



Board Meetings

**ARCH CAPE SANITARY DISTRICT AND
ARCH CAPE DOMESTIC WATER SUPPLY
DISTRICT BOARD OF DIRECTORS
WILL MEET ON
THURSDAY, MAY 21, 2026 AT 5:00 PM
IN PERSON AND VIA ZOOM**

**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:

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

**Arch Cape Sanitary District Board of Directors will meet
at 5:00 p.m.**

**Arch Cape Domestic Water Board of Directors will meet
at 5:45 p.m.**

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



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

Thursday, May 21, 2026

5:00 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 | Tom Mattia |
| II. Public Comments | Tom Mattia |
| III. Agenda Approval (Action – Motion to Approve) | Tom Mattia |
| IV. Approve March 19,2026, Meeting Minutes (Action – Motion to Approve) pg. 3 | Tom Mattia |
| V. Financial & Administrative Reporting pg.4-6 | |
| A. Accept Budget vs Actual Report | Tom Mattia |
| B. Accept Payment of Accounts | Tom Mattia |
| C. Treasurer’s Report | Darr Tindall |
| VI. Budget Approval & Resolutions pg. 7-23 | Tom Mattia |
| "I now open the public hearing on the proposed budget for the Arch Cape Sanitary District for the fiscal year 2026-2027. The budget was approved by the Budget Committee on April 16,2026 and notice of this hearing was published in Daily Journal of Commerce on May 11, 2026. The purpose of this hearing is to discuss the budget with interested persons and receive public testimony." | |
| a. Resolution #26-0501SD, Adopting the 2026-27 Budget and Appropriations Schedule
PUBLIC HEARING (Action - Motion to approve Resolution) | |
| b. Resolution #26-0502SD, Resolution Superseding Resolution 2025-0515B-3,
Establishing Base Rate Charges, Excess Usage Charges and Debt Surcharges for the
Arch Cape Sanitary District.
PUBLIC HEARING (Action – Motion to approve Resolution) | |
| c. Resolution #26-0503SD, Revising System Development Charges (SDC)/Equivalent
Dwelling Unit (EDU) Fees for the Arch Cape Sanitary District.
PUBLIC HEARING (Action – Motion to approve Resolution) | |
| VII. Billing Software – gWorks update pg. 24-25 | Collin Stelzig/Teri Fladstol |
| VIII. Reports | |
| A. Webb Upgrade/Payment Report | Collin Stelzig/Teri Fladstol |
| B. Staff Reports | Collin Stelzig |
| C. Board Members’ Comments and Reports | All |
| June Meeting Agenda Items (Action) | |
| Public Comments | Tom Mattia |
| Adjournment | Tom Mattia |



**ARCH CAPE SANITARY DISTRICT
BOARD OF COMMISSIONERS' MEETING
Thursday, March 19, 2026**

Pursuant to the notice, the regular monthly Board Meeting for Arch Cape Sanitary District was held at the Fire Hall and via Zoom.

In attendance: Thomas Mattia, Darr Tindall, Doug Caffall, Mark Engberg, Casey Short, Absent; Staff: Collin Stelzig and Teri Fladstol; Public: Bill Campbell, Michael (no last name), Jeff Slemaker

Board Meeting was called to order by Tom Mattia at 5:00 pm.

Public Comments – None

Motion by Darr Tindall to approve agenda as presented, second by Mark Engberg, motion carried.

Motion by Darr Tindall to approve the Minutes of the February 19, 2026, meeting, second by Doug Caffall, motion carried

Acceptance of Financial Reporting, Treasurer's Report, reconciled and approved by Darr Tindall.

Motion by Darr Tindall to authorize the Board President to execute the Letters of Assignment consenting to the transfer of the Engineer of Record contract from Curran-McLeod, Inc. to MacKay Sposito, LLC. Second by Mark Engberg, motion carried.

Reports:

Webb Upgrade/Payment Report – continuing to wait for signatures; Bill Campbell is staying on top of this.

Question on status of the Castle Rock Estates Sewer line.

April Meeting Agenda Items: Budget Committee Applications

Public Comments: None

Motion by Darr Tindall, second by Casey Short to adjourn meeting at 5:40 pm

Tom Mattia, Chair

Attest: Teri Fladstol, Secretary

AC Sanitary District Budget vs. Actuals: July 1 to April 30, 2026

	Budget	1st Qtr	2nd Qtr	3rd Qtr	Apr-26	YEAR TO DATE		
	FY 25/26	Actual	Actual	Actual	Actual	Actual	Budget	%
01-4002 Undesignated Balance - General	\$ 298,584						\$ 298,584	
01-4003 Operating Reserve	\$ 86,416						\$ 86,416	
03-4002 USDA Loan Required Reserve	\$ 6,923						\$ 6,923	
Total 01-4001 Beginning Balance - General Fun	\$ 391,923	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 391,923	
Total 01-4000 RESOURCES - GENERAL FUND	\$ 391,923	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 391,923	0%
01-4201 Base Rate Meter Sales	\$ 388,468	\$ 97,174	\$ 80,451	\$ 104,604	\$ 33,276	\$ 315,505	\$ 388,468	81%
01-4202 Overage/Excess Usage	\$ 38,847	\$ 4,274	\$ 14,055	\$ 5,927	\$ 984	\$ 25,240	\$ 38,847	65%
01-4203 Debt Service	\$ 38,702	\$ 10,294	\$ 8,738	\$ 10,048	\$ 3,190	\$ 32,270	\$ 38,702	83%
Total 01-4200 Sanitary User Fees	\$ 466,017	\$ 111,741	\$ 103,245	\$ 120,578	\$ 37,450	\$ 373,014	\$ 466,017	80%
01-4300 Interest Income - General Fund	\$ 10,000			\$ 4,051	\$ 1,954		\$ 10,000	0%
01-4400 WD Facilities Use Charge	\$ 3,938			\$ 3,750	\$ 188	\$ 3,938	\$ 3,938	100%
01-4501 Service/Fee Income		\$ 200	\$ 200	\$ 800		\$ 1,200		
01-4700 Miscellaneous Income - General		\$ 111				\$ 111		
Total 01-4100 REVENUE	\$ 479,955	\$ 112,052	\$ 103,445	\$ 129,179	\$ 39,592	\$ 378,263	\$ 479,955	79%
02-4000 RESOURCES - CAPITAL FUND	\$ 152,863					\$ -	\$ 152,863	0%
Total 02-4000 RESOURCES - CAPITAL FUND	\$ 152,863	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 152,863	0%
02-4100 REVENUE - Capital Fund						\$ -		
02-4200 SDC Revenue	\$ 20,293	\$ 10,247	\$ 10,247	\$ 40,988	\$ -	\$ 61,482	\$ 20,293	303%
02-4800 Grant Revenue - Capital Fund		\$ 136,849			\$ 19,919	\$ 156,768		
Total 02-4100 REVENUE - Capital Fund	\$ 20,293	\$ 147,096	\$ 10,247	\$ 40,988	\$ 19,919	\$ 218,250	\$ 20,293	1075%
03-4000 RESOURCES - GO BOND DEBT FUND	\$ 4,742					\$ -	\$ 4,742	0%
Total 03-4000 RESOURCES - GO BOND DEBT FUND	\$ 4,742	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,742	0%
03-4100 REVENUE - GO BOND DEBT FUND						\$ -		
03-4055 Property Taxes	\$ 144,600	\$ 1,286	\$ 129,524	\$ 5,757	\$ 1,475	\$ 138,042	\$ 144,600	95%
03-4201 Bond Interest	\$ 2,000	\$ 6,127	\$ 6,481	\$ 1,756		\$ 14,365	\$ 2,000	718%
03-4300 LGIP Interest - SD Go Bond Debt						\$ -		
Total 03-4100 REVENUE - GO BOND DEBT FUND	\$ 146,600	\$ 7,414	\$ 136,005	\$ 7,513	\$ 1,475	\$ 152,406	\$ 146,600	104%
04-4000 Local Option Levy Fund						\$ -		
04-4001 Local Option Levy Proceeds	\$ 125,000		\$ 108,904	\$ 4,414	\$ 554	\$ 113,872	\$ 125,000	91%
04-4300 LO Levy - Interest	\$ 5,000					\$ -	\$ 5,000	0%
Total 04-4000 Local Option Levy Fund	\$ 130,000	\$ -	\$ 108,904	\$ 4,414	\$ 554	\$ 113,872	\$ 130,000	88%
4900 Interfund Transfer In	\$ 100,000					\$ -	\$ 100,000	0%
Total Resources	\$ 1,426,376	\$ 266,562	\$ 358,602	\$ 182,094	\$ 61,539	\$ 868,796	\$ 1,426,376	61%
01-6100 Materials & Services						\$ -		
01-5999 Inter-Govern Agreement (IGA)	\$ 206,084	\$ 10,555	\$ 43,180	\$ 50,249	\$ 12,694	\$ 116,679	\$ 206,084	57%
01-6120 Liability & Property Insurance	\$ 21,425		\$ 124	\$ 21,041		\$ 21,165	\$ 21,425	99%
01-6121 Licenses	\$ 4,077					\$ -	\$ 4,077	0%
01-6122 Dues & Taxes	\$ 4,635	\$ 3,623	\$ 4,093	\$ 1,423		\$ 9,139	\$ 4,635	197%
01-6123 Professional Services	\$ 1,000	\$ 190		\$ 380		\$ 570	\$ 1,000	57%
01-6124 Emergency Sanitation	\$ 500					\$ -	\$ 500	0%
01-6125 Auditing Service	\$ 19,000	\$ 7,500		\$ 4,500		\$ 12,000	\$ 19,000	63%
01-6126 Legal Services	\$ 5,000	\$ 233	\$ 952			\$ 1,185	\$ 5,000	24%
01-6127 Notices	\$ 750	\$ 41				\$ 41	\$ 750	5%
01-6128 Utilities	\$ 63,889	\$ 11,339	\$ 9,397	\$ 17,934	\$ 8,357	\$ 47,026	\$ 63,889	74%
01-6200 Maintenance	\$ 100,838	\$ 20,920	\$ 21,248	\$ 12,495	\$ 150	\$ 54,814	\$ 100,838	54%
BioSolids		\$ 2,800	\$ 2,888	\$ 2,800	\$ 2,975	\$ 11,463		
Building R&M		\$ 420				\$ 420		
Lab Tests & Supplies		\$ 4,945	\$ 1,578	\$ 911	\$ 738	\$ 8,172		
Normal Scheduled Maintenance		\$ 950				\$ 950		
01-6201 Chemicals	\$ 6,300	\$ 3,065	\$ 430	\$ 1,801		\$ 5,296	\$ 6,300	84%
01-6202 Inflow & Infiltration	\$ 15,000	\$ 3,803		\$ 1,677		\$ 5,480	\$ 15,000	37%
Total 01-6100 Materials & Services	\$ 448,498	\$ 70,385	\$ 83,889	\$ 115,211	\$ 24,915	\$ 294,399	\$ 448,498	66%
01-7000 Capital Outlay - General Fund	\$ 80,000		\$ 76,286			\$ 76,286	\$ 80,000	95%
01-7500 Debt Service - General Fund						\$ -		

	1st Qtr	2nd Qtr	3rd Qtr	Apr-26	YEAR TO DATE		
FY 25/26	Actual	Actual	Actual	Actual	Actual	Budget	%
01-7510 OECD Facility Loan - Principle	\$ 17,672	\$ 17,672			\$ 17,672	\$ 17,672	100%
01-7511 OECD Facility Loan - Interest	\$ 1,648	\$ 1,647			\$ 1,647	\$ 1,648	100%
01-7520 IFA Loan/Grant - Principle	\$ 13,827	\$ 13,827			\$ 13,827	\$ 13,827	100%
01-7521 IFA Loan/Grant - Interest	\$ 5,556	\$ 5,556			\$ 5,556	\$ 5,556	100%
Total 01-7500 Debt Service - General Fund	\$ 38,703	\$ -	\$ 38,702	\$ -	\$ -	\$ 38,702	100%
Total 01-6000 REQUIREMENTS - GENERAL FUND	\$ 567,201	\$ 70,385	\$198,877	\$ 115,211	\$24,915	\$ 409,388	72%
01-8000 Contingency & Unapp Bal - General Fund					\$ -		
01-8001 Contingency - General Fund	\$ 119,625				\$ -	\$ 119,625	0%
01-8100 USDA Loan Required Reserve	\$ 6,923				\$ -	\$ 6,923	0%
01-8500 Unappropriated Bal - General F	\$ 178,129				\$ -	\$ 178,129	0%
Total 01-8000 Contingency & Unapp Bal - General Fund	\$ 304,677	\$ -	\$ -	\$ -	\$ -	\$ 304,677	0%
02-6000 REQUIREMENTS - CAPITAL FUND					\$ -		
02-7000 Capital Outlay - Capital Fund	\$ 20,000				\$ -	\$ 20,000	0%
02-7100 Webb Lift Station	\$ 22,550				\$ 22,550		
Total 02-7000 Capital Outlay - Capital Fund	\$ 20,000	\$ 22,550	\$ -	\$ -	\$ -	\$ 22,550	113%
Total 02-6000 REQUIREMENTS - CAPITAL FUND	\$ 20,000	\$ 22,550	\$ -	\$ -	\$ -	\$ 22,550	113%
02-8000 Contingency & Unapp Bal - Capital Fund	\$ 100,000				\$ -	\$ 100,000	0%
02-8500 Unappropriated Bal - Capital	\$ 53,156				\$ -	\$ 53,156	0%
Total 02-8000 Contingency & Unapp Bal - Capital Fund	\$ 153,156	\$ -	\$ -	\$ -	\$ -	\$ 153,156	0%
03-6000 REQUIREMENT - GO BOND DEBT FUND					\$ -		
03-7510 USDA Plant Upgrade - Principle	\$ 77,058		\$ 81,295		\$ 81,295	\$ 77,058	105%
03-7511 USDA Plant Upgrade - Interest	\$ 67,542		\$ 63,305		\$ 63,305	\$ 67,542	94%
Total 03-7500 Debt Service - SD Go Bond Debt	\$ 144,600	\$ -	\$ 144,600	\$ -	\$ 144,600	\$ 144,600	100%
Total 03-6000 REQUIREMENT - GO BOND DEBT FUND	\$ 144,600	\$ -	\$ 144,600	\$ -	\$ 144,600	\$ 144,600	100%
03-8000 Contingency & Unapp Bal - GO BOND Debt Fund					\$ -		
03-8500 Unappropriated Balance GO	\$ 6,742				\$ -	\$ 6,742	0%
Total 03-8000 Contingency & Unapp Bal - GO BOND Debt Fund	\$ 6,742	\$ -	\$ -	\$ -	\$ -	\$ 6,742	0%
04-6000 LO Levy Requirements					\$ -		
04-6100 Professional Services	\$ 125,000		\$ 47,906		\$ 47,906	\$ 125,000	38%
Total 04-6000 LO Levy Requirements	\$ 125,000	\$ -	\$ 47,906	\$ -	\$ 47,906	\$ 125,000	38%
04-8000 Contingency & Unappropriated Balance					\$ -		
04-8001 LO Levy - Contingency	\$ 50,000				\$ -	\$ 50,000	0%
04-8500 LO Levy - Unappropriated Balance	\$ 5,000				\$ -	\$ 5,000	0%
Total 04-8000 Contingency & Unappropriated Balance	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ 55,000	0%
7900 Interfund Transfer Out	\$ 50,000				\$ -	\$ 50,000	0%
Total Expenses	\$ 1,426,376	\$ 92,935	\$198,877	\$ 307,717	\$24,915	\$ 624,444	44%
Total Resources - Requirements	\$ -	\$ 173,627	\$159,724	\$(125,623)	\$36,624	\$ 244,353	\$ -

AC Sanitary District
Check Detail Report
April 2026

Date	Type	Num	Name	Description	Amount
			00-1000 #1218 Main Checking		
04/06/2026	Expense		Starlink		-230.00
04/08/2026	Check	9497	Eds Septic		-2,975.00
04/08/2026	Check	9498	Recology Western Oregon		-96.54
04/08/2026	Check	9499	Pacific Power		-4,019.53
04/15/2026	Expense		Safeway		-35.88
04/18/2026	Expense		Amazon.com		-14.99
04/21/2026	Expense		Microsoft		-8.25
04/23/2026	Expense		Google Domains		-1.99
04/26/2026	Expense		QuickBooks Payments		-115.00
04/30/2026	Expense		1st Security Bank		-10.00

FORM
LB-1**NOTICE OF BUDGET HEARING**

A public meeting of the Arch Cape Sanitary District will be held on May 21, 2026 at The Fire Hall, 72979 Hwy 101, Arch Cape, OR 97102. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2026 as approved by the Arch Cape Domestic Water Supply District Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at 32065 E Shingle Lane, Arch Cape, OR 97102, between the hours of 8:00 a.m. and 4:30 p.m. or online at www.archcapewater.org. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as preceding year.

Matt Gardner
Contact Person

Director of Operations
Title

mattgardneractuil@gmail.com
Contact Person E-Mail

	Actual Amount 2024-25	Adopted Budget This Year 2025-26	Approved Budget Next Year 2026-27
TOTAL OF ALL FUNDS			
Beginning Fund Balance/Net Working Capital	503,312	549,528	615,198
Fees, Licenses, Permits, Fines, Assessments & Other Service Charges	475,937	557,248	529,269
Federal, State and all Other Grants, Gifts, Allocations and Donations	527,250	0	0
Revenue from Bonds and Other Debt	144,600	269,600	269,600
Interfund Transfers / Internal Service Reimbursements		50,000	251,000
All Other Resources Except Current Year Property Taxes			
Current Year Property Taxes Estimated to be Received			
Total Resources	1,651,099	1,426,376	1,665,067
FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION			
Personnel Services	0	0	0
Materials & Services	450,737	643,498	583,021
Capital Outlay	585,000	20,000	161,000
Debt Service	183,302	183,302	183,302
Interfund Transfers	0	50,000	251,000
Contingencies	195,000	334,625	218,000
Special Payments	0	0	0
Unappropriated Ending Balance and Reserved for Future Expenditure	237,059	244,952	268,744
Total Requirements	1,651,099	1,476,376	1,665,067
FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY ORGANIZATIONAL UNIT OR PROGRAM *			
Name of Organizational Unit or Program			
FTE for that unit or program			
FTE	0	0	0
Total Requirements	0	0	0
Total FTE	0	0	0
STATEMENT OF CHANGES IN ACTIVITIES and SOURCES OF FINANCING *			
PROPERTY TAX LEVIES			
	Rate or Amount Imposed	Rate or Amount	Rate or Amount
Permanent Rate Levy			
Local Option Levy	0.0000	125,000	120,000
Levy For General Obligation Bonds	150,000	150,000	150,000
#VALUE!			
LONG TERM DEBT			
	Estimated Debt Outstanding	Estimated Debt Authorized, But	
General Obligation Bonds	1,607,323		
Other Bonds			
Other Borrowings	265,098		
Total	1,872,421		

* If more space is needed to complete any section of this form, insert lines (rows) on this sheet. You may delete blank lines.

RESOLUTION No. 26-0501 SD
RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED that the Board of Directors of the Arch Cape Sanitary District hereby adopts the budget for fiscal year 2026-2027 in the total amount of \$1,665,067* This budget is now on file at 32065 E. Shingle Mill Lane, Arch Cape, Oregon.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts shown below are hereby appropriated for the fiscal year beginning July 1, 2026, for the following purposes:

General Fund		GO-BOND Debt Service Fund	
Personnel Services	0	Debt Service	144,600
Materials & Services	463,021	Unappropriated Fund Balance	25,742
Capital Outlay	0	Total.....	170,342
Debt Service	38,702		
Interfund Transfer	211,000	Local Option Levy	
Contingency	78,000	Professional Services	120,000
Unappropriated Fund Balance	82,812	Interfund Transfer	40,000
Total.....	873,535	Contingency	10,000
		Unappropriated Fund Balance	10,000
		Total.....	180,000
Capital Outlay		Total APPROPRIATIONS, All Funds	1,396,323
Capital Outlay	161,000	Total Unappropriated and Reserve Amounts, All Funds	268,744
Contingency	130,000	TOTAL ADOPTED BUDGET . . .	1,665,067
Unappropriated Fund Balance	150,190		
Total.....	441,190		

*(*amounts with asterisks must match)*

BE IT RESOLVED that the following ad valorem property taxes are hereby imposed upon the assessed value of all taxable property within the district for tax year 2026-2027:

- (1) In the amount of \$ 125,000.00 for local option tax; and
- (2) In the amount of \$150,000 for debt service on general obligation bonds;

RESOLUTION CATEGORIZING THE TAX

BE IT RESOLVED that the taxes imposed are hereby categorized for purposes of Article XI section 11b as:

	<u>Subject to the General Government Limitation</u>
Local Option Tax.....	\$125,000.00
	<u>Excluded from Limitation</u>

The above resolution statements were approved and declared adopted on May 21, 2026.

X

Signature

Notice of Property Tax and Certification of Intent to Impose a Tax, Fee, Assessment or Charge on Property

FORM LB-50
2026-2027

To assessor of Clatsop County

Check here if this is an amended form.

- Be sure to read instructions in the Notice of Property Tax Levy Forms and Instruction booklet

The Arch Cape Sanitary District has the responsibility and authority to place the following property tax, fee, charge or assessment on the tax roll of Clatsop County. The property tax, fee, charge or assessment is categorized as stated by this form.

32065 E Shingle Mill Lane Arch Cape OR 97102 06/01/2025
Mailing Address of District City State ZIP code Date

Matt Gardner District Manager 503-436-2790 archcapebilling@gmail.com
Contact Person Title Daytime Telephone Contact Person E-Mail

CERTIFICATION - You **must** check one box if your district is subject to Local Budget Law.

- The tax rate or levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
- The tax rate or levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

PART I: TAXES TO BE IMPOSED

		Subject to General Government Limits		
		Rate -or- Dollar Amount		
1.	Rate per \$1,000 or Total dollar amount levied (within permanent rate limit)	1	0	Excluded from Measure 5 Limits Dollar Amount of Bond Levy
2.	Local option operating tax	2	\$125,000.00	
3.	Local option capital project tax	3		
4.	City of Portland Levy for pension and disability obligations	4		
5a.	Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	5a.	0	
5b.	Levy for bonded indebtedness from bonds approved by voters on or after October 6, 2001	5b.	150,000	
5c.	Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 5a + 5b)	5c.	150,000	

PART II: RATE LIMIT CERTIFICATION

6.	Permanent rate limit in dollars and cents per \$1,000	6	
7.	Election date when your new district received voter approval for your permanent rate limit	7	
8.	Estimated permanent rate limit for newly merged/consolidated district	8	

PART III: SCHEDULE OF LOCAL OPTION TAXES - Enter all local option taxes on this schedule. If there are more than two taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount -or- rate authorized per year by voters
Professional Services/Administrative Contractor	November 2024	2025	2027	\$125,000.00

Part IV. SPECIAL ASSESSMENTS, FEES AND CHARGES*

Description	ORS Authority**	Subject to General Government Limitation	Excluded from Measure 5 Limitation
1			
2			

*If fees, charges, or assessments will be imposed on specific property within your district, you must attach a complete listing of properties, by assessor's account number, to which fees, charges, or assessments will be imposed. Show the fees, charges, or assessments uniformly imposed on the properties. If these amounts are not uniform, show the amount imposed on each property.

**The ORS authority for putting these assessments on the roll must be completed if you have an entry in Part IV.

FORM LB-20		General Fund				Arch Cape Sanitary District (Name of Municipal Corporation)		
Historical Data		Amended Budget This Year Year 2025-26	RESOURCES	Budget for Next Year 2026-27				
Actual				Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body		
Second Preceding Year 2023-24	First Preceding Year 2024-25							
BEGINNING FUND BALANCE								
187,966	254,181	298,584	Unrestricted Beginning Balance	260,396	260,396	259,396		
63,697	74,730	86,416	Operating Reserve	77,000	77,000	78,000		
6,923	6,923	6,923	USDA Loan Required Reserve	6,923	6,923	6,923		
258,586	335,834	391,923	TOTAL BEGINNING BALANCE	344,319	344,319	344,319		
Revenue								
352,692	351,836	388,468	User Fees	414,960	414,960	414,960		
26,007	39,519	38,847	Excess Usage Charges	29,048	29,048	29,048		
37,459	35,326	38,702	Debt Service Surcharges	38,702	38,702	38,702		
0	0	0	Grant Revenue - Oregon Emergency Mgmt. (Webb)					
3,750	3,750	3,938	WD Facilities Use Charges	4,056	4,056	4,056		
	0	0	T.A.G. - Facility Plan Update					
11,447	10,791	10,000	Interest	2,050	2,050	2,050		
	400	0	Meter Install	400	400	400		
0		50,000	Transfer from Local Option Levy Fund	40,000	40,000	40,000		
49	17,929	0	Miscellaneous	0	0	0		
431,404	459,551	529,955	TOTAL REVENUE	529,216	529,216	529,216		
689,990	795,385	921,878	TOTAL RESOURCES	873,535	873,535	873,535		
REQUIREMENTS								
FORM LB-30								
EXPENDITURES								
MATERIALS AND SERVICES								
160,899	161,410	206,084	Water District IGA Charges	221,271	221,271	221,271		
15,905	19,519	21,425	Liability & Property Insurance	22,000	22,000	22,000		
3,190	368	4,077	Licenses	4,000	4,000	4,000		
2,998	8,062	4,635	Dues / Taxes	11,000	11,000	11,000		
507	658	1,000	Professional Services	500	500	6,500		
9,000	18,000	19,000	Auditing	18,500	18,500	18,500		
3,236	4,716	5,000	Legal Services	3,000	3,000	3,000		
1,583	831	750	Notices	750	750	750		
46,866	54,330	63,889	Utilities	55,000	55,000	55,000		
0	3,831	15,000	Inflow & Infiltration	10,000	10,000	10,000		
			Lone Worker GPS	800	800	800		
0	500	500	Emergency Sanitation	500	500	500		
68,074	91,106	100,838	Maintenance	103,200	103,200	103,200		
2,802	7,082	6,300	Chemicals	6,500	6,500	6,500		
315,060	370,413	448,498	TOTAL MATERIALS & SERVICES	457,021	457,021	463,021		
CAPITAL OUTLAY								

0	0	80,000	Generator	0	0	0
0	0	80,000	TOTAL CAPITAL OUTLAY	0	0	0 ⁰¹¹
315,060	370,413	528,498	TOTAL OPERATING EXPENDITURES	457,021	457,021	463,021
INTERFUND TRANSFERS						
0	0	50000	Transfer to L.O. Levy Fund - Cash Flow Loan	40000	40000	40000
0	0		Transfer to Capital Fund	154000	154000	171000
0	0	50,000	TOTAL INTERFUND TRANSFERS	194,000	194,000	211,000
DEBT SERVICE						
13,178	13,499	13,827	IFA Water Plant Upgrade - Principal	14,163	14,163	14,163
6,205	5,884	5555	IFA Water Plant Upgrade - Interest	5,220	5,220	5,220
16,163	16,900	17,672	OECD Facility Loan - Principal	18,477	18,477	18,477
3,156	2,419	1648	OECD Facility Loan - Interest	843	843	843
38,702	38,702	38,702	TOTAL DEBT SERVICE	38,702	38,702	38,702
353,761	409,115	617,200	TOTAL GENERAL FUND EXPENDITURES	689,723	689,723	712,723
CONTINGENCY & ENDING BALANCE						
0		119,625	Contingency	77,000	77,000	78,000
6,923	6,923	6,923	USDA Loan Required Reserve	6,923	6,923	6,923
328,911	379,347	178,129	Unappropriated Balance	99,889	99,889	75,889
335,834	386,270	304,677	TOTAL CONTINGENCY & UNAPP BAL (ENDING)	183,812	183,812	160,812
689,596	795,385	921,877	TOTAL REQUIREMENTS	873,535	873,535	873,535

FORM LB-20		Capital Fund			Arch Cape Sanitary District (Name of Municipal Corporation)		
Historical Data				RESOURCES	Budget for Next Year 2026-27		
Actual		Amended			Proposed By	Approved By	Adopted By
Second Preceding Year 2023-24	First Preceding Year 2024-25	Budget This Year Year 2025-26			Budget Officer	Budget Committee	Governing Body
BEGINNING FUND BALANCE							
186,232	195,065	152,863	System Development Charges Account	240,137	240,137	240,137	
		0	Undesignated Balance				
186,232	195,065	152,863	TOTAL BEGINNING BALANCE	240,137	240,137	240,137	
Revenue							
			<i>Systems Development Charges Account:</i>				
39,109	30,338	20,293	Systems Development Charges	20,594	20,594	20,594	
			<i>Unrestricted</i>				
0	345,350		Grant Revenue	9,459	9,459	9,459	
8,434	6,261	0	Interest				
		0	Transfer from General Fund	157,000	171,000	171,000	
47,543	381,949	20,293	TOTAL REVENUE	187,053	201,053	201,053	
233,775	577,014	173,156	TOTAL RESOURCES	427,190	441,190	441,190	
FORM LB-30		REQUIREMENTS					
EXPENDITURES							
			CAPITAL OUTLAY				
			<i>Systems Development Charges Project:</i>				
			SDC - Planning & SDC Update	30,000	30,000	30,000	
0	0	0	Subtotal SDC Projects	30,000	30,000	30,000	
			<i>Unrestricted Projects</i>				
38,710	497,307	0	Webb Lift Station Upgrade				
	25,811		SCADA Upgrade				
		10,000	North Pump Station Rehabilitation	10,000	7,000	7,000	
		10,000	Asbury Pump Station Rehabilitation	10,000	10,000	10,000	
		0	Aerzen Blower Swap Program	20,000	20,000	20,000	
		0	RAS Pump #1 Replacement	10,000	10,000	10,000	
		0	Anoxic Zone Clean/Sluice Gate	4,000	4,000	4,000	
		0	WWTP VFD Replacements	5,000	5,000	5,000	
		0	Metric Plugs & Wiring Replacement	1,500	1,500	1,500	
			Mini Excavator	0	17,000	17,000	
		0	Generator Power Boxes (Asbury)	14,000	14,000	14,000	
		0	Truck (50%)	42,500	42,500	42,500	
38,710	523,118	20,000	Subtotal Unrestricted Projects	117,000	131,000	131,000	
38,710	523,118	20,000	TOTAL CAPITAL OUTLAY	147,000	161,000	161,000	

38,710	523,118	20,000	TOTAL OPERATING EXPENDITURES	147,000	161,000	161,000
			INTERFUND TRANSFERS			
0	0	0	Transfer to Capital Fund	0	0	0
0	0	0	TOTAL INTERFUND TRANSFERS	0	0	0
38,710	523,118	20,000	TOTAL GENERAL FUND EXPENDITURES	147,000	161,000	161,000
CONTINGENCY & ENDING BALANCE						
0	0	100,000	SDC Contingency	100,000	100,000	100,000
0		0	Unrestricted Contingency	30,000	30,000	30,000
0	0	100,000	TOTAL CONTINGENCY	130,000	130,000	130,000
195,065	53,896	53,156	SDC Unappropriated Balance	130,731	130,731	130,731
0	0	0	Unrestricted Unappropriated Balance	19,459	19,459	19,459
195,065	53,896	53,156	TOTAL UNAPPROPRIATED BALANCE	150,190	150,190	150,190
			TOTAL CONTINGENCY & UNAPP BAL (UNREST)	49,459	49,459	49,459
195,065	53,896	153,156	TOTAL CONTINGENCY & UNAPP BAL (ENDING)			
195,065	53,896	153,156	SUBTOTAL SDC REQUIREMENTS	230,731	230,731	230,731
38,710	523,118	20,000	SUBTOTAL UNRESTRICTED REQUIREMENTS	49,459	49,459	49,459
233,775	577,014	173,156	TOTAL REQUIREMENTS	427,190	441,190	441,190

FORM LB-20		General Obligation Bond Debt Service Fund			Arch Cape Sanitary District (Name of Municipal Corporation)		
Historical Data			RESOURCES	Budget for Next Year 2026-27			
Actual		Amended Budget This Year Year 2025-26		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body	
Second Preceding Year 2023-24	First Preceding Year 2024-25						
BEGINNING FUND BALANCE							
5,496	7,342	4,742	Beginning Fund Balance	20,742	20,742	20,742	
5,496	7,342	4,742	TOTAL BEGINNING BALANCE	20,742	20,742	20,742	
Revenue							
146,246	140,000	144,600	Property Taxes	144,600	144,600	144,600	
200	2,000	2,000	Interest	5,000	5,000	5,000	
146,446	142,000	146,600	TOTAL REVENUE	149,600	149,600	149,600	
151,942	149,342	151,342	TOTAL RESOURCES	170,342	170,342	170,342	
FORM LB-30		REQUIREMENTS					
EXPENDITURES							
DEBT SERVICE							
71,408	77,058	77,058	USDA Plant Upgrade - Principal	83,538	83,538	83,538	
73,192	67,542	67,542	USDA Plant Upgrade - Interest	61,062	61,062	61,062	
144,600	144,600	144,600	TOTAL CAPITAL OUTLAY	144,600	144,600	144,600	
144,600	144,600	144,600	TOTAL OPERATING EXPENDITURES	144,600	144,600	144,600	
CONTINGENCY & ENDING BALANCE							
0		0	Contingency	-			
7,342	4,742	6,742	Unappropriated Balance	25,742	25,742	25,742	
7,342	4,742	6,742	TOTAL CONTINGENCY & UNAPP BAL (ENDING)	25,742	25,742	25,742	
151,942	149,342	151,342	TOTAL REQUIREMENTS	170,342	170,342	170,342	

FORM LB-20		Local option LEVY Fund			Arch Cape Sanitary District (Name of Municipal Corporation)		
Historical Data					Budget for Next Year 2026-27		
Actual		Amended					
Second Preceding Year 2023-24	First Preceding Year 2024-25	Budget This Year Year 2025-26	RESOURCES		Proposed By Budget Officer	Approved By Budget Committee	Adopted By Governing Body
BEGINNING FUND BALANCE							
		0	Undesignated Balance		10,000	10,000	10,000
0	0	0	TOTAL BEGINNING BALANCE		10,000	10,000	10,000
REVENUE							
0		125,000	Local Option Levy Proceeds		125,000	125,000	125,000
		50,000	Transfer from General Fund - Cash Flow Loan		40,000	40,000	40,000
		5,000	Interest		5,000	5,000	5,000
0	0	180,000	TOTAL REVENUE		170,000	170,000	170,000
0	0	180,000	TOTAL RESOURCES		180,000	180,000	180,000
FORM LB-30		REQUIREMENTS					
EXPENDITURES							
MATERIALS & SERVICES							
0		125,000	Professional Services		120,000	120,000	120,000
0	0	125,000	TOTAL MATERIALS & SERVICES OUTLAY		120,000	120,000	120,000
INTERFUND TRANSFERS							
0	0	50,000	Transfer to General Fund - Cash Flow Loan Repayment		40,000	40,000	40,000
0	0	50,000	TOTAL INTERFUND TRANSFERS		40,000	40,000	40,000
0	0	175,000	TOTAL EXPENDITURES		160,000	160,000	160,000
CONTINGENCY & ENDING BALANCE							
		0	Contingency		10,000	10,000	10,000
		5,000	Unappropriated Balance		10,000	10,000	10,000
0	0	5,000	TOTAL CONTINGENCY & UNAPP BAL (ENDING)		20,000	20,000	20,000
0	0	180,000	TOTAL REQUIREMENTS		180,000	180,000	180,000

**ARCH CAPE SANITARY DISTRICT
RESOLUTION 26-0502SD**

**A RESOLUTION SUPERSEDING RESOLUTION 25-0502 SD
ESTABLISHING BASE RATE CHARGES, EXCESS USAGE
CHARGES, AND DEBT SURCHARGES FOR THE ARCH CAPE
SANITARY DISTRICT**

WHEREAS the Arch Cape Sanitary District needs to adjust base rate fees, excess usage charges, and debt surcharges to District customers from time to time sufficient to collect monies necessary to meet budgeted expenses; and

WHEREAS the District, where possible, structures its base rate and excess usage fees to cover anticipated personnel, operating and capital expenses and debt surcharges to retire specific District debt instruments over time.

NOW THEREFORE, the District hereby establishes base rate and excess usage fees per service connection and debt surcharges effective July 1, 2026, as follows:

Customers with a ¾" or 1" service connection:

Sanitary Quarterly Base Rate	\$285.00
Sanitary Quarterly Debt Surcharge	<u>\$ 27.00</u>
Total Quarterly Charge	\$312.00

Excess Usage Charges – all service connections

5,001 – 8,000 gallons	\$0.27 per 100 gallons
8,001 – 12,000 gallons	\$0.81 per 100 gallons
12,001 – 16,000 gallons	\$10.82 per 100 gallons
16,001 – 25,000 gallons	\$19.47 per 100 gallons
25,001 and up	\$32.45 per 100 gallons

The above resolution was approved and declared adopted on this 21st day of May 2026.

Attest: Teri Fladstol, Secretary

Thomas Mattia, President

ARCH CAPE SANITARY DISTRICT

RESOLUTION 26-0503 SD SDC

A RESOLUTION REVISING SYSTEM DEVELOPMENT CHARGES (SDC) / EQUIVALENT DWELLING UNIT (EDU) FEES FOR THE ARCH CAPE SANITARY DISTRICT (the “District”)

Whereas, the District adopted Ordinance 8-1 SD establishing a System Development Charge methodology and rates; and

Whereas, Section 4B of the ordinance provides for adoption of SDC rates by resolution; and

Whereas, it is felt prudent to update those charges to more properly reflect changes through investment in District infrastructure and current cost indices; and

Whereas, it is determined that one SDC is equal to one EDU; and

Whereas, the District allows for the annual adjustment of fees in accordance with the Engineering News-Record Construction Cost Index (ENR CCI); and

Whereas, the ENR CCI used in Resolution 25-0503 SD was 13,792 and the February 2026 ENR CCI to be applied for the purposes of this Resolution is 14,131 (Index Ratio=14,131/13,792=1.025);

NOW, THEREFORE, be it resolved the ARCH CAPE SANITARY DISTRICT System Development and Connection Charge herein established become effective July 1st, 2026.

<u>¾ inch meter</u>		<u>1 inch meter</u>	
Improvement Fee	\$ 116	Improvement Fee:	\$ 290
Reimbursement Fee	\$ 10,281	Reimbursement Fee:	\$ 25,700
Administrative Fee	\$ 107	Administration Fee:	\$ 260
Total SDC/EDU Charge	\$ 10,504	Total SDC/EDU Charge:	\$ 26,250
Connection Charge	\$ 205		

The above resolution statements were approved and declared adopted on this 21st day of May 2026.

Attest: Teri Fladstol, Secretary

Thomas Mattia, President



**ARCH CAPE SANITARY DISTRICT
LONG RANGE FINANCIAL PLAN
FY 2025-26 – 2034-35**

KEY ASSUMPTIONS:

Annual base rate increase of about **4% through FY 2029-30**, then about **3% in FY 2030-31**, and about **2% annually thereafter**.

Excess usage rates remain at the higher structure adopted previously and then continue to increase with rates.

2 to 3 connections per year, generally averaging modest continued growth over the planning period.

Common expense allocation: 55% Sanitary, 45% Water.

Expense growth (inflation) assumed at about 3.0% annually through the planning period

Operating reserve / ending balance target remains roughly **1/6 of operating expenditures** on hand.

Contingency maintained at approximately **1/6 of operating expenditures**, with the goal of preserving working cash and flexibility.

No new major borrowing is assumed in the General Fund plan, with capital needs to be managed through cash flow, transfers, levy support, grants if available, and staged capital planning.

Debt service continues in the near term, then drops meaningfully once existing obligations roll off.

Transfers from the General Fund:

\$40,000 to the Local Option Levy Fund in **FY 2026-27**

\$171,000 to the Capital Fund in **FY 2026-27**

Local Option Levy Fund continues to support interim district administration and related cash flow planning.

EXPECTED FUTURE CAPITAL EXPENDITURES**FY 2026-27 — \$104,000 Capital Improvement Projects**

- \$7,000 — North Pump Station rehabilitation
- \$10,000 — Asbury Pump Station rehabilitation
- \$20,000 — Aerzen blower swap program
- \$10,000 — RAS Pump #1 replacement
- \$4,000 — Anoxic zone clean / sluice gate
- \$5,000 — WWTP VFD replacements
- \$14,000 — Generator power boxes (Asbury)
- \$1,500 — Metric plugs and wiring replacement
- \$42,500 — Sanitary District share of joint duty truck (with Water District)
- \$30,000 — SDC planning and update
- \$17,000 - Mini Excavator (with Water District)

FY 2027-28 — \$10,000 Capital Projects

- \$7,000 — Asbury Pump Station rehabilitation

FY 2028-29 — \$286,000 Capital Projects

- \$31,000 — Main generator overhaul
- \$5,000 — WWTP VFD replacements

FY 2029-30 — \$350,000 Capital Projects

- \$350,000 — Membrane replacement

FY 2030-31 — \$43,000 Capital Projects

- \$3,000 — Irrigation piping replacement
- \$5,000 — WWTP VFD replacements
- \$35,000 — SDC miscellaneous upsizing and oversizing

FY 2031-32 — \$33,000 Capital Projects

- \$3,000 — Irrigation piping replacement

FY 2032-33 — \$108,000 Capital Projects

- \$3,000 — Irrigation piping replacement
- \$5,000 — WWTP VFD replacements

FY 2033-34 — \$93,000 Capital Projects

- \$3,000 — Irrigation piping replacement

**ARCH CAPE SANITARY DISTRICT
GENERAL FUND**

020

LONG RANGE FINANCIAL PLAN (WITH LOANS AND RATE INCREASE)

	Actual	Actual	Budget	ESTIMATED	Budget	PROJECTIONS									
	2023-24	2024-25	2025-26	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	
ASSUMPTIONS															
GENERAL INFLATION	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	3.0%	
HOOKUPS	356	360	363	364	366	369	371	374	376	379	381	384	386	389	
Change in Hookups	4	4	3	4	2	3	2	3	2	3	2	3	2	3	
Systems Development Charges	9,849	9,849	10,046	10,046	10,297	10,606	10,924	11,252	11,590	11,937	12,295	12,664	13,044	13,435	
Excess usage Charge % of User Fees	7.4%	11.2%	10.0%	6.6%	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%	7.0%	
SD Quarterly User Rates															
Usage Charges (0 - 5,000 gallons)	277	288	300	300	312	324	337	351	361	372	382	391	401	411	
Excess Usage Charges per 100 gallons	250	261	273	273	285	311	324	338	349	360	369	379	388	399	
5,001 - 8,000 gallons	0.125	0.25	0.26	0.26	0.27	0.28	0.29	0.30	0.31	0.32	0.33	0.34	0.35	0.36	
8,001 - 12,000 gallons	0.375	0.75	0.78	0.78	0.81	0.84	0.88	0.91	0.94	0.97	0.99	1.02	1.04	1.07	
12,001 - 16,000 gallons	5.000	10.00	10.40	10.40	10.82	11.25	11.70	12.17	12.53	12.91	13.23	13.56	13.90	14.25	
16,001 - 25,000 gallons	9.000	18.00	18.72	18.72	19.47	20.25	21.06	21.90	22.56	23.23	23.81	24.41	25.02	25.65	
25,001 gallons & up	9.000	30.00	31.20	31.20	32.45	33.75	35.10	36.50	37.59	38.72	39.69	40.68	41.70	42.74	
<i>Debt service surcharges</i>	27	27	27	27	27	13	13	13	13	13	13	13	13	12	
Annual increase - Total	5.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	4.0%	3.0%	3.0%	2.5%	2.5%	2.5%	2.5%	
Annual increase - Usage chg. Only	5.6%	4.5%	4.5%	4.5%	4.3%	9.2%	4.2%	4.2%	3.1%	3.1%	2.6%	2.6%	2.6%	2.6%	
	RESOURCES														
	Actual	Actual	Budget	ESTIMATED	Budget	PROJECTIONS									
	2023-24	2024-25	2025-26	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	
BEGINNING BALANCE	258,586	335,834	391,923	386,270	344,319	160,812	422,446	415,914	105,574	143,927	187,830	236,056	292,194	326,929	
REVENUE															
EARNED INCOME															
User Fees	352,692	351,836	388,468	377,747	414,960	455,813	478,811	501,593	521,503	540,756	559,283	576,927	596,591	615,325	
Excess Usage Charges	26,007	39,519	38,847	25,000	29,048	31,907	33,517	35,112	36,505	37,853	39,150	40,385	41,761	43,073	
Surcharge for Debt	37,459	35,326	38,702	38,201	38,702	19,383	19,383	19,383	19,383	19,383	19,383	19,383	19,383	19,383	
Logging Revenue						250,000									
Other	15,246	32,870	13,938	6,511	6,506	6,701	6,902	7,109	7,323	7,542	7,769	8,002	8,242	8,489	
TOTAL EARNED INCOME	431,403	459,551	479,955	447,459	489,216	763,804	538,613	563,197	584,714	605,534	625,585	644,696	665,977	686,270	
GRANT & LOAN PROCEEDS															
Loans															
Grants															
TOTAL GRANT & LOAN PROCEEDS															
INTERFUND TRANSFERS															
Local Option Levy Fund			50,000		40,000										
TOTAL INTERFUND TRANSFERS															
TOTAL REVENUE	431,403	459,551	529,955	447,459	529,216	763,804	538,613	563,197	584,714	605,534	625,585	644,696	665,977	686,270	
TOTAL RESOURCES	689,988	795,385	921,878	833,729	873,535	924,616	961,059	979,112	690,289	749,461	813,415	880,752	958,172	1,013,198	

**ARCH CAPE SANITARY DISTRICT
GENERAL FUND**

021

LONG RANGE FINANCIAL PLAN (WITH LOANS AND RATE INCREASE)

	REQUIREMENTS													
	Actual	Actual	Budget	Budget	Budget	PROJECTIONS								
	2023-24	2024-25	2025-26	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36
EXPENDITURES														
OPERATING EXPENDITURES														
WD IGA CHARGES	160,899	161,410	206,084	145,515	221,271	227,909	234,746	241,789	249,042	256,514	264,209	272,135	280,299	288,708
MAINTENANCE	68,074	94,937	100,838	100,000	103,200	106,296	109,485	112,769	116,153	119,637	123,226	126,923	130,731	134,653
I&I Repairs			15,000	20,480	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Mutual aid / cross-training													3,000	
WWTP/collections emergency playbook										2,000				
Generator readiness testing										3,000				
Mission SCADA at remaining PS													18,000	18,000
Lone Worker GPS					800									
UTILITIES	46,866	54,330	63,889	51,758	55,000	56,650	58,350	60,100	61,903	63,760	65,673	67,643	69,672	71,763
CHEMICALS	2,801	7,082	6,300	6,300	6,500	6,695	6,896	7,103	7,316	7,535	7,761	7,994	8,234	8,481
GEN'L & ADMINISTRATIVE	36,419	52,654	56,387	50,370	66,250	68,238	70,285	72,393	74,565	76,802	79,106	81,479	83,924	86,441
MATERIALS & SERVICES	315,060	370,413	448,498	374,422	463,021	475,788	489,761	504,154	518,979	539,248	549,976	566,175	603,860	618,046
CAPITAL OUTLAY			80,000	76,286										
TOTAL OPERATING EXPENDITURES	315,060	370,413	528,498	450,708	463,021	475,788	489,761	504,154	518,979	539,248	549,976	566,175	603,860	618,046
DEBT SERVICE SHORT TERM														
DEBT SERVICE LONG TERM	38,702	38,702	38,702	38,702	38,702	19,383	19,383	19,383	19,383	19,383	19,383	19,383	19,383	19,383
INTERFUND TRANSFERS														
Transfer to Capital Fund					171,000	7,000	36,000	350,000	8,000	3,000	8,000	3,000	8,000	38,000
Transfer to Local Option Levy Fund			50,000		40,000									
TOTAL INTERFUND TRANSFERS			50,000		211,000	7,000	36,000	350,000	8,000	3,000	8,000	3,000	8,000	38,000
TOTAL GENERAL FUND EXPENDITURES	353,762	409,115	617,200	489,410	712,723	502,171	545,144	873,537	546,362	561,631	577,359	588,558	631,243	675,429
ENDING BALANCE	336,226	386,270	304,678	344,319	160,812	422,446	415,914	105,574	143,927	187,830	236,056	292,194	326,929	337,769
TOTAL REQUIREMENTS	689,988	795,385	921,878	833,729	873,535	924,616	961,059	979,112	690,289	749,461	813,415	880,752	958,172	1,013,198

**ARCH CAPE SANITARY DISTRICT
CAPITAL FUND
LONG RANGE FINANCIAL PLAN**

RESOURCES	Actual	Actual	Amended	ESTIMATED	BUDGET	PROJECTED									
	2023-24	2024-25	2025-26	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	
BEGINNING BALANCE	186,232	195,065	152,863	53,896	240,137	280,190	312,008	333,857	367,613	355,792	391,604	416,194	454,187	480,275	
REVENUE															
SDC REVENUE	39,109	30,338	20,293	61,482	20,594	31,818	21,848	33,756	23,179	35,812	24,591	37,993	26,088	40,306	
GRANT REVENUE		345,350		147,309	9,459										
Interest	8,434	6,261													
TOTAL REVENUE	47,543	381,949	20,293	208,791	30,053	31,818	21,848	33,756	23,179	35,812	24,591	37,993	26,088	40,306	
TRANSFER FROM GENERAL FUND															
					171,000	7,000	36,000	350,000	8,000	3,000	8,000	3,000	8,000	38,000	
TOTAL RESOURCES	233,775	577,014	173,156	262,687	441,190	319,008	369,857	717,613	398,792	394,604	424,194	457,187	488,275	558,581	
REQUIREMENTS															
EXPENDITURES															
Webb Station Upgrade	38,710	497,307		22,550											
SCADA Upgrade		25,811													
Screening Upgrade															
North Pump Station Rehab			10,000		7,000										
Asbury Pump Station Rehab			10,000		10,000	7,000									
Membrane Replacement								350,000							
North End Asbury sewer rehab														35,000	
Irrigation piping replacement									3,000	3,000	3,000	3,000	3,000	3,000	
Aerzen blower swap program					20,000										
RAS Pump #1 replacement					10,000										
Anoxic zone clean/sluice Gate					4,000										
WWTP VFD replacements					5,000		5,000		5,000		5,000		5,000		
Main generator overhaul							31,000								
Metric plugs & wiring replacement					1,500										
Generator power boxes (Asbury)					14,000										
lighting and access at lift stations															
SDC-Misc. Upsizing and Oversizing									35,000						
SDC - Planning & SDC Update					30,000										
Mini Excavator					17,000							0			
Truck (50%)					42,500										
TOTAL EXPENDITURES	38,710	523,118	20,000	22,550	161,000	7,000	36,000	350,000	43,000	3,000	8,000	3,000	8,000	38,000	
CONTINGENCY															
			100,000	100,000	130,000										
ENDING BALANCE	195,065	53,896	53,156	140,137	150,190	312,008	333,857	367,613	355,792	391,604	416,194	454,187	480,275	520,581	
TOTAL REQUIREMENTS	233,775	577,014	173,156	262,687	441,190	319,008	369,857	717,613	398,792	394,604	424,194	457,187	488,275	558,581	

**ARCH CAPE SANITARY DISTRICT
SANITARY GO BOND DEBT SVC FUND
LONG RANGE FINANCIAL PLAN**

	Actual	Actual	BUDGET	Estimated	BUDGET	PROJECTED								
RESOURCES	2023-24	2024-25	2025-26	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36
BEGINNING BALANCE	5,496	7,342	4,742	4,742	20,742	25,742	28,742	31,742	34,742	37,742	40,742	43,742	46,742	49,742
REVENUE														
PROPERTY TAX RECEIPTS	146,246	140,000	144,600	144,600	144,600	144,600	144,600	144,600	144,600	144,600	144,600	144,600	144,600	144,600
INTEREST	200	2,000	2,000	16,000	5,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
TOTAL REVENUE	146,446	142,000	146,600	160,600	149,600	147,600	147,600	147,600	147,600	147,600	147,600	147,600	147,600	147,600
TOTAL RESOURCES	151,942	149,342	151,342	165,342	170,342	173,342	176,342	179,342	182,342	185,342	188,342	191,342	194,342	197,342
EXPENDITURES														
EXPENDITURES	144,600	144,600	144,600	144,600	144,600	144,600	144,600	144,600	144,600	144,600	144,600	144,600	144,600	144,600
ENDING BALANCE	7,342	4,742	6,742	20,742	25,742	28,742	31,742	34,742	37,742	40,742	43,742	46,742	49,742	52,742
TOTAL REQUIREMENTS	151,942	149,342	151,342	165,342	170,342	173,342	176,342	179,342	182,342	185,342	188,342	191,342	194,342	197,342

AGENDA MEMORANDUM

TO: Arch Cape Domestic Water Supply District Board & Arch Cape Sanitary District Board
 FROM: Teri Fladstol, Admin Assistant
 DATE: April 21, 2026
 SUBJ: gWorks & UBMAX Billing Software Status

BACKGROUND

In late 2023 gWorks bought the company that owned UBMax Billing Software we use to bill our rate-payers. We were told we would be moved to their software within a few months (we started the process in September of 2024) but it became obvious rather quickly that they would not be able to support our quarterly billing (user rate billed ahead) and consumption tier rate (billed after the meters are read and a quarterly total, often saying they were past due) cycle.

In the process, we were no longer able to draft (ACH) payments directly for customers and the on-line payment portal was turned off since we had migrated and were beginning to set-up customer and accept payments when they determined it was not going to work. At that point they defaulted us back to UBMax and since then, I have been mailing the billing statements (both Water/Sanitary) to customers except those who elected to get them by email.

When they determined they would not be able to accommodate us, I asked them to turn back on the credit card portal. Their response to me again after researching again, was to continue on UBMax or consider a different billing approach (monthly) is the industry norm:

Ashley Bodenhausen

Apr 15, 2026, 10:45 AM (4 days ago)

☆ 😊 ← ⋮

to me, Melissa ▾

Hi Teri,

I reviewed your billing setup internally with our Product subject matter experts and Support Director. Based on that review, your current approach - quarterly billing where base rates and surcharges are billed in advance, and consumption is billed in arrears with monthly tiering - falls outside the standard billing configurations supported in Cloud today.

Because of that, we wouldn't be able to move forward with onboarding for Arch Cape under your current setup.

If your team were to consider a different billing approach in the future, we'd be happy to revisit what that could look like in Cloud, and we'll continue to support you on UBMax in the meantime.

Let me know if you have any questions or would like to discuss further.

Thank you,
 Ashley

The cost for Software:

UBMAX for both Districts was: \$965.15 for 2022

WATER DISTRICT: 2023 - \$1,022 / 2024 \$2,530 plus migration fee of \$420 / 2025 for \$2,530

SANITARY DISTRICT: 2023 - \$1,333 plus migration fee of \$368.46 / 2024 \$2,730 / 2025 for \$2730

OPTIONS:

What I have found as I have done research is there are a number of utility billing software products available and what the majority of them have in common is there are part of a larger industry platform where they do the billing as a bundle component of a larger application meant to work together for finance, payment, billing, payroll, etc. gWorks and Springbrook Software are examples of that. I have spoken with smaller Utility Districts in Manzanita (Neahkahnie Water District) and Netarts-Oceanside Water District in Netarts as they are both about the same size as we are.

Neahkahnie used UBMAX/gWorks and is looking for a new option and checks in with me monthly to see where we are.

N-O Water District is using Springbrook Software and found it to be expensive, but are tied to it now. Other Districts I spoke with are doing their own billing out of Quickbooks and are happy with that at this point (Twin Rocks Sanitary District and Watseco-Barview Water District).

USBILLINGONLINE

The owners are family members of the UBMAX owner who developed the software. They reached out to us because of our past relationship. Collin and I met with them via Zoom and I was given a log-in to work in the “sand-box” where I could explore the software without affecting any data. What they offer:

USBilling Features

<h4 style="text-align: center; margin-bottom: 10px;">Financial Reports</h4> <ul style="list-style-type: none"> Real-time and historical financial reporting with one-click access to all critical data. Real-time revenue tracking Automated AR management Custom report builder Export to Excel/PDF <p style="text-align: center; margin-top: 10px; background-color: #e0f2f1; padding: 5px; border-radius: 5px;"><i>Single-click reporting</i></p>	<h4 style="text-align: center; margin-bottom: 10px;">Payment Processing</h4> <ul style="list-style-type: none"> Accept several payment types Credit cards & ACH Future payment options Payment plans Coming Soon Auto-reconciliation <p style="text-align: center; margin-top: 10px; background-color: #e0f2f1; padding: 5px; border-radius: 5px;"><i>Automated processing</i></p>	<h4 style="text-align: center; margin-bottom: 10px;">Bill Generation</h4> <ul style="list-style-type: none"> Create professional bills with multiple delivery options - all from one interface. Print, email & app delivery Custom bill templates Batch processing Auto-notifications Email status reports <p style="text-align: center; margin-top: 10px; background-color: #e0f2f1; padding: 5px; border-radius: 5px;"><i>Bulk generation</i></p>
<h4 style="text-align: center; margin-bottom: 10px;">Route Management</h4> <ul style="list-style-type: none"> Optimize meter reading routes with GPS integration and mobile-friendly interfaces. GPS route optimization Mobile reading apps Progress tracking Exception reporting <p style="text-align: center; margin-top: 10px; background-color: #e0f2f1; padding: 5px; border-radius: 5px;"><i>Smart routing</i></p>	<h4 style="text-align: center; margin-bottom: 10px;">Meter Integration</h4> <ul style="list-style-type: none"> Seamless integration with all major meter reading systems and manufacturers. Badger, Sensus, Neptune Itron, Kamstrup & more Automated imports Data validation <p style="text-align: center; margin-top: 10px; background-color: #e0f2f1; padding: 5px; border-radius: 5px;"><i>Plug & play setup</i></p>	<h4 style="text-align: center; margin-bottom: 10px;">Coming Soon</h4> <ul style="list-style-type: none"> Customer Portal Work Order Management Asset Control Permits & Licenses <p style="text-align: center; margin-top: 10px; background-color: #e0f2f1; padding: 5px; border-radius: 5px;"><i>Future expansion</i></p>

The most important things I hear when talking with our rate payers is 1) ability to pay on-line w/o a \$3.00 fee, 2) ability to automate the process by setting up a draft (ACH) process and 3) an ability to see what their usage is between billing cycles.

Cost of USBILLINGONLINE would be:

\$356 for Onboarding to start ASAP and then a billing on July 1, 2026 for \$3,567 for a 3-year cycle.

This fee is for BOTH Water and Sanitary – not two separate accounts. gWorks renewal will be \$5,260 for both Districts if the price stays the same.

We will need to look at having a single bank account for payments made through the software because it is one account that bills both Districts and then a transfer to each District for the portion applicable to them. I am working with the Bank to determine how that could work. Payments made by check will be paid directly to the specific District so that will not change.