

**ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT**  
**Work Session**  
**June 14, 2022**

**I. Call to Order**– Called to order by Dan Seifer, President at 6:30 pm

Roll call: Dan Seifer, President, Debra Birkby, Vice President, Linda Murray, Nada Gardner & Jay Blake,  
Director(s) Darr Tindall, President, Ben Dair, Ben Hayes, Carl Matson  
Staff: Phil Chick, District Manager and Teri Fladstol, Secretary

**II. Agenda:**

- a. Tasks for Contractors and how to proceed now that we have purchased the Arch Cape Forest Property and discussion of our Financial Management & Ownership Requirements as well as the process in the next 2-to-4-year of spending the funds designated by grants – including stewardship obligations for the future.
- b. Sustainable Northwest Contract – Ben Dair will be transferring to a new job, but in the process, we will still be managing the project as outlined. Tasks around public events will be handled by Daniel Wear.
  - i. Availability – leaving in 2 weeks from today
  - ii. Items 11-12 of task lists details to move from prospective owner to owner and if we can have a list of actions (every) that we need to take under the grants with a citation to the place in the grant where that is discussed so that by the end of June we all know what deadlines are facing us, this month, this year, this decade. We need a list of actions that we are required to take very specific with those two grants (Business Oregon / ARPA)
  - iii. We need to have a clean hand off of all active Data, Financial Models, etc.
  - iv. Forest Advisory Committee – Sustainable (Daniel) will continue to help with those meetings and note taking, email lists, general communications, etc.
  - v. Financial Records are in the order they need to be in for the grants and how that is handled internally with a fund accounting of the Arch Cape Forest. Those will need to be integrated with the grant requirements so that all are kept in proper order to meet any obligations that are higher than normally required. We need to get itemized details so that all Arch Cape Forest activities are separate from the Water District. Sustainable suggested we work with Business Oregon for specifics on that as we can work out a pathway for best practices.
  - vi. Looking at Tasks 1, 3, 5 and 6 – thinking we do not need to address those immediately, but this year. Task 7 is it necessary anymore? Tasks 8 & 9 Daniel can work on with the outreach committee; 10 & 11 are certainly doable in the timeframes outlined.
  - vii. Ben Hayes can help specifically with Tasks 1-2 using models that were originally provided by them; we can also take over management of the Hollis Grant; the other grants will not be managed by us.
  - viii. Tasks 1, 2 (grants), 5 & 6 are both parts of Ben Hayes' [Spring Board] contract and conservation will be a major component of that process. We will need to be aware of our conservation process and our multi-resource management plan has to be completed and accepted by ODF before we can operate the Forest. There is a little bit of urgency to get that plan going and submitted.
  - ix. District Manager is working with a template contract for people who will be using the property.
  - x. Signage regarding our property and what we are wanting to communicate? What access is

- allowed (general guidelines) and where?
- xi. Engineering, contracting to major elements, restore the mainline over Ashbury Creek and things of that nature. Where do these fall in our priority structure? Emergency Access or Construction needs for future?
  - xii. Timber Stand management (thinning, pre-commercial, etc.)
  - xiii. Forestry Development / Operational Development
  - xiv. Wildlife Safety
  - xv. Planning & Inventory Certification (Maps)
  - xvi. Operation & Stewardship Plan / Separate from Financial Management Plan
  - xvii. Harvest – during 3-year period, do we really want Certification if we are waiting for a longer period of time between the next harvest.
  - xviii. Carbon Tax – Credits are more valuable in the first 12 months of ownership.
  - xix. Contract Review needs to be in place by July – certainly restructuring of them moving forward.
  - xx. Party – What does our celebration look like? Beach vs inside, Video or no? Congressional delegation? July or August, mid-week or weekend? Mid-week @ 4:00 pm?
  - xxi. Acknowledgement and appreciation for our attorney's for all of their hard work. We may have legal needs moving forward and we should put in a legal line for any work that requires future services (after our pro-bono contract ends).
  - xxii. Update on Donors who have given to the Forest. Is there a thank you letter going out? We have sent one out for each donation that has come in that we had a listing of, had checks directly or were given the information. Should we do larger grants, etc. Think it would be nice to acknowledge donors again when the press release goes out. Do we have a timeline for public announcement, public celebration and other items that need to be coordinated within that?

Respectfully Submitted:



Teri Fladstol, Secretary

Attested by:

Vice  President