



Board Meetings

**ARCH CAPE SANITARY DISTRICT AND
ARCH CAPE DOMESTIC WATER SUPPLY
DISTRICT BOARD OF DIRECTORS
WILL MEET ON
THURSDAY, MAY 21, 2026 AT 5:00 PM
IN PERSON AND VIA ZOOM**

**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/81113947450?pwd=AAIBsXOV0Ca0s4Aabg8946vQH2sB7Y.1>

**Arch Cape Sanitary District Board of Directors will meet
at 5:00 p.m.**

**Arch Cape Domestic Water Board of Directors will meet
at 5:45 p.m.**

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



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

Thursday, May 21, 2026

5:45 PM Meeting Zoom & In Person

<https://us02web.zoom.us/j/81113947450?pwd=AAIBsXOV0Ca0s4Aabg8946vQH2sB7Y.1>

The Board Meeting adheres to a 1.25 hour meeting rule. Meeting discussion will conclude sharply at that time to allow for the last 3 agenda items. Any uncompleted or remaining business will be rolled over until the next monthly Board Meeting.

- | | |
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| I. Call to Order | Owen Dufka |
| II. Public Comments | Owen Dufka |
| III. Agenda Approval (Action – Motion to Approve) | Owen Dufka |
| IV. Approve April 16, 2026, Meeting Minutes (Action – Motion to Approve) pg. 3 | Owen Dufka |
| V. Financial & Administrative Reporting (pg. 4-6) | |
| a. Accept Budget vs Actual Report | Owen Dufka |
| b. Payment of Accounts | Owen Dufka |
| c. Treasurer’s Report | Sam Garrison |
| VI. Budget Approval & Resolutions (pg. 7-25) | Owen Dufka |
| "I now open the public hearing on the proposed budget for the Arch Cape Domestic Water Supply District for the fiscal year 2026-2027. The budget was approved by the Budget Committee on April 16,2026 and notice of this hearing was published in Daily Journal of Commerce on May 11, 2026. The purpose of this hearing is to discuss the budget with interested persons and receive public testimony." | |
| a. Resolution #26-0501WD, Adopting the 2026-27 Budget and Appropriations Schedule PUBLIC HEARING (Action - Motion to approve Resolution) | |
| b. Resolution #26-0502WD, Resolution Superseding Resolution 2025-O515B-3, Establishing Base Rate Charges, Excess Usage Charges and Debt Surcharges for the Arch Cape Domestic Water Supply District. PUBLIC HEARING (Action – Motion to approve Resolution) | |
| c. Resolution #26-0503WD, Revising System Development Charges (SDC)/Equivalent Dwelling Unit (EDU) Fees for the Arch Cape Domestic Water Supply District. PUBLIC HEARING (Action – Motion to approve Resolution) | |
| VII. Cannon View Park - Correspondence Requiring Action (pg. 26) | Owen Dufka |
| VIII. ODOT Easement (pg. 27-39) | Collin |
| IX. Resolution #260521A – Policy for Sharing of Road-Related Costs (pg. 40-44) | Collin/Bill |
| X. Forest/Logging Update (pg. 45-61) | Collin/Bill |
| XI. Billing Software (pg.62-63) | Teri |
| XII. Reports | |
| A. Staff Reports | Collin |
| B. Correspondence Requiring Action | Collin |
| C. Board Members’ Comments and Reports | All |
| June Meeting Agenda Items (Action) | |
| Public Comments | Owen Dufka |
| Adjournment | Owen Dufka |



**ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT
BOARD OF COMMISSIONERS' MEETING
Thursday, April 16, 2026**

Pursuant to the notice, the regular monthly Board Meeting for Arch Cape Domestic Water Supply District was held at the Fire Hall and via Zoom.

In attendance: Owen Dufka, Jeff Slemaker, Sam Garrison, Tevis Dooley, Richard Petrich; Staff: Collin Stelzig and Teri Fladstol;
Public: Darr Tindall, Steve Hill

Board Meeting was called to order by Owen Dufka at 5:00 pm.

Public Comments – Steve Hill inquired about Mike McEwen costs to the District.

Motion by Richard Petrich to approve agenda as presented, second by Sam Garrison, motion carried.

Motion by Tevis Dooley to approve the Minutes of March 19, 2026, meeting, second by Richard Petrich, motion carried.
Acceptance of Financial Reporting, Treasurer's Report, reconciled and approved by Sam Garrison.

Motion by Jeff Slemaker to approve award of the construction contract for the Asbury Creek Raw Water Intake Relocation Project to Advanced Excavation in the amount of \$245,675.00 and to authorize the Board President to sign the contract documents on behalf of the District. Second by Sam Garrison, motion carried.

Motion by Sam Garrison to adopt, by Resolution, 26-04-01WD transferring \$22,000 of appropriations from Forest Fund Contingency to Forest Fund Materials & Services for costs associated with implementation of the ARPA Forest project. Second, by Richard Petrich, motion carried.

Discussion of a new vehicle with specs passed around to Board members for informational purposes, continuing to gather information and get pricing and timeline on delivery once purchase is made.

Reports:

Staff Reports – Updates

Board Member Comments

May Agenda Items: Cannon View Park Meger – Ad Hoc Committee, Truck Search/Status, Budget Approval, Billing Software

Public Comments: Steve Hill expressed appreciation of Matt's hard work.

Motion to adjourn by Tevis Dooley at 5:45 pm, second by Sam Garrison, motion carried.

Owen Dufka, Chair

Attest: Teri Fladstol, Secretary

AC Domestic Water Supply District Budget vs. Actuals July 1 to April 30, 2026

	FY 25/26	1st Quarter	2nd Quarter	3rd Quarter	April 2026	Fiscal Year to Date		
	Budget	Actual	Actual	Actual	Actual	Actual	Budget	%
01-4000 RESOURCES - Beginning Balance	\$ 164,986						\$ 164,986	0%
Total 01-4001 Beginning Balance - General Fun	\$ 164,986	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 164,986	0%
01-4201 User Fees	\$ 231,264	\$ 57,776	\$ 51,123	\$ 63,624	\$ 29,946	\$202,469	\$ 231,264	88%
01-4202 Debt Service	\$ 20,808	\$ 4,938	\$ 4,365	\$ 5,395	\$ 2,642	\$ 17,340	\$ 20,808	83%
01-4204 Overage/Excess Usage	\$ 32,000	\$ 10,173	\$ 13,491	\$ 10,706	\$ 4,044	\$ 38,413	\$ 32,000	120%
01-4300 Interest Income - General Fund	\$ 3,500	\$ 3,732	\$ 4,679	\$ 3,567		\$ 11,978	\$ 3,500	342%
01-4350 IGA Income (Sanitary District)	\$ 206,084	\$ 10,555	\$ 43,180	\$ 50,249		\$103,984	\$ 206,084	50%
01-4400 Cannon View Park Services	\$ 1,313	\$ 1,388				\$ 1,388	\$ 1,313	106%
01-4501 Meter Hook-Up Fee	\$ 2,500	\$ 1,250	\$ 1,250	\$ 5,000		\$ 7,500	\$ 2,500	300%
01-4700 Miscellaneous Income	\$ 100		\$ 50		\$ 784	\$ 834	\$ 100	
01-4800 Grant Revenue	\$ 10,000		\$ 14,266			\$ 14,266	\$ 10,000	
4900 Interfund Transfer IN	\$ 3,000					\$ -	\$ 3,000	
Total 01-4100 REVENUE	\$ 510,569	\$ 89,812	\$ 132,404	\$ 138,540	\$ 37,416	\$398,172	\$ 510,569	78%
Total General Fund Resources	\$ 675,555	\$ 89,812	\$ 132,404	\$ 138,540	\$ 37,416	\$398,172	\$ 675,555	59%
01-5000 Personnel Services								
01-5001 Wage - District Manager	\$ 100,000	\$ 23,565	\$ 23,565	\$ 23,565	\$ 7,855	\$ 78,549	\$ 100,000	79%
01-5002 Wages - Operator	\$ 86,790			\$ -		\$ -	\$ 86,790	
01-5003 Employer Payroll Taxes	\$ 24,376	\$ 1,890	\$ 2,541	\$ 2,085	\$ 681	\$ 7,197	\$ 24,376	30%
01-5004 PERS Retirement	\$ 49,836	\$ 1,396	\$ 6,979	\$ 4,585	\$ 1,386	\$ 14,346	\$ 49,836	29%
01-5005 Medical Insurance	\$ 18,963	\$ 2,290	\$ 2,405	\$ 2,645	\$ 881	\$ 8,222	\$ 18,963	43%
01-5006 Worker's Compensation Insurance	\$ 2,747	\$ 714				\$ 714	\$ 2,747	26%
01-6001 Administrative Services	\$ 78,512	\$ 11,585	\$ 11,889	\$ 14,864	\$ 3,854	\$ 42,193	\$ 78,512	54%
01-6002 Shared Temporary Help	\$ -	\$ 18,885	\$ 9,695	\$ 12,160	\$ 3,795	\$ 44,535	\$ -	
01-6003 Clothing Allowance	\$ 1,000	\$ 249	\$ 335	\$ 200		\$ 784	\$ 1,000	78%
01-6004 Education	\$ 3,000	\$ 611	\$ 390	\$ 727		\$ 1,728	\$ 3,000	58%
01-6005 Travel	\$ 1,500			\$ 1,421		\$ 1,421	\$ 1,500	
01-6006 Office Supplies	\$ 3,250	\$ 1,138	\$ 617	\$ 1,041	\$ 108	\$ 2,904	\$ 3,250	89%
01-6007 Postage	\$ 2,500	\$ 245	\$ 236	\$ 312		\$ 793	\$ 2,500	32%
01-6008 Vehicle		\$ 749	\$ 1,035	\$ 486	\$ 346	\$ 2,616		
01-6009 IGA Legal	\$ 100	\$ 100		\$ 140	\$ 980	\$ 1,220	\$ 100	1220%
01-6050 District Specific Admin Services	\$ 12,123	\$ 527	\$ 2,940	\$ 4,095	\$ 303	\$ 7,865	\$ 12,123	65%
01-6100 Materials & Services						\$ -		
01-6101 Dedicated Temporary Help						\$ -		
01-6102 Auditing Service	\$ 9,000	\$ 7,500		\$ 4,500		\$ 12,000	\$ 9,000	133%
01-6103 Dues & Taxes		\$ 1,025	\$ 617	\$ 1,236		\$ 2,878		
01-6104 Legal Services	\$ 3,500	\$ 450				\$ 450	\$ 3,500	13%
01-6105 Liability & Property Insurance	\$ 12,512		\$ (59)	\$ 11,512		\$ 11,453	\$ 12,512	
01-6108 Project Maintenance	\$ 40,000	\$ 19,985	\$ 4,369			\$ 24,354	\$ 40,000	61%
01-6109 Recurring Maintenance	\$ 25,000	\$ 6,972	\$ 496	\$ 223	\$ 1,175	\$ 8,866	\$ 25,000	35%
01-6110 General Maintenance	\$ 30,000	\$ 3,724	\$ 6,677	\$ 8,852	\$ 4,242	\$ 23,495	\$ 30,000	78%
01-6111 Chemicals	\$ 6,000	\$ 4,199				\$ 4,199	\$ 6,000	70%
01-6112 Notices		\$ 131		\$ 446		\$ 577		
01-6113 Payroll Administration Service		\$ 219	\$ 177	\$ 118	\$ 39	\$ 553		
01-6114 Professional Services	\$ 1,000	\$ 545	\$ 1,080	\$ 1,100		\$ 2,725	\$ 1,000	273%
01-6116 Utilities	\$ 10,000	\$ 3,586	\$ 3,809	\$ 4,752	\$ 1,500	\$ 13,647	\$ 10,000	136%
01-7500 Debt Service						\$ -		

	FY 25/26	1st Quarter	2nd Quarter	3rd Quarter	April 2026	Fiscal Year to Date		
	Budget	Actual	Actual	Actual	Actual	Actual	Budget	%
01-7501 IFA Water Plant Upgrade - Princ	\$ 17,365		\$ 7,724			\$ 7,724	\$ 17,365	
01-7502 IFA Water Plant Upgrade - Int	\$ 3,407		\$ 1,424			\$ 1,424	\$ 3,407	
01-8000 Contingency - Gen Fund	\$ 78,000					\$ -	\$ 78,000	
01-8001 Unappropriated Bal - Gen Fund	\$ 55,074					\$ -	\$ 55,074	
Total 01-6000 REQUIREMENTS - General Fund	\$ 675,555	\$ 112,278	\$ 88,941	\$ 101,066	\$ 27,146	\$329,431	\$ 675,555	49%
02-4000 RESOURCES - CAPITAL FUND	\$ 106,943						\$ 106,943	
02-4100 REVENUE - Capital	\$ 355,000					\$ -	\$ 355,000	
02-4200 SDC Revenue	\$ 13,694	\$ 6,847	\$ 6,847	\$ 27,388	\$ 18,100	\$ 59,182	\$ 13,694	432%
02-4751 LGIP - Interest						\$ -		
Total 02-4000 RESOURCES - CAPITAL FUND	\$ 461,943	\$ 6,847	\$ 6,847	\$ 27,388	\$ 18,100	\$ 59,182	\$ 475,637	
02-6000 REQUIREMENTS - Capital Fund						\$ -		
02-7004 Asbury Creek Intake Move	\$ 355,000	\$ 10,767	\$ 18,099	\$ 14,185		\$ 43,050	\$ 355,000	12%
02-7005 Asbury Creek Relocation Project	\$ 24,000			\$ 23,005		\$ 23,005	\$ 24,000	96%
02-8000 Contingency - Capital Fund	\$ 36,000						\$ 60,000	
02-8001 Unappropriated Balance	\$ 60,637						\$ 60,637	
Total 02-6000 REQUIREMENTS - Capital Fund	\$ 475,637	\$ 10,767	\$ 18,099	\$ 37,190	\$ -	\$ 66,055	\$ 475,637	14%
03-4000 RESOURCES - FOREST FUND	\$ 211,573						\$ 211,573	
03-4002 Beginning Bal - Restricted Fund	\$ 77,852						\$ 77,852	
03-4100 REVENUE - Forest Fund						\$ -		
03-4300 Interest Income - Forest Fund	\$ 8,000	\$ 2,043	\$ 596	\$ 1,909	\$ 1,874	\$ 6,422	\$ 8,000	80%
03-4801 Business OR - ARPA	\$ 346,480	\$ 89,507	\$ 239,653	\$ 7,310		\$336,470	\$ 346,480	97%
03-4850 Private Donations Forest Fund	\$ 10,000			\$ 20,000		\$ 20,000	\$ 10,000	
Total 03-4000 RESOURCES - FOREST FUND	\$ 653,905	\$ 91,550	\$ 240,249	\$ 29,219	\$ 1,874	\$362,892	\$ 653,905	55%
03-6000 REQUIREMENTS - Forest Fund								
03-6100 Materials & Services - Forest								
03-6101 ODF - Fire Protection	\$ 3,028					\$ -	\$ 3,028	
03-6102 Forest - Federal Audit	\$ 3,000					\$ -	\$ 3,000	
03-6103 Legal/Land Use Fees	\$ 4,000					\$ -	\$ 4,000	
03-6104 Finance Management	\$ 6,480	\$ 1,620	\$ 1,620	\$ 1,620	\$ 540	\$ 5,400	\$ 6,480	83%
03-6107 Road Management Consulting	\$ 25,000	\$ 9,809	\$ 2,083	\$ 1,650	\$ 452	\$ 13,994	\$ 25,000	56%
03-6108 Forest Management Consulting	\$ 3,000	\$ 363	\$ 2,277	\$ 3,064	\$ 2,026	\$ 7,730	\$ 3,000	258%
03-6110 Other Road Maintenance Services	\$ 125,000	\$ 54,083	\$ 75,507			\$129,590	\$ 125,000	104%
03-6111 Land Restoration	\$ 15,000	\$ 10,029	\$ 4,971			\$ 15,000	\$ 15,000	100%
03-6112 Miscellaneous	\$ 500					\$ -	\$ 500	
Total Materials & Services	\$ 185,008	\$ 75,903	\$ 86,458	\$ 6,334	\$ 3,019	\$171,713	\$ 185,008	93%
03-7000 Capital Outlay - Forest								
03-7001 Road Construction	\$ 125,000	\$ 125,000				\$125,000	\$ 125,000	100%
03-7002 Road Decommissioning	\$ 50,000	\$ 50,000				\$ 50,000	\$ 50,000	100%
03-8001 Contingency	\$ 60,501					\$ -	\$ 60,501	
03-8002 Restricted Balance	\$ 77,852						\$ 77,852	
7900 Interfund Transfer OUT	\$ 3,000						\$ 3,000	
03-8003 Unappropriated Balance	\$ 152,544						\$ 152,544	
Total 03-6000 REQUIREMENTS - Forest Fund	\$ 653,905	\$ 250,903	\$ 86,458	\$ 6,334	\$ 3,019	\$346,713	\$ 653,905	53%
Total Resources	\$1,805,097	\$ 188,210	\$ 379,500	\$ 195,147	\$ 57,390	\$820,246	\$1,805,097	
Total Expenditures	\$1,805,097	\$ 373,948	\$ 193,498	\$ 144,589	\$ 30,165	\$742,199	\$1,805,097	

AC Domestic Water Supply District
Check Detail Report
April 2026

Date	Type	Num	Name	Description	Amount
00-1000 #1196 Main Checking					
04/02/2026	Check	2688	Meshher Supply		-17.45
04/02/2026	Check	2689	USA BlueBook		-421.93
04/08/2026	Check	2690	A/C Sanitary District		-188.00
04/08/2026	Check	2691	Jackson Oil		-165.06
04/08/2026	Check	2692	SDIS		-57.00
04/08/2026	Check	2693	USA BlueBook		-46.72
04/08/2026	Check	2694	Cable Huston		-980.00
04/08/2026	Check	2695	Alexin Analytical		-1,895.00
04/08/2026	Check	2696	Pacific Power		-1,499.98
04/08/2026	Expense		Cleaning By Design		-320.00
04/08/2026	Expense		Cleaning By Design		160.00
04/10/2026	Expense		Arch Cape Inn		-1,100.00
04/10/2026	Expense		Arch Cape Inn		-825.00
04/11/2026	Expense				-135.54
04/14/2026	Check	2697	Kathryn R. DeShane		-18,100.00
04/14/2026	Expense		Sure Payroll		-4,032.31
04/15/2026	Expense		Ricoh, USA Inc.		-104.51
04/16/2026	Check	2698	USA BlueBook		-277.37
04/16/2026	Check	2699	Bob McEwan Construction		-525.00
04/16/2026	Check	2700	H.D. Fowler		-1,013.00
04/16/2026	Check	2701	RV Resort of Cannon Beach		-181.10
04/17/2026	Expense		Amazon.com		-14.99
04/20/2026	Expense				-0.03
04/22/2026	Check	2702	Cartomation, Inc.		-150.00
04/22/2026	Check	2703	USA BlueBook		-802.04
04/22/2026	Check	2704	OR Environmental Solutions LLC		-1,230.00
04/23/2026	Expense		Ferguson		-257.89
04/24/2026	Expense		AT&T Mobility		-99.82
04/26/2026	Expense		QuickBooks Payments		-115.00
04/27/2026	Expense		PERS		-471.30
04/27/2026	Expense		PERS		-471.30
04/27/2026	Expense		PERS		-1,386.39
04/28/2026	Expense		Sure Payroll		-39.32
04/29/2026	Check	2705	Jigsaw Consulting Services		-3,500.00
04/29/2026	Expense		MODA Health		-823.92
04/29/2026	Expense		Sure Payroll		-4,032.32
04/30/2026	Expense		1st Security Bank		-10.00
04/30/2026	Expense		EO Media Group		-108.08
04/30/2026	Expense		Cleaning By Design		-320.00
03-1000 Forest Fund #8620					
04/16/2026	Check	5029	Morgans Resource Management		-2,478.50
04/29/2026	Check	5030	Jigsaw Consulting Services		-540.00

FORM
LB-1**NOTICE OF BUDGET HEARING**

A public meeting of the Arch Cape Domestic Water Supply District will be held on May 21, 2026 at The Fire Hall, 72979 Hwy 101, Arch Cape, OR 97102. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2026 as approved by the Arch Cape Domestic Water Supply District Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at 32065 E Shingle Lane, Arch Cape, OR 97102, between the hours of 8:00 a.m. and 4:30 p.m. or online at www.archcapewater.org. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as preceding year.

Matt Gardner
Contact Person

Director of Operations
Title

mattgardneractuil@gmail.com
Contact Person E-Mail

TOTAL OF ALL FUNDS	Actual Amount 2024-25	Adopted Budget This Year 2025-26	Approved Budget Next Year 2026-27
Beginning Fund Balance/Net Working Capital	567,760	561,354	670,847
Fees, Licenses, Permits, Fines, Assessments & Other Service	507,170	529,263	571,415
Federal, State and all Other Grants, Gifts, Allocations and	509,800	701,480	523,950
Revenue from Bonds and Other Debt	0	10,000	202,500
Interfund Transfers / Internal Service Reimbursements	145,622	3,000	233,500
All Other Resources Except Current Year Property Taxes	0	0	0
Current Year Property Taxes Estimated to be Received	0	0	0
Total Resources	1,730,352	1,805,097	2,202,212
FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	247,431	282,712	260,825
Materials & Services	534,484	424,005	542,246
Capital Outlay	298,750	530,000	562,045
Debt Service	20,772	20,772	40,852
Interfund Transfers	145,622	3,000	233,500
Contingencies	131,646	198,501	270,000
Special Payments	0	0	
Unappropriated Ending Balance and Reserved for Future Expenditure	351,647	346,108	292,744
Total Requirements	1,730,352	1,805,098	2,202,212
FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR			
Name of Organizational Unit or Program			
FTE for that unit or program			
District Manager	93,668	100,000	100,000
Operator	58,557	86,790	70,000
FTE	2	2	2
Total Requirements	152,225	186,790	170,000
Total FTE	2	2	2
STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *			
PROPERTY TAX LEVIES			
	Rate or Amount Imposed 2026-27	Rate or Amount Imposed	Rate or Amount Approved
Permanent Rate Levy			
Local Option Levy			
Levy For General Obligation Bonds			
STATEMENT OF INDEBTEDNESS			
LONG TERM DEBT	Estimated Debt Outstanding on July 1.	Estimated Debt Authorized, But Not Incurred on July 1	
General Obligation Bonds			
Other Bonds			
Other Borrowings	353,124		
Total	353,124		

* If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.

RESOLUTION No. 26-0501 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 2026-2027 in the total amount of \$2,202,212.* This budget is now on file at 32065 E. Shingle Mill Lane, Arch Cape, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2026, for the following purposes:

General Fund		Forest Fund	
Personnel Services	260,825	Materials & Services	169,271
Materials & Services	372,975	Capital Outlay	0
Capital Outlay	0	Debt Service	0
Debt Service	40,852	Interfund Transfer	4,000
Interfund Transfer	229,500	Contingency	120,000
Contingency	90,000	Restricted Balance	66,977
Unappropriated Fund Balance	87,702	Unappropriated Fund Balance	99,959
Total.....	1,081,854	Total.....	460,207
Capital Outlay		Total APPROPRIATIONS, All Funds	
Capital Outlay	562,045		1,909,468
Interfund Transfer	0	Total Unappropriated and Reserve Amounts, All Funds	292,744
Contingency	60,000	TOTAL ADOPTED BUDGET	2,202,212
Unappropriated Fund Balance	38,106		
Total.....	660,151		

(*amounts with asterisks must match)

Historical Data		Amended Budget This Year Year 2025-26	RESOURCE DESCRIPTION	Budget for Next Year 2026-27		
Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2023-24	First Preceding Year 2024-25					
BEGINNING FUND BALANCE						
50,222	54,565	164,986	Undesignated Balance	281,475	281,475	281,475
50,222	54,565	164,986	TOTAL BEGINNING BALANCE	281,475	281,475	281,475
Revenue						
210,764	213,551	231,264	User Fees	205,076	204,624	252,200
17,654	34,932	32,000	Excess Usage Charges	45,000	45,000	37,500
19,802	19,161	20,808	Debt Service Surcharges	20,876	20,808	21,352
160,899	161,410	206,084	Sanitary District IGA Service Charge	187,336	181,450	221,271
0	0	100	Surplus Water Sales	100	100	100
11,101	12,187	3,500	Interest	2,000	2,000	7,500
356	99	0	Miscellaneous			
2,800	3,600	2,500	Meter Connection Fee	2,400	2,400	2,568
0	0	10,000	ARPA Grant Reimbursement			
0	46,588	0	ODOT Grant Revenue (Asbury Creek)	0	0	0
0		0	OR Technical Assistance Grant (Water Master Plan)	50,000	50,000	50,000
0		0	Vehicle Loan Proceeds	42,500	42,500	42,500
0		0	Asbury Waterline Replacement Loan Proceeds	160,000	160,000	160,000
0	145,622	3,000	Transfer from Forest Fund	5,568	6,000	4,000
1,188	1,313	1,313	Cannon View Park Read Agreement	1,313	1,313	1,388
424,564	638,463	510,569	TOTAL REVENUE	722,169	716,195	800,379
474,786	693,028	675,555	TOTAL RESOURCES	1,003,644	997,670	1,081,854

REQUIREMENTS SUMMARY

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

Historical Data		Adopted Budget This Year Year 2025-26	RESOURCE DESCRIPTION <u>ADMINISTRATION</u>	Budget for Next Year 2026-27		
Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2023-24	First Preceding Year 2024-25					
PERSONNEL SERVICES						
124,571	91,715	100,000	Manager	94,336	94,336	100,000
53,188	8,673	86,790	Operator	58,557	58,557	70,000
15,334	7,571	24,376	Employer Taxes	19,953	19,953	23,000
25,041	20,770	49,836	PERS	40,792	40,792	46,000
9,205	9,404	18,963	Medical Insurance	30,992	30,992	20,500
168	2,568	2,748	Worker's Compensation	3,735	3,735	1,325
227,507	140,701	282,713	TOTAL PERSONNEL SERVICES	248,364	248,364	260,825

REQUIREMENTS SUMMARY

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

FORM LB-30		General Fund		Arch Cape Domestic Water Supply District		
Historical Data		Adopted Budget This Year 2025-26	RESOURCE DESCRIPTION <u>ADMINISTRATION</u>	Budget for Next Year 2026-27		
Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2023-24	First Preceding Year 2024-25					
MATERIALS AND SERVICES						
43,738	86,535	78,512	IGA Administrative	38,400	73,000	73,000
1,208	328	1,000	Clothing Allowance	1,200	1,200	1,000
1,387	317	3,000	Education	3,000	3,000	3,000
1,645	931	1,500	Travel	1,000	1,000	2,000
4,173	3,023	3,250	Office Supplies	3,000	3,000	3,500
2,023	864	2,500	Postage	2,500	2,500	700
0	1,701	0	IGA Legal	6,000	6,000	1,500
6,020	6,642	0	Vehicle & Fuel	6,000	6,000	3,500
430	34,787	100	Shared Temporary Help	50,000	10,000	50,000
0	0	12,123	District Specific Administrative Services	15,000	15,000	13,000
0	300	0	Dedicated Temporary Help	1,500	2,000	
10,800	18,000	9,000	Auditing	15,000	15,000	9,375
2,810	2,889	0	Dues/Taxes	1,500	2,000	3,250
15,690	1,223	3,500	Legal Services	5,000	5,000	3,000
9,480	10,879	12,511	Insurance (Liability & Property)	13,800	13,800	12,500
0	0	0	Meter Connection	0	0	0
0	0	0	Licenses for Operations	2,000	2,000	0
11,645	22,506	40,000	Projects & Related Parts	0	34,152	31,500
0	14,990	25,000	Recurring Operations Maintenance	65,000	30,330	20,000
33,309	43,560	30,000	General Maintenance	0	15,000	30,000
6,479	6,334	6,000	Chemicals	9,000	9,000	6,000
1,214	2,648	0	Notices	700	700	350
497	588	0	Payroll Service	550	550	800
5,788	43,658	1,000	Professional Services	5,000	6,000	88,500
3,750	3,750	0	Sanitary District Use Charges	0	0	0
9,412	9,841	10,000	Utilities	12,000	12,000	16,500
171,498	316,294	238,996	TOTAL MATERIALS & SERVICES	257,150	268,232	372,975
CAPITAL OUTLAY						
2	0	0	Capital Project	0	0	0
2	0	0	TOTAL CAPITAL OUTLAY	0	0	0
399,007	456,995	521,709	TOTAL OPERATING EXPENDITURES	505,514	516,596	633,800

REQUIREMENTS SUMMARY
 ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

FORM LB-30		General Fund		Arch Cape Domestic Water Supply District		
Historical Data		Adopted Budget This Year Year 2025-26	RESOURCE DESCRIPTION <u>ADMINISTRATION</u>	Budget for Next Year 2026-27		
Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2023-24	First Preceding Year 2024-25					
			INTERFUND TRANSFERS			
2	0	0	Capital Projects	10,000	10,000	27,000
0	0	0	Transfer to Capital Fund - Vehicle Loan Proceed	42,500	42,500	42,500
0	0	0	Transfer to Capital Fund - Asbury Waterline Loan	160,000	160,000	160,000
0	0	0	TOTAL INTERFUND TRANSFERS	212,500	212,500	229,500
			DEBT SERVICE			
20,772	17,365	17,365	IFA Water Plant Upgrade - Principal	17365	17365	17715
0	3,407	3407	IFA Water Plant Upgrade - Interest	3407	3407	3057
0			Debt Service - Vehicle Loan	10000	10000	10000
0			Debt Service - Asbury Waterline Loan	10080	10080	10080
20,772	20,772	20,772	TOTAL DEBT SERVICE	40,852	40,852	40,852
419,779	477,767	542,481	TOTAL GENERAL FUND EXPENDITURES	758,866	769,948	904,152
CONTINGENCY & UNAPPROPRIATED BALANCE						
0		78,000	Contingency	84,589	86,353	90,000
55,007	215,261	55,075	Unappropriated Balance	156,189	137,369	87,702
55,007	215,261	133,075	TOTAL CONTINGENCY & UNAPP BAL (ENDING)	240,778	223,722	177,702
474,786	693,028	675,555	TOTAL REQUIREMENTS	999,644	993,670	1,081,854

FORM LB-20		Capital Fund			Arch Cape Domestic Water Supply District		
Historical Data		Amended Budget This Year Year 2025-26	RESOURCES	Budget for Next Year 2026-27			
Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2023-24	First Preceding Year 2024-25						
BEGINNING FUND BALANCE							
117,085	122,039	106,943	Undesignated Balance	120,165	120,165	120,165	
117,085	122,039	106,943	TOTAL BEGINNING BALANCE	120,165	120,165	120,165	
Revenue							
26,134	20,139	13,694	Systems Development Charges	14,036	14,036	14,036	
0	0	355,000	ODOT Grant Reimbursement for Asbury Creek	288,950	288,950	288,950	
0	0	0	Interest	7,500	7,500	7,500	
26,134	20,139	368,694	TOTAL REVENUE	310,486	310,486	310,486	
INTERFUND TRANSFERS							
0	0	0	Transfer from GF - Capital Fund	10000	10000	27000	
0	0	0	Transfer from GF - Vehicle Loan Proceeds	42500	42500	42500	
0	0	0	Transfer from GF - Asbury Waterline Loan Proceeds	160000	160000	160000	
0	0	0	TOTAL INTERFUND TRANSFERS	212,500	212,500	229,500	
26,134	20,139	368,694	TOTAL REVENUE	522,986	522,986	539,986	
143,219	142,178	475,637	TOTAL RESOURCES	643,151	643,151	660,151	

REQUIREMENTS SUMMARY
 ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY
Capital Fund

Arch Cape Domestic Water Supply District

FORM LB-30

Historical Data		Adopted Budget This Year Year 2025-26	REQUIREMENTS FOR: <u>ADMINISTRATION</u>	Budget for Next Year 2026-27		
Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2023-24	First Preceding Year 2024-25					
			CAPITAL OUTLAY			
			<i>System Development Charges Account:</i>			
0	0	0	SDC-Planning & SDC Compliance	42,600	42,600	42,600
0	0	0	Subtotal SDC Projects	42,600	42,600	42,600
			<i>Unrestricted:</i>			
21,181	28,522	0	Water Plant I.T. Infrastructure Upgrade			
0	0	355,000	ODOT GRANT - Asbury Creek Intake	288,950	288,950	288,950
0	0	0	Vehicle Purchase	42,500	42,500	42,500
0	0	0	Asbury Waterline Relocation	160,995	160,995	160,995
			Mini Excavator	0	0	17,000
0	0	0	Corroded Electrical Panel	5,000	5,000	5,000
0	0	0	Secondary Water Source	5,000	5,000	5,000
21,181	28,522	355,000	Subtotal Unrestricted Projects	502,445	502,445	519,445
21,181	28,522	355,000	TOTAL OPERATING EXPENDITURES	545,045	545,045	562,045
			INTERFUND TRANSFERS			
0	0	0	Transfer to Capital Fund	0	0	0
0	0	0	TOTAL INTERFUND TRANSFERS	0	0	0
21,181	28,522	355,000	TOTAL GENERAL FUND EXPENDITURES	545,045	545,045	562,045
			CONTINGENCY & ENDING BALANCE			
		60,000	SDC Contingency	60,000	60,000	60,000
			Unrestricted Contingency			
0	0	60,000	TOTAL CONTINGENCY	60,000	60,000	60,000
122,039	113,656	60,637	SDC Unappropriated Balance	38,106	38,106	38,106
			Unrestricted Unappropriated Balance			
122,039	113,656	60,637	TOTAL UNRESTRICTED BALANCE	38,106	38,106	38,106
122,039	113,656	120,637	TOTAL CONTINGENCY & UNAPPROPRIATED ENDING BALANCE	98,106	98,106	98,106
			REQUIREMENTS			
122,039	113,656	120,637	SUBTOTAL SDC REQUIREMENTS	140,706	140,706	140,706
21,181	28,522	355,000	SUBTOTAL UNRESTRICTED REQUIREMENTS	502,445	502,445	519,445
143,220	142,178	475,637	TOTAL REQUIREMENTS	643,151	643,151	660,151

FORM LB-20		Forest Fund		Arch Cape Domestic Water Supply District		
Historical Data		Adopted Budget This Year Year 2025-26	RESOURCE DESCRIPTION	Budget for Next Year 2026-27		
Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2023-24	First Preceding Year 2024-25					
BEGINNING FUND BALANCE						
229,567	315,714	211,573	Unrestricted Beginning Balance	191,355	191,355	191,355
0	75,000	77,852	Reserved for Future Expenditures	77,852	77,852	77,852
229,567	390,714	289,425	TOTAL BEGINNING BALANCE	269,207	269,207	269,207
Revenue						
414,436	168,124	346,480	ARPA Grant Reimbursement	170,000	170,000	170,000
0	30,000	0	Safe Drinking Water Reimbursement	0	0	0
21,726	20,000	10,000	Private Donations	15,000	15,000	15,000
0	0	0	Road Maintech Fees	1,000	1,000	1,000
14,214	12,093	8,000	Interest	5,000	5,000	5,000
450,376	230,217	364,480	TOTAL REVENUE	191,000	191,000	191,000
679,943	620,931	653,905	TOTAL RESOURCES	460,207	460,207	460,207

REQUIREMENTS SUMMARY

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

FORM LB-30		A21:G45		Forest Fund		Arch Cape Domestic Water Supply District		
Historical Data		Adopted Budget This Year Year 2025-26	REQUIREMENTS FOR: <u>ADMINISTRATION</u>	Budget for Next Year 2026-27				
Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2023-24	First Preceding Year 2024-25							
MATERIALS AND SERVICES								
0	2,884	3,028	ODF - Fire Protection	3,113	3,113	3,113		
2,702	0	3,000	Auditing	3,125	3,125	3,125		
4,848	2,195	4,000	Legal/ Land Use	2,500	2,500	2,500		
0	0	0	Business Oregon / ARPA	0	0	0		
1,500	6,051	6,480	Finance Management	4,770	4,770	4,770		
35,783	3,544	0	Project Management	0	0	0		
0	16,777	25,000	Road Management - Consulting	16,000	16,000	16,000		
109,502	1,402	3,000	Forest Management - Consulting	11,750	11,750	11,750		
			Certification	2,513	2,513	2,513		
130,674	56,416	125,000	Road Maintenance Supplies - Rock, Grade, Roll	125,000	125,000	125,000		
0	7,086	15,000	Land Restoration	0	0	0		
0	185	500	Miscellaneous	500	500	500		
285,009	96,540	185,008	TOTAL MATERIALS & SERVICES	169,271	169,271	169,271		

REQUIREMENTS SUMMARY
 ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

Forest Fund

Arch Cape Domestic Water Supply District

FORM LB-30

Historical Data		Adopted Budget This Year Year 2025-26	REQUIREMENTS FOR: <u>ADMINISTRATION</u>	Budget for Next Year 2026-27		
Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
Second Preceding Year 2023-24	First Preceding Year 2024-25		CAPITAL OUTLAY			
4,220	19,863	125,000	Road Construction			
0	43,218	50,000	Road Decommissioning			
0	30,000	0	Safe Drinking Water (Crushed Rock)			
4,220	93,081	175,000	TOTAL CAPITAL OUTLAY	0	0	0
			INTERFUND TRANSFERS			
0	0	0	Transfer to General Fund (Forest Expense pre-purchase)			
0	145,622	0	Transfer to General Fund (Audit)			
0	0	3000	Transfer to (Staff for Property Management)	4,000	4,000	4,000
0	145,622	3,000	TOTAL INTERFUND TRANSFERS	4,000	4,000	4,000
289,229	335,243	363,008	TOTAL FOREST FUND EXPENDITURES	173,271	173,271	173,271
CONTINGENCY & ENDING BALANCE						
0	0	60,501	Contingency	120,000	120,000	120,000
0	0	77,852	Restricted Balance	66,977	66,977	66,977
390,714	285,688	152,544	Unappropriated Balance	99,959	99,959	99,959
390,714	285,688	290,897	TOTAL CONTINGENCY & UNAPP BAL (ENDING)	286,936	286,936	286,936
679,943	620,931	653,905	TOTAL REQUIREMENTS	460,207	460,207	460,207

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT

RESOLUTION 2026-0502WD

A RESOLUTION SUPERSEDING RESOLUTION 2025-0515B-3 WD RATE CHANGE ESTABLISHING BASE RATE CHARGES, EXCESS USAGE CHARGES, AND DEBT SURCHARGES FOR THE ARCH CAPE DOMESTIC WATER SUPPLY 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, 2026, as follows:

Customers with a ¾" service connection:

Water Quarterly Base Rate (0 – 5,000 gallons)	\$199.00
Water Quarterly Debt Surcharge:	<u>\$ 17.00</u>
Total Quarterly Base Charge	\$216.00

Customers with a 1" service connection:

Water Quarterly Base Rate (0 – 5,000 gallons)	\$246.00
Water Quarterly Debt Surcharge:	<u>\$ 17.00</u>
Total Quarterly Base Charge	\$263.00

Customers with a 2" fire suppression service connection:

Annual Base Rate-FY 2026-27	\$200.00
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Excess Usage Charges – all service connections

5,001 – 8,000 gallons	\$0.64 per 100 gallons
8,001 – 12,000 gallons	\$1.90 per 100 gallons
12,001 – 16,000 gallons	\$12.69 per 100 gallons
16,001 – 25,000 gallons	\$22.91 per 100 gallons
25,001 and up	\$38.18 per 100 gallons

For Surplus Water Sales:

Non-Discounted Price per Gallon of Water:	\$ 0.04 per gallon
Non-Discounted Access and Loading Fee:	\$ 250.00

Dated this 21st day of May 2026.

Owen Dufka, President

Attest:
Teri Fladstol, Secretary

**ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT
RESOLUTION 2026-0503 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 2025-0515B-3 WD was 13,792 and the February 2026 ENR CCI to be applied for the purposes of this Resolution is 14,131 (Index Ratio=14,131/13,792 =1.025);

NOW, THEREFORE, be it resolved the ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT System Development and Connection Charge herein established become effective July 1st, 2026.

<u>¾ inch meter</u>		<u>1 inch meter</u>	
Improvement Fee	\$1,588	Improvement Fee:	\$ 3,976
Reimbursement Fee	\$5,363	Reimbursement Fee:	\$ 13,407
Administrative Fee	<u>\$ 67</u>	Administration Fee:	<u>\$ 173</u>
Total SDC/EDU Charge	\$7,018	Total SDC/EDU Charge:	\$ 17,556
Connection Charge	\$1,281	Connection Charge	\$1,281

ADOPTED this 21st day of May, 2026

BY:

Owen Dufka, Board President

ATTEST:

Teri Fladstol, District Secretary

A. WATER GENERAL FUND

* **Connections:** Connections: FY2025-2026 projected includes 8 new 3/4-inch connections. FY2026-2027 assumes 2 new 3/4-inch connections, then long-range planning generally alternates between 2 and 3 new 3/4-inch connections per year connections the next

* **Expense Allocation with Sanitary:** 57% annually for Personnel Service. 50% annually for shared materials and services

* **Inflation factor:** 3.0% in FY2026-2036

* **Ending Balance:** Target is \$50,000

* **Key Changes in Expenditures:**

- FY2026-2027 personnel costs are lower than the FY2025-2026 budget because the budget assumes Matt remains in the manager role and the second operations position is filled by a lower-cost entry-level operator rather than a more experienced operator.

* The proposed operator salary is intended to align with area starting salaries for operators and utility workers with no operator experience.

*The budget assumes a full-year employee in that position, plus standard benefits and payroll costs.

* This entry-level assumption should make the position easier to fill than the prior staffing assumption.

- FY2027-2028 assumes appropriate raises for the manager and operator, and the addition of a half-time administrator position at approximately \$67,000 annually with typical benefits..

- All other costs increase with inflation

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT
LONG RANGE FINANCIAL PLAN -FY2026-2027
ASSUMPTIONS

* **Rates (usage + debt surcharge):** Rates (user fees plus debt surcharge) are increased by 6.3% annually (rounded to the nearest dollar) through approximately FY2031-2032 to support operations, capital needs, and working capital. Beginning after FY2031-2032, annual increases are generally assumed at about 3%. This is generally consistent with the long-range projections included in last year's adopted budget projections included in last year's adopted budget.

Size	2025 Rate	2026 Rate	%change
3/4 inch	\$ 203.00	\$ 216.00	6.40%
1 inch	\$ 247.00	\$ 263.00	6.48%

* **Excess Usage:** Fee will increase at the same % as rates
Projected Revenue: \$37,500

WATER DISTRICT ONLY EXCESS USAGE TIERS AND PRICING
Cumulative Pricing for Tiers 1-4 if maximum usage at that tier

Usage	Rate per 100 gallons		Max Fee per tier	Cum. Max Fee
	2025	2026		
5,001-8,000	\$ 0.60	\$ 0.64	\$ 19.15	\$ 19.15
8,001-12,000	\$ 1.79	\$ 1.90	\$ 76.19	\$ 95.34
12,001-16,000	\$ 11.93	\$ 12.69	\$ 507.76	\$ 603.10
16,001-25,000	\$ 21.53	\$ 22.91	\$ 2,061.79	\$ 2,664.89
>25,000	\$ 35.88	\$ 38.18		

NOTE: Sale of Surplus Water will be continued to be pursued to help offset operations costs.

B. CAPITAL FUND - Current projections do not show a shortfall, but the fund relies heavily on outside funding and planned support during the Asbury Creek / ODOT-related capital period.

- * Approximately 288,950 is budgeted for the Asbury Creek intake move associated with the ODOT project. These costs are assumed to be fully reimbursed by ODOT.
- * Approximately \$160,995 is budgeted for Asbury waterline relocation associated with the ODOT project. These costs are currently assumed to be financed through a Business Oregon loan, which is still being developed.
- * Approximately \$17,000 is budget for half of a mini excavator
- * Approximately \$5,000 is budgeted to replace the corroded electrical panel at the water plant.
- * Approximately \$5,000 is budgeted for evaluation of a second water source.
- * Approximately \$42,500 is budgeted for a new vehicle, with financing currently assumed through a loan.
- * Approximately \$42,600 is budgeted for SDC planning and SDC compliance work. This work is funded with SDC revenues and is intended to review existing and planned capital projects, confirm the best use of current SDC funds, and support development of future capital funding strategy. This project is listed the District's 2015 SDC methodology/report prepared by Curran-McLeod.
- * The FY2026-2027 capital budget therefore relies on a combination of ODOT reimbursement, loan financing, SDC funding, and rates.

FY2027-2028:

- * Approximately \$50,000 is budgeted for membrane replacement.
- * Approximately \$10,000 is budgeted for storage planning / preliminary design.

FY2029-2030:

- * Approximately \$40,500 is budgeted for water system distribution upsizing (Funded through SDC).

FY2032-2033:

- * Approximately \$280,000 is budgeted for the South Reservoir project.
- Funding for the South Reservoir project is assumed to come from SDC funds

FY2035-2036:

- * Approximately \$20,000 is budgeted for radio read equipment.

C. FOREST FUND - Harvest projected in FY2030-2031

FY2026-2027:

- * The proposed budget assumes reduced grant-related revenue compared to the prior year, with revenue primarily from ARPA reimbursement, private donations, road maintenance fees, and interest earnings.
- * Expenditures remain focused on ongoing road maintenance & related forester oversight, general forestry with preparation for a logging event in 2030, certification for a logging event in 2030, finance and admin management.
- * Road maintenance fees are projected: 60% of estimated road work will either be done by neighboring property owners or will be reimbursed by them
- * No capital outlay is currently budgeted in FY2026-2027.
- * A transfer to the General Fund is continued for staff time related to property management.
- * A procurement and contract with a forester will be required as of Sept 1. The ARPA procurement and contract will no longer apply.
- * A procurement and contract with roads contractor will be required as of Sept 1. The ARPA procurement and contract will no longer apply.
- * Hollis Funds will start to be used for eligible expense - inventory work by forester for pre-logging and road work that is not reimbursed. These are the only qualified expenses

Long-range assumptions:

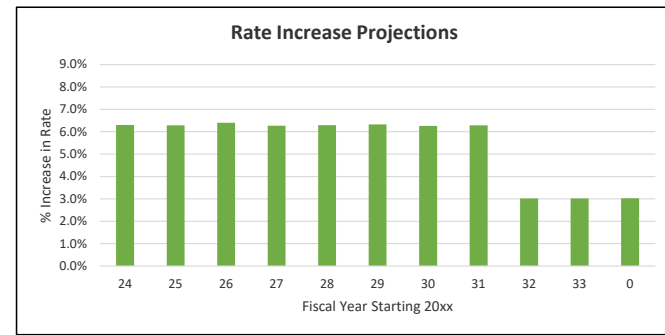
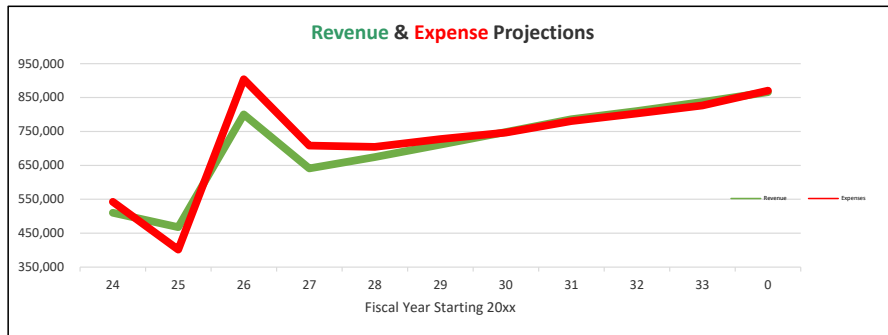
- * No rate increase, no tax levy and not significant donations are anticipated
- * Inflation assumptions generally follow the broader LRFPP inflation approach in the out-years unless a specific project or contract assumption is identified.
- * Harvest-related revenue is currently assumed in FY2030-2031, and those future assumptions will need to be updated as planning, timing, regulatory requirements, and market conditions become clearer.
- * Harvest-related costs are assumed to occur in the year before, the year of, and the year after harvest.
- * Certification-related costs are assumed to occur during the several years leading up to harvest and continue for a period afterward, depending on final harvest strategy and management requirements.
- * Given the limited amount of qualified expenses, the Hollis Funds may not all be spent by the time they expire in December 2029. Any funds remaining after September 2029 will be spent to purchase gravel for future road work
- * Forest Fund transfers to the General Fund are intended to recognize District staff time and related support associated with management of forest property and related activities.

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT
LONG RANGE FINANCIAL PLAN -FY2026-2027
GENERAL FUND

	2023-24 AUDITED	2024-25 AUDITED	2025-26 AMENDED	2025-26 PROJECTED	2026-27 PROPOSED	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36
ASSUMPTIONS														
SD IGA % : PERSONNEL + ALLOC	57.0%	55.0%	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	3.2%	2.3%	2.8%	2.8%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%
TOTAL HOOKUPS	305	306	308	314	316	318	321	323	326	328	331	333	336	338
3/4 inch	293	294	296	302	304	306	309	311	314	316	319	321	324	326
1 inch	12	12	12	12	12	12	12	12	12	12	12	12	12	12
Change in 3.4 inch Hookups	5	1	2	8	2	2	3	2	3	2	3	2	3	2
Change in 1 inch Hookups	0	0	0	0	0	0	0	0	0	0	0	0	0	0
* This entry-level assumption should make	6,581	6,713	6,847	6,847	7,018	7,208	7,403	7,602	7,808	8,018	8,235	8,457	8,686	8,920
Systems Development Charge (1")	16,792	17,128	17,128	17,128	17,556	18,030	18,517	19,017	19,530	20,058	20,599	21,155	21,727	22,313
Excess usage Charge % of User Fees*	9.75%	16.4%	13.8%	15.7%	14.9%	14.6%	14.4%	14.3%	14.1%	13.9%	13.8%	13.7%	13.5%	13.4%
RATE SMOOTHING FACTOR			7.17%	7.17%	6.90%	6.80%	6.80%	6.80%	6.70%	6.70%	3.20%	3.20%	3.20%	3.20%
WD Quarterly User Rates - 3/4 inch	184	191	203	203	216	230	244	259	276	293	302	311	320	330
WD Quarterly User Rates - 1 inch	224	232	247	247	263	280	298	317	337	358	369	380	392	404
3/4 inch Usage Charges	167	174	186	186	199	213	227	242	259	276	285	294	303	313
1 inch Usage charges	207	215	230	230	246	263	281	300	320	341	352	363	375	387
Debt service surcharges	17	17	17	17	17	17	17	17	17	17	17	17	17	17
Annual increase - Total	4.9%	3.8%	6.3%	6.3%	6.4%	6.3%	6.3%	6.3%	6.3%	6.3%	3.0%	3.0%	3.0%	3.0%
Annual increase - Usage chg. Only	5.9%	4.2%	6.9%	6.9%	6.9%	6.8%	6.8%	6.8%	6.7%	6.7%	3.2%	3.2%	3.2%	3.2%
BEGINNING BALANCE	50,222	54,565	164,986	215,261	281,475	177,702	110,247	79,750	63,310	64,581	70,096	76,887	87,352	82,985
REVENUE														
USER FEES	210,764	213,551	231,264	225,000	252,200	272,750	294,021	315,954	340,227	365,230	380,335	394,857	411,133	426,793
EXCESS USAGE CHARGES	17,654	34,932	32,000	35,300	37,500	39,849	42,358	45,038	47,858	50,867	52,400	53,982	55,615	57,300
FEE SURCHARGE FOR DEBT	19,802	19,161	20,808	18,958	21,352	21,624	21,828	21,964	22,168	22,304	22,508	22,644	22,848	22,984
SD IGA REVENUE	160,899	161,410	206,084	146,365	221,271	290,883	299,610	308,598	317,856	327,392	337,213	347,330	357,750	368,482
TRANSFER FROM FOREST FUND		145,622	3,000	3,000	4,000	4,084	4,166	6,884	7,022	7,162	3,872	3,949	4,028	4,109
GRANT/LOAN PROCEEDS	0	46,588	10,000	14,266	252,500									
OTHER - INTEREST	15,445	17,199	7,413	24,908	11,556	11,903	12,260	12,628	13,006	13,397	13,798	14,212	14,639	15,078
TOTAL REVENUE	424,564	638,463	510,569	467,797	800,379	641,093	674,242	711,065	748,136	786,351	810,127	836,975	866,013	894,747
TOTAL RESOURCES	474,786	693,028	675,555	683,058	1,081,854	818,795	784,489	790,815	811,446	850,931	880,222	913,862	953,365	977,732
EXPENDITURES														
PERSONNEL														
SALARY/WAGE	177,759	100,388	186,790	105,593	170,000	248,500	255,955	263,634	271,543	279,689	288,080	296,722	305,624	314,792
TAXES & BENEFITS	49,748	40,313	95,923	38,262	90,825	130,632	134,551	138,587	142,745	147,027	151,438	155,981	160,661	165,481
TOTAL PERSONNEL	227,507	140,701	282,712	143,855	260,825	379,132	390,506	402,221	414,288	426,716	439,518	452,703	466,285	480,273
MATERIALS & SERVICES														
ALLOCABLE EXPENSES	60,194	100,341	89,762	66,810	88,200	90,846	93,571	96,379	99,270	102,248	105,315	108,475	111,729	115,081
ADMINISTRATION														
TEMPORARY HELP	430	34,787	100	54,320	50,000	51,500	53,045	54,636	56,275	57,964	59,703	61,494	63,339	65,239
SD FACILITIES USE	3,750	3,750												
PROJECTS, OPS & MAINTENANCE	44,954	81,056	95,000	56,000										
General Maintenance					30,000	30,900	31,827	32,782	33,765	34,778	35,822	36,896	38,003	39,143
Recurring Maintenance					20,000	20,600	21,218	21,855	22,510	23,185	23,881	24,597	25,335	26,095
PROJECT & RELATED PARTS														
Valve Rehab Program					10,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Reservoir Bypass Line					5,000									

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT
LONG RANGE FINANCIAL PLAN -FY2026-2027
GENERAL FUND

	2023-24 AUDITED	2024-25 AUDITED	2025-26 AMENDED	2025-26 PROJECTED	2026-27 PROPOSED	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36
Chemical Handling Equipment					5,000									
Shark Reservoir Sluice Valve						5,000								
Turbidity Meter					5,000									
Lone Worker Protection					800									
Cross Training								3,000						
Playbook									2,000					
Valve Testing/GIS						1,000								
Service the Compressor & New Dryer					3,000									
Asbury creek - Pump 1					2,700									
PROFESSIONAL SERVICES														
Water Master Plan & WMCP					88,500									
CHEMICALS	6,479	6,334	6,000	6,000	6,000	6,180	6,365	6,556	6,753	6,956	7,164	7,379	7,601	7,829
UTILITIES	9,412	9,841	10,000	15,500	16,500	16,995	17,505	18,030	18,571	19,128	19,702	20,293	20,902	21,529
GEN'L & ADMINISTRATIVE	46,279	80,185	38,134	38,326	42,275	43,543	44,850	46,195	47,581	49,008	50,479	51,993	53,553	55,159
TOTAL MATERIALS & SERVICES	171,497	316,294	238,996	236,956	372,975	271,564	273,381	284,433	291,726	323,267	332,965	342,954	353,243	363,840
CAPITAL OUTLAY	2	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL OPERATING EXPENDITURES	399,006	456,995	521,708	380,811	633,800	650,696	663,887	686,654	706,013	749,984	772,483	795,658	819,528	844,113
TRANSFER TO CAPITAL FUND		0	0	0	229,500	17,000							20,000	25,000
Original (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
Vehicle Debt Service					10,000	10,000	10,000	10,000	10,000					
Asbury Debt Service					10,080	10,080	10,080	10,080	10,080	10,080	10,080	10,080	10,080	10,080
DEBT SERVICE	20,772	20,772	20,772	20,772	40,852	40,852	40,852	40,852	40,852	30,852	30,852	30,852	30,852	30,852
TOTAL EXPENDITURES	419,778	477,767	542,480	401,583	904,152	708,548	704,739	727,506	746,865	780,836	803,335	826,510	870,380	899,965
CONTINGENCY & ENDING BALANCE														
CONTINGENCY	0		78,000	78,000	90,000									
DESIGNATED RESERVES														
UNDESIGNATED	55,007	215,261	55,075	203,475	87,702	110,247	79,750	63,310	64,581	70,096	76,887	87,352	82,985	77,767
TOTAL ENDING BALANCE	55,007	215,261	133,075	281,475	177,702	110,247	79,750	63,310	64,581	70,096	76,887	87,352	82,985	77,767
TOTAL REQUIREMENTS	474,785	693,028	675,555	683,058	1,081,854	818,795	784,489	790,815	811,446	850,931	880,222	913,862	953,365	977,732



ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT
LONG RANGE FINANCIAL PLAN -FY2026-2027
CAPITAL FUND

	2023-24 AUDITED	2024 -25 AUDITED	2025-26 AMENDED	2025-26 PROJECTED	2026-27 PROPOSED	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36
RESOURCES														
BEGINNING BALANCE	117,085	122,039	106,943	113,656	120,165	98,106	62,522	84,730	59,434	82,857	98,894	118,599	135,514	81,571
REVENUE														
SDC REVENUE	26,135	20,139	13,694	27,388	14,036	14,416	22,208	15,205	23,423	16,037	24,705	16,915	26,057	17,840
ODOT GRANT - REIMBURSEMENT			355,000	66,050	288,950						280,000			
SDWRLF GRANT/LOAN						10,000								
OTHER REVENUE				2,126	7,500									
TOTAL REVENUE	26,135	20,139	368,694	95,564	310,486	24,416	22,208	15,205	23,423	16,037	304,705	16,915	26,057	17,840
TRANSFER FROM GENERAL FUND	0	0	0	0	229,500	0	0	0	0	0	0	0	0	20,000
TOTAL RESOURCES	143,220	142,178	475,637	209,220	660,151	122,522	84,730	99,934	82,857	98,894	403,599	135,514	161,571	119,412
REQUIREMENTS														
EXPENDITURES														
PLANT - I.T. UPGRADE	21,181	28,522												
ASBURY CREEK INTAKE MOVE			355,000	66,050	288,950									
ASBURY WATERLINE RELOCATION				23,005	160,995									
CORRODED ELECTRICAL PANEL					5,000									
SDC - MEMBRANE REPLACEMENT***						50,000							80,000	
SECOND WATER SOURCE					5,000									
SDC - STORAGE PLANNING						10,000								
NEW VEHICLE					42,500									
SOUTH RESERVOIR											280,000			
SDC - PLANNING & SDC COMPLIANCE					42,600									
SDC - DISTRIBUTION SYSTEM UPSIZING								40,500						
WTP CORROSION														
NEW WATERLINE											5,000			
MINI EXCAVATOR					17,000									
RADIO READ EQUIPMENT														20,000
TOTAL EXPENDITURES	21,181	28,522	355,000	89,055	562,045	60,000	0	40,500	0	0	285,000	0	80,000	20,000
ENDING BALANCE	122,039	113,656	120,637	120,165	98,106	62,522	84,730	59,434	82,857	98,894	118,599	135,514	81,571	99,412
TOTAL REQUIREMENTS	143,220	142,178	475,637	209,220	660,151	122,522	84,730	99,934	82,857	98,894	403,599	135,514	161,571	119,412

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT
LONG RANGE FINANCIAL PLAN -FY2026-2027
FOREST FUND

	2023-24 AUDITED	2024-25 AUDITED	2025-26 AMENDED	2025-26 PROJECTED	2026-27 PROPOSE D	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36
ASSUMPTIONS														
Interest		3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
LGIP Yield			4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%	4.00%
Inflation	3.20%	2.30%	2.80%	2.80%	2.70%	2.10%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%	2.00%
UNRESTRICTED BALANCE	229,567	315,714	207,836	209,308	191,355	216,944	212,045	205,927	182,926	756,844	706,229	662,785	652,529	640,858
RESTRICTED BALANCE (Hollis Funds)		75,000	77,852	77,852	77,852	66,977	55,059	42,837						
BEGINNING BALANCE	229,567	390,714	285,688	287,160	269,207	283,921	267,104	248,764	182,926	756,844	706,229	662,785	652,529	640,858
REVENUE														
LOGGING									624,000					
INTEREST	14,214	12,093	8,000	4,272	5,000	11,357	10,684	9,951	7,317	30,274	28,249	26,511	26,101	25,634
PRIVATE DONATIONS	21,726	20,000	10,000	20,000	15,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
ROAD MAINTENANCE FEES					1,000	8,827	9,092	9,365	9,953	19,879	10,233	10,540	10,856	11,183
GRANT/LOAN PROCEEDS	414,436	198,124	346,480	342,783	170,000									
CELL TOWER														
TOTAL REVENUE	450,376	230,217	364,480	367,055	191,000	30,184	29,776	29,315	651,270	60,152	48,482	47,052	46,958	46,817
TOTAL RESOURCES	679,943	620,931	650,168	654,215	460,207	314,105	296,880	278,079	834,196	816,996	754,712	709,836	699,487	687,675
EXPENDITURES														
MATERIALS & SERVICES														
ODF - Fire Protection		2,884	3,028	3,028	3,113	3,197	3,264	3,329	3,396	3,464	3,533	3,604	3,676	3,750
Audit	2,702		3,000	3,000	3,125	3,209	3,277	3,342	3,409	3,477	3,547	3,618	3,690	3,764
Legal/ Land Use	4,848	2,195	4,000	550	2,500	2,000	2,042	2,388	2,436	2,484	2,410	2,458	2,507	2,558
Finance Mgmt		6,051	6,480	6,480	4,770	4,637	4,734	7,164	7,307	7,453	5,587	5,699	5,813	5,929
Business Oregon - ARPA														
Project Management	33,658	3,544												
Road Management Consulting		16,777	25,000	13,541	16,000									
Forest Management Consulting	109,502	1,402	3,000	5,704	11,750	12,067	12,321	33,242	33,907	34,585	19,444	19,833	20,230	20,634
Certification					2,513	2,581	2,635	2,688	2,742	2,796	2,852			
Update Mgmt Plan (Per FLP Contract)										15,657				
Road Maintenance		56,416	125,000	159,605	125,000	14,712	15,153	15,608	16,588	33,131	17,055	17,567	18,094	18,638
Road Maintenance Supplies														
Land Restoration		7,086	15,000	15,000										
PreCommercial Thinning											33,059			
Miscellaneous		185	500	100	500	514	524	535	545	556	568	579	590	602
TOTAL MATERIALS & SERVICES	150,710	96,540	185,008	207,008	169,271	42,917	43,950	68,296	70,330	103,605	88,055	53,357	54,600	55,874
CAPITAL OUTLAY														
Road Construction	138,519	19,863	125,000	125,000										
Road Decommissioning		43,218	50,000	50,000										
Safe Drinking Water (Crushed Rock)		30,000												
TOTAL CAPITAL OUTLAY	138,519	93,081	175,000	175,000	0	0	0	0	0	0	0	0	0	0
INTERFUND TRANSFERS														
Transfer to General Fund (Forest Expense pre-purchase)														
Transfer to General Fund (Audit)		145,622												
Transfer to General Fund (Property Management)			3,000	3,000	4,000	4,084	4,166	6,884	7,022	7,162	3,872	3,949	4,028	4,109
TOTAL INTERFUND TRANSFERS	0	145,622	3,000	3,000	4,000	4,084	4,166	6,884	7,022	7,162	3,872	3,949	4,028	4,109
Hollis Expenditure					10,875	11,918	12,222	22,864						
Non-Hollis Expenditures			363,008	385,008	162,396	35,083	35,894	52,316						
TOTAL EXPENDITURES	289,229	335,243	363,008	385,008	173,271	47,001	48,116	75,180	77,352	110,767	91,927	57,307	58,629	59,983
CONTINGENCY & UNAPPROPRIATED BALANCE														
CONTINGENCY	0		60,501	38,501	120,000									
RESTRICTED BALANCE	0		77,852	77,852	66,977	55,059	42,837	19,973						
UNAPPROPRIATED BALANCE	390,714	285,688	148,807	152,854	99,959	212,045	205,927	182,926	756,844	706,229	662,785	652,529	640,858	627,692
TOTAL CONTINGENCY & BALANCES	390,714	285,688	287,160	269,207	286,936	267,104	248,764	202,899	756,844	706,229	662,785	652,529	640,858	627,692
TOTAL REQUIREMENTS	679,943	620,931	650,168	654,215	460,207	314,105	296,880	278,079	834,196	816,996	754,712	709,836	699,487	687,675

80421 Big Cedar Drive
Arch Cape, Oregon 97102
May 5, 2026

Board of Directors
Arch Cape Domestic Water Supply District
32065 E. Shingle Mill Lane,
Arch Cape OR 97102

Commissioners;

I am in strong support of the FY 2026-2027 budget and long-range plan that you will review at the May 21st meeting and encourage its adoption. I think this budget/ LRFPP represent a realistic appraisal of the operational needs of the District. The continuous increase in costs that are forecast for the foreseeable future is unfortunate but necessary.

My ask that that the Board take steps to lessen the impact of those costs on the rate payers. One way to do this is to acquire more rate payers. By spreading the costs across more rate payers, the rate per payer is reduced.

It appears as though consolation with Cannon View Park, Inc. (CVP) may provide a workable solution for acquiring more rate payers, though a due diligence evaluation of the opportunity is warranted. I believe that the Board was to take steps in this direction, but am not aware of any progress that has been made. At the May 21st Board meeting would you update the community as to the status of this evaluation?

I have been made aware that CVP is holding off on allowing emergency containers on their property so as not to jeopardize the possibility of consolidation. With CVP acting in good faith, I would hope that the District move mindfully and efficiently in determining whether there is a fit.

Sincerely,

A handwritten signature in cursive script that reads "W.E. Campbell" followed by three stylized vertical lines.

Bill Campbell

AGENDA MEMORANDUM

TO: Arch Cape Domestic Water Supply District Board
FROM: Collin Stelzig, District Administrator
DATE: May 21, 2026
SUBJ: Request for Easement Subordination — ODOT Asbury Creek Project (Open Item)

STATUS: This is an open item. The District is awaiting additional information from ODOT and review from District counsel. Staff may bring forward a recommendation at the meeting depending on what is received before or during the meeting.

BACKGROUND

On April 24, 2026, ODOT’s right-of-way acquisition agent (Jill Wyatt, Universal Field Services) sent the District a draft Subordination of Interest for the parcel jointly owned by Kathryn DeShane and Elizabeth Burnett. ODOT is acquiring nine easements on the parcel as part of the US101 Asbury Creek bridge project (Key No. 18271) and is asking the District to subordinate its existing easement interests to ODOT’s new easements.

Exhibit A to the Subordination defines the nine ODOT easements: one for highway right-of-way, one for an access road, four for drainage facilities, one for fish passage mitigation, and two temporary easements (work area and turbidity monitoring) that expire after five years or the duration of the project, whichever is sooner. The combined area is approximately 2.7 acres, roughly 1.0 acre of permanent easements and 1.7 acres of temporary.

ODOT’s acquisition agent has requested signature “as soon as possible” because the property owner is placing the property into a trust and ODOT would like the subordination recorded before that change of vesting. The substantive purpose of the subordination (ODOT priority for roadway access in the event of a dispute) does not depend on the trust transfer, and the District has asked ODOT to clarify whether the trust transfer creates a hard legal deadline or is a workflow preference.

WHAT THE SUBORDINATION WOULD DO

Signing the Subordination would subordinate all of the District’s rights, title, and interest on the DeShane–Burnett parcel to the nine ODOT easements defined in Exhibit A. Subordination does not extinguish the District’s easements; in any area of overlap, ODOT’s rights would have priority over the District’s.

The Subordination instrument itself is a single paragraph. It does not contain language protecting the District’s ability to access, operate, maintain, repair, replace, or relocate its water facilities, requiring ODOT or its contractor to comply with District requirements, or requiring repair or replacement of any District infrastructure damaged during the project. ODOT’s acquisition agent has provided assurances on these points by email, but those assurances are not in the recorded instrument.

If the Subordination is signed as currently drafted, those operational protections live in correspondence and in whatever construction documents bind ODOT’s contractor, not in the recorded instrument the District is being asked to sign.

COUNSEL REVIEW AND OUTSTANDING INFORMATION

District counsel (Blair Henningsgaard, Astoria Law) reviewed the draft and identified three principal concerns: the instrument as drafted does not preserve the District's operational rights, does not commit ODOT or its contractor to comply with District requirements, and does not commit ODOT or its contractor to repair damaged District facilities.

Staff has asked ODOT's acquisition agent for: a formal engineering exhibit (an interim sketch has been provided), an updated sketch showing both temporary easements, clarification of the trust-transfer timing question, confirmation of Ms. Burnett's interest in the transaction, and whether ODOT will add protective language into the Subordination itself or attach a side instrument the District can record alongside it. A response is pending.

STAFF REVIEW AND RECOMMENDATION

Staff is not setting out a final recommendation in this memorandum. The instrument as drafted does not give the District the operational protections counsel has identified as necessary, and ODOT has not yet committed in writing to adding them. Depending on what is received from ODOT and from District counsel before or during the meeting, staff may bring forward a recommendation at the May 21 meeting.

ODOT's urgency is driven by the property owner's pending trust transfer, not by a project deadline. Staff does not view this as an item that needs to be forced to a final decision at the May 21 meeting in the absence of the remaining information.

NEXT STEPS IF NOT RESOLVED AT THIS MEETING

- Staff will continue to press ODOT for the formal exhibit and for protective language in the Subordination instrument or in a recordable side instrument, with District counsel directly involved in the exchange.
- Once ODOT's response and counsel's review are in hand, staff will prepare a recommendation and bring the item back to the Board at the next available meeting.
- Staff will communicate the District's position and timing to ODOT's acquisition agent.

SUBORDINATION OF INTEREST

ARCH CAPE WATER SERVICE DISTRICT, a municipal corporation, does consent and subordinate all rights, title and interest in and to the hereinabove described property, to that permanent easement for highway right of way purposes, that permanent easement for access road, those permanent easements for drainage facilities, that permanent easement for fish mitigation, that temporary easement for work area and that temporary easement for turbidity monitoring, the property described as Exhibit "A" dated February 26, 2024, herein granted over said property by Kathryn R. DeShane, to the State of Oregon, by and through its Department of Transportation.

Dated this ____ day of _____, 20____.

ARCH CAPE WATER SERVICE DISTRICT, a municipal corporation

By: _____
Representative

By: _____
Representative

STATE OF _____, County of _____

Dated _____, 20____. Personally appeared _____

and _____, who, being sworn, stated that they are the representatives for Arch

Cape Water Service District, a municipal corporation, and that this instrument was voluntarily signed on behalf of the

Water Service District by authority of its Board. Before me:

Notary Public for the State of _____
My Commission expires _____

SUBORDINATION OF INTEREST

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT, a municipal corporation, does consent and subordinate all rights, title and interest in and to the hereinabove described property, to that permanent easement for highway right of way purposes, that permanent easement for access road, those permanent easements for drainage facilities, that permanent easement for fish mitigation, that temporary easement for work area and that temporary easement for turbidity monitoring, the property described as Exhibit "A" dated February 26, 2024, herein granted over said property by Kathryn R. DeShane, to the State of Oregon, by and through its Department of Transportation.

Dated this ____ day of _____, 20____.

**ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT,
a municipal corporation**

By: _____
Representative

By: _____
Representative

STATE OF _____, County of _____

Dated _____, 20____. Personally appeared _____

and _____, who, being sworn, stated that they are the representatives for Arch

Cape Domestic Water Supply District, a municipal corporation, and that this instrument was voluntarily signed on

behalf of the Water Supply District by authority of its Board. Before me:

Notary Public for the State of _____
My Commission expires _____

PARCEL 1 – Permanent Easement for Highway Right of Way Purposes

A parcel of land lying in the SW $\frac{1}{4}$ SW $\frac{1}{4}$ of Section 19, Township 4 North, Range 10 West, W.M., Clatsop County, Oregon; the said parcel being a portion of that property described in that Bargain and Sale Deed to Kathryn DeShane and Elizabeth Burnett, recorded February 12, 2018, as Instrument No. 201801080 of Clatsop County Deed records; the said parcel being that portion of said property included in a strip of land variable in width, located on the Easterly side of the center line of the relocated Oregon Coast Highway, which center line is described as follows:

Beginning at Engineer's center line Station "HWY 101" 603+73.90, said Station being 87.79 feet North and 4,081.54 feet West of the Southeast corner of Section 19, Township 4 North, Range 10 West; thence North 2°12'54" East 3,896.00 feet to Engineer's center line Station 642+69.90.

The width in feet of said strip of land is as follows:

Station	to	Station	Width on Easterly Side of Center Line
"US 101" 614+00.00		"US 101" 614+65.00	49.00 in a straight line to 42.00
"US 101" 614+65.00		"US 101" 616+50.00	42.00

Bearings are based on County Survey No. B-13123, filed November 24, 2015, Clatsop County, Oregon.

This parcel of land contains 717 square feet, more or less, outside the existing right of way.

PARCEL 2 – Permanent Easement for Access Road

A parcel of land lying in the SW $\frac{1}{4}$ SW $\frac{1}{4}$ and SE $\frac{1}{4}$ SW $\frac{1}{4}$ of Section 19, Township 4 North, Range 10 West, W.M., Clatsop County, Oregon; the said parcel being a portion of that property described in that Bargain and Sale Deed to Kathryn DeShane and Elizabeth Burnett, recorded February 12, 2018, as Instrument No. 201801080 of Clatsop County Deed records; the said parcel being that portion of said property included in a strip of land variable in width, located on the Easterly side of the center line of the relocated Oregon Coast Highway, which center line is described in Parcel 1.

EXHIBIT A – Page 2 of 7

File 9414001
Drawing – RW9414M
February 26, 2024

The width in feet of said strip of land is as follows:

Station	to	Station	Width on Easterly Side of Center Line
"US 101" 612+58.00		"US 101" 614+15.00	74.00
"US 101" 614+15.00		"US 101" 614+35.00	74.00 in a straight line to 54.00
"US 101" 614+35.00		"US 101" 616+50.00	54.00

EXCEPT therefrom Parcel 1.

This parcel of land contains 5,200 square feet, more or less, outside the existing right of way.

PARCEL 3 – Permanent Easement for Drainage Facilities

A parcel of land lying in the SW¼SW¼ of Section 19, Township 4 North, Range 10 West, W.M., Clatsop County, Oregon; the said parcel being a portion of that property described in that Bargain and Sale Deed to Kathryn DeShane and Elizabeth Burnett, recorded February 12, 2018, as Instrument No. 201801080 of Clatsop County Deed records; the said parcel being that portion of said property lying within the following described tract:

Beginning at Engineer's Station "US 101" 616+28.00 on the center line of the relocated Oregon Coast Highway; thence Easterly at right angles to said center line 42.00 feet; thence Easterly in a straight line to a point opposite and 54.00 feet Easterly of Engineer's Station "US 101" 616+26.00 on said center line; thence Northerly in a straight line to a point opposite and 54.00 feet Easterly of Engineer's Station "US 101" 616+37.00 on said center line; thence Westerly in a straight line to a point opposite and 42.00 feet Easterly of Engineer's Station "US 101" 616+39.00 on said center line; thence Westerly in a straight line to Engineer's Station "US 101" 616+39.00 on said center line; thence Southerly along said center line to the point of beginning.

The center line of the relocated Oregon Coast Highway referred to herein is described in Parcel 1.

Bearings are based on County Survey No. B-13123, filed November 24, 2015, Clatsop County, Oregon.

EXCEPT therefrom Parcel 1.

This parcel of land contains 132 square feet, more or less.

PARCEL 4 – Permanent Easement for Drainage Facilities

A parcel of land lying in the SW $\frac{1}{4}$ SW $\frac{1}{4}$ of Section 19, Township 4 North, Range 10 West, W.M., Clatsop County, Oregon; the said parcel being a portion of that property described in Bargain and Sale Deed to Kathyn DeShane and Elizabeth Burnett, recorded February 12, 2018, as Instrument No. 201801080 of Clatsop County Deed records; the said parcel being that portion of said property lying within the following described tract:

Beginning at Engineer's Station "US 101" 615+04.00 on the center line of the relocated Oregon Coast Highway; thence Easterly at right angles to said center line 42.00 feet; thence Easterly in a straight line to a point opposite and 54.00 feet Easterly of Engineer's Station "US 101" 615+05.00 on said center line; thence Northerly in a straight line to a point opposite and 54.00 feet Easterly of Engineer's Station "US 101" 615+16.00 on said center line; thence Westerly in a straight line to a point opposite and 42.00 feet Easterly of Engineer's Station "US 101" 615+15.00 on said center line; thence Westerly in a straight line to Engineer's Station "US 101" 615+15.00 on said center line; thence Southerly along said center line to the point of beginning.

The center line of the relocated Oregon Coast Highway referred to herein is described in Parcel 1.

Bearings are based on County Survey No. B-13123, filed November 24, 2015, Clatsop County, Oregon.

EXCEPT therefrom Parcel 1.

This parcel of land contains 132 square feet, more or less.

PARCEL 5 – Permanent Easement for Drainage Facilities

A parcel of land lying in the SW $\frac{1}{4}$ SW $\frac{1}{4}$ and SE $\frac{1}{4}$ SW $\frac{1}{4}$ of Section 19, Township 4 North, Range 10 West, W.M., Clatsop County, Oregon; the said parcel being a portion of that property described in that Bargain and Sale Deed to Kathyn DeShane and Elizabeth Burnett, recorded February 12, 2018, as Instrument No. 201801080 of Clatsop County Deed records; the said parcel being that portion of said property lying within the following described tract:

Beginning at Engineer's Station "US 101" 613+69.00 on the center line of the relocated Oregon Coast Highway; thence Easterly at right angles to said center line 60.00 feet; thence Easterly in a straight line to a point opposite and 74.00 feet Easterly of Engineer's Station "US 101" 613+74.00 on said center line; thence Northerly in a

straight line to a point opposite and 74.00 feet Easterly of Engineer's Station "US 101" 613+85.00 on said center line; thence Westerly in a straight line to a point opposite and 60.00 feet Easterly of Engineer's Station "US 101" 613+80.00 on said center line; thence Westerly in a straight line to Engineer's Station "US 101" 613+80.00 on said center line; thence Southerly along said center line to the point of beginning.

The center line of the relocated Oregon Coast Highway referred to herein is described in Parcel 1.

Bearings are based on County Survey No. B-13123, filed November 24, 2015, Clatsop County, Oregon.

This parcel of land contains 154 square feet, more or less.

PARCEL 6 – Permanent Easement for Drainage Facilities

A parcel of land lying in the SW $\frac{1}{4}$ SW $\frac{1}{4}$ and SE $\frac{1}{4}$ SW $\frac{1}{4}$ of Section 19, Township 4 North, Range 10 West, W.M., Clatsop County, Oregon; the said parcel being a portion of that property described in that Bargain and Sale Deed to Kathyn DeShane and Elizabeth Burnett, recorded February 12, 2018, as Instrument No. 201801080 of Clatsop County Deed records; the said parcel being that portion of said property included in a strip of land variable in width, located on the Easterly side of the center line of the relocated Oregon Coast Highway, which center line is described in Parcel 1.

The width in feet of said strip of land is as follows:

Station	to	Station	Width on Easterly Side of Center Line
"US 101" 613+43.00		"US 101" 614+44.00	95.00
"US 101" 614+44.00		"US 101" 614+65.00	95.00 in a straight line to 88.00
"US 101" 614+65.00		"US 101" 614+83.00	88.00 in a straight line to 86.00
"US 101" 614+83.00		"US 101" 614+97.00	86.00
"US 101" 614+97.00		"US 101" 615+08.00	86.00 in a straight line to 87.00
"US 101" 615+08.00		"US 101" 615+24.00	87.00 in a straight line to 80.00
"US 101" 615+24.00		"US 101" 616+50.00	80.00 in a straight line to 72.00

EXCEPT therefrom Parcels 1, 2, 3, 4 and 5.

This parcel of land contains 7,846 square feet, more or less, outside the existing right of way.

PARCEL 7 – Permanent Easement for Fish Mitigation (Passage)

A parcel of land lying in the SW $\frac{1}{4}$ SW $\frac{1}{4}$ and SE $\frac{1}{4}$ SW $\frac{1}{4}$ of Section 19, Township 4 North, Range 10 West, W.M., Clatsop County, Oregon; the said parcel being a portion of that property described in that Bargain and Sale Deed to Kathyn DeShane and Elizabeth Burnett, recorded February 12, 2018, as Instrument No. 201801080 of Clatsop County Deed records; the said parcel being that portion of said property lying within the following described tract:

Beginning at Engineer's Station "US 101" 612+25.00 on the center line of the relocated Oregon Coast Highway; thence Easterly at right angles to said center line 60.00 feet; thence Easterly in a straight line to a point opposite and 262.00 feet Easterly of Engineer's Station "US 101" 612+12.00 on said center line; thence Northeasterly in a straight line to a point opposite and 300.00 feet Easterly of Engineer's Station "US 101" 612+57.00 on said center line; thence Northeasterly in a straight line to a point opposite and 340.00 feet Easterly of Engineer's Station "US 101" 612+55.00 on said center line; thence Southeasterly in a straight line to a point opposite and 392.00 feet Easterly of Engineer's Station "US 101" 612+18.00 on said center line; thence Northeasterly in a straight line to a point opposite and 423.00 feet Easterly of Engineer's Station "US 101" 612+70.00 on said center line; thence Northwesterly in a straight line to a point opposite and 340.00 feet Easterly of Engineer's Station "US 101" 613+26.00 on said center line; thence Westerly in a straight line to a point opposite and 297.00 feet Easterly of Engineer's Station "US 101" 613+43.00 on said center line; thence Westerly in a straight line to a point opposite and 250.00 feet Easterly of Engineer's Station "US 101" 613+32.00 on said center line; thence Southerly in a straight line to a point opposite and 243.00 feet Easterly of Engineer's Station "US 101" 612+82.00 on said center line; thence Southwesterly in a straight line to a point opposite and 238.00 feet Easterly of Engineer's Station "US 101" 612+77.00 on said center line; thence Westerly in a straight line to a point opposite and 185.00 feet Easterly of Engineer's Station "US 101" 612+87.00 on said center line; thence Westerly in a straight line to a point opposite and 150.00 feet Easterly of Engineer's Station "US 101" 613+02.00 on said center line; thence Westerly in a straight line to a point opposite and 60.00 feet Easterly of Engineer's Station "US 101" 613+18.00 on said center line; thence Westerly in a straight line to Engineer's Station "US 101" 613+18.00 on said center line; thence Southerly along said center line to the point of beginning.

The center line of the relocated Oregon Coast Highway referred to herein is described in Parcel 1.

Bearings are based on County Survey No. B-13123, filed November 24, 2015, Clatsop County, Oregon.

This parcel of land contains 28,524 square feet, more or less, outside the existing right of way.

PARCEL 8 – Temporary Easement for Work Area (5 years or duration of Project, whichever is sooner)

A parcel of land lying in the SW¹/₄SW¹/₄ and SE¹/₄SW¹/₄ of Section 19, Township 4 North, Range 10 West, W.M., Clatsop County, Oregon; the said parcel being a portion of that property described as in that Bargain and Sale Deed to Kathryn DeShane and Elizabeth Burnett, recorded February 12, 2018, as Instrument No. 201801080 of Clatsop County Deed records; the said parcel being that portion of said property lying within the following described tract:

Beginning at Engineer's Station "US 101" 612+25.00 on the center line of the relocated Oregon Coast Highway; thence Easterly at right angles to said center line 60.00 feet; thence Easterly in a straight line to a point opposite and 262.00 feet Easterly of Engineer's Station "US 101" 612+12.00 on said center line; thence Northeasterly in a straight line to a point opposite and 300.00 feet Easterly of Engineer's Station "US 101" 612+57.00 on said center line; thence Northeasterly in a straight line to a point opposite and 340.00 feet Easterly of Engineer's Station "US 101" 612+55.00 on said center line; thence Southeasterly in a straight line to a point opposite and 392.00 feet Easterly of Engineer's Station "US 101" 612+18.00 on said center line; thence Northeasterly in a straight line to a point opposite and 423.00 feet Easterly of Engineer's Station "US 101" 612+70.00 on said center line; thence Northeasterly in a straight line to a point opposite and 439.00 feet Easterly of Engineer's Station "US 101" 612+98.00 on said center line; thence Northwesterly in a straight line to a point opposite and 280.00 feet Easterly of Engineer's Station "US 101" 613+85.00 on said center line; thence Northwesterly in a straight line to a point opposite and 245.00 feet Easterly of Engineer's Station "US 101" 614+17.00 on said center line; thence Westerly in a straight line to a point opposite and 140.00 feet Easterly of Engineer's Station "US 101" 614+42.00 on said center line; thence Northerly in a straight line to a point opposite and 140.00 feet Easterly of Engineer's Station "US 101" 616+50.00 on said center line; thence Westerly in a straight line to Engineer's Station "US 101" 616+50.00 on said center line; thence Southerly along said center line to the point of beginning.

The center line of the relocated Oregon Coast Highway referred to herein is described in Parcel 1.

Bearings are based on County Survey No. B-13123, filed November 24, 2015, Clatsop County, Oregon.

EXCEPT there from Parcels 1, 2, 3, 4, 5 and 6.

This parcel of land contains 1.57 acres, more or less, outside the existing right of way.

EXHIBIT A – Page 7 of 7

File 9414001
 Drawing – RW9414M
 February 26, 2024

PARCEL 9 – Temporary Easement for Turbidity Monitoring (5 years or duration of Project, whichever is sooner)

A parcel of land lying in the SE $\frac{1}{4}$ SW $\frac{1}{4}$ of Section 19, Township 4 North, Range 10 West, W.M., Clatsop County, Oregon; the said parcel being a portion of that property described in that Bargain and Sale Deed to Kathryn DeShane and Elizabeth Burnett, recorded February 12, 2018, as Instrument No. 201801080 of Clatsop County Deed records; the said parcel being that portion of said property lying within the following described tract:

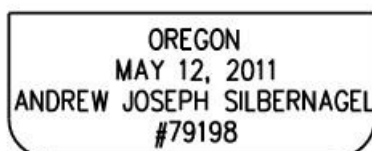
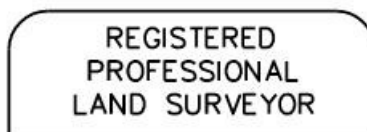
Beginning at a point opposite and 392.00 feet Easterly of Engineer's Station "US 101" 612+18.00 on the center line of the relocated Oregon Coast Highway; thence Southeasterly in a straight line to a point opposite and 490.00 feet Easterly of Engineer's Station "US 101" 611+60.00 on said center line; thence Northeasterly in a straight line to a point opposite and 525.00 feet Easterly of Engineer's Station "US 101" 612+19.00 on said center line; thence Northwesterly in a straight line to a point opposite and 423.00 feet Easterly of Engineer's Station "US 101" 612+70.00 on said center line, said point also being the point of beginning.

The center line of the relocated Oregon Coast Highway referred to herein is described in Parcel 1.

Bearings are based on County Survey No. B-13123, filed November 24, 2015, Clatsop County, Oregon.

EXCEPT therefrom Parcels 2, 7, and 8.

This parcel of land contains 7,349 square feet, more or less.



RENEWS: JUNE 30, 2024

SEC. 19, T. 4N, R. 10W, W.M.



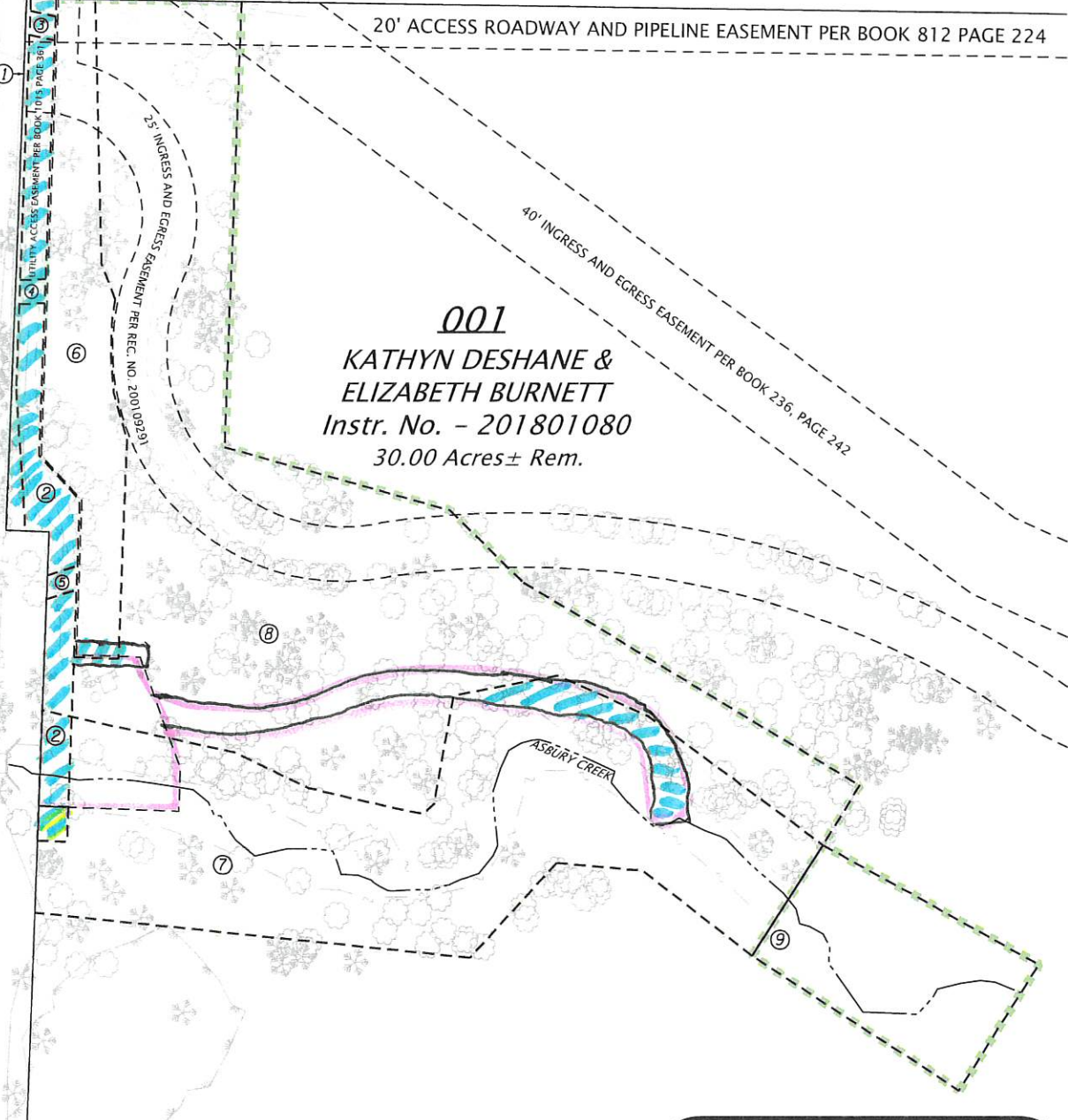
1018
OREGON COAST HWY US 101

20' ACCESS ROADWAY AND PIPELINE EASEMENT PER BOOK 812 PAGE 224

25' INGRESS AND EGRESS EASEMENT PER REC. NO. 2001.00291

40' INGRESS AND EGRESS EASEMENT PER BOOK 236, PAGE 242

001
**KATHYN DESHANE &
ELIZABETH BURNETT**
Instr. No. - 201801080
30.00 Acres ± Rem.



SCALE 1" = 100'



ACTIVE DRAWING
*THIS DRAWING SHOWS THE PROPOSED
R/W NEEDED TO BE ACQUIRED TO
SUPPORT THE PROJECT DESIGN*
SUBJECT TO CHANGE

OREGON DEPARTMENT OF TRANSPORTATION

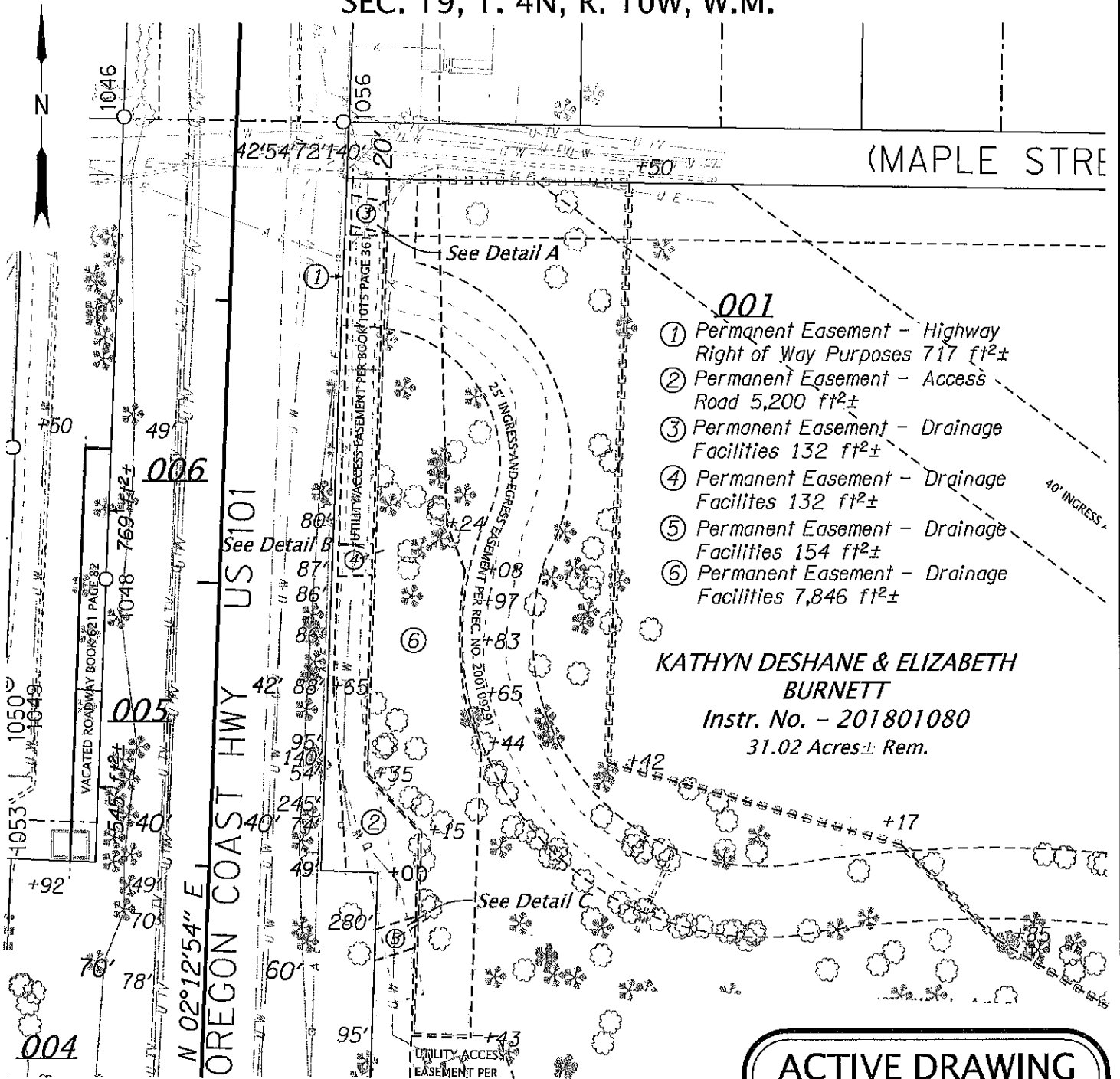


DOWL

SKETCH MAP

Section	US101 at Asbury Creek		
Highway	Oregon Coast Highway - US101		
County	Clatsop County	Scale	1" = 100'
Purpose	Asbury Cr. Bridge	Date	February, 2024
File	9414 001	Sheet 1 of 5	

SEC. 19, T. 4N, R. 10W, W.M.



- 001**
- ① Permanent Easement - Highway Right of Way Purposes 717 ft²±
 - ② Permanent Easement - Access Road 5,200 ft²±
 - ③ Permanent Easement - Drainage Facilities 132 ft²±
 - ④ Permanent Easement - Drainage Facilities 132 ft²±
 - ⑤ Permanent Easement - Drainage Facilities 154 ft²±
 - ⑥ Permanent Easement - Drainage Facilities 7,846 ft²±

KATHYN DESHANE & ELIZABETH BURNETT
 Instr. No. - 201801080
 31.02 Acres± Rem.

ACTIVE DRAWING
 THIS DRAWING SHOWS THE PROPOSED R/W NEEDED TO BE ACQUIRED TO SUPPORT THE PROJECT DESIGN
 SUBJECT TO CHANGE

SCALE 1" = 50'



OREGON DEPARTMENT OF TRANSPORTATION



Section	US101 at Asbury Creek		
Highway	Oregon Coast Highway - US101		
County	Clatsop County	Scale	1" = 50'
Purpose	Asbury Cr. Bridge	Date	February, 2024
File	9414 001	Sheet 2 of 5	

AGENDA MEMORANDUM

TO: Arch Cape Domestic Water Supply District Board
FROM: Collin Stelzig, District Administrator
DATE: May 21, 2026
SUBJ: Adoption of Resolution No. 260521A — Policy for Sharing of Road-Related Costs

BACKGROUND

The Board is being asked to consider adoption of Resolution No. 260521A, which adopts the Policy for Sharing of Road-Related Costs as official District policy.

The District owns watershed property that includes a network of forest roads serving the source water area. These roads are used by the District for operations, water-source protection, forest stewardship, and access to neighboring properties. Several other parties hold easement rights over some or all of the forest road system, including Arch Cape Sanitary District, Cannon View Park Inc., North Coast Land Conservancy Inc., Nuveen, and the Oregon Department of Forestry.

The District does not currently have a written policy framework for allocating road maintenance, repair, improvement, decommissioning, or recommissioning costs among road users and easement holders. The proposed policy is intended to provide that framework while recognizing that the individual easements remain the controlling legal documents.

The accompanying Board packet materials include:

1. Resolution No. 260521A — adopting the Policy for Sharing of Road-Related Costs.
2. Policy for Sharing of Road-Related Costs — the written policy referenced and adopted by the Resolution.

EFFECT OF ADOPTION

Adoption of Resolution No. 260521A would approve and adopt the attached Policy for Sharing of Road-Related Costs as official District policy and authorize the Board President to sign both the Resolution and the adopted Policy.

The Policy establishes general expectations for how the District will approach road related cost sharing, including:

1. Maintenance of existing roads.
2. Expansion or improvement of roads.
3. Use of existing roads for project work or hauling.
4. Decommissioning or abandoning roads.
5. Recommissioning previously decommissioned or abandoned roads.

The Policy does not, by itself, amend the District's existing easements, contracts, or legal obligations. It also does not authorize or commit the District to any specific expenditure. Future cost-sharing arrangements or road-related expenditures would be implemented under the framework established by the Policy and brought back to the Board where Board action is otherwise required.

POLICY DEVELOPMENT PROCESS

The policy was developed through the Forest Management Committee process with input from District counsel and external partners.

The Forest Management Committee reviewed and refined the draft policy, with the recommendation forwarded to the Board for consideration at the May 21, 2026 meeting.

District counsel reviewed the draft policy and provided input regarding the relationship between the policy, the Board’s responsibility, and the underlying easement documents.

The Oregon Department of Forestry and Nuveen Natural Capital also provided input regarding how the policy concepts relate to existing easement language and road-use expectations.

STAFF REVIEW

Staff has reviewed the proposed Policy and Resolution and finds the documents appropriate for Board consideration.

The Policy provides a written framework for addressing road-related costs in a more consistent and transparent manner. It also makes clear that the easements themselves remain the legal, enforceable documents that control the specific rights and obligations of each party.

Staff recommends adoption. Adoption by resolution provides a clear, documented Board action and places the policy on the public record.

FISCAL IMPACT

Adoption of the Policy and Resolution has no direct fiscal impact in FY 2025-26. Future cost sharing arrangements made under the Policy will be reflected in the affected line items of the District’s annual budget and Long Range Financial Plan as they arise.

RECOMMENDED MOTION

“I move to adopt Resolution No. 260521A, adopting the Policy for Sharing of Road-Related Costs, and authorize the Board President to sign the Resolution and the adopted Policy”

ALTERNATIVES

1. Adopt with modifications — The Board may direct staff and counsel to incorporate specific changes to the Policy or Resolution before final adoption at this meeting.
2. Table for further review — Defer action to a future meeting to allow additional Board or community review.
3. Decline to adopt — The District would continue road cost decisions without a written cost-sharing framework.

Policy for Sharing of Road-Related Costs

The intent of this policy is to establish clear expectations for sharing road-related costs between the Arch Cape Domestic Water Supply District (District) and easement holders. These expectations are consistent with granted easements, administrative rules OAR 629-625, OAR 629-600-0100(54) and reflect standard industry practices.

Maintenance of Existing Roads - Routine, Unexpected or Major Repair:

Maintenance may include, but is not limited to, brushing, removal of downed trees, repairs related to road slumping or sliding, rocking and grading, and culvert repair or replacement. When maintenance needs are identified, the District will convene a meeting of all parties that use the road in order to determine responsibility for completing the work and sharing its cost. All road users, including the District, are expected to participate in maintenance costs in accordance with their respective easements. The District and easement holders that do not use a road are not expected to share in its maintenance. The District will notify easement holders if/when the District relinquishes any shared maintenance responsibility for a road and/or resumes shared maintenance responsibility for a road.

Expansion/Improvement of Roads: If/as outlined in respective easements, an easement holder may expand the width of a road or make improvements to a road. The easement holder is responsible for all costs related to the expansion/improvement, as outlined in the respective easement. Once the expansion/improvement of the road is completed, responsibility for maintenance of the road is described above.

Using Existing Roads for Project Work/Hauling: The District and any easement holder using a road for any project work, hauling, etc. that results in wear and tear of the road will be responsible for returning the road, at their cost, to an equal or better condition than it was prior the project work.

Decommissioning/ Abandoning Roads: If the District determines that a road is no longer of use to the District, it may elect to decommission or abandon it. All neighboring property owners with granted easements over the road will be notified. If any easement holder requests that the road not be abandoned or decommissioned, the road will be left commissioned and the District will relinquish any maintenance responsibility.

Recommissioning Roads: When the District allows an easement holder to recommission a previously decommissioned or abandoned road, that easement holder is responsible for all costs associated with recommissioning and ongoing maintenance. The easement holder, if they so choose, will be responsible for allocating and collecting maintenance costs from any other parties who use the road.

All road work must comply with administrative rules OAR 629-625, OAR 629-600-0100(54).

The above expectations are reflective of the individual easements, are consistent with state administrative rules and are drawn from standard industry practices. However, the easements themselves remain the legal, enforceable documents that lay out the specifications and requirements of each easement and outlines the remedies to the extent that any are necessary.

Owen Dufka, President

May 21, 2026

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT
RESOLUTION 260521A

A RESOLUTION ADOPTING A POLICY FOR
MAINTENANCE OF FOREST SERVICE ROADS

WHEREAS The Arch Cape Domestic Water Supply District (the “District”) is an Oregon Municipal Corporation defined as a Special District under ORS 198 and organized under ORS 264 to supply water for domestic purposes to residents within district boundaries;

WHEREAS power and authority given to the district is vested in and exercised by a board of commissioners (the “Board”) with authority to set rates, make assessments and levy taxes and to pay expenses directly related to the provision of water to residents within district boundaries;

WHEREAS the District owns its watershed consisting of over 1,400 acres of steep forested lands which include over 8.5 miles of forest service roads providing access to the watershed as well as to neighboring properties;

WHEREAS the forest service roads must meet the Forest Road Construction and Maintenance standards OAR 629-625-0000 to 0920 and require frequent maintenance and repair;

WHEREAS Arch Cape Sanitary District, Cannon View Park Inc, North Coast Land Conservancy Inc., Nuveen and the Oregon Department of Forestry hold easements over some or all the forest service roads within the watershed and their use causes damage unrelated to the provision of water to residents within district boundaries; and

WHEREAS the Board has a fiduciary obligation to ensure that the District not incur expenses unrelated to the provision of water to residents of the District;

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board of Directors of the Arch Cape Domestic Water Supply District hereby adopts the Policy for Sharing of Road-Related Costs, a copy of which is attached hereto, to ensure that road maintenance expenses caused by others and unrelated to the provision of water to residents of the District are not borne by the District.

Adopted by the Arch Cape Water Supply District this May _____ 2026.

Owen Dufka, President

Arch Cape Domestic Water Supply District



Arch Cape Forest-Watershed Roads & Forecasting Logging-Revenue Needs Board Briefing

May 21, 2026

Sharing of Road Costs

Recommended Policy for Sharing of Road Costs

A. Basis

1. Oregon Administrative Rules (Forest Practices Act)
2. Current Easements
3. District's Agreement with Oregon Dept of Forestry (ODF) and Nuveen
4. Industry Practices
5. District Lawyer Recommendations

B. Scope – Financial Responsibility by Work Reason

1. Maintenance of Existing Roads - Routine, Unexpected or Major Repair
2. Expansion/Improvement of Roads
3. Using Existing Roads for Project Work/Hauling
4. Decommissioning/ Abandoning Roads
5. Recommissioning Roads

C. Acceptance

1. Endorsed by Forest Management Committee
2. Accepted by Arch Cape Sanitary District
3. District Lawyer - *“the Board has a fiduciary obligation to ensure that the District not incur expenses unrelated to the provision of water to residents of the District “*

Forecasting the Need for Logging-Generated Revenue

2 Timing Options

In general, forecasts tend to underestimate costs and overestimate revenue.

This forecasting is untested. It will become increasingly more accurate as “real” cost and revenue data is obtained after the APRA money is no longer available.

Forest Management Committee Recommended NOT to include Certification in the Forecasts.

- Certification is a practice that ensures wood products originate from responsibly managed forests through sustainable harvesting, third-party auditing, and chain-of-custody tracking.
 - **Pros:** Social License & Community Confidence (Guarantees that biodiversity and local community rights are considered), Risk Mitigation (Helps purchasers avoid illegally harvested wood). In some, but not all cases, it can translate into an increased price for the timber.
 - **Cons:** Price (\$2,500 / year)
- This recommendation overturns the previous one where certification for a 5 year period prior to an anticipated logging event was recommended.

Based upon Forest Management Committee recommendations, the previous forecasts have been updated to reflect no certification and a lesser level of forester time.

OPTION 1: With past level of donations and no sharing of road costs, the Forest Fund runs out of money in 2034 – 2035.

053

	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36
ASSUMPTIONS									
Inflation	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
BEGINNING BALANCE	283,921	261,519	236,908	182,926	151,915	86,511	49,243	8,962	(34,856)
REVENUE									
LOGGING									
INTEREST	11,357	10,461	9,476	7,317	6,077	3,460	1,970	0	0
PRIVATE DONATIONS	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
ROAD MAINTENANCE FEES									
TOTAL REVENUE	21,357	20,461	19,476	17,317	16,077	13,460	11,970	10,000	10,000
TOTAL RESOURCES	305,278	281,980	256,385	200,243	167,991	99,971	61,212	18,962	(24,856)
EXPENDITURES									
MATERIALS & SERVICES									
ODF - Fire Protection	3,197	3,293	3,392	3,494	3,598	3,706	3,817	3,932	4,050
Audit	3,209	3,306	3,405	3,507	3,612	3,721	3,832	3,947	4,066
Legal/ Land Use	2,000	2,060	2,122	2,185	2,251	2,319	2,388	2,460	2,534
Finance-Admin Mgmt	4,637	4,776	4,919	5,067	5,219	5,376	5,537	5,703	5,874
Forest Management Consulting	11,370	11,711	12,062	12,424	12,797	13,181	13,576	13,984	14,403
Certification									
Update Mgmt Plan (Per FLP Contract)					15,657				
Road Maintenance	14,712	15,153	15,608	16,588	33,131	17,055	17,567	18,094	18,638
PreCommercial Thinning									
Miscellaneous	514	529	545	561	578	595	613	632	650
TOTAL MATERIALS & SERVICES	39,639	40,828	42,053	43,826	76,843	45,952	47,331	48,751	50,215
INTERFUND TRANSFERS									
Transfer to General Fund (Property Man)	4,120	4,244	4,371	4,502	4,637	4,776	4,919	5,067	5,219
TOTAL INTERFUND TRANSFERS	4,120	4,244	4,371	4,502	4,637	4,776	4,919	5,067	5,219
TOTAL EXPENDITURES	43,759	45,071	46,424	48,328	81,481	50,728	52,251	53,818	55,434
CONTINGENCY & UNAPPROPRIATED BALANCE									
CONTINGENCY									
RESTRICTED BALANCE	55,407	43,490	31,216						
UNAPPROPRIATED BALANCE	206,112	193,418	178,745	151,915	86,511	49,243	8,962	(34,856)	(80,290)
TOTAL CONTINGENCY & BALANCES	261,519	236,908	209,961	151,915	86,511	49,243	8,962	(34,856)	(80,290)
TOTAL REQUIREMENTS	305,278	281,980	256,385	200,243	167,991	99,971	61,212	18,962	(24,856)



* Note: There is no contingency built into the plan to fix the unexpected, e.g. fallen trees, road washout, road slump, slides, etc. The unexpected has happened twice in the past 3 years.

To have money available in 2034-2035, logging management costs need to be factored into the forecast. By including these costs, the Forest Funds runs out of money in 2032 – 2033.

	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36
ASSUMPTIONS									
Inflation	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
BEGINNING BALANCE	283,921	261,519	236,908	182,926	124,297	35,242	(32,298)	(75,841)	(119,659)
REVENUE									
LOGGING									
INTEREST	11,357	10,461	9,476	7,317	4,972	1,410	(1,292)	0	0
PRIVATE DONATIONS	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
ROAD MAINTENANCE FEES									
TOTAL REVENUE	21,357	20,461	19,476	17,317	14,972	11,410	8,708	10,000	10,000
TOTAL RESOURCES	305,278	281,980	256,385	200,243	139,269	46,652	(23,590)	(65,841)	(109,659)
EXPENDITURES									
MATERIALS & SERVICES									
ODF - Fire Protection	3,197	3,293	3,392	3,494	3,598	3,706	3,817	3,932	4,050
Audit	3,209	3,306	3,405	3,507	3,612	3,721	3,832	3,947	4,066
Legal/ Land Use	2,000	2,060	2,122	2,915	2,252	2,320	2,389	2,461	2,534
Finance-Admin Mgmt	4,637	4,776	4,919	7,467	7,691	7,922	5,537	5,703	5,874
Forest Management Consulting	11,370	11,711	12,062	26,344	27,135	27,949	13,576	13,983	14,403
Certification									
Update Mgmt Plan (Per FLP Contract)					15,657				
Road Maintenance	14,712	15,153	15,608	21,588	33,131	22,055	17,567	18,094	18,638
PreCommercial Thinning									
Miscellaneous	514	529	545	561	578	595	613	632	650
TOTAL MATERIALS & SERVICES	39,639	40,828	42,053	65,876	93,654	68,267	47,332	48,752	50,215
INTERFUND TRANSFERS									
Transfer to General Fund (Property Man)	4,120	4,244	4,371	10,070	10,372	10,683	4,919	5,067	5,219
TOTAL INTERFUND TRANSFERS	4,120	4,244	4,371	10,070	10,372	10,683	4,919	5,067	5,219
TOTAL EXPENDITURES	43,759	45,071	46,424	75,946	104,026	78,950	52,251	53,818	55,434
CONTINGENCY & UNAPPROPRIATED BALANCE									
CONTINGENCY									
RESTRICTED BALANCE	55,407	43,490	31,216						
UNAPPROPRIATED BALANCE	206,112	193,418	178,745	124,297	35,242	(32,298)	(75,841)	(119,659)	(165,093)
TOTAL CONTINGENCY & BALANCES	261,519	236,908	209,961	124,297	35,242	(32,298)	(75,841)	(119,659)	(165,093)
TOTAL REQUIREMENTS	305,278	281,980	256,385	200,243	139,269	46,652	(23,590)	(65,841)	(109,659)

Expenditures updated to include logging management costs

A logging event should be anticipated no later than 2031-2032.

	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36
ASSUMPTIONS									
Inflation	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
BEGINNING BALANCE	283,921	261,519	236,908	182,926	124,297	659,242	616,662	599,077	555,259
REVENUE									
LOGGING					624,000				
INTEREST	11,357	10,461	9,476	7,317	4,972	26,370	24,666	0	0
PRIVATE DONATIONS	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
ROAD MAINTENANCE FEES									
TOTAL REVENUE	21,357	20,461	19,476	17,317	638,972	36,370	34,666	10,000	10,000
TOTAL RESOURCES	305,278	281,980	256,385	200,243	763,269	695,612	651,328	609,077	565,259
EXPENDITURES									
MATERIALS & SERVICES									
ODF - Fire Protection	3,197	3,293	3,392	3,494	3,598	3,706	3,817	3,932	4,050
Audit	3,209	3,306	3,405	3,507	3,612	3,721	3,832	3,947	4,066
Legal/ Land Use	2,000	2,060	2,122	2,915	2,252	2,320	2,389	2,461	2,534
Finance-Admin Mgmt	4,637	4,776	4,919	7,467	7,691	7,922	5,537	5,703	5,874
Forest Management Consulting	11,370	11,711	12,062	26,344	27,135	27,949	13,576	13,983	14,403
Certification									
Update Mgmt Plan (Per FLP Contract)					15,657				
Road Maintenance	14,712	15,153	15,608	21,588	33,131	22,055	17,567	18,094	18,638
PreCommercial Thinning									
Miscellaneous	514	529	545	561	578	595	613	632	650
TOTAL MATERIALS & SERVICES	39,639	40,828	42,053	65,876	93,654	68,267	47,332	48,752	50,215
INTERFUND TRANSFERS									
Transfer to General Fund (Property Man)	4,120	4,244	4,371	10,070	10,372	10,683	4,919	5,067	5,219
TOTAL INTERFUND TRANSFERS	4,120	4,244	4,371	10,070	10,372	10,683	4,919	5,067	5,219
TOTAL EXPENDITURES	43,759	45,071	46,424	75,946	104,026	78,950	52,251	53,818	55,434
CONTINGENCY & UNAPPROPRIATED BALANCE									
CONTINGENCY									
RESTRICTED BALANCE	55,407	43,490	31,216						
UNAPPROPRIATED BALANCE	206,112	193,418	178,745	124,297	659,242	616,662	599,077	555,259	509,825
TOTAL CONTINGENCY & BALANCES	261,519	236,908	209,961	124,297	659,242	616,662	599,077	555,259	509,825
TOTAL REQUIREMENTS	305,278	281,980	256,385	200,243	763,269	695,612	651,328	609,077	565,259

Expenditures updated to include logging management costs

Option 2. With past level of donations and reimbursement/ offset of 60% of road costs, the Forest Fund runs out of money in 2035 – 2036.

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	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36
ASSUMPTIONS									
Inflation	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
BEGINNING BALANCE	283,921	270,346	255,180	182,926	161,867	116,740	90,914	62,841	32,393
REVENUE									
LOGGING									
INTEREST	11,357	10,814	10,207	7,317	6,475	4,670	3,637	2,514	1,296
PRIVATE DONATIONS	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
ROAD MAINTENANCE FEES	8,827	9,092	9,365	9,953	19,879	10,233	10,540	10,856	11,183
TOTAL REVENUE	30,184	29,906	29,572	27,270	36,353	24,903	24,177	23,370	22,479
TOTAL RESOURCES	314,105	300,252	284,752	210,196	198,221	141,643	115,091	86,211	54,871
EXPENDITURES									
MATERIALS & SERVICES									
ODF - Fire Protection	3,197	3,293	3,392	3,494	3,598	3,706	3,817	3,932	4,050
Audit	3,209	3,306	3,405	3,507	3,612	3,721	3,832	3,947	4,066
Legal/ Land Use	2,000	2,060	2,122	2,185	2,251	2,319	2,388	2,460	2,534
Finance Mgmt	4,637	4,776	4,919	5,067	5,219	5,376	5,537	5,703	5,874
Forest Management Consulting	11,370	11,711	12,062	12,424	12,797	13,181	13,576	13,984	14,403
Certification									
Update Mgmt Plan (Per FLP Contract)					15,657				
Road Maintenance	14,712	15,153	15,608	16,588	33,131	17,055	17,567	18,094	18,638
PreCommercial Thinning									
Miscellaneous	514	529	545	561	578	595	613	632	650
TOTAL MATERIALS & SERVICES	39,639	40,828	42,053	43,826	76,843	45,952	47,331	48,751	50,215
INTERFUND TRANSFERS									
Transfer to General Fund (Property Man)	4,120	4,244	4,371	4,502	4,637	4,776	4,919	5,067	5,219
TOTAL INTERFUND TRANSFERS	4,120	4,244	4,371	4,502	4,637	4,776	4,919	5,067	5,219
TOTAL EXPENDITURES	43,759	45,071	46,424	48,328	81,481	50,728	52,251	53,818	55,434
CONTINGENCY & UNAPPROPRIATED BALANCE									
CONTINGENCY									
RESTRICTED BALANCE	55,407	43,490	31,216						
UNAPPROPRIATED BALANCE	214,939	211,690	207,113	161,867	116,740	90,914	62,841	32,393	(563)
TOTAL CONTINGENCY & BALANCES	270,346	255,180	238,329	161,867	116,740	90,914	62,841	32,393	(563)
TOTAL REQUIREMENTS	314,105	300,252	284,752	210,196	198,221	141,643	115,091	86,211	54,871



* Note: There is no contingency built into the plan to fix the unexpected, e.g. fallen trees, road washout, road slump, slides, etc. The unexpected has happened twice in the past 3 years.

To have money available in 2035-2036, logging management costs need to be factored into the forecast. By including these costs, the Forest Funds runs out of money in 2034 – 2035.

	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36
ASSUMPTIONS									
Inflation	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
BEGINNING BALANCE	283,921	270,346	255,180	182,926	161,867	116,740	66,296	14,693	(42,901)
REVENUE									
LOGGING									
INTEREST	11,357	10,814	10,207	7,317	6,475	4,670	2,652	588	
PRIVATE DONATIONS	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
ROAD MAINTENANCE FEES	8,827	9,092	9,365	9,953	19,879	13,233	10,540	13,856	11,183
TOTAL REVENUE	30,184	29,906	29,572	27,270	36,353	27,903	23,192	24,444	21,183
TOTAL RESOURCES	314,105	300,252	284,752	210,196	198,221	144,643	89,489	39,138	(21,719)
EXPENDITURES									
MATERIALS & SERVICES									
ODF - Fire Protection	3,197	3,293	3,392	3,494	3,598	3,706	3,817	3,932	4,050
Audit	3,209	3,306	3,405	3,507	3,612	3,721	3,832	3,947	4,066
Legal/ Land Use	2,000	2,060	2,122	2,185	2,251	3,049	2,388	2,460	2,533
Finance Mgmt	4,637	4,776	4,919	5,067	5,219	7,776	8,009	8,249	5,874
Forest Management Consulting	11,370	11,711	12,062	12,424	12,797	27,101	27,914	28,751	14,403
Certification									
Update Mgmt Plan (Per FLP Contract)					15,657				
Road Maintenance	14,712	15,153	15,608	16,588	33,131	22,055	17,567	23,094	18,638
PreCommercial Thinning									
Miscellaneous	514	529	545	561	578	595	613	632	650
TOTAL MATERIALS & SERVICES	39,639	40,828	42,053	43,826	76,843	68,002	64,141	71,065	50,214
INTERFUND TRANSFERS									
Transfer to General Fund (Property Man	4,120	4,244	4,371	4,502	4,637	10,344	10,655	10,974	5,219
TOTAL INTERFUND TRANSFERS	4,120	4,244	4,371	4,502	4,637	10,344	10,655	10,974	5,219
TOTAL EXPENDITURES	43,759	45,071	46,424	48,328	81,481	78,346	74,795	82,039	55,433
CONTINGENCY & UNAPPROPRIATED BALANCE									
CONTINGENCY									
RESTRICTED BALANCE	55,407	43,490	31,216						
UNAPPROPRIATED BALANCE	214,939	211,690	207,113	161,867	116,740	66,296	14,693	(42,901)	(77,152)
TOTAL CONTINGENCY & BALANCES	270,346	255,180	238,329	161,867	116,740	66,296	14,693	(42,901)	(77,152)
TOTAL REQUIREMENTS	314,105	300,252	284,752	210,196	198,221	144,643	89,489	39,138	(21,719)

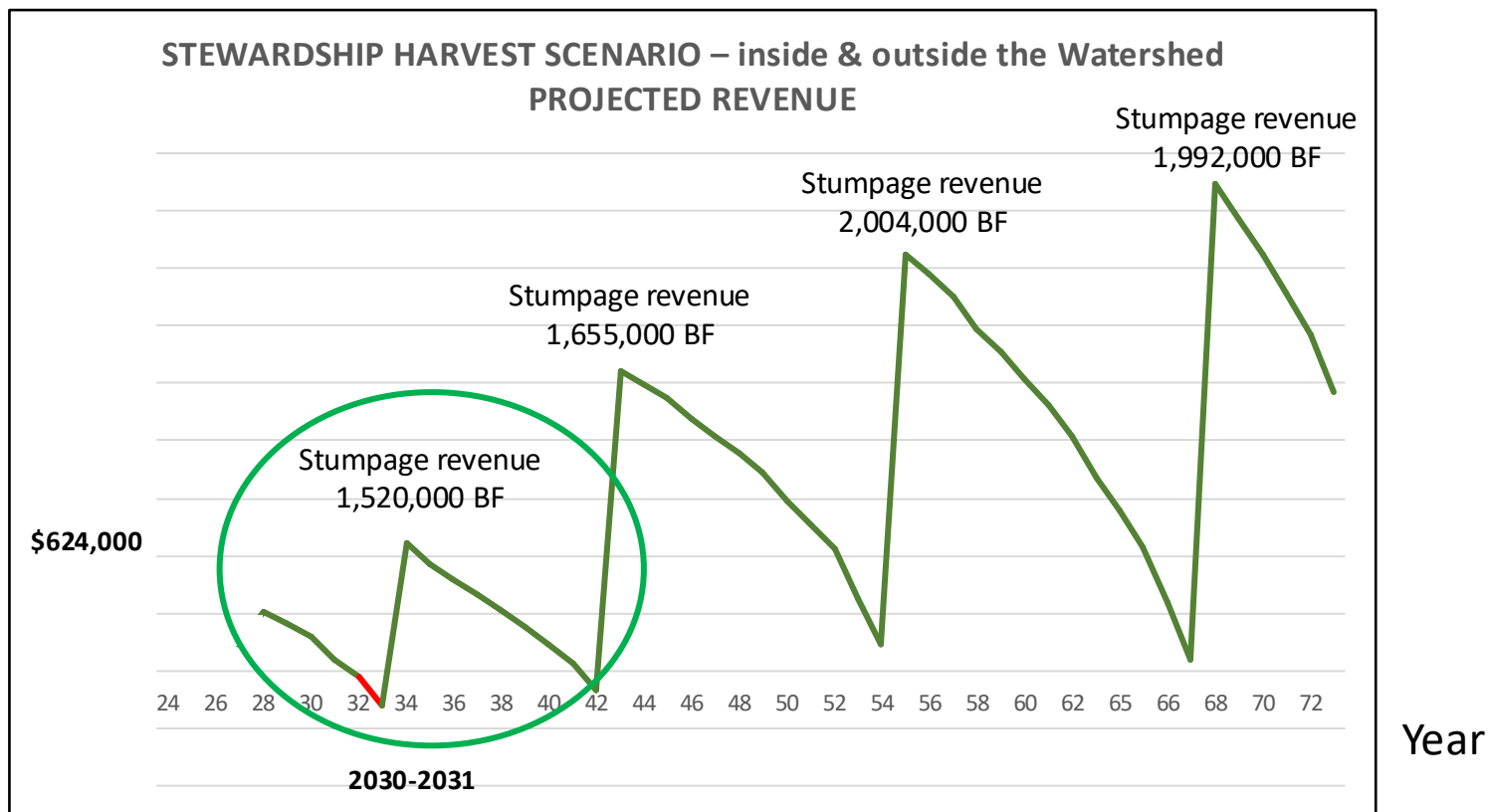
Expenditures updated to include logging management costs

A logging event should be anticipated no later than 2033-2034.

	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36
ASSUMPTIONS									
Inflation	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%
BEGINNING BALANCE	283,921	270,346	255,180	182,926	161,867	116,740	66,296	638,693	606,059
REVENUE									
LOGGING							624,000		
INTEREST	11,357	10,814	10,207	7,317	6,475	4,670	2,652	25,548	
PRIVATE DONATIONS	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
ROAD MAINTENANCE FEES	8,827	9,092	9,365	9,953	19,879	13,233	10,540	13,856	11,183
TOTAL REVENUE	30,184	29,906	29,572	27,270	36,353	27,903	647,192	49,404	21,183
TOTAL RESOURCES	314,105	300,252	284,752	210,196	198,221	144,643	713,489	688,098	627,241
EXPENDITURES									
MATERIALS & SERVICES									
ODF - Fire Protection	3,197	3,293	3,392	3,494	3,598	3,706	3,817	3,932	4,050
Audit	3,209	3,306	3,405	3,507	3,612	3,721	3,832	3,947	4,066
Legal/ Land Use	2,000	2,060	2,122	2,185	2,251	3,049	2,388	2,460	2,533
Finance Mgmt	4,637	4,776	4,919	5,067	5,219	7,776	8,009	8,249	5,874
Forest Management Consulting	11,370	11,711	12,062	12,424	12,797	27,101	27,914	28,751	14,403
Certification									
Update Mgmt Plan (Per FLP Contract)					15,657				
Road Maintenance	14,712	15,153	15,608	16,588	33,131	22,055	17,567	23,094	18,638
PreCommercial Thinning									
Miscellaneous	514	529	545	561	578	595	613	632	650
TOTAL MATERIALS & SERVICES	39,639	40,828	42,053	43,826	76,843	68,002	64,141	71,065	50,214
INTERFUND TRANSFERS									
Transfer to General Fund (Property Man)	4,120	4,244	4,371	4,502	4,637	10,344	10,655	10,974	5,219
TOTAL INTERFUND TRANSFERS	4,120	4,244	4,371	4,502	4,637	10,344	10,655	10,974	5,219
TOTAL EXPENDITURES	43,759	45,071	46,424	48,328	81,481	78,346	74,795	82,039	55,433
CONTINGENCY & UNAPPROPRIATED BALANCE									
CONTINGENCY									
RESTRICTED BALANCE	55,407	43,490	31,216						
UNAPPROPRIATED BALANCE	214,939	211,690	207,113	161,867	116,740	66,296	638,693	606,059	571,808
TOTAL CONTINGENCY & BALANCES	270,346	255,180	238,329	161,867	116,740	66,296	638,693	606,059	571,808
TOTAL REQUIREMENTS	314,105	300,252	284,752	210,196	198,221	144,643	713,489	688,098	627,241

Expenditures updated to include logging management costs

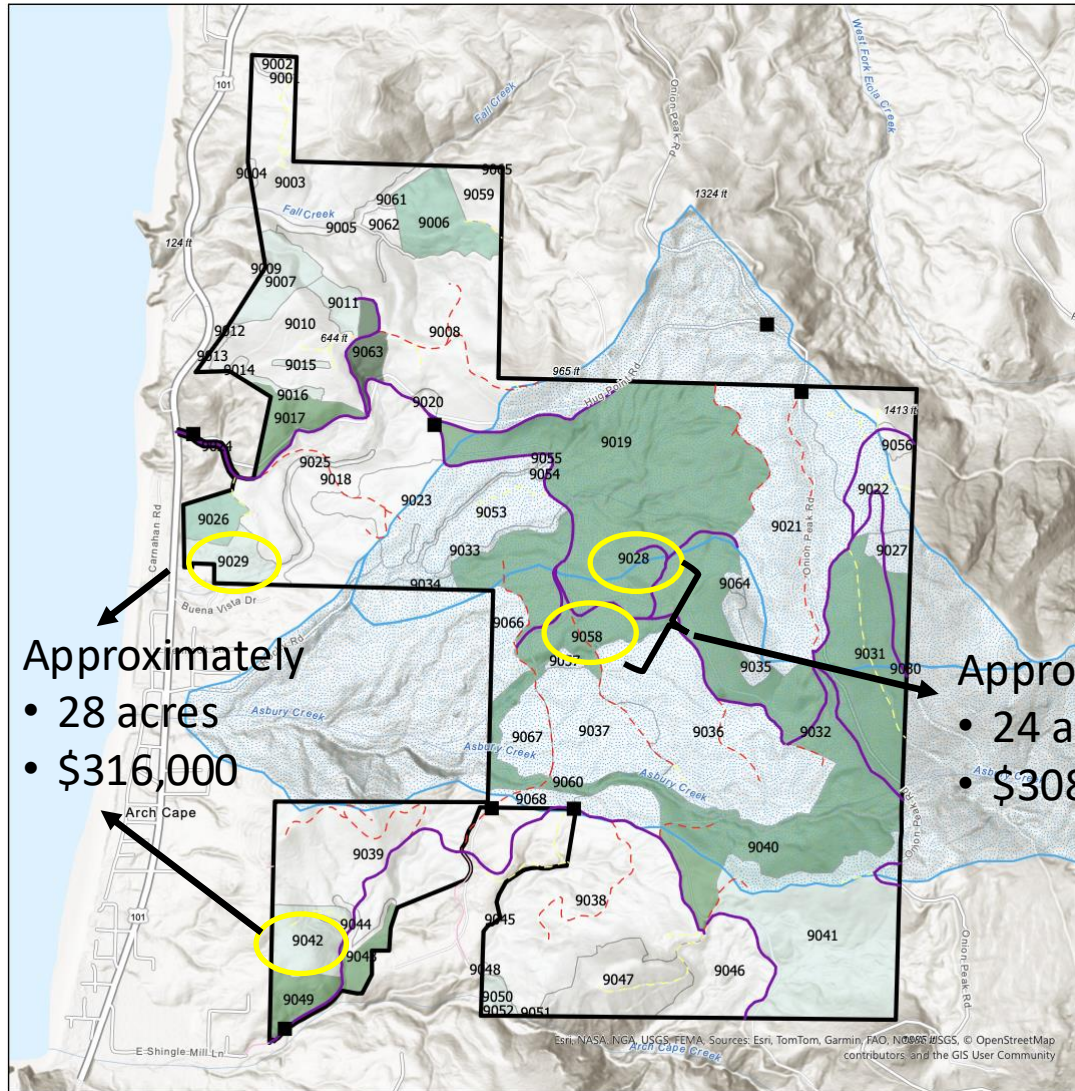
Revenue Projections from Logging in the Forest-Watershed



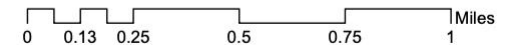
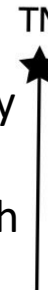
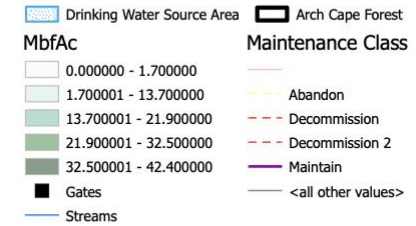
Revenue from a “sorts” sale may be greater but it will take more work to make it happen

Rate Increases and/or a Tax Levy would reduce the need for logging to achieve the revenue objective.

Stands Targeted for logging to achieve Revenue Objectives



ACF STANDS BY VOLUME YE 2020 INVENTORY



Other stands outside the DWSA are not considered since Cable Logging will be required. Cable logging moves cut trees from steep or difficult terrain to a landing area using suspended cables. It is more expensive, dangerous and, if done poorly, will have more soil erosion impacts.

Recommendations

1. Keep in mind that forecasts tend to underestimate costs and overestimate revenue, in which case the need for logging revenue may be earlier than forecast.

This specific forecasting is untested. It will become more accurate as “real” cost and revenue data is obtained after the APRA money is no longer available.

2. This forecast suggests that a revenue-generating logging event should in anticipated between 2031 & 2033 with preparations, including community engagement, beginning as early as 2029 and as late as 2031.
3. The timing of the logging event may need to be earlier if anything unexpected happens in the Forest-Watershed.
4. As a minimum, this level of forecasting should be done as part of the Budget process every year. Effort by District Administrator, Forester & Forest Management Committee will be required.

Related Note: The District will no longer have a Forester under contract as of September of this year. A procurement process will need to be undertaken – which will require effort of the District Administrator and Forest Management Committee.

AGENDA MEMORANDUM

TO: Arch Cape Domestic Water Supply District Board & Arch Cape Sanitary District Board
 FROM: Teri Fladstol, Admin Assistant
 DATE: April 21, 2026
 SUBJ: gWorks & UBMAX Billing Software Status

BACKGROUND

In late 2023 gWorks bought the company that owned UBMax Billing Software we use to bill our rate-payers. We were told we would be moved to their software within a few months (we started the process in September of 2024) but it became obvious rather quickly that they would not be able to support our quarterly billing (user rate billed ahead) and consumption tier rate (billed after the meters are read and a quarterly total, often saying they were past due) cycle.

In the process, we were no longer able to draft (ACH) payments directly for customers and the on-line payment portal was turned off since we had migrated and were beginning to set-up customer and accept payments when they determined it was not going to work. At that point they defaulted us back to UBMax and since then, I have been mailing the billing statements (both Water/Sanitary) to customers except those who elected to get them by email.

When they determined they would not be able to accommodate us, I asked them to turn back on the credit card portal. Their response to me again after researching again, was to continue on UBMax or consider a different billing approach (monthly) is the industry norm:

Ashley Bodenhausen

Apr 15, 2026, 10:45 AM (4 days ago)

☆ 😊 ← ⋮

to me, Melissa ▾

Hi Teri,

I reviewed your billing setup internally with our Product subject matter experts and Support Director. Based on that review, your current approach - quarterly billing where base rates and surcharges are billed in advance, and consumption is billed in arrears with monthly tiering - falls outside the standard billing configurations supported in Cloud today.

Because of that, we wouldn't be able to move forward with onboarding for Arch Cape under your current setup.

If your team were to consider a different billing approach in the future, we'd be happy to revisit what that could look like in Cloud, and we'll continue to support you on UBMax in the meantime.

Let me know if you have any questions or would like to discuss further.

Thank you,
 Ashley

The cost for Software:

UBMAX for both Districts was: \$965.15 for 2022

WATER DISTRICT: 2023 - \$1,022 / 2024 \$2,530 plus migration fee of \$420 / 2025 for \$2,530

SANITARY DISTRICT: 2023 - \$1,333 plus migration fee of \$368.46 / 2024 \$2,730 / 2025 for \$2730

OPTIONS:

What I have found as I have done research is there are a number of utility billing software products available and what the majority of them have in common is there are part of a larger industry platform where they do the billing as a bundle component of a larger application meant to work together for finance, payment, billing, payroll, etc. gWorks and Springbrook Software are examples of that. I have spoken with smaller Utility Districts in Manzanita (Neahkahnie Water District) and Netarts-Oceanside Water District in Netarts as they are both about the same size as we are.

Neahkahnie used UBMAX/gWorks and is looking for a new option and checks in with me monthly to see where we are.

N-O Water District is using Springbrook Software and found it to be expensive, but are tied to it now. Other Districts I spoke with are doing their own billing out of Quickbooks and are happy with that at this point (Twin Rocks Sanitary District and Watseco-Barview Water District).

USBILLINGONLINE

The owners are family members of the UBMAX owner who developed the software. They reached out to us because of our past relationship. Collin and I met with them via Zoom and I was given a log-in to work in the “sand-box” where I could explore the software without affecting any data. What they offer:

USBilling Features

<h4 style="text-align: center; margin-bottom: 10px;">Financial Reports</h4> <ul style="list-style-type: none"> Real-time and historical financial reporting with one-click access to all critical data. Real-time revenue tracking Automated AR management Custom report builder Export to Excel/PDF <p style="text-align: center; background-color: #c8e6c9; padding: 5px; border-radius: 5px; margin-top: 10px;"><i>Single-click reporting</i></p>	<h4 style="text-align: center; margin-bottom: 10px;">Payment Processing</h4> <ul style="list-style-type: none"> Accept several payment types Credit cards & ACH Future payment options Payment plans Coming Soon Auto-reconciliation <p style="text-align: center; background-color: #c8e6c9; padding: 5px; border-radius: 5px; margin-top: 10px;"><i>Automated processing</i></p>	<h4 style="text-align: center; margin-bottom: 10px;">Bill Generation</h4> <ul style="list-style-type: none"> Create professional bills with multiple delivery options - all from one interface. Print, email & app delivery Custom bill templates Batch processing Auto-notifications Email status reports <p style="text-align: center; background-color: #c8e6c9; padding: 5px; border-radius: 5px; margin-top: 10px;"><i>Bulk generation</i></p>
<h4 style="text-align: center; margin-bottom: 10px;">Route Management</h4> <ul style="list-style-type: none"> Optimize meter reading routes with GPS integration and mobile-friendly interfaces. GPS route optimization Mobile reading apps Progress tracking Exception reporting <p style="text-align: center; background-color: #c8e6c9; padding: 5px; border-radius: 5px; margin-top: 10px;"><i>Smart routing</i></p>	<h4 style="text-align: center; margin-bottom: 10px;">Meter Integration</h4> <ul style="list-style-type: none"> Seamless integration with all major meter reading systems and manufacturers. Badger, Sensus, Neptune Itron, Kamstrup & more Automated imports Data validation <p style="text-align: center; background-color: #c8e6c9; padding: 5px; border-radius: 5px; margin-top: 10px;"><i>Plug & play setup</i></p>	<h4 style="text-align: center; margin-bottom: 10px;">Coming Soon</h4> <ul style="list-style-type: none"> Customer Portal Work Order Management Asset Control Permits & Licenses <p style="text-align: center; background-color: #c8e6c9; padding: 5px; border-radius: 5px; margin-top: 10px;"><i>Future expansion</i></p>

The most important things I hear when talking with our rate payers is 1) ability to pay on-line w/o a \$3.00 fee, 2) ability to automate the process by setting up a draft (ACH) process and 3) an ability to see what their usage is between billing cycles.

Cost of USBILLINGONLINE would be:

\$356 for Onboarding to start ASAP and then a billing on July 1, 2026 for \$3,567 for a 3-year cycle.

This fee is for BOTH Water and Sanitary – not two separate accounts. gWorks renewal will be \$5,260 for both Districts if the price stays the same.

We will need to look at having a single bank account for payments made through the software because it is one account that bills both Districts and then a transfer to each District for the portion applicable to them. I am working with the Bank to determine how that could work. Payments made by check will be paid directly to the specific District so that will not change.