



Board Meetings

**ARCH CAPE SANITARY DISTRICT & ARCH
CAPE DOMESTIC WATER SUPPLY DISTRICT
JOINT PERSONNEL COMMITTEE
WILL MEET ON
THURSDAY, JUNE 18, 2026 AT 4:30 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/81113947450?pwd=AAIBsXOV0Ca0s4Aabg8946vQH2sB7Y.1>

AGENDA:

- I. Call to Order
- II. Executive Session: The Joint Personnel Committee will meet in Executive Session pursuant to ORS 192.660(2)(i) to review and evaluate the employment related performance of the Manager, Plants & Operations.

The Executive Session is closed to the general public. Representatives of the news media may attend the executive session but are directed not to disclose information discussed during the session.

- III. Reconvene in Open Session
- IV. Consider Recommendation to the Arch Cape Domestic Water Supply District Board regarding Manager, Plants & Operations compensation adjustment.
- V. Adjournment

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



Board Meetings

**ARCH CAPE SANITARY DISTRICT AND
ARCH CAPE DOMESTIC WATER SUPPLY
DISTRICT BOARD OF DIRECTORS
WILL MEET ON
THURSDAY, JUNE 18, 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:**

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**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 SANITARY DISTRICT
BOARD OF COMMISSIONERS MEETING**

Thursday, June 18, 2026

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 May 21, 2026, 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. Shared Work Truck, Cost Allocation, Financing | Collin |
| VII. Shared Mini-Excavator | Collin |
| VIII. Shared Transit Lodging Tax Revenue – Letter to Clatsop County Board of Commissioners | Collin |
| IX. Shared US Billing Software | Collin |
| X. Reports | |
| A. Staff Reports | Matt/Collin |
| B. Board Members' Comments and Reports | All |
| July Meeting Agenda Items (Action) | |
| Public Comments | Tom Mattia |
| Adjournment | Tom Mattia |



**ARCH CAPE SANITARY DISTRICT
BOARD OF COMMISSIONERS' MEETING
Thursday, May 21, 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: Casey Short, Darr Tindall, Doug Caffall, Mark Engberg, Thomas Mattia, Absent; Staff: Collin Stelzig and Teri Fladstol; Public: Bill Campbell, Richard Petrich, Sam Garrison, Owen Dufka,

Board Meeting was called to order by Casey Short at 5:00 pm.

Public Comments – None

Motion by Mark Engberg to approve agenda as presented, second by Darr Tindall, motion carried.

Motion by Mark Engberg to approve the Minutes of the March 19, 2026, meeting, second by Darr Tindall, motion carried

Acceptance of Financial Reporting, Treasurer's Report, reconciled and approved by Darr Tindall.

Motion by Doug Caffall to approve Resolution #26-0501SD, Adopting the 2026-27 Budget and Appropriations Schedule, second by Darr Tindall. Discussion: Casey Short asked for an adjustment of the \$10,000 from the unappropriated fund balance under the Local Option Levy Fund to be moved to Contingency line item in the Local Option Levy Fund. Motion by Darr Tindall to approve Resolution #26-0501SD with the adjustment to the Contingency line; second by Mark Engberg, motion carried.

Motion by Darr Tindall to approve Resolution #26-0502SD, Resolution Superseding Resolution 2025-0515B-3, Establishing Base Rate Charges, Excess Usage Charges and Debt Surcharges for the Arch Cape Sanitary District, second by Mark Engberg, motion carried.

Motion by Darr Tindall, Resolution #26-0503SD, Revising System Development Charges (SDC)/Equivalent Dwelling Unit (EDU) Fees for the Arch Cape Sanitary District, second by Mark Engberg, motion carried.

Update on billing software discussion with Board given the update from gWorks that migration is at minimum of a year out. Memo was included giving details of conversation with US Billing – staff to follow up at June meeting.

Reports:

Webb Upgrade/Payment Report – Full payment was made in error, asking for a refund of a portion. We have paid all costs associated with the project; Collin will follow-up.

June Meeting Agenda Items: Follow-up on Billing Systems, TLT Funding,

Public Comments: None

Motion by Mark Engberg, second by Darr Tindall to adjourn meeting at 5:40 pm

Casey Short, Vice-Chair

Attest: Teri Fladstol, Secretary

AC Sanitary District

Budget vs. Actuals: July 1 to May 31, 2026

	Budget	1st Qtr	2nd Qtr	3rd Qtr	Apr-26	May-26	YEAR TO DATE		
	FY 25/26	Actual	Actual	Actual	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	
01-4201 Base Rate Meter Sales	\$ 388,468	\$ 97,174	\$ 80,451	\$ 104,604	\$33,276	\$ 23,877	\$ 339,382	\$ 388,468	87%
01-4202 Overage/Excess Usage	\$ 38,847	\$ 4,274	\$ 14,055	\$ 5,927	\$ 984	\$ 4,134	\$ 29,374	\$ 38,847	76%
01-4203 Debt Service	\$ 38,702	\$ 10,294	\$ 8,738	\$ 10,048	\$ 3,190	\$ 2,290	\$ 34,560	\$ 38,702	89%
01-4300 Interest Income - General Fund	\$ 10,000			\$ 4,051	\$ 1,954	\$ 2,146	\$ 8,151	\$ 10,000	82%
01-4400 WD Facilities Use Charge	\$ 3,938			\$ 3,750	\$ 188		\$ 3,938	\$ 3,938	100%
01-4501 Service/Fee Income		\$ 200	\$ 200	\$ 800			\$ 1,200		
01-4700 Miscellaneous Income - General		\$ 111					\$ 111		
Total 01-4100 REVENUE	\$ 479,955	\$ 112,052	\$103,445	\$ 129,179	\$39,592	\$ 32,447	\$ 416,715	\$ 479,955	87%
02-4000 RESOURCES - CAPITAL FUND	\$ 152,863						\$ -	\$ 152,863	0%
02-4100 REVENUE - Capital Fund							\$ -		
02-4200 SDC Revenue	\$ 20,293	\$ 10,247	\$ 10,247	\$ 40,988	\$ -		\$ 61,482	\$ 20,293	303%
02-4800 Grant Revenue - Capital Fund		\$ 136,849			\$19,919		\$ 156,768		
03-4000 RESOURCES - GO BOND DEBT FUND	\$ 4,742						\$ -	\$ 4,742	0%
03-4100 REVENUE - GO BOND DEBT FUND							\$ -		
03-4055 Property Taxes	\$ 144,600	\$ 1,286	\$129,524	\$ 5,757	\$ 1,475	\$ 1,365	\$ 139,407	\$ 144,600	96%
03-4201 Bond Interest	\$ 2,000	\$ 6,127	\$ 6,481	\$ 1,756			\$ 14,365	\$ 2,000	718%
03-4300 LGIP Interest - SD Go Bond Debt							\$ -		
04-4000 Local Option Levy Fund							\$ -		
04-4001 Local Option Levy Proceeds	\$ 125,000		\$108,904	\$ 4,414	\$ 554	\$ 593	\$ 114,465	\$ 125,000	92%
04-4300 LO Levy - Interest	\$ 5,000						\$ -	\$ 5,000	0%
4900 Interfund Transfer In	\$ 100,000						\$ -	\$ 100,000	0%
Total Resources	\$ 1,426,376	\$ 266,562	\$358,602	\$ 182,094	\$61,539	\$ 34,405	\$ 903,201	\$1,426,376	63%
01-6100 Materials & Services									
01-5999 Inter-Govern Agreement (IGA)	\$ 206,084	\$ 10,555	\$ 43,180	\$ 50,249	\$12,694		\$ 116,679	\$ 206,084	57%
01-6120 Liability & Property Insurance	\$ 21,425		\$ 124	\$ 21,041			\$ 21,165	\$ 21,425	99%
01-6121 Licenses	\$ 4,077						\$ -	\$ 4,077	0%

	1st Qtr	2nd Qtr	3rd Qtr	Apr-26	May-26	YEAR TO DATE			
FY 25/26	Actual	Actual	Actual	Actual	Actual	Actual	Budget	%	
01-6122 Dues & Taxes	\$ 4,635	\$ 3,623	\$ 4,093	\$ 1,423		\$ 9,139	\$ 4,635	197%	
01-6123 Professional Services	\$ 1,000	\$ 190		\$ 380		\$ 380	\$ 950	95%	
01-6124 Emergency Sanitation	\$ 500					\$ -	\$ 500	0%	
01-6125 Auditing Service	\$ 19,000	\$ 7,500		\$ 4,500		\$ 12,000	\$ 19,000	63%	
01-6126 Legal Services	\$ 5,000	\$ 233	\$ 952			\$ 1,185	\$ 5,000	24%	
01-6127 Notices	\$ 750	\$ 41				\$ 788	\$ 828	110%	
01-6128 Utilities	\$ 63,889	\$ 11,339	\$ 9,397	\$ 17,934	\$ 4,346	\$ 4,011	\$ 47,026	74%	
01-6200 Maintenance	\$ 100,838	\$ 20,920	\$ 21,248	\$ 12,495	\$ 150	\$ 199	\$ 55,013	55%	
BioSolids		\$ 2,800	\$ 2,888	\$ 2,800	\$ 2,975		\$ 11,463		
Building R&M		\$ 420					\$ 420		
Lab Tests & Supplies		\$ 4,945	\$ 1,578	\$ 911	\$ 36	\$ 720	\$ 8,190		
Normal Scheduled Maintenance		\$ 950					\$ 950		
01-6201 Chemicals	\$ 6,300	\$ 3,065	\$ 430	\$ 1,801			\$ 5,296	84%	
01-6202 Inflow & Infiltration	\$ 15,000	\$ 3,803		\$ 1,677			\$ 5,480	37%	
Total 01-6100 Materials & Services	\$ 448,498	\$ 70,385	\$ 83,889	\$ 115,211	\$66,340	\$ 52,266	\$ 295,784	\$ 448,498	66%
01-7000 Capital Outlay - General Fund	\$ 80,000		\$ 76,286				\$ 76,286	\$ 80,000	95%
01-7510 OECD Facility Loan - Principle	\$ 17,672		\$ 17,672				\$ 17,672	\$ 17,672	100%
01-7511 OECD Facility Loan - Interest	\$ 1,648		\$ 1,647				\$ 1,647	\$ 1,648	100%
01-7520 IFA Loan/Grant - Principle	\$ 13,827		\$ 13,827				\$ 13,827	\$ 13,827	100%
01-7521 IFA Loan/Grant - Interest	\$ 5,556		\$ 5,556				\$ 5,556	\$ 5,556	100%
Total 01-6000 REQUIREMENTS - GENERAL FUND	\$ 567,201	\$ 70,385	\$198,877	\$ 115,211	\$66,340	\$ 52,266	\$ 410,772	\$ 567,201	72%
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	\$ 304,677	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 304,677	0%
02-7000 Capital Outlay - Capital Fund	\$ 20,000						\$ -	\$ 20,000	0%
02-7100 Webb Lift Station		\$ 22,550					\$ 22,550		
Total 02-6000 REQUIREMENTS - CAPITAL FUND	\$ 20,000	\$ 22,550	\$ -	\$ -	\$ -	\$ -	\$ 22,550	\$ 20,000	113%
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%

	1st Qtr	2nd Qtr	3rd Qtr	Apr-26	May-26	YEAR TO DATE			
FY 25/26	Actual	Actual	Actual	Actual	Actual	Actual	Budget	%	
03-6000 REQUIREMENT - GO BOND DEBT FUND						\$ -			
03-7510 USDA Plant Upgrade - Principle	\$ 77,058		\$ 81,295			\$ 81,295	\$ 77,058	105%	
03-7511 USDA Plant Upgrade - Interest	\$ 67,542		\$ 63,305			\$ 63,305	\$ 67,542	94%	
Total 03-6000 REQUIREMENT - GO BOND DEBT FUND	\$ 144,600	\$ -	\$ 144,600	\$ -	\$ -	\$ 144,600	\$ 144,600	100%	
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		\$ 47,906			\$ 47,906	\$ 125,000	38%	
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	\$ 198,877	\$ 307,717	\$ 66,340	\$ 52,266	\$ 625,828	\$ 1,426,376	44%
Total Resources - Requirements	\$ -	\$ 173,627	\$ 159,724	\$(125,623)	\$(4,801)	\$ (17,861)	\$ 277,373	\$ -	

FUND BALANCES:

Main Checking #1218	\$ 90,813
LGIP - General Fund	\$ 63,112
LGIP - Capital Fund	\$ 347,087
LGIP - SD GO Bond Debt	\$ 110,554
LGIP - Levy Fund	\$ 113,318

AC Sanitary District
Check Detail Report
May 2026

Date	Type	Num	Name	Description	Amount
				00-1000 #1218 Main Checking	
05/05/2026	Expense		Safeway	Labs	-19.36
05/06/2026	Check	9501	Pacific Power	Utilities	-3,691.67
05/06/2026	Check	9502	IDEXX		-363.43
05/06/2026	Check	9503	Recology Western Oregon	Garbage	-109.11
05/06/2026	Expense		Starlink	Internet	-210.00
05/13/2026	Check	9504	USA BlueBook	Parts	-319.78
05/13/2026	Expense		Safeway	Labs	-17.90
05/18/2026	Expense		Amazon.com		-14.99
05/21/2026	Check	9505	MacKay Sposito, LLC	(Curran-McLeod)	-380.00
05/21/2026	Check	9506	EO Media Group	Notices	-787.50
05/21/2026	Check	9507	NAPA Auto Parts	Parts	-48.99
05/21/2026	Expense		Microsoft		-8.25
05/23/2026	Expense		Google Domains		-1.99
05/26/2026	Expense		QuickBooks Payments	Subscription	-115.00
05/29/2026	Expense		1st Security Bank		-10.00

AGENDA MEMORANDUM

TO: Arch Cape Sanitary District
Arch Cape Domestic Water Supply District Board

FROM: Collin Stelzig, District Administrator

DATE: June 18, 2026

SUBJ: Shared Work Truck Purchase, Cost Allocation, and Water District Financing Authorization

BACKGROUND

The Arch Cape Domestic Water Supply District and Arch Cape Sanitary District share staff and certain operational expenses under the districts’ existing Intergovernmental Agreement for Services. The existing IGA provides for the allocation of shared vehicle expenses between the districts.

The districts included funding in their adopted FY 2026–27 budgets for the purchase of a replacement work truck. The vehicle will be used for the operational needs of both districts.

The adopted budgets provide a combined vehicle-purchase allowance of \$85,000:

District	Budgeted Amount	Budget Approach
Arch Cape Domestic Water Supply District	\$42,500	Vehicle loan proceeds
Arch Cape Sanitary District	\$42,500	Cash contribution
Total Budgeted Vehicle Purchase	\$85,000	

The Water District budget also includes \$10,000 for annual debt service associated with the vehicle loan.

VEHICLE QUOTE

Staff obtained pricing through the State of Oregon cooperative purchasing process. Kendall Ford of Bend provided the attached factory order quote for a 2027 Ford F-250 Super Cab 4x4 with a Knapheide service body and ladder rack. The quote references Oregon State Contract PO-10700-00004358.

Item	Amount
Vehicle MSRP, including upfit and destination charge	\$75,240.00
State contract discount	(\$7,282.01)
Oregon privilege tax and estimated corporate activity tax	\$602.11
Total Quoted Purchase Price	\$68,560.10

The current quote is \$16,439.90 (\$8,219.95 each district) below the combined amount budgeted by the districts. At the quoted price, each district’s 50 percent share would be \$34,280.05.

Because factory pricing and vehicle availability may change before the transaction is completed, staff recommends authorizing the purchase of the quoted vehicle or a substantially equivalent replacement vehicle available through an applicable cooperative purchasing contract, subject to a total purchase price cap of \$75,000.

PROPOSED COST ALLOCATION AND OWNERSHIP ARRANGEMENT

Staff recommends that the boards approve the following arrangement for this specific vehicle purchase:

1. The vehicle will be acquired for the shared operational use of the Water and Sanitary Districts.
2. Each district will be responsible for 50 percent of the acquisition cost.
3. For administrative convenience, the vehicle will be purchased, titled, registered, insured, and recorded as a capital asset in the name of the Arch Cape Domestic Water Supply District.
4. The Sanitary District will reimburse the Water District for 50 percent of the acquisition cost.
5. Ongoing fuel, maintenance, repair, and replacement expenses will be allocated in accordance with the districts' existing IGA.
6. Any future trade in value, sale proceeds, or insurance proceeds associated with the vehicle will be allocated equally between the districts.
7. The Water District intends to fund its share of the acquisition cost using available unrestricted Water District funds, subject to confirmation of the appropriate accounting and budget treatment. If staff determines that financing is necessary or prudent to preserve adequate unrestricted working capital, the Water District may use commercial financing or an interfund transfer

WATER DISTRICT FUNDING OPTIONS

The adopted Water District FY 2026–27 budget assumed \$42,500 in vehicle loan proceeds and included \$10,000 for annual vehicle loan debt service.

At the current quoted vehicle price of \$68,560.10, the Water District's 50 percent share would be \$34,280.05. Following adoption of the budget, staff reviewed the Water District's current cash position and determined that a cash purchase may be feasible. The District maintains pooled cash in its checking and LGIP accounts. Those pooled balances include amounts attributable to unrestricted Water funds, restricted SDC funds, and separate Forest Fund balances. Staff is confirming the proper accounting treatment, with auditor, before completing the transaction.

Staff recommends using available unrestricted Water District funds for the purchase if the accounting review confirms that sufficient unrestricted cash is available. Restricted SDC funds would not be used as the funding source for the truck, and the truck would remain recorded as an unrestricted Capital Fund expenditure.

Commercial financing would remain available as a backup if staff determines that financing is necessary or prudent to preserve adequate unrestricted working capital.

First Security Bank has provided a preliminary quote for a five year business equipment loan with monthly principal and interest payments. The currently quoted interest rate is 6.763 percent, consisting of the current five year Federal Home Loan Bank rate of 4.263 percent plus 2.5 percent. The loan fee would be 1 percent of the financed amount, plus title costs.

If the Water District financed its current \$34,280.05 share under those terms, the estimated monthly payment would be approximately \$675. Total interest over five years would be approximately \$6,218, and the 1 percent loan fee would be approximately \$343. Paying cash would therefore avoid approximately \$6,560 in interest and loan fees. This savings would be

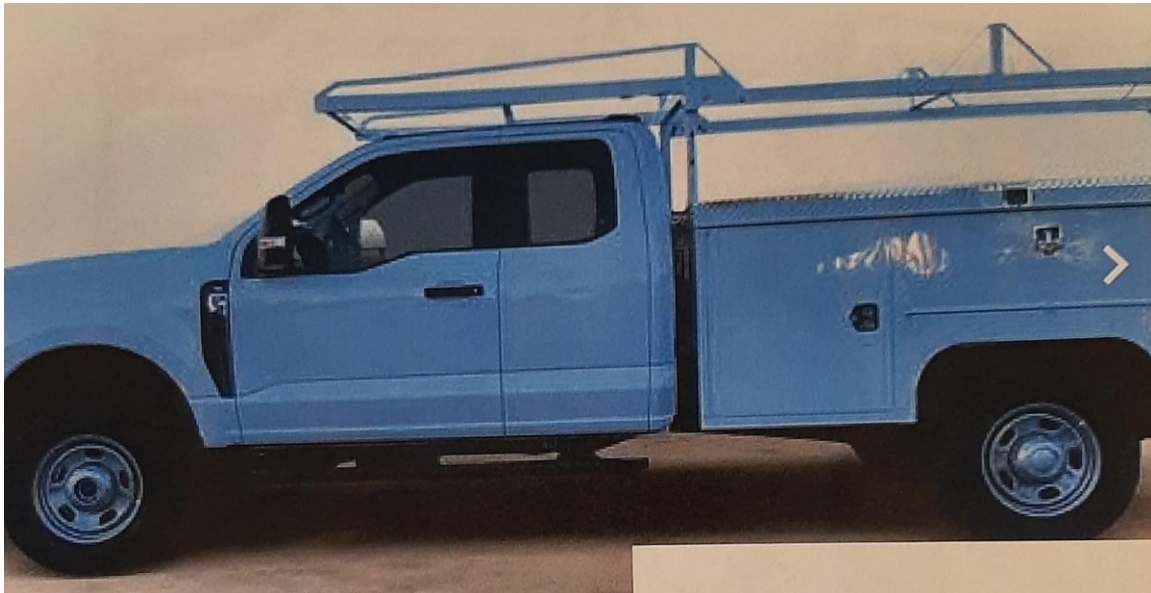
partially offset by the investment earnings the District would forgo by using cash currently held in the LGIP.

If a cash purchase is not appropriate after review of the available unrestricted balances, staff will compare the available commercial financing options and select the most favorable option that remains within the parameters authorized by the Board.

A formal interfund loan from unrestricted Forest Fund cash could also be considered if needed. Because an interfund loan would require a separate Board resolution establishing the amount, purpose, interest rate, and repayment terms, staff would return that option to the Water District Board for approval before proceeding.

TIMING

The purchase is included in the FY 2026–27 budgets. No payment, deposit, delivery, title transfer, or binding financial obligation will occur before July 1, 2026.



RECOMMENDED SANITARY DISTRICT ACTIONS

Motion 1 — Approve Shared-Vehicle Arrangement

Move 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.

Motion 2 — Authorize Sanitary District Contribution

Move to authorize the Arch Cape Sanitary District to contribute 50 percent of the acquisition cost for 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, provided that the Sanitary District's contribution does not exceed \$37,500. Payment shall be made to the Arch Cape Domestic Water Supply District after July 1, 2026.

RECOMMENDED WATER DISTRICT ACTIONS

Motion 1 — Approve Shared Vehicle Arrangement

Move 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.

Motion 2 — Authorize Vehicle Purchase

Move 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.

Motion 3 — Authorize Financing and Execution of Documents

If staff determines, that commercial financing is necessary, move 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.

Attachments

1. Kendall Ford of Bend Factory-Order Quote, dated May 28, 2026

Prepared for:

Arch Cape Water and Sanitary Districts

Prepared by: Matt Schmitz

05/28/2026



Kendall Ford of Bend | 2100 N. E. Third Street Bend Oregon | 977013692

2027 F-250 4x4 SD Super Cab 8' box 164" WB SRW XL (X2B)

Price Level: 715 | Quote ID: AC27X2B

As Configured Vehicle

Code	Description	MSRP
Base Vehicle		
X2B	Base Vehicle Price (X2B)	\$51,535.00
Packages		
600A	Order Code 600A <i>Includes:</i> - Engine: 7.3L 2V DEVCT NA PFI V8 Gas - Transmission: TorqShift-G 10-Speed Automatic <i>Includes SelectShift and selectable drive modes: normal, eco, slippery roads, tow/haul and off-road.</i> - Wheels: 17" Argent Painted Steel <i>Includes painted hub covers/center ornaments.</i> - HD Vinyl 40/20/40 Split Bench Seat <i>Includes center armrest, cupholder, storage and driver's side manual lumbar.</i> - Radio: AM/FM Stereo w/MP3 Player <i>Includes 6 speakers.</i> - Ford Connectivity Package (1-Year Included) <i>Includes unlimited Wi-Fi hotspot. Included for one-year from warranty start date. Requires activation via Ford app with credit card authorization; customer may cancel at any time. Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features. Ford may temporarily slow data speeds if such data usage reaches or exceeds 50GB within a billing cycle or due to network limitations. If a customer uses more than 50% of their data usage in a roaming country during a 60-day period, Ford may remove or limit the customer's data plan.</i> - SYNC 4 w/8" Center Display <i>Includes wireless Apple CarPlay and Android Auto compatibility, embedded apps digital owner's manual and 911 Assist.</i>	N/C
Emissions		
425	50-State Emissions System	STD
Powertrain		
99N	Engine: 7.3L 2V DEVCT NA PFI V8 Gas	Included
44F	Transmission: TorqShift-G 10-Speed Automatic <i>Includes SelectShift and selectable drive modes: normal, eco, slippery roads, tow/haul and off-road.</i>	Included
X3E	Electronic-Locking w/3.73 Axle Ratio	\$430.00
NONGV	GVWR: 9,900 lbs	Included
Wheels & Tires		
TBM	Tires: LT245/75Rx17E BSW A/T <i>Spare may not be the same as road tire.</i>	\$165.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for:

Arch Cape Water and Sanitary Districts

Prepared by: Matt Schmitz

05/28/2026



Kendall Ford of Bend | 2100 N. E. Third Street Bend Oregon | 977013692

2027 F-250 4x4 SD Super Cab 8' box 164" WB SRW XL (X2B)

Price Level: 715 | Quote ID: AC27X2B

As Configured Vehicle (cont'd)

Code	Description	MSRP
64A	Wheels: 17" Argent Painted Steel <i>Includes painted hub covers/center ornaments.</i>	Included
Seats & Seat Trim		
A	HD Vinyl 40/20/40 Split Bench Seat <i>Includes center armrest, cupholder, storage and driver's side manual lumbar.</i>	Included
Other Options		
164WB	164" Wheelbase	STD
PAINT	Monotone Paint Application	STD
STDRD	Radio: AM/FM Stereo w/MP3 Player <i>Includes 6 speakers.</i> <i>Includes:</i> - Ford Connectivity Package (1-Year Included) <i>Includes unlimited Wi-Fi hotspot. Included for one-year from warranty start date. Requires activation via Ford app with credit card authorization; customer may cancel at any time. Evolving technology/cellular networks/vehicle capability may limit functionality and prevent operation of connected features. Ford may temporarily slow data speeds if such data usage reaches or exceeds 50GB within a billing cycle or due to network limitations. If a customer uses more than 50% of their data usage in a roaming country during a 60-day period, Ford may remove or limit the customer's data plan.</i> - SYNC 4 w/8" Center Display <i>Includes wireless Apple CarPlay and Android Auto compatibility, embedded apps digital owner's manual and 911 Assist.</i>	Included
473	Snow Plow Prep Package <i>Includes computer selected springs for snowplow application. Note 1: Restrictions apply; see supplemental reference or body builders layout book for details. Note 2: May result in deterioration of ride quality when vehicle is not equipped with snowplow.</i> <i>Includes:</i> - 350 Amp Dual Alternators <i>Includes 190 Amp + 160 Amp.</i>	\$350.00
66D	Pickup Box Delete <i>Includes rear view camera and prep kit. Deletes tailgate, tie down hooks, rearview camera and 7/4 pin connector. Incomplete vehicle package - requires further manufacture and certification by a final stage manufacturer. In addition, Ford urges manufacturers to follow the recommendations of the Ford incomplete vehicle manual and the Ford truck body builder's layout book (and applicable supplements).</i> <i>Includes:</i> - Rear Bumper Delete - Spare Tire, Wheel, Jack & Tire Carrier Delete - GVWR: 9,900 lbs <i>The selection of 66D Pickup Box Delete adjusts the curb weight, but does not modify the payload. For payload information, contact your upfitter (final stage manufacture) or review the Body Builder Advisory Service (BBAS) website (www.fordbbas.com).</i>	-\$625.00
18J	Vehicle Integration System 2.0	\$400.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for:

Arch Cape Water and Sanitary Districts

Prepared by: Matt Schmitz

05/28/2026



Kendall Ford of Bend | 2100 N. E. Third Street Bend Oregon | 977013692

2027 F-250 4x4 SD Super Cab 8' box 164" WB SRW XL (X2B)

Price Level: 715 | Quote ID: AC27X2B

As Configured Vehicle (cont'd)

Code	Description	MSRP
	FIN code required to program the module. <i>Includes programmable vehicle integration system. Recommended for trucks that will utilize upfit aftermarket equipment.</i>	
86M	Dual AGM 68 AH Battery	\$210.00
67A	350 Amp Dual Alternators <i>Includes 190 Amp + 160 Amp.</i>	Included
52B	Trailer Brake Controller <i>Includes smart trailer tow connector.</i>	\$300.00
18B	Platform Running Boards	\$445.00
66S	Upfitter Switches (6) <i>Located in overhead console.</i>	\$250.00
153	Front License Plate Bracket <i>Standard in states requiring 2 license plates and optional to all others.</i>	N/C

Fleet Options

WARANT	Fleet Customer Powertrain Limited Warranty Requires valid FIN code. <i>Ford is increasing the 5-year 60,000-mile limited powertrain warranty to 5-years, 100,000 miles. Only Fleet purchasers with a valid Fleet Identification Number (FIN code) will receive the extended warranty. When the sale is entered into the sales reporting system with a sales type fleet along with a valid FIN code, the warranty extension will automatically be added to the vehicle. The extension will stay with the vehicle even if it is subsequently sold to a non-fleet customer before the expiration. This extension applies to both gas and diesel powertrains. Dealers can check for the warranty extension on eligible fleet vehicles in OASIS. Please refer to the Warranty and Policy Manual section 3.13.00 Gas Engine Commercial Warranty. This change will also be reflected in the printed Warranty Guided distributed with the purchase of every new vehicle.</i>	N/C
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Exterior Color

Z1_01	Oxford White	N/C
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Interior Color

AS_03	Medium Dark Slate w/HD Vinyl 40/20/40 Split Bench Seat	N/C
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Upfit Options

SB	Knapheide Service Body w/ Ladder Rack	\$18,985.00
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SUBTOTAL	\$72,445.00
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Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

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2027 F-250 4x4 SD Super Cab 8' box 164" WB SRW XL (X2B)

Price Level: 715 | Quote ID: AC27X2B

As Configured Vehicle (cont'd)

Code	Description	MSRP
Destination Charge		\$2,795.00
TOTAL		\$75,240.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for:

Arch Cape Water and Sanitary Districts

Prepared by: Matt Schmitz

05/28/2026



Kendall Ford of Bend | 2100 N. E. Third Street Bend Oregon | 977013692

2027 F-250 4x4 SD Super Cab 8' box 164" WB SRW XL (X2B)

Price Level: 715 | Quote ID: AC27X2B

Pricing Summary - Single Vehicle

		MSRP
<i>Vehicle Pricing</i>		\$75,240.00
Subtotal		\$75,240.00
<i>Discount Adjustments</i>		-\$7,282.01
Subtotal		\$67,957.99
<i>Sales Taxes</i>		
Code	Description	MSRP
Oregon Tax	Oregon Privilege Tax	\$339.79
CAT	Estimated Corporate Activity Tax	\$262.32
Subtotal		\$68,560.10
Total		\$68,560.10

Customer Signature

Acceptance Date

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for:

Arch Cape Water and Sanitary Districts

Prepared by: Matt Schmitz

05/28/2026

Kendall Ford of Bend | 2100 N. E. Third Street Bend Oregon | 977013692



2027 F-250 4x4 SD Super Cab 8' box 164" WB SRW XL (X2B)

Price Level: 715 | Quote ID: AC27X2B

Please Note:

- Oregon State Contract: PO-10700-00004358

AGENDA MEMORANDUM

TO: Arch Cape Sanitary District
Arch Cape Domestic Water Supply District Board
FROM: Collin Stelzig, District Administrator
DATE: June 18, 2026
SUBJ: Shared Mini-Excavator Purchase and Ownership Arrangement

BACKGROUND

The Arch Cape Domestic Water Supply District and Arch Cape Sanitary District share staff, equipment, and certain operational expenses under the districts’ existing Intergovernmental Agreement for Services.

The districts included funding in their adopted FY 2026–27 budgets for the purchase of a shared mini excavator. Each district budgeted \$17,000, for a combined estimated purchase amount of \$34,000.

Staff obtained the attached quote from Peterson CAT for one new Caterpillar Model 301.7 compact excavator. The quoted machine is appropriately sized for smaller excavation and maintenance work and can be transported and used for operational needs of both districts.

QUOTED EQUIPMENT AND PRICE

Peterson CAT Quote No. 247535-01 includes:

- One new Caterpillar Model 301.7 compact excavator;
- expandable undercarriage;
- manual dual-lock coupler;
- 12-inch digging bucket;
- 39-inch grading bucket;
- hydraulic thumb;
- delivery to Arch Cape; and
- a 24-month or 2,000-hour standard warranty.

Item	Amount
Equipment sell price before cooperative-purchasing discount	\$48,676.00
Sourcewell member discount	(\$9,735.20)
Net balance	\$38,940.80
Corporate activity surcharge	\$221.96
Total quoted price	\$39,162.76

Because the quote will need to be refreshed and the quoted stock unit may no longer be available, staff recommends authorizing the quoted machine or a substantially equivalent Caterpillar Model 301.7 compact excavator available through the cooperative purchasing contract, for a total purchase price not to exceed \$40,000.

PURCHASING PROCESS

The purchase would be made through Sourcewell Contract No. 011723-CAT.

Sourcewell is a governmental cooperative purchasing organization that competitively solicits and awards contracts for use by participating governmental entities. Oregon law allows a contracting agency to purchase goods through a qualifying interstate cooperative procurement under ORS 279A.205 and ORS 279A.220.

The District is not bypassing competition. Instead, it is relying on the competitive solicitation already completed by Sourcewell. The District therefore does not need to conduct a separate local bid or three quote process for this purchase.

Before placing the order, staff will confirm the District's eligibility to use the Sourcewell contract and complete any Oregon cooperative procurement notice or documentation required under ORS 279A.220.

BUDGET IMPACT

Each district budgeted \$17,000 for its share of the mini excavator. The current quote results in a cost of \$19,581.38 per district, which is \$2,581.38 above the mini excavator estimate.

Both districts also budgeted \$42,500 for their respective shares of the jointly used replacement work truck. The current truck quote is below the budgeted amount. As a result, the combined truck and mini excavator purchases remain below the total amount budgeted by each district for the two capital purchases.

Each District's Share	Budgeted Amount	Current Estimate
Replacement work truck	\$42,500.00	\$34,280.05
Mini excavator, as quoted	\$17,000.00	\$19,581.38
Combined total	\$59,500.00	\$53,861.43
Amount remaining below combined budget		\$5,638.57

PROPOSED OWNERSHIP AND PAYMENT ARRANGEMENT

Staff recommends that the boards approve the following arrangement for this specific purchase:

1. The mini excavator will be acquired for the shared operational use of the Water and Sanitary Districts.
2. Each district will be responsible for 50 percent of the acquisition cost.
3. For administrative convenience, the mini excavator will be purchased, insured, and recorded as a capital asset in the name of the Arch Cape Domestic Water Supply District.
4. Each district will pay its respective 50-percent share directly to Peterson CAT. Both payments will be applied to a single invoice issued to the Water District.
5. Ongoing fuel, maintenance, repair, insurance, and replacement expenses will be allocated in accordance with the districts' existing IGA.
6. Any future trade in value, sale proceeds, insurance proceeds, or other funds received from disposition of the mini excavator will be allocated equally between the districts unless the boards agree otherwise.

Approval of this memorandum and the associated motions by both boards will document the arrangement for this purchase. No amendment to the existing IGA is proposed.

HYDRAULIC-THUMB OPTION

The attached quote includes a hydraulic thumb, with a listed price of \$2,326.

The hydraulic thumb can be useful for handling rocks, logs, roots, and other debris. Matt has indicated that the districts can operate the excavator without this attachment if the boards prefer to reduce the purchase cost.

After applying the Sourcewell discount and corresponding surcharge adjustment, removing the hydraulic thumb is expected to reduce the total purchase price by approximately \$1,871.41. Peterson CAT will need to confirm the revised price.

Configuration	Estimated Total Cost	Estimated 50% Share for Each District
As quoted, with hydraulic thumb	\$39,162.76	\$19,581.38
Without hydraulic thumb	Approximately \$37,291.35	Approximately \$18,645.68
Estimated savings	Approximately \$1,871.41	Approximately \$935.70

RECOMMENDED SANITARY DISTRICT MOTION

Move to approve the shared mini-excavator arrangement described in the agenda memorandum and authorize the Sanitary District to pay 50 percent of the acquisition cost of the quoted Caterpillar Model 301.7 compact excavator, or a substantially equivalent unit available under a Sourcewell Contract, in an amount not to exceed \$20,000. No payment shall occur before July 1, 2026.

Optional Amendment — Remove Hydraulic Thumb

If the Board wishes to remove the hydraulic thumb, a board member may move to amend the pending motion before the Board votes:

Move to amend the pending motion to remove the hydraulic thumb from the mini-excavator order and reduce the Sanitary District’s maximum contribution from \$20,000 to \$19,000, subject to confirmation of the revised configuration and price by Peterson CAT.

The Board should vote on the amendment first and then vote on the main motion, as amended if the amendment passes.

RECOMMENDED WATER DISTRICT MOTION

Move 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.

Optional Amendment — Remove Hydraulic Thumb

If the Board wishes to remove the hydraulic thumb, a board member may move to amend the pending motion before the Board votes:

Move to amend the pending motion to remove the hydraulic thumb from the mini-excavator order and reduce the maximum authorized purchase price from \$40,000 to \$38,000, subject to confirmation of the revised configuration and price by Peterson CAT.

The Board should vote on the amendment first and then vote on the main motion, as amended if the amendment passes.



AGENDA MEMORANDUM

TO: Arch Cape Sanitary District
Arch Cape Domestic Water Supply District Board

FROM: Collin Stelzig, District Administrator

DATE: June 18, 2026

SUBJ: Transient Lodging Tax Revenue – Joint Letter to Clatsop County Board of Commissioners

PURPOSE

Consider approval of a joint letter requesting that the Clatsop County Board of Commissioners evaluate the use of Arch Cape generated Transient Lodging Tax (TLT) revenue to help address tourism related impacts on Arch Cape water and sanitary infrastructure.

BACKGROUND

At the May 21, 2026 District meetings, Bill Campbell provided public comment regarding the County's treatment of Transient Lodging Tax (TLT) revenue collected from lodging within Arch Cape. The Boards discussed the issue and indicated that a joint letter should be sent to the County.

The Districts understand that Clatsop County Ordinance No. 25-12 changed the prior treatment of Arch Cape-generated TLT revenue. Beginning in Fiscal Year 2027–28, revenue collected in Arch Cape will no longer be specifically allocated for projects within Arch Cape. Arch Cape road and drainage projects will instead compete with projects countywide, and no Arch Cape-specific allocation has been established for water or sanitary infrastructure.

House Bill 4148 was enacted by the Oregon Legislature in 2026, with amendments operative January 1, 2027. The legislation expressly allows qualifying local TLT revenue to fund city or county services, whether emergency or nonemergency, when those services are provided by a special district in lieu of the city or county. It also increases the allowable local-services share of qualifying TLT revenue from 30% to 50%.

Arch Cape is an unincorporated community. Its essential water and sanitary services are not provided directly by a city or the County. They are provided by the Arch Cape Domestic Water Supply District and Arch Cape Sanitary District. The Districts therefore fit the framework established by HB 4148 for County consideration of TLT support.

DISCUSSION

Arch Cape water and sanitary services are directly affected by tourism. Visitor demand increases water consumption, wastewater flows, operating demands, and long term wear on infrastructure. Reliable water infrastructure is also necessary for fire protection and emergency response.

Preliminary information suggests that in Fiscal Year 2024–25, lodging within Arch Cape generated approximately 32.7% of the County's total TLT revenue, even though Arch Cape represents less than 1% of the County's population. District estimates also indicate that visitor activity accounts for approximately 37% of annual water and sanitary system demand.]

The attached draft letter does not request a predetermined dollar amount. Instead, it asks the County Board to:

1. Recognize water and sanitary services as tourism impacted services eligible for consideration under the County's TLT policy;
2. Consider amending Ordinance No. 25-12, if needed, to allow an equitable portion of Arch Cape generated discretionary TLT revenue to support Arch Cape water and sanitary infrastructure; and
3. Schedule a work session with representatives of the Districts to discuss documented needs and an appropriate funding process.

FISCAL IMPACT

There is no direct fiscal impact associated with sending the letter. Any future revenue allocation would require additional discussion and action by the County and the District Boards.

RECOMMENDATION

Approve the attached joint letter and authorize the Board Chairs to sign and transmit it to the Clatsop County Board of Commissioners.

Suggested Motion – Sanitary District

“Move to approve the joint letter to the Clatsop County Board of Commissioners regarding the use of Arch Cape generated Transient Lodging Tax revenue for tourism related impacts on Arch Cape water and sanitary infrastructure; authorize the Sanitary District Board Vice-Chair to sign the letter on behalf of the District; and authorize staff to transmit the letter and request a County work session.

Suggested Motion – Water District

“Move to approve the joint letter to the Clatsop County Board of Commissioners regarding the use of Arch Cape generated Transient Lodging Tax revenue for tourism related impacts on Arch Cape water and sanitary infrastructure; authorize the Water District Board Chair to sign the letter on behalf of the District; and authorize staff to transmit the letter and request a County work session.



June 18, 2026

Mark Kujala, Chair
Clatsop County Board of Commissioners
800 Exchange Street, Suite 410
Astoria, OR 97103

Re: Arch Cape Generated Transient Lodging Tax Revenue and Water and Sanitary Infrastructure**

Dear Chair Kujala and Members of the Board:

The Arch Cape Domestic Water Supply District and Arch Cape Sanitary District respectfully request an opportunity to discuss the use of Transient Lodging Tax (TLT) revenue generated within Arch Cape to help address tourism related impacts on Arch Cape water and sanitary infrastructure.

The Districts understand that Ordinance No. 25-12 changed the County's prior treatment of TLT revenue collected from lodging in Arch Cape. Beginning in Fiscal Year 2027–28, Arch Cape generated revenue will no longer be specifically allocated for projects within Arch Cape. We understand that the County made this change to better address the impacts of tourism on critical public-safety services throughout the County.

The Districts support that objective. We also believe that Arch Cape water and sanitary services warrant consideration as tourism impacted services that are essential to public safety and the continued viability of tourism.

Arch Cape is an unincorporated coastal community with a relatively small year round ratepayer base and substantial seasonal visitor demand. Visitors directly use the community's water and sanitary systems. During periods of peak tourism, demand increases water consumption, wastewater flows, operational demands, and wear on infrastructure. Reliable water supply and distribution infrastructure are also necessary to support fire protection and emergency response.

Preliminary information suggests that in Fiscal Year 2024–25, lodging within Arch Cape generated approximately 32.7% of the County's total TLT revenue, even though Arch Cape represents less than 1% of the County's population. District estimates also indicate that visitor activity accounts for approximately 37% of annual water and sanitary system demand.

House Bill 4148, enacted by the Oregon Legislature in 2026 and operative January 1, 2027, provides counties with additional flexibility in the use of local TLT revenue. The legislation allows qualifying revenue to fund city or county services, whether emergency or nonemergency, when those services are provided by a special district in lieu of the city or county. The legislation also increases the allowable local-services share of qualifying TLT revenue from 30% to 50%.

Arch Cape is precisely the type of unincorporated community for which this flexibility is important. Water and sanitary services are not provided directly by a city or the County. They are provided by the Arch Cape Domestic Water Supply District and Arch Cape Sanitary District. These essential services support public health, fire protection, emergency response, and a functioning tourism economy.

The Districts respectfully request that the County Board:

1. Recognize water and sanitary services as tourism-impacted services eligible for consideration under the County's TLT policy;
2. Consider amending Ordinance No. 25-12, if necessary, to allow an equitable portion of Arch Cape generated discretionary TLT revenue to support stabilization, maintenance, and rehabilitation of Arch Cape water and sanitary infrastructure; and
3. Schedule a work session with representatives of the Districts to review documented infrastructure needs and discuss an appropriate funding process.

The Districts are not requesting that the County commit to a specific dollar amount at this time. We are asking for an opportunity to work collaboratively with the County to develop an equitable approach that recognizes the direct impacts of tourism on Arch Cape infrastructure and supports a safe, healthy, and sustainable coastal community.

Thank you for your consideration. We would appreciate the opportunity to meet with the Board at a future work session.

Sincerely,

Owen Dufka, Board Chair
Arch Cape Domestic Water Supply District

Casey Short, Vice-Chair
Arch Cape Sanitary District

cc: Clatsop County Manager

AGENDA MEMORANDUM

TO: Arch Cape Domestic Water Supply District Board & Arch Cape Sanitary District Board
FROM: Teri Fladstol, Admin Assistant
DATE: June 18, 2026
SUBJ: Billing Software Status & Transition Plan - UBMax to USBilling Online

UPDATE

Tasked by the Board to determine if US Billing is able to provide the services we are looking for, I have spoken with their IT support services to verify that they are able to run a quarterly billing alongside our current UBMax billings to verify that the migration is working properly. They have 28 years of experience working with utilities and continue to develop the systems asked for by small utility companies. They have asked if there is anything else the Board would like to see as we move through this process.

- 1) Each month's usage can be listed on the billing (example below). The example also shows sewer listed, an option if we wanted to submit one combined bill, which would require one bank account (see Bank Accounts below).

METER READ	04/30/2026 10503	06/03/2026 11816	USAGE 1313	SRV ADDR 123 main street2
Previous Balance			\$207.92	
05/30/2026 WATER1		1167 gal	\$25.38	BILL DATE 06/03/2026
03/03/2026 WATER1		1334 gal	\$25.76	DUE DATE 07/03/2026
Payments			-\$145.00	AMT DUE \$103.96
WATER1			\$25.71	IF LATE PAY \$114.36
Sewer			\$15.33	ACCT NO 197808
Total:			\$103.96	

Return this stub with payment

DOUG SMITH
123 main street2
Minneapolis, MN 55343

- 2) Website portal for users to log in and pay their bill. Payment options (ACH draft and/or credit cards) are still being discussed.
- 3) We will maintain two billing systems so that both Districts keep their own billing processes and payments. Migrating to one combined system remains an option for later (see Bank Accounts below).
- 4) I am working in the sand-box and will be able to see how the June 10th billing looks in their system, from the admin side as well as user-facing. We can test card-style or full-page billings; full-page has been preferred by many in our community.

WHAT WILL HAPPEN

USBilling will run alongside UBMax, not in place of it, for a full quarterly cycle and they will be loading the most recent June 2026 billing to compare against. September 2026 billing will be produced by both systems; customers receive the normal UBMax bill while staff reconciles the USBilling output against it. Only after the two systems match does USBilling issue its first real bills, with the December 2026 billing. This parallel period is the safeguard against a repeat of the gWorks problems: no customer sees a bill from the new system until it has proven it can reproduce our quarterly cycle (base rates billed in advance, tiered consumption billed in arrears) correctly. US Billing has confirmed they can support this parallel verification approach.

DATA TRANSFER

A minimum of 3 years of historical Water and Sanitary billing data (2023 to 2026), including accounts, payment history, consumption readings, and balances, will be migrated in July and verified account by account against UBMax before parallel billing begins. IT felt they could bring in the history from that is in UBMAX currently, which would be optimal.

BANK ACCOUNTS & PAYMENT HANDLING

USBilling can bill both Districts from one interface, but how payments are deposited is a separate decision with two options:

- Two systems (proposed for go live): each District keeps its own bank account and receives its own payments, exactly as today. Customers see separate Water and Sanitary charges; checks remain payable to the specific District. No change to fund handling, accounting, or audit treatment for either District.
- One combined bill (future option): customers would see a single bill and make one payment. This requires a single bank account receiving all payments that are done online [checks mailed to each District would still be deposited to the individual District account], plus a documented process for splitting and transferring each District's share. That is an accounting and audit question for two separate municipal corporations and needs to be worked out with the bank and reviewed before adoption.

Recommendation: go live in December with the two-system approach (no change to fund handling) and revisit the combined bill once the new software has operated smoothly.

CUSTOMER COMMUNICATION

- September billing: insert in every bill plus website notice announcing the change and the December switch date.
- November (one month before switch): special mailer to all rate payers with user friendly, step by step directions for creating an online account, and the deadline to do so. Staff available by phone and in person to help.
- Online bill pay requires a customer account; checks remain payable to the specific District as today and are unaffected.

PROPOSED SCHEDULE

When	Milestone
June 2026 (underway)	Sandbox testing: the June 10 quarterly billing is being replicated in USBilling, viewed from both the admin and customer side; full page bill format being tested. Authorize contract (\$356 onboarding now; \$3,567 on July 1 for a 3 year cycle, both Districts).
July 2026	Contract signed; onboarding begins. Migration of at least 3 years of Water and Sanitary billing history (2023 to 2026): accounts, payments, consumption readings, balances.
August 2026	Migrated data verified account by account against UBMax. Staff training.
September 2026	Quarterly bills go out as normal from UBMax. The same billing run is generated in USBilling in parallel and reconciled line by line. Bill insert and website notice announce the upcoming change.
October 2026	Parallel operation continues. Boards confirm online payment options (ACH draft and/or credit card). Customer portal opens for early account setup.
November 2026	Special mailer to every rate payer: plain language, step by step directions for creating an online account, with the December deadline. Office assistance available by phone or in person.
December 2026	GO LIVE. December quarterly billing is the first issued from USBilling, with monthly usage shown on the bill. Online payment becomes available.
Jan to Mar 2027	UBMax history exported and archived for reference before the paid subscription ends December 31, 2026 (no gWorks renewal, saving \$5,260/yr). March 2027 billing completes a second clean cycle on USBilling.

FALLBACK

If September parallel results do not fully reconcile, the December billing stays on UBMax and go live moves to the March 2027 billing. Because UBMax is paid only through the end of 2026, this would require renewing gWorks for another full year (about \$5,260 for both Districts), so it is the absolute worst case, not a planned option. Customers are not exposed to an unverified system.