ARCH CAPE DOMESTIC WATER SUPPLY
DISTRICT BOARD OF COMMISSIONERS' 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