



**ARCH CAPE SANITARY DISTRICT
BOARD OF COMMISSIONERS MEETING**

Thursday, October 17, 2024 at 5:00 pm

Meeting to be held in person at the Arch Cape Fire Hall and via Zoom

<https://us02web.zoom.us/j/87369759588?pwd=RFFDRjZdFgrZFZOaFlxNlZxSndwQT09>

- | | | |
|-------|--|------------|
| I. | Call to Order | |
| II. | Public Comments | Casey |
| III. | Agenda Approval (Action – Motion to Approve) | Casey |
| IV. | Approve Minutes from September 19 (Action) - pg. 3 | Casey |
| V. | F&A Reporting | |
| | FY 2023-24 Year-end Budget vs. Actual Report - pg. 4-5 | Teri |
| | September Budget vs. Actual Report - pg. 6-7 | Teri |
| | September Payment of Accounts - pg. 8 | Teri |
| | Treasurer's Report | Darr |
| VI. | Review Leak Policy – (No Action Requested, Discussion Only) - pg. 9-23 | Casey |
| VII. | Billing Appeals (Cooper/Geis/Shaver) - pg. 24-32 | Teri/Casey |
| VIII. | Resolution 24-1001 SD, Appointing Matthew Gardner Registered Agent for Arch Cape Sanitary District (Action - Motion to Approve) - pg. 33 | |
| IX. | Reports | Casey |
| | Staff Report – Webb Project Update, Grants & Facilities Update | |
| | Project Updates - pg. 34-35 | Matt |
| | Board Members' Comments | Matt |
| X. | Upcoming Meetings - November Agenda Items | All |
| XI. | Public Comments | Casey |
| XII. | Adjourn | |

DATE: October 10, 2024
TO: Sanitary District Board
FROM: Casey Short, Board President
SUBJ: October 17 Board Agenda Materials

You will find in this month's agenda packet a couple of things that will benefit from a little explanation. First, I'm including the current Water Leak Policy as well as a draft from the Water Board President of proposed changes to current policy regarding leaks and "excessive use." I'd like us to look over both documents and be prepared to discuss whether we want to amend any policy or craft a new one for consideration next month.

The packet also includes a copy of the current Billing Appeal Policy, since we have appeals before us and I thought it would be useful to refresh our knowledge of our policy.

Finally, there is a housekeeping matter, appointing Matt Gardner as the District's Registered Agent. This should have been done a long time ago – Phil Chick is still down in the State's records as our Registered Agent. Statute requires this appointment to be done by resolution. This was supposed to be on last month's agenda but it skipped my mind. Mea Culpa and my apologies for that.

Thanks as always.

**ARCH CAPE SANITARY DISTRICT
BOARD OF COMMISONERS MEETING
Thursday, September 19, 2024; 5:00 pm**

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

In attendance: Sanitary District: Casey Short, Chair, Mark Engberg, Steve Hill, Darr Tindall. Excused: Thomas Mattia. Staff: Matt Gardner, Teri Fladstol, Admin.

Call to Order: 5:00 pm by Casey Short

Public Comments: None

Agenda Approval: Motion by Darr Tindall to approve the Agenda as presented, Second by Mark Engberg, motion carried.

July Meeting Minutes: Motion by Mark Engberg to accept the minutes as presented, Second by Steve Hill, motion carried. Darr abstained due to absence.

August Meeting Minutes: Motion by Darr Tindall to accept the minutes as presented, Second by Mark Engberg, motion carried.

Financial and Administrative Reporting: Casey explained the new format from Quickbooks Online and asked that the EOY 23/24 beginning balances be added to the financial report. Darr Tindall gave treasurer's report, accounts are reconciled.

Staff Report & Project Updates by Matt Gardner, Interim District Manager – showed a sample of the treated effluent from the 39,000 gallons processed today which has been returned to the environment. Webb Avenue Project is on time and on budget, engineers have visited and are pleased with progress.

Board Members Comments and Reports:

Darr Tindall – Thank you for the awesome job to everyone for the great work that has been done!

Ordinance 24-0901 SD, Amending Ordinance No. 98-01 to Modify and Standardize Certain Definitions for Purposes of Assessing System Development Charges as outlined in Board packet. Darr Tindall made a motion to approve; Seconded by Mark Enberg – call to vote, motion carried.

Ordinance 24-0902SD to allow the Board to modify excess usage charges by Resolution as outlined in Board packet. Motion by Darr Tindall, Seconded by Mark Enberg, motion carried.

October agenda items: Appeals of Excess Usage Charges, Webb update, Audit Update.

Public Comments: None

Motion made by Darr Tindall to adjourn, second by Mark Engberg, meeting adjourned at 5:30 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	4th Qtr	Spent	% Left
Beginning Balance	\$ 190,752	\$190,752	\$190,752	\$ 190,752	\$190,752	\$ 187,663	
REVENUE							
Base Rate Meter Sales	\$ 354,000	\$ 95,365	\$ 74,589	\$ 83,192	\$ 99,546	352,692	0%
Overage/Excess Usage	\$ 17,700	\$ 6,217	\$ 18,219	\$ 1,355	\$ 216	26,007	-47%
Debt Service	\$ 38,232	\$ 9,965	\$ 8,847	\$ 8,729	\$ 9,918	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	\$109,728	\$ 430,549	
TOTAL RESOURCES	\$ 604,434	\$305,533	\$298,059	\$ 289,485	\$300,480	\$ 618,212	-2%
REQUIREMENTS							
EXPENDITURES							
MATERIALS & SERVICES							
	Budget	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Spent	% Left
Inter-Govern Agreement (IGA)	\$ 157,500	\$ 17,996	\$ 41,923	\$ 29,432	\$ 71,549	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)	\$ 225	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	\$ 2,184	3,236	35%
Notices	\$ 700		\$ 5	\$ (5)	\$ 1,583	1,583	-126%
Utilities	\$ 46,000	\$ 9,107	\$ 10,826	\$ 13,027	\$ 13,906	46,866	-2%
Emergency Sanitation	\$ 500			\$ -	\$ -	-	100%
Maintenance	\$ 115,489	\$ 11,758	\$ 13,752	\$ 21,136	\$ 21,428	68,074	41%
Chemicals	\$ 7,000			\$ 2,801	\$ -	2,801	60%
TOTAL MATERIALS & SERVICES	\$ 682,989	\$ 39,680	\$ 41,359	\$ 33,795	\$ 39,325	\$ 636,857	7%
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	\$ 879,191	\$ 57,675	\$121,984	\$ 63,227	\$110,874	\$ 836,459	95%
CONTINGENCY & UNAPPROPRIATED BALANCE							
Contingency	\$ 54,735					54,735	
Unappropriated Balance	\$ 143,008					143,008	
TOTAL CONTINGENCY & UNAPPROPRIATED BALANCE	\$ 197,743	\$ -	\$ -	\$ -	\$ -	\$ 197,743	
TOTAL REQUIREMENTS:	\$1,076,934	\$57,675	\$121,984	\$63,227	\$110,874	\$1,034,202	
CAPITAL FUND							
	Budget	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Spent	% Left
RESOURCES							
Beginning Balance	\$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	\$39,109	
TOTAL RESOURCES	\$210,973	\$210,686	\$191,275	\$210,973	\$191,275	\$230,384	-9%
REQUIREMENTS							
EXPENDITURES							
Webb Lift Station	\$55,000			31,000	7,710	\$43,570	21%
TOTAL EXPENDITURES	\$55,000	0	0	31,000	7,710	\$43,570	

CONTINGENCY & UNAPPROPRIATED BALANCE						
Contingency	\$155,973					\$155,973
Unappropriated Balance						
TOTAL CONTINGENCY & UNAPPROPRIATED BALANCE	\$ 155,973					\$ 155,973
TOTAL REQUIREMENTS:	\$210,973	\$0	\$0	\$31,000	\$7,710	\$199,543

GO BOND DEBT							
	Budget	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Spent	% Left
RESOURCES							
Beginning Balance	\$15,426					15,426	
REVENUE							
Tax Turnover - SD GO Bond	\$144,600	3,860	130,392	7,054	4,938	147,792	-2%
LGIP - Interest	\$0			2,830	5,087	11,310	
TOTAL REVENUE	\$ 144,600	\$ 3,860	\$ 130,392	\$ 9,885	\$ 10,026	\$ 159,103	-10%
TOTAL RESOURCES	\$160,026	\$3,860	\$130,392	\$9,885	\$10,026	\$174,529	

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					\$15,426
Unappropriated Balance						
TOTAL CONTINGENCY & UNAPPROPRIATED BALANCE	\$ 15,426	\$ -	\$ -	\$ -	\$ -	\$ 15,426
TOTAL REQUIREMENTS:	\$160,026	\$0	\$0	\$144,600	\$0	\$160,026

AC Sanitary District
Budget vs. Actuals: FY 2024-25 Budget Overview - FY25 P&L Classes
 July 2024 - June 2025

	Jul 2024		Aug 2024		Sep 2024		Total		
	Budget	Actual	%	Actual	%	Actual	%	Actual	%
01-4000 RESOURCES - GENERAL FUND									
01-4002 Undesignated Balance - General	\$ 209,677							\$ 209,677	100.0%
01-4003 Operating Reserve	\$ 75,123							\$ 75,123	100.0%
03-4002 USDA Loan Required Reserve	\$ 6,923							\$ 6,923	100.0%
Total 01-4000 RESOURCES - GENERAL FUND	\$ 291,723	\$ -		\$ -		\$ -		\$ 291,723	100.0%
01-4100 REVENUE									
01-4201 Base Rate Meter Sales	\$ 374,126	\$ 22,802	6.1%	\$ 27,154	7.3%	\$ 33,241	8.9%	\$ 83,197	22.2%
01-4202 Overage/Excess Usage	\$ 37,413	\$ 732	2.0%	\$ 146	0.4%	\$ 5,294	14.2%	\$ 6,172	16.5%
01-4203 Debt Service	\$ 38,555	\$ 2,308	6.0%	\$ 2,685	7.0%	\$ 3,478	9.0%	\$ 8,471	22.0%
Total 01-4200 Sanitary User Fees	\$ 450,094	\$ 25,841	5.7%	\$ 29,985	6.7%	\$ 42,013	9.3%	\$ 97,840	21.7%
01-4300 Interest Income - General Fund	\$ 2,000		0.0%		0.0%	\$ 5,363	268.2%	\$ 5,363	268.2%
01-4400 WD Facilities Use Charge	\$ 3,750		0.0%		0.0%		0.0%	\$ -	0.0%
Total 01-4100 REVENUE	\$ 455,844	\$ 25,841	5.7%	\$ 29,985	6.6%	\$ 47,376	10.4%	\$ 394,926	86.6%
01-6000 REQUIREMENTS - GENERAL FUND									
01-6100 Materials & Services									
01-5999 Inter-Govern Agreement (IGA)	\$ 195,937	\$ 13,541	6.9%	\$ 29,732	15.2%	\$ 11,055	5.6%	\$ 54,328	27.7%
01-6120 Liability & Property Insurance	\$ 18,500		0.0%		0.0%		0.0%	\$ -	0.0%
01-6121 Licenses	\$ 3,600		0.0%		0.0%		0.0%	\$ -	0.0%
01-6122 Dues & Taxes	\$ 3,000	\$ 481	16.0%	\$ 3,354	111.8%	\$ 200	6.7%	\$ 4,036	134.5%
01-6123 Professional Services	\$ 5,000	\$ 373	7.5%		0.0%		0.0%	\$ 373	7.5%
01-6124 Emergency Sanitation	\$ 500		0.0%		0.0%		0.0%	\$ -	0.0%
01-6125 Auditing Service	\$ 10,000	\$ 9,000	90.0%		0.0%	\$ 5,000	50.0%	\$ 14,000	140.0%
01-6126 Legal Services	\$ 5,000		0.0%	\$ 1,416	28.3%		0.0%	\$ 1,416	28.3%
01-6127 Notices	\$ 700		0.0%		0.0%		0.0%	\$ -	0.0%
01-6128 Utilities	\$ 49,500	\$ 5,184	10.5%	\$ 4,668	9.4%	\$ 3,732	7.5%	\$ 13,584	27.4%
01-6200 Maintenance	\$ 150,000	\$ 3,846	2.6%	\$ 7,497	5.0%	\$ (3,102)	-2.1%	\$ 8,240	5.5%
01-6201 Chemicals	\$ 2,000		0.0%	\$ 344	17.2%	\$ 344	17.2%	\$ 688	34.4%
01-6202 Inflow & Infiltration	\$ 7,000		0.0%		0.0%		0.0%	\$ -	0.0%
Total 01-6100 Materials & Services	\$ 600,737	\$ 32,425	5.4%	\$ 47,011	7.8%	\$ 17,228	2.9%	\$ 96,665	16.1%
01-7500 Debt Service - General Fund									
01-7510 OECD Facility Loan - Principle	\$ 16,900		0.0%		0.0%		0.0%	\$ -	0.0%
01-7511 OECD Facility Loan - Interest	\$ 2,419		0.0%		0.0%		0.0%	\$ -	0.0%
01-7520 IFA Loan/Grant - Imprinciple	\$ 13,499		0.0%		0.0%		0.0%	\$ -	0.0%
01-7521 IFA Loan/Grant - Interest	\$ 5,884		0.0%		0.0%		0.0%	\$ -	0.0%
Total 01-7500 Debt Service - General Fund	\$ 38,702	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%
Total 01-6000 REQUIREMENTS - GENERAL FUND	\$ 639,439	\$ 32,425	5.1%	\$ 47,011	7.4%	\$ 17,228	2.7%	\$ 96,665	15.1%
01-8000 Contingency & Unapp Bal - General Fund									
01-8001 Contingency - General Fund	\$ 100,000		0.0%		0.0%		0.0%	\$ 100,000	100%
01-8100 USDA Loan Required Reserve	\$ 6,923		0.0%		0.0%		0.0%	\$ 6,923	100%
01-8500 Unappropriated Bal - General F	\$ 151,205		0.0%		0.0%		0.0%	\$ 151,205	100%
Total 01-8000 Contingency & Unapp Bal - General Fund	\$ 258,128	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ 258,128	100%
Total Requirements General Fund	\$ 897,567	\$ 32,425	3.6%	\$ 47,011	5.2%	\$ 17,228	1.9%	\$ 354,793	39.5%

	Jul 2024		Aug 2024		Sep 2024		Total		
Budget	Actual	%	Actual	%	Actual	%	Actual	%	
02-4000 RESOURCES - CAPITAL FUND									
02-4001 Beginning Bal - Capital Fund	\$ 200,382						\$ 200,382	100.0%	
Total 02-4000 RESOURCES - CAPITAL FUND	\$ 200,382	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	100.0%	
02-4100 REVENUE - Capital Fund									
02-4200 SDC Revenue	\$ 20,092		0.0%		0.0%		\$ -	0.0%	
02-4800 Grant Revenue - Capital Fund	\$ 297,000		0.0%		0.0%		\$ -	0.0%	
Total 02-4100 REVENUE - Capital Fund	\$ 317,092	\$ -	0.0%	\$ -	0.0%	\$ -	\$ -	0.0%	
02-6000 REQUIREMENTS - CAPITAL FUND									
02-7000 Capital Outlay - Capital Fund									
02-7100 Webb Lift Station	\$ 347,000	\$ 20,509	5.9%	\$ 11,502	3.3%	\$ 1,820	0.5%	\$ 33,831	9.7%
Total 02-7000 Capital Outlay - Capital Fund	\$ 347,000	\$ 20,509	5.9%	\$ 11,502	3.3%	\$ 1,820	0.5%	\$ 33,831	9.7%
Total 02-6000 REQUIREMENTS - CAPITAL FUND	\$ 347,000	\$ 20,509	5.9%	\$ 11,502	3.3%	\$ 1,820	0.5%	\$ 33,831	9.7%
02-8000 Contingency & Unapp Bal - Capital Fund									
02-8001 Contingency - Capital Fund	\$ 150,000		0.0%		0.0%		\$ -	0.0%	
02-8500 Unappropriated Bal - Capital	\$ 20,474		0.0%		0.0%		\$ -	0.0%	
Total 02-8000 Contingency & Unapp Bal - Capital Fund	\$ 170,474	\$ -	0.0%	\$ -	0.0%	\$ -	\$ -	0.0%	
Total Requirements Capital Fund	\$ 517,474	\$ 20,509	4.0%	\$ 11,502	2.2%	\$ 1,820	0.4%	\$ 33,831	6.5%

	Jul 2024		Aug 2024		Sep 2024		Total		
Budget	Actual	%	Actual	%	Actual	%	Actual	%	
03-4000 RESOURCES - GO BOND DEBT FUND									
03-4001 Beginning Bal - Go Bond Debt Fund	\$ 11,207						\$ 11,207	100.0%	
03-4750 LGIP - Additions - SD Go Bond		\$ 1,201			\$ 6,788		\$ 7,989		
Total 03-4000 RESOURCES - GO BOND DEBT FUND	\$ 11,207	\$ 1,201	10.7%	\$ -	0.0%	\$ 6,788	60.6%	\$ 7,989	71.3%
03-4100 REVENUE - GO BOND DEBT FUND									
03-4200 Bond Proceeds	\$ 144,600		0.0%		0.0%		\$ -	0.0%	
Total Resources	\$ 155,807	\$ 1,201	0.8%	\$ -	0.0%	\$ 6,788	4.4%	\$ 7,989	5.1%
03-6000 REQUIREMENT - GO BOND DEBT FUND									
03-7500 Debt Service - SD Go Bond Debt									
03-7510 USDA Plant Upgrade - Principle	\$ 77,058		0.0%		0.0%		\$ -	0.0%	
03-7511 USDA Plant Upgrade - Interest	\$ 67,542		0.0%		0.0%		\$ -	0.0%	
Total 03-7500 Debt Service - SD Go Bond Debt	\$ 144,600	\$ -	0.0%	\$ -	0.0%	\$ -	\$ -	0.0%	
Total 03-6000 REQUIREMENT - GO BOND DEBT FUND	\$ 144,600	\$ -	0.0%	\$ -	0.0%	\$ -	\$ -	0.0%	
03-8000 Contingency & Unapp Bal - GO BOND Debt Fund									
03-8500 Unappropriated Balance GO	\$ 11,207		0.0%		0.0%		\$ -	0.0%	
Total 03-8000 Contingency & Unapp Bal - GO BOND Debt Fund	\$ 11,207	\$ -	0.0%	\$ -	0.0%	\$ -	\$ -	0.0%	
Total Requirements GO BOND	\$ 155,807	\$ 1,201	0.8%	\$ -	0.0%	\$19,048	12.2%	\$ 7,989	5.1%

AC Sanitary District
Check Detail
September 2024

Date	Type	Num	Name	Amount
09/09/2024	Check	9240	Curran McLeod	(1,819.50)
09/10/2024	Check	9241	Pacific Power	(3,411.12)
09/10/2024	Check	9242	Recology Western Oregon	(60.85)
09/10/2024	Check	9243	Oregon Secretary of State	(200.00)
09/10/2024	Check	9244	City of Cannon Beach	(343.75)
09/12/2024	Expense	EFT	Seaside Auto	(64.45)
09/13/2024	Expense	EFT	Safeway	(23.91)
09/13/2024	Expense	EFT	Tillamook County Public Works	(29.23)
09/14/2024	Expense	EFT	Applied Industries	(77.00)
09/18/2024	Expense	EFT	Amazon.com	(14.99)
09/19/2024	Check	9245	VAG USA	(124.91)
09/21/2024	Expense	EFT	Microsoft	(8.25)
09/23/2024	Expense	EFT	Google Domains	(1.99)
09/26/2024	Check	9246	Accuity, LLC	(5,000.00)
09/26/2024	Expense	EFT	QuickBooks Payments	(99.00)
09/29/2024	Expense	EFT	Amazon.com	(13.99)
09/30/2024	Expense	EFT	Spectrum Business	(259.96)
09/30/2024	Expense	EFT	1st Security Bank	(10.00)

Arch Cape Domestic Water Supply 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 Domestic Water Supply District [ACDWSD] for submitting inquiries and disputes of ACDWSD invoice bills. Customer accounts are billed according to ACDWSD billing policy. It is the intent of the ACDWSD 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 ACDWSD invoice bills shall follow the process as set forth herein.

Appeal Process:

1. Customers shall first address all billing inquiries in writing to the ACDWSD Manager, according to established ACDWSD policy; said inquiries and/or disputes must be made within 60 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 ACDWSD.
3. If the issue cannot be resolved with the ACDWSD Manager, customers may submit a formal written appeal to the Board of Commissioners [BOC] of the ACDWSD for further review.
4. Upon written request, a customer shall be provided with an ACDWSD Appeal Request Form and a copy of the ACDWSD'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 ACDWSD Manager within 30 calendar days of written notice from the ACDWSD 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 ACDWSD 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 its 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.

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 ACDWSD 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 #16-06	Initial Policy Adopted	Unknown
July 18, 2024	Policy #16-06	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:

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

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

Basis of appeal: _____ Water District Water Leak Policy #23-09 WD

_____ Sanitary District Water-Leak Policy #24-07 WD

_____ 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:* _____

Policy Guidelines for Water Leaks and Extraordinary Usage - Topic Description October 17, 2024

Action / Information: Action

Synopsis

Several appeals have been submitted by ratepayers regarding their billings for water use. One of these appeals relate to water consumption from a leak and the other appeals pertain to water consumption not related to a leak.

A review of the District’s policies show that policy guidelines are pretty clear about how appeals related to water consumption due to leaks should be addressed, though there is room for improvement. However, there are no instructive guidelines for how to address appeals related to water consumption not due to leaks.

Before appeals for water usage not due to a leak can be considered, policy guidelines need to be adopted by the Board so that usage can be appropriately billed and all pending and future appeals can be addressed in a standard way.

Background

Currently the District only has a single policy related to appeals of the billing of water usage, which is the Water Leak Policy. The primary and substantive intent of that policy is to address the situation where water consumption is due to a leak. However, in the policy there is reference to accidental consumption.

“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 ACWSD, it shall be the policy of the ACDWSD to bill the subject excess water consumption at the cost of producing potable water for the ACDWSD District, and not at excess water usage rates.”

That single statement does not provide sufficient instruction for the District Staff or Board in two regards:

- 1) There are no standard guidelines for what type(s) of “evidence” should be considered acceptable.
- 2) More significantly, there are no standard guidelines for how to define what constitutes “excess” water consumption and how to differentiate excess water consumption from any previously established water usage so that any billing adjustment addresses only the “excess” water consumption and not the entire bill.

Furthermore, in considering the Water Leak Policy and comparing it to policies from surrounding areas, there is an extremely lenient timeframe for homeowners to fix a leak after notification.

Recommendations

- 1) Regarding the Water Leak Policy: Adopt the attached updated policy that:
 - Clarifies the definition of a leak
 - Indicates that guidelines for addressing appeals that are not related to a leak will be documented in a separate policy
 - Changes the homeowner's timeline for fixing a leak once notified of it
 - Use a more representative timeframe for billing usage
- 2) Regarding an Extraordinary Water Usage Policy: Adopt a new Extraordinary Water Use Policy that provides guidelines for how to address appeals that are not related to a leak.
- 3) Instruct District Staff to address use these new polices to rebill any accounts that have been appealed for extraordinary water consumption that were not due to a leak.
- 4) Confirm that it is and will continue to be the policy of the Board to hear billing appeals from ratepayers even after District policies have been applied.

As indicated in both policies – The District retains the ability to review all excessive billing matters and apply relief in manners they see appropriate due to unforeseen circumstances outside the policy as stated therein.

Attachments: Recommended updates to the Water Leak Policy #23-09 WD, Recommended Extraordinary Water Usage Policy #2024-1017 WD.

Motion

- Adopt the updated Water Leak Policy #23-09 WD
- Adopt the Extraordinary Water Usage Policy #2024-1017 WD.

Arch Cape Domestic Water Supply District
Water Leak Policy
Policy #23-09 WD

WHEREAS, the Arch cape Domestic Water Supply District [ACDWSD] is a water conservation district, and

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

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

WHEREAS, it is not the intention of the ACDWSD to create a financial hardship on homeowners by assessing the **standard, authorized** excess usage fees for water consumed due to a leak beyond the control of the homeowner, **if that leak is promptly corrected by the homeowner after notification by the District.**

NOW THEREFORE, IT IS HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF THE ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT,

THAT the term "dwelling plumbing system" as used herein is defined as the plumbing system from the ACDWSD 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 **where the water meter continues to turn when all plumbing fixtures (e.g., toilets, sprinkler heads, etc.) are turned off**, 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", "oversight" "poor maintenance", such as but not limited to situations such as leaving running a hose, faucet, **sprinkler setting**, etc. In the event of **extraordinary** water consumption related to an accident, **oversight or poor maintenance** by the homeowner resulting in **extraordinary** 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 the Extraordinary Water Use Policy #2024-1017 WD will apply.**

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 ACDWSD,

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 ACDWSD, of any leaks,

THAT, homeowners may request District Staff to turn off their water at the meter until the homeowner can have the leak prepared,

THAT District Staff will make the determination as to whether the leak is severe enough to turn off water, there may be situations, in addition to request by homeowner, under which District Staff turns off the water to the property at the meter until the leak is repaired.

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

THAT irrigation systems shall be physically shut off from November 1 through April 30 of the next year and that no relief for irrigation leaks shall be granted for leaks occurring during that period,

THAT, in the event of a leak resulting in excess water use charges, it shall be the policy of the ACDWSD 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 40 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 ACDWSD, the monthly water consumption resulting from the leak will be billed at the monthly average of the homeowner's usage costs for the same time period of the leak in the previous year. over the 3-month period before the leak was determined to have started by ACDWSD.
- If the repairs were completed *after 30 days of notification but 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 ACDWSD, all monthly excess water consumption resulting from the leak will be billed at the cost of producing potable water the monthly water consumption will be billed as follows:
- If the repairs were completed *more than 40 60 days of AFTER notification* of the homeowner of the leak, where notification was either via receipt of the water bill or other direct communication from ACDWSD, 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 where the submitted request for relief demonstrated evidence of the oversight is accepted by ACWSD, it shall be the policy of the ACDWSD to bill the subject excess water consumption as at the cost of producing potable water for the ACDWSD District, and not at excess water usage rates.

THAT ACDWSD 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 ACDWSD Water Leak Policy shall supersedes the ACDWSD Policies #14-00, #17-01 and #17-02 WD adopted February 17, 2017.

x W.E. Campbell III
 William E. Campbell III, Chair

Date	Policy	Action	Signatory
December 13, 2013	Policy #13-03 WD	Initial Policy Adopted	Unknown
February 17, 2017	Policy #17-02 WD	Supersedes Policy #13-03 WD	Unknown
September 21, 2023	Policy #23-09 WD	Supersedes Policy #17-02 WD	W.E. Campbell, III
July 18, 2024	Policy #23-09 WD	Updated current policy and Supersedes Policies #14-00 WD (Rick Gardner) & #17-01 WD (Unknown)	W.E. Campbell, III
TDB	Policy #23-09 WD	Updated current policy	W.E. Campbell, III

**Arch Cape Water Supply District
Extraordinary Water Usage Policy
Policy #2024-1017 WD**

Objective

This policy is to be used when a ratepayer is appealing the cost of extraordinary water usage (very unusual or remarkable) for a given month due to an “accident”, an “oversite” or “poor maintenance”.

The maximum amount subject to an appeal is 40,000 gallons in a month (the 5,000 base usage plus 35,000 excess usage). As a water conservation district, this maximum cap protects the District against undue water consumption.

This policy applies to those situations when a rate payer discovers that, for a given month, their actual water usage significantly exceeded any of their previously established water usage levels AND that the extraordinary usage level WAS NOT the result of a leak, as determined by the District Manager (addressed in the Water Leak Policy). An extraordinary usage level could have any number of causes, including but not be limited to water accidentally left running during an absence from the property, faulty washing machine or dishwasher left unattended, sprinkler system settings, etc.

It is not the intention of the District to create a financial hardship on homeowners by assessing the standard, authorized excess usage fees for reasonable water consumption that is over and above previously established usage due to an accident or oversight of the homeowner.

Policy

If the extraordinary usage was related to an accident, oversight or poor maintenance related to an irrigation system (as defined in the Water Leak Policy) that was not shut off from November 1 through April 30, no relief shall be granted for usage occurring during that period.

Otherwise, the objective of this policy is to separate the actual monthly usage into a previously established usage component that will be charged according to the established rate/fee structure and an extra-ordinary usage component that will be charged at a significantly discounted rate.

1. The ratepayer will submit a completed Billing Appeal Request Form (Policy 16-06 WD) and provide specific information about the cause of the extraordinary usage and the steps that have been taken to ensure it doesn't happen again.
2. The District will determine any ‘Over-Cap Usage’, ‘Previously Established Usage’ and the ‘Extraordinary Usage’ amounts for the month as described below.

Over-Cap Usage: The ‘Over-Cap Usage’ will be the amount of actual usage for the month that is over the 40,000 gallons maximum.

Previously Established Usage: Based upon historical meter readings, District staff will identify the highest actual non-leak usage month volume in the past three years and will add a 5% surcharge. The intent of this surcharge is to provide for reasonable growth in usage and/or to discourage appeals of relatively small increases in usage. The ‘Previously Established Usage’ will be EITHER 5,000 gallons (the smallest billable usage volume) OR the billed highest actual non-leak usage month volume in the past three years plus the 5% surcharge, whichever is HIGHER.

Extraordinary Usage: The ‘Extraordinary Usage’ will be determined by subtracting the ‘Over-Cap Usage’ along with the ‘Previously Established Usage’ from the Actual Water Usage for the month being appealed.

3. The ‘Over-Cap Usage’ will be added to the ‘Previously Established Usage’ and charged according to the rates and excess usage fees in effect for the actual month of usage being appealed.
4. The ‘Extraordinary Water Usage’ will be charged at the District’s current per gallon base rate (e.g., \$67.63 / 5,000 gallons = \$.0127)
5. The Actual Water Usage for the month will remain on the patient’s account for future reference.
6. The District retains the ability to review all excessive billing matters resulting from accidents and oversights and apply relief in manners they see appropriate due to unforeseen circumstances outside the policy as stated herein.

Example A: (Under 40,000 gallons in a month)

Description	Volume in Gallons	Charges
Actual Water Usage during month being appealed	15,000	\$ 421.90
Over-Cap Usage (Cap is 40,000 gallons)	0	
Highest Month Usage over the past 3 years	8,000	
5% Surcharge	400	
Previously Established Usage	8,400	
‘Over-Cap Usage’ + ‘Previously Established Usage’	8,400	\$ 23.56
Extraordinary Water Usage	6,600	\$ 83.82
Total Adjusted Billing	15,000	\$ 107.38
Bill Reduction		\$ 314.52

Example B: (Over 40,000 gallons in a month)

Description	Volume in Gallons	Charges
Actual Water Usage during month being appealed	45,000	\$ 9,106.90
Over-Cap Usage (Cap is 40,000 gallons)	5,000	
Highest Month Usage over the past 3 years	23,000	
5% Surcharge	1,150	
Previously Established Usage	24,150	
'Over-Cap Usage' + 'Previously Established Usage'	29,150	\$ 3,757.53
Extraordinary Water Usage	15,850	\$ 201.30
Total Adjusted Billing	45,000	\$ 3,958.83
Bill Reduction		\$ 5,148.08

William E. Campbell III, Chair

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

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

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:

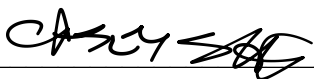
- If the repairs were completed ***within 30 days of notification*** of the homeowner of the leak, where notification was either via receipt of the water bill or other direct communication from ACSD, all monthly water consumption resulting from the leak will be billed at the monthly average of the homeowner's 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.



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 18, 2024	Policy #24-07 SD	Supersedes Policies #17-01 SD & #17-02 SD	Casey Short



Electronic Billing Appeal Form

Today's Date:	10.08.24
Account Number:	1055
Name on Account:	Jason Geis
Property Account Address:	80486 Carnahan Road, Arch Cape, OR 97102
Contact Person Phone:	4157226420
Contact Person Email:	jason@cloudwerx.tech
Where was leak - Select one:	Separate Irrigation System
Date Leak Discovered / Loss Noticed:	07.03.24
Date Leak / Loss Repair:	07.05.24
Describe the water loss:	Due to new construction the irrigation system was actively watering the lawn in order to properly seed and grow the grass.
Describe the repairs to your system:	Scaled back the water timing to reduce usage
Name of person or entity discovering leak:	Arch Cape Water Master
Name of person of entity repairing leak:	Home Owner
Basis of appeal - Select as many as appropriate:	Sanitary District Water Leak Policy #24-07 WD

Amount being appealed to Water: \$:	
Date(s) of charges for Water:	06.03.2024 - 07.03.2024
Amount being appealed to Sanitary: \$:	3500
Date(s) of Charges for Sanitary:	06.03.2024 - 07.03.2024
Comment - further explanation:	<p>We are requesting that the sewer charges be reduced due to the water being outside usage and not sewer related but rather water used for the irrigation of the new lawn. Mike Henningsen and I discussed this situation as well and he shared that he followed up and found that the water master who checks on high usage meter readings remembered visiting with you on July 3rd, confirmed your excess water usage was for irrigation and suggested you'd likely receive a discount on the sewer portion of your bill. You probably haven't received this bill, yet, as it comes from Arch Cape Sanitary District. Thank you!</p>

ARCH CAPE SANITARY DISTRICT
32065 E SHINGLE MILL LANE
ARCH CAPE, OR 97102
800-853-8802 ext. 800

**PLEASE REMIT THIS STUB
WITH PAYMENT**

Remember - You can now view and pay your bills online at www.ub-pay.com The Municipal Code is ArchCapeORSewer

JASON GEIS
1524 SANTA INEZ DR.
SAN JOSE, CA 95125-5328

DUE DATE	ACCT NUMBER
11/10/2024	1055
BY DUE DATE	AFTER DUE DATE
\$5,725.18	\$5,730.18

AMOUNT DUE

SERVICE ADDRESS

80486 CARNAHAN RD Residential

KEEP THIS PORTION FOR YOUR RECORDS

ARCH CAPE SANITARY DISTRICT 32065 E SHINGLE MILL LANE
800-853-8802 ext. 800 ARCH CAPE, OR 97102

ACCOUNT NUMBER		BILLING DATE
1055		09/10/2024
CURRENT	PREVIOUS	USAGE
83486	74458	9028 gal
FROM	TO	DAYS
08/01/2024	08/30/2024	29

SERVICE ADDRESS	DUE DATE
80486 CARNAHAN RD	11/10/2024
DESCRIPTION	AMOUNT DUE
Prior Balance	5,352.58
Payment(s)	-0.00
Sewer	84.60
Quarterly Debt Surcharge	27.00
Quarterly Base Rate	261.00
Total:	5,725.18

See our website for a billing appeal if you feel you qualify - archcapewater.org See adjusted Tier Rates

AMOUNT DUE

BY DUE DATE	AFTER DUE DATE
\$5,725.18	\$5,730.18

Account: 1055
JASON GEIS
1524 SANTA INEZ DR.
SAN JOSE, CA 95125-5328

1055 GEIS JASON
June: 51377 34965
July: 74458 23081
August: 83486 9028

Acct: 1055
 GEIS, JASON NORMAL 80486 CARNAHAN RD
 DATE: 09/06/2024 AUTHOR: ACORSPC1

... SANITARY DISTRICT

Date	Description	Amount	Tax	Total	Balance
09/10/2023	Sewer	\$0.00	\$0.00	\$0.00	\$806.21
09/10/2023	Quarterly Debt Surcharge	\$27.00	\$0.00	\$27.00	\$833.21
09/10/2023	Quarterly Base rate	\$250.00	\$0.00	\$250.00	\$1,083.21
09/27/2023	Payment	\$-1,083.2		\$-1,083.2	\$0.00
09/30/2023	Sewer	\$0.00	\$0.00	\$0.00	\$0.00
11/01/2023	Sewer	\$0.00	\$0.00	\$0.00	\$0.00
12/10/2023	Quarterly Debt Surcharge	\$0.00	\$0.00	\$0.00	\$0.00
12/10/2023	Quarterly Base rate	\$27.00	\$0.00	\$27.00	\$27.00
01/02/2024	Sewer	\$250.00	\$0.00	\$250.00	\$277.00
02/02/2024	Sewer	\$0.00	\$0.00	\$0.00	\$277.00
03/10/2024	Sewer	\$0.00	\$0.00	\$0.00	\$277.00
03/10/2024	Quarterly Base rate	\$250.00	\$0.00	\$250.00	\$527.00
03/10/2024	Quarterly Debt Surcharge	\$27.00	\$0.00	\$27.00	\$554.00
04/01/2024	Sewer	\$0.00	\$0.00	\$0.00	\$554.00
05/01/2024	Sewer	\$0.00	\$0.00	\$0.00	\$554.00
05/31/2024	Late Fee	\$5.00	\$0.00	\$5.00	\$559.00
06/01/2024	Sewer	\$0.00	\$0.00	\$0.00	\$559.00
06/01/2024	Quarterly Debt Surcharge	\$27.00	\$0.00	\$27.00	\$586.00
06/01/2024	Quarterly Base rate	\$261.00	\$0.00	\$261.00	\$847.00
07/01/2024	Sewer	\$2,523.50	\$0.00	\$2,523.50	\$3,370.50
08/01/2024	Sewer	\$1,982.08	\$0.00	\$1,982.08	\$5,352.58
09/05/2024	Adjustment	\$-69.39	\$0.00	\$-69.39	\$5,283.19
09/05/2024	Adjustment	\$-270.00	\$0.00	\$-270.00	\$5,013.19
09/10/2024	Sewer	\$84.60	\$0.00	\$84.60	\$5,097.79
09/10/2024	Quarterly Debt Surcharge	\$27.00	\$0.00	\$27.00	\$5,124.79
09/10/2024	Quarterly Base rate	\$261.00	\$0.00	\$261.00	\$5,385.79
	Totals:	\$5,385.79	\$0.00	\$5,385.79	\$5,385.79

SUMMARY

PAYMENTS	-\$2,160.2	\$0.00	\$2,160.21
ADJUSTMENT	-\$68.39	\$0.00	-\$68.39
CONV BALANCE	\$0.00	\$0.00	\$0.00
CONV LATE FEE	\$0.00	\$0.00	\$0.00
CONV SEWER	\$0.00	\$0.00	\$0.00
CONV WATER	\$0.00	\$0.00	\$0.00
LATE FEE	\$5.00	\$0.00	\$5.00
QUARTERLY BASE RATE	\$2,697.00	\$0.00	\$2,697.00
QUARTERLY DEBT SURCHARGE	\$321.00	\$0.00	\$321.00
SEWER	\$4,591.39	\$0.00	\$4,591.39



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 09-20-2024 Account Number 1570
 Name on account Mary Shaver
 Property Account Address: 80116 Pacific Rd

If different: Your Name _____ Address _____

Contact Info (phone/email) 503-381-9693

Date leak discovered / loss noticed	Date leak / loss repaired
<i>and almost had a stroke</i> <i>When I received my Bill</i>	
<i>Describe the water loss</i> <i>Do not understand the Sewer/Water usage ????</i> <i>House isn't a rental & I don't even turn irrigation on.</i>	<i>Describe the repairs to your system</i> <i>having lockboxes made for hose bibs + turn off valve for</i> <i>I wasn't here that weekend ???</i>
<i>Name of person or entity discovering leak</i> <i>Just Matt checking usage and sending the bills</i>	<i>Name of person or entity repairing leak</i>

outside wash off station

Amount being appealed:

Water: \$ 1,961.62

Sanitary: \$ 1,976.14

Date(s) of charges being appealed: _____

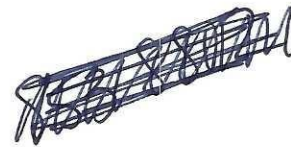
Date(s) of charges being appealed: _____

please see graph

Basis of appeal: _____ Water District Water Leak Policy #23-09 WD

_____ Sanitary District Water-Leak Policy #24-07 WD

_____ 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/>

Heusser's Plumbing

8125 Bewley Creek Rd
Tillamook OR 97141
503-812-5420

CUSTOMER ORDER NO.

DATE

NAME Mary S Haver

9-20-24

ADDRESS

80116 Pacific Rd Arch Cape, O

PURPOSE OF PAYMENT RENT DEPOSIT GOODS

PAYMENT METHOD

- CREDIT CARD
- CHECK
- MONEY ORDER
- CASH

AMOUNT DUE
THIS PAYMENT
BALANCE DUE

SOLD BY

CASH

G.O.D.

CHARGE

ON ACCOUNT

DESCRIPTION

PRICE

AMOUNT

Check out Possible
Leak Due to average

No - Leak has been
Found in plumbing system
and water meter is
solid with no usage.

invoice to come in email

A. Haver
Saw Heusser owner

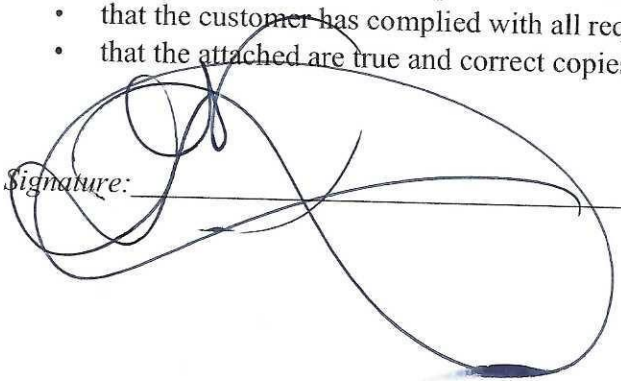
(503) 812-5420

TOTAL

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: _____

A large, stylized handwritten signature in black ink, written over the signature line.

Date: _____

09.20.2024

MARY SHAVER, 80116 PACIFIC

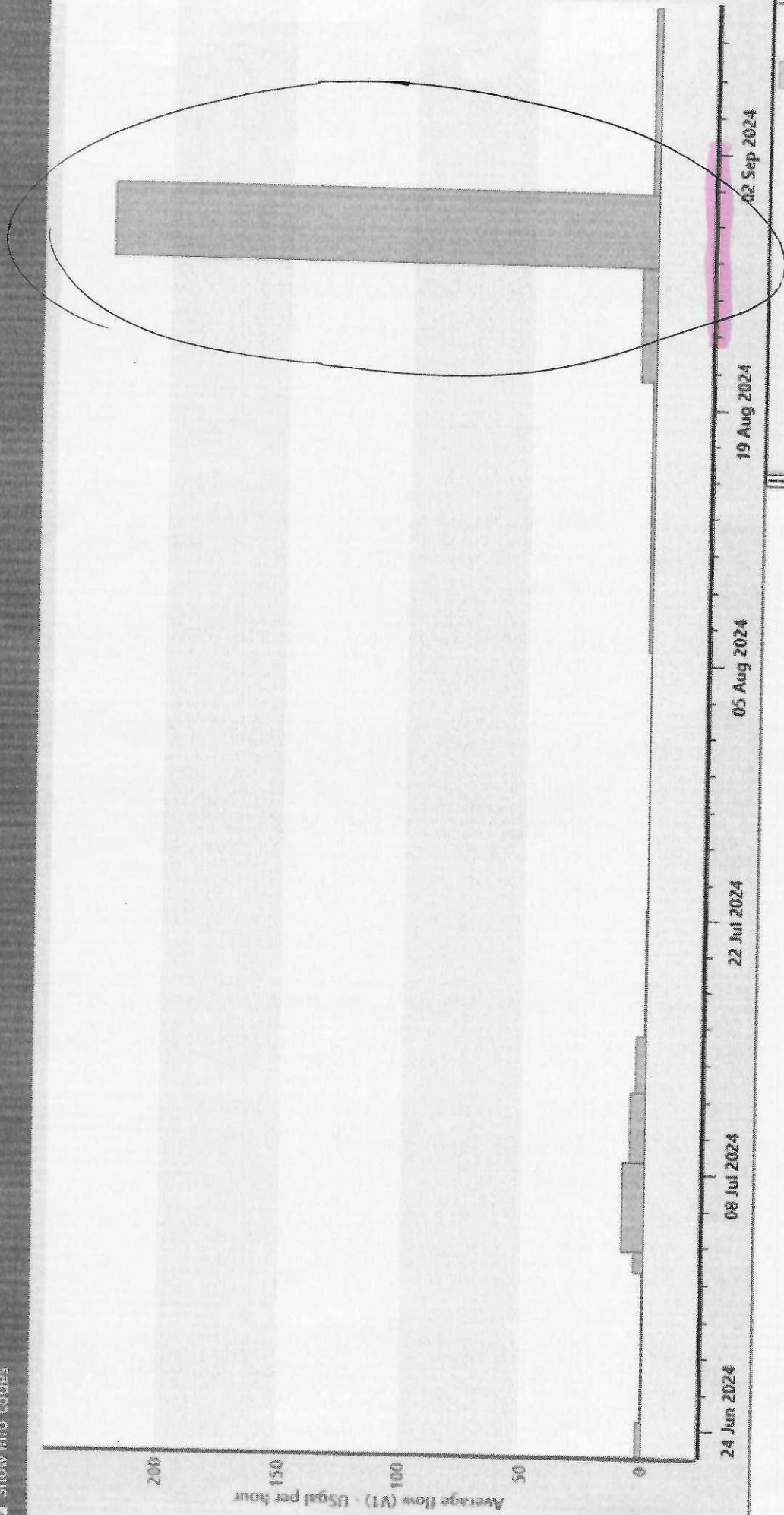
Readings Visualization Log data

Values: Average flow (V1) Start date: 7/1/2024 End date: 9/9/2024

Period: Custom

A change to/from daylight saving time present in this view

Show info codes



031

Reading time	Average flow (V1) - USgal per hour
9/9/2024 5:08:07 PM	2.340
8/30/2024 4:45:05 PM	223.373
8/26/2024 3:07:22 PM	5.883
8/20/2024 10:59:17 AM	0.931
8/12/2024 4:49:14 PM	1.154
8/5/2024 4:10:12 PM	0.012
8/1/2024 4:47:38 PM	0.026
7/29/2024 9:49:29 AM	0.010
7/22/2024 1:55:14 PM	0.327
7/15/2024 12:21:43 PM	3.644
7/12/2024 11:41:46 AM	6.177
7/8/2024 4:47:15 PM	9.050
7/3/2024 5:51:40 PM	4.030
7/2/2024 2:48:49 PM	0.425
6/24/2024 10:47:06 AM	2.122
6/17/2024 11:06:02 AM	0
6/10/2024 11:29:12 AM	0.014
5/31/2024 12:55:58 PM	2.352
5/20/2024 1:11:16 PM	0.710
5/14/2024 10:50:09 AM	0.638
5/6/2024 4:43:49 PM	0.037
5/1/2024 5:26:29 PM	0.770
4/23/2024 10:18:29 AM	0.300
4/15/2024 10:58:48 AM	0
4/9/2024 9:41:03 AM	0.000
4/1/2024 10:48:20 AM	3.905
3/25/2024 10:20:16 AM	0.026
3/18/2024 10:08:06 AM	0.391

ARCH CAPE SANITARY DISTRICT
RESOLUTION 2024 #10-01SD

A RESOLUTION APPOINTING MATTHEW GARDNER THE REGISTERED AGENT FOR ARCH CAPE SANITARY DISTRICT

WHEREAS The Arch Cape Sanitary 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 Sanitary 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 Sanitary District Board of Directors on October 17, 2024.

Attest:

Casey Short, Board President

Teri Fladstol

PROJECT UPDATE

Active Projects:

Green: Completed this month. **Yellow:** Work has occurred this month. **No Color:** No work undertaken this month

Project	Objective	Status – October 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>All electrical computer components have been installed and are operational. The plant is being run on the new systems and secured with the new firewall.</p> <p>The last remaining step is to implement: a) Broadcasting of alarms from the water plant and b) Remote access to the water plant from the Sanitary plant and from mobile devices of staff. We are waiting on our Systems Integration vendor for help with this final step.</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>Construction of the lift station is ahead of schedule.</p> <p>Snapshots of the progress can be viewed 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>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	<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>Review of existing electronic files is still underway for ordinances, resolutions, contracts, etc.</p> <p>The next step will be to create and implement a file</p>

Project	Objective	Status – October 2024
		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.
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	The last step is to define Management Reports.
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	COMPLETED
7. Inspect Water Lines for Lead	Federal mandate to inspect all lines that distribute water to meters to determine whether those lines contain lead	COMPLETED
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 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.	All fans are operational and have been wired into an automated control process. 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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