



Board Meetings

ARCH CAPE WATER & SANITARY DISTRICTS
32065 E. Shingle Mill Lane, Arch Cape, OR 97102
(503) 436-2790

THE PUBLIC IS INVITED, IF THEY WISH, TO ATTEND BY TELEPHONE OR ZOOM LINK ... PLEASE USE THE FOLLOWING PHONE NUMBER OR LINK TO ACCESS

To Join the **Zoom Video Meeting** Paste the following in your browser address window:
<https://us02web.zoom.us/j/86352062499>

Active **Zoom Video Meeting** Link also available at
www.archcapewater.org

Call: 669-900-6833
Meeting I.D. 863 5206 2499
Meeting Passcode: None Required
Assistance: 503-436-2790

Date : Thursday 17 February 2022

Time : 6:00 PM

Agenda: As posted in the adjacent notices & www.archcapewater.org

**ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT
BOARD OF COMMISSIONERS MEETING**
Thursday, February 17th, 2022
6:00 P.M.

To Join Meeting by Video Link:
<https://us02web.zoom.us/j/86352062499>

Join by Telephone: 1-669-900-6833
Meeting ID: 863 5206 2499

- | | |
|---|----------------------------------|
| I. Call to Order | Dan Seifer, President |
| II. Public Comments | Dan |
| III. Agenda Approval | Dan |
| IV. Approve Minutes – January 20th Regular Board Meeting | Dan |
| V. Accept December and January Budget and Finance Reports | Phil Chick, Teri Fladstol |
| VI. Authorize Payment of Accounts | Dan |
| VII. Accept Correspondence Requiring No Action | Dan |
| VIII. Old Business | |
| A. Arch Cape Forest: | Dan |
| Property Appraisal and Next Steps (Information) | Dan |
| Forest Finance Plan (Action) | Rick Gardner, Ben Dair |
| ARPA Funding / Business Oregon Grant (Information) | Phil Chick |
| May Levy (Action) | Dan |
| Arch Cape Forest video filming (Information) | Ben Dair, Sustainable Northwest |
| Fundraising – Outreach Committee (Information) | Linda Murray |
| B. Markham Land Donation (Information) | Dan |
| IX. New Business | |
| A. Future District Website Administrative Roles (Action) | Dan |
| B. Budget Committee Meeting Schedule (Information) | Phil |
| C. Staff Evaluations Meeting March 10th (Information) | Phil |
| X. Reports (Information) | |
| A. Accounts Receivable Report | Teri Fladstol, Jigsaw Consulting |
| B. District Manager’s Report and Correspondence for Action | Phil |
| C. Board Members’ Comments and Reports | Dan |
| XI. March Agenda Items and Meeting Dates (Information) | Dan |
| XII. Public Comment | Dan |
| XII. Adjournment | Dan |

WATER : EXPENSE

Budget vs. Actual Finl Rpt ¹	2021-22	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Total Spent	Balance Left	% Spent
Arch Cape Water District	Budget	8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	55%		
2021-22	SD Hours %	54%	51%	55%	54%	57%	62%	50%						55%		
	Accounts %	54%	54%	54%	54%	54%	38%	50%						54%		
Manager	82,030	6,858.76	6,858.76	6,858.76	6,858.76	6,858.76	6,858.76	6,858.76						48,011	34,019	59
Operator	61,936	5,066.44	4,942.19	4,859.36	5,190.68	4,900.78	4,859.36	4,638.48						34,457	27,479	56
FICA	10,822	912.28	902.77	896.44	921.78	899.60	896.44	879.54						6,309	4,513	58
Retirement	31,405	1,300.36	4,107.16	2,807.00	2,740.14	3.42								10,958	20,447	35
Med. Ins	35,500	2,763.52	2,763.52	2,763.52	2,763.52	2,763.52	2,898.24	2,898.24						19,614	15,886	55
Worker's Comp	3,300			26.94										27	3,273	1
Total Personal Svc	224,994	16,901.36	19,574.40	18,212.02	18,474.88	15,426.08	15,512.80	15,275.02						119,377	105,617	53
Administrative Services	29,706	2,439.00	2,439.00	2,439.00	2,439.00	2,439.00	2,474.00	2,835.00						17,504	12,202	59
Temporary Help	5,000						525.00							525	4,475	11
Clothing Allowance	850													0	850	0
Education	2,000			933.00			100.00							1,033	967	52
Travel	2,000													0	2,000	0
Office Supplies	1,500					150.06	1,210.92	202.59						1,564	(64)	104
Postage	1,600			481.28										481	1,119	30
Vehicle	3,000	321.77	206.57	189.29	174.22	258.54	176.42	317.46					1,644	1,356	55	
SD Facilities Use Charges	3,600		3,375.00											3,375	225	94
Payroll Service	579			607.95										608	(29)	105
Liability & Property Insurance	7,063							7,258.00						7,258	(195)	103
Licenses	2,000													0	2,000	0
Maintenance	28,000	140.36	1,992.07	7,088.04	3,023.76	5,166.66	5,238.61	2,351.68						25,001	2,999	89
CIP Chemicals	5,000		2,314.72	3,612.14										5,927	(927)	119
Watershed	55,000			6,403.85	5,031.00		2,349.25	18,640.00						32,424	22,576	59
Dues / Taxes / Fees	900	363.68		406.61		75.00	329.30							1,175	(275)	131
Professional Services	5,700		96.00				96.00							192	5,508	3
Auditing	5,000													0	5,000	0
Legal Services	2,000			125.00			773.29							898	1,102	45
Notices	700													0	700	0
Utilities	10,000		1,261.45	760.12	710.37	801.26	751.01	3,254.37						7,539	2,461	75
Total Materials & Svc	171,198	3,264.81	11,684.81	22,514.67	11,909.96	8,890.52	14,023.80	34,859.10						107,148	64,050	63
IFA Water Plant Upgrade : ²	20,772					20,771.70								20,772	0	100
Total Debt Service	20,772	-	-	-	-	20,772	-	-	-	-	-	-	-	20,772	0	100
Capital Outlay	2,000													-		
Tot Gen Fund Expenditures	418,963	20,166.17	31,259.21	40,726.69	30,384.84	45,088.30	29,536.60	50,134.12						247,296	171,667	59
Contingency	60,000													0	60,000	0
Unappropriated Balance																
Operating Reserve	35,837															
Undesignated	56,545															
Total Unappropriated Bal	92,382															
Total Conting & Unapp Bal	152,382															
Total Requirements	571,345															
Water District Accounts	294	294	295	295	295	295	295	295								
Sanitary District Accounts	345	345	346	346	346	346	346	346								

Note ¹ : Modified Cash Basis : IGA Charge from the Water District made in the following month but reflected in the month incurred
Admin Services charged to the Sanitary District on the Accounts %, all other allocatable expenses shaded green on SD Hours %

Note ² : IFA : Business Oregon - Water Plant Upgrade Loan \$536K 30 Year Loan# SZ9006 at 1% : 2011 thru 2041
Annual Payments Due 12/1/2012 of \$22,993.08 and each December 1st thereafter: \$20,771.70

SDAO Flex-Lease Loan Program : \$395K Series 2003H at 2.25% - 5.5% : Water Tank
2004 - 2024 Retired early in July 2016

WATER : REVENUE

Budget vs. Actual Finl Rpt ^{1/} Arch Cape Water District 2021-22	2021-22 Budget	Jul 21 8%	Aug 21 17%	Sep 21 25%	Oct 21 33%	Nov 21 42%	Dec 21 50%	Jan 22 58%	Feb 22 67%	Mar 22 75%	Apr 22 83%	May 22 92%	Jun 22 100%	Total	% Rcvd
							<u>0.62</u>	<u>0.50</u>							
Cash on Hand	204,502						38%	50%							
Ck Interest	-	0.32	0.32	0.28	0.61	0.44								1.97	
User Fees	182,280	19,065.00	4,650.00	18,290.00	24,025.00	2,325.00	46,503.00							114,858.00	0.63
Excess Usage Charges	14,000	1,436.15	894.91	5,857.25	8,112.04	1,335.39	2,503.32							20,139.06	1.44
Debt Service	20,772	2,091.00	510.00	2,006.00	2,635.00	255.00	5,015.00							12,512.00	0.60
Sanitary District IGA ² Revenue	157,597	11,134.24	11,405.36	12,215.63	11,387.58	10,193.51								56,336.32	0.36
LGIP Interest	900	125.39	115.93	110.44										351.76	
Misc. Income			200.00			1,025.00	200.00							1,425.00	
Meter Hookup Fee	1,400		700.00											700.00	
Cannon Beach IGA														-	
Cannon View Park	735													-	0.00
Total Revenue	377,684	33,852.10	18,476.52	38,479.60	46,160.23	15,134.34								152,102.79	
Capital Projects															
Hook-ups	11,726		5,863.00											5,863.00	0.50
Transfer														-	
Expenditures														-	
Balance	90,200	79,130.00	84,993.00	84,993.00	84,993.00	84,993.00								-	
Arch Cape Forest Watershed Plan (2020-21)															
IFA Water Source Protection Funding	30,000														
IFA Water Source Protection Receipts														-	
Expenditures			11,115.00	15,322.50										26,437.50	
Balance		(\$3,562.50)	(\$14,677.50)	(\$30,000.00)	(\$30,000.00)	(\$30,000.00)									
LGIP (Additions)														-	
LGIP Withdrawals				(30,000.00)										(30,000.00)	
LGIP Interest		125.39	115.93	110.44	90.65	80.81								523.22	
Service Charge					(0.05)									(0.05)	
LGIP Balance	248,055	248,180.45	248,296.38	218,406.82	218,497.42	218,578.23									
Columbia Bank : 1196 Acct		40,976.00	26,588.78	61,068.46	69,479.57	34,255.26									
Total Cash		289,156.45	274,885.16	279,475.28	287,976.99	252,833.49									

Note ¹ : Modified Cash Basis : IGA Revenue from the Sanitary District reflected in the month incurred

Note ² : Intergovernmental Agreement

SANITARY : EXPENSE

Budget vs. Actual Finl Rpt ¹	2021-22	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Total Spent	Balance Remaining	% Spent
Arch Cape Sanitary District	Budget	8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%			
2021-22	SD Hours %	54%	51%	55%	54%	57%	62%	50%						55%		
	Accounts %	54%	54%	54%	54%	54%	38%	50%						54%		

Total Personal Svc	-	-	-	-	-	-	-	-	-	-	-	-	-	0	0	
Water District IGA Charges	157,597	11,134.24	11,405.36	12,215.63	11,387.58	10,193.51	10,391.66							66,728	90,869	42
Liability & Property Insurance	13,500							9,855.00						9,855	3,645	73
Licenses	2,800		3,009.00					89.95						3,099	(299)	111
Maintenance	109,000	4,674.33	1,232.82	15,010.69	8,062.91	23,879.52	4,411.39	6,999.30						64,271	44,729	59
Chemicals	6,000	1,040.00				812.50	812.50	325.00						2,990	3,010	50
Inflow & Infiltration	4,000													0	4,000	
Dues / Taxes / Fees	1,100	40.41			515.52		599.06							1,155	(55)	105
Professional Services	6,000		197.62				1,540.00	414.00						2,152	3,848	36
Emergency Prep Sanitation	500													-		
Auditing	10,000													0	10,000	0
Legal Services	5,000													0	5,000	0
Notices	700		40.68											41	659	6
Utilities	46,000	55.78	5,798.33	3,580.65	2,524.54	3,722.90	4,365.75	1,934.25						21,982	24,018	48
Total Materials & Svc	362,197	16,944.76	21,683.81	30,806.97	22,490.55	38,608.43	22,120.36							172,272	189,425	48
ODEQ : Irrigation Site Loan : ²	15,609					7,861.00								7,861	7,748	50
OECD Loan - Facil Engrng : ³	19,319					19,319.09								19,319	(0)	100
DEQ Loan/Grant - Facil Impr : ⁴	19,383					19,383.23								19,383	0	100
Total Debt Service	54,311	-	-	-	-	46,563	-	-	-	-	-	-	-	46,563	7,748	86
Capital Outlay														-	0	
Tot Gen Fund Expenditures	416,508	16,944.76	21,683.81	30,806.97	22,490.55	85,171.75	22,120.36							199,218	217,290	48
Contingency	43,244													0	43,244	0
Transfer to Capital Fund																
T.A.G. - Facility Plan Update	20,000															
ODEQ Irrig Site Ln#11432 reserve	15,256															
Operating Reserve	54,912															
Undesignated	23,200															
Total Unappropriated Bal	93,368															
Total Conting & Unapp Bal	136,612															
Total Requirements	573,120															

Note ¹ : Modified Cash Basis : IGA Charge from the Water District reflected in the month incurred
Admin Services charged to the Sanitary District on the Accounts %, all other allocatable WD expenses shaded green on SD Hours %

Note ² : Oregon Dept of Environmental Quality (ODEQ) Clean Water State Revolving Fund \$225K 20 Year Loan : 2003 - 2022
w/ level \$7,748 Payments on 1 June and descending \$8,544 Payments on 1 December expiring in 2022
\$15,256 Required Reserve : Loan # R11432

Note ³ : Oregon Economic & Community Development (OECD) (IFA : Business OR) \$250K 20 Year Loan : 2007 - 2026
at 4.56% w/ level \$19,319.03 Payments on 1 December expiring in 2026 : Project #Y06007

Note ⁴ : DEQ Loan & Grant Prgm (\$340K + \$270K) Y13002 I & I, Salley's Alley, WWTP SMU Upgrade : Under Consideration w/ TA Grant

ODEQ State Revolving Fund Loan Program \$70K 5 Year Loan at 2.36% in 2005 was successfully retired
in October of 2009 : SRF Loan # R11430
Special Districts Association of Oregon (SDAO) \$80K 5 Year 2006 Loan beginning at 2.8% and ending at 3.4%
w/ payments twice yearly at 1 Jul & 1 Jan : Flex Lease for Equipment was successfully retired in July of 2010

SANITARY : REVENUE

Budget vs. Actual Finl Rpt	2021-22	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Total	%
Arch Cape Sanitary District	Budget	8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%		Rcvd
2021-22							0.62	0.50							
Cash on Hand	162,340						0.38	0.50							
Ck Interest	-	0.77	1.02	0.79	1.09	0.51								4.18	
User Fees	320,160	17,632.00	21,344.00	19,256.00	40,269.00	18,560.00	80,504.00							197,565.00	0.62
Excess Usage Charges	9,500	1,929.46	459.34	1,947.60	9,603.05	1,520.46	1,987.52							17,447.43	1.84
Debt Service	53,280	2,964.00	3,588.00	3,237.00	6,786.00	3,120.00	13,533.00							33,228.00	0.62
Facilities Use by WD	3,300		3,375.00											3,375.00	1.02
Misc. Income	-	1,717.00												1,717.00	
LGIP Interest	4,000	93.34	86.70	84.15	78.13	121.81								464.13	
Clatsop Cty Land Sales	-	250.52												250.52	
Tax Lien Receipts														0.00	
Bond Receipts	147,000	1,744.59	837.46	504.08	11,418.86	125,063.00								139,567.99	0.95
Bond Interest	-	0.66	0.71	0.89	0.13	1.23								3.62	
Total Revenue	537,240	26,332.34	29,692.23	25,030.51	68,156.26	148,387.01								297,598.35	
Capital Projects															
Hook Ups	16,762		8,772.00											8,772.00	0.52
Transfer from GF Expenditures														0.00	
Balance	97,097	82,111.21	90,883.21	90,883.21	90,883.21	90,883.21								90,652.21	
T.A.G. - Facility Plan Update															
T.A.G. - Funding	20,000													20,000.00	
T.A.G. - Receipts														-	
Balance		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00								20,000.00	
GO Bond - WWTP Upgrade															
Property Tax Imposed	1,489,477	152,000.00												1,641,477.00	
Total Bond Receipts incl Int	1,439,893	1,745.25	838.17	504.97	11,418.99	125,064.23								1,579,464.45	
USDA Plant Upgrade Payments ¹	1,446,000													1,446,000.00	
GO Bond Balance	(5,212)	(4,361.91)	(3,523.74)	(3,018.77)	8,400.22	133,464.45								133,464.45	
LGIP (Additions)		1,995.77	838.17	504.97	11,418.99	125,064.23								139,822.13	
LGIP (Purchases)						90,000.00								90,000.00	
LGIP Withdrawals						(45,000.00)								(45,000.00)	
LGIP Interest		93.34	86.70	84.15	78.13	121.81								464.13	
Service Charge														0.00	
LGIP Balance	182,754	184,842.61	185,767.48	186,356.60	197,853.72	368,039.76									
Columbia Bank : 1218 Acct		102,918.58	130,179.49	105,388.99	134,462.15	61,389.66									
Total Cash		287,761.19	315,946.97	291,745.59	332,315.87	429,429.42									

Note ¹ : United States Department of Agriculture (USDA) Rural Development \$2.5M 30 Year Loan : 2011 - 2040 at 4% in 2010 w/ level \$144,600 Annual payments on 20 January expiring in 2040 : Fund Code/Loan #92/02

ARCH CAPE WATER DISTRICT

2/12/2022 11:14 PM

Register: Arch Cape Water

From 12/10/2021 through 12/31/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/13/2021			Undeposited Funds	Deposit		*	172.00	16,011.31
12/13/2021		Arch Cape Sanitary	IGA Income	Sep 2021 IGA ...		*	12,017.48	28,028.79
12/13/2021	47	Springboard Forestry	Payables	Inv# 1125 Sep...	2,327.50			25,701.29
12/14/2021	EFT	MODA Health	Insur:Work:Health-Me...	Medical Ins Pr...	2,707.63			22,993.66
12/15/2021		Arch Cape Sanitary	IGA Income	Oct 2021 IGA ...		*	11,387.58	34,381.24
12/15/2021	EFT	Internal Revenue Ser...	Taxes	Payroll taxes	3,024.47			31,356.77
12/17/2021			-split-	Deposit		*	2,071.61	33,428.38
12/17/2021	48	William J. MacLean	Payables	Payroll 11-16-...	4,307.64	*		29,120.74
12/21/2021	49	USA BlueBook	Payables	Cust 389580 In...	6.30			29,114.44
12/21/2021	50	USA BlueBook	Payables	Cust 389580 In...	31.96			29,082.48
12/21/2021	51	USA BlueBook	Payables	Cust 389580 In...	208.83			28,873.65
12/23/2021			-split-	Deposit		*	10,748.93	39,622.58
12/23/2021		Arch Cape Sanitary	IGA Income	Sep 2021 IGA ...		*	198.15	39,820.73
12/23/2021		Gardner, Matt	Misc.	3548		*	200.00	40,020.73
12/23/2021		Arch Cape Sanitary	IGA Income	Nov 2021 IGA ...		*	10,193.51	50,214.24
12/27/2021			-split-	Deposit		*	3,375.73	53,589.97
12/28/2021	EFT	PERS	Retirement	Employer Cont...	1.71			53,588.26
12/28/2021	EFT	PERS	Retirement	Employer Cont...	371.42			53,216.84
12/28/2021	EFT	PERS	Retirement	Employer Cont...	1,069.90			52,146.94
12/28/2021	52	A-Boy Electric & Pl...	Payables	12/28/21 Stmt :...	57.06	*		52,089.88
12/28/2021	53	Teri Fladstol	Payables	Reimb for QBs...	649.95			51,439.93
12/28/2021	54	Verizon	Payables	Acct 77282991...	57.62			51,382.31
12/29/2021			-split-	Deposit		*	3,684.72	55,067.03
12/30/2021			-split-	Deposit		*	3,765.02	58,832.05
12/30/2021	55	CS&S	Payables	Inv#13869 De...	36.25			58,795.80
12/30/2021	56	S.M. Hill	Payables	Admin Contrac...	2,439.00	*		56,356.80

ARCH CAPE WATER DISTRICT

2/12/2022 11:16 PM

Register: Arch Cape Water

From 01/01/2022 through 01/31/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/11/2022			-split-	Deposit			896.00	57,252.80
01/11/2022			-split-	Deposit			16,569.72	73,822.52
01/11/2022	57	Cascade Columbia D...	Maint	826589	919.53			72,902.99
01/11/2022	58	SDIS	Insur:Work:Health-Me...	03-0058018	190.61			72,712.38
01/11/2022	59	Jackson Oil	Vehicle	Acct# 14030 ...	263.29			72,449.09
01/11/2022	60	Pacific Power	-split-		3,454.57			68,994.52
01/20/2022	EFT	Lums Auto	Vehicle	10K service	54.17			68,940.35
01/20/2022	EFT	Trophy Case	Admin Asst		35.00			68,905.35
01/20/2022	81	CenturyLink	Payables	503-436-0748	114.62			68,790.73
01/20/2022	82	Backflow Valve Serv...	Payables	Inv#8648 - an...	405.00			68,385.73
01/20/2022	83	USA BlueBook	Payables	389580	180.20			68,205.53
01/21/2022			-split-	Deposit			14,172.50	82,378.03
01/21/2022	61	Springboard Forestry	IFA U20009 Forestry P...	VOID:		X		82,378.03
01/21/2022	62	Springboard Forestry	IFA U20009 Forestry P...	VOID:		X		82,378.03
01/21/2022	63	Springboard Forestry	IFA U20009 Forestry P...	VOID:		X		82,378.03
01/21/2022	64	USA BlueBook	Payables	Cust 389580 In...	569.48			81,808.55
01/21/2022	65	USA BlueBook	Maint	VOID: Printed ...		X		81,808.55
01/21/2022	66	USA BlueBook	Maint	VOID: Printed ...		X		81,808.55
01/21/2022	67	CS&S	Payables	Inv#138884 De...	67.25			81,741.30
01/21/2022	68	EO Media Group	Payables	1221329 #329	238.95			81,502.35
01/21/2022	69	Springboard Forestry	Payables	Inv #1131 Mult...	1,140.00			80,362.35
01/21/2022	70	USA BlueBook	Maint	VOID: Printed ...		X		80,362.35
01/21/2022	71	Country Media	Payables	Cust#27153 Ad...	534.34			79,828.01
01/21/2022	72	SDIS	Payables	Cust 01-0054011	7,258.00			72,570.01
01/25/2022	73	Mason, Bruce & Gira...	Watershed	30205	17,500.00			55,070.01
01/28/2022			-split-	Deposit			2,477.26	57,547.27
01/28/2022			Undeposited Funds	Deposit			344.00	57,891.27
01/31/2022	76	Jigsaw Consulting Se...	Admin Asst		2,800.00			55,091.27

WATER DISTRICT:

The Water plant distributed 1.4 million gallons to town in January.

The blow-off on Cottage Lane was replaced in January. We had initially thought this was the cause of a larger leak we have been experiencing, but it was fairly small. The PVC pipe was replaced with brass and a new valve was installed that was leaking.

Valves are all being exercised in the distribution system. We have 134 valves in the District, and are chipping away at the list as time permits.

Teri and I had our second training with UB Max this week. The new billing program will be used for the March 10th invoice period, and we will send out a communication to customers in advance of this.

The Asbury Creek pedestrian bridge is going to be replaced this spring. Staff met with County PW Director, Terry Hendryx, and a representative from Bergerson Construction to discuss the new bridge construction. Since we have a water line running under the current bridge we will need to move two valves and attach a new ductile pipe to the bridge. Bergerson said that they would supply us with bridge plans soon and we could decide on what is exactly necessary for the water main, at which time we will consult with Curt McLeod.

MONTHLY LOG : ARCH CAPE WATER & SANITARY DISTRICTS

January 2022

Total Hours	336.00	167.75	168.25
Percentage Split		50%	50%
Total Accounts	641	295	346
Percentage Split		46%	54%

SANITARY DISTRICT:

We received 18.8” of rainfall in January and the plant received 7.1 million gallons of influent.

The Aerzen Blower for the MBR basins will be delivered on 2/14 and is scheduled for the swap-out and installation through Aerzen’s advanced exchange program on 2/15.

We’ve received a draft of our new discharge permit from Oregon DEQ and are providing comments before its review period begins. The draft permit has identified quite a bit more testing at certain times of the year. I will be asking for a monitoring reduction that stays more in line with our current permit. We will be operating under the new permit in April.

Arch Cape Finance Committee

Arch Cape Forest Financial Plan Update

January 27, 2022

Arch Cape Water District Finance Committee Financial Plan Update

Approach:

- Baseline is August 2021 “**6 Harvest**” plan Reviewed with ACWD Board on August 20,2021
- Revised assumptions include:
 - Purchase price: \$ 4.69 million
 - Tax Levy: 5 year levy (starting in 2043) ... \$68K per year revenue
 - Initial timber harvest:
 - moved from 2024/2026 to 2023/2024 ... single contract (2 yr timeframe) to minimize risk of completing activity prior to 12/2026
 - eliminated cable logging Reduces board feet harvest 60% & timber revenue 40%
 - One-time Expenses:
 - reduced \$ 100K implementation expense to \$40K
 - Contingency reserve of \$ 30K added
 - Recurring costs:
 - Forester: reduced recurring cost 50% during hibernation period
 - Property management: reduced recurring cost 50% during hibernation period except years with planned harvest

Summer 2021

	6 Harvests
Harvest Years	2024,2026, 2050, 2055, 2060, 2065
Type of Logging	Ground and Cable Logging
Deferred Road Maintenance Work on 8.9 Miles of the Mainline	Heavy
Decommission Roads	2.92 miles
Ongoing Road Maintenance	12.7 miles
Mgmt Planning	<ul style="list-style-type: none"> • Minor Update every 5 years • Major Revision every 10
Inventory	Update every 5 years

Current

	6 Harvests
Harvest Years	2023,2024, 2050, 2055, 2060, 2065
Type of Logging	Ground
Deferred Road Maintenance Work on 8.9 Miles of the Mainline	Heavy
Decommission Roads	2.92 miles
Ongoing Road Maintenance	12.7 miles
Mgmt Planning	<ul style="list-style-type: none"> • Minor Update every 5 years • Major Revision every 10
Inventory	Update every 10 years

Arch Cape Water District Finance Committee

Financial Plan Update (\$ in 000's)

Purchase Funding:

Purchase price	\$ 4,690
FLP grants	3,500
Clatsop County	250
Option fee	10
Bus Oregon	930

All scenarios assume local match (\$ 1.167 M) obtained via NCLC easement

Remaining available funding (post purchase):

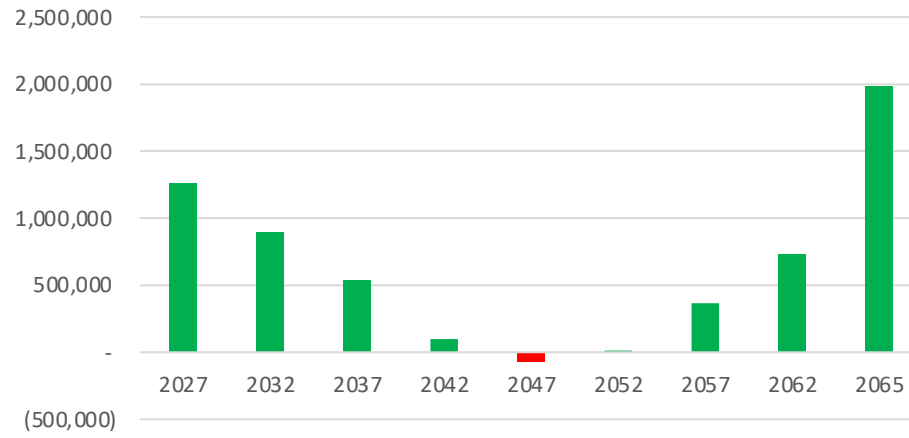
Bus Oregon	1,070
Private donations	500
Total remaining funds	1,570

Business Oregon (ARPA) Remaining Fund Use

	ARPA with 5 yr Levy Yrs 0-5 FY 2021-2027
TOTAL ARPA FUNDING AVAILABLE	\$ 1,070,000
TOTAL ARPA FUNDING APPLIED	\$ 1,070,000
Log Sales - Net Revenue	566,828
Logging Costs	(464,075)
Roads & Landing Costs	(68,064)
Forestry Costs	(61,877)
Replanting Costs	(36,164)
—Taxes	(12,642)
—Hauling Costs	(362,468)
—Timber Stand Improvement Costs	(37,126)
Total Costs Anticipated to be Qualified for ARPA	(630,180)
Actual Costs Offset by ARPA Funds	528,022
One Time Expense	
Federal Audit (FLP)	(5,000)
Implementation Planning, Systems Setup & Mgmt	-
Certification - Initial	(10,000)
Deferred Road Maintenance (8.9 miles mainline)	(150,000)
Timber Stand Improvement - Young	(127,854)
Timber Stand Improvement - Old	(98,624)
Forest Management Plan Update and Outreach	(40,000)
Contingency	(30,000)
+ Signage - 2 signs	(500)
+ Building 2 fire command/control centers	(7,000)
Decommissioning Roads (2.92 Miles)	(73,000)
Total Expenses Anticipated to be Qualified for ARPA	(541,978)
One Time Expenses - Offset by ARPA Funds	541,978
TOTAL - One Time Expenses	-

Cost elements considered not viable for Bus Oregon Funds use

ARPA + 5 Year Levy starting in 2043
Cumulative Cash Flow



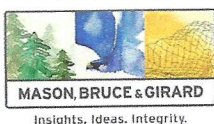
1.B. Executive Summary

Property Name:	Arch Cape Watershed Forest Legacy Project
Property Owner:	Onion Peak, LLC
Client:	Oregon Department of Forestry and the USDA Forest Service
Intended Users:	Oregon Department of Forestry, USDA Forest Service, Arch Cape Domestic Water Supply, and Onion Peak LLC.
Intended Use:	The intended use of the appraisal is to aid the intended users in the decision-making process relative to the proposed purchase of the appraised property.
Location:	Clatsop County, Oregon
Larger Parcel and Highest & Best Use:	1,441± acres with a highest and best unitary use of commercial timber production.
Improvements:	Other than the internal forest road system and gates that provide security, there are no other material improvements which add contributory value to the subject property.
Effective Date of Value:	July 7, 2021
Interest Appraised:	The interest appraised is fee simple ownership, subject to interests and exceptions as noted in the Preliminary Title Report (PTR), Order No. 360420003431, dated November 16, 2020 issued by Ticor Title.
Hypothetical Conditions:	None
Extraordinary Assumptions:	None
Income Approach Value Indication:	\$4,680,000
Sales Comparison Approach Value Indication:	\$4,700,000
Reconciled Value Conclusion:	\$4,690,000

In my opinion, the market value of the Larger Parcel, in terms of cash, as of July 7, 2021, is:

*****FOUR MILLION SIX HUNDRED AND NINETY THOUSAND DOLLARS*****

\$4,690,000 (\$3,255/acre)



Notice of Measure Election

District

SEL 803

rev 03/18 ORS 250.035,
250.041, 255.145, 255.345

Notice

Date of Notice

Name of District

Name of County or Counties

Date of Election

Final Ballot Title The following is the final ballot title of the measure to be submitted to the district's voters. The ballot title notice has been published and the ballot title challenge process has been completed.

Caption 10 words which reasonably identifies the subject of the measure.

Question 20 words which plainly phrases the chief purpose of the measure.

Summary 175 words which concisely and impartially summarizes the measure and its major effect.

Explanatory Statement 500 words that impartially explains the measure and its effect.

If the county is producing a voters' pamphlet an explanatory statement must be drafted and attached to this form for:

→ any measure referred by the district elections authority; **or**

→ any initiative or referendum, if required by local ordinance.

Explanatory Statement Attached?

Yes

No

Authorized District Official Not required to be notarized.

Name

Title

Mailing Address

Contact Phone

By signing this document:

→ I hereby state that I am authorized by the district elections authority to submit this Notice of Measure Election; **and**

→ I certify that notice of receipt of ballot title has been published and the ballot title challenge process for this measure completed.

Signature

Date Signed

EXHIBIT “C”

BALLOT TITLE

Caption (10/10 Words): Ten Year Local Option Tax for watershed purchase, clean water

Question (14/20 Words):

Shall ACDWSD issue a 10-year local option levy beginning in 2022-23 for watershed purchase?

This measure may cause property taxes to increase by more than three percent.

Summary (157/175 words):

This measure authorizes Arch Cape Domestic Water Supply District (“ACDWSD”) to levy a property tax in the amount of \$0.40 per \$1,000 of taxable assessed value annually for ten years starting fiscal year 2022-23. The taxes would partially fund the purchase of the ACDWSD watershed.

ACDWSD water is from Shark and Asbury Creeks. Intensive timber harvest has created extensive creek water turbidity and sedimentation, threatening water safety and requiring extensive filtration. Purchase of the land would allow reduction of turbidity and sedimentation. The land purchase would also provide sustainable timber harvest, threatened species protection and recreation opportunities.

The estimated amount collected from the levy in 2022-23 would be \$57,930, increasing annually by 3% for the ensuing 9 years.

The estimated tax cost for this measure is an ESTIMATE ONLY based on the best information available from the county assessor at the time of estimate and may reflect the impact of early payment discounts, compression and the collection rate.



January 25, 2022

" SHARK CREEK ROAD
Re-Route "

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

RE: Project Closeout for Safe Drinking Water Revolving Loan Fund, Arch Cape Domestic
WSD, Project Number U19005

Dear Mr. Seifer:

We have determined that the project is complete and the terms and conditions of the contract have been satisfied. This letter signifies that the project has been formally closed. We are pleased to have been a part of your project.

Should you have any questions or need further assistance, please do not hesitate to contact your Regional Project Manager, Becky Bryant, at 541-297-3682.

Sincerely,

Melisa Drugge

Melisa Drugge, Regional Development Manager
Business Oregon

c: Phil Chickering, Regional Project Manager
Melanie Olson, Regional Development Officer

**ARCH CAPE SANITARY DISTRICT
BOARD OF DIRECTORS MEETING**
Thursday February 17th, 2022
Following the 6PM Water Board Meeting

To Join Meeting by Video Link:
<https://us02web.zoom.us/j/86352062499>
Join by Telephone: 1-669-900-6833
Meeting ID: 863 5206 2499

I. Call to Order	Darr Tindall, President
II. Public Comments	Darr
III. Agenda Approval	Darr
IV. Approve Minutes – January 20th Regular Meeting	Darr
V. Accept December and January Budget and Finance Reports	Phil Chick/Teri Fladstol
VI. Authorize Payment of Accounts	Darr
VII. Accept Correspondence Requiring No Action	Darr
VIII. Old Business	
A. Webb Lift Station (Information)	Phil
B. Wastewater Facilities Plan Update (Information)	Phil
IX. New Business	
A. District Website Administrative Roles (Action)	Darr
B. Budget Committee Meeting Schedule (Information)	Phil
C. Staff Evaluations March 10th (Information)	Phil
X. Reports (Information)	
A. Accounts Receivable Report	Teri Fladstol
B. District Manager’s Report and Correspondence for Action	Phil Chick
C. Board Members’ Comments and Reports	Darr
XI. March Agenda Items and Meeting Dates (Information)	Darr
XII. Public Comments	Darr
XII. Adjourn	Darr

ARCH CAPE SANITARY DISTRICT

2/12/2022 11:18 PM

Register: Sanitary Distri

From 12/01/2021 through 12/31/2021

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
12/03/2021			-split-	Deposit		1,676.43	12,710.57
12/09/2021	8488	Pacific Power -	Payables	Acct 11346931...	4,252.35		8,458.22
12/09/2021	8489	Alexin Analytical Lab	Payables	Inv#43161- Di...	815.00		7,643.22
12/09/2021	8490	USA BlueBook	Payables	Cust#389580 I...	307.96		7,335.26
12/09/2021	8491	USA BlueBook	Payables	Cust#389580 I...	113.40		7,221.86
12/09/2021	8492	Curran McLeod	Payables	Inv# 21.11-107...	725.00		6,496.86
12/09/2021	8493	Gary's Service	Payables	Inv# RO13027...	535.70		5,961.16
12/09/2021	8494	Oregon Government ...	Payables	Inv# AIE15195...	439.06		5,522.10
12/09/2021	8495	Recology Western O...	Payables	1080040840 ...	55.78		5,466.32
12/13/2021			Undeposited Funds	Deposit		271.00	5,737.32
12/14/2021	ACH	LGP	LGP	LGIP redempti...		13,000.00	18,737.32
12/15/2021	8496	Arch Cape Water Dis...	Payables	IGA Payments ...	10,193.51		8,543.81
12/17/2021			Undeposited Funds	Thad Laird rei...		725.00	9,268.81
12/17/2021			-split-	Deposit		4,068.81	13,337.62
12/17/2021	8497	City of Seaside	Payables	Inv# no numbe...	2,975.00		10,362.62
12/17/2021	8498	Arch Cape Water Dis...	Payables	IGA Payments ...	198.15		10,164.47
12/17/2021	8499	Inland Environmenta...	Payables	Inv# 2021-265...	812.50		9,351.97
12/17/2021	8500	North Central Lab	Payables	Acct# 2557 Inv...	180.38		9,171.59
12/21/2021	8501	USA BlueBook	Payables	Cust#389580 I...	31.96		9,139.63
12/21/2021	8502	USA BlueBook	Payables	Cust#389580 I...	6.30		9,133.33
12/23/2021			-split-	Deposit		19,618.35	28,751.68
12/27/2021			-split-	Deposit		5,708.87	34,460.55
12/28/2021	8503	A-Boy Electric & Pl...	Payables	Dec 28 2021 St...	57.07		34,403.48
12/28/2021	8504	NAPA Auto Parts	Payables	Acct 11076 - :...	167.37		34,236.11
12/28/2021	8505	Oregon DEQ	Payables	Wastewater Sy...	160.00		34,076.11
12/28/2021	8506	Verizon	Payables	Acct 77282991...	57.62		34,018.49
12/29/2021			-split-	Deposit		5,980.11	39,998.60
12/30/2021			-split-	Deposit		5,749.53	45,748.13
12/30/2021	8507	CS&S	Payables	Inv#13869 De...	36.25		45,711.88

ARCH CAPE SANITARY DISTRICT

2/12/2022 11:18 PM

Register: Sanitary Distri

From 01/01/2022 through 01/31/2022

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
01/04/2022	EFT	amazon	Off Supp		143.99		45,567.89
01/04/2022	EFT	Teledyne Instrument...	Maint	GLS Sampler P...	338.00		45,229.89
01/05/2022	8515	City of Seaside	Payables	#43 - 1821 N F...	2,550.00		42,679.89
01/11/2022			-split-	Deposit		18,055.94	60,735.83
01/11/2022			Undeposited Funds	Deposit		271.00	61,006.83
01/11/2022	8508	Pacific Power -	-split-		904.45		60,102.38
01/11/2022	8509	Eds Septic	Maint		2,800.00		57,302.38
01/11/2022	8510	Industrial Systems	Professional Se		414.00		56,888.38
01/11/2022	8511	Recology Western O...	Util		55.78		56,832.60
01/11/2022	8513	Inland Environmenta...	Chemicals		325.00		56,507.60
01/11/2022	8514	Cascade Columbia	Maint		919.53		55,588.07
01/11/2022	8515	SDIS	Insur:Liab	01-0058018	9,855.00		45,733.07
01/21/2022			-split-	Deposit		19,698.51	65,431.58
01/24/2022			-split-	Deposit		5,885.55	71,317.13
01/24/2022	EFT	amazon	Off Supp		37.12		71,280.01
01/24/2022	EFT	Trend Micro	Licenses	50/50 Water	89.95		71,190.06
01/24/2022	EFT	amazon	Off Supp		21.48		71,168.58
01/28/2022	8516	Jackson Oil	Payables	Acct 14030 - S...	201.57		70,967.01
01/28/2022	8517	Pacific Power -	Payables		918.57		70,048.44