

# ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT MINUTES

17 September 2021

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

Water Board: Dan Seifer, President  
Debra Birkby, Vice-President & Treasurer  
Nadia Gardner  
Linda Murray

Excused Absent: Jay Blake

Sanitary Board: Darr Tindall, President (non-voting)  
Chris Anderson (non-voting)  
Bill Campbell (non-voting)

Public: Ben Dair, Senior Manager of Conservation Finance, Sustainable NW  
Tim Crawford  
David Stockton  
Jeannie Stockton

Staff: Phil Chick, District Manager  
Steve Hill

Mr. Dan Seifer opened the meeting at 7:10pm. He said that it may be recorded. Mr. Seifer added that this virtual meeting was being conducted in accordance with State of Oregon guidelines issued for the corona virus. Those needing technical assistance should contact Mr. Chick at 503-739-2348.

**Correspondence for the Record – Tim Crawford:** Mr. Seifer opened the discussion of the questions raised by Mr. Tim Crawford (attached) with regard to the proposed Arch Cape Forest (ACF) acquisition in previously submitted correspondence for the record.

- 1) Does the Board have any plans at all to involve the community prior to making a purchase decision?** Mr. Seifer answered in the affirmative explaining that over the prior five (5) years in virtually all previous water district meetings, in several Town Halls conducted with the community club, notes on quarterly billings and in special outreach correspondence a sincere effort has been made to make the public both aware of the potential watershed purchase and to be involved in that effort. He further said that the board welcomed any suggestions on involving the community and that a vote by directors would follow additional public hearings to purchase the ACF or authorize a levy as required by law if it were felt necessary to support its management. Ms. Birkby said that she had encouraged Mr. Seifer to hold public hearings on the ACF. Ms. Gardner offered

that each of the board members has been elected and hopefully reflects the faith of the community to have its best interests in the decisions made. Ms. Birkby added that we have done our best to involve the community. Mr. Seifer concluded that we have just begun a fund raising effort for donations which act as a measure of community support.

- 2) **Does the Board intend to have a financing plan completed that will explain and show how all operational cost, after purchase, will be paid?** Mr. Seifer answered in the affirmative with information having been posted on the ACF website, the district website and on Facebook. He said that the appraisal was not completed but would be coming soon. Operating and administrative costs were being looked into and would be done as efficiently as possible.
- 3) **Does the Board have any kind of time frame constructed based upon all the financial issues for making the final purchase decision?** Mr. Seifer indicated that we were close to receiving an appraisal for the ACF. He added that an agreement hadn't been executed yet with IFA Business Oregon for the ARPA award but expected to do so within a month. We would hopefully finalize the financial plan following receipt of the appraisal and reach a decision on the appropriateness of a levy. There is additional discussion expected on the ACF purchase through the beginning of next year. The option to purchase from EFM expires in early 2023.

Mr. Seifer asked Mr. Crawford if he had any additional questions or comments for the record. Mr. Crawford said he understood their answers and appreciated all of the work that had already taken place.

**Public Comments:** None.

**Agenda:** Ms. Birkby moved acceptance of the agenda with removal of the Treasurer's Report which was seconded by Ms. Gardner. All in favor. Motion carried.

**Consent Agenda:** A question was raised concerning the \$11K payment shown to Springboard Forestry, to which Mr. Chick answered it was for planning work related to the Forest Management Plan. The District received a \$30K Drinking Water Protection Grant for this work. Mr. Blake moved approval of the consent agenda which was seconded by Ms. Gardner. All in favor. Motion carried.

**Old Business:**

**Arch Cape Forest:** (Information)

**Public Comment – Forest Management Plan:** (Information) None.

Mr. Ben Dair reported receiving one comment with the forum and one comment in an email. The advertisement he placed didn't bring in comments but boosted readership with 512 people reached and 994 people reached by the donation letter.

It was decided to keep the forum open for comment through October with an expectation to finalize the Forest Management Plan following a public hearing in November.

**Appraisal:** (Information) Mason, Bruce & Girard (MBG) completed their work on September 6<sup>th</sup> which was then submitted to the U.S. Forest Service's appraiser for review. Upon her report, MBG would have fifteen (15) days to submit a final report.

Maul Foster and Alonghi was on site this week to conduct the Phase 1 Environmental Assessment of the property, with a report to be provided to the District in the near future.

Mr. Chick said that within the past fifteen (15) day U.S. Forest Service appraiser report period he would contact Amy Singh, Forest Legacy Program Coordinator, Oregon Department of Forestry for feedback.

There is a ninety (90) day period for both EFM and the Arch Cape Water District to agree to the appraisal or call the deal off.

**Joint OWEB Roads Inventory Grant – NCLC-ACWD:** (Action) There is an anticipated grant request coming from the North Coast Land Conservancy (NCLC). They will be making a submission to Oregon Watershed Enhancement Board (OWEB) for an ecological roads assessment for the Rainforest Reserve and Arch Cape Forest properties. The resulting roads inventory would qualify NCLC and the District to receive future funding from OWEB to address road work needs. A decision is expected in April for an approximate \$35K grant request which carries a twenty-five (25%) percent match requirement. Anticipated work would occur in the summer and into the winter of 2022.

Mr. Chick said he would check to see if the Arch Cape Water District is a co-applicant with NCLC or would be listed as a participant.

Ms. Gardner moved to provide a letter of support to NCLC in the grant application which was seconded by Ms. Murray. All in favor. Motion carried.

**ARPA Funding / Business Oregon Grant:** (Information) While we have nothing new to report on an award contract, Ms. Melanie Olson, Regional Development Officer at IFA Business Oregon identified our district as an award recipient organization.

Business Oregon needs to talk to the Treasury Department for guidance which would be shared with us. Mr. Chick said he would call Melanie in early October for news.

We would attempt to have estimated administrative and forest management expenses covered by funds provided by ARPA funding to include a Forester Contract and Project Manager Personnel Services Contract which hopefully Mr. Chick would be able to put before the board for review in the October board meeting.

**Fundraising – Outreach Committee:** (Information) A good response was reported to the recently released donation request letter. We have now received just under \$170K in total.

A second mailing is being planned to include Falcon – Cove Beach, Cannon View Park, Arcadia and short term rental homes in Arch Cape. Undeveloped property in the district is also under consideration for inclusion in the second fund raising mailing.

The committee asks anyone to suggest more affluent individuals or organization contacts for the committee to approach.

The overall goal is to raise \$500K this year.

The Oregon Community Foundation (OCF) award grants as their website states to “work alongside donors, stewarding their priorities into strategic giving to support diverse communities across Oregon, creating lasting, transformative change.” We have been invited to apply. We are reported to be well positioned for one of their minimum \$50K grants.

Ms. Birkby moved to have a letter of support written for an OCF grant which was seconded by Ms. Gardner. All in favor. Motion carried.

Mr. Hill reported making progress on extending the information received on advisory committee participation into individual in-kind donations and indicated he expected to send an updated report to the boards in the middle of next week.

**Covid-19 Emergency – Accounts Receivable Report:** (Information) The discussion on in person and virtual meetings in the sanitary district meeting was referenced with a similar consensus to at present have only virtual Zoom meetings.

Mr. Hill reported a recent acceleration of receipts and very strong Accounts Receivable position for the district.

**2022-23 Budget & Long Range Financial Plan Schedule:** (Information) Casey Short would be contacted to help out as Budget Chair and Rick Gardner asked to assist as well in resuming Long Range Financial Planning in October. The Budget Committee schedule for the next fiscal period would together with the sanitary district be decided upon as well.

**IGA LOG Proposed Change:** (Information) The question was asked of what the proposed changes by Mr. Campbell to the IGA LOG task list would do to help Mr. Chick as District Manager. Mr. Chick and Mr. Hill said they could trial the task list changes over the next few months for further board consideration.

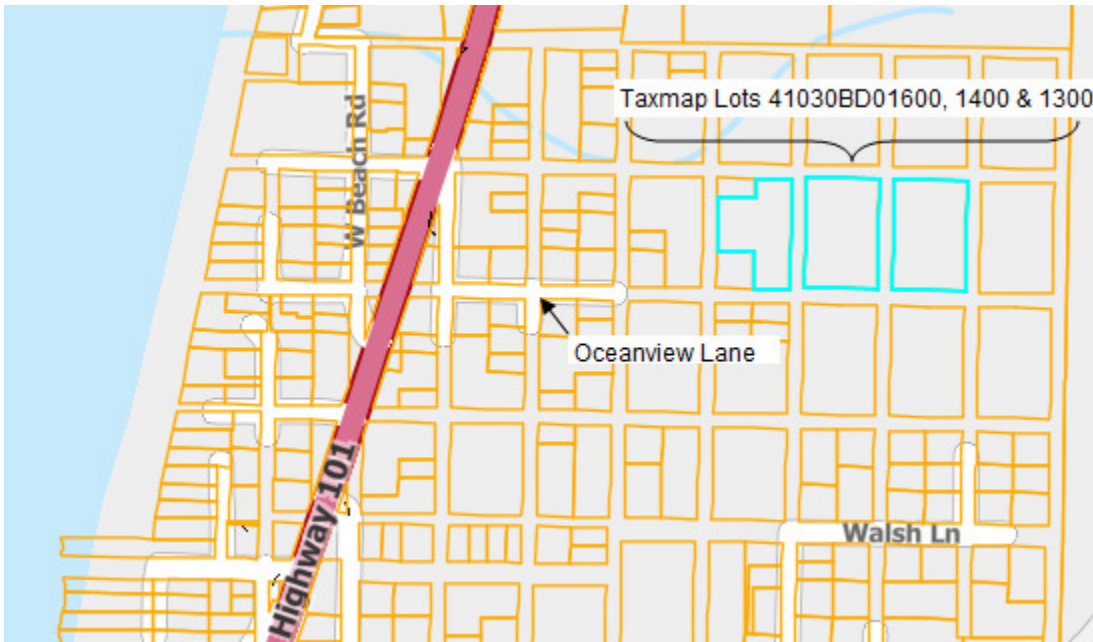
#### **New Business:**

**Board Meeting Days:** (Information / Action) There was a general consensus by the directors to favor Thursday nights in place of Friday evening for board meetings as was discussed in the sanitary district meeting just held.

**Modification of Public Meeting Policy 16-03:** (Information) Emails to Mr. Seifer were requested of directors for modifications to the Policy 16-03 Public Records & Meetings to accommodate a different meeting date and any other changes recommended for consideration and required by a new law on public electronic access.

**Markham Land Donation:** (Information) John, Jim & Ella Markham have offered the very generous donation of approximately four (4) acres on East Oceanview Lane with an Assessor's real market value of approximately \$420K. Mr. Greg Fullem of Schwabe, Williamson & Wyatt is providing a pro bono draft donation agreement.

Maul Foster and Alonghi is adding these parcels to their Phase 1 Environmental Assessment Review at no additional charge.



This agenda item to be considered in October.

**Communication Protocol:** (Information) As discussed in the previous sanitary district meeting.

**Reports:**

**District Managers Report and Correspondence for Action:** (attached)

**Board of Directors' Comments and Reports:** Ms. Birkby asked if the SDC's are paid at the new development on East Marshall Lane. Mr. Chick answered by saying they would be paid by the eventual owners at the time a building permit was applied for with Clatsop County and the districts confirmed in writing the availability of water and sewer connections. Ms. Birkby said that she was not able to attend the November board meetings.

**October Agenda Items:** (Information) Appraisal, IFA Business Oregon grant, Personal Service RFP's, Fundraising – Outreach & In-kind donations, LRFP & Budget Committee Schedule, Website guidance on Policy posting, Meeting days and Policy, Markham donation and IGA LOG task tracking.

**Public Comment:** David & Jeannie Stockton thanked Mr. Seifer for his attention to detail and thanked the board for all of their work. They further stated that they understood the possible change in the board meeting day and wished the board good luck going forward.

The meeting was adjourned by Mr. Dan Seifer at 8:43 pm.

Respectfully submitted,



Steve Hill



Attest

Mr. Dan Seifer, President

WATER DISTRICT:

The Water plant distributed 1.8 million gallons to town in August.

The Spruce Ridge development on E. Marshall Ln. has started. The sewer work is nearly complete. Four manholes have been set in place along with 550' of eight-inch sewer main, 7 laterals, and 2 cleanouts. The water line and services will be installed next. The existing water line along Hwy 101 had to be rerouted around the new manhole placed at the intersection of E Marshall and Hwy 101. This change will be included in the final As-Built plans that we receive once the project is complete.

Oregon Health Authority will be conducting a water system survey for the District in November to review our sources, facilities, records, and operations.

Cannon Beach Fire is still working on the network system details for the fire hall meeting room.  
HB 2560 goes into effect January 1<sup>st</sup>. Governing bodies will be required to make all meetings accessible remotely through technological means, and provide opportunity for members of the public to remotely submit oral and written testimony.

Asbury Creek source is holding up. We'll start thinking about doing our seasonal changeover to Shark Creek in October, if the rain comes as usual.

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

**August      2021**

Total Hours	<b>311.00</b>	<b>152.00</b>	<b>159.00</b>
Percentage Split		<b>49%</b>	<b>51%</b>
Total Accounts	<b>641</b>	<b>295</b>	<b>346</b>
Percentage Split		<b>46%</b>	<b>54%</b>