

**ARCH CAPE SANITARY DISTRICT
BOARD OF DIRECTORS MEETING**
Arch Cape Fire Hall 79729 Hwy 101
Thursday September 15th, 2022
Following the 6PM Water Board Meeting
To Join Meeting by Video Link:
<https://us02web.zoom.us/j/82450898403>
Join by Telephone:
Meeting ID: 824 5089 8403

I. Call to Order	Darr Tindall, President
II. Public Comments	Darr
III. Agenda Approval	Darr
IV. Consent Agenda (Action)	Darr
A. Approve Minutes – August 18th Regular Meeting	
B. Accept August Budget and Finance Reports	
C. Authorize Payment of Accounts	
D. Accept Correspondence Requiring No Action	
V. Old Business	
A. Wastewater Facilities Plan (Information)	Phil
B. Board Position 4 Vacancy (Information)	Darr
VI. New Business	
A. Digester Blower Repair/Replace (Action)	Phil
B. Resolution 22-04 Go Bond Debt Appropriation (Action)	Phil
VII. Reports (Information)	
A. Accounts Receivable Report	Teri Fladstol, Jigsaw Consulting
B. District Manager’s Report and Correspondence for Action	Phil Chick
C. Board Members’ Comments and Reports	TBD
VIII. October Agenda Items (Information)	Darr
IX. Public Comments	Darr
XI. Adjourn	Darr

ARCH CAPE SANITARY DISTRICT
Profit & Loss Budget vs. Actual
August 2022

	Aug 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Excess	79.53	1,250.00	-1,170.47	6.4%
Debt Service	1,326.00	3,114.00	-1,788.00	42.6%
Hook Ups	19,124.00			
Int Inc	0.00	334.00	-334.00	0.0%
User Fees	8,430.00	27,334.00	-18,904.00	30.8%
Total Income	28,959.53	32,032.00	-3,072.47	90.4%
Gross Profit	28,959.53	32,032.00	-3,072.47	90.4%
Expense				
IGA - Water District	8,142.13	12,500.00	-4,357.87	65.1%
I & I	0.00	84.00	-84.00	0.0%
Chemicals	0.00	584.00	-584.00	0.0%
Dues - Taxes - Fees	8.25	100.00	-91.75	8.3%
Facilities Plan	2,000.00			
Insur				
Liab	0.00	1,237.50	-1,237.50	0.0%
Total Insur	0.00	1,237.50	-1,237.50	0.0%
Legal Notices	0.00	59.00	-59.00	0.0%
Legal Services	0.00	417.00	-417.00	0.0%
Licenses	0.00	292.00	-292.00	0.0%
Maint	4,149.44	8,334.00	-4,184.56	49.8%
Professional Se	0.00	417.00	-417.00	0.0%
Util	3,014.77	3,834.00	-819.23	78.6%
Total Expense	17,314.59	27,858.50	-10,543.91	62.2%
Net Ordinary Income	11,644.94	4,173.50	7,471.44	279.0%
Net Income	11,644.94	4,173.50	7,471.44	279.0%

ARCH CAPE SANITARY DISTRICT
Profit & Loss Budget vs. Actual
July through August 2022

							TOTAL	
	Jul 22	Budget	% of Budget	Aug 22	Budget	% of Budget	Jul - Aug 22	Budget
Ordinary Income/Expense								
Income								
Misc.	0.00	7,400.00	0.0%	0.00	0.00	0.0%	0.00	7,400.00
Int Inc	0.00	334.00	0.0%	0.00	334.00	0.0%	0.00	668.00
Facilities Use by WD	0.00	3,750.00	0.0%	0.00	0.00	0.0%	0.00	3,750.00
Beg. Deposit	0.00	154,726.00	0.0%	0.00	0.00	0.0%	0.00	154,726.00
Excess	307.27	1,250.00	24.6%	79.53	1,250.00	6.4%	386.80	2,500.00
Debt Service	2,218.00	3,114.00	71.2%	1,326.00	3,114.00	42.6%	3,544.00	6,228.00
Hook Ups	0.00			19,124.00			19,124.00	
User Fees	15,710.88	27,334.00	57.5%	8,430.00	27,334.00	30.8%	24,140.88	54,668.00
Total Income	18,236.15	197,908.00	9.2%	28,959.53	32,032.00	90.4%	47,195.68	229,940.00
Gross Profit	18,236.15	197,908.00	9.2%	28,959.53	32,032.00	90.4%	47,195.68	229,940.00
Expense								
Licenses	0.00	292.00	0.0%	0.00	292.00	0.0%	0.00	584.00
Professional Se	0.00	417.00	0.0%	0.00	417.00	0.0%	0.00	834.00
I & I	0.00	84.00	0.0%	0.00	84.00	0.0%	0.00	168.00
Legal Notices	0.00	59.00	0.0%	0.00	59.00	0.0%	0.00	118.00
Audit	0.00	10,000.00	0.0%	0.00	0.00	0.0%	0.00	10,000.00
Legal Services	0.00	417.00	0.0%	0.00	417.00	0.0%	0.00	834.00
Dues - Taxes - Fees	8.25	100.00	8.3%	8.25	100.00	8.3%	16.50	200.00
Freight	19.52			0.00			19.52	
Chemicals	921.88	584.00	157.9%	0.00	584.00	0.0%	921.88	1,168.00
Facilities Plan	0.00			2,000.00			2,000.00	
Insur								
Liab	2,228.00	1,237.50	180.0%	0.00	1,237.50	0.0%	2,228.00	2,475.00
Total Insur	2,228.00	1,237.50	180.0%	0.00	1,237.50	0.0%	2,228.00	2,475.00
Maint	304.24	8,334.00	3.7%	4,149.44	8,334.00	49.8%	4,453.68	16,668.00
Util	3,458.34	3,834.00	90.2%	3,014.77	3,834.00	78.6%	6,473.11	7,668.00
IGA - Water District	0.00	12,500.00	0.0%	8,142.13	12,500.00	65.1%	8,142.13	25,000.00
Total Expense	6,940.23	37,858.50	18.3%	17,314.59	27,858.50	62.2%	24,254.82	65,717.00
Net Ordinary Income	11,295.92	160,049.50	7.1%	11,644.94	4,173.50	279.0%	22,940.86	164,223.00
Net Income	11,295.92	160,049.50	7.1%	11,644.94	4,173.50	279.0%	22,940.86	164,223.00

ARCH CAPE SANITARY DISTRICT
Profit & Loss Budget vs. Actual
 July through August 2022

	TOTAL
	% of Budget
Ordinary Income/Expense	
Income	
Misc.	0.0%
Int Inc	0.0%
Facilities Use by WD	0.0%
Beg. Deposit	0.0%
Excess	15.5%
Debt Service	56.9%
Hook Ups	
User Fees	44.2%
Total Income	20.5%
Gross Profit	20.5%
Expense	
Licenses	0.0%
Professional Se	0.0%
I & I	0.0%
Legal Notices	0.0%
Audit	0.0%
Legal Services	0.0%
Dues - Taxes - Fees	8.3%
Freight	
Chemicals	78.9%
Facilities Plan	
Insur	
Liab	90.0%
Total Insur	90.0%
Maint	26.7%
Util	84.4%
IGA - Water District	32.6%
Total Expense	36.9%
Net Ordinary Income	14.0%
Net Income	14.0%

ARCH CAPE SANITARY DISTRICT

BALANCE SHEET

August 31, 2022

ASSETS

Current Assets

Checking/Savings

Columbia Bank - 1218 \$ 116,153.57

LGIP \$ 226,009.29

Total Checking/Savings \$ 342,162.86

Accounts Receivable

Receivables \$ 14,118.07

Total Current Assets \$ 14,118.07

TOTAL ASSETS \$ 356,280.93

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Total Liabilities \$ -

Equity

Opening Bal Equity \$ 333,340.07

Net Income \$ 22,940.86

Total Equity \$ 356,280.93

TOTAL LIABILITIES & EQUITY \$ 356,280.93

ARCH CAPE SANITARY DISTRICT
Check Detail
August 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	8580	08/04/2022	Pacific Power -		Columbia Bank - 1...		-2,973.99
Bill	11346...	08/04/2022		Util		-223.58	223.58
Bill	11346...	08/04/2022		Util		-102.29	102.29
Bill	11346...	08/04/2022		Util		-52.21	52.21
Bill	11346...	08/04/2022		Util		-60.94	60.94
Bill	11346...	08/04/2022		Util		-2,296.42	2,296.42
Bill	11346...	08/04/2022		Util		-238.55	238.55
TOTAL						-2,973.99	2,973.99
Bill Pmt -Check	8581	08/04/2022	Recology Western ...		Columbia Bank - 1...		-40.78
Bill		08/04/2022		Util		-40.78	40.78
TOTAL						-40.78	40.78
Check	EFT	08/16/2022	Fresh Foods		Columbia Bank - 1...		-7.98
				Maint		-7.98	7.98
TOTAL						-7.98	7.98
Check	EFT	08/16/2022	Acme Tools		Columbia Bank - 1...		-24.47
				Maint		-24.47	24.47
TOTAL						-24.47	24.47
Check	8582	08/18/2022	Curran-McLeod		Columbia Bank - 1...		-2,000.00
				Facilities Plan		-2,000.00	2,000.00
TOTAL						-2,000.00	2,000.00
Check	8583	08/18/2022	City of Seaside		Columbia Bank - 1...		-2,550.00
				Maint		-2,550.00	2,550.00
TOTAL						-2,550.00	2,550.00
Check	8585	08/18/2022	Arch Cape Domest...		Columbia Bank - 1...		-8,142.13
				IGA - Water District		-8,142.13	8,142.13
TOTAL						-8,142.13	8,142.13

ARCH CAPE SANITARY DISTRICT
Check Detail
August 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	EFT	08/22/2022	Microsoft		Columbia Bank - 1...		-8.25
					Dues - Taxes - Fees	-8.25	8.25
TOTAL						-8.25	8.25
Check	EFT	08/23/2022	Google		Columbia Bank - 1...		-1.99
					Maint	-1.99	1.99
TOTAL						-1.99	1.99
Check	8586	08/25/2022	Thoreson Excavati...		Columbia Bank - 1...		-1,565.00
					Maint	-1,565.00	1,565.00
TOTAL						-1,565.00	1,565.00

ARCH CAPE SANITARY DISTRICT RESOLUTION 22-04 SD

A RESOLUTION AMENDING THE BUDGET AND IMPOSING THE TAX FOR FISCAL YEAR 2022-2023 FOR THE ARCH CAPE SANITARY DISTRICT.

IT IS HEREBY RESOLVED AND ORDERED that the Arch Cape Sanitary District Budget approved and recommended by the Budget Committee on 5 May 2022, for the fiscal year beginning July 1, 2022 in the total amount of **\$719,872** and for the purposes shown below are hereby appropriated as follows and amended to include Debt Service:

General Fund		
	Materials & Services	\$344,250
	Capital Outlay	\$ 0
	Grant Expenditures	\$ 7,400
	Debt Service	\$ 37,368
	Transfer to Capital Fund	\$ 0
	Transfer to GO Bond Debt Fund	\$ 0
	Contingencies	<u>\$ 59,716</u>
	Total General Fund	\$448,734
GO Bond Debt Fund		
Debt Service		\$144,600
Capital Fund		
	Capital Outlay	\$ 0
	Contingencies	<u>\$126,538</u>
	Total Capital Fund	\$126,538
Total Appropriations		\$719,872

Imposing the Tax

BE IT RESOLVED that the Board of Directors of the Arch Cape Sanitary District hereby impose the taxes provided for in the adopted budget in the amount of **\$150,000** for bonds; and that these taxes are hereby imposed and categorized for tax year 2022-23 upon the assessed value of all taxable properties within the District.

Categorizing the Tax

General Government Limitation

Excluded from Limitation

General Government

Debt Service

\$150,000

The above resolution statements were approved and declared adopted on this 15th day of September 2022.

Attest: Teri Fladstol, Secretary

Darr Tindall, President

WATER DISTRICT:

The Water plant distributed 2.1 million gallons to town in August.

Staff and Ben Hayes of Springboard Forestry recently gave a field tour of the Arch Cape Forest to several staff members from Business Oregon. It was great to get Business Oregon on the land and have the opportunity to see what their efforts and resources have gone toward. They had a great morning, and were very impressed with what has been accomplished in Arch Cape. We were also able to discuss the ARPA grant budget in more detail. As we've previously discussed, there is a large amount of flexibility with the budget. They expect and welcome changes along the way.

Due to extreme fire danger levels, signs were posted at the Hug Point and Shingle Mill access gates closing the forest to public access for the weekend of 9/9.

Lead and Copper sampling was completed for the District in August.

The newly installed membranes at the Water Treatment Plant are performing very well.

Bob McEwan Construction removed 4 dump truck loads of sediment from The Shark Creek Intake last week.

		August	2022
Total Hours	372.00	166.75	205.25
Percentage Split		45%	55%
Total Accounts	641	295	346
Percentage Split		46%	54%

SANITARY DISTRICT:

We received .34" of rainfall in August and the plant received 2.3 million gallons of influent.

I attended a work session of the Clatsop County Commissioners in August to hear their consideration of the Goal 11 Exception that the Sanitary District and Fire District jointly applied for, in the hopes of creating volunteer firefighter housing at the Arch Cape station property. The Commissioner's did not express a lot of initial enthusiasm for the idea, but instructed County staff to seek more information from the Fire Chief on the type of housing, as well as more detailed plans.

USDA was here for a 5 year compliance review for our loan for the wastewater treatment plant. The visit focused on civil rights and accessibility. One thing that was identified that we should address in the coming year is making the graveled ADA spot accessible in front of the office. A survey that attempts to identify the ethnic/racial profile of our Sanitary District should also be completed before our next 5 year compliance review.

I've submitted the draft grant application for the Webb Lift Station to the team at Oregon Emergency Mgmt that we have been working with. I will have more details after we receive their feedback on the application and it is formally submitted to FEMA.