

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

Thursday January 16, 2025. 6:00 PM

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. Approve Agenda (Action) | Bill |
| V. Approve November 21 & November 26 Minutes (Action) – Pg. 2-4 | Bill |
| VI. Financial & Administrative Reporting | |
| A. Accept Budget vs Actual Report - Pg. 5-7 | Bill |
| B. Accept Payment of Accounts - Pg. 8-9 | Bill |
| C. Accept Correspondence Requiring No Action | Bill |
| D. Treasurer’s Report | Sam |
| VII. Updated IGA from Cannon Beach to provide mutual assistance (Action) – Pg. 10-14 | Bill |
| Update existing IGA with clarifying language, new rates & replace Phil with Matt | |
| <i>Motion:</i> Authorize Board Chair to sign the updated Cannon Beach IGA | |
| VIII. Resolution 2025-0116A: Amend Capital Budget (Action) – Pg. 15-17 | Bill |
| <i>Motion:</i> Authorize Board Chair to sign Resolution 2025-0116A WD | |
| IX. Resolution 2025-0116B: Short-Term Borrowing Between Districts (Action) – Pg. 18-20 | Bill |
| <i>Motion:</i> Authorize Board Chair to sign Resolution 2025-0116B WD | |
| IX. Review of Calendar of Upcoming Events (Information) – Pg. 21 | Bill |
| X. Reports | |
| A. Staff Report | Matt |
| B. Correspondence for Action (Action) – Pg. 22-25 | Bill |
| <i>Decision:</i> Does the Board want to change its previous decision to pend the Cell Tower project? | |
| C. Project Updates - Pg. 26-28 | Bill |
| D. Board Members’ Comments and Reports | All |
| XI. February 20th Meeting | Bill |
| XII. Public Comments | Bill |
| XIII. Adjournment | |



**ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT
BOARD OF COMMISONERS MEETING
Thursday, November 21, 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 – None

III. Conflict of Interest Declarations – None

IV. Motion to approve agenda by Bob Cerelli, Second by Sam Garrison, motion carried.

V. Motion to approve October 17, 24 Minutes by Tevis Dooley, seconded by Bob Cerelli; motion carried.

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

VII. Motion to approve updates to Extraordinary Water Usage Policy 2024-1017WD to clarify that the policy only applies to excess usage amounts. Motion by Tevis to accept the updates as shown, second by Chris Mastrandrea; motion carried.

VIII. Levy from Nov. 5th to hire administrator. Motion by Tevis Dooley to authorize Board chair to work with the Sanitary Board chair to develop and post a request for proposal (RFP) for a 2-year contract for an Interim District Manager. Second by Chris Mastrandrea; motion carried.

IX. Update on Asbury Creek intake replacement project; information included in packet.

X. Forest-Watershed – updates regarding status of ODF approval of Multi-Resource management plan, Cell Tower in Forest-Watershed (on hold), Road Decommissioning Progress and Updates to Public Access & Recreation Policy are included in the packet. Motion to update information based on recommendations by the State Policy Trooper in charge of Fish and Wildlife enforcement who patrols the Forest Watershed. Motion by Chris Mastrandrea to update Policy #24-0620FW as shown in the packet. Second by Bob Cerelli, motion carried.

XI. Public Access Signage – preview included in the packet; Motion by Chris Mastrandrea to authorize Tevis Dooley to have public access signs made and post them on the access gates to the Forest-Watershed, second by Sam Garrison; motion carried.

XII. Correspondence for Action – Request from Cooper Family regarding excess usage charge. Appeal by Coopers to reduce the billed amount. Motion by Bob Cerelli that the excess usage charge stands as outlined in the packet at \$7,598; seconded by Chris Mastrandrea; motion carried. Discussion regarding setting a payment plan.

XIII. Reports:

Staff Report: See Board Packet

Project Updates: See Board Packet

Board Reports: No Comments

December Agenda: Zoom Meeting for Personnel Committee with Sanitary District

Public Comments: None

Motion made by Bob Cerelli to adjourn, second by Chris Mastrandrea, meeting adjourned at 6:50 pm.

Respectfully submitted,

Attest:

Teri Fladstol, Secretary

W.E. Campbell, A.A.A

Teri Fladstol, Secretary

Bill Campbell, Chair

**ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT
BOARD OF COMMISONERS MEETING
Tuesday, November 26, 2024; 9:00 am**

Pursuant to notice posted, a special Board Meeting for the Arch Cape Domestic Water District was held via Zoom.

I. Call to Order at 9:00 am Roll call: Chris Mastrandrea, Bob Cerelli, Sam Garrison, Tevis Dooley, Bill Campbell, Public: Dale Mosby

II. Cooper's Appeal

- Bob Cerelli left the meeting
- Motion to adjust the Cooper's balance from \$7,598 to \$4,319 by Bill Campbell, Second by Sam Garrison Motion Carried.

Discussion:

The motion was made in order for the Board to consider a number of extenuating circumstance pertaining to the Cooper's billing that had not been considered in the November 21st meeting.

- The Dwelling Water Leak policy that was in place at the time of usage did not provide clarity nor rationale for the Board to determine what usage volumes should be billed and at what amounts. Thus, the Board had wide ranging latitude. They could provide no reduction in the bill or could totally eliminate the bill or anything in between. Since their decision would create precedence, rationale needed to be developed and adopted before a reason-based decision about the appeal could be made.
- A new policy was developed and adopted in order to establish a rationale for considering any reduction in the bill being appealed along with any precedence for future bills to be appealed. In the case of the Cooper's, that new policy would take effect after their usage occurred.
- The new policy set a usage cap of 40,000 gallons on base rate usage pricing. Excess usage fees would be charged for usage over that cap. This cap was intended as a deterrent for extraordinary usage. A usage cap didn't exist in the previous policy. Since the deterrent wasn't in place before the usage occurred, it couldn't function as a viable deterrent, which was its intended purpose.
- The intent of both policies is to reduce the pricing of extraordinary usage to be less than excess usage fees

Considering all of these extenuating circumstances, the balance of \$4,319 is more aligned with the intent of the policy which was in effect at the time of usage. The adjustment from \$7,598 to \$4,319 is arrived at by eliminating the 40,000 cap and billing all usage over the cap the per gallon base rate rather than excess usage charges.

For usages after October 17th, the date that the new policy was adopted, the new Extraordinary Water Usage policy will take full effect.

III. Payment Plan

Motion to respond to the Cooper's payment plan request with a 24-month payment plan by Bill Campbell, Second by Tevis Dooley. During discussion the motion was amended and seconded for a 12-month payment plan. Motion Carried

IV. Scheduling of Personnel Committee meeting: Optimal times would be

- Monday Dec 9th after 2:00 PM: _____
- Tuesday Dec 10th after 3:30 PM: _____

V. Public Comment: Dale Mosby asked for email correspondence with ODF about cell tower

VI. Meeting adjourned

Respectfully submitted,

W.E. Campbell, AAA

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			1st Quarter 2024		Oct 2024		Nov 2024		Dec 2024		Year to Date	
	Budget	Actual	%	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	\$ 49,110	22.8%			31,864	14.8%	10,181	4.7%	20,879	9.7%	\$ 112,034	52.1%
01-4202 Debt Service	\$ 20,808	\$ 4,682	22.5%			2,254	10.8%	69	0.3%	1,897	9.1%	\$ 8,902	42.8%
01-4204 Overage/Excess Usage	\$ 45,001	\$ 7,193	16.0%			4,130	9.2%	2,249	5.0%	2,888	6.4%	\$ 16,461	36.6%
01-4300 Interest Income - General Fund	\$ 5,000	\$ 2,807	56.1%			1,091	21.8%	1,052	21.0%		0.0%	\$ 4,951	99.0%
01-4350 IGA Income (Sanitary District)	\$ 195,937	\$ 43,274	22.1%			11,055	5.6%		0.0%	18,561	9.5%	\$ 72,889	37.2%
01-4400 Cannon View Park Services	\$ 1,313	\$ 1,313	100.0%									\$ 1,313	100.0%
01-4501 Meter Hook-Up Fee	\$ 2,400												
01-4700 Miscellaneous Income	\$ 100												
01-4800 Grant Revenue						13,968	0.0%					\$ 13,968	
Total 01-4100 General Fund Resources	\$ 485,503	\$ 108,379	22.3%			\$ 64,363	13.3%	\$ 13,551	2.8%	\$ 44,226	9.1%	\$ 230,518	47.5%
02-4000 RESOURCES - CAPITAL FUND													
02-4002 Undesignated Balance - Ca	\$ 41,450						0.0%		0.0%		0.0%	\$ -	0.0%
Total 02-4001 Beginning Balance - Capital Fun	\$ 41,450					\$ -	0.0%	\$ -	0.0%		0.0%	\$ -	0.0%
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%	\$ -	0.0%
03-4002 Beginning Bal - Restricted Fund	\$ 75,000						0.0%		0.0%		0.0%	\$ -	0.0%
03-4100 REVENUE - Forest Fund													
03-4300 Interest Income - Forest Fund	\$ 8,241	\$ 4,176	50.7%			1,213	14.7%	1,036	12.6%		0.0%	\$ 6,424	78.0%
03-4700 Miscellaneous Income - Forest F	\$ 100						0.0%		0.0%		0.0%	\$ -	0.0%
03-4801 Business OR - ARPA	\$ 479,800	\$ 59,092	12.3%				0.0%		0.0%		0.0%	\$ 59,092	12.3%
03-4804 Safe Drinking Water (U22010)	\$ 30,000						0.0%	30,000	100.0%		0.0%	\$ 30,000	100.0%
Total 03-4100 REVENUE - Forest Fund	\$ 518,141	\$ 63,268	12.2%			\$ 1,213	0.2%	\$ 31,036	6.0%	\$ -	0.0%	\$ 95,516	18.4%
Total 03-4000 RESOURCES - FOREST FUND	\$ 942,850	\$ 63,268	6.7%			\$ 1,213	0.1%	\$ 31,036	3.3%	\$ -	0.0%	\$ 95,516	10.1%
4900 Interfund Transfer IN	\$ 145,622						0.0%		0.0%		0.0%	\$ -	0.0%
Total RESOURCES	\$1,697,364	\$ 171,647	10.1%			\$ 65,576	3.9%	\$ 44,586	2.6%	\$ 44,226	2.6%	\$ 326,035	19.2%
01-6000 REQUIREMENTS - General Fund													
01-5001 Wage - District Manager	\$ 93,668	\$ 23,050	24.6%			7,517	8.0%	7,517	8.0%	7,517	8.0%	\$ 45,600	48.7%
01-5002 Wages - Operator	\$ 58,557						0.0%		0.0%		0.0%	\$ -	0.0%
01-5003 Employer Payroll Taxes	\$ 19,865	\$ 2,514	12.7%			575	2.9%	524	2.6%	594	3.0%	\$ 4,206	21.2%
01-5004 PERS Retirement	\$ 40,614	\$ 4,283	10.5%			1,318	3.2%		0.0%		0.0%	\$ 5,601	13.8%
01-5005 Medical Insurance	\$ 30,992	\$ 2,059	6.6%			1,315	4.2%	57	0.2%	686	2.2%	\$ 4,117	13.3%
01-5006 Worker's Compensation Insurance	\$ 3,735						0.0%		0.0%		0.0%	\$ -	0.0%
01-6001 Administrative Services	\$ 78,000	\$ 17,316	22.2%			\$ 3,735	4.8%	10,533	13.5%	4,346	5.6%	\$ 35,930	46.1%
01-6002 Temporary Help	\$ 25,000						0.0%		0.0%	756	3.0%	\$ 756	3.0%
01-6003 Clothing Allowance	\$ 1,200						0.0%		0.0%		0.0%	\$ -	0.0%

01-6004 Education	\$ 3,000				0.0%		0.0%		0.0%	\$ -	0.0%
01-6005 Travel	\$ 1,000				0.0%		0.0%		0.0%	\$ -	0.0%
01-6006 Office Supplies	\$ 3,000	\$ 1,111	37.0%	138	4.6%		0.0%	709	23.6%	\$ 1,958	65.3%
01-6007 Postage	\$ 2,500				0.0%		0.0%	280	11.2%	\$ 280	11.2%
01-6008 Vehicle	\$ 6,000	\$ 265	4.4%	128	2.1%	181	3.0%	371	6.2%	\$ 946	15.8%
01-6009 IGA Legal					0.0%					\$ -	

01-6100 Materials & Services											
01-6102 Auditing Service	\$ 25,200				0.0%		0.0%	4,000	15.9%	\$ 4,000	15.9%
01-6103 Dues & Taxes	\$ 2,000	\$ 1,672	83.6%	777	38.9%	422	21.1%		0.0%	\$ 2,871	143.6%
01-6104 Legal Services	\$ 5,000	\$ 1,225	24.5%	969	19.4%		0.0%	228	4.6%	\$ 2,422	48.4%
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	\$ 1,173	2.9%	3,929	9.7%		0.0%	1,602	4.0%	\$ 6,704	16.6%
01-6109 Recurring Maintenance	\$ 30,330	\$ 4,787	15.8%	\$ 3,723	12.3%	356	1.2%	395	1.3%	\$ 9,261	30.5%
01-6110 General Maintenance	\$ 15,000	\$ 2,240	14.9%	768	5.1%	573	3.8%	9,975	66.5%	\$ 13,556	90.4%
01-6111 Chemicals	\$ 9,000	\$ 1,650	18.3%	2,455	27.3%		0.0%		0.0%	\$ 4,105	45.6%
01-6112 Notices	\$ 700						0.0%	309	44.1%	\$ 309	44.1%
01-6113 Payroll Administration Service	\$ 550	\$ 127	23.0%	37	6.7%	37	6.7%	93	17.0%	\$ 294	53.5%
01-6114 Professional Services	\$ 6,000	\$ 9,501	158.3%	3,200	53.3%	3,320	55.3%	7,732	128.9%	\$ 23,753	395.9%
01-6115 Facilities Use (Santiary)	\$ 3,750						0.0%		0.0%	\$ -	0.0%
01-6116 Utilities	\$ 12,000	\$ 1,723	14.4%	501	4.2%	534	4.4%	1,015	8.5%	\$ 3,773	31.4%
Total 01-6100 Materials & Services	\$ 168,032	\$ 38,098	22.7%	\$ 16,360	9.7%	\$ 5,242	3.1%	\$ 25,349	15.1%	\$ 85,049	50.6%

01-7500 Debt Service											
01-7501 IFA Water Plant Upgrade - Princ	\$ 17,365				0.0%		0.0%	7,647	44.0%	\$ 7,647	44.0%
01-7502 IFA Water Plant Upgrade - Int	\$ 3,407				0.0%		0.0%	1,500	44.0%	\$ 1,500	44.0%
Total 01-7500 Debt Service	\$ 20,772				0.0%		0.0%	\$ 9,147	44.0%	\$ 9,147	44.0%
Total 01-6000 REQUIREMENTS - General Fund	\$ 555,935	\$ 101,350	18.2%	\$ 31,086	5.6%	\$ 24,054	4.3%	\$ 49,756	9.0%	\$ 206,247	37.1%

	Budget			Actual	%	Actual	%	Actual	%	Actual	%
	FY 2024-25			Oct 2024		Nov 2024		Dec 2024		Year to Date	
02-6000 REQUIREMENTS - Capital Fund											
02-7003 Water Plant IT Upgrade	\$ 25,000	\$ 224	0.9%	600	0.00%		0.0%	26,512	106.0%	\$ 27,336	109.3%
02-8000 Contingency - Capital Fund	\$ 25,000				0.00%		0.0%		0.0%	\$ -	0.0%
02-8001 Unappropriated Balance	\$ 4,876				0.00%		0.0%		0.0%	\$ -	0.0%
Total 02-6000 REQUIREMENTS - Capital Fund	\$ 54,876	\$ 224	0.4%	\$ 600	1.1%	\$ -	0.0%	\$ 26,512	48.3%	\$ 27,336	49.8%

	Budget			Actual	%	Actual	%	Actual	%	Actual	%
	FY 2024-25			Oct 2024		Nov 2024		Dec 2024		Year to Date	
03-6000 REQUIREMENTS - Forest Fund											
03-6100 Materials & Services - Forest											
03-6101 ODF - Fire Protection	\$ 2,600				0.0%		0.0%	2,884	110.9%	\$ 2,884	110.9%
03-6103 Legal/Land Use Fees	\$ 11,500				0.0%		0.0%		0.0%	\$ -	0.0%
03-6104 Finance Management	\$ 6,300	\$ 1,500	23.8%	551	8.8%	500	7.9%	500	7.9%	\$ 3,051	48.4%
03-6105 Project Management Services	\$ 4,500	\$ 962	21.4%	2,582	57.4%		0.0%		0.0%	\$ 3,544	78.7%
03-6107 Road Management Consulting	\$ 55,000	\$ 7,897	14.4%	4,392	8.0%		0.0%	145	0.3%	\$ 12,435	22.6%

03-6108 Forest Management Consulting	\$ 8,500	\$ -	0.0%	145	1.7%		0.0%	1,185	13.9%	\$ 1,330	15.6%
03-6109 Road Maintenance Supplies-Rock	\$ 32,852				0.0%		0.0%		0.0%	\$ -	0.0%
03-6110 Other Road Maintenance Services	\$ 110,000	\$ 7,938	7.2%	3,524	3.2%		0.0%		0.0%	\$ 11,462	10.4%
03-6111 Land Restoration	\$ 14,000	\$ 3,623	25.9%	3,463	24.7%		0.0%		0.0%	\$ 7,086	50.6%
03-6112 Miscellaneous	\$ 1,500				0.0%		0.0%		0.0%	\$ -	0.0%
Total 03-6100 Materials & Services - Forest	\$ 246,752	\$ 23,751	9.6%	\$ 14,657	5.9%	\$ 500	0.2%	\$ 4,714	1.9%	\$ 43,621	17.7%
03-7000 Capital Outlay - Forest											
03-7001 Road Construction	\$ 175,000	\$ 13,853	7.9%	6,010	3.4%		0.0%		0.0%	\$ 19,863	11.4%
03-7002 Road Decommissioning	\$ 95,000	\$ 5,950	6.3%	32,038	33.7%		0.0%	1,455	1.5%	\$ 39,443	41.5%
Total 03-7000 Capital Outlay - Forest	\$ 270,000	\$ 19,803	7.3%	\$ 38,048	14.1%	\$ -	0.0%	\$ 1,455	0.5%	\$ 59,306	22.0%
03-7804 Safe Drinking Water (U22010)											
Total 03-6000 REQUIREMENTS - Forest Fund	\$ 516,752	\$ 73,553	14.2%	\$ 52,705	10.2%	\$ 500	0.1%	\$ 6,169	1.2%	\$ 132,927	25.7%
03-8000 Contingency - Forest Fund											
03-8001 Contingency	\$ 250,708				0.0%		0.0%		0.0%	\$ -	0.0%
03-8002 Restricted Balance	\$ 75,000				0.0%		0.0%		0.0%	\$ -	0.0%
03-8003 Unappropriated Balance	\$ 98,471				0.0%		0.0%		0.0%	\$ -	0.0%
Total 03-8000 Contingency - Forest Fund	\$ 424,179	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%
7900 Interfund Transfer OUT	\$ 145,622				0.0%		0.0%		0.0%	\$ -	0.0%
Total Requirements	\$1,697,364	\$ 175,128	10.3%	\$ 84,391	5.0%	\$ 24,554	1.4%	\$ 82,438	4.9%	\$ 366,510	21.6%

AC Domestic Water Supply District Check Detail Report

November 1-December 31, 2024

Date	Num	Name	Amount	Class full name
11/01/2024		Debit Streamline	-249.00	
11/02/2024		Debit Builders FirstSource	-47.99	
11/07/2024		2369 Pacific Power	-533.54	
11/07/2024		2370 Jackson Oil	-181.05	
11/07/2024		2371 Industrial Systems	-74.26	
11/07/2024		2372 Ricoh, USA Inc.	-88.86	
11/09/2024		Debit Bayview Asphalt	-48.00	
11/09/2024		Debit ERS - Equipment Rental	-119.00	
11/10/2024		Debit CS&S	-40.00	
11/12/2024		Debit Sure Payroll	-37.09	
11/12/2024		Debit Lemman Instrumental	-177.76	
11/13/2024		2374 One Call Concepts	-8.94	
11/13/2024		2375 Curran McLeod	-3,320.00	
11/14/2024		2314 SDAO	-422.00	
11/14/2024		Debit Sure Payroll	-3,820.35	
11/15/2024		Debit Streamline	-249.00	
11/17/2024		Debit Amazon.com	-14.99	
11/21/2024		2376 SDIS	-57.00	
11/21/2024		2377 gWorks	-2,530.00	
11/24/2024		Debit AT&T Mobility	-98.42	
11/25/2024		Debit Starlink	-140.00	
11/26/2024		2378 Jigsaw Consulting Services	-3,200.00	
11/26/2024		2379 111 Design	-3,909.00	
11/26/2024		2380 Pollard Water	-168.41	
11/26/2024		Debit Cantel Barricade	-120.00	
11/26/2024		Debit QuickBooks Payments	-99.00	
11/26/2024		Debit Microsoft Store	-69.99	
11/29/2024		Debit Sure Payroll	-3,820.34	
11/29/2024		Debit 1st Security Bank	-10.00	
12/01/2024		Debit Softline Data	-249.00	
12/03/2024		2382 Eileen Eakins NW Local Government Legal A	-228.00	
12/03/2024		2383 Ferguson Waterworks	-472.94	
12/05/2024		2384 Business Oregon	-9,147.27	
12/05/2024		2385 One Call Concepts	-1.49	
12/05/2024		2386 Ricoh, USA Inc.	-109.97	
12/05/2024		2387 SDIS	-57.00	
12/05/2024		2388 Jackson Oil	-278.18	
12/05/2024		2389 Pacific Power	-835.74	
12/05/2024		Debit Tractor Supply	-62.98	
12/06/2024		Debit Builders FirstSource	-95.98	
12/06/2024		Debit MODA Health	-629.18	
12/09/2024		2390 Industrial Systems	-5,331.85	

12/09/2024	2391 Curran McLeod	-7,732.45
12/09/2024	2392 Accuity, LLC	-4,000.00
12/11/2024	Debit Sure Payroll	-37.09
12/12/2024	2393 Cannon Beach Electric	-1,602.25
12/12/2024	2394 Pacific Power	-179.35
12/12/2024	Debit Costco	-51.28
12/12/2024	Debit CS&S	-40.00
12/12/2024	Debit Sure Payroll	-3,820.34
12/17/2024	Debit Amazon.com	-14.99
12/18/2024	2395 WesTech	-21,180.50
12/18/2024	2397 NAPA Auto Parts	-92.96
12/19/2024	2398 Clatsop County Clerk	-132.22
12/19/2024	2399 City of Cannon Beach	-563.78
12/19/2024	2400 Oregon Department of Forestry Unit 12	-2,884.19
12/19/2024	2401 Richard Petrich	-176.36
12/25/2024	Debit Starlink	-140.00
12/25/2024	Debit AT&T Mobility	-98.42
12/26/2024	Debit QuickBooks Payments	-99.00
12/27/2024	Debit Returned Check	-191.00
12/28/2024	Debit Sure Payroll	-3,855.24
12/28/2024	2402 111 Design	-1,148.00
12/28/2024	2403 Pollard Water	-254.55
12/28/2024	2404 CMG Oregon	-176.70
12/28/2024	2405 Jigsaw Consulting Services	-3,539.93
12/30/2024	2407 Bob McEwan Construction	-3,036.25
12/30/2024	2408 Bob McEwan Construction	-6,346.50
12/30/2024	Debit OR Health Authority	-75.00
12/31/2024	Debit MODA Health	-706.39
12/31/2024	Debit 1st Security Bank	-10.00
12/27/2024	Debit Columbia Bank	-10.00
12/18/2024	2395 WesTech	-21,180.50 02 - Capital Fund
12/30/2024	2406 Morgans Resource Management	-301.25 03 - Arch Cape Forest
12/03/2024	2381 Morgans Resource Management	-1,028.50 03 - Arch Cape Forest: Split
11/26/2024	2378 Jigsaw Consulting Services	-500.00 03 - Arch Cape Forest:03.1 - ARPA Grant
12/18/2024	2396 VB Contructions, Inc.	-1,455.00 03 - Arch Cape Forest:03.1 - ARPA Grant
12/28/2024	2405 Jigsaw Consulting Services	-500.00 03 - Arch Cape Forest:03.1 - ARPA Grant

INTERGOVERNMENTAL COOPERATIVE ASSISTANCE AGREEMENT

This Agreement is entered into, by and between the Arch Cape Domestic Water Supply District (ACDWS) Arch Cape Sanitary District (ACSD), and the City of Cannon Beach (CITY).

WITNESSETH:

WHEREAS, parties to this Agreement are responsible for the construction and maintenance of sewer related systems during routine and emergency conditions; and

WHEREAS, the parties owns and maintains equipment, and employs personnel who are trained to provide service in the construction, maintenance of, and operation of sewer systems and other support;

WHEREAS, each entity may need assistance to provide supplemental personnel, equipment, or other support; and

WHEREAS, it is necessary and desirable that this Agreement be executed for the exchange of mutual assistance, with the intent to supplement not supplant agency personnel;

WHEREAS, an Agreement would help provide documentation of the mutual assistance;

WHEREAS, the ACSD and the ACDWS operate under an intergovernmental agreement for staff support service providing that ACSD staff are employees of the ACDWS;

WHEREAS, ORS Chapter 190 provides for intergovernmental agreements and the appointment among the parties of the responsibility for providing funds to pay for expenses incurred in the performance of the agreed upon functions or activities;

WHEREAS, the CITY and ACSD enter into this cooperative agreement, to carry out this joint effort and work,

NOW THEREFORE, the parties agree as follows;

1) Term and Termination.

The effective date is: March 1, 2024, or upon final signature, whichever is later. This Agreement will continue until formally terminated.

Any party may terminate its participation in this Agreement as follows: 1) Written notice of intent to terminate 30 days prior to the effective date of the termination; and 2) Termination will not affect a party's obligation for payment arising prior to the termination of this Agreement.

2) Non-Exclusive Agreement.

This Agreement is not intended to be exclusive among the parties. Any party may enter into separate cooperative assistance of mutual aid agreements with any other entity. No such separate Agreement shall terminate any responsibility under this Agreement.

3) Independent Contractors.

Each party is an independent contractor with regard to the other party and agrees that no party has control over the work and the manner in which it is performed by another party. No party is an agent or employee of any other. Accordingly, a party's employees are covered under their own entity's workers' compensation coverage.

No party or its employees is entitled to participate in a pension plan, insurance, bonus, or similar benefits provided by any other party.

4) Modifications/Amendments.

Modifications to this Agreement are valid only if made in writing and signed by an authorized representative of each party.

5) Indemnification and Insurance.

Subject to the limitations of liability for public bodies set forth in the Oregon Tort Claims Act, ORS 30.260 to 30.300, and the Oregon Constitution, each party agrees to hold harmless, defend, and indemnify each other, including its officers, agents, and employees, against all claims, demands, actions and suits (including all attorney fees and costs) arising from the indemnitor's performance of this Agreement where the loss or claim is attributable to the negligent acts or omissions of that party.

Each party shall give the other parties immediate written notice of any action or suit filed or any claim made against that party that may result in litigation in any way related to this Agreement.

Each party agrees to maintain insurance levels or self-insurance in accordance with ORS 30.282, for the duration of this Agreement at levels necessary to protect against public body liability as specified in ORS 30.270.

6) Applicable Laws.

Each party agrees to comply with all local, state, and federal ordinances, statutes, laws and regulations that are applicable to the services provided under this Agreement.

7) Providing Assistance.

If confronted with a situation requiring personnel, equipment or material not available to it, the requesting party (Requestor) may request assistance from the party receiving the Request (Responder). To request assistance, the Requestor must send a written request to the individual identified in Section 16 of the Agreement or the successors for the Responder.

Upon receipt of such request, the Responder shall take the following action:

- a. Determine whether it has the personnel, equipment, or material available to respond to the request.
- b. Determine what available personnel and equipment should be dispatched and/or what material should be supplied.
- c. Dispatch available and appropriate personnel and equipment to the location designated by the Requestor.
- d. Provide appropriate access to the available material.
- e. Advise the Requestor in the event all or some of the requested personnel, equipment, or material is not available. Nothing in this Agreement requires the Responder to provide any requested assistance and Responder shall not be held liability in any capacity for not responding as requested.

8) Person In Charge and Supervision

The Person-in-Charge (PIC) of the personnel, equipment or material shall be designated by the Requestor, and shall be in overall control of the operations under whom the personnel, equipment, or materials of the Responder shall service. The personnel, equipment or materials of the Responder shall be under the immediate control of a supervisor of the Requestor. If the PIC specifically requests a supervisor of the Responder to assume control, the PIC shall not, by relinquishing control, relieve the Requestor of responsibility for the operation. "Supervision," as used in this section refers to conduct of the operation. Personnel participating in the operation

remain an employee, volunteer or independent contractor of the party that deployed them and are subject to the policies and procedures of that party.

Unless expressly authorized by the Requestor, a Responder, its officers, employees and agents, are not authorized to make any representation, enter into any agreement, waive any right, or incur any obligation in the name of, on behalf of, or as an agent for, the Requestor.

9) Documentation

The Responder shall document hours worked, and equipment or materials used or provided will be maintained on a shift-by-shift basis and provide such documentation to the Requestor as needed.

10) Release of Personnel, Equipment and Materials

All personnel, equipment and unused materials provided under this Agreement shall be returned to the Responder upon release by the Requestor, or on demand by the Responder.

Without prejudice to a Responder's right to indemnification above, compensation for damages to equipment shall be paid by the Requestor, subject to the following limitations:

- a. Maximum liability shall not exceed the cost of repair or cost of the replacement, whichever is less.
- b. No compensation will be paid for equipment damage or loss attributable to natural disasters or acts of God not related to the operation.
- c. To the extent of any payment under this section, Requestor will have the right of subrogation for claims against parties other than parties to this Agreement who may be responsible in whole or in part for damage to the equipment.
- d. Requestor shall not be liable for damage caused by the neglect of the Responder's operators.

11) Compensation

The Responder will be reimbursed (e.g. labor, equipment, materials and other related expenses as applicable, including loss or damage to equipment) at its adopted usual and customary rates, which are attached to this Agreement as Exhibit A. Compensation may include:

- a. Compensation for workers at the Responder's current pay structure, including call back, overtime and benefits.
- b. Compensation for equipment at Responder's established rental rate.
- c. Compensation for materials, at Responder's cost. Materials may be replaced at Requestor's discretion in lieu of cash payment upon approval by the Responder for such replacement.
- d. Within 30 days after presentation of invoices by Responder entitled to compensation under this section, Requestor will either pay or make mutually acceptable arrangements for payment.
- e. In situations when cost is shared for the execution of joint projects or work, each party will be responsible for the costs equitably distributed in proportion to the benefit.

Each party shall provide the other parties an updated Exhibit A every three (3) years, or upon rate increases.

12) Information Sharing.

Each party agrees to share utility information regarding capacities, regulatory limits, long-term planning, cost of operations and funding mechanisms. Confidential and sensitive information and vulnerability assessments are excluded from the agreement.

13) Maintenance.

Each party may request the other to participate in the implementation of joint efforts of system maintenance when such joint efforts may result in reduced cost to both parties. Examples may be sewer cleaning, testing, televising and repairs.

- 14) Complete Agreement. This writing is intended both as the final expression of the Agreement between the parties with respect to the included terms and as a complete and exclusive statement of the terms of the Agreement..

- 15) Contact Information

The technical points of contact regarding this statement of work are as follows:

Karen La Bonte, Public Works Director
Public Works Department
City of Cannon Beach
P O Box 368
163 East Gower Street
Cannon Beach, OR 97110
Phone: (503) 436-8068
Fax: (503) 436-2050
Mobile: (503) 440-8579
Email: labonte@ci.cannon-beach.or.us

Matt Gardner
District Manager
Arch Cape Water and Sanitary Districts
32065 East Shingle Mill
Arch Cape, OR 97102
Phone: (503) 436-2790
Fax: (503) 436-1467
Mobile: (503) 812-7578
Email: mattgardneracutil@gmail.com

- 16) DEQ Reporting

For the purposes of reporting to the Oregon Department of Environmental Quality, Matt Gardner from the Arch Cape Sanitary District will be named as Wastewater Utility Specialist and the Responsible In-Charge operator for the City of Cannon Beach wastewater treatment plant and wastewater collection system in the absence of Michael Brown.

Signatory Authorities:

Casey Short
President Arch Cape Sanitary District

Date

Bill Campbell
President Arch Cape Domestic Water Supply District

Date

City of Cannon Beach
Bruce St. Denis, City Manager

Date



CITY OF CANNON BEACH

EXHIBIT A – Billable Rates

Billable Rates for Cannon Beach Support

	2024-25	2025-26	2026-27
Utility Specialist	\$75	\$80	\$82
Utility Worker II	\$68	\$72	\$75
Utility Worker I	\$60	\$63	\$65

Billable Rates for Arch Cape Support

	2024-25	2025-26	2026-27
Utilities Manager	\$93	\$98	\$103

Amend Capital Budget - Topic Description
January 16, 2025

Action / Information: Action

Background

Last fiscal year we budgeted for the replacement and software upgrade of the computerized electrical components that control the water plant. \$25,000 was budgeted to be spent last fiscal year and \$25,000 was budgeted to be spent this fiscal year, for a total of \$50,000.

As implementation has progressed, those monies will not cover the unexpected costs of:

- Replacing the network router that we discovered we had been renting from the previous IT vendor,
- Upgrading the software so that alarms can be broadcast directly to District staff rather than being routed through the Sanitary plant system for broadcast,
- Installing new shelving for easy access to the computers,
- Rewiring with new network cables and architecting for ease of switching over to the backup computer if the primary computer becomes inoperable

These unexpected costs are estimated to not exceed and additional \$3,750.

A resolution is required to amend the capital budget to approve the expenditure of this increase.

Board Motion

Authorize Board Chair to Sign Resolution 2025-0116A WD

**ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT
RESOLUTION 2025-0116A WD, AMENDING THE 2024-25 BUDGET**

WHEREAS, the Water Plant's existing computerized electronic components need to be replaced and upgraded to include added protection against security breaches and to meet new Oregon Health Authority reporting requirements; and

WHEREAS, The need to replace and upgrade this equipment was included in developing the 2024-25 Capital Fund budget at a cost of \$25,000; and

WHEREAS, Additional cost estimated at \$3,750 will be needed to complete the installation of the upgrade; and

WHEREAS, Funds are available in the Capital Fund Contingency to cover the additional costs of upgrading this critical piece of equipment, at an increase of \$3,750 for a total of \$ 28,750; and

NOW THEREFORE,

BE IT RESOLVED by the Arch Cape Domestic Water Supply District Board of Directors that \$3,750 of Capital Fund Contingency be transferred to Capital Outlay as detailed in Attachment A.

ADOPTED this 16th day of January, 2025

BY:

ATTEST:

Bill Campbell, Board President

Teri Fladstol, District Secretary

ATTACHMENT A

FY 2024-25 CAPITAL FUND APPROPRIATION

ADOPTED BUDGET

<u>Capital Outlay</u>		
Water Plant IT Upgrade	\$ 25,000	
All Other Capital Outlay	<u>\$ 0</u>	
Total Capital Outlay	\$ 25,000	
Total Appropriation		<u>\$ 25,000</u>
Budgeted Contingency	\$ 25,000	
Unappropriated Balance	<u>\$ 4,876</u>	
BUDGET TOTAL		<u>\$ 54,876</u>

AMENDED BUDGET

<u>Capital Outlay</u>		
Water Plant IT Upgrade	\$ 28,750	
All Other Capital Outlay	<u>\$ 0</u>	
Total Capital Outlay	\$ 28,750	
Total Appropriation		<u>\$ 28,750</u>
Contingency	\$ 21,250	
Unappropriated Balance	<u>\$ 4,876</u>	
BUDGET TOTAL		<u>\$ 54,876</u>

Resolution for Short-Term Borrowing between Districts - Topic Description
January 16, 2025

Action / Information: Action

Background

From time-to-time, the Districts may have need to borrow from each other to meet short term cash flow needs.

Example:

Grants required eligible expense to be paid by the District within 30 days of receipt. Evidence of contractor receipt of funds must be received by the District and submitted as part of the grant reimbursement request. From that point, reimbursement could be at least 30 days out. These reimbursement checks can be tens of thousands of dollars.

It is possible that another significant payment is due to a contractor before a previously submitted reimbursement has been received.

To date, this has not been an issue with the ARPA grant because of the large balance in the Forest Fund. However, this need may present itself in the Operating Fund as part of the ODOT grant to move the Asbury Creek Intake where the estimated expenses are well over \$400,000.

There was a need last November for monies to be withdrawn from the Water District Operating Fund (until the next banking business day) to pay for a Sanitary District expense.

A phone call was received from the bank saying the Sanitary checking account would be overdrawn if a check cleared w/o a deposit into the checking account. Since it was Thursday afternoon and a transfer from Sanitary's LGIP would not process until Monday, the suggestion was to move funds from Water checking account to Sanitary checking out and then back. This will result in an audit error as there was no resolution in place.

Board Motion

Authorize Board Chair to Sign Resolution 2025-0116B WD

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT
RESOLUTION 2025-0116B WD, SHORT TERM BORROWING BETWEEN DISTRICTS

A RESOLUTION FOR SHORT-TERM BORROWING BETWEEN THE ARCH CAPE
DOMESTIC WATER SUPPLY DISTRICT AND THE ARCH CAPE SANITARY DISTRICT

WHEREAS The Arch Cape Domestic Water Supply District is an Oregon Municipal Corporation defined as a Special District under ORS 198 and organized under ORS 264 to supply domestic water to the Arch Cape area;

WHEREAS The Arch Cape Sanitary District is an Oregon Municipal Corporation defined as a Special District under ORS 198 and organized under ORS 450.005 to 450.245 to provide sanitation services and facilities to the Arch Cape area;

WHEREAS The Arch Cape Domestic Water Supply District and the Arch Cape Sanitary District may each make contracts, dispose of property and do all other acts which may be convenient in carrying out the objects of the district;

WHEREAS The Arch Cape Domestic Water Supply District and the Arch Cape Sanitary District are each authorized pursuant to ORS 450.075(7) to incur short-term indebtedness from time to time by issuing a short-term promissory note to meet current expenses (ORS 287A.180);

NOW, THEREFORE, BE IT RESOLVED:

That the Board of Directors of the Arch Cape Domestic Water Supply District is authorized, from time to time, to loan funds to the Arch Cape Sanitary District on a short-term basis secured by promissory notes on terms and in amounts as are necessary for the operation of the Arch Cape Sanitary District and which comply with the requirements of ORS 287A.180, and

That the Board of Directors of the Arch Cape Domestic Water Supply District is authorized, from time to time, to borrow funds from the Arch Cape Sanitary District on a short-term basis secured by promissory notes on terms and in amounts as are necessary for the operation of the Arch Cape Domestic Water Supply District and which comply with the requirements of ORS 287A.180, and

BE IT FURTHER RESOLVED:

That the Arch Cape Domestic Water Supply District Board President is authorized to sign, or authorize another Board member to sign, a promissory note to loan to or borrow funds from the Arch Cape Sanitary District in a form substantially similar to that in Exhibit A (attached).

ADOPTED this 16th day of January, 2025 BY:

Bill Campbell, Board President

Teri Fladstol, District Secretary

EXHIBIT A

PROMISSORY NOTE

\$ _____,000

Arch Cape, Oregon

_____, 20xx

Arch Cape _____ District hereby promises to pay to the order of Arch Cape _____ District in equal monthly installments of \$ _____, with the first installment due _____ 20xx and subsequent installments due on the 1st day of each month until paid.

*** * * * However many Thousand Nine Hundred and no/100 * * * * *(\$XXX,000)**

Any balance due under this note will bear interest at the rate of the average daily interest rate in the lending District's LGIP account from the date of this note until paid.

If suit or action is filed hereon to collect any of the above payments, the prevailing party thereon shall be entitled to reasonable attorney fees to be fixed by the trial court.

The makers may not pay this note or any portion thereof without penalty.

Dated this _____ day of _____, 20xx.

**Calendar of Events - Topic Description
January 16, 2025**

Action / Information: Information

Background

March – May is typically the busy time of the year for the Board. During that time, we approve a budget and do a performance review for the District Manager. This year, February will also be a busy month.

Please book these dates into your calendars

Objective – Information **Calendar of Upcoming Board-Related Events**

Month	Day / Time	Event	Focus / Intent
February	Feb 15 – March 20	Budget Committee Formation	Post notices for budget committee members by February 15 Reach out to community to get at least 5 members who will be willing to serve on both District’s budget committee by March 15
	February 11th	Initial Review of RFP Submissions	Board Chairs, Vice-Chairs and Matt to vet received proposals against criteria and move forward qualified candidates
	February 13 th 4:30 – 5:30	Joint Personnel Committee Meeting	Select preferred 2 candidates for Interim District Administrator
	February 20th	Board Meeting	
March	March 20th	Board Meeting	
April	April 3 rd 4:00	Budget Meeting Zoom	1 st meeting – Presentation of budgets and first round of discussion
	April 17 th 4:00	Budget Meeting Zoom	2 nd meeting – Refinement of Budget
	April 17 th	Board Meeting	Distribute forms for District Manager Performance Evaluation
May	May 1 st 4:00	Budget Meeting Zoom	3 rd Meeting – Final refinement and approval of Budget
	May 15 th 3:30	Joint Personnel Committee Zoom	Executive Session: Performance Evaluation and Merit Increase Recommendation of District Manager; Recommend COLA Amount for Both Staff.
	May 15 th	Board Meeting	Approve Budget

Correspondence Requiring Action - Topic Description
January 16, 2025

Action / Information: Action

Background (see correspondence below)

- Dale Mosby has requested that he “spearhead the Verizon cell tower project.”
- The Arch Cape Falcon Cove Community Club are asking “ if there is any action the community club could take to assist with the process of preparing the required plan updates and approvals necessary to place a tower on property owned by the water district. “

A Board decision is required.

Considerations:

- 1) ODF has been clear about their requirements

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.

- 2) Conversations with Verizon Representative since the November Board meeting indicate a lack of interest in speculative spending.

I [Verizon Representative] have passed this along. I did not hear much feedback or enthusiasm about the proposition that Verizon needs to spend an indeterminate amount of money on an outside chance that something may merely proceed to the next approval stage.

- 3) Board involvement is required in any initiative that will impact Arch Cape ratepayers.

- a. Due to the Board’s fiduciary responsibility,
 - i. Only a Board member authorized by the Board can represent the District in any discussions that will obligate the District either contractually or financially, e.g., with grantors, vendors, contractors.
 - ii. Only the Board can approve the budgeting of funds and only the Board or District staff can authorize the expenditure of funds.
- b. Discussions by any member of the public are not subject to public record laws. As such, the Board and the rate payers would be blind to any/ all conversations by member of the public with grantors, vendors, contractors, even though those conversations will shape the direction of projects.
- c. The Board’s responsibility is to represent all interest of the Community as any/ all projects unfold, which is why there are 5 elected members which may have alternative perspectives. Having any project managed by a single interest is inconsistent with this responsibility.

- 4) This is a low priority project given the District's objectives for the rest of this fiscal year.
 - a) This project is financially speculative and not essential to the production and distribution of water and the processing of waste water.
 - b) Meeting ODF requirements will require the District to spend unbudgeted dollars. At a minimum, involvement of the Board will be required for shaping the direction of the project, budgeting, procurement, contracting, considering community concerns and potentially project management.
 - c) The Board already has a full agenda with i.) completing existing projects, ii.) selecting Interim District Administrator and developing a new job description of Manager of Plant & Operations, iii.) Budget preparation

- 5) This project can await a decision by the next Board after July 1.

There is no expiration date on this project – unless Verizon finds another suitable location, in which case all interest of the community, except revenue generation, will be satisfied.

Board Action:

Does the Board want to change its previous decision to pend the Cell Tower project?

Correspondence

To: Arch Cape Water District board members

Re: Proposed cell tower for Arch Cape

I am offering my services to the Arch Cape Water District to spearhead the Verizon cell tower project. The goal would be to have me relieve district staff and board members of any significant time investment while helping to secure a steady stream of revenue and an important safety communication system. I am requesting that the Arch Cape Water District provide me with the ODF and Verizon contact information and allow me to investigate in detail what it would take to move the tower project forward to completion. This would not authorize me to make any contractual or financial obligations – only telling ODF/Verizon that the board has interest in the project, and that I am allowed to explore details of the requirements and how those requirements can be met.

The information presented in the November 21 district update indicates that ODF provided the district with the conditions that would need to be met to install a tower. Nothing in that communication indicates that ODF said a tower could not be installed.

Because Verizon has indicated that they will pay all expenses of tower construction, maintenance, and lease payments for the facility I would expect that Verizon will also pay all costs of meeting the requirements set forth by ODF and USFS. The cost of complying with ODF and USFS requirements will certainly be far lower than the cost of tower installation, probably negligible in comparison.

The cell tower survey completed by property owners explained that the location of the tower was the Arch Cape Forest. The survey had 78.6 % of respondents saying yes to a tower in the Arch Cape Forest and 10.7 % giving a conditional yes. That is very strong support for placing a tower in the Arch Cape Forest. There is no reason to think that with this support, property owners would not also support any required changes to the Multi-Resource Management Plan.

The Arch Cape Water District has just asked property owners for a sizable financial investment on top of already high utility rates. The cell tower project will provide an ongoing source of revenue to the district as well as providing good cell service to the community which is something the vast majority of our community desires. In the event of an emergency this facility will provide an important means of getting an alert to citizens as well as allowing citizens to contact authorities.

I served on both the Water and Sanitary district boards for 9 years. I also served on the committee that created the Multi-Resource Management Plan and on the committee that created the Public Access Management Plan. The district is allowed to log in the Arch Cape Forest to generate revenue for the district. The impact of a cell site is low by comparison. I have no reason to think that there are any insurmountable obstacles in cell tower placement. This project deserves to be pursued and implemented if possible.

Regards,

Dale Mosby

Good morning,

I am currently the president of the Arch Cape Falcon Cove Beach Community Club, Inc.

I appreciate the survey recently completed by the water district concerning the need for cell service in our community.

The purpose of this message is to ask if there is any action the community club could take to assist with the process of preparing the required plan updates and approvals necessary to place a tower on property owned by the water district. As I understand it, the water district would like to move forward with the process but currently does not have sufficient human resources to do this at this time. Is my understanding correct? If so, there are several members of the community club who are capable (and likely willing) to provide timely assistance. Would you like to discuss this possibility?

Please let me know if you would like to meet to explore how the community club could assist with this.

Thanks, bob boehmer

Bob Boehmer
President, Arch Cape Falcon Cove Beach Community Club, Inc.
706-254-0371 cell
503-436-4082
PO Box 1108
Manzanita, OR 97130

PROJECT UPDATE

Active Projects:

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

Project	Objective	Status – January 2025
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>IN PROGRESS</p> <p>Rearrangement of the computer hardware and wiring is underway, with the intent to simplify and expedite use of the backup computer in urgent situations.</p> <p>The need for this was identified due to power outages caused by one of the recent storms</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>IN PROGRESS</p> <p>Construction of the lift station continues to be ahead of schedule</p> <p>The electrical work to bring power to the inside of the lift station building is being completed. Wires are being run to the appropriate locations in the walls to power the control panels, when they arrive.</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>COMPLETED</p>
4. Find, Compile, Electronically Store	<p>Find, pull together, electronically store/archive and provide secure access to the District documents , e.g.,</p>	<p>AS TIME ALLOWS</p>

Project	Objective	Status – January 2025
and Provide Access to Required Business Documents	contracts, ordinances, resolutions, minutes, etc. that are required by state law and rules to be maintained	<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>JUST COMPLETED</p> <p>Initial set of management reports are now in production. The data schema used for capturing data is/will continue to be refined to maximize the usefulness of the information.</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>An additional fan was being installed at floor level to remove chlorine gas as it is heavier than air. Awaiting electrician to connect it.</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. A first pass has been taken.</p> <p>Repair of the critical circuitry in the fuse panel will be repaired later this fiscal year or early</p>

Project	Objective	Status – January 2025
		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.	IN PROGRESS Software licenses for the control system software have been purchased. Installation scheduled for week of January 19..
10. Move Asbury Creek Intake	State mandated project to improve Asbury Creek conditions in order to encourage fish passage. Completion date: Fall 2027. 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. Click here to see project description	IN PROGRESS Click here to see project plan