

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

Thursday November 21, 2024. 6:00 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. Public Comments | Bill |
| III. Conflict of Interest Declarations | Bill |
| IV. Agenda Approval (Action) | Bill |
| V. Approve October 17th Minutes (Action) – Pg. 2 | Bill |
| VI. Financial & Administrative Reporting | |
| A. Accept Budget vs Actual Report - Pg. 3-5 | Bill |
| B. Accept Payment of Accounts - Pg. 6-7 | Bill |
| C. Accept Correspondence Requiring No Action | Bill |
| D. Treasurer’s Report | Sam |
| VII. Approve Updates to Extraordinary Water Usage Policy (Action) – Pg. 9-11 | Bill |
| Motion: Approve updates to Extraordinary Water Usage Policy #2024-1017 WD to clarify that the policy only applies to excess usage amounts. | |
| VIII. Procurement for Interim District Administrator (Action) – Pg. 12-17 | Bill |
| Motion: Authorize Board Chair to work with Sanitary Board Chair to develop and post a Request for Proposal for a 2-year Contract for an Interim District Administrator | |
| IX. Asbury Creek Intake Replacement Project (Information) – Pg. 18-20 | Bill |
| XI. Forest-Watershed | |
| A. ODF Approves Multi-Resource Management Plan (Information) - Pg. 21 | Bill |
| B. Cell Tower in Forest-Watershed (Information) - Pg. 21 | Bill |
| C. Road Decommissioning Progress Update (Information) - Pg. 21-22 | Bill |
| D. Updates to Public Access & Recreation Policy (Action) – Pg 23-25 | Bill |
| Motion: Adopt updates to Public Access & Recreation Policy | |
| E. Public Access Signage (Action) - Pg. 23 & 26 | Tevis |
| Motion: Authorize Tevis Dooley to have public access signs made and post them on the access gates to the Forest-Watershed | |
| X. Correspondence for Action (Action) – Pg. 27-28 | Bill |

XII. Reports	
A. Staff Report	Matt
B. Project Updates - Pg. 29-31	Bill
C. Board Members' Comments and Reports	All
XIII. December Meeting (cancelled)	Bill
XIV. Public Comments	Bill
XV. Adjournment	

**ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT
BOARD OF COMMISONERS MEETING
Thursday, October 17, 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.

I. Call to Order at 6:00 pm Roll call: Chris Mastrandrea, Bob Cerelli, Sam Garrison, Tevis Dooley, Bill Campbell, Public: Darr Tindall, Joe Sherman, Judy & Peter Cooper, Katharine Cooper, Matt Gardner, Staff and Teri Fladstol, Admin.

II. Public Comments

III. Conflict of Interest Declarations – None

IV. Motion to approve agenda with addition of items IV & XI by Bob Cerelli, Second by Tevis Dooley, motion carried.

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

VI. Financial & Administrative Reporting – no questions. Sam Garrison gave report on reconciliation of accounts.

VII. Alarm monitoring system for plant (see Board packet for contract with Industrial Systems), motion by Chris Mastrandrea to authorize Matt to execute a not-to-exceed \$6,000 contract with Industrial System to integrate Alarm Monitoring into the Water Plant SCADA system; Second by Tevis Dooley; motion carried.

VIII. November Ballot Measure Levy – information for voters about the levy for a District Administrator.

IX. New Policy Guidelines for Leaks & Extraordinary Water Usage. Clarification that tonight's objective is to get a policy in place and direct staff to rebill based on that policy. Then, if clients want to appeal, they can do so after staff implements the re-billing process. Motion to update Water Leak Policy #23-09WD made by Chris Mastrandrea, Second by Tevis Dooley, motion carried. Motion to adopt the Extraordinary Water Usage Policy #24-1017WD made by Chris Mastrandrea, Second by Tevis Dooley, motion carried. Staff are to use this policy for billing and then ratepayers are welcome to appeal from that point.

X. Survey Results of Cell Tower in Forest-Watershed - Awaiting confirmation from ODF that the Forest Legacy Program allows cell tower in the forest before the Board moves forward with considering the topic. If a cell tower is allowed by ODF, Board members will be asked to identify the specific questions that need to be answered in order for them to make a decision.

XI. Letter of support for NCLC Grant proposal. Discussion by Board with some edits; Motion by Bob Cerelli to authorize Chair to incorporate Board member edits, sign and send before October 25 deadline; Second by Sam Garrison; Motion Carried.

XII. Reports:

Staff Report: None at this time.

Project Updates:

Board Reports: Bob update about ventilation system at the Water Plant to draw out chlorine from the floor; Tevis asked for feedback on sign information he handed out regarding wording, size of sign, etc.; Sam would like to continue to research/discuss water sales;

November Agenda: Appeals, Cell Tower Update,

Public Comments: None

Motion made by Bob Cerelli to adjourn, second by Chris Mastrandrea, meeting adjourned at 7:06 pm.

Respectfully submitted,

Attest:

Teri Fladstol, Secretary

W.E. Campbell, A.A.

Teri Fladstol, Secretary

Bill Campbell, Chair

AC Domestic Water Supply District
 Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L Classes
 July 2024 - June 2025

	FY 2024-25		Jul 2024		Aug 2024		Sep 2024		Oct 2024		Year to Date	
	Budget		Actual	%	Actual	%	Actual	%	Actual	%	Actual	%
01-4000 RESOURCES - GENERAL FUND												
01-4001 Beginning Balance - General Fun	\$ 68,513		\$ -		\$ -		\$ -		\$ -		\$ 68,513	
01-4100 REVENUE												
01-4201 User Fees	\$ 214,944		\$25,380	11.8%	\$ 2,652	1.2%	\$ 21,078	9.8%	31,864	14.8%	\$ 80,974	37.7%
01-4202 Debt Service	\$ 20,808		\$ 2,506	12.0%	\$ 170	0.8%	\$ 2,006	9.6%	2,254	10.8%	\$ 6,936	33.3%
01-4204 Overage/Excess Usage	\$ 45,001		\$ 989	2.2%	\$ 6	0.0%	\$ 6,198	13.8%	4,130	9.2%	\$ 11,324	25.2%
01-4300 Interest Income - General Fund	\$ 5,000			0.0%		0.0%	\$ 2,807	56.1%		0.0%	\$ 2,807	56.1%
01-4350 IGA Income (Sanitary District)	\$ 195,937		\$13,541	6.9%	\$ 29,732	15.2%		0.0%	11,055	5.6%	\$ 54,328	27.7%
01-4400 Cannon View Park Services	\$ 1,313			0.0%		0.0%	\$ 1,313	100.0%		0.0%	\$ 1,313	100.0%
01-4501 Meter Hook-Up Fee	\$ 2,400			0.0%		0.0%		0.0%		0.0%	\$ -	0.0%
01-4700 Miscellaneous Income	\$ 100			0.0%		0.0%		0.0%		0.0%	\$ -	0.0%
01-4800 Grant Revenue									13,968	0.0%	\$ 13,968	
Total 01-4100 REVENUE	\$ 485,503		\$42,416	8.7%	\$ 32,560	6.7%	\$ 33,402	6.9%	\$ 63,271	13.0%	\$ 171,651	35.4%
02-4000 RESOURCES - CAPITAL FUND												
02-4002 Undesignated Balance - Ca	\$ 41,450			0.0%		0.0%		0.0%		0.0%	\$ 41,450	100.0%
02-4100 REVENUE - Capital												
02-4200 SDC Revenue	\$ 13,426			0.0%		0.0%		0.0%		0.0%	\$ -	0.0%
Total 02-4000 RESOURCES - CAPITAL FUND	\$ 54,876		\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%
03-4000 RESOURCES - FOREST FUND												
03-4001 Beginning Bal - Unrestricted	\$ 349,709			0.0%		0.0%		0.0%		0.0%	\$ 349,709	100.0%
03-4002 Beginning Bal - Restricted Fund	\$ 75,000			0.0%		0.0%		0.0%		0.0%	\$ 75,000	100.0%
03-4100 REVENUE - Forest Fund												
03-4300 Interest Income - Forest Fund	\$ 8,241			0.0%		0.0%	\$ 4,176	50.7%		0.0%	\$ 4,176	50.7%
03-4700 Miscellaneous Income - Forest F	\$ 100			0.0%		0.0%		0.0%		0.0%	\$ -	0.0%
03-4801 Business OR - ARPA	\$ 479,800			0.0%		0.0%	\$ 59,092	12.3%		0.0%	\$ 59,092	12.3%
03-4804 Safe Drinking Water (U22010)	\$ 30,000			0.0%		0.0%		0.0%		0.0%	\$ -	0.0%
Total 03-4100 REVENUE - Forest Fund	\$ 518,141		\$ -	0.0%	\$ -	0.0%	\$ 63,268	12.2%	\$ -	0.0%	\$ 63,268	12.2%
Total 03-4000 RESOURCES - FOREST FUND	\$ 942,850		\$ -	0.0%	\$ -	0.0%	\$ 63,268	6.7%	\$ -	0.0%	\$ 63,268	6.7%
4900 Interfund Transfer IN	\$ 145,622			0.0%		0.0%		0.0%		0.0%	\$ -	0.0%
Total Revenue	\$1,697,364		\$42,416	2.5%	\$ 32,560	1.9%	\$ 96,670	5.7%	\$ 63,271	3.7%	\$ 234,918	13.8%
01-6000 REQUIREMENTS - General Fund												
01-5001 Wage - District Manager	\$ 93,668		\$ 7,517	8.0%	\$ 7,517	8.0%	\$ 8,017	8.6%	7,517	8.0%	\$ 30,567	32.6%
01-5002 Wages - Operator	\$ 58,557		\$ 4,337	7.4%	\$ 4,337	7.4%		0.0%		0.0%	\$ 8,673	14.8%
01-5003 Employer Payroll Taxes	\$ 19,865		\$ 950	4.8%	\$ 950	4.8%	\$ 613	3.1%	575	2.9%	\$ 3,089	15.5%
01-5004 PERS Retirement	\$ 40,614		\$ 1,996	4.9%		0.0%	\$ 2,287	5.6%	1,318	3.2%	\$ 5,601	13.8%
01-5005 Medical Insurance	\$ 30,992		\$ 1,315	4.2%	\$ 686	2.2%	\$ 57	0.2%	1,315	4.2%	\$ 3,374	10.9%
01-5006 Worker's Compensation Insurance	\$ 3,735		\$ 2,568	68.8%		0.0%		0.0%		0.0%	\$ 2,568	68.8%

	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	FY 2024-25	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Year to Date					
01-6001 Administrative Services	\$ 78,000	\$ 4,401	5.6%	\$ 3,670	4.7%	\$ 9,244	11.9%	\$ 3,637	4.7%	\$ 20,953	26.9%
01-6002 Temporary Help	\$ 25,000		0.0%		0.0%		0.0%		0.0%	\$ -	0.0%
01-6003 Clothing Allowance	\$ 1,200		0.0%		0.0%		0.0%		0.0%	\$ -	0.0%
01-6004 Education	\$ 3,000		0.0%	\$ 103	3.4%		0.0%		0.0%	\$ 103	3.4%
01-6005 Travel	\$ 1,000		0.0%		0.0%		0.0%		0.0%	\$ -	0.0%
01-6006 Office Supplies	\$ 3,000	\$ 220	7.3%	\$ 415	13.8%	\$ 476	15.9%	138	4.6%	\$ 1,249	41.6%
01-6007 Postage	\$ 2,500		0.0%		0.0%		0.0%		0.0%	\$ -	0.0%
01-6008 Vehicle	\$ 6,000	\$ 265	4.4%		0.0%		0.0%	128	2.1%	\$ 393	6.6%
01-6009 IGA Legal						\$ 1,311			0.0%	\$ 1,311	
01-6100 Materials & Services											
01-6102 Auditing Service	\$ 25,200	\$ 9,000	35.7%		0.0%	\$ 5,000	19.8%		0.0%	\$ 14,000	55.6%
01-6103 Dues & Taxes	\$ 2,000	\$ 1,672	83.6%		0.0%		0.0%	777	38.9%	\$ 2,449	122.5%
01-6104 Legal Services	\$ 5,000	\$ 365	7.3%	\$ 575	11.5%	\$ 285	5.7%	969	19.4%	\$ 2,194	43.9%
01-6105 Liability & Property Insurance	\$ 13,800		0.0%		0.0%		0.0%		0.0%	\$ -	0.0%
01-6106 Meter Connection	\$ 2,400		0.0%		0.0%		0.0%		0.0%	\$ -	0.0%
01-6107 Licenses	\$ 2,000		0.0%		0.0%		0.0%		0.0%	\$ -	0.0%
01-6108 Project Maintenance	\$ 40,302		0.0%	\$ 1,173	2.9%		0.0%	3,929	9.7%	\$ 5,102	12.7%
01-6109 Recurring Maintenance	\$ 30,330	\$ 261	0.9%	\$ 3,899	12.9%	\$ 627	2.1%	\$ 3,723	12.3%	\$ 8,510	28.1%
01-6110 General Maintenance	\$ 15,000	\$ 175	1.2%	\$ 795	5.3%	\$ 1,270	8.5%	768	5.1%	\$ 3,009	20.1%
01-6111 Chemicals	\$ 9,000		0.0%	\$ 1,650	18.3%		0.0%	2,455	27.3%	\$ 4,105	45.6%
01-6112 Notices	\$ 700		0.0%		0.0%		0.0%			\$ -	0.0%
01-6113 Payroll Administration Service	\$ 550	\$ 42	7.6%	\$ 42	7.7%	\$ 42	7.7%	37	6.7%	\$ 164	29.8%
01-6114 Professional Services	\$ 6,000	\$ 8,676	144.6%	\$ 495	8.3%	\$ 330	5.5%	3,200	53.3%	\$ 12,701	211.7%
01-6115 Facilities Use (Santuary)	\$ 3,750		0.0%		0.0%		0.0%			\$ -	0.0%
01-6116 Utilities	\$ 12,000	\$ 380	3.2%	\$ 609	5.1%	\$ 734	6.1%	600	5.0%	\$ 2,323	19.4%
Total 01-6100 Materials & Services	\$ 168,032	\$20,572	12.2%	\$ 9,238	5.5%	\$ 8,288	4.9%	\$ 16,459	9.8%	\$ 54,556	32.5%
01-7500 Debt Service											
01-7501 IFA Water Plant Upgrade - Princ	\$ 17,365		0.0%		0.0%		0.0%		0.0%	\$ -	0.0%
01-7502 IFA Water Plant Upgrade - Int	\$ 3,407		0.0%		0.0%		0.0%		0.0%	\$ -	0.0%
Total 01-7500 Debt Service	\$ 20,772	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%
Total 01-6000 REQUIREMENTS - General Fund	\$ 555,935	\$44,141	7.9%	\$ 26,916	4.8%	\$ 30,293	5.4%	\$ 31,086	5.6%	\$ 132,437	23.8%
02-6000 REQUIREMENTS - Capital Fund											
02-7003 Water Plant IT Upgrade	\$ 25,000		0.0%		0.0%	\$ 224	0.9%	600	0.00%	\$ 824	3.3%
02-8000 Contingency - Capital Fund	\$ 25,000		0.0%		0.0%		0.0%		0.00%	\$ -	0.0%
02-8001 Unappropriated Balance	\$ 4,876		0.0%		0.0%		0.0%		0.00%	\$ -	0.0%
Total 02-6000 REQUIREMENTS - Capital Fund	\$ 54,876	\$ -	0.0%	\$ -	0.0%	\$ 224	0.4%	\$ 600	1.1%	\$ 824	1.5%
03-6000 REQUIREMENTS - Forest Fund											
03-6100 Materials & Services - Forest											
03-6101 ODF - Fire Protection	\$ 2,600		0.0%		0.0%		0.0%		0.0%	\$ -	0.0%
03-6103 Legal/Land Use Fees	\$ 11,500	\$ 600	5.2%		0.0%	\$ 1,230	10.7%		0.0%	\$ 1,830	15.9%
03-6104 Finance Management	\$ 6,300	\$ 500	7.9%	\$ 500	7.9%	\$ 500	7.9%	551	8.8%	\$ 2,051	32.6%

	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
	FY 2024-25	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Year to Date					
03-6105 Project Management Services	\$ 4,500	\$ 962	21.4%		0.0%		0.0%	2,582	57.4%	\$ 3,544	78.7%
03-6107 Road Management Consulting	\$ 55,000	\$ 2,402	4.4%	\$ 798	1.5%	\$ 4,698	8.5%	4,392	8.0%	\$ 12,290	22.3%
03-6108 Forest Management Consulting	\$ 8,500		0.0%		0.0%		0.0%	145	1.7%	\$ 145	1.7%
03-6109 Road Maintenance Supplies-Rock	\$ 32,852		0.0%		0.0%		0.0%		0.0%	\$ -	0.0%
03-6110 Other Road Maintenance Services	\$ 110,000		0.0%	\$ 1,928	1.8%	\$ 6,010	5.5%	3,524	3.2%	\$ 11,462	10.4%
03-6111 Land Restoration	\$ 14,000		0.0%		0.0%	\$ 3,623	25.9%	3,463	24.7%	\$ 7,086	50.6%
03-6112 Miscellaneous	\$ 1,500		0.0%		0.0%		0.0%		0.0%	\$ -	0.0%
Total 03-6100 Materials & Services - Forest	\$ 246,752	\$ 4,463	1.8%	\$ 3,225	1.3%	\$ 16,062	6.5%	\$ 14,657	5.9%	\$ 38,407	15.6%
03-7000 Capital Outlay - Forest											
03-7001 Road Construction	\$ 175,000		0.0%		0.0%	\$ 13,853	7.9%	6,010	3.4%	\$ 19,863	11.4%
03-7002 Road Decommissioning	\$ 95,000		0.0%		0.0%	\$ 5,950	6.3%	32,038	33.7%	\$ 37,988	40.0%
Total 03-7000 Capital Outlay - Forest	\$ 270,000	\$ -	0.0%	\$ -	0.0%	\$ 19,803	7.3%	\$ 38,048	14.1%	\$ 57,851	21.4%
03-7804 Safe Drinking Water (U22010)				\$ 30,000						\$ 30,000	
Total 03-6000 REQUIREMENTS - Forest Fund	\$ 516,752	\$ 4,463	0.9%	\$ 33,225	6.4%	\$ 35,865	6.9%	\$ 52,705	10.2%	\$ 126,258	24.4%
03-8000 Contingency - Forest Fund											
03-8001 Contingency	\$ 250,708		0.0%		0.0%		0.0%		0.0%	\$ 250,708	100.0%
03-8002 Restricted Balance	\$ 75,000		0.0%		0.0%		0.0%		0.0%	\$ 75,000	100.0%
03-8003 Unappropriated Balance	\$ 98,471		0.0%		0.0%		0.0%		0.0%	\$ 98,471	100.0%
Total 03-8000 Contingency - Forest Fund	\$ 424,179	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ 424,179	100.0%
7900 Interfund Transfer OUT	\$ 145,622		0.0%		0.0%		0.0%		0.0%	\$ -	0.0%
Total Requirements	\$1,697,364	\$48,605	2.9%	\$ 60,141	3.5%	\$ 66,382	3.9%	\$ 84,391	5.0%	\$ 259,519	15.3%

AC Domestic Water Supply District

Check Detail

October 2024

Date	Num	Name	Memo/Description	Amount	Account #
00-1000 #1196 Main Checking					
10/01/2024		MODA Health	Health Plan - ODS Ins	\$ 314.59	01-5005
10/01/2024		MODA Health	Health Plan - ODS Ins	\$ 314.59	01-5005
10/02/2024		CS&S	COMPUTER SUPPORT AN503-3542036 ORUS	\$ 63.00	01-6109
10/03/2024	2348	Streamline	Website	\$ 124.50	01-6001.10
10/03/2024	2348	Streamline	Website	\$ 124.50	01-6001.10
10/03/2024	2350	Bob McEwan Construction	Lead Line	\$ 3,653.00	01-6108
10/03/2024	2350	Bob McEwan Construction	locate utilities	\$ 420.00	01-6110
10/03/2024	2350	Bob McEwan Construction	Pond	\$ 3,520.00	01-6109.07
10/03/2024	2351	Eileen Eakins NW Local Gov		\$ 726.75	01-6104
10/03/2024	2351	Eileen Eakins NW Local Gov		\$ 242.25	01-6104
10/03/2024	2352	Pacific Power		\$ 501.15	01-6116
10/10/2024	2353	SDIS	03-0058018	\$ 57.00	01-5005
10/10/2024	2354	One Call Concepts	4090192	\$ 74.50	01-6110
10/10/2024	2356	Jackson Oil	106036	\$ 64.21	01-6008
10/10/2024	2356	Jackson Oil	106036	\$ 64.21	01-6008
10/10/2024	2358	Cannon Beach Electric	Corrosion Inspection	\$ 276.00	01-6108
10/10/2024	2360	Les Schwab	Tractor Battery-1/3	\$ 66.66	01-6110
10/10/2024	2360	Les Schwab	Tractor Battery-2/3	\$ 133.33	01-6110
10/10/2024	2361	Cascade Columbia Distribution		\$ 1,227.56	01-6111
10/10/2024	2361	Cascade Columbia Distribution		\$ 1,227.56	01-6111
10/11/2024		Sure Payroll	PAYROLL SERVICE DD5244 - DD52 DD52 DD52	\$ 225.50	2401
10/11/2024		Sure Payroll	PAYROLL SERVICE DD5244 - DD52 DD52 DD52	\$ 1,879.17	01-5001
10/11/2024		Sure Payroll	PAYROLL SERVICE DD5244 - DD52 DD52 DD52	\$ 1,879.16	01-5001
10/11/2024		Sure Payroll	PAYROLL SERVICE DD5244 - DD52 DD52 DD52	\$ 143.76	01-5003
10/11/2024		Sure Payroll	PAYROLL SERVICE DD5244 - DD52 DD52 DD52	\$ 143.76	01-5003
10/11/2024		Oregon Coast Wireless	Point Of Sale Withdrawal OREGON COAST WIRELE503-3542036 ORUS	\$ 40.00	01-6110
10/11/2024		Sure Payroll	PAYROLL SERVICE DD5244 - DD52 DD52 DD52	\$ 37.09	01-6113
10/17/2024	2362	Curran McLeod	Asbury Creek	\$ 3,200.00	01-6114
10/17/2024	2363	Oregon Health Authority - OHA Cashier		\$ 210.00	01-6103
10/17/2024	2364	Oregon Government Ethics Commission		\$ 567.41	01-6103
10/17/2024	2365	Ricoh, USA Inc.		\$ 44.43	01-6001.07
10/17/2024	2365	Ricoh, USA Inc.		\$ 44.43	01-6001.07
10/17/2024		Amazon.com	Amazon Prime*CH8Q22Amzn.com/bill WAUS	\$ 14.99	01-6110
10/24/2024		1st Security Bank	Withdrawal Transfer to 4301218	\$ 8,000.00	6200
10/24/2024		Amazon.com	Amazon.com*W64XG783Amzn.com/bill WAUS	\$ 28.95	01-6006
10/24/2024		Amazon.com	Amazon.com*W64XG783Amzn.com/bill WAUS	\$ 28.94	01-6006
10/24/2024		Amazon.com	Amazon.com*QK49749Famzn.com/bill WAUS	\$ 39.94	01-6006
10/24/2024		Amazon.com	Amazon.com*QK49749Famzn.com/bill WAUS	\$ 39.95	01-6006
10/24/2024		Starlink	Withdrawal Starlink HawthorneCAUS	\$ 140.00	01-6109.05
10/25/2024		PERS	Employee Contribution from Payroll	\$ (451.00)	2401
10/25/2024		PERS	EMPLOYER CONTRB - PERS CNTRB 2631	\$ 658.84	01-5004
10/25/2024		PERS	EMPLOYER CONTRB - PERS CNTRB 2631	\$ 658.84	01-5004
10/25/2024		AT&T Mobility	ATT* BILL PAYMENT 800-331-0500 TXUS	\$ 98.42	01-6116
10/26/2024		QuickBooks Payments	INTUIT *QBooks OnliCL.INTUIT.COM CAUS	\$ 99.00	01-6001.02

10/29/2024	MODA Health	Health Plan - ODS Ins	\$ 314.59	01-5005
10/29/2024	MODA Health	Health Plan - ODS Ins	\$ 314.59	01-5005
10/30/2024	Sure Payroll	PAYROLL SERVICE DD5244 - DD52 DD52 DD52	\$ 225.50	2401
10/30/2024	Sure Payroll	PAYROLL SERVICE DD5244 - DD52 DD52 DD52	\$ 1,879.17	01-5001
10/30/2024	Sure Payroll	PAYROLL SERVICE DD5244 - DD52 DD52 DD52	\$ 1,879.16	01-5001
10/30/2024	Sure Payroll	PAYROLL SERVICE DD5244 - DD52 DD52 DD52	\$ 143.75	01-5003
10/30/2024	Sure Payroll	PAYROLL SERVICE DD5244 - DD52 DD52 DD52	\$ 143.75	01-5003
10/31/2024	2366 Jigsaw Consulting Services		\$ 1,600.00	01-6001.01
10/31/2024	2366 Jigsaw Consulting Services		\$ 1,600.00	01-6001.01
10/31/2024	2368 One Call Concepts		\$ 8.94	01-6110
10/31/2024	1st Security Bank	ACH PP (per Acct) Monthly Fee	\$ 10.00	01-6110
10/10/2024	2359 Tevis Dooley	145448	\$ 600.00	02-7003
10/03/2024	2349 Morgans Resource Management	Inv. 109	\$ 1,795.50	03-6107
10/10/2024	2357 VB Contructions, Inc.		\$ 2,265.00	03-6110
10/10/2024	2357 VB Contructions, Inc.		\$ 3,462.50	03-6111
10/10/2024	2357 VB Contructions, Inc.		\$ 1,020.00	03-7001
10/10/2024	2357 VB Contructions, Inc.		\$17,095.00	03-7002
10/10/2024	2355 Two Branches Consulting	AC24-3	\$ 2,581.87	03-6105
10/31/2024	2373 VB Contructions, Inc.		\$ 1,258.80	03-6110
10/31/2024	2373 VB Contructions, Inc.		\$ 4,990.00	03-7001
10/31/2024	2373 VB Contructions, Inc.		\$14,943.10	03-7002
10/31/2024	2366 Jigsaw Consulting Services		\$ 500.00	03-6104
10/31/2024	2366 Jigsaw Consulting Services	Checks for Arch Cape Forest	\$ 51.28	03-6104
10/31/2024	2367 Morgans Resource Management		\$ 2,596.75	03-6107
10/31/2024	2367 Morgans Resource Management		\$ 145.00	03-6108

**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 usage over the 5,000 base usage in a month). 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 that is over the 5,000-gallon base into a previously established usage component that will be charged according to the established 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.

Note: Excess Usage = Actual Amount of Usage for a month that is over the 5,000-gallon base

Over-Cap Usage: The ‘Over-Cap Usage’ will be the amount of excess 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 to the excess usage amount for that month. 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 highest month non-leak excess usage 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 Excess 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 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 excess usage in a month)

Description	Volume in Gallons	Charges
Actual Water Usage during month being appealed	15,000	
Excess Usage monthly volume (Actual Usage - 5,000 gallons)	10,000	\$ 422
Over-Cap Usage (Cap is 40,000 gallons)	0	
Highest Actual Month Usage over the past 3 years	8,000	
Excess Usage monthly volume (Actual Usage - 5,000 gallons)	3,000	
5% Surcharge	150	
Previously Established Usage	3,150	
‘Over-Cap Usage’ + ‘Previously Established Usage’	3,150	\$ 19
Extraordinary Water Usage	6,850	\$ 87
Total Adjusted Billing	10,000	\$ 107
Bill Reduction		\$ 315

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

Description	Volume in Gallons	Charges
Actual Water Usage during month being appealed	50,000	
Excess Usage monthly volume (Actual Usage - 5,000 gallons)	45,000	\$10,794
Over-Cap Usage (Cap is 40,000 gallons)	5,000	
Highest Actual Month Usage over the past 3 years	23,000	
Excess Usage monthly volume (Actual Usage - 5,000 gallons)	18,000	
5% Surcharge	900	
Previously Established Usage	18,900	
'Over-Cap Usage' + 'Previously Established Usage'	23,900	\$ 3,673
Extraordinary Water Usage	21,100	\$ 269
Total Adjusted Billing	45,000	\$ 3,942
Bill Reduction		\$ 6,853

William E. Campbell III, Chair

Date	Policy	Action	Signatory
TBD	Policy #2024-1017 WD	Initial Policy Adopted	W.E. Campbell, III

Procurement for Interim District Administrator - Topic Description
November 21, 2024

Action / Information: Action

Synopsis

We need to start the procurement process for an Interim District Administrator so that a contract is in place by July 1, 2025.

1. Matt is overworked in his critical role of Plant & Operation Management and unable to keep up with all of the needs. Given the level of neglected preventive management over the previous 7 years (see Engineer's report), Matt is spending at least half-time on dealing with unexpected issues that emerge, one-quarter time on mandated projects and one-quarter time on compliance responsibilities and proactive work. And he is working 50 hours week, which does not include his 24x7x365 on call time. We are working to find a resource to support him in the operations function which should help to make progress on preventive maintenance tasks. However, task scheduling, directing, and doing quality control on staff work will add responsibility onto Matt's plate.
2. Since July 1, 2023, all District Management responsibilities are being performed by Board members which is requiring, on average, 40 hours per week. (see attached list). Doing these tasks are essential for complying with statutory requirements, for running of the District and for allowing Matt to do the operations work that he needs to do. Per Special District Association of Oregon (SDAO), these tasks should not be Board tasks, as Boards should only be involved in policy. However, given the state of the District and the lack of staff to do these tasks, the current Board undertook these responsibility. Board members will no longer be doing these task as of June 30, 2025 when current terms conclude. They need to be offloaded to a District Administrator.
3. A Scope of Services for an interim District Administrator has been drafted and vetted with industry experts in water and wastewater management as a public utility (see attached).
4. The recent local option levy gave voters the option of paying for a 2-year Interim District Administrator contract with taxes (a yes vote) or with rate increases (a no vote). The levy seems to have passed by 1 vote, 73-72 with only ballot challenges outstanding. It appears that the voters chose to pay for the position with tax revenues of approximately \$125,000 / year.
5. In compliance with state regulations, we will begin the procurement process by posting a Request for Proposals for an interim District Administrator. Candidates will be evaluated and selected, followed by contract negotiation. The contract will take effect on July 1, 2025. District cash/revenues will be used until tax revenue are collected to reimburse the District.

Attachments: Administrative Responsibilities being done by current Board members, Interim District Administrator – Scope of Work

Motion: Authorize Board Chair to work with Sanitary Board Chair to develop and post a Request for Proposals for a 2-year Contract for an Interim District Administrator

Administrator Responsibilities being done by Board Members

These will no longer be done by board after June 30, 2025

Scope: Water Utility, Sanitary Utility and Forest-Watershed

- 1) Plant Operations Monitoring
 - a) Address administrative needs identified by Matt and provide operations support as requested.
 - b) Monthly plant walkthrough / status updates to districts' utilities health and performance needs
- 2) Admin Oversight
 - a) Oversee and set direction for Book keeper / Accountant. (financials, rate payer billing)
 - b) Oversee and set direction for IT
- 3) Board Management
 - a) Identify and scope topics
 - b) Draft policies, legal work, etc. related to topic
 - c) Reach out to board members
 - d) Review financials
 - e) Review asset mgmt. reports
 - f) Put together packet
 - g) Clean-up / minutes, and get paperwork signed
- 4) Website Management
 - a) Research historical files to find relevant documents
 - b) Organize and post content
- 5) Ratepayer Outreach – Draft materials, post and present
 - a) Periodic updates
 - b) State of union
 - c) Rate increases
 - d) Tax levies
- 5) Budgeting & Long-Range Financial Planning
 - a) Ongoing - project planning (with Matt and Engineer)
 - b) Formal budget process for 2-3 months in spring
 - c) Review audits and incorporate into budget document
 - d) Ongoing - correct allocation of expenditures
- 6) Procurement & Contract Management
 - a) Determine best approach for procurement (work with legal)
 - b) Issue procurement, assess responses and draft contracts
 - c) For Forest-Watershed - Ongoing vendor/contractors follow-up and coordination
- 7) Human resource
 - a) Benefits analysis and selection

- b) Performance reviews
- 8) Grant Management
- a) Understanding requirements
 - b) Identify possible sources and make applications (grant writing)
 - c) Required grant reporting
 - d) Correct allocation of expenses
 - e) Monitoring Reimbursement



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



**INTERIM DISTRICT ADMINISTRATOR
SCOPE OF WORK**

Background

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

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

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

Highlights of the assessment were:

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

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

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



Arch Cape Domestic Water Supply District Arch Cape Sanitary District



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

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

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

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

Anticipated Responsibilities

A. Ongoing Administration

1. Work with the Board Presidents to plan and facilitate monthly Board meetings that set policy direction for both Districts and address fiduciary requirements.
2. Oversee annual budget development and forecasting of funds needed and available for staffing, equipment, materials, and services. Work with bookkeeper/ accountant and auditors to monitor/control expenditures, allocate resources, and monitor performance.
3. Support the Operations Manager as he/she sets and adjusts operations priorities and ensures the availability of appropriate resources. Monthly plant walkthrough / status updates to districts utilities health and performance needs
4. Work with the Operations Manager to identify the need for grants / low interest loans. Work with admin staff to complete and submit applications.



Arch Cape Domestic Water Supply District Arch Cape Sanitary District



5. Evaluate current business processes and systems, refine procedures and systems to maximize operating efficiency and to establish and maintain controls.
6. Ensure that the appropriate Personnel and Contracting/Procurement policies are in place and being followed.
7. Coordinate with Consulting Forester and funding agencies to ensure that the contract requirements and District plan for Forest-Watershed Operations is being followed.

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

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

B. Organizational Assessment and Recommendations

Assess and make recommendations to the Boards about:

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

Competencies

Proficient-level to advanced-level for the below:

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

Preferred Experience and Education

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

Compensation

To be negotiated.

Asbury Creek Intake Replacement - Topic Description November 21, 2024

Action / Information: Information

Synopsis

The Asbury Creek Intake Replacement Project has been reactivated by the Oregon Department of Transportation (ODOT) as they have now funded the tasks for which they are responsible. However, the ODOT work will not be bid until October 2026. So, the timeframes outlined below are preliminary estimates.

This Project requires the District to complete a set of tasks starting immediately and stretching into fall of 2027.

- Tasks between now and **September of 2026** will cost the District about \$470,000. All but \$1,000 will be reimbursed. However, the District needs to complete those tasks and submit paid invoices to ODOT in order to be reimbursed. The District will need to determine how to front this amount of money pending reimbursement.
- Tasks that will primarily take place in **calendar year 2027** will cost the District about \$120,000. These costs are not reimbursable and are not in the District's long-range plan. A funding source(s) – e.g., grants, tax levy, loans, rate increases - will need to be identified.

Detail

Overall Objective: Asbury Creek will be returned to a fish passage creek by removing the culvert under 101 between Sharks Creek Lane and Shanks Lane and replacing it with a bridge.

To accomplish this,

- 1) The District will move their Asbury Creek water intake, which is currently just east of the existing culvert, to a to-be-determined spot about 200 feet upstream (to the east). The water from the new intake will be routed back (west) to the current pump-house. In addition to the actual construction, this work will require design, permitting, wetland delineation confirmation, water rights purchase and legal description for new permanent easement from well pump to new intake location.

The District also needs to determine if the pressure water main that lies beneath the roadway between Sharks Creek Lane and the pumphouse is deep enough so that it won't be destroyed by the weight of construction vehicles. If so, the water main will need to be moved or set deeper.

The costs of all of these tasks are reimbursable.

- 2) ODOT will clear all vegetation obstructions from both sides of 101 between Sharks Creek Lane and Shanks Lane. Then, ODOT will deconstruct 101 as necessary to remove the culvert. Then they will build a bridge over Asbury Creek.

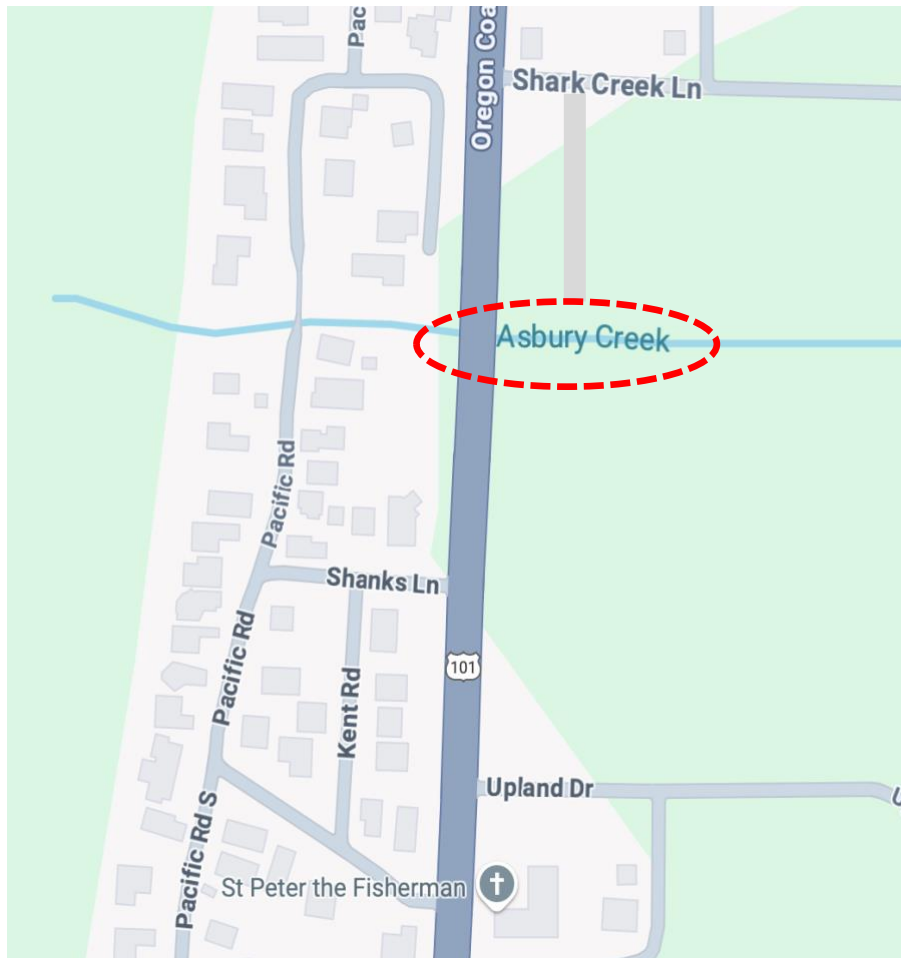
The costs of all of these tasks are the responsibility of ODOT

- 3) The District will remove the portion of the water main that lies in the construction area between Sharks Creek Lane and Shanks Lane and replace / reroute it with a water main to be installed underneath the new bridge.

Note, the District has two water mains. During the replacement / rerouting period, all water from the Water Plant to the community will be routed over the water main that is not being disturbed.

The District will put a valve in the water main that will not be disturbed in order to provide water to a small number of properties (i.e., the church) that are in the affected area.

The costs of all of these tasks are **NOT** reimbursable.



Asbury Creek Intake – Culvert Replacement
Tentative-TBD Project Plan

Task	Resp	Start Date	End Date	ACWD Staff Time	ACWD Staff Cost	Contract Cost	Reim?
Pot-hole water and sewer lines	ACWD	Now		3 hrs	\$246	\$800	No
Gravity Water Main - Shark Creek to Pump House							
Stabilize the Road with rock	ACWD	Now	June 2026	1.5 hrs	\$123	\$1,500	Yes
Pot-hole	ACWD	Now	Dec 2025	3 hrs	\$246	\$800	Yes
Move (If necessary)	ACWD	Schedule	June 2026			McEwan Quote	Yes
Move Water Intake							
Prep work	ACWD	March 2024	June 2026			\$64,000	Yes
Move water intake	ACWD	July 2026	Sept 2026			\$400,000	Yes
101 & Culvert Construction							
Clearing & Grubbing	ODOT	Dec 2026	Jan 2027			NA	NA
Creek Channel Work	ODOT	Jan 2027	May 2027			NA	NA
Construction	ODOT	May 2027	Sept 2027			NA	NA
Move Water Main							
Funding – Grants/loan	ACWD	Now	June 2026			0	No
Install valve in water main	ACWD	Now	May 2027			\$6,000	No
Prep Work	ACWD	Now	May 2027			\$12,000	No
Construction – Place new water main under new bridge	ACWD	June 2027	Sept 2027			\$100,000	No

Forest Watershed - Topic Description
November 21, 2024

Action / Information: Information & Action

Synopsis

1. **Oregon Department of Forestry (ODF) approves Multi-Resource Management Plan** (Information)

In compliance with Forest Legacy Program requirements, the District drafted a Multi-Resource Management Plan and submitted it to ODF for approval. On October 21, 2024, ODF accepted the plan. <[click here to see formal acceptance](#)>>

2. **Cell Tower in the Forest-Watershed?** (Information) Not as this time due to the work required of the Board.

Section B – Management Objectives of the District’s Special Warranty Deed for the Forest-Watershed property states:

“The Property shall be managed in a manner consistent with the FLP and according to a State Forester approved Multi-Resource Management Plan, as may be amended from time to time with State Forester approval (the "Management Plan") to ensure long-term sustainability and protection of the forest land and forest resources located upon the Property.”

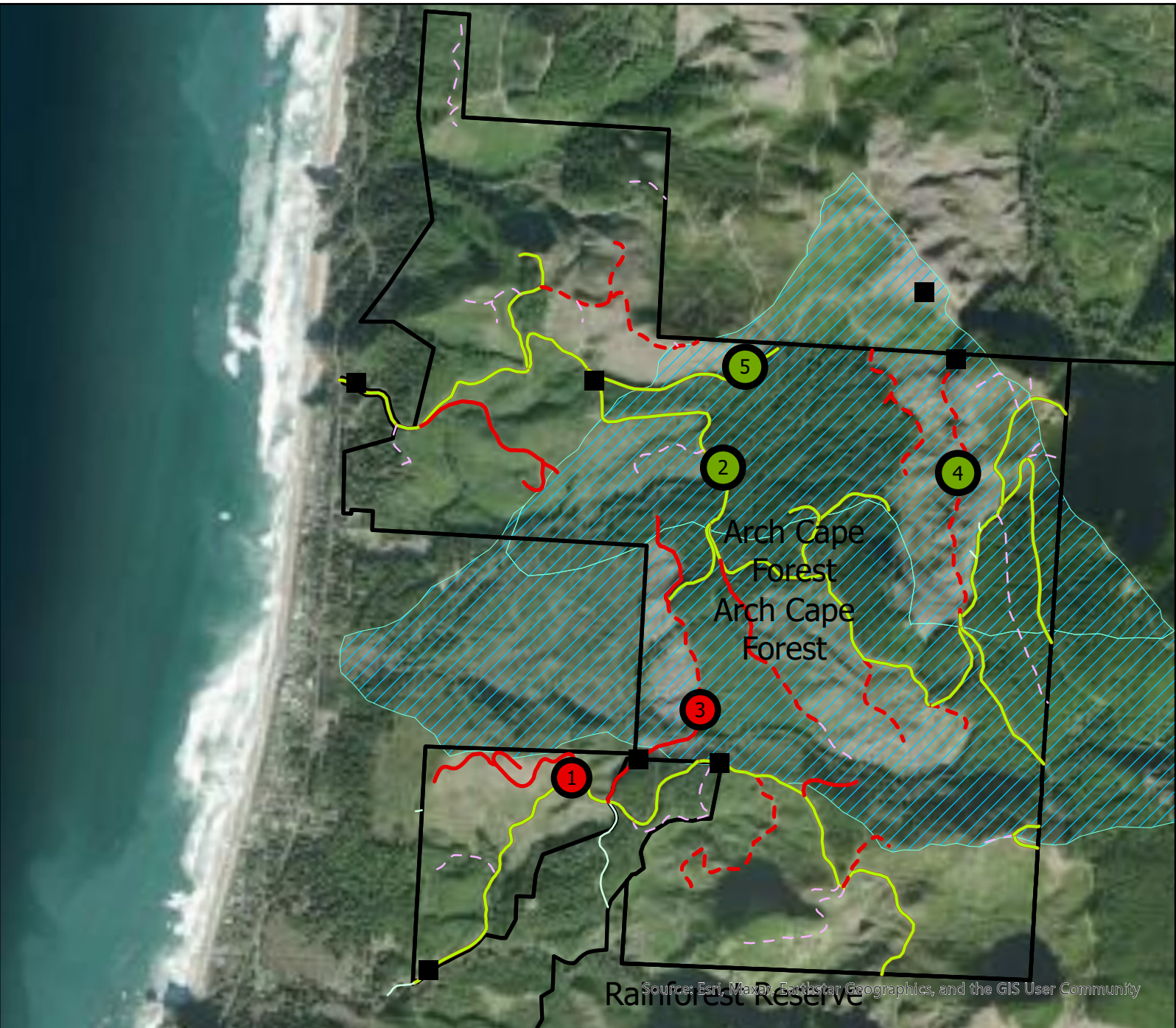
When requesting whether or not a Cell Tower would be allowed by the Forest Legacy Program, ODF has replied:

“It would require ODF and USFS approval of any plans and encumbrances on the property for the tower itself, plus approving an updated Multi-Resource Management Plan since the last one did not mention a cell tower, updating maps and providing an update on impacts to the project property and access.”

Given the more pressing issues facing the Board and a very tight budget, there is no bandwidth to undertake a lengthy and potentially costly process of updating and getting community consensus on a Multi-Resource Management Plan to include a Cell Tower, along with map updates, impact assessment and getting required approvals.

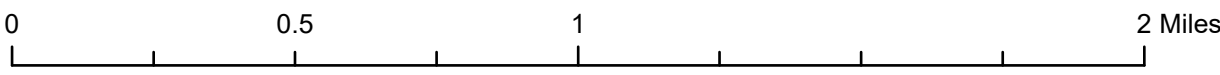
3. **Progress Update on Road Decommissioning.** (Information)

The road decommissioning and repair work has concluded for this year 1 work period. The second and final work period will be from May – September 2025. The attached map shows the repair work completed (green circles, the roads that have been decommissioned (red dashed lines) and the roads that have been abandoned (pink dashed lines). It also shows repair work to completed (red circles) and the roads to be decommissioned (red solid lines). Mark Morgans, our forester, and Vinson Brothers, our roads contractor, have completed a lot of work and are on pace for an on-time finish.



Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community

Arch Cape Forest : Maintained Roads



- Gates
- ▨ DWSA
- ▭ Property Boundary
- Stream Size
 - Large
 - Medium
 - Small
 - - - Unknown
- <all other values>
- Arch Cape Forest Roads Maintenance Class
 - Abandon
 - - - Decommission - Complete
 - Decommission - Planned
 - Maintain
- <all other values>
- ▭ ArchCapeForest
- Project Status
 - Incomplete
 - Completed
 - <all other values>

GN



4. ***Updates to Public Access and Recreation Policy.*** (Action)

The State Police Trooper in charge of Fish and Wildlife enforcement who patrols the Forest-Watershed and enforces access & recreation policy has made clarifying recommendations for the District's Public Access and Recreation Policy. (highlighted in yellow).

Motion: Adopt updates to Public Access & Recreation Policy

5. ***Public Access Signage*** (Action)

Motion: Authorize Tevis Dooley to have public access signs made and post them on the access gates to the Forest-Watershed

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, ATVs and E-bikes (including pedal assist), 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, rockered 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. **Hunting for any other species is not allowed.**
- 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, **mules, and other riding/pack animals**
- Drones
- Camping
- Alcohol/drug use or possession

W.E. Campbell III

William E. Campbell III, Chair

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
November 17, 2024	Policy #2024-0620 FW	Updated Policy	W.E. Campbell, III

PRIVATE PROPERTY



OF ARCH CAPE WATER DISTRICT

- * EXPECT CLOSURES TO BE POSTED DURING FIRE SEASON AND FOREST MANGEMENT OPERATIONS - ~~(WEBSITE HERE)~~
- * PUBLIC ACCESS BY FOOT OR BICYCLE ONLY - (E-BIKES PROHIBITED) - ALL MUST REMAIN ON ROCKED ROADS
- * PUBLIC ACCESS PERMITTED ONE HOUR BEFORE SUNRISE TO ONE HOUR AFTER SUNSET.
- * LEAVE NO TRACE - PACK IT IN, PACK IT OUT
- * DOGS PERMITTED UNDER DIRECT CONTROL OF OWNERS. REMOVE ALL SOLID WASTE CANINE OR HUMAN
- * HUNTING FOR DEER AND ELK, CONSISTANT WITH OR. O.F.W. REGULATIONS.

PROHIBITED ACTIVITES

- * MOTORIZED VEHICLES ARE PROHIBITED, INCLUDING BUT NOT LIMITED TO E-BIKES, TRUCKS, CARS, MOTORCYCLES.
- * FIRES OR FIREWORKS
- * CAMPING
- * HORSES
- * DRONES
- * ALCOHOL/DRUG USE OR POSSESSION
- * DISCHARGING FIREARMS, EXCEPT FOR LEGAL HUNTING

3120 Judy Cooper – 80090 Pacific

Arch Cape Domestic Water Supply District

July 2024 - Usage

		Volume	Charge	
Actual Water Usage during month being appealed		56,033		
Excess Usage monthly volume (Actual Usage - 5,000 gallons)	5,000	51,033	\$ 12,831	* Based on Excess Usage Fee
Over-Cap Usage (Cap is 40,000 gallons)	40,000	11,033		
Highest Actual Month Usage over the past 3 years		21,900		
Excess Usage monthly volume (Actual Usage - 5,000 gallons)	5,000	16,900		
5% Surcharge	5%	845		
Previously Established Usage		17,745		
'Over-Cap Usage' + 'Previously Established Usage'		28,778	\$ 5,319	* Based on Excess Usage Fee
Extraordinary Water Usage	\$ 0.0127	22,255	\$ 283	* Based on per gallon rate (monthly base rate / 5000 gallons)
Total Adjusted Billing		51,033	\$ 5,603	
Bill Reduction			\$ 7,228	

August 2024 – Usage

		Volume	Charge	
Actual Water Usage during month being appealed		30,217		
Excess Usage monthly volume (Actual Usage - 5,000 gallons)	5,000	25,217	\$ 4,118	* Based on Excess Usage Fee
Over-Cap Usage (Cap is 40,000 gallons)	40,000	0		
Highest Actual Month Usage over the past 3 years		21,900		
Excess Usage monthly volume (Actual Usage - 5,000 gallons)	5,000	16,900		
5% Surcharge	5%	845		
Previously Established Usage		17,745		
'Over-Cap Usage' + 'Previously Established Usage'		17,745	\$ 1,900	* Based on Excess Usage Fee
Extraordinary Water Usage	\$ 0.0127	7,472	\$ 95	* Based on per gallon rate (monthly base rate / 5000 gallons)
Total Adjusted Billing		25,217	\$ 1,995	
Bill Reduction			\$ 2,122	

<input type="checkbox"/>		09/03/2024	Debt Surcharge	\$17.00	\$12,847.54
<input type="checkbox"/>		09/03/2024	3/4" Service	\$174.00	\$13,021.54
<input type="checkbox"/>		09/03/2024	water1inch	\$4,117.64	\$17,139.18
<input type="checkbox"/>		10/15/2024	water1inch	\$0.00	\$17,139.18
<input type="checkbox"/>	10/15/2024	10/15/2024	Payment (ACH)	\$-191.00	\$16,948.18
<input type="checkbox"/>		10/23/2024	Customer Credit (Un-Billed)	\$-2,122.00	\$14,826.18
<input type="checkbox"/>		10/23/2024	Customer Credit (Un-Billed)	\$-7,228.00	\$7,598.18

September 4, 2024

To the Board of Commissioners of the ACDWSD,

We are writing to you in hopes of having our water bill adjusted for the month of July and the beginning of August. On August 15th, we were informed by Teri at the ACDWSD that the water usage on our property, 80090 Pacific Rd., was abnormally high—56,033 gallons for the month of July. Given we had not been on the property since the first week of July, this amount of water indicated a serious issue. Ray Niehuhr Plumbing arrived at the house within the hour on an emergency service call to check for any leaks and to turn the water off to the property. Once it was determined that there was no leak in the house, the water to the house was restored, and the valve for the water going to the yard, and irrigation system remained off. After that, the usage leveled off and returned to historic levels, indicating the leak or failure likely had to do with our irrigation system.

Since then, we have been working diligently to uncover what caused this spike and to ensure no further excess water was used. In addition to service from the plumber, we also contacted Cindy Olson to check our backflow, had conversations with Matt Gardner in an attempt to learn about our water usage trends, began hand watering the yard while checking the meter, and had Cannon Beach Landscaping out to the property to check the irrigation system. On 8/27 Cannon Beach Landscaping noted that repairs needed to be made to several of the sprinkler heads, and the drip line system needed to be reworked. Work was completed by 9/4 by Mike at Cannon Beach Landscaping. Our previous landscapers have been let go, and Cannon Beach Landscaping will now be in charge of all yard and irrigation maintenance.

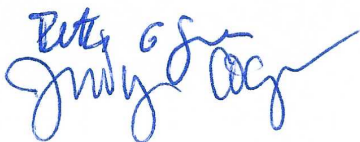
Although the house is typically vacant, our daughter Katie goes to the house 4-5 times every week to check that things are running properly. Since the spike began, she saw no evidence of excess water anywhere on the property, or anything that was out of the ordinary to indicate any malfunction. Often in summer months, water usage will increase. The agreed upon watering schedule with our landscaper was that the RainBird sprinkler system would run for 15 minutes, every other day during July and August. This is the same schedule we have agreed upon every summer since we have owned the property. It was certainly not our intention to use 56,000 gallons of water to maintain the yard. Cannon Beach Landscaping has ensured that the timer is set according to this schedule. Coming from a drought prone area, we are sensitive to the amount of water we use, and take this seriously. Katie will now regularly check the water meter while the house is vacant.

Teri indicated in her email that this major jump in usage resulted in a bill of \$12,803.45 for the water district, and \$11,637.40 for the sanitary district. Our proposal is to forgive the bill for sanitation, given it was not water from the dwelling. If we are to be charged for the total amount of water lost, we hope to pay the Tier 1 level rate. Our water usage was due to a failure with our irrigation system. These rate tiers are meant to be punitive to those who consume in excess, and not to “create a financial hardship on homeowners” for water consumed that is beyond the control of the homeowner, per Policy #17-01. This issue was a “one off.” We have hired new landscapers, have had repairs done to our system, and we will regularly self-check the water meter, as well as the RainBird timer system via Katie.

We would also like the Board to consider our historic water usage. Our daughter and son-in-law were full-time residents of the home up until summer 2023. Throughout this time, our water usage had been generally low, even with full-time residents. From September 30, 2023 to July 1, 2023, we used a total of 2,057 gallons of water—an average of 228 gallons per month. The rise of short-term rentals has added stress to our community water supply. We do not and have never rented the house. As we enter Fall, the house will again be vacant, and we anticipate our water usage to drop back down to these historic low levels.

We sincerely appreciate your consideration of our request to adjust our bill. We also are grateful to those employees at the ACDWSD who have gone out of their way to be helpful during this unexpected event. If you have any other questions or need further information, we are more than happy to cooperate.

Sincerely,
Peter & Judith Cooper



September 4, 2024

PROJECT UPDATE

Active Projects:

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

Project	Objective	Status – November 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 style="background-color: #00ff00;">JUST COMPLETED</p> <p>1) All electrical computer components have been installed and are operational.</p> <p>2) Alarms are being broadcast via email to staff mobile device.</p> <p>3) Staff can remotely access water plant from the Sanitary plant and from mobile device.</p> <p>The plant is being run on the new systems and secured with the new firewall.</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;">IN PROGRESS</p> <p>Construction of the lift station continues to be 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 style="background-color: #00ff00;">JUST COMPLETED</p> <p>All computer systems at the Sanitary Plant, administrative and operational, are now behind a firewall.</p> <p>Custom technology from previous vendor has been removed and is no longer an expense item.</p>

Project	Objective	Status – November 2024
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>AS TIME ALLOWS</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 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>IN PROGRESS</p> <p>Reviewing/refining data structures to define and develop 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	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.	<p>IN PROGRESS</p> <p>All ceiling fans are operational and have been wired into an automated control process.</p> <p>An additional fan is being installed at floor level to remove chlorine gas as it is heavier than air.</p> <p>As time/resources allow, all componentry, pipes and fittings will be scrubbed back down to the original bare metal and restored to new like condition in order to establish a clean baseline</p> <p>Repair of the critical circuitry in the fuse panel will be repaired later this fiscal year or early</p>

Project	Objective	Status – November 2024
		next fiscal year as budget allows.
9. Replace Operations Control Electronics for the Sanitary Plant	Replace the computer electronics that allow the Operator to control the plant, secure that control function behind the recently installed firewall so as to minimize the risk of being hacked. The primary control-interface panel broke several years ago and was not replaced and the current computer has reached the end of its lifecycle.	<p>IN PROGRESS</p> <p>Sanitary Board is reviewing proposal from vendor.</p>
10. Move Asbury Creek Intake Replacement	<p>State mandated project to improve Asbury Creek conditions in order to encourage fish passage. Completion date: Fall 2027.</p> <p>District must move, 200 feet upstream, the point at which we take water from Asbury Creek. Once that is done, the State will remove/ replace the culvert under highway 101 with a bridge. District will then replace/ reroute current in-ground water main with one that is attached to the undercarriage of the bridge.</p> <p>Click here to see project description</p>	<p>IN PROGRESS</p> <p>Click here to see project plan</p>