

**Ash Creek Water Control District
Board of Directors
REGULAR MEETING**

**Thursday, September 7, 2023
7:00 A.M.**

MEETING NOTICE & AGENDA

1. Call to Order
2. Roll Call
3. Approval of minutes: August 3, 2023 – Regular Meeting
4. Audience Comments
5. Director Comments
6. Reports
 - A. Finance: Monthly Report
 - B. Phone
 - C. Nutria: Monthly Report
 - D. Engineer's Report
 - E. Subcommittee Report(s):
 - a. Outreach
7. Unfinished Business
 - A. Open Board positions
8. New Business
 - A. Community Engagement: Climate Change and Urban Waters. Kristen Larson, LWC
 - B. Annual Report in Lieu of Audit
 - C. Email Update
9. Miscellaneous Business/Information Items
 - A. Correspondence
 - B. Task Log
10. Adjourn

Notice of Regular Meeting

The Board of Directors of Ash Creek Water Control District will hold a Regular Meeting at 7:00 a.m. on Thursday, September 7, 2023. The meeting will be conducted via video conference. To provide comments in advance, email the District Secretary at DistSec@ashcreekwcd.com, no later than 5:00 pm, September 6, 2023.

**Ash Creek Water Control District
Board of Directors
REGULAR MEETING**

**Minutes
Thursday, August 3, 2023**

1. Call to Order. The meeting was called to order at 7:10 via Zoom by Chair Mancil Russell.

2. Roll Call. Board present: Mancil, Tom, Emmanuel, Madeline, Ed, Andrea. Others Present: Karin, Todd, Kristen, Jennifer

Oath of Office administered to Tom Wilson and Ed Matteo.

3. Approval of minutes. Madeline noted a couple of Scrivenor errors – the meeting started at 7:05 am; under new business, correct the spelling of Madeline. Madeline moved to approve minutes of July 6, 2023 – Regular Meeting, correcting Scrivenor errors; Ed seconded. Passed by all board members present.

4. Audience Comments. None.

5. Director Comments.

a. Tom – Need officers elected. We will need a secretary at some point with Karin leaving at the end of the year. He would like to have an in-person meeting; discussion. Tom will reach out to Indy Commons.

b. Andrea had a question for Karin re: forwarding the bank forms.

c. Madeline – precipitation: 0.01" July. She received a circular from Paul Evans; it mentioned funding for Chestnut St bridge. Read about Brandy Meadows in the newspaper; it is not in our district. It mentions Ash Creek Linear Park. Question asked how district boundaries are set, and if the south fork affects north and middle forks. Mancil noted there used to be a district south of the bridge. General discussion.

d. Emmanuel noted the mosquitoes have gotten better.

6. Reports

A. Finance: Monthly Report. Andrea summarized the Treasurer's report:

Cash in Bank: LGIP: \$410,560.06; PTB: \$5,558.71. Checks issued: #2278, SAIF, \$333.85; #2279, Ascension Accounting, \$300.51; #2280, USPO, \$194.00; #2281, Mancil Russell, \$101.24 (phone reimb.); #2282, Whitaker Engineering, \$460.00. Sent email to Karin & Mancil with documents sent to Ascension. She picked up a bill today from Aklin and another from Ascension.

B. Phone. Mancil reported it is paid until April of next year. He has had the phone for 2-1/2 years and would like to pass it around. If you volunteer, he will bring it to your house.

C. Nutria: Monthly Report. 3 caught. 1 trap turned in, 54 traps out. Mancil suggested that Ed should receive an increase.

D. Engineer's Report. Todd – spraying and channel clearing work completed. Not much clearing needed to be done; spraying is completed from 16th to Dallas at Monmouth Cutoff. Andrea said some clearing still needs to be done west of 16th Street; willows are growing in the middle of the channel.

E. Subcommittee Report(s):

a. Outreach. Tom noted we had an event in May; talked about doing one more by the end of summer. Continue? Discussion. Emmanuel would be a good addition to the outreach committee. Discussion of next Market to be at.

7. Unfinished Business

A. Open Board positions. Mancil – Treasurer position; we need someone else to take this. Andrea noted we also need board positions filled. Tom said he is willing to be a (vice) treasurer, to learn the ropes and also to start looking for Karin's replacement. Andrea noted we need at least one more person as a signer for LGIP. Discussion; Tom volunteered, Andrea will contact LGIP.

Tom reported the emails for the old directors are still active; he will assign one to Emmanuel and remove login from the vacant ones.

Discussion of board officers – chair, treasurer. Tom is willing to be the asst. treasurer; he and Andrea will get together.

8. New Business. None.

9. Miscellaneous Business/Information Items.

A. Correspondence. No action required.

B. Tom reported SDAO board training is available; he will be doing it on the 23rd. Hybrid training is also available.

C. Madeline asked about research regarding school officials representing on the Board? Karin still to look.

D. Task Log.

10. Adjourn. With no further business to come before the board, Ed moved to adjourn; Tom seconded. Passed by all board members present.

Meeting adjourned at 7:54 a.m.

2022-23

| Accounts Payable: | Acct/OBJ | Admin | Audit | Audit Report | Knowledge | Phys/Diet | Phys/Other | Policy | Eqpt. Misc | Projects/Other | Travel/Training | Elections | Bond | Insurance Liability | W/C | Legal | Legal Adv | Membr.Fees | Misc | Postage | Supplies | Tele/Ofc Stor | Website | Off. Space | Acct Svcs | TOTAL |
|------------------------|-------------|-------------|----------|--------------|-----------|-------------|------------|--------|-------------|----------------|-----------------|-----------|-----------|---------------------|-----------|-------|-----------|------------|-----------|---------|----------|---------------|-----------|------------|--------------|-------|
| July, 2022 | \$ 217.86 | \$ 800.00 | | | | | | | | \$ 1,712.73 | | | \$ 325.00 | | | | | | | | | | | | \$ 3,282.22 | |
| August, 2022 | \$ 157.00 | \$ 400.00 | | | \$ 500.00 | \$ 5,998.72 | | | | | | | | | | | | | \$ 0.05 | | | | | | \$ 7,237.72 | |
| September, 2022 | \$ 128.50 | \$ 20.00 | \$ 20.00 | | \$ 125.00 | \$ 1,875.00 | | | \$ 750.00 | \$ 865.00 | | | | | | | | | \$ 0.05 | | \$ 33.97 | | | | \$ 3,797.47 | |
| October, 2022 | \$ 297.68 | \$ 400.00 | | | | | | | | | | | | | | | | | | \$ 0.10 | | | | | \$ 837.68 | |
| November, 2022 | \$ - | | | | | | | | | | | | | | \$ 634.67 | | | \$ 43.90 | | | | | | | \$ 678.57 | |
| December, 2022 | \$ 203.32 | \$ 400.00 | | | | | | | | | | | | | | | | | \$ 0.05 | | | \$ 600.00 | | | \$ 603.32 | |
| January 2023 | \$ 174.80 | | | | | | | | \$ 52.00 | | | | | | | | | | | | | | | | \$ 826.80 | |
| February 2023 | \$ 134.09 | \$ 400.00 | | | | | | | | | | | | \$ 2,181.00 | | | | | | | | | | | \$ 2,715.09 | |
| March 2023 | \$ 189.82 | | | | | | | | \$ 1,801.11 | | | | | | | | | | | | | | | | \$ 1,900.93 | |
| April 2023 | \$ 214.92 | | | | | | | | \$ 665.00 | | | | | | | | | | | | | | | | \$ 879.92 | |
| May 2023 | \$ 142.35 | \$ 400.00 | | | | | | | | | | | | | | | | | \$ 0.05 | | | \$ 561.00 | | | \$ 1,103.35 | |
| June 2023 | \$ 45.00 | \$ 400.00 | | | | | | | \$ 600.00 | | | | | | | | | | | | | \$ 170.89 | | | \$ 1,540.89 | |
| FY 22-23 TOTAL: | \$ 1,905.34 | \$ 3,200.00 | \$ 20.00 | \$ 20.00 | \$ 625.00 | \$ 7,873.72 | \$ - | \$ - | \$ 750.00 | \$ 5,695.84 | \$ - | \$ - | \$ 650.00 | \$ 2,181.00 | \$ 634.67 | \$ - | \$ 206.63 | \$ 183.90 | \$ 182.30 | \$ - | \$ 33.97 | \$ 561.00 | \$ 770.89 | \$ - | \$ 25,474.26 | |

\$ 25,474.26
 \$ (33.97) ckg db
 \$ (0.30) lgip fees
 \$ 25,439.99 checks

2023-24

| Accounts Payable: | Acct/OBJ | Admin | Audit | Audit Report | Knowledge | Phys/Diet | Phys/Other | Policy | Eqpt. Misc | Projects/Other | Travel/Training | Elections | Bond | Insurance Liability | W/C | Legal | Legal Adv | Membr.Fees | Misc | Postage | Supplies | Tele/Ofc Stor | Website | Off. Space | Acct Svcs | TOTAL |
|------------------------|----------|-------|-------|--------------|-----------|-----------|------------|--------|------------|----------------|-----------------|-----------|------|---------------------|------|-------|-----------|------------|------|---------|----------|---------------|---------|------------|-----------|-------|
| July, 2023 | | | | | | | | | | | | | | | | | | | | | | | | | \$ - | |
| August, 2023 | | | | | | | | | | | | | | | | | | | | | | | | | \$ - | |
| September, 2023 | | | | | | | | | | | | | | | | | | | | | | | | | \$ - | |
| October, 2023 | | | | | | | | | | | | | | | | | | | | | | | | | \$ - | |
| November, 2023 | | | | | | | | | | | | | | | | | | | | | | | | | \$ - | |
| December, 2023 | | | | | | | | | | | | | | | | | | | | | | | | | \$ - | |
| January 2024 | | | | | | | | | | | | | | | | | | | | | | | | | \$ - | |
| February 2024 | | | | | | | | | | | | | | | | | | | | | | | | | \$ - | |
| March 2024 | | | | | | | | | | | | | | | | | | | | | | | | | \$ - | |
| April 2024 | | | | | | | | | | | | | | | | | | | | | | | | | \$ - | |
| May 2024 | | | | | | | | | | | | | | | | | | | | | | | | | \$ - | |
| June 2024 | | | | | | | | | | | | | | | | | | | | | | | | | \$ - | |
| FY 23-24 TOTAL: | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | |

| | | | | | | | | | | | | | | | | | | | | | | | | | |
|------------------------|-------------|-------------|-------------|-------------|-------------|---------------|---------------|-------------|-------------|--------------|-------------|-------------|------------|-------------|-------------|-------------|-----------|-----------|-------------|-----------|-----------|-------------|-------------|-------------|---------------|
| FY 22-23 TOTAL: | \$ 1,905.34 | \$ 3,200.00 | \$ 20.00 | \$ 20.00 | \$ 625.00 | \$ 7,873.72 | \$ - | \$ - | \$ 750.00 | \$ 5,695.84 | \$ - | \$ - | \$ 650.00 | \$ 2,181.00 | \$ 634.67 | \$ - | \$ 206.63 | \$ 183.90 | \$ 182.30 | \$ - | \$ 33.97 | \$ 561.00 | \$ 770.89 | \$ - | \$ 25,474.26 |
| FY 22-24 TOTAL: | \$ 1,905.34 | \$ 3,200.00 | \$ 20.00 | \$ 20.00 | \$ 625.00 | \$ 7,873.72 | \$ - | \$ - | \$ 750.00 | \$ 5,695.84 | \$ - | \$ - | \$ 650.00 | \$ 2,181.00 | \$ 634.67 | \$ - | \$ 206.63 | \$ 183.90 | \$ 182.30 | \$ - | \$ 33.97 | \$ 561.00 | \$ 770.89 | \$ - | \$ 25,474.26 |
| 2022-24 BUDGET: | \$ 8,160.00 | \$ 4,800.00 | \$ 3,000.00 | \$ 3,000.00 | \$ 60.00 | \$ 7,500.00 | \$ 188,100.00 | \$ 7,500.00 | \$ 5,000.00 | \$ 11,200.00 | \$ 3,000.00 | \$ 4,250.00 | \$ 600.00 | \$ 3,500.00 | \$ 1,500.00 | \$ 5,000.00 | \$ 500.00 | \$ 300.00 | \$ 2,500.00 | \$ 500.00 | \$ 400.00 | \$ 1,500.00 | \$ 1,200.00 | \$ 1,200.00 | \$ 266,270.00 |
| BUDGET VAR: | \$ 6,254.66 | \$ 1,600.00 | \$ 2,980.00 | \$ 60.00 | \$ 6,875.00 | \$ 180,226.28 | \$ 7,500.00 | \$ 5,000.00 | \$ 4,250.00 | \$ 5,504.16 | \$ 3,000.00 | \$ 4,250.00 | \$ (50.00) | \$ 1,319.00 | \$ 865.33 | \$ 5,000.00 | \$ 293.37 | \$ 116.10 | \$ 2,317.70 | \$ 500.00 | \$ 366.03 | \$ 939.00 | \$ 429.11 | \$ 1,200.00 | \$ 240,795.74 |

Revenues Received: 2022-24

Revenues Received: July, 2022 - June, 2023

| | Cash on Hand | Prev Taxes | Interest | Misc. Rev. | Taxes to Balance | TOTALS |
|----------------------|--------------|------------|-------------|------------|------------------|---------------|
| 2022 | \$373,360.28 | | | | | \$ 373,360.28 |
| July PTB | | | \$ 0.32 | | | \$ 0.32 |
| Aug PTB | | | \$ 0.18 | | | \$ 0.18 |
| Sept PTB | | | \$ 0.39 | | | \$ 0.39 |
| July LGIP | | | \$ 388.61 | | | \$ 388.61 |
| Aug LGIP | | | \$ 484.41 | | | \$ 484.41 |
| Sept LGIP | | | \$ 540.94 | | | \$ 540.94 |
| July PC Tr 2021-15 | \$ 369.34 | | \$ 0.31 | | | \$ 369.65 |
| Aug PC Tr 2022-01 | \$ 65.21 | | \$ 0.20 | | | \$ 65.41 |
| Sept PC Tr 2022-02 | \$ 132.34 | | \$ 1.82 | | | \$ 134.16 |
| Oct PTB | | | \$ - | | | \$ - |
| Nov PTB | | | \$ 0.10 | | | \$ 0.10 |
| Dec PTB | | | \$ 1.54 | | | \$ 1.54 |
| Oct LGIP | | | \$ 639.41 | | | \$ 639.41 |
| Nov LGIP | | | \$ 838.86 | | | \$ 838.86 |
| Dec LGIP | | | \$ 1,055.48 | | | \$ 1,055.48 |
| Oct PC Treas 2022-03 | \$ 55.72 | | \$ 0.20 | | | \$ 55.92 |
| Nov PC Treas 2022-04 | \$ 59.19 | | \$ 0.17 | | \$ 3,867.18 | \$ 3,926.54 |
| Nov PC Treas 2022-05 | \$ 37.81 | | | | \$ 7,241.25 | \$ 7,279.06 |
| Nov PC Treas 2022-06 | \$ 37.25 | | | | \$ 30,587.83 | \$ 30,625.08 |
| Nov PC Treas 2022-07 | \$ 61.48 | | | | \$ 11,509.23 | \$ 11,570.71 |
| Nov PC Treas 2022-08 | \$ 8.64 | | | | \$ 260.46 | \$ 269.10 |
| Dec PC Treas 2022-09 | \$ 8.32 | | \$ 1.12 | | \$ 241.59 | \$ 251.03 |

\$ 431,857.18

2023

| | | | | | | |
|-------------------|----------|--|-------------|--|-----------|-------------|
| Jan PTB | | | \$ 1.78 | | | \$ 1.78 |
| Feb PTB | | | \$ 1.69 | | | \$ 1.69 |
| Mar PTB | | | \$ 2.71 | | | \$ 2.71 |
| Jan LGIP | | | \$ 1,173.68 | | | \$ 1,173.68 |
| Feb LGIP | | | \$ 1,182.50 | | | \$ 1,182.50 |
| Mar LGIP | | | \$ 1,302.92 | | | \$ 1,302.92 |
| Jan PC Tr 2022-10 | \$ 32.66 | | \$ 21.09 | | \$ 173.61 | \$ 227.36 |
| Feb PC Tr 2022-11 | \$ 27.88 | | \$ 0.35 | | \$ 244.28 | \$ 272.51 |
| Mar PC Tr 2022-12 | \$ 26.73 | | \$ 2.50 | | \$ 987.32 | \$ 1,016.55 |
| Apr PTB | | | \$ 3.66 | | | \$ 3.66 |
| May PTB | | | \$ 1.46 | | | \$ 1.46 |
| Jun PTB | | | \$ - | | | \$ - |
| Apr LGIP | | | \$ 1,262.87 | | | \$ 1,262.87 |
| May LGIP | | | \$ 1,354.07 | | | \$ 1,354.07 |
| Jun LGIP | | | \$ 1,376.64 | | | \$ 1,376.64 |
| Apr PC Tr 2022-13 | \$ 32.59 | | \$ 1.35 | | \$ 210.39 | \$ 244.33 |
| May PC Tr 2022-14 | \$ 62.65 | | \$ 1.00 | | \$ 187.28 | \$ 250.93 |

Ash Creek Water Control District

Cash Schedule, Period Ending 06/30/2023

| | |
|--|---------------|
| Beginning Fund Balance (07/01/22): | \$ 373,360.28 |
| Total 2022-23 Revenues: | \$ 69,203.27 |
| Total 2022-23 Expenditures: | \$ 25,474.26 |
| Ending Fund Balance (06/30/23): | \$ 417,089.29 |
| Pioneer Trust Bank (Reconciled Bal) (6/30/23): | \$ 1,948.31 |
| Local Government Investment Pool (6/30/23): | \$ 415,140.98 |
| | \$ 417,089.29 |
| net diff | \$ - |

PTB reconciliation:

| | |
|--------------|-------------|
| 6/30 stmt | \$ 3,273.31 |
| (o/s checks) | \$ 1,325.00 |
| 6/30 balance | \$ 1,948.31 |

Cash Schedule, Period Ending 06/30/2024

| | |
|--|---------|
| Beginning Fund Balance (07/01/23): | |
| Total 2023-24 Revenues: | |
| Total 2023-24 Expenditures: | |
| Ending Fund Balance (6/30/24): | #VALUE! |
| Pioneer Trust Bank (Reconciled Bal) (6/30/24): | \$ - |
| Local Government Investment Pool (6/30/24): | \$ - |
| | \$ - |
| net diff | \$ - |



Oregon Secretary of State – Audits Division

Report in Lieu of Audit

| | | |
|---|--|------------------------------------|
| Fiscal year reported (MM/DD/YYYY): | <input type="checkbox"/> Final report — municipality dissolved | Municipal customer number*: |
| First day*: | Last day*: | |

Name of municipality (use the official legal name)*:

| |
|--|
| |
|--|

Mailing address New or change of address

| | | |
|----------------------|----------|------------|
| Street or P.O. box*: | | |
| City*: | County*: | ZIP code*: |

Registered agent (ORS 198.340) New registered agent

| | |
|--------------|--|
| Name: | Address (street/city/state/ZIP code): |
| | |

Officers*

| Name: | Title: | Address (street/city/state/ZIP code): |
|-------|--------|---------------------------------------|
| | | |
| | | |
| | | |

Fidelity or faithful performance bond (ORS 297.435 (2)(c))

| |
|---|
| Name of company*: |
| Name of person(s) covered*: |
| Amount of coverage (should <i>equal or exceed</i> total receipts/revenues [Part A total])*: |

Account balances

Please list the balances, per your accounting records, as of the last day of the year reported:

Cash (from banks, credit unions, county/state investment pools, etc.): _____

Other assets (from land, buildings, equipment, vehicles, etc.): _____

Accounts payable (e.g., to rents, payroll, utilities): _____

Long-term debt (from bonds, loans, leases or other outstanding debt): _____

By checking this box*, I hereby certify that the information contained in this report is true and correct to the best of my knowledge and belief. Sign (or type, if submitted electronically) the name of the publicly elected official responsible for the information described in this report.

| | | |
|--|----------------------------|-----------------------|
| Elected official's signature: | Date (MM/DD/YYYY)*: | Title*: |
| | | |
| Elected official's printed name*: | | Phone number*: |
| | | |

| | |
|---|------------------------------------|
| Fiscal year reported (MM/DD/YYYY): | Municipal customer number*: |
| First day*: | Last day*: |

Budgeted and actual transactions

Note: Budget columns are required if your organization is subject to the requirements of Local Budget Law (ORS 294).

| Part A: Revenues/receipts | General operating fund | | Fund: | | Fund: | | Totals (actual columns only) |
|-------------------------------------|------------------------|--------|--------|--------|--------|--------|------------------------------|
| | Budget | Actual | Budget | Actual | Budget | Actual | |
| Property taxes | | | | | | | |
| Charges for services | | | | | | | |
| Assessments | | | | | | | |
| Grants (state and federal) | | | | | | | |
| Long-term debt proceeds | | | | | | | |
| Other revenues | | | | | | | |
| Part A total: | | | | | | | |

| Part B: Expenditures/disbursements | General operating fund | | Fund: | | Fund: | | Totals (actual columns only) |
|--|------------------------|--------|--------|--------|--------|--------|------------------------------|
| | Budget | Actual | Budget | Actual | Budget | Actual | |
| Personal services | | | | | | | |
| Material and services | | | | | | | |
| Capital outlay | | | | | | | |
| Debt service | | | | | | | |
| Contingencies | | | | | | | |
| Other expenditures | | | | | | | |
| Part B total*: | | | | | | | |

Part C: Transfers between funds

| | | | | | | | |
|--------------|--|--|--|--|--|--|--|
| Transfer-in | | | | | | | |
| Transfer-out | | | | | | | |

Report summary

| | |
|---|--|
| Enter total expenditures/disbursements (Part B total [†]) | |
| Filing fee (see table, right) | |

Filing fee (per ORS 297.285)

| Total expenditures (Part B total [†]) | Filing fee |
|---|------------|
| \$0–\$50,000 | \$20 |
| \$50,001–\$150,000 | \$40 |

Filing instructions

This report is due within 90 days from the end of your fiscal year. Save a copy for your records. Please submit the completed report and required filing fee to the following address or email:

Secretary of State — Business Services Division

255 Capitol Street NE, Suite 180

Salem, OR 97310

MunicipalFilings.SOS@sos.oregon.gov

*This is a required field.

[†]If total expenditures/disbursements (Part B total, above) exceed \$150,000, the municipality must have an audit or review for this fiscal year (per ORS 297.435).

tom wilson <tom@rhythmadmin.net>

9/1/2023 3:23 PM

Re: Important Update for your Email service- Action is required by September 7th, 2023

To distsec ashcreekwcd.com <distsec@ashcreekwcd.com>

can we put this on the agenda

On Fri, Sep 1, 2023 at 11:38 AM distsec [ashcreekwcd.com](mailto:distsec@ashcreekwcd.com) <distsec@ashcreekwcd.com> wrote:

Forwarding to you (I haven't responded, etc.) Karin

----- Original Message -----

From: support@networksolutions.com

To: distsec@ashcreekwcd.com

Date: 08/30/2023 8:58 PM EDT

Subject: Important Update for your Email service- Action is required by September 7th, 2023



Security Update for Apple Device Users

Dear Valued Customer,

As a part of security processes, the Secure Sockets Layer (SSL) certificate in place to ensure your emails are securely delivered will expire on September 7th, 2023.

Prior to this date, we will install a new SSL certificate. As a function of this update, Apple device users will need to update their mail account settings to continue receiving email.

This notice is in regards to email on [ashcreekwcd.com](https://www.ashcreekwcd.com) domain.

What does this mean for you?

For **Apple device** (Mac, iPhone, or iPad) users only, additional steps will be required

to configure your email client so that it recognizes and trusts the new SSL certificate.

Before September 7th, 2023 Apple device users will need to:

1. Setup your email account on your device using the server settings as shown below:

- a. Incoming Mail Server: netsol-imap-oxcs.hostingplatform.com
- b. Outgoing Mail Server: netsol-smtp-oxcs.hostingplatform.com

NOTE: Steps to update your server settings may vary depending on your device or iOS version. For detailed instructions please visit our [Help Center](#)

Note: This security update requires action from Apple device users only. If you are using a Windows-based PC or Android device, no action is needed.

At Network Solutions, your account security and accessibility are of primary importance to us. We apologize for this inconvenience and thank you for your continued patronage.

Sincerely,
The Network Solutions Team



Please do not reply to this email. Replying to this email will not secure your services. Your services are subject to the terms and conditions set forth in our [Service Agreement](#), which you accepted at the time of purchase. Please note, in accordance with our [Privacy Policy](#), we will continue to send you notices and other important information affecting your account or services in order to fulfill our obligations to you.

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Tom Wilson
Program Manager
Rhythm Administrative Services

