



**ARCH CAPE SANITARY DISTRICT BOARD
OF COMMISSIONERS' MEETING
Thursday, September 19, 2025**

Pursuant to the notice posted, the regular monthly Board Meeting for Arch Cape Sanitary District was held in-person and via Zoom.

In attendance: Tom Mattia, Mark Engberg, Casey Short, Doug Caffall, Absent: Darr Tindal; Staff: Collin Stelzig and Teri Fladstol; Public: Dale Mosby, Richard Gibson, Owen Dufka, Tevis Dooley, Richard Petrich, Sam Garrison, Jeff Slemaker, Bob Boehemer, John Hill, Becky Steckler, Rich Smith, Bob Brown, Karynn Fish

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

Public Comments – No Comments

Motion by Mark Engberg to approve agenda as presented, second by Casey Short, motion carried.

Motion by Casey Short, second by Mark Engberg to approve minutes of July 16th Meeting minutes, motion carried.

Financial & Administrative Reporting: need to address retainage of funds due to Webb Lift Station that were paid in August, later than expected due to punch list delay past last fiscal year. Discussion of how to address the carryover into the new fiscal year. Chair asked that all situations such as this come to the Board before an item is paid and direction given by the Board. Treasurer Report was not given due to absence of Treasurer.

Per internal policies, we will update the Bank Account to add Board Chair as an additional signer to Matt Gardner and Darr Tindall. Board to move payment of bills to a monthly process and to have checks brought to the Board meeting for signature at 4:30 pm (prior to start of the meeting).

Motion made by Mark Engberg to add Casey Short to LGIP Account Administrator list and remove Steve Hill, second by Casey Short, motion carried.

Motion by Casey Short to add Collin Stelzig to Sam.gov as an Administrator to be able to access federal grants and manage our status as eligible to do so; second by Mark Engberg, motion carried.

Motion by Casey Short to adopt the corrective action plan for the fiscal year 2023–2024 audit as presented and authorize staff to submit the signed response to the Oregon Secretary of State Audits Division. Second by Doug Caffall, motion carried.

Community Club Grant Concept information was shared in the packet and Tom Mattia asked if the Board is interested in pursuing this? Dale Mosby and Bob Boehmer shared a few details in status of the grant at this point. Board Chair will reach out to SD attorney to verify the process and to make sure that the District is able to participate in this process to allow grant funds to 'pass-thru' the District, no action at this time.

Staff Report: Collin Stelzig gave report on Webb Lift and final payment from OEM and when we can expect that payment.

Board Report: No Reports or Comments

Agenda Items: Resolution regarding Webb Lift, Board Chair will report on Grant pass-thru conversation with attorney.

Public Comment: Dale Mosby inquiry where to place Connexus Boxes for Emergency Management, would it be possible to place on SD Property? Tom Mattia will follow up with Matt and Collin to see if that property is available and discussion came down to explore further but not agreement to do anything at this point.

Meeting moved to Joint Session: Arch Cape Water District Board of Directors called to order at 5:45 pm for Joint Session, in attendance: Owen Dufka, Tevis Dooley, Richard Petrich, Sam Garrison;

Motion by Casey Short to adjourn the meeting, second by Doug Caffall, meeting adjourned at 6:29 pm.

Thomas Mattia, Board Chair

Attest: Teri Fladstol, Secretary

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