

**ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT  
BOARD OF COMMISSIONERS MEETING**

Arch Cape Fire Hall 79729 Hwy 101

Thursday November 17th, 2022

TIME: FOLLOWING THE SANITARY BOARD MEETING

To Join Meeting by Video Link:

<https://us02web.zoom.us/j/82450898403>

Join by Telephone: 1-669-900-6833

Meeting ID: 824 5089 8403

- |  |                                    |
|--|------------------------------------|
| <b>I. Call to Order</b>  | Debra Birkby, President            |
| <b>II. Public Comments</b>   | Debra                              |
| <b>III. Agenda Approval</b>  | Debra                              |
| <b>IV. Consent Agenda (Action)</b>   |                                    |
| <b>A. Approve Minutes – October 20th Regular Board Meeting</b>                                     |                                    |
| <b>B. Authorize Payment of Accounts</b>  |                                    |
| <b>E. Accept Correspondence Requiring No Action</b>  |                                    |
| <b>V. Old Business</b>   |                                    |
| <b>A. South Water Reservoir (Information)</b>  | Curt McLeod, Curran-McLeod Inc.    |
| <b>B. October 20th Forest Mgmt. Committee Vote (Information)</b>                                   | Debra                              |
| <b>C. Resolution 22-08 WD Forest Mgmt. Committee (Action)</b>                                      | Debra                              |
| <b>D. Arch Cape Forest</b>   |                                    |
| Project Manager Report (Information)   | Daniel Wear, Sustainable Northwest |
| Sustainable Northwest Contract Modification (Action)   | Debra                              |
| ARPA Grant Budget Amendment A-01 (Action)  | Phil                               |
| Arch Cape Forest Donations Funds (Information)   | Debra                              |
| Conservation Plan Proposal – NCLC (action)   | Debra                              |
| <b>E. UBMax Billing System (Information)</b>   | Teri Fladstol, Jigsaw Consulting   |
| <b>F. Clatsop County Surplus Land (Information)</b>  | Debra                              |
| <b>G. October Budget and Finance Reports (Action)</b>  | Teri                               |
| <b>VI. New Business</b>  |                                    |
| <b>A. Community Club Emergency Preparedness Grant Application Sponsorship (Information/Action)</b> | Phil                               |
| <b>B. Public Records Policy Procedure (Action)</b>   | Debra                              |
| <b>C. Potential Well Source (Information)</b>  | Phil                               |
| <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>  | Debra                              |
| <b>VIII. December Agenda Items (Information)</b>   | Debra                              |
| <b>IX. Public Comment</b>  | Debra                              |
| <b>X. Adjournment</b>  | Debra                              |

# **Arch Cape Domestic Water Supply District**

## **Board Meeting Minutes**

October 20, 2022

Pursuant to notice posted, a regular meeting Board of Directors was held at the Arch Cape Fire Hall in Arch Cape, Oregon.

Present: Debra Birkby, President, Nadia Gardner, Vice President, Director Linda Murray, Director Jay Blake [via Zoom at 6:37], Director Dan Seifer, Staff: Teri Fladstol, Administrative Assistant, Phil Chick, District Manager; Zoom: Anne Dove, National Parks; Public: Darr Tindall, Sharon Chaitt, Bill Campbell, Steve Hill, Michael Manzulli, John Mersereau, Chris Mastrandrea

Call to Order at 6:02 pm and Public Comments: None

Agenda Approval – Motion made by Dan Seifer to remove item B. Budget and Finance reports; Second by Linda Murray, Motion Carried. Amended to move Forest Committee appointments until Jay Blake is able to join by Zoom. Motion made by Nadia Gardner, Second by Dan Seifer, Motion Carried.

Budget & Finance Discussion: Directed questions regarding the new finance statements showing Sanitary column on the Water financials; discussion around how the intergovernmental agreement (IGA) between the Water and Sanitary District is showing on the financials for water? As we continue to work with Accuity, our audit firm, we will adjust the reports and design them to fit the needs of the Board with the input of the Auditor.

Consent Agenda – Motion by Nadia Gardner to accept the consent agenda as edited; Second by Dan Seifer, Motion Carried.

Old Business:

September 10<sup>th</sup> Community Conversation Meeting clarification request by Debra Birkby to discuss the results of September's Board Meeting after being called out for an emergency; updates provided by Nadia Gardner and Dan Seifer on recommendations, no official decisions were made other than to have a person or two designated that would have non-voting power and be allowed to participate in the Board Meetings in conversations applicable to the Forest and not be limited to the Public Comment only section.

Project Manager Report provided by Phil Chick on behalf of Daniel Wear. Provided hard copies of a timeline as requested. There is a communications schedule, newsletter, social media posts, etc. Discussion ensued regarding deadlines that we need to adhere to regarding grants, etc. Question of need to schedule a work session – session scheduled at 5:00 pm on November 17<sup>th</sup> with a note that the Sanitary District Board will meet at 6:00 pm.

Advisory Committee Field Trip Report provided by Phil Chick on the meeting with Ben Hayes, specifically looking at road work improvement, stand spacing, thinning, etc. It was an interactive exercise and the Committee not only walked in the woods, but asked the Committee to look at structural diversity, stand spacing. This is something they would like to do with the public in the future.

Update on Arch Cape Rainforest Advisory Committee focusing on a strategy to receive public input with care to gather information versus promotion. They will be bringing details back to the next meeting and the focus on local versus how far out into the larger community and with stakeholders.

ARPA Budget Amendment report provided by Phil Chick after conversations with Heather Stevens. This budget amendment is to delineate the line items that were lumped into construction. Several recommendations on what to be included in that and will be a part of what comes before the Board at the November meeting.

Arch Cape Forest Donation Fund – Phil Chick updated the Board on the establishment of the LGIP account for the funds to be distributed from NCLC to be delivered to Arch Cape. A request will be made for that transfer, and

they will continue to be our fiscal sponsor for any donations made from this point forward, with a request made to transfer to the LGIP account being made within a few days. The Outreach Committee will be dissolved at this point and handled by Daniel Wear with input from Board as needed.

Forest Management Committee appointment, based on a review of the nine applications received, the Board of Directors were asked to select, from a list of applicant names, their preferred top five candidates. Vice Chair Nadia Gardner read the description of the position, with clarification on specific details in relation to working with the District's Forester. A discussion ensued of *potential legal conflict of interest vs perceived conflict of interest*, and it was found that no conflict existed. Six candidates surfaced as preferred candidates and Directors were then asked to select their preferred three candidates. Binkley, Manzulli and Noonan stood out as the top candidates. Linda Murray made a motion, seconded by Nadia Gardner to appoint Binkley, Manzulli and Noonan to the advisory committee on forest management. Roll call vote was requested by chair and the motion was approved with a vote of four ayes to one nay, with Director Jay Blake casting the dissenting vote, motion carried [see attachment with synopsis of process and documentation on file at District Office]. Request by Chair to notify the candidates of their appointment and a thank you to those who applied.

UBMax Billing System update with a copy of the postcard provided by Doug Davis of UBMax. Discussions around the excess/overage being a post billing and pre-billing system, with how best to show that given our Tier Rate structure. Excess usages are not calculating for Tiers 3-5 and we are working with them to fix this. The largest excess charges happen in June, July and August so we will work with those customers who will have additional fees.

2021 Audit Request – Accuity LLC is requesting signatures of the engagement letter as well as agreement to the JE's provided. Motion by Jay Blake to sign the letter and return to the auditor. Second by Nadia Gardner, Motion Carried.

New Business:

PFAS Cost Recovery Program – National Rural Water Association – Phil Chick recommended that we participate in the program that will address 'plastic' levels that will be coming from the EPA. Motion by Dan Seifer, Second by Linda Murray, Motion Carried.

SDAO Best Practices Program that we have participated in before and we receive credits on our policies when we are current on these items. We are eligible for a 6% deduction and suggest that the Board takes the opportunity to attend Board Trainings coming up. Motion by Jay Blake to return the paperwork to be processed by SDAO, Second by Dan Seifer, Motion Carried.

Check Signers need to be updated, Jay Blake and the Chairs will need to update records at Columbia Bank. Staff gave directions on the process. Motion made by Dan Seifer to authorize the President, Debra Birkby and Treasurer, Jay Blake along with District Manager, Phil Chick be updated on the account, Second by Nadia Gardner. Motion Carried.

Clatsop County Surplus Property update by Nadia Gardner with clarification on the work-force housing to apply to get some of the properties for low-income housing with specific uses only; recommendation that Clatsop County be made aware of our interest especially given they have the option to donate the land as well. Jay Blake supports sending correspondence to Clatsop County expressing our interest. We need to remember it must be used for housing, public social services, or daycare; what we face is if it goes to auction then it could be anyone who buys it. We may have some options to look at for trading land that would allow us to put up a water tower or something for preservation. Motion by Nadia Gardner to allow staff to draft a letter to Clatsop County of our interest in some or all of the property identified. Second by Dan Seifer, Motion carried.

Account Receivable Report – Teri Fladstol, Jigsaw Consulting Services reported that bills are current, email billings and ACH Drafts are coming in regularly. Chair asked for an update in 2 weeks on status with UBMax.

District Manager Report – attached; no comments and/or questions.

Board Member’s Comments and Reports – No Comments

November Agenda Items – ARPA Grant Budget Amendment, Treasurers Report, Acceptance of Appointments to Committee, Donations from NCLC transferred to LGIP, UBMax update, Surplus Property with Clatsop County.

Public Comment – None Made

There being no further business, motion by Dan Seifer to adjourn the meeting. Second by Nadia Gardner, Motion Carried. Meeting adjourned at 7:58 pm.

Respectfully Submitted

Attest:

Teri Fladstol, Secretary

\_\_\_\_\_

Type	Num	Date	Name	Account	Paid Amount
Check	EFT	10/12/2022	Amazon.com	Maint	(\$43.83)
Check	EFT	10/17/2022	Amazon.com	Off Supp	(\$179.31)
Check	EFT	10/17/2022	M & N Clothing Astoria	Clothing Allow	(\$150.00)
Bill Pmt -Check	243	10/6/2022	Bob McEwan Construction	Maint	(\$2,498.00)
Bill Pmt -Check	244	10/6/2022	Pacific Power	Util	(\$570.23)
Bill Pmt -Check	245	10/6/2022	Verizon Wireless	Util	(\$112.96)
Bill Pmt -Check	246	10/6/2022	William J. MacLean	Payroll	(\$4,871.06)
Bill Pmt -Check	247	10/6/2022	Jackson Oil	Vehicle & Maint	(\$945.48)
Bill Pmt -Check	248	10/6/2022	Jigsaw Consulting Services	Admin Asst & Postage	(\$2,920.00)
Bill Pmt -Check	249	10/6/2022	NAPA Auto Parts	Vehicle	(\$58.23)
Bill Pmt -Check	250	10/6/2022	Branom Instrument Co	Maint	(\$422.50)
Bill Pmt -Check	251	10/6/2022	CenturyLink	Util	(\$161.63)
Bill Pmt -Check	252	10/6/2022	CS&S	Maint	(\$79.22)
Check	253	10/13/2022	SDIS	Health-Med-Dental	(\$199.19)
Check	254	10/20/2022	Oregon Health Authority - OHA Cashier	Education	(\$140.00)
Check	255	10/20/2022	USA BlueBook	Maint	(\$359.32)
Check	256	10/20/2022	Cascade Columbia Distribution	Maint	(\$2,646.96)
Bill Pmt -Check	257	10/27/2022	Clatsop County Assessor	Fire Protection	(\$2,238.06)
Bill Pmt -Check	258	10/27/2022	Oregon Health Authority - OHA Cashier	Dues - Taxes - Fees	(\$70.00)
Bill Pmt -Check	259	10/27/2022	SDAO	Dues - Taxes - Fees	(\$431.49)

# ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT

## RESOLUTION 22- 08 WD

### A RESOLUTION BY THE ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT (“District”) ESTABLISHING THE CREATION OF THE ARCH CAPE FOREST MANAGEMENT COMMITTEE

**Whereas**, the District, a special service district of the State of Oregon, has the authority to form committees; and

**Whereas**, the District owns and manages forestland known as the Arch Cape Forest for drinking water protection and community benefits; and

**Whereas**, the District Board of Commissioners believes that having a committee representing the diverse interests of the community is essential to guiding sound management decisions for the Forest.

**NOW, THEREFORE**, be it resolved the Arch Cape Domestic Water Supply District hereby establishes its Arch Cape Forest Management Committee (“the Committee”) which shall operate upon terms as follows until further Resolution:

1. The Committee shall conform to public meeting and records laws and shall report to the District Board of Commissioners.
2. The District Board of Commissioners will have ultimate authority in the management and financial decisions related to the Arch Cape Forest (“the Forest”).
3. The Committee shall be composed of 3 member positions appointed by the District Board for staggered 3-year terms, and a quorum of 2 members will be required to meet.
4. The Forest Management Committee will oversee all property management decisions and will work closely with the forestry consultant and District Manager. The forestry consultant is responsible for public relations, reporting, contracts, and other day-to-day operations. The forester will provide specific expertise related to forest and road stewardship, monitoring, and planning, working in partnership with the property manager.

5. The Committee will meet initially to select a Chair and Vice Chair from its membership. Minutes of the meetings will be kept and submitted to the District. The Committee will initially meet no less than once per month until the District's approval of a 3-year operating plan and long-term financial plan.

6. The Committee will from time to time recommend to the Board such updates and amendments to the Forest Management Plan as it may determine and shall consider and make recommendations upon such matters as the Board may refer to the Committee.

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

Debra Birkby, President

Attest \_\_\_\_\_



# Arch Cape Forest Accessibility

The Arch Cape Domestic Water Supply District (Arch Cape Water District) strives to provide complete transparency in the design, purchase, and management of the Arch Cape Community Forest. The group provides public accessibility through publication on websites, social media platforms, and through mailings. Additionally, the group provides accessibility to board meetings and other events on a monthly basis. This document is meant to provide a baseline of metrics surrounding the steps the Arch Cape

Water District takes to ensure public inclusion in the decision making process.

## Meetings

1. The Arch Cape Water District hosts monthly board of director meetings, taking place on the third Thursday of each month at 6:00 PM PST. These meetings are held in a hybrid format, with both in person and zoom capability.
  - a. 1 week prior to the meeting the Arch Cape Water District publishes a public facing agenda.
  - b. One month following the meeting, the approved meeting minutes are published.
  - c. All resources can be found at [www.archcapewater.org/meetings](http://www.archcapewater.org/meetings)
  - d. There is an opportunity for public comment at the beginning of each meeting.
2. The Forest Advisory Committee meets at most monthly, on an as needed basis. These meetings are held remotely via Zoom and in person.
  - a. 1 week prior to the meeting the Arch Cape Water District publishes a public facing agenda.
  - b. Following the meeting, the approved minutes, and meeting recording is posted on the Arch Cape Water District Website at [www.archcapewater.org/meetings](http://www.archcapewater.org/meetings).
  - c. These Meetings will Take Place through the end of 2022, upon which there will be a proposed Forest Management Plan.
  - d. There is an opportunity for public comment at the end of each meeting.
3. Arch Cape Forest & Rainforest Reserve Advisory Team Meeting takes place on a monthly basis, on the second Wednesday of the month, 9:00 - 10:30 AM. These meetings are held remotely via Zoom.
  - a. Following each meeting, the meeting's presentation materials, and Zoom recording are posted on the Arch Cape Water District website at [www.archcapewater.org/meetings](http://www.archcapewater.org/meetings).
  - b. There is an opportunity for public comment at the end of each meeting.
4. Arch Cape Forest Management Committee will meet on a monthly basis.
  - a. These meetings have not been officially scheduled, however they will likely overlap with the Arch Cape Forest Advisory Committee through early 2023.



## 5. Town Hall Meetings

- a. Numerous town halls have been hosted, with the goal of soliciting feedback from the public and providing a forum to share information on Arch Cape Forest in a less structured approach. Periodic special outreach meetings will continue, as needed.

## Website & Social Media

1. The Arch Cape Water District hosts an [Arch Cape Forest website](#).
  - a. Website posts upcoming events, updates around the site, and current management plans and information.
  - b. Website considered an educational hub, filled with resources for individuals curious about Arch Cape Forest.
  - c. Website received 139 visitors in November, 105 new visitors.
  - d. Website received 327 visitors since August 15.
  - e. Most significant increase in viewership came from Facebook Page.
2. The Arch Cape Forest [Facebook Page](#) receives the most engagement with the public.
  - a. A total of 1354 people were reached via posts from the Facebook Page between October 7 and November 5.
  - b. An Average of 1000 people visited or received information from the Arch Cape Facebook per month between August and November.
  - c. Between 5 and 7 posts a month currently take place on the Arch Cape Forest Facebook Page.
  - d. Typical engagement for an event posting reaches between 35 and 80 community members.
  - e. Typical engagement for a news release, or event posting often reaches over 500 community members.

### Other Media:

Print and online news organizations have periodically produced articles on the Arch Cape Forest since 2016. The Arch Cape Water District occasionally produces press releases at key project milestones and to acknowledge volunteers, partners, and funders. Articles reach Arch Cape community members as well as a larger audience.

The Tunnel Echoes Fall Newsletter will be released in Mid-November, with an Article featuring the Arch Cape Forest.

## **Mailings**

A newsletter is distributed throughout the Arch Cape Community every 3-6 months. This newsletter provides updates on the current status of the Arch Cape Forest, highlights events that have taken place around the forest, and lays out next steps for the various meeting committees involved in the forest's planning. This newsletter is distributed in multiple formats.

1. The most direct engagement is through mail. This mailing is sent to all Arch Cape Water District customers and others that have requested it.
2. The Water District created its first e-newsletter in September 2022. It will reach the audiences that have shared their emails with the Arch Cape Water District and are willing to receive quarterly newsletters. This type of mailing will include hyperlinks to websites, meetings, and educational resources for the Arch Cape Community.

### **Fall 2022 Mailing:**

A newsletter was sent via mail and e-mail in Late October and Early November.

1. Physical Mail, October 31, 2022: Reached 331 households, containing 4 pages of information.
  - a. 61 households received the mailing who's primary address is in ZIP: 97102 or within Arch Cape.
  - b. 183 households received the mailing who's primary address is in Oregon, but not in Arch Cape.
  - c. 93 households received the mailing who's primary address is outside of Oregon.
2. EMail Newsletter, November 8, 2022: Reached 120 inboxes, containing 3 articles, and links to the Arch Cape Forest Webpage.
  - a. 87 recipients opened the letter a total of 168 times.
  - b. Led to 35 people visiting the Arch Cape Forest Website.

### **Tours and Presentations:**

The development and acquisition project of the Arch Cape Forest was a feature presentation at the October 31 Source Water Protection Workshop, which took place in Newport, Oregon. Phil Chick (ACWD) and Ben Dair Rothfuss (former Sustainable Northwest Staff), were able to present the multi-year process which led to the acquisition of the Arch Cape Forest.

- Reached an Audience of 50, predominantly watershed managers, funders, and community partners.

### **Individual Outreach**

The public is welcome to ask questions and provide input by calling or emailing Arch Cape Water District staff and board members. Contact information is at [www.archcapewater.org](http://www.archcapewater.org)

## Amendment Number 1

**Project Name:** Arch Cape Forest Project

This amendment is made and entered into by and between the State of Oregon, acting by and through its Oregon Business Development Department (“OBDD”), and Arch Cape Domestic Water Supply District (“Recipient”), and amends the Grant Contract between Recipient and OBDD, Project Number SR2228, dated 26 April 2022, (“Contract”) for the above-named Project. Capitalized terms not defined in this amendment have the meanings assigned to them by the Contract.

**Recital:** The purpose of this amendment the update the project description.

**The parties agree as follows:**

**The parties agree to:**

1. Amend Exhibit A-Project Description of the Contract as follows (deletion in ~~strike through~~; addition in double underline):

The Recipient will acquire approximately 1,441 acres of forest land in the source water assessment area and complete the following activities:

- Acquire 1,441 acres of forestland.
- Publish an operations plan to complement the forest management plan and financial plan.
- Conduct a road inventory and aquatic enhancement survey.
- Begin watershed restoration activities as identified in the Plan, including road stabilization, deferred timber stand improvement, and culvert, stream crossing and drainage improvements necessary to protect water quality.
- Establish communications plan for stakeholders.

The Recipient will procure grant administrator(s) to assist in project management tasks including, but not limited to financial transactions, monitoring, reporting and other funding requirements as necessary.

OBDD will have no obligation under this amendment, unless within 60 days after receipt, the Recipient delivers to OBDD the following items, each in form and substance satisfactory to OBDD and its Counsel:

- (i) this amendment duly executed by an authorized officer of the Recipient; and
- (ii) such other certificates, documents, opinions and information as OBDD may reasonably require.

This Schedule number 01 (the "Schedule 2.1, Amendment 2") is made by Arch Cape Domestic Water Supply District ("AC DWSD") and Sustainable Northwest (the "Contractor"), to the Professional Services Agreement dated May 23rd, 2022.

SCHEDULE 2.1

Compensation Schedule

AC DWSD will pay Contractor in accordance with the following compensation schedule:

1. Compensation

Contractor's performance of the Services will be billed by Contractor at Contractor's standard hourly rates, which rates are described below. Contractor will submit quarterly invoices to AC DWSD concerning the Services performed by Contractor during the immediately preceding quarter (each an "Invoice"). Each Invoice will contain the following information: (i) a summary of the Services performed by Contractor (and by whom); (ii) the number of hours each person spent to perform the Services; (iii) the applicable hourly billing rates (as described below); and (iv) any other information reasonably requested by AC DWSD. AC DWSD will pay the amount due under each Invoice within thirty (30) days after AC DWSD has reviewed and approved the applicable Invoice. No compensation will be paid by AC DWSD for any portion of the Services not performed. AC DWSD's payment will be accepted by Contractor as full compensation for performing the Services

to which the applicable Invoice relates.

2. Hourly Billing Rates [Amended November 2022]

Contractor will bill at the following rates based on the individual(s) completing the work:

Principal	\$150
Program Director	\$120
Program Manager	\$100
Program Associate	\$85

3. Reimbursement for Direct Expenses

Contractor will submit receipts and annotation for the expenses incurred during the course of performing the scope of work. AC DWSD will reimburse Contractor in full for these expenses, as outlined and in accordance with the project budget.

Project Budget

Staff Time – May 1, 2022 – September 30, 2022	\$15,444.6
Staff Time – May 1, 2022 – December 31, 2023	\$52,400
Supplies, Materials, & Misc.	\$4500
Travel	\$3,337.12
Total not-to-exceed	\$75,681.72

This Schedule number 01 (the "Schedule 1.1, Amendment 2") is made by Arch Cape Domestic Water Supply District ("AC DWSD") and Sustainable Northwest (the "Contractor"), to the Professional Services Agreement dated May 23rd, 2022.

## SCHEDULE 1.1 AMENDMENT 2

### Description and Schedule of Services

Contractor will perform the following Services for and on behalf of AC DWSD:

#### 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 through December 2023.

The objectives of this project [amended November 2022] shall be to

1. Assist District in evaluation of ACF operations upon acquisition and tasks related to such operations.
2. 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.
3. Review, identify, report and monitor all restrictions and requirements of the ARPA Grant, and record District's compliance therewith.
4. Consult 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.
5. Draft, revise, present and distribute 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.
6. Maintain virtual communication platforms as directed by the District Outreach Committee for publicity of meetings pursuant to the Arch Cape Water District and the Arch Cape Forest.
7. At the request of the District, organize, attend and conduct public and private tours, meetings and events to discuss ACF issues, status, conditions and requirements.
8. Coordinate with the contracting Forester to execute to review, identify, and report all requirements of the Hollis Foundation/ Oregon Community Foundation grant, and record the District's compliance therewith.

<b>Activity No.</b>	<b>Timing</b>	<b>Frequency</b>	<b>Duration (hours)</b>	<b>Total Hours</b>
1	October 2022 – June 2023	Monthly	7	63
2	October 2022 – December 2023	Monthly	3	45
3	October 2022 – December 2023	Quarterly	3	15
4	October 2022 – December 2023	Quarterly	2	10
5	October 2022 – December 2023	Weekly	2	138
6	October 2022 - December 2023	Weekly	2	138
7	October 2022 - December 2023	Twice Quarterly	10	100
8	October 2022 – December 2023	Monthly	1	15
			Hours	524
			Rate	\$100
			Total	\$52,400

**Amendment to Arch Cape Domestic Water Supply District Professional Services Agreement**

This amendment number 02 (the "Amendment 02") is made by Arch Cape Domestic Water Supply District ("AC DWSD") and Sustainable Northwest (the "Contractor"), to the Professional Services Agreement dated May 23rd, 2022.

The following sections are amended as follows:

**1. Contract Term**

The term of this contract shall be May 1, 2022 to December 31, 2023.

**2. Statement of Work**

Contractor shall perform services accordingly to the revised scope of work as specified in Schedule 1.1 and in accordance with the terms and conditions of this agreement.

**3. Compensation**

AC DWSD will compensate Contractor for the service a not-to-exceed amount of **\$75,681.72** at a rate of \$100 per hours plus reimbursement for travel and material expenses, as specified in compensation Schedule, Schedule 2.1.

**Signatures**

Arch Cape Domestic Water Supply District

By: \_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



Contractor and Sustainable Northwest agree that this Agreement will be considered signed when the signature of a party is delivered by facsimile transmission or scanned email transmission. Signatures transmitted by facsimile or scanned email shall have the same effect as original signatures.

Sustainable Northwest

By: \_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**If Agreement Is Faxed or Emailed:**



Except as specifically provided above, this amendment does not modify the Contract, and Contract shall remain in full force and effect during the term thereof. This amendment is effective on the date it is fully executed and approved as required by applicable law.



**STATE OF OREGON**  
acting by and through its  
Oregon Infrastructure Finance Authority  
of the Oregon Business Development  
Department



**ARCH CAPE DOMESTIC WATER SUPPLY  
DISTRICT**

By: \_\_\_\_\_  
Chris Cummings, Deputy Director

By: \_\_\_\_\_  
Debra Birkby, President

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**APPROVED AS TO LEGAL SUFFICIENCY IN ACCORDANCE WITH ORS 291.047:**

\_\_\_\_\_  
Not required by OAR 137-045-0050



October 31, 2022

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

**RE: Proposal for Conservation Plan for Arch Cape Forest**

Dear Phil/ Arch Cape Water District Board,

This message is in response to your request for North Coast Land Conservancy's assistance in creating a supplemental conservation plan for the Arch Cape Forest. We would be delighted to help and are sharing a brief proposal with scope and costs below. As you know, we are in the middle of a collaborative Ecological Road Assessment for both the Rainforest Reserve and Arch Cape Forest. It will be most efficient to coordinate the timing of this conservation plan with the road assessment as the efforts are complementary.

Scope of Plan:

- 3-5 page plan summarizing invasive species occurrences, wildlife habitat, sensitive species habitat, and management recommendations
- 3-5 supplemental maps showing invasive species distribution along current road network, sensitive plant habitat, and fish habitat using ODFW data.
- Plan will require one all day site visit by 2 NCLC staff and consultation with a wildlife biologist
- North Coast Land Conservancy's billing rate is \$65 per hour. We estimate the project will take 80 hours (\$5,200) plus consultation costs (\$1,000). We can plan to bill you for the actual time we spend with a not to exceed amount of \$6,500 or whatever you define.
- We are available to complete this plan in coordination with the ecological road assessment with a draft due in March 2023

We are happy to add or eliminate any elements of the proposed plan to best meet your needs. We look forward to further discussing this project with you.

Sincerely,

Melissa Reich, Stewardship Director



## Arch Cape Water and Sanitary Districts

32065 East Shingle Mill Lane  
Arch Cape, OR 97102 • 503.436.2790

### Making a Public Records Request

A request for public records that are in the custody of the Arch Cape Water and Sanitary Districts may be made by submitting a written request to:

District Manager  
32065 East Shingle Mill Ln.  
Arch Cape, OR 97102

Telephone: 503-436-2790  
Email: [philchickacutil@gmail.com](mailto:philchickacutil@gmail.com)

The request may be submitted in person, by mail, or by e-mail. All requests for public records must be submitted on the District's Public Records Request Report Form. The form is available at the District office and on the District website: <https://www.archcapewater.org/public-information-requests>

The request must include:

- The name and contact information of the person requesting the public record.
- A sufficiently detailed description of the record(s) requested to allow staff to search for and identify responsive records.
- The date of the request.
- The signature of the person requesting the public record indicating financial responsibility, if any.
- Indication of whether the requestor wishes to inspect the public record(s) at the District Office or receive a copy or copies of the public records(s).

#### CALCULATION OF FEES:

The Arch Cape Water and Sanitary Districts calculate fees for responding to public records requests in the following manner:

- Labor Costs: If a request for records requires District personnel to spend more than 15 minutes searching or reviewing records prior to their review or release for copying, the minimum fee shall be \$50.00 per hour and additional charges shall be in ¼ hour increments.
- The District shall estimate the total amount of time required to respond to the records request, and the person making the request shall make payment for the estimated cost of the search and copying records in advance.
- Actual attorney fees charged to the Arch Cape Water and Sanitary Districts for the cost of time spent by an attorney in reviewing the public records, redacting material from the public records or segregating the public records into exempt and nonexempt records, to include Land Use Attorney or other specialist.
- \$0.25 per page for b/w photocopies / \$0.50 per page if duplexed
- \$0.50 per page for color photocopies / \$1.00 per page if duplexed
- \$1.00 per page for 11x17 (single sided only)
- The actual cost of delivery of records, such as postage or courier fees.
- Please refer to Policy 18-02 SD and 18-02 WD for all other records request procedures at: <https://www.archcapewater.org>.

## Public Records Request Form

**Notice:** This form is used to process public record requests in accordance with the Oregon Public Records Law (ORS Chapter 192). Arch Cape Water & Sanitary District fees are listed at the bottom of this form. Prepayment is required for requests requiring more than 15 minutes of staff time.

*Your signature below acknowledges that you have read, understand and accept financial responsibility for the fees associated with this public records request.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Description of records requested (please be as specific as possible, use additional sheets of paper if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I wish to arrange an opportunity to personally inspect the requested records.

I wish to receive copies of the requested records via:  Will pick up  
 Postal Delivery  
 Email

### FEES:

Staff Charges:	Current Rate (first 15 minutes free)
Photo Copies b/w:	\$0.25 per page (8 ½ x11, 8 ½ x 14, 11 x17)
Photo Copies b/w duplex:	\$0.50 per page (8 ½ x11, 8 ½ x 14, 11 x17)
Photo Copies color:	\$0.50 per page (8 ½ x11, 8 ½ x 14, 11 x17)
Photo Copies color duplex:	\$1.00 per page (8 ½ x11, 8 ½ x 14, 11 x17)
Shipping, Postage or Courier Fees	Actual Cost of Service

### Staff Use Only:

Date Received: \_\_\_\_\_ Actioned by: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Staff Comments: \_\_\_\_\_

PRR Number: \_\_\_\_\_

## Sustainable Northwest Project Management Plan 2022

Weekly Schedule	Wk 1	Wk 2	Wk 3	Wk 4	Wk 1	Wk 2	Wk 3	Wk 4	Wk 1	Wk 2	Wk 3	Wk 4
Management Category	October				November				December			
Forest Management	Forest Advisory Committee Meeting, 10/5/2022				Forest Advisory Committee Meeting, 11/30/22				Forest Advisory Committee Meeting, TBD  Final Forest Management Plan Submitted, 12/31/2022			
Roads Assessment												
Access												
Communications	Quarterly Newsletter & Enewsletter											
Meetings	AC & RR Access Committee Meeting, <b>October 12</b>		Forest Management Committee Formed, Meetings TBD		AC & RR Access Committee Meeting, <b>November 9</b>				AC & RR Access Committee Meeting, <b>December 14</b>			
Decision Dates	Forest Management Committee Nominations, ADCW Board, <b>October 20</b>											
Report Dates	ARPA/ BizOr Quarterly Report: <b>October 10</b>											



## Sustainable Northwest Project Management Plan 2023

Weekly Schedule	Wk 1	Wk 2	Wk 3	Wk 4	Wk 1	Wk 2	Wk 3	Wk 4	Wk 1	Wk 2	Wk 3	Wk 4	Wk 1	Wk 2	Wk 3	Wk 4	Wk 1			
Management Category	January				February				March				April							
Forest Management	Forest Management Plan: Forester to share with Water District Board  Planting				Planting				Planting				Planting							
Roads Assessment	Ecological Roads Assessment				Ecological Roads Assessment				Ecological Road Assessment				Ecological Road Assessment							
Access																				
Communications	Newsletter & Enewsletter												Newsletter & Enewsletter							
Meetings	ACWD Board Meeting, January 19		ACWD Board Meeting, February 16		ACWD Board Meeting, March 16		ACWD Board Meeting, April 20		AC & RR Access Committee Meeting, January 11		Forest Management Committee Meeting TBD		AC & RR Access Committee Meeting, February 8		Forest Management Committee Meeting TBD		AC & RR Access Committee Meeting, March 8		Forest Management Committee Meeting, April 12	
Decision Dates	Decision Date for Approved Multi-Pre Commercial Thinning and Planting, EST January 19				Resource Management Plan with ODF. EST. January 19															
Report Dates	ARPA/ BizOr Quarterly, January 10												APRA/ BizO Quarterly April 10							



Weekly Schedule																
Management Category	WK 3	WK 4	WK 1	WK 2	WK 3	WK 4	WK 1	WK 2	WK 3	WK 4	WK 1	WK 2	WK 3	WK 4		
	September				October				November				December			
Forest Management	Commercial Thinning				Precommercial Thinning				Precommercial Thinning				Precommercial Thinning			
Roads Assessment																
Access																
Communications					Quarterly Newsletter & Enewsletter											
Meetings	ACWD Board Meeting, September 21  Forest Management Committee Meeting TBD				ACWD Board Meeting, October 19				ACWD Board Meeting, November 17  Forest Management Committee Meeting TBD				ACWD Board Meeting, December 18			
Decision Dates																
Report Dates					ARPA? BizO - Quarterly October 10											

## Sustainable Northwest Project Management Plan 2024

Weekly Schedule	Wk 1	Wk 2	Wk 3	Wk 4	Wk 1	Wk 2	Wk 3	Wk 4	Wk 1	Wk 2	Wk 3	Wk 4	Wk 1	Wk 2	Wk 3	Wk 4
<b>Management Category</b>	January				February				March				April			
<b>Forest Management</b>	Planting PCT - Can take place year round, best done when crews are cheapest/ most available.				Planting Precommercial Thinning				Planting Precommercial Thinning				Planting Precommercial Thinning			
<b>Roads</b>																
<b>Communications</b>													Quarterly Newsletter & Enewsletter			
<b>Meetings</b>	ACWD Board Meeting, <b>January 18</b>				ACWD Board Meeting, <b>February 15</b>				ACWD Board Meeting, <b>March 21</b>				ACWD Board Meeting, <b>April 18</b>			
													Forest Management Committee Meeting TBD			
<b>Decision Dates</b>	Decision Date for Pre Commercial Thinning and Planting, <b>EST January 18</b>															
<b>Report Dates</b>	ARPA/ BizOr Annual, <b>January 10</b>												ARPA/ BizO Quarterly <b>April 10</b>			

Weekly Schedule	Wk 1	Wk 2	Wk 3	Wk 4	Wk 1	Wk 2	Wk 3	Wk 4	Wk 1	Wk 2	Wk 3	Wk 4	Wk 1	Wk 2	Wk 3
Management Category	May				June				July				August		
Forest Management	Precommercial Thinning				Precommercial Thinning				Precommercial Thinning				Precommercial Thinning		
Roads					Road Decommissioning				Road Decommissioning						
Communications									Quarterly Newsletter & Enewsletter						
Meetings	ACWD Board Meeting, May 16  Forest Management Committee Meeting TBD				ACWD Board Meeting, June 20				ACWD Board Meeting, July 18  Forest Management Committee Meeting TBD				ACWD Board Meeting, August 15		
Decision Dates					ACDW Board, Decision Date for Revenue Timber Harvest. Recommendation from Forest Management Committee, June 20										
Report Dates									ARPA/ BizO - Quarterly, July 10						

Weekly Schedule	Wk 4	Wk 1	Wk 2	Wk 3	Wk 4	Wk 1	Wk 2	Wk 3	Wk 4	Wk 1	Wk 2	Wk 3	Wk 4	Wk 1	Wk 2	Wk 3	Wk 4
Management Category		September				October				November				December			
Forest Management		Revenue Logging - If Proposed Precommercial Thinning				Revenue Logging - If Proposed Precommercial Thinning				Revenue Logging - If Proposed Precommercial Thinning				Revenue Logging - If Proposed Precommercial Thinning			
Roads																	
Communications						Quarterly Newsletter & Enewsletter											
Meetings		ACWD Board Meeting, <b>September 19</b>  Forest Management Committee Meeting TBD				ACWD Board Meeting, <b>October 17</b>				ACWD Board Meeting, <b>November 21</b>  Forest Management Committee Meeting TBD				ACWD Board Meeting, <b>December 18</b>			
Decision Dates														ARPA Funds Fully Designated, 12/31/2024			
Report Dates																	