

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

Thursday September 19, 2024. 5:30 PM

In-Person at the Firehouse and Zoom

<https://us02web.zoom.us/j/87369759588?pwd=RFFDRjlzdFgrZFZOaFlxNlZxSndwQT09>

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.

Domestic Water Supply District Meeting

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|--|-----------|
| I. Call to Order | Bill |
| II. Conflict of Interest Declarations | Bill |
| III. Agenda Approval (Action) | Bill |
| IV. Approve July 18th and August 29th Minutes (Action) – Pg’s. 2-4 | Bill |
| V. Financial & Administrative Reporting | |
| A. Accept Budget vs Actual Report - Pg. 5-7 | Bill |
| B. Accept Payment of Accounts - Pg. 8-10 | Bill |
| C. Accept Correspondence Requiring No Action | Bill |
| D. Treasurer’s Report | Sam |
| VI. Adopt Resolution for Matt Gardner as Registered Agent (Action) – Pg. 11-12 | Bill |
| VII. Verizon’s Interest in Cell Tower in Forest-Watershed (Action) – Pg. 13-18 | Bill |
| VIII. Adopt Ordinances for SDC & Meter by Dwelling Unit (Action) – Pg. 19-22 | Bill |
| IX. Adopt Update to Public Access & Recreation Policy (Action) – Pg. 23-25 | Bill |
| X. Adopt Ordinance to Change Excess Usage Fees by Resolution (Action) – Pg. 26-27 | Bill |
| XI. Adopt Policy for Surplus Water Sales (Action) – Pg. 28-31 | Bill |
| XII. Reports | |
| A. Staff Report and Correspondence for Action | Matt |
| Cooper Letter to be addressed at October 17 th Board meeting | |
| B. Project Updates - Pg. 31-34 | Bill/Matt |
| C. Board Members’ Comments and Reports | All |
| XIII. October Meeting | Bill |
| XIV. Public Comments | Bill |
| XV. Adjournment | |



Arch Cape Domestic Water Supply District Board Meeting Minutes

Thursday, August 29, 2024

Pursuant to notice posted, a regular meeting of the Board of Directors was held via Zoom

Present: Bill Campbell, Chair, Directors: Bob Cerelli, Chris Mastrandrea (excused), Tevis Dooley , Sam Garrison.

Call to Order at 5:00 pm by Bill Campbell

Conflict of Interest Declarations: None reported

Public Comments: None

Agenda Approval: Call from Chair to accept agenda. Motion made by Bob Cerelli to accept agenda; Second by Sam Garrison; Motion Carried.

Staff Bonus: "Motion to pay Matt Gardner a \$250 bonus in acknowledgement and appreciation of his taking on the extra responsibility of operating the plant single handily for the past two months". Motion made by Bob Cerelli to accept agenda; Second by Sam Garrison; Motion Carried.

There being no further business, meeting adjourned at 5:01 pm.

Respectfully Submitted,

Attest:

W. E. Campbell III

Bill Campbell, President

Tevis Dooley

**ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT
BOARD OF COMMISSIONERS MEETING
Thursday, July 18, 2024; 6:00 pm**

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

Arch Cape Domestic Water Supply Board for Joint Session: 5:19 pm Roll call: Chris Mastrandrea, Bob Cerelli, Sam Garrison, Tevis Dooley, Bill Campbell – all present and no conflict-of-interest declarations. Also in attendance: Sanitary District: Casey Short, Chair, Thomas Mattia, Mark Engberg, Steve Hill, Excused: Darr Tindall. Staff: Matt Gardner, Teri Fladstol, Admin

Agenda Approval: Motion by Tevis Dooley to approve the Agenda as presented, Second by Sam Garrison, motion carried.

Meeting turned over to Casey Short, Chair of Sanitary Board to discuss Resolution 24-071SD Authorizing Submittal of a Local Option Levy for the November 2024 General Election Ballot (Sanitary District Only), Resolution for the IGA between the two Districts, Review of Leak and Billing Appeal Policy and an IT Update.

Review of Resolution 2024-0718WD amending the Intergovernmental Agreement between the Arch Cape Sanitary District and Arch Cape Domestic Water Supply District. Bill Campbell called for motion to accept the updated IGA, so moved by Tevis Dooley and seconded by Sam Garrison – open for discussion. Hearing no Discussion, Water District Chair calls for vote, motion carried.

Review of updates to Water Leak Policy #23-09 WD and Billing Appeal Policy #16-06 WD Copy of the changes provided. Water District Chair called for motion to adopt the updated Water Leak Policy #23-09 WD as presented – so moved by Bob Cerelli, seconded by Tevis Dooley; discussion. For Billing Appeal Policy #16-06 WD, Water District chair called for a motion to amend the dispute timeframe from 90 days to 60 days and to eliminate payment plans. Motion made by Sam Garrison, second by Bob Cerelli. Water District Chair calls for vote, motion carried. Request made for staff to look at usage and to reach out to users if they have used a much higher volume of water when the monthly meters are read, it would be a month notice versus a quarter notification. Staff currently does reach out if there are leaks. If staff notices a user is moving above Tier 3 and that is unusual that they are notified – Teri Fladstol will make notifications and verify with Matt if needed.

IT Update by Josh Romo following the assessment provided in the Board packets with opportunity to ask questions.

Joint meeting with Sanitary Department concluded.

Motion to approve June Minutes by Bob Cerelli, seconded by Tevis Dooley; motion carried.

Financial and Administrative Reporting accepted as presented. Sam Garrison, Treasurer reported the reconciliation was processed and balanced. Audit has been submitted and final report will be mailed by auditor to appropriate agencies.

Clatsop County is proposing land use amendments. The County's proposal for allowing multi-family housing will have impact on the District's definition of dwelling units and whether a separate meter will be required for each dwelling unit. Question raised about whether the Board wants to tackle these issues at the present time or wait until confirmation that County's proposals are approved by their Board of Commissioners. Consensus reached to do required legal work and draft ordinances / resolutions as appropriate. Final decision would be made at a future Board meeting.

Matt gave update on the water plant circulation fans not operating and the resulting corrosion that is happening at the plant. The actuators are being affected so some are being reconditioned and others are being replaced. The electrician will review the circuitry to determine if other issues needing to be addressed..

Board Reports:

- Sam Garrison gave a further update on his research of water sales by municipalities. Also, an individual has reached out regarding possible purchase of 1,200 gallons of water per month during summer months, but wants the District to transport the water to them. Determination made that District is not in the business of transporting water.
- Chris Mastrandrea gave an update on Verizon's interest in place a cell phone tower in the Forest Watershed. District is awaiting response on a number of questions

Public Comments: None

Note: No August Meeting and Bill Campbell will be out of town but will work with Staff and Chris to handle the September meeting.

Motion made by Bob Cerelli to adjourn, second by Sam Garrison, meeting adjourned at 6:41 pm.

Respectfully submitted,

Attest:

Teri Fladstol, Secretary

W E Campbell III

Teri Fladstol, Secretary

Bill Campbell, Chair

Draft

AC Domestic Water Supply District
Budget vs. Actuals for Fiscal Year 7/2024 to 6/2025
 July - August, 2024

	Jul 2024		Aug 2024		Year to Date	
	Budget	Actual	Actual	Actual	Actual	%
GENERAL FUND						
01-4000 RESOURCES - Beginning Balance	\$ 68,513	\$ -	\$ -	\$ -	\$ 68,513	100.00%
01-4100 REVENUE						
01-4200 Water Service						
01-4201 User Fees	\$ 214,944	\$ 25,380	\$ 2,652	\$ 28,032	\$ 28,032	13.04%
01-4202 Debt Service	\$ 20,808	\$ 2,642	\$ 170	\$ 2,812	\$ 2,812	13.51%
01-4204 Overage/Excess Usage	\$ 45,001	\$ 989	\$ 6	\$ 996	\$ 996	2.21%
01-4300 Interest Income - General Fund	\$ 5,000			\$ -	\$ -	0.00%
01-4350 IGA Income (Sanitary District)	\$ 195,937	\$ 13,541	\$ 29,732	\$ 43,274	\$ 43,274	22.09%
01-4400 Cannon View Park Services	\$ 1,313			\$ -	\$ -	0.00%
01-4501 Meter Hook-Up Fee	\$ 2,400			\$ -	\$ -	0.00%
01-4700 Miscellaneous Income	\$ 100			\$ -	\$ -	0.00%
Total 01-4100 REVENUE	\$ 485,503	\$ 42,552	\$ 32,560	\$ 75,113	\$ 75,113	15.47%
4900 Interfund Transfer IN	\$ 145,622					
TOTAL RESOURCES	\$ 699,638	\$ 42,552	\$ 32,560	\$ 75,113	\$ 75,113	10.74%
REQUIREMENTS						
01-6000 REQUIREMENTS - General Fund						
01-5000 Personnel Services						
01-5001 Wage - District Manager	\$ 93,668	\$ 7,517	\$ 7,517	\$ 15,033	\$ 15,033	16.05%
01-5002 Wages - Operator	\$ 58,557	\$ 4,337	\$ 4,337	\$ 8,673	\$ 8,673	14.81%
01-5003 Employer Payroll Taxes	\$ 19,865	\$ 950	\$ 950	\$ 1,900	\$ 1,900	9.57%
01-5004 PERS Retirement	\$ 40,614	\$ 1,996		\$ 1,996	\$ 1,996	4.92%
01-5005 Medical Insurance	\$ 30,992	\$ 1,315	\$ 686	\$ 2,002	\$ 2,002	6.46%
01-5006 Worker's Compensation Insurance	\$ 3,735	\$ 2,568		\$ 2,568	\$ 2,568	68.75%
Total 01-5000 Personnel Services	\$ 247,431	\$ 18,683	\$ 13,490	\$ 32,173	\$ 32,173	13.00%
01-6001 Administrative Services	\$ 78,000	\$ 3,700	\$ 3,449	\$ 7,149	\$ 7,149	9.17%
01-6002 Temporary Help	\$ 25,000			\$ -	\$ -	0.00%
01-6003 Clothing Allowance	\$ 1,200			\$ -	\$ -	0.00%
01-6004 Education	\$ 3,000		\$ 103	\$ 103	\$ 103	3.43%
01-6005 Travel	\$ 1,000			\$ -	\$ -	0.00%
01-6006 Office Supplies	\$ 3,000	\$ 319	\$ 415	\$ 734	\$ 734	24.46%
01-6007 Postage	\$ 2,500			\$ -	\$ -	0.00%
01-6008 Vehicle	\$ 6,000	\$ 386	\$ 342	\$ 729	\$ 729	12.15%
Total 01-5999 Inter-Govern Agreement (IGA)	\$ 367,131	\$ 23,088	\$ 17,799	\$ 40,887	\$ 40,887	11.14%
01-6100 Materials & Services						
01-6102 Auditing Service	\$ 25,200	\$ 9,000		\$ 9,000	\$ 9,000	35.71%
01-6103 Dues & Taxes	\$ 2,000	\$ 1,672		\$ 1,672	\$ 1,672	83.60%
01-6104 Legal Services	\$ 5,000	\$ 365	\$ 575	\$ 940	\$ 940	18.81%
01-6105 Liability & Property Insurance	\$ 13,800			\$ -	\$ -	0.00%
01-6106 Meter Connection	\$ 2,400			\$ -	\$ -	0.00%

01-6107 Licenses	\$ 2,000			\$ -	0.00%
01-6108 Project Maintenance	\$ 40,302		\$ 1,173	\$ 1,173	2.91%
01-6109 Recurring Maintenance	\$ 30,330			\$ -	0.00%
01-6110 General Maintenance	\$ 15,000	\$ 918	\$ 4,474	\$ 5,392	35.95%
01-6111 Chemicals	\$ 9,000		\$ 1,650	\$ 1,650	18.33%
01-6112 Notices	\$ 700			\$ -	0.00%
01-6113 Payroll Administration Service	\$ 550	\$ 42	\$ 42	\$ 84	15.31%
01-6114 Professional Services	\$ 6,000	\$ 8,676	\$ 495	\$ 9,171	152.85%
01-6115 Facilities Use (Santiary)	\$ 3,750			\$ -	0.00%
01-6116 Utilities	\$ 12,000	\$ 380	\$ 708	\$ 1,088	9.07%
Total 01-6100 Materials & Services	\$ 168,032	\$ 21,053	\$ 9,117	\$ 30,170	17.96%
01-7500 Debt Service					
01-7501 IFA Water Plant Upgrade - Princ	\$ 17,365			\$ -	0.00%
01-7502 IFA Water Plant Upgrade - Int	\$ 3,407			\$ -	0.00%
Total 01-7500 Debt Service	\$ 20,772	\$ -	\$ -	\$ -	0.00%
Total 01-6000 REQUIREMENTS - General Fund	\$ 555,935	\$ 44,141	\$ 26,916	\$ 71,057	12.78%
01-8000 Contingency					
01-8001 Contingency	\$ 140,312				
01-8003 Unappropriated Balance	\$ 3,391			\$ -	0.00%
Total 01-8000 Contingency	\$ 143,703	\$ -	\$ -	\$ -	0.00%
7900 Interfund Transfer OUT	\$ -			\$ -	
TOTAL REQUIREMENTS	\$ 699,638	\$ 44,141	\$ 26,916	\$ 71,057	10.16%
RESOURCES OVER REQUIREMENTS	\$ -	\$ (1,589)	\$ 5,644	\$ 4,056	

CAPITAL FUND

02-4000 RESOURCES - CAPITAL FUND					
02-4001 Beginning Balance - Capital Fun	\$ 41,450	\$ -	\$ -	\$ -	0.00%
02-4100 REVENUE - Capital					
02-4200 SDC Revenue	\$ 13,426	\$ -	\$ -	\$ 13,444	100.13%
Total 02-4000 RESOURCES - CAPITAL FUND	\$ 54,876	\$ -	\$ -	\$ 13,444	24.50%
TOTAL RESOURCES					
REQUIREMENTS					
02-6000 REQUIREMENTS - Capital Fund					
02-7003 Water Plant IT Upgrade	\$ 25,000	\$ 224		\$ 224	0.90%
02-8000 Contingency - Capital Fund	\$ 25,000			\$ -	0.00%
02-8001 Unappropriated Balance	\$ 4,876			\$ -	0.00%
TOTAL REQUIREMENTS	\$ 54,876	\$ 224	\$ -	\$ 224	0.41%

FOREST FUND

03-4000 RESOURCES - FOREST FUND					
03-4001 Beginning Bal - Unrestricted	\$ 349,709	\$ -	\$ -		0.00%
03-4002 Beginning Bal - Restricted Fund	\$ 75,000				0.00%
03-4100 REVENUE - Forest Fund					
03-4300 Interest Income - Forest Fund	\$ 8,241	\$ -	\$ -		0.00%
03-4700 Miscellaneous Income - Forest F	\$ 100				0.00%
03-4801 Business OR - ARPA	\$ 479,800	\$ -	\$ -		0.00%
03-4804 Safe Drinking Water (U22010)	\$ 30,000	\$ -	\$ -		0.00%
Total 03-4100 REVENUE - Forest Fund	\$ 518,141			\$ -	0.00%

TOTAL RESOURCES	\$ 942,850.00	\$ -	\$ -	\$ 0.00	007	0.00%
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FOREST FUND

	Jul 2024		Aug 2024		Year to Date	
	Budget	Actual	Actual	Actual	Actual	%
REQUIREMENTS						
03-6000 REQUIREMENTS - Forest Fund						
03-6100 Materials & Services - Forest						
03-6101 ODF - Fire Protection	\$ 2,600	\$ -	\$ -	\$ -	\$ -	0.00%
03-6103 Legal/Land Use Fees	\$ 11,500	\$ 1,230	\$ 600	\$ 1,830	\$ 1,830	15.91%
03-6104 Finance Management	\$ 6,300	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	15.87%
03-6105 Project Management Services	\$ 4,500	\$ -	\$ 962	\$ 962	\$ 962	21.37%
03-6107 Road Management Consulting	\$ 55,000	\$ -	\$ 7,897	\$ 7,897	\$ 7,897	14.36%
03-6108 Forest Management Consulting	\$ 8,500	\$ -	\$ -	\$ -	\$ -	0.00%
03-6109 Road Maintenance Supplies-Rock	\$ 32,852	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	91.32%
03-6110 Other Road Maintenance Services	\$ 110,000	\$ -	\$ 1,928	\$ 1,928	\$ 1,928	1.75%
03-6111 Land Restoration	\$ 14,000	\$ -	\$ -	\$ -	\$ -	0.00%
03-6112 Miscellaneous	\$ 1,500	\$ -	\$ -	\$ -	\$ -	0.00%
Total 03-6100 Materials & Services - Forest	\$ 246,752	\$ 1,230	\$ 42,387	\$ 289,139	\$ 289,139	117.18%
03-7000 Capital Outlay - Forest						
03-7001 Road Construction	\$ 175,000	\$ -	\$ -	\$ -	\$ -	0.00%
03-7002 Road Decommissioning	\$ 95,000	\$ -	\$ -	\$ -	\$ -	0.00%
Total 03-7000 Capital Outlay - Forest	\$ 270,000	\$ -	\$ -	\$ 270,000	\$ 270,000	100.00%
03-7804 Safe Drinking Water (U22010)	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Total 03-6000 REQUIREMENTS - Forest Fund	\$ 516,752	\$ 1,230	\$ 42,387	\$ 559,139	\$ 559,139	108.20%
03-8000 Contingency - Forest Fund						
03-8001 Contingency	\$ 110,396	\$ -	\$ -	\$ -	\$ -	0.00%
03-8002 Restricted Balance	\$ 75,000	\$ -	\$ -	\$ -	\$ -	0.00%
03-8003 Unappropriated Balance	\$ 95,080	\$ -	\$ -	\$ -	\$ -	0.00%
Total 03-8000 Contingency - Forest Fund	\$ 280,476	\$ -	\$ -	\$ 280,476	\$ 280,476	100.00%
7900 Interfund Transfer OUT	\$ 145,622	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL REQUIREMENTS	\$ 942,850	\$ 1,230	\$ 42,387	\$ 43,617	\$ 43,617	4.63%

AC Domestic Water Supply District
Check Detail Report
July 1-August 31, 2024

Date	Num	Name	Amount	Class full name
07/01/2024	EFT	MODA Health	\$ (629.18)	
07/01/2024	EFT	MODA Health	\$ 314.59	0.0 - General Fund
07/01/2024	EFT	MODA Health	\$ 314.59	0.0 - General Fund:0.1 - IGA Sanitary
07/02/2024	2304	SDIS	\$ (57.00)	
07/02/2024	2304	SDIS	\$ 28.50	0.0 - General Fund
07/02/2024	2304	SDIS	\$ 28.50	0.0 - General Fund:0.1 - IGA Sanitary
07/02/2024	2305	Pacific Power	\$ (380.31)	
07/02/2024	2305	Pacific Power	\$ 80.99	0.0 - General Fund
07/02/2024	2305	Pacific Power	\$ 299.32	0.0 - General Fund
07/02/2024	EFT	Oregon Coast Wireless	\$ (83.00)	
07/02/2024	EFT	Oregon Coast Wireless	\$ 83.00	0.0 - General Fund
07/02/2024	EFT	Oregon Coast Wireless	\$ (83.00)	
07/02/2024	EFT	Oregon Coast Wireless	\$ 83.00	0.0 - General Fund
07/11/2024	2307	Springboard Forestry	\$ (961.87)	03 - Arch Cape Forest:03.1 - ARPA Grant
07/11/2024	2308	Saif	\$ (2,567.96)	0.0 - General Fund
07/11/2024	2309	Jackson Oil	\$ (121.31)	
07/11/2024	2309	Jackson Oil	\$ 60.66	0.0 - General Fund:0.1 - IGA Sanitary
07/11/2024	2309	Jackson Oil	\$ 60.65	0.0 - General Fund
07/11/2024	2310	Walter E. Nelson	\$ (165.35)	
07/11/2024	2310	Walter E. Nelson	\$ 82.68	0.0 - General Fund
07/11/2024	2310	Walter E. Nelson	\$ 82.67	0.0 - General Fund:0.1 - IGA Sanitary
07/11/2024	2311	Les Schwab	\$ (251.98)	
07/11/2024	2311	Les Schwab	\$ 125.99	0.0 - General Fund
07/11/2024	2311	Les Schwab	\$ 125.99	0.0 - General Fund:0.1 - IGA Sanitary
07/11/2024	EFT	Oregon Coast Wireless	\$ (40.00)	
07/11/2024	EFT	Oregon Coast Wireless	\$ 40.00	0.0 - General Fund
07/11/2024	EFT	Sure Payroll	\$ (41.79)	
07/11/2024	EFT	Sure Payroll	\$ 41.79	0.0 - General Fund
07/12/2024	EFT	Sure Payroll	\$ (6,176.22)	
07/12/2024	EFT	Sure Payroll	\$ 1,084.16	0.0 - General Fund
07/12/2024	EFT	Sure Payroll	\$ 1,084.16	0.0 - General Fund:0.1 - IGA Sanitary
07/12/2024	EFT	Sure Payroll	\$ 1,879.17	0.0 - General Fund
07/12/2024	EFT	Sure Payroll	\$ 1,879.16	0.0 - General Fund:0.1 - IGA Sanitary
07/12/2024	EFT	Sure Payroll	\$ 225.50	0.0 - General Fund
07/12/2024	EFT	Sure Payroll	\$ 237.54	0.0 - General Fund
07/12/2024	EFT	Sure Payroll	\$ 237.53	0.0 - General Fund:0.1 - IGA Sanitary
07/12/2024	EFT	Sure Payroll	\$ (1,517.53)	0.0 - General Fund
07/12/2024	EFT	Sure Payroll	\$ 1,517.53	0.0 - General Fund
07/18/2024	2312	Oregon Health Authority - OHA Cashier	\$ (900.00)	
07/18/2024	2312	Oregon Health Authority - OHA Cashier	\$ 900.00	0.0 - General Fund
07/18/2024	EFT	Amazon.com	\$ (14.99)	

07/18/2024	EFT	Amazon.com	\$	7.50	0.0 - General Fund
07/18/2024	EFT	Amazon.com	\$	7.49	0.0 - General Fund:0.1 - IGA Sanitary
07/19/2024	EFT	Oregon Secretary of State	\$	(350.00)	
07/19/2024	EFT	Oregon Secretary of State	\$	350.00	0.0 - General Fund
07/24/2024	EFT	Amazon.com	\$	(57.38)	
07/24/2024	EFT	Amazon.com	\$	28.69	0.0 - General Fund
07/24/2024	EFT	Amazon.com	\$	28.69	0.0 - General Fund:0.1 - IGA Sanitary
07/24/2024	EFT	Amazon.com	\$	(57.75)	
07/24/2024	EFT	Amazon.com	\$	28.88	0.0 - General Fund
07/24/2024	EFT	Amazon.com	\$	28.87	0.0 - General Fund:0.1 - IGA Sanitary
07/24/2024	EFT	Amazon.com	\$	(79.89)	
07/24/2024	EFT	Amazon.com	\$	39.95	0.0 - General Fund
07/24/2024	EFT	Amazon.com	\$	39.94	0.0 - General Fund:0.1 - IGA Sanitary
07/25/2024	EFT	Starlink	\$	(140.00)	
07/25/2024	EFT	Starlink	\$	140.00	0.0 - General Fund
07/25/2024		2313 Morgans Resource Management	\$	(2,401.50)	
07/25/2024		2313 Morgans Resource Management	\$	2,401.50	03 - Arch Cape Forest:03.1 - ARPA Grant
07/25/2024		2314 SDAO	\$	(422.00)	
07/25/2024		2314 SDAO	\$	422.00	0.0 - General Fund
07/25/2024		2315 H.D. Fowler	\$	(396.65)	
07/25/2024		2315 H.D. Fowler	\$	396.65	0.0 - General Fund
07/25/2024		2316 Accuity, LLC	\$	(9,000.00)	
07/25/2024		2316 Accuity, LLC	\$	9,000.00	0.0 - General Fund
07/25/2024		2317 Jigsaw Consulting Services	\$	(3,700.00)	
07/25/2024		2317 Jigsaw Consulting Services	\$	1,600.00	0.0 - General Fund
07/25/2024		2317 Jigsaw Consulting Services	\$	500.00	03 - Arch Cape Forest:03.1 - ARPA Grant
07/25/2024		2317 Jigsaw Consulting Services	\$	1,600.00	0.0 - General Fund:0.1 - IGA Sanitary
07/25/2024		2318 Curran McLeod	\$	(8,675.75)	
07/25/2024		2318 Curran McLeod	\$	8,675.75	0.0 - General Fund
07/25/2024		2319 Blair Henningsgarrad Attorney at Law	\$	(965.33)	
07/25/2024		2319 Blair Henningsgarrad Attorney at Law	\$	600.00	03 - Arch Cape Forest:03.1 - ARPA Grant
07/25/2024		2319 Blair Henningsgarrad Attorney at Law	\$	365.33	0.0 - General Fund
07/25/2024	EFT	AT&T Mobility	\$	(98.34)	
07/25/2024	EFT	AT&T Mobility	\$	49.17	0.0 - General Fund
07/25/2024	EFT	AT&T Mobility	\$	49.17	0.0 - General Fund:0.1 - IGA Sanitary
07/25/2024	EFT	Sunset Auto	\$	(12.99)	
07/25/2024	EFT	Sunset Auto	\$	6.50	0.0 - General Fund
07/25/2024	EFT	Sunset Auto	\$	6.49	0.0 - General Fund:0.1 - IGA Sanitary
07/26/2024	EFT	PERS	\$	(683.26)	
07/26/2024	EFT	PERS	\$	(683.26)	0.0 - General Fund
07/26/2024	EFT	PERS	\$	(1,996.27)	
07/26/2024	EFT	PERS	\$	998.14	0.0 - General Fund
07/26/2024	EFT	PERS	\$	998.13	0.0 - General Fund:0.1 - IGA Sanitary
07/30/2024	EFT	MODA Health	\$	(629.18)	
07/30/2024	EFT	MODA Health	\$	314.59	0.0 - General Fund
07/30/2024	EFT	MODA Health	\$	314.59	0.0 - General Fund:0.1 - IGA Sanitary

07/30/2024	EFT	Sure Payroll	\$	(6,176.23)	
07/30/2024	EFT	Sure Payroll	\$	1,084.16	0.0 - General Fund
07/30/2024	EFT	Sure Payroll	\$	1,084.16	0.0 - General Fund:0.1 - IGA Sanitary
07/30/2024	EFT	Sure Payroll	\$	1,879.17	0.0 - General Fund
07/30/2024	EFT	Sure Payroll	\$	1,879.17	0.0 - General Fund:0.1 - IGA Sanitary
07/30/2024	EFT	Sure Payroll	\$	225.50	0.0 - General Fund
07/30/2024	EFT	Sure Payroll	\$	237.54	0.0 - General Fund
07/30/2024	EFT	Sure Payroll	\$	237.53	0.0 - General Fund:0.1 - IGA Sanitary
07/30/2024	EFT	Sure Payroll	\$	(1,517.53)	0.0 - General Fund
07/30/2024	EFT	Sure Payroll	\$	1,517.53	0.0 - General Fund
07/31/2024	EFT	1st Security Bank	\$	(10.00)	
07/31/2024	EFT	1st Security Bank	\$	10.00	0.0 - General Fund
07/31/2024	EFT	Amazon.com	\$	(10.39)	
07/31/2024	EFT	Amazon.com	\$	5.20	0.0 - General Fund
07/31/2024	EFT	Amazon.com	\$	5.19	0.0 - General Fund:0.1 - IGA Sanitary
08/02/2024	EFT	Oregon Coast Wireless	\$	(83.00)	
08/02/2024	EFT	Oregon Coast Wireless	\$	83.00	0.0 - General Fund
08/03/2024	EFT	Starlink	\$	(140.00)	
08/03/2024	EFT	Starlink	\$	140.00	0.0 - General Fund
08/07/2024		2320 Haglund Kelley LLP	\$	(575.00)	0.0 - General Fund
08/07/2024		2321 Alexin Analytical	\$	(1,115.00)	0.0 - General Fund
08/07/2024		2322 Branom Instrument Co	\$	(1,927.00)	0.0 - General Fund
08/07/2024		2323 Cannon Beach Electric	\$	(2,064.50)	0.0 - General Fund
08/07/2024		2324 Ferguson Waterworks	\$	(374.26)	0.0 - General Fund
08/07/2024		2325 Jackson Oil	\$	(342.46)	0.0 - General Fund
08/07/2024		2326 Morgans Resource Management	\$	(797.50)	03 - Arch Cape Forest:03.1 - ARPA Grant
08/07/2024		2327 SDIS	\$	(57.00)	0.0 - General Fund
08/07/2024		2328 Streamline	\$	(249.00)	0.0 - General Fund
08/07/2024		2329 VB Contructions, Inc.	\$	(31,927.60)	03 - Arch Cape Forest:03.1 - ARPA Grant
08/07/2024		2330 Pacific Power	\$	(609.19)	0.0 - General Fund
08/11/2024	EFT	Oregon Coast Wireless	\$	(40.00)	
08/11/2024	EFT	Oregon Coast Wireless	\$	40.00	0.0 - General Fund
08/12/2024	EFT	Sure Payroll	\$	(42.39)	
08/12/2024	EFT	Sure Payroll	\$	42.39	0.0 - General Fund
08/15/2024		2331 Curran McLeod	\$	(495.00)	
08/15/2024		2332 Cascade Columbia Distribution	\$	(1,649.84)	
08/15/2024		2332 Cascade Columbia Distribution	\$	1,649.84	0.0 - General Fund
08/16/2024	EFT	Sure Payroll	\$	(6,176.22)	
08/16/2024	EFT	Sure Payroll	\$	1,084.16	0.0 - General Fund
08/16/2024	EFT	Sure Payroll	\$	1,084.16	0.0 - General Fund:0.1 - IGA Sanitary
08/16/2024	EFT	Sure Payroll	\$	1,879.17	0.0 - General Fund
08/16/2024	EFT	Sure Payroll	\$	1,879.16	0.0 - General Fund:0.1 - IGA Sanitary
08/16/2024	EFT	Sure Payroll	\$	225.50	0.0 - General Fund
08/16/2024	EFT	Sure Payroll	\$	237.54	0.0 - General Fund
08/16/2024	EFT	Sure Payroll	\$	237.53	0.0 - General Fund:0.1 - IGA Sanitary
08/16/2024	EFT	Sure Payroll	\$	(1,517.53)	0.0 - General Fund

**Adopt Resolution for Matt Gardner as Registered Agent - Topic Description
September 19 2024**

Action / Information: Action

Background

Resolution #14-03 established Phil Chick as the Registered Agent for the District and there has been no later resolutions.

The below Resolution identifies Matt Gardner as the Registered Agent.

Teri has filed the appropriate forms with the Secretary of State

Board Objective – Action

Proposed Motion

Move to adopt Resolution 2024-0919 to change the Registered Agent for Arch Cape Domestic Water Supply District

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT

RESOLUTION 2024-0919 WD

A RESOLUTION TO CHANGE THE REGISTERED AGENT FOR ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT

WHEREAS The Arch Cape Domestic Water Supply District is a Special District as defined under ORS 198 organized under ORS 264 and a municipal corporation in the state of Oregon; and

WHEREAS The Corporation has hired a new District Manager effective April 10, 2023; and

WHEREAS ORS 198.340 requires designation of registered office and agent;

WHEREAS In order to update the State of Oregon Secretary of State, Corporation Division and the Clatsop County Clerk;

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board of Directors of the Arch Cape Domestic Water Supply District appoints Matt Gardner, District Manager, as the Registered Agent for said corporation at the location address of 32065 Shingle Mill Lane East, Arch Cape, Oregon 97102.

Adopted by the Arch Cape Domestic Water Supply District Board of Directors on September 19, 2024.

Attest:

Bill Campbell, Board President

Teri Fladstol, Secretary

Verizon's Interest in Cell Tower in Forest-Watershed - Topic Description September 19 2024

Action / Information: Action

Background

Verizon has approached the District requesting a lease on a space in the Forest (outside of the Watershed) for a cell-tower. Their current proposed is to pay the District at least \$18,000 / year. They will also pay for all costs to build and maintain the cell tower site. Note: This payment would help to ease the burden of annual costs for ongoing operations of the Forest-Watershed.

The current specifics are:

1. To support the site, Verizon will bring fiber optic cable into Arch Cape from the south side of the tunnel. The cell tower will improve cell coverage for Arch Cape first responders, residents, and guests who are Verizon customers.
2. The cell tower will be on a bluff on the southwest section of the property, outside of the Watershed (see below picture). The shoreline can be seen from the cell tower, which will be 100 ft tall (see below picture). The top portion of the cell tower is likely to be visible from the beach.
3. The cell site will be a rock and fenced compound and will require little maintenance short of blackberry removal or something of that nature. Verizon will maintain the site at their expense.
4. Any needed road improvements would be maintained solely by Verizon at their cost.
5. Trenching required to bring power to the site will be minimal and the area will be filled upon completion.
6. The roads will be maintained and repaired, if needed, to keep them in their current condition.
7. On average the site will be accessed once a month upon completion for a technician to do service at the site. Every few years there may be a changing of the antennas and a couple of days work at the site for the updates. Verizon will need 24-hour access to the site so that in the event of an outage or emergency they can get there quickly to rectify the situation.
8. Verizon will maintain the road they use to access the site from the front gate to the site. If Verizon causes damage to the road they will fix any damage caused (which is unlikely – by a service technician in a 4-wheel drive pickup).

If the District decides to move forward to negotiate with Verizon, Mark Morgans (our Consulting Forester) has recommended that we engage someone that will help the District be in a more knowledgeable position to negotiate: 1) possible compensation from Verizon at signing,

and 2) increasing the proposed monthly rental rate. Mark suggest that we work with Will Caplinger towards these ends as Will has been very helpful to other clients of Mark's.

I have been working with Will on the ARPA work. He has researched and provided documentation on all Easements and Water Rights in our Forest Watershed. I have found Will to be knowledgeable and efficient. He also gives us a discounted rate of \$67/ hr. as we are a Public Utility. Will's best guess estimate of time to complete the necessary research and provide us his input is 8-12 hours. The elapsed timeframe will depend on Verizon's responsiveness.

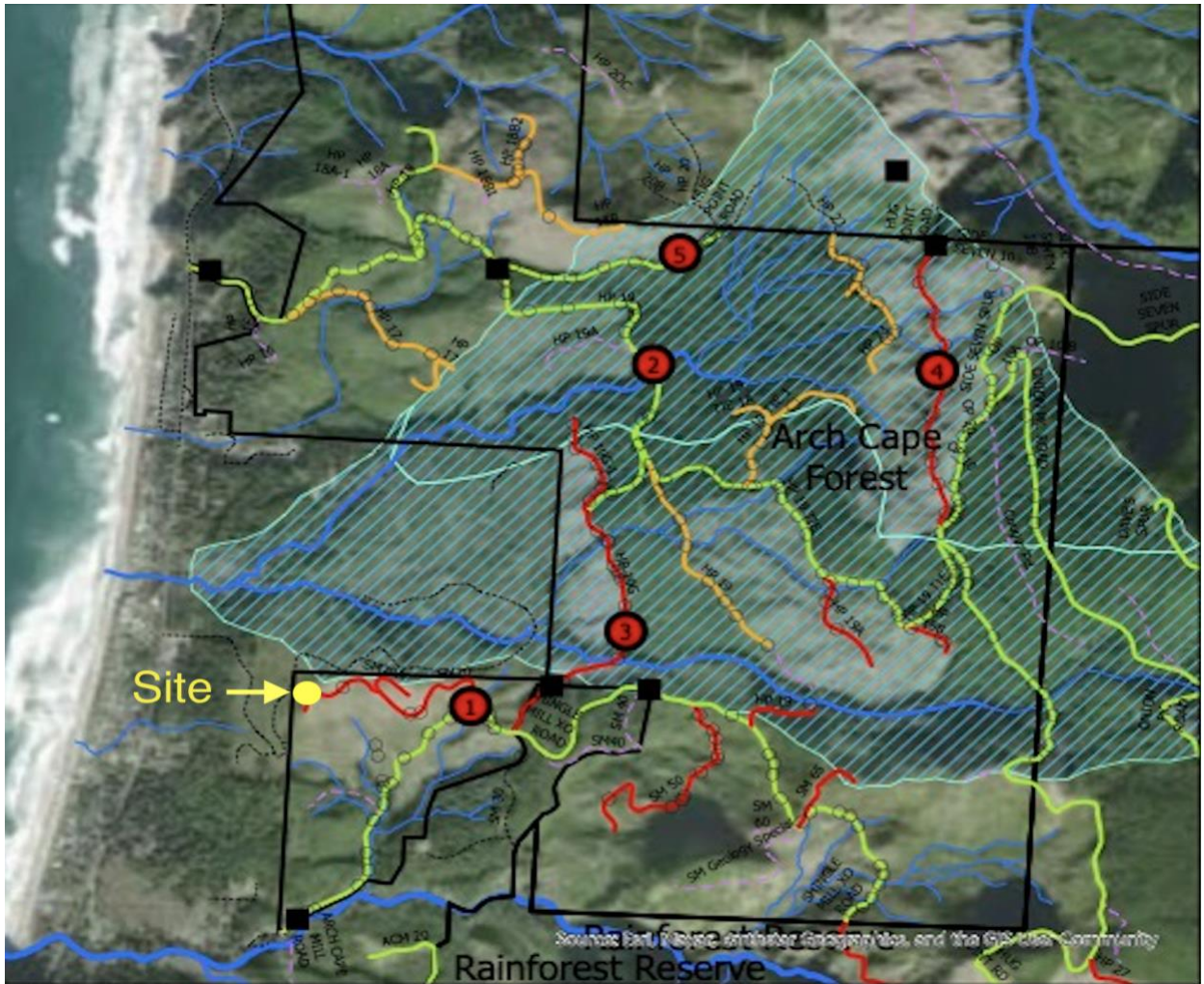
Board Objective – Action

Proposed Action

Motion: Open a Public Comment period from September 20 – October 10 for the Arch Cape community to complete a survey about their interest in a cell tower in the Forest portion of the Forest-Watershed

Survey results will be compiled and presented to the Board at the October meeting for decision about whether or not to move forward with Verizon on the cell tower.

Motion: Survey the community about their interest in a cell tower in the Forest portion of the Forest Watershed.



The Sanitary Plant on Shingle Mill Road is the black square directly below the yellow proposed site circle



A similar site tower

Arch Cape – Southwest View Existing



Completed for:



September 5th, 2024

Completed by:



TIBBOT ENGINEERING
L.L.C.

Arch Cape – Southwest View Proposed

Proposed Verizon
Tower



Completed for:



September 5th, 2024

Completed by:



TIBBOT ENGINEERING
L.L.C.

Adopt Ordinances for SDC & Meter by Dwelling Unit - Topic Description September 19 2024

Action / Information: Action

Background

On August 13th the County posted a second draft of their proposed amendments to the Land Use Code ([County Document](#)). Based on that document, the County is still moving forward with allowing multi-family residences and cottage clusters in Arch Cape. These multi-family residences / cottage clusters could have a single owner or multiple owners.

Separate SDCs by dwelling unit are critical as they are the primary vehicle to fund infrastructure / capital improvements. Separate meters would be required to monitor and bill for actual water and sanitary usage for each residence in a multi-family residence.

The current situation:

- The definition of dwelling unit varies by Ordinance/Resolutions
- A separate System Development Charge (SDC) is required by Ordinance for each Dwelling Unit
- No requirement yet exists for a separate meter by each Dwelling Unit.

The District's lawyer has drafted the below Ordinances to address the above, as appropriate

Board Objective – Action

Proposed Motions

1. Move to adopt Ordinance 2024-0919A that modifies and standardizes the definitions for Multi-Family Housing and Equivalent Dwelling Units.
2. Move to adopt Ordinance 2024-0919B to require a separate meter for each Equivalent Dwelling Unit

ORDINANCE 2024-0919A

ARCH CAPE WATER DISTRICT

**AN ORDINANCE AMENDING ORDINANCE NO. 98-1 WD TO MODIFY AND STANDARDIZE
CERTAIN DEFINITIONS FOR PURPOSES OF ASSESSING
SYSTEM DEVELOPMENT CHARGES**

WHEREAS, by and through Ordinance No. 98-1 WD (November 13, 1998) [“the 1998 Ordinance”], the Board of Commissioners (“Board”) of the Arch Cape Domestic Water Supply District (“District”) enacted a process for assessing system development charges (“SDCs”) on properties connecting to the District’s water delivery system; and

WHEREAS, subsection 3.J of the 1998 Ordinance defines “Dwelling Unit” to mean “a building or portion of a building designed for residential occupancy, consisting of one or more rooms which are arranged, designed, or used as living quarters for one family only”; and

WHEREAS, certain resolutions adopted after Ordinance 98-01 to implement the assessment of SDCs, such as Resolution No. 13-01 WD (March 18, 2013), which adopted a Systems Connection Policy, and Resolution No. 2024-0516B-4 WD (May 16, 2024), which modified the amount of SDC fees and charges to be assessed, use the term “Equivalent Dwelling Unit (“EDU”) instead of “Dwelling Unit” as the unit against which to assess an SDC; and

WHEREAS, the Board seeks to clarify the terms “Dwelling Unit” and “Equivalent Dwelling Unit” for purposes of assessing SDCs; and

WHEREAS, in anticipation of potential changes to Clatsop County’s Land Use Code regarding multi-family housing, the Board seeks to amend the definition of “multi-family housing” in subsection 3.O of the 1998 Ordinance;

NOW, THEREFORE, the Board hereby ordains as follows:

1. The definition in subsection 3.J of the 1998 Ordinance which currently reads, “Dwelling unit shall mean a building or portion of a building designed for residential occupancy, consisting of one or more rooms which are arranged, designed, or used as living quarters for one family only,” is hereby deleted and replaced with the following: “Equivalent Dwelling Unit shall mean a building or portion of a building designed for residential occupancy by a single family, excluding an Accessory Dwelling Unit (ADU) as defined in OAR 6660-004-0040.”
2. Subsection O of the 1998 Ordinance, which currently reads “‘Multi-family housing’ shall mean attached dwelling units,” is hereby deleted and replaced with the following: “Multi-family housing shall mean individual Equivalent Dwelling Units located on a single parcel of land, whether or not such units are attached to another unit or units.”
3. All prior references to “Dwelling Unit” in the 1998 Ordinance or to “Equivalent Dwelling Unit” in ordinances and resolutions adopted prior to the effective date of this Ordinance shall

1- ORDINANCE AMENDING ORDINANCE NO. 98-1 WD RELATING TO SYSTEM DEVELOPMENT CHARGES

be understood and deemed to reference the same definition, the implementation of such ordinances and resolutions is hereby ratified, and no material change to such ordinances or resolutions is intended or effected.

Adopted by the Arch Cape Domestic Water Supply District Board of Directors on September 19, 2024.

Attest:

Bill Campbell, Board President

Teri Fladstol, Secretary

ORDINANCE 2024-0919B

ARCH CAPE WATER DISTRICT

AN ORDINANCE REQUIRING SEPARATE WATER METERS FOR EACH EQUIVALENT DWELLING UNIT

WHEREAS, by Ordinance No. 2024-0919A dated September 19, 2024, the Board of Commissioners (“Board”) for the Arch Cape Domestic Water Supply District amended Ordinance 98-01, which established a process for assessing system development charges, to enact a new definition of “Equivalent Dwelling Unit” for purposes of such assessment; and

WHEREAS, the new definition reads as follows: “Equivalent Dwelling Unit shall mean a building or portion of a building designed for residential occupancy by a single family, excluding an Accessory Dwelling Unit (ADU) as defined in OAR 6660-004-0040.”; and

WHEREAS, the Board has determined that efficient and effective implementation of the District’s ordinances and policies for assessing fees and charges require each unit meeting the definition of “Equivalent Dwelling Unit” as set forth above to be separately metered;

NOW, THEREFORE, the Board hereby ordains as follows:

1. The definition of “Equivalent Dwelling Unit” as set forth above is hereby incorporated herein for purposes of this Ordinance.
2. Every unit qualifying as an Equivalent Dwelling Unit pursuant to this definition shall be required to have installed a separate water meter whereby water use may be measured, and each customer responsible for such unit shall be required to establish a separate customer account consistent with District rules, regulations, and policies.

Adopted by the Arch Cape Domestic Water Supply District Board of Directors on September 19, 2024.

Attest:

Bill Campbell, Board President

Teri Fladstol, Secretary

Adopt Update to Public Access & Recreation Policy - Topic Description September 19 2024

Action / Information: Action

Background

In June, the Board adopted the Public Access & Recreation Policy for the Forest Watershed after confirming with Oregon Department of Forestry (ODF) that the policy was consistent with Forest Legacy Program requirements for Arch Cape.

Since that time, there have been incidents of shooting of firearms that are not related to hunting and ODF has recommended the below yellow highlighted updates.

Public Access

Expect closures during fire season and when forest management operations are taking place in an area.

Property closures will occur when Oregon Department of Forestry (ODF) classifies the fire danger as "High" or above for the local ODF District and property will remain closed until that designation is reduced. Information regarding ODF fire level is available at <https://gisapps.odf.oregon.gov/firerestrictions/PFR.html>

Prohibited Activities

Shooting of firearms, except for legal hunting consistent with Oregon Department of Fish and Wildlife (ODFW) regulations

Also, now that we have confirmation from ODF about the District's policy, signage about the restrictions can be created and posted. Tevis has volunteered to undertake this activity.

Board Objective – Action

Proposed Motions

- 1) Adopt the updated Public Access & Recreation Policy #2024-0620 FW.
- 2) Authorize Tevis Dooley to draw upon the Forest fund to have signs made that specify the restrictions and to post those signs at the appropriate places in the Forest-Watershed, as directed by the District's Consulting Forester.

**Arch Cape Domestic Water Supply District
Board of Directors Policies
Policy # 2024-0620 FW (Updated)**

Public Access & Recreation

The Arch Cape Forest is a resource of the Arch Cape Water District. Its intended purpose is protecting the quality and quantity of the Community's drinking water which finds its source in the watershed and streams through it. Towards that end, the District would like to keep to a minimum the vehicular, bicycle and foot traffic that may threaten the environment and its water.

This Public Access & Recreation Policy balances the objective of protecting the source water with the contractual requirement to provide some level of public access and recreation. Not promoting / publicizing the Forest as a recreational site or destination and not allowing for vehicular site visits / tours will allow the District to strike this balance.

Outlined below are the specific public access and recreation policies of the Arch Cape Water District.

Public Access

- Public access into the Arch Cape Forest, only by foot or bicycle, is via the Hug Point Road gate or through adjacent properties with public access.
- Public access is permitted one hour before sunrise to one hour after sunset.
- Expect closures during fire season and when forest management operations are taking place in an area.

Property closures will occur when Oregon Department of Forestry (ODF) classifies the fire danger as "High" or above for the local ODF District and property will remain closed until that designation is reduced. Information regarding ODF fire level is available at <https://gisapps.odf.oregon.gov/firerestrictions/PFR.html>

- "Pack it in, pack it out." All materials, trash & waste (including human solid waste) must not remain on the property, in accordance with a "Leave No Trace" principle.
- Motorized vehicles, to include but not limited to trucks, cars, motorcycles, and E-bikes, are not allowed except for emergencies or for Arch Cape Water District business with permission from the Arch Cape Water District Manager. Motorized access to maintain the Onion Peak Repeater radio site is allowed with permission from the Arch Cape Water District Manager.

Allowed Activities

- Hikers and bicycles must stay on maintained, rocked roads. No off-road use. No creating new trails.
- Non-motorized hunting is allowed for Deer and Elk in the Arch Cape Forest consistent with Oregon Department of Fish and Wildlife (ODFW) regulations.
- Dogs are allowed in the Arch Cape Forest on-leash or under direct owner control. Removal of Dog waste is required.

Prohibited Activities

- Shooting of firearms, except for legal hunting consistent with Oregon Department of Fish and Wildlife (ODFW) regulations
- Fire and fireworks.
- Horses
- Drones
- Camping
- Alcohol/drug use or possession

Date	Policy	Action	Signatory
June 20, 2024	Policy #2024-0620 FW	Initial Policy Adopted	W.E. Campbell, III
September 19, 2024	Policy #2024-0620 FW	Updated Policy	W.E. Campbell, III

**Adopt Ordinance to Change Excess Usage Fees by Resolution - Topic Description
September 19 2024**

Action / Information: Action

Background

Ordinance #11-03 established Excess Usage Fees, but does not identify any provision of changing them.

The District's lawyer has drafted the below Ordinance to allows Excess Usage Fees to be updated by Resolution

Board Objective – Action

Proposed Motion

Move to adopt Ordinance 2024-0919C that allows the Board to modify Excess Usage Chrges by Resolution

ARCH CAPE WATER DISTRICT

AN ORDINANCE AMENDING ORDINANCE NO. 11-03 WD TO ALLOW THE BOARD TO MODIFY EXCESS USAGE CHARGES BY RESOLUTION

ORDINANCE 2024-0917C

WHEREAS, in the interest of water conservation the Arch Cape Water District Board of Commissioners (“Board”) adopted Ordinance No. 11-03 WD (October 14, 2011) to define what amount of water use would be considered “excessive” and establishing charges for such excessive use (“Excess Water Usage Fees”); and

WHEREAS, Ordinance No. 11-03 did not specify the manner whereby Excess Water Usage Fees could be modified; and

WHEREAS, the Board seeks to establish a process by which Excess Water Usage Fees may be modified by resolution of the Board;

NOW, THEREFORE, the Board of Commissioners hereby ordains as follows:

1. Ordinance No. 11-03 is hereby amended to add the following: “Charges for excessive use of water (“Excess Water Usage Fees”) may be modified by a resolution of the Board approved by majority vote at a properly called public meeting.”

Adopted by the Arch Cape Domestic Water Supply District Board of Directors on September 19, 2024.

Attest:

Bill Campbell, Board President

Teri Fladstol, Secretary

**Adopt Policy for Surplus Water Sales - Topic Description
September 19 2024**

Action / Information: Action

Background

The Board has decided to pursue the sale of Surplus Water. Sam has been working on a number of possible sales and we have learned a lot from those efforts. The District's pricing will need to be competitive to be successful in securing this revenue stream which would be of great value to the District.

Also, the District lawyer has recommended that we have a policy in place.

Below is a proposed policy with the specific objective that:

The District's objective in selling surplus water is to create a revenue stream that is sufficient enough to make meaningful impact on reducing rate payer fees for operating the District's plant & equipment. Unless otherwise directed by the Board, prices charged to purchasing parties must be more than prices paid by rate payers for that same monthly volume of water.

Board Objective – Action

Proposed Motion

- 1) Adopt Surplus Water Sales Policy #2024-0919 WD
- 2) For the current fiscal year, set the Non-Discounted Access and Loading Fee = \$250 and the Non-Discounted Sale Price = 4 cents.

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT

SURPLUS WATER POLICY # 2024-0919 WD

OBJECTIVE. To generate a source of revenue in addition to rate-payer fees to fund District operations and to minimize costs to rate payers.

STATUTORY AUTHORITY.

- **ORS 264.110.** A domestic water supply district may be formed for the purpose of supplying inhabitants of the district with water for domestic purposes as provided by this chapter; and, in connection therewith, may supply, furnish and sell for any use any surplus water over and above the domestic needs of its inhabitants to persons living outside the district, to other water districts, school districts or other local governments as defined in ORS 174.116.
- **ORS 264.310.** A district shall charge consumers for the water furnished and fix and collect the rates therefor. Rates charged may be fixed and classified according to the type of use and according to the amount of water used. Any contract entered into by a district with persons other than domestic users shall provide for immediate cancellation whenever no surplus supply of water exists over and above any and all demands of domestic users. A district also may contract with any person, or enter into intergovernmental agreements under ORS chapter 190, to supply, furnish and sell surplus water on such terms and conditions and at such rates as the board of commissioners considers advisable.

POLICY.

1. “Surplus Water” means water that the District Manager has determined will not be needed by District ratepayers in the foreseeable future for domestic uses such as drinking, household use, or irrigation.
2. Surplus Water may be sold to individuals, farms, businesses, water distribution companies, or other municipalities.
3. The District Manager is authorized to take the following actions:
 - A. After evaluating the amount of currently available water and projected demands for available water by current customers based on historical and current data, estimate the maximum amount of Surplus Water available for purchase.
 - B. Enter into agreements for the purchase of Surplus Water, subject to the minimum terms and conditions established by law and District policy. Any agreement for the purchase of Surplus Water expected to exceed 20,000 gallons in the aggregate requires specific approval of the Board.
 - C. Determine the time, date, and location to be used to deliver purchased Surplus Water, and to coordinate the same.

4. Water delivery shall take place at the fire hydrant designated by the District Manager. Transportation of purchased Surplus Water is the responsibility of the purchaser, who assumes all risks associated with transport and use of the Surplus Water after delivery.
5. Unless otherwise agreed to by the Board, payment in full is due at the time of delivery.
6. Pricing:
 - A. Effective upon adoption of this Policy, the Non-Discounted Price for Surplus Water shall be \$./_____/gallon. At least annually, the Board shall review the rate and confirm or adjust by resolution.
 - B. Effective upon adoption of this Policy, the Non-Discounted Access and Loading Fee for Surplus Water shall be \$./_____. At least annually, the Board shall review the fee and confirm or adjust by resolution.
 - C. The Board may establish a Discounted Price per gallon and/or a Discounted Access and Loading Fee for one-time purchasers of more than 20,000 gallons of Surplus Water, or for purchasers who contract to purchase a fixed amount at intervals over an extended period of time.
 - D. In no event shall prices charged for Surplus Water be less than prices paid by rate payers using 20,000 gallons or less per month.
 - E. An Access and Loading Fee will be charged for each delivery, regardless of volume.
 - F. The minimum amount per purchase of Surplus Water will be \$500, including the Access and Loading Fee.

William E. Campbell III, Chair

Date	Policy	Action	Signatory
September 19, 2024	Policy #2024-0919 WD	Initial Policy Adopted	W.E. Campbell, III

Example Scenarios

Non – Discounted Access Loading Fee = \$250

Rate: \$64 / month

Non-Discounted Purchase Price

Less than 16,001 gallons = **\$.05** cents/ gallon

More than 16,001 gallons = \$.06 cents/ gallon

Tier	Volume	Surplus Pricing	Rate Payer Pricing
Base Rate	Up to 5,000 gallons	\$500	\$64
1	8,000 gallons	\$650	\$81
2	12,000 gallon	\$850	\$148
3	16,000 gallons	\$1,050	\$598
4	20,000 gallons	\$1,450	\$1,408

Non-Discounted Purchase Price

Less than 16,001 gallons = **\$.04** cents/ gallon

More than 16,001 gallons = \$.06 cents/ gallon

Tier	Volume	Surplus Pricing	Rate Payer Pricing
Base Rate	Up to 5,000 gallons	\$500	\$64
1	8,000 gallons	\$570	\$81
2	12,000 gallon	\$730	\$148
3	16,000 gallons	\$890	\$598
4	20,000 gallons	\$1,450	\$1,408

Non-Discounted Purchase Price

Less than 16,001 gallons = **\$.03** cents/ gallon

More than 16,001 gallons = \$.06 cents/ gallon

Tier	Volume	Surplus Pricing	Rate Payer Pricing
Base Rate	Up to 5,000 gallons	\$500	\$64
1	8,000 gallons	\$500	\$81
2	12,000 gallon	\$610	\$148
3	16,000 gallons	\$730	\$598
4	20,000 gallons	\$1,450	\$1,408

PROJECT UPDATE

Active Projects:

Project	Objective	Status – September 2024
1. 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>The electrical computer components have arrived. Installation is scheduled for September 20th.</p>
2. 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 style="background-color: #ffff00;">The District has been advised that they are approved for all funds needed for the project. The District is still awaiting formal notification. That would mean that no loans or rate payer money will be needed.</p> <p style="background-color: #ffff00;">The contractor has begun the process of building the new lift station. You can view snapshots of the process on the District’s web site (www.archcapewater.org and click on News & Updates) or click on this link. Click here</p>
3. 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 style="background-color: #00ff00;">The new computer system is now installed, operational and being used as the primary computer, with regularly scheduled backups locally and to the cloud. Our IT consultant has remote access to the</p>

Project	Objective	Status – September 2024
		<p>system for off-site support. The old computer system is set up as a back-up.</p> <p>The only remaining task is to install the firewall, which can't be done until after task #1 above is completed, due to the need to upgrade the connection between the Water Plant and Sanitary Plant.</p>
4. Find, Compile, Electronically Store and Provide Access to Required Business Documents	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>Research is still underway to find the remaining Ordinances, Resolutions, past version of Policies and all contractual agreements (per statute requirements). One more possible disk drive has been identified with 40 GB of documents to go through.</p> <p>The next step will be to create and implement a file management schema and procedures so that all computers will pull from and update the same documents. Implementing and populating this system will be a long-term task, given everything else that needs to be done.</p>
5. Implement an Asset Management System	This project is to use newly purchased software to identify and track the Districts' plant & equipment maintenance requirements, generate work orders, monitor their completion and provide Management Reporting to the Boards	<p>Matt was trained on the software, has implemented it for both plants and is actively using it on a daily basis.</p> <p>The last step is to define Management Reports.</p>
6. 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	The new web site has been launched. Check it out at www.archeapewater.org .
7. Inspect Water Lines for Lead	Federal mandate to inspect all lines that distribute water to meters to determine whether those lines contain lead	87% of the water lines have now been inspected.
8. Corrosion in Water Plant	The water plant was designed with fans to vent the marine air and the chlorine gas that is used to purify the water. Both of these elements, chlorine and	Electrician is now scheduled to wire the fans into an automated

Project	Objective	Status – September 2024
	marine air, are corrosive to metal components in mechanical valves, electrical circuits, etc. As it turns out, since the new plant was brought on-line 10 years ago, the fans have never been run and as such have themselves started to corrode. Furthermore, when a valve would begin to corrode, rather than replacing it, the corroded value would just be swapped for another valve in the plant that is less corroded.	control process and to replace the broken fan. Still awaiting quote from electrician to repair the critical circuitry eroded by corrosion

Pended Project: Oregon State has delayed this project until FY2025. Updates will no longer be provided

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.
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