



Board Meetings



ARCH CAPE WATER & SANITARY DISTRICTS

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

**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:

Meeting ID:	811 1394 7450
Meeting Passcode:	None Required
Assistance:	503-812-7578
Date:	Thursday, 20 November 2025
Time:	5:00 PM for Board Meetings

The Sanitary District Board Meeting will start at 5:00 pm.

The Domestic Water Supply District Board Meeting will start at 5:45 pm.

Agenda will be posted in Board Packet on the Website under “Governance – Meetings – 2025”



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

Thursday, November 20, 2025

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 October 16, 2025, 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. Emergency Preparedness | Tom Mattia |
| VII. Signing Authority while President is unavailable | Tom Mattia |
| VII. Agenda Items (Public Comments) | Tom Mattia |
| VIII. Reports | |
| A. Webb Upgrade/Payment Report | Collin/Teri |
| B. Staff Reports | Collin |
| C. Board Members' Comments and Reports | All |
| December Meeting Agenda Items (Action) | |
| Public Comments | Tom Mattia |
| Adjournment | Tom Mattia |



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

Thursday, October 16, 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, Darr Tindall; Staff: Collin Stelzig and Teri Fladstol; Public: Owen Dufka, Richard Petrich, Jeff Slemaker, Dan Seifer and Bill Campbell.

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

Public Comments – No Comments

Motion by Darr Tindall to approve agenda as presented, second by Casey Short, motion carried.

Motion by Casey Short, second by Doug Caffall September 19th Meeting minutes, motion carried (Darr Tindall abstained due to not being present at September meeting).

Financial & Administrative Reporting -Treasurer Report updated Board that reconciliation for July – September has been completed and everything balanced.

Motion made by Casey Short to adopt Resolution 25-1016-1SD transferring \$10,000 of appropriations from the General Fund Contingency to General Fund Capital Outlay for the generator purchase. Second by Doug Caffall, motion carried

Discussion on Resolution 25-1016-2SD action needed only if the Board would like to make a transfer. Questions were asked of Staff's conversation with the auditing firm, Accuity's, recommendations. Based on that recommendation, the resolution failed.

Motion made by Casey Short to approve the incorporation letter in substantial form and authorize the Chair to sign a joint version with the Water Board Chair, incorporating any minor edits adopted by the Water Board that do not change the substance. If the Water Board does not adopt a substantially similar version, the Chair is authorized to sign and transmit the Sanitary Board's version on behalf of this Board. Second by Darr Tindall, motion carried. [Note: grammatical errors and a strike of "the Boards are happy to engage..." and "We remain open to further discussion' were made and forwarded to the Water District Board for review].

Reports: Collin Stelzig gave update that payment from OEM is waiting on signatures (7) before we will receive final payment.

Report on the discussion status of the Community Emergency Preparedness request and recommendation from legal counsel was given by Tom Mattia. Tom has requested that Matt and Collin get back to him with a few dates that would work to meet with the Committee regarding their request for a location to put a storage Connex unit.

Board Comments and Reports: Doug Caffall is not interested in outside organizations having any assets on District property.

November Meeting Agenda Items: Need for two instances for public comments, follow up on Emergency Preparedness findings.

Public Comment: Dan Seifer thanked the Board members for their service and stated that the two instances for public comment serve different needs and would suggest taking into consideration what Darr shared of the public wanting to state their concerns for the record at the beginning and possibly having to leave; and then having additional comments after having heard the discussions during the meeting itself.

Motion by Darr Tindall to adjourn the meeting, second by Casey Short, meeting adjourned at 5:30 pm.

Thomas Mattia, Board Chair

Attest: Teri Fladstol, Secretary

AC Sanitary District

Budget vs. Actuals: July 1 to October 31, 2025

	FY 25/26	1st Qtr	Oct 2025	YEAR TO DATE		
		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	
01-4201 Base Rate Meter Sales	\$ 388,468	\$ 97,174	\$ 33,215	\$ 130,388	\$ 388,468	34%
01-4202 Overage/Excess Usage	\$ 38,847	\$ 4,274	\$ 7,006	\$ 11,280	\$ 38,847	29%
01-4203 Debt Service	\$ 38,702	\$ 10,294	\$ 3,705	\$ 13,999	\$ 38,702	36%
01-4300 Interest Income - General Fund	\$ 10,000	\$ 1,607		\$ 1,607	\$ 10,000	16%
01-4400 WD Facilities Use Charge	\$ 3,938			\$ -	\$ 3,938	0%
01-4501 Service/Fee Income		\$ 200		\$ 200	\$ -	
01-4700 Miscellaneous Income - General		\$ 111		\$ 111	\$ -	
Total 01-4100 REVENUE	\$ 479,955	\$ 113,659	\$ 43,925	\$ 157,584	\$ 479,955	33%
02-4000 RESOURCES - CAPITAL FUND	\$ 152,863			\$ -	\$ 152,863	0%
Total 02-4000 RESOURCES - CAPITAL FUND	\$ 152,863	\$ -	\$ -	\$ -	\$ 152,863	0%
02-4200 SDC Revenue	\$ 20,293	\$ 10,247		\$ 10,247	\$ 20,293	50%
02-4800 Grant Revenue - Capital Fund		\$ 136,849		\$ 136,849	\$ -	
Total 02-4100 REVENUE - Capital Fund	\$ 20,293	\$ 147,096	\$ -	\$ 147,096	\$ 20,293	725%
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%
03-4055 Property Taxes		\$ 2,646		\$ 2,646	\$ -	
03-4200 Bond Proceeds	\$ 144,600			\$ -	\$ 144,600	0%
03-4201 Bond Interest	\$ 2,000	\$ 1,598		\$ 1,598	\$ 2,000	80%
03-4300 LGIP Interest - SD Go Bond Debt		\$ 1,563		\$ 1,563	\$ -	
Total 03-4100 REVENUE - GO BOND DEBT FUND	\$ 146,600	\$ 5,807	\$ -	\$ 5,807	\$ 146,600	4%
04-4000 Local Option Levy Fund				\$ -	\$ -	
04-4001 Local Option Levy Proceeds	\$ 125,000			\$ -	\$ 125,000	0%
04-4300 LO Levy - Interest	\$ 5,000			\$ -	\$ 5,000	0%
Total 04-4000 Local Option Levy Fund	\$ 130,000	\$ -	\$ -	\$ -	\$ 130,000	0%
4900 Interfund Transfer In	\$ 100,000			\$ -	\$ 100,000	0%
Total Resources	\$ 1,426,376	\$ 266,562	\$ 43,925	\$ 310,487	\$ 1,426,376	22%
01-6100 Materials & Services						
01-5999 Inter-Govern Agreement (IGA)	\$ 206,084	\$ 10,555	\$ 35,550	\$ 46,105	\$ 206,084	22%
01-6120 Liability & Property Insurance	\$ 21,425			\$ -	\$ 21,425	0%
01-6121 Licenses	\$ 4,077			\$ -	\$ 4,077	0%
01-6122 Dues & Taxes	\$ 4,635	\$ 3,664	\$ 650	\$ 4,314	\$ 4,635	93%
01-6123 Professional Services	\$ 1,000	\$ 190		\$ 190	\$ 1,000	19%
01-6124 Emergency Sanitation	\$ 500			\$ -	\$ 500	0%
01-6125 Auditing Service	\$ 19,000	\$ 7,500		\$ 7,500	\$ 19,000	39%
01-6126 Legal Services	\$ 5,000	\$ 233	\$ 667	\$ 900	\$ 5,000	18%
01-6127 Notices	\$ 750			\$ -	\$ 750	0%
01-6128 Utilities	\$ 63,889	\$ 11,339	\$ 3,559	\$ 14,897	\$ 63,889	23%
01-6200 Maintenance	\$ 100,838	\$ 20,920	\$ 2,458	\$ 23,379	\$ 100,838	23%
BioSolids		\$ 2,800		\$ 2,800	\$ -	

	1st Qtr	Oct 2025	YEAR TO DATE		
FY 25/26	Actual	Actual	Actual	Budget	%
Building R&M	\$ 420		\$ 420	\$ -	
Lab Tests & Supplies	\$ 4,945	\$ 1,159	\$ 6,104	\$ -	
Normal Scheduled Maintenance	\$ 950		\$ 950	\$ -	
Total 01-6200 Maintenance	\$ 100,838	\$ 30,035	\$ 33,653	\$ 100,838	33%
01-6201 Chemicals	\$ 6,300	\$ 3,065	\$ 3,065	\$ 6,300	49%
01-6202 Inflow & Infiltration	\$ 15,000	\$ 3,803	\$ 3,803	\$ 15,000	25%
Total 01-6100 Materials & Services	\$ 448,498	\$ 70,385	\$ 44,044	\$ 114,428	26%
01-7000 Capital Outlay - General Fund	\$ 80,000		76,286	\$ 76,286	95%
01-7500 Debt Service - General Fund				-	
01-7510 OECD Facility Loan - Principle	\$ 17,672			17,672	0%
01-7511 OECD Facility Loan - Interest	\$ 1,648			1,648	0%
01-7520 IFA Loan/Grant - Principle	\$ 13,827			13,827	0%
01-7521 IFA Loan/Grant - Interest	\$ 5,556			5,556	0%
Total 01-7500 Debt Service - General Fund	\$ 38,703	\$ -	\$ -	\$ 38,703	0%
Total 01-6000 REQUIREMENTS - GENERAL FUND	\$ 557,201	\$ 70,385	\$ 120,330	\$ 114,428	21%
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	\$ 314,677	\$ -	\$ -	\$ 314,677	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	\$ -	
02-7300 Generator		\$ -		-	
Total 02-7000 Capital Outlay - Capital Fund	\$ 20,000	\$ 22,550	\$ 98,836	\$ 20,000	494%
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		\$ -	\$ 77,058	0%
03-7511 USDA Plant Upgrade - Interest	\$ 67,542		\$ -	\$ 67,542	0%
Total 03-7500 Debt Service - SD Go Bond Debt	\$ 144,600	\$ -	\$ -	\$ 144,600	0%
Total 03-6000 REQUIREMENT - GO BOND DEBT FUND	\$ 144,600	\$ -	\$ -	\$ 144,600	0%
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		\$ -	\$ 125,000	0%
Total 04-6000 LO Levy Requirements	\$ 125,000	\$ -	\$ -	\$ 125,000	0%
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%
7900 Interfund Transfer Out	\$ 50,000		\$ -	\$ 50,000	0%
Total Expenses	\$ 1,426,376	\$ 92,935	\$ 120,330	\$ 213,265	15%
Total Resources - Requirements	\$ -	\$ 173,627	\$ (76,404)	\$ 97,223	\$ -

Date	Type	Num	Name	Memo/Description	Amount
10/01/2025	Check	9436	Ferguson Waterworks		-1,264.38
10/01/2025	Check	9437	Haglund Kelley LLP		-496.17
10/01/2025	Check	9437	Haglund Kelley LLP		496.17
10/08/2025	Check	9438	Eileen Eakins NW Local Government Legal	Invoice #14120	-171.00
10/08/2025	Check	9439	Fire Extinguisher Service		-407.00
10/08/2025	Check	9440	Recology Western Oregon		-83.97
10/08/2025	Check	9442	Pacific Power		-3,214.76
10/09/2025	Expense		Oregon State Treasury	Moved to LGIP	-100,000.00
10/10/2025	Expense		Seaside Auto		-23.98
10/17/2025	Check	9441	Owens Pump & Equipment		-76,286.25
10/18/2025	Expense		Amazon.com		-14.99
10/21/2025	Expense		Seaside Auto		-46.32
10/21/2025	Expense		Microsoft		-8.25
10/22/2025	Expense		Safeway		-41.86
10/22/2025	Expense		Columbia Bank		-10.00
10/23/2025	Expense		Google Domains		-1.99
10/24/2025	Expense		Builders FirstSource		-550.00
10/26/2025	Expense		QuickBooks Payments	Software	-115.00
10/28/2025	Check	9443	Arch Cape Water District	IGA Payment	-35,549.97
10/28/2025	Check	9444	Mission Communications, LLC	Software	-650.00
10/29/2025	Check	9445	Sean Lounsbury		-760.00
10/30/2025	Expense		Spectrum Business		-259.99
10/30/2025	Expense		Harbor Freight		-363.92
10/31/2025	Expense		1st Security Bank		-10.00

MEMO REGARDING SIGNATURE AUTHORITY:

Tom,

As long as Darr is available, we're in good shape for signing checks under Policy 21-01 SD Board Officers. The Treasurer and District Manager normally sign all checks, and if either is unavailable for five days or more, the President and District Manager may sign instead. My understanding is that when the President is absent or directs it, the Vice President performs the functions of the President, so that authority would extend to check-signing as well.

If the Board wishes to allow Casey to sign checks during your absence, we'll also need to update the bank's signature card to add her as an authorized signer.

For other documents that normally require your signature, the same policy provides that *"at the request of the President or in the absence of the President, the Vice President shall perform the functions of the President."* To me, that means the Vice President is already authorized to sign contracts and other official instruments when you are unavailable. If both you and the Vice President are away, the Board can authorize another officer, likely the Treasurer, to sign specific documents by motion.

For extra clarity, I've provided draft motions below for consideration at the November meeting to formalize these authorizations during your absence.

Draft Motion 1 – Contract and Instrument Signing Authority

"At the request of the President, and during any period when the President is unavailable, authorize the Vice President, and if the Vice President is also unavailable, the Treasurer, to sign contracts, agreements, grant documents, and other official instruments approved by the Board, consistent with

Policy 21-01 SD Board Officers and ORS 198.190. This authorization shall remain in effect from _____ through _____ unless modified or rescinded by the Board.”

Draft Motion 2 – Check-Signing Continuity

“Confirm that check-signing shall follow Policy 21-01 SD Board Officers (Treasurer + District Manager; if either is unavailable for five days or more, President + District Manager), and authorize that when the President is absent and the Vice President is acting as President under Policy 21-01, the Vice President may sign in place of the President. Authorize staff to update the bank signature card to include the Vice President as an authorized signer. This authorization shall remain in effect from _____ through _____ unless modified or rescinded by the Board.”