

SANITARY DISTRICT BOARD AGENDA

JUNE 20, 2024

- | | | |
|----|--|---------------|
| 1 | Call to Order | |
| 2 | Public Comments | Casey |
| 3 | Agenda Approval (Action – Motion to Approve) | Casey |
| 4 | Approve May Minutes (Action – Motion to Approve) | Casey |
| 5 | F&A Reporting | |
| | A. May Budget vs. Actual Report | Teri |
| | B. May Payment of Accounts | Teri |
| | C. Treasurer’s Report | Darr |
| 6 | Resolution 24-0601 SD, Adopting the Sanitary District FY 2024-25 Budget and Appropriations Schedule and Levying an ad valorem Property Tax PUBLIC HEARING (Action – Motion to Approve) | Casey |
| 7 | Update Engagement for Legal Services with Eileen Eakins (Action – Motion to authorize Board President to sign Engagement Letter) | Casey |
| 8 | Discussion of Local Option Levy Ballot Measure for November 2024 (Action – Motion to Authorize Board President to prepare a draft resolution authorizing submission of a ballot measure) | Casey |
| 9 | Discussion of Excess Usage Charges | Casey |
| 10 | Update on IT Agreements | Bill Campbell |
| 11 | Policy Review | Casey/Bill |
| 12 | Reports | |
| | A. Staff Report | |
| | B. Board Members’ Comments | |
| | ➤ Audit Update | Tom |
| 13 | Upcoming Meetings | |
| | A. June Agenda Items | Casey |
| 14 | Public Comments | |
| 15 | Executive Session – To consider information or records that are exempt by law from public inspection ORS 192.660(2)(f) | Casey |
| 16 | Adjourn | |

**ARCH CAPE SANITARY DISTRICT
BOARD OF COMMISONERS MEETING
Thursday, May 16, 2024; 7:00 pm**

Pursuant to notice posted, the regular monthly Board Meeting for the Arch Cape Domestic Water Board was held at the Fire Hall with access via Zoom.

In attendance: Sanitary District: Casey Short, Chair, Darr Tindall, Thomas Mattia, Mark Engberg, Steve Hill. Staff: Matt Gardner, Teri Fladstol,

Call to Order: 6:58 pm by Casey Short and called for Executive Session for Sanitary District and Domestic Water Supply District Boards to consider information that are exempt by law from public inspection. Public was dismissed and invited to return after Executive Session (closed at 7:30 pm).

Public Comments: None

Agenda Approval: Motion by Mark Engberg to approve the Agenda as presented, Second by Darr Tindall, motion carried.

April Minutes: Motion by Mark Engberg to accept the minutes as presented, Second by Darr Tindall, motion carried.

Financial and Administrative Reporting: Accepted; Treasurer Report – Darr Tindall reported that she has reconciled accounts.

Fiscal Year 2024-2025 Budget with Public Hearing – from 7:33 to 7:33 pm.

We will start with amending the 2023-2024 budget to move money from Contingency appropriation for Materials & Services. Chair called for motion to adopt Resolution 2024-0501SD to amend the 2023-2024 Budget. So moved by Steve Hill; Second by Darr Tindall; Motion Carried.

Agenda did not include report by Curt McLeod regarding the Webb Lift Station – Chair invited Curt to give his report at this time. Curt discussed the process that is currently underway with Oregon Emergency Management (OEM). Four bids came in and discussion of the bids were discussed. In order to keep the project moving forward, Chair asked for a motion to approve award and allow Curt McLeod to send notice of award pending funding and OEM approval to DSL. Timing and funding agreement will be updated at next meeting. So moved by Tom Mattia; Seconded by Steve Hill; Motion Carried.

Resolution to Adopt FY2024-2025 Budget – Chair discussed the proposed budget with changes as listed in the May Board Packet. Public Hearing from 7:50 to 7:50 pm. Motion to adopt Resolution 2024-0502SD by Darr Tindall; Seconded by Steve Hill; Motion Carried.

Chair called for a motion to accept the Long-Range Plan as included in the Board Packet. So moved by Mark Engberg; Seconded by Darr Tindall; Motion Carried

Resolution to Adopt the Rate Increase for 2024-2025 – Chair discussed the quarterly rate increase as well as the increase of excess usage charges by tier. Chair called for motion to adopt Resolution 2024-0503SD as set forth. So moved by Darr Tindall; Seconded by Tom Mattia; Motion Carried.

Resolution to Adopt the System Development Charge (SDC) increase – Chair discussed the process for system development charges. Chair called for motion to adopt Resolution 2024-0504SD as set forth. So moved by Darr Tindall; Seconded by Mark Engberg; Motion Carried.

Staff Report by Matt Gardner, District Manager – Webb will happen mostly between July and November.

Board Members Comments and Reports:

Darr Tindall, Steve Hill, Mark Engberg – rate increases will be effective July 1 and comes out on June 10th billing; Thomas Mattia gave update on audit; hopefully, we will have it by June. Discussion of rates and letter going out from the Boards to the Rate Payers.

June Agenda Items: Webb Lift Station, Staffing – funding and policy reviews. Request by Staff to have Sanitary meeting moved to 5:00 pm with Water Board at 6:00 pm. Starting on June 20th, 2024 Sanitary will be meeting at 5:00 pm.

Public Comments: None

Motion made by Darr Tindall to adjourn, second by Tom Mattia, meeting adjourned at 8:00 pm.

Respectfully submitted,

Attest:

Teri Fladstol, Secretary

Teri Fladstol, Secretary

Casey Short, Chair

DRAFT

**ARCH CAPE SANITARY DISTRICT - BUDGET VS ACTUAL GENERAL FUND
FISCAL YEAR July 1, 23 to June 30, 24**

RESOURCES								
	Budget	1st Qtr	2nd Qtr	3rd Qtr	Apr-24	May-24	Spent	% Left
Beginning Balance	\$ 190,752	\$ 190,752	\$ 190,752	\$ 190,752	\$ 190,752	\$ 190,752	\$ 190,752	
REVENUE								
Base Rate Meter Sales	\$ 354,000	\$ 95,365	\$ 74,589	\$ 83,192	\$ 29,073	\$ 27,942	310,161	12%
Overage/Excess Usage	\$ 17,700	\$ 6,217	\$ 18,219	\$ 1,355	\$ 34	\$ 136	25,961	-47%
Debt Service	\$ 38,232	\$ 9,965	\$ 8,847	\$ 3,729	\$ 2,982	\$ 2,934	28,457	26%
WD Facilities Use Charge	\$ 3,750			\$ 3,750			3,750	
Miscellaneous Income	\$ -			\$ 49	\$ 49		98	
LGIP - Interest	\$ -	\$ 3,233	\$ 5,653	\$ 1,900	\$ 1,663		12,449	
TOTAL REVENUE	\$ 413,682	\$ 114,781	\$ 107,307	\$ 93,975	\$ 33,801	\$ 31,012	\$ 380,876	
TOTAL RESOURCES	\$ 604,434	\$ 305,533	\$ 298,059	\$ 284,727	\$ 224,553	\$ 221,764	\$ 571,628	5%
REQUIREMENTS								
EXPENDITURES								
MATERIALS & SERVICES								
Inter-Govern Agreement (IGA)	\$ 157,500	\$ 17,996	\$ 41,923	\$ 29,432	\$ 55,047		144,397	8%
TOTAL IGA	\$ 157,500	\$ 17,996	\$ 41,923	\$ 29,432	\$ 55,047	\$ -	\$ 144,397	
	Budget	1st Qtr	2nd Qtr	3rd Qtr	Apr-24	May-24	Spent	% Left
Liability & Property Insurance	\$ 16,100			\$ 15,905			15,905	1%
Licenses	\$ 3,500			\$ 3,190	\$ 208		3,398	3%
Dues & Taxes	\$ 1,200	\$ 59	\$ 5,879	\$ (3,165)		\$ 8	2,781	-132%
Professional Services	\$ 5,000	\$ 18,755	\$ 10,695	\$ (28,943)			507	90%
Auditing Service	\$ 10,000			\$ 9,000			9,000	10%
Legal Services	\$ 5,000		\$ 203	\$ 849	\$ 1,092	\$ 1,092	3,236	35%
Notices	\$ 700		\$ 5	\$ (5)	\$ 336		336	52%
Utilities	\$ 46,000	\$ 9,107	\$ 10,826	\$ 13,287	\$ 4,993	\$ 3,734	41,947	9%
Emergency Sanitation	\$ 500			\$ -			-	100%
Maintenance	\$ 115,489	\$ 11,758	\$ 13,752	\$ 21,221	\$ 8,897	\$ 9,768	65,396	43%
Chemicals	\$ 7,000			\$ 2,801			2,801	60%
TOTAL MATERIALS & SERVICES	\$ 210,489	\$ 39,680	\$ 41,359	\$ 34,140	\$ 15,526	\$ 14,602	\$ 145,307	31%

	Budget	1st Qtr	2nd Qtr	3rd Qtr	Apr-24	May-24	Spent	% Left
DEBT SERVICE & SURCHARGES								
Debt Serv-IFA Plant Upgrade [P]	\$ 16,163		\$ 16,163				16,163	0%
Debt Serv-IFA Plant Upgrade [I]	\$ 3,156		\$ 3,156				3,156	0%
Debt Serv-IFA Y13002 Plant Upgrade [P]	\$ 13,179		\$ 13,179				13,179	0%
Debt Serv-IFA Y13002 Plant Upgrade [I]	\$ 6,205		\$ 6,205				6,205	0%
TOTAL DEBT SERVICE	\$ 38,702	\$ -	\$ 38,702	\$ -	\$ -	\$ -	38,702	0%
TOTAL EXPENDITURES	\$ 406,691	\$ 57,675	\$ 121,984	\$ 63,572	\$ 70,573	\$ 14,602	\$ 328,407	81%

CONTINGENCY & UNAPPROPRIATED BALANCE								
Contingency	\$ 54,735							
Unappropriated Balance	\$ 143,008							
TOTAL CONTINGENCY & UNAPPROPRIATED BALANCE	\$ 197,743	\$ -	\$ -	\$ -	\$ -	\$ -		
TOTAL REQUIREMENTS:	\$604,434	\$57,675	\$121,984	\$63,572	\$70,573	\$14,602		

CAPITAL FUND								
	Budget	1st Qtr	2nd Qtr	3rd Qtr	Apr-24	May-24	Spent	% Left
RESOURCES								
Beginning Balance	\$191,275	\$191,275	\$191,275	\$191,275	\$191,275	\$191,275	\$191,275	100%
REVENUE								
SDC Revenue	\$19,698	\$19,411		\$0			\$19,411	1%
TOTAL REVENUE	\$19,698	\$19,411	\$0	\$0	\$0	\$0	\$19,411	
TOTAL RESOURCES	\$210,973	\$210,686	\$191,275	\$191,275	\$191,275	\$191,275	\$210,686	0%

REQUIREMENTS								
	Budget	1st Qtr	2nd Qtr	3rd Qtr	Apr-24	May-24	Spent	% Left
EXPENDITURES								
Webb Lift Station	\$55,000			31,000		4,860	\$35,860	35%
TOTAL EXPENDITURES	\$55,000	0	0	31,000	0	4,860	\$31,000	

CONTINGENCY & UNAPPROPRIATED BALANCE								
Contingency	\$155,973							
Unappropriated Balance								
TOTAL CONTINGENCY & UNAPPROPRIATED BALANCE	\$ 155,973							
TOTAL REQUIREMENTS:	\$210,973	\$0	\$0	\$62,000	\$0	\$4,860		

GO BOND DEBT								
	Budget	1st Qtr	2nd Qtr	3rd Qtr	Apr-24	May-24	Spent	% Left
RESOURCES								
Beginning Balance	\$15,426						15,426	
REVENUE								
Tax Turnover - SD GO Bond	\$144,600		130,392		851		131,244	9%
LGIP - Interest	\$0	3,860					3,860	
TOTAL REVENUE	\$ 144,600	\$ 3,860	\$ 130,392	\$ -	\$ 851	\$ -	\$ 135,104	7%
TOTAL RESOURCES	\$160,026	\$3,860	\$130,392	\$0	\$851	\$0	\$150,530	
REQUIREMENTS								
EXPENDITURES								
DEBT SERVICE & SURCHARGES								
Debt Serv-USDA Loan#92/02 [P]	\$ 121,464			\$ 121,464			121,464	
Debt Serv-USDA Loan #92/02 [I]	\$ 23,136			\$ 23,136			23,136	
TOTAL DEBT SERVICE	\$ 144,600	\$ -	\$ -	\$ 144,600	\$ -		\$144,600	0%
TOTAL EXPENDITURES	\$ 144,600	\$ -	\$ -	\$ 144,600	\$ -	\$ -	\$144,600	0%
CONTINGENCY & UNAPPROPRIATED BALANCE								
Contingency	\$15,426							
Unappropriated Balance								
TOTAL CONTINGENCY & UNAPPROPRIATED BALANCE	\$ 15,426	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
TOTAL REQUIREMENTS:	\$160,026	\$0	\$0	\$144,600	\$0	\$0	\$144,600	

Type	Num	Date	Name	Account	Paid
Check	9147	6/2/2024	Spectrum Business	01-6110 · Utilities	\$ (259.96)
Check	9197	6/6/2024	Les Schwab	01-6200 · Maintenance	\$ (68.98)
Check	9198	6/6/2024	Cannon Beach Electric	01-6200 · Maintenance	\$ (260.00)
Check	9199	6/6/2024	General Utilities Co	01-6200 · Maintenance	\$ (1,260.00)
Check	9200	6/6/2024	Smith & Loveless	01-6200 · Maintenance	\$ (176.81)
Check	9201	6/6/2024	Recology Western Oregon	01-6110 · Utilities	\$ (58.57)
Check	9202	6/6/2024	Pacific Power	01-6110 · Utilities	\$ (4,860.57)
Check	9203	6/13/2024	Arch Cape Water District	01-5999 · Inter-Govern Agreement (IGA)	\$(16,501.95)
Check	9205	6/13/2024	North Central Lab	Lab Tests & Supplies	\$ (123.09)
Check	9205	6/13/2024	RV Resort of Cannon Beach	01-6200 · Maintenance	\$ (15.40)
Check	9206	6/13/2024	Curran McLeod	01-6106 · Professional Services	\$ (3,107.78)

June 2, 2024

TO: Arch Cape Sanitary District Board Members
FROM: Casey Short, Board President
SUBJECT: June Board Meeting Issues

I want to give you all a heads-up about a couple of things that will be on our June 30 agenda for discussion. These are consideration of an approach to addressing the need to increase the districts' staffing level, and a way to pay for that additional staff – at least for a limited time.

As an introduction to these topics, Bill Campbell and I have completed the performance review for Matt Gardner. The evaluation by the Personnel Committee and Matt's personal evaluation were the first steps, followed by a series of conversations with Matt. We ended up that Matt, Bill and I have come to the shared conclusion that Matt's skill sets are much more aligned with a role of Operations Manager than they are of District Manager. Matt is excited with this role and we all think that it is a much better fit for the growing needs of the District. Matt has agreed to continue as Interim District Manager through June 2025.

Our shared decision about Matt as Operations Manager clarifies where we need to focus our work on determining how to staff the districts – we will need someone to serve as Administrator after next fiscal year. I've given this a good bit of thought and have discussed it with Bill Campbell and with Matt. Our recommendation is to recruit for a part-time administrator starting July 2025, looking for someone with public sector management experience, preferably in public utilities. This shouldn't be a full-time job as the District Manager has always had a large portion of his time devoted to operations, so I don't think the position requires somebody to work full time. This would be a contracted position, not an employee, and would be only for two years. One of this person's assignments would be to assess our long-term staffing & business needs and recommend the type of staff and organization structure.

The main issue with this approach – or any other increase in staffing that might come up – is how to pay for it. I'm recommending that the Sanitary District put a measure on the November 2024 ballot for a Local Option Levy that would last for two years in the amount of \$100,000 - \$150,000 per year. This would be a property tax levy that would only go into effect if the voters in the district approve it. It makes more sense to have the Sanitary District impose such a levy rather than the Water District because a Water District measure would leave some 50 connections (our customers in Cannon View Park) out of the levy so they would be paying nothing. That would be unfair to everyone else.

I will provide you with more detail in a memo to go in the June board packet, but I wanted to give you a little advance notice so it won't hit you as a shock when these issues show up on that agenda.

cc: Matt Gardner
Bill Campbell

June 13, 2024

TO: Arch Cape Sanitary District Board Members
FROM: Casey Short, Board President
SUBJECT: June 20 Agenda Items

There are two items on the June 20 Board Agenda that call for some background information before we meet to discuss them.

Agenda Item #8 – Possible Local Option Levy Ballot Measure

I sent a memo on June 2 to the Board discussing a proposed short-term staffing measure to add a part-time contracted Administrator for up to two years, to be paid for through a Local Option Tax Levy. That memo focused on the staffing of the districts; here I will briefly discuss Local Option taxes.

- * Local Option levies are an outgrowth of Ballot Measures 47/50 in 1996 and 1997 that placed additional restrictions on property taxes beyond those authorized in 1990's Measure 5. The main thrust of these measures limits property taxes for general government to \$10/ \$1000 of assessed value.
 - Upon approval by voters, a local government may levy a property tax to provide for capital or operating needs for a period of up to 5 years (10 years for capital projects).
 - The amount levied must be consistent, either in the dollar amount or the rate per \$1000 in assessed value; it may be lowered but not raised.
 - The levy must be renewed each year if the money is to be collected.
 - The levy may be renewed for another 5-year period if the voters approve it again.
 - This levy would be intended to cover the full cost of the Administrator, who would administer both the Water and Sanitary Districts.

Raising money through a Local Option levy to pay for additional staff is permitted. We don't know how much should be levied to pay for a contracted Administrator; an early estimate is \$100,000 - \$150,000. The cost per property would depend on the assessed value of the property. To estimate the cost for your property, it would be the same (or close to it) as we're each paying now for the Sanitary District bonds to pay off the treatment plan; its levy is \$150,000 per year.

There are two main questions the board needs to consider:

1. What are the districts' unmet staffing needs, and is the proposal for a part-time administrator the best approach to meet those needs for up to two years?
2. How much should a levy be for?

The action requested is to authorized the Board President to prepare a resolution authorizing submittal of a ballot measure for Board consideration at its July meeting; I will work with legal counsel and others as needed to do this work. If a measure is to be placed on the November ballot it would have to be filed with the County by August 16.

Agenda Item #9 – Discussion of Excess Usage Charges

The Board approved rates for the coming fiscal year, which included a doubling of Excess Usage Charges. As you know, Sanitary rates are based on water usage. We don't have a way to measure how much of the water that comes in ends up in our system, though water usage is the best measure we have. It works well in most cases, and we recognize that we can't measure contributions to the sewer system so our excess usage charges have historically been half the water charge for the two lower tiers. When we get into the upper tiers where we have had the same high rates as the Water District, there will be some customers who use a lot of water for irrigation or other uses that doesn't go into our system. (Next year's rate increases are somewhat less than Water's: we doubled ours, theirs increased by 125%.) I would like to come up with a way to relieve those of our customers who may use a lot of water but who don't put it into the wastewater system if they get to the higher tiers. In past years the district sent a notice advising people to tell us if they use outdoor irrigation systems so we can provide relief for their sewer bill, but we haven't done that in some time. And it's probably too late to do that for this summer.

This agenda item is to discuss this issue to see if there's agreement that some relief should be granted in these circumstances, and figure out a method to provide it.

cc: Matt Gardner
Bill Campbell
Teri Fladstol

ARCH CAPE SANITARY DISTRICT RESOLUTION 24-0601 SD

RESOLUTION SUPERSEDING RESOLUTION SD-0502 ADOPTING THE SANITARY DISTRICT FY 2024-25 BUDGET AND APPROPRIATIONS SCHEDULE AND LEVYING AN AD VALOREM TAX

WHEREAS, Local Budget Law (ORS 294.305 to 294.565) requires board adoption of a budget for the coming fiscal year no later than July 1; and

WHEREAS, The Arch Cape Sanitary District’s Budget Committee has reviewed the 2024-25 Proposed Budget and approved that budget with revisions; and

WHEREAS, The Budget Committee has specified an ad valorem tax amount for the General Obligation Bond Debt Service Fund; and

WHEREAS, The Sanitary District Board of Directors voted to adopt the 2024-25 budget and appropriations schedule on May 16, 2024 without filing the required LB-1 form;

NOW THEREFORE,

BE IT RESOLVED that Resolution 24-0502 is hereby rescinded; and

BE IT FURTHER RESOLVED that the Arch Cape Sanitary District Board of Directors adopts the FY 2024-25 budget in the total amount of \$1,420,848, as shown in Attachment 1; and

BE IT FURTHER RESOLVED that the board adopts the FY 2024-25 Appropriations Schedule as shown in Attachment 2; and

BE IT FURTHER RESOLVED that ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the District for the tax year 2024-2025 as shown in Attachment 2; AND that the taxes imposed are hereby categorized for purposes of Article XI section 11b as: General Obligation Bond Debt Service \$150,000.

ADOPTED this 20th day of June, 2024

BY:

ATTEST:

Casey Short, Board President

Teri Fladstol, District Secretary

RESOLUTION 24-0601 SD
ATTACHMENT 2
ARCH CAPE SANITARY DISTRICT FY 2024-25 ADOPTED BUDGET
SCHEDULE OF APPROPRIATIONS

General Fund

Operating Expenses (Materials & Services and Capital Outlay)	\$ 450,737
Debt Service	\$ 38,702
General Fund Total Appropriations	\$ 489,439
Contingency	\$ 100,000
Unappropriated Fund Balance	\$ 158,128

Capital Fund

Capital Outlay	\$ 347,000
Capital Fund Total Appropriation	\$ 347,000
Contingency	\$ 150,000
Unappropriated Fund Balance	\$ 20,474

GO Bond Debt Service Fund

Debt Service	\$ 144,600
GO Bond Debt Service Fund Total Appropriation	\$144,600
Contingency	\$ 0
Unappropriated Fund Balance	\$ 11,207

Not allocated to Organizational Unit or Program: \$ 0

TOTAL APPROPRIATIONS, ALL FUNDS \$981,039

Total Unappropriated and Reserve Amounts, All Funds \$439,809

TOTAL ADOPTED BUDGET \$1,420,848

Ad valorem property tax – GO Bond Debt Service Fund

Ad valorem property taxes imposed on the assessed value of all taxable property within the District

- (1) In the amount of \$195,656,739 – which is subject to the General Government Limitation; and
- (2) In the amount of \$150,000 for debt service on general obligation bonds – which is excluded from Limitation

ATTACHMENT 1

**ARCH CAPE SANITARY DISTRICT
FISCAL YEAR 2024-25 ADOPTED BUDGET
GENERAL FUND**

FY 2021-22 ACTUAL	FY 2022-23 ACTUAL	FY 2023-24 AMENDED	FY 2023-24 ESTIMATED		FY 2024-25 ADOPTED
RESOURCES					
BEGINNING FUND BALANCE					
163,740	111,970	117,043	181,885	Unrestricted Beginning Balance	209,677
	63,697	63,697	63,697	Operating Reserve	75,123
	6,923	6,923	6,923	USDA Loan Required Reserve	6,923
163,740	182,590	187,663	252,505	TOTAL BEGINNING BALANCE	291,723
REVENUE					
311,376	323,392	354,000	356,348	User Fees	374,126
16,155	19,292	17,700	30,699	Excess Usage Charges	37,413
51,184	31,447	38,232	38,486	Debt Service Surcharges	38,556
3,375	3,750	3,750	3,750	WD Facilities Use Charges	3,750
12,600	7,400	0	0	T.A.G. - Facility Plan Update	0
1,315	10	0	8,886	Interest	2,000
2,606	0	0	0	Miscellaneous	0
398,611	385,290	413,682	438,169	TOTAL REVENUE	455,845
562,351	567,880	601,345	690,674	TOTAL RESOURCES	747,567
REQUIREMENTS					
EXPENDITURES					
				MATERIALS & SERVICES	
150,221	109,593	157,500	163,339	Water District IGA Charges	195,937
8,766	15,020	16,100	15,905	Liability & Property Insurance	18,500
3,109	0	3,500	3,190	Licenses	3,600
50	0	25,000	0	Miscellaneous	0
94,921	72,898	110,400	110,400	Maintenance	150,000
0	0	2,000	2,000	Inflow & Infiltration	2,000
7,555	11,019	7,000	2,801	Chemicals	7,000
1,381	4,841	1,200	2,765	Dues / Taxes	3,000

ATTACHMENT 1

**ARCH CAPE SANITARY DISTRICT
FISCAL YEAR 2024-25 ADOPTED BUDGET
GENERAL FUND**

FY 2021-22 ACTUAL	FY 2022-23 ACTUAL	FY 2023-24 AMENDED	FY 2023-24 ESTIMATED		FY 2024-25 ADOPTED
14,959	5,865	5,000	1,000	Professional Services	5,000
0	0	500	500	Emergency Sanitation	500
9,000	0	10,000	9,000	Auditing	10,000
0	0	5,000	3,000	Legal Services	5,000
315	316	700	350	Notices	700
36,070	41,930	46,000	46,000	Utilities	49,500
326,347	261,482	389,900	360,250	TOTAL MATERIALS & SERVICES	450,737
				CAPITAL OUTLAY	
0	7,400	0	0	T.A.G. - Facility Plan Update	0
0	7,400	0	0	TOTAL CAPITAL OUTLAY	0
326,347	268,882	389,900	360,250	TOTAL OPERATING EXPENDITURES	450,737
				INTERFUND TRANSFERS	
0	0	0	0	Transfer to Capital Fund - Webb Lift Station	0
0	0	0	0	TOTAL INTERFUND TRANSFERS	0
				DEBT SERVICE	
14,712	7,791	0		QDEQ - Irrigation Site Loan - Matured 2022	0
14,784	15,458	16,163	16,163	OECD - Facility Engineering Loan (Principal)	16,900
4,535	3,861	3,156	3,156	OECD - Facility Engineering Loan (Interest)	2,419
12,561	12,866	13,179	13,179	IFA Loan/Grant - Facility Improvement (Principal)	13,499
6,822	6,517	6,205	6,205	IFA Loan/Grant - Facility Improvement (Interest)	5,885
53,414	46,493	38,702	38,702	TOTAL DEBT SERVICE	38,702
379,761	315,375	428,602	398,952	TOTAL GENERAL FUND EXPENDITURES	489,439
CONTINGENCY & ENDING BALANCE					
0	0	29,735	0	Contingency	100,000
6,923	6,923		6,923	USDA Loan Required Reserve	6,923
175,667	245,582	143,008	284,800	Unappropriated Balance	151,205
182,590	252,505	172,743	291,723	TOTAL CONTINGENCY & UNAPP BAL (ENDING)	258,128
562,351	567,880	601,345	690,674	TOTAL REQUIREMENTS	747,567

ATTACHMENT 1

**ARCH CAPE SANITARY DISTRICT
FISCAL YEAR 2024-25 ADOPTED BUDGET
CAPITAL FUND**

FY 2021-22 ACTUAL	FY 2022-23 ACTUAL	FY 2023-24 AMENDED	FY 2023-24 ESTIMATED		FY 2024-25 PROPOSED
RESOURCES					
107,587	133,901	191,275	191,273	Beginning Balance	200,382
107,587	133,901	191,275	191,273	TOTAL BEGINNING BALANCE	200,382
REVENUE					
26,316	57,372	19,698	39,109	Systems Development Charges	20,092
0	0	0	0	Grant Revenue	297,000
26,316	57,372	19,698	39,109	TOTAL REVENUE	317,092
133,903	191,273	210,973	230,382	TOTAL RESOURCES	517,474
REQUIREMENTS					
EXPENDITURES					
				CAPITAL OUTLAY	
2	0	55,000	30,000	Webb Lift Station	347,000
2	0	55,000	30,000	Total Capital Outlay	347,000
2	0	55,000	30,000	TOTAL EXPENDITURES	347,000
CONTINGENCY & UNAPPROPRIATED BALANCE					
0	0	155,973	0	Contingency	150,000
0	0	155,973	0	Total Contingency	150,000
133,901	191,273	0	200,382	Unappropriated Balance	20,474
133,901	191,273	0	200,382	Total Unappropriated Balance	20,474
133,901	191,273	155,973	200,382	TOTAL CONTINGENCY & UNAPP. ENDING BALANCE	170,474
133,903	191,273	210,973	230,382	TOTAL REQUIREMENTS	517,474

ATTACHMENT 1

**ARCH CAPE SANITARY DISTRICT
FISCAL YEAR 2024-25 ADOPTED BUDGET
G.O. BOND DEBT FUND**

FY 2021-22 ACTUAL	FY 2022-23 ACTUAL	FY 2023-24 ADOPTED	FY 2023-24 ESTIMATED		FY 2024-25 PROPOSED
RESOURCES					
BEGINNING FUND BALANCE					
(191)	4,657	15,426	16,143	Beginning Fund Balance	11,207
(191)	4,657	15,426	16,143	TOTAL BEGINNING BALANCE	11,207
REVENUE					
149,448	148,310	144,600	136,834	Bond Proceeds	144,600
	7,775		2,830	Bond Interest	0
149,448	156,085	144,600	139,664	TOTAL REVENUE	144,600
149,257	160,742	160,026	155,807	TOTAL RESOURCES	155,807
REQUIREMENTS					
EXPENDITURES					
				DEBT SERVICE	
68,662	71,408	71,408	74,457	USDA Plant Upgrade [P]	77,058
75,938	73,192	73,192	70,143	USDA Plant Upgrade [I]	67,542
144,600	144,600	144,600	144,600	Total Debt Service	144,600
144,600	144,600	144,600	144,600	TOTAL EXPENDITURES	144,600
CONTINGENCY & UNAPPROPRIATED BALANCE					
0	0		0	Contingency	
4,657	16,143	15,426	11,207	Unappropriated Balance	11,207
4,657	16,143	15,426	11,207	TOTAL CONTINGENCY & UNAPP. ENDING BALANCE	11,207
149,257	160,742	160,026	155,807	TOTAL REQUIREMENTS	155,807



5285 Meadows Road
Suite 400
Lake Oswego, OR 97035
(503) 607-0517
eileen@lgl-advisors.com

June 12, 2024

BY EMAIL

Board of Directors
Arch Cape Sanitary District
32065 Shingle Mill Lane East
Arch Cape, Oregon 97102

RE: ENGAGEMENT FOR LEGAL SERVICES

Dear Board:

Thank you for engaging this firm to provide legal services for the Arch Cape Sanitary District. This letter describes the terms of our engagement.

This is a non-exclusive agreement that either of us may terminate at any time. The scope of services we will provide includes general legal services as needed and upon request. This scope of services may be modified upon our mutual agreement.

Fees. Eileen Eakins' current hourly rate is \$285 per hour (including travel time) billed in minimum increments of two tenths (.2) of an hour, plus any expenses incurred, such as filing fees, deposition charges, copying costs, postage, mileage, and related expenses. Attorney certifications for the District's annual audit are billed at a one-hour minimum.

Billing. We will bill you approximately monthly for the amount of work done on your file during the prior month. We will also advise you before doing any work that will substantially increase the amount of fees. No fee or cost deposit will be required at this time. However, if a legal matter arises that is likely to incur substantial legal fees and costs, such as a litigation matter, we may ask for a deposit before proceeding with that matter.

Payment Terms. Payment is due within thirty (30) days of the date of invoice. Late payments may be subject to assessment of compound interest. Continued delinquencies may result in termination of legal services and/or commencement of a collection action.

Enclosed is a form for you to sign and return, indicating your acceptance of the terms described in this letter. Please contact me at the address and phone number listed below at any time. We look forward to working with you.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Eileen Eakins', written over a horizontal line.

Eileen G. Eakins
Enc.

ACKNOWLEDGEMENT AND ACCEPTANCE OF TERMS



Arch Cape Sanitary District
Client Name

Mailing Address

Phone Number and Email

By signing below, I attest that I am authorized to enter into agreements on behalf of the Arch Cape Sanitary District (“the District”).

Furthermore, on behalf of the District, I hereby agree to the terms described in the ENGAGEMENT FOR LEGAL SERVICES with Northwest Local Government Legal Advisors, LLC, dated June 12, 2024.

Authorized signature

PLEASE MAIL OR EMAIL SIGNED FORM TO:

Northwest Local Government Legal Advisors, LLC
5285 Meadows Road, Suite 400
Lake Oswego, OR 97035
eileen@lgl-advisors.com