



**ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT
BOARD OF COMMISSIONERS' 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: Tevis Dooley, Richard Petrich, Sam Garrison, Jeffrey Slemaker, Owen Dufka; Staff: Collin Stelzig and Teri Fladstol;
Public: Bill Campbell

Board Meeting was called to order by Owen Dufka at 5:45 pm.

Public Comments – None

Motion by Sam Garrison to approve agenda as presented, second by Richard Petrich, motion carried.

Motion by Tevis Dooley to approve the Minutes of June 18, 2026, meeting, second by Sam Garrison, motion carried

Acceptance of Financial Reporting, Treasurer's Report, reconciled and approved by Sam Garrison. Motion by Tevis Dooley, second by Richard Petrich, motion carried.

Motion by Tevis Dooley to approve Business Oregon Loan Award L27001 in an amount not to exceed \$164,800 and authorize the Board President to execute the financing contract. I also authorize use of either the LGIP or bank letter of credit option, authorize the Board President and District Administrator to execute the related documents and authorize staff to pursue and accept more favorable State financing terms that do not increase the principal, annual debt service or security and covenant obligations. Second, by Richard Petrich, motion carried.

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 from the Sanitary District will reach out again to see if a meeting with the Commissioners or staff can be scheduled and coordinate that with Owen Dufka.

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:

Collin provided an update on Update on Operator replacement for Brian, who will leave in mid-October. While Chris Mastrandrea from Cannon Beach showed some interest in helping with emergency coverage, no firm commitment was made. We plan to advertise an RFQ process for a contract operator, potentially offering up to 40 days of coverage per year. We Arch also discussed plans to make the district more efficient and manageable, potentially including automated systems and cameras, to make it more attractive to potential operators and easier to manage with limited staff.

Forest work is being extended for 2 more weeks with State approval and work with the Easement process that is still waiting for more signature.

Collin raised concerns about water rights certification, explaining that while they applied to certify an additional 0.1 CFS, there has been no response from the Oregon Water Resources Department despite the request being shown as accepted on their website. He will continue to monitor this and bring it back to the Board with next steps.

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:

Sam Garrison shared his research regarding more affordable housing options for temporary staff, the closest being in Nehalem, other contacts were not willing to work with the Districts versus an individual person.

Jeff Slemaker asked about status of the Cannon View Park Committee and what was needed. Asked staff to review and send details regarding who would be on the ad-hoc committee [found in the March meeting minutes: *Motion made by Jeff Slemaker to direct Owen Dufka, Chair to identify a small ad hoc committee consisting of one Board member and two or three members from the existing Finance Committee*].

Public Comments:

September Agenda Items: Cell Tower Update, CVP Review from Legal, Clatsop County regarding Transient Lodging Tax Update, Billing Migration, Cannon View Park Committee Status - Updates

Motion by Sam Garrison, second by Richard Petrich to adjourn meeting at 6:30 pm

Owen Dufka, Chair

Attest: Teri Fladstol, Secretary