

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

Arch Cape Fire Hall 79729 Hwy 101

Thursday June 15th, 2023

To Join Meeting by Video Link:

<https://us02web.zoom.us/j/87369759588>

Join by Telephone: 1-669-900-6833

Meeting ID: 873 6975 9588

- | | |
|---------------------------------------------------------------------------|------------------------------------|
| I. Call to Order | Nadia Gardner, President |
| II. Public Comments | Nadia |
| III. Agenda Approval | Nadia |
| IV. Consent Agenda (Action) | Nadia |
| A. Approve Minutes – May 18th Regular Board Meeting | |
| B. Accept April Budget and Finance Reports | |
| C. Authorize Payment of Accounts | |
| D. Accept Correspondence Requiring No Action | |
| V. Old Business | |
| A. Arch Cape Forest | |
| Arch Cape Forest Project Manager Report | Daniel Wear, Sustainable Northwest |
| B. FY 2023-2033 Long Range Financial Plan (Action) | Matt |
| C. Public Hearing: 2023-24 Budget | Matt |
| a. Resolution 23-01 WD Budget Adoption (Action) | |
| b. Resolution 23-02 WD Rate Increase (Action) | |
| c. Resolution 23-03 WD System Development Charge Increase (Action) | |
| VI. New Business | |
| A. Jigsaw Consulting Administrative Contract Renewal (Action) | Matt |
| VII. Reports (Information) | |
| A. Accounts Receivable Report | Teri Fladstol, Jigsaw Consulting |
| B. Staff Report and Correspondence for Action | Matt |
| C. Board Members' Comments and Reports | |
| IX. July Agenda Items (Information) | Nadia |
| X. Public Comment | Nadia |
| XI. Adjournment | Nadia |

ARCH CAPE DOMESTIC WATER DISTRICT BVA FY 2022/2023

GENERAL FUND	Budget	Jul 22	Aug 22	Sep 22	Oct 22	22-Nov	31-Dec	31-Jan	28-Feb	31-Mar	30-Apr	31-May	Year to Date	%
Beginning Balance	\$ 209,504.00													
4200 · IGA Income (Sanitary District)	\$ 150,000.00	\$ 10,312.76	\$ 8,142.13		\$ 15,448.25		\$ 20,032.48	\$ 38,016.42	\$ -	\$ -	\$ 22,385.77		\$ 114,337.81	76.23%
4300 · Interest Income	\$ 1,000.00	\$ 0.38	\$ 0.21	\$ 0.30	\$ 0.52	\$ 0.40	\$ 2.20	\$ 1.66	\$ 0.86				\$ 6.53	0.65%
4400 · Cannon View Park Services	\$ 753.00			\$ 376.50							\$ 251.00		\$ 627.50	83.33%
4501 · Meter Hook-Up Fee	\$ 1,400.00		\$ 1,400.00	\$ 700.00				\$ 1,400.00					\$ 3,500.00	250.0%
4601 · User Fees	\$ 187,072.00	\$ 17,925.50	\$ 2,354.00	\$ 23,454.05	\$ 26,456.95	\$ 1,469.50	\$ 7,745.00	\$ 37,555.23	\$ 2,989.27	\$ 22,871.15	\$ 20,385.76	\$ 3,186.24	\$ 166,392.65	88.95%
4604 · Excess Usage Charges	\$ 17,000.00	\$ 415.75	\$ 62.25	\$ 1,137.11	\$ 1,932.40	\$ 292.28	\$ 290.30	\$ 3,271.66	\$ 827.00	\$ 1,005.22	\$ 5,651.98	\$ 1.76	\$ 14,887.71	87.57%
4605 · Debt Service	\$ 20,128.00	\$ 1,782.05	\$ 204.00	\$ 2,256.00	\$ 2,588.25	\$ 119.00	\$ 779.00	\$ 3,613.85	\$ 202.00	\$ 2,329.00	\$ 2,019.07	\$ 323.00	\$ 16,215.22	80.56%
4700 · Miscellaneous Income						\$ 36.50							\$ 36.50	0.0%
4750 · LGIP Additions										\$ 6,937.00			\$ 6,937.00	0.0%
4751 · LGIP Dividend		\$ 264.13	\$ 334.53	\$ 332.67	\$ 375.75	\$ 463.35	\$ 564.86	\$ 683.39	\$ 964.21	\$ 1,305.94	\$ 1,237.47		\$ 6,526.30	0.0%
Total Income	\$ 377,353.00	\$ 30,700.57	\$ 12,497.12	\$ 28,256.63	\$ 46,802.12	\$ 2,381.03	\$ 29,413.84	\$ 84,542.21	\$ 4,983.34	\$ 34,448.31	\$ 51,931.05	\$ 3,511.00	\$ 329,467.22	87.31%
Total Resources:	\$ 586,857.00	\$ 30,700.57	\$ 12,497.12	\$ 28,256.63	\$ 46,802.12	\$ 2,381.03	\$ 29,413.84	\$ 84,542.21	\$ 4,983.34	\$ 34,448.31	\$ 51,931.05	\$ 3,511.00	\$ 329,467.22	56.14%
Personnel Services														
5001 · Wage - District Manager	\$ 90,289.00	\$ 3,762.02	\$ 7,524.04	\$ 7,524.04	\$ 7,524.04	\$ -	\$ 15,048.08	\$ 17,772.26	\$ 6,666.66	\$ 6,666.66	\$ 6,666.66	\$ 6,666.66	\$ 85,821.12	95.05%
5002 · Wages - Operator	\$ 67,944.00	\$ 2,801.83	\$ 5,225.03	\$ 5,755.10	\$ 5,331.04	\$ -	\$ 10,874.12	\$ 5,331.04	\$ -				\$ 2,759.68	56.04%
5003 · Employer Payroll Taxes	\$ 12,358.00	\$ 1,772.81	\$ 978.93	\$ 1,068.73	\$ 987.10	\$ 3,241.55	\$ 2,014.70	\$ 5,763.98	\$ 668.59	\$ 658.56	\$ 658.57	\$ 948.19	\$ 18,761.71	151.82%
5004 · PERS Retirement	\$ 35,128.00	\$ 2,346.31	\$ 3,750.71	\$ (796.74)	\$ 2,328.06	\$ 4,455.63	\$ 3,752.24	\$ 3,106.04		\$ 4,115.23			\$ 3,218.94	74.8%
5005 · Medical Insurance	\$ 40,000.00	\$ 2,915.40	\$ 2,906.82	\$ 2,906.82	\$ 2,906.82	\$ 2,928.27	\$ 3,212.17	\$ 199.19	\$ 3,012.98	\$ 398.38			\$ 911.27	55.75%
5006 · Worker's Compensation Insurance	\$ 3,400.00	\$ 170.49											\$ 170.49	5.01%
Total 5000 · Personnel Services	\$ 249,119.00	\$ 13,768.86	\$ 20,385.53	\$ 16,457.95	\$ 19,077.06	\$ 10,625.45	\$ 34,901.31	\$ 32,172.51	\$ 10,348.23	\$ 11,838.83	\$ 7,325.23	\$ 14,504.74	\$ 191,405.70	76.83%
Materials & Services														
6001 · Administrative Services	\$ 33,600.00	\$ 2,800.00	\$ 5,600.00	\$ 2,800.00	\$ 2,800.00	\$ 2,800.00	\$ 2,800.00	\$ 5,600.00		\$ -	\$ 2,800.00	\$ 2,800.00	\$ 30,800.00	91.67%
6002 · Temporary Help	\$ 5,000.00									\$ 7,156.25	\$ 800.00	\$ 518.75	\$ 8,475.00	169.5%
6003 · Clothing Allowance	\$ 850.00	\$ 260.85			\$ 150.00							\$ 402.83	\$ 813.68	95.73%
6004 · Education	\$ 2,000.00			\$ 1,069.00	\$ 140.00	\$ 200.00	\$ 976.00						\$ 2,385.00	119.25%
6005 · Travel	\$ 1,000.00		\$ 148.17			\$ 148.68							\$ 296.85	29.69%
6006 · Office Supplies	\$ 2,300.00			\$ 57.58	\$ 232.29	\$ 45.08	\$ 20.98	\$ 19.67		\$ 149.90	\$ 586.93	\$ 1,410.02	\$ 2,522.45	109.67%
6007 · Postage	\$ 1,600.00	\$ 232.00			\$ 120.00		\$ 368.00	\$ 2.64		\$ 221.25	\$ 63.00		\$ 1,006.89	62.93%
6008 · Vehicle	\$ 3,500.00	\$ 781.48	\$ 637.09	\$ 392.50	\$ 230.89	\$ 332.52	\$ 203.33	\$ 220.05	\$ 224.87	\$ 155.80	\$ 421.44	\$ 252.38	\$ 3,852.35	110.07%
6101 · Facilities Use (Sanitary)	\$ 3,750.00						\$ 3,750.00						\$ 3,750.00	100.0%
6102 · Payroll Administration Service	\$ 625.00						\$ 494.00	\$ 327.00			\$ 29.99	\$ 34.99	\$ 885.98	141.76%
6103 · Liability & Property Insurance	\$ 8,250.00	\$ 3,050.64							\$ 7,896.00	\$ (528.00)			\$ 10,418.64	126.29%
6104 · Licenses	\$ 2,000.00												\$ -	0.0%
6105 · Dues & Taxes	\$ 1,200.00		\$ 50.00		\$ 2,739.55	\$ 414.30	\$ 75.00	\$ (67.15)	\$ 150.00		\$ 150.00		\$ 3,511.70	292.64%
6106 · Professional Services	\$ 5,000.00	\$ 2,920.00				\$ 82.50	\$ 3,804.00					\$ 1,275.00	\$ 8,081.50	161.63%
6107 · Auditing Service	\$ 15,000.00												\$ -	0.0%
6108 · Legal Services	\$ 3,000.00		\$ 2,825.00	\$ 50.00					\$ 1,925.00			\$ 1,550.00	\$ 6,350.00	211.67%
6109 · Notices	\$ 700.00										\$ 58.80	\$ 50.40	\$ 109.20	15.6%
6110 · Utilities	\$ 15,000.00	\$ 240.25	\$ 847.78	\$ 736.97	\$ 844.82	\$ 878.09	\$ 1,088.24	\$ 769.48	\$ 527.79	\$ 1,217.11	\$ 827.07	\$ 936.33	\$ 8,913.93	59.43%
6200 · Maintenance	\$ 33,500.00	\$ 3,938.29	\$ 3,188.42	\$ 15,549.19	\$ 3,846.37	\$ 559.40	\$ 539.16	\$ 2,402.49	\$ 312.07	\$ 6,274.15	\$ 383.73	\$ 94.92	\$ 37,088.19	110.71%
6201 · Chemicals	\$ 6,500.00	\$ -	\$ 2,156.85	\$ -	\$ 3,006.28			\$ 340.53	\$ 2,790.40		\$ 1,884.10	\$ 606.82	\$ 10,784.98	165.92%
Total 6000 · Materials & Services	\$ 144,375.00	\$ 14,223.51	\$ 15,453.31	\$ 20,655.24	\$ 14,110.20	\$ 5,460.57	\$ 14,118.71	\$ 9,614.71	\$ 13,826.13	\$ 14,646.46	\$ 8,005.06	\$ 9,932.44	\$ 140,046.34	132.35%
Total Operating Expenses	\$ 472,262.00	\$ 27,992.37	\$ 35,838.84	\$ 37,113.19	\$ 33,187.26	\$ 16,086.02	\$ 49,020.02	\$ 41,787.22	\$ 24,174.36	\$ 26,485.29	\$ 15,330.29	\$ 24,437.18	\$ 331,452.04	70.18%
7500 · Debt Service														
7501 · IFA Water Plant Upgrade	\$ 20,772.00					\$ 20,771.70							\$ 20,771.70	100.0%
Total 7500 · Debt Service	\$ 20,772.00	\$ -	\$ -	\$ -	\$ -	\$ 20,771.70							\$ 20,771.70	100.0%

TOTAL GENERAL FUND EXPENDITURES	\$ 493,034.00	\$ 27,992.37	\$35,838.84	\$ 37,113.19	\$33,187.26	\$36,857.72	\$ 49,020.02	\$ 41,787.22	\$ 24,174.36	\$ 26,485.29	\$ 15,330.29	\$ 24,437.18	\$ 352,223.74	71.44%
CONTINGENCY & ENDING BALANCES														
8001 · Operating Contingencies	\$ 37,050.00												\$ -	0.0%
8002 · Operating Reserve	\$ 40,141.00												\$ -	0.0%
8003 · Undesignated	\$ 16,632.00												\$ -	0.0%
CONTINGENCY & ENDING BALANCES	\$ 586,857.00	\$ 27,992.37	\$35,838.84	\$ 37,113.19	\$33,187.26	\$36,857.72	\$ 49,020.02	\$ 41,787.22	\$ 24,174.36	\$ 26,485.29	\$ 15,330.29	\$ 24,437.18	\$ 352,223.74	
CAPITAL FUND														
	Budget	Jul 22	Aug 22	Sep 22	Oct 22	22-Nov	31-Dec	31-Jan	28-Feb	31-Mar	30-Apr	31-May	Year to Date	%
Beginning Balance	\$ 111,926.00													
4550 · SDC Revenue	\$ 12,780.00		\$12,780.00	\$ 6,390.00				\$ 12,780.00		\$ 6,390.00			\$ 38,340.00	300.0%
4900 · Transfer from General Fund	\$ 76,768.00													0.0%
Total Income	\$ 89,548.00	\$ -	\$12,780.00	\$ 6,390.00	\$ -	\$ -	\$ -	\$ 12,780.00	\$ -	\$ 6,390.00	\$ -	\$ -	\$ 38,340.00	42.82%
Total Resources:	\$ 201,474.00													
Capital Outlay														
7001 · Meter Replacement - Moved from Maintenance	\$ 117,000.00						\$103,533.23	\$ 299.99	\$ 7,175.42	\$ 1,702.18	\$ 1,281.11		\$ 113,991.93	97.43%
Total 7000 · Capital Outlay	\$ 117,000.00												\$ -	
8000 · Contingency	\$ 84,474.00												\$ -	
CONTINGENCY & ENDING BALANCES	\$ 201,474.00		\$12,780.00	\$ 6,390.00	\$ -	\$ -	\$103,533.23	\$ 13,079.99	\$ 7,175.42	\$ 8,092.18	\$ 1,281.11	\$ -	\$ 152,331.93	75.61%
ARCH CAPE FOREST FUND														
	Budget	Jul 22	Aug 22	Sep 22	Oct 22	22-Nov	31-Dec	31-Jan	28-Feb	31-Mar	30-Apr	31-May	Year to Date	%
Beginning Balance	\$ 10,000.00													
4801 · Business OR - ARPA	\$1,040,000.00													0.0%
4803 · Hollis Foundation	\$ 100,000.00													0.0%
4804 · Safe Drinking Water (U22010)	\$ 30,000.00													0.0%
4850 · Private Donations Forest Fund	\$ 284,301.00						\$285,601.28	\$ 15,000.00	\$ 2,650.00				\$ 303,251.28	106.67%
Total Income	\$1,454,301.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$285,601.28	\$ 15,000.00	\$ 2,650.00	\$ -	\$ -	\$ -	\$ 303,251.28	20.85%
Total Resources:	\$1,464,301.00													
Capital Outlay														
7800 · Business OR - ARPA														
· Project Management	\$ 75,682.00					\$ 8,861.72				\$ 11,034.06			\$ 19,895.78	26.29%
· Finance Management	\$ 6,000.00						\$ 3,000.00			\$ 1,000.00			\$ 4,000.00	66.67%
· Construction	\$ 692,878.00									\$ 132.00			\$ 132.00	0.02%
· Legal Fees	\$ 7,500.00												\$ -	0.0%
· Forestry Consultant	\$ 98,000.00		\$ 6,920.00			\$14,866.58		\$ 5,894.45		\$ 8,103.75		\$ 10,387.00	\$ 46,171.78	47.11%
· Land Maintenance & Repair	\$ 174,090.00							\$ 1,043.00					\$ 1,043.00	0.6%
· Conservation Planning	\$ 5,850.00											\$ 5,850.00	\$ 5,850.00	100.0%
Total 7000 · Capital Outlay	\$1,060,000.00	\$ -	\$ 6,920.00	\$ -	\$ -	\$23,728.30	\$ 3,000.00	\$ 6,937.45	\$ -	\$ 20,269.81	\$ -	\$ 16,237.00	\$ 77,092.56	7.27%
8000 · Contingency	\$ 434,301.00													17.75%
CONTINGENCY & ENDING BALANCES	\$1,494,301.00	\$ -	\$ 6,920.00	\$ -	\$ -	\$23,728.30	\$ 3,000.00	\$ 6,937.45	\$ -	\$ 20,269.81	\$ -	\$ 16,237.00	\$ 77,092.56	5.16%

Arch Cape Domestic Water District

Balance Sheet

Wednesday, May 31, 2023

ASSETS

Checking/Savings

1000 - Columbia Bank #1196 \$ 14,346.81

1100 - Local Government Pool - Water \$ 140,873.61

1101 - Local Government Pool - Forest \$ 260,701.01

Total Checking/Savings \$ 415,921.43

Total Current Assets \$ 415,921.43

Fixed Assets

1500 - Capital Assets (Net) 1501 - Water System \$ 119,436.00

1502 - Water Treatment Plant - Upgrade \$ 788,841.00

1503 - Vehicle (s) \$ 9,603.00

Total 1500 - Capital Assets (Net) \$ 917,880.00

Total Fixed Assets \$ 917,880.00

TOTAL ASSETS \$ 1,333,801.43

LIABILITIES & EQUITY

Liabilities

Current Liabilities

2400 - Payroll Liabilities

2401 - Payroll PERS Liability \$ 400.00

Total Other Current Liabilities \$ 400.00

Total Current Liabilities \$ 400.00

Long Term Liabilities

2700 - IFA Loan - Business Oregon \$ 391,691.00

Total Long Term Liabilities \$ 391,691.00

Total Liabilities \$ 392,091.00

Equity

3200 Retained Earnings \$ 794,781.64

Net Income \$ 146,928.79

Total Equity \$ 941,710.43

TOTAL LIABILITIES & EQUITY \$ 1,333,801.43

Arch Cape Domestic Water District Check Detail May 2023

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	EFT	05/01/2023	gWorks		00-1000 · #1196 Ma...		-964.00
			A/C Sanitary District		6006 · Office Supplies	-482.00	482.00
			A/C Domestic Wate...		6006 · Office Supplies	-482.00	482.00
TOTAL						-964.00	964.00
Check	EFT	05/04/2023	Verizon Wireless		00-1000 · #1196 Ma...		-89.26
					6110 · Utilities	-89.26	89.26
TOTAL						-89.26	89.26
Check	EFT	05/05/2023	CS&S		00-1000 · #1196 Ma...		-83.00
			A/C Domestic Wate...		6200 · Maintenance	-41.50	41.50
			A/C Sanitary District		6200 · Maintenance	-41.50	41.50
TOTAL						-83.00	83.00
Check	EFT	05/11/2023	Sure Payroll		00-1000 · #1196 Ma...		-34.99
			A/C Domestic Wate...		6102 · Payroll Admi...	-34.99	34.99
TOTAL						-34.99	34.99
Check	EFT	05/12/2023	Sure Payroll		00-1000 · #1196 Ma...		-3,462.61
			A/C Domestic Wate...		5001 · Wage - Distri...	-1,666.67	1,666.67
			A/C Sanitary District		5001 · Wage - Distri...	-1,666.66	1,666.66
					2401 · Payroll PER...	200.00	-200.00
					2400 · Payroll Liabili...	870.30	-870.30
					2400 · Payroll Liabili...	329.28	-329.28
					2400 · Payroll Liabili...	-1,199.58	1,199.58
			A/C Domestic Wate...		5003 · Employer Pa...	-164.64	164.64
			A/C Sanitary District		5003 · Employer Pa...	-164.64	164.64
TOTAL						-3,462.61	3,462.61
Check	EFT	05/13/2023	Cellular Sales		00-1000 · #1196 Ma...		-174.97
			A/C Domestic Wate...		6006 · Office Supplies	-87.49	87.49
			A/C Sanitary District		6006 · Office Supplies	-87.48	87.48
TOTAL						-174.97	174.97
Check	EFT	05/15/2023	M & N Clothing Ast...		00-1000 · #1196 Ma...		-402.93
			A/C Sanitary District		6003 · Clothing Allo...	-201.47	201.47
			A/C Domestic Wate...		6003 · Clothing Allo...	-201.46	201.46
TOTAL						-402.93	402.93
Check	EFT	05/17/2023	Amazon.com		00-1000 · #1196 Ma...		-75.89
			A/C Sanitary District		6006 · Office Supplies	-37.95	37.95
			A/C Domestic Wate...		6006 · Office Supplies	-37.94	37.94
TOTAL						-75.89	75.89

Arch Cape Domestic Water District
Check Detail
May 2023

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	EFT	05/17/2023	Safeway		00-1000 · #1196 Ma...		-11.92
			A/C Domestic Wate...		6200 · Maintenance	-11.92	11.92
TOTAL						-11.92	11.92
Check	EFT	05/24/2023	Amazon.com		00-1000 · #1196 Ma...		-73.95
			A/C Domestic Wate...		6006 · Office Supplies	-36.98	36.98
			A/C Sanitary District		6006 · Office Supplies	-36.97	36.97
TOTAL						-73.95	73.95
Check	EFT	05/24/2023	Amazon.com		00-1000 · #1196 Ma...		-27.63
			A/C Domestic Wate...		6006 · Office Supplies	-13.82	13.82
			A/C Sanitary District		6006 · Office Supplies	-13.81	13.81
TOTAL						-27.63	27.63
Check	EFT	05/25/2023	Lazerprint		00-1000 · #1196 Ma...		-84.92
			A/C Sanitary District		6006 · Office Supplies	-42.46	42.46
					6006 · Office Supplies	-42.46	42.46
TOTAL						-84.92	84.92
Check	EFT	05/26/2023	PERS		00-1000 · #1196 Ma...		-3,218.94
					5004 · PERS Retire...	-3,218.94	3,218.94
TOTAL						-3,218.94	3,218.94
Check	EFT	05/26/2023	PERS		00-1000 · #1196 Ma...		-1,200.00
					2401 · Payroll PER...	-1,200.00	1,200.00
TOTAL						-1,200.00	1,200.00
Check	EFT	05/26/2023	LaserPrint		00-1000 · #1196 Ma...		-8.66
					6006 · Office Supplies	-4.33	4.33
			A/C Sanitary District		6006 · Office Supplies	-4.33	4.33
TOTAL						-8.66	8.66
Check	EFT	05/30/2023	MODA Health		00-1000 · #1196 Ma...		-911.27
			A/C Sanitary District		5005 · Medical Insur...	-455.64	455.64
			A/C Domestic Wate...		5005 · Medical Insur...	-455.63	455.63
TOTAL						-911.27	911.27

Arch Cape Domestic Water District Check Detail May 2023

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	EFT	05/31/2023	Sure Payroll		00-1000 · #1196 Ma...		-6,511.92
					2400 · Payroll Liabili...	1,581.85	-1,581.85
					2400 · Payroll Liabili...	618.91	-618.91
					2401 · Payroll PER...	200.00	-200.00
					2400 · Payroll Liabili...	-2,200.76	2,200.76
			A/C Sanitary District		5001 · Wage - Distri...	-1,666.67	1,666.67
			A/C Domestic Wate...		5001 · Wage - Distri...	-1,666.66	1,666.66
			A/C Sanitary District		5002 · Wages - Ope...	-1,379.84	1,379.84
			A/C Domestic Wate...		5002 · Wages - Ope...	-1,379.84	1,379.84
			A/C Sanitary District		5003 · Employer Pa...	-309.46	309.46
			A/C Domestic Wate...		5003 · Employer Pa...	-309.45	309.45
TOTAL						-6,511.92	6,511.92
Check	2038	05/11/2023	Pacific Power		00-1000 · #1196 Ma...		-441.85
					6110 · Utilities	-441.85	441.85
TOTAL						-441.85	441.85
Check	2039	05/11/2023	CenturyLink		00-1000 · #1196 Ma...		-160.24
					6110 · Utilities	-160.24	160.24
TOTAL						-160.24	160.24
Bill Pmt -Check	2040	05/04/2023	City of Cannon Be...		00-1000 · #1196 Ma...		-518.75
Bill	Inv 69...	05/04/2023	A/C Sanitary District		6002 · Temporary H...	-259.38	259.38
			A/C Domestic Wate...		6002 · Temporary H...	-259.37	259.37
TOTAL						-518.75	518.75
Bill Pmt -Check	2041	05/04/2023	EO Media Group		00-1000 · #1196 Ma...		-50.40
Bill		05/04/2023			6109 · Notices	-25.20	25.20
					6109 · Notices	-25.20	25.20
TOTAL						-50.40	50.40
Bill Pmt -Check	2042	05/04/2023	Jackson Oil		00-1000 · #1196 Ma...		-252.38
Bill	Inv 99...	05/04/2023			6008 · Vehicle	-177.00	177.00
					6008 · Vehicle	-75.38	75.38
TOTAL						-252.38	252.38
Bill Pmt -Check	2043	05/04/2023	Jigsaw Consulting...		00-1000 · #1196 Ma...		-2,800.00
Bill		05/04/2023	A/C Sanitary District		6001 · Administrativ...	-1,512.00	1,512.00
			A/C Domestic Wate...		6001 · Administrativ...	-1,288.00	1,288.00
TOTAL						-2,800.00	2,800.00
Bill Pmt -Check	2044	05/04/2023	Oregon Operator S...		00-1000 · #1196 Ma...		-660.00
Bill	ACW...	05/04/2023	A/C Sanitary District		6106 · Professional ...	-330.00	330.00
			A/C Domestic Wate...		6106 · Professional ...	-330.00	330.00
TOTAL						-660.00	660.00

Arch Cape Domestic Water District
Check Detail
 May 2023

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	2045	05/04/2023	Pacific Power		00-1000 · #1196 Ma...		-244.98
Bill	87613...	05/04/2023			6110 · Utilities	-72.98	72.98
Bill	11346...	05/04/2023			6110 · Utilities	-172.00	172.00
TOTAL						-244.98	244.98
Bill Pmt -Check	2046	05/04/2023	USA BlueBook		00-1000 · #1196 Ma...		-606.82
Bill	313351	05/04/2023			6201 · Chemicals	-303.41	303.41
					6201 · Chemicals	-303.41	303.41
TOTAL						-606.82	606.82
Bill Pmt -Check	2047	05/18/2023	Springboard Fores...		00-1000 · #1196 Ma...		-10,387.00
Bill	Invoic...	05/11/2023			7802 · Forestry Ser...	-10,387.00	10,387.00
TOTAL						-10,387.00	10,387.00
Check	2048	05/18/2023	North Coast Land ...		00-1000 · #1196 Ma...		-5,850.00
					7800 · Business OR...	-5,850.00	5,850.00
TOTAL						-5,850.00	5,850.00
Check	2049	05/18/2023	Curran McLeod		00-1000 · #1196 Ma...		-615.00
			A/C Domestic Wate...		6106 · Professional ...	-615.00	615.00
TOTAL						-615.00	615.00
Check	2050	05/18/2023	Haglund Kelley LLP		00-1000 · #1196 Ma...		-1,550.00
			A/C Domestic Wate...		6108 · Legal Services	-1,550.00	1,550.00
TOTAL						-1,550.00	1,550.00



Forest Project Manager Board Update

Daniel Wear, Sustainable Northwest

Public Access Planning

- Draft Public Access Plan, Available for Public Comment until July 5. Shared via email and webform, communication to be posted at mailboxes.

Forest Management Committee Meeting

- Next Meeting June 26, 3:00 PM
- (Likely) Topics To Discuss: Road Grading Contract, Fire Protection Plan, Ecological Roads Assessment.

Funder Communications

- New point of contact with ODF.

Upcoming Report Requirements

- Annual Report for ARPA, July 10.

Materials for Arch Cape Forest Management

- Conservation Plan
- Ecological Roads Assessment
- Draft Public Access Plan

Arch Cape Forest Metrics- Attached Document



Arch Cape Forest Monthly Impact Metrics

The Arch Cape Domestic Water Supply District (Arch Cape Water District) strives to provide complete transparency in the design, purchase, and management of the Arch Cape Community Forest. The group provides public accessibility through publication on websites, social media platforms, and through mailings. Additionally, the group provides accessibility to board meetings and other events on a monthly basis. This document is meant to provide a baseline of metrics surrounding the steps the Arch Cape

Water District takes to ensure public inclusion in the decision-making process.

Full Project Management Timeline available:

https://drive.google.com/file/d/1oNc_n3eUiBOeptyOQRVysw1nVz5rvZ-a/view?usp=drive_web

Draft Public Access Plan:

1. Initial public comment window regarding the public access plan open until July 5.

Meetings

1. The Forest Management Committee meetings:
 - i. June 26 meeting.
 - b. Minutes Approved and posted on www.Archcapewater.org/meetings
2. Arch Cape Forest & Rainforest Reserve Advisory Team Meeting takes place on a monthly basis, on the second Wednesday of the month, 9:00 - 10:30 AM. These meetings are held remotely via Zoom.
 - a. Previous meeting took place on June 6, moved forward to facilitate advisory team feedback prior to public comment on public access plan.

Website & Social Media – Established with the intention of providing clarity on what is taking place regarding the Arch Cape Forest, and publicizing all meetings regarding Arch Cape Forest.

1. The Arch Cape Water District hosts an [Arch Cape Forest website](#).
 - a. Website posts upcoming events, updates around the site, and current management plans and information.
 - b. Website considered an educational hub, filled with resources for individuals curious about Arch Cape Forest.
 - c. Website received 81 visitors, 53 unique visitors between May 9 and June 8.

- d. Majority of traffic to website taking place via the Public Access Planning Portion of the Website.
2. The Arch Cape Forest [Facebook Page](#) receives the most engagement with the public.
 - a. A total of 1,800 people were reached via posts from the Facebook Page between May 10 and June 8.
 - b. 6 posts were made in the past month – sharing meeting information and increasing attendance to the Town Hall event and other committee meetings.
 - c. Typical engagement for an event posting reaches between 25 and 300 users.
 - d. Majority of engagement came around celebrating the one-year anniversary of the Arch Cape Forest.

Mailing: Summer Arch Cape Forest Mailing

1. Publicizing the conservation plan, the forest management work, and inviting participation in the Access Planning Document. Mailing to 342 rate payers this week.
2. E-Newsletter to 183 email accounts registered to the Arch Cape Forest.

ARCH CAPE WATER DISTRICT LONG RANGE FINANCIAL PLAN



- \$70,000 membrane replacement 2025-26
- \$20,000 Storage planning: preliminary design 2025-26
- \$280,000 South reservoir

KEY ASSUMPTIONS:

- 2 Connections per year
- Expense Allocation: Blended 57% Sanitary
- Expense growth 2% growing to 4%
- Rates adjusted to retain approximately 16% of operating expenses on hand
- Contingency set at 15% of operating expenses
- No loans for capital projects
- User rates adjusted for operating expenses and capital expenses:
 - Rate increased by 5% for 2023-24 from \$158 to \$167.
 - Rate increased by 5% for 2024-25 from \$167 to \$176.

NOTE: Additional funding options will be pursued to help offset the cost of capital projects. Amounts represented here are reflected in the rate increase projections and represent NO additional grant funding contributions to offset capital costs. The long-range financial plans are reviewed and updated annually alongside the budget.

EXPECTED FUTURE CAPITAL FUND EXPENDITURE:

	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 BUDGET	2022-23 PROJECTED	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33
ASSUMPTIONS														
SD IGA % : PERSONNEL + ALLOC	57.0%	57.0%	57.0%	57.0%	57.0%	57.0%	57.0%	57.0%	57.0%	57.0%	57.0%	57.0%	57.0%	57.0%
GENERAL INFLATION	7.0%	7.0%	7.0%	7.0%	6.0%	5.0%	5.0%	4.0%	4.0%	4.0%	5.0%	5.0%	5.0%	5.0%
HOOKUPS	294	296	298	303	305	307	309	311	313	315	317	319	321	323
Change in Hookups	2	2	2	6	2	2	2	2	2	2	2	2	2	2
Systems Development Charge*	5,604	5,996	6,416	6,390	6,801	6,971	7,145	7,324	7,507	7,695	7,887	8,084	8,286	8,494
Excess usage Charge % of User Fees*	11.8%	11.8%	9.1%	6.5%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%
WD Quarterly User Rates	169	171	175	175	184	193	203	211	219	228	237	246	256	264
<i>Usage charges</i>	151	153	158	158	167	176	186	194	202	211	220	229	239	247
<i>Debt service surcharges</i>	18	18	17	17	17	17	17	17	17	17	17	17	17	17
Annual increase - Total	1.8%	1.2%	2.3%	2.3%	5.0%	5.0%	5.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	3.0%
Annual increase - Usage chg. Only	2.7%	1.3%	3.3%	3.3%	5.5%	5.5%	5.5%	4.4%	4.4%	4.3%	4.3%	4.3%	4.3%	3.2%
BEGINNING BALANCE	202,870	221,657	209,504	182,424	164,251	124,672	130,454	139,559	151,876	167,608	186,969	207,506	229,216	252,093
REVENUE														
USER FEES	184,014	211,088	187,072	190,428	201,703	213,891	227,088	238,538	250,518	263,052	276,164	289,882	304,232	315,963
EXCESS USAGE CHARGES	21,628	24,880	17,000	12,355	20,740	21,389	22,709	23,854	25,052	26,305	27,616	28,988	30,423	31,596
FEE SURCHARGE FOR DEBT	22,905	21,490	20,128	18,497	17,000	20,876	21,012	21,148	21,284	21,420	21,556	21,692	21,828	21,964
SD IGA REVENUE	141,190	151,355	150,000	130,000	157,500	172,398	181,018	188,259	195,789	203,620	213,801	224,492	235,716	247,502
GRANT/LOAN PROCEEDS	0	0	0	0	0	0	0	0	0	0	0	0	0	40,000
OTHER	4,307	9,771	3,153	30,648	3,200	3,360	3,528	3,669	3,816	3,969	4,167	4,375	4,594	4,824
TOTAL REVENUE	374,043	418,584	377,353	381,928	400,143	431,914	455,355	475,468	496,458	518,366	543,305	569,429	596,793	661,849
TOTAL RESOURCES	576,914	640,241	586,857	564,352	564,394	556,586	585,809	615,026	648,334	685,974	730,274	776,935	826,009	913,942

	2020-21 ACTUAL	2021-22 ACTUAL	2022-23 BUDGET	2022-23 PROJECTED	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33
EXPENDITURES														
PERSONNEL														
SALARY/WAGE	138,181	140,701	158,233	144,190	135,000	141,750	148,838	154,791	160,983	167,422	175,793	184,583	193,812	203,502
TAXES & BENEFITS	79,911	77,749	90,886	79,639	91,150	95,708	100,493	104,513	108,693	113,041	118,693	124,628	130,859	137,402
TOTAL PERSONNEL	218,092	218,450	249,119	223,829	226,150	237,458	249,330	259,304	269,676	280,463	294,486	309,210	324,671	340,904
MATERIALS & SERVICES														
ALLOCABLE EXPENSES	41,586	39,493	49,850	50,173	61,900	64,995	68,245	70,975	73,814	76,766	80,604	84,635	88,866	93,310
SD FACILITIES USE	3,226	3,375	3,750	3,750	3,750	3,000	3,000	3,001	3,002	3,003	3,004	3,005	3,006	3,007
WATERSHED	4,146	34,643	0	0	0	0	0	0	0	0	0	0	0	0
MAINTENANCE & CHEMICALS	36,360	79,057	40,000	44,868	71,500	43,575	45,754	47,584	49,487	51,467	54,040	56,742	59,579	62,558
UTILITIES	8,617	9,028	15,000	10,802	12,000	12,600	13,230	13,759	14,310	14,882	15,626	16,407	17,228	18,089
GEN'L & ADMINISTRATIVE	29,268	15,998	35,775	43,907	41,650	43,733	45,919	47,756	49,666	51,653	54,235	56,947	59,795	62,784
TOTAL MATERIALS & SERVICES	116,392	181,594	144,375	153,500	190,800	167,903	176,148	183,075	190,278	197,771	207,510	217,736	228,474	239,748
CAPITAL OUTLAY			78,768	2,000	2,000	0	0	0	0	0	0	0	0	0
TOTAL OPERATING EXPENDITURES	334,484	400,044	472,262	379,329	418,950	405,360	425,478	442,378	459,954	478,233	501,996	526,946	553,144	580,652
TRANSFER TO CAPITAL FUND	0	37,000	0	0	0	0	0	0	0	0	0	0	0	200,000
DEBT SERVICE	20,772	20,772	20,772	20,772	20,772	20,772	20,772	20,772	20,772	20,772	20,772	20,772	20,772	20,772
TOTAL EXPENDITURES	355,256	457,816	493,034	400,101	439,722	426,132	446,250	463,150	480,726	499,005	522,768	547,718	573,916	801,424
CONTINGENCY & ENDING BALANCE														
CONTINGENCY			37,050		62,843	60,804	63,822	66,357	68,993	71,735	75,299	79,042	82,972	87,098
DESIGNATED RESERVES			40,141											
UNDESIGNATED	221,657	182,425	16,632	164,251	61,829	69,650	75,737	85,519	98,615	115,234	132,206	150,174	169,121	25,420
TOTAL ENDING BALANCE	221,657	182,425	93,823	164,251	124,672	130,454	139,559	151,876	167,608	186,969	207,506	229,216	252,093	112,518
TOTAL REQUIREMENTS	576,913	640,241	586,857	564,352	564,394	556,586	585,809	615,026	648,334	685,974	730,274	776,935	826,009	913,942
END BAL OVER/(UNDER) BEG BAL	18,787	(39,232)	(115,681)	(18,173)	(39,579)	5,782	9,105	12,317	15,732	19,360	20,537	21,710	22,876	(139,575)
LIQUIDITY REQ'MENT: 16% OP EXP														
LIQUIDITY REQ'MENT: 16% OP EXP	55,747	66,674	78,710	63,222	69,825	67,560	70,913	73,730	76,659	79,706	83,666	87,824	92,191	96,775
ENDING BALANCE MINUS LIQUIDITY REQ.	100,343	115,751	15,113		54,847	62,894	68,646	78,146	90,949	107,263	123,840	141,392	159,902	15,742
CAPITAL FUND ENDING BALANCE	79,130	154,048	84,474	79,677	92,840	106,782	31,073	45,721	60,735	76,124	91,899	108,067	124,640	61,627
Debt Service surcharges	18	172	96	17	119	123	130	139	150	165	180	196	213	103
Loans	20,772	203,197	114,595	20,772	145,444	151,226	160,331	172,648	188,380	207,741	228,278	249,988	272,865	133,290
IFA : BusOR WTP Upgrade \$536K SZ9006	20,772	20,772	20,772	20,772	20,772	20,772	20,772	20,772	20,772	20,772	20,772	20,772	20,772	20,772
	221,658	182,425	93,823	164,251	124,672	130,454	139,559	151,876	167,608	186,969	207,506	229,216	252,093	112,518
	1	0	0	0	0	0	0	0	0	0	0	0	0	0
RESOURCES OVER/(UNDER) REQ.	1	0	0	0	0	0	0	0	0	0	0	0	0	0

ARCH CAPE WATER DISTRICT

WATER DISTRICT - CAPITAL FUND														
	Act	Act	Budget	EOYP	PROJECTED									
	2020-21	2021-22	2022-23	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33
RESOURCES														
BEGINNING BALANCE	93,053	99,462	111,926	154,048	79,677	92,840	106,782	31,073	45,721	60,735	76,124	91,899	108,067	124,640
REVENUE														
SDC REVENUE	6,409	17,586	12,780	38,340	13,163	13,942	14,291	14,648	15,014	15,389	15,774	16,169	16,573	16,987
TOTAL REVENUE	6,409	17,586	12,780	38,340	13,163	13,942	14,291	14,648	15,014	15,389	15,774	16,169	16,573	16,987
TRANSFER FROM GENERAL FUND	0	37,000	76,768	0	0	0	0	0	0	0	0	0	0	200,000
TOTAL RESOURCES	99,462	154,048	201,474	192,388	92,840	106,782	121,073	45,721	60,735	76,124	91,899	108,067	124,640	341,627
REQUIREMENTS														
EXPENDITURES														
WATER SOURCE ASSESSMENT														
MEMBRANE REPLACEMENT							70,000							
SECOND WATER SOURCE														
STORAGE PLNG : PRELIM DESIGN							20,000							
TRUCK														
SOUTH RESERVOIR														280,000
METER REPLACEMENT			117,000	112,711										
OTHER														
TOTAL EXPENDITURES	0	0	117,000	112,711	0	0	90,000	0	0	0	0	0	0	280,000
ENDING BALANCE	99,462	154,048	84,474	79,677	92,840	106,782	31,073	45,721	60,735	76,124	91,899	108,067	124,640	61,627
TOTAL REQUIREMENTS	99,462	154,048	201,474	192,388	92,840	106,782	121,073	45,721	60,735	76,124	91,899	108,067	124,640	341,627

HISTORICAL DATA					2023-2024 FISCAL YEAR				
ACTUAL	ACTUAL	ADOPTED	EOY PROJ		PROPOSED	RECOMMEND	RECOMMEND	ADOPTED	
YR: 20-21	YR: 21-22	YR: 22-23	YR: 22-23		Version 1	Version 2	Version 3		
BEGINNING BALANCE				RESOURCES					
167,033	221,657	169,363	182,424	Undesignated Balance	105,837	105,837	105,837		
35,837		40,141	0	Operating Reserve	0	0	0		
202,870	221,657	209,504	182,424	TOTAL BEGINNING BALANCE	105,837	105,837	105,837		
REVENUE									
184,014	211,088	187,072	166,873	User Fees [305 x \$167]	204,680	204,680	201,703		
21,628	24,880	17,000	14,892	Excess Usage Charges	17,000	17,000	17,000		
22,905	21,490	20,128	16,232	Debt Service Surcharges [305 x \$17]	20,468	20,468	20,740		
141,190	151,355	150,000	114,338	Sanitary District IGA Service Charge	150,000	150,000	157,500		
1,781	394	1,000	7	Interest	1,000	1,000	1,000		
349	7,277		37	Miscellaneous	0	0	0		
700	2,100	1,400	3,500	Meter Hookup Fee	1,400	1,400	1,400		
			3,000	Grant Reimbursements					
175				Cannon Beach IGA					
1,302		753	628	Cannon View Park	800	800	800		
374,043	418,584	377,353	319,505	TOTAL REVENUE	395,348	395,348	400,143		
576,913	640,240	586,857	501,929	TOTAL RESOURCES	501,185	501,185	505,979		
PERSONNEL SERVICES				REQUIREMENTS					
80,691	82,306	90,289	92,488	Manager	80,000	80,000	80,000		
57,490	58,395	67,944	42,217	Operator	55,000	55,000	55,000		
10,571	10,696	12,358	20,609	FICA	12,500	12,500	12,500		
30,791	32,921	35,128	28,217	PERS	35,250	35,250	35,250		
32,349	34,105	40,000	24,121	Medical Insurance	40,000	40,000	40,000		
6,200	27	3,400	3,389	Worker's Compensation	3,400	3,400	3,400		
218,092	218,450	249,119	211,041	Total Personnel Services	226,150	226,150	226,150		
MATERIALS & SERVICES									
29,268	30,608	33,600	33,600	Administrative Services	38,400	38,400	38,400		
0	525	5,000	8,750	Temporary Help	10,000	10,000	10,000		
1,046	182	850	814	Clothing Allowance	1,000	1,000	1,000		
1,732	1,591	2,000	2,385	Education	2,700	2,700	2,700		
0	0	1,000	149	Travel	1,000	1,000	1,000		
1,616	2,189	2,300	2,775	Office Supplies	2,300	2,300	2,300		
1,565	1,503	1,600	1,007	Postage	2,500	2,500	2,500		

6,359	2,895	3,500	3,852	Vehicle	4,000	4,000	4,000
3,226	3,375	3,750	3,750	Sanitary District Use Charges	3,750	3,750	3,750
579	608	625	886	Payroll Service	500	500	500
6,326	6,730	8,250	10,419	Liability & Property Insurance	12,000	12,000	12,000
420	1,308	2,000	1,000	Licenses	2,000	2,000	2,000
29,308	70,402	33,500	38,845	Maintenance	65,000	65,000	65,000
7,052	8,655	6,500	10,785	Chemicals	6,500	6,500	6,500
4,146	34,643	0	0	Watershed	0	0	0
2,301	1,371	1,200	3,752	Dues/Taxes	1,450	1,450	1,450
692	512	5,000	8,082	Professional Services	5,000	5,000	5,000
3,650	3,500	15,000	15,000	Auditing	15,000	15,000	15,000
7,995	1,931	3,000	6,350	Legal Services	5,000	5,000	5,000
494	38	700	448	Notices	700	700	700
8,617	9,028	15,000	9,632	Utilities	15,000	12,000	12,000
116,392	181,594	144,375	162,280	TOTAL MATERIALS & SERVICES	193,800	190,800	190,800
CAPITAL OUTLAY							
		76,768	0	Meters Replacement	0	0	0
		2,000	2,000	Access Road to WWTP	2,000	2,000	2,000
0	0	78,768	2,000	Total Capital Outlay	2,000	2,000	2,000
334,484	400,044	472,262	375,321	TOTAL OPERATING EXPENSES	421,950	418,950	418,950
INTERFUND TRANSFERS							
	37,000				76,768	0	0
0	37,000	0	0	TOTAL INTERFUND TRANSFERS	76,768	0	0
DEBT SERVICE							
20,772	20,772	20,772	16,855	IFA Water Plant Upgrade - Principal	17,023	17,023	17,023
			3,917	IFA Water Plant Upgrade - Interest	3,749	3,749	3,749
20,772	20,772	20,772	20,772	TOTAL DEBT SERVICE	20,772	20,772	20,772
355,256	457,816	493,034	396,093	TOTAL GENERAL FUND EXPENDITURES	519,490	439,722	439,722
CONTINGENCY & ENDING BALANCE							
		37,050	0	Contingency		62,843	62,843
		40,141	0	Operating Reserve	0	0	0
221,657	182,424	16,632	105,837	Undesignated	-18,305	-1,380	3,415
221,657	182,424	93,823	105,837	TOTAL UNAPPROPRIATED BALANCE	-18,305	61,463	66,257
221,657	182,424	93,823	105,837	TOTAL CONTINGENCY & UNAPP BAL (ENDING)	-18,305	61,463	66,257
576,913	640,240	586,857	501,929	TOTAL REQUIREMENTS	501,185	501,185	505,979

HISTORICAL DATA				2023-2024 FISCAL YEAR				
ACTUAL	ACTUAL	ADOPTED	EOY PROJ	RESOURCES	PROPOSED	RECOMMEND	RECOMMEND	ADOPTED
YR: 20-21	YR: 21-22	YR: 22-23	YR: 22-23		Version 1	Version 2	Version 3	FINAL
				BEGINNING BALANCE				
93,053	99,462	101,926	144,048	Undesignated Balance	75,828	75,828	75,828	
0	0	10,000	10,000	Reserve from Purchase				
93,053	99,462	111,926	154,048	TOTAL BEGINNING BALANCE	75,828	75,828	75,828	
				REVENUE				
				OPERATING INCOME				
6,409	17,586	12,780	38,340	SDC Revenue	13,163	13,163	13,163	
6,409	17,586	12,780	38,340	TOTAL Operating Income	13,163	13,163	13,163	
				INTERFUND TRANSFERS				
0	37,000	76,768	0	Transfer From General Fund	76,768	0	0	
0	37,000	76,768	0	Total Interfund Transfers	76,768	0	0	
6,409	54,586	89,548	38,340	TOTAL REVENUE	89,931	13,163	13,163	
99,462	154,048	201,474	192,388	TOTAL RESOURCES	165,759	88,990	88,990	
ACTUAL	ACTUAL	ADOPTED	EOY PROJ	EXPENDITURES	PROPOSED	RECOMMEND	ADOPTED	
YR: 20-21	YR: 21-22	YR: 22-23	YR: 22-23		Version 1	Version 2	Version 3	
				CAPITAL OUTLAY				
0		117,000	116,560	Meters Replacement	0	0	0	
0	0	117,000	116,560	Total Capital Outlay	0	0	0	
0	0	117,000	116,560	TOTAL EXPENDITURES	0	0	0	
				CONTINGENCY & UNAPPROPRIATED BALANCE				
0	0	84,474	0	Contingency		88,990	88,990	
99,462	154,048	0	75,828	Unappropriated Balance	165,759	0	0	
99,462	154,048	84,474	75,828	TOTAL CONTINGENCY & UNAPP (ENDING) BAL	165,759	88,990	88,990	
99,462	154,048	201,474	192,388	TOTAL REQUIREMENTS	165,759	88,990	88,990	

HISTORICAL DATA				ARCH CAPE FOREST FUND	2023-2024 FISCAL YEAR			
ACTUAL	ACTUAL	ADOPTED	EOYP	RESOURCES	PROPOSED	RECOMMEND	RECOMMEND	ADOPTED
YR: 20-21	YR: 21-22	YR: 22-23	YR: 22-23	BEGINNING BALANCE	Version 1	Version 2	Version 3	
		10,000	15,852	Undesignated Balance - From Purchase		350,752	409,103	
	20,000			Ernest Money	910,052			
	20,000	10,000	15,852	TOTAL BEGINNING BALANCE	910,052	350,752	409,103	
				REVENUE				
	940,000	1,040,000	263,374	Business Oregon ARPA Grant		987,000	776,626	
		30,000	0	Safe Drinking Water Revolving Loan Fund (U22010)	30,000	0	30,000	
	3,500,000			Forest Legacy Program Grant				
	250,000			Clatsop County Contribution				
		284,301	303,251	Private Donations held by NCLC on behalf of AC Water	303,251	303,251	0	
		100,000	90,000	Hollis Foundation Grant	90,000	90,000	0	
				Interest on LGIP Account			14,625	
	4,690,000			Miscellaneous				
	4,690,000	1,454,301	656,625	TOTAL REVENUE	423,251	1,380,251	821,251	
	4,710,000	1,464,301	672,478	TOTAL RESOURCES	1,333,303	1,731,003	1,230,354	
				REQUIREMENTS				
				EXPENDITURES				
				OPERATION - DISTRICT				
				Liability Insurance	0	0	0	
				ODF - Fire Protection	0	0	2,335	
				Audit	0	0	10,000	
	0	0	0	TOTAL OPERATION	0	0	12,335	
				CAPITAL PROJECT - ARPA GRANT				
	4,690,000			Land Purchase			0	
	4,148			Closing Cost			0	
		75,682	54,846	Project Management	45,786	35,786	40,836	
				District Staff Project Management (208 hrs @ \$13,104 fy)			13,104	
		98,000	52,971	Forestry Consultant	65,029	55,029	45,029	
		6,000	6,000	Finance Management	2,000	0	6,000	
		692,878	53,979	Construction (culvert replacement, stream crossing, drainage, improvements, road repairs)	692,878	609,878	638,899	

		7,500	3,000	Legal Fees	7,500	4,500	4,500	
		174,090	86,728	Land Maintenance Repair [Thinning @ \$85,228]	172,958	172,590	48,258	
		5,850	5,850	Conservation Planning	1,350	1,350	0	
0	0			Safe Drinking Water Revolving Loan Fund (U22010)	0	0	0	
	4,694,148	1,060,000	263,374	TOTAL CAPITAL OUTLAY	987,501	879,133	796,626	
	4,694,148	1,060,000	263,374	TOTAL OPERATIONS & CAPITAL OUTLAY	987,501	879,133	808,961	
				CONTINGENCY AND UNAPPROPRIATED BALANCE				
	15,852	404,301	409,103	Contingency	345,802	851,870	421,393	
		0		Unappropriated Balance	0	0	0	
0	15,852	404,301	409,103	TOTAL CONTINGENCY & UNAPP BAL (ENDING)	345,802	851,870	421,393	
	4,710,000	1,464,301	672,478	TOTAL REQUIREMENTS	1,333,303	1,731,003	1,230,354	

RESOLUTION No. 23-01 WD

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the Arch Cape Domestic Water Supply District hereby adopts the budget for fiscal year 2023-2024 in the total amount of \$1,905,235.* This budget is now on file at 32065 E Shingle Mill Lane, Arch Cape, OR 97102.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2023, for the following purposes:

General Fund

Personnel Services	226,150
Materials & Services	190,800
Capital Outlay	2,000
Interfund Transfers	0
Debt Service	20,772

Capital Fund

	0
Total.....	\$0

Arch Cape Forest Fund

	808,961
Total.....	\$808,961

Not Allocated to Organizational Unit or Program:

Contingency

	577,076
Total.....	\$577,076

Total..... **\$439,722**

	0
Total.....	\$0

Total APPROPRIATIONS, All Funds . . . **\$1,825,759**

Total Unappropriated and Reserve Amounts, All Funds . . . **16,636**

TOTAL ADOPTED BUDGET . . . **\$1,842,395** *

*(*amounts with asterisks must match)*

RESOLUTION IMPOSING THE TAX

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2023-2024:

- (1) In the amount of \$ 0.00 **OR** at the rate of \$ 0.00 per \$1000 of assessed value for permanent rate tax;
- (2) In the amount of \$ 0.00 **OR** at the rate of \$ 0.0 per \$1000 of assessed value for local option tax; and
- (3) In the amount of \$0 for debt service on general obligation bonds;

RESOLUTION CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

Subject to the General Government Limitation

Permanent Rate Tax.....\$ 0.00 **OR** \$ 0.00/\$1,000
Local Option Tax.....\$ **0.00** **OR** \$ 0/\$1,000

Excluded from Limitation

General Obligation Bond Debt Service.....\$ 0

The above resolution statements were approved and declared adopted on June 15, 2023.

X _____
Signature

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT

RESOLUTION 23-02 WD

A RESOLUTION SUPERSEDING RESOLUTION 22-04 WD RATE CHANGE ESTABLISHING BASE RATE 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, 2023 as follows:

Customers with a ¾" service connection:

Water Quarterly Base Rate	\$167.00
Water Quarterly Debt Surcharge	<u>\$17.00</u>
Total Quarterly Charge	\$184.00

Customers with a 1" service connection:

Water Quarterly Base Rate	\$207.00
Water Quarterly Debt Surcharge	<u>\$17.00</u>
Total Quarterly Charge	\$224.00

Customers with a 2" fire suppression service connection:

Annual Base Rate-FY 2023-24	\$200.00
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Adopted this 15th day of June 2023.

Attest:

Teri Fladstol, Secretary

Nadia Gardner, President

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT

RESOLUTION 23-03 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 22-04 WD was 12,899 and the April 2023 ENR CCI to be applied for the purposes of this Resolution is 13,230 (Index Ratio=13,230/12,899 =1.03);

NOW, THEREFORE, be it resolved the ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT System Development and Connection Charge herein established become effective July 1st, 2022.

<u>¾ inch meter</u>		<u>1 inch meter</u>	
Improvement Fee	\$1,490	Improvement Fee:	\$ 3,728
Reimbursement Fee	\$5,028	Reimbursement Fee:	\$12,571
Administrative Fee	<u>\$ 63</u>	Administration Fee:	<u>\$ 163</u>
Total SDC/EDU Charge	\$6,581	Total SDC/EDU Charge:	\$ 16,462
Connection Charge	\$ 700		

Adopted and signed this 15th day of June, 2023.

Attest _____
Teri Fladstol, Secretary

Nadia Gardner, President

Earl Enterprises, Inc.
Task Order
Accounting Services Project Management:
Arch Cape Forest Fund
Date: July 1, 2023

Scope of Work

Earl Enterprises, Inc. will provide additional accounting functions for the Arch Cape Water District specific to the acquisition of the Arch Cape Forest in June of 2022 by managing the Arch Cape Forest Fund using QuickBooks with a fiscal year of July 1 - June 30. Jigsaw Consulting Service will assume managing the Arch Cape Forest Fund as of July 1, 2023.

Services that will be provided include:

- Maintaining the Chart of Accounts
- Recording revenues (e.g., sources of grants, investments, products) and expenses.
- Recording and reporting of ARPA Fund sources and uses. Additional funding sources and uses will be tracked separately as/if needed.
- Managing receipt, status, and release of restricted and temporarily restricted funds.
- Recording of committed capital allocations.
- Reconciliation of bank and investment accounts.
- Preparation of monthly, quarterly, and annual financial statements, including sub-reports on source of funds usage, budget to actual, loss reserve balances, restricted and unrestricted balance changes, product revenue and expense reports, allocation of labor to specific tasks.
- Preparation of financial reports for donors or funders, as needed.
- Audit-related support to assure completion of audit per grant contract, including all needed documentation and reports provided to auditor upon request.
- Comply with relevant reporting requirements.

The initial term of this engagement is intended for July 1, 2023, through June 30, 2024. The engagement may be extended for additional years. All work completed will be proprietary to the Arch Cape Water District.

Fees & Compensation

Based on the duties listed under the Scope of Work above, the monthly fee to provide the services will be \$500 per month [not to exceed \$6,000.00]; billed on the 1st of each month beginning July 1, 2024.

Earl Enterprises, Inc. acknowledges acceptance and verification of:

Contractor must be registered in SAM.gov. - The Contractor shall register in the System for Award Management (SAM), which is the primary registrant database for the U.S. Federal Government and shall update the information at least annually after the initial registration and maintain its status in the SAM through the Term of this Agreement. Information regarding the process to register at the SAM can be obtained at Sam.gov.

Whistleblower - Contractor receiving ARPA funds shall under or through this contract post notice of the rights and remedies provided to whistleblowers under No Fear Act Pub. L. 107-174. 29 CFR § 1614.703 (d).

Inspections; Information - Contractor shall permit, and cause its subcontractors to allow the State of Oregon, the federal government and any party designated by them to:

- Examine, visit, and inspect, at any and all reasonable times, the property, if any, constituting the Project.
- Inspect and make copies of any accounts, books, and records, including, without limitation, its records regarding receipts, disbursement, contracts, and any other matters relating to the Project, and to its financial standing, and shall supply such reports and information as requested.
- Interview any officer or employee of the Contractor, or its subcontractors, regarding the Project.

Equal Opportunity - Contractor shall comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60).

Copeland "Anti-Kickback" Act - Contractor shall comply with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Debarment and Suspension(Executive Orders 12549 and 12689) - A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Prohibition on purchasing telecommunications or surveillance equipment, services, or systems. As required by 2 CFR 200.216, federal grant or loan recipients and subrecipients are prohibited from obligating or expending loan or grant funds to procure or obtain; extend or renew a contract to procure or obtain; or enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that use covered telecommunications equipment, video surveillance services or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115-232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities). Prohibitions extend to the use of Federal funds by recipients and subrecipients to enter into a contract with an entity that "uses any equipment, system, or service that uses covered telecommunications equipment or services" as a substantial or essential component of any system, or as critical technology as part of any system. Certain equipment, systems, or services, including equipment, systems, or services produced or provided by entities subject to the prohibition are recorded in the System for Award Management exclusion list.

Preference to United States made goods.- As appropriate and to the extent consistent with law, the contractor should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award. For purposes of this section:
(1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.
(2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

Dated: June 1, 2023

Teri Fladstol, Earl Enterprises, Inc.
UEI#ZLYNBESE2KS6

President
Arch Cape Water District

**ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT
ADMINISTRATIVE SUPPORT PERSONAL SERVICES AGREEMENT**

THIS PERSONAL SERVICES CONTRACT ("Contract") is made by and between the Arch Cape Domestic Water Supply District (ACDWSO), a water district formed under ORS Chapter 264, and Earl Enterprises, Inc. DBQ: Jigsaw Consulting Services ("Contractor").

RECITALS

- A. ACDWSO needs the services of a professional Contractor with the particular training, ability, knowledge, and experience possessed by Contractor and wishes to receive such services from Contractor.
- B. ACDWSO desires assistance with the administration of the District as it relates to finance, accounts, and general services limited to the job descriptions.
- C. The parties wish to set forth the terms and conditions of their agreement in this Personal Services Contract ("Contract").

AGREEMENT

- 1. **SCOPE OF WORK.** Contractor shall provide professional, technical, and expert services to ACDWSO, as more particularly described in the attached, "Contractor Scope of Services Arch Cape Domestic Water Supply and Sanitary Districts – Exhibit A."
- 2. **EFFECTIVE DATE AND DURATION OF CONTRACT.** This Contract shall become effective on July 1, 2023. This Contract shall remain in full force and effect until June 30th, 2024.
- 3. **PAYMENT.** ACDWSO agrees to pay the Contractor a sum payment of \$3,200.00 per month by the Arch Cape Domestic Water Supply District for the services and work required under this Contract.
 - 3.1. **CONTRACTOR** shall submit monthly billings for work performed from July 1st, 2023, through June 30th, 2024.
 - 3.2. ACDWSO shall pay Contractor for the amount billed within thirty (30) days after receiving Contractor's billing. ACDWSO shall not pay any amount in excess of the compensation amounts set forth above nor shall ACDWSO pay Contractor any fees or costs which ACDWSO reasonably disputes.
 - 3.3. **FAILURE TO PERFORM.** In the event that Contractor fails to perform any material obligations, ACDWSO reserves the right to give Contractor written notice of such failure. The contractor will then have thirty (30) calendar days to resolve the failure. If the failure is not resolved within thirty (30) days after notification, ACDWSO reserves the right to withhold all money that is due and payable to Contractor. Such a remedy is in addition to other remedies that might be available to ACDWSO. Moreover, ACDWSO reserves the right to terminate the contract if Contractor exceeds thirty (30) days of non-performance.

4. **CHANGES.** This Contract, including all exhibits attached hereto, shall not be waived, altered, modified, supplemented, extended, or amended, in any manner whatsoever, except by written instrument, executed by both parties. The parties acknowledge and agree that this Contract may be amended to specifically provide for changes (additions or subtractions) to Contractor services that are within or directly related to the Scope of Work.
5. **INDEPENDENT CONTRACTOR STATUS/CONTRACTOR WARRANTIES.** Contractor shall be free from ACDWSD direction and control over the means and manner of providing the labor or service, subject only to the specifications of the desired results. Contractors shall furnish the tools or equipment necessary for the contracted labor or services.
 - 5.1. Contractor agrees, warrants, represents, and certifies that:
 - 5.1.1. Contractor is engaged as an independent Contractor and will be responsible for any federal or state taxes applicable to any payments made under this Contract.
 - 5.1.2. Contractor has filed federal and state income tax returns in the name of the business, for the previous year, for labor or services performed as an independent Contractor in the previous year.
 - 5.1.3. The work or services performed under this Contract shall be performed in a good and workmanlike manner and in accordance with the degree of skill and diligence normally employed by professional Contractors performing the same or similar services at the time and location such services are performed.
 - 5.1.4. Contractor has the power and authority to enter into and perform this Contract and, when executed and delivered, this Contract shall be a valid and binding obligation of Contractor enforceable in accordance with its terms.
 - 5.1.5. Contractor has read, understands, and agrees to be bound by each of the terms and conditions of this Contract.
 - 5.1.6. Contractor represents and warrants that Contractor is not an employee of ACDWSD is not currently employed by a government agency and meets the specific independent Contractor standards of ORS 670.600.
6. **OTHER CONTRACTORS.** ACDWSD may undertake or award other contracts for additional or related work, and Contractor shall fully cooperate with such additional Contractors and with any ACDWSD employees concerned with such additional or related work and shall coordinate the performance of work under this Contract and contract documents, with such additional or related work. If such award results in additional work for Contractor beyond the scope of this agreement, ACDWSD will negotiate with Contractor for the payment of additional compensation. Contractor shall not commit or permit any act which will interfere with the performance of work by any other Contractor or by any ACDWSD employee. Contractor shall notify ACDWSD as soon as possible if work is performed by any other Contractor deemed to interfere with or will interfere with the work to be performed by Contractor under this Agreement.

7. SUBCONTRACTORS, ASSIGNMENT; SUCCESSORS-IN-INTEREST.

- 7.1. Except as specifically authorized in the contract documents, Contractor shall not make any subcontract with any other party for furnishing any of the work and services contemplated under the contract documents or assign or transfer any interest in this Contract, without obtaining the express prior written consent of ACDWSD.
- 7.2. Contractor shall be wholly responsible for the performance of all subcontractors and for their acts, errors, and omissions, and those of persons either directly or indirectly employed by Contractor, and the fact that subcontractors are subject to the approval of ACDWSD shall not affect Contractor's responsibility in this regard. In any case, this Contract shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors and assigns, if any.
- 7.3. Contractor shall bind every subcontractor to all terms and conditions anywhere contained in the contract documents as far as applicable to the work of such subcontractors so that subcontractor assumes toward Contractor and toward the work all the obligations and responsibilities that the contract assumes toward ACDWSD as to the performance of the subcontractor's portion of the work.
- 7.4. Nothing contained in the Contract documents shall be construed to create any contract between ACDWSD and any subcontractor.

8. NO THIRD-PARTY BENEFICIARIES. ACDWSD and Contractor are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives, is intended to give, or shall be construed to give or provide, any benefit or right, whether directly or indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Contract.

9. PAYMENT OF LABORERS; PAYMENT OF TAXES.

Contractor shall:

- 9.1.1. Make payment promptly, as due, to all persons supplying to Contractor labor and material for the prosecution of the work provided for in the contract documents.
- 9.1.2. Not permit any lien or claim to be filed or prosecuted against ACDWSD on account of any labor or material furnished; and
- 9.1.3. Be responsible for all federal, state, and local taxes applicable to any compensation or payments paid to Contractor under this Contract.
- 9.1.4. If Contractor fails, neglects or refuses to make prompt payment of any claim for labor or services furnished by any person in connection with this Contract as such claim becomes due, ACDWSD may pay such claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due Contractor by reason of the Contract.
- 9.1.5. The payment of a claim in this manner shall not relieve Contractor from obligation with respect to any unpaid claims.

- 9.2. Contractor and its subcontractors, if any, are subject to Oregon Workers' Compensation Law, which requires all employers that employ subject workers who work under this Contract in the State of Oregon to comply with ORS 656.017 and provide the required workers' compensation coverage, unless such employers are exempt under ORS 656.126. The contractor shall ensure that each of its subcontractors, if any, complies with these requirements.
10. COMPLIANCE WITH APPLICABLE LAW. Contractor shall comply with all federal, state, and local laws and ordinances applicable to the work under this Contract, including, without limitation, the provisions of ORS 279B.230, B.235, and as set forth, in part, herein. Contractor further expressly agrees to comply with (i) Title VI of the Civil Rights Act of 1964; (ii) Section V of the Rehabilitation Act of 1973; (iii) the Americans With Disabilities Act of 1990 (Pub L No. 101-336), ORS 659.425, and all regulations and administrative rules established pursuant to those laws.
- 10.1. Contractor shall comply with all requirements of the Americans with Disabilities Act, 42 U.S.C. sec. 12101, et seq., and all regulations implementing the Act, especially including those regulations set forth at 28 C.F.R. sec. 35.130, or any later replacement for those regulations, directly or indirectly applicable to Contractor as a result of a contract with BWD.
11. INSURANCE. Contractor shall obtain prior to beginning any work under this Contract and shall maintain in full force and effect for the term of this Contract, at Contractor's expense, commercial general liability, and automobile insurance policies for bodily injury, including death, and property damage, including coverage for owned, hired or non-owned vehicles, as applicable. The policies shall be primary policies, issued by a company authorized to do business in the State of Oregon and providing single limit general liability coverage of \$1,000,000 and separate automobile coverage of \$1,000,000 or the limit of liability contained in ORS 30.260 to 30.300, whichever is greater. The contractor shall be financially responsible for all pertinent deductibles, self-insured retentions and/or self-insurance.
12. INDEMNIFICATION. Contractor shall indemnify, defend, save and hold harmless ACDWSD, its elected and appointed officials, officers, agents, employees and volunteers against all liability, claims, suits or actions of whatsoever nature, loss or expenses, including attorney fees and other expenses incident thereto, and against all claims, actions, judgments based upon or arising out of damage or injury or death to persons or property, if such is caused in whole or in part by any act or omission by Contractor and anyone acting on Contractor's behalf in connection with, or incidental to, this Contract or the work to be performed hereunder; provided, however, that nothing herewith shall be construed to require indemnification of ACDWSD attributable to its own negligence. Should ACDWSD be required to defend itself for any such claim before Contractor undertakes such defense, Contractor agrees to reimburse ACDWSD for such cost.
13. RECORDKEEPING. Contractor shall maintain all fiscal records relating to this Contract according to District policy. In addition, Contractor shall maintain updated desk top procedures and other records pertinent to this Contract in such a manner as to clearly document Contractor's performance hereunder. All such fiscal records, books, documents, papers, plans, and writings shall be retained by the Contractor and kept accessible; and the districts QuickBooks data bases shall be updated monthly.

14. **ACCESS TO RECORDS.** Contractor agrees that ACDWSD and its authorized representatives shall have access to all books, documents, papers, and records of Contractor which are directly related to the Contract for the purpose of making any audit, examination, copies, excerpts, and transcripts.
15. **ERRORS.** Contractor shall perform such additional work as may be necessary to correct errors in the work required under this Contract without undue delays and without additional cost to ACDWSD.
16. **TERMINATION.**
 - 16.1. This agreement may be terminated by the District, with majority vote of the Board of Directors or the Contractor upon thirty (30) days written notice to the other party.
 - 16.2. Contractor may terminate this Contract upon thirty (30) days' written notice to ACDWSD if ACDWSD fails to pay Contractor pursuant to the terms of this Contract and ACDWSD fails to cure within thirty (30) days after receipt of Contractor's notice or such longer period of cure as Contractor may specify in such notice.
 - 16.3. In the event of termination or breach, each Party shall be entitled to have any remedy available to it in law or equity.
17. **ATTORNEY FEES.** If a suit or action is filed to enforce any of the terms of this Contract, the prevailing party shall be entitled to recover from the other party, in addition to costs and disbursements provided by statute, any sum which a court, including any appellate court, may adjudge reasonable as attorney fees.
18. **FUNDS AVAILABLE AND AUTHORIZED.** ACDWSD has sufficient funds currently available and authorized for expenditure to finance the costs of this Contract.
19. **SEVERABILITY.** The parties agree that if any term or provision of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular term or provision held to be invalid.
20. **FORCE MAJEURE.** Neither ACDWSD nor Contractor shall be held responsible for delay or default caused by fire, riot, acts of God, or war where such cause was beyond, respectively, ACDWSD's or Contractor's reasonable control. Contractor shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this Contract.
21. **WAIVER.** The failure of either Party to enforce any provision of this Contract shall not constitute a waiver by that Party of that or any other provision.

The Contractor and Arch Cape Domestic Water Supply District hereby agree to all provisions of this Contract.

Arch Cape Domestic Water Supply District

Contractor

By: _____

Nadia Gardner, President
32065 East Shingle Mill Lane
Arch Cape, Oregon 97102

By: _____

Teri Fladstol, Earl Enterprises, Inc.
DBA: Jigsaw Consulting Services
PO Box 215
Tillamook, OR 97141

Date: _____

Date _____

"Exhibit A"
CONTRACTOR SCOPE OF SERVICES
ARCH CAPE DOMESTIC WATER SUPPLY AND SANITARY DISTRICTS

Banking

- Maintain checking accounts monthly and submit to the Board Treasurer for reconciliation.
- Deposit all revenue to bank accounts in timely manner, and record and manage Local Government Investment Pool account.

Financial Records and Databases

- Maintain QuickBooks or other accounting system and customer database.
- Maintain water usage data generated for the District.
- Execute quarterly billing in accordance with District policy.
- Send disconnection and reconnection notices to the District Manager who follows through the process for delinquent or new accounts.
- Support Payroll, including updating of PERS employee records.
- Report District payables and pay Board approved bills.
- Coordinate efforts with auditor for annual accounting review audit.
- Record, maintain, and distribute financial reports with appropriate explanatory notes to District financial statements in monthly budget versus actual financial reports to all Board members.
- Provide data hard drive backup.
- Assist the District Manager in budget and financial planning preparation. Distribute approved budgets to the proper authorities.

Website Support

- Modification and updating of the water and sanitary districts website

Reporting

- Comply with codes and standards.
- Fulfill federal, state, and local reporting requirements including debt service reporting.
- Provide monthly financial report to District Manager.

Supporting Water and Sanitary Boards

- Attend, record, and prepare minutes for all meetings as assigned within 12 days.
- Place legal notice of all Board meetings and work sessions with agendas, resolutions, Ordinances.
- Serve as Secretary of Board if elected by Board.
- Facilitate development and distribution of the board packet in accordance with the District Manager and Board Presidents.



Staff report 6.15.23

1. Our efforts identify and rehabilitate critical infrastructure needs continue to be fruitful. I will remind everyone that the findings and repairs made thus far are saving rate payers many dollars in lost and or wasted resources.....
 - A. The leak at Montbrechia and Pacific was indeed as big as we thought it was. I am happy to share the details with everyone on how this leak likely occurred but will save it for an in person question. The short, the service line to a house was split beyond repair (too big for a repair band) so we cut out a section of line and replaced it with a new section.
 - B. We have identified and repaired approximately 4 significant leaks over the past 5 weeks. This has made a HUGE difference in our “output” to the town and will be noticed in resource usages (this also means rate payer dollar output for those resources).
 - C. We replaced a rotted and leaking sampler station under the HWY 101 Bridge. This too, was contributing to significant water loss. The sampler station is used by our lab, Alexin Analytical for bacteriological sampling and reporting to Oregon Health Authority.
2. I couldn’t be happier with our new Operator in training Logan Alexander. Logan has embraced the new role with his eyes and mind wide open, exceeding my expectations (which are tough to do for those who know me) and is really making an all out effort to immerse himself in the learning and hands on processes of operations. Good job Logan, keep up the efforts.
3. On the sanitary side, I am working with DEQ to compile a years worth of stream monitoring temperature data and audit it comparatively to our manual temperature reads. We are a bit of a “pilot program” for DEQ to potentially ask other agencies to do this that discharge effluent into ecologically and environmentally sensitive streams.
 - A. I am absolutely thrilled to be working this study with DEQ as the results are going to produce very accurate information as it pertains to stream temperature changes due to our effluent discharge, and the impacts it has on the ecological systems downstream of the discharge.
 - B. **Please note:** This is taking a considerable amount of my time right now however, is required of us and not an “optional program”. The good news is once we iron out the reporting and how we can get them the data they require more efficiently, the time requirement will reduce significantly.
4. We have a new “drop box” mail slot for the town to use! Thank you to Cado Mastrandrea and his grandpa “Bobba” for installing a mail slot for payments and correspondence. No more need to wedge under the doors.

Lastly, I would like to acknowledge and thank all of our partners involved in supporting Arch Cape Water and Sanitary District infrastructure and staffing needs.

- A. Karen LaBonte, Cannon Beach Public Works Director
- B. Cannon Beach Water
- C. Cannon Beach Wastewater
- D. Mike McEwan and crew
- E. Curt Mcleod (our facilities engineer) for his continued weekly check in and communications with me (incredibly valuable).