

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

Thursday October 17, 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 September 17th Minutes (Action) – Pg. 2-3 | Bill |
| VI. Financial & Administrative Reporting | |
| A. Accept Budget vs Actual Report - Pg. 4-5 | Bill |
| B. Accept Payment of Accounts - Pg. 6 | Bill |
| C. Accept Correspondence Requiring No Action | Bill |
| D. Treasurer’s Report | Sam |
| VII. Approve purchase of alarm monitoring service for plant (Action) - Pg. 7-12 | Bill |
| Motion: Authorize a not-to-exceed \$6,000 contract with Industrial Systems for the integration of Alarm Monitoring for the Water Plant SCADA system | |
| VIII. Reach out to Registered Voters re the Levy for an Administrator (Information) – Pg. 13 | Bill |
| IX. New Policy Guidelines for Leaks & Extraordinary Water Usage (Action) – Pg. 16-23 | Bill |
| X. Survey Results of Cell Tower in Forest-Watershed & Any Next Step (Action) – Pg. 24-35 | Bill |
| XI. Letter of support for NCLC grant (Action) – Pg. 36-37 | Colin |
| Motion: Authorize Bill Campbell to sign a letter of support for NCLC’s grant application | |
| XII. Reports | |
| A. Staff Report and Correspondence for Action | Matt |
| B. Project Updates - Pg. 38-39 | Bill/Matt |
| C. Board Members’ Comments and Reports | All |
| XIII. November Meeting | Bill |
| XIV. Public Comments | Bill |
| XV. Adjournment | |

**ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT
BOARD OF COMMISONERS MEETING
Thursday, September 19, 2024; 5:30 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 5:30 pm Roll call: Chris Mastrandrea, Bob Cerelli, Sam Garrison, Tevis Dooley, Bill Campbell, Members of Pubic: Darr Tindall, Joe Sherman, and Teri Fladstol, Admin.

II. Conflict of Interest Declarations – None

III. Motion to approve agenda: Made by Sam Garrison, seconded by Bob Cerelli, motion carried.

IV. Motion to approve July Minutes: Made by Bob Cerelli, seconded by Tevis Dooley; motion carried. Motion to approve August Minutes: Made by Bob Cerelli, seconded by Tevis Dooley; motion carried.

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

VI. Motion to adopt Resolution 2024-0919 to change the Registered agent to Matt Gardner: Made by Bob Cerelli, seconded by Sam Garrison, motion carried.

VII. Verizon's Interest in Cell Tower in Forest-Watershed to lease space for a cell tower per the information included in the Board Packet. Motion made by Tevis Dooley to open a public comment period from September 20 to October 10 for the Arch Cape community to complete a survey about their interest in a cell tower in the Forest portion of the Forest-Watershed. Seconded by Bob Cerelli, motion carried.

VIII. Clatsop County has posted a second draft of their proposed Land Use Code, that affects Arch Cape, with detail provided in the Board Packet. Motion made by Chris Mastrandrea to adopt Ordinance 2024-0919A that modifies and standardizes the definitions for Multi-Family Housing and Equivalent Dwelling Units. Seconded by Sam Garrison, motion carried. Motion made by Chris Mastrandrea to adopt Ordinance 2024-0919B to require a separate meter for each Equivalent Dwelling. Seconded by Bob Cerelli, motion carried.

IX. Update Public Access & Recreation Policy #2024-0620: Motion by Chris Mastrandrea to adopt the updated Public Access & Recreation Policy #2024-0620 FW, seconded by Sam Garrison, motion carried. Motion made by Chris Mastrandrea to authorize Tevis Dooley to draw upon the Forest fund to have signs made that specify the restrictions and to post those signs at the appropriate places in the Forest-Watershed, as directed by the District's Consulting Forester. Seconded by Bob Cerelli, motion carried. Request to have Tevis do research and bring 'mock-ups' to the October Board Meeting.

X. Allow Excess Usage Fees to be updated by Resolution. Motion by Tevis Dooley to adopt Ordinance 2024-0919C, seconded by Chris Mastrandrea, motion carried.

XI. Surplus Water Sales: Motion made by Sam Garrison to adopt Surplus Water Sales Policy #2024-0919 WD, seconded by Chris Mastrandrea, motion carried (note: Bob Cerelli did not vote). Motion by Sam Garrison to set the non-discounted access and loading fee to \$250 per sale and non-discounted sale price for .04 cents per gallon. Seconded by Chris Mastrandrea, motion carried (note: Bob Cerelli did not vote).

XII. Reports:

Board Reports: Tevis just finished mounting the two new computer systems for the Water Plant. These systems will provide redundancy by replacing the current Windows 7 computer which is the single point of controls for the Plant. Implementation is scheduled for 09-20. The corrosion of electric circuitry was identified as a critical risk factor that should be addressed ASAP. Project Updates: report in the Board Packet.

October Agenda: Tevis regarding signs; Cooper Letter for excess usage; Results of Cell Tower Survey

Public Comments: None

Motion made by Tevis Dooley to adjourn, seconded by Sam Garrison, meeting adjourned at 6:09 pm.

Respectfully submitted,

Attest:

Teri Fladstol, Secretary

W.E. Campbell, A.A.

Teri Fladstol, Secretary

Bill Campbell, Chair

DRAFT

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		Year to Date	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	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%	\$ 49,110	22.8%	
01-4202 Debt Service	\$ 20,808	\$ 2,506	12.0%	\$ 170	0.8%	\$ 2,006	9.6%	\$ 4,682	22.5%	
01-4204 Overage/Excess Usage	\$ 45,001	\$ 989	2.2%	\$ 6	0.0%	\$ 6,198	13.8%	\$ 7,193	16.0%	
01-4300 Interest Income - General Fund	\$ 5,000		0.0%		0.0%	\$ 2,807	56.1%	\$ 2,807	56.1%	
01-4350 IGA Income (Sanitary District)	\$ 195,937	\$13,541	6.9%	\$ 29,732	15.2%		0.0%	\$ 43,274	22.1%	
01-4400 Cannon View Park Services	\$ 1,313		0.0%		0.0%	\$ 1,313	100.0%	\$ 1,313	100.0%	
01-4501 Meter Hook-Up Fee	\$ 2,400		0.0%		0.0%		0.0%	\$ -	0.0%	
01-4700 Miscellaneous Income	\$ 100		0.0%		0.0%		0.0%	\$ -	0.0%	
01-4800 Grant Revenue								\$ -		
Total 01-4100 REVENUE	\$ 485,503	\$42,416	8.7%	\$ 32,560	6.7%	\$ 33,402	6.9%	\$108,379	22.3%	
02-4000 RESOURCES - CAPITAL FUND										
02-4002 Undesignated Balance - Ca	\$ 41,450		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%	
Total 02-4000 RESOURCES - CAPITAL FUND	\$ 54,876	\$ -	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%	\$349,709	100.0%	
03-4002 Beginning Bal - Restricted Fund	\$ 75,000		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%	\$ 4,176	50.7%	
03-4700 Miscellaneous Income - Forest F	\$ 100		0.0%		0.0%		0.0%	\$ -	0.0%	
03-4801 Business OR - ARPA	\$ 479,800		0.0%		0.0%	\$ 59,092	12.3%	\$ 59,092	12.3%	
03-4804 Safe Drinking Water (U22010)	\$ 30,000		0.0%		0.0%		0.0%	\$ -	0.0%	
Total 03-4100 REVENUE - Forest Fund	\$ 518,141	\$ -	0.0%	\$ -	0.0%	\$ 63,268	12.2%	\$581,141	112.2%	
Total 03-4000 RESOURCES - FOREST FUND	\$ 942,850	\$ -	0.0%	\$ -	0.0%	\$ 63,268	6.7%	\$942,850	100.0%	
4900 Interfund Transfer IN	\$ 145,622		0.0%		0.0%		0.0%	\$145,622	100.0%	
Total Revenue	\$1,697,364	\$42,416	2.5%	\$ 32,560	1.9%	\$ 96,670	5.7%	\$171,647	10.1%	
01-6000 REQUIREMENTS - General Fund										
01-5001 Wage - District Manager	\$ 93,668	\$ 7,517	8.0%	\$ 7,517	8.0%	\$ 8,017	8.6%	\$ 23,050	24.6%	
01-5002 Wages - Operator	\$ 58,557	\$ 4,337	7.4%	\$ 4,337	7.4%		0.0%	\$ 8,673	14.8%	
01-5003 Employer Payroll Taxes	\$ 19,865	\$ 950	4.8%	\$ 950	4.8%	\$ 613	3.1%	\$ 2,514	12.7%	
01-5004 PERS Retirement	\$ 40,614	\$ 1,996	4.9%		0.0%	\$ 2,287	5.6%	\$ 4,283	10.5%	
01-5005 Medical Insurance	\$ 30,992	\$ 1,315	4.2%	\$ 686	2.2%	\$ 57	0.2%	\$ 2,059	6.6%	
01-5006 Worker's Compensation Insurance	\$ 3,735	\$ 2,568	68.8%		0.0%		0.0%	\$ 2,568	68.8%	
01-6001 Administrative Services	\$ 78,000	\$ 4,401	5.6%	\$ 3,670	4.7%	\$ 9,244	11.9%	\$ 17,316	22.2%	
01-6002 Temporary Help	\$ 25,000		0.0%		0.0%		0.0%	\$ -	0.0%	
01-6003 Clothing Allowance	\$ 1,200		0.0%		0.0%		0.0%	\$ -	0.0%	
01-6004 Education	\$ 3,000		0.0%	\$ 103	3.4%		0.0%	\$ 103	3.4%	
01-6005 Travel	\$ 1,000		0.0%		0.0%		0.0%	\$ -	0.0%	
01-6006 Office Supplies	\$ 3,000	\$ 220	7.3%	\$ 415	13.8%	\$ 476	15.9%	\$ 1,111	37.0%	
01-6007 Postage	\$ 2,500		0.0%		0.0%		0.0%	\$ -	0.0%	
01-6008 Vehicle	\$ 6,000	\$ 265	4.4%		0.0%		0.0%	\$ 265	4.4%	
01-6009 IGA Legal						\$ 1,311		\$ 1,311		
01-6100 Materials & Services										
01-6102 Auditing Service	\$ 25,200	\$ 9,000	35.7%		0.0%	\$ 5,000	19.8%	\$ 14,000	55.6%	
01-6103 Dues & Taxes	\$ 2,000	\$ 1,672	83.6%		0.0%		0.0%	\$ 1,672	83.6%	
01-6104 Legal Services	\$ 5,000	\$ 365	7.3%	\$ 575	11.5%	\$ 285	5.7%	\$ 1,225	24.5%	
01-6105 Liability & Property Insurance	\$ 13,800		0.0%		0.0%		0.0%	\$ -	0.0%	
01-6106 Meter Connection	\$ 2,400		0.0%		0.0%		0.0%	\$ -	0.0%	
01-6107 Licenses	\$ 2,000		0.0%		0.0%		0.0%	\$ -	0.0%	
01-6108 Project Maintenance	\$ 40,302		0.0%	\$ 1,173	2.9%		0.0%	\$ 1,173	2.9%	
01-6109 Recurring Maintenance	\$ 30,330	\$ 261	0.9%	\$ 3,899	12.9%	\$ 627	2.1%	\$ 4,787	15.8%	
01-6110 General Maintenance	\$ 15,000	\$ 175	1.2%	\$ 795	5.3%	\$ 1,270	8.5%	\$ 2,240	14.9%	

	FY 2024-25		Jul 2024		Aug 2024		Sep 2024		Year to Date	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
01-6111 Chemicals	\$ 9,000		0.0%	\$ 1,650	18.3%		0.0%	\$ 1,650	18.3%	
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%	\$ 127	23.0%	
01-6114 Professional Services	\$ 6,000	\$ 8,676	144.6%	\$ 495	8.3%	\$ 330	5.5%	\$ 9,501	158.3%	
01-6115 Facilities Use (Sanitary)	\$ 3,750		0.0%		0.0%		0.0%	\$ -	0.0%	
01-6116 Utilities	\$ 12,000	\$ 380	3.2%	\$ 609	5.1%	\$ 734	6.1%	\$ 1,723	14.4%	
Total 01-6100 Materials & Services	\$ 168,032	\$20,572	12.2%	\$ 9,238	5.5%	\$ 8,288	4.9%	\$ 38,098	22.7%	
01-7500 Debt Service										
01-7501 IFA Water Plant Upgrade - Princ	\$ 17,365		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%	
Total 01-7500 Debt Service	\$ 20,772	\$ -	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%	\$101,350	18.2%	
02-6000 REQUIREMENTS - Capital Fund										
02-7003 Water Plant IT Upgrade	\$ 25,000		0.0%		0.0%	\$ 224	0.9%	\$ 224	0.9%	
02-8000 Contingency - Capital Fund	\$ 25,000		0.0%		0.0%		0.0%	\$ -	0.0%	
02-8001 Unappropriated Balance	\$ 4,876		0.0%		0.0%		0.0%	\$ -	0.0%	
Total 02-6000 REQUIREMENTS - Capital Fund	\$ 54,876	\$ -	0.0%	\$ -	0.0%	\$ 224	0.4%	\$ 224	0.4%	
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%	
03-6103 Legal/Land Use Fees	\$ 11,500	\$ 600	5.2%		0.0%	\$ 1,230	10.7%	\$ 1,830	15.9%	
03-6104 Finance Management	\$ 6,300	\$ 500	7.9%	\$ 500	7.9%	\$ 500	7.9%	\$ 1,500	23.8%	
03-6105 Project Management Services	\$ 4,500	\$ 962	21.4%		0.0%		0.0%	\$ 962	21.4%	
03-6107 Road Management Consulting	\$ 55,000	\$ 2,402	4.4%	\$ 798	1.5%	\$ 4,698	8.5%	\$ 7,897	14.4%	
03-6108 Forest Management Consulting	\$ 8,500		0.0%		0.0%		0.0%	\$ -	0.0%	
03-6109 Road Maintenance Supplies-Rock	\$ 32,852		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%	\$ 7,938	7.2%	
03-6111 Land Restoration	\$ 14,000		0.0%		0.0%	\$ 3,623	25.9%	\$ 3,623	25.9%	
03-6112 Miscellaneous	\$ 1,500		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%	\$ 23,751	9.6%	
03-7000 Capital Outlay - Forest										
03-7001 Road Construction	\$ 175,000		0.0%		0.0%	\$ 13,853	7.9%	\$ 13,853	7.9%	
03-7002 Road Decommissioning	\$ 95,000		0.0%		0.0%	\$ 5,950	6.3%	\$ 5,950	6.3%	
Total 03-7000 Capital Outlay - Forest	\$ 270,000	\$ -	0.0%	\$ -	0.0%	\$ 19,803	7.3%	\$ 19,803	7.3%	
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%	\$ 73,553	14.2%	
03-8000 Contingency - Forest Fund										
03-8001 Contingency	\$ 250,708		0.0%		0.0%		0.0%	\$250,708	100.0%	
03-8002 Restricted Balance	\$ 75,000		0.0%		0.0%		0.0%	\$ 75,000	100.0%	
03-8003 Unappropriated Balance	\$ 98,471		0.0%		0.0%		0.0%	\$ 98,471	100.0%	
Total 03-8000 Contingency - Forest Fund	\$ 424,179	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$424,179	100.0%	
7900 Interfund Transfer OUT	\$ 145,622		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%	\$175,128	10.3%	
	\$ -	\$ (6,188)		\$ (27,581)		\$ 30,288		\$ (3,481)		

ARCH CAPE WATER DISTRICT - EXPENDITURES FOR MONTH OF SEPTEMBER 2024

Date	Num	Name	Amount	Class
09/02/2024		EFT CS&S	-83.00	0.0 - General Fund
09/05/2024		2337 gWorks	-420.00	0.0 - General Fund
09/09/2024		2338 Curran McLeod	-330.00	0.0 - General Fund
09/10/2024		2340 Bob McEwan Construction	-840.00	0.0 - General Fund
09/10/2024		2341 Pacific Power	-733.69	0.0 - General Fund
09/11/2024		EFT Sure Payroll	-42.39	0.0 - General Fund
09/11/2024		EFT CS & S	-40.00	0.0 - General Fund
09/17/2024		EFT Amazon.com	-14.99	0.0 - General Fund
09/19/2024		EFT Ace Hardware	-39.08	0.0 - General Fund
09/25/2024		EFT Starlink	-140.00	0.0 - General Fund
09/26/2024		2345 Accuity, LLC	-5,000.00	0.0 - General Fund
09/26/2024		EFT QuickBooks Payments	-99.00	0.0 - General Fund
09/30/2024		EFT 1st Security Bank	-10.00	0.0 - General Fund
09/02/2024		2334 111 Design	-5,427.00	0.0 - General Fund & IGA
09/02/2024		2335 Eileen Eakins NW Local Government Legal A	-1,596.00	0.0 - General Fund & IGA
09/10/2024		2342 SDIS	-57.00	0.0 - General Fund & IGA
09/10/2024		2339 Jackson Oil	-403.99	0.0 - General Fund & IGA
09/10/2024		EFT Amazon.com	-48.99	0.0 - General Fund & IGA
09/12/2024		EFT PERS	-782.80	0.0 - General Fund & IGA
09/12/2024		EFT PERS	-2,287.09	0.0 - General Fund & IGA
09/12/2024		EFT Sure Payroll	-4,328.59	0.0 - General Fund & IGA
09/13/2024		EFT Onset Computer Systems	-174.15	0.0 - General Fund & IGA
09/25/2024		EFT AT&T Mobility	-98.34	0.0 - General Fund & IGA
09/26/2024		2346 Jigsaw Consulting Services	3,200.00	0.0 - General Fund & IGA
09/26/2024		2347 Northwest Fire Extinguisher	-151.50	0.0 - General Fund & IGA
09/29/2024		EFT Amazon.com	-87.98	0.0 - General Fund & IGA
09/30/2024		EFT Sure Payroll	-3,820.34	0.0 - General Fund & IGA
09/26/2024		2346 Jigsaw Consulting Services	338.93	0.0 - General Fund & IGA (Reimburse Stamps)
09/02/2024		2334 111 Design	-224.00	0.2 - Capital Fund
09/10/2024		2343 Blair Henningsgarrad Attorney at Law	-1,230.00	03 - Arch Cape Forest
09/02/2024		2336 Morgans Resource Management	-4,698.25	03 - Arch Cape Forest:03.1 - ARPA Grant
09/19/2024		2344 VB Contructions, Inc.	-29,436.37	03 - Arch Cape Forest:03.1 - ARPA Grant
09/26/2024		2346 Jigsaw Consulting Services	500.00	03 - Arch Cape Forest:03.1 - ARPA Grant



Bill Campbell
Arch Cape Water & Sanitary Districts
32065 East Shingle Mill Ln
Arch Cape, OR 97102

October 16, 2024

Subject: WTP SCADA Alarm Notification Upgrade

Dear Mr. Campbell,

Industrial Systems, Inc. is pleased to provide you with the following proposal for Control System Design and Integration Services. As always, we look forward to working with you on this project.

Summary:

Arch Cape Sanitary District water treatment plant recently underwent a SCADA software and hardware upgrade performed by Wes Tech. During the upgrade process, the Radmin VPN connection between the water and wastewater treatment plant SCADA computers was eliminated. This connection previously facilitated transfer of water treatment plant SCADA alarm wastewater treatment plant SCADA for display and callout notification.

In lieu of purchasing a new firewall device and VPN service to restore this functionality, Industrial Systems proposes to install and configure an alarm notification system for the water treatment plant using TopView, the same alarm notification system used at the wastewater treatment plant. This approach adds resiliency to the water treatment plant alarm monitoring, allowing it to operate independently of the wastewater plant system and communication services.

TopView would be installed on the main SCADA computer at WTP. Initial method for alarm notification is assumed to be email. VoIP service at WTP is anticipated in the near future, and can be configured for TopView when it becomes available. Setup of email or VoIP service for alarm notification will be done by the Districts' IT personnel.

Additionally, we propose to purchase and configure an additional RealVNC server on the main SCADA computer at WTP. This will give operation staff remote access water plant SCADA using the same platform currently in use at wastewater plant.

Scope of Work:

1. Purchase, install, and configure latest version of TopView on WTP SCADA computer
 - a. TopView licensing is for a 50-tag monitoring system and perpetual (one time cost, does not need renewal)

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2. Purchase, install, and configure RealVNC server on WTP SCADA computer
 - a. Usage of RealVNC is subscription-base, to be billed on an annual basis.

Deliverables:

1. TopView alarm monitoring & email-based notification
2. RealVNC server
3. Remote

Assumptions:

1. A mutually agreeable schedule will be negotiated for completion of this work. For scheduling flexibility, installation and setup of proposed software is to be done remotely, via remote access currently being provided by Districts IT staff. Should a site visit become necessary, we will work with the Districts on a T&M basis outside of this scope of work.
2. Reliable Internet access is available at project site for alarm monitoring and remote access services.
3. The manufacturer's standard warranty for any and all control system components to be provided within this scope will apply. Unless specified otherwise the warranty period is one year from the date of delivery.
4. This project may require the update or upgrade of existing software programs and our proposal covers only the installation of the upgrades and the conversion of the application files. We cannot foresee abnormalities to system operation caused by some software updates as all custom applications are unique. The resolution of abnormal system operation due to software updates/upgrades will be resolved on a T&M basis in accordance with the enclosed billing rates.
5. This project may include programming modifications to an existing SCADA or PLC system. Such changes are only made after careful consideration of the impact on the control system as a whole. However, when modifying custom control systems there is always a risk for unintended consequences. Should undesired system operation result during this project or as a result of the work covered by this agreement, we will work with the system owner to resolve the situation. Such services are outside the scope of this proposed project and will be provided on a T&M basis only.

Exclusions:

1. Temporary control system.
2. Permits, fees and taxes.
3. Licenses or hardware other than listed above.

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- 4. On site installation and termination.
- 5. Site visits other than listed above.

Fee Proposal:

Industrial Systems, Inc. proposes to provide the services and materials listed above on a T&M basis. The fees shall be as listed in the summary below and include an estimate for Travel & Expenses

WTP SCADA Alarm Notification Upgrade \$5,860.00

Multi-year projects are subject to annual rate increases and contract amount escalations.

Terms shall be as stated in the attached terms and conditions. This quote is valid for 30 days from the date issued. For the purpose of time and material work and any hourly work agreed to beyond this scope, the enclosed billing rates shall be considered as our standard rates. Our standard rates shall be subject to annual revision.

To initiate this letter agreement, please sign below and return a copy to our office

Please feel free to call with any questions that you might have. Again, we look forward to working with you on this project.

Minh Q Huynh

10/16/2024

Minh Q Huynh

Date

Arch Cape Water & Sanitary District Date

Enclosures: Rate Schedule and Standard Terms and Conditions



12119 NE 99th Street
 Suite #2090
 Vancouver, WA 98682
 Phone: (360) 718-7267 Fax: (360) 952-8958
 Email: is@is-inc.com

2024 RATE SCHEDULE

PRINCIPAL.....	\$220 /HR
PROJECT MANAGER.....	\$199 /HR
SENIOR DESIGN/PROGRAMMING STAFF	\$176 /HR
DESIGN / PROGRAMMING STAFF.....	\$163 /HR
JUNIOR DESIGN/PROGRAMMING STAFF.....	\$134 /HR
TECHNICIAN	\$117 /HR
DRAFTING.....	\$88 /HR
CLERICAL.....	\$70 /HR

MILEAGE AND OTHER EXPENSES.....COST PLUS 20%
 (The 2024 IRS allowable mileage rate is assumed to be \$0.67/mile)

Expires: 12/31/24 - Subject to revision after this date

TERMS AND CONDITIONS

1. Industrial Systems, Inc.'s professional services consist of those services performed by Industrial Systems, Inc., its employees and consultants as enumerated in or performed pursuant to the Agreement. Industrial Systems, Inc.'s services shall be performed as expeditiously as is consistent with professional skill and care.
2. Additional services, over and above those stated in the Agreement, may be provided if authorized or confirmed by the Client and will be paid for by the Client as provided below unless otherwise specifically provided in the Agreement. Such services will be charged at Industrial Systems, Inc.'s standard rates in effect when performed. Costs will be reimbursed according to Industrial Systems, Inc.'s standard reimbursement rates in effect when incurred. Industrial Systems, Inc. will provide the Client with a statement of its current standard rates upon request.
3. All software and documents, including drawings and specifications, provided by Industrial Systems, Inc. are instruments of service with respect to the particular project for which they are provided and Industrial Systems, Inc. shall retain its ownership and property interest in such documents whether or not the project is completed. The Client may make, distribute, and retain such copies as are reasonably necessary for information and reference in connection with the assembly, construction and use of the particular project for which the software and documents are provided. Such software and documents are not intended or represented to be suitable for re-use by the Client or by others for any other purpose. Any additional use or re-use, without the written consent of Industrial Systems, Inc., shall be at the Client's sole risk and without liability or legal exposure to Industrial Systems, Inc. or its consultants and the Client shall indemnify and hold harmless Industrial Systems, Inc. and its consultants from all claims, damages, losses, and expenses, including attorneys' fees arising out of or resulting from such use.
4. The Client will provide full information as to the Client's requirements for the project as may be requested by Industrial Systems, Inc. from time to time. The Client will examine and respond promptly to Industrial Systems, Inc.'s submittals and inquiries and will provide prompt written notice to Industrial Systems, Inc. whenever the Client observes or otherwise learns of any defect in the materials provided by or services performed by Industrial Systems, Inc.
5. The initial deposit, if any, shall be retained and credited to the final payment due under the Agreement. Industrial Systems, Inc. will invoice the Client as services are performed. Invoices are payable upon receipt and the Client shall not back charge or withhold payment from Industrial Systems, Inc. for any reason without Industrial Systems, Inc.'s specific written consent. Invoices unpaid after thirty (30) days are delinquent and shall bear interest at the rate of one and one-half percent (1.5%) per month, or the maximum amount allowed by law, whichever is less, until paid. In addition, the Client shall pay Industrial Systems, Inc.'s reasonable costs incurred in collection of any delinquent amounts, including attorney fees and costs to prepare and file liens, regardless of whether suit or action is instituted.
6. Customer agrees to pay and be responsible for any additional amount for any present or future sales, use, excise, value-added, or other similar tax, however designated, applicable to the price, sale, or delivery or any products, services, or the work furnished hereunder or for Customer's use by Industrial Systems whether such tax is local, state, or federal in nature. This will include, but is not limited to, recovery, recycling, reclamation, handling, and disposal of materials.
7. Industrial Systems, Inc. will have the option to enforce payment of delinquent accounts by suit or action in a court of law or by arbitration. All other complaints, disputes and/or controversies that may arise out of or in connection with the agreement, order, or authorization, or services performed pursuant to such agreement, order, or authorization, including claims which might be pleaded or urged in a counterclaim or setoff in any action to enforce payment, shall be submitted to a mediator agreed to by both parties as soon as such dispute arises and, in any event, prior to commencement of arbitration or litigation. Such mediation shall occur at a place mutually convenient to the parties and the mediation fee and expenses shall be shared equally by the parties who agree to exercise their best efforts in good faith to resolve all disputes in mediation.

8. These terms and conditions are intended as the complete statement of the terms of the agreement between the parties relating to services provided hereunder.
9. A waiver of any defaults hereunder or of any of the terms and conditions shall not be deemed to be a continuing waiver or a waiver of any other default or of any other term or condition. In the event any provision of these terms and conditions is found to be invalid, illegal, or unenforceable, the validity, legality, and enforceability of any of the remaining provisions shall not be affected thereby.
10. Industrial Systems is not liable for damage or loss caused by delay in installation or interrupted service due to fire, flood, inability to obtain material or services, war, act of nature, or any other cause beyond Industrial Systems' reasonable control.
11. In no event, whether as a result of breach of contract or any tort, including negligence, or otherwise, is Industrial Systems or its consultants, suppliers, employees, or agents liable for any special, consequential, incidental, or penal damage, including, but not limited to, loss of profit or revenues, loss of use of any products, machinery, equipment, damage to associated equipment, cost of capital, cost of substitute products, facilities, services or replacement power, down time costs, lost profits, or claims of customers for such damages.
12. No warranty expressed or implied is given and no other affirmation of Industrial Systems, by word or action, shall constitute a warranty, except as expressly set forth herein. Industrial Systems warrants materials and services provided for a period of one year, from the date delivered or provided. Damages caused by abnormal use or neglect are not covered under warranty. This warranty is expressly in lieu of any other express or implied warranty including any implied warranty of merchantability or fitness for a particular purpose, and any other obligation on the part of Industrial Systems.
13. To the maximum extent permitted by law, the Client agrees to limit the total aggregate liability of Industrial Systems, Inc. and its suppliers and consultants for the Client's damages arising out of services performed with respect to any project to Industrial Systems, Inc.'s total fee for materials and services rendered on such project. This limitation shall apply regardless of the cause of action or legal theory pleaded or asserted.
14. The Agreement shall be governed by the laws of the State of Washington, excluding conflicts of laws principles. Any necessary legal action shall be brought in Clark County, Washington.
15. Neither Industrial Systems, Inc. nor the Client shall assign, sublet, or transfer any rights under or interest in this Agreement without the written consent of the other. Nothing contained in this paragraph shall prevent Industrial Systems, Inc. from employing such independent professional associates and consultants as Industrial Systems, Inc. may deem appropriate to assist in the performance of services. Further, nothing under this Agreement shall be construed to give any rights or benefits in this Agreement to anyone other than Industrial Systems, Inc. and the Client. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of the Client and Industrial Systems, Inc. and not for the benefit of any other party.

**Reaching out to registered voters re Levy - Topic Description
October 17, 2024**

Action / Information: Information

Synopsis

The Sanitary District has put a tax levy measure on the November ballot to fund a 2-year contract for an interim District Administrator for both Districts.

With this ballot measure, the voters will be able to choose between paying for the Administrator with property taxes or with rate increases. A 'Yes' vote is to fund with taxes. A 'No' vote is to fund with rate increases.

The break-even point is a property with a Clatsop County Tax Assessed Value of \$591,000. Below that value, taxes will be less burdensome to ratepayers than will rate increases. (Note – this is the Assessed Value and not the Real Market Value, as shown on your property tax statement.)

The District Board Presidents have sent a letter to all voters registered in the Sanitary District explaining the measure (see attached).

Clatsop County will start sending ballots on October 16th.

Please encourage friends, families and constituents to vote.

Attachment: Voter Letter

Arch Cape Residents:

As the Presidents of the Water & Sanitary District Boards we would like to bring your attention to a tax levy that will be on the November ballot as Measure 4-231.

The Sanitary District Board unanimously approved placing this measure before you in order to fund critical issues for the health of both the water and sanitary utilities in Arch Cape. Both boards agree the districts are understaffed and need additional revenue to pay for needed staff. The options are limited: either higher rates or this levy. Both boards support this measure as it allows you, the voters, to choose whether that funding should be taxes or rate increases. A 'Yes' vote is to fund with property taxes. A 'No' vote will result in rate increases.

This letter is to give you information about the measure and to ask for your support.

HOW WE GOT HERE

Beginning in July of 2023 the Boards jointly undertook a comprehensive review of district operations and needs. We found a significant backlog of projects that were needed to replace or update equipment and facilities, and a long list of maintenance work that had been ignored for years. Together with our District Manager Matt Gardner we estimated that it would take our two staff at least two years to get caught up, in addition to keeping the districts operating on a day-to-day basis. And that does not include any additional projects that are likely to arise.

The districts had fallen behind because we have been understaffed for at least 10 years. In that time, the population has grown, the water and wastewater plants have aged, there have been more hook-ups, compliance with state and federal regulations have required additional time, energy, and money, and the Water District purchased a forest/watershed, adding to the staff workload. Two staff and a contracted part-time bookkeeper have not been enough to run the plants, perform required maintenance, undertake capital projects, and administer the districts.

WHAT TO DO ABOUT IT

Working together, the Boards have determined that having a District Manager try to administer the districts, manage operations, and oversee the forest is unrealistic — there's just too much work. It didn't work in the past and it won't work in the future. We need to increase staff.

The mission-critical work of the districts is operations, and our two staff will continue to be needed to run the plants all day and every day, catch up on deferred work, and address future demands. Help is needed in administration and management — the office side of the business. Responsibilities include Budgeting & Finance, Procurement/Contracting, Information Technology, Securing Grants/Loans, Legal, Board Reporting and Community Outreach. This Administrator role will be at least a part-time job for a person who has relevant skills and experience and will still need to be supported with bookkeeping, accounting, and audit. Since July 2023, much of this work has been done by the two Board Presidents, which is not sustainable. The community cannot expect volunteers to have the expertise, willingness, time, and frankly the stamina to do district administration functions beyond June when the terms of the Presidents conclude.

We have estimated the cost of contracting for an Administrator at \$125,000 per year, for two years. We've identified two alternatives to get this money. One is to increase rates. The combined rates for the two districts would need to increase 22% to raise the \$125,000 per year necessary to add an Administrator position to perform the business and financial management duties and manage the forest-watershed. Such an increase would remain part of the base rate, and projected annual 5% increases would still be necessary, as outlined in our long-range financial plans.

The other choice is the measure that's on the ballot. It would provide funding for a 2-year contract with an experienced Public Utilities Administrator to: 1) perform essential business management functions for the districts that will allow current staff to focus exclusively on operations, and 2) to make recommendations to the boards for longer-term staffing/funding solutions. This person will start ideally in late 2025, once funding from the levy is available next fall when property taxes are paid.

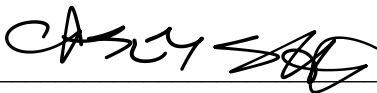
THE DIRECTION

We know that the interim District Administrator will be an additional financial burden for our customers either in the form of taxes or rate increases. But the position is essential for ensuring the viability of the districts, getting the administrative work done and allowing Matt Gardner to get the operations work done.

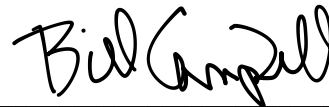
Levy proceeds will pay for the contract Administrator who will administer both districts. It is a Sanitary District levy because the Sanitary District is some 50 accounts larger than the Water District, as the 50 houses on Carnahan Street receive Arch Cape sewer service but they have a separate water system. It did not make sense to incur the additional cost of collecting and administering two separate levies, and it needs to include all customers.

Paying for this critical role will require either an increase in rates or taxes. In this case, taxes will be less burdensome to most rate payers as, unlike rates, taxes apply to all properties and vary with property value. The break-even point is a property with a Clatsop County Tax Assessed Value of \$591,000. Below that value, taxes will be less burdensome than rates. (Note – this is the Assessed Value and not the Real Market Value, as shown on your property tax statement.)

With this ballot measure, you, the voters, will choose between paying for the Administrator with property taxes or with rate increases. A 'Yes' vote is to fund with taxes. A 'No' vote is to fund with rate increases.



Casey Short
Sanitary District Board President



Bill Campbell
Water District Board President

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.
 - Determine Established Usage and Extraordinary Usage
 - Set a cap for how much of the Extraordinary Usage will be discounted
 - Set a billing rate for the Extraordinary Usage that is below the cap

Instruct staff to use the new policy to address any pending or future appeals.

- 3) 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

Cell Tower Survey Results and Next Steps (if any) - Topic Description October 17, 2024

Action / Information: Action

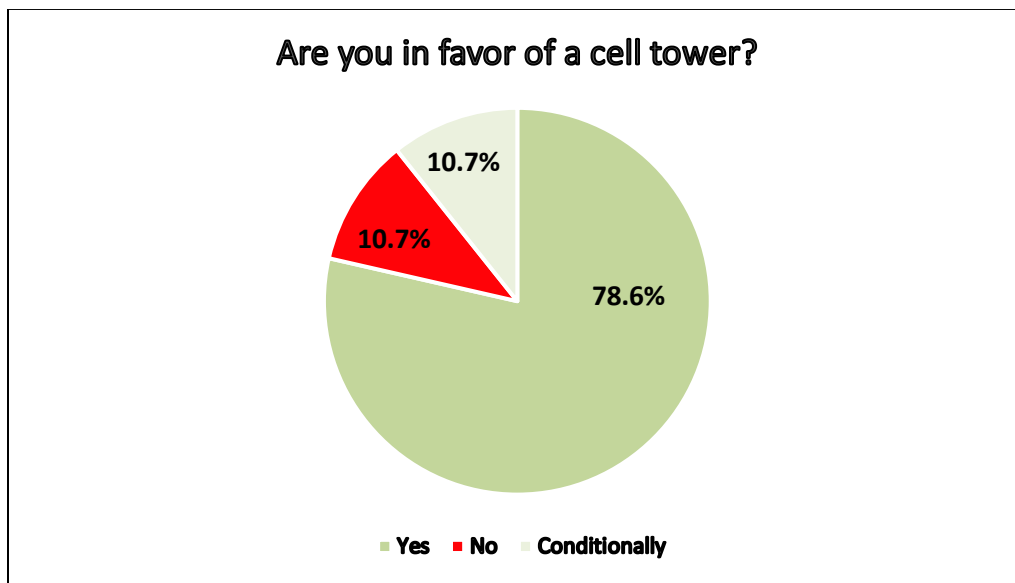
Background

Verizon has approached the District requesting a lease on a space in the Forest (outside of the Watershed) for a cell-tower. At their September meeting, the Board authorized a public comment period for the Arch Cape Water District community to respond to a survey about their interest in a cell tower. The public comment period was from September 20th – October 10th.

The notice about the survey was posted on the District’s web site, in the District Board’s blog and at the mailboxes. 89 people responded to the survey. 5 of them lived outside of the Arch Cape Water District boundaries and were not eligible. 84 responses met the criteria. 1 of those respondents also sent a letter to the board.

Findings

89% of respondents are in favor OR conditionally in favor of a cell tower. 11% are not.



Conditions: Of the nine respondents, 4 would like the tower to be camouflaged or set further back from houses, 2 have questions about the implementation process / level of disruption, 2 would like an impact study and 1 would like AT&T to provide services on the tower.

An FAQ is attached to address to a number of the questions that were raised.

No: Of the nine respondents, 3 cite health concerns, 1 cites “headaches” in managing the rental process, 3 cites impact on the views and experience, and 2 provided no reason.

Attachments: FAQ, Submitted letter, Public Comments contained in the survey

Next Step

If the Board decides to move forward to negotiate with Verizon, Mark Morgans (our Consulting Forester) has recommended that we engage Will Caplinger to help the District be in a more knowledgeable position to negotiate: 1) possible compensation from Verizon at signing, and 2) increasing the proposed monthly rental rate. Will has been very helpful to other clients of Mark’s.

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

Board Objective – Action

Motion: Move forward with negotiating with Verizon for a cell tower.

Motion: Instruct Bill to negotiate with Verizon for a camouflaged cell tower and to engage Will Caplinger to assist with the following: 1) possible compensation from Verizon at signing, and 2) increasing the proposed monthly rental rate. Findings and recommendations are to be brought back to the Board for consideration and final decision.

Cell Tower FAQ

In response to survey response questions, the below is information that was not already provided on the web site.

- 1) Is there a better map to better visualize the location and see how close it is to homes?

[Pin on Google Maps](#)

- 2) Will an impact study be done?

Forestry Professionals & Verizon Contractor:

There is no real mid-to-long term environmental impact to the forest. That said, there is construction involving gravel at the top of the mountain concrete foundations, plowing in powerline & installation of electronics. There will be a propane tank to run a backup power generator. The only "impact" I have ever seen assessed is the aesthetics of the tower itself as seen from key view spots in the community. I would not recommend the tree camouflage as the imitation branch doesn't hold up well in our coastal winter winds. I have seen them camouflaged to look like other features and one that simulated a fire look-out tower. It made the tower stand out more

- 3) How/where will utility lines will be run to the tower?

Verizon Contractor:

Power would be run from an existing source somewhat closer to sewer plan. Trench and bore up from there to the cell tower site, but then it will just grow back similar to what it is today since the most recent clearing of that area.

- 4) Will there be a backup generator?

Yes

- 5) What are details on the plan for trenching from “the south side of the tunnel” and the level of disruption?

Verizon contractor:

We will be following the existing roadways and not clearing an easement on either side. All boring or trenching will be done in the existing shoulder. The route to the site should not be too disrupted, and if so, we are talking hours, not days.

6) Will other cell service providers use the tower?

Verizon contractor:

Yes. The other carriers will reach out to Verizon. Their equipment would be collocated on the tower at a lower elevation.

7) Can the tower be camouflaged?

Forestry professionals:

Yes – either by painting or making it look like a tree or other object. Simulated “tree branches” do not hold us so well in the winds on the cost. Painting should allow the tower to blend into the background. In this case, likely blue/grey to match the sky.

8) Will there be health impact from cellular frequencies?

There is a wealth of literature on this question from all perspectives. Everyone is likely to find some information that supports whatever position they want.

There seems to be consensus that “Cell phones emit low levels of radio frequency (RF) energy, which the National Cancer Institute says doesn't consistently increase the risk of cancer in humans. However, the amount of exposure from using a cell phone is usually much higher than the exposure from living near a cell tower.”

When reviewing studies, be sure to assess the source and the date of the study.

September 24, 2024
Dale Mosby
31897 Oceanview Ln
Arch Cape, OR 97102
(503) 332-5201 dale@archcape.com

To: Arch Cape Water District Board
Re: Cell phone tower request

The short answer is that yes, the Arch Cape Water District should allow and encourage Verizon to place a cell tower on Arch Cape Forest land.

I want to provide some additional information to emphasize why this is the correct decision, so I am sending a letter to board members in addition to filling out the survey.

When it comes to making the choice of cell phones or land lines the voting has long since been made with the clear choice being cell phones.

According to the most recent estimates from the National Center for Health Statistics, about 73 percent of American adults in 2022 lived in households where there were only wireless phones and no landlines, while another 25 percent were in households with both. Barely over 1 percent had only landlines.

There is no reason to think that the residents of Arch Cape would differ from this national statistic. The only problem is that in Arch Cape our cell coverage is so poor that it may be impractical to be a cell-only household, especially east of the highway. If we brought good cell service to Arch Cape we would model the rest of the nation, perhaps even more so with owners of second homes preferring to use only their cell phones.

In addition to the convenience of having a working cell phone there is a large safety advantage to having good cell coverage both for residents and visitors. Visitors to the area will want to use a cell phone to contact emergency services. Agencies such as FEMA and the National Weather Service can send an alert to all cell phones in a geographic area to provide warning of an emergency. This, of course, depends on having cell coverage.

Recently a resident required medical assistance. My wife was on her phone with a nurse but unable to go into the person's house due to cell coverage that would only work in the street outside. I had to repeatedly go in and out of the house relaying information. And this was on the west side of the highway so at least we had some cell coverage.

The two objections I have heard to cell towers are about visual impact and RF (Radio Frequency) exposure. The issue of visual impact is an opinion that will vary. I do not find cell towers objectionable and want a working cell phone. Anyone objecting to a cell tower based on concerns over RF exposure should not be able to cast a negative vote unless they also tell you that they do not own a cell phone or have WiFi in their house. RF intensity is all about distance. A cell phone next to you or a WiFi unit in your house will have a much stronger field than one from a tower because it is much closer than the tower.

Regards,
Dale Mosby

Public Comments

Are you in-favor?	Why or Why Not?	Comment
Yes	Yes I want the improved cell service Arch Cape	
Yes	Better cell coverage	
Yes		
Yes	Important for emergencies	
Yes	It sounds like a win-win to me.	
Yes	It will be great to be able to have cell service in Arch Cape , especially for emergencies that may arise.	
Yes	Reliable cell communication is essential for safety, particularly in an aging community highly susceptible to natural disasters.	
Yes	Tired of unreliable service and dropped calls	Thank you
Yes		Rent will help care for forest.
Yes	I want working cell service for both safety and convenience.	It is aggravating not having reliable cell service throughout Arch Cape. I have dropped and missed calls but at least I have some service - though poor. There are many areas with no cell service such as our fire station. Some extra revenue would be nice but I would be happy to see Verizon given the space at no charge, A longer letter will be submitted separately.
Yes	We need better cell coverage in Arch Cape. We also could use a steady funding source for the district.	
Yes	It sounds like this will bring in both cell service and revenue.	
Yes		
Yes	Better communications, support for emergency services	
Yes	Seems like a win-win. Arch Cape needs better cell reception and you'll have consistent revenue. I'd rather look at a cell tower than a clear cut any day.	
Yes		<p>Could we ask them to do a 'fake tree' style tower so that it blends in more?</p> <p>I am in favor either way but I think the tree style tower would be preferred.</p>

Are you in-favor?	Why or Why Not?	Comment
Yes		<p>Could we ask them to do a 'fake tree' style tower so that it blends in more?</p> <p>I am in favor either way but I think the tree style tower would be preferred.</p>
Yes	It's a no-brainer—improve phone reception for Verizon customers. Reduce AC Forest maintenance cost burden on community. Contribute to road maintenance to the extent access road to antenna site overlaps with forest roads.	
Yes	To the extent possible, the AC Forest should be self supporting. The use of this small lot (1/4 acre?) would provide a high return for a minimally invasive structure, while improving reception for Verizon customers.	
Yes	Would welcome better signal. Reasonable method to diminish ratepayer costs.	
Yes	To offset the expense of forest operating cost	I am so used to seeing - or not seeing - these towers everywhere
Yes	good revenue source	
Yes	Cell service is a critical reality	In order to make contact using our cellular devises we need cell tower coverage. This will aid in emergencies and day to day communication
Yes		
Yes	Would prove to provide meaningful support of operating costs. Will also improve cell service for Verizon users (#1 or #2 at the coast with relatively poor service in Arch Cape), and possibly to others as cell tower accessed is often licensed out to other carriers.	Thank you for soliciting feedback.
Yes	Mobile phone customers will benefit from improved coverage.	Will the other major providers come along with similar asks (AT&T, T-Mobile)? Where would additional towers be situated?
Yes		
Yes	District can use \$ and cell phone users can use the improved service	GO FOR IT!
Yes	it is needed and it will help the district	
Yes	Like the income to offset expenses and far enough back to not be obtrusive	
Yes	This is an easy source of revenue with no significant impact to views, or the forest. It will provide vastly improved communications quality and reliability for	I suspect that Verizon would be willing and able to pay more than \$18,000 so it

Are you in-favor?	Why or Why Not?	Comment
	customers but more importantly for first responders and it will be of critical value if there is a significant earthquake, tsunami or wildfires.	would be worth researching what comparable towers and locations are receiving now.
Yes	I view it as a win/win situation. Verizon pays money which will support the operating costs of the Forest and we get better cell service as well.	
Yes	Improve cell phone access as coverage is very limited due to lack of cell tower in our vicinity	
Yes	Opportunity to defer expense of managing Forest-Watershed operations - lessening the potential burden of increased fees and/or taxes. Will also provide for enhanced reception for Verizon customers (including our family).	
Yes	Cell coverage is spotty in the Arch Cape area. We have to route through our home wi-fi to place and/or receive cell calls and text messages in our home. Adding a cell tower would be a significant enhancement and essential especially in emergency situations.	
Yes	As much as I like to stick my phone in a drawer at the beach, good cell service is an amenity I would like to have for those days when I am working while there. Plus defraying operating costs to the community.	\$18,000 per year sounds a little light to me. I think we should try to negotiate for a fee of \$25,000 per year. This is a pristine area, temperate rain forest, compensation should be higher.
Yes		
Yes	It would be nice to have cell coverage in Arch Cape.	
Yes		Think it is a good idea
Yes	I support any upgrades that will improve cell phone service in the area. Also, the added income from Verizon will help pay for the watershed.	
Yes	Provide revenue for water district. with minimal impact on watershed or forest.	Three comments:: 1. if you have not already done so, confirm that the terms of the conservation easement permit a cell tower. 2. ask Verizon to paint the tower colors that blend in with the background when the tower is seen from the beach. Likely blue/grey to match the sky. 3. You might ask Mike Morgans to review the

Are you in-favor?	Why or Why Not?	Comment
		lease as he has considerable experience in these matters;.
Yes	Safety: 1. We have poor phone signal for emergency response. 2. Offset our community costs. 3. Low impact. Win win!	
Yes	Added income with minimal downside (if Verizon follows through as promised	
Yes	Great for Emergency purposes.	I like to see the tower to be camouflaged looking like a green tree. Also a back of generator to run the Tower facility if offline with power.
Yes	For the reasons outline in the email	Is it possible for Verizon to install one of the cell towers that looks like a pine tree
Yes	We currently have no cell service at our house. We have to rely on WiFi. If power is out, we would have no way of communication.	
Yes	I want cell service in my home and we need the revenue for the district. Cell service would provide security, safety and support for the community.	
Yes	Makes sense	
Yes	The current very poor cellular service is a huge safety concern. It will provide peace of mind to have the tower & the great coverage it will provide	
Yes	The improved cell service alone is worthwhile and the additional fiber to our homes is priceless for those of us who work from home.	
Yes	Better cell service, especially in emergency situations could be vital. Helping to offset costs is also important.	
Yes		
Yes	Get funds producer and we need the coverage.	
Yes	Duh!	Cell service is poor without a. Close tower
Yes	Arch Cape needs communication	Make sure they are responsible to remove the tower and return the site back to its natural state. When they vacate the site. Including decommissioning of roads and removing power etc.
Yes	Better cell service and helps pay for the water shed forest costs	
Yes		Do it.
Yes	It would improve service and have little environmental impact.	

Are you in-favor?	Why or Why Not?	Comment
Yes	It would improve communication conditions AND pay for operating costs. Win-win	
Yes	Improving cell service not only provides a safer environment for our residents and first responders, the minimally intrusive structure coupled with the funds to offset resident cost are a win for our community.	
Yes	I currently get no coverage at the house and rely solely on wifi for phone connectivity. When power goes out, I have to go to the beach to obtain a signal limiting my ability to work from home.	
Yes	Yes, because the tower would 1. Bring stable income, 2. Be maintained by Verizon. 3. Have a small footprint even though being ugly. 4. Benefit the residents and guests and first responders in the community.	Would Verizon be willing to camouflage the tower so it wouldn't be quite so much of an eyesore?
Yes	Foe better cell service and more funds for the Forest and Watershed.	
Yes	A great opportunity to help pay for our forest. Looks like minimal impact to our view of forest. Would be great to improve our cell service.	
Yes	Big advantages are financial assistance to the district and improved cell coverage for Arch Cape.	
Yes	Would reduce the financial burden to rate payers / tax payers of the ongoing operating costs	
Conditionally	Probably fine, but could use a better map to understand where the location is, and how/where utility lines will be run to the tower. Will a backup generator be used and how close will it be to existing homes? How tall will the tower be?	
Conditionally	I'm generally in favor, but would like more details on the plan for trenching from "the south side of the tunnel" to the tower site. I'm concerned that "minimal" trenching will turn out to be considerably more disruptive than implied.	
Conditionally	Before you expect an educated response, I would like to see an environmental impact study done. Very important to the welfare of humans, animals, and forest.	
Conditionally	Has there been an impact study done? Have previous studies been done [elsewhere]? If so, has that data been shared or made available?	
Conditionally	What is the possibility of other providers using the tower (i.e. ATT)?	
Conditionally	Can they camouflage it like a big fir tree? I know they do this in CA camouflaging them like palm trees. If they would do that it would improve coverage for cellular services for everyone.	

Are you in-favor?	Why or Why Not?	Comment
Conditionally	<p>I would like to see the cell tower disguised as a tree.</p> <p>Sounds like a good way of generating revenue.</p>	
Conditionally	<p>I am in favor as long as the tower is placed in an inconspicuous manner. I personally use Verizon Wireless for my cell service and do not have a signal at my house. It would be great to have service and I would assume this tower would afford that.</p>	<p>I am in favor as long as the tower is placed in an inconspicuous manner.</p>
Conditionally	<p>Though I am not opposed, my preference would be to see it further back from all the neighborhoods. Further east if there was a satisfactory location with easy access. I am not aware of all the reasons it was decided that this is THE spot to do it but it feels pretty close to the homes, and I have some skepticism about 5G exposure.</p>	
No	<p>We have a home in Arch Cape. We have adequate cell coverage now (not with Verizon). The compensation for what the cell company is offering seems inadequate.</p> <p>Finally, our home in Arch Cape is an escape from the microwave smog we experience in Portland.</p>	<p>We do not believe increasing the density of mirowaves in the Arch Cape community is a detriment to the health of the Community and poor use of the common space.</p>
No	<p>While it would be nice to not have cell phone calls drop while driving through the low points on highway 101, I am not in favor of allowing the installation of a cell phone tower in our watershed.</p> <p>The supposed reasons for the forest purchase did not include improving cell phone service or major utility construction in the watershed and is therefore inconsistent with the purposes of owning our watershed. Besides the obvious environmental concerns with the construction and increased vehicular access, I am also concerned with the unsightliness of a 100 ft. tower on one of the first major knolls in the watershed. As someone who frequently accesses the beach and ocean, I enjoy looking back on the forest without viewing man-made installations.</p> <p>Additionally the money coming in would be beneficial, however my understanding is those dollars would need to stay in the forest fund and could not be used for capital or operational budgets.</p>	<p>I doubt NCLC would allow a cell phone tower in their Rainforest Reserve but someday I could see a tower being installed on the timberland properties to the north of us which may give us increased signal without all the downsides/headaches of selling/"renting" our recently acquired land to a massive corporation.</p>
No	<p>Concerns about view and safety. Not Verizon users.</p>	

Are you in-favor?	Why or Why Not?	Comment
No		
No	<p>I am not in favor for many reasons:</p> <p>I cherish the view of the mountains from the ocean, this board putting a cell tower up in the proposed location would be one of those things I'd look at my whole life and think what a mistake that was...</p> <p>The proposed location is a beautiful knoll over looking the ocean, a fenced in, graveled area with a big tower and wires running to it, once again I'd walk back there throughout my life and think, what a mistake.</p> <p>My house probably has some of the worst cell phone service in all of arch cape with it's proximity to tree's / mountains.. I have Verizon service, it has never been much of an impact,</p> <p>Wi-Fi calling easily resolves service issues.</p>	
No	There are long term health, wildlife and visual issues that will only provide short term income. This is a poor way to finance district operations.	We have considered this issue before and it has been rejected.
No		
No	Studies show that living close to cell towers increases rates of cancer 3-4x. This is too close to residences in my opinion.	
No	If the Water District moves forward with a cell tower because the majority of residents and fire department want a tower, that is understandable. However, our household has no trouble working from home by running our cellphones through our wifi and has no real need for a cell tower. Furthermore, cell towers may cause health problems, the science is unclear. Cell towers usually have lights on them and these lights will be visible from the beach and maybe some resident's homes, negatively affecting the night sky and mountain view-shed. An ugly industrial cell tower will certainly stand in stark contrast to our beautiful forest.	If the Water District moves forward with a tower, there are cell phone towers designed to look like trees from a distance. This option would alleviate some of the eyesore. The future is likely more satellites and less towers so the lease should terminate when the tower is no longer needed for cell tower purposes and not be open ended for other uses. Lastly, if I was negotiating, I would ask for a higher lease amount. Verizon has the money.



Colin Meston

Request for a Letter of Support

To: Bill Campbell

Inbox - ...til@gmail.com

11:39 AM



Hello Bill and the Arch Cape Water District Board,

The North Coast Land Conservancy is applying for restoration grant funding through the Oregon Water Enhancement Board (OWEB) to implement road decommissioning recommendations that were the result of the Ecological Road Assessment of the Arch Cape Forest and the Rainforest Reserve.

We would appreciate a letter of support from you for our application, as neighbors who value clean water and healthy forests. We are hoping to gather our letters of support by October 25th for submission and I apologize for the late request. Attached is a quick draft I put together, which may be helpful.

Thank you for your consideration
Colin

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**NORTH COAST
LAND CONSERVANCY**

Colin Meston (he/him)

Stewardship Manager | North Coast Land Conservancy

📞 (503) 298-5101 ✉️ colinm@nclctrust.org

📍 P.O. Box 67, Seaside, OR 97138

NCLCtrust.org



**Arch Cape LOS RFR
road decom.docx**



Letterhead

October 16, 2024

Oregon Watershed Enhancement Board
775 Summers St. NE Suite 360
Salem, Oregon 97301-1290

Dear Selection Committee/ OWEB Review Team:

I am writing you in support of the North Coast Land Conservancy's (NCLC) OWEB Restoration Grant application for road decommissioning in the Rainforest Reserve.

In 2017 the Arch Cape Domestic Water Supply District partnered with the North Coast Land Conservancy to protect 1500 acres of forest land in Clatsop County for the creation of a community forest and protected watershed for the community of Arch Cape, Oregon. After acquisition of NCLC's adjacent Rainforest Reserve in 2021 and the Arch Cape Community Forest in 2022 an OWEB technical assistance grant was secured to assess the impacts of the road network to water quality and habitat through an Ecological Road Assessment that covers both properties.

The extensive 40-mile road network are a significant management responsibility for each organization and we share a common value of managing the road network to improve water quality and habitat.

The Arch Cape Community Forest has been implementing the recommendations of the road assessment and support NCLC's efforts to do the same. Their project will occur during the dry season to protect water quality during soil disturbances as well as containing funds to rehabilitate any access roads in Arch Cape Community Forest as a result of the project.

The Arch Cape Water District recommends that OWEB funds this project to benefit our healthy watershed.

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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