



Board Meetings

ARCH CAPE WATER & SANITARY DISTRICTS

32065 E. Shingle Mill Lane, Arch Cape, OR 97102
(503) 436-2790

**THE PUBLIC IS INVITED, IF THEY WISH,
TO ATTEND IN PERSON:
THE FIRE HALL, 72979 US 101,
ARCH CAPE
BY TELEPHONE OR ZOOM LINK:**

To Join the **Zoom Video Meeting** paste the following in your browser address window:

Meeting ID:	811 1394 7450
Meeting Passcode:	None Required
Assistance:	503-812-7578
Date:	Thursday, 16 October 2025
Time:	5:00 PM for Board Meetings

The Sanitary District Board Meeting will start at 5:00 pm.

The Domestic Water Supply District Board Meeting will start at 6:00 pm Session.

Agenda will be posted in Board Packet on the Website under “Governance – Meetings – 2025”



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

Thursday, October 16, 2025

6:00 PM Meeting Zoom & In Person

<https://us02web.zoom.us/j/81113947450?pwd=AAIBsXOV0Ca0s4Aabg8946vQH2sB7Y.1>

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.

- | | |
|--|--------------|
| I. Call to Order | Owen Dufka |
| II. Public Comments | Owen Dufka |
| III. Agenda Approval (Action – Motion to Approve) | Owen Dufka |
| IV. Approve September 19, 2025, Meeting Minutes (Action – Motion to Approve) | Owen Dufka |
| V. Financial & Administrative Reporting | |
| A. Accept Budget vs Actual Report | Owen Dufka |
| B. Accept Payment of Accounts | Owen Dufka |
| C. Treasurer’s Report | Sam Garrison |
| VI. Incorporation – Authorization of Joint Response Letter (Action) | Owen Dufka |
| VII. Resolution 25-1016WD – Delegating Authority for Trespass and Enforcement on District Properties
(Discussion/Action) | |
| | Owen Dufka |
| VIII. Customer Billing Appeal – Account #3485 (Seifer) | Owen Dufka |
| IX. Cell Tower Next Steps/Committee | Owen Dufka |
| X. Forestry & Asbury Intake Updates | Owen Dufka |
| XI. Reports | |
| A. Staff Reports | Matt/Collin |
| B. District Rejuvenation Projects - Updates | |
| B. Board Members’ Comments and Reports | All |
| November Meeting Agenda Items (Action) | |
| Public Comments | Owen Dufka |
| Adjournment | Owen Dufka |



**ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT
BOARD OF COMMISIONERS' MEETING
Thursday, September 19, 2025**

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

In attendance: Tom Mattia, Mark Engberg, Casey Short, Doug Caffall, Absent: Darr Tindal; Staff: Collin Stelzig and Teri Fladstol; Public: Dale Mosby, Richard Gibson, Owen Dufka, Tevis Dooley, Richard Petrich, Sam Garrison, Jeff Slemaker, Bob Boehemer, John Hill, Becky Steckler, Rich Smith, Bob Brown, Karynn Fish

Board Meeting Joint Session with Arch Cape Sanitary District was called to order at 5:45 pm by Owen Dufka. Presentation from Community Incorporation [informational only, no Board Action]. See information from Eco-NW in Board Packets.

Joint Session closed by District Chairs. Sanitary District meeting adjourned at 6:29 pm and Water District Board meeting began:

Public Comments – Dale Mosby shared details regarding a grant and letter sent to Matt Gardner earlier in the day regarding partnering to go after a Federal SHSP grant and if the Water District would be interested in partnering? Owen Dufka, chair, agreed to follow the same process as the Sanitary Board and confer with our attorney to find out if we are able to partner in grants; also concerned about the short timeframe and Matt's bandwidth. The three weeks out grant is not feasible at this time.

Motion by Tevis Dooley to approve Jeff Slemaker to fill the open Director Position #4, second by Richard Petrich, motion carried; Jeff Slemaker sworn into office.

Motion by Richard Petrich to approve agenda as presented, second by Tevis Dooley, motion carried.

Financial & Administrative Reporting – motion by Sam Garrison to accept Budget vs Actual report as presented, second by Tevis Dooley, motion carried. Motion by Richard Petrich to accept payment of accounts as presented, second by Tevis Dooley, motion carried. Report from Sam Garrison on reconciliation of accounts; all is good.

Per internal policies, we will update the Bank Account to add Board Chair as an additional signer to Matt Gardner and Sam Garrison.

Consensus to update LGIP Account Administrator list to leave with current signers.

Motion by Tevis Dooley to add Collin Stelzig to Sam.gov as an Administrator to be able to access federal grants and manage our status as eligible to do so; second by Richard Petrich, motion carried.

Motion by Richard Petrich to adopt the corrective action plan for the fiscal year 2023–2024 audit as presented and authorize staff to submit the signed response to the Oregon Secretary of State Audits Division. Second by Jeff Slemaker, motion carried.

Cell Tower Proposal – Discussion & Next Steps (no action). Consensus that an exploration committee be put

together to research this further. Collin Stelzig will work with the Board Chair to determine how that process is governed in our current policies.

Forest & Asbury Intake Updates by Collin Stelzig were provided in the Board Packets. Board needs to explore funding opportunities to continue to support these projects as we move into next summer and the work that needs to be done.

Staff Reports: OSP regarding a hunting trespass on the property, Collin Stelzig suggested the Board develop a policy on how to handle situations moving forward, will bring that to the October Meeting. Where is signage currently and do we need to update on every gate? Tevis Dooley stated there are additional signs available and he will verify where they are and update the Board in October.

Board Reports: We need to update all Board Member photo and information on the website, please work with Teri Fladstol to get those in place.

October Meeting Agenda Items: Cell Tower and Asbury Information Updates, Trespass Policy for Forest property.

Public Comments: None

Motion by Tevis Dooley to adjourn the meeting, seconded by Richard Petrich. Meeting adjourned at 7:30 pm

DRAFT

AC Domestic Water Supply District
Budget vs. Actuals: Fiscal Year July 1, 25 to June 30, 26
July - September, 2025

	Budget	Jul 2025	Aug 2025	Sep 2025	FISCAL YEAR TO DATE		
		Actual	Actual	Actual	Actual	Budget	%
01-4000 RESOURCES - GENERAL FUND	\$ 164,986	\$ 0	\$ 0	\$ 0	\$ 0	\$ 164,986	
01-4100 REVENUE							
01-4201 User Fees	\$ 231,264	\$ 25,578	\$ 4,454	\$ 27,743	\$ 57,776	\$ 231,264	25%
01-4202 Debt Service	\$ 20,808	\$ 2,102	\$ 325	\$ 2,511	\$ 4,938	\$ 20,808	24%
01-4204 Overage/Excess Usage	\$ 32,000	\$ 920	\$ 51	\$ 9,202	\$ 10,173	\$ 32,000	32%
Total 01-4200 Water Service	\$ 284,072	\$ 28,600	\$ 4,830	\$ 39,457	\$ 72,887	\$ 284,072	26%
01-4300 Interest Income - General Fund	\$ 3,500	\$ 1,270	\$ 1,275	\$ 1,187	\$ 3,732	\$ 3,500	107%
01-4350 IGA Income (Sanitary District)	\$ 206,084			\$ 10,555	\$ 10,555	\$ 206,084	5%
01-4400 Cannon View Park Services	\$ 1,313			\$ 1,388	\$ 1,388	\$ 1,313	106%
01-4501 Meter Hook-Up Fee	\$ 2,500		\$ 1,250		\$ 1,250	\$ 2,500	50%
01-4700 Miscellaneous Income	\$ 100				\$ 0	\$ 100	0%
01-4800 Grant Revenue	\$ 10,000				\$ 0	\$ 10,000	0%
02-4000 RESOURCES - CAPITAL FUND							
02-4001 Beginning Balance - Capital Fun	\$ 106,943				\$ 0	\$ 106,943	0%
02-4100 REVENUE - Capital	\$ 355,000				\$ 0	\$ 355,000	0%
02-4200 SDC Revenue	\$ 13,694		\$ 6,847		\$ 6,847	\$ 13,694	50%
Total 02-4100 REVENUE - Capital	\$ 368,694	\$ 0	\$ 6,847	\$ 0	\$ 6,847	\$ 368,694	50%
03-4000 RESOURCES - FOREST FUND							
03-4001 Beginning Bal - Unrestricted	\$ 211,573				\$ 0	\$ 211,573	0%
03-4002 Beginning Bal - Restricted Fund	\$ 77,852				\$ 0	\$ 77,852	0%
03-4100 REVENUE - Forest Fund							
03-4300 Interest Income - Forest Fund	\$ 8,000	\$ 893	\$ 677	\$ 473	\$ 2,043	\$ 8,000	26%
03-4801 Business OR - ARPA	\$ 346,480			\$ 89,507	\$ 89,507	\$ 346,480	26%
03-4850 Private Donations Forest Fund	\$ 10,000				\$ 0	\$ 10,000	0%
Total 03-4100 REVENUE - Forest Fund	\$ 364,480	\$ 893	\$ 677	\$ 89,980	\$ 91,550	\$ 364,480	25%
Total 03-4000 RESOURCES - FOREST FUND	\$ 653,905	\$ 893	\$ 677	\$ 89,980	\$ 91,550	\$ 653,905	14%
4900 Interfund Transfer IN	\$ 3,000				\$ 0	\$ 3,000	0%
Total Resources	\$ 1,805,097	\$ 30,763	\$ 14,879	\$ 142,568	\$ 188,210	\$ 1,805,097	10%
Expenditures							
01-5000 Personnel Services							
01-5001 Wage - District Manager	\$ 100,000	\$ 7,855	\$ 7,855	\$ 7,855	\$ 23,565	\$ 100,000	24%
01-5002 Wages - Operator	\$ 86,790				\$ 0	\$ 86,790	0%
01-5003 Employer Payroll Taxes	\$ 24,376	\$ 681	\$ 606	\$ 603	\$ 1,890	\$ 24,376	8%
01-5004 PERS Retirement	\$ 49,836			\$ 1,396	\$ 1,396	\$ 49,836	3%
01-5005 Medical Insurance	\$ 18,963	\$ 763	\$ 763	\$ 763	\$ 2,290	\$ 18,963	12%
01-5006 Worker's Compensation Insurance	\$ 2,747	\$ 714			\$ 714	\$ 2,747	26%
01-6001 Administrative Services	\$ 78,512	\$ 4,300	\$ 3,714	\$ 3,917	\$ 11,930	\$ 78,512	15%
01-6002 Temporary Help	\$ 0	\$ 7,280	\$ 4,425	\$ 7,180	\$ 18,885	\$ 0	
01-6003 Clothing Allowance	\$ 1,000	\$ 249			\$ 249	\$ 1,000	25%
01-6004 Education	\$ 3,000		\$ 106	\$ 505	\$ 611	\$ 3,000	20%
01-6005 Travel	\$ 1,500				\$ 0	\$ 1,500	0%
		Jul 2025	Aug 2025	Sep 2025	FISCAL YEAR TO DATE		

	Budget	Actual	Actual	Actual	Actual	Budget	%
01-6006 Office Supplies	\$ 3,250	\$ 421	\$ 696	\$ 21	\$ 1,138	\$ 3,250	35%
01-6007 Postage	\$ 2,500		\$ 11	\$ 234	\$ 245	\$ 2,500	10%
01-6008 Vehicle	\$ 0	\$ 246	\$ 243	\$ 260	\$ 749	\$ 0	0%
01-6009 IGA Legal				\$ 100	\$ 100	\$ 0	
01-6100 Materials & Services					\$ 0	\$ 0	
01-6101 Temporary Help	\$ 12,223				\$ 0	\$ 12,223	0%
01-6102 Auditing Service	\$ 9,000	\$ 2,000		\$ 5,500	\$ 7,500	\$ 9,000	83%
01-6103 Dues & Taxes		\$ 900	\$ 125		\$ 1,025	\$ 0	
01-6104 Legal Services	\$ 3,500	\$ 75		\$ 375	\$ 450	\$ 3,500	13%
01-6105 Liability & Property Insurance	\$ 12,512				\$ 0	\$ 12,512	0%
01-6108 Project Maintenance	\$ 40,000	\$ 4,753		\$ 232	\$ 4,985	\$ 40,000	12%
01-6109 Recurring Maintenance	\$ 25,000	\$ 65	\$ 52	\$ 7,037	\$ 7,154	\$ 25,000	29%
01-6110 General Maintenance	\$ 30,000	\$ 17,570	\$ 449	\$ 705	\$ 18,724	\$ 30,000	62%
01-6111 Chemicals	\$ 6,000	\$ 440	\$ 3,053	\$ 706	\$ 4,199	\$ 6,000	70%
01-6112 Notices		\$ 131			\$ 131	\$ 0	
01-6113 Payroll Administration Service		\$ 134	\$ 45	\$ 39	\$ 219	\$ 0	
01-6114 Professional Services	\$ 1,000		\$ 355	\$ 190	\$ 545	\$ 1,000	55%
01-6116 Utilities	\$ 10,000	\$ 1,027	\$ 1,273	\$ 1,286	\$ 3,586	\$ 10,000	36%
Total 01-6100 Materials & Services	\$ 149,235	\$ 27,096	\$ 5,352	\$ 16,069	\$ 48,517	\$ 149,235	33%
01-7500 Debt Service							
01-7501 IFA Water Plant Upgrade - Princ	\$ 17,365				\$ 0	\$ 17,365	0%
01-7502 IFA Water Plant Upgrade - Int	\$ 3,407				\$ 0	\$ 3,407	0%
01-8000 Contingency	\$ 78,000				\$ 0	\$ 78,000	0%
01-8001 Unappropriated Bal - Gen Fund	\$ 55,074				\$ 0	\$ 55,074	0%
Total 01-6000 REQUIREMENTS - General Fund	\$ 675,555	\$ 49,605	\$ 23,771	\$ 38,902	\$ 112,278	\$ 675,555	17%
02-6000 REQUIREMENTS - Capital Fund					\$ 0	\$ 0	
02-7004 Asbury Creek Intake Move	\$ 355,000	\$ 3,110	\$ 1,628	\$ 6,029	\$ 10,767	\$ 355,000	3%
02-8000 Contingency - Capital Fund	\$ 60,000				\$ 0	\$ 60,000	
02-8001 Unappropriated Balance	\$ 60,637				\$ 0	\$ 60,637	0%
Total 02-6000 REQUIREMENTS - Capital Fund	\$ 475,637	\$ 3,110	\$ 1,628	\$ 6,029	\$ 10,767	\$ 475,637	3%
03-6000 REQUIREMENTS - Forest Fund					\$ 0	\$ 0	
03-6100 Materials & Services - Forest					\$ 0	\$ 0	
03-6101 ODF - Fire Protection	\$ 3,028				\$ 3,028	\$ 3,028	0%
03-6102 Forest - Federal Audit	\$ 3,000				\$ 3,000	\$ 3,000	0%
03-6103 Legal/Land Use Fees	\$ 4,000				\$ 4,000	\$ 4,000	0%
03-6104 Finance Management	\$ 6,480	\$ 540	\$ 540	\$ 540	\$ 1,620	\$ 6,480	25%
03-6107 Road Management Consulting	\$ 25,000		\$ 3,858	\$ 5,951	\$ 9,809	\$ 25,000	39%
03-6108 Forest Management Consulting	\$ 3,000			\$ 363	\$ 363	\$ 3,000	12%
03-6109 Road Maintenance Supplies-Rock							
03-6110 Other Road Maintenance Services	\$ 125,000	\$ 6,040		\$ 48,043	\$ 54,083	\$ 125,000	43%
03-6111 Land Restoration	\$ 15,000	\$ 2,354	\$ 2,750	\$ 4,925	\$ 10,029	\$ 15,000	67%
03-6112 Miscellaneous	\$ 500				\$ 0	\$ 500	0%
Total 03-6100 Materials & Services - Forest	\$ 185,008	\$ 8,934	\$ 7,148	\$ 59,821	\$ 75,903	\$ 185,008	41%
03-7000 Capital Outlay - Forest					\$ 0	\$ 0	
03-7001 Road Construction	\$ 125,000	\$ 5,500	\$ 27,851	\$ 91,649	\$ 125,000	\$ 125,000	100%
03-7002 Road Decommissioning	\$ 50,000	\$ 5,731	\$ 35,550	\$ 8,719	\$ 50,000	\$ 50,000	100%
		Jul 2025	Aug 2025	Sep 2025	FISCAL YEAR TO DATE		
	Budget	Actual	Actual	Actual	Actual	Budget	%

Total 03-7000 Capital Outlay - Forest	\$ 175,000	\$ 11,231	\$ 63,401	\$ 100,368	\$ 175,000	\$ 175,000	100%
Total 03-6000 REQUIREMENTS - Forest Fund	\$ 360,008	\$ 20,165	\$ 70,549	\$ 160,189	\$ 250,903	\$ 360,008	70%
03-8000 Contingency - Forest Fund							
03-8001 Contingency	\$ 60,501				\$ 0	\$ 60,501	0%
03-8002 Restricted Balance	\$ 77,852				\$ 0	\$ 77,852	0%
03-8003 Unappropriated Balance	\$ 152,544				\$ 0	\$ 152,544	0%
Total 03-8000 Contingency - Forest Fund	\$ 290,897	\$ 0	\$ 0	\$ 0	\$ 0	\$ 290,897	0%
7900 Interfund Transfer OUT	\$ 3,000				\$ 0	\$ 3,000	0%
Total Expenses	\$ 1,805,097	\$ 72,880	\$ 95,947	\$ 205,120	\$ 373,948	\$ 1,805,097	21%

AC Domestic Water Supply District
Check Detail
September 2025

Date	Type	Num	Name	Memo/Description	Amount
00-1000 #1196 Main Checking					
09/03/2025	Check	2575	Haglund Kelley LLP		-100.00
09/03/2025	Expense		Cleaning By Design		-400.00
09/03/2025	Check	2577	Accuity, LLC		-5,500.00
09/03/2025	Check	2578	Cannon Beach Electric		-436.50
09/04/2025	Check	2579	Cascade Columbia Distribution		-705.62
09/04/2025	Check	2580	SDIS		-57.00
09/04/2025	Check	2581	Ricoh, USA Inc.		-94.75
09/04/2025	Check	2582	Pacific Power		-1,285.85
09/04/2025	Expense		1st Security Bank		-24.90
09/04/2025	Expense		DEQ		-1,082.64
09/05/2025	Check	1E+08	Amazon.com		-305.64
09/10/2025	Expense		Sure Payroll		-39.32
09/11/2025	Check	2583	Daniel Becerra Lawn Care		-1,800.00
09/11/2025	Check	2584	Dana Costa		-2,200.00
09/11/2025	Bill Payment (Check)	2585	Brian Stevens		-3,285.00
09/11/2025	Bill Payment (Check)	2586	Curran McLeod		-5,136.25
09/11/2025	Bill Payment (Check)	2587	Morgans Resource Management		-6,313.50
09/12/2025	Expense		PERS		-1,395.82
09/12/2025	Expense		PERS		-471.30
09/12/2025	Expense		Sure Payroll		-3,993.13
09/17/2025	Expense		Amazon.com		-14.99
09/18/2025	Check	2588	Jackson Oil		-260.09
09/18/2025	Check	2589	Pollard Water		-578.04
09/19/2025	Expense		Ace Hardware		-13.99
09/24/2025	Expense		Starlink		-65.00
09/24/2025	Expense		AT&T Mobility		-98.62
09/26/2025	Expense		QuickBooks Payments		-115.00
09/29/2025	Expense		Sure Payroll		-3,993.12
09/30/2025	Check	2590	Alexin Analytical		-6,535.00
09/30/2025	Check	2591	Haglund Kelley LLP		-375.00
09/30/2025	Check	2592	Ricoh, USA Inc.		-108.18
09/30/2025	Check	2593	Jigsaw Consulting Services		-3,734.00
09/30/2025	Expense		Columbia Bank	Returned Check Charge	-10.00
09/30/2025	Expense			Returned Check	-590.82
09/30/2025	Expense		MODA Health		-706.39
09/30/2025	Expense		1st Security Bank	ACH PP (per Acct) Monthly Fee	-10.00
03-1000 Forest Fund #8620					
09/18/2025	Bill Payment (Check)	5016	VB Contructions, Inc.		-153,335.56
09/30/2025	Check	5017	Jigsaw Consulting Services		-540.00



**ARCH CAPE
FALCON COVE BEACH
COMMUNITY CLUB**

79729 Highway 101, Arch Cape, OR 97102

October 05, 2025

Arch Cape Water District

Arch Cape Sanitary District

Arch Cape, Oregon

Re: Feasibility Study (Incorporation of Arch Cape and Falcon Cove Beach)

Dear Chair Dufka and Chair Mattia:

Thank you again for the opportunity to speak with your Boards at the joint September 18 meeting. We greatly appreciate your time and your willingness to engage with the Incorporation Study process.

As noted in our presentation, we are asking each District to review the attached Draft Arch Cape Falcon Cove Beach Incorporation Study (Chapters 1–4). If you see any corrections or additional information that should be reflected in the sections discussing the Special Districts, please don't hesitate to reach out to me or to Becky Steckler (cc'd on this email). Becky is currently updating the financial estimates for the Arch Cape Sanitation District to include operating expenses and debt service, based on her recent conversation with Casey Short. We also ask that the Arch Cape Water District review the estimates in the draft study and confirm whether they should reflect Total Expenditures only (from page 4 of the Arch Cape Domestic Water District Long-range Plan, attached) or Total Requirements.

In addition, we respectfully request that each Special District Board share your Board's preference regarding future governance if incorporation moves forward—whether you would wish to remain an independent Special District or be integrated into the new city. It would be very helpful to receive your input by October 31,

2025. If your Board needs additional time to make this decision, please let us know.

Thank you again for your thoughtful consideration and continued partnership in this process. Please feel free to contact me with any questions.

Sincerely,

A handwritten signature in blue ink that reads "Bob Boehmer". The signature is written in a cursive style with a long, sweeping tail on the letter "t".

Bob Boehmer
Chair, Arch Cape Falcon Cove Beach Incorporation Steering Committee

cc: ECONorthwest Attn: Becky Steckler

Clatsop County, Oregon Attn: Elissa Gertler

Mr. Robert Boehmer

AC FC Incorporation Study Steering Committee

Dear Bob,

Following your committee's presentation at the September 18 joint meeting of the Arch Cape Utility Districts you requested we provide the committee with the districts' position on involvement with the proposed new municipality. Specifically, the committee asked whether the utility districts would want to be included in the new municipal organization when it is proposed to voters or remain separate entities.

After careful consideration and discussion, the boards believe the committee has not provided sufficient detail on its proposed incorporation plan for the boards to develop a position. For the boards provide meaningful feedback the committee on developing a proposal for voters, the committee would need to present a draft city charter that clearly outlined the structure and functioning of the proposed municipality. The boards are happy to engage in the development of the charter and see that as the opportunity to decide districts' governance.

Without a draft charter, the boards could not in good faith engage in the incorporation process and would communicate that position publicly. With a charter, the boards would be comfortable indicating their desire to function as part of, or external to, the proposed municipality.

We remain open to further discussion.

Sincerely,

Tom Mattia

AGENDA MEMORANDUM

TO: Arch Cape Domestic Water Supply District
FROM: Collin Stelzig, District Administrator
DATE: October 16, 2025
SUBJ: Delegating Authority for Trespass and Enforcement on District-Owned Properties

SUMMARY

At the September 2025 board meeting, discussion followed a recent incident involving the unlawful hunting of a bear on District-owned property. The Oregon State Police (OSP) requested confirmation as to whether the District wished to trespass the hunter from District property. The District's current interpretation is that any such action requires Board approval.

To provide clear direction and ensure consistent handling of similar situations, the attached draft resolution proposes establishing a standing policy clarifying staff authority to address enforcement and trespass issues on District properties, including the Arch Cape Community Forest.

The proposed resolution would:

- Reference the Board-adopted Public Access & Recreation Policy and Multi-Resource Management Plan.
- Define prohibited actions such as non-permitted hunting, unauthorized vehicle use, gate tampering, resource removal, and vandalism.
- Delegate authority to the District Manager to issue warnings, refer violations to law enforcement, and enact temporary closures when warranted.
- Allow the District Manager to delegate these responsibilities to other staff as necessary.
- Require staff to report all enforcement or trespass actions to the Board at the next regular meeting.

A staff 'cheat sheet' summarizing the resolution has been prepared for internal use. It is not being adopted as policy, but will be used to guide consistent field response.

If the Board prefers to maintain approval authority for all trespass or enforcement decisions, that option remains fully available.

RECOMMENDATION/SUGGESTED MOTION

"I move to adopt Resolution 25-**0XX** WD delegating authority to the District Manager for enforcement and trespass decisions on District-owned property, as presented."

ALTERNATIVE

1. Direct staff to revise the resolution for further Board review.
2. Continue with current practice requiring Board approval for all trespass actions

FISCAL IMPACT

No direct financial impact. This action provides procedural guidance for enforcement activities and coordination with law enforcement agencies.

Arch Cape Domestic Water Supply District – Enforcement and Trespass Cheat Sheet.

Purpose

Staff are authorized to take timely action to protect District property, including the Arch Cape Community Forest, when violations occur.

1. Hunting

- Allowed: Non-motorized deer and elk hunting only, consistent with ODFW rules.
- Not allowed: Bear, cougar, or any other species.
Action: Refer to OSP/ODFW for trespass or hunting enforcement.

2. Vehicle Use and Access

- Allowed: Foot or bicycle access during posted hours.
- Not allowed: Cars, trucks, motorcycles, ATVs, e-bikes (except by District permission).
- Not allowed: Tampering with gates, locks, or barriers.
Action: Refer to OSP for trespass; document any gate or lock damage.

3. Resource Theft or Damage

- No timber, firewood, rock, or material removal without District authorization.
- No vandalism or damage to gates, signs, or other District facilities.
Action: Refer to OSP for trespass or theft enforcement; take photos if safe.

4. Minor Violations

- Examples: Off-trail hiking, unleashed dogs, accidental access.
Action: Staff may issue a warning or provide education. Document the incident.

5. Closures

Staff may close the property temporarily for:

- Fire danger classified as High or above by ODF.
- Unsafe conditions.
- Forest management operations.
Action: Post closure signs and update website.

6. Reporting and Oversight

- All incidents reported to the Board at the next regular meeting.
- For unusual legal or liability issues, consult the Board Chair before acting if practical.

**ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT
RESOLUTION 25-1016WD, DELEGATING AUTHORITY FOR ENFORCEMENT AND TRESPASS
DECISIONS ON DISTRICT-OWNED PROPERTY**

WHEREAS, the Arch Cape Water Supply District owns and manages the Arch Cape Community Forest and other District properties for the primary purpose of protecting the community's drinking water, as stated in the adopted Multi-Resource Management Plan (MRMP) and the Public Access & Recreation Policy; and

WHEREAS, the Public Access & Recreation Policy (Policy #2024-0620 FW) establishes rules for access, including restrictions on hunting, vehicle use, and other activities, in order to protect source water and natural resources; and

WHEREAS, additional risks to District property include unauthorized timber or firewood removal, vandalism or tampering with District gates, facilities, or infrastructure, and other activities inconsistent with adopted policies and state law; and

WHEREAS, timely and consistent enforcement of these rules is essential to protect water quality, public safety, and District assets;

NOW, THEREFORE, BE IT RESOLVED by the Arch Cape Domestic Water Supply District Board of Commissioners that:

1. Delegated Authority

The District Manager, or staff delegated by the District Manager, is authorized to take enforcement actions necessary to protect District-owned property, including but not limited to:

- Hunting violations: Referring for trespass any hunting of species other than deer and elk, or hunting inconsistent with ODFW regulations.
- Vehicle and access violations: Referring for trespass any unauthorized use of motorized vehicles, including tampering with gates, locks, or barriers.
- Resource theft or damage: Referring for trespass and/or theft enforcement the removal of timber, firewood, rock, or other natural resources without written District authorization.
- Property damage or vandalism: Referring for trespass or criminal charges any intentional damage to District-owned property or facilities.
- General violations: Taking action on other violations of Board-adopted policies (Public Access & Recreation Policy, MRMP, or future policies).

The District Manager, or delegated staff, may also:

- Issue verbal or written warnings for minor or first-time violations.
- Close property temporarily due to fire danger, unsafe conditions, or management operations.
- Coordinate with law enforcement (OSP, ODFW, Sheriff's Office, etc.) and regulatory agencies as appropriate.

2. Guidance and Limits

The District Manager and delegated staff shall enforce rules based on the Public Access & Recreation Policy, the MRMP, and other Board-adopted policies. Issues of unusual legal complexity, liability, or public controversy shall be referred to the Board for direction when practical.

3. Board Oversight

The District Manager shall report trespass enforcement actions, law enforcement referrals, and closures to the Board at the next regular meeting. The Board may amend or limit this delegation at any time.

4. Effective Date

This Resolution is effective immediately upon adoption.

ADOPTED this 16th day of October, 2025.

BY:

ATTEST:

Owen Dufka, Board President

Teri Fladstol, District Secretary

AGENDA MEMORANDUM

TO: Arch Cape Domestic Water Supply District
FROM: Collin Stelzig, District Administrator
DATE: October 16, 2025
SUBJ: Customer Billing Appeal – Account #3485 (Seifer)

BACKGROUND

Mr. Dan Seifer submitted an appeal of his July 2025 water bill citing an *“irrigation leak from a broken soaker hose.”* Total recorded water use for the month was 13,701 gallons, resulting in an overage charge of \$283.34 on the water portion of the bill.

Staff reviewed the appeal under the Water Leak Policy #23-09 WD and Extraordinary Water Usage Policy #2024-1017 WD:

- Relief under the *Leak Policy* applies only to verified leaks within the dwelling plumbing system or other failures *beyond the homeowner’s control*.
- The *Extraordinary Usage Policy* allows limited relief for accidents or oversights but explicitly excludes irrigation systems.

Staff Review and Action:

- The described issue (broken end of a soaker hose) constitutes normal maintenance and wear, not a failure beyond the homeowner’s control.
- The excess water was used through an irrigation system, as defined in District policy.
- Consistent with prior Board actions, staff determined that the water overage does not qualify for relief.
- However, because the water did not enter the sewer system, staff has approved a sanitary overage adjustment under Sanitary Policy #24-07 SD.

Additional Context:

Staff reached out to a former board member familiar with past appeals to better understand historical precedent. Based on those discussions, there have been no approved water-side appeals for irrigation related leaks under current policy. In some cases, the Board denied appeals with significantly higher overage amounts when usage was linked to irrigation systems.

The attached document, *Steps Toward Water Conservation*, provides additional background on how the District’s conservation and leak policies have evolved.

PROPOSED MOTIONS

Option 1 – Deny Appeal (Staff Recommendation)

“Move to deny the water overage portion of Account #3485 (Seifer) appeal, finding that the overage resulted from an irrigation system failure not eligible for relief under Water District Policy #23-09 WD and #2024-1017 WD.”

Option 2 – Grant Partial Relief

“Move to approve a one-time adjustment of XX% of the water overage charge for Account #3485 (Seifer), while reaffirming that irrigation system leaks are not eligible for future relief under Water District policy.”

Option 3 – Grant Full Relief

“Move to approve full adjustment of the water overage charge for Account #3485 (Seifer), finding that the described break constitutes a leak within the meaning of the Water Leak Policy and that extraordinary circumstances justify full relief.”

ATTACHMENTS

1. *Customer Appeal – Account #3485 (Seifer)*
2. *Staff Response and Policy Review*
3. *Steps Toward Water Conservation summary*



Arch Cape Water and Sanitary Districts

32045 East Shingle Mill Lane
Arch Cape, OR 97102 • 503.436.2790

BILLING APPEAL REQUEST FORM

Billing Appeal under Water District Policy #16-06 WD / Sanitary District Policy #16-04 SD

Date SEPT 12, 2025 Account Number 3485
 Name on account DAN & KATHY SEIFER
 Property Account Address: 79916 CANONVALE ROAD, AC

If different: Your Name _____ Address _____
 Contact Info (phone/email) 503-436-3033

Date leak discovered / loss noticed	Date leak / loss repaired
<u>AUG 4, 2025 / SEPT 10, 2025</u>	<u>AUG 4, 2025</u>
Describe the water loss	Describe the repairs to your system, if any
<u>IRRIGATION LEAK FROM BROKEN "SOAKER" HOSE USED 1-2 TIMES PER WEEK IN JULY</u>	<u>REPAIR BROKEN END OF SOAKER HOSE BY YARD SERVICE WHO COMES EVERY OTHER WEEK</u>
Name of person or entity discovering leak / loss	Name of person or entity repairing leak / loss
<u>AUSTIN SROUFE</u>	<u>AUSTIN SROUFE</u>

Amount being appealed: ~~\$ 289.34~~
~~\$ 215.90~~
\$ 499.24 Date(s) of charges being appealed: JULY, 2025

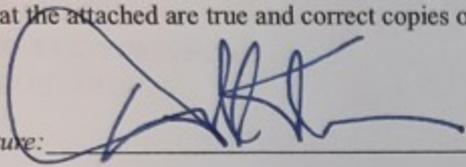
Basis of appeal: Water District Water Leak Policy #23-09 WD
 Sanitary District Water Leak Policy #24-07 SD
 Water District Extraordinary Water Usage Appeal Policy #2024-1017 WD
 Other (Specify) _____

NOTE: Leak and Billing Appeal Policies for the Water and Sanitary Districts may be obtained at District offices and found on-line at <https://www.archcapewater.org/>

THE UNDERSIGNED HEREBY CERTIFIES:

- that I have read the District Policies above indicated and this Appeal conforms to them.
- that the contents of this Request are true and correct.
- that the customer has complied with all requirements for relief under those Policies; and
- that the attached are true and correct copies of the invoice(s) paid for repairs. - No

Signature: _____



Date: _____

SEPT 12, 2025

ADD: WE ARE INFORMED THAT "PRIOR BALANCE" ON BILLINGS RELATES ONLY TO EXCESS USAGE CHARGES. ALL PRIOR BALANCES ON BILLINGS HAVE PREVIOUSLY BEEN PAID IN FULL.

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

PLEASE REMIT THIS STUB WITH PAYMENT

Remember - You can view bills and pay your bills online at www.a2j-pay.com. The Municipal Code is ArchCapeOrSewer

DAN & KATHY SEIFER
 79916 WEST CANNON ROAD
 ARCH CAPE, OR 97102

DUE DATE	ACCT NUMBER
11/10/2025	3485
BY DUE DATE	AFTER DUE DATE
\$515.90	\$520.90

AMOUNT DUE

SERVICE ADDRESS > 79916 CANNON RD Residential

KEEP THIS PORTION FOR YOUR RECORDS

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

ACCOUNT NUMBER		BILLING DATE
3485		09/10/2025
CURRENT	PREVIOUS	USAGE
128448	124374	4074 gal
FROM	TO	DAYS
08/01/2025	08/31/2025	30

SERVICE ADDRESS	DUE DATE
79916 CANNON RD	11/10/2025
DESCRIPTION	AMOUNT DUE
Prior Balance	215.90
Payment(s)	-0.00
Sewer	0.00
Quarterly Debt Surcharge	27.00
Quarterly Base Rate	273.00
Total: 515.90	

3485
 SEIFER DAN & KATHY
 August Read: 128448 Usage: 4074
 July Read: 124374 Usage: 13701
 June Read: 110673 Usage: 4846

AMOUNT DUE

BY DUE DATE	AFTER DUE DATE
\$515.90	\$520.90

Account: 3485
DAN & KATHY SEIFER
 79916 WEST CANNON ROAD
 ARCH CAPE, OR 97102

**Handling of Water Leaks and Excess Water Usage
Direction Set from Just-Previous Board
October 16, 2025**

Executive Summary:

The just-previous Board took significant steps to close long-standing loopholes and reinforce that the Water District is a water conservation district. Between September 2023 and May 2025, the Board raised the excess usage rates which had been static since 2011 and made major refinements to District Policy.

Per the Dwelling Leak Policy and the Extraordinary Water Use Billing Appeal Policy:

- New policy established that monitoring water usage was the homeowner's responsibility.
- Rather than considering every unplanned/ unexpected use of water to be a leak, new policy defined the criteria that would be used by the District Manager specifically and the District in general to determine what is a leak, and what is not a leak, i.e., excess water usage due "accident", "oversite" or "poor maintenance".
- New policy defined if, when and how billing adjustments would be done for leaks.
- New policy differentiated between a dwelling plumbing system and an irrigation system. Billing for accidental water usage within a dwelling plumbing system would be subject to appeal using a defined methodology. Billing for accidental water usage within an irrigation system would not be subject to appeal.

Since Board adoption of the policies, several homeowners have discussed/ appealed excess water usage with District Staff/ Board. In one case, extenuating circumstances were compelling enough for the Board to adjust the billed amount to an amount lower than set in policy. (In this case, the excess usage of water occurred prior to initial adoption of the new policy and as such the adjustment would not set precedence going forward.) In all other cases, the policy was followed.

The current appeal is fully addressed by current Policy: 1) Homeowner did not monitor water usage, 2) Excess water usage was not due to a leak, 3) Excess water usage was not within the dwelling plumbing system, 4) Excess water usage was due to a broken irrigation hose. Adjusting the billed amount would create precedence that would expose the District to the risks of reopening previous decisions and to future appeals.

DETAIL

Background:

The just-previous board was concerned that the Water District was defined as a "Water Conservation District" and yet there was no corresponding action nor policy.

- 1) **27 month - 15,000,000 gallon water leak:** From January 2021 to March 2023, the existence of a water leak was known to the then Board and District Manager, but no action was taken to find and fix it. To make up for the water lost to the leak, 80 gallons of water per minute was diverted from Shark Creek, rather than the permit-allowed 54 gallons per minute, which is a 48% increase over and above the State’s permitted use for the District. The State was not informed. No action was taken to find and fix the leak until this issue was publically highlighted at which point over 15,000,000 gallons were lost
- 2) **Absence of financial measures to encourage conservation:** Excess water usage rates were not increased since they were initially set in 2011, even though the standard usage fees were increased every year.
- 3) **Absence of policy measures to encourage conservation:** Since 2017, a policy was in effect that only charged ratepayer \$0.0038/gallon (as opposed to excess usage rates) for excess water consumption related to an accident by the homeowner

Direction Set from Just-Previous Board:

The just-previous Board took the following steps to set meaningful direction toward water conservation,

Financial Measures

- 1) Raised the excess usage rates to align with standard usage rates and keep them aligned every year: Spring 2024/2025.

Policy Measures

- 1) Dwelling Leak Policy: September 2023 - October 2024

Major refinement of existing Water Leak Policy – last updated in 2017.

- a. Clearly differentiated between “*dwelling plumbing system*” and “*irrigation systems*”.
- b. Clearly defined that a leak IS “*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...*”

[clarifying explanation: A leak is when all faucets, hose bibs and water control shut-off valves to all fixtures (e.g., toilets), appliances (e.g., refrigerators), swimming pools, saunas, hot tubs, sprinklers, etc., are turned to the off position and the water meter continues to turn. Per the Extraordinary Water Usage Policy, the District Manager is the one that determines if the excess water usage level was due to a leak.]

- c. Clearly defined that a leak IS NOT: “*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.

Established an Extraordinary Water Usage Policy to specifically address these “accident” situations.

[clarifying explanation: Everything that is not a leak is an “accident”, “oversite” or “poor maintenance” either in the dwelling system or irrigation system.]

- d. Clearly establishes 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”*

[clarifying explanation: It is the homeowners responsibility to monitor water usage. Depending upon workload and demands of the District, District staff might or might not notice excess usage that is out of the ordinary for the house. If/when Staff does notice, they will notify the homeowner as a courtesy – but not as policy. If the Staff notices excess water usage and suspects/determines that excess usage is due to a leak, staff will notify the homeowner, by policy. If homeowner requests or if staff determines the critical need, staff will turn off the water at the meter – per policy.]

2) Extraordinary Water Use Billing Appeal Policy: October 2024 – May 2025

Developed & refined an Extraordinary Water Use Billing Appeal Policy for when a ratepayer is appealing the billing of extraordinary water usage for a given month due to an “accident”, an “oversite” or “poor maintenance”, i.e., for NOT a leak as defined in the Dwelling Leak Policy

- a. Established the methodology for adjusting excess usage fees from accidents within a Dwelling System that was not from a leak (as defined in the Dwelling Water Leak Policy)
- b. Established that no relief would be given if the usage was from an Irrigation system and was not related to a leak (as defined in the Dwelling Water Leak Policy)

See rationale in Topic Description below (from May 15, 2024 Board meeting)

[clarifying explanation: Relief is given for “accident”, “oversite” or “poor maintenance” that are in the dwelling system. No relief is given for accident”, “oversite” or “poor maintenance” that are in the irrigation system.

Past Appeals and Staff/ Board Action:

1. September 2024 / November 2024 – Ratepayer (# 3120) appealed to the Board a \$17,139.18 charge which was due to a non-leak issue with their irrigation system.

Billed amount was reduced to \$4,319 due to a unique set of extenuating circumstance that would not occur in the future and thus would not set precedence.

- 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.
 - 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. *That new policy took effect after their usage occurred.*
 - The new policy set a usage cap of 40,000 gallons on base rate usage pricing which 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.*
2. September 22, 2024 – Ratepayer (#2000) questioned a \$1,634.73 charge which was due to sprinkler usage. Staff explained the increase in excess usage fees and the policies and ratepayer paid the billed amount of a \$1,634.73.
 3. December 31, 2024 – Ratepayer (#3495) appealed a \$623.35 charge which was due to an “expandable hose burst.” Staff explained the policy re appeals and ratepayer paid the billed amount of \$623.35.
 4. February 12, 2025 – Ratepayer (# 1245) appealed a \$7,815.96 charge which was due to a “leak” in the irrigation system. (Staff determined that it was not a “leak” per definition of Dwelling Leak Policy.) Staff explained the policy re appeals and ratepayer paid the billed amount of \$7,815.96

Bottom line: Other than for ratepayer #3120 where there were compelling extenuating circumstances, excess usage charges from irrigation, including broken hose and sprinklers, no relief has been provided.

Current Appeal & Application of Existing Policies:

Appeal: “Broken soaker hose” Amount being appealed - \$283.34

Application of Existing Policies;

1. Appeal situation is NOT A LEAK (as defined in Dwelling Leak Policy)

Leak - 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

Leak - 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.

2. Appeal situation IS RELATED TO AN IRRIGATION SYSTEM (as defined in Dwelling Leak Policy) and thus the Extraordinary Water Use Policy #2024-1017 WD will apply

THAT the term "irrigation systems" as used herein is defined as an under-ground or aboveground 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

“In the event of extraordinary water consumption related to an accident, oversight or poor maintenance by the homeowner resulting in extraordinary water use charges, the Extraordinary Water Use Policy #2024-1017 WD will apply.”

3. Per policy – NO RELIEF IS TO BE GIVEN. (Extraordinary Water Use Billing Appeal Policy is clear)

If the extraordinary usage was by an irrigation system, swimming pool, etc. and that usage was not related to a leak (as defined in the Water Leak Policy) no relief shall be granted for usage occurring during that period.

Precedent Consideration:

1. The Dwelling Leak Policy and Extraordinary Water Usage Billing Policy were refined/developed to establish, to rate payers, District Staff and Board, the importance of taking active efforts to conserve water and to provide enforcement guidance in how appeals will be handled.
2. Giving any relief in this case, especially to a previous Water District Board member, could suggest favoritism, raise questions about the standard application of the policies and create precedence that past appealers could use for the Board to reconsider their case and for future appealers.

**Extraordinary Water Usage Appeal Policy - Topic Description
May 15, 2025**

Action / Information: Action

Question:

Should the Policy be more restrictive so that all non-leak related extraordinary usage by an irrigation system, swimming pool, etc. are excluded from standard appeal consideration?

To be considered:

- 1) The intent of the policy is to direct staff in how to handle situations that occur, without involving the Board.
- 2) The policy does not prevent a rate-payer from appealing the result of the initial appeal to the Board due to extenuating circumstances

From the policy: *“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”*

Background

The rationale for ***NOT making the policy more restrictive*** is:

- 1) Accidents will happen
- 2) These “accidents” can result in a significant expense, which may be a financial burden to some homeowners.
- 3) The policy is structured so that it would only provide a discount for one accident every three years

The rationale for ***making the policy more restrictive***:

- 1) These “accidents” can result in a significant amount of water usage.
- 2) Irrigation/sprinkler systems, swimming pools, etc. are relatively uncommon amenities (“luxuries”) and not necessities (“must haves”). The risk of accidental usage by these amenities is not equally shared by all home owners. (i.e., the reason appeals for accidental usage due to a hose being left on is that almost everyone has hoses so such an accident could happen to almost everyone.)

[clarifying explanation: If a hose bid is “accidentally” left on after completing a specific task, e.g., using a hose to wash a car and forgot to turn it off, then excess water usage is subject to relief. If a hose bid is intentionally left on, e.g., using a hose or pipes or other connection to dispense water onto lawns and landscape and is not directly or indirectly connected to the ACSD wastewater collection and treatment system, then excess water usage is not subject to relief.]

- 3) Their primary usage of water is during the time periods when the District’s water supply is at its lowest.
- 4) The District commonly refers to itself as a water conservation District.
- 5) If the rate payer believes that there is an extenuating circumstance, they always have the option of a further appeal to the Board and the Board always has the option of reversing the result of the initial appeal.

Attached: Policy #2024-1017 WD with relevant sections highlighted in yellow.

Motion:

Adopt refinements to the Extraordinary Water Usage Appeal Policy #2024-1017 WD

Policy Definition of Leak

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, the Extraordinary Water Use Policy #2024-1017 WD will apply.

AGENDA MEMORANDUM

TO: Arch Cape Domestic Water Supply District
FROM: Collin Stelzig, District Administrator
DATE: October 16, 2025
SUBJ: Rejuvenation Project Update

BACKGROUND:

This update was prepared in response to questions submitted by a Board member ahead of the October board meeting. It's formatted with each Question in bold, followed by the District's Response and current status. The projects referenced stem from the Board-funded Rejuvenation program. The update is intended to brief the full Board—especially new members—on current status and remaining tasks.

Question: Replace Operations Control Electronics for the Water Plant

Response:

A great detailed summary is in the November 21, 2024 Board Packet (project updates).

Project Objective & Justification

- Replace the computer electronics that allow the operator to control the plant.
- Secure control functions behind a firewall (cybersecurity).
- Update software to meet Oregon Health Authority (OHA) reporting requirements.
- Address failures/obsolescence: the primary control-interface had failed; the redundant system was Windows 7 (unsupported); reporting software was out of compliance.

Complete Tasks

- All electrical computer components installed and operational.
- Alarms broadcast via email to staff mobile device.
- Remote access from the sanitary plant and mobile devices is enabled.
- New systems operating and secured by a firewall.

Remaining / Follow-up Work

- Fuse-panel circuitry repair; programmed in FY 2026–27 Long Range Financial Plan (LRFP) for \$5,000.
- New step: verify Uninterruptible Power Supply (UPS) / battery backup capacity to ensure clean shutdowns during outages; add a generator start-up step at the water plant to the outage Standard Operating Procedure (SOP) now that the Kohler generator is back in service.

Takeaway

The controls upgrade is essentially complete and in daily use; remaining electrical items and SOP/UPS checks are being addressed.

Question: Find, Compile, Electronically Store and Provide Access to Required Business Documents

Response:

Background

- The project aims to:
 1. Locate and compile required documents (ordinances, resolutions, contracts, policies, minutes),
 2. Store/archive them electronically in a consistent format, and
 3. Provide access as appropriate (staff, Board, public).

Progress to Date

- Ongoing file review; discovery of legacy media (including a 40-GB drive); planning a file-management schema.
- Foundation: business/admin computer and data-system upgrades completed.

Current Work Underway

1. Working with current and previous Board members to ensure all previously approved documents are signed, posted on the website, and filed in hard copy at the office.
2. Establishing a consistent electronic file-naming and format standard.

Outstanding Tasks

- Build a master index of required documents and their status.
- Implement a central repository with folder structure, metadata, and permissions.
- Migrate and clean existing files; remove duplicates.
- Define public vs. internal access rules and the publishing workflow.

Gap & Next Step

- We have not yet finalized where electronic files will live (cloud vs. local + offsite) or the backup strategy.
- We will conduct a deep-dive assessment of current storage locations, cloud accessibility, and remote access adequacy, then bring a storage/backup recommendation to the Board.

Conclusion

Active and ongoing: verification/standardization are in progress; repository/backup decisions are next.

Question: Corrosion in Water Plant

Response:

- The fuse-panel circuitry repair is not critical to immediate operation and is programmed in the FY 2026–27 LRF (P) (\$5,000).
- Ongoing program: corrosion management will be built into recurring maintenance work orders (fans re-established, new roof in place; routine corrosion control on plant hardware continues as preventive maintenance).

Question: Progress on District Rejuvenation Projects

Valve Rehabilitation Project

Response:

Background

- Many of the about 275 buried valves are decades old and show corrosion, creating risk during emergencies (e.g., during the Buena Vista main break the nearest valve could not be operated).

Recent Field Work

- Staff/contractors excavated the valve at Buena Vista Dr & Big Cedar Dr; in addition, a valve was also located on Cannon Fire District property.
- Several valves are deep and will require trench boxes and a qualified construction crew for safe completion.

Next Steps

- Review available funds to confirm budget capacity.
- Advertise for construction (targeting early spring, funding-dependent).
- Initial scope likely includes:
 - Buena Vista Dr & Big Cedar Dr
 - Woodland Heights Rd & Buena Vista Dr

Summary

Priority project; Contracting improves safety and quality. A schedule and bid package will come to the Board once funds are clarified.

GIS Mapping and Valve Testing Project

Response:

Background

- The District has implemented Geographic Information System (GIS) technology to replace 50-year-old paper maps and modernize asset management.

Current Work

- Electronic mapping of pipes, valves, meters, and related assets is complete in GIS.
- Field verification and corrections are ongoing to align records with actual conditions.

Next Steps (Planned)

- Continue refining the GIS database.
- Launch a valve testing program to identify inoperable/damaged units.
- Prioritize repairs using GIS as the master record.
- Integrate GIS with work orders/asset management to support long-term maintenance planning.

Summary

GIS is already improving daily operations (faster, more accurate field location). Expansion and integration will continue