information)

Public Hearing – Draft Multi-Resource Management Plan: (Action) Mr. Seifer said that the Draft Multi-Resource Management Plan had been posted on both the Arch Cape Forest website as well as the district site.

Mr. Ben Hayes thanked the Advisory Committee and highlighted specific changes to the plan including a clarification that the ‘Management Committee’ was a new separate three (3) member group who worked with the property manager, that while herbicide use wasn’t anticipated some spot applications may be required and that the recreational plan will be added. Additionally there were some formatting changes along with inclusion of additional maps. Overall there were relatively few changes to the previous draft.

Ms. Pat Noonan offered her thanks to the “two Ben’s” for all of their hard work and expertise. She felt that committee members found their participation to be a positive experience.

Ms. Gardner encouraged people to walk through the tunnel trail and personally witness the high level of wind damage from recent storms.

Mr. Seifer opened the public hearing at 6:12pm and requested comments or questions from those in attendance. Mr. Shoemaker asked if the new plan if approved by the board would be posted which was answered in the affirmative. Hearing no additional comments or questions, the public hearing was closed at 6:14pm.

Some felt additional time would be necessary to fully review and consider the present plan.

There was no motion put forward to approve this latest edition of the management plan. It will be considered again in the December meeting.

Mr. Seifer offered that the current wording had the ‘Chair’ nominating the three (3) members which would constitute the ‘Management Committee’ for three year terms and felt that this should be a function of the entire district board. He further expressed his appreciation for the Advisory Committee for what represented a lot of work and effort resulting in a very thoughtful document.

Mr. Ben Hayes of Springboard Forestry and Mr. Ben Dair of Sustainable Northwest expressed their satisfaction in working with the committee.

Mr. Ben Hayes said that upon approval by the board, that it would be good to forward this plan to Ms. Amy Singh of the Oregon Department of Forestry for her initial feedback in advance of formal approval. The later plan will include certain sections which have presently been excluded by the non-disclosure agreement with EFM.

It was expressed that community members would continue to be involved in it’s management as they walk it, and honor their knowledge and interest in the Arch Cape Forest. Mr. Hayes

added that community members can now participate on the three member management committee.

Appraisal: (Information) Mr. Chick said we were still awaiting action by the Oregon Department of Forestry and the U.S. Forest Service and the goal was to have it completed by year end. Staffing changes and a heavy current work load were cited for the present delay.

Mr. Ben Dair spoke of the forest “accord” underway by joint consultation of private timber owners and conservation groups with an interest in negotiating together for adjustments to the Forest Practices Act (FPA). This ‘sideboard process’ was under the guidance of the Oregon State Governors office. Mr. Dair indicated that he had ‘scored’ the Forest Accord against our management plan which he felt had provisions in excess of the accords recommendations and that “we are future ready”.

ARPA Funding / Business Oregon Grant: (Information) Mr. Chick reported that he had recently spoken to Melanie Olson who advised us to ‘hold on’ and sit tight for expected guidance from the U.S. Treasury which would allow IFA Business Oregon to work actively with us.

Recreation Plan Update: (Information)) Mr. Chick said that on October 29th he had met with Katie Voelke, David Daugherty of Lewis and Clark Timberlands, and Julie Fonseca de Borjes and Anne Dove of the Rivers Trails and Conservation Assistance Program (RTCA) on site.. Anne and Julie will be helping to develop a recreation plan for NCLC’s Rainforest Reserve as well as for the ACF. This would take place in early spring in conjunction with the Advisory Committee.

He said that NCLC had started on some components of their recreational plan by delineating areas which would be allowed for recreational use and those high up on the peaks which would be off limits.

Fundraising – Outreach Committee: (Information) Ms. Murray reported that at present \$300K had been raised. Eight (8) donors had contributed in excess of \$10K as a part of a total ninety-five (95) donations. The Morrison Family Charitable Fund was preparing a gift of approximately \$8 – 10K.

An insert for the December 10th billing cycle was being prepared for year end donations. Mr. Seifer had reported in a recent edition of Tunnel Echoes a total of 174 individuals making contributions to the acquisition project.

Ms. Gardner recommended a news update with lots of facts about the ACF acquisition project which would be received by many in the community who had not otherwise known a great deal of the effort underway in the December 10th billing release in place of an ‘ask’.

Markham Land Donation: (Information) The Markham’s are continuing to consult with their tax advisors but are still ‘on track’ with arranging their gift to the community. This agenda item to go onto the December meeting.

Covid-19 Emergency – Accounts Receivable Report: (Information) The question was raised of whether our meetings would in future be ‘in person’ at the fire hall. There was a general consensus to move cautiously awaiting an update of number of cases experienced this winter of the virus.

Long Range Financial Plan (LRFP): (Information) Mr. Chick said that he hadn't had a lot of time to work on the LRFP due to his effort at finding a suitable candidate for the administrative assistant position.

Oregon Community Foundation Hollis Foundation Grant: (Information) A generous grant of \$100K by the foundation was reported with thanks to Ms. Nadia Gardner for her close relationship to the Foundation.

It was felt that this was important private money that put us that much closer to our needed match to receive previously announced federal monies for the ACF acquisition.

New Business:

Administrative Assistant Proposals: (Information) Mr. Hill was reported as leaving at year end. Mr. Chick said that two (2) proposals were received to date. Advertising has mainly been done through local newspapers and phone calls to book keepers and payroll processors in the area. He recommended that the position be kept open for applications till December 8th with a view to having interviews with Ms. Birkby from December 10 – 15th pursuant to a Personnel & Contract Committee meeting on December 16th and potential offer of a contract at the board meeting on that same day.

He said he was moving forward with a firm named Ubmax for invoicing. Input from local users of this specialized software had been universally positive and that the owner asserted that they can do everything we need. Online bill pay was a feature receiving favorable comment at the meeting.

The cost is \$1,165.00 to activate which was a one time charge with an accompanying \$485.00 annual charge for it's use. There is a ninety (90) day guarantee subject to our actually using the software by loading our data and executing at least one billing cycle. As we would need two accounts, the Sanitary District's initial activation charge is being offered at half price.

Data conversion from QuickBooks into Ubmax was felt to be a viable option short of direct data entry which was also doable.

There was a general feeling that we may wish to split up some of the tasks currently performed by Mr. Hill and that we should be up front with potential contract compensation. Present respondents can be asked to extend their applications through December 8th and proposals sought for less than all of the tasks now called for. Perhaps doing QuickBooks work but not doing the minutes. It was suggested to use revised wording in advertising for contract applicants.

Mr. Bill McLean was reported by Mr. Chick to have recommended contact with a Ms. Kathleen Smith of RDH Consulting as qualified to do financial planning work and a virtual meeting is planned with Ms. Smith and Mr. Hill next Wednesday afternoon at 3:00pm to discuss LRFP support for the districts on a compensation basis. This will be a December agenda item.

Reports:

District Managers Report and Correspondence for Action: (attached)

Board of Directors' Comments and Reports: Mr. Blake reported having a CAT scan recently revealing a return of cancer and a renewal of his battle with this disease while extending his apologies for his late meeting arrival. Ms. Gardner reported that her son had been recently vaccinated and that she did not recommend at this time a renewal of in person meetings.


December Agenda Items: (Information) ACF update, Outreach – Donations & In-Kind donations, Management Plan from the ACF Advisory Committee, Appraisal, IFA Business Oregon grant, Personal Service RFP's, Capital assumptions for the LRFP, & Administrative Support Contract and a possible Personnel & Contract Committee meeting at 5:00pm on December 16th.

Public Comment: Ms. Darr Tindall said that the Hollis Foundation grant was great news which was generally concurred in.

The meeting was adjourned by Mr. Dan Seifer at 7:06 pm.

Respectfully submitted,


Steve Hill


Attest _____
Mr. Dan Seifer, President

Manager Report November 18th, 2021

WATER DISTRICT:

The Water plant distributed 1.4 million gallons to town in October.

The stand and TV have been installed in the Fire Hall meeting room. I will be getting together with Chief Reckmann to receive instructions on how it all works.

We had to cancel our 5-Year Water System Site Survey with Oregon Health Authority on November 9th. The power source to the PLC failed overnight, and we were unable to operate the plant or access the SCADA system. The site visit has been rescheduled for December 2nd. Thank you to Garry Smith of Cannon Beach Electric for expediting delivery of the part needed and installing it the following day.

Westech came for a field visit to the treatment plant last month to review the status and performance of the plant. As we have recently begun to suspect, our membrane filters are wearing and will likely need to be replaced in the coming year. They have been in service since 2014. Although not identified in our plan to replace until 2025, the price has come down significantly, and will cost far less than we have been planning for.

MONTHLY LOG : ARCH CAPE WATER & SANITARY DISTRICTS

October 2021

Total Hours	350.00	162.00	188.00
Percentage Split		46 %	54 %
Total Accounts	641	295	346
Percentage Split		46%	54%