

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

Thursday August 17, 2023. 6:00 PM

[Zoom Link](#)

<https://us02web.zoom.us/j/87369759588?pwd=RFFDRjIzdFgrZFZOaFlxNlZxSndwQT09>

- | | |
|--|------|
| I. Call to Order | Bill |
| II. Public Comments | Bill |
| III. Agenda Approval | Bill |
| IV. Consent Agenda (Action) | Bill |
| A. Accept July Minutes | |
| B. Accept July Budget & Balance Sheet | |
| C. Authorize Payment of Accounts | |
| D. Accept Correspondence Requiring No Action | |
| V. District – Utility | |
| A. New Business | |
| 1. Policy for curtailing Water Usage (Information) | Bill |
| 2. Review / Refine / Approve Updated Leak Policy (Action) | Bill |
| VI. District – Administration (Information) | |
| A. Staff Report and Correspondence for Action | Matt |
| B. Board Members’ Comments and Reports | |
| VII. Watershed | |
| A. New Business – Recommendations from Forest Management Committee | |
| 1. Update to District Manager’s Job Description (Action) | Bill |
| 2. Approve Roads Contract Manager RFP (Action) | Bill |
| 3. Approve Project Manager RFP (Action) | Bill |
| VIII. September Agenda Items (Action) | Bill |
| A. UB Max – Monthly Billing | |
| B. Audit Report | |
| C. Water & Sanitary District Project Plan | |
| D. Watershed public Access & Recreation Policy | |
| IX. Public Comment | Bill |
| X. Adjournment | Bill |

**Arch Cape Domestic Water Supply Board Meeting
Meeting Minutes
July 20, 2023**

Pursuant to notice posted, the regular monthly Board Meeting for the Arch Cape Domestic Water and Sanitary Boards was held at the Arch Cape Fire Hall in Arch Cape, Oregon.

Present: Chris Mastrandrea, Tevis Dooley, Bob Cerelli, Bill Campbell, Sam Garrison; Staff: Matt Gardner, District Manager and Teri Fladstol, Admin Public Present: Kathleen Swihart, Darlene Bettis, Richard Henry, and Zoom Participants.

Meeting called to Order at 6:49 pm by Chris Mastrandrea.

Swearing in of Board Members complete by Matt Gardner, District Manager

Public Comments: No comments.

Agenda: Motion by Chris Mastrandrea to accept the agenda with the June Minutes pulled for signature by Chris Mastrandrea and Tevis Dooley as consensus as present at June meeting), addition of new business regarding SDAO Training, Tours of Plant and the Accuity audits. Seconded by Bill Campbell. Motion carried.

Consent Agenda: motion to approve made by Bill Campbell. Second made, Chris Mastrandrea. Called to question, motion carried.

Appointment of Board Member Position #2, application received from Bob Cerelli; Bill Campbell motioned to approve appointment of Bob Cerelli, second by Chris Mastrandrea; Motion carried.

Election of Officers & Check Signers

- Chris Mastrandrea nominated Bill Campbell to Board Chair- Motion to accept by Tevis Dooley, Second by Sam Garrison; Motion carried.
- Bill Campbell nominated Tevis Dooley to Vice Chair – Motion to accept by Bill Campbell, Second by Chris Mastrandrea; Motion carried.
- Bill Campbell nominated Sam Garrison to Treasurer – Motion to accept by Bill Campbell, Second by Tevis Dooley; Motion Carried
- Bill Campbell nominated Teri Fladstol to Secretary – Motion to accept by Bill Campbell, Second by Chris Mastrandrea; Motion Carried
- Check Signers: Matt Gardner, Sam Garrison, Tevis Dooley and Chris Mastrandrea

Old Business:

(1) Arch Cape Watershed (Forest) - Collaborative Projects, Access & Recreation (Action)

Acknowledge successful completion of the purchase of the Arch Cape Watershed and the NCLC Rainforest Research. The objective of the Two Projects- One Vision banners has been achieved and a motion was made by Sam Garrison to retire the banners from Fire Hall and Mailboxes; second by Bill Campbell, Motion carried.

Acknowledge successful completion of the recommendation phase of the process to develop a Public Access & Recreation Policy for the Arch Cape Watershed. We appreciate the over 2 years of work of the National Park Services Committee (NPS) and the recommendations that have been forwarded to the Board. We now need to begin the Board's decision-making phase. Discussion of the items still in process and ask to verify we have all the data from the recent July 5th survey. Motion made by Chris Mastrandrea to begin the Board's decision-making phase of the Policy development process which will include reviewing the latest NPS update, surveying the community about their specific preferences and drafting a recommended Public Access Policy for consideration by the Forest Legacy Program; Second by Tevis Dooley; Motion carried.

Address the community's long-standing request to not publicize the watershed, Chris Mastrandrea motioned to stop all publicity / promotions of the Watershed and to remove existing publicity on social media and web sites(s); Second by Tevis Dooley; Motion carried.

Arch Cape Domestic Water Supply Board Meeting
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(2) Forest Management- Road Project, Committees & Staffing (Action):

Given the impending departure of Ben Hayes and the upcoming road engineering work, there is a need for a broader scope of the Forest Management Committee and additional forestry expertise on it. Also, a larger Committee allows for broader involvement by the Arch Cape community. Ben's Memo- 'Forest Road Project Management' has also raised additional questions that the board would like the committee to address; based on that – motion made by Tevis Dooley to adopt Resolution 23-07 WD to reconstitute the Forest Management Committee by appointing: Patti Noonan, Clark Binkley, David Dougherty, Mike Ardington, Doug Caffall, and designate Bob Cerelli as the Board Representative; Second by Chris Mastrandrea; Motion Carried.

Given the pressing need to update and adopt a financial-operations plan for the watershed. Chris Mastrandrea motioned to reconvene the finance committee as a subgroup of the Forest Management Committee, per Resolution 23-07WD by appointing: Rick Gardner, Clark Binkley, Mike Wodtke, Casey Short, Beth Morey, and designate Bill Campbell as the Board Representative, second by Bob Cerelli; Motion carried.

Per terms of his contract, Ben has been providing project management services in addition to the support by Daniel Wear. With Ben's upcoming departure and the roadwork ahead, the need for a single, experienced Project Manager (to be funded by ARPA monies) will become acute. There needs to be specific identifications of the set of requirements and a contract for them to be provided by a single person. Motion by Chris Mastrandrea to draft a Request for Proposal (RFP) and designate Bill Campbell and Chris Mastrandrea to do that task, second by Tevis Dooley; Motion carried.

The tasks specified in the Sustainable Northwest Contract have been completed or are nearly complete or no longer applicable. Though Daniel has been doing some level of project management, these tasks are not specifically included in the current contract. Motion made by Chris Mastrandrea to task Daniel Wear with the Interim project management tasks to the extent that Sustainable Northwest is amendable to doing these tasks. Designate Bill Campbell and Chris Mastrandrea to do that and work with Sustainable Northwest. Second by Bob Cerelli; Motion carried.

Public Hearing: No comments.

New Business:

Board Oversight - Matt has pressing operational, deferred maintenance and capital project requirements to address for the Water and Sanitary Districts and need to train the new Operator. In the near term, responsibility for the Watershed will distract Staff from those very pressing needs. Motion made by Chris Mastrandrea to relieve the DM of responsibility for the Arch Cape Forest, except as an emergency contact point for fire response and contractors, for at least the near term; Second Sam Garrison. Discussion ensued clarifying the point of contact for fire, contractors, and the length of time; Motion carried.

Based on the above, those duties included in the District Manager's job description will be reassigned as follows:

Motion by Chris Mastrandrea to appoint Tevis Dooley and Sam Garrison to manage relationship with neighboring landowners and coordinate any policy implementation efforts with the Board; Second made by Bob Cerelli, Motion carried.

Motion by Tevis Dooley to appoint the Contracted Forester in conjunction with the Forest Management Committee (FMC) to manage relationships with, and oversight of, contractors that are providing services in the Watershed; Second by Sam Garrison, Motion Carried.

Motion by Tevis Dooley to appoint Chris Mastrandrea and Bill Campbell to manage relationship with existing grantors, e.g., Business Oregon's Forest Legacy Program. Second by Sam Garrison, Motion Carried.

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Meeting Minutes
July 20, 2023**

Motion by Chris Mastrandrea to appoint Tevis Dooley as the Board's liaison with the District Manager, Second by Bob Cerelli, Motion carried.

Motion by Chris Mastrandrea to appoint Bill Campbell and Tevis Dooley with the task of formalizing a community engagement process to align with the work ahead by the Forest Management and Finance Committees. As other decisions are likely to arise from time to time, there may be a need to communicate even more actively with the Arch Cape Water District rate payers and property owners and. Second by Bob Cerelli, Motion Carried.

Motion by Bob Cerelli to move to Zoom meetings for the next six (6) months starting with the August meeting, in order to address the following concerns: Zoom participants are saying that is difficult to hear what is going on due to sound issues in the in-person meetings, the recordings of the meeting are garbled in many places and difficult to review. There are anticipated advantages of Zoom Only meeting in that they will 1) encourage broader community engagement in the Board Meetings from full-time and not full-time residents, 2) reduce the need for contractors to attend in person, and travel time and costs for them to do so and 3) Allow more productive Board Member engagement when they are travelling. The second was made by Chris Mastrandrea, Motion Carried.

Reports:

Teri Fladstol, Admin; water financials are current.

Staff Report, Matt Gardner, District Manager; membrane repair. Water sold off scrap metal material and received a profitable outcome. The water plant suffers from IT issues, the computer has crashed causing no alarms to be received. This is currently being corrected. We need to discuss the Asbury creek relocation as there are a lot of moving parts and we need to be more involved. Matt to bring in a synopsis for the August meeting in addition to the engineer and a representative from DOT.

Leak appeal for Simmons that was filed in the Board packet. Discussion ensued regarding customer relief based on repair and documentation provided.

Correspondence from Oregon Health authority- Inventory all the water system service lines, due by October 16, 2024.

Board Members are to contact Matt with interest in SDAO Training with dates available and Matt will process registration. New Board members are invited to tour the plant, contact Matt directly and make those arrangements.

August Agenda Items: UB Max- Monthly Billing to start December process, CVP- Interconnect, Forest Management Finances, Asbury Creek discussion, DOT representative and Engineer, Leak Policies, RFP- Project Manager

Public Comment: Steve Hill is willing to do research into sound options for in-person meetings; Darlene Bettis asked for clarification on Watershed processes and expressed interest in serving on a committee. Dale Mosby asked that the Board share any new information from the feedback given from the July 5th survey.

Motion by Bob Cerelli to adjourn, Second by Chris Mastrandrea - Adjourned at 8:30 pm

Respectfully Submitted,

Attest:

Teri Fladstol

Teri Fladstol, Secretary

WECampbell III

Bill Campbell, Chair

1:24 AM

08/10/23

Cash Basis

Arch Cape Domestic Water District Profit & Loss Budget vs. Actual July 2023

| | Jul 23 | Budget | % of Budget |
|---|-----------|--------------|-------------|
| Ordinary Income/Expense | | | |
| Income | | | |
| 01-4100 · Beginning Balance | | | |
| 01-4101 · Undesignated Balance | 0.00 | 119,057.00 | 0.0% |
| 01-4102 · Capital Reserve | 0.00 | 79,677.00 | 0.0% |
| Total 01-4100 · Beginning Balance | 0.00 | 198,734.00 | 0.0% |
| 01-4200 · IGA Income (Sanitary District) | 0.00 | 157,500.00 | 0.0% |
| 01-4300 · Interest Income | 0.00 | 1,000.00 | 0.0% |
| 01-4400 · Cannon View Park Services | 0.00 | 800.00 | 0.0% |
| 01-4501 · Meter Hook-Up Fee | 700.00 | 1,400.00 | 50.0% |
| 01-4600 · Metered Water Service | | | |
| 01-4601 · User Fees | 30,541.15 | 201,703.00 | 15.1% |
| 01-4604 · Overage/Excess Usage | 1,390.82 | 17,000.00 | 8.2% |
| 01-4605 · Debt Service | 2,871.76 | 20,740.00 | 13.8% |
| Total 01-4600 · Metered Water Service | 34,803.73 | 239,443.00 | 14.5% |
| 01-4800 · Grant Revenue | | | |
| 03-4801 · Business OR - ARPA | 0.00 | 776,626.00 | 0.0% |
| 03-4804 · Safe Drinking Water (U22010) | 0.00 | 30,000.00 | 0.0% |
| Total 01-4800 · Grant Revenue | 0.00 | 806,626.00 | 0.0% |
| 02-4550 · SDC Revenue | 6,390.00 | 13,163.00 | 48.5% |
| 03-4100 · Beginning Balance - Forest Fund | 0.00 | 409,103.00 | 0.0% |
| 03-4751 · LGIP - Dividend - Forest Fund | 0.00 | 14,625.00 | 0.0% |
| Total Income | 41,893.73 | 1,842,394.00 | 2.3% |
| Gross Profit | 41,893.73 | 1,842,394.00 | 2.3% |
| Expense | | | |
| 01-5999 · Inter-Govern Agreement (IGA) | | | |
| 01-5000 · Personnel Services | 13,780.57 | 226,150.00 | 6.1% |
| 01-6001 · Administrative Services | 3,300.00 | 44,400.00 | 7.4% |
| 01-6002 · Temporary Help | 150.00 | 10,000.00 | 1.5% |
| 01-6003 · Clothing Allowance | 0.00 | 1,000.00 | 0.0% |
| 01-6004 · Education | 413.89 | 2,700.00 | 15.3% |
| 01-6005 · Travel | 225.00 | 1,000.00 | 22.5% |
| 01-6006 · Office Supplies | 0.00 | 2,300.00 | 0.0% |
| 01-6007 · Postage | 12.24 | 2,500.00 | 0.5% |
| 01-6008 · Vehicle | 216.83 | 4,000.00 | 5.4% |
| Total 01-5999 · Inter-Govern Agreement (IGA) | 18,098.53 | 294,050.00 | 6.2% |
| 01-6000 · Materials & Services | | | |
| 01-6101 · Facilities Use (Sanitary) | 0.00 | 3,750.00 | 0.0% |
| 01-6102 · Payroll Administration Service | 39.99 | 500.00 | 8.0% |
| 01-6103 · Liability & Property Insurance | 0.00 | 12,000.00 | 0.0% |
| 01-6104 · Licenses | 0.00 | 2,000.00 | 0.0% |
| 01-6105 · Dues & Taxes | 0.00 | 1,450.00 | 0.0% |
| 01-6106 · Professional Services | 0.00 | 5,000.00 | 0.0% |
| 01-6107 · Auditing Service | 0.00 | 25,000.00 | 0.0% |
| 01-6108 · Legal Services | 0.00 | 9,500.00 | 0.0% |
| 01-6109 · Notices | 138.02 | 700.00 | 19.7% |
| 01-6110 · Utilities | 288.34 | 12,000.00 | 2.4% |
| 01-6200 · Maintenance | 3,076.72 | 65,000.00 | 4.7% |
| 01-6201 · Chemicals | 265.00 | 6,500.00 | 4.1% |
| Total 01-6000 · Materials & Services | 3,808.07 | 143,400.00 | 2.7% |

1:24 AM

08/10/23

Cash Basis

Arch Cape Domestic Water District
Profit & Loss Budget vs. Actual
July 2023

| | Jul 23 | Budget | % of Budget |
|--|------------------|--------------|---------------|
| 01-7000 · Capital Outlay | | | |
| 01-7002 · Access Road to WWTP | 0.00 | 2,000.00 | 0.0% |
| 03-7800 · Business OR - ARPA | 500.00 | 638,899.00 | 0.1% |
| 03-7801 · Permitting & Planning Fees | 0.00 | 2,335.00 | 0.0% |
| 03-7802 · Forestry Services | 0.00 | 48,258.00 | 0.0% |
| 03-7803 · Project Management Services | 27,533.19 | 98,969.00 | 27.8% |
| Total 01-7000 · Capital Outlay | 28,033.19 | 790,461.00 | 3.5% |
| 01-7500 · Debt Service | | | |
| 01-7501 · IFA Water Plant Upgrade | 0.00 | 20,772.00 | 0.0% |
| Total 01-7500 · Debt Service | 0.00 | 20,772.00 | 0.0% |
| 01-8000 · Contingency | | | |
| 01-8001 · Operating Contingencies | 0.00 | 62,843.00 | 0.0% |
| 01-8003 · Undesignated | 0.00 | 16,635.00 | 0.0% |
| Total 01-8000 · Contingency | 0.00 | 79,478.00 | 0.0% |
| 02-8000 · Contingency - Contingency | | | |
| 02-8001 · Operating Contingencies - Cont | 0.00 | 92,840.00 | 0.0% |
| Total 02-8000 · Contingency - Contingency | 0.00 | 92,840.00 | 0.0% |
| 03-8000 · Contingency - Forest Fund | | | |
| 03-8001 · Operating Contingencies - Fores | 0.00 | 421,393.00 | 0.0% |
| Total 03-8000 · Contingency - Forest Fund | 0.00 | 421,393.00 | 0.0% |
| Total Expense | 49,939.79 | 1,842,394.00 | 2.7% |
| Net Ordinary Income | -8,046.06 | 0.00 | 100.0% |
| Net Income | -8,046.06 | 0.00 | 100.0% |

1:21 AM
08/10/23
Cash Basis

Arch Cape Domestic Water District
Balance Sheet
As of July 31, 2023

| | Jul 31, 23 |
|--|-------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 00-1000 · #1196 Main Checking | 40,863.92 |
| 01-1100 · Local Gov Pool - Water 5783 | 140,873.61 |
| 03-1101 · Local Gov Pool - Forest 6469 | 180,701.01 |
| Total Checking/Savings | 362,438.54 |
| Total Current Assets | 362,438.54 |
| TOTAL ASSETS | 362,438.54 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| 2401 · Payroll PERS Liability | 400.00 |
| Total Other Current Liabilities | 400.00 |
| Total Current Liabilities | 400.00 |
| Total Liabilities | 400.00 |
| Equity | |
| 3200 · Retained Earnings | 370,084.60 |
| Net Income | -8,046.06 |
| Total Equity | 362,038.54 |
| TOTAL LIABILITIES & EQUITY | 362,438.54 |

2:17 PM

08/09/23

Arch Cape Domestic Water District
Check Detail
July 2023

| Type | Num | Date | Name | Item | Account | Paid Amount | Original Amount |
|-------|------|------------|---------------------|------|-----------------------|-------------|-------------------|
| Check | 2084 | 07/06/2023 | EO Media Group | | 00-1000 · #1196 ... | | -88.20 |
| | | | | | 01-6109 · Notices | -88.20 | 88.20 |
| TOTAL | | | | | | -88.20 | 88.20 |
| Check | 2085 | 07/06/2023 | Jackson Oil | | 00-1000 · #1196 ... | | -216.83 |
| | | | | | 01-6008 · Vehicle | -216.83 | 216.83 |
| TOTAL | | | | | | -216.83 | 216.83 |
| Check | 2086 | 07/06/2023 | CenturyLink | | 00-1000 · #1196 ... | | -160.24 |
| | | | | | 01-6110 · Utilities | -160.24 | 160.24 |
| TOTAL | | | | | | -160.24 | 160.24 |
| Check | 2087 | 07/06/2023 | Clatsop County ... | | 00-1000 · #1196 ... | | -49.82 |
| | | | | | 01-6109 · Notices | -49.82 | 49.82 |
| TOTAL | | | | | | -49.82 | 49.82 |
| Check | 2089 | 07/06/2023 | Pacific Power | | 00-1000 · #1196 ... | | -315.56 |
| | | | | | 01-6110 · Utilities | -315.56 | 315.56 |
| TOTAL | | | | | | -315.56 | 315.56 |
| Check | 2088 | 07/06/2023 | Bob McEwan Co... | | 00-1000 · #1196 ... | | 0.00 |
| TOTAL | | | | | | 0.00 | 0.00 |
| Check | EFT | 07/07/2023 | OCT Water Acad... | | 00-1000 · #1196 ... | | -260.89 |
| | | | | | 01-6004 · Education | -260.89 | 260.89 |
| TOTAL | | | | | | -260.89 | 260.89 |
| Check | 2090 | 07/13/2023 | CS&S | | 00-1000 · #1196 ... | | -2,101.36 |
| | | | | | 01-6200 · Mainten... | -2,101.36 | 2,101.36 |
| TOTAL | | | | | | -2,101.36 | 2,101.36 |
| Check | 2091 | 07/13/2023 | Sustainable Nort... | | 00-1000 · #1196 ... | | -14,935.03 |
| | | | | | 03-7803 · Project ... | -14,935.03 | 14,935.03 |
| TOTAL | | | | | | -14,935.03 | 14,935.03 |
| Check | 2092 | 07/13/2023 | USA BlueBook | | 00-1000 · #1196 ... | | -265.00 |
| | | | | | 01-6201 · Chemic... | -265.00 | 265.00 |
| TOTAL | | | | | | -265.00 | 265.00 |

2:17 PM

08/09/23

Arch Cape Domestic Water District Check Detail July 2023

| Type | Num | Date | Name | Item | Account | Paid Amount | Original Amount |
|-----------------|---------|------------|-----------------------|------|-----------------------|-------------|-------------------|
| Check | EFT | 07/14/2023 | Harbor Freight | | 00-1000 · #1196 ... | | -61.93 |
| | | | | | 01-6200 · Mainten... | -61.93 | 61.93 |
| TOTAL | | | | | | -61.93 | 61.93 |
| Check | EFT | 07/14/2023 | Home Depot | | 00-1000 · #1196 ... | | -5.54 |
| | | | | | 01-6200 · Mainten... | -5.54 | 5.54 |
| TOTAL | | | | | | -5.54 | 5.54 |
| Check | 2093 | 07/20/2023 | Bob McEwan Co... | | 00-1000 · #1196 ... | | -679.00 |
| | | | | | 01-6200 · Mainten... | -679.00 | 679.00 |
| TOTAL | | | | | | -679.00 | 679.00 |
| Check | 2094 | 07/20/2023 | City of Cannon B... | | 00-1000 · #1196 ... | | -150.00 |
| | | | | | 01-6002 · Tempor... | -150.00 | 150.00 |
| TOTAL | | | | | | -150.00 | 150.00 |
| Check | 2095 | 07/20/2023 | Sustainable Nort... | | 00-1000 · #1196 ... | | -12,598.16 |
| | | | | | 03-7803 · Project ... | -12,598.16 | 12,598.16 |
| TOTAL | | | | | | -12,598.16 | 12,598.16 |
| Check | EFT | 07/27/2023 | Atlas Copco | | 00-1000 · #1196 ... | | -62.85 |
| | | | | | 01-6200 · Mainten... | -62.85 | 62.85 |
| TOTAL | | | | | | -62.85 | 62.85 |
| Bill Pmt -Check | | 07/27/2023 | Arch Cape Sanitary | | 00-1000 · #1196 ... | | -93.00 |
| Bill | RE C... | 07/27/2023 | | | 01-4601 · User Fees | -93.00 | 93.00 |
| TOTAL | | | | | | -93.00 | 93.00 |
| Bill Pmt -Check | 2097 | 07/27/2023 | Jigsaw Consultin... | | 00-1000 · #1196 ... | | -3,800.00 |
| Bill | ACFo... | 07/27/2023 | | | 03-7800 · Busines... | -500.00 | 500.00 |
| Bill | | 07/27/2023 | A/C Sanitary District | | 01-6001 · Adminis... | -1,815.00 | 1,815.00 |
| | | | A/C Domestic Wat... | | 01-6001 · Adminis... | -1,485.00 | 1,485.00 |
| TOTAL | | | | | | -3,800.00 | 3,800.00 |
| Check | EFT | 07/28/2023 | MODA Health | | 00-1000 · #1196 ... | | -784.85 |
| | | | | | 01-5005 · Medical ... | -784.85 | 784.85 |
| TOTAL | | | | | | -784.85 | 784.85 |

Arch Cape Domestic Water Supply District
Board of Directors & Staff
32065 E Shingle Mill Ln
Arch Cape, OR 97102

7/17/2023

Dear Water District Directors & Manager:

Positive relationships have been critical to the Water District's success with the Arch Cape Forest. Without partnering with North Coast Land Conservancy (NCLC), Sustainable NW and numerous grant funders, the Forest would not have been purchased. NCLC wrote the first successful Forest Legacy grant and supported the project along the way. Sustainable NW wrote and managed numerous successful grants, provided project and meeting management, communicated the project to Water District customers, inviting participation and input (mailings, e-newsletter, social, website), taking the burden off the Board and staff.

Collaboration with neighbors – Lewis & Clark Timberlands/Nuveen, NCLC, Cannon View Park, others – has also been key. The neighbors share boundaries and roads. They have easements on each other properties. They also can work together on common issues, like access, fire, and weeds.

Working with community volunteers and the public has been integral to the project. The Water District has worked hard to reach the 250 customer households and other local community members, sharing information and welcoming input. The committees and town halls deepened knowledge and engagement in the project. Many local people donated money to the Arch Cape Forest, showing support for the project.

I am very concerned that the new board and staff are turning away from that collaborative spirit. I urge you to complete the public access planning with the National Park Service, NCLC, Cannon View Park, and other partners and neighbors. The plan is very professionally done by experts in the field. It is almost complete and scrapping it now is disrespectful to all the people that have volunteered, attended meetings, sent in comments, and worked to develop the draft plan. The allowed/disallowed list and other aspects could certainly be edited with community input, but to upend the whole process is not responsible governance.

I am also concerned about negative behavior toward NCLC by individual board members and staff. They are neighbors. Individually, staff members are coastal residents and are good people. They have helped. They have a lot to offer and share. But if the Water District treats them badly, why would they want to share and support our community? If nothing else, it is not fiscally responsible to continue this behavior as they could help raise money for needed work.

I ask that you think carefully about what Arch Cape loses by burning down bridges. The Arch Cape Forest took and will continue to take more than a village to "raise it". By honoring relationships and respecting all the work that's already been done, we will be better off in the long term.

Thank you. Sincerely,

Nadia Gardner
Arch Cape Water District Customer
Former Arch Cape Domestic Water Supply District Director

Water Curtailment Measures
August 2023

***** No Action Required. Information Only *****

The District is facing the need for water conservation measures. Matt recently posted a request to the community for voluntary curtailment of activities, such as no watering of lawns or washing cars.

Matt has also put a measuring device into Asbury Creek to determine and monitor the current flow of water.

Based upon the volume flow of water we will follow the Potential Water Shortage Curtailment Measure put in place on July 10, 2015 (attached)

Matt is also exploring a step between severe and critical emergency. He believes that if the flow drops to .10 cfs, we can shift to Shark Creek (which will take about 1 day of work to accomplish). Then we can probably keep up with the water usage demands by pumping into the water tank at night.

Potential Water Shortage Curtailment Measures
Arch Cape Water District July 10, 2015

Water Shortage Curtailment Measures are addressed in both the Water Plan, 2005 and the Water Management Conservation Plan, 1998. Demand and Storage scenarios have changed since this time, and have been updated in the table below:

NOTE: When Asbury Creek Flows drop to .10 cubic feet per second (cfs) the District may no longer draw water from Asbury Creek.

| Stage | Implementation Measures |
|--------------------|---|
| MILD | Public Notification of Possible Curtailment *Activated when Asbury Stream Flows drop to .4 cfs |
| MEDIUM | Reduce Interior use, Outdoor Use Sparingly Request Outdoor Watering on Tues, Wed, And Thurs. *Activated when Asbury Creek Stream Flow drops to .30 cfs 3K the minimum |
| SEVERE | Severe reduction of Interior Use No Exterior Use of any kind * Activated when Asbury Creek flows drop to .20 cfs |
| CRITICAL EMERGENCY | District Treatment Plant can no longer make water. Odd/Even Use curtailment. Arrangements are made to execute the agreement with Cannon View Park Water Dist. to supply water to Arch Cape. *Activated when tank level is reduced to 3 day average supply, plus one fire flow event 13' level in Summer 8' level in Winter |

During periods of Water Curtailment, Public notification will consist of posting status information / updates at the mailboxes and the District offices and sending email notifications to rate payers whose email is on file with the Water District.

Enforcement of mandatory restrictions is addressed in the 1998 Water Management Conservation Plan, (see attached) but currently no record Of such an ordinance has been located

Update: August 2023

Leak Policy Revision
August 2023

The existing leak policy, dating from February of 2017, does not provide District Staff with clear guidance for responding in a standard and consistent manner to rate payer appeals for relief from excess water usage fees in case of a leak.

Attached is a revised leak policy to provide District staff with clear and consistent guidance.

The primary refinements are:

- 1) If the leak is ***fixed within 30 days*** of the ratepayer being notified of the leak, the ratepayer will be charged the average of their monthly usage fees over the previous 3 months (before the leak), with no additional fees.
- 2) If the leak is ***fixed within 60 days*** of the ratepayer being notified of the leak, the ratepayer will be charged the cost of producing water, for the excess usage.
- 3) If the leak is ***fixed MORE THAN 60 days*** of the ratepayer being notified of the leak, they will be charged the excess usage fees, for the excess usage.

Proposed Next Steps (requiring Board Action):

- Review, consider, refine the proposed revision to policy
- Board Motion to adopt proposed or refined policy
“Adopt leak policy #23-08 WD and instruct District Staff to implement and address all appeals accordingly”

Arch Cape Domestic Water Supply District
Dwelling Water Leak Policy
Policy #23-08 WD

*** Legend: **Yellow Highlighted text** reflects updates from the previous policy ***

WHEREAS, the Arch cape Domestic Water Supply District [ACDWSD] is a water conservation district, and

WHEREAS, the ACDWSD has adopted a rate structure intended to encourage water conservation, and

WHEREAS, the ACDWSD recognizes that plumbing failures beyond the control of the homeowner can result in water leaks, and

WHEREAS, it is not the intention of the ACDWSD to create a financial hardship on homeowners by assessing excess usage fees for water consumed due to a leak beyond the control of the homeowner,

NOW THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF THE ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT,

THAT the term "dwelling plumbing system" as used herein is defined as the plumbing system from the ACDWSD water meter to the premises dwelling and its attendant pipes, fittings and fixtures and does not include irrigation systems [Ref. ACDWSD Dwelling Water Leak Policy **#17-01WD**]

THAT the term "leak" as used herein is defined as a dwelling plumbing system failure beyond the control of the homeowner, resulting in unintended water consumption,

THAT the term leak as used herein does not include situations where unintended water consumption was a result of "accident" by the homeowner, such as but not limited to situations such as leaving running a hose, faucet, etc.,

THAT the "cost of producing potable water" includes Operating Costs (total M&S) less fixed labor costs, excluding bonded debt service, for the then current budget of the ACDWSD,

THAT homeowners shall reasonably monitor water usage and timely repair dwelling plumbing systems, upon discovery by the homeowner, or notice from the ACDWSD, of any leaks,

THAT in the event of a leak resulting in excess water use charges, said excess charges may be appealed to the ACDWSD as provided in the ACDWSD Billing Appeal

Policy, ~~including a statement of when the leak was discovered~~ along with evidence of ~~timely~~ repair such as a plumbing bill or parts invoice,

THAT, in the event of a leak resulting in excess water use charges, it shall be the policy of the ACDWSD to bill the subject water consumption as follows based upon the timeliness of homeowner repair of the leak after notification:

- If the repairs were completed *within 30 days of notification* of the homeowner of the leak, where notification was either via receipt of the water bill or other direct communication from ACDWS, all monthly water consumption resulting from the leak will be billed at the monthly average of the homeowner's usage costs over the 3-month period before the leak was determined to have started by ACDWS.
- If the repairs were completed *within 60 days of notification* of the homeowner of the leak, where notification was either via receipt of the water bill or other direct communication from ACDWS, all monthly excess water consumption resulting from the leak will be billed at the cost of producing potable water.
- If the repairs were completed *more than 60 days of notification* of the homeowner of the leak, where notification was either via receipt of the water bill or other direct communication from ACDWS, all monthly excess water consumption resulting from the leak will be billed at excess water usage rates.

THAT in the event of water consumption related to an accident by the homeowner resulting in excess water use charges, charges may be appealed to the ACDWSD as provided in the ACDWSD Billing Appeal Policy along with demonstrated evidence of the accident.

THAT, in the event of water consumption related to an accident by the homeowner resulting in excess water use charges where the submitted demonstrated evidence of the oversight is accepted by ACWSD, it shall be the policy of the ACDWSD to bill the subject excess water consumption as at the cost of producing potable water for the ACDWSD District, and not at excess water usage rates.

THAT ACDWSD retains the ability to review all excess billing matters resulting from leaks and accidents and apply relief in manners they see appropriate due to unforeseen circumstances outside the policy as stated herein,

~~THAT along with other relevant evidence, consideration shall be given to homeowner history of water consumption, homeowner acts or omissions, the timeliness of repairs, the severity of the leak, and whether the homeowner was absent from the subject dwelling for a period of 30 days or more at the time of occurrence, without having shut off the water supply to the dwelling.~~

August 2023 Manager Report

| | |
|---|--|
| <p style="text-align: center;">Major Accomplishments</p> <ol style="list-style-type: none"> 1. Well pump replacement, Asbury Creek. 2. Installation of Parshall Flume, Asbury Creek 3. Installation of Weir Shark Creek 4. Continued development of a project management tool. Bill and Tevis and helping me with this and will be ready to present at September 2023 board meetings. <p>(Please note: #'s 2 and 3 were done to monitor drought conditions for source water availability).</p> | <p style="text-align: center;">Critical Few (upcoming projects)</p> <ol style="list-style-type: none"> 1. Interim technology repairs WTP, alarms. 2. Membrane basins deep clean (physical clean) |
| <p style="text-align: center;">The Unexpected</p> <ol style="list-style-type: none"> 1. WTP – two air hose fittings that supply the air required to run the skids that make water, broke Likely due to degradation of the plastics from chlorine exposure over time. | <p style="text-align: center;">Other things of note</p> <ol style="list-style-type: none"> 1. Daily monitoring of drought conditions affecting our source water availability. 2. Possible deployment of water curtailment measures pending. |

Rehabilitation and Maintenance Updates

| Water District | Sanitary District |
|--|--|
| <ol style="list-style-type: none"> 1. Major distribution system leak 40% water loss = REPAIRED (2023) 2. Asbury Creek well pump = INSTALLED / OPERATIONAL 3. Infrastructure inventory project = UNDERWAY – round 1 of ordering done and part en route. 4. Water meter replacement project = DONE (2023) 5. Computer / Connectivity controls, upgrades = 75% done. Waiting alarms repair and redundancy installation. | <ol style="list-style-type: none"> 1. Alarm communication system replacement = DONE (2023) 2. Replacement of Lab critical DO Meter equipment = DONE (2023) 3. Digester blower replacement = (DONE) 2023 4. PVC membrane basin ball valve replacement project = DONE (2023) 5. Plant access road re grading and re rock = DONE (2023) 6. Membrane basin physical cleaning project = PARTS ORDERED awaiting safety parts installations. 7. UV system upgrades and rehabilitation = Underway and ongoing. In-House rehabilitation efforts and repairs so far. |

Forest Management Committee Recommendations
August 2023

At their August 2nd meeting, the Forest Management Committee made the following recommendations to the Board, as documented in the Minutes of that meeting. Action is needed by the Board to approve these recommendation and the related next steps.

1. **District Manager Job Description**: In addition to 24/7 point of contact for fire response and contractor emergency, the District Manager should also have responsibility for managing the keys to the Watershed gates and tracking who is on the property. This would include what contractors are on the property.

The current Key Management process, below, will reviewed/updated at a later point by the Forest Management Committee and the resulting procedure will be documented and should be posted on the District Web site

Current Policy:

Process for Key Management for access to the Arch Cape Forest Property.

As of August 2, 2023, the process of tracking of the access to the Arch Cape Forest Property is as follows.

Currently:

1. A list of all key holders to the property is maintained in virtual format by the Water District Manager, Mat Gardner. This list was most recently updated on August 7, 2023 and [can be found here](#).
2. Water District Manager and Consulting Forester (currently Springboard Forestry) to confirm access and approve new users on an as needed basis.
3. Conformation of all site usage requirements for all key holders.
 - a. Inclusion of fire protection equipment (Per ACF/ ODF Standards)
 - b. Inclusion of all fire protocols.

Potential Future Requirements:

1. Inclusion of a sign in sheet at the Hug Point Gate to know who is on the property at any given time.

Proposed Next Step (requiring Board Approval):

Update the District Manager's Job Description to include 'responsibility for managing the keys to the Watershed gates and tracking who is on the property, including but not limited to contractors', in accordance with District Policy'.

2. **Request for Proposal (RFP) for Roads Contract Manager. <<Attached>>**: This contractor would work with Ben to develop RFPs and select contractors for road work that is consistent with the Ecological Road Assessment and then to oversee the projects in conjunction with the Project Manager. The contractor would be funded by ARPA. The contract would start ASAP and run for one year with the possibility of a second year.

Proposed Next Step (requiring Board Approval):

Approve the solicitation of bids for the Roads Contract Manager using the attached RFP, subject to any refinements by Business Oregon.

3. **Request for Proposal (RFP) for Project Manager. <<Attached>>**: This contractor would work with the President of the Board and the Forest Management Committee to do the following; develop an overall work statement / project plan for Watershed activities along with the refinement of a corresponding financial plan / budget and to develop/ update related policies and procedures. He/she will work with to grantors to meet all contractual requirements. He/she will also facilitate meetings of the Forest Management Committees, and potentially other groups / committees, e.g., public outreach meetings, need to be scheduled and coordinated.

Proposed Next Step (requiring Board Approval):

Approve the solicitation of bids for the Project Manager using the attached RFP, subject to any refinements by Business Oregon.

**ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT
REQUEST FOR PROPOSALS: FOREST ROADS CONTRACT MANAGER**

PROJECT NAME: 2023 Road Contract Management

RFP Q&A (VIA ZOOM) Date, Time, Zoom Link

BID OPENING: Date

BID SUBMISSION: email preferred: ben@springboardforestry.com By mail or hand-delivery to Office Address allowable, must arrive prior to bid opening

OFFICE ADDRESS: 32065 E. Shingle Mill Ln. Arch Cape, OR 97102 Office Phone: 503-436-2790

DIRECT INQUIRIES TO: Ben Hayes- Cell 971-678-9464

PROJECT LOCATION

The project area is located behind locked gates on the Hug Point Mainline and associated spur roads. The project area is located SE of Cannon Beach, OR, directly to the east of the community of Arch Cape. The subject property is a 1441 acre forest, which includes a large portion of the Arch Cape Domestic Water Supply District Drinking Water Source Area. The property is managed for the primary objective of protecting source water quality and quantity.

PROJECT DESCRIPTION

The Arch Cape Domestic Water Supply District (the District) is seeking the services of a forest roads contract manager. The District has identified 5 priority road maintenance / major decommissioning projects, as well as an additional 5.6 miles of road decommissioning. The consultant will work with the forester to develop scopes of work for these projects and evaluating proposals for the project work. The consultant will have primary responsibility for overseeing and managing project work once successfully contracted. The consultant will also have primary responsibility for notifications with the Oregon Department of Forestry and Oregon Department of Fish and Wildlife. The work is planned for the summer 2024 in-water work period but will begin October 1, 2023, and may extend into 2025.

In addition, the consultant will work have a contract administration relationship to the President of the Board of Directors and will have a functional reporting relationship to the contracted Project Manager.

to provide documentation, updates, and other deliverables required for the Water District Board, Committees and funders.

CONTRACTOR EXPERTISE AND REQUIREMENTS

The District is seeking a consultant with experience in contracting and managing road decommissioning, building and mitigation projects with local knowledge of the geology of the North Oregon Coast area and familiarity with road construction contractors that provide services to the municipal watersheds in the area. Past experience may include projects for industrial / institutional timber owners, state, local, or tribal landowners, and land-trust or other conservation groups. Consultant should have familiarity with the ODF FERNS process for notifying on forest road projects.

Additional requirements include:

- Ability to work independently and provide all necessary tools, equipment, vehicle, and other materials necessary to complete the above scope of work.
- No financial interest or other conflict of interest that could affect the hiring or management of project contractors
- Must apply for and receive SAMs registration prior to submitting any invoice

Primary consultant tasks will include:

- Work with partners to protect source water during all project stages.
- Collaborate with Forester to develop scopes of work, project final design, and bid-selection process (fall -winter 2023)
- Prepare and submit written plans to Oregon Department of Forestry through the FERNS system, and other permitting agencies as needed.
- Monitor contractors for compliance with project design and contract requirements and keep Project Manager apprised of progress. Provide Project Manager all necessary information about project expenditures and progress to meet grantor reporting requirements.
- Serve as the Arch Cape Domestic Water Supply District point person for all contractors and subcontractors working on road projects and decommissioning.
- Provide written sign-off on projects as they are completed to specification.

PROJECT PROPOSALS

Interested parties should submit a not to exceed 5-page written proposal and a completed bid form that contain the following information: 1) Resumes for all consultants / subcontractors 2) rates for

anticipated expenses 3) project total cost estimate 4) start date availability, 5) list of relevant experience 6) minimum of 2 references with phone and email contact information.

Proposals should be submitted to: _____ by XXX, 2023.

For additional details contact _____

BIDDING PROCESS AND SELECTION

An RFP Question & Answer Zoom call will be held on XXXX, 2023. Zoom link is:

The bidding process will follow the formal bidding process identified for Special Districts of Oregon. All bids will be opened, viewed and evaluated following the close of the proposal window on XXX, 2023. All bids will be evaluated at a preidentified time by District Representatives and/ or district designated staff to receive these proposals. An evaluation of each proposal will be made against the criteria listed in the RFP. Following the evaluation of all proposals, all applicants will receive a notice of intent to award of the contract as well as selection decision if it deviates from the lowest responsible bidder.

DRY

**ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT
REQUEST FOR PROPOSALS: ARCH CAPE FOREST PROJECT MANAGER**

PROJECT NAME: 2023 Project Management

RFP Q&A (VIA ZOOM) Date, Time, Zoom Link

BID OPENING: Date

BID SUBMISSION: email preferred: billcampbellacutil@gmail.com By mail or hand-delivery to Office Address allowable, must arrive prior to bid opening

OFFICE ADDRESS: 32065 E. Shingle Mill Ln. Arch Cape, OR 97102 Office Phone: 503-436-2790

DIRECT INQUIRIES TO: Bill Campbell- Cell 425-274-5864

PROJECT DESCRIPTION

Arch Cape is situated on the North Oregon Coast just south of Cannon Beach. The Arch Cape Domestic Water Supply District (the District) is an Oregon Special District. The District is seeking the services of a forest project manager.

The District has recently purchased, using Forest Legacy Program and American Rescue Plan Act funds, 1441 acres of watershed / forest land (the Property) on the eastern border of the District in order to protect the quality and quantity of source water, The District is in the process of 1) determining the plans, policies and procedures for how the Property will be managed, operated and financed and 2) contracting for 5 priority road maintenance and major decommissioning projects, as well as an additional 5.6 miles of road decommissioning.

Some level of project management work has been ongoing. That work needs to be integrated into and managed as an overall work statement / project plan along with the refinement of a corresponding financial plan / budget. Policies and procedures need to be developed / updated. Required reporting to grantors need to be produced. Meetings of the Forest Management Committees, and potentially other groups / committees, e.g., public outreach meetings, need to be scheduled and coordinated.

The consultant will be an independent contractor, will have a contractual and functional reporting relationship to the President of the Board of Directors, will have a working relationship with a contracted Roads Contract Manager and will have an advisory reporting relationship to the Forest Management Committee and its Finance Committee subgroup

The anticipated work period October 1, 2023 through September 1, 2026.

CONTRACTOR EXPERTISE AND REQUIREMENTS

The District is seeking a consultant with experience in project management, in public procurement contract management in the state of Oregon and in executing contracts which are aligned with federal reporting requirements, such as those required by the American Rescue Plan Act (ARPA) funding, to provide the below services;

a. **Work Statement & Financial Management:**

Develop a comprehensive Work Statement that integrates the contractual requirements of grantors, e.g., Business Oregon, Forest Legacy Program, etc., along with District objectives and expectations. Identify and align funding in accordance with the work statement.

Develop a sustainable Oversight Process that will maintain a status of financial opportunities and risks for the Watershed. This process would monitor working budget, progress toward estimated completion of milestone, potential opportunities and their financial impact, e.g., donations, grants, etc. and potential risks and their financial impact, e.g., an unexpected event or enhancement.

Work with grantors, e.g., Business Oregon (ARPA Funding), Oregon Community Foundation (Hollis Funding) and Oregon Department of Forestry (Forest Legacy Program Funding), to manage and track allocation of grant funds and to develop / update and submit all required reports including but not limited to Multi-Resource Management Plan, Operations Report, Financial Plan and Budget-Disbursement reports.

Review all proposed project expenditures to ensure their propriety and proper allocation to the project budget and financial plan. Propose budgetary requirements for Arch Cape Forest.

Develop a calendar of all reporting requirements those agencies along with the required formatting of all reports / notifications.

b. **Procurement of Contracted Services**

Ensure all invitation to bids or requests for proposals (RFP's) remain open and competitive, following Oregon's Public Contractive Code (ORS 279A, 279B, 279C) and the formal bidding process as identified in the Special Districts of Oregon's Administrative Handbook. (Page 29 of the following link:

<https://www.sdao.com/files/5affcd2e1/2022+SDAO+Administrative+Handbook.pdf>.

Produce contracts that, when executed, include contracting clauses which align with the requirements of all American Rescue Plan Act (ARPA) funding requirements.

c. Project Planning:

In alignment with the comprehensive Work Statement and Oversight Process, develop a comprehensive project plan that appropriately integrates the work of the Forest Management Committees and contractors as they relate to Watershed operations, road construction and other identified projects. That comprehensive plan will identify tasks, milestones, deliverables and outcomes, and costs along with associated timeframes and critical pathway.

d. Project Implementation and Coordination:

Monitor the execution of project activities, ensuring adherence to the project plan. Coordinate with committees and contractors involved in the project. Monitor project progress and make adjustments as necessary to the comprehensive plan to achieve project milestones.

e. Meeting Coordination & Plan Development / Update

Schedule and Coordinate committee meetings so that meeting dates, times, agenda and minutes are posted on the District Web Site. Provide meeting synopsis to highlight key discussion points and decisions. Document /update plans, policies and procedures being developed by those committees.

Scheduling public briefings at key points to provide community input to Watershed operational and financial decisions that need to be made.

f. Identify grant / funding opportunities that would apply to Arch Cape Forest operational activities

Work with designated committee / persons to seek and apply for grants and other funding.

Additional requirements include:

- Ability to work independently.
- Must apply for and receive SAMs registration prior to submitting any invoice

PROJECT PROPOSALS

The Arch Cape Domestic Water Supply District invites written proposals for a contract for Project Management Services, as an independent contractor, to be provided in strict accordance with all requirements of an Oregon Business Development Department grant to the District.

Interested parties should submit their proposal and a completed bid form that contain the following information: 1) Resumes for all consultants / subcontractors 2) rate for anticipated expenses 3) project total cost estimate with anticipated quarterly billing amounts 4) start date availability, 5) list of relevant experience 6) minimum of 2 references with phone and email contact information.

Proposals should be submitted to: _____ by XXXX, 2023.

For additional details contact _____

BIDDING PROCESS AND SELECTION

An RFP Question & Answer Zoom call will be held on XXXX, 2023. Zoom link is:

The bidding process will follow the formal bidding process identified for Special Districts of Oregon. All bids will be opened, viewed and evaluated following the close of the proposal window on XXX, 2023. All bids will be evaluated at a preidentified time by District Representatives and/ or district designated staff to receive these proposals. An evaluation of each proposal will be made against the criteria listed in the RFP. Following the evaluation of all proposals, all applicants will receive a notice of intent to award of the contract as well as selection decision if it deviates from the lowest responsible bidder.