

ARCH CAPE SANITARY DISTRICT
BOARD OF DIRECTORS MEETING
Arch Cape Fire Hall 79729 Hwy 101
Thursday March 16, 2023
Following the Water Meeting
To Join Meeting by Video Link:
<https://us02web.zoom.us/j/82450898403>
Join by Telephone: 1-669-900-6833
Meeting ID: 824 5089 8403

- I. Call to Order Darr Tindall, President
- II. Public Comments Darr
- III. Agenda Approval Darr
- IV. Consent Agenda (Action) Darr
- A. Approve Minutes – February 16th Regular Meeting
 - B. Accept February Budget and Finance Reports
 - C. Authorize Payment of Accounts
 - D. Accept Correspondence Requiring No Action
- V. Old Business
- A. Webb Lift Station Grant (Information) Curt Mcleod
 - B. Board position vacancies Darr
 - C. Budget process updates Teri / Matt
- VI. New Business
- A. Facilities plan update Curt Mcleod / Matt
 - B. Appointment of new Budget Committee Members Darr
- VII. Reports (Information)
- A. Accounts Receivable Report Teri Fladstol, Jigsaw Consulting
 - B. Staff Report and Correspondence for Action Matt Gardner, Plant Operator
 - C. Board Members' Comments and Reports Darr
- VIII. April Agenda Items (Information) Darr
- IX. Public Comments Darr
- XI Adjourn Darr

Arch Cape Sanitary District

Balance Sheet

February 28, 2023

ASSETS

Checking/Savings	
1000 · Columbia Bank #1218	\$ 47,178.73
1100 · Local Government Pool	\$ 366,746.44
Total Checking/Savings	<u>\$ 413,925.17</u>
Total Current Assets	<u>\$ 413,925.17</u>
TOTAL ASSETS	<u>\$ 413,925.17</u>

LIABILITIES & EQUITY

Liabilities	
Current Liabilities	\$ 7,753.00
Total Liabilities	<u>\$ 7,753.00</u>
Equity	\$ 406,172.17
TOTAL LIABILITIES & EQUITY	<u>\$ 413,925.17</u>

Arch Cape Sanitary District
Check Detail
February 2023

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	EFT	02/01/2023	Columbia Bank		1000 · Columbia B...		-1,050.26
				4605 · Debt Service		-128.00	128.00
				4600 · Sanitary Use...		-921.00	921.00
				4604 · Overage/Exc...		-1.26	1.26
TOTAL						-1,050.26	1,050.26
Check	EFT	02/01/2023	Spectrum Business		1000 · Columbia B...		-259.96
				6110 · Utilities		-259.96	259.96
TOTAL						-259.96	259.96
Check	EFT	02/15/2023	Columbia Bank		1000 · Columbia B...		-55.02
				6100 · Bank Service...		-55.02	55.02
TOTAL						-55.02	55.02
Check	EFT	02/22/2023	Microsoft		1000 · Columbia B...		-8.25
				6105 · Dues & Taxes		-8.25	8.25
TOTAL						-8.25	8.25
Check	EFT	02/22/2023	Google		1000 · Columbia B...		-1.99
				6200 · Maintenance		-1.99	1.99
TOTAL						-1.99	1.99
Check	8654	02/09/2023	North Central Lab		1000 · Columbia B...		-222.23
				6200 · Maintenance		-222.23	222.23
TOTAL						-222.23	222.23
Check	8655	02/09/2023	Recology Western ...		1000 · Columbia B...		-55.78
				6110 · Utilities		-55.78	55.78
TOTAL						-55.78	55.78
Check	8657	02/16/2023	Eds Septic		1000 · Columbia B...		-2,975.00
				6200 · Maintenance		-2,975.00	2,975.00
TOTAL						-2,975.00	2,975.00
Check	8658	02/16/2023	Curran McLeod		1000 · Columbia B...		-2,855.00
				6106 · Professional ...		-2,855.00	2,855.00
TOTAL						-2,855.00	2,855.00

Arch Cape Sanitary District
Check Detail
 February 2023

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	8659	02/16/2023	SDIS		1000 · Columbia B...		-13,881.00
					6103 · Liability & Pr...	-13,881.00	13,881.00
TOTAL						-13,881.00	13,881.00
Check	8660	02/16/2023	Backflow Valve Se...		1000 · Columbia B...		-148.00
					6200 · Maintenance	-148.00	148.00
TOTAL						-148.00	148.00
Check	8661	02/16/2023	North Central Lab		1000 · Columbia B...		-222.23
					6200 · Maintenance	-222.23	222.23
TOTAL						-222.23	222.23
Check	8662	02/16/2023	Jackson Oil		1000 · Columbia B...		-477.40
					6200 · Maintenance	-477.40	477.40
TOTAL						-477.40	477.40



Arch Cape Water and Sanitary Districts

32065 East Shingle Mill Lane
Arch Cape, OR 97102 • 503.436.2790

**Arch Cape Domestic Water Supply District / Arch Cape Sanitary
District Budget Committee
APPLICATION**

Date: 3/2/23

Applicant Name: Thomas Mattia

Mailing Address: PO Box 700, Tolovana Park, OR 97145

Residence Address: 32088 Buena Vista Dr, Arch Cape, OR 97102

Contact Telephone: 404-433-3524

Email: tommattia@me.com

District Budget Committee Wishing to Serve On:

Water District Budget Committee: X Sanitary District Budget Committee:
Both: X

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

I am a retired corporate executive with extensive budgeting experience (SVP of The Coca-Cola Company, VP of EDS, Chairman of Edelman China) and I am happy to serve my new adopted community.

Describe your interest in serving on the Arch Cape Budget Committee(s):

I am interested in serving my newly adopted community and I have a strong interest in preserving our forest and our water supply.



Arch Cape Water and Sanitary Districts

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**Arch Cape Domestic Water Supply District / Arch Cape Sanitary
District Budget Committee
APPLICATION**

Date : March 4, 2023

Applicant Name: Mike Wodtke

Mailing Address: 1921 Bayard Avenue, Saint Paul, MN 55116

Residence Address: 79878 US Highway 101, Arch Cape, OR 97102

Contact Telephone: 612-345-1065

Email: mikewodtke@gmail.com

District Budget Committee Wishing to Serve On:

Water District Budget Committee: Yes

Sanitary District Budget Committee: Yes

Both: Yes, I would be willing to serve on both Committees

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

For the past 15 years I have had P&L (financial) ownership of two large retail business units. In my current role as Vice President Ecommerce & Technology at Blu Dot – a modern furniture designer and retailer - I am responsible for all sales, costs and financing decisions of a \$50MM/yr ecommerce channel, a \$10MM/yr marketing budget and a \$5MM/yr technology capital expense budget. Having to manage the financial variability in the good times pre-Covid, supply-chain challenged and high furniture sales growth period during Covid and the

weakening macro-economic condition in the current period, I have experience navigating multiple financial scenarios. Additionally, I serve with our CFO as a key player in our multi-year financial planning efforts.

I hold a BS in Business from Minnesota State University.

Describe your interest in serving on the Arch Cape Budget Committee(s):

My wife Lisa and I bought our home in Arch Cape in the summer of 2021 after vacationing to the Oregon Coast annually for over a decade. Earlier in 2021, we spent a trip looking at possible places to target and we got lucky enough when the Churches put their stunning property on the market. Since then, we have spent 2 months a year on the coast while doing some short-term rentals on it. Ultimately, we will retire there when our girls, Palmer (10) and Dylan (8), are out of the house. As our time spent in Arch Cape has grown, I have fallen in love with the area. This includes many excursions into the Arch Cape forest via Hug Point Road where I start most of my trail runs in the area. I am constantly in awe of not only the beautiful land we are privileged to spend time on, but also because it helps locally sustain us. Heck, I've even made a wrong turn and found myself turned around and chatting with the Water District team for 30minutes about the area.

I understand this is a remote opportunity - which is great - but am open to traveling, if needed, for meetings. I am interested not just now, but for years to come.

Thank you for your consideration.



Arch Cape Water and Sanitary Districts

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BILLING APPEAL REQUEST FORM

Billing Appeal under Water District Policy #16-06 WD / Sanitary District Policy #16-04 SD

Date _____ Account Number _____

Name on account _____

Property Account Address: _____

If different: Your Name Michele Maynard _____ Address 80147 Kent Road, Arch Cape OR _____

Contact Info (phone/email) 206-790-0668 michelemaynard@outlook.com _____

Date leak discovered / loss noticed	Date leak / loss repaired
November – primary bath toilet running and subsequently discovered leaking	December
Describe the water loss	Describe the repairs to your system
Primary toilet was running and leaking	Running toilet & leak corrected
Name of person or entity discovering leak	Name of person or entity repairing leak
Avantstay property management	Avantstay property management

Amount being appealed: \$1806.25 _____ Date(s) of charges being appealed: November-December, 2022

Basis of appeal: _____ Water District Dwelling Leak Policy #17-02 WD
 _____ Sanitary District Dwelling Leak Policy #17-02 SD

NOTE: Leak and Billing Appeal Policies for the Water and Sanitary Districts may be obtained at District offices and found on-line at <https://www.archcapewater.org/>

THE UNDERSIGNED HEREBY CERTIFIES:

- that I have read the District Policies above indicated and this Appeal conforms to them;
- that the contents of this Request are true and correct;
- that the customer has complied with all requirements for relief under those Policies; and
- that the attached are true and correct copies of the invoice(s) paid for repairs.

Signature: Michele Maynard _____ Date: 2/26/2023 _____

Michele Maynard - 1655

MONTH	*USAGE	EXCESS WATER FEE	EXCESS SANITARY FEE
<i>*First 5,000 included in Base Rate – see website for Tier Structure under “Resources / Rates & Fees” Calculations are shown at the bottom of the page.</i>			
December	1540	\$ -	\$
January	3160		
February	3740	\$ -	\$
March	Base Rate	\$172.00	\$271.00
March	3000	\$ -	\$
April	6700	\$ 4.25	2.13
May	9600	\$ 19.50	9.75
June	Base Rate	\$ 172.00	\$271.00
June	4300		\$
July	8100	\$ 8.25	4.13
August	8400	\$ 10.50	5.25
September	Base Rate	\$ 175.00	\$264.00
September	6400	\$ 3.50	1.75
October	9700	\$ 20.25	10.13
November	23500	\$ 912.50	\$893.75
	COST TO TREAT (.72 WD / .51 SD)	\$ 129.08	\$90.97
	APPEAL		
December	Base Rate	\$175.00	\$264.00
Less Paid		\$566.50	\$832.26
TOTAL:		\$1,235.33	\$1,255.60

D1/4/2023, 2:58 PM

Property

[Kent Rd \(SF 14\) - Modern Love](#) Open Kent Rd (SF 14) - Modern Love Preview

Edit Property

Case Record Type

Field Operations

Change Record Type

Case Number

00552922

Type

Maintenance

Edit Type

Subject

Toilet Handle

Edit Subject

Category

Plumbing

Edit Category

Status

Closed

Edit Status

Subcategory

Leak, Toilet

Edit Subcategory

Completed on

1/4/2023

Location in Home

Primary Bath

Edit Location in Home

Priority

High

Edit Priority

Description

Owner would like the handle repaired on the toilet in the main bathroom Said it was running when they arrived

Edit Description

Spend Approval Threshold Amount 1

\$100

VPM Managed

VPM Managed

Edit VPM Managed

Quote

\$90

Edit Quote

Owner Request

Owner Request

Edit Owner Request

Quote Details

MT rate: \$45/hour

+ estimated materials

Edit Quote Details

Assignment

Field Ops

Edit Assignment

Quote Approver

Edit Quote Approver

Bill To

Owner

MT Vendor Rate

\$45.00

Owner Outreach Required

No

Edit Owner Outreach Required

Owner Contacted

Help Owner Contacted

No

Edit Owner Contacted

Owner Approval Status

Yes - Approved

Interim Manager Report

Water:

- 285 of 295 meters are installed and in service. Billing was also able to be completed this month on the new meters / system
 - The remaining 10 meters will be scheduled as we will need a vactor truck and spare parts to replace broken parts.
 - Soon I will begin the process of learning how to interpret the incoming data in hopes that I can identify and repair leaks occurring throughout the district.
- Continuity of operations remains intact. Clean and safe drinking water is being supplied to the districts residents and guests.
- Curt Mcleod and I are going to finish facility and infrastructure walk through and compile a facility rehabilitation plan similar to the one provided to sanitary, but for water.

Sanitary:

- Diagnostics on MBR basin 2 continues. We received and test fit one of the permeate valves leaking, and have ordered the remaining valves for replacement. We will continue troubleshooting performance after this repair is done.
- Replaced two air release valves that were underperforming and in need of replacement and a rebuild.
- Continuity of all operations remains intact. Permit and compliance remains intact as does the reporting.
- Sanitary facilities walkthrough was primarily completed and a draft revision of our plan presented to the board via email was submitted. This required a lot of coordination between our engineers and I, and is something I am proud to present to all of you for review. Thank you to Curt and his team for generating this report.
- Budget – We will be aggressively working on a budget in the coming weeks. Our plan is to utilize the updated sanitary facilities plan and incoming water facilities plan to prioritize our budget proposals for both water and sanitary.