Board Meetings

ARCH CAPE SANITARY DISTRICT AND
ARCH CAPE DOMESTIC WATER SUPPLY
DISTRICT BOARD OF DIRECTORS
WILL MEET ON
THURSDAY, SEPTEMBER 17, 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/89288115294?pwd=Q5dwbbuzE4HHx3RGBBx3NzrVcmD0i2.1

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, September 17, 2026
5:00 PM Meeting Zoom & In Person

https://us02web.zoom.us/j/89288115294?pwd=Q5dwbbuzE4HHx3RGBBx3NzrVcmD0i2.1

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 August 20, 2026, Meeting Minutes (Action – Motion to Approve) — Tom Mattia
V. Financial & Administrative Reporting
- A. Accept Budget vs Actual Report — Tom Mattia
- B. Accept Payment of Accounts — Tom Mattia
- C. Treasurer's Report — Darr Tindall

VI. District Organization, Management and Staffing (Discussion) — Collin
VII. Transit Lodging Tax Revenue; Follow-Up on Joint Letter to Clatsop County Board of Commissioners (Discussion/Possible Action) — Collin
VIII. Cannon View Park Local Option Levy Credit Request - Legal Counsel (Informational Only – No Board Discussion or Action) — Collin
IX. Reports
- A. Staff Reports — Matt/Collin
- B. Board Members' Comments and Reports — All

October Meeting Agenda Items (Action)
Public Comments — Tom Mattia
Adjournment — Tom Mattia

ARCH CAPE SANITARY DISTRICT
BOARD OF COMMISONERS' MEETING
Thursday, August 20, 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: Tom Mattia, Casey Short, Darr Tindall, Doug Caffall, Mark Engberg; Staff: Collin Stelzig and Teri Fladstol; Public: Bill Campbell, Richard Petrich, Sam Garrison, Jeff Slemaker.

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

Public Comments – None

Motion by Mark Engberg to approve agenda as presented, second by Darr Tindall, motion carried.
Motion by Casey Short to approve the Minutes of June 18, 2026, meeting, second by Darr Tindall [Tom Mattia abstained, not at meeting], motion carried.
Acceptance of Financial Reporting, Treasurer's Report, reconciled and approved by Darr Tindall.

Report by Collin Stelzig regarding District Organization, Management and Staffing in current status and discussion of what research has yielded about other Districts of the same size finding they perform well but face challenges with aging equipment approaching the end of their useful life as we do. Has met with various districts and cities over the past two months to assess their operations and explore potential future support, with mixed results. While most districts showed no interest in providing regular operational coverage, there may be a potential opportunity with Cannon Beach, where the City Manager didn't close the door on future collaboration, including a possible IGA change and shared staffing arrangements. This will be an on-going discussion.

Transit Lodging Tax Revenue Letter to the Clatsop County Board of Commissioners has received no response even with follow-up to see whom to talk with. Tom Mattia will reach out again to see if a meeting with the Commissioners or staff can be scheduled.

Cannon View Park Local Option Levy Credit Request has been turned over to legal, and we will address this once we have heard back from our legal counsel.

Reports:
Staff: Update on the transition to new billing software, explaining that September billing will still go through UB Max while instructions for the new system will be sent out. The team plans to revise the bill layout and wording to make it less confusing, particularly regarding prior balances, and aims to have a draft ready in two weeks for review.

Board Member Comments and Reports:

Public Comments:

October Meeting Agenda: Legal response to CVP, District Organization, Billing Software Update and Transit Tax Lodging Revenue.

Motion by Darr Tindall, second by Doug Caffall to adjourn meeting at 5:30 pm

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Tom Mattia, Chair Attest: Teri Fladstol, Secretary

Arch Cape Sanitary District — General Fund Budget vs. Actual

FY 2026-27. Actuals through August 31, 2026. Cash basis

Account #	Account	July	August	YTD Actual	Annual Budget	Remaining	% of Budget
Resources							
Beginning Fund Balance		**-**	**-**	**-**	**344,319.00**	**344,319.00**	**-**
01-4002	Unrestricted Beginning Balance	-	-	-	259,396.00	259,396.00	-
01-4003	Operating Reserve	-	-	-	78,000.00	78,000.00	-
03-4002	USDA Loan Required Reserve	-	-	-	6,923.00	6,923.00	-
Operating Revenue		**38,110.38**	**44,292.57**	**82,402.95**	**489,216.00**	**406,813.05**	**16.8%**
01-4201	User Fees	30,592.98	39,938.06	70,531.04	414,960.00	344,428.96	17.0%
01-4202	Excess Usage Charges	2,860.58	690.21	3,550.79	29,048.00	25,497.21	12.2%
01-4203	Debt Service Surcharges	2,890.71	3,664.30	6,555.01	38,702.00	32,146.99	16.9%
01-4300	Interest Income - General Fund	1,766.11	-	1,766.11	2,050.00	283.89	86.2%
01-4400	WD Facilities Use Charge	-	-	-	4,056.00	4,056.00	-
01-4501	Meter Install Fee	-	-	-	400.00	400.00	-
Transfers In		**-**	**-**	**-**	**40,000.00**	**40,000.00**	**-**
4900	Interfund Transfer In	-	-	-	40,000.00	40,000.00	-
Total Resources		**38,110.38**	**44,292.57**	**82,402.95**	**873,535.00**	**791,132.05**	**9.4%**

Requirements							
Materials and Services		**51,606.67**	**5,562.99**	**57,169.66**	**463,021.00**	**405,851.34**	**12.3%**
01-5999	Water District IGA Charges	18,954.13	-	18,954.13	221,271.00	202,316.87	8.6%
01-6120	Liability & Property Insurance	-	-	-	22,000.00	22,000.00	-
01-6121	Licenses	-	-	-	4,000.00	4,000.00	-
01-6122	Dues & Taxes	132.08	-	132.08	11,000.00	10,867.92	1.2%
01-6123	Professional Services	-	-	-	6,500.00	6,500.00	-
01-6124	Emergency Sanitation	-	-	-	500.00	500.00	-
01-6125	Auditing Service	-	-	-	18,500.00	18,500.00	-
01-6126	Legal Services	-	-	-	3,000.00	3,000.00	-
01-6127	Notices	-	-	-	750.00	750.00	-
01-6128	Utilities	3,638.55	3,970.65	7,609.20	55,000.00	47,390.80	13.8%
01-6129	Lone Worker GPS	-	-	-	800.00	800.00	-
01-6200	Maintenance	27,592.85	1,592.34	29,185.19	103,200.00	74,014.81	28.3%
01-6201	Chemicals	1,289.06	-	1,289.06	6,500.00	5,210.94	19.8%
01-6202	Inflow & Infiltration	-	-	-	10,000.00	10,000.00	-

Arch Cape Sanitary District — General Fund Budget vs. Actual

FY 2026-27. Actuals through August 31, 2026. Cash basis

Account #	Account	July	August	YTD Actual	Annual Budget	Remaining	% of Budget
Debt Service		**-**	**-**	**-**	**38,702.00**	**38,702.00**	**-**
01-7510	OECD Facility Loan - Principal	-	-	-	18,477.00	18,477.00	-
01-7511	OECD Facility Loan - Interest	-	-	-	843.00	843.00	-
01-7520	IFA Water Plant Upgrade - Principal	-	-	-	14,162.00	14,162.00	-
01-7521	IFA Water Plant Upgrade - Interest	-	-	-	5,220.00	5,220.00	-
Interfund Transfers		**-**	**-**	**-**	**211,000.00**	**211,000.00**	**-**
7900	Interfund Transfer Out	-	-	-	211,000.00	211,000.00	-
Contingency and Ending Balance		**-**	**-**	**-**	**160,812.00**	**160,812.00**	**-**
01-8001	Contingency - General Fund	-	-	-	78,000.00	78,000.00	-
01-8100	USDA Loan Required Reserve	-	-	-	6,923.00	6,923.00	-
01-8500	Unappropriated Bal - General Fund	-	-	-	75,889.00	75,889.00	-
Total Requirements		**51,606.67**	**5,562.99**	**57,169.66**	**873,535.00**	**816,365.34**	**6.5%**

Arch Cape Sanitary District — Capital Fund Budget vs. Actual

FY 2026-27. Actuals through August 31, 2026. Cash basis.

Account #	Account	July	August	YTD Actual	Annual Budget	Remaining	% of Budget
Resources							
Beginning Fund Balance		**-**	**-**	**-**	**240,137.00**	**240,137.00**	**-**
02-4002	System Dev. Charges Account	-	-	-	240,137.00	240,137.00	-
Operating Revenue		**10,447.00**	**-**	**10,447.00**	**30,053.00**	**19,606.00**	**34.8%**
02-4200	SDC Revenue (Restricted)	10,447.00	-	10,447.00	20,594.00	10,147.00	50.7%
02-4251	Grant Revenue (Unrestricted)	-	-	-	9,459.00	9,459.00	-
02-4800	Grant Revenue - Capital Fund	-	-	-	-	-	
Transfers In		**-**	**-**	**-**	**171,000.00**	**171,000.00**	**-**
4900	Interfund Transfer In	-	-	-	171,000.00	171,000.00	-
Total Resources		**10,447.00**	**-**	**10,447.00**	**441,190.00**	**430,743.00**	**2.4%**

Requirements							
Capital Outlay - SDC Projects		**-**	**-**	**-**	**30,000.00**	**30,000.00**	**-**
02-6100	SDC Planning & SDC Update	-	-	-	30,000.00	30,000.00	-
Capital Outlay - Unrestricted Projects		**33,993.88**	**19,581.38**	**53,575.26**	**131,000.00**	**77,424.74**	**40.9%**
02-7400	UP - North Pump Station Rehab	-	-	-	7,000.00	7,000.00	-
02-7401	UP - Asbury Pump Station Rehab	-	-	-	10,000.00	10,000.00	-
02-7402	Aerzen Blower Swap Program	-	-	-	20,000.00	20,000.00	-
02-7403	RAS Pump #1 Replacement	-	-	-	10,000.00	10,000.00	-
02-7404	Anoxic Zone Clean/Sluice Gate	-	-	-	4,000.00	4,000.00	-
02-7405	WWTP VFD Replacements	-	-	-	5,000.00	5,000.00	-
02-7406	Metric Plugs & Wiring Replacement	-	-	-	1,500.00	1,500.00	-
02-7407	Mini Excavator	-	19,581.38	19,581.38	17,000.00	(2,581.38)	115.2%
02-7408	Generator Power Boxes (Asbury)	-	-	-	14,000.00	14,000.00	-
02-7409	Truck (50%)	33,993.88	-	33,993.88	42,500.00	8,506.12	80.0%
Contingency and Ending Balance		**-**	**-**	**-**	**280,190.00**	**280,190.00**	**-**
02-8001	Contingency - Capital Fund	-	-	-	30,000.00	30,000.00	-
02-8002	SDC Contingency	-	-	-	100,000.00	100,000.00	-
02-8500	Unappropriated Bal - Capital	-	-	-	19,459.00	19,459.00	-
02-8502	SDC Unappropriated Balance	-	-	-	130,731.00	130,731.00	-
Total Requirements		**33,993.88**	**19,581.38**	**53,575.26**	**441,190.00**	**387,614.74**	**12.1%**

Arch Cape Sanitary District Monthly Disbursement Register

Reporting month **August 2026**

Date	Check/Ref #	Payee	QBO Amount	Method	Fund	Budget Account
2026-08-05	9615	Pacific Power Group, LLC	(1,224.91)	Check	General Fund	01-6200 - Maintenance
2026-08-05	9616	Pacific Power	(3,245.17)	Check	General Fund	01-6128 - Utilities
2026-08-06		Starlink	(160.00)	Electronic	General Fund	01-6128 - Utilities
2026-08-10		Peterson - CAT	(19,581.38)	Electronic	Capital Fund	02-7407 - Mini Excavator
2026-08-12	9617	Pacific Power	(362.84)	Check	General Fund	01-6128 - Utilities
2026-08-13		Safeway	(17.90)	Electronic	General Fund	01-6200 - Maintenance
2026-08-13		Recology Western Oregon	(202.64)	Electronic	General Fund	01-6128 - Utilities
2026-08-13		Home Depot	(99.94)	Electronic	General Fund	01-6200 - Maintenance
2026-08-18		Amazon.com	(14.99)	Electronic	General Fund	01-6200 - Maintenance
2026-08-18		Zoro Tools	(74.36)	Electronic	General Fund	01-6200 - Maintenance
2026-08-20		Peterson - CAT	(19,581.38)	Electronic	Capital Fund	02-7407 - Mini Excavator
2026-08-21		Microsoft	(8.25)	Electronic	General Fund	01-6200 - Maintenance
2026-08-23		Google Domains	(1.99)	Electronic	General Fund	01-6200 - Maintenance
2026-08-26		QuickBooks Payments	(140.00)	Electronic	General Fund	01-6200 - Maintenance
2026-08-31		1st Security Bank	(10.00)	Electronic	General Fund	01-6200 - Maintenance