Board Meetings

ARCH CAPE SANITARY DISTRICT AND ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT BOARD OF DIRECTORS WILL MEET ON THURSDAY, AUGUST 20, 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 DOMESTIC WATER SUPPLY DISTRICT
BOARD OF COMMISSIONERS MEETING
Thursday, August 20, 2026
5:45 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	Owen Dufka
II. Public Comments	Owen Dufka
III. Agenda Approval (Action – Motion to Approve) pg.	Owen Dufka
IV. Approve June 18, 2026, Meeting Minutes (Action – Motion to Approve) pg. -	Owen Dufka
V. Financial & Administrative Reporting	
A. Accept Budget vs Actual Report pgs. 5-15	Owen Dufka
B. Accept Payment of Accounts	Owen Dufka
C. Treasurer's Report	Sam Garrison
VI. Approval of Business OR Loan & ODOT Funding Options (Action) - pgs. 16-17	Collin
VII. District Organization, Management & Staffing (Discussion)	Collin
VIII. Transit Lodging Tax Revenue Follow-Up on Joint Letter to Clatsop County Board of Commissioners (Discussion/Possible Action)	Collin
IX. Cannon View Park Local Option Levy Credit Request - Notice of Receipt and Referral to Legal Counsel (Informational Only - No Board Discussion or Action**)** pg. 18	Collin
X. Reports	
A. Staff Reports	Matt/Collin
B. Board Members' Comments and Reports	All

September Meeting Agenda Items (Action)	Owen Dufka
Public Comments	Owen Dufka
Adjournment	

ARCH CAPE DOMESTIC WATER SUPPLY
DISTRICT BOARD OF COMMIS IONERS' MEETING
Thursday, June 18, 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, Absent: Owen Dufka; Staff: Collin Stelzig and Teri Fladstol; Public: Bill Campbell, Steve Hill

Board Meeting was called to order by Tevis Dooley at 5:45 pm.

Public Comments – None

Motion by Sam Garrison to approve agenda as presented, second by Richard Petrich, motion carried.
Motion by Sam Garrison to approve the Minutes of May 21, 2026, meeting, second by Richard Petrich, motion carried
Acceptance of Financial Reporting, Treasurer's Report, reconciled and approved by Sam Garrison. Motion by Richard Petrich, second by Sam Garrison, motion carried.

Consideration of Manager of Plants & Operations Compensation Adjustment as proposed by the Joint Personnel Committee. Motion by Richard Petrich to accept the recommendation from the Personnel Committee to award a 3% merit increase on work performance, followed by a 3% COLA increase, retro-active to hire date in April. Second by Sam Garrison, motion carried.

Asbury Waterline ODOT Agreement updates as included in the Board Packet. Recommendation by Staff is to approve the Cooperative Improvement (Utility) Agreement No. PO-73000-00060220. Motion by Richard Petich to approve Cooperative Improvement (Utility) Agreement No. PO-73000-00060220 and authorize the Board Vice-Chair to sign the agreement on behalf of the District. Authorize staff to remit the required advance deposit of up to $114,200 once the Business Oregon funding and payment mechanism are finalized. Any requested increase above the approved amount should return to the Board for consideration, second by Sam Garrison; motion carried.

Shared work truck purchase, cost allocation and financing authorization. Documents presented by Collin with documentation provided by Kendall Ford in Bend, OR. Discussion from both District Board members present regarding the towing capacity of the vehicle regarding handling the generators. The IGA between the two Districts is in place; to further confirm understanding of that, Collin read the proposed cost allocation and ownership arrangements included in the Board packets. Motion to approve the shared work truck cost allocation and ownership arrangement described in the agenda memorandum, pursuant to the existing Intergovernmental Agreement for Services between the Arch Cape Domestic Water Supply District and the Arch Cape Sanitary District; second by Sam Garrison, motion carried.

Motion by Richard Petrich to authorize the purchase of the 2027 Ford F-250 Super Cab 4x4 with Knapheide service body and ladder rack described in the attached Kendall Ford quote, or a substantially equivalent vehicle available through an applicable cooperative purchasing contract, for a total purchase price not to exceed $75,000. No payment, deposit, delivery, title transfer, or binding financial obligation shall occur before July 1, 2026. Second by Sam Garrison, motion carried.

Motion by Richard Petrich to authorize the Water District Chair to finalize commercial financing for the Water District's share of the vehicle purchase and execute the necessary loan documents, provided that the financed principal does not exceed $37,500, the repayment term does not exceed five years, and the loan payments remain within the Water District's available budget authority. Second by Sam Garrison, motion carried.

Shared Mini-Excavator – memorandum in Board Packets outlines the status of pricing and availability, subject to 50% acquisition cost by both Districts. Motion by Richard Petrich to approve the shared mini excavator arrangement described in the agenda memorandum and authorize the Water District to purchase the quoted Caterpillar Model 301.7 compact excavator, or a substantially equivalent unit available under a Sourcewell Contract, for a total purchase price not to exceed $40,000, with each district responsible for 50 percent of the acquisition cost. Authorize the Water District Chair to sign the purchase order and other documents reasonably necessary to complete the transaction after applicable procurement requirements have been satisfied. No payment or binding financial obligation shall occur before July 1, 2026. Second by Sam Garrison, motion carried.

Shared Transit Lodging Tax Revenue Letter to Clatsop County Board of Commissioners. Motion to approve the revised letter as discussed in the Arch Cape Sanitary District board meeting by Jeffrey Slemaker, seconded by Richard Petrich, discussion. Motion carried.

Update on billing software discussion with Board after having just mailed the June 10th billing. We are continuing to get questions on when we can pay online, the billings are confusing, etc. US Billing has moved our data over and we are able to play in the 'sandbox' to try out the software. It will show on the billing cards and/or pdf format that we have been using. Because of the due dates being different between Districts, we will be keeping the billing separately. We will be running both software programs to verify that the new system is working and will send out the last billing in September through UBMax/gWorks and then the December billing will be totally in US Billing given everything works. We plan on communicating between September and December the directions on how to transition to the new system by December's payments. We will send another reminder in November on how to set up their new account so they can make online payments, etc.

Hug Point Road Relocation/Access Easement – motion by Richard Petrich that the Board authorize the Vice-Chair to execute an amendment to the existing Hug Point Road System Easement and any related memorandum of agreement necessary to relocate the existing ODF access easement generally consistent with the draft documents and proposed road alignment, subject to the following conditions: (1) Final review and approval of the documents by District legal counsel and the District staff; (2) Receipt by the District of a permanent, recordable access easement over the relocated road on L&C Tree Farms, LLC property, on terms reasonably consistent with the existing road easements and approved by District legal counsel; (3) Confirmation that any District cost participation is within the adopted budget and applicable administrative and contracting authority; and the Vice-Chair is authorized to sign the final documents, and staff is authorized to take the related administrative steps necessary to complete the transaction. Second by Sam Garrison, motion carried

Reports:
We have a candidate for new position, Matt is the hiring authority, paperwork needs to be handled by Matt and any HR paperwork should be updated and handled through that position when an offer is made.

Board Member Comments and Reports:
Cold Creek Consulting contacted us regarding Verizon wanting to know if we wanted a tower. Waiting to hear back from them and discussion on what, where, etc. would happen then.

Public Comments: Thank you to Collin for his work on the budget and the TLT Letter, we have a year left with Collin, so we have a year left to work out what next steps are [June of 2027]; we appreciate all that Collin has done. Thank you from Steve Hill to all the Board members as well.

July – NO MEETING SCHEDULED unless needed.

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

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Tevis Dooley, Vice-Chair	Attest: Teri Fladstol, Secretary

AC Domestic Water Supply District
Budget vs. Actuals July 1 to June 30, 2026

	FY 25/26 Budget	1st Quarter Actual	2nd Quarter Actual	3rd Quarter Actual	April 26 Actual	May 26 Actual	June 26 Actual	Fiscal Year to Date Actual	Fiscal Year to Date Budget	%
01-4000 RESOURCES - Beginning Balance	$ 164,986								$ 164,986	0%
Total 01-4001 Beginning Balance - General Fun	**$ 164,986**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 164,986**	**0%**
Total 01-4000 RESOURCES - GENERAL FUND	**$ 164,986**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 164,986**	**0%**
01-4201 User Fees	$ 231,264	$ 57,776	$ 51,123	$ 63,624	$ 29,946	$ 2,322	$ 24,898	$ 229,689	$ 231,264	99%
01-4202 Debt Service	$ 20,808	$ 4,938	$ 4,365	$ 5,395	$ 2,642	$ 265	$ 2,018	$ 19,623	$ 20,808	94%
01-4204 Overage/Excess Usage	$ 32,000	$ 10,173	$ 13,491	$ 10,706	$ 4,044	$ 2,585	$ 1,948	$ 42,947	$ 32,000	134%
01-4300 Interest Income - General Fund	$ 3,500	$ 2,462	$ 4,679	$ 3,567		$ 1,942	$ 1,882	$ 14,532	$ 3,500	415%
01-4350 IGA Income (Sanitary District)	$ 206,084	$ 10,555	$ 43,180	$ 50,249		$ 12,694	$ 10,607	$ 127,286	$ 206,084	62%
01-4400 Cannon View Park Services	$ 1,313	$ 1,388						$ 1,388	$ 1,313	106%
01-4501 Meter Hook-Up Fee	$ 2,500	$ 1,250	$ 1,250	$ 5,000				$ 7,500	$ 2,500	300%
01-4700 Miscellaneous Income	$ 100		$ 50		$ 784			$ 834	$ 100	
01-4800 Grant Revenue	$ 10,000		$ 14,266			$ 30,064		$ 44,330	$ 10,000	
4900 Interfund Transfer IN	$ 3,000							$ -	$ 3,000	
Total 01-4100 REVENUE	**$ 510,569**	**$ 88,542**	**$ 132,404**	**$ 138,540**	**$ 37,416**	**$ 49,873**	**$ 41,354**	**$ 488,129**	**$ 510,569**	**96%**
Total General Fund Resources	**$ 675,555**	**$ 88,542**	**$ 132,404**	**$ 138,540**	**$ 37,416**	**$ 49,873**	**$ 41,354**	**$ 488,129**	**$ 675,555**	**72%**
01-6000 REQUIREMENTS - General Fund										
01-5001 Wage - District Manager	$ 100,000	$ 23,565	$ 23,565	$ 23,565	$ 7,855	$ 7,855	$ 9,115	$ 95,519	$ 100,000	96%
01-5002 Wages - Operator	$ 86,790							$ -	$ 86,790	
01-5003 Employer Payroll Taxes	$ 24,376	$ 1,890	$ 2,541	$ 2,085	$ 681	$ 681	$ 790	$ 8,668	$ 24,376	36%
01-5004 PERS Retirement	$ 49,836	$ 1,396	$ 6,979	$ 4,585	$ 1,386	$ 743	$ 2,318	$ 17,407	$ 49,836	35%
01-5005 Medical Insurance	$ 18,963	$ 2,290	$ 2,405	$ 2,645	$ 881	$ 881	$ 884	$ 9,986	$ 18,963	53%
01-5006 Worker's Compensation Insurance	$ 2,747	$ 714						$ 714	$ 2,747	26%
01-6001 Administrative Services	$ 78,512	$ 11,585	$ 11,889	$ 14,759	$ 3,854	$ 3,702	$ 4,436	$ 50,226	$ 78,512	64%
01-6002 Shared Temporary Help	$ -	$ 18,885	$ 9,695	$ 12,160	$ 3,795	$ 1,750	$ 7,983	$ 54,268	$ -	
01-6003 Clothing Allowance	$ 1,000	$ 249	$ 335	$ 200		$ 188		$ 972	$ 1,000	97%
01-6004 Education	$ 3,000	$ 611	$ 390	$ 727				$ 1,728	$ 3,000	58%
01-6005 Travel	$ 1,500			$ 1,421				$ 1,421	$ 1,500	
01-6006 Office Supplies	$ 3,250	$ 1,138	$ 617	$ 1,041	$ 108	$ 43	$ 18	$ 2,965	$ 3,250	91%
01-6007 Postage	$ 2,500	$ 245	$ 236	$ 312			$ 234	$ 1,027	$ 2,500	41%
01-6008 Vehicle		$ 749	$ 983	$ 486	$ 346	$ 210	$ 723	$ 3,497		

	FY 25/26 Budget	1st Quarter Actual	2nd Quarter Actual	3rd Quarter Actual	April 26 Actual	May 26 Actual	June 26 Actual	Fiscal Year to Date Actual	Fiscal Year to Date Budget	%
01-6009 IGA Legal	$ 100	$ 100		$ 140	$ 980			$ 1,220	$ 100	1220%
01-6050 District Specific Admin Services	$ 12,123	$ 527	$ 2,940	$ 4,095	$ 303	$ 605	$ 115	$ 8,585	$ 12,123	71%
01-6102 Auditing Service	$ 9,000	$ 7,500		$ 4,500			$ 2,000	$ 14,000	$ 9,000	156%
01-6103 Dues & Taxes		$ 1,025	$ 617	$ 1,236			$ 275	$ 3,153		
01-6104 Legal Services	$ 3,500	$ 450					$ 840	$ 1,290	$ 3,500	37%
01-6105 Liability & Property Insurance	$ 12,512		$ (59)	$ 11,512				$ 11,453	$ 12,512	92%
01-6108 Project Maintenance	$ 40,000	$ 19,985	$ 4,369				$ 5,667	$ 30,021	$ 40,000	75%
01-6109 Recurring Maintenance	$ 25,000	$ 6,972	$ 496	$ 223	$ 1,175		$ 977	$ 9,843	$ 25,000	39%
01-6110 General Maintenance	$ 30,000	$ 3,724	$ 6,677	$ 8,838	$ 4,242	$ 627	$ 2,328	$ 26,436	$ 30,000	88%
01-6111 Chemicals	$ 6,000	$ 4,199					$ 1,631	$ 5,830	$ 6,000	97%
01-6112 Notices		$ 131		$ 446		$ 809		$ 1,386		
01-6113 Payroll Administration Service		$ 219	$ 177	$ 118	$ 39	$ 39	$ 39	$ 632		
01-6114 Professional Services	$ 1,000	$ 545	$ 1,080	$ 1,100				$ 2,725	$ 1,000	273%
01-6116 Utilities	$ 10,000	$ 3,586	$ 3,809	$ 4,752	$ 1,500	$ 1,230	$ 1,043	$ 15,921	$ 10,000	159%
01-7501 IFA Water Plant Upgrade - Princ	$ 17,365		$ 7,724					$ 7,724	$ 17,365	44%
01-7502 IFA Water Plant Upgrade - Int	$ 3,407		$ 1,424					$ 1,424	$ 3,407	42%
01-8000 Contingency - Gen Fund	$ 78,000							$ -	$ 78,000	0%
01-8001 Unappropriated Bal - Gen Fund	$ 55,074							$ -	$ 55,074	0%
Total 01-6000 REQUIREMENTS - General Fund	**$ 675,555**	**$ 112,278**	**$ 88,889**	**$ 100,947**	**$ 27,146**	**$ 19,364**	**$ 41,416**	**$ 390,039**	**$ 675,555**	58%
02-4000 RESOURCES - CAPITAL FUND	$ 106,943								$ 106,943	
02-4100 REVENUE - Capital	$ 355,000							$ -	$ 355,000	
02-4200 SDC Revenue	$ 13,694	$ 6,847	$ 6,847	$ 27,388				$ 41,082	$ 13,694	300%
02-4751 LGIP - Interest								$ -		
Total 02-4000 RESOURCES - CAPITAL FUND	$ 461,943	$ 6,847	$ 6,847	$ 27,388	$ -	$ -	$ -	$ 41,082	$ 475,637	
02-6000 REQUIREMENTS - Capital Fund								$ -		
02-7004 Asbury Creek Intake Move	$ 355,000	$ 10,767	$ 18,099	$ 14,185	$ 18,100		$ 131,402	$ 192,552	$ 355,000	54%
02-7005 Asbury Creek Relocation Project	$ 24,000			$ 23,005			$ 8	$ 23,013	$ 24,000	96%
02-8000 Contingency - Capital Fund	$ 36,000							$ -	$ 60,000	
02-8001 Unappropriated Balance	$ 60,637							$ -	$ 60,637	
Total 02-6000 REQUIREMENTS - Capital Fund	**$ 475,637**	**$ 10,767**	**$ 18,099**	**$ 37,190**	**$ 18,100**	**$ -**	**$ 131,410**	**$ 215,565**	**$ 475,637**	**45%**
03-4000 RESOURCES - FOREST FUND	$ 211,573								$ 211,573	
03-4002 Beginning Bal - Restricted Fund	$ 77,852							$ -	$ 77,852	
03-4100 REVENUE - Forest Fund								$ -		

	FY 25/26 Budget	1st Quarter Actual	2nd Quarter Actual	3rd Quarter Actual	April 26 Actual	May 26 Actual	June 26 Actual	Fiscal Year to Date Actual	Fiscal Year to Date Budget	%
03-4300 Interest Income - Forest Fund	$ 8,000	$ 1,150	$ 596	$ 1,909	$ 1,874	$ 97	$ 88	$ 5,713	$ 8,000	71%
03-4801 Business OR - ARPA	$ 346,480	$ 89,507	$ 239,653	$ 7,310		$ 13,673		$ 350,143	$ 346,480	101%
03-4850 Private Donations Forest Fund	$ 10,000			$ 20,000				$ 20,000	$ 10,000	
Total 03-4000 RESOURCES - FOREST FUND	**$ 653,905**	**$ 90,657**	**$ 240,249**	**$ 29,219**	**$ 1,874**	**$ 13,770**	**$ 88**	**$ 375,856**	**$ 653,905**	**57%**
03-6000 REQUIREMENTS - Forest Fund								$ -		
03-6100 Materials & Services - Forest								$ -		
03-6101 ODF - Fire Protection	$ 3,028					$ 408		$ 408	$ 3,028	
03-6102 Forest - Federal Audit	$ 3,000							$ -	$ 3,000	
03-6103 Legal/Land Use Fees	$ 4,000							$ -	$ 4,000	
03-6104 Finance Management	$ 6,480	$ 1,620	$ 1,620	$ 1,620	$ 540	$ 540	$ 540	$ 6,480	$ 6,480	100%
03-6107 Road Management Consulting	$ 25,000	$ 9,809	$ 2,083	$ 1,650	$ 452	$ 1,118	$ 8,086	$ 23,197	$ 25,000	93%
03-6108 Forest Management Consulting	$ 3,000	$ 363	$ 2,277	$ 3,064	$ 2,026	$ 1,938	$ 1,227	$ 10,895	$ 3,000	363%
03-6110 Other Road Maintenance Services	$ 125,000	$ 54,083	$ 75,507					$ 129,590	$ 125,000	104%
03-6111 Land Restoration	$ 15,000	$ 10,029	$ 4,971					$ 15,000	$ 15,000	100%
03-6112 Miscellaneous	$ 500							$ -	$ 500	
Total Materials & Services	**$ 185,008**	**$ 75,903**	**$ 86,458**	**$ 6,334**	**$ 3,019**	**$ 4,003**	**$ 9,854**	**$ 185,570**	**$ 185,008**	100%
03-7000 Capital Outlay - Forest										
03-7001 Road Construction	$ 125,000	$ 125,000						$ 125,000	$ 125,000	100%
03-7002 Road Decommissioning	$ 50,000	$ 50,000					$ 37,625	$ 87,625	$ 50,000	175%
03-8000 Contingency - Forest Fund								$ -		
03-8001 Contingency	$ 60,501							$ -	$ 60,501	
03-8002 Restricted Balance	$ 77,852							$ -	$ 77,852	
7900 Interfund Transfer OUT	$ 3,000							$ -	$ 3,000	
03-8003 Unappropriated Balance	$ 152,544							$ -	$ 152,544	
Total 03-6000 REQUIREMENTS - Forest Fund	**$ 653,905**	**$ 250,903**	**$ 86,458**	**$ 6,334**	**$ 3,019**	**$ 4,003**	**$ 47,479**	**$ 398,195**	**$ 653,905**	**61%**
Total Resources	**$1,805,097**	**$ 186,047**	**$ 379,500**	**$ 195,147**	**$ 39,290**	**$ 63,643**	**$ 41,442**	**$ 905,068**	**$1,805,097**	
Total Expenditures	**$1,805,097**	**$ 373,948**	**$ 193,446**	**$ 144,470**	**$ 48,265**	**$ 23,368**	**$ 220,304**	**$1,003,800**	**$1,805,097**	

FUND BALANCES:

Main Checking #1196	**$ 56,776**
Forest Checking #8620	**$ 530**
LGIP - General & Capital Fund	**$ 356,504**
LGIP - Arch Cape Forest	**$ 26,874**
LGIP - Arch Cape - Hollis Grant	**$ 77,853**

AC Domestic Water Supply District
Check Detail Report
June 2026

Date	Type	Num	Name	Description	Amount
			00-1000 #1196 Main Checking		
06/02/2026	Expense		Anatek Labs		-375.00
06/03/2026	Check	2715	Bob McEwan Construction		-460.00
06/03/2026	Check	2716	Mesher Supply		-29.97
06/03/2026	Check	2717	Pacific Power		-1,043.38
06/03/2026	Check	2718	SDIS		-60.00
06/03/2026	Check	2719	Bridge Tower Media OpCo, LLC		-362.88
06/03/2026	Check	2720	USA BlueBook		-446.43
06/03/2026	Check	2721	Cascade Columbia Distribution		-1,631.43
06/03/2026	Check	2722	Accuity, LLC		-2,000.00
06/03/2026	Check	2723	Alexin Analytical		-910.00
06/03/2026	Check	2724	Oregon Association of Water		-275.27
06/03/2026	Expense		Cleaning By Design		-360.00
06/04/2026	Expense		Ferguson		-780.17
06/05/2026	Expense		Columbia Locksmith LLC		-8.00
06/08/2026	Expense		Ferguson		-118.82
06/10/2026	Expense		Sure Payroll		-39.32
06/10/2026	Expense		Integrated Underwater Services		-5,667.00
06/12/2026	Expense		PERS		-471.30
06/12/2026	Expense		PERS		-1,395.82
06/12/2026	Expense		Sure Payroll		-4,032.31
06/15/2026	Expense		Ricoh, USA Inc.		-110.76
06/17/2026	Expense		Amazon.com		-14.99
06/18/2026	Check	2725	Jigsaw Consulting Services		-234.00
06/18/2026	Check	2726	OR Environmental Solutions LLC		-1,417.50
06/18/2026	Check	2728	Ferguson Enterprises, LLC		-87.46
06/18/2026	Check	2729	RV Resort of Cannon Beach		-115.89
06/18/2026	Check	2730	Blair Henningsgarrad Attorney at Law		-840.00
06/18/2026	Check	2731	Jackson Oil		-232.92
06/18/2026	Check	2732	Daniel Becerra Lawn Care		-3,500.00
06/18/2026	Check	2733	Cannon Beach Electric		-335.00
06/18/2026	Check	2734	Advanced Excavation Inc.		-1,579.50
06/23/2026	Expense		Zoom		-2.40
06/24/2026	Expense		AT&T Mobility		-99.82
06/25/2026	Check	2735	Doug Caffall		-1,100.00
06/26/2026	Expense		QuickBooks Payments		-115.00
06/27/2026	Check	2736	MacKay Sposito, LLC		-7,225.00
06/27/2026	Check	2736	MacKay Sposito, LLC	Project 10456.000	7,225.00

06/28/2026	Check	2740	OR Environmental Solutions LLC		-1,605.00
06/28/2026	Check	2742	Arch Cape Sanitary	Paid in one check (Cotton)	-312.00
06/29/2026	Expense		MODA Health		-823.92
06/30/2026	Check	2737	Jigsaw Consulting Services		-3,500.00
06/30/2026	Check	2738	Advanced Excavation Inc.		-122,597.50
06/30/2026	Expense		Amazon.com		-499.59
06/30/2026	Check	2739	Ferguson Enterprises, LLC		-136.40
06/30/2026	Expense	EFT	PERS		-1,232.97
06/30/2026	Expense	EFT	PERS		-311.23
06/30/2026	Expense		Sure Payroll		-5,325.37
06/30/2026	Check	2741	Cleaning By Design		-360.00
06/30/2026	Check	2745	USA BlueBook		-130.36
06/30/2026	Check	2745	USA BlueBook		65.18
06/30/2026	Expense		1st Security Bank		-10.00
			03-1000 Forest Fund #8620		
06/18/2026	Check	5033	Morgans Resource Management		-1,679.50
06/27/2026	Check	5035	Morgans Resource Management		-880.50
06/30/2026	Check	5036	Jigsaw Consulting Services		-540.00
06/30/2026	Check	5037	Springboard Forestry		-6,753.63
06/30/2026	Check	5038	Quality Excavation, Inc		-37,625.13

AC Domestic Water Supply District

Budget vs. Actuals: ACDWSD BVA 7.26 to 6.27 - General Fund

July 2026 - June 2027

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
01-4000 RESOURCES - GENERAL FUND			
01-4001 Beginning Balance - General Fun			
01-4002 Undesignated Balance		281,475	
Total 01-4001 Beginning Balance - General Fun		**281,475**	
Total 01-4000 RESOURCES - GENERAL FUND		**281,475**	
01-4100 REVENUE			
01-4200 Water Service			
01-4201 User Fees	29,947	252,200	12.00 %
01-4202 Debt Service	2,427	21,352	11.00 %
01-4204 Overage/Excess Usage	3,020	37,500	8.00 %
Total 01-4200 Water Service	**35,394**	**311,052**	**11.00 %**
01-4250 Surplus Water Sales		100	
01-4300 Interest Income - General Fund	1,476	7,500	20.00 %
01-4350 IGA Income (Sanitary District)	13,946	221,271	6.00 %
01-4400 Cannon View Park Read Services	1,388	1,388	100.00 %
01-4501 Meter Connection Fee		2,568	
01-4800 Grant Revenue			
01-4801 OTAG - Water Master Plan		50,000	
Total 01-4800 Grant Revenue		**50,000**	
01-4890 Transfer from Forest Fund		4,000	
Total 01-4100 REVENUE	**52,203**	**597,879**	**9.00 %**
01-4900 Interfund Transfer IN			
01-4901 Loan Proceeds - Vehicle		42,500	
01-4902 Loan Proceeds - Asbury Replacement		160,000	
Total 01-4900 Interfund Transfer IN		**202,500**	
Total Income	**$52,203**	**$1,081,854**	**5.00 %**
GROSS PROFIT	**$52,203**	**$1,081,854**	**5.00 %**
Expenses			
01-5000 Personnel Services			
01-5001 Wage - District Manager	8,333	100,000	8.00 %
01-5002 Wages - Operator	3,008	70,000	4.00 %
01-5003 Employer Payroll Taxes	1,002	23,000	4.00 %
01-5004 PERS Retirement	1,635	46,000	4.00 %
01-5005 Medical Insurance	944	20,500	5.00 %
01-5006 Worker’s Compensation Insurance	2,141	1,325	162.00 %
Total 01-5000 Personnel Services	**17,063**	**260,825**	**7.00 %**
01-6000 REQUIREMENTS - General Fund			
01-6100 Materials & Services			
01-5999 Inter-Govern Agreement (IGA)	254		
01-6001 IGA Administrative Services		73,000	
01-6001.01 Financial & Accounting Services	3,500		

AC Domestic Water Supply District

Budget vs. Actuals: ACDWSD BVA 7.26 to 6.27 - General Fund

July 2026 - June 2027

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
01-6001.07 RICOH - Copier/Printer	101		
01-6001.14 AT&T Phone	100		
Total 01-6001 IGA Administrative Services	**3,701**	**73,000**	**5.00 %**
01-6002 Shared Temporary Help	11,921	50,000	24.00 %
01-6003 Clothing Allowance	345	1,000	34.00 %
01-6004 Education		3,000	
01-6005 Travel		2,000	
01-6006 Office Supplies	3,842	3,500	110.00 %
01-6007 Postage		700	
01-6008 Vehicle	1,752	3,500	50.00 %
01-6109.06 Jackson Oil	518		
Total 01-6008 Vehicle	**2,270**	**3,500**	**65.00 %**
01-6009 IGA Legal	140	1,500	9.00 %
01-6050 District-Specific Administrative Fees		13,000	
01-6001.02 QB Online	115		
Total 01-6050 District-Specific Administrative Fees	**115**	**13,000**	**1.00 %**
01-6102 Auditing Service		9,375	
01-6103 Dues & Taxes	900	3,250	28.00 %
01-6104 Legal Services		3,000	
01-6105 Liability & Property Insurance	511	12,500	4.00 %
01-6108 Project Maintenance		31,500	
01-6109 Recurring Maintenance	200	20,000	1.00 %
01-6109.03 Branon Instrument Co.	2,159		
01-6109.08 USA Bluebook - Labs	130		
Total 01-6109 Recurring Maintenance	**2,489**	**20,000**	**12.00 %**
01-6110 General Maintenance	1,992	30,000	7.00 %
Asbury Creek Supply Pump	175		
Total 01-6110 General Maintenance	**2,167**	**30,000**	**7.00 %**
01-6111 Chemicals	3,532	6,000	59.00 %
01-6112 Notices		350	
01-6113 Payroll Administration Service	42	800	5.00 %
01-6114 Professional Services		88,500	
01-6116 Utilities	2,176	16,500	13.00 %
Total 01-6100 Materials & Services	**34,405**	**372,975**	**9.00 %**
01-7200 Interfund Transfers			
01-7201 Capital Projects		27,000	
01-7202 Loan Proceeds - Vehicle		42,500	
01-7203 Loan Proceeds - Asbury		160,000	
Total 01-7200 Interfund Transfers		**229,500**	
01-7500 Debt Service			
01-7501 IFA Water Plant Upgrade - Princ		17,715	
01-7502 IFA Water Plant Upgrade - Int		3,057	

AC Domestic Water Supply District

Budget vs. Actuals: ACDWSD BVA 7.26 to 6.27 - General Fund

July 2026 - June 2027

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
01-7503 Asbury Waterline Loan		10,000	
01-7504 Vehicle Loan		10,080	
Total 01-7500 Debt Service		**40,852**	
01-8000 Contingency		90,000	
01-8001 Unappropriated Bal - Gen Fund		87,702	
Total 01-8000 Contingency		**177,702**	
Total 01-6000 REQUIREMENTS - General Fund	**34,405**	**821,029**	**4.00 %**
7900 Interfund Transfer OUT		0	
Total Expenses	**$51,468**	**$1,081,854**	**5.00 %**
NET OPERATING INCOME	**$735**	**$0**	**0%**
NET INCOME	**$735**	**$0**	**0%**

AC Domestic Water Supply District

Budget vs. Actuals: ACDWSD BVA 7.26 to 6.27 - CAPITAL FUND

July 2026 - June 2027

		TOTAL	
	ACTUAL	BUDGET	% OF BUDGET
Income			
01-4900 Interfund Transfer IN		27,000	
01-4901 Loan Proceeds - Vehicle		42,500	
01-4902 Loan Proceeds - Asbury Replacement		160,000	
Total 01-4900 Interfund Transfer IN		**229,500**	
02-4000 RESOURCES - CAPITAL FUND			
02-4001 Beginning Balance - Capital Fun			
02-4002 Undesignated Balance - Ca		120,165	
Total 02-4001 Beginning Balance - Capital Fun		**120,165**	
02-4100 REVENUE - Capital			
02-4200 SDC Revenue	8,097	14,036	58.00 %
02-4300 Interest Income - Capital		7,500	
Total 02-4100 REVENUE - Capital	**8,097**	**21,536**	**38.00 %**
02-4800 ODOT Grant Reimbursement		288,950	
Total 02-4000 RESOURCES - CAPITAL FUND	**8,097**	**430,651**	**2.00 %**
Total Income	**$8,097**	**$660,151**	**1.00 %**
GROSS PROFIT	**$8,097**	**$660,151**	**1.00 %**
Expenses			
02-6000 REQUIREMENTS - Capital Fund			
02-6100 SDC Planning & SDC Compliance		42,600	
02-7004 Asbury Creek Intake Move	30	288,950	0.00 %
02-7005 Asbury Creek Water Relocation	13,389	160,995	8.00 %
02-7006 Vehicle Purchase	33,994	42,500	80.00 %
02-7007 Mini-Excavator		17,000	
02-7008 Electrical Panel (Corroded)		5,000	
02-7009 Secondary Water Source		5,000	
Total 02-6000 REQUIREMENTS - Capital Fund	**47,413**	**562,045**	**8.00 %**
02-8000 Contingency - Capital Fund			
02-8100 SDC Contingency		60,000	
Total 02-8000 Contingency - Capital Fund		**60,000**	
02-8001 Unappropriated Balance			
02-8101 SDC Unappropriated Balance		38,106	
Total 02-8001 Unappropriated Balance		**38,106**	
Total Expenses	**$47,413**	**$660,151**	**7.00 %**
NET OPERATING INCOME	**$ -39,316**	**$0**	**0%**
NET INCOME	**$ -39,316**	**$0**	**0%**

AC Domestic Water Supply District

Budget vs. Actuals: ACDWSD BVA 7.26 to 6.27 - Forest Fund

July 2026 - June 2027

	TOTAL		
	ACTUAL	BUDGET	% OF BUDGET
Income			
03-4000 RESOURCES - FOREST FUND			
03-4001 Beginning Bal - Unrestricted		191,355	
03-4002 Beginning Bal - Restricted Fund		77,852	
03-4100 REVENUE - Forest Fund			
03-4300 Interest Income - Forest Fund	91	5,000	2.00 %
03-4700 Miscellaneous Income - Forest F		1,000	
03-4801 Business OR - ARPA		170,000	
03-4850 Private Donations Forest Fund		15,000	
Total 03-4100 REVENUE - Forest Fund	**91**	**191,000**	**0.00 %**
Total 03-4000 RESOURCES - FOREST FUND	**91**	**460,207**	**0.00 %**
Total Income	**$91**	**$460,207**	**0.00 %**
GROSS PROFIT	**$91**	**$460,207**	**0.00 %**
Expenses			
03-6000 REQUIREMENTS - Forest Fund			
03-6100 Materials & Services - Forest			
03-6101 ODF - Fire Protection		3,113	
03-6102 Forest - Federal Audit		3,125	
03-6103 Legal/Land Use Fees	150	2,500	6.00 %
03-6104 Finance Management	540	4,770	11.00 %
03-6107 Road Management Consulting		16,000	
03-6108 Forest Management Consulting		11,750	
03-6109 Road Maintenance Supplies-Rock	12,396	125,000	10.00 %
03-6112 Miscellaneous		500	
03-6113 Certification		2,513	
Total 03-6100 Materials & Services - Forest	**13,086**	**169,271**	**8.00 %**
Total 03-6000 REQUIREMENTS - Forest Fund	**13,086**	**169,271**	**8.00 %**
03-8000 Contingency - Forest Fund			
03-8001 Contingency		120,000	
03-8002 Restricted Balance		66,977	
03-8003 Unappropriated Balance		99,959	
Total 03-8000 Contingency - Forest Fund		**286,936**	
7900 Interfund Transfer OUT		4,000	
Total Expenses	**$13,086**	**$460,207**	**3.00 %**
NET OPERATING INCOME	**$ -12,995**	**$0**	**0%**
NET INCOME	**$ -12,995**	**$0**	**0%**

Check Detail Report - Main Checking & Forest Checking

Date	Type	Num	Name	Description	Amount
07/01/2026	Check	2743	Ion Data Systems LLC		-3,817.00
07/01/2026	Check	2744	Oregon Health Authority - OHA Cashier		-900.00
07/08/2026	Check	2754	Daniel Becerra Lawn Care		-3,500.00
07/08/2026	Check	2748	Cascade Columbia Distribution		-3,087.55
07/08/2026	Check	2751	Saif		-2,140.71
07/08/2026	Check	2735	Doug Caffall	Housing	-1,100.00
07/08/2026	Check	2750	Pacific Power		-938.92
07/08/2026	Check	2756	Correct Equipment		-444.20
07/08/2026	Check	2752	Jackson Oil		-238.84
07/08/2026	Check	2755	Cable Huston		-140.00
07/08/2026	Check	2747	USA BlueBook		-130.36
07/08/2026	Check	2746	Ferguson Enterprises, LLC		-78.07
07/08/2026	Check	2753	SDIS		-60.00
07/08/2026	Check	2749	Mesher Supply		-28.80
07/09/2026	Expense		MN Workwear		-214.80
07/10/2026	Expense		PERS		-2,728.41
07/10/2026	Expense		Sure Payroll		-42.35
07/10/2026	Expense		Harbor Freight		-7.99
07/14/2026	Expense		Sure Payroll		-5,438.25
07/15/2026	Expense		Ricoh, USA Inc.		-101.45
07/16/2026	Expense		NAPA		-41.99
07/17/2026	Expense		Amazon.com		-14.99
07/21/2026	Expense		Kendall Ford		-33,993.88
07/22/2026	Check	2761	MacKay Sposito, LLC	Project #010456.000 / 16536	-13,388.75
07/22/2026	Check	2763	Doug Caffall	Housing	-1,375.00
07/22/2026	Check	ACH	WesTech		-427.58
07/22/2026	Check	2762	Mesher Supply		-263.45
07/22/2026	Check	2760	Alexin Analytical	#49109	-200.00
07/22/2026	Check	2759	Cannon Beach Electric		-175.00
07/22/2026	Check	2757	Blair Henningsgarrad Attorney at Law	Legal	-150.00
07/22/2026	Check	2758	Ferguson Enterprises, LLC	1378421 / Customer N. 79028	-124.04
07/23/2026	Expense		Amazon.com	Lone Worker GPS	-526.77
07/24/2026	Expense		AT&T Mobility	Cell Phones	-99.90
07/26/2026	Expense		QuickBooks Payments		-115.00
07/29/2026	Check	2764	Jigsaw Consulting Services		-3,500.00
07/29/2026	Check	2765	OR Environmental Solutions LLC		-2,230.00
07/29/2026	Expense		MODA Health		-823.92
07/29/2026	Check	2766	USA BlueBook		-225.55
07/30/2026	Expense		Sure Payroll		-6,405.01
07/30/2026	Expense		GOVX	Lone Worker GPS	-253.94
07/30/2026	Expense		USPS	Postage	-24.80
07/31/2026	Expense		Line X	Truck Lining	-450.00
07/31/2026	Expense		1st Security Bank		-10.00
07/29/2026	Check	5038	Jigsaw Consulting Services		-540.00

AGENDA MEMORANDUM

TO:	Arch Cape Domestic Water Supply District Board
FROM:	Collin Stelzig, District Administrator
DATE:	August 20, 2026
SUBJ:	Approval of Business Oregon Loan and ODOT Funding Assurance - Asbury Creek Waterline Relocation Project

BACKGROUND

ODOT is preparing the US 101 at Asbury Creek Fish Passage Project, State Transportation Improvement Program Key No. 18271. The project requires relocation of the District's existing 8 inch water main so it can be incorporated into ODOT's bridge construction contract.

On June 18, 2026, the Board approved Cooperative Improvement (Utility) Agreement No. PO 73000 00060220 and authorized an advance deposit of up to $114,200. The District signed agreement was delivered to ODOT on August 3. ODOT responded that it is routing the agreement for State signatures and will return a fully executed copy to the District.

Business Oregon approved Special Public Works Fund Loan Award L27001 on July 8, 2026. The award is a standard SPWF loan of up to $164,800 at 5.10 percent interest, with a maximum term of 120 quarterly payments (30 years). The approved project includes approximately 600 feet of new 8 inch C900 waterline and related work.

The $164,800 is the total not to exceed project budget from the District's application, not the amount currently expected to be paid to ODOT. The application included $100,000 for construction, $35,000 for construction contingency, and $29,800 for reimbursement of eligible pre award engineering and related expenses. The contingency would be drawn only if needed, and any unused portion of the award would not become District debt. ODOT's current financial assurance estimate remains up to $114,200.

Business Oregon advised on July 13 that this direct SPWF loan was the most favorable financing available to the District at that time. Staff nevertheless recommends continuing to ask whether a lower interest rate, grant contribution, principal forgiveness, or other more favorable State financing becomes available before the financing is finalized or funds are drawn.

The financing contract will contain the final terms. Business Oregon requested preparation of the contract on July 31, and it is expected shortly. Once received, it must be returned within 60 days. The award summary requires the District's full faith and credit, a pledge of Water Fund net revenues, net revenues equal to at least 120 percent of annual debt service, and Business Oregon approval before issuing future senior or parity debt secured by Water System net revenues.

ODOT FUNDING OPTIONS

The principal cash flow issue is that ODOT requires financial assurance for the estimated $114,200 District share before it advertises the bridge project, while Business Oregon normally disburses loan proceeds only as eligible costs are requested for reimbursement. Drawing the full loan this fall would cause the District to begin paying interest months before most construction costs are expected.

Business Oregon contacted ODOT to help avoid a full early loan draw. ODOT did not agree to treat the Business Oregon award letter and financing contract themselves as a letter of credit. However, after that coordination, ODOT confirmed that the District may satisfy the advance requirement through either an LGIP deposit or a bank issued irrevocable letter of credit. Staff is pleased that these workable options are now available; earlier discussions had left the District expecting that it would need to provide the full advance in cash.

The District's preferred option is LGIP because the reserved funds can remain invested until ODOT withdraws them and no separate bank instrument is required. The bank option may provide more control over the timing of actual cash payments because ODOT would send monthly invoices rather than directly withdrawing from LGIP. Staff is continuing to work with ODOT to better understand when project charges will begin and how LGIP withdrawals would be scheduled before selecting the final method.

CURRENT PROJECT AND PAYMENT SCHEDULE

ODOT's current public project page lists construction in 2027-28. Project correspondence has used a tentative March 2027 through January 2028 construction window, with the waterline installed during the bridge work. ODOT has also identified an October 12, 2026 milestone and a December 10, 2026 bid opening.

Accordingly, the District should have its financial assurance method ready this fall, but most actual cash withdrawals or invoice payments are expected when project charges begin, likely mid 2027. ODOT has not yet confirmed whether LGIP draws could begin before contractor mobilization or the size and frequency of those draws. Staff is seeking a more specific disbursement schedule so the District can compare the options and time Business Oregon reimbursements appropriately.

FINANCIAL IMPACT

If the entire $164,800 loan is drawn and repaid through level quarterly payments at 5.10 percent over 30 years, estimated debt service would be approximately $2,689 per quarter, or $10,757 per year; the final financing contract and repayment schedule will control.

The FY 2026 27 budget anticipates $160,000 in loan proceeds. Accepting the $164,800 award does not itself draw or spend the full amount. Staff intends to request only eligible proceeds as needed and will monitor whether any later budget action is required.

Under the LGIP option, up to $114,200 would be reserved but would continue earning the applicable LGIP return until withdrawn. First Security Bank's July 31 preliminary proposal for the bank option used a one year CD then offering 3.85 percent APY; final bank fees, renewal terms, and the letter of credit documents still need to be confirmed.

RECOMMENDED ACTION

Accept Business Oregon Loan Award L27001 and authorize the Board President to execute the financing contract if its final terms are materially consistent with the award. Approve either the LGIP or bank letter of credit method and authorize the necessary ODOT, LGIP, and bank documents. Staff recommends LGIP unless the bank option offers a material cash flow or control advantage. Staff should also continue to pursue more favorable State financing within the limits stated in the suggested motion.

SUGGESTED MOTION

I move 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 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.

Richard Gibson, President
Cannon View Park, Inc.
80478 Carnahan Road
Arch Cape OR 97102
Mobile 503.313.7837

12 August 2026

Casey Short
President, Board of Directors
Arch Cape Sanitary District
32065 E Shingle Mill Lane
Arch Cape OR 97102

RE: Local Option Levy Tax Credit for Water Services

Dear Casey:

The Measure Explanatory Statement for Arch Cape Sanitary District's Local Option Levy, passed 5 November 2024, states, "Funding raised through the measure will fund the contracted administrator position that will serve both Districts in accordance with the terms and conditions in the IGA."

This levy raised taxes on all 50 homeowners within Cannon View Park, who are served by Arch Cape Sanitary District (ACSD) but not by Arch Cape Domestic Water Supply District (ACWD). Those homeowners pay Cannon View Park, Inc. (CVP) for their water service, not ACWD. It is inappropriate for ACSD to charge CVP homeowners to support ACWD. CVP requests that ACSD issue a credit against ACSD bills for CVP homeowners equal to the ACWD share of the local option levy amounts appearing on CVP homeowner bills for the 2025-2026 and 2026-2027 fiscal years.

The ACWD 2026-2027 budget approved by the governing body shows the following:

Expense	Expense Item	ACSD share	ACWD share
$ 260,825	Personnel Services	$ 148,670 (57%)	$ 112,155 (43%)
$ 50,000	Shared Temporary Help	$ 28,500 (57%)	$ 21,500 (43%)
$ 88,200	Allocable Expenses	$ 44,100 (50%)	$ 44,100 (50%)
$ 399,025	Total Shared Expenses	$ 221,270 (55.45%)	$ 177,755 (44.55%)

The numbers for 2025-2026 are slightly different. CVP understands that a reconciliation of budgeted to actual expenses will occur at the end of each fiscal year.

CVP requests that each CVP homeowner receive a credit against their quarterly ACSD bills until a total credit of approximately 44.55% of their local option levy for both tax years is reached.

Yours truly,

Richard Gibson

Richard Gibson, President, Cannon View Park, Inc.