



WORK SESSION



ARCH CAPE WATER & SANITARY DISTRICTS

**32065 E. Shingle Mill Lane,
Arch Cape, OR 97102(503) 436-2790**

**THE PUBLIC IS INVITED, IF THEY WISH,
TO ATTEND IN PERSON:**

**THE FIRE HALL, 72979 US 101,
ARCH CAPE**

BY TELEPHONE OR ZOOM LINK:

To Join the **Zoom Video Meeting** Paste the following in your browser address window:

<https://us02web.zoom.us/j/87335831564>

Call: 669-444-9171
Meeting ID: 873 3583 1564
Meeting Passcode: None Required
Assistance: 503-739-2348
Date: Thursday 15 Sept 2022
Time: 5:00 PM
Agenda:

- 1) Discuss Project Management needs with Daniel Wear, Sustainable NW**
- 2) Discuss 9/10 Community Conversation**

**ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT
BOARD OF COMMISSIONERS MEETING**
Arch Cape Fire Hall 79729 Hwy 101
Thursday September 15th, 2022
6:00 P.M.

To Join Meeting by Video Link:

<https://us02web.zoom.us/j/82450898403>

Join by Telephone:

Meeting ID: 824 5089 8403

- | | |
|---|-------------------------------------|
| I. Call to Order | Debra Birkby, President |
| II. Public Comments | Debra |
| III. Agenda Approval | Debra |
| IV. Consent Agenda (Action) | |
| A. Approve Minutes – August 18th Regular Board Meeting | |
| B. Accept August Budget and Finance Reports | |
| D. Authorize Payment of Accounts | |
| E. Accept Correspondence Requiring No Action | |
| V. Old Business | |
| A. Arch Cape Forest: | |
| Arch Cape Forest Web Map Tutorial (Information) | Oliver Curtis, Springboard Forestry |
| September 10 th Community Conversation Meeting (Information) | Debra |
| Public Access Plan Update (Information) | Phil Chick, District Manager |
| Forest Management Committee Application Process (Information/Action) | Debra |
| Conservation Plan with North Coast Land Conservancy (Information) | Phil |
| Arch Cape Forest Donations Funds (Information) | Debra |
| Outreach Report (Information) | Linda Murray, Debra Birkby |
| B. South Storage Reservoir (Information) | Phil |
| VI. New Business | |
| VII. Reports (Information) | |
| A. Accounts Receivable Report | Teri Fladstol, Jigsaw Consulting |
| B. District Manager’s Report and Correspondence for Action | Phil |
| C. Board Members’ Comments and Reports | Debra |
| VIII. October Agenda Items (Information) | Debra |
| IX. Public Comment | Debra |
| X. Adjournment | Debra |

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

	Aug 22	Budget	% of Budget
Ordinary Income/Expense			
Income			
Debt Service	34.00	1,678.00	2.0%
IGA Income	0.00	12,500.00	0.0%
Excess	0.00	1,417.00	0.0%
Hook Ups	0.00	117.00	0.0%
Int Inc	0.00	84.00	0.0%
User Fees	14,677.00	15,590.00	94.1%
Total Income	14,711.00	31,386.00	46.9%
Gross Profit	14,711.00	31,386.00	46.9%
Expense			
Watershed	7,023.88		
Chemicals	0.00	542.00	0.0%
Admin Asst	5,600.00	2,800.00	200.0%
Clothing Allow	0.00	70.00	0.0%
Dues - Taxes - Fees	50.00	100.00	50.0%
Education	0.00	165.00	0.0%
Extra Help	0.00	500.00	0.0%
Insur			
Liab & Property	0.00	687.50	0.0%
Work			
Health-Med-Dental	199.19	3,333.32	6.0%
Work - Other	0.00	284.00	0.0%
Total Work	199.19	3,617.32	5.5%
Total Insur	199.19	4,304.82	4.6%
Legal Notices	0.00	55.00	0.0%
Legal Services	2,825.00	250.00	1,130.0%
Licenses	0.00	165.00	0.0%
Maint	5,288.31	2,792.00	189.4%
Off Supp	148.17	190.00	78.0%
Payroll			
Operator	0.00	5,662.00	0.0%
PERS - Employer Contribution	0.00	2,927.33	0.0%
Employer FICA	0.00	1,029.83	0.0%
District Manager	8,806.41	7,524.09	117.0%
Payroll - Other	0.00	625.00	0.0%
Total Payroll	8,806.41	17,768.25	49.6%
Postage	0.00	130.00	0.0%
Professional Se	0.00	417.00	0.0%
Travel Expense	0.00	90.00	0.0%
Util	628.33	1,300.00	48.3%
Vehicle	637.09	295.00	216.0%
Total Expense	31,206.38	31,934.07	97.7%

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

	<u>Aug 22</u>	<u>Budget</u>	<u>% of Budget</u>
Net Ordinary Income	-16,495.38	-548.07	3,009.7%
Net Income	<u>-16,495.38</u>	<u>-548.07</u>	<u>3,009.7%</u>

ARCH CAPE WATER DISTRICT Profit & Loss Budget vs. Actual

July through August 2022

Cash Basis

							TOTAL		
	Jul 22	Budget	% of Budget	Aug 22	Budget	% of Budget	Jul - Aug 22	Budget	% of Budget
Ordinary Income/Expense									
Income									
Debt Service	1,639.00	1,678.00	97.7%	34.00	1,678.00	2.0%	1,673.00	3,356.00	49.9%
IGA Income	0.00	12,500.00	0.0%	0.00	12,500.00	0.0%	0.00	25,000.00	0.0%
Cannon View	0.00	753.00	0.0%	0.00	0.00	0.0%	0.00	753.00	0.0%
Beg. Deposit	0.00	209,504.00	0.0%	0.00	0.00	0.0%	0.00	209,504.00	0.0%
Excess	349.00	1,417.00	24.6%	0.00	1,417.00	0.0%	349.00	2,834.00	12.3%
Hook Ups	0.00	117.00	0.0%	0.00	117.00	0.0%	0.00	234.00	0.0%
Int Inc	0.00	84.00	0.0%	0.00	84.00	0.0%	0.00	168.00	0.0%
User Fees	15,738.50	15,590.00	101.0%	14,677.00	15,590.00	94.1%	30,415.50	31,180.00	97.5%
Total Income	17,726.50	241,643.00	7.3%	14,711.00	31,386.00	46.9%	32,437.50	273,029.00	11.9%
Gross Profit	17,726.50	241,643.00	7.3%	14,711.00	31,386.00	46.9%	32,437.50	273,029.00	11.9%
Expense									
Watershed	0.00			7,023.88			7,023.88		
Chemicals	0.00	542.00	0.0%	0.00	542.00	0.0%	0.00	1,084.00	0.0%
Admin Asst	2,800.00	2,800.00	100.0%	5,600.00	2,800.00	200.0%	8,400.00	5,600.00	150.0%
Audit	0.00	15,000.00	0.0%	0.00	0.00	0.0%	0.00	15,000.00	0.0%
Clothing Allow	260.85	80.00	326.1%	0.00	70.00	0.0%	260.85	150.00	173.9%
Dues - Taxes - Fees	0.00	100.00	0.0%	50.00	100.00	50.0%	200.00	200.00	25.0%
Education	0.00	165.00	0.0%	0.00	165.00	0.0%	0.00	330.00	0.0%
Extra Help	0.00	500.00	0.0%	0.00	500.00	0.0%	0.00	1,000.00	0.0%
Insur									
Liab & Property	0.00	687.50	0.0%	0.00	687.50	0.0%	0.00	1,375.00	0.0%
Work									
Health-Med-Dental	207.77	3,333.32	6.2%	199.19	3,333.32	6.0%	406.96	6,666.64	6.1%
Work - Other	3,050.64	284.00	1,074.2%	0.00	284.00	0.0%	3,050.64	568.00	537.1%
Total Work	3,258.41	3,617.32	90.1%	199.19	3,617.32	5.5%	3,457.60	7,234.64	47.8%
Total Insur	3,258.41	4,304.82	75.7%	199.19	4,304.82	4.6%	3,457.60	8,609.64	40.2%
Legal Notices	0.00	55.00	0.0%	0.00	55.00	0.0%	0.00	110.00	0.0%
Legal Services	0.00	250.00	0.0%	2,825.00	250.00	1,130.0%	2,825.00	500.00	565.0%
Licenses	0.00	165.00	0.0%	0.00	165.00	0.0%	0.00	330.00	0.0%
Maint									
Shipping	23.67			0.00			23.67		
Maint - Other	3,909.62	2,792.00	140.0%	5,288.31	2,792.00	189.4%	9,197.93	5,584.00	164.7%
Total Maint	3,933.29	2,792.00	140.9%	5,288.31	2,792.00	189.4%	9,221.60	5,584.00	165.1%
Off Supp	0.00	190.00	0.0%	148.17	190.00	78.0%	148.17	380.00	39.0%
Payroll									
Operator	0.00	5,662.00	0.0%	0.00	5,662.00	0.0%	0.00	11,324.00	0.0%
PERS - Employer Contribution	0.00	2,927.37	0.0%	0.00	2,927.33	0.0%	0.00	5,854.70	0.0%
Employer FICA	0.00	1,029.87	0.0%	0.00	1,029.83	0.0%	0.00	2,059.70	0.0%
District Manager	4,512.75	7,524.01	60.0%	8,806.41	7,524.09	117.0%	13,319.16	15,048.10	88.5%
Payroll - Other	0.00	625.00	0.0%	0.00	625.00	0.0%	0.00	1,250.00	0.0%
Total Payroll	4,512.75	17,768.25	25.4%	8,806.41	17,768.25	49.6%	13,319.16	35,536.50	37.5%
Postage	232.00	130.00	178.5%	0.00	130.00	0.0%	232.00	260.00	89.2%
Professional Se	2,920.00	417.00	700.2%	0.00	417.00	0.0%	2,920.00	834.00	350.1%
Rents	0.00	3,750.00	0.0%	0.00	0.00	0.0%	0.00	3,750.00	0.0%
Travel Expense	0.00	90.00	0.0%	0.00	90.00	0.0%	0.00	180.00	0.0%
Util	240.25	1,300.00	18.5%	628.33	1,300.00	48.3%	868.58	2,600.00	33.4%
Vehicle	781.48	295.00	264.9%	637.09	295.00	216.0%	1,418.57	590.00	240.4%
Worker Comp.	170.49			0.00			170.49		
Total Expense	19,109.52	50,694.07	37.7%	31,206.38	31,934.07	97.7%	50,315.90	82,628.14	60.9%
Net Ordinary Income	-1,383.02	190,948.93	-0.7%	-16,495.38	-548.07	3,009.7%	-17,878.40	190,400.86	-9.4%
Net Income	-1,383.02	190,948.93	-0.7%	-16,495.38	-548.07	3,009.7%	-17,878.40	190,400.86	-9.4%

ARCH CAPE WATER DISTRICT
BALANCE SHEET
August 31, 2022

ASSETS

Current Assets

Checking/Savings

Columbia Bank - 1218 \$ 6,981.09

LGIP \$ 250,035.85

 Total Checking/Savings \$ 257,016.94

Accounts Receivable

Receivables \$ 7,642.80

 Total Current Assets \$ 7,642.80

TOTAL ASSETS \$ 264,659.74

LIABILITIES & EQUITY

Liabilities

Current Liabilities

 Total Liabilities \$ -

Equity

Opening Bal Equity \$ 281,155.12

Net Income \$ (16,495.38)

 Total Equity \$ 264,659.74

TOTAL LIABILITIES & EQUITY \$ 264,659.74

ARCH CAPE WATER DISTRICT Check Detail August 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	EFT	08/03/2022	Amazon.com		Arch Cape Water		-79.68
			Arch Cape Water Di...		Off Supp	-79.68	79.68
TOTAL						-79.68	79.68
Check	EFT	08/03/2022	Amazon.com		Arch Cape Water		-68.49
			Arch Cape Water Di...		Off Supp	-68.49	68.49
TOTAL						-68.49	68.49
Bill Pmt -Check	190	08/04/2022	Haglund Kelley LLP		Arch Cape Water		-2,825.00
Bill		08/04/2022			Legal Services	-2,825.00	2,825.00
TOTAL						-2,825.00	2,825.00
Bill Pmt -Check	191	08/04/2022	Jigsaw Consulting...		Arch Cape Water		-2,800.00
Bill		08/04/2022	Arch Cape Sanitary ...		Admin Asst	-1,512.00	1,512.00
			Arch Cape Water Di...		Admin Asst	-1,288.00	1,288.00
TOTAL						-2,800.00	2,800.00
Bill Pmt -Check	192	08/04/2022	LaserPrint		Arch Cape Water		-103.88
Bill	54238	08/04/2022			Watershed	-103.88	103.88
TOTAL						-103.88	103.88
Bill Pmt -Check	193	08/04/2022	Pacific Power		Arch Cape Water		-466.70
Bill	11346...	08/04/2022	Arch Cape Water Di...		Util	-317.99	317.99
Bill	11346...	08/04/2022	Arch Cape Water Di...		Util	-148.71	148.71
TOTAL						-466.70	466.70
Bill Pmt -Check	194	08/04/2022	SDIS		Arch Cape Water		-199.19
Bill		08/04/2022			Health-Med-Dental	-199.19	199.19
TOTAL						-199.19	199.19
Check	EFT	08/04/2022	Tillamook County ...		Arch Cape Water		-54.12

ARCH CAPE WATER DISTRICT Check Detail August 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					Maint	-54.12	54.12
TOTAL						-54.12	54.12
Bill Pmt -Check	201	08/15/2022	William J. MacLean		Arch Cape Water		-9,672.46
Bill		07/31/2022	Arch Cape Sanitary ...		District Manager	-2,318.58	2,318.58
			Arch Cape Water Di...		District Manager	-1,975.09	1,975.09
			Arch Cape Water Di...		Payroll Liabilities	-418.17	418.17
Bill		08/15/2022	Arch Cape Sanitary ...		District Manager	-2,436.89	2,436.89
			Arch Cape Water Di...		District Manager	-2,075.85	2,075.85
			Arch Cape Water Di...		Payroll Liabilities	-447.88	447.88
TOTAL						-9,672.46	9,672.46
Check	0195	08/18/2022	USA BlueBook		Arch Cape Water		-38.58
					Maint	-19.29	19.29
					Maint	-19.29	19.29
TOTAL						-38.58	38.58
Check	196	08/18/2022	Hach		Arch Cape Water		-760.16
					Maint	-760.16	760.16
TOTAL						-760.16	760.16
Check	197	08/18/2022	Spoko Welding, Inc.		Arch Cape Water		-2,008.13
					Maint	-2,008.13	2,008.13
TOTAL						-2,008.13	2,008.13
Check	198	08/18/2022	CS&S		Arch Cape Water		-78.80
					Maint	-39.40	39.40
					Maint	-39.40	39.40
TOTAL						-78.80	78.80
Check	202	08/18/2022	SDIS		Arch Cape Water		0.00
TOTAL						0.00	0.00
Check	203	08/18/2022	CenturyLink		Arch Cape Water		-161.63

ARCH CAPE WATER DISTRICT

Check Detail

August 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					Util	-161.63	161.63
TOTAL						-161.63	161.63
Check	204	08/18/2022	Cascade Columbia...		Arch Cape Water		-2,129.89
					Maint	-2,129.89	2,129.89
TOTAL						-2,129.89	2,129.89
Check	199	08/18/2022	Jackson Oil		Arch Cape Water		-637.09
					Vehicle	-318.54	318.54
					Vehicle	-318.55	318.55
TOTAL						-637.09	637.09
Check	200	08/18/2022	Sustainable North...		Arch Cape Water		-6,920.00
					Watershed	-6,920.00	6,920.00
TOTAL						-6,920.00	6,920.00
Check	EFT	08/18/2022	Amazon.com		Arch Cape Water		-26.77
			Arch Cape Water Di...		Maint	-26.77	26.77
TOTAL						-26.77	26.77
Bill Pmt -Check	205	08/25/2022	Jigsaw Consulting...		Arch Cape Water		-2,850.00
Bill	08112...	08/18/2022	Arch Cape Water Di...		Dues - Taxes - Fees	-50.00	50.00
			Arch Cape Water Di...		Admin Asst	-1,400.00	1,400.00
			Arch Cape Sanitary ...		Admin Asst	-1,400.00	1,400.00
TOTAL						-2,850.00	2,850.00
Bill Pmt -Check	206	08/25/2022	USA BlueBook		Arch Cape Water		-57.90
Bill	072314	08/25/2022	Arch Cape Water Di...		Maint	-28.95	28.95
			Arch Cape Sanitary ...		Maint	-28.95	28.95
TOTAL						-57.90	57.90
Bill Pmt -Check	207	08/25/2022	Walter E. Nelson		Arch Cape Water		-133.96
Bill	485209	08/25/2022	Arch Cape Sanitary ...		Maint	-66.98	66.98

ARCH CAPE WATER DISTRICT
Check Detail
August 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
			Arch Cape Water Di...		Maint	-66.98	66.98
TOTAL						-133.96	133.96

Applications for Arch Cape Forest Management Committee

The Arch Cape Forest is seeking applications for members of the Arch Cape Forest Management Committee. This committee will be responsible for oversight of the Arch Cape Forest including financial and operational planning, stakeholder input, and making recommendations to the board for contracting. Applications will be reviewed by the board, and the board will appoint the 3-member committee. Applications are due _____

The 3-member Forest Management Committee should be made up of individuals with professional experience in conservation, forestry, academia, watershed management, business operations, or with strong connection to the Arch Cape Forest. The committee members will be nominated by members of the Board and appointed by the Board for 3-year terms.

The Forest Management Committee will oversee all property management decisions and will work closely with the property manager. The property manager / forestry consultant (Springboard Forestry) is responsible for public relations, reporting, contracts, and other day-to-day operations. The forester will provide specific expertise related to forest and road stewardship, monitoring, and planning, working in partnership with the property manager.

Near term responsibilities of the committee include review and recommendation for approval of 1) a 3-year operating plan 2) a long-term financial plan 3) contracts for use of ARPA funds in road maintenance and forest stewardship.

It is anticipated that the committee will meet for 1-hour monthly or bi-monthly during the first year and possibly move to quarterly meetings following adoption of the financial and operating plans. Additional email correspondence and document review will be required between meetings.

Arch Cape Domestic Water Supply District
Arch Cape Forest Management Committee Application

Date _____

Applicant Name _____

Mailing Address _____

Residence Address _____

Contact Telephone _____

Email _____

Signature _____

**COMPLETE BOTH PAGES OF THIS APPLICATION,
SUBMIT BY 4:00 PM, Thursday, JUNE 16, 2016
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.)

Describe your interest in serving on the Arch Cape Forest Management Committee

WATER DISTRICT:

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

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

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

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

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

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

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

SANITARY DISTRICT:

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

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

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

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