

**ARCH CAPE SANITARY DISTRICT
BOARD OF DIRECTORS MEETING**
Arch Cape Fire Hall 79729 Hwy 101
Thursday October 20th, 2022
Following the 6PM Water Board Meeting
To Join Meeting by Video Link:
<https://us02web.zoom.us/j/82450898403>
Join by Telephone: 1-669-900-6833
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 – September 15th Regular Meeting | |
| B. Accept September 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 (Action) | Darr |
| C. UBMax Billing System (Information) | Teri Fladstol, Jigsaw Consulting |
| VI. New Business | |
| A. SDAO Best Practices Program (Information) | Phil |
| B. Check Signers (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 | Darr |
| VIII. November Agenda Items (Information) | Darr |
| IX. Public Comments | Darr |
| XI. Adjourn | Darr |

ARCH CAPE SANITARY DISTRICT
Profit & Loss YTD Comparison
September 2022

	Sep 22	Jul - Sep 22
Ordinary Income/Expense		
Income		
Excess	1,230.79	1,617.59
Debt Service	3,544.52	7,088.52
Hook Ups	9,562.00	28,686.00
User Fees	31,887.89	56,028.77
Total Income	46,225.20	93,420.88
Gross Profit	46,225.20	93,420.88
Expense		
Insur		
Liab	0.00	2,228.00
Work		
Health Insuranc	0.00	1,635.10
Total Work	0.00	1,635.10
Total Insur	0.00	3,863.10
Payroll		
Gross	0.00	4,755.47
Total Payroll	0.00	4,755.47
Transfer to Const Fund	0.00	2,000.00
Admin Asst	0.00	1,512.00
Clothing Allow	0.00	130.43
Freight	0.00	19.52
Util	2,504.06	8,977.17
Dues - Taxes - Fees	3,106.25	3,122.75
Maint	5,716.56	10,279.37
Chemicals	9,356.45	10,278.33
Total Expense	20,683.32	44,938.14
Net Ordinary Income	25,541.88	48,482.74
Net Income	25,541.88	48,482.74

Budget vs. Actual Finl Rpt	2022-23	Jul 22	Aug 21	Sep 22	Total
Arch Cape Sanitary District	Budget				
Cash on Hand	\$ 154,726.00				
Ck Interest	\$ -	\$ 1.06	\$ 1.20	\$ 1.34	\$ 3.60
User Fees	\$ 328,008.00	\$ 15,710.88	\$ 8,430.00	\$ 31,887.89	\$56,028.77
Excess Usage Charges	\$ 15,000.00	\$ 307.27	\$ 79.53	\$ 1,230.79	\$ 1,617.59
Debt Service	\$ 37,368.00	\$ 2,218.00	\$ 1,326.00	\$ 3,544.52	\$ 7,088.52
Facilities Use by WD	\$ 3,750.00				\$ -
T.A.G. - Funding	\$ 7,400.00				\$ -
Bond Interest	\$ 4,000.00				\$ -
Total Revenue	\$ 550,252.00	\$ 18,237.21	\$ 9,836.73	\$ 36,664.54	\$ 64,738.48
SD Hours %		54%	55%	57%	
Water District IGA Charges	\$ 150,000.00		\$ 8,033.00		\$ 8,033.00
Liability & Property Insurance	\$ 14,850.00	\$ 2,228.00			\$ 2,228.00
Licenses	\$ 3,500.00				\$ -
Maintenance	\$ 100,000.00	\$ 323.76	\$ 4,258.57	\$ 5,716.56	\$10,298.89
Chemicals	\$ 7,000.00	\$ 921.88		\$ 9,356.45	\$10,278.33
Inflow & Infiltration	\$ 1,000.00				\$ -
Dues / Taxes / Fees	\$ 1,200.00	\$ 8.25	\$ 8.25	\$ 3,106.25	\$ 3,122.75
Professional Services	\$ 5,000.00		\$ 2,000.00		\$ 2,000.00
Auditing	\$ 10,000.00				\$ -
Legal Services	\$ 5,000.00				\$ -
Notices	\$ 700.00				\$ -
Utilities	\$ 46,000.00	\$ 3,458.34	\$ 3,014.77	\$ 2,504.06	\$ 8,977.17
T.A.G. - Facility Update	\$ 7,400.00				\$ -
Total Materials & Svc	\$ 351,650.00	\$ 6,940.23	\$ 17,314.59	\$ 20,683.32	\$44,938.14
ODEQ : Irrigation Site Loan : ²	\$ 7,753.00				
OECD Loan - Facil Engrng : ³	\$ 19,319.00				
IFA Loan/Grant	\$ 19,383.00				
Total Debt Service	\$ 46,455.00				
Tot Gen Fund Expenditures	\$ 398,105.00				
Contingency & Reserves	\$ 152,147.00				
Tot Requirements	\$ 550,252.00				
Capital Projects					
Hook Ups	\$ 19,124.00		\$ 19,124.00	\$ 9,562.00	\$28,686.00
LGIP (Additions)		\$ 2,972.10	\$ 703.67	\$ -	\$ 3,675.77
LGIP Interest		\$ 236.58	\$ 302.32		\$ 538.90
LGIP Balance	\$ 221,794.62	\$ 225,003.30	\$ 226,009.29		
Columbia Bank : 1218 Acct		\$122,679.69	\$144,393.76	\$185,847.92	

ARCH CAPE SANITARY DISTRICT
Check Detail
September 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	8588	09/01/2022	Pacific Power -		Sanitary Distri		-213.84
Bill	11346...	09/01/2022		Util		-213.84	213.84
TOTAL						-213.84	213.84
Bill Pmt -Check	8589	09/01/2022	Quality Control Se...		Sanitary Distri		-650.00
Bill	68305	09/01/2022		Maint		-650.00	650.00
TOTAL						-650.00	650.00
Bill Pmt -Check	8590	09/01/2022	Xylem Water Soluti...		Sanitary Distri		-754.66
Bill	3556...	09/01/2022		Maint		-754.66	754.66
TOTAL						-754.66	754.66
Bill Pmt -Check	8587	09/01/2022	Xylem Water Soluti...		Sanitary Distri		-1,509.32
Bill	3556...	09/01/2022		Maint		-754.66	754.66
Bill	3556...	09/01/2022		Maint		-754.66	754.66
TOTAL						-1,509.32	1,509.32
Bill Pmt -Check	8584	09/08/2022	Inland Environmen...		Sanitary Distri		-1,106.25
Bill	2022-...	08/25/2022		Chemicals		-1,106.25	1,106.25
TOTAL						-1,106.25	1,106.25
Bill Pmt -Check	8591	09/08/2022	Pacific Power -		Sanitary Distri		-2,234.44
Bill	89432...	09/08/2022		Util		-82.79	82.79
Bill	89152...	09/08/2022		Util		-52.42	52.42
Bill	92209...	09/08/2022		Util		-1,899.39	1,899.39
Bill	92222...	09/08/2022		Util		-153.58	153.58
Bill	87613...	09/08/2022		Util		-46.26	46.26
TOTAL						-2,234.44	2,234.44
Bill Pmt -Check	8592	09/08/2022	Recology Western ...		Sanitary Distri		-55.78
Bill	10800...	09/08/2022		Util		-55.78	55.78
TOTAL						-55.78	55.78
Check	8593	09/08/2022	Department of Env...		Sanitary Distri		-3,098.00
				Dues - Taxes - Fees		-3,098.00	3,098.00
TOTAL						-3,098.00	3,098.00
Check	8594	09/15/2022	VanOsdol Constru...		Sanitary Distri		-2,500.00
				Maint		-2,500.00	2,500.00
TOTAL						-2,500.00	2,500.00

ARCH CAPE SANITARY DISTRICT
Check Detail
September 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	8595	09/15/2022	VanOsdol Constru...		Sanitary Distri		0.00
TOTAL						0.00	0.00
Check	8596	09/15/2022	VanOsdol Constru...		Sanitary Distri		0.00
TOTAL						0.00	0.00
Check	EFT	09/22/2022	Microsoft		Sanitary Distri		-8.25
					Dues - Taxes - Fees	-8.25	8.25
TOTAL						-8.25	8.25
Bill Pmt -Check	8597	09/22/2022	USA BlueBook		Sanitary Distri		-160.59
Bill	106597	09/22/2022			Maint	-160.59	160.59
TOTAL						-160.59	160.59
Check	EFT	09/23/2022	Google		Sanitary Distri		-1.99
					Maint	-1.99	1.99
TOTAL						-1.99	1.99
Bill Pmt -Check	8598	09/29/2022	Arch Cape Water D...		Sanitary Distri		-8,250.20
Bill		09/29/2022			Chemicals	-8,250.20	8,250.20
TOTAL						-8,250.20	8,250.20
Bill Pmt -Check	8599	09/29/2022	Industrial Systems		Sanitary Distri		-140.00
Bill	19.67....	04/06/2022			Maint	-140.00	140.00
TOTAL						-140.00	140.00

**Arch Cape Sanitary District Board
APPLICATION**

Date 10-12-22

Applicant Name STEVE HILL

Mailing Address 31880 OCEANVIEW LANE

ARCH CAPE, OR 97102

Residence Address _____

— Same —

I own property, or live in Arch Cape

Contact Telephone 503-440-7666

Email steve.hill199@gmail.com

Position(s) Applied for:

Arch Cape Sanitary District Board - POSITION 4

Signature Steve Hill

**PLEASE COMPLETE BOTH PAGES OF THIS APPLICATION,
AND USE ADDITIONAL SPACE IF NEEDED**

Arch Cape Domestic Water Supply and Sanitary Districts
32065 E. Shingle Mill Lane, Arch Cape, OR 97102
PhilChickACUtil@gmail.com: 503-436-2790

Describe your background (relevant experience, education, training, etc.)

Native Oregonian - BS Portland State & Oregon State Universities - 7 years w/ USMC as an artillery officer - 15 years as Controller/Treasurer in the San Francisco financial district followed by an 18 year consulting practice with Silicon Valley startup companies
Prior President of the ACFCBCC - Director in the Arch Cape Water & Sanitary Districts from 2001-2011 w/ back office support from 2012 - 2021

Describe your interest in serving on the Arch Cape Sanitary District Board

To serve the ARCH CAPE COMMUNITY

SDIS 2023 Best Practices Survey

SDIS 2023

Entity Name

Arch Cape Sanitary District

Contact Name

Phil Chick

Contact Email

philchickacutil@gmail.com

Contact Phone

503-436-2790






Total Discount %













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Check Yes if
completed

Yes Help More Information



Affiliate Membership - 2% Credit. Is your organization a member of:

- | | | | |
|---|-----------------------------------------------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Oregon Fire District Directors Association (OFDDA)? | <input type="checkbox"/> |  (http://www.ofdda.com) |
| 2 | Oregon Fire Chiefs Association (OFCA)? | <input type="checkbox"/> | ?  (http://www.ofca.org) |
| 3 | Oregon Water Resources Congress (OWRC)? | <input type="checkbox"/> |  (https://www.owrc.org/) |
| 4 | Oregon Mosquito and Vector Control Association? | <input type="checkbox"/> |  (http://www.omvca.org) |
| 5 | Oregon Recreation and Park Association (ORPA)? | <input type="checkbox"/> |  (https://www.orpa.org) |

	Check Yes if completed	Yes	Help	More Information
6	Oregon Public Ports Association (OPPA)?	<input type="checkbox"/>		 (http://www.oregonports.com)
7	Oregon Association of Clean Water Agencies (ORACWA)?	<input type="checkbox"/>		 (http://www.oracwa.org)
8	Oregon Association of Conservation Districts (OACD)?	<input type="checkbox"/>		 (https://oacd.org)
9	Cemetery Association of Oregon?	<input type="checkbox"/>		 (http://www.oregoncemeteries.com)
10	Oregon APCO-NENA?	<input type="checkbox"/>		 (http://www.oregonapconena.org/)
11	Oregon Transit Association (OTA)?	<input type="checkbox"/>		 (http://www.oregontransit.com)
12	Oregon People's Utility Districts Association (OPUDA)?	<input type="checkbox"/>		 (http://www.opuda.org/)
13	Oregon Association of Water Utilities (OAWU)?	<input checked="" type="checkbox"/>		 (http://www.oawu.net)
14	Oregon Library Association (OLA)?	<input type="checkbox"/>		 (http://www.olaweb.org)
15	Oregon Economic Development District Association (OEDD)?	<input type="checkbox"/>		 (http://www.oedd.org/)
16	Oregon PRIMA?	<input type="checkbox"/>	?	 (http://orprima.org)
17	Oregon Association of Hospitals and Health Systems (OAHHS)?	<input type="checkbox"/>		 (http://www.oahhs.org/)

	Check Yes if completed	Yes	Help	More Information
18	Oregon Association Chiefs of Police (OACP)?	<input type="checkbox"/>		 (http://www.policechief.org)
19	Oregon Rural Health Association (ORHA)?	<input type="checkbox"/>		 (https://orha.wildapricot.org)

Board Duties and Responsibilities Checklist - 2% Credit

20	Does your district have written board duties and responsibilities of officers?	<input checked="" type="checkbox"/>		
21	Do you provide each board member with a copy of ORS 198 and the statute that regulates the type of district you represent?	<input type="checkbox"/>		 (https://oregon.public.law/statutes/ors_chapter_198)
22	Do you distribute a copy of Oregon Government Ethics Law to each board member?	<input type="checkbox"/>		 (https://www.oregon.gov/ogec/Documents/2021%20PO%20Guide%20Final%20Adopted.pdf)
23	Do you have an adopted policy to utilize SDAO pre-loss legal program or seek qualified legal advice before any major decision that could lead to a lawsuit?	<input type="checkbox"/>		
24	Is there an annual review/training of each board member and written acknowledgement of policy and training kept on file?	<input type="checkbox"/>		

Check Yes if completed

Yes Help More Information

25 Does the frequency of board meetings comply with the Oregon statute regulating your type of district?

26 Do you have a procedure for election of board officers?

27 Does your district follow ORS 198 or other authorizing statute for filling board vacancies? ⓘ (https://oregon.public.law/statutes/ors_198.320)

28 Does your Board file the Notice of Registered Agent with the Oregon Secretary of State Archives Division and annually review the submitted notice to ensure that information is current? ⓘ (<https://sos.oregon.gov/business/Pages/registered-agents-service-of-process.aspx>)


29 Does your district have an established Budget Committee? (For districts not governed by Oregon Budget Law, hold at least one budget work session.)

30 Does your district approve an annual budget?


Check Yes if completed **Yes** **Help** **More Information**

31 Does your district annually review the board approved personnel policies?


32 Does your district have an adopted public meetings and records policy and have you trained your board members on public meetings and records laws?

33 Has your board engaged in a Board Practices Assessment with the SDAO Consulting Services Program?  (<https://www.sdao.com/consulting-services-program>)

Board Duties and Responsibilities Policy - 2% Credit






34 Does your district have an adopted policy regarding board duties and responsibilities?  (<https://sdaoresourcelibrary.com/download/2022-board-duties-policy/>)

Board Member Education Program - 2% Credit. At least two (2) members of the board have enrolled in the SDAO Board Leadership Academy or SDAO/OFDDA Fire District Directors Academy:

35 SDAO Board Leadership Academy ?  (<https://www.sdao.com/sdao-board-leadership-academy>)

36 SDAO/OFDDA Fire District Directors Academy (applicable to fire districts) ?  (<https://www.sdao.com/sdao-ofdda-fire-district-directors-academy>)

SDAO-SDIS Training - 2% Credit. ALL board members must attend a training OR complete a BPA. Mark the appropriate box(es) below to indicate which were attended.

	Check Yes if completed	Yes	Help	More Information
37	SDAO Board of Directors and Management Staff Regional Training	<input type="checkbox"/>		 (https://www.sdao.com/sdao-board-of-directors-and-management-staff-training-series)
38	Board Duties and Responsibilities Pre-Conference Training	<input type="checkbox"/>	?	 (https://www.sdao.com/annual-conference)
39	OFDDA/OFCA board training sponsored by SDAO	<input type="checkbox"/>		 (https://www.sdao.com/trainings)
40	Boardmanship 301	<input type="checkbox"/>	?	 (https://www.sdao.com/training-videos)
41	Boardroom Dancing	<input type="checkbox"/>	?	 (https://www.sdao.com/training-videos)
42	Has your district completed a Board Practices Assessment during this calendar year?	<input type="checkbox"/>	?	



September 21, 2022

SENT VIA EMAIL ONLY: philchickacuil@gmail.com

Arch Cape Sanitary District
Attn: Phil Chick and Board of Directors
32065 East Shingle Mill Lane
Arch Cape, Oregon 97102

RE: Civil Rights Compliance Review Results

Dear Phil and Board,

I recently completed a Civil Rights Compliance Review on the Arch Cape Sanitary District. It was great to meet you and see your operation. As you know, per letter of conditions, the district is subject to several Civil Rights laws and policies during the term of the loans. From my review it appears that the district needs to take several actions. Please review the following and take appropriate action as necessary:

1. Compliance with Departmental Regulation 4300-003 "Equal Opportunity Public Notification Policy." Attached is the current version of DR4300-003. Primary compliance is achieved by posting the current version of the "And Justice for All" poster in public areas of the district offices, a current version was provided during my visit. However, the pertinent language as shown in paragraph 6b. or Appendix D, depending on size, must also be incorporated into all publications made available to the public. This includes published notices, board meeting minutes etc. The regulation also includes the district webpage and social media sites, such as Facebook. One suggestion would be to place the abbreviated statement—"This institution is an equal opportunity provider" – on the main page or footer as a hyperlink to the full statement.

Notify me know when the language has been incorporated in your internet sites and send me a copy of a billing statement, letterhead, brochure, or other items that are published where non-discrimination statement was placed.

2. Limited English Proficiency (LEP) requirements. Section 504 of the Rehabilitation Act of the 1973 and Executive Order 13166 both require that you take reasonable steps to ensure that persons who do not speak English as their primary language and/or have a limited ability to read, speak, write or understand English, receive language assistance to have meaningful access to USDA programs, services, and information the district provides. Your primary responsibility in this regard would be to prepare a LAP, or Language Access Plan. Please see the attached "LEP four Factor Analysis Quick Guide" for assistance. Additional guidance for completing a LAP plan can be found at www.lep.gov. I also found online a link to some resources put out by the Texas Rural Water Association directly in response to Rural Development's LEP requirements and have attached their draft LEP sample plan. You can find that information at www.trwa.org/page/LEP. I have also attached a copy of the "I Speak" booklet which you might find to be a helpful part of your LAP plan. **Provide a copy of the LAP.**

Rural Development

2593 NW Kline Street, Roseburg, OR 97471
Voice 541.378.3532

USDA is an equal opportunity provider and employer.

3. Section 504 of the Rehabilitation Act of 1973 also requires recipients of federal assistance to complete a Self-Evaluation and Transition Plan (SETP). (NOTE: this also appears to be a requirement of Title II of the ADA). If you have not completed one, you should. I found that the district certified that you were in compliance with the Rehabilitation Act of 1973 in lieu of completing the SETP, however I was unable to locate the actual Self-Evaluation and Transition Plan. Unfortunately, I don't have a great guide for you to follow but hopefully the following will provide you with enough information to complete the self-evaluation:

- a. Blank Self-Evaluation and Transition Plan.
- b. DOJ ADA Guide for Small Cities
- c. Section 504/ADA Technical Assistance Handbook from N. Dakota Division of Community Services
- d. Self-Evaluation for Compliance with Section 504 (worksheet)
- e. Non-architectural Barrier Self Evaluation Guide (worksheet)
- f. Ada-checklist-word-fillable-form, from Institute for Human Centered Design

Typically, the Self-evaluation would also include a transition plan. The transition plan would identify all physical barriers to accessibility – i.e. no ramps at steps, no accessible parking, etc. – and then provide a plan to eliminate those barriers.

It was noted that the district office accessible parking space does not meet the ADA regarding a van accessible spot to include, ramps, access aisles, etc. Please see the attached 'ada-checklist-word-fillable-form' for dimensions and requirements. I didn't note other items, but there may be others, you will need to review for yourself to be sure that your accessible route meets the requirements.

It is ideal that a borrower would review the plan annually, such as when they are preparing their annual budget, so that items that require correction can be identified in the budget and completed. The plan should be available to the public when requested.

Provide a copy of the Self-Evaluation and Transition Plan.

4. Collection of user demographics. As we discussed during the review, at the next RD Civil Rights Compliance Review, in addition to the 'Users during the last 12 months' RD will ask you to report the data for 'applications received' since the last review (8/25/2022) I have attached the verbiage we recommend that borrowers incorporate in the service sign-up or application process. The verbiage lets applicants know that if they choose not to identify their race and ethnicity, that the information will be completed by the person taking the application. **Collect the data and be ready to report it going forward.**
5. The district has an Emergency Response plan. We recommend that you contact Oregon DEQ for guidance in completing the vulnerability assessment. **Notify me once this has been completed.**

I've tried to offer as much guidance as practical to assist you in achieving compliance. However, I realize it is quite a bit of information to take in. As such, I am available by phone to answer any questions and offer additional guidance to ensure we are on the same page moving forward. While some actions can be taken easily, others may take some time. I do need a response within 30-days. The response should indicate what actions, if any, have been taken, and provide a time frame for addressing remaining items.

If you have any questions or concerns regarding these or other matters, do not hesitate to contact me.

Sincerely,

Community Programs Specialist
Attachments