



# Board Meetings

**ARCH CAPE WATER & SANITARY DISTRICTS**  
**32065 E. Shingle Mill Lane, Arch Cape, OR 97102**  
**(503) 436-2790**

**THE PUBLIC IS INVITED, IF THEY WISH, TO ATTEND BY TELEPHONE OR ZOOM LINK ... PLEASE USE THE FOLLOWING PHONE NUMBER OR LINK TO ACCESS**

To Join the **Zoom Video Meeting** Paste the following in your browser address window:  
<https://us02web.zoom.us/j/81513104224>

Active **Zoom Video Meeting** Link also available at  
[www.archcapewater.org](http://www.archcapewater.org)

**Call:** Join by Telephone: 1-669-900-6833  
Meeting ID: 815 1310 4224  
Meeting Passcode: None Required  
Assistance: 503-436-2790

**Date :** **Wednesday** 16 March 2022

**Time :** 6:00 PM

**Agenda:** As posted in the adjacent notices &  
[www.archcapewater.org](http://www.archcapewater.org)

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT  
BOARD OF COMMISSIONERS MEETING

**Wednesday** March 16th, 2022

6:00 P.M.

To Join Meeting by Video Link:

<https://us02web.zoom.us/j/81513104224>

Join by Telephone: 1-669-900-6833

Meeting ID: 815 1310 4224

- |   |                                  |
|---|----------------------------------|
| <b>I. Call to Order</b>   | Dan Seifer, President            |
| <b>II. Public Comments</b>  | Dan                              |
| <b>III. Agenda Approval</b>   | Dan                              |
| <b>IV. Consent Agenda (Action)</b>  | Dan                              |
| <b>A. Approve Minutes – February 17th Regular Board Meeting</b>                       |                                  |
| <b>B. Accept February Budget and Finance Reports</b>                                  |                                  |
| <b>C. Authorize Payment of Accounts</b>   |                                  |
| <b>D. Accept Correspondence Requiring No Action</b>                                   |                                  |
| <b>V. Old Business</b>  |                                  |
| <b>A. Arch Cape Forest:</b>   | Dan                              |
| First Amendment to Option and Purchase and Sale Agreement (Action)                    | Dan                              |
| ARPA Funding / Business Oregon Grant (Information/Action)                             | Phil Chick                       |
| Public Hearing: Decision to Purchase Arch Cape Forest (Information/Action)            | Dan                              |
| Request For Proposals: Selection of Forester and Project Manager (Information/Action) | Dan                              |
| Outreach (Information)  | Linda Murray, Debra Birkby       |
| <b>B. Budget Committee Appointments Positions 1 and 3 (Action)</b>                    | Dan                              |
| <b>C. Staff Performance Evaluations (Information/Action)</b>                          | Dan                              |
| <b>VI. New Business</b>   |                                  |
| <b>A.</b>   |                                  |
| <b>VII. Reports (Information)</b>   |                                  |
| <b>A. Accounts Receivable Report</b>  | Teri Fladstol, Jigsaw Consulting |
| <b>B. District Manager’s Report and Correspondence for Action</b>                     | Phil                             |
| <b>C. Board Members’ Comments and Reports</b>   | Dan                              |
| <b>VIII. April Agenda Items and Meeting (Information/Action)</b>                      | Dan                              |
| <b>IX. Public Comment</b>   | Dan                              |
| <b>X. Adjournment</b>   | Dan                              |

**WATER : REVENUE**

| Budget vs. Actual Finl Rpt <sup>1/</sup><br>Arch Cape Water District<br>2021-22 | 2021-22<br>Budget | Jul 21<br>8%        | Aug 21<br>17%        | Sep 21<br>25%        | Oct 21<br>33%        | Nov 21<br>42%        | Dec 21<br>50%<br>0.62 | Jan 22<br>58%<br>0.50 | Feb 22<br>53%<br>0.47 | Mar 22<br>75% | Apr 22<br>83% | May 22<br>92% | Jun 22<br>100% | Total             | %<br>Rcvd |
|---|-------------------|---------------------|----------------------|----------------------|----------------------|----------------------|-----------------------|-----------------------|-----------------------|---------------|---------------|---------------|----------------|-------------------|-----------|
| Cash on Hand  | 204,502           |                     |                      |                      |                      |                      |                       |                       |                       |               |               |               |                |                   |           |
| Ck Interest   | -                 | 0.32                | 0.32                 | 0.28                 | 0.61                 | 0.44                 | 0.28                  | 0.57                  | 0.28                  |               |               |               |                | 3.10              |           |
| User Fees   | 182,280           | 19,065.00           | 4,650.00             | 18,290.00            | 24,025.00            | 2,325.00             | 46,503.38             | 25,848.44             | 1,860.00              |               |               |               |                | 142,566.82        | 0.78      |
| Excess Usage Charges  | 14,000            | 1,436.15            | 894.91               | 5,857.25             | 8,112.04             | 1,335.39             | 2,503.32              | 348.04                | 825.06                |               |               |               |                | 21,312.16         | 1.52      |
| Debt Service  | 20,772            | 2,091.00            | 510.00               | 2,006.00             | 2,635.00             | 255.00               | 5,015.00              | 1,700.00              | 204.00                |               |               |               |                | 14,416.00         | 0.69      |
| Sanitary District IGA <sup>2</sup> Revenue                                      | 157,597           | 11,134.24           | 11,405.36            | 12,215.63            | 11,387.58            | 10,193.51            |                       |                       |                       |               |               |               |                | 56,336.32         | 0.36      |
| LGIP Interest   | 900               | 125.39              | 115.93               | 110.44               |                      |                      |                       |                       | 38.00                 |               |               |               |                | 389.76            |           |
| Misc. Income  |                   |                     | 200.00               |                      |                      | 1,025.00             | 200.00                |                       |                       |               |               |               |                | 1,425.00          |           |
| Meter Hookup Fee  | 1,400             |                     | 700.00               |                      |                      |                      |                       | 700.00                |                       |               |               |               |                | 1,400.00          |           |
| Cannon Beach IGA  |                   |                     |                      |                      |                      |                      |                       |                       |                       |               |               |               |                | -                 |           |
| Cannon View Park  | 735               |                     |                      |                      |                      |                      |                       |                       |                       |               |               |               |                | -                 | 0.00      |
| <b>Total Revenue</b>  | <b>377,684</b>    | <b>33,852.10</b>    | <b>18,476.52</b>     | <b>38,479.60</b>     | <b>46,160.23</b>     | <b>15,134.34</b>     | <b>54,221.98</b>      | <b>28,597.05</b>      | <b>2,927.34</b>       | <b>-</b>      | <b>-</b>      | <b>-</b>      | <b>-</b>       | <b>237,849.16</b> |           |
| <b>Capital Projects</b>   |                   |                     |                      |                      |                      |                      |                       |                       |                       |               |               |               |                |                   |           |
| Hook-ups  | 11,726            |                     | 5,863.00             |                      |                      |                      |                       | 5,863.00              |                       |               |               |               |                | 11,726.00         | 1.00      |
| Transfer  |                   |                     |                      |                      |                      |                      |                       |                       |                       |               |               |               |                | -                 |           |
| Expenditures  |                   |                     |                      |                      |                      |                      |                       |                       |                       |               |               |               |                | -                 |           |
| <b>Balance</b>  | <b>90,200</b>     | <b>79,130.00</b>    | <b>5,863.00</b>      | <b>0.00</b>          | <b>0.00</b>          | <b>0.00</b>          | <b>0.00</b>           | <b>5,863.00</b>       | <b>0.00</b>           | <b>0.00</b>   | <b>0.00</b>   | <b>0.00</b>   | <b>0.00</b>    | <b>11,726.00</b>  |           |
| <b>Arch Cape Forest Watershed Plan (2020-21)</b>                                |                   |                     |                      |                      |                      |                      |                       |                       |                       |               |               |               |                |                   |           |
| IFA Water Source Protection Funding   | 30,000            |                     |                      |                      |                      |                      |                       |                       |                       |               |               |               |                | -                 |           |
| IFA Water Source Protection Receipts  |                   |                     |                      |                      |                      |                      |                       |                       |                       |               |               |               |                | -                 |           |
| Expenditures  |                   |                     | 11,115.00            | 15,322.50            |                      |                      |                       |                       |                       |               |               |               |                | 26,437.50         |           |
| <b>Balance</b>  |                   | <b>(\$3,562.50)</b> | <b>(\$14,677.50)</b> | <b>(\$30,000.00)</b> | <b>(\$30,000.00)</b> | <b>(\$30,000.00)</b> |                       |                       |                       |               |               |               |                |                   |           |
| LGIP (Additions)  |                   |                     |                      |                      |                      |                      | 30,000.00             |                       |                       |               |               |               |                | 30,000.00         |           |
| LGIP Withdrawals  |                   |                     |                      |                      | (30,000.00)          |                      |                       |                       |                       |               |               |               |                | (30,000.00)       |           |
| LGIP Interest   |                   | 125.39              | 115.93               | 110.44               | 90.65                | 80.81                | 94.27                 | 95.04                 | 85.88                 |               |               |               |                | 798.41            |           |
| Service Charge  |                   |                     |                      |                      | (0.05)               |                      |                       |                       |                       |               |               |               |                | (0.05)            |           |
| <b>LGIP Balance</b>   | <b>248,055</b>    | <b>248,180.45</b>   | <b>248,296.38</b>    | <b>218,406.82</b>    | <b>218,497.42</b>    | <b>218,578.23</b>    | <b>248,672.50</b>     | <b>248,767.54</b>     | <b>248,853.42</b>     |               |               |               |                |                   |           |
| Columbia Bank : 1196 Acct   |                   | 40,976.00           | 26,588.78            | 61,068.46            | 69,479.57            | 34,255.26            |                       |                       |                       |               |               |               |                |                   |           |
| Total Cash  |                   | 289,156.45          | 274,885.16           | 279,475.28           | 287,976.99           | 252,833.49           | 248,672.50            | 248,767.54            | 248,853.42            |               |               |               |                |                   |           |

Note <sup>1</sup> : Modified Cash Basis : IGA Revenue from the Sanitary District reflected in the month incurred

Note <sup>2</sup> : Intergovernmental Agreement

**WATER : EXPENSE**

| Budget vs. Actual Finl Rpt <sup>1</sup><br>Arch Cape Water District<br>2021-22 | 2021-22<br>Budget | Jul 21<br>8%     | Aug 21<br>17%    | Sep 21<br>25%    | Oct 21<br>33%    | Nov 21<br>42%    | Dec 21<br>50%    | Jan 22<br>58%    | Feb 22<br>53%    | Mar 22<br>75% | Apr 22<br>83% | May 22<br>92% | Jun 22<br>100% | Total<br>Spent | Balance<br>Left | %<br>Spent |
|--|-------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|---------------|---------------|---------------|----------------|----------------|-----------------|------------|
|  | <b>SD Hours %</b> | <b>54%</b>       | <b>51%</b>       | <b>55%</b>       | <b>54%</b>       | <b>57%</b>       | <b>62%</b>       | <b>50%</b>       | <b>47%</b>       |               |               |               |                | <b>55%</b>     |                 |            |
|  | <b>Accounts %</b> | <b>54%</b>       | <b>54%</b>       | <b>54%</b>       | <b>54%</b>       | <b>54%</b>       | <b>38%</b>       | <b>50%</b>       | <b>47%</b>       |               |               |               |                | <b>54%</b>     |                 |            |
| Manager  | 82,030            | 6,858.76         | 6,858.76         | 6,858.76         | 6,858.76         | 6,858.76         | 6,858.76         | 6,858.76         | 6,858.76         |               |               |               |                | 54,870         | 27,160          | 67         |
| Operator   | 61,936            | 5,066.44         | 4,942.19         | 4,859.36         | 5,190.68         | 4,900.78         | 4,859.36         | 4,638.48         | 4,417.60         |               |               |               |                | 38,875         | 23,061          | 63         |
| FICA   | 10,822            | 912.28           | 902.77           | 896.44           | 921.78           | 899.60           | 896.44           | 879.54           | 862.64           |               |               |               |                | 7,171          | 3,651           | 66         |
| Retirement   | 31,405            | 1,300.36         | 4,107.16         | 2,807.00         | 2,740.14         | 3.42             | 2,886.06         | 5,489.36         | 2,709.75         |               |               |               |                | 22,043         | 9,362           | 70         |
| Med. Ins   | 35,500            | 2,763.52         | 2,763.52         | 2,763.52         | 2,763.52         | 2,763.52         | 2,898.24         | 2,898.24         | 2,898.24         |               |               |               |                | 22,512         | 12,988          | 63         |
| Worker's Comp  | 3,300             |                  |                  | 26.94            |                  |                  |                  |                  |                  |               |               |               |                | 27             | 3,273           | 1          |
| <b>Total Personal Svc</b>  | <b>224,994</b>    | <b>16,901.36</b> | <b>19,574.40</b> | <b>18,212.02</b> | <b>18,474.88</b> | <b>15,426.08</b> | <b>18,398.86</b> | <b>20,764.38</b> | <b>17,746.99</b> |               |               |               |                | <b>145,499</b> | <b>79,495</b>   | <b>65</b>  |
| Administrative Services  | 29,706            | 2,439.00         | 2,439.00         | 2,439.00         | 2,439.00         | 2,439.00         | 2,474.00         | 2,439.00         | 2,800.00         |               |               |               |                | 19,908         | 9,798           | 67         |
| Temporary Help   | 5,000             |                  |                  |                  |                  |                  | 525.00           |                  |                  |               |               |               |                | 525            | 4,475           | 11         |
| Clothing Allowance   | 850               |                  |                  |                  |                  |                  |                  |                  |                  |               |               |               |                | 0              | 850             | 0          |
| Education  | 2,000             |                  |                  | 933.00           |                  |                  | 100.00           |                  |                  |               |               |               |                | 1,033          | 967             | 52         |
| Travel   | 2,000             |                  |                  |                  |                  |                  |                  |                  |                  |               |               |               |                | 0              | 2,000           | 0          |
| Office Supplies  | 1,500             |                  |                  |                  |                  | 150.06           | 1,210.92         | 202.59           | 474.66           |               |               |               |                | 2,038          | (538)           | 136        |
| Postage  | 1,600             |                  |                  | 481.28           |                  |                  |                  |                  | 224.90           |               |               |               |                | 706            | 894             | 44         |
| Vehicle  | 3,000             | 321.77           | 206.57           | 189.29           | 174.22           | 258.54           | 176.42           | 317.46           | 55.95            |               |               |               |                | 1,700          | 1,300           | 57         |
| SD Facilities Use Charges  | 3,600             |                  | 3,375.00         |                  |                  |                  |                  |                  |                  |               |               |               |                | 3,375          | 225             | 94         |
| Payroll Service  | 579               |                  |                  | 607.95           |                  |                  |                  |                  |                  |               |               |               |                | 608            | (29)            | 105        |
| Liability & Property Insurance   | 7,063             |                  |                  |                  |                  |                  |                  | 7,258.00         |                  |               |               |               |                | 7,258          | (195)           | 103        |
| Licenses   | 2,000             |                  |                  |                  |                  |                  |                  |                  |                  |               |               |               |                | 0              | 2,000           | 0          |
| Maintenance  | 28,000            | 140.36           | 1,992.07         | 7,088.04         | 3,023.76         | 5,166.66         | 5,238.61         | 2,351.68         | 341.49           |               |               |               |                | 25,343         | 2,657           | 91         |
| CIP Chemicals  | 5,000             |                  | 2,314.72         | 3,612.14         |                  |                  |                  |                  |                  |               |               |               |                | 5,927          | (927)           | 119        |
| Watershed  | 55,000            |                  |                  | 6,403.85         | 5,031.00         |                  | 2,349.25         | 18,640.00        | 16.10            |               |               |               |                | 32,440         | 22,560          | 59         |
| Dues / Taxes / Fees  | 900               | 363.68           |                  |                  | 406.61           | 75.00            | 329.30           |                  | (38.00)          |               |               |               |                | 1,137          | (237)           | 126        |
| Professional Services  | 5,700             |                  | 96.00            |                  |                  |                  | 96.00            |                  |                  |               |               |               |                | 192            | 5,508           | 3          |
| Auditing   | 5,000             |                  |                  |                  |                  |                  |                  |                  |                  |               |               |               |                | 0              | 5,000           | 0          |
| Legal Services   | 2,000             |                  |                  |                  | 125.00           |                  | 773.29           |                  | 210.00           |               |               |               |                | 1,108          | 892             | 55         |
| Notices  | 700               |                  |                  |                  |                  |                  |                  |                  |                  |               |               |               |                | 0              | 700             | 0          |
| Utilities  | 10,000            |                  | 1,261.45         | 760.12           | 710.37           | 801.26           | 751.01           | 3,254.37         | 3,408.99         |               |               |               |                | 10,948         | (948)           | 109        |
| <b>Total Materials &amp; Svc</b>   | <b>171,198</b>    | <b>3,264.81</b>  | <b>11,684.81</b> | <b>22,514.67</b> | <b>11,909.96</b> | <b>8,890.52</b>  | <b>14,023.80</b> | <b>34,463.10</b> | <b>7,494.09</b>  |               |               |               |                | <b>114,246</b> | <b>56,952</b>   | <b>67</b>  |
| IFA Water Plant Upgrade : <sup>2</sup>   | 20,772            |                  |                  |                  |                  |                  | 20,771.70        |                  |                  |               |               |               |                | 20,772         | 0               | 100        |
| <b>Total Debt Service</b>  | <b>20,772</b>     | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>20,772</b>    | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>      | <b>-</b>      | <b>-</b>      | <b>-</b>       | <b>20,772</b>  | <b>0</b>        | <b>100</b> |
| Capital Outlay   | 2,000             |                  |                  |                  |                  |                  |                  |                  |                  |               |               |               |                | -              |                 |            |
| <b>Tot Gen Fund Expenditures</b>   | <b>418,963</b>    | <b>20,166.17</b> | <b>31,259.21</b> | <b>40,726.69</b> | <b>30,384.84</b> | <b>45,088.30</b> | <b>32,422.66</b> | <b>55,227.48</b> | <b>25,241.08</b> |               |               |               |                | <b>280,516</b> | <b>138,447</b>  | <b>67</b>  |
| Contingency  | 60,000            |                  |                  |                  |                  |                  |                  |                  |                  |               |               |               |                | 0              | 60,000          | 0          |
| Unappropriated Balance   |                   |                  |                  |                  |                  |                  |                  |                  |                  |               |               |               |                |                |                 |            |
| Operating Reserve  | 35,837            |                  |                  |                  |                  |                  |                  |                  |                  |               |               |               |                |                |                 |            |
| Undesignated   | 56,545            |                  |                  |                  |                  |                  |                  |                  |                  |               |               |               |                |                |                 |            |
| Total Unappropriated Bal   | 92,382            |                  |                  |                  |                  |                  |                  |                  |                  |               |               |               |                |                |                 |            |
| Total Conting & Unapp Bal  | 152,382           |                  |                  |                  |                  |                  |                  |                  |                  |               |               |               |                |                |                 |            |
| Total Requirements   | 571,345           |                  |                  |                  |                  |                  |                  |                  |                  |               |               |               |                |                |                 |            |
| <b>Water District Accounts</b>   | <b>294</b>        | <b>294</b>       | <b>295</b>       | <b>295</b>       | <b>295</b>       | <b>295</b>       | <b>295</b>       | <b>295</b>       | <b>295</b>       |               |               |               |                |                |                 |            |
| <b>Sanitary District Accounts</b>  | <b>345</b>        | <b>345</b>       | <b>346</b>       | <b>346</b>       | <b>346</b>       | <b>346</b>       | <b>346</b>       | <b>346</b>       | <b>346</b>       |               |               |               |                |                |                 |            |

Note <sup>1</sup> : Modified Cash Basis : IGA Charge from the Water District made in the following month but reflected in the month incurred  
Admin Services charged to the Sanitary District on the Accounts %, all other allocatable expenses shaded green on SD Hours %

Note <sup>2</sup> : IFA : Business Oregon - Water Plant Upgrade Loan \$536K 30 Year Loan# SZ9006 at 1% : 2011 thru 2041  
Annual Payments Due 12/1/2012 of \$22,993.08 and each December 1st thereafter: \$20,771.70

SDAO Flex-Lease Loan Program : \$395K Series 2003H at 2.25% - 5.5% : Water Tank  
2004 - 2024 Retired early in July 2016

| Check # | Date      | Arch Cape Water             | Account           | Paid Amount |
|---------|-----------|-----------------------------|-------------------|-------------|
| 91      | 2/17/2022 | Consoliated Supply          | Maint             | \$231.55    |
| 88      | 2/17/2022 | Tillamook County Pioneer    | Legal Notices     | \$90.00     |
| 89      | 2/17/2022 | Pacific Power               | Util              | \$89.18     |
| 92      | 2/17/2022 | Consoliated Supply          | Maint             | \$231.55    |
| 93      | 2/17/2022 | NAPA Auto Parts             | Vehicle           | \$55.95     |
| 94      | 2/17/2022 | Tillamook County Pioneer    | Legal Notices     | \$120.00    |
| EFT     | 2/18/2022 | Amazon.com                  | Off Supp          | \$177.66    |
| EFT     | 2/25/2022 | USPS                        | Postage           | \$208.80    |
|         | 2/26/2022 | Verizon wireless            | Utilities         | (\$70.16)   |
| 95      | 2/26/2022 | A-Boy Electric & Plumbing   | Maint             | \$2.69      |
| 96      | 2/26/2022 | Laurelwood Farm             | Maint             | \$58.50     |
| 97      | 2/26/2022 | William J. MacLean          | Payroll Service   | \$4,170.88  |
| 98      | 2/26/2022 | SDIS                        | Health-Med-Dental | \$190.61    |
| EFT     | 3/7/2022  | S OR Short School           | Education         | \$400.00    |
| EFT     | 3/7/2022  | EZ Shipping Drop Off        | Shipping          | \$118.51    |
| EFT     | 3/10/2022 | Country Media               | Legal Notices     | \$534.34    |
| EFT     | 3/10/2022 | USPS                        | Postage           | \$46.40     |
| 99      | 3/10/2022 | CenturyLink                 | Util              | \$156.61    |
| 100     | 3/10/2022 | CS&S                        | Maint             | \$68.72     |
| 101     | 3/10/2022 | Industrial Systems          | Maint             | \$1,231.00  |
| 102     | 3/10/2022 | Jackson Oil                 | Vehicle           | \$154.64    |
| 109     | 3/10/2022 | Jigsaw Consulting Services  | Admin Asst        | \$2,340.68  |
| 109     | 3/10/2022 | Jigsaw Consulting Services  | Postage           | \$96.97     |
| 109     | 3/10/2022 | Jigsaw Consulting Services  | Off Supp          | \$110.35    |
| 110     | 3/10/2022 | Northwest Fire Extinguisher | Maint             | \$125.00    |
| 111     | 3/10/2022 | One Call Concepts           | Maint             | \$4.80      |
| 112     | 3/10/2022 | Pacific Power               | Util              | \$638.31    |
| 113     | 3/10/2022 | Springboard Forestry        | Watershed         | \$1,472.50  |

## **ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT**

### **RESOLUTION 22-01 WD AND ORDER**

**Whereas**, the Arch Cape Domestic Water Supply District (the “District”) relies on Shark and Asbury Creeks for its water supply; and

**Whereas**, the water in Shark and Asbury Creeks is exposed to sediment and contaminants from intensive logging upon the lands containing the watershed (the “Watershed Lands”) which are currently owned by Onion Peak, LLC, an Oregon limited liability company (“Onion Peak”); and

**Whereas**, owning the Watershed Lands will allow the District to significantly reduce water turbidity, sedimentation and contamination, improve the infrastructure of the watershed and the resiliency of the local forest as well as provide some revenue from sustainable forest management, protect threatened species, and allow recreational opportunities; and

**Whereas**, the District, as buyer, entered into a Timberlands Option and Purchase and Sale Agreement dated as of May, 2020, with Onion Peak, as seller, as may be amended from time to time (the “Option Agreement”), providing the District an option to purchase the Watershed Lands from Onion Peak or an affiliate at their appraised value; and

**Whereas**, the purchase price for the Watershed Lands has been determined by an independent qualified appraisal approved by the District and Onion Peak; and

**Whereas**, the District now has an opportunity to acquire the Watershed Lands through generous federal and state grants; and

**Whereas**, it is the best interests of the District to exercise its option at an appropriate time and in an appropriate manner, and to purchase, improve and own the Watershed Lands pursuant to said grants and the public interest;

**NOW, THEREFORE, BE IT:**

**RESOLVED AND ORDERED** that the District approves the transaction contemplated by the Option Agreement and all related documents contemplated or required hereunder or to be executed in connection therewith (collectively, the “Transaction Documents”), and authorizes its Officers and District Manager, with counsel, to take such steps as are necessary and appropriate to conclude the transaction contemplated in the Transaction Documents in accordance with all applicable grants; and

**RESOLVED AND ORDERED** that Philip A. Chick, the District Manager, and Daniel J. Seifer, the acting President of the Board of Commissioners of the District, or any respective successor District Manager or President of the Board of Commissioners of the District, as applicable (each, an “Authorized Signatory Party”), are hereby authorized on behalf of the District to: (a) execute and deliver any Transaction Documents in substantially the form as has been presented to the

District Board of Commissioners (the “Board”), as may be reasonably modified by District and/or any other respective signatory parties prior to execution; (b) execute and deliver any documents required with regard to the grant funding being used for the acquisition of the Watershed Lands in substantially the form as has been presented to the Board, as may be reasonably modified by District and/or any other respective signatory parties prior to execution; and (c) take all further action reasonably necessary to effectuate the performance by District under any Transaction Documents or any documents required with regard to the grant funding being used for the acquisition of the Watershed Lands. The execution, acknowledgment and delivery of all such documents shall be conclusive evidence that the same have been authorized by the District through the Board; and

**RESOLVED AND ORDERED** that all actions taken by an Authorized Signatory Party, the Board or the District to date in connection with the foregoing resolutions, the Option Agreement, any Transaction Documents or any documents required with regard to the grant funding being used for the acquisition of the Watershed Lands, are hereby in all respects confirmed, ratified and approved

Adopted and signed this \_\_\_\_ day of \_\_\_\_\_, 2022

Daniel J. Seifer, President

\_\_\_\_\_

Attest \_\_\_\_\_

**ARCH CAPE SANITARY DISTRICT  
BOARD OF DIRECTORS MEETING**

**Wednesday** March 16th, 2022

Following the 6PM Water Board Meeting

To Join Meeting by Video Link:

<https://us02web.zoom.us/j/81513104224>

Join by Telephone: 1-669-900-6833

Meeting ID: 815 1310 4224

- |  |                                  |
|--|----------------------------------|
| <b>I. Call to Order</b>  | Darr Tindall, President          |
| <b>II. Public Comments</b>   | Darr                             |
| <b>III. Agenda Approval</b>  | Darr                             |
| <b>IV. Consent Agenda (Action)</b>                                 | Darr                             |
| <b>A. Approve Minutes – February 17th Regular Meeting</b>          |                                  |
| <b>B. Accept February Budget and Finance Reports</b>               |                                  |
| <b>C. Authorize Payment of Accounts</b>                            |                                  |
| <b>D. Accept Correspondence Requiring No Action</b>                |                                  |
| <b>V. Old Business</b>   |                                  |
| <b>A. Budget Committee Appointments Positions 3 and 4 (Action)</b> | Darr                             |
| <b>B. Wastewater Facilities Plan Update (Information)</b>          | Phil                             |
| <b>VI. New Business</b>  |                                  |
| <b>A.</b>  |                                  |
| <b>VII. Reports (Information)</b>                                  |                                  |
| <b>A. Accounts Receivable Report</b>                               | Teri Fladstol, Jigsaw Consulting |
| <b>B. District Manager’s Report and Correspondence for Action</b>  | Phil Chick                       |
| <b>C. Board Members’ Comments and Reports</b>                      | Darr                             |
| <b>VIII. April Agenda Items (Information)</b>                      | Darr                             |
| <b>IX. Public Comments</b>   | Darr                             |
| <b>XI. Adjourn</b>   | Darr                             |



**SANITARY : REVENUE**

| Budget vs. Actual Finl Rpt<br>Arch Cape Sanitary District<br>2021-22 | 2021-22<br>Budget | Jul 21<br>8%      | Aug 21<br>17%     | Sep 21<br>25%     | Oct 21<br>33%     | Nov 21<br>42%     | Dec 21<br>50%<br>0.62 | Jan 22<br>58%<br>0.50 | Feb 22<br>53%<br>0.47 | Mar 22<br>75% | Apr 22<br>83% | May 22<br>92% | Jun 22<br>100% | Total             | %<br>Rcvd |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-----------------------|-----------------------|-----------------------|---------------|---------------|---------------|----------------|-------------------|-----------|
| Cash on Hand   | 162,340           |                   |                   |                   |                   |                   | 0.38                  | 0.50                  | 0.62                  |               |               |               |                |                   |           |
| Ck Interest  | -                 | 0.77              | 1.02              | 0.79              | 1.09              | 0.51              |                       |                       |                       |               |               |               |                | 4.18              |           |
| User Fees  | 320,160           | 17,632.00         | 21,344.00         | 19,256.00         | 40,269.00         | 18,560.00         | 80,504.00             | 26,448.00             | 14,384.00             |               |               |               |                | 238,397.00        | 0.74      |
| Excess Usage Charges   | 9,500             | 1,929.46          | 459.34            | 1,947.60          | 9,603.05          | 1,520.46          | 1,987.52              | 4,245.00              | 1,272.36              |               |               |               |                | 22,964.79         | 2.42      |
| Debt Service   | 53,280            | 2,964.00          | 3,588.00          | 3,237.00          | 6,786.00          | 3,120.00          | 13,533.00             | 4,446.00              | 2,418.00              |               |               |               |                | 40,092.00         | 0.75      |
| Facilities Use by WD   | 3,300             |                   | 3,375.00          |                   |                   |                   |                       |                       |                       |               |               |               |                | 3,375.00          | 1.02      |
| Misc. Income   | -                 | 1,717.00          |                   |                   |                   |                   |                       |                       |                       |               |               |               |                | 1,717.00          |           |
| LGIP Interest  | 4,000             | 93.34             | 86.70             | 84.15             | 78.13             | 121.81            |                       |                       |                       |               |               |               |                | 464.13            |           |
| Clatsop Cty Land Sales   | -                 | 250.52            |                   |                   |                   |                   |                       |                       |                       |               |               |               |                | 250.52            |           |
| Tax Lien Receipts  |                   |                   |                   |                   |                   |                   |                       |                       |                       |               |               |               |                | 0.00              |           |
| Bond Receipts  | 147,000           | 1,744.59          | 837.46            | 504.08            | 11,418.86         | 125,063.00        |                       |                       |                       |               |               |               |                | 139,567.99        | 0.95      |
| Bond Interest  | -                 | 0.66              | 0.71              | 0.89              | 0.13              | 1.23              |                       |                       |                       |               |               |               |                | 3.62              |           |
| <b>Total Revenue</b>   | <b>537,240</b>    | <b>26,332.34</b>  | <b>29,692.23</b>  | <b>25,030.51</b>  | <b>68,156.26</b>  | <b>148,387.01</b> | <b>96,024.90</b>      | <b>35,139.50</b>      | <b>18,074.98</b>      |               |               |               |                | <b>446,837.73</b> |           |
| <b>Capital Projects</b>  |                   |                   |                   |                   |                   |                   |                       |                       |                       |               |               |               |                |                   |           |
| Hook Ups   | 16,762            |                   | 8,772.00          |                   |                   |                   |                       | 8,772.00              |                       |               |               |               |                | 17,544.00         | 1.05      |
| Transfer from GF   |                   |                   |                   |                   |                   |                   |                       |                       |                       |               |               |               |                |                   |           |
| Expenditures   |                   |                   |                   |                   |                   |                   |                       | 8,772.00              |                       |               |               |               |                | 8,772.00          |           |
| Balance  | 97,097            | 82,111.21         | 8,772.00          | 0.00              | 0.00              | 0.00              | 0.00                  |                       |                       |               |               |               |                | 90,652.21         |           |
| <b>T.A.G. - Facility Plan Update</b>                                 |                   |                   |                   |                   |                   |                   |                       |                       |                       |               |               |               |                |                   |           |
| T.A.G. - Funding   | 20,000            |                   |                   |                   |                   |                   |                       |                       |                       |               |               |               |                | 20,000.00         |           |
| T.A.G. - Receipts  |                   |                   |                   |                   |                   |                   |                       |                       |                       |               |               |               |                | -                 |           |
| <b>Balance</b>   |                   | \$0.00            | \$0.00            | \$0.00            | \$0.00            | \$0.00            | \$0.00                | \$0.00                | \$0.00                |               |               |               |                | 20,000.00         |           |
| <b>GO Bond - WWTP Upgrade</b>  |                   |                   |                   |                   |                   |                   |                       |                       |                       |               |               |               |                |                   |           |
| Property Tax Imposed   | 1,489,477         | 152,000.00        |                   |                   |                   |                   |                       |                       |                       |               |               |               |                | 1,641,477.00      |           |
| Total Bond Receipts incl Int   | 1,439,893         | 1,745.25          | 838.17            | 504.97            | 11,418.99         | 125,064.23        | 1,609.72              | 2,042.65              |                       |               |               |               |                | 1,583,116.82      |           |
| USDA Plant Upgrade Payments <sup>1</sup>                             | 1,446,000         |                   |                   |                   |                   |                   |                       |                       |                       |               |               |               |                | 1,446,000.00      |           |
| GO Bond Balance  | (5,212)           | (4,361.91)        | 2,583.42          | 1,343.14          | 11,923.96         | 136,483.22        | 138,092.94            | 2,042.65              |                       |               |               |               |                | 137,116.82        |           |
| LGIP (Additions)   |                   | 1,995.77          | 838.17            | 504.97            | 11,418.99         | 125,064.23        | 1,471.40              | 1,927.10              |                       |               |               |               |                | 143,220.63        |           |
| LGIP (Purchases)   |                   |                   |                   |                   |                   | 90,000.00         |                       |                       |                       |               |               |               |                | 90,000.00         |           |
| LGIP Withdrawals   |                   |                   |                   |                   |                   | (45,000.00)       | (13,000.15)           | (144,600.05)          |                       |               |               |               |                | (202,600.20)      |           |
| LGIP Interest  |                   | 93.34             | 86.70             | 84.15             | 78.13             | 121.81            | 138.32                | 115.55                |                       |               |               |               |                | 718.00            |           |
| Service Charge   |                   |                   |                   |                   |                   |                   |                       |                       |                       |               |               |               |                | 0.00              |           |
| <b>LGIP Balance</b>  | <b>182,754</b>    | <b>184,842.61</b> | <b>185,767.48</b> | <b>186,356.60</b> | <b>197,853.72</b> | <b>368,039.76</b> | <b>356,649.33</b>     | <b>214,091.93</b>     |                       |               |               |               |                |                   |           |
| Columbia Bank : 1218 Acct  |                   | 102,918.58        | 130,179.49        | 105,388.99        | 134,462.15        | 61,389.66         |                       |                       |                       |               |               |               |                |                   |           |
| Total Cash   |                   | 287,761.19        | 315,946.97        | 291,745.59        | 332,315.87        | 429,429.42        |                       |                       |                       |               |               |               |                |                   |           |

Note <sup>1</sup> : United States Department of Agriculture (USDA) Rural Development \$2.5M 30 Year Loan : 2011 - 2040 at 4% in 2010 w/ level \$144,600 Annual payments on 20 January expiring in 2040 : Fund Code/Loan #92/02

**SANITARY : EXPENSE**

| Budget vs. Actual Finl Rpt <sup>1</sup><br>Arch Cape Sanitary District<br>2021-22 | 2021-22<br>Budget | Jul 21     | Aug 21     | Sep 21     | Oct 21     | Nov 21     | Dec 21     | Jan 22     | Feb 22     | Mar 22 | Apr 22 | May 22 | Jun 22 | Total<br>Spent | Balance<br>Remaining | %<br>Spent |
|---|-------------------|------------|------------|------------|------------|------------|------------|------------|------------|--------|--------|--------|--------|----------------|----------------------|------------|
|   |                   | 8%         | 17%        | 25%        | 33%        | 42%        | 50%        | 58%        | 53%        | 75%    | 83%    | 92%    | 100%   |                |                      |            |
|   | <b>SD Hours %</b> | <b>54%</b> | <b>51%</b> | <b>55%</b> | <b>54%</b> | <b>57%</b> | <b>62%</b> | <b>50%</b> | <b>47%</b> |        |        |        |        | <b>55%</b>     |                      |            |
|   | <b>Accounts %</b> | <b>54%</b> | <b>54%</b> | <b>54%</b> | <b>54%</b> | <b>54%</b> | <b>38%</b> | <b>50%</b> | <b>47%</b> |        |        |        |        | <b>54%</b>     |                      |            |

|   |                |                  |                  |                  |                  |                  |                  |                  |                 |          |          |          |          |                |                |           |
|---|----------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-----------------|----------|----------|----------|----------|----------------|----------------|-----------|
| <b>Total Personal Svc</b>                                 | <b>-</b>       | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>        | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>0</b>       | <b>0</b>       |           |
| Water District IGA Charges                                | 157,597        | 11,134.24        | 11,405.36        | 12,215.63        | 11,387.58        | 10,193.51        | 10,391.66        |                  |                 |          |          |          |          | 66,728         | 90,869         | 42        |
| Liability & Property Insurance                            | 13,500         |                  |                  |                  |                  |                  |                  | 9,855.00         |                 |          |          |          |          | 9,855          | 3,645          | 73        |
| Licenses  | 2,800          |                  | 3,009.00         |                  |                  |                  |                  | 89.95            |                 |          |          |          |          | 3,099          | (299)          | 111       |
| Maintenance   | 109,000        | 4,674.33         | 1,232.82         | 15,010.69        | 8,062.91         | 23,879.52        | 4,411.39         | 7,241.57         | 262.98          |          |          |          |          | 64,776         | 44,224         | 59        |
| Chemicals   | 6,000          | 1,040.00         |                  |                  |                  | 812.50           | 812.50           | 325.00           | 1,012.50        |          |          |          |          | 4,003          | 1,998          | 67        |
| Inflow & Infiltration                                     | 4,000          |                  |                  |                  |                  |                  |                  |                  |                 |          |          |          |          | 0              | 4,000          |           |
| Dues / Taxes / Fees                                       | 1,100          | 40.41            |                  |                  | 515.52           |                  | 599.06           | 8.25             |                 |          |          |          |          | 1,163          | (63)           | 106       |
| Professional Services                                     | 6,000          |                  | 197.62           |                  |                  |                  | 1,540.00         | 414.00           |                 |          |          |          |          | 2,152          | 3,848          | 36        |
| Emergency Prep Sanitation                                 | 500            |                  |                  |                  |                  |                  |                  |                  |                 |          |          |          |          | -              |                |           |
| Auditing  | 10,000         |                  |                  |                  |                  |                  |                  |                  |                 |          |          |          |          | 0              | 10,000         | 0         |
| Legal Services  | 5,000          |                  |                  |                  |                  |                  |                  |                  |                 |          |          |          |          | 0              | 5,000          | 0         |
| Notices   | 700            |                  | 40.68            |                  |                  |                  |                  |                  |                 |          |          |          |          | 41             | 659            | 6         |
| Utilities   | 46,000         | 55.78            | 5,798.33         | 3,580.65         | 2,524.54         | 3,722.90         | 4,365.75         | 2,189.54         |                 |          |          |          |          | 22,237         | 23,763         | 48        |
| <b>Total Materials &amp; Svc</b>                          | <b>362,197</b> | <b>16,944.76</b> | <b>21,683.81</b> | <b>30,806.97</b> | <b>22,490.55</b> | <b>38,608.43</b> | <b>22,120.36</b> | <b>20,123.31</b> | <b>1,275.48</b> |          |          |          |          | <b>174,054</b> | <b>187,643</b> | <b>48</b> |
| ODEQ : Irrigation Site Loan : <sup>2</sup>                | 15,609         |                  |                  |                  |                  | 7,861.00         |                  |                  |                 |          |          |          |          | 7,861          | 7,748          | 50        |
| OECD Loan - Facil Engrng : <sup>3</sup>                   | 19,319         |                  |                  |                  |                  | 19,319.09        |                  |                  |                 |          |          |          |          | 19,319         | (0)            | 100       |
| DEQ Loan/Grant - Facil Impr : <sup>4</sup>                | 19,383         |                  |                  |                  |                  | 19,383.23        |                  |                  |                 |          |          |          |          | 19,383         | 0              | 100       |
| <b>Total Debt Service</b>                                 | <b>54,311</b>  | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>-</b>         | <b>46,563</b>    | <b>-</b>         | <b>-</b>         | <b>-</b>        | <b>-</b> | <b>-</b> | <b>-</b> | <b>-</b> | <b>46,563</b>  | <b>7,748</b>   | <b>86</b> |
| Capital Outlay  |                |                  |                  |                  |                  |                  |                  |                  |                 |          |          |          |          | -              | 0              |           |
| <b>Tot Gen Fund Expenditures</b>                          | <b>416,508</b> | <b>16,944.76</b> | <b>21,683.81</b> | <b>30,806.97</b> | <b>22,490.55</b> | <b>85,171.75</b> | <b>22,120.36</b> |                  |                 |          |          |          |          | <b>199,218</b> | <b>217,290</b> | <b>48</b> |
| Contingency   | 43,244         |                  |                  |                  |                  |                  |                  |                  |                 |          |          |          |          | 0              | 43,244         | 0         |
| Transfer to Capital Fund<br>T.A.G. - Facility Plan Update | 20,000         |                  |                  |                  |                  |                  |                  |                  |                 |          |          |          |          |                |                |           |
| ODEQ Irrig Site Ln#11432 reserve                          | 15,256         |                  |                  |                  |                  |                  |                  |                  |                 |          |          |          |          |                |                |           |
| Operating Reserve   | 54,912         |                  |                  |                  |                  |                  |                  |                  |                 |          |          |          |          |                |                |           |
| Undesignated  | 23,200         |                  |                  |                  |                  |                  |                  |                  |                 |          |          |          |          |                |                |           |
| Total Unappropriated Bal                                  | 93,368         |                  |                  |                  |                  |                  |                  |                  |                 |          |          |          |          |                |                |           |
| Total Conting & Unapp Bal                                 | 136,612        |                  |                  |                  |                  |                  |                  |                  |                 |          |          |          |          |                |                |           |
| Total Requirements  | 573,120        |                  |                  |                  |                  |                  |                  |                  |                 |          |          |          |          |                |                |           |

Note <sup>1</sup> : Modified Cash Basis : IGA Charge from the Water District reflected in the month incurred  
Admin Services charged to the Sanitary District on the Accounts %, all other allocatable WD expenses shaded green on SD Hours %

Note <sup>2</sup> : Oregon Dept of Environmental Quality (ODEQ) Clean Water State Revolving Fund \$225K 20 Year Loan : 2003 - 2022  
w/ level \$7,748 Payments on 1 June and descending \$8,544 Payments on 1 December expiring in 2022  
\$15,256 Required Reserve : Loan # R11432

Note <sup>3</sup> : Oregon Economic & Community Development (OECD) (IFA : Business OR) \$250K 20 Year Loan : 2007 - 2026  
at 4.56% w/ level \$19,319.03 Payments on 1 December expiring in 2026 : Project #Y06007

Note <sup>4</sup> : DEQ Loan & Grant Prgm (\$340K + \$270K) Y13002 I & I, Salley's Alley, WWTP SMU Upgrade : Under Consideration w/ TA Grant

ODEQ State Revolving Fund Loan Program \$70K 5 Year Loan at 2.36% in 2005 was successfully retired  
in October of 2009 : SRF Loan # R11430  
Special Districts Association of Oregon (SDAO) \$80K 5 Year 2006 Loan beginning at 2.8% and ending at 3.4%  
w/ payments twice yearly at 1 Jul & 1 Jan : Flex Lease for Equipment was successfully retired in July of 2010

| Num  | Date      | Name               | Account   | Paid Amount |
|------|-----------|--------------------|-----------|-------------|
| EFT  | 2/23/2022 | Safeway            | Maint     | \$ 14.28    |
| 8521 | 2/26/2022 | IDEXX Distribution | Maint     | \$ 248.70   |
| 8522 | 3/10/2022 | NAPA Auto Parts    | Maint     | \$ 22.58    |
| 8523 | 3/10/2022 | Pacific Power -    | Utilities | \$ 2,679.06 |

WATER DISTRICT:

The Water plant distributed 1.2 million gallons to town in February. One of the chemical dosing pumps used for cleaning on Skid 2 has had to be sent to the factory for a

Valve exercising continues in the distribution system.

Invoices were mailed out on March 10<sup>th</sup> using the new billing program. Teri and I worked extensively on Thursday getting account details and meter reads input into the system with UBMax support. This will be the most challenging invoicing period, and things should become easier as we begin to upload/input meter reads into the system each month. For a brand new startup, I feel that the process went well and will serve the District well. So far, about 50 customers have signed up to receive their bills by email. Special thanks to Teri for working through a bunch of issues with UB Max and getting accurate invoices sent out on time.

I'll be submitting a Letter of Interest next week for a Safe Drinking Water Loan/Grant for replacement of the district's water meters and water treatment membranes. Although coming earlier than anticipated, membrane replacement has been accounted for in our long range planning and the cost is lower than planned. Depending on the amount of grant money associated with the loan, this could be a good funding option to be considered.

SANITARY DISTRICT:

We received 5.9" of rainfall in February and the plant received 3.2 million gallons of influent.

The blower for MBR #2 was installed on February 24<sup>th</sup> through Aerzen's advanced exchange program. Both blowers are now able to work and are alternating duty, as designed.

Biosolids were hauled to Seaside for processing by Ed's Septic

Spartan Environmental Services TV inspected 3400' of collection line, as part of our wastewater facilities plan update project. Leaking homeowner sewer laterals continue to contribute as the largest source of infiltration and inflow into the collection system.

Invoices were mailed out on March 10<sup>th</sup> using the new billing program. Teri and I worked extensively on Thursday getting account details and meter reads input into the system with UBMax support. This will be the most challenging invoicing period, and things should become easier as we begin to upload/input meter reads into the system each month. For a brand new startup, I feel that the process went well and will serve the District well. So far, about 50 customers have signed up to receive their bills by email. Special thanks to Teri for working through a bunch of issues with UB Max and getting accurate invoices sent out on time.

## RFP Response - Project Management Services – Sustainable Northwest

Dear Phil Chick,

Sustainable Northwest is a 501(c)3 nonprofit organization with expertise in forestry & wood products, stakeholder engagement & facilitation, and grant management. Our clients and past partners include the U.S. Forest Service, Oregon Department of Forestry, and the Oregon Community Foundation. Our 19 person staff is based out of our Portland, Oregon, headquarters and provides services across five western states.

Sustainable Northwest staff have assisted the Arch Cape Domestic Water Supply District in its campaign to acquire the Arch Cape Forest since 2017. We have fiscally sponsored grants on behalf of the partnership and received awards from the Oregon Watershed Enhancement Board (2018), Oregon DEQ (2019), and the Hollis Foundation (2022). We look forward to continuing our partnership with the Water District as we complete this historic achievement.

We have prepared a response to the RFP for Project Management Services in the following pages.

Page 2 reiterates the Purpose, Objectives and Scope of Work

Page 3 states the proposed project budget

Page 4 describes our staff qualifications

Thank you

Ben Dair Rothfuss  
Conservation Finance Sr. Manager

## RFP Response - Project Management Services – Sustainable Northwest

### Purpose, Objectives, and Scope of Work

The purpose of this engagement is to provide project management services to the Arch Cape Domestic Water Supply District as it completes the acquisition of ~1,500 acres of coastal timberland in 2022.

The objectives of this project shall be to

1. Assist District's Finance Committee in preparation, evaluation, presentation, revision as directed by Finance Committee and finalization of a Long Term *pro forma* Financial Plan for ACF.
2. Review, identify, report and monitor all restrictions and requirements of the Grant, and record District's compliance therewith.
3. Coordinate with contracted Bookkeeper to summarize financial reports for quarterly and annual grant reporting deadlines, including identification, selection and creation of appropriate financial summaries to assure compliance with all requirements of the Grant.
4. Review, identify, report and monitor all restrictions and requirements of the District's U.S. Forest Service / Oregon Department of Forestry Forest Legacy Program grants, and record District's compliance therewith.
5. Assist District's Advisory Committee in preparation, presentation, revision as directed by District Board and finalization of District's Multi-Resource Management Plan for ACF including those portions concerning recreational uses and operations, including coordination with professional consultants and project partners.
6. Assist District's Advisory Committee in preparation, presentation, revision as directed by District Board and finalization of those portions of District's Multi-Resource Management Plan for ACF concerning conservation operations, including coordination with professional consultants and project partners.
7. Identify, record and present all monetary and in-kind contributions toward ACF for consideration by U.S. Forest Service and Oregon Department of Forestry as "local share" pursuant to District's Forest Legacy Program grants.
8. Draft, present and revise as directed by District Outreach Committee materials for distribution for educational and operational coordination with public and private entities for mutually beneficial ACF uses and activities.
9. At the request of the District, attend and conduct public and private tours, meetings and events to discuss ACF issues, status, conditions and requirements.
10. Assist District in evaluation of ACF property acquisition and transactional tasks related to acquisition.
11. Assist District in evaluation of ACF operations upon acquisition and tasks related to such operations.
12. At the request of the District, identify potential markets for ACF products upon acquisition of ACF, advise on marketing plans and recommendations for ACF products, prepare or review appropriate documents for sale of ACF products.

## RFP Response - Project Management Services – Sustainable Northwest

### Budget

The 2022 billable rate for Sustainable Northwest staff at the “Project Manager” level is \$120/hour. The following tables outline the expected schedule, effort, and travel budget required to accomplish the outlined objectives.

Table 1. Description of Activities

| <b>Activity No.</b> | <b>Timing</b>                | <b>Frequency</b>     | <b>Duration (hours)</b> | <b>Total Hours</b> |
|---------------------|------------------------------|----------------------|-------------------------|--------------------|
| 1                   | January 2022 - March 2022    | Every two weeks      | 7                       | 24                 |
| 2                   | January 2022 - December 2022 | Monthly and annually | 2 and 10                | 34                 |
| 3                   | February 2022                | Once                 | 15                      | 15                 |
| 4                   |                              |                      |                         |                    |
| 5                   | June 2022 - September 2022   | Every two weeks      | 4                       | 32                 |
| 6                   | June 2022 - September 2022   | Monthly              | 7                       | 28                 |
| 7                   | January 2022 - July 2022     | Monthly              | 2                       | 14                 |
| 8                   | January 2022 - December 2022 | Monthly              | 4                       | 48                 |
| 9                   | January 2022 - December 2022 | Monthly              | 4                       | 48                 |
| 10                  | January 2022 - July 2022     | Monthly              | 4                       | 48                 |
| 11                  | June 2022 - September 2022   | Monthly              | 7                       | 28                 |
| 12                  | October 2022 - December 2022 | Once                 | 20                      | 20                 |
|                     |                              |                      | Hours                   | 339                |
|                     |                              |                      | Rate                    | \$120              |
|                     |                              |                      | Total                   | \$40,680           |

Table 2. Budget Summary

|                              |                 |
|------------------------------|-----------------|
| Staff                        | \$40,680        |
| Supplies, Materials, & Misc. | \$500           |
| Travel                       | \$2,000         |
| <b>Total not-to-exceed</b>   | <b>\$43,180</b> |

### Terms and Conditions

- Invoices are payable monthly;
- Activities will be billed as completed;
- Sustainable Northwest utilizes a standard contractor agreement (see attachment).

## RFP Response - Project Management Services – Sustainable Northwest

### Qualifications and Staff

**Ben Dair Rothfuss, Sr. Conservation Finance Manager.** Ben serves as the lead consultant on the Arch Cape Forest project. Ben brings five years of direct experience with the Arch Cape Water District and the history of the proposed forest acquisition. Ben works across Sustainable Northwest's Forest, Energy, and Green Markets program areas to increase the funding available to conservation projects by delivering analytical support and business services to partners. Ben holds degrees in environmental management from Yale University and biology from Swarthmore College.

**Kaola Swanson, Forest Program Director.** Kaola oversees the Forest Program at Sustainable Northwest. Kaola is deeply committed to the concept of the radical middle and finding practical solutions to balance multiple outcomes. Before joining Sustainable Northwest, Kaola was the Oregon Program Director for Pacific Forest Trust, where she worked to promote policies and projects for the benefits of wood, water, wildlife and climate. Her earlier work as Associate Conservation Director at The Freshwater Trust focused on developing market-based programs to increase the pace and scale of freshwater conservation in the Pacific Northwest. A native of North Carolina, her love of western forests is rooted in her experience living and working in the Western Cascades. Kaola has a bachelor's degree in Environmental Science from University of Oregon and a master's degree in Environmental Management from Duke University.

**Ngu Castro, Chief Financial Officer.** Ngu directs all aspects of financial reporting and compliance. Ngu Castro is a Finance Executive, Consultant, and Advisor with a decade of success across retail, restaurant, property management, healthcare, construction and non-profit. Her broad areas of expertise include financial modeling & forecasting, process improvement, technical accounting, budgeting, and cash management. She joined Sustainable Northwest in 2018 where she is responsible for the Finance and Accounting function of the non-profit organization as well as its for-profit subsidiary. Prior to Sustainable Northwest, she was a Finance Executive for various non-profit organizations in Honolulu. She also served as Financial Consultant providing strategic financial modeling and planning for several Low-Income Housing Tax Credit projects in Honolulu. She earned her bachelor's in Hotel and Travel management from Vietnam National University of Hanoi, a bachelor's in Accounting from the University of Hawaii at Manoa. She also earned and retained Certified Public Accountant certification since 2015.



**FIRST AMENDMENT TO TIMBERLANDS OPTION AND PURCHASE AND SALE  
AGREEMENT  
(Arch Cape Watershed)**

This First Amendment to Timberlands Option and Purchase and Sale Agreement (the “**Amendment**”), is entered into effective as of March \_\_, 2022 (the “**Effective Date**”), by and between Arch Cape Domestic Water Supply District, an Oregon special district (“**Optionee**”), and Onion Peak, LLC, an Oregon limited liability company (“**Optionor**”). Capitalized terms used but not defined herein shall have the meanings ascribed to such terms in the Agreement (defined below).

**RECITALS:**

**A.** Pursuant to that certain Timberlands Option and Purchase and Sale Agreement dated effective as of May 29, 2020, by and between Optionor and Optionee (the “**Agreement**”), Optionor granted to Optionee an Option to buy the Real Property located in Clatsop County, Oregon, as more particularly described in Exhibit “A” of the Agreement.

**B.** The parties desire to amend the Agreement by (i) approving the Appraisal and agreeing upon the final Purchase Price for the Real Property, (ii) establishing a target Closing Date for 2022, and (iii) allowing Optionor to assign its rights and obligations under the Agreement to its sole member, as more particularly set forth below.

**AGREEMENT:**

Now, therefore, in consideration of the mutual promises contained herein and for other valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereby agree as follows:

1. **Recitals.** The above recitals are incorporated herein by reference.
2. **Appraisal & Purchase Price.** Optionor and Optionee hereby fully approve the Appraisal Report dated November 26, 2021, prepared by Zachary M. Dewees, CF at Mason, Bruce & Girard, Inc. for the Real Property, which is the Appraisal for all intents and purposes under the Agreement, and agree that the Purchase Price for the Real Property, as concluded by the Appraisal in accordance with Section 1.6 and Section 1.7 of the Agreement, shall be Four Million Six Hundred Ninety Thousand and No/100 Dollars (\$4,690,000.00). For the avoidance of doubt, the date of the Appraisal is November 26, 2021, notwithstanding any statement contained therein that indicates that it was issued or effective “as of July 7, 2021.”
3. **Target Closing Date.** Notwithstanding the terms of Section 5.1 or any other term or provision contained in the Agreement regarding the timing of Closing, if Optionee exercises the Option by way of delivery to Optionor of an Exercise Notice pursuant to Section 1.4 of the Agreement, Optionor and Optionee shall make best efforts to consummate the Closing on or before June 30, 2022 (the “**Target Closing Date**”). If for any reason the Target Closing Date must be extended to reasonably accommodate Optionee’s grant funders and the time frames that they may respectively need in order to

deliver to Optionee all of the funds necessary to fund the Purchase Price, Optionor and Optionee agree to reasonably extend the Target Closing Date by written amendment to the Agreement, so long as such extended Target Closing Date is no later than December 31, 2022.

4. **Forest Legacy Program Disclaimer.** At the request of ODF, which administers the federal FLP, the parties hereto agree that the FLP is a voluntary program, based on willing buyer and willing seller conditions, and eminent domain cannot be used if negotiations between the parties do not result in an amicable agreement.
5. **Assignment.** The parties agree that, prior to Closing, Optionor may assign its rights and obligations under the Agreement to Optionor's sole member, Ecotrust Forests II, LLC, an Oregon limited liability company ("**Assignee**"), so long as (a) Assignee assumes Optionor's rights and obligations under the Agreement and Optionor remains liable and responsible for any duties and obligations to Optionee arising under the Agreement (unless Optionee otherwise agrees in writing), and (b) Optionor provides Optionee with written notice of such assignment. Contemporaneously with such assignment, Optionor will convey the Real Property to Assignee, subject at all times to the terms of the Agreement, as amended by this Amendment.
6. **Full Force and Effect.** This Amendment modifies and amends the Agreement. In the event of any inconsistency between the Agreement and this Amendment, this Amendment shall prevail. Except as expressly modified and amended by this Amendment, the Agreement is and shall remain in full force and effect according to its terms.
7. **Counterparts; Email Signatures.** This Amendment may be executed simultaneously or in counterparts, each of which shall be deemed an original, but all of which together shall be one and the same instrument. Email transmission of a signed original document shall be the same as delivery of an original. At the request of either party, the parties shall confirm email transmitted signatures by signing an original document.

[Signatures contained on following page]

The parties hereto have entered into this Amendment effective as of the Effective Date.

**OPTIONOR:** ONIONPEAK, LLC, an Oregon limited liability company

By: EcotrustForest Management, Inc., its Manager

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**OPTIONEE:** ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT, an Oregon special district

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**Endorsement of Arch Cape Forest Project**

*Email from Rich Wollert to Phil Chick 3/10/22*

Dear Mr. Chick:

My wife and I have owned a residence at the corner of Shingle Mill Lane and Third Avenue in Arch Cape for 30 years. During the last several years we have contributed to the Rainforest Reserve Project and, more recently, to the Arch Cape Community Forest Project. Shortly after the first project was successful in purchasing the Rainforest Reserve, the second project obtained funding for purchasing the Community Forest. The two tracts of land are adjacent to one another but the North Coast Land Conservancy is managing the forest in the Reserve while the Arch Cape Water District Board will manage the Community Forest once it has been purchased.

Sometime last week we received a cover letter and related documents from three Arch Cape residents requesting that we sign a petition urging "the Arch Cape Water District Board to forego their plan to 'operate' the forest." I read these materials and then reviewed the "FAQs," "Forest Management Plan," and "Watershed Acquisition Plan" on the Arch Cape Forest website. Finally, I consulted with other Arch Cape residents regarding various relevant issues.

After taking these steps I am certain that the Community Forest Project, embracing and complementing the vision of the Rainforest Reserve, will be of great benefit to Arch Cape residents. Furthermore, managing the Community Forest falls entirely within the scope of the Water District Board's mission. Finally, the Board's framework for managing the Forest is responsible and appropriate.

I am therefore writing you to express my unequivocal support for the Community Forest Project and for its management by the Arch Cape Water District Board.

Please don't hesitate to give me a call if you have any questions about specific issues related to my endorsement. Thank you for your service to the Arch Cape community,

Rich Wollert  
503-757-7712

Cc: Dan Seifer

2/22/2022

Dear District Manager Phil Chick,

This proposal is in response to the Request for Proposal for Consulting Forester Personal Services by the Arch Cape Water District. Springboard Forestry LLC has strong interest in this project. Our strengths, capacities and experience are laid out in this proposal. As requested, we have provided the basis and estimated compensation and costs, records and procedures to be maintained through the project, a maximum compensation to be paid, a proposed schedule of services, and qualifications and experience for our team. We have no exceptions to the terms and conditions of the proposed contract.

Springboard Forestry has strong familiarity with the Arch Cape Forest project, and was involved in numerous phases of the project. We hosted an initial tour in the Bear Creek Watershed for the Arch Cape Water District board as they explored the idea of purchasing the Arch Cape Forest. Subsequently we completed the forest inventory data collection, advised both North Coast Land Conservancy and the Arch Cape Water District during acquisition negotiations, assisted in the development of financial models and the current financial plan, authored the draft Multi-Resource Management Plan, and continue to attend community meetings and assist the finance committee. Not only do we know the property and participants, but also strongly believe in the cause and have supported it through both contracted and volunteer work.

Springboard has deep expertise in watershed and conservation property acquisition and management. We have worked on acquisitions ranging from less than an acre to 106,000 acres and provide management services to watershed and conservation clients throughout Oregon and Washington. Our team combines a practical background in land management, finance, cartography, data management, and contract administration with a strong academic training. We are equally comfortable negotiating with contractors as we are in a community meeting or writing a management plan. Of particular value for the future management of the Arch Cape Forest, we have strong experience with completing planning, restoration-oriented road work and ecological silviculture on Oregon's north coast.

We would be thrilled to continue our work with the Arch Cape Water District and appreciate your consideration of our proposal.

Sincerely,

*Benjamin Hayes*

-Ben Hayes  
Manager, Springboard Forestry LLC.



**SPRINGBOARD  
FORESTRY**

www.springboardforestry.com  
30151 NW TIMBER RD  
TIMBER | OR | 97144  
971-678-9464

## Estimated Compensation and Costs

Standard Billing Rate (Forester, GIS, Design) : \$95 / hour (discounted from \$125 / hour for conservation / return client)

Field Technician Billing Rate: \$75 / hour

Mileage Rate (paved and forest road combined): \$.65 / mile, all trips originate from Timber, OR or actual location, whichever has a lower mileage.

Field materials (paint, tape, printing, etc) invoiced at material cost + 20%.

---

All contract deliverables and tasks will be completed on a time and expenses basis. It is our opinion that invoicing based on a percent of gross or net revenue is inappropriate for landowners where the primary management objective is something other than financial return. All of the below figured are based on a best estimate of the work to be completed, but actual costs may vary between tasks and estimates for some tasks are not possible at this phase of project development. Individual small tasks such as inventory updates to be sub-contracted or bid separately, with the process managed by Springboard Forestry.

Tasks 1,2,6,7,8 (Acquisition and public / private outreach) Not to exceed \$40,000.

Task 3 (Deferred Timber Stand Improvement) Not to exceed \$27,000, considerably less if combined with additional tasks

Task 3/2 (Forestry Development) To be determined upon review of final adopted financial plan / multi-resource management plan and estimated forest development tasks.

Task 4 (Deferred and year 1 Road maintenance, improvement, decommissioning) Not to exceed \$20,000, less if combined with additional tasks

Task 5 (Wildlife and human safety) To be determined upon review of final management / recreation plan. Minimum estimate of 1x 1 day visit per month for monitoring as specified by ACWD.

Tasks 9,10,11,12 (Planning, marketing, inventory, certification) These tasks are interpreted to include finalization of multi resource management plan (estimated \$8,000 during initial project proposal) in addition to possible inventory updates, product marketing and FSC certification. FSC certification will require submission of the complete plan as well as supporting documentation, site visit, and annual verification. Initial certification estimated no to exceed \$5,000. Other tasks to be determined following completion of multi-resource management plan and in conversation with ACWD.

## Proposed Schedule

Springboard is able to start work immediately to assisting the Arch Cape Water District through the acquisition process. We are a small and flexible team with the ability to meet the needs of this project and adapt easily to project changes.

- Management planning and additional planning tasks / plan completion would be completed following acquisition, anticipated during summer 2022.
- Certification process would begin summer 2022
- Timber stand improvement, permitting, and contracting would occur beginning fall 2022
- Road maintenance, improvement and decommissioning would begin summer 2022
- Wildlife and human safety / property use would begin immediately following acquisition and expand following recreation plan completion.

---

## Qualification of Team

Springboard Forestry LLC relies both on a small, efficient team with complimentary skills, and on a range of effective subcontractors able to execute quickly, and to our high standards. The entire team has past experience on the Arch Cape Forest and Rainforest Reserve through planning and inventory projects. Resumes for the team members are attached to this proposal. The proposed team includes:

**Ben Hayes, Manager / Forester:** Ben is a 6th generation Oregonian and leads Springboard Forestry - a consulting firm focused on conservation forestry, finance, water resources, and wood supply chains. Ben is also a co-owner of Hyla Woods, an experimental family forest in Oregon's coast range, and a board member of the Northwest Natural Resources Group. He has a Masters of Forestry from Yale University, a Masters of Design from Harvard University, and a BA from Whitman College. Ben has completed additional training in forest appraisal, variable probability sampling design, conservation finance, and carbon project development. When not in the woods, Ben enjoys working on wooden boats and floating wild rivers.

**Oliver Curtis, Design / GIS / Data Management:** Oliver is a GIS professional with advanced knowledge of spatial workflows and visualizations. He has experience working with both public and private sector clients on analysis projects to inform decision making. Oliver has a Masters of Design Studies from Harvard University and a BA from Davidson College. When not working on GIS and cartography projects, Oliver teaches GIS and Environmental Design at the Boston Architectural College.

**Jake Barker, Field Forestry Technician:** Jake is an experienced forestry worker who cut his teeth on the Arch Cape Forest inventory project. Since then Jake has completed thousands of inventory plots and assisted in numerous federal forestry management projects across the US. Jake has a BA from Middlebury College and spends his spare time cycling and playing music.

971.678.9464

**Benjamin Hayes**30151 NW Timber Rd.  
Timber, OR 97144

ben@springboardforestry.com

**Education:**

---

**Harvard University: Graduate School of Design, Cambridge, MA***Master of Design (MDes), 2020*

- Studied economics and carbon accounting within the forest products sector
- Focused independent studies on wood design, construction, and the transition to mass timber / CAD – CAM fabrication with wood. Research project on wood design and fabrication in Japan and Finland.

**Yale University: School of Forestry and Environmental Studies, New Haven, CT***Master of Forestry (MF), 2015*

- Focused coursework on conservation finance, freshwater ecology, and forest management.
- Teaching Fellow for FES 792, Structuring Success taught by Dean Sir Peter Crane and Prof. Christopher Sawyer, and FES 660, Forest Stand Dynamics taught by Dr. Ann Camp, and FES 669, Forest Management and Operations for Professional Foresters, taught by Prof. Michael Ferrucci.
- Wyss Conservation Scholar- a Wyss Foundation scholarship targeted at land conservation in the American West.

**Whitman College, Walla Walla, WA***B.A. Environmental Humanities, minor: Politics***Semester in the West, Western US- Whitman Environmental Studies Semester Program****Catlin Gabel School, Portland OR****Lakeside School, Seattle WA****Relevant Experience:**

---

**Springboard Forestry, Timber, OR***Owner: 2015-present*

- Provide forestland management services focused on ecological management of sensitive systems including watersheds, public forests, and family forests totaling approximately 30,000 acres.
- Involvement in all aspects of working forestry and wood supply chain management: GIS mapping, inventory, silviculture, harvest management, log sales regeneration, management planning, and financial modeling.
- Experience with both voluntary and compliance forest carbon projects, including project design, assessment, inventory, verification, monitoring, and project management, as well as Forest Stewardship Council certification.
- Comfortably present complex ecological, economic, and silvicultural challenges to widely varied audiences.
- Built and supervise a strong team of skilled land management practitioners to work on complex projects.
- Developed expertise and consulting contracts on wood sourcing, wood building construction, mass timber, and the climate impacts of construction systems.
- Started “Hyla Huts” in partnership with Hyla Woods- a prefabricated modular timberframe cabin company producing kits between 80 and 800 square feet, focused on affordable and low impact housing / lodging.

**Hyla Woods, Hayco LLC, Mt. Richmond Forest, Gaston, OR***Part Owner: 2004-present*

- Play a key role in the stewardship and management of forestland in Oregon’s coast range with the goal of ecological and economic viability, and 20 years of FSC forest and mill certification.
- Involvement in many aspects of running a small family-owned business, including acquisitions, contracting, web design, mapping, marketing, restoration, logging, monitoring programs, and strategic planning.
- Working with partners to actively improve family forestry in Oregon, including market access for high quality logs and wood products from family forestland.



**The Pinchot Institute for Conservation, District of Columbia / Portland, OR***Working Lands Project Director, Conservation Finance Specialist: 2015-2018*

- Built the coalition-based Working Lands Project to research and develop conservation finance and management tools for the family forest, farm and ranch landowners that own over 1.1 billion acres in America. Worked with a diverse set of government, non-profit, and business partners to raise approximately \$200,000 of project support.
- Wrote a business plan for the Family Forest Foundation's Family Forest Legacies program and received the runner-up prize in the National Forest Foundation Barrett Business Plan Challenge for a mobile restoration sawmill concept.

**US Forest Capital / Oregon Solutions, Portland, OR***Research Analyst: 2014***Fishtrap, Enterprise, OR***Program Coordinator: 2011- 2013***Whitman College, Walla Walla, WA***Assistant Arborist: 2008- 2011***Volunteer Experience, Skills**

---

Volunteer Experience: Board Member, Northwest Natural Resources Group ([www.nnrg.org](http://www.nnrg.org)) 2016-present. Member of finance and executive hiring committees for a non-profit committed to market-drive ecological forestry in the Northwest. Active volunteer / advisor for North Coast Land Conservancy as they worked to acquire the Rainforest Reserve.

Membership: Member of the Society of American Foresters (SAF accredited forester), Forest Stewards Guild Professional Member, Oregon Woodland Cooperative member, Oregon Small Woodlands Association member.

Skills: Wooden boat builder (<http://www.brickbuildingboatworks.com>), sailor and river runner. Active photographer, currently working on a year-round portfolio capturing the essence of forestry in NW Oregon.

Relevant Courses: Forestland Appraisal workshop at Oregon State University, 2014, Strategies for Land Conservation at Yale, Doing Deals workshop at Trust for Public Land, River Systems at Yale, Water Resource Management at Yale.

## **OLIVER J. CURTIS**

olcurtis@gmail.com  
240-498-3002

### PROFILE

I am a GIS professional with advanced knowledge of spatial workflows and visualization. I have experience working with both public and private sector clients on analysis projects to inform decision-making.

### EDUCATION

**Harvard Graduate School of Design**, Cambridge, MA

Master in Design Studies: MDes 2017; Concentration: Energy and Environments

- Emphasis on spatial information design, analysis, and visual narratives.
- Research grants and awards: H.T. Fisher Prize (mapping), Mexican Cities Initiative Fellowship (urban planning), and Penny White Project Fund Award (field research).

**Davidson College**, Davidson, NC

Bachelor of Arts in Classics: BA 2007

### EXPERIENCE

**GIS Analyst and Research Consultant**, Washington, D.C., 2017-present

Provide clients with qualitative and quantitative visual arguments for complex ecological issues with a specialty in landscape analysis.

- Analyzed forestry and wood supply chain data for New England region using Spatial Analyst, Network, and Statistics toolsets on behalf of Olifant, a policy consulting organization (Boston, MA).
- Constructed method to analyze over 6,000 timberland parcels for available wood supply based on environmental regulation, forest growth models, and wood species measurements to be integrated into a financial forestry scenario comparison tool on behalf of Springboard Forestry (Timber, OR).
- Developed scripts for geospatial timber market analysis on behalf of Washington-state based nonprofit demonstrating cost-distance and topographical relationships (Seattle, WA).
- Designed and produced a map series to determine the best location in the Pacific Northwest region for an additional sawmill to serve private forest landowners on behalf of Pinchot Institute for Conservation (Portland, OR).
- Assisted with construction details and conceptual consulting for cross-laminated timber (CLT) project in Queenstown, New Zealand on behalf of Koda Architects (Miami Beach, FL).
- Provided strategic business counsel and grant writing services for a geospatial company on state-level hazard mitigation bid solicitations (Malibu, CA).

**Harvard University, Energy & Environments Design Lab**, Cambridge, MA, 2015-2017

**Research Assistant:** Worked on special grant funded projects.

- Co-authored "Specific Carbon" in *Wood Urbanism: From the Molecular to the Territorial*, edited by Daniel Ibañez, Jane Hutton, and Kiel Moe. Barcelona: Actar, 128-135.

**Vermont Energy Investment Corporation**, Washington, D.C., 2015

**Trade Ally Manager:** Developed business strategy for communicating mission, values, and impact of the Sustainable Energy Utility on energy efficiency projects.

**Robert Curtis Architects**, Chevy Chase, MD, 2012-2015

**Construction Manager:** Managed the full budget, construction, and site management for low-energy residential project.

**Southface Energy Institute**, Atlanta, GA, 2010-2012

**Project Manager:** Performed building energy optimization and incremental cost trade-off analysis for building science research team to meet National Renewable Energy Lab (NREL) deliverables for low-energy prototype homes.

**Elysian Energy**, Silver Spring, MD, 2009-2010

**Energy Auditor:** Conducted field assessments to determine energy savings potential for single and multi-family properties.

## TEACHING

**Boston Architectural College**, School of Landscape Architecture

Adjunct Faculty, Information Design: DME2015/2016 Landscape Representation: Geographic Information Systems and Environmental Design – Introduction and Analysis, Fall 2019-present

- Developed school curriculum for the transition to ArcGIS Pro and led workshops for students.

**Wentworth Institute of Technology**, Department of Architecture

Adjunct Faculty, Architecture (Graduate Elective): ARCH3850-02 Site Analysis: Methods for Informed Decision-making, Fall 2020/2021 (Online)

## SKILLS

Data Collection: Drone Mapping, Survey 123

Mapping: Esri ArcGIS Pro, ArcMap, AGOL

*Toolboxes: 3D Analyst, Analyst, Conversion, Data Interoperability, Data Management, Editing, Image Analyst, Network Analyst, Spatial Analyst, Spatial Statistics*

Graphic Design: Adobe Illustrator, InDesign, PhotoShop

Media: Adobe After Effects, Premier

Microsoft Office Suite

JAKE ROBERT BARKER  
1376 Cold Springs Road, Nederland, CO 80466  
jake.barker@usda.gov 559-590-6216  
jakerbarker@gmail.com 970-819-8858

---

FORESTRY WORK HISTORY

USDA FOREST SERVICE ENTERPRISE PROGRAM

Nederland, CO

**Forestry Technician (TSP) 0462-05/1**

Pay Status: October 13, 2020 - December 4, 2020

Pay Status: February 3, 2021 - September 19, 2021

Pay Status: January 3, 2022 - present

- Conduct timber cruise plans and sample measurements of forest stands to estimate the amount of standing timber
- Assess quality and determine defects in timber
- Prepare, process, and interpret reports of timber cruise data using a computerized system
- Apply silvicultural prescriptions and marking guides to designate harvest timber

**Awards**

- Selected for a 'Significant' Award for FY21 September 2021

**Select Projects**

Project Lead - Ouachita NF

February - March 2022

- Managed and led five-person team executing CSE plots
- Collaborated with forester, organized and submitted field data

Hiring Coordinator

January - February 2022

- Managed and led five-person hiring team
- Carried out reference checks, scheduled and conducted interviews

Assistant Project Lead - Pike NF

August - September 2021

- Managed and led four-person timber marking crew
- Marked timber and executed cruise plots in sale area

Assistant Project Lead - Routt NF

August 2021

- Managed and led five-person crew
- Marked sale boundaries and GPSed cutting units
- Executed cruise plots in sale area

Crew Member - Arapaho NF

July 2021

- Marked sale boundaries and timber
- Designated wildlife trees

Project Lead - Lolo NF

June 2021

- Managed and led five-person timber marking crew
- Prepared safety plans and collaborated with district foresters and silviculturists
- Marked 250 acres of timber in steep and hazardous terrain
- Verified and adjusted sale boundaries and SMZs based on field observations
- Executed quality control plots and reconnaissance plots in cutting units

Crew Member - Cibola NF

April 2021

- Marked timber with intensive silviculture prescription on 350 acre sale
- Flagged SMZ boundaries and considered wildlife habitat

Crew Member - Apalachicola NF

February - March 2021

- Executed over 300 CSE plots for Hurricane Michael Recovery Project
- Verified and checked over 150 contractor plots

Crew Member - Lolo NF

October - November 2020

- Marked sale boundaries and timber on Sawmill TS

**SPRINGBOARD FORESTRY, LLC.**

**Portland, OR**

**Forestry Technician - 500 Contract hours @ \$30/hr**

Sept 2017 - May 2019

- Conducted cruises for timber and carbon credit inventories in WA, OR, and CA
- Used forestry measurement tools: clinometer, laser, relaskop, prisms, field-data recording devices
- Navigated and executed projects with GPS
- Edited company forest management plans for private landowners

**Select Projects**

Arch Cape - Oregon

November - December 2018

- Executed reconnaissance plots over 3000 acres, partnering with EFM and the North Coast Land Conservancy, for the Rainforest Reserve proposal
- Worked primarily independently locating plots, recording trees, identifying and cruising sawlogs

Klamath River Blue Creek - California

September 2017

- Conducted carbon credit inventory in collaboration with Western Rivers Conservancy and Yurok Tribe
- Verified over 200 carbon plots

ADDITIONAL WORK

**BOULDER VALLEY SCHOOL DISTRICT**

**Boulder, CO**

**Bicycle Education Instructor / Mechanic**

September 2019 - December 2019

- Taught elementary and middle school students bicycle safety and skills
- Mechanic for district-owned bicycles
- Fostered love for the outdoors, for cycling, for safe alternative transportation

**COLUMBIA SPORTSWEAR COMPANY**

**Portland, OR**

**Ecommerce French Customer Care Rep**

January 2018 - April 2018

- Assisted in online sales and responded to technical product questions from French-speaking customers

**OLDERBROTHER**

**Portland, OR**

**Media / Copywriting Intern / Production Assistant**

October 2017 - December 2017

- Created and edited copy for news interviews and media posts
- Assisted in photo and video shoots with live models

**TEACHING ASSISTANTS PROGRAM IN FRANCE**

**Bastia, France**

**Assistant English Teacher**

October 2016 - April 2017

- Developed curriculum for high school and middle school level classes of varying abilities
- Worked alongside native French-speaking teachers to cultivate a productive classroom environment

EDUCATION

**Middlebury College**

**Middlebury, VT**

Class of 2016

September 2012 - May 2016

- Bachelor of Arts in History of Art, French minor
- Magna Cum Laude - Cumulative GPA: 3.69
- Departmental Honors
- College Scholar: Fall 2012 – Spring 2016
- Relevant Coursework: Geology, Historical Geography of North America, Physics

SKILLS AND INTERESTS

**Technology:** Microsoft Office, Google Suite, ArcGIS Online, Adobe Audition and Photoshop, MailChimp, Zendesk, CRM software, experience with GPS and forestry applications

**Interests:** cycling, reading, music, splitboarding, running, skiing, climbing, surfing, cooking

10 March 2022

From: Steve Hill

To: Arch Cape Water District Board

Re: Campbell : Gardner : Cerelli Petition for alternative management of the Arch Cape Forest

**Request of the Board:** As you are aware, the Arch Cape Forest (ACF) Advisory Committee reported a strong sentiment to, if possible, preserve as much of the proposed Arch Cape Forest as possible. I and my wife Joanne are in sympathy with their recommendations. It is my hope that the Board will as a result of this petition and other separate contacts, consider adopting a management plan which would do just that including exploring the possibility of the North Coast Land Conservancy taking an active role in it's management.

Hopefully a maximum number of ancillary roads in the ACF may be decommissioned. A management plan which minimizes a professional forester's and project manager's cost to only those activities such as timber stand improvement which would accelerate specie diversity beyond what would be expected by leaving the forest completely untouched and only subject to natural forces should be sought. Our goal should be strongest ecological health for the watershed possible and not the perpetuation of the clear cut harvest 'tree farm' experienced in the recent past.

**Comments on the "Background" reflected in the Petition:** Assertions made in the petition background are certainly subject to a different interpretation.

**Lack of Board Transparency:** You would have to have been dead to local civic affairs in Arch Cape to have escaped notice of the once in a lifetime opportunity pursued by the water district to acquire the community watershed from EFM and the associated financials surrounding that potential purchase. Notices were given in meeting agendas with accompanying Zoom broadcasts, board packet transmissions to the frequent distribution email list, Tunnel Echoes articles, notices on community bulletin boards and Daily Astorian articles. Meeting minutes with supporting exhibits were posted to the archcapewater.org website. Many of the comparative forest management economic scenarios were developed for publication to the community by an originator of this petition Rick Gardner. They ranged from no logging to intensive logging. The only information withheld from the public was specific specie composition and valuation projections covered by EFM stipulated non-disclosure language contained in the option to purchase agreement which is to survive through potential final close of escrow.

**Lack of Board Qualifications to Manage the ACF:** All evidence to the contrary given that the board marshaled the team including professionals from Sustainable Northwest and Springboard Forestry and other community resources which has lead to corraling enough funds from federal grants, and other sources to reasonably expect a successful close of escrow. Should the option be exercised for a forest originally estimated to be valued at \$5.3M for the favorable appraisal just received of \$4.69M the Arch Cape community will have an asset of generational importance.

The board isn't qualified to operate the water treatment plant or wastewater treatment plant either but have hired a District Manager and Operator who are qualified to do so. Similarly they would exercise ACF management through a Forester and Project Manager. The question remains in what direction and to what extent that management will take place based on guidance from the board.

Whatever your views on who may in future fill board positions, if past performance is any guide, the community will be well served by future volunteers. The originators of this petition don't give themselves enough credit for the high quality of their own past performance. I repose all confidence in Bill Campbell, Rick Gardner and Bob Cerelli should they serve again.

**Management Distraction Negatively Impacting Rate Payers:** The on average higher expense of Arch Cape homes, particularly recently, has resulted in our community being well populated with individuals steeped in business experience including fiscal management of concerns far more involved and with more substantial budgets than the utility districts.

The recent heavier weighting of meeting minutes devoted to the ACF is understandable given the opportunity of it's purchase. This has not come at the expense of traditional district business. I have carefully observed the expenditure of public monies when providing back office support in the past. They were not wastefully spent. I understand the board fully intend to develop a new fiscal budget as has been faithfully done in the past including development of a new long range financial plan taking into account the change in future capital projections for the districts.

The 22% rate increase referenced from 2017 to 2021 doesn't take into account the rate reductions in preceding years shown in this rate review from the inception of the district (stated for the predominant ¾" meters installed in the community). These reductions were a result of incorporating excess usage revenues into daily operations and careful management by the board. Current rates are in fact lower in total than those experienced in 2011.

| Water : Qtrly ¾" | Qtrly Base Rate | Qtrly Surcharge | Total Qtrly | % Inc | Annual Cost |
|------------------|-----------------|-----------------|-------------|-------|-------------|
| Jul 1993         | \$48.00         | \$0.00          | \$48.00     |       | \$192.00    |
| Jul 1998         | \$66.00         | \$21.00         | \$87.00     | 81%   | \$348.00    |
| Jul 2002         | \$105.00        | \$21.00         | \$126.00    | 45%   | \$504.00    |
| May 2008         | \$132.00        | \$21.00         | \$153.00    | 21%   | \$612.00    |
| Jul 2011         | \$141.00        | \$47.00         | \$188.00    | 23%   | \$752.00    |
| Jul 2012         | \$123.00        | \$47.00         | \$170.00    | (10%) | \$680.00    |
| Jul 2016         | \$121.00        | \$19.00         | \$140.00    | (18%) | \$560.00    |
| Jul 2018         | \$141.00        | \$19.00         | \$160.00    | 14%   | \$640.00    |
| Jul 2019         | \$147.00        | \$19.00         | \$166.00    | 4%    | \$664.00    |
| Jul 2020         | \$150.00        | \$19.00         | \$169.00    | 2%    | \$676.00    |
| Jul 2021         | \$155.00        | \$17.00         | \$172.00    | 2%    | \$688.00    |

The water district rate comparison table was of great interest. Given that other communities such as Astoria, Tillamook, Cannon Beach and Seaside have substantial business development and associated commercial revenues not available to Arch Cape, it's impressive that there isn't a greater disparity in annualized water rates. Many residents have located their homes in Arch Cape specifically because it lacks industry.

**Conclusion:** I sincerely hope we can move forward in a way that makes our forest as ecologically strong as possible preserving as many trees as we are able.