



SANITARY DISTRICT BOARD AGENDA

JULY 18, 2024

5:00 pm

- | | | |
|--|--|---------------|
| 1 | Call to Order | |
| 2 | Public Comments | Casey |
| 3 | Agenda Approval (Action – Motion to Approve) - pg 1 | Casey |
| 4 | Approve June Meeting Minutes (Action – Motion to Approve) - pg 2-3 | Casey |
| 5 | F&A Reporting pg - 4-6 | |
| | A. June Budget vs. Actual Report | Teri |
| | B. June Payment of Accounts - pg 7-8 | Teri |
| | C. Treasurer’s Report | Darr |
| 6 | Reports | |
| | A. Staff Report | Matt |
| | B. Project Updates - pg 9-10 | Bill/Casey |
| | C. Board Members’ Comments | |
| | ➤ Audit Update | Tom |
| | ➤ Website Update | Mark |
|
Water District to convene at this point for joint meeting to discuss items 7 - 10 | | |
| 7 | Resolution 24-0701 SD, Authorizing Submittal of a Local Option Levy - pg 11-17
for the November 2024 General Election Ballot (Action Requested) –
Motion to Approve Resolution | Casey |
| 8 | Resolution 24-0702, Amending Intergovernmental Agreement between Arch - pg 18-22
Cape Sanitary District and Arch Cape Domestic Water Supply District
Action Requested; Motion to Approve Resolution | Casey |
| 9 | Review of Leak Policy and Billing Appeal Policy - pg 23-29
(Action – Motions to Approve Amended Policies) | Mark |
| 10 | IT Update - pg 30-32 | Bill Campbell |
| 11 | Upcoming Meetings | |
| | A. August Agenda Items | Casey |
| 12 | Public Comments | |
| 13 | Adjourn | |



**ARCH CAPE SANITARY DISTRICT
BOARD OF COMMISSIONERS MEETING
Thursday, June 20, 2024; 5:00 pm**

Pursuant to notice posted, the regular monthly Board Meeting for the Arch Cape Sanitary Board was held via Zoom and in person at the Arch Cape Fire Hall in Arch Cape, Oregon.

In attendance: Sanitary District: Casey Short, Chair, Darr Tindall, Tom Mattia, Mark Engberg, Steve Hill. Staff: Matt Gardner, Teri Fladstol; Public: Joe Sherman, Bill Campbell, Bob Cerelli.

Call to Order: 5:00 pm by Casey Short

Public Comments: None

Agenda Approval: Motion by Tom Mattia to approve the Agenda with the addition of adding Curt McLeod for an update on the Webb project and a Resolution for the grant application. Second by Darr Tindall, motion carried.

Presentation by Curt McLeod on the Webb Lift Station and the resolution allowing for funding of project. Motion by Steve Hill to award contract per recommendation to DSL as soon as possible; 2nd by Darr Tindall; Discussion – amendment to the motion by Tom Mattia and 2nd by Mark Engberg to award the contract as of June 20, 2024, with the condition of funding and to have Matt Gardner begin the application processes with Melanie Olson of Business Oregon for any loans that we would qualify for. Motion amendment accepted by Steve Hill/Darr Tindall; motion carried.

Motion by Tom Mattia to adopt Resolution 24-0602SD – Designating Authorized Agent to Sign FEMA Grant Application; 2nd by Darr Tindall; Motion Carried.

May Minutes: Motion by Darr Tindall to accept the minutes with changes to language regarding resolutions; Second by Tom Mattia, motion carried.

Financial and Administrative Reporting: Accepted; Treasurer Report: Darr Tindall reported that she has reconciled accounts.

Resolution 2024-0601SD, adopting the Sanitary District FY 2024-25 Budget and Appropriations Schedule and Levying an ad valorem Property Tax. Motion to adopt Resolution 2024-0502SD by Mark Engberg; Seconded by Darr Tindall. Discussion – to amend the contingency by \$25,000, move into Capital Outlay and appropriations schedule. Chair called for Public Hearing from at 5:36. Hearing closed at 5:38 pm. Motion Carried.

Update of engagement for Legal Services with Eileen Eakins: Motion by Mark Engberg to authorize Board President to sign engagement letter; 2nd by Darr Tindall; Motion Carried.

Local Option Levy Ballot Measure for November 2024 as presented in memo from Casey Short, Board President included in the Board Packet. Motion by Darr Tindall to authorize Board President to prepare a draft resolution authorizing submission of a ballot measure; 2nd by Mark Engberg. Motion Carried 4 yea, Tom Mattia - nay.

Discussion of Excess Usage Charges has been moved to July due to time restrictions, want to be able to discuss this further as we look into what water goes into the system or into the ground.

Update on IT Agreements: (1) Support Services, (2) Website and (3) Asset Management. We will be moving to Quickbooks Online on July 1. Mark Engberg is going to be the Lead for the Website, asking that Board Members provide him with any items you would like to see on the new site.

Policy Reviews: We had discussed updating policies but as the Water District is currently doing it with two of their Board Members, I would like to have us coordinate that with them. Bob Cerelli recommended having Sanitary Board members do so at the same time and then both Boards present the updates at the same time. Darr Tindall and Mark Engberg will work with Bob Cerelli and Tevis Dooley. Teri will work with Bill Campbell to send out copies of the Leak Billing Policies to the four members as well as a schedule of policies to be done. Discussion of looking at policies that are in conflict with one another, how they will be addressed and if new wording will be presented to update those items.

Staff Report by Matt Gardner, District Manager: Other than items already discussed, nothing to add. Any questions?

Board Members Comments and Reports:

Tom Mattia – update on the audit is still waiting on items; Teri confirmed that those items have been sent. Hannah & Glen will be meeting to discuss status. Accuity has reached out to schedule audit fieldwork and the confirmed dates are: November 7th & 8th, 2024.

July Agenda Items: Webb Lift Station, Local Option Levy, Excess Usage Charges, Election of Officers, Updates to IGA, Policy Reviews.

Public Comments: Joe Sherman is in support of the Ballot Measure being brought forward from the Sanitary District to pick up the additional Cannon View Park system users; encouragement to keep structure open so that there is flexibility moving forward.

Meeting Adjourned as Sanitary District and Water District Boards moved to Executive Session at 6:17 pm. Public was dismissed, but welcome back at end of Executive Session. There being no further business, meeting adjourned at 6:30 pm.

Respectfully submitted,

Attest:

Teri Fladstol, Secretary

Teri Fladstol, Secretary

Casey Short, Chair

ARCH CAPE SANITARY DISTRICT - BUDGET VS ACTUAL GENERAL FUND
FISCAL YEAR July 1, 23 to June 30, 24

RESOURCES									
	Budget	1st Qtr	2nd Qtr	3rd Qtr	Apr-24	May-24	Jun-24	Spent	% Left
Beginning Balance	\$ 190,752	\$190,752	\$190,752	\$ 190,752	\$190,752	\$190,752	\$190,752	\$190,752	
REVENUE									
Base Rate Meter Sales	\$ 354,000	\$ 95,365	\$ 74,589	\$ 83,192	\$ 29,073	\$ 27,942	\$ 42,530	352,692	0%
Overage/Excess Usage	\$ 17,700	\$ 6,217	\$ 18,219	\$ 1,355	\$ 34	\$ 136	\$ 46	26,007	-47%
Debt Service	\$ 38,232	\$ 9,965	\$ 8,847	\$ 8,729	\$ 2,982	\$ 2,934	\$ 4,002	37,460	2%
WD Facilities Use Charge	\$ 3,750			\$ 3,750				3,750	
Miscellaneous Income	\$ -				\$ 49			49	
LGIP - Interest	\$ -	\$ 3,233	\$ 5,653	\$ 1,706				10,592	
TOTAL REVENUE	\$ 413,682	\$114,781	\$107,307	\$ 98,733	\$ 32,138	\$ 31,012	\$ 46,579	\$430,549	
TOTAL RESOURCES	\$ 604,434	\$305,533	\$298,059	\$ 289,485	\$222,890	\$221,764	\$237,331	\$621,301	-3%
REQUIREMENTS									
EXPENDITURES									
MATERIALS & SERVICES									
	Budget	1st Qtr	2nd Qtr	3rd Qtr	Apr-24	May-24	Jun-24	Spent	% Left
Inter-Govern Agreement (IGA)	\$ 157,500	\$ 17,996	\$ 41,923	\$ 29,432	\$ 55,047		\$ 16,502	160,899	-2%
Liability & Property Insurance	\$ 16,100			\$ 15,905				15,905	1%
Licenses	\$ 3,500			\$ 3,190				3,190	9%
Dues & Taxes	\$ 1,200	\$ 59	\$ 5,879	\$ (3,165)	\$ 208	\$ 8	\$ 8	2,998	-150%
Professional Services	\$ 5,000	\$ 18,755	\$ 10,695	\$ (28,943)				507	90%
Auditing Service	\$ 10,000			\$ 9,000				9,000	10%
Legal Services	\$ 5,000		\$ 203	\$ 849	\$ 1,092	\$ 1,092		3,236	35%
Notices	\$ 700		\$ 5	\$ (5)	\$ 336		\$ 1,247	1,583	-126%
Utilities	\$ 46,000	\$ 9,107	\$ 10,826	\$ 13,027	\$ 4,993	\$ 3,734	\$ 5,179	46,866	-2%
Emergency Sanitation	\$ 500			\$ -				-	100%
Maintenance	\$ 115,489	\$ 11,758	\$ 13,752	\$ 21,136	\$ 8,897	\$ 9,768	\$ 2,763	68,074	41%
Chemicals	\$ 7,000			\$ 2,801				2,801	60%
TOTAL MATERIALS & SERVICES	\$ 210,489	\$ 39,680	\$ 41,359	\$ 33,795	\$ 15,526	\$ 14,602	\$ 9,197	\$154,159	27%

	Budget	1st Qtr	2nd Qtr	3rd Qtr	Apr-24	May-24	Jun-24	Spent	% Left
DEBT SERVICE & SURCHARGES									
Debt Serv-IFA Plant Upgrade [P]	\$ 16,163		\$ 16,163					16,163	0%
Debt Serv-IFA Plant Upgrade [I]	\$ 3,156		\$ 3,156					3,156	0%
Debt Serv-IFA Y13002 Plant Upgrade [P]	\$ 13,179		\$ 13,179					13,179	0%
Debt Serv-IFA Y13002 Plant Upgrade [I]	\$ 6,205		\$ 6,205					6,205	0%
TOTAL DEBT SERVICE	\$ 38,702	\$ -	\$ 38,702	\$ -	\$ -	\$ -	\$ -	38,702	0%
TOTAL EXPENDITURES	\$ 406,691	\$ 57,675	\$ 121,984	\$ 63,227	\$ 70,573	\$ 14,602	\$ 25,699	\$ 353,761	87%
CONTINGENCY & UNAPPROPRIATED BALANCE									
Contingency	\$ 54,735								
Unappropriated Balance	\$ 143,008								
TOTAL CONTINGENCY & UNAPPROPRIATED BALANCE	\$ 197,743	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
TOTAL REQUIREMENTS:	\$604,434	\$57,675	\$121,984	\$63,227	\$70,573	\$14,602	\$25,699		
CAPITAL FUND									
	Budget	1st Qtr	2nd Qtr	3rd Qtr	Apr-24	May-24	Jun-24	Spent	% Left
RESOURCES									
Beginning Balance	\$191,275	\$191,275	\$191,275	\$191,275	\$191,275	\$191,275	\$191,275	\$191,275	100%
REVENUE									
SDC Revenue	\$19,698	\$19,411		\$19,698				\$39,109	-99%
TOTAL REVENUE	\$19,698	\$19,411	\$0	\$19,698	\$0	\$0	\$0	\$39,109	
TOTAL RESOURCES	\$210,973	\$210,686	\$191,275	\$210,973	\$191,275	\$191,275	\$191,275	\$230,384	-9%
REQUIREMENTS									
	Budget	1st Qtr	2nd Qtr	3rd Qtr	Apr-24	May-24	Jun-24	Spent	% Left
EXPENDITURES									
Webb Lift Station	\$55,000			31,000		4,860	2,850	\$38,710	30%
TOTAL EXPENDITURES	\$55,000	0	0	31,000	0	4,860	2,850	\$38,710	
CONTINGENCY & UNAPPROPRIATED BALANCE									
Contingency	\$155,973								
Unappropriated Balance									
TOTAL CONTINGENCY & UNAPPROPRIATED BALANCE	\$ 155,973								
TOTAL REQUIREMENTS:	\$210,973	\$0	\$0	\$31,000	\$0	\$4,860	\$2,850	\$38,710	

GO BOND DEBT									
	Budget	1st Qtr	2nd Qtr	3rd Qtr	Apr-24	May-24	Jun-24	Spent	% Left
RESOURCES									
Beginning Balance	\$15,426							15,426	
REVENUE									
Tax Turnover - SD GO Bond	\$144,600	3,860	130,392	7,054	690	857	3,391	146,245	-1%
LGIP - Interest	\$0			2,830	1,663	1,730	1,694	7,917	
TOTAL REVENUE	\$ 144,600	\$ 3,860	\$ 130,392	\$ 9,885	\$ 2,354	\$ 2,587	\$ 5,085	\$ 154,163	-7%
TOTAL RESOURCES	\$160,026	\$3,860	\$130,392	\$9,885	\$2,354	\$2,587	\$5,085	\$169,589	
REQUIREMENTS									
EXPENDITURES									
DEBT SERVICE & SURCHARGES									
Debt Serv-USDA Loan#92/02 [P]	\$ 121,464			\$ 121,464				121,464	
Debt Serv-USDA Loan #92/02 [I]	\$ 23,136			\$ 23,136				23,136	
TOTAL DEBT SERVICE	\$ 144,600	\$ -	\$ -	\$ 144,600	\$ -	\$ -	\$ -	\$ 144,600	0%
TOTAL EXPENDITURES	\$ 144,600	\$ -	\$ -	\$ 144,600	\$ -	\$ -	\$ -	\$ 144,600	0%
CONTINGENCY & UNAPPROPRIATED BALANCE									
Contingency	\$15,426								
Unappropriated Balance									
TOTAL CONTINGENCY & UNAPPROPRIATED BALANCE	\$ 15,426	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
TOTAL REQUIREMENTS:	\$160,026	\$0	\$0	\$144,600	\$0	\$0	\$0	\$144,600	

Arch Cape Sanitary District Check Detail June 2024

Type	Num	Date	Name	Account	Paid Amount
Check		06/29/2024	TELEDYNE Instru...	00-1000 · #1218 Ma... 01-6200 · Maintena...	-172.00
TOTAL					-172.00
Check		06/30/2024		00-1000 · #1218 Ma... 01-6200 · Maintena...	-10.00
TOTAL					-10.00
Check	EFT	06/06/2024	Ace Hardware - Se...	00-1000 · #1218 Ma... 01-6200 · Maintena...	-106.45
TOTAL					-106.45
Check	EFT	06/20/2024	Amazon	00-1000 · #1218 Ma... 01-6200 · Maintena...	-14.99
TOTAL					-14.99
Check	EFT	06/22/2024	Google	00-1000 · #1218 Ma... 01-6200 · Maintena...	-1.99
TOTAL					-1.99
Check	EFT	06/22/2024	Microsoft	00-1000 · #1218 Ma... 01-6105 · Dues & T...	-8.25
TOTAL					-8.25
Check	9147	06/02/2024	Spectrum Business	00-1000 · #1218 Ma... 01-6110 · Utilities	-259.96
TOTAL					-259.96
Check	9197	06/06/2024	Les Schwab	00-1000 · #1218 Ma... 01-6200 · Maintena...	-68.98
TOTAL					-68.98
Check	9198	06/06/2024	Cannon Beach Ele...	00-1000 · #1218 Ma... 01-6200 · Maintena...	-260.00
TOTAL					-260.00
Check	9199	06/06/2024	General Utilities Co	00-1000 · #1218 Ma... 01-6200 · Maintena...	-1,260.00
TOTAL					-1,260.00

Arch Cape Sanitary District Check Detail June 2024

Type	Num	Date	Name	Account	Paid Amount
Check	9200	06/06/2024	Smith & Loveless	00-1000 · #1218 Ma... 01-6200 · Maintena...	-176.81
TOTAL					-176.81
Check	9201	06/06/2024	Recology Western ...	00-1000 · #1218 Ma... 01-6110 · Utilities	-58.57
TOTAL					-58.57
Check	9202	06/06/2024	Pacific Power	00-1000 · #1218 Ma... 01-6110 · Utilities 01-6110 · Utilities 01-6110 · Utilities 01-6110 · Utilities 01-6110 · Utilities 01-6110 · Utilities	-171.97 -137.31 -3,571.45 -463.57 -440.11 -76.16
TOTAL					-4,860.57
Bill Pmt -Check	9203	06/13/2024	Arch Cape Water D...	00-1000 · #1218 Ma...	
Bill	May I...	06/12/2024		01-5999 · Inter-Gov...	-16,501.95
TOTAL					-16,501.95
Check	9205	06/13/2024	North Central Lab	00-1000 · #1218 Ma... Lab Tests & Supplies	-123.09
TOTAL					-123.09
Check	9205	06/13/2024	RV Resort of Cann...	00-1000 · #1218 Ma... 01-6200 · Maintena...	-15.40
TOTAL					-15.40
Bill Pmt -Check	9206	06/13/2024	Curran McLeod	00-1000 · #1218 Ma...	
Bill	24.05-...	06/12/2024		01-6106 · Professio... Lab Tests & Supplies	-2,850.00 -257.78
TOTAL					-3,107.78
Check	9207	06/20/2024	EO Media Group	00-1000 · #1218 Ma... 01-6109 · Notices	-1,246.88
TOTAL					-1,246.88
Check	9208	06/20/2024	North Central Lab	00-1000 · #1218 Ma... Lab Tests & Supplies Lab Tests & Supplies	-123.09 -171.98
TOTAL					-295.07

PROJECT UPDATE

Project	Objective	Status – July 2024
Replace Operations Control Electronics for the Water Plant	<p>Replace the computer electronics that allow the Operator to control the plant, secure that control function behind a firewall so as to minimize the risk of being hacked and update the software to comply with state reporting requirement. The primary control-interface panel broke several years ago and was not replaced and the “redundant” windows 7 computer is so antiquated that the vendor will not support the version of the software that is running on it. The software currently running does not comply with state requirements.</p> <p>This project is absolutely critical!</p>	<p>Awaiting Shipment of electronic and computer components from the water plant vendor.</p>
Replace Webb Lift Station	<p>The Webb Lift Station, which is long past its serviceable life, is the final link in the sewer system that collects and sends all wastewater to the sanitary plant. This project will replace the building itself and all major components including pumps, controls, generator. The new lift station will provide more capacity to: a) support community growth, and b) allow more rainwater to enter the system as underground pipes age.</p> <p>This project is absolutely critical!</p>	<p>It may take as much as 8 weeks to confirm additional grant money from FEMA to bridge the \$250,000 gap from the pricing estimate of several years ago to the current pricing estimate of \$575,000. Oregon Dept of Emergency Management (OEM) has assured us that it is very likely that the extra funds will be granted. Also, Business Oregon has confirmed that loan money would be available if needed.</p> <p>Contractor has been given notice to proceed.</p>
Upgrade & Bring Current the Business/Admin Computer and Data System	<p>Provide a standard, viable and secure Information Technology environment (computing, data, security and remote help support) that will run the Districts’ business functions and give authorized access to the Districts’ information.</p>	<p>Computer components are being assembled into a system for delivery and installation during late July or early August.</p>
Find, Compile, Electronically Store and Provide Access to Required Business Documents	<p>Find, pull together, electronically store/archive and provide secure access to the District documents , e.g., contracts, ordinances, resolutions, minutes, etc. that are required by state law and rules to be maintained</p>	<p>Two disk drives have been discovered in storage boxes. One has been connected to a computer system and can be read. Upon initial review, it does have a number of required documents, e.g., ordinances, resolutions, etc..</p>

Project	Objective	Status – July 2024
		We are looking for a connector to use with the other drive.
Implement an Asset Management System	This project is to identify and track the Districts' plant & equipment maintenance requirements, generate work orders, monitor their completion and provide Management Reporting to the Boards	Matt is scheduled to work with the vendor for training and system configuration for 3 days during the week of August 19.
Upgrade & Bring Current the Districts' Web Site	This project is to migrate the current web site information to a platform that is more easily managed, supported and can be easily expanded with additional information and functions	Build/Design is underway. Launch of the new web site is anticipated for early September.
Inspect Water Lines for Lead	Federal mandate to inspect all lines that distribute water to meters to determine whether those lines contain lead	No status change - 57% completed.
Move Asbury Creek Intake	State mandate to move the point at which we take water from Asbury Creek upstream 197 feet. State set deadline of September. Once that is done, the State will remove the culvert from under highway 101 and improving the stream conditions to encourage fish passage.	Oregon State has delayed this project until FY2025. Updates will no longer be provided.

**ARCH CAPE SANITARY DISTRICT
RESOLUTION 24-0701**

**RESOLUTION REFERRING A LOCAL OPTION LEVY TO THE
NOVEMBER 2024 GENERAL ELECTION BALLOT**

WHEREAS, The Arch Cape Sanitary (ACSD) and Domestic Water Supply (ACDWS) Districts maintain an Intergovernmental Agreement which provides for ACDWS to employ staff who will serve both districts and ACSD will pay its share of staff costs; and

WHEREAS, the Districts have evaluated their collective staffing needs and determined that the current staff complement of two full-time employees and part-time contracted administrative support is inadequate to meet current and future operational needs; and

WHEREAS, the District Boards seek to secure a part-time contractor with administrative experience for two years to a) serve as Interim Administrator for the Districts and b) review district operations, assess long-term staffing needs and make recommendations to the Boards; and

WHEREAS, the Boards have determined that additional revenue of \$125,000 per year is needed to fund the contractor position; and

WHEREAS, pursuant to ORS 450.170, ACSD has the authority to levy a local option property tax if approved by district voters; and

WHEREAS, because ACSD's service boundary includes all ACDSWD's boundary plus approximately fifty additional customers, it's appropriate for ACSD to refer the measure on behalf of both Districts in order to include all affected voters;

NOW THEREFORE, BE IT RESOLVED as follows:

1. The Arch Cape Sanitary District Board of Directors hereby calls for the referral of a two-year local option levy to the November 5, 2024 ballot in Clatsop County, in the amount of \$.643 per \$1,000 of assessed value.
2. The Request for Ballot Title attached hereto as Exhibit A is hereby approved to be submitted to the Clatsop County Clerk as required for the November 5, 2024 election.
3. The President of the Arch Cape Sanitary District Board is hereby authorized to coordinate with legal counsel and the county clerk as needed to facilitate final completion and submission of the ballot title and explanatory statement for the measure.

ADOPTED by the Arch Cape Sanitary District Board on this 18th day of July, 2024.

BY:

ATTEST:

Casey Short, Board President

Teri Fladstol, District Secretary

**Request for Ballot Title
Preparation or Publication of Notice**

EXHIBIT A

SEL 805

rev 08/21
OAR 165-014-0005

No later than the **81st day before an election**, a governing body that has referred a measure must prepare and file with the local elections official the text of the referral for ballot title preparation or the ballot title for publication of notice of receipt of ballot title. This form may be used to file the text of the referral and request the elections official begin the ballot title drafting process or file a ballot title and request the elections official publish notice of receipt of ballot title.

Filing Information	
Election Date	Authorized Official
Contact Phone	Email Address
Referral Information	
Title, Number or other Identifier	
This Filing is For	
<input type="checkbox"/> Drafting of Ballot Title Attach referral text.	<input checked="" type="checkbox"/> Publication of Notice Ballot title below.
Ballot Title Additional requirements may apply	
Caption 10 words which reasonably identifies the subject of the measure.	
Question 20 words which plainly phrases the chief purpose of the measure.	
Summary 175 words which concisely and impartially summarizes the measure and its major effect.	
<i>By signing this document:</i> → I hereby state that I am authorized by the county or city governing body, or district elections authority to submit this Request for Ballot Title – Preparation or Publication of Notice.	

Signature

Date Signed

MEASURE EXPLANATORY STATEMENT
ARCH CAPE SANITARY DISTRICT LOCAL OPTION LEVY

Clatsop County Election -- November 5, 2024

The proposed measure will fund a two-year contracted interim administrator position that will jointly serve the Arch Cape Sanitary District and Arch Cape Domestic Water Supply District (the Districts).

The measure will authorize the Arch Cape Sanitary District to assess a local option tax levy of \$.6430 per \$1,000 of assessed value on properties within the district's boundaries. The levy would be imposed for two (2) years and result in additional revenues of \$125,000 per year.

The Districts provide wastewater processing and drinking water to overlapping customer bases in Arch Cape. The Sanitary District serves 355 customers and the Water District serves 305 of those same customers. Each District funds its own operating and capital development costs primarily through user fees charged to each customer. The Districts are separate units of government, each of which has a locally elected, five-member board of directors.

Separately, the Districts own their plants and related assets. Together, the Districts share a common staff that operates both plants and performs the business and financial functions of both Districts. An Intergovernmental Agreement (IGA) specifies how staffing and compensations decisions are jointly shared by the Districts, how personnel and administrative costs are allocated to each District, and how costs will be paid through user fees and other funding sources.

The current Sanitary Plant has been in operations since 2009, the Water Plant since 2014. The shared staffing level has remained unchanged at two employees - a District Manager and an Operator - plus a contracted bookkeeper/administrative assistant. Over that time, the population has grown by more than 80% along with an unquantified increase in second home ownership and short-term rentals. This growth has significantly increased the demand on plant resources and staff workload. In parallel, the skill sets required of staff have broadened, requisite management and maintenance activities have lapsed, and a forest-watershed has been purchased.

Bottom line, the current shared staffing level is inadequate to effectively operate the plants and manage the business of the Districts.

As a stopgap measure, the Board Presidents have taken on primary responsibility for the Districts' Business, Finance, Administration and Forest-Watershed Oversight to allow the District Manager and Operator to focus on the mission critical functions of plant maintenance and operation. This stop-gap measure is unsustainable and will conclude when their terms end in June 2025.

Starting in July 2025, the Districts will jointly be in need of an Interim District Administrator. The role of the Administrator will be twofold; 1) perform the Business, Personnel, Contracting/Procurement, Budgeting & Finance, Administrative and Community Outreach functions of the Districts, and 2) equally important, assess and make recommendations to the Boards about how to address and fund the longer-term staffing needs.

Rather than putting two measures on the ballot, one for each District, a single measure is being sponsored by the Sanitary District on behalf of both Districts. Revenues from the measure will fund the contracted interim administrator position that will serve both Districts in accordance with the terms and conditions in the IGA.

DRAFT



**Arch Cape Domestic Water Supply District
Arch Cape Sanitary District**



015

**INTERIM DISTRICT ADMINISTRATOR
SCOPE OF WORK**

Background

The [Arch Cape Domestic Water Supply District](#) and [Arch Cape Sanitary District](#) are [Oregon Special Districts](#) located on the North Coast of Oregon about five miles south of Cannon Beach. The districts produce and distribute drinking water to some 300 homes and process wastewater for about 350 homes. A Board of five District Commissioners oversees each of the two Districts. Current staffing is a District Manager, an Operator and a contracted part-time bookkeeper. Staff are hired/ contracted by the Water District and provide services to both districts

The updated Drinking Water plant went online in 2014 and the updated Waste Water plant in 2009.

In July of 2023 the Boards undertook a thorough assessment of each district, their needs and shortcomings. A two-year project plan to bridge critical gaps was developed along with associated updates to the Annual Budget, Capital Improvement Plan and five-year Financial Plans.

Highlights of the assessment were:

- For at least the past 20 years, the Districts have been staffed with two full-time employees – a District Manager and an Operator - and a part-time book keeper. These 2.5 people are expected to perform the functions of; a) District Management (Business, Personnel, Procurement/Contracting, Budgeting & Finance, Admin and Community Outreach), b) Operations Management (Planning, Scheduling & Oversight of Operating Requirements for Plant, Equipment & Projects) and, c) Ongoing Operations (365x24x7 compliance procedures, maintenance, operation activities and problem resolution).

This staffing has not changed even though the population has increased by more than 80% (from 205 to 375 full time residents) along with an unquantified increase in second home ownership and in short term rentals – all of which reflect significantly increased demand on plant resources.

- The time available and skill sets of the District Staff are not adequate to perform all of the job functions.
- Over the past 20 years and specifically in the past seven, the work load has significantly increased, requisite management and maintenance activities have lapsed, and a forest-watershed has been purchased.
- In July of 2023 the Board Presidents undertook primary responsibility for Districts' Finance and Administration and Forest-Watershed Oversight to allow the District Manager and Operator to focus on the mission critical functions of plant maintenance and operation and project management.



Arch Cape Domestic Water Supply District Arch Cape Sanitary District



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The District Boards are evaluating district needs, staffing requirements and responsibilities.

- In spring of 2024, a new budget was adopted that affords the Districts the funds to upgrade critical components and processes of both plants during FY2024-2025.
- A new job description is being developed for the mission-critical functions of District Operations Manager. That person, who has [Level III certification](#), will focus exclusively on managing the assets of both Districts, maintaining the ongoing operational needs of plant and equipment, directing and overseeing the Operator, coordinating any 24x7 response related to the Forest-Watershed and planning and managing any/all projects. This job is proving to be at least full-time.
- A long-term plan is required for how to address the Business, Personnel, Contracting/Procurement, Budgeting & Finance, Administrative and Community Outreach functions of the Districts. These functions are currently being done by the Board Presidents but their terms in office end in June 2025 and neither plans to continue on either board. It is unclear who will do this work and how much time it will take. These functions are typically not Board President responsibilities and is it unlikely that others will have the time/ expertise/ appetite to take them on. Based upon the work level over the past year, performing those functions is approximately a half-time job.

The Districts are looking for a part-time, contracted interim Administrator. The engagement would ideally start in July 2025. The role of the Administrator will be twofold; 1) perform the functions listed above, and 2) equally important, assess and make recommendations to the Boards about the ongoing need for an Administrator, the level of effort required to do the job, whether the Administrator should be an employee or contractor, and the organization/reporting structure for District Staffing.

The Interim Administrator role can be performed remotely with on-site availability as needed.

Anticipated Responsibilities

A. Ongoing Administration

1. Work with the Board Presidents to plan and facilitate monthly Board meetings that set policy direction for both Districts and address fiduciary requirements.
2. Oversee annual budget development and forecasting of funds needed and available for staffing, equipment, materials, and services. Work with bookkeeper/ accountant and auditors to monitor/control expenditures, allocate resources, and monitor performance.
3. Support the Operations Manager as he/she sets and adjusts operations priorities and ensures the availability of appropriate resources.
4. Work with the Operations Manager to identify the need for grants / low interest loans. Work with admin staff to complete and submit applications.
5. Evaluate current business processes and systems, refine procedures and systems to maximize operating efficiency and to establish and maintain controls.



**Arch Cape Domestic Water Supply District
Arch Cape Sanitary District**



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6. Ensure that the appropriate Personnel and Contracting/Procurement policies are in place and being followed.
7. Coordinate with Consulting Forester and funding agencies to ensure that the contract requirements and District plan for Forest-Watershed Operations is being followed.

Note: Two-year and 12-year operations plans for the Forest-Watershed are in place along with funds for anticipated expenditure level through 2031.

8. Work with the Board to provide necessary and appropriate outreach to the District rate payers to keep them informed

B. Organizational Assessment and Recommendations

Assess and make recommendations to the Boards about:

1. Long-term need for an Administrator,
2. Skill sets / competencies and level of effort/ time requirements of an Administrator,
3. Whether the Administrator should be an employee or contractor,
4. Requisite skill sets / competencies for the positions of Operations Manager and District Operator and the extent to which they are being met with current staff.
5. Optimal organization/reporting structure for District Staffing

Competencies

Proficient-level to advanced-level for the below:

- Careful, Ethical, and Responsible Decision Making
- Business & Financial Management Expertise
- Securing grants / low-income loans
- Written and Verbal Communication & Presentation
- Inter-Personal Relationship Building

Preferred Experience and Education

Six years of supervision, management, or progressively related experience, ideally in public utilities OR three years of related experience in public sector administration with a bachelor's degree.

Compensation

To be negotiated.

RESOLUTION 24-0702 SD
APPROVING AN INTERGOVERNMENTAL AGREEMENT WITH THE
WATER DISTRICT FOR PERSONNEL AND OTHER SERVICES

WHEREAS, ORS 190.010 authorizes units of local government to make intergovernmental Agreements (IGAs) to provide services between them; and

WHEREAS, the Arch Cape Domestic Water Supply District (ACDWSD) and Arch Cape Sanitary District have maintained an IGA for personnel and other services since *(year)*; and

WHEREAS, the current IGA has not been updated since its original adoption; and

WHEREAS, the Boards of Directors of both districts agree the IGA needs to be updated;

NOW THEREFORE, BE IT RESOLVED by the Arch Cape Sanitary District:

That the attached IGA entitled INTERGOVERNMENTAL AGREEMENT FOR SERVICES is hereby adopted and in full force effective July 1, 2024; and

BE IT FURTHER RESOLVED that this IGA supersedes any and all previous IGAs covering the services provided in the attached agreement.

ADOPTED by the Arch Cape Sanitary District Board on this 18th day of July, 2024.

BY:

ATTEST:

Casey Short, Board President

Teri Fladstol, District Secretary

INTERGOVERNMENTAL AGREEMENT FOR SERVICES

THIS AGREEMENT, made and entered into this 18th day of July, 2024, between Arch Cape Domestic Water Supply District, a special service district of the State of Oregon, hereinafter referred to as “Water District”, and Arch Cape Sanitary District, a special district of the State of Oregon, hereinafter referred to as “Sanitary District”.

RECITALS:

WHEREAS, by the authority granted in ORS 190.010, units of local government may enter into agreements with other units of local government for the performance of any or all functions and activities that are party to the agreement, its officers, or agents have the authority to perform;

WHEREAS, Sanitary District desires management services to function economically and efficiently;

WHEREAS, Water District is able to provide those services to Sanitary District;

NOW, THEREFORE, IT IS AGREED BY AND BETWEEN THE PARTIES AS FOLLOWS:

TERM:

The term of this Agreement shall be from July 1, 2024 to June 30, 2025. Thereafter, this Agreement shall automatically renew for successive one-year terms, provided, either party may terminate this Agreement on thirty (30) days written notice to the other party.

The parties may mutually update or terminate this Agreement at any time.

WATER DISTRICT OBLIGATIONS:

Water District agrees to manage the assets owned by the Sanitary Department and to provide Sanitary District with all administrative and support functions necessary for the operation and management of Sanitary District facilities and programs.

1. Water District will maintain all assets owned by the Sanitary District in a workmanlike manner and consistent with all laws, rules and requirements of relevant federal and state regulatory agencies and departments.

All-Employee direct compensation costs for actual time worked ~~not directly attributable to either the Water District or Sanitary District~~ including direct compensation salary / hourly pay/ overtime pay, social security withholding and other taxes, PERS retirement, unemployment insurance and medical insurance premiums shall be charged monthly to the Sanitary District on the percentage rounded to the nearest whole percent of the logged time spent by employee in the performance of duties for the Sanitary District to the total time spent for both the Water District and Sanitary District.

Employee costs for on-call time, sick time, vacation time, holiday time, shall be split equally between the Water and Sanitary Districts.

2. Water District will provide administrative and support functions to the Sanitary District. The costs for those functions directly attributable to the Sanitary District will be charged monthly to the Sanitary District. The cost for those functions which are not directly attributable to either the Water District or Sanitary District, including but not necessarily limited to business, legal & financial management, accounting and personnel services shall be split equally between the Water and Sanitary Districts.
 - A) All functions and related expenses shall be performed by Water District employees or individuals or entities contracted by Water District.
 - B) All expenses not directly attributable to either the Water District or Sanitary District, such as but not limited to, office supplies, postage, notices, clothing, travel, education, maintenance supplies held in common and vehicle expense shall be split equally between the Water and Sanitary Districts.
3. Relevant accounting records for the allocation of costs will be made available for review by the Water District and Sanitary District.
4. Personnel management including standards of performance, the discipline of employees, the control of personnel and other matters incident to performance of such services and functions contemplated herein shall be consistent with the duly adopted ordinances, resolutions and policies and practices of Water District.

5. In performing the functions described within the Agreement, Water District shall furnish and supply all necessary administrative personnel and support services necessary to maintain the level of services to be rendered hereunder; except to the extent Sanitary District presently owns or has available administrative office space, equipment and supplies, those assets shall be available to Water District. The Water District shall compensate the Sanitary District for the reasonable cost associated with the use of these assets. Said compensation will increase by 5% per year unless or until a different figure is agreed to and budgeted by both Districts.
6. The Water District shall convene a joint Personnel Committee composed of representatives from both the Water and Sanitary Boards of Commissioners with the responsibility to provide recommendations to the Water District Board of Commissioners on District Personnel positions - either employed or contracted - that have direct and on-going responsibility for business, operational or financial management of both Districts that are hired by and report to the Board:
- a. Hiring/ firing/ contracting decisions including ~~part time, full time, or independent contractors~~;
 - b. ~~District Manager's~~ Annual performance review for employed positions;
 - c. ~~Any independent contractor performance reviews~~;
 - d. Proposed staff wage/ rate and/or benefit changes.

SANITARY DISTRICT OBLIGATIONS:

1. It is the intent of Sanitary District to reimburse Water District for all direct and indirect costs incurred by Water District in providing the services described herein. The annual compensation for services provided, shall be established by Water District and Sanitary District acting reasonably and in good faith through the statutory budget process and cost allocation process.
 - A. Payment for said services rendered shall be no later than on a monthly basis by journal ledger entry and payment from the Sanitary District general fund to the Water District general fund.
 - B. Water District shall institute the appropriate financial accounting and control procedures to ensure that Sanitary District funds are expended only for the purposes set forth herein.

2. Provide recommendations on personnel decisions via participation in the joint Personnel Committee.

GENERAL PROVISIONS:

1. This Agreement shall be governed by the laws of the State of Oregon. Any action commenced in connection with this Agreement shall be in the Circuit Court of Clatsop County. The prevailing party shall be entitled to reasonable attorney fees and costs, including on appeal. All rights and remedies shall be cumulative and may be exercised successively or concurrently. The foregoing is without limitation to, or waiver of, any other rights or remedies according to law.
2. Any notice under this Agreement shall be in writing and shall be effective when actually delivered in person or when deposited in the U.S. mail, registered or certified, postage prepaid and addressed to the President of either district or such other party as either district may designate by written notice to the other.
3. This Agreement contains the entire understanding of the parties and supersedes all prior agreements, oral or written, and all other communications between the parties relating to the subject matter of this Agreement. The parties shall not waive, alter, modify, supplement or amend this Agreement without a written instrument signed by both parties.
4. If any provision of this Agreement as applied to either party or to any circumstances shall be adjudged by a court to be void or unenforceable, the same shall in no way affect any other provision of this Agreement or the validity or enforceability of the Agreement.
5. Sanitary District hereby authorizes the Water District to act on its behalf in all management functions.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first written above. The signature of Sanitary District being by authority of its Board and the signature of Water District being by authority of its Board.

Water District:

Sanitary District:

By: _____
Bill Campbell, President

By: _____
Casey Short, President

Arch Cape Sanitary District
 Dwelling Water Leak Policy
 Policy #24-07 SD

~~WHEREAS, the Arch Cape Sanitary District [ACSD] is a water conservation district, and~~

WHEREAS, the ACSD has adopted a rate structure intended to encourage water conservation, and

WHEREAS, the ACSD recognizes that plumbing failures beyond the control of the homeowner can result in water leaks, and

WHEREAS, it is not the intention of the ACSD to create a financial hardship on homeowners by assessing excess usage fees for water consumed due to a leak beyond the control of the homeowner,

NOW THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF THE ARCH CAPE SANITARY DISTRICT,

THAT the term "dwelling plumbing system" as used herein is defined as the plumbing system from the ACSD water meter to the premises dwelling and its attendant pipes, fittings and fixtures and does not include irrigation systems

THAT the term "irrigation systems" as used herein is defined as an under-ground or above-ground system of pipes, fittings and sprinkler/distribution heads which when in operation dispense water onto lawns and landscape and is external to the dwelling plumbing system and is not directly or indirectly connected to the ACSD wastewater collection and treatment system

THAT the term "leak" as used herein is defined as a dwelling plumbing system failure or irrigation system failure beyond the control of the homeowner, resulting in unintended water consumption,

THAT the term leak as used herein does not include situations where unintended water consumption was a result of failure of the homeowner to monitor water usage i.e., "accident", such as but not limited to situations such as leaving running a hose, faucet, etc.

THAT the "cost of producing potable water" includes Operating Costs (total M&S) less fixed labor costs, excluding bonded debt service, for the then current budget of the ACSD,

THAT homeowners shall reasonably monitor water usage and timely repair dwelling plumbing systems and irrigation systems, upon discovery by the homeowner, or notice from the ACSD, of any leaks,

THAT District Staff will make the determination as to whether the leak is severe enough to turn off water to the property until the leak is repaired,

THAT in the event of a leak in the irrigation system, no ACSD ~~excess water~~ use charge over base rate will result,

THAT in the event of a leak in the dwelling plumbing system resulting in ACSD excess water use charges, said excess charges may be appealed to the ACSD as provided in the ACSD Billing Appeal Policy, along with evidence of such as a plumbing bill or parts invoice,

THAT, in the event of a leak resulting in excess water use charges, it shall be the policy of the ACSD to bill the subject water consumption as follows based upon the timeliness of homeowner repair of the leak after notification:

- If the repairs were completed *within 30 days of notification* of the homeowner of the leak, where notification was either via receipt of the water bill or other direct communication from ACSD, all monthly water consumption resulting from the leak will be billed at the monthly average of the homeowner's usage costs over the 3-month period before the leak was determined to have started by ACSD.
- If the repairs were completed *within 60 days of notification* of the homeowner of the leak, where notification was either via receipt of the water bill or other direct communication from ACSD, all monthly excess water consumption resulting from the leak will be billed at the cost of producing potable water.
- If the repairs were completed *more than 60 days of notification* of the homeowner of the leak, where notification was either via receipt of the water bill or other direct communication from ACSD, all monthly excess water consumption resulting from the leak will be billed at excess water usage rates.

THAT in the event of water consumption related to an accident by the homeowner resulting in excess water use charges, charges may be appealed to the ACSD as provided in the ACSD Billing Appeal Policy along with demonstrated evidence of an accident as opposed to a leak.

THAT, in the event of water consumption related to an accident by the homeowner resulting in excess water use charges where the submitted request for relief demonstrated evidence of the oversight is accepted by ACSD, it shall be the policy of the ACSD to bill the subject excess water consumption as at the cost of producing potable water for the ACSD District, and not at excess water usage rates.

THAT ACSD retains the ability to review all excess billing matters resulting from leaks and accidents and apply relief in manners they see appropriate due to unforeseen circumstances outside the policy as stated herein,

THAT this ACSD Water Leak Policy shall supersede the ACSD Policies, #17-01 SD adopted January 20, 2017 and #17-02 WD adopted February 17, 2017.

DATED: _____

Casey Short, Chair

Date	Policy	Action	Signatory
January 20, 2017	Policy #17-01 SD	Initial Policy Adopted	Unknown
February 17, 2017	Policy #17-02 SD	Initial Policy Adopted	Unknown
July xx, 2024	Policy #24-07 SD	Supersedes Policies #17-01 SD & #17-02 SD	

Arch Cape Sanitary District
Billing Appeal Policy
Policy # 16-04 SD

Purpose:

This policy outlines the process for all persons, applicants for service and customers (hereinafter "customer/s") within the service boundary of the Arch Cape Sanitary District [ACSD] for submitting inquiries and disputes of ACSD invoice bills. Customer accounts are billed according to ACSD billing policy. It is the intent of the ACSD to handle all billing inquiries and disputes fairly and expeditiously.

Procedure:

In order to provide a fair, timely and transparent process, any and all inquiries and disputes of ACSD invoices bills shall follow the process as set forth herein.

Appeal Process:

1. Customers shall first address all billing inquiries in writing to the ACSD Manager, according to established ACSD policy; said inquiries and/or disputes must be made within ~~90~~ 30 calendar days of the date of the subject invoice.
2. The customer must pay all charges not subject to dispute, during the appeal process, according to the then existing payment policies of the ACSD.
3. If the issue cannot be resolved with the ACSD Manager, customers may submit a formal written appeal to the Board of Commissioners [BOC] of the ACSD for further review.
4. Upon written request, a customer shall be provided with an ACSD Appeal Request Form and a copy of the ACSD's Billing Appeal Policy.
5. Any and all appeals must be made in writing, stating the basis upon which the customer is relying for the appeal; said appeals must be submitted to the ACSD Manager within 30 calendar days of written notice from the ACSD Manager that the dispute cannot be resolved.
6. The appeal shall be placed on the agenda of the next regularly scheduled meeting of the BOC. The ACSD Manager shall notify the customer in writing of the date and time of that meeting. The customer's written appeal, invoice, payment, and meter history shall be made available to the BOC for review. The customer shall be permitted to present additional information to the BOC for consideration either in person, or in writing.
7. The BOC shall consider the appeal and make a final decision, based upon consideration of all relevant information. The BOC may in its sole discretion decide as

follows: (1) reject the customer's appeal in its entirety; or, (2) find in favor of the customer, in whole or in part.

8. In the event that the appeal is rejected, all charges shall be immediately due and payable. ~~and may be structured into an ACSD approved payment plan.~~

9. In the event of a finding in favor of the customer, the appealed charges, or any part thereof, as determined by the BOC, shall be waived, or credited to the customer's account.

10. The ACSD Manager shall inform the customer of the BOC's final decision in writing.

Dated: _____

Casey Short, District Board Chair

Date	Policy	Action	Signatory
October 21, 2016	Policy #16-04	Initial Policy Adopted	Unknown
July 18, 2024	Policy #16-04	Updated current policy	Casey Short



Arch Cape Water and Sanitary Districts

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

BILLING APPEAL REQUEST FORM

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

Date _____	Account Number _____
Name on account. _____	
Property Account Address: _____	

If different: Your Name _____ Address _____

Contact Info (phone/email) _____

Date leak discovered / loss noticed	Date leak / loss repaired
Describe the water loss	Describe the repairs to your system
Name of person or entity discovering leak	Name of person or entity repairing leak

Amount being appealed: \$ _____ Date(s) of charges being appealed: _____

Basis of appeal: _____ ~~Water District Dwelling-Leak Policy #17-02 WD.~~ #23-09 WD

_____ ~~Water District Irrigation Leak Policy #17-01 WD~~

_____ Sanitary District Dwelling-Leak Policy #17-02 SD #24-07 WD

_____ ~~Sanitary District Irrigation Leak Policy #17-01 SD~~

_____ Other (Specify) _____

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

THE UNDERSIGNED HEREBY CERTIFIES:

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

Signature: _____ *Date:* _____

Information Technology Assessment - Topic Description
July 18 2024

Action / Information: Information

Background

Josh Romo (111 Design) is working with the Districts on their Information Technology (IT). He has completed an initial assessment of the immediate and near-term needs and is moving ahead with the building & installation of the administrative computer systems that are shared by both Districts.

The administrative computer systems are included in the current FY Water District General Fund budget and the Water District computer systems are included in the current FY Water District Capital Budget.

There has been previous discussions about getting a .gov domain and .gov emails rather than gmail.com. Associated costs have not been explored and have not been included as a separate budget item.

The Engineer's report and the sanitary system vendor both recommended that the two SCADA systems controlling the sanitary plant be upgraded (the touch panel controller has been broken for over 4 years and the backup computers controlled needs to be updated). The costs for these have not been budgeted.

Attachments: IT Assessment

Board Objective - Information

Information Technology Assessment

I. Districts Combined

A. Immediate Needs - Purchase and Implementation of the following

Hardware / Software / Services	Approximate Implementation Date
Administrative Computer * with transfer of OS and Office software and licenses.	Late July / early August
Firewall for hacking protection	
Virtual Private Network (VPN) between internet and all computer equipment in the building for data security / encryption	
Local area network storage device *, including: <ul style="list-style-type: none"> • Transfer of current data between Administrative and Sanitary SCADA computer • Secure remote access by authorized user 	
Automated Data Backup	
Remote Access for On-call support	

* - Recommend upgrading every 5 years

B. Longer Term Needs

Hardware / Software / Services	Implementation
.gov domain for web site	Do we want to move in this direction?
.gov email server	

II. Water District

Hardware / Software / Services	Approximate Implementation Date
Implement new Electronic Computerized Control systems (SCADA) and VPN to Sanitary District for alarms	Within 30 days of arrival of equipment

III. Sanitary District

Hardware / Software / Services	Approximate Implementation Date
Potentially - implement mirroring of SCADA system in Offices from computer system in control room	TBD
Transfer of operator reporting data between Sanitary SCADA computer and Local Area Data Storage Device	

Draft