



**ARCH CAPE SANITARY DISTRICT
BOARD OF COMMISSIONERS MEETING**

Thursday, June 19, 2025 at 5:00 pm

Arch Cape Fire Hall and by Zoom

The Board will convene jointly with the Water District Board at 5:00 for Introductions of Interim Administrator and new Board Member-Elect, then recess until 5:20 while the Water District Board holds its meeting.

- 1. Call to Order**
- 2. Introduction of Interim Administrator and new Board Member-Elect** **Casey**
- RECESS UNTIL 5:20**
- 3. Geographic Information System Briefing (jointly with Water District Board)** **Matt**
- 4. Public Comments** **Casey**
- 5. Agenda Approval (Action – Motion to Approve)** **Casey**
- 6. Approve May 15 Meeting Minutes (Action – Motion to Approve)** **Casey**
- 7. F&A Reporting**
 - a. May Budget vs. Actual Report** **Teri**
 - b. May Payment of Accounts** **Teri**
 - c. Treasurer’s Report** **Darr**
- 8. Reports**
 - a. Staff Report** **Matt**
 - b. Project Updates** **Matt**
 - c. Board Members’ Comments** **All**
- 9. July Meeting Agenda Items** **Casey**
 - a. New Member Swearing-In**
 - b. Election of Officers**
 - c. Update on City Incorporation Feasibility Study – Potential Impact to Sanitary District**
 - d. Update on Grant Payment Status for Webb Upgrade**
- 10. Public Comments**
- 11. Adjourn**



ARCH CAPE SANITARY DISTRICT
BOARD OF COMMISSIONERS MEETING
Thursday, May 15, 2025

Pursuant to the notice posted, the regular monthly Board Meeting for the Arch Cape Sanitary District was held via Zoom, with a Joint Personnel Committee Meeting with the Arch Cape Domestic Water District beginning at 4:00 pm.

Sanitary District Board Meeting was called to order by Casey Short, Chair at 4:00 pm
Domestic Water District Board Meeting was called to order by Bill Campbell, Chair at 4:01 pm

In attendance: Sanitary District: Casey Short, Chair, Darr Tindall, Mark Engberg; Steve Hill; Tom Mattia, excused. Staff: Teri Fladstol. Water District: Bill Campbell, Chair, Tevis Dooley, Bob Cerelli; Sam Garrison and Chris Mastrandrea, excused.

At 4:03 pm Board Chairs called for Executive Session per ORS 192.660(2)(f) to consider information or records that are exempt from public inspection; to discuss Personnel Matters.

At 4:10 pm Board Chairs closed Executive Session, public was invited back and the final agenda item, the District's sharing of medical, dental and vision benefits was discussed. Consensus was to negotiate terms with individuals at time of hire.

Joint Personnel Committee session was finished at 4:30 pm, Water Chair recessed until Board Meeting at 6:00 pm.

Sanitary Chair called for Agenda Approval: Motion by Darr Tindall to approve the Agenda as presented, Second by Mark Engberg, motion carried.

Approve March 20th Meeting Minutes: Motion by Darr Tindall to approve the Minutes as presented; Second by Mark Engberg, motion carried.

Darr Tindall gave treasurer's report, all is good.

Recessed at 4:40 until 5:00 pm as stated on Notice.

Call to order at 5:00 pm by Casey Short, Chair
Public Comments – None

Motion was made by Darr Tindall to approve Resolution #25-0501 SD, Adopting the 2025-26 Budget and Appropriations Schedule, with corrections. PUBLIC HEARING – Open 5:02 – Closed 5:03; Second by Mark Engberg, Call for vote: Casey Short, Aye; Darr Tindall, Aye; Mark Engberg, Aye; Steve Hill, Aye; Motion carried.

Motion was made by Darr Tindall to approve Resolution #25-0502 SD, Resolution Superseding Resolution 24-0502 SD, Establishing Base Rate Charges, Excess Usage Charges, and Debt Surcharges for

the Arch Cape Sanitary District. Second by Mark Engberg, Motion Carried.

Motion was made by Darr Tindall to approve Resolution #25-0503 SD, Revising System Development Charges (SDC) / Equivalent Dwelling Unit (EDU) Fees for the Arch Cape Sanitary District. Second by Mark Engberg, Motion Carried.

Motion was made by Darr Tindall to approve Resolution #25-0504 SD, Approving an Intergovernmental Agreement with the Arch Cape Domestic Water Supply District for Personnel and Other Services. Second by Mark Engberg, Motion Carried.

Motion was made by Mark Engberg to approve Resolution #25-0505 SD, Approving Contract with Richard Stelzig for District Administrator Services. Second by Darr Tindall, Motion Carried.

Matt Gardner gave a report on the membrane testing which will have a final report sent within a few weeks; preliminary is they are in good health and look to be standing up to usage. Webb Lift Station is going through the last items on the check list and things are being fixed. Projects are on schedule and moving toward the items that will need to be in place when we go for our permit renewal in 2 years.

Board Member Comments:

Casey thanked Steve Hill for his 20 plus years of service to the Arch Cape Community, Steve's resignation is effective May 16th, 2025 – we wish him well.

Mark Engberg asked what the thoughts were regarding the possible incorporation of Falcon Cove and Arch Cape and mentioned that a meeting is scheduled by the Community Club for Saturday. He and Bob Cerelli will be attending to find out information. Asked for it to be on the June Agenda.

June Agenda Items: - Incorporation? Meet & Greet with Collin at the Board Meeting.

Motion to Adjourn by Darr Tindall, Second by Mark Engberg, meeting adjourned at 5:30 pm

AC Sanitary District
Budget vs. Actuals: FY 2024-25 Budget Overview - FY25 P&L Classes
 July 2024 - June 2025

	Quarter 1			Quarter 2		Quarter 3		Apr 2025		May 2025		Total	
	Budget	Actual	%	Actual	%	Actual	%	Actual	%	Actual	%	Actual	%
RESOURCES - BEGINNING FUND	\$ 291,723	\$ -		\$ -								\$ 291,723	100.0%
01-4200 Sanitary User Fees													
01-4201 Base Rate Meter Sales	\$ 374,126	\$ 83,197	22.2%	\$ 86,683	23.2%	\$ 86,985	23.3%	\$ 42,714	11.4%	\$ 13,915	4%	\$ 299,578	80.1%
01-4202 Overage/Excess Usage	\$ 37,413	\$ 6,172	16.5%	\$ 16,585	44.3%	\$ 8,881	23.7%	\$ 1,349	3.6%	\$ 531	1%	\$ 32,987	88.2%
01-4203 Debt Service	\$ 38,556	\$ 8,471	22.0%	\$ 8,502	22.1%	\$ 8,652	22.4%	\$ 4,305	11.2%	\$ 1,357	4%	\$ 29,930	77.6%
01-4300 Interest Income - General Fund	\$ 2,000	\$ 5,363	268.1%			\$ 1,837	91.8%		0.0%		0%	\$ 11,927	596.4%
01-4501 Service/Fee Income						\$ 400						\$ 400	
01-4400 WD Facilities Use Charge	\$ 3,750							\$ 3,750			0%	\$ 3,750	100.0%
01-4700 Misc. Income - General Fund						\$ 15,563		\$ 943				\$ 16,506	
Total 01-4100 REVENUE	\$ 455,845	\$ 103,203	22.6%	\$ 111,769	24.5%	\$ 122,318	26.8%	\$ 53,061	11.6%	\$ 15,803	3%	\$ 395,079	86.7%
Total 01-4000 RESOURCES - GENERAL FUND	\$ 747,568											\$ 686,802	91.9%
01-6000 REQUIREMENTS - GENERAL FUND													
01-6100 Materials & Services													
01-5999 Inter-Govern Agreement (IGA)	\$ 195,937	\$ 54,328	27.7%	\$ 27,820	14.2%	\$ 34,514	17.6%	\$ 6,933	23.3%	\$ 16,609	8%	\$ 123,595	63.1%
01-6120 Liability & Property Insurance	\$ 18,500	\$ -	0.0%	\$ 32	0.2%	\$ 18,791				\$ 696		\$ 18,823	101.7%
01-6121 Licenses	\$ 3,600	\$ -	0.0%	\$ 368	10.2%							\$ 368	10.2%
01-6122 Dues & Taxes	\$ 3,000	\$ 3,667	122.2%	\$ 4,095	136.5%	\$ 300						\$ 8,062	268.7%
01-6123 Professional Services	\$ 5,000	\$ 373	7.5%			\$ 285						\$ 658	13.2%
01-6124 Emergency Sanitation	\$ 500	\$ -	0.0%										0.0%
01-6125 Auditing Service	\$ 10,000	\$ 14,000	140.0%	\$ 4,000	40.0%							\$ 18,000	180.0%
01-6126 Legal Services	\$ 5,000	\$ 1,416	28.3%	\$ 570	11.4%	\$ 2,730						\$ 4,716	94.3%
01-6127 Notices	\$ 700	\$ -	0.0%							\$ 831			0.0%
01-6128 Utilities	\$ 49,500	\$ 13,584	27.4%	\$ 14,386	29.1%	\$ 18,324	37.0%	\$ 4,001	85.7%	\$ 637	1%	\$ 50,296	101.6%
01-6200 Maintenance	\$ 150,000	\$ 8,240	5.5%	\$ 29,462	19.6%	\$ 20,873	13.9%	\$ 7,459	99.5%	\$ 3,327	2%	\$ 66,034	44.0%
01-6201 Chemicals	\$ 7,000	\$ 688	9.8%	\$ 2,521	36.0%	\$ 3,443	49.2%		0.0%			\$ 6,652	95.0%
01-6202 Inflow & Infiltration	\$ 2,000	\$ -	0.0%	\$ 862	43.1%	\$ 2,200		\$ 770			0%	\$ 3,831	191.6%
Total 01-6100 Materials & Services	\$ 450,737	\$ 96,296	21.4%	\$ 84,116	18.7%	\$ 101,460	22.5%	\$ 19,163	4.3%	\$ 22,100	5%	\$ 301,036	66.8%
01-7500 Debt Service - General Fund													
01-7510 OECD Facility Loan - Principle	\$ 16,900	\$ -	0.0%	\$ -	0.0%					\$ 16,900			0.0%
01-7511 OECD Facility Loan - Interest	\$ 2,419	\$ -	0.0%	\$ -	0.0%					\$ 2,419			0.0%
01-7520 IFA Loan/Grant - Imprinciple	\$ 13,499	\$ -	0.0%	\$ 13,499	100.0%							\$ 13,499	100.0%
01-7521 IFA Loan/Grant - Interest	\$ 5,884	\$ -	0.0%	\$ 5,884	100.0%							\$ 5,884	100.0%
Total 01-6000 REQUIREMENTS - GENERAL FUND	\$ 489,439	\$ -	0.0%	\$ 19,383	4.0%	\$ 101,460		\$ 19,163		\$ 41,419		\$ 19,383	4.0%
01-8001 Contingency - General Fund	\$ 100,000	\$ -	0.0%									\$ -	0%
01-8100 USDA Loan Required Reserve	\$ 6,923	\$ -	0.0%									\$ -	0%
Total 01-8000 Contingency & Unapp Bal - General Fund	\$ 258,128	\$ -	0.0%			\$ -		\$ -		\$ -		\$ -	0%
Total Requirements General Fund	\$ 747,567	\$ 96,296	12.9%	\$ 103,501	13.8%	\$ 101,460		\$ 19,163		\$ 41,419		\$ 320,419	42.9%

	Quarter 1			Quarter 2		Quarter 3		April 2025		May 2025		Total	
	Budget	Actual	%	Actual	%	Actual	%	Actual	%	Actual	%	Actual	%
02-4000 RESOURCES - CAPITAL FUND													
02-4001 Beginning Bal - Capital Fund	\$ 200,382	\$ -	0.0%	\$ -	0.0%							\$ 200,382	100.0%
02-4100 REVENUE - Capital Fund													
02-4200 SDC Revenue	\$ 20,092	\$ -	0.0%	\$ -	0.0%	\$ 30,338	151.0%					\$ 30,338	151.0%
02-4800 Grant Revenue - Capital Fund	\$ 527,250	\$ -	0.0%	\$ -	0.0%	\$ 116,879	22.2%	\$ 228,472	43.3%			\$ 345,351	65.5%
Total 02-4100 REVENUE - Capital Fund	\$ 747,724	\$ -	0.0%	\$ -	0.0%	\$ 147,217	19.7%	\$ 228,472		\$ -		\$ 375,689	50.2%

02-6000 REQUIREMENTS - CAPITAL FUND													
02-7000 Scada	\$ 30,000			\$ 206	0.7%	\$ 25,605	85.3%		0.0%		0%	\$ 25,811	86.0%
02-7100 Webb Lift Station	\$ 555,000	\$ 33,831	6.1%	\$ 307,996	55.5%	\$ 75,409	13.6%	\$ 1,792	15.6%	\$ 78,280	14%	\$ 419,028	75.5%
Total 02-6000 REQUIREMENTS - CAPITAL FUND	\$ 585,000	\$ 33,831	5.8%	\$ 308,202	52.7%	\$ 101,014	17.3%	\$ 1,792	0.3%	\$ 78,280	681%	\$ 444,839	76.0%
02-8001 Contingency - Capital Fund	\$ 95,000	\$ -	0.0%										0.0%
02-8500 Unappropriated Bal - Capital	\$ 67,724	\$ -	0.0%										0.0%
Total Requirements Capital Fund	\$ 747,724	\$ 33,831	4.5%	\$ 308,202	41.2%	\$ 101,014	13.5%	\$ 1,792	0.2%	\$ 78,280	681%	\$ 444,839	59.5%

	Quarter 1			Quarter 2		Quarter 3		April 2025		May 2025		Total	
	Budget	Actual	%	Actual	%	Actual	%	Actual	%	Actual	%	Actual	%
03-4000 RESOURCES - GO BOND DEBT FUND													
03-4001 Beginning Bal - Go Bond Debt Fund	\$ 11,207											\$ -	0.0%
03-4750 LGIP - Additions - SD Go Bond												\$ -	
Total 03-4000 RESOURCES - GO BOND DEBT FUND	\$ 11,207			\$ -		\$ -		\$ -		\$ 0.00		\$ 11,207	100.0%

03-4100 REVENUE - GO BOND DEBT FUND													
03-4200 Property Taxes	\$ 144,600	\$ 7,989	5.5%	\$ 126,202	87.3%	\$ 9,024	6.2%	1,292.89	0.9%			\$ 144,507	99.9%
Total Resources	\$ 155,807	\$ 7,989	5.1%			\$ 9,023.61			0.0%	\$ 0.00		\$ 144,507	92.7%

03-6000 REQUIREMENT - GO BOND DEBT FUND													
03-7510 USDA Plant Upgrade - Principle	\$ 77,058					\$ 121,464	157.6%		0.0%			\$ 121,464	157.6%
03-7511 USDA Plant Upgrade - Interest	\$ 67,542					\$ 23,136	34.3%		0.0%			\$ 23,136	34.3%
Total 03-6000 REQUIREMENT - GO BOND DEBT FUND	\$ 144,600			\$ -		\$ 144,600	100.0%	\$ 0.00	0.0%	\$ 0.00		\$ 144,600	100.0%

03-8000 Contingency & Unapp Bal - GO BOND Debt Fund													
03-8500 Unappropriated Balance GO	\$ 11,207								0.0%				0.0%
Total Requirements GO BOND	\$ 155,807	\$ -		\$ -		\$ 144,600	92.8%		0.0%	\$ 0.00		\$ 144,600	92.8%

AC Sanitary District
Check Detail
May 2025

Date	Transacti on Type	Num	Name	Memo/Description	Amount
00-1000 #1218 Main Checking					
05/06/2025	Expense		Costco	Point Of Sale Withdrawal COSTCO CHECKS 800-955-2292 WAUS	-54.69
05/08/2025	Check	9375	Bob McEwan Construction	Invoice 32617	-3,143.36
05/08/2025	Check	9376	SDIS	01-0058018	-696.00
05/08/2025	Check	9377	Recology Western Oregon		-83.97
05/08/2025	Check	9378	Pacific Power	11346931-0073	-33.01
05/15/2025	Check	9379	EO Media Group		-831.25
05/16/2025	Check	9380	IFA - OR Business Development Fiscal Serv		-19,319.09
05/16/2025	Check	9381	DSL Builders, LLC		-78,280.00
05/19/2025	Expense		Amazon.com	Point Of Sale Withdrawal AMAZON PRIME*NW91K7Amzn.com/bill WAUS	-14.99
05/21/2025	Check	9382	Nehalem Valley Excavation LLC		-2,000.00
05/21/2025	Expense		Microsoft	Point Of Sale Withdrawal MSFT * E0300WIBL MSBILL.INFO WAUS	-8.25
05/23/2025	Expense			Preauthorized Withdrawal OREGON ST TREAS - LGIP ACH Arch Cape Sanitary District 4203566	-45,000.00
05/24/2025	Expense		Google Domains	Point Of Sale Withdrawal GOOGLE *Google One 855-836-3987 CAUS	-1.99
05/26/2025	Expense		QuickBooks Payments	Point Of Sale Withdrawal INTUIT *QBooks OnliCL.INTUIT.COM CAUS	-99.00
05/29/2025	Expense		Safeway		-14.90
05/29/2025	Expense		Spectrum Business		-259.99
05/29/2025	Check	9383	Arch Cape Water District		-16,609.25
05/30/2025	Expense		Spectrum Business	Point Of Sale Withdrawal Spectrum 855-707-7328 MOUS	-259.99
05/30/2025	Expense		1st Security Bank	ACH PP (per Acct) Monthly Fee	-10.00
05/30/2025	Expense		Safeway	Point Of Sale Withdrawal SAFEWAY #1260 SEASIDE ORUS	-14.90
05/30/2025	Expense		Amazon.com	Point Of Sale Withdrawal Amazon.com*NN5OA1QIAmzn.com/bill WAUS	-99.00
				Point Of Sale Withdrawal COSTCO CHECKS 800-955-2292 WAUS	54.69