

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

Thursday May 16, 2024. 6:00 PM

In-Person at the Firehouse and Zoom

<https://us02web.zoom.us/j/87369759588?pwd=RFFDRjlzdFgrZFZOaFlxNlZxSndwQT09>

The Board Meeting adheres to a 1.25 hour meeting rule. Meeting discussion will conclude sharply at that time to allow for the last 3 agenda items. Any uncompleted or remaining business will be rolled over until the next monthly Board Meeting.

**Domestic Water Supply District Meeting**

- |  |      |
|--|------|
| <b>I. Call to Order</b>  | Bill |
| <b>II. Conflict of Interest Declarations</b>   | Bill |
| <b>III. Public Comments</b>  | Bill |
| <b>IV. Agenda Approval (Action)</b>  | Bill |
| <b>V. Approve April 18th Minutes (Action) – Pg. 2-3</b>  | Bill |
| <b>VI. Financial &amp; Administrative Reporting</b>  |      |
| A. Accept April Budget vs Actual Report - Pg. 4-6  | Bill |
| B. Accept Arch Cape Forest-Watershed Accounting Worksheet - Pg. 7  | Bill |
| C. Accept April Payment of Accounts - Pg. 8  | Bill |
| D. Accept Correspondence Requiring No Action -   | Bill |
| E. Treasurer's Report  | Sam  |
| F. 2023-2024 Audit Update  | Bill |
| <b>VII. FY2024-2025 Budget: Public Hearing</b>   | Bill |
| A. Resolution to Amend FY2023-2024 (Action) – Pg 9-12  | Bill |
| B. Resolution to Adopt FY2024-2025 Budget (Action) – Pg 13-24  | Bill |
| C. Resolution to Increase Rates (Action) - Pg. 25  | Bill |
| D. Resolution to Increase System Development Charge (Action) - Pg. 26  | Bill |
| E. Move to Accept Long-Range Plan - Pg. 27-35  | Bill |
| <b>VIII. Procurement – Resolution for Rules &amp; for Sole Source Procurement (Action) – Pg. 36-47</b>                       | Bill |
| <b>IX. Update on Search for Districts' Information (Information) – Pg. 48</b>  | Bill |
| <b>X. Reports</b>  |      |
| A. Staff Report and Correspondence for Action - Pg. 49   | Matt |
| B. Board Members' Comments and Reports   | All  |
| <b>XI. Consideration of Local Option Levy(s) for November (Information)</b>  | Bill |
| <b>XII. June Meeting Agenda Items</b>  | Bill |
| <b>XIII. Public Comments</b>   | Bill |
| <b>Executive Session:</b> To consider information or records that are exempt by law from public inspection ORS 192.660(2)(f) |      |
| <b>XIV. Adjournment</b>  |      |

## Arch Cape Domestic Water Supply District Board Meeting Minutes

April 18, 2024

Pursuant to notice posted, a regular meeting Board of Directors was held via Zoom and in person at Arch Cape Fire Hall in Arch Cape, Oregon.

Present: Bill Campbell, Chair, Directors: Bob Cerelli, Chris Mastrandrea, Tevis Dooley, Sam Garrison [Excused]; Staff: Matt Gardner, District Manager and Teri Fladstol, Administrative Assistant. Public: Joe Sherman

Call to Order at 6:45 pm by Bill Campbell

Conflict of Interest Declarations: None

Public Comments: None

Agenda Approval: Motion made by Bob Cerelli to accept agenda as presented; Second by Chris Mastrandrea Motion Carried.

Accept March Minutes: Motion made by Bob Cerelli to accept minutes as presented; Second by Tevis Dooley Motion Carried.

Financial & Administrative Reporting: Sam sent an email regarding the Treasurers Report with a few questions. Those were answered by Teri/Bill and account is reconciled.

Audits Update: Teri is providing information to the auditors as requested; will have update next month.

Legal Assistance for Local Option Levy: Motion was made by Tevis Dooley to authorize the Board President to sign the engagement letter with Eileen Eakins, second by Bob Cerelli. Motion carried.

Discussion about the potential implementation of levies to fund community projects, specifically focusing on the operations of the forest-watershed and water district operations. Joe Sherman supported a forest-watershed levy as a good way for the community to decide on funding the forest operations and suggested that operational headcount for district operations should be funded through the budgeting process. The need to increase the water district's financial capacity to support future growth was emphasized.

Tevis expressed the need for more information about the district's operational needs. Bob emphasized the importance of proper staffing for the water and sewer plants, and raised concerns about the potential financial implications of not addressing this issue. Chris agreed on the need for additional staff. A suggestion was made to postpone the forest levy for several years.

Schedule of Events: May 1<sup>st</sup> is the Joint Personnel Committee meeting at 4:00 pm; each Board Member will need to fill out the performance review beforehand. May 9<sup>th</sup> is the final budget committee and if approved, they will send the approved budget to the Board for the May 16<sup>th</sup> meeting to be adopted.

Staff Report & Correspondence for Action: Matt updated that the inspection-for-lead of 103 meters have been completed.

Board Reports:

Forest-Watershed:

Checking Account: Motion by Bob Cerelli to authorize the Board Secretary to reach out to 1<sup>st</sup> Security Bank to establish a Forest Fund Checking account with the same permissions as the current checking account for the General Fund, second by Chris Mastrandrea. Motion carried.

Easement Holders are being officially notified of road decommissioning (information):

May Agenda Items: Local Option Levy, Budget Adoption, Public Access/Recreation Policy

Public Comments: Joe Sherman expressed agreement for a Local Option Levy to support staffing with a question about the process if the Levy failed or needed to be renewed.

Adjourn: There being no further business, Motion by Bob Cerelli to adjourn the meeting. Second by Tevis Dooley, Motion Carried. Meeting adjourned at 7:34 pm.

Respectfully Submitted,

Teri Fladstol, Secretary

Attest:



Bill Campbell, President

DRAFT

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

<b>RESOURCES</b>							
	<b>Budget</b>	<b>1st Qtr</b>	<b>2nd Qtr</b>	<b>3rd Qtr</b>	<b>Apr-24</b>	<b>Spent</b>	<b>% Left</b>
Beginning Balance	\$ 105,837	\$ 105,837	\$ 105,837	\$ 105,837	\$ 105,837	\$ 105,837	
<b>REVENUE</b>							
Base Rate Meter Sales	\$ 201,703	\$ 56,794	\$ 48,910	\$ 49,913	\$ 29,085	184,703	8%
Overage/Excess Usage	\$ 17,000	\$ 7,148	\$ 7,981	\$ 1,940	\$ 551	17,620	-4%
Debt Service	\$ 20,740	\$ 5,270	\$ 4,732	\$ 4,687	\$ 2,767	17,456	16%
IGA Income (Sanitary District)	\$ 157,500	\$ 9,106	\$ 45,962	\$ 29,432	\$ 21,988	106,488	32%
Meter Hook-Up Fee	\$ 1,400	\$ 1,400		\$ 1,400		2,800	-100%
Cannon View Park Services	\$ 800	\$ 1,313				1,313	-64%
Miscellaneous Income	\$ -		\$ 5,207			5,207	
LGIP - Interest	\$ 1,000	\$ 2,645	\$ 3,080	\$ 2,760	\$ 861	9,347	
<b>TOTAL REVENUE</b>	<b>\$ 400,143</b>	<b>\$ 83,677</b>	<b>\$ 115,872</b>	<b>\$ 90,132</b>	<b>\$ 55,252</b>	<b>\$ 344,933</b>	<b>14%</b>
<b>TOTAL RESOURCES</b>	<b>\$ 505,980</b>	<b>\$ 189,514</b>	<b>\$ 221,709</b>	<b>\$ 195,969</b>	<b>\$ 161,089</b>	<b>\$ 450,770</b>	<b>11%</b>
<b>REQUIREMENTS</b>							
<b>EXPENDITURES</b>							
<b>MATERIALS &amp; SERVICES</b>							
Wage - District Manager	\$ 80,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 48,805	108,805	-36%
Wages - Operator	\$ 55,000	\$ 12,813	\$ 13,016	\$ 13,164	\$ 5,791	44,784	19%
Employer Payroll Taxes	\$ 12,500	\$ 3,075	\$ 2,823	\$ 2,940	\$ 4,563	13,401	-7%
PERS Retirement	\$ 35,250	\$ 2,087	\$ 1,793	\$ 4,090	\$ 1,500	9,470	73%
Medical Insurance	\$ 40,000	\$ 2,355	\$ 3,206	\$ 1,891	\$ 684	8,135	80%
Worker's Compensation Insurance	\$ 3,400	\$ -	\$ -		\$ 168	168	95%
<b>TOTAL PERSONNEL SERVICES</b>	<b>\$ 226,150</b>	<b>\$ 40,329</b>	<b>\$ 40,838</b>	<b>\$ 42,085</b>	<b>\$ 61,511</b>	<b>\$ 184,763</b>	<b>18%</b>
Administrative Services	\$ 44,400	\$ 6,450	\$ 12,800	\$ 9,600	\$ 3,200	32,050	28%
Temporary Help	\$ 10,000	\$ 150			\$ 280	430	96%
Clothing Allowance	\$ 1,000	\$ -	\$ 156	\$ 753		909	9%
Education	\$ 2,700	\$ 414		\$ 1,049		1,463	46%
Travel	\$ 1,000	\$ 225		\$ 1,420		1,645	-65%
Office Supplies	\$ 2,300	\$ 417	\$ 401	\$ 2,186	\$ 1,069	4,073	-77%
Postage	\$ 2,500	\$ 27	\$ 844	\$ 598		1,469	41%
Vehicle	\$ 4,000	\$ 790	\$ 2,904	\$ 1,465	\$ 277	5,436	-36%
<b>TOTAL IGA</b>	<b>\$ 67,900</b>	<b>\$ 8,473</b>	<b>\$ 17,105</b>	<b>\$ 17,071</b>	<b>\$ 4,826</b>	<b>\$ 47,475</b>	<b>30%</b>
<b>TOTAL PERSONNEL SERVICES &amp; IGA</b>	<b>\$ 7,400</b>	<b>\$ 790</b>	<b>\$ 2,904</b>	<b>\$ 1,464</b>	<b>\$ 445</b>	<b>\$ 5,604</b>	<b>24%</b>

	Budget	1st Qtr	2nd Qtr	3rd Qtr	Apr-24	Spent	% Left
Facilities Use (Santiary)	\$ 3,750			\$ 3,750		3,750	0%
Payroll Administration Service	\$ 500	\$ 120	\$ 137	\$ 120	\$ 40	417	17%
Liability & Property Insurance	\$ 12,000		\$ 9	\$ 9,471		9,480	21%
Licenses	\$ 2,000					-	100%
Dues & Taxes	\$ 1,450	\$ 3,190	\$ (1,574)	\$ 567	\$ 370	2,554	-76%
Professional Services	\$ 5,000					-	100%
Auditing Service	\$ 25,000			\$ 10,800		10,800	57%
Legal Services	\$ 9,500		\$ 400	\$ 12,102	\$ 180	12,682	-33%
Notices	\$ 700	\$ 138			\$ 92	230	67%
Utilities	\$ 12,000	\$ 2,157	\$ 3,523	\$ 1,981	\$ 529	8,189	32%
Maintenance	65,000	\$ 6,163	\$ 11,262	\$ 10,269	\$ 6,983	34,677	47%
Chemicals	\$ 6,500	\$ 3,467		\$ 2,279	\$ 733	6,479	0%
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>\$ 143,400</b>	<b>\$ 15,234</b>	<b>\$ 13,757</b>	<b>\$ 51,339</b>	<b>\$ 8,927</b>	<b>\$ 89,258</b>	<b>38%</b>
<b>DEBT SERVICE &amp; SURCHARGES</b>							
Debt Serv-IFA Water Plant Upgrade [P]	\$ 17,023		\$ 17,194			17,194	-1%
Debt Serv-IFA Water Plant Upgrade [I]	\$ 3,749		\$ 3,578			3,578	5%
<b>TOTAL DEBT SERVICE</b>	<b>\$ 20,772</b>	<b>\$ -</b>	<b>\$ 20,772</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,772</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ 164,172</b>	<b>\$ 15,234</b>	<b>\$ 34,528</b>	<b>\$ 51,339</b>	<b>\$ 8,927</b>	<b>\$ 110,030</b>	<b>33%</b>
<b>CONTINGENCY &amp; UNAPPROPRIATED BALANCE</b>							
Meter Replacement	\$ -						
Access Road to WWTP	\$ 2,000	\$ -	\$ -	\$ -	\$ -		
Contingency	\$ 62,843						
Unappropriated Balance	\$ 3,416						
<b>TOTAL CONTINGENCY &amp; UNAPPROPRIATED BALANCE</b>	<b>\$ 68,259</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>		
<b>TOTAL REQUIREMENTS:</b>	<b>\$232,431</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		

<b>CAPITAL FUND</b>							
	Budget	1st Qtr	2nd Qtr	3rd Qtr	Apr-24	Spent	% Left
<b>RESOURCES</b>							
Beginning Balance	\$75,828	\$75,828	\$75,828	\$75,828	\$75,828	75,828	100%
<b>REVENUE</b>							
SDC Revenue	\$13,163	\$12,971		\$13,163		\$26,134	-99%
<b>TOTAL REVENUE</b>	<b>\$13,163</b>	<b>\$12,971</b>	<b>\$0</b>	<b>\$13,163</b>	<b>\$0</b>	<b>\$26,134</b>	<b>-99%</b>
<b>TOTAL RESOURCES</b>	<b>\$88,991</b>	<b>\$88,799</b>	<b>\$75,828</b>	<b>\$88,991</b>	<b>\$75,828</b>	<b>\$101,962</b>	<b>-15%</b>
<b>REQUIREMENTS</b>							
	Budget	1st Qtr	2nd Qtr	Jan-24	Jan-24	Spent	% Left

EXPENDITURES					
					\$0
TOTAL EXPENDITURES	0	0	0	0	
CONTINGENCY & UNAPPROPRIATED BALANCE					
Contingency	\$88,990				
Unappropriated Balance	\$0				
TOTAL CONTINGENCY & UNAPPROPRIATED BALANCE	\$ 88,990				
TOTAL REQUIREMENTS:	\$88,990	\$0	\$0	\$0	\$0

FOREST (WATERSHED) FUND							
	Budget	1st Qtr	2nd Qtr	3rd Qtr	Apr-24	Spent	% Left
RESOURCES							
Beginning Balance	\$409,103					409,103	
REVENUE							
Business OR - ARPA	\$776,626	219,574	112,957	71,254		403,785	48%
Safe Drinking Water (U22010)	\$30,000					-	100%
Hollis Foundation						-	
Private Donations		800	625	20,300		21,725	
LGIP - Interest	\$14,625	2,069	3,225	4,467	1,472	11,232	23%
TOTAL REVENUE	\$ 821,251	\$ 222,443	\$ 116,807	\$ 96,021	\$ 1,472	\$ 436,742	47%
TOTAL RESOURCES	\$1,230,354	\$222,443	\$116,807	\$96,021	\$1,472	\$845,845	31%

REQUIREMENTS							
EXPENDITURES							
Audit				\$ 2,700		2,700	
ODF Fire Protection	\$2,335					-	100%
Legal Fees - Watershed				\$ 840		840	
Legal Fees - Forest			\$ 2,430	\$ 1,230	\$ 960	4,620	
Project Management Services	\$98,969	\$ 27,533	\$ 6,125		\$ 2,510	36,168	63%
Project Management - District Staff						-	
Forestry Services	\$48,258	\$ 28,699	\$ 22,480	\$ 36,008	\$ 2,125	89,311	-85%
Finance Management		\$ 1,000	\$ 2,000	\$ 1,500	\$ 500	5,000	
Hollis Foundation						-	
Construction	\$638,899	\$ 40,845	\$ 43,432			84,277	87%
Land Maintenance Repair		\$ 32,924	\$ 12,148		\$ 1,208	46,280	
TOTAL EXPENDITURES	\$ 788,461	\$ 131,001	\$ 88,614	\$ 42,278	\$ 7,303	\$ 269,197	66%

### FY2023-2024 BUDGET VS ACTUAL

EXPENSES	Budget	Prior Expenses	March Expenses	April Expenses	Remain
ODF - Fire Protection	\$ 2,550	\$ (2,550)			\$ (0)
Legal/ Land Use	\$ 6,430	\$ (3,420)	(\$960)		\$ 2,050
Finance Mgmt	\$ 6,000	\$ (4,000)	(\$500)	(\$500)	\$ 1,000
Project Management	\$ 42,190	\$ (39,703)	(\$313)	(\$2,125)	\$ 50
Road Management Consulting	\$ 10,000	\$ (2,118)	(\$1,813)	(\$2,535)	\$ 3,535
Forest Management Consulting	\$ 44,912	\$ (42,412)	(\$698)		\$ 1,802
Road Maintenance Supplies - Rock	\$ 12,148	\$ (12,148)			\$ -
Other Road Maintenance/Services	\$ 70,000		(\$1,208)		\$ 68,792
Land Restoration					\$ -
Pre-Commercial Thinning	\$ 39,892	\$ (39,892)			\$ -
Miscellaneous	\$ 222	\$ (222)			\$ -
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>\$ 234,344</b>	<b>\$ (146,465)</b>	<b>(\$5,491)</b>	<b>(\$5,160)</b>	<b>\$ 77,228</b>
Road Construction	\$ 52,666	\$ (52,666)			\$ -
Road Decommissioning	\$ 35,000				\$ 35,000
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 87,666</b>	<b>\$ (52,666)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 35,000</b>
Transfer to General Fund (Audit)	\$ 2,800		(\$2,700)		\$ 100
Transfer to General Fund (staff time for property mgmt.)	\$ 750	TBD			
<b>TOTAL TRANSFERS TO GENERAL FUND</b>	<b>\$ 3,550</b>	<b>\$ -</b>	<b>\$ (2,700)</b>	<b>\$ -</b>	<b>\$ 3,550</b>
<b>TOTAL</b>	<b>\$ 322,010</b>	<b>\$ (199,131)</b>	<b>\$ (5,491)</b>	<b>\$ (5,160)</b>	<b>\$ 112,228</b>

Type	Num	Date	Name	Account	Original Amount
Check	2253	4/13/2024	John Hendrickson	01-4601 · User Fees	-172
Check	EFT	4/1/2024	Starlink	01-6200 · Maintenance	-140
Check	2242	4/4/2024	SDIS	01-5005 · Medical Insurance	-54.85
Check	2241	4/4/2024	EO Media Group	01-6109 · Notices	-92.4
Check	2239	4/4/2024	Oregon Coast Wireless	01-6110 · Utilities	-40
Check	2238	4/4/2024	Cascade Columbia Distribution	01-6201 · Chemicals	-733.24
Check	EFT	4/8/2024	Sure Payroll	Payroll	-43976.73
Check	2246	4/10/2024	Saif	01-5006 · Worker's Compensation Insurance	-167.93
Check	2245	4/10/2024	Tevis Dooley	01-6002 · Temporary Help	-140
Check	2247	4/10/2024	Exele	01-6006 · Office Supplies	-646.87
Check	2249	4/10/2024	Jackson Oil	01-6008 · Vehicle	-277.25
Check	2251	4/10/2024	Oregon Secretary of State	01-6105 · Dues & Taxes	-200
Check	2250	4/10/2024	Pacific Power	01-6110 · Utilities	-463.7
Check	2248	4/10/2024	Ferguson Waterworks	01-6200 · Maintenance	-88.41
Check	2243	4/10/2024	Jigsaw Consulting Services	VOID	0
Check	2252	4/10/2024	Oregon Secretary of State	VOID	0
Check	EFT	4/11/2024	Sure Payroll	01-6102 · Payroll Administration Service	-39.99
Check	EFT	4/12/2024	Oregon PERS	01-5004 · PERS Retirement	-1500.34
Check	EFT	4/12/2024	Oregon PERS	2401 · Payroll PERS Liability	-4383.49
Check	EFT	4/15/2024	Sure Payroll	Payroll	-5614.12
Check	2254	4/18/2024	Tevis Dooley	01-6002 · Temporary Help	-140
Check	EFT	4/18/2024	First Net	01-6006 · Office Supplies	-98.28
Check	EFT	4/18/2024	Amazon.com	01-6006 · Office Supplies	-14.99
Check	2257	4/18/2024	Blair Henningsgarrad Attorney at Law	01-6108 · Legal Services	-180
Check	2256	4/18/2024	Bob McEwan Construction	01-6200 · Maintenance	-6605
Check	EFT	4/22/2024	Amazon.com	01-6006 · Office Supplies	-49.99
Check	EFT	4/22/2024	AT&T Mobility	01-6006 · Office Supplies	-98.28
Check	EFT	4/23/2024	Amazon.com	01-6006 · Office Supplies	-137.78
Check	EFT	4/29/2024	Oregon Coast Wireless	01-6110 · Utilities	-45
Check	EFT	4/29/2024	Sure Payroll	Payroll	-6291.78
Check	EFT	4/30/2024	MODA Health	01-5005 · Medical Insurance	-629.18
Check	2262	4/30/2024	Jigsaw Consulting Services	01-6001 · Administrative Services	-3200
Check	EFT	4/30/2024	DEQ	01-6105 · Dues & Taxes	-170.23
Check	2261	4/30/2024	Eileen Eakins NW Local Government Legal A	01-6108 · Legal Services	-228
Check	2260	4/30/2024	Pacific Power	01-6110 · Utilities	-78.86
Check		4/30/2024	LGIP	01-6200 · Maintenance	-0.05
Check	EFT	4/30/2024	Starlink	01-6200 · Maintenance	-140
Check	EFT	4/30/2024	1st Security Bank	01-6200 · Maintenance	-10
Check	2240	4/4/2024	Morgans Resource Management	03-7802 · Forestry Services	-2510.25
Check	2258	4/18/2024	VB Contructions, Inc.	03-7800 · Business OR - ARPA	-1207.91
Check	2257	4/18/2024	Blair Henningsgarrad Attorney at Law	03-7805 · Legal Fees	-960
Check	2259	4/30/2024	Springboard Forestry	03-6840 · Reimburs Grant Expense - Forest	-2125
Check	2262	4/30/2024	Jigsaw Consulting Services	03-6840 · Reimburs Grant Expense - Forest	-500



**Budgets Adoption Resolutions - Topic Description  
May 16, 2024**

Action / Information: Action

Background

Per state Budget Statue, a Public Hearing must be held before adoption the FY2024-2025 Budget can be adopted by the Board.

Also, the below budget resolutions must be adopted by the Water Board.

- 1) For the FY2023-2024, move money from the Contingency appropriation to amend the Personnel Services appropriation and the Materials & Services appropriation.
- 2) For the FY2024-2025,
  - a) Adopt the Budget
  - b) Adopt the Rate increase
  - c) Adopt the Systems Development Charge (SDC) increase
  - d) Accept the Long-Range Plan

*Attached:* 4 Budget Resolutions & the Long-Range Financial Plan

Board Objective - Action

Proposed Motion 1:

Adopt Resolution 2024-0516B-1 to amend the FY2023-2024 budget

Proposed Motion 2:

Adopt Resolution 2024-0516B-2 to adopted a budget and appropriates schedule for FY2024-2025

Proposed Motion 3:

Adopt Resolution 2024-0516B-3 to ... rates

Proposed Motion 4:

Adopt Resolution 2024-0516B-4 to adopted revised system development charges (SDCs)

Action 5:

Move to accept the Updated Long-Range Plan

**ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT  
RESOLUTION 2024-0516B-1 WD, AMENDING THE 2023-24 BUDGET**

WHEREAS, The FY 2023-24 Arch Cape Domestic Water Supply District budget included a General Fund appropriation for Personnel Services of \$226,150 and a General Fund appropriation for Materials & Services of \$190,800; and

WHEREAS, Current projections of spending by year-end for Personnel Services total \$258,956 and for Materials and Services total \$194,976: and

WHEREAS, Additional appropriation is required to avoid an over-expenditure, which is a violation of Local Budget Law; and

WHEREAS, General Fund Contingency is budgeted at \$62,843, providing sufficient funds to cover projected spending; NOW THEREFORE,

BE IT RESOLVED by the Arch Cape Domestic Water Supply District Board of Directors that \$62,000 of General Fund Contingency be transferred to Personnel Services and Materials & Services as detailed in Attachment A.

ADOPTED this 16<sup>th</sup> day of May, 2024

BY:

ATTEST:

\_\_\_\_\_

\_\_\_\_\_

Bill Campbell, Board President

Teri Fladstol, District Secretary

## ATTACHMENT A

**FY 2023-24 GENERAL FUND APPROPRIATIONS****ADOPTED BUDGET**Personnel Services

Manager	\$ 80,000
Operator	\$ 55,000
FICA	\$ 12,500
PERS	\$ 35,250
All other items (unchanged)	\$ 43,400

Personnel Services Total      \$ 226,150

Materials & Services

Administrative Services	\$ 38,400
Temporary Help	\$ 10,000
Maintenance	\$ 65,000
Auditing	\$ 15,000
All other items (unchanged)	\$ 62,400

Materials & Services Total      \$ 190,800

All other line items (unchanged)      \$ 22,772

**Total Appropriation**      **\$ 439,722**

Budgeted Contingency      \$ 62,843

Unappropriated Balance      \$ 3,415

**BUDGET TOTAL**      **\$ 505,979**

**AMENDED BUDGET**Personnel Services

Manager	\$ 101,000
Operator	\$ 58,000
FICA	\$ 23,000
PERS	\$ 44,750
All other items (unchanged)	\$ 43,400

Personnel Services Total      \$ 270,150

Materials & Services

Administrative Services      \$ 55,400

Temporary Help	\$ 12,000
Maintenance	\$ 68,000
Auditing	\$ 11,000
All other items (unchanged)	\$ 62,400
<u>Materials &amp; Services Total</u>	<u>\$ 208,800</u>
All other line items (unchanged)	<u>\$ 22,772</u>
<b><u>Total Appropriation</u></b>	<b><u>\$ 501,722</u></b>
Contingency	\$ 843
Unappropriated Balance	\$ 3,415
<b><u>BUDGET TOTAL</u></b>	<b><u>\$ 505,979</u></b>

**ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT  
RESOLUTION 2024-0516B-2 WD**

**RESOLUTION ADOPTING A BUDGET AND APPROPRIATIONS SCHEDULE FOR FY  
2024-25**

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 Domestic Water Supply District’s Budget Committee has reviewed the 2024-25 Proposed Budget and approved that budget with revisions; NOW THEREFORE,

BE IT RESOLVED that the Arch Cape Domestic Water Supply District Board of Directors adopts the FY 2024-25 budget in the total amount of \$1,663,052, 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

ADOPTED this 16<sup>th</sup> day of May, 2024

BY:

ATTEST:

\_\_\_\_\_

\_\_\_\_\_

Bill Campbell, Board President

Teri Fladstol, District Secretary

# ATTACHMENT 1

## ARCH CAPE WATER DISTRICT FY 2024-25 BUDGET

### GENERAL FUND

FY 2021-22 ACTUAL	FY 2022-23 ACTUAL	FY 2023-24 AMENDED	FY 2023-24 ESTIMATED		FY 2024-25 ADOPTED
<b>RESOURCES</b>					
<b>BEGINNING FUND BALANCE</b>					
187,773	149,616	105,837	114,513	Undesignated Balance	68,513
<b>187,773</b>	<b>149,616</b>	<b>105,837</b>	<b>114,513</b>	<b>TOTAL BEGINNING BALANCE</b>	<b>68,513</b>
<b>REVENUE</b>					
181,966	182,842	201,703	195,724	3/4 inch User Fees [294 x \$174]	204,624
			9,936	1 inch User Fees (12 x 215)	10,320
27,222	15,367	17,000	20,000	Excess Usage Charges	45,001
17,785	17,834	20,740	20,740	Debt Service Surcharges [306 x \$17]	20,808
139,755	128,774	157,500	163,339	Sanitary District IGA Service Charge	195,937
				Surplus Water Sales	100
3	7	1,000	10,000	Interest	5,000
6,734	9,305		4,851	Miscellaneous	
700	3,500	1,400	2,800	Meter Connection Fee	2,400
4,750,000				ARPA Grant Reimbursement	
				Transfer from Forest Fund	84,310
810	628	800	1,313	Cannon View Park Read Agreement	1,313
<b>5,124,975</b>	<b>358,257</b>	<b>400,143</b>	<b>428,704</b>	<b>TOTAL REVENUE</b>	<b>569,813</b>
<b>5,312,748</b>	<b>507,873</b>	<b>505,980</b>	<b>543,217</b>	<b>TOTAL RESOURCES</b>	<b>638,326</b>
<b>REQUIREMENTS</b>					
<b>EXPENDITURES</b>					
				<b>PERSONNEL SERVICES</b>	
85,734	92,488	101,000	123,971	Manager	93,668
60,874	41,897	58,000	52,398	Operator	58,557
9,732	19,821	23,000	23,016	Employer Taxes (Medicare & Social Security)	19,865
22,695	27,344	44,750	47,055	PERS	40,614
34,105	23,210	40,000	9,015	Medical Insurance	30,992

633	3,559	3,400	3,500	Worker's Compensation	3,735
<b>213,775</b>	<b>208,319</b>	<b>270,150</b>	<b>258,956</b>	<b>TOTAL PERSONNEL SERVICES</b>	<b>247,431</b>
				<b>MATERIALS &amp; SERVICES</b>	
28,417	36,400	55,400	39,046	Administrative Services (Contractors)	78,000
182	814	1,000	1,000	Clothing Allowance	1,200
1,916	2,385	2,700	2,000	Education	3,000
0	149	1,000	1,645	Travel	1,000
1,463	3,005	2,300	4,000	Office Supplies	3,000
1,435	1,343	2,500	2,000	Postage	2,500
3,045	3,852	4,000	6,036	Vehicle	6,000
	9,750	12,000	12,000	Temporary Help (Augment Staff)	25,000
3,500		11,000	11,000	Auditing	25,200
1,371	4,652	1,450	2,184	Dues/Taxes	2,000
125	6,350	5,000	20,996	Legal Services	5,000
6,730	10,419	12,000	9,480	Liability & Property Insurance	13,800
			1,200	Meter Connection	2,400
1,308		2,000	1,500	Licenses for Operations	2,000
				Project Maintenance	40,302
110,733	49,612	68,000	56,602	Recurring Maintenance	30,330
				General Maintenance	15,000
8,828	12,624	6,500	7,250	Chemicals	9,000
1,622	825	700	500	Notices	700
608	926	500	537	Payroll Service	550
1,088	7,257	5,000	2,000	Professional Services	6,000
3,375	3,750	3,750	3,750	Sanitary District Use Charges	3,750
14,513	10,157	12,000	10,250	Utilities	12,000
10,103				Watershed	
<b>200,362</b>	<b>164,268</b>	<b>208,800</b>	<b>194,976</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>287,732</b>
				<b>CAPITAL OUTLAY</b>	
4,728,223		2,000		Capital Outlay (Forest/Meters/Road)	
<b>4,728,223</b>	<b>0</b>	<b>2,000</b>	<b>0</b>	<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>
<b>5,142,360</b>	<b>372,588</b>	<b>480,950</b>	<b>453,932</b>	<b>TOTAL OPERATING EXPENDITURES</b>	<b>535,163</b>
				<b>INTERFUND TRANSFERS</b>	

				Transfer to Capital Fund	
0	0	0	0	<b>TOTAL INTERFUND TRANSFERS</b>	<b>0</b>
				<b>DEBT SERVICE</b>	
16,855	17,023	17,023	17,194	IFA Water Plant Upgrade - Principal	17,365
3,917	3,749	3,749	3,578	IFA Water Plant Upgrade - Interest	3,407
<b>20,772</b>	<b>20,772</b>	<b>20,772</b>	<b>20,772</b>	<b>TOTAL DEBT SERVICE</b>	<b>20,772</b>
<b>5,163,132</b>	<b>393,360</b>	<b>501,722</b>	<b>474,704</b>	<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>555,935</b>
<b>CONTINGENCY &amp; ENDING BALANCE</b>					
		843	0	Contingency	79,000
149,616	114,513	3,415	68,513	Unappropriated Balance	3,391
<b>149,616</b>	<b>114,513</b>	<b>4,258</b>	<b>68,513</b>	<b>TOTAL CONTINGENCY &amp; UNAPP BAL (ENDING)</b>	<b>82,391</b>
<b>5,312,748</b>	<b>507,873</b>	<b>505,980</b>	<b>543,217</b>	<b>TOTAL REQUIREMENTS</b>	<b>638,326</b>



**ARCH CAPE WATER DISTRICT GENERAL FUND  
LINE ITEM DETAIL**

<b>ADMINISTRATIVE SERVICES (CONTRACTORS)</b>	<b>BUDGET</b>	<b>STAFF HOURS</b>
Jigsaw - Financial & Accounting Services	\$ 38,500	
QuickBooks Online - Subscription Fee	\$ 2,000	
HD Fowler (Meters) - Software License Fee	\$ 1,700	
gWorks UMax Billing	\$ 1,022	
Asset Management System - Subscription Fee	\$ 8,000	32 hrs over 4 months
CS&S - Data Backup	\$ 996	
Printer	\$ 3,250	1 hr
Security Software & Remote Access on PC, Laptop and 1 firewall (to replace router)	\$ 1,800	
IT Services/Support Agreement (with toner for printer)	\$ 2,400	
Web Site Support (including initial build)	\$ 3,488	
Project - Creating e-Filing System and store files	\$ 5,000	
Structure	\$ 10,000	
Budget Public Notices	\$ 500	
ATT Phone Service	\$ 1,200	
<b>TOTAL</b>	<b>\$ 78,156</b>	<b>33 Hours</b>

<b>RECURRING MAINTENANCE (CONTRACTORS)</b>	<b>BUDGET</b>
General - Parts, Etc.	\$ 3,000
Alexin - Annual	\$ 3,500
Branom Instrument Co.	\$ 1,700
Ferguson Waterworks	\$ 10,000
Starlink	\$ 1,680
Jackson Oil - Fuel for Trucks	\$ 1,700
McEwan Construction - Pond Scooping	\$ 5,000
USA Bluebook - Labs	\$ 3,000
Utility Services - Leak Detection	\$ 750
<b>TOTAL</b>	<b>\$ 30,330</b>

**GENERAL MAINTENANCE (CONTRACTORS)**

\$ 15,000

**PROJECT MAINTENANCE (CONTRACTORS)****BUDGET****STAFF HOURS**

Deferred: Hach TU5300 & pH Sensor & Heater/Vent Fan in Chemical Room	\$ 4,300	
Deferred: Vent fan for Membrae Filter Room	\$ 1,000	
Deferred: Computer Systems & Mechanical Upgrade for Plant and OHA Reporting	\$ 1,600	8
Deferred: Install Asbury Pump	\$ 1,608	6
Deferred: Heat and ventilation units at water plant	\$ 2,144	8
Asbury Creek Intake relocation project - Build		12/week for 10 weeks
Inventory of all service lines in district for lead	\$ 9,650	40
Roof for Water Plant	\$ 20,000	
Prep for OHA Audit*		8/week for 8 weeks
<b>TOTAL</b>	<b>\$ 40,302</b>	<b>246 Hours</b>

ARCH CAPE WATER DISTRICT FY 2024-25 BUDGET					
CAPITAL FUND					
FY 2021-22 ACTUAL	FY 2022-23 ACTUAL	FY 2023-24 ADOPTED	FY 2023-24 ESTIMATED		FY 2024-25 ADOPTED
<b>RESOURCES</b>					
<b>BEGINNING FUND BALANCE</b>					
99,991	118,977	75,828	40,317	Undesignated Balance	66,450
99,991	118,977	75,828	40,317	<b>TOTAL BEGINNING BALANCE</b>	<b>66,450</b>
<b>REVENUE</b>					
18,986	38,340	13,163	26,133	Systems Development Charges	13,426
18,986	38,340	13,163	26,133	<b>TOTAL REVENUE</b>	<b>13,426</b>
<b>INTERFUND TRANSFERS</b>					
				Transfer From General Fund	
0	0	0	0	<b>TOTAL INTERFUND TRANSFERS</b>	<b>0</b>
18,986	38,340	13,163	26,133	<b>TOTAL REVENUE</b>	<b>13,426</b>
118,977	157,317	88,991	66,450	<b>TOTAL RESOURCES</b>	<b>79,876</b>
<b>REQUIREMENTS</b>					
<b>EXPENDITURES</b>					
<b>CAPITAL OUTLAY</b>					
				Water Plant IT infrastructure Upgrade	50,000
	117,000			Meters Replacement	
0	117,000	0	0	<b>Total Capital Outlay</b>	<b>50,000</b>
0	117,000	0	0	<b>TOTAL EXPENDITURES</b>	<b>50,000</b>
<b>CONTINGENCY &amp; UNAPPROPRIATED BALANCE</b>					
		88,990	0	Contingency	25,000
0	0	88,991	0	<b>Total Contingency</b>	<b>25,000</b>

118,977	40,317		66,450	UNAPPROPRIATED BALANCE	4,876
118,977	40,317	88,991	66,450	TOTAL CONTINGENCY & UNAPP. ENDING BALANCE	29,876
118,977	157,317	88,991	66,450	TOTAL REQUIREMENTS	79,876

**ARCH CAPE WATER DISTRICT FY 2024-25 BUDGET  
FOREST FUND**

	FY 2022-23	FY 2023-24	FY 2023-24		FY 2024-25
	ACTUAL	BUDGET	PROJECTED	BEGINNING BALANCE	ADOPTED
				RESOURCES	
<b>BEGINNING FUND BALANCE</b>					
	15,852	409,103	189,529	Unrestricted Balance	349,709
				Restricted Balance	75,000
				Earnest Money	
<b>0</b>	<b>15,852</b>	<b>409,103</b>	<b>189,529</b>	<b>TOTAL BEGINNING BALANCE</b>	<b>424,709</b>
<b>REVENUE</b>					
	53,936	776,626	436,664	ARPA Grant Reimbursement	481,800
				Forest Legacy Program Grant	
				Clatsop County Contribution	
		30,000		Safe Drinking Water Revolving Loan Fund Reimbursement	30,000
	303,251		21,725	Private Donations	
			90,000	Hollis Foundation Grant	
				Cell Tower	100
		14,625	11,500	Interest on LGIP Account	8,241
<b>0</b>	<b>357,187</b>	<b>821,251</b>	<b>559,889</b>	<b>TOTAL REVENUE</b>	<b>520,141</b>
<b>0</b>	<b>373,039</b>	<b>1,230,354</b>	<b>749,418</b>	<b>TOTAL RESOURCES</b>	<b>944,850</b>
				REQUIREMENTS	
<b>EXPENDITURES</b>					
<b>MATERIALS &amp; SERVICES</b>					
		2,335	2,550	ODF - Fire Protection	2,600
		10,000	2,700	Audit	

		4,500	6,430	Legal/ Land Use	13,500
	6,000	6,000	6,000	Finance Mgmt	6,300
	47,429	40,836	42,190	Project Management	4,500
		13,104		Distrtic Staff Project Management	
				Road Management Consulting	55,000
	55,019	45,029	44,912	Forest Management Consulting	8,500
				Road Maintenance Supplies - Rock	32,852
				Other Road Maintenance/Services	110,000
				Land Restoration	14,000
	46,549	48,258	39,892	Pre-Commercial Thinning	
	5,850			Conservation Planning	
				Miscellaneous	1,500
<b>0</b>	<b>160,847</b>	<b>170,062</b>	<b>144,674</b>	<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>248,752</b>
<b>CAPITAL OUTLAY</b>					
				Land Purchase	
				Closing Cost	
	22,663	638,899	180,036	Road Construction	175,000
				Road Decommissioning	95,000
<b>0</b>	<b>22,663</b>	<b>638,899</b>	<b>180,036</b>	<b>TOTAL CAPITAL OUTLAY</b>	<b>270,000</b>
<b>INTERFUND TRANSFERS</b>					
				Transfer to General Fund (Forest Expense pre-purchase)	78,310
				Transfer to General Fund (Audit)	3,000
				Transfer to General Fund (staff time for property mgmt.)	3,000
<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>TOTAL INTERFUND TRANSFERS</b>	<b>84,310</b>
<b>0</b>	<b>183,510</b>	<b>808,961</b>	<b>324,710</b>	<b>TOTAL EXPENDITURES</b>	<b>603,062</b>
<b>CONTINGENCY AND UNAPPROPRIATED BALANCE</b>					
		421,393		Contingency	100,510
				Restricted Balance	75,000

	189,529		424,709	Unappropriated Balance	166,278
<b>0</b>	<b>189,529</b>	<b>421,393</b>	<b>424,709</b>	<b>TOTAL CONTINGENCY &amp; UNAPP. BAL (ENDING)</b>	<b>341,788</b>
<b>0</b>	<b>373,039</b>	<b>1,230,354</b>	<b>749,418</b>	<b>TOTAL REQUIREMENTS</b>	<b>944,850</b>

**ATTACHMENT 2**  
**ARCH CAPE SANITARY DISTRICT FY 2023-24 ADOPTED BUDGET**

**SCHEDULE OF APPROPRIATIONS**

General Fund

Operating Expenses (Personnel Services and Materials & Services)	\$ 535,163
Debt Service	\$ 20,772
 General Fund Total	 <span style="border: 1px solid black; padding: 2px;">\$ 555,935</span>

Capital Fund

Capital Outlay	\$ 50,000
 Capital Fund Total	 <span style="border: 1px solid black; padding: 2px;">\$ 50,000</span>

Arch Cape Forest Fund

Operating Expenses (Materials & Services and Capital Outlay)	\$ 518,752
Interfund Transfers	\$ 84,310
 Arch Cape Forest Fund Total	 <span style="border: 1px solid black; padding: 2px;">\$ 603,062</span>

Not allocated to Organizational Unit or Program:

\$0

TOTAL APPROPRIATIONS, ALL FUNDS . . . . . \$1,208,997

Total Unappropriated and Reserve Amounts, All Funds . . . . . \$454,055

TOTAL ADOPTED BUDGET . . . . . \$1,663,052



**ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT**

**RESOLUTION 2024-0516B-3 WD**

**A RESOLUTION SUPERSEDING RESOLUTION 23-03 WD RATE CHANGE ESTABLISHING BASE RATE CHARGES, EXCESS USAGE CHARGES, AND DEBT SURCHARGES FOR THE ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT "DISTRICT".**

WHEREAS the Arch Cape Domestic Water Supply District needs to adjust base rate fees and debt surcharges to District customers from time to time sufficient to collect monies necessary to meet budgeted expenses; and

WHEREAS the District, where possible, structures its base rate fees to cover anticipated personnel, operating and capital expenses and debt surcharges to retire specific District debt instruments over time.

NOW THEREFORE, the District hereby establishes base rate fees per service connection and debt surcharges effective July 1, 2024, as follows:

Customers with a ¾" service connection:

Water Quarterly Base Rate (0 – 5,000 gallons)	\$174.00
Water Quarterly Debt Surcharge:	<u>\$ 17.00</u>
Total Quarterly Base Charge	\$191.00

Customers with a 1" service connection:

Water Quarterly Base Rate (0 – 5,000 gallons)	\$217.00
Water Quarterly Debt Surcharge:	<u>\$ 17.00</u>
Total Quarterly Base Charge	\$232.00

Excess Usage Charges – all service connections

5,001 – 8,000 gallons	\$0.56 per 100 gallons
8,001 – 12,000 gallons	\$1.69 per 100 gallons
12,001 – 16,000 gallons	\$11.25 per 100 gallons
16,001 – 25,000 gallons	\$20.25 per 100 gallons
25,001 and up	\$33.75 per 100 gallons

Customers with a 2" fire suppression service connection:

Annual Base Rate-FY 2023-24 \$200.00

Dated this 16th day of May 2024.

\_\_\_\_\_  
Bill Campbell, President

\_\_\_\_\_  
Attest: Teri Fladstol, Secretary

**ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT  
RESOLUTION 2024-0516B-4 WD**

**A RESOLUTION REVISING SYSTEM DEVELOPMENT CHARGES (SDC) / EQUIVALENT DWELLING UNIT (EDU) FEES FOR THE ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT (the “District”)**

**Whereas**, the District adopted Ordinance 98-4 WD establishing a System Development Charge methodology and rates; and

**Whereas**, Section 4B of the ordinance provides for adoption of SDC rates by resolution; and

**Whereas**, it is felt prudent to update those charges to more properly reflect changes through investment in District infrastructure and current cost indices; and

**Whereas**, it is determined that one SDC is equal to one Equivalent Domestic Unit (EDU); and

**Whereas**, the District allows for the annual adjustment of fees in accordance with the Engineering News-Record Construction Cost Index (ENR CCI); and

**Whereas**, the ENR CCI used in Resolution 23-04 WD was 13,230 and the February 2024 ENR CCI to be applied for the purposes of this Resolution is 13,515 (Index Ratio=13,515/13,230 =1.02);

**NOW, THEREFORE**, be it resolved the ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT System Development and Connection Charge herein established become effective July 1st, 2024.

<u>¾ inch meter</u>		<u>1 inch meter</u>	
Improvement Fee	\$1,520	Improvement Fee:	\$ 3,803
Reimbursement Fee	\$5,129	Reimbursement Fee:	\$12,823
Administrative Fee	<u>\$ 64</u>	Administration Fee:	<u>\$ 166</u>
Total SDC/EDU Charge	\$6,713	Total SDC/EDU Charge:	\$ 16,792
 Connection Charge	 \$1,200		

ADOPTED this 16<sup>th</sup> day of May, 2024

BY:

ATTEST:

\_\_\_\_\_  
Bill Campbell, Board President

\_\_\_\_\_  
Teri Fladstol, District Secretary

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT  
LONG RANGE FINANCIAL PLAN - 2024  
ASSUMPTIONS

A. WATER GENERAL FUND

- \* **Interfund Transfer:** FY2024-2025 transfer \$78,310 from Forest Fund to repay pre-purchase expenses from General Fund
- \* **Connections:** 2 new connections in FY2024-2025, 3 connections annually thereafter
- \* **Expense Allocation with Sanitary:** 55% in FY2024-2025, 57% annually thereafter
- \* **Inflation factor:** 2.3% in FY2024-2025, 2.1 % in FY2025-2026, 2.0% in FYs 2026-2028
- \* **Contingency:** Target is 2 months of operating expenditures
- \* **Key Changes in Expenditures:**
  - Upgrade, secure and support the District's Administrative/Business data and computer/internet&web systems
  - Increase personnel costs to compensate for on-call time which has never been paid
  - Assumes 2 years of operational projects required to address work that has been deferred for 5-7 years
- \* **Rates (usage + debt surcharge): FY2024-2025** Increase 3.7% for FY2024-2025 and annually thereafter at 5%
- \* **Excess Uage Fees: FY2024-2025** 125% increase from \$20,000 to \$45,000 and then increase annually at 5%

	REVENUE		Total Excess Use Fees	WATER DISTRICT ONLY EXCESS USAGE TIERS AND PRICING				
	Quarterly Rate per 3/4" hookup	Quarterly Rate per 1" hookup		Cummulative Pricing for Tiers 1-4 if maximum usage at that tier				
				Tier 1 5,001-8,000	Tier 2 8,001-12,000	Tier 3 12,001-16,000	Tier 4 16,001-25,000	Tier 5 Over 25,000
2023-2024	\$184	\$224	\$ 20,000	\$ 7.50	\$ 30.00	\$ 200.00	\$ 810.00	\$15 / 100 gal
2024-2025	\$191	\$232	\$ 45,000	\$ 16.80	\$ 67.40	\$ 450.00	\$ 1,822.50	\$33.75 / 100 gal

NOTE: Sale of Surplus Water will be pursued to help offset operations costs.

B. CAPITAL FUND

**FY2024-2025:** \$50,000 for Upgrade to the Water Plant's Information Technology Infrastructure

**FY2026-2027:**

\* \$70,000 for Membrane Replacement (to be paid with a \$20,000 transfer from General Fund)

\* \$20,000 for Preliminary Design of South End Water Storage Tank (to be paid with Grant)

**FY2032-2033:** \$280,000 for South end Water Storage Tank

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT  
LONG RANGE FINANCIAL PLAN - 2024  
ASSUMPTIONS

C. FOREST FUND - Long Range Plan developed by Watershed Finance Committee - Forest Management Committee

- \* **Interfund Transfer: FY2024-2025.** transfer \$78,310 to General Fund to repay pre-purchase expenses from General Fund
- \* **Inflation factor:** 2.3% in FY2024-2025, 2.1 % in FY2025-2026, 2.0% in FYs 2026-2028
- \* **Contingency:** Target is 2 months of operating expenditures
- \* **HOLLIS Grant:** restricted after 12-31-24 and only interest can be spent.
- \* **Expense Reimbursement FY2024-2026:** Majority of expenses reimbursed with ARPA funds
- \* **Taxes FY2025-2030:** \$200,000 5 year local option levy (needs to be a ballot measure on November 2024 ballot)

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT  
LONG RANGE FINANCIAL PLAN - 2024  
GENERAL FUND

	2021-22 ACTUAL	2022-23 ACTUAL	AMMENDE D	2023-24 PROJECTED	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34
<b>ASSUMPTIONS</b>														
SD IGA % : PERSONNEL + ALLOC	57.0%	57.0%	57.0%	57.0%	55.0%	57.0%	57.0%	57.0%	57.0%	57.0%	57.0%	57.0%	57.0%	57.0%
GENERAL INFLATION	7.0%	7.0%	6.0%	3.2%	2.3%	2.1%	2.0%	2.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%
TOTAL HOOKUPS	296	303	305	305	307	310	313	316	319	322	325	328	331	334
3/4 inch	284	291	293	293	295	298	301	304	307	310	313	316	319	322
1 inch	12	12	12	12	12	12	12	12	12	12	12	12	12	12
Change in 3.4 inch Hookups	2	2	2	5	2	3	3	3	3	3	3	3	3	3
Change in 1 inch Hookups	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Systems Development Charge*	5,996	6,390	6,581	6,581	6,713	6,854	6,991	7,130	7,416	7,712	8,021	8,342	8,675	9,022
Excess usage Charge % of User Fee	15.0%	8.4%	8.4%	9.75%	20.9%	20.5%	20.6%	20.4%	20.3%	20.2%	20.1%	20.0%	19.9%	19.8%
<b>WD Quarterly User Rates - 3/4 inch</b>	<b>171</b>	<b>175</b>	<b>184</b>	<b>184</b>	<b>191</b>	<b>201</b>	<b>211</b>	<b>222</b>	<b>234</b>	<b>247</b>	<b>257</b>	<b>268</b>	<b>279</b>	<b>291</b>
<b>WD Quarterly User Rates - 1 inch</b>	<b>225</b>	<b>224</b>	<b>224</b>	<b>224</b>	<b>232</b>	<b>244</b>	<b>257</b>	<b>271</b>	<b>285</b>	<b>301</b>	<b>313</b>	<b>327</b>	<b>341</b>	<b>355</b>
3/4 inch Usage Charges	153	158	167	167	174	184	194	205	217	230	240	251	262	274
1 inch Usage charges	207	207	207	207	215	227	240	254	268	284	296	310	324	338
Debt service surcharges	18	17	17	17	17	17	17	17	17	17	17	17	17	17
Annual increase - Total	1.2%	2.3%	5.1%	0.0%	3.7%	4.9%	5.0%	5.0%	5.0%	5.0%	4.0%	4.0%	4.0%	4.1%
Annual increase - Usage chg. Only	37.1%	0.0%	0.0%	0.0%	4.0%	5.9%	6.0%	6.0%	6.0%	6.0%	4.8%	4.7%	4.7%	4.7%
<b>BEGINNING BALANCE</b>	<b>187,773</b>	<b>149,616</b>	<b>105,837</b>	<b>114,513</b>	<b>68,513</b>	<b>82,390</b>	<b>69,417</b>	<b>61,279</b>	<b>86,286</b>	<b>117,576</b>	<b>157,827</b>	<b>201,453</b>	<b>252,953</b>	<b>148,237</b>
<b>REVENUE</b>														
USER FEES	181,966	182,842	201,703	205,660	214,944	230,138	240,924	254,656	269,172	284,514	297,318	310,697	324,678	339,289
EXCESS USAGE CHARGES	27,222	15,367	17,000	20,000	45,000	47,221	49,563	52,032	54,634	57,377	59,684	62,091	64,602	67,221
FEE SURCHARGE FOR DEBT	17,785	17,834	20,740	20,740	20,808	21,080	21,284	21,488	21,692	21,896	22,100	22,304	22,508	22,712
SD IGA REVENUE	139,755	128,774	157,500	163,339	195,937	194,170	197,825	198,704	206,310	211,370	219,597	222,453	231,351	240,605
TRANSFER FROM FOREST FUND			0		84,310	6,126	6,249	6,373	6,628	6,894	7,169	7,456	7,754	8,064
GRANT/LOAN PROCEEDS	0	0	0	0	0	0	20,000	0	0	0	0	0	40,000	
OTHER	4,758,247	13,440	3,200	18,964	8,813	8,998	9,178	9,362	9,736	10,126	10,531	10,952	11,390	11,845
<b>TOTAL REVENUE</b>	<b>5,124,975</b>	<b>358,257</b>	<b>400,143</b>	<b>428,703</b>	<b>569,812</b>	<b>507,734</b>	<b>545,022</b>	<b>542,615</b>	<b>568,172</b>	<b>592,177</b>	<b>616,399</b>	<b>635,953</b>	<b>702,283</b>	<b>689,737</b>
<b>TOTAL RESOURCES</b>	<b>5,312,748</b>	<b>507,873</b>	<b>505,980</b>	<b>543,216</b>	<b>638,325</b>	<b>590,124</b>	<b>614,440</b>	<b>603,894</b>	<b>654,458</b>	<b>709,753</b>	<b>774,225</b>	<b>837,406</b>	<b>955,237</b>	<b>837,974</b>

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT  
LONG RANGE FINANCIAL PLAN - 2024  
GENERAL FUND

	2021-22 ACTUAL	2022-23 ACTUAL	AMMENDE D	2023-24 PROJECTED	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34
<b>EXPENDITURES</b>														
<b>PERSONNEL</b>														
SALARY/WAGE	146,608	134,385	159,000	176,369	152,225	155,422	158,530	161,701	168,169	174,896	181,891	189,167	196,734	204,603
TAXES & BENEFITS	67,167	73,934	111,150	82,586	95,206	97,205	99,149	101,132	105,178	109,385	113,760	118,311	123,043	127,965
<b>TOTAL PERSONNEL</b>	<b>213,775</b>	<b>208,319</b>	<b>270,150</b>	<b>258,955</b>	<b>247,431</b>	<b>252,627</b>	<b>257,680</b>	<b>262,833</b>	<b>273,347</b>	<b>284,280</b>	<b>295,652</b>	<b>307,478</b>	<b>319,777</b>	<b>332,568</b>
<b>MATERIALS &amp; SERVICES</b>														
ALLOCABLE EXPENSES	36,458	57,698	68,900	67,724	94,700	77,545	79,096	80,678	83,905	87,261	90,752	94,382	98,157	102,083
TEMPORARY HELP		9,750	12,000	12,000	25,000	20,000	20,000	15,000	15,000	10,000	10,000			
SD FACILITIES USE	3,375	3,750	3,750	3,750	3,750	3,829	3,905	3,983	4,143	4,308	4,481	4,660	4,846	5,040
WATERSHED	10,103	0	0	0	0	0	0	0	0	0	0	0	0	0
MAINTENANCE	110,773	49,612	68,000	56,602	85,632	75,632	60,000	61,200	63,648	66,194	68,842	71,595	74,459	77,438
CHEMICALS	8,828	12,624	6,500	7,250	9,000	9,189	9,373	9,560	9,943	10,340	10,754	11,184	11,631	12,097
UTILITIES	14,513	10,157	12,000	10,250	12,000	12,252	12,497	12,747	13,257	13,787	14,339	14,912	15,509	16,129
GEN'L & ADMINISTRATIVE	16,312	20,678	37,650	37,401	57,650	48,861	49,838	50,835	52,868	54,983	57,182	59,469	61,848	64,322
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>200,362</b>	<b>164,269</b>	<b>208,800</b>	<b>194,976</b>	<b>287,732</b>	<b>247,307</b>	<b>234,709</b>	<b>234,003</b>	<b>242,763</b>	<b>246,874</b>	<b>256,349</b>	<b>256,203</b>	<b>266,451</b>	<b>277,109</b>
<b>CAPITAL OUTLAY</b>	<b>4,728,223</b>		<b>2,000</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL OPERATING EXPENDITURE</b>	<b>5,142,360</b>	<b>372,588</b>	<b>480,950</b>	<b>453,931</b>	<b>535,163</b>	<b>499,934</b>	<b>492,388</b>	<b>496,836</b>	<b>516,110</b>	<b>531,154</b>	<b>552,000</b>	<b>563,680</b>	<b>586,227</b>	<b>609,677</b>
<b>TRANSFER TO CAPITAL FUND</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>	<b>40,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200,000</b>	<b>0</b>
<b>DEBT SERVICE</b>	<b>20,772</b>	<b>20,772</b>	<b>20,772</b>	<b>20,772</b>	<b>20,772</b>	<b>20,772</b>	<b>20,772</b>	<b>20,772</b>	<b>20,772</b>	<b>20,772</b>	<b>20,772</b>	<b>20,772</b>	<b>20,772</b>	<b>20,772</b>
<b>TOTAL EXPENDITURES</b>	<b>5,163,132</b>	<b>393,360</b>	<b>501,722</b>	<b>474,703</b>	<b>555,935</b>	<b>520,706</b>	<b>553,160</b>	<b>517,608</b>	<b>536,882</b>	<b>551,926</b>	<b>572,772</b>	<b>584,452</b>	<b>806,999</b>	<b>630,449</b>
<b>CONTINGENCY &amp; ENDING BALANCE</b>														
CONTINGENCY			843	0	79,000	70,000	60,000	70,000	89,480	91,988	95,462	97,409	101,167	105,075
DESIGNATED RESERVES														
UNDESIGNATED	149,616	114,513	3,415	68,513	3,390	(583)	1,279	16,286	28,096	65,839	105,991	155,545	47,071	102,451
<b>TOTAL ENDING BALANCE</b>	<b>149,616</b>	<b>114,513</b>	<b>4,258</b>	<b>68,513</b>	<b>82,390</b>	<b>69,417</b>	<b>61,279</b>	<b>86,286</b>	<b>117,576</b>	<b>157,827</b>	<b>201,453</b>	<b>252,953</b>	<b>148,237</b>	<b>207,526</b>
<b>TOTAL REQUIREMENTS</b>	<b>5,312,748</b>	<b>507,873</b>	<b>505,980</b>	<b>543,216</b>	<b>638,325</b>	<b>590,124</b>	<b>614,440</b>	<b>603,894</b>	<b>654,458</b>	<b>709,753</b>	<b>774,225</b>	<b>837,406</b>	<b>955,237</b>	<b>837,974</b>
<b>END BAL OVER/(UNDER) BEG BAL</b>	<b>(38,157)</b>	<b>(35,103)</b>	<b>(101,579)</b>	<b>(46,000)</b>	<b>13,877</b>	<b>(12,973)</b>	<b>(8,138)</b>	<b>25,006</b>	<b>31,290</b>	<b>40,251</b>	<b>43,626</b>	<b>51,501</b>	<b>(104,716)</b>	<b>59,288</b>

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT  
LONG RANGE FINANCIAL PLAN - 2024  
CAPITAL FUND

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	2021-22 ACTUAL	2022-23 ACTUAL	2023-24 AMMENDED	2023-24 PROJECTED	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33
<b>RESOURCES</b>													
<b>BEGINNING BALANCE</b>	99,991	118,977	75,828	40,317	66,450	29,876	50,437	21,409	42,800	65,047	88,184	112,247	137,271
<b>REVENUE</b>													
SDC REVENUE	18,986	38,340	13,162	26,133	13,426	20,561	20,972	21,391	22,247	23,137	24,062	25,025	26,026
OTHER REVENUE													
<b>TOTAL REVENUE</b>	<b>18,986</b>	<b>38,340</b>	<b>13,162</b>	<b>26,133</b>	<b>13,426</b>	<b>20,561</b>	<b>20,972</b>	<b>21,391</b>	<b>22,247</b>	<b>23,137</b>	<b>24,062</b>	<b>25,025</b>	<b>26,026</b>
<b>TRANSFER FROM GENERAL FUND</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>40,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>200,000</b>
<b>TOTAL RESOURCES</b>	<b>118,977</b>	<b>157,317</b>	<b>88,990</b>	<b>66,450</b>	<b>79,876</b>	<b>50,437</b>	<b>111,409</b>	<b>42,800</b>	<b>65,047</b>	<b>88,184</b>	<b>112,247</b>	<b>137,271</b>	<b>363,297</b>
<b>REQUIREMENTS</b>													
<b>EXPENDITURES</b>													
WATER SOURCE ASSESSMENT													
PLANT - I.T. UPGRADE					50,000								
MEMBRANE REPLACEMENT							70,000						
SECOND WATER SOURCE							20,000						
STORAGE PLNG : PRELIM DESIGN													
TRUCK													280,000
SOUTH RESERVOIR		117,000											
METER REPLACEMENT													
OTHER													
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>117,000</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	<b>0</b>	<b>90,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>280,000</b>
<b>ENDING BALANCE</b>	<b>118,977</b>	<b>40,317</b>	<b>88,990</b>	<b>66,450</b>	<b>29,876</b>	<b>50,437</b>	<b>21,409</b>	<b>42,800</b>	<b>65,047</b>	<b>88,184</b>	<b>112,247</b>	<b>137,271</b>	<b>83,297</b>
<b>TOTAL REQUIREMENTS</b>	<b>118,977</b>	<b>157,317</b>	<b>88,990</b>	<b>66,450</b>	<b>79,876</b>	<b>50,437</b>	<b>111,409</b>	<b>42,800</b>	<b>65,047</b>	<b>88,184</b>	<b>112,247</b>	<b>137,271</b>	<b>363,297</b>

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT  
LONG RANGE FINANCIAL PLAN - 2024  
FOREST FUND

	2022-23 ACTUAL	2023-24 BUDGET	2023-24 PROJECTED	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
<b>ASSUMPTIONS</b>									
Interest				3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
Inflation			3.20%	2.30%	2.10%	2.00%	2.00%	4.00%	4.00%
UNRESTRICTED BALANCE	15,852	409,103	189,529	349,708	266,787	300,800	315,043	319,181	322,218
RESTRICTED BALANCE (Hollis Funds)				75,000	75,000	75,000	75,000	75,000	75,000
<b>BEGINNING BALANCE</b>	<b>15,852</b>	<b>409,103</b>	<b>189,529</b>	<b>424,708</b>	<b>341,787</b>	<b>375,800</b>	<b>390,043</b>	<b>394,181</b>	<b>397,218</b>
<b>REVENUE</b>									
INTEREST		14,625	11,500	8,241	5,754	11,274	11,701	11,825	11,917
PRIVATE DONATIONS	303,251		21,725						
LOCAL OPTION LEVY					40,000	40,000	40,000	40,000	40,000
GRANT/LOAN PROCEEDS	53,936	806,626	526,664	511,800	91,600	3,500			
CELL TOWER				100					
OTHER									
<b>TOTAL REVENUE</b>	<b>357,187</b>	<b>821,251</b>	<b>559,889</b>	<b>520,141</b>	<b>137,354</b>	<b>54,774</b>	<b>51,701</b>	<b>51,825</b>	<b>51,917</b>
<b>TOTAL RESOURCES</b>	<b>373,039</b>	<b>1,230,354</b>	<b>749,418</b>	<b>944,849</b>	<b>479,141</b>	<b>430,574</b>	<b>441,744</b>	<b>446,006</b>	<b>449,134</b>
<b>EXPENDITURES</b>									
<b>MATERIALS &amp; SERVICES</b>									
ODF - Fire Protection		2,335	2,550	2,600	2,660	2,716	2,770	2,825	2,938
Audit		10,000	2,700						
Legal/ Land Use		4,500	6,430	13,500	1,421	1,463	1,492	1,522	1,583
Finance Mgmt	6,000	6,000	6,000	6,300	6,600	5,751	4,637	4,730	4,919
Project Management	47,429	40,836	42,190	4,500					
Distrtic Staff Project Management		13,104							
Road Management Consulting				55,000	5,000				
Forest Management Consulting	55,019	45,029	44,912	8,500	4,000	15,667	15,980	16,300	16,952
Update Mgmt Plan (Per FLP Contract)									
Road Maintenance				110,000	10,000	7,119	14,712	15,153	15,608
Road Maintenance Supplies				32,852					
Land Restoration				14,000	10,000				



ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT  
LONG RANGE FINANCIAL PLAN - 2024  
FOREST FUND

PreCommercial Thinning	46,549	48,258	39,892						15,644
Conservation Planning	5,850								
Miscellaneous				1,500	1,535	1,567	1,598	1,630	1,695
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>160,847</b>	<b>170,062</b>	<b>144,674</b>	<b>248,752</b>	<b>41,215</b>	<b>34,282</b>	<b>41,190</b>	<b>42,160</b>	<b>59,339</b>
<b>CAPITAL OUTLAY</b>									
Road Construction	22,663	638,899	180,036	175,000	25,000				
Road Decommissioning				95,000	31,000				
<b>TOTAL CAPITAL OUTLAY</b>	<b>22,663</b>	<b>638,899</b>	<b>180,036</b>	<b>270,000</b>	<b>56,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>INTERFUND TRANSFERS</b>									
Transfer to General Fund (Forest Expense pre-purchase)				78,310					
Transfer to General Fund (Audit)				3,000	3,063	3,124	3,187	3,314	3,447
Transfer to General Fund (Property Management)				3,000	3,063	3,124	3,187	3,314	3,447
<b>TOTAL INTERFUND TRANSFERS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>84,310</b>	<b>6,126</b>	<b>6,249</b>	<b>6,373</b>	<b>6,628</b>	<b>6,894</b>
<b>TOTAL EXPENDITURES</b>	<b>183,510</b>	<b>808,961</b>	<b>324,710</b>	<b>603,062</b>	<b>103,341</b>	<b>40,531</b>	<b>47,563</b>	<b>48,789</b>	<b>66,233</b>
<b>CONTINGENCY &amp; UNAPPROPRIATED BALANCE</b>									
CONTINGENCY		421,393	0	100,510	17,224	6,755	7,927	8,131	11,039
RESTRICTED BALANCE			0	75,000	75,000	75,000	75,000	75,000	75,000
UNAPPROPRIATED BALANCE	189,529	0	424,708	166,277	283,576	308,287	311,254	314,086	296,862
<b>TOTAL CONTINGENCY &amp; BALANCES</b>	<b>189,529</b>	<b>421,393</b>	<b>424,708</b>	<b>341,787</b>	<b>375,800</b>	<b>390,043</b>	<b>394,181</b>	<b>397,218</b>	<b>382,901</b>
<b>TOTAL REQUIREMENTS</b>	<b>373,039</b>	<b>1,230,354</b>	<b>749,418</b>	<b>944,849</b>	<b>479,141</b>	<b>430,574</b>	<b>441,744</b>	<b>446,006</b>	<b>449,134</b>
<b>END BAL OVER/(UNDER) BEG BAL</b>	<b>173,677</b>	<b>12,290</b>	<b>235,179</b>	<b>(7,921)</b>	<b>109,012</b>	<b>89,243</b>	<b>79,138</b>	<b>78,037</b>	<b>60,683</b>

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT  
LONG RANGE FINANCIAL PLAN - 2024  
FOREST FUND

2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	2036-37	2037-38	2038-39	2039-40	2040-41
3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
307,901	249,877	189,543	141,075	89,067	33,336	(26,314)	(90,082)	(178,545)	(251,805)	(329,866)
75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
<b>382,901</b>	<b>324,877</b>	<b>264,543</b>	<b>216,075</b>	<b>164,067</b>	<b>108,336</b>	<b>48,686</b>	<b>(15,082)</b>	<b>(103,545)</b>	<b>(176,805)</b>	<b>(254,866)</b>
11,487	9,746	7,936	6,482	4,922	3,250	1,461	(452)	(3,106)	(5,304)	(7,646)
<b>11,487</b>	<b>9,746</b>	<b>7,936</b>	<b>6,482</b>	<b>4,922</b>	<b>3,250</b>	<b>1,461</b>	<b>(452)</b>	<b>(3,106)</b>	<b>(5,304)</b>	<b>(7,646)</b>
<b>394,388</b>	<b>334,623</b>	<b>272,479</b>	<b>222,557</b>	<b>168,989</b>	<b>111,586</b>	<b>50,146</b>	<b>(15,535)</b>	<b>(106,651)</b>	<b>(182,109)</b>	<b>(262,512)</b>
3,056	3,178	3,305	3,437	3,575	3,718	3,867	4,021	4,182	4,350	4,524
1,646	1,712	1,781	1,852	1,926	2,003	2,083	2,166	2,253	2,343	2,437
5,116	5,320	5,533	5,754	5,985	6,224	6,473	6,732	7,001	7,281	7,572
17,630	18,335	19,069	19,831	20,625	21,450	22,308	23,200	24,128	25,093	26,097
33,131	15,657 16,588	17,055	17,567	18,094	18,638	19,196	40,136	20,365	20,976	21,605

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT  
LONG RANGE FINANCIAL PLAN - 2024  
FOREST FUND

1,763	1,834	1,907	1,983	2,062	2,145	2,231	2,320	2,413	2,509	2,610
62,342	62,624	48,650	50,425	52,267	54,178	56,157	78,576	60,342	62,552	64,844
0	0	0	0	0	0	0	0	0	0	0
3,585	3,728	3,877	4,032	4,194	4,361	4,536	4,717	4,906	5,102	5,306
3,585	3,728	3,877	4,032	4,194	4,361	4,536	4,717	4,906	5,102	5,306
7,169	7,456	7,754	8,064	8,387	8,723	9,071	9,434	9,812	10,204	10,612
69,511	70,080	56,404	58,490	60,654	62,900	65,229	88,010	70,154	72,756	75,457
11,585	11,680	9,401	9,748	10,109	10,483	10,871	14,668	11,692	12,126	12,576
75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000	75,000
238,292	177,863	131,674	79,319	23,227	(36,798)	(100,954)	(193,213)	(263,498)	(341,992)	(425,545)
324,877	264,543	216,075	164,067	108,336	48,686	(15,082)	(103,545)	(176,805)	(254,866)	(337,968)
394,388	334,623	272,479	222,557	168,989	111,586	50,146	(15,535)	(106,651)	(182,109)	(262,512)
16,976	14,666	26,532	22,992	19,268	15,350	11,232	(13,462)	1,740	(3,061)	(8,103)
			0	0	0	0	0	0	0	0

**Procurement - Topic Description**  
**May 16, 2024**

Action / Information: Action

Background

- 1) In February 2024, both Boards passed Resolution 2024 – 0216 to adopt new contracting rules so as to be consistent with the 2023 version of the State “Model” rules. In April 2024, the Sanitary Board adopted a Resolution to replace those rule with a simplified version that was drafted by their Attorney Eileen Eakins.

With the Water District Board’s adoption of the below Resolution 2024-0516CR WD, both Districts will have the same public contracting rules in the same format – which will make things easier for the District Manager.

- 2) The capital project in the FY2024-2025 Budget is to upgrade the Computerized Electrical Components of the Water Plant. This will cost between \$40,000 - \$50,000. Per the District’s contracting rules, a competitive 3 bid process is required unless the Board adopts the below Resolution 2024-0516SS WD for a sole source procurement from Westech due to “the efficient utilization of existing goods requires acquiring compatible goods or services”.

*Attached:* Resolution 2024-0516CR WD, Resolution 2024-0516SS WD

**Board Objective** - Action

Proposed Motion 1:

Adopt Resolution 2024-0516CR WD that replaces Resolution 2024-0216 and clarify the public contracting rules that will be used by the Water District in conjunction with the Sanitary District.

Proposed Motion 2:

Adopt Resolution 2024-0516SS WD for a sole procurement from Westech for the upgraded Computerized Electrical Components

**ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT**

**RESOLUTION #2024-0516C WD**

**ADOPTING LOCAL PUBLIC CONTRACTING RULES AND PROCEDURES**

**WHEREAS**, Arch Cape Domestic Water Supply District (“District”) is an Oregon special district which is subject to Oregon’s public contracting laws; and

**WHEREAS**, ORS 279A.065(5) provides that a local contracting agency may adopt its own rules of procedure for public contracting that:

(A) Specifically state that the Oregon Attorney General’s Model Public Contracting Rules (“Model Rules”) do not apply to the contracting agency; and

(B) Prescribe the rules of procedure that the contracting agency will use for public contracts, which may include portions of the model rules adopted by the Attorney General; and

**WHEREAS**, the District desires to update its local contracting rules to clarify contracting procedures and reflect changes in state law;

**NOW, THEREFORE, BE IT RESOLVED, that:**

1. This Resolution #2024-0516CR WD replaces in full Resolution #2024-0216 WD.
2. Except as otherwise provided herein, the District hereby adopts the Model Rules as the contracting rules for the District, as such Model Rules now exist or are later modified.
3. The District adopts the public contracting rules described in Exhibit A, which is attached to this Resolution and incorporated herein by reference. The Rules described in Exhibit A shall be in addition to, and shall supersede any conflicting provisions, in the Model Rules.
4. The District shall regularly review changes in the Public Contracting Code and the Model Rules to ensure that the Exhibit A Rules are consistent with current law.

**APPROVED AND ADOPTED** on May 16, 2024.

Bill Campbell, \_\_\_\_\_  
Board Chair

**ATTEST:**

Teri Fladstol, \_\_\_\_\_  
District Secretary

**ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT  
RESOLUTION #2024-0516CR WD**

**EXHIBIT A**

**PUBLIC CONTRACTING RULES AND PRODECURES**

- (A) **Solicitation Requirements.** In addition to any other requirements for solicitations required by law, all requests for proposals or invitations to bid shall include the following requirements:
- (1) Pursuant to ORS 279A.110, the bidder or proposer shall certify in the bid or proposal that the bidder or proposer has not discriminated and will not discriminate against a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business in awarding a subcontract.
  - (2) Pursuant to ORS 279A.167, the bidder or proposer shall certify that the bidder or proposer has completed Pay Equity Training provided by the Oregon Department of Administrative Services.
- (B) **Personal Services.**
- (1) **Definition.** “Personal Services” shall be defined to include those services that require technical, creative, professional, or communication skills or talents, unique and specialized knowledge, or the exercise of discretionary judgment, and for which the quality of the service depends on attributes that are unique to the service provider. Such services shall include but are not limited to: architects; engineers; surveyors; attorneys; accountants; auditors; computer specialists; artists; designers; performers; GIS specialists; grant writers; project managers; program managers; and consultants.
  - (2) **Contracts for Personal Services other than Architectural, Engineering, Surveying, and Related Services.**
    - (a) A contract for ongoing services, such as but not limited to, accountants; attorneys; auditors; computer specialists; grant writers; project managers; program managers; and consultants; can be awarded on a non-competitive direct appointment basis. Criteria such as past performance, experience, credentials, etc., should be weighed when selecting a contractor.
    - (b) A contract for services with a discrete timeline and/or scope of work totaling less than \$50,000 in either a calendar or fiscal year, may be awarded by direct appointment, without competitive bidding.
    - (c) A personal services contract for services with a discrete timeline and/or scope of work totaling between \$50,000 and \$100,000 in either a calendar or fiscal year, may

be awarded after obtaining at least three informal quotes, according to the procedures for Intermediate Procurements described in ORS 279B.070.

- (d) A personal services contract for services with a discrete timeline and/or scope of work, totaling more than \$100,000 in either a calendar or fiscal year shall be awarded using competitive sealed proposals as provided in ORS 279B.060, unless exempted from competitive bidding by resolution of the District's Local Contract Review Board ("LCRB") according to the requirements of ORS 279B.085.
- (e) Personal services contracts existing on the effective date of these Rules may be extended by direct appointment, without competitive bidding.

**(3) Contracts with Architects, Engineers, Land Surveyors, Photogrammetrists, and Related Services.**

- (a) A contract for Architectural, Engineering, Surveying, or Photogrammetry services may be entered into by direct appointment if such contract is estimated not to exceed \$100,000 in a calendar year or fiscal year; or if the project described in the contract consists of work that has been substantially described, planned or otherwise previously studied or rendered in an earlier contract with the consultant that was awarded under these Rules, and the new contract is a continuation of that project.
- (b) Unless otherwise provided in this Section, contracts for Architectural, Engineering, Surveying, or Photogrammetry shall be awarded according to the procedures for competitive proposals described in ORS 279B.060, ORS 279C.110, ORS 279C.120, and these rules.
- (c) All contracts for Architectural, Engineering, Surveying, Photogrammetry, or Photogrammetry services of \$100,000 or more shall be entered into using qualification-based selection ("QBS"), consistent with ORS 279C.110.

The District may consider pricing proposals of three top-ranked consultants, provided the solicitation document states what factors will be used to evaluate proposals, including pricing information. The weight given to a price proposal may not exceed fifteen percent (15%) of the total score.

- (d) Screening and selection procedures for contracts described in subsection (3)(c) may include considering each candidate's:
  - Specialized experience, capabilities and technical competence, which the candidate may demonstrate with the candidate's proposed approach and methodology to meet the project requirements;

- Resources committed to perform the work and the proportion of the time that the candidate’s staff would spend on the project, including time for specialized services, within the applicable time limits;
  - Record of past performance, including but not limited to price and cost data from previous projects, quality of work, ability to meet schedules, cost control and contract administration;
  - Ownership status and employment practices regarding disadvantaged business enterprises, minority-owned businesses, woman-owned businesses, businesses that service-disabled veterans own, emerging small businesses or historically underutilized businesses;
  - Availability to the project locale;
  - Familiarity with the project locale; and
  - Proposed project management techniques.
- (e) If the screening and selection procedures under subsection (3)(d) result in a determination that two or more candidates are equally qualified, the District may select a candidate through any process that is not based on the candidate’s pricing policies, proposals or other pricing information.
- (f) As defined in ORS 279C.100(8), “Related Services” means personal services, other than Architectural, Engineering, Surveying, or Photogrammetry services, that are related to planning, designing, engineering or overseeing public improvement projects or components of public improvement projects, including but not limited to landscape architectural services, facilities planning services, energy planning services, space planning services, hazardous substances or hazardous waste or toxic substances testing services, cost estimating services, appraising services, material testing services, mechanical system balancing services, commissioning services, project management services, construction management services and owner’s representation services or land-use planning services.
- (g) As authorized in ORS 279C.120 and these Rules, in the sole discretion of the Board the District may select consultants to perform Related Services in either of the following ways:
1. In accordance with procedures for contracts for Architect, Engineer, Surveying, or Photogrammetry contracts under this Section 3; or
  2. Regardless of the size of the contract, through a formal or informal process that considers price competition, price and performance evaluations, an evaluation of the capabilities of bidders to perform the needed related services or an evaluation of the capabilities of the bidders to perform the needed related



services followed by negotiations between the parties on the price for those related services.

**(C) Delegation.**

- (1) Except as otherwise provided in these rules, the powers and duties of the LCRB under the Public Contracting Code must be exercised and performed by the District's Board of Directors.
- (2) Unless expressly limited by the LCRB or these Rules, all powers and duties given or assigned to contract agencies by the Public Contracting Code may be exercised or performed by the District without further approval of the District's Board of Directors.
- (3) The District Manager shall have the authority to approve any public contract, including Public Improvement projects, of \$25,000 or less in a fiscal year or calendar year, provided the amount of such contract and the purpose therefor is clearly stated in the District's adopted budget.
- (4) Public contracts that exceed \$25,000 in either a fiscal year or calendar year must be approved by the District Board.

**(D) Advertising.**

- (1) Advertisements for Public Improvement projects of \$100,000 or more must be published at least once in a newspaper of general circulation in the area where the contract is to be performed.
- (2) If a Public Improvement contract is estimated to exceed \$125,000 in price, the project also must be advertised in at least one trade newspaper of general statewide circulation.
- (3) Public improvement contracts of \$50,000 or more are subject to prevailing wage requirements. The advertisement and the solicitation for a Public Improvement must state whether the project type is subject to Prevailing Wage Rates (ORS 279C.800 through ORS 279C.870) or the Davis Bacon Act (ORS 279C.360).
- (4) If a site visit is required for a Public Improvement contract, a statement to that effect containing the date, time, and location of the site visit will be included in the solicitation.
- (5) Advertisements for contracts that are not public improvements and are not Small or Intermediate Procurements must be published at least once in at least one newspaper of general circulation in the area where the contract is to be performed, or electronically (on local and/or state websites) if doing so is likely to be cost-effective.

The form of advertisement(s) should foster competition among bidders or proposers as much as possible.

- (6) Advertisements must be given at least seven (7) days before the solicitation closing date.
- (7) In addition to advertising requirements, Contract Officers may also directly notify a contractor(s) of an upcoming contract.

**(E) Licensing, Bonding, Insurance.**

- (1) For Public Improvement projects, all contractors as defined by ORS 701.005(5)(a) & (e) must be licensed with the Construction Contractors Board (CCB), regardless of project type or contract amount. Contracts over \$250,000 require a commercial license.
- (2) All contractors working on a Public Improvement project must be bonded and insured at least to the minimum amounts required by the CCB.
- (3) All contractors submitting bids for a public improvement contract of \$100,000 or more are required to submit bid security for five percent (5%) of the amount of the bid.
- (4) All contractors awarded a contract for a public improvement contract of \$100,000 or more are required to provide separate performance and payment bonds, each for one hundred percent (100%) of the contracted amount.

**(F) Small Procurements (Under \$25,000).**

- (1) Public contracts for Procurements and Public Improvements that are under \$25,000 are not subject to competitive bidding requirements. The District shall make a reasonable effort to obtain competitive quotes in order to ensure the best value for the District.
- (2) The District may amend a public contract awarded as a small procurement beyond the maximum limit in accordance with OAR 137-047-0800, provided the cumulative amendments do not increase the total contract price by a sum that is greater than twenty-five percent (25%) of the original contract price.
- (3) Whenever possible, agreements for small procurements shall be in writing.

**(G) Intermediate Procurements.**

- (1) A contract for procurement of goods, or for services which are not Professional Services, estimated to cost between \$25,000 and \$250,000 in a calendar year or fiscal year, or a contract for a Public Improvement project that is estimated to cost between

\$25,000 and \$100,000 in a calendar year or fiscal year, may be awarded according to the processes for intermediate procurements described in ORS 279B.070.

- (2) Written records must be kept of the process used for an intermediate procurement, including the specifications for the work to be performed, the contractors from whom quotes were requested, and written quotes received in response to the request.
- (3) Public Improvement contracts advertised or awarded under this section must still comply with all statutory requirements, including those related to the payment of prevailing wages for public improvements of \$50,000 or more.
- (4) Public Improvement contracts solicited through this section must follow applicable advertising requirements established in Section (D) of this Resolution.

**(H) Methods for Awarding Contracts Using Request for Proposals (RFPs).**

- (1) In making an award using the Request for Proposal process outlined in ORS 279B.060, the District may use any evaluation method determined to be most appropriate for the selection process, including but not limited to the processes described in ORS 279B.060(8). The evaluation process(es) must be stated in the RFP. OAR 137-047-0261 shall apply to the evaluation of proposals.
- (2) Requests for Proposals solicited through this section must follow the advertising requirements in Section (D) of this Resolution.

**(I) Public Improvement Contracts.**

- (1) Except as provided in these Rules, all Public Improvement contracts shall be advertised and awarded according to the requirements of the Oregon Revised Statutes (ORS) chapter 279C.
- (2) “Public Improvement” means a project for construction, reconstruction, or major renovation on real property by or for the District. “Public Improvement” does not include:
  - (a) Projects for which no funds of the District are directly or indirectly used, except for participation that is incidental or related primarily to project design, management, or inspection.
  - (b) Emergency work, minor alteration, ordinary repair or maintenance necessary to preserve a public improvement.
- (3) Solicitation for Bids must comply with the advertising requirements established in Section (D) of this Resolution, as well as all applicable requirements of ORS 279C.365 through ORS 279C.414 and 279C.830.

- (4) All announcements for a Public Improvement project must:
- (a) Describe the public improvement contract;
  - (b) State the address and/or website where the specifications for the project may be reviewed;
  - (c) Specify the date that prequalification applications must be filed under ORS 279C.430 and the class or classes of work for which bidders must be prequalified if prequalification is a requirement;
  - (d) State the date and time after which bids will not be received, which must be at least seven (7) days after the solicitation was posted and/or published;
  - (e) State the name and title of the person designated to receive the bids; and
  - (f) State the date, time, and place where the District will publicly open the bids.
- (5) Specifications for Public Improvement contracts may not expressly or implicitly require any product by any brand name or mark, nor the product of any particular manufacturer or seller, unless the Local Contract Review Board has exempted the product from competitive bidding after making the following written findings:
- (a) It is unlikely that the exemption will encourage favoritism in the awarding of the Public Improvement contracts or substantially diminish competition for Public Improvement contracts;
  - (b) The specification of a product by brand name or mark, or the product of a particular manufacturer or seller, would result in substantial cost savings to the contracting agency;
  - (c) There is only one manufacturer or seller of the product or the quality required; or
  - (d) Efficient utilization of existing equipment or supplies requires the acquisition of compatible equipment or supplies. [ORS 279C.345].
- (6) The District may perform Public Improvement projects using in-house personnel and resources, in accordance with the requirements of ORS 279C.305 through ORS 279C.310.
- (7) Contracts for Public Improvement projects shall comply with all applicable requirements of ORS 279C.500 through ORS 279C.590 and ORS 279C.800, *et seq.*

**(J) Emergency Contracts.**

- (1) “Emergency” shall be defined as follows: “Circumstances that (a) could not have reasonably been foreseen; (b) create a substantial risk of loss, damage, or interruption of services or a substantial threat to property, public health, welfare or safety; and (c) require prompt execution of a contract to remedy the condition.”
- (2) The Board Chair and the District Manager each have the authority to determine when emergency conditions are sufficient to warrant an emergency contract and shall so declare in writing. The nature of the emergency shall be documented in writing prior to executing the contract, or as soon as possible thereafter.
- (3) Pursuant to ORS 279B.080, the Board Chair or District Manager may make, or authorize others to award a public contract in an emergency, including dispensing with competitive bidding if time is of the essence. The method used for the selection of the contractor shall be documented in writing as soon as is practicable and made part of the District’s files.

**(K) Disposal of Surplus Property.**

- (1) “Surplus Property” is defined as any personal property of the District that has been determined by the District Manager or the Board of Directors as being of no use or value to the District.
- (2) Disposal of surplus property must be approved by formal board motion.
- (3) Once board approval has been made, the District Manager or a designee named in writing may dispose of surplus property in the manner that is, in the discretion of the District’s Board, deemed most advantageous to the District or the community at large.

**ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT****RESOLUTION 2024-0516SS WD****ADOPTING FINDINGS OF FACT AND AUTHORIZING A SOLE-SOURCE PROCUREMENT FOR COMPUTERIZED ELECTRONIC COMPONENTS FOR WATER PLANT**

**WHEREAS**, the Arch Cape Water District (“District”), an Oregon domestic water supply district formed pursuant to Oregon Revised Statutes (“ORS”) chapter 264, is subject to Oregon’s public contracting laws, including ORS chapter 279B relating to procurements of goods and services; and

**WHEREAS**, the District purchased its water plant (“Plant”) in 2014 from Westech Inc., including computerized electrical components that provide the supervisory control and data acquisition functions necessary for Plant operations (“Component Package”); and

**WHEREAS**, the Component Package provided by Westech consists of an integrated set of hardware, proprietary software licenses, and custom programming that are uniquely compatible with the Plant’s existing system; and

**WHEREAS**, the Plant’s existing computerized electronic components need to be replaced and upgraded to include added protection against security breaches and to meet new Oregon Health Authority reporting requirements, and Westech is able to provide a compatible upgrade; and

**WHEREAS**, Westech has the knowledge and ability to install its proprietary product, thus minimizing implementation costs and allowing for efficient on-site integration, installation, and implementation; and

**WHEREAS**, ORS 279B.075 permits the District’s Board of Directors, acting as the Local Contract Review Board, to forego competitive bidding and authorize procurement from a sole source after adopting written findings of fact in compliance legal requirements, to wit:

- That the efficient utilization of existing goods requires acquiring compatible goods or services;
- That the goods or services are for use in a pilot or an experimental project; or
- Other findings that support the conclusion that the goods or services are available from only one source; and
- To the extent reasonably practical, the contracting agency shall negotiate with the sole source to obtain contract terms that are advantageous to the contracting agency; and

**WHEREAS**, the District has budgeted funds for the upgrade, which is estimated to cost between \$40,000 - \$50,000;

**NOW, THEREFORE**, the Arch Cape Domestic Water Supply District’s Board of Commissioners (“Board”), acting as the Local Contracting Board, resolves as follows:

1. The Board finds that the efficient utilization of existing computerized electronic components for the water plant requires acquiring compatible goods or services.
2. The Board further finds that Westech, Inc., is able to provide and install its proprietary component package, which is uniquely compatible with the existing system, thus minimizing installation time and costs for the upgrade.
3. An exemption from competitive bidding is hereby declared for the purchase of computerized electronic technology for the water plant, and a sole-source procurement of such technology from Westech, Inc., is hereby authorized.
4. The Board Chair and District Manager are authorized to negotiate with Westech, Inc.; to obtain contract terms most advantageous to the District.

This Resolution is effective upon adoption.

Dated this 16th day of May 2024.

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Bill Campbell, Board Chair

ATTEST:

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Board Secretary

**Search for District Information - Topic Description**  
**May 16, 2024**

Action / Information: Information

Background

One of the projects that is budgeted for next fiscal year, FY2024-2025, is the pulling together into a secure electronic filing system of all of the District document that are required to be archived by State Statute, e.g., resolutions, ordinances, contracts, legal opinions, etc.

Preliminary investigation indicates that those District documents are currently stored as email attachments in gmail accounts, in paper form – either loose or in file folders in cabinets - and on the District’s administrative computer hard drive which was used from approximately 2017-2022.

Recently discovered is that the District’s 2017-2022 administrative computer was put in storage by the previous District Manager with the hard drive removed. Two hard drives have been found in storage boxes. A review of the contents of each hard drive is pending.

The review will hopefully be completed before the Board meeting, when the most current status will be provided.



## Arch Cape Forest

### Activities Update for: April.

Submitted by: Mark R Morgans-Consulting Forester

#### Roads:

##### Maintenance

- Vinson Bros Construction (VBC) continues with excavator road maintenance work on the Shingle Mill Road (SM) system including ditch/culvert clean out and culvert inlet catch basin construction. Work progressed nicely during periods of suitable weather, but frequently interrupted due to forecasted rainfall amounts above limits (.5"/24-hour period).

##### Decommissioning

- Decommissioning on the SM 50 road has progressed nicely, and results look exceptional. This road segment is about 90% complete and will need the larger excavator to accomplish one residual deep riad fill removal. Decommissioning continues slowly outside the DSWA during periods of favorable weather. Spread weed-free hay over exposed soil following decommissioning.

##### Administration

- Supported efforts to investigate and review road easements that represent benefits or burdens to the ACF. Communications with neighboring easement holders regarding pending road maintenance/decom. No issues anticipated at this time.
- Supported efforts to review and refine the ACF operating budget with particular focus on roads projects and baseline forest management.

#### Forest Management:

##### Forestry

- No forestry projects during April.