

**ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT
BOARD OF COMMISSIONERS MEETING**
Arch Cape Fire Hall 79729 Hwy 101
Thursday October 20th, 2022
6:00 P.M.

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 | Debra Birkby, President |
| II. Public Comments | Debra |
| III. Agenda Approval | Debra |
| IV. Consent Agenda (Action) | |
| A. Approve Minutes – September 15th Regular Board Meeting | |
| B. Accept September Budget and Finance Reports | |
| D. Authorize Payment of Accounts | |
| E. Accept Correspondence Requiring No Action | |
| V. Old Business | |
| A. Arch Cape Forest: | |
| September 10 th Community Conversation Meeting (Information) | Debra |
| Forest Management Committee Appointments (Action) | Debra |
| Project Manager Report (Information) | Phil Chick (for Daniel Wear, Sustainable Northwest) |
| ARPA Grant Budget Amendment (Information) | Phil |
| Arch Cape Forest Donations Funds (Information) | Debra |
| Outreach Report (Information) | Linda Murray, Debra Birkby |
| B. UBMMax Billing System (Information) | Teri Fladstol, Jigsaw Consulting |
| C. 2021 Audit Requests – Accuity LLC (Action) | Teri |
| VI. New Business | |
| A. PFAS Cost Recovery Program – National Rural Water Association (Action) | Phil |
| B. SDAO Best Practices Program (Action) | Phil |
| C. Check Signers (Action) | Debra |
| D. Clatsop County Surplus Property (Information) | Nadia Gardner |
| 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. November Agenda Items (Information) | Debra |
| IX. Public Comment | Debra |
| X. Adjournment | Debra |

Arch Cape Domestic Water District
Profit & Loss by Class
September 2022

	0.1 - IGA Sanitary (0.0 - General Fund)	0.0 - General Fund - Other (0.0 - General Fund)	Total 0.0 - General Fund	02 - Capital Fund	TOTAL
Ordinary Income/Expense					
Income					
4300 · Interest Income	0.00	0.30	0.30	0.00	0.30
4400 · Cannon View Park Services	0.00	376.50	376.50	0.00	376.50
4501 · Meter Hook-Up Fee	0.00	700.00	700.00	0.00	700.00
4550 · SDC Revenue	0.00	0.00	0.00	6,390.00	6,390.00
4600 · Metered Water Service					
4601 · Residential Meter Sales	0.00	23,379.05	23,379.05	0.00	23,379.05
4604 · Overage/Excess Usage	0.00	1,137.11	1,137.11	0.00	1,137.11
4605 · Debt Service	0.00	2,256.00	2,256.00	0.00	2,256.00
4600 · Metered Water Service - Other	0.00	70.00	70.00	0.00	70.00
Total 4600 · Metered Water Service	0.00	26,842.16	26,842.16	0.00	26,842.16
Total Income	0.00	27,918.96	27,918.96	6,390.00	34,308.96
Expense					
5000 · Personnel Services					
5001 · Wage - District Manager	4,100.60	3,423.44	7,524.04	0.00	7,524.04
5002 · Wages - Operator	3,138.65	2,616.45	5,755.10	0.00	5,755.10
5003 · Employer Payroll Taxes	555.89	463.79	1,019.68	0.00	1,019.68
5005 · Medical Insurance	0.00	2,906.82	2,906.82	0.00	2,906.82
Total 5000 · Personnel Services	7,795.14	9,410.50	17,205.64	0.00	17,205.64
6000 · Materials & Services					
6001 · Administrative Services	1,512.00	1,288.00	2,800.00	0.00	2,800.00
6004 · Education	587.95	481.05	1,069.00	0.00	1,069.00
6006 · Office Supplies	31.67	25.91	57.58	0.00	57.58
6008 · Vehicle	213.90	178.60	392.50	0.00	392.50
6100 · Bank Service Charges	0.00	45.28	45.28	0.00	45.28
6108 · Legal Services	0.00	50.00	50.00	0.00	50.00
6110 · Utilities	0.00	736.97	736.97	0.00	736.97
6200 · Maintenance	0.00	15,418.91	15,418.91	0.00	15,418.91
Total 6000 · Materials & Services	2,345.52	18,224.72	20,570.24	0.00	20,570.24
Total Expense	10,140.66	27,635.22	37,775.88	0.00	37,775.88
Net Ordinary Income	-10,140.66	283.74	-9,856.92	6,390.00	-3,466.92
Net Income	-10,140.66	283.74	-9,856.92	6,390.00	-3,466.92

Arch Cape Domestic Water District Profit & Loss Budget vs. Actual July through September 2022

	Jul - Sep 22	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
4100 · Beginning Balance	0.00	331,430.00	-331,430.00	0.0%
4200 · IGA Income (Sanitary District)	18,454.89	37,500.00	-19,045.11	49.2%
4300 · Interest Income	0.89	252.00	-251.11	0.4%
4400 · Cannon View Park Services	376.50	753.00	-376.50	50.0%
4501 · Meter Hook-Up Fee	2,100.00	348.00	1,752.00	603.4%
4550 · SDC Revenue	19,170.00	12,780.00	6,390.00	150.0%
4600 · Metered Water Service	49,585.71	56,198.00	-6,612.29	88.2%
4751 · LGIP - Interest	598.66			
4800 · Grant Revenue	0.00	1,170,000.00	-1,170,000.00	0.0%
4850 · Private Donations Forest Fund	0.00	284,301.00	-284,301.00	0.0%
4900 · Transfer from General Fund	0.00	76,768.00	-76,768.00	0.0%
Total Income	90,286.65	1,970,330.00	-1,880,043.35	4.6%
Expense				
5000 · Personnel Services	51,250.01	62,281.50	-11,031.49	82.3%
6000 · Materials & Services				
6001 · Administrative Services	11,200.00	8,400.00	2,800.00	133.3%
6002 · Temporary Help	0.00	1,248.00	-1,248.00	0.0%
6003 · Clothing Allowance	260.85	211.00	49.85	123.6%
6004 · Education	1,069.00	498.00	571.00	214.7%
6005 · Travel	0.00	249.00	-249.00	0.0%
6006 · Office Supplies	309.63	573.00	-263.37	54.0%
6007 · Postage	232.00	399.00	-167.00	58.1%
6008 · Vehicle	1,811.07	873.00	938.07	207.5%
6100 · Bank Service Charges	80.28			
6101 · Facilities Use (Sanitary)	0.00	937.50	-937.50	0.0%
6102 · Payroll Administration Service	0.00	157.00	-157.00	0.0%
6103 · Liability & Property Insurance	3,050.64	2,062.50	988.14	147.9%
6104 · Licenses	0.00	498.00	-498.00	0.0%
6105 · Dues & Taxes	50.00	300.00	-250.00	16.7%
6106 · Professional Services	2,920.00	1,248.00	1,672.00	234.0%
6107 · Auditing Service	0.00	3,750.00	-3,750.00	0.0%
6108 · Legal Services	2,875.00	750.00	2,125.00	383.3%
6109 · Notices	0.00	174.00	-174.00	0.0%
6110 · Utilities	1,825.00	3,750.00	-1,925.00	48.7%
6200 · Maintenance	24,667.47	8,373.00	16,294.47	294.6%
6201 · Chemicals	0.00	1,623.00	-1,623.00	0.0%
Total 6000 · Materials & Services	50,350.94	36,074.00	14,276.94	139.6%
7000 · Capital Outlay				
7001 · Meter Replacement	0.00	193,768.00	-193,768.00	0.0%
7002 · Access Road to WWTP	0.00	2,000.00	-2,000.00	0.0%
7800 · Business OR - ARPA	6,920.00	1,000,000.00	-993,080.00	0.7%
7804 · Safe Drinking Water (U22010)	0.00	30,000.00	-30,000.00	0.0%

Arch Cape Domestic Water District
Profit & Loss Budget vs. Actual
 July through September 2022

	Jul - Sep 22	Budget	\$ Over Budget	% of Budget
Total 7000 · Capital Outlay	6,920.00	1,225,768.00	-1,218,848.00	0.6%
7500 · Debt Service				
7501 · IFA Water Plant Upgrade	0.00	20,772.00	-20,772.00	0.0%
Total 7500 · Debt Service	0.00	20,772.00	-20,772.00	0.0%
8000 · Contingency	0.00	612,598.00	-612,598.00	0.0%
Total Expense	108,520.95	1,957,493.50	-1,848,972.55	5.5%
Net Ordinary Income	-18,234.30	12,836.50	-31,070.80	-142.1%
Net Income	-18,234.30	12,836.50	-31,070.80	-142.1%

Arch Cape Domestic Water District

Check Detail

September 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	210	09/01/2022	Walter E. Nelson		1000 · Columbia B...		-44.24
					6200 · Maintenance	-44.24	44.24
TOTAL						-44.24	44.24
Check	211	09/01/2022	A-Boy Electric & Pl...		1000 · Columbia B...		-57.58
			A/C Sanitary District		6006 · Office Supplies	-31.67	31.67
			A/C Domestic Wate...		6006 · Office Supplies	-25.91	25.91
TOTAL						-57.58	57.58
Check	212	09/01/2022	USA BlueBook		1000 · Columbia B...		-434.60
					6200 · Maintenance	-434.60	434.60
TOTAL						-434.60	434.60
Check	213	09/01/2022	Clackamas Comm...		1000 · Columbia B...		-1,069.00
			A/C Sanitary District		6004 · Education	-587.95	587.95
			A/C Domestic Wate...		6004 · Education	-481.05	481.05
TOTAL						-1,069.00	1,069.00
Check	0215	09/08/2022	NAPA Auto Parts		1000 · Columbia B...		0.00
TOTAL						0.00	0.00
Check	0216	09/08/2022	NAPA Auto Parts		1000 · Columbia B...		0.00
TOTAL						0.00	0.00
Check	214	09/08/2022	NAPA Auto Parts		1000 · Columbia B...		-39.56
			A/C Sanitary District		6008 · Vehicle	-19.78	19.78
			A/C Domestic Wate...		6008 · Vehicle	-19.78	19.78
TOTAL						-39.56	39.56
Check	217	09/08/2022	Bob McEwan Cons...		1000 · Columbia B...		-8,770.77
					6200 · Maintenance	-8,770.77	8,770.77
TOTAL						-8,770.77	8,770.77
Check	218	09/08/2022	Jackson Oil		1000 · Columbia B...		-352.94
			A/C Sanitary District		6008 · Vehicle	-194.12	194.12
			A/C Domestic Wate...		6008 · Vehicle	-158.82	158.82
TOTAL						-352.94	352.94
Check	219	09/08/2022	Pacific Power		1000 · Columbia B...		-575.34
					6110 · Utilities	-575.34	575.34
TOTAL						-575.34	575.34
Check	220	09/08/2022	SDIS		1000 · Columbia B...		-199.19
					5005 · Medical Insur...	-199.19	199.19

Arch Cape Domestic Water District

Check Detail

September 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-199.19	199.19
Check	221	09/08/2022	USA BlueBook		1000 · Columbia B...		-471.23
				6200 · Maintenance		-471.23	471.23
TOTAL						-471.23	471.23
Check	223	09/08/2022	WesTech		1000 · Columbia B...		-5,401.56
				6200 · Maintenance		-5,401.56	5,401.56
TOTAL						-5,401.56	5,401.56
Check	224	09/08/2022	William J. MacLean		1000 · Columbia B...		-5,149.67
			A/C Sanitary District	5001 · Wage - Distri...		-2,069.11	2,069.11
			A/C Domestic Wate...	5001 · Wage - Distri...		-1,692.91	1,692.91
			A/C Sanitary District	5002 · Wages - Ope...		-1,699.27	1,699.27
			A/C Domestic Wate...	5002 · Wages - Ope...		-1,390.31	1,390.31
			A/C Sanitary District	5003 · Employer Pa...		-289.38	289.38
			A/C Domestic Wate...	5003 · Employer Pa...		-236.76	236.76
				2401 · Payroll PER...		411.09	-411.09
				2400 · Payroll Liabili...		1,816.98	-1,816.98
TOTAL						-5,149.67	5,149.67
Check	225	09/08/2022	CenturyLink		1000 · Columbia B...		-161.63
				6110 · Utilities		-161.63	161.63
TOTAL						-161.63	161.63
Check	EFT	09/13/2022	ODS		1000 · Columbia B...		-2,707.63
				5005 · Medical Insur...		-2,707.63	2,707.63
TOTAL						-2,707.63	2,707.63
Check	EFT	09/15/2022	Internal Revenue S...		1000 · Columbia B...		-3,530.39
				2400 · Payroll Liabili...		-3,530.39	3,530.39
TOTAL						-3,530.39	3,530.39
Check	226	09/22/2022	William J. MacLean		1000 · Columbia B...		0.00
TOTAL						0.00	0.00
Check	227	09/22/2022	William J. MacLean		1000 · Columbia B...		0.00
TOTAL						0.00	0.00
Check	228	09/22/2022	William J. MacLean		1000 · Columbia B...		0.00
TOTAL						0.00	0.00
Check	229	09/22/2022	USA BlueBook		1000 · Columbia B...		0.00
TOTAL						0.00	0.00
Check	230	09/22/2022	USA BlueBook		1000 · Columbia B...		0.00

Arch Cape Domestic Water District

Check Detail

September 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						0.00	0.00
Check	231	09/22/2022	USA BlueBook		1000 · Columbia B...		0.00
TOTAL						0.00	0.00
Check	232	09/22/2022	Jigsaw Consulting...		1000 · Columbia B...		0.00
TOTAL						0.00	0.00
Check	233	09/22/2022	Jigsaw Consulting...		1000 · Columbia B...		0.00
TOTAL						0.00	0.00
Check	234	09/22/2022	Jigsaw Consulting...		1000 · Columbia B...		0.00
TOTAL						0.00	0.00
Check	242	09/22/2022	Industrial Systems		1000 · Columbia B...		0.00
TOTAL						0.00	0.00
Check	235	09/22/2022	Arch Cape Sanitary		1000 · Columbia B...		-24.12
				4601 · Residential ...		-24.12	24.12
TOTAL						-24.12	24.12
Check	236	09/22/2022	Bessey, Bruce		1000 · Columbia B...		-5.63
				4601 · Residential ...		-5.63	5.63
TOTAL						-5.63	5.63
Check	237	09/22/2022	Jigsaw Consulting...		1000 · Columbia B...		-2,800.00
			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
Check	238	09/22/2022	USA BlueBook		1000 · Columbia B...		-217.50
				6200 · Maintenance		-217.50	217.50
TOTAL						-217.50	217.50
Check	239	09/22/2022	William J. MacLean		1000 · Columbia B...		-4,871.07
			A/C Sanitary District		5001 · Wage - Distri...	-2,031.49	2,031.49
			A/C Domestic Wate...		5001 · Wage - Distri...	-1,730.53	1,730.53
			A/C Sanitary District		5002 · Wages - Ope...	-1,439.38	1,439.38
			A/C Domestic Wate...		5002 · Wages - Ope...	-1,226.14	1,226.14
					2400 · Payroll Liabili...	1,664.36	-1,664.36
					2401 · Payroll PER...	385.65	-385.65
			A/C Sanitary District		5003 · Employer Pa...	-266.51	266.51
			A/C Domestic Wate...		5003 · Employer Pa...	-227.03	227.03
TOTAL						-4,871.07	4,871.07
Check	240	09/22/2022	CS&S		1000 · Columbia B...		-79.01

Arch Cape Domestic Water District Check Detail September 2022

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
					6200 · Maintenance	-79.01	79.01
TOTAL						-79.01	79.01
Check	241	09/22/2022	Haglund Kelley LLP		1000 · Columbia B...		-50.00
					6108 · Legal Services	-50.00	50.00
TOTAL						-50.00	50.00
Check		09/30/2022			1000 · Columbia B...		-45.28
					6100 · Bank Service...	-45.28	45.28
TOTAL						-45.28	45.28

Accuity, LLC
Certified Public Accountants
436 1st Avenue W
P.O. Box 1072
Albany, Oregon 97321

This representation letter is provided in connection with your review of the modified cash basis financial statements of Arch Cape Domestic Water Supply District, which comprise the respective financial position of the business-type activities as of June 30, 2021, the respective changes in financial position, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with the cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement.

We confirm, to the best of our knowledge and belief, as of the date of signature of this letter, the following representations made to you during your review.

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the review engagement letter dated June 1, 2021, including our responsibility for the preparation and fair presentation of the cash basis financial statements and for preparation of the supplementary information in accordance with the applicable criteria.
2. The financial statements referred to above are fairly presented in conformity with the cash basis of accounting, and include all properly classified funds and other financial information of the District required by the cash basis of accounting to be included in the financial reporting entity.
3. We have made available to you all:
 - a. Financial records and related data.
 - b. Minutes of the meetings of directors, or summaries of actions of recent meetings for which minutes have not yet been prepared.
4. No material transactions exist that have not been properly recorded in the accounting records underlying the financial statements.

5. We acknowledge our responsibility for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.
6. We acknowledge our responsibility to prevent and detect fraud.
7. We have no knowledge of any fraud or suspected fraud affecting the entity involving management or others where the fraud could have a material effect on the financial statements, including any communications from employees, former employees, or others.
8. We have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities.
9. No material losses exist (such as from obsolete inventory or purchase or sales commitments) that have not been properly accrued or disclosed in the financial statements.
10. There are no—
 - a. Violations or possible violations of laws or regulations whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency.
 - b. Unasserted claims or assessments that our lawyer has advised us are probable of assertion that must be disclosed in accordance with FASB ASC 450, Contingencies .
 - c. Other material liabilities or gain or loss contingencies that are required to be accrued or disclosed by FASB ASC 450, Contingencies .
11. The District has satisfactory title of all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
12. We have complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
13. The following have been properly recorded or disclosed in the financial statements:
 - a. Related party transactions and related accounts receivable or payable, including sales, purchases, loans, transfers, leasing arrangements, and guarantees.
 - b. Guarantees, whether written or oral, under which the company is contingently liable.

c. Significant estimates and material concentrations known to management that are required to be disclosed in accordance with FASB ASC 275, Risks and Uncertainties.

14. We are in agreement with the adjusting journal entries, if any, you have recommended, and they have been posted to the District's accounts.
15. To the best of our knowledge and belief, no events have occurred subsequent to the balance sheet date and through the date of this letter that would require adjustment to, or disclosure in, the financial statements.
16. We have responded fully and truthfully to all inquiries made to us by you during your review.

Teri Fladstol, Administrative Assistant

Date

Dan Siefer, Board President

Date

Debra Birkby, Board Vice President & Treasurer

Date

Journal Entry Approval Form

TO: Accuity, LLC
RE: Journal Entries

CLIENT: ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT
SERVICE: REVIEW
BALANCE SHEET DATE: June 30, 2022

We approve all the journal entries proposed in the attached schedule for our financial statements referred to above.

By: _____

Title: _____

Date: _____

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT
Account Grouping
06/30/2021

Code	Account	Description	Unadjusted 6/30/2021	Adjusting JE 6/30/2021	Adjusted 6/30/2021	Reclassifying JE 6/30/2021	Report 6/30/2021
X3000		Capital Outlay					
	1-5200	IFA Water Plant Upgrades	30,000.00	0.00	30,000.00	-30,000.00	0.00
	1-5506	IFA Forestry PIng	3,230.00	0.00	3,230.00	0.00	3,230.00
	1-5605	Equipment	2,970.00	0.00	2,970.00	0.00	2,970.00
	X3000 Total		<u>36,200.00</u>	<u>0.00</u>	<u>36,200.00</u>	<u>-30,000.00</u>	<u>6,200.00</u>
	Budget Groupings		<u>36,200.00</u>	<u>0.00</u>	<u>36,200.00</u>	<u>-30,000.00</u>	<u>6,200.00</u>
	Net Income (Loss)		<u>-36,200.00</u>		<u>-36,200.00</u>		<u>-6,200.00</u>
	Total Expense		<u>36,200.00</u>	<u>0.00</u>	<u>36,200.00</u>	<u>-30,000.00</u>	<u>6,200.00</u>



Subject: Oregon PFAS Cost Recovery Program

Oregon Association of Water Utilities has teamed with National Rural Water Association to make you aware of a PFAS Cost Recovery Program that we strongly encourage your utility to register into, at no cost, to protect your utility and rate payers from a PFAS contamination financial burden.

As background, when the 2016 health advisory was issued by U.S. EPA, the National Rural Water Association Board of Directors, which is comprised of a National Director from all 50 state affiliates including OAWU, voted to engage the Napoli Shkolnik law firm to file a cost recovery action that would allow all utilities to register and recover any current and projected future expenses for testing, treatment and remediation due to PFAS contamination upon any potential settlement or judgement in your favor. For clarification, this is not a class action lawsuit as there are multiple classes of plaintiffs, thus they are combined into what is called multidistrict litigation. The three points we want to stress to utilities are:

1. The action is cost recovery, not punitive.
2. The litigation is filed against the global manufacturers of the compounds and does not impact local companies who may have used them.
3. There is zero upfront cost to register the utility onto the cost rolls, however, a system must be registered prior to any settlement or judgement being reached in order to benefit. While there is no timeframe as to when a settlement may be finalized, those settlement talks are underway. The recently announced revised health advisory from EPA will further place pressure on a potential settlement being reached.

There is no threshold or cost to register onto the cost recovery rolls, we encourage all systems to register and protect their system and ratepayers from a potential increased financial burden. Systems should register regardless of testing or detection status. Registering onto the cost recovery rolls is like an insurance policy without a premium and if asked by your customers, a strong positive message that the system has undertaken action to lessen any financial burden resulting from PFAS contamination.

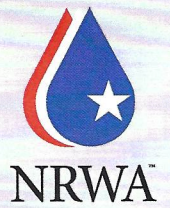
Time is of the essence; the EPA recently set health advisory levels for PFAS as low as 4 parts per quadrillion. The EPA is in the process of establishing an enforceable maximum contaminant level (MCL) under the Safe Drinking Water Act, which essentially means that a system with any level of detection is likely to be out of compliance with the federal standard. Finally, EPA is planning to designate PFOS and PFOA as hazardous substances under the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA). All these factors raise the potential for a large financial impact if these forever compounds are detected at your utility.

The Oregon Association of Water Utilities encourages you to take the first step and register your utility at www.napolilaw.com/nrwa-pfas.

Sincerely,
Jason Green, Executive Director

Hank Naughton, Partner





PFAS Cost Recovery Program

The Oregon Association of Rural Water Utilities and the National Rural Water Association engaged the law firm of Napoli Shkolnik to file a cost recovery action to provide water and wastewater systems the opportunity to recover any current or future expenses for testing, treatment and remediation of PFAS contamination. Registering onto the cost recovery rolls is like an insurance policy without a premium and if asked by your customers, a strong positive message that the system has undertaken action to lessen any financial burden resulting from PFAS contamination.

Time is of the essence; we encourage all systems to register NOW!

NO COST

- Zero upfront cost to register the utility onto the cost rolls.
- A system must be registered prior to any settlement or judgement being reached in order to benefit.

NO TESTING REQUIRED

- There is no threshold or cost to register onto the cost recovery rolls.
- Systems should register regardless of testing or detection status.

DON'T MISS OUT

- While there is no timeframe as to when a settlement may be finalized, those settlement talks are underway.

COMPLY WITH GUIDELINES

- The EPA recently set health advisory levels for PFAS as low as 4 parts per quadrillion.
- A system with any level of detection is likely to be out of compliance with the federal standard.

HOW TO REGISTER AND PROTECT YOUR UTILITY FROM OUT-OF-POCKET COSTS:



Call Hank Naughton, Managing Partner at 978-852-3643



Email Hank Naughton, Managing Partner, at hnaughton@napolilaw.com



Register at www.napolilaw.com/nrwa-pfas

Formal presentations are available to your utility and can be arranged by contacting Hank Naughton at hnaughton@napolilaw.com or 978-852-3643.



NAPOLI SHKOLNIK PLLC
ATTORNEYS AT LAW

2022

BEST PRACTICES
PROGRAM





Deadline: November 4, 2022

2022 BEST PRACTICES PROGRAM

Your district can receive up to a 10% discount on your general liability, auto liability, and property insurance contributions for the 2023 policy year.

The SDIS Best Practices Program was designed to assist special districts with implementing best practices to mitigate risk in areas of high exposure. Your district can receive credits on its property/casualty insurance contributions and can take up to 10% off your district's general liability, auto liability, and property insurance contributions for the 2023 policy year. The following information outlines the **five credit opportunities** for this year's program.

1. Affiliate Organization Membership | **Credit: 2%**

You will receive a 2% credit for being a member of any of the following affiliated organizations:

- Cemetery Association of Oregon
- Oregon Economic Development District Association
- Oregon PRIMA
- Oregon APCO-NENA
- Oregon Fire Chiefs Association
- Oregon Public Ports Association
- Oregon Association of Chiefs of Police
- Oregon Fire District Directors Association
- Oregon Recreation and Park Association
- Oregon Association of Clean Water Agencies
- Oregon Library Association
- Oregon Rural Health Association
- Oregon Association of Conservation Districts
- Oregon Mosquito & Vector Control Association
- Oregon Transit Association
- Oregon Association of Hospitals/Health Systems
- Oregon People's Utility Districts Association
- Oregon Water Resources Congress
- Oregon Association of Water Utilities

As we have several district types, this is **not** a comprehensive list. If you have any questions, please contact Jaime Keeling at jkeeling@sdao.com.

2. Board Duties and Responsibilities Policy | Credit: 2%

In order to receive the 2% credit, your district must have adopted a policy regarding board duties and responsibilities. A sample policy will be available at www.sdao.com/best-practices-program in the spring.

3. Board Duties and Responsibilities Checklist | Credit: 2%

To receive credit in this category, you must complete the self-evaluation checklist that is available within the Best Practices Survey located on the SDIS Insurance Site (www.sdis.org). The checklist can be viewed once you have opened the survey. The survey will go live on the Insurance Site in spring of 2022.

4. SDAO/SDIS Training | Credit: 2%

You must certify that ALL members of the board have attended **one** online or in person class regarding board members duties and responsibilities **or** the board can engage in a Board Practices Assessment conducted by an SDAO consultant. The following are some *examples* the trainings that qualify:

- **SDAO Board of Directors and Management Staff Regional Training**
- **Board Duties and Responsibilities Pre-Conference Training** (*This training will be streamed on February 10th during the 2022 SDAO Annual Conference on the virtual conference platform.*)
- **OFDDA/OFCA board trainings sponsored by SDAO**
- **Boardmanship 301** – (*Online training video viewable at www.sdao.com/training-videos*)
- **Boardroom Dancing** – (*Online training video viewable at www.sdao.com/training-videos*)

To sign up for a Board Practices Assessment, please contact Shanta Carter, Consulting Services Administrator, at scarter@sdao.com.

5. Board Member Education Program | Credit: 2%

To receive the credit in this category, **at least two (2)** members of the board will need to enroll in the SDAO Board Leadership Academy (all district types) OR in the SDAO/OFDDA Fire District Directors Academy (applicable to fire districts). There is **no cost** to enroll in these board education programs.

Eligible individuals will need to complete an enrollment form located on the SDAO website at www.sdao.com/sdao-board-leadership-academy or www.sdao.com/sdao-ofdda-fire-district-directors-academy and submit it to SDAO Member Services (memberservices@sdao.com) to enroll.

Receiving Credit

To receive credit, a district representative must complete the Best Practices Survey (located online on the SDIS Insurance Site) and click the Save button at the upper right-hand corner of the screen. Credit will only be awarded in a category when a box within that section is checked. If you cannot answer "yes" to at least one question within that category, credit will not be recorded. Your district will be notified by email this spring when the survey becomes available online. The survey **must** be submitted by a district representative who will verify completion of the credit requirements within the survey. Training credits taken by members are not automatically updated in the Best Practices Survey and must be manually checked off by the member. **Please note, each district is responsible for completing their own survey online. The deadline to complete the survey is Nov. 4, 2022.**

If you have any questions regarding the Best Practices Program or need help completing it online, please contact Jaime Keeling at jkeeling@sdao.com or 800.285.5461 ext. 122.



2022

**BEST PRACTICES
PROGRAM**

S | D | I | S

Main Office: PO Box 12613 | Salem, OR 97309-0613

Toll-free: 800-285-5461 | Phone: 503-371-8667

Fax: 503-371-4781 | Email: sdao@sdao.com

Web: www.sdao.com

SDIS 2023 Best Practices Survey

SDIS 2023

Entity Name

Arch Cape Domestic Water Supply District

Contact Name

Phil Chick

Contact Email

philchickacutil@gmail.com

Contact Phone






503-436-2790













Total Discount %

6

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)?  (<http://www.policechief.org>)

19 Oregon Rural Health Association (ORHA)?  (<https://orha.wildapricot.org>)

Board Duties and Responsibilities Checklist - 2% Credit

20 Does your district have written board duties and responsibilities of officers?

21 Do you provide each board member with a copy of ORS 198 and the statute that regulates the type of district you represent?  (https://oregon.public.law/statutes/ors_chapter_198)

22 Do you distribute a copy of Oregon Government Ethics Law to each board member?  (<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?

24 Is there an annual review/training of each board member and written acknowledgement of policy and training kept on file?

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?



i (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?



i (<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>)

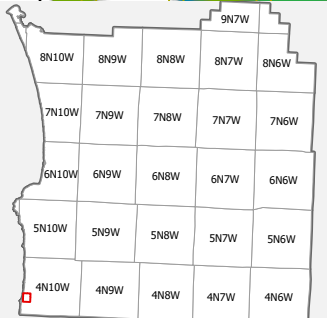
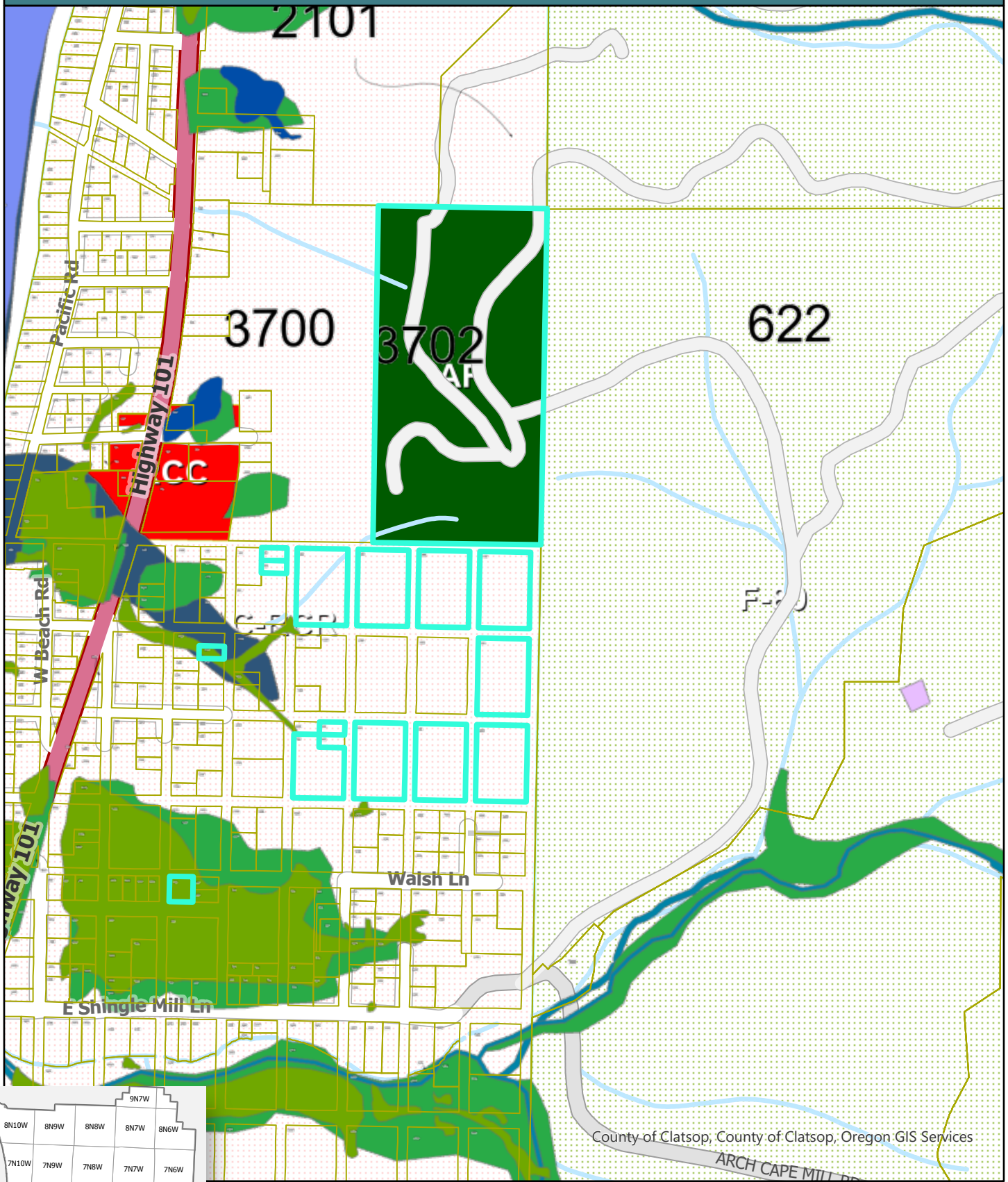
36 SDAO/OFDDA Fire District Directors Academy (applicable to fire districts) ?

 (<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.

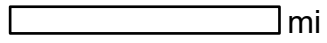
	Check Yes if completed	Yes	Help	More Information
37	SDAO Board of Directors and Management Staff Regional Training	<input type="checkbox"/>		 (https://www.sdao.com/sdao-board-of-directors-and-management-staff-training-series)
38	Board Duties and Responsibilities Pre-Conference Training	<input type="checkbox"/>	?	 (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"/>	?	

Clatsop County Lands with Wetlands



Clatsop County

0.2



This map was produced using Clatsop County GIS data. The data is maintained by Clatsop County to support its governmental activities. Clatsop County is not responsible for any map errors, possible misuse, or misinterpretation.

WATER DISTRICT:

The Water plant distributed 1.8 million gallons to town in September.

We are still drawing water from Asbury Creek. Once we get some measurable rain we will go back on the Shark Creek intake until next summer.

Staff will begin flushing hydrants in the distribution system in November.

MONTHLY LOG : ARCH CAPE WATER & SANITARY DISTRICTS

		September	2022
Total Hours	352.00	152.50	199.50
Percentage Split		43%	57%
Total Accounts	641	295	346
Percentage Split		46%	54%

SANITARY DISTRICT:

We received 1.95” of rainfall in September and the plant received 1.7 million gallons of influent.

We’ve received a letter from USDA which identifies the results from their recent compliance visit, and lists necessary actions required by the District (included in Board packet). The District will need to address the identified issues by the next 5 year civil rights compliance review. Most of them are quite simple to attend to, and we will begin implementing them. I am getting quotes to pave the ADA spot at the office.

Membrane cleaning will be done later this month and Petersen CAT will also be coming out to service all of our generators in preparation for winter.

We will begin discharging effluent into the creek again on November 1st and are required to do additional sampling for our new permit. One new requirement is to continuously monitor temperature in Shingle Mill Creek, replacing the old permit’s requirement of 2X per week. This data will likely be considered when DEQ creates our new permit in 2027.