



Board Meetings



ARCH CAPE WATER & SANITARY DISTRICTS

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

**THE PUBLIC IS INVITED, IF THEY WISH,
TO ATTEND IN PERSON:**

**THE FIRE HALL, 72979 US 101,
ARCH CAPE**

BY TELEPHONE OR ZOOM LINK:

To Join the **Zoom Video Meeting** paste the following in your browser address window:

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

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

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

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



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

Thursday, January 15, 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 November 20, 2025, Meeting Minutes (Action – Motion to Approve) | Tom Mattia |
| V. Financial & Administrative Reporting | |
| A. Accept Budget vs Actual Report | Tom Mattia |
| B. Accept Payment of Accounts | Tom Mattia |
| C. Treasurer’s Report | Darr Tindall |
| VI. Plan of Action – Secretary of State (Action) | Tom Mattia |
| VII. Reports | |
| A. Webb Upgrade/Payment Report | Collin Stelzig/Teri Fladstol |
| B. Staff Reports | Matt Gardner |
| C. Board Members’ Comments and Reports | All |
| February Meeting Agenda Items (Action) | |
| Public Comments | Tom Mattia |
| Adjournment | Tom Mattia |



**ARCH CAPE SANITARY DISTRICT BOARD
OF COMMISSIONERS' MEETING
Thursday, November 20, 2025**

Pursuant to the notice posted, the regular monthly Board Meeting for Arch Cape Sanitary District was held in-person. Hybrid meeting was not available due to a Zoom outage.

In attendance: Tom Mattia, Mark Engberg, Doug Caffall (by phone: Casey Short), Staff: Collin Stelzig and Teri Fladstol; Public: Bob Cerelli.

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

Public Comments – Bob Cerelli addressed the Board with a request to continue the search for help for the Operator.

Motion by Mark Engberg to approve agenda as presented, second by Doug Caffall, motion carried.

Motion by Doug Caffall, second by Mark Engberg to approve October 16, 2025 Meeting minutes, motion carried.

Financial & Administrative Reporting -Treasurer was unable to attend due to Zoom outage; Teri Fladstol reported that reconciliation had been completed and signed by Treasurer.

Emergency Preparedness Committee request – it is in their hands and if they would like to reengage the District, they will let Tom know.

Signing Authority while President is unavailable. Motion was made by Doug Caffall regarding Signing Authority as follows: “at the request of the President, and during any period when the President is unavailable, authorize available Board Member following Policy 21-01SD to sign in place of the President, as outlined AND authorize staff to update the signature card to include Casey Short, Mark Engberg and Doug Caffall as authorized signers. Second by Mark Engberg, motion carried.

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

Board Comments and Reports: None

December Meeting Agenda Items: No Meeting unless necessary; Next meeting will be held January 15th at 5 pm.

Motion by Mark Engberg to adjourn the meeting, second by Doug Caffall, meeting adjourned at 5:30 pm.

Thomas Mattia, Board Chair

Attest: Teri Fladstol, Secretary

AC Sanitary District Budget vs. Actuals: July 1 to December 31, 2025

	Budget	1st Qtr	Oct-25	Nov-25	Dec-25	YEAR TO DATE		
	FY 25/26	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	
Total 01-4001 Beginning Balance - General Fun	\$ 391,923	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 391,923	
Total 01-4000 RESOURCES - GENERAL FUND	\$ 391,923	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 391,923	0%
01-4100 REVENUE								
01-4201 Base Rate Meter Sales	\$ 388,468	\$ 97,174	\$ 33,215	\$ 20,822	\$ 26,415	\$ 177,625	\$ 388,468	46%
01-4202 Overage/Excess Usage	\$ 38,847	\$ 4,274	\$ 7,006	\$ 2,568	\$ 4,481	\$ 18,329	\$ 38,847	47%
01-4203 Debt Service	\$ 38,702	\$ 10,294	\$ 3,705	\$ 2,346	\$ 2,687	\$ 19,032	\$ 38,702	49%
Total 01-4200 Sanitary User Fees	\$ 466,017	\$ 111,741	\$ 43,925	\$ 25,736	\$ 33,584	\$ 155,667	\$ 466,017	33%
01-4300 Interest Income - General Fund	\$ 10,000	\$ 1,607				\$ 1,607	\$ 10,000	16%
01-4400 WD Facilities Use Charge	\$ 3,938					\$ -	\$ 3,938	0%
01-4501 Service/Fee Income		\$ 200				\$ 200		
01-4700 Miscellaneous Income - General		\$ 111				\$ 111		
Total 01-4100 REVENUE	\$ 479,955	\$ 113,659	\$ 43,925	\$ 25,736	\$ 33,584	\$ 216,904	\$ 479,955	45%
02-4000 RESOURCES - CAPITAL FUND	\$ 152,863					\$ -	\$ 152,863	0%
Total 02-4000 RESOURCES - CAPITAL FUND	\$ 152,863	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 152,863	0%
02-4100 REVENUE - Capital Fund						\$ -		
02-4200 SDC Revenue	\$ 20,293	\$ 10,247			\$ 10,447	\$ 20,694	\$ 20,293	102%
02-4800 Grant Revenue - Capital Fund		\$ 136,849				\$ 136,849		
Total 02-4100 REVENUE - Capital Fund	\$ 20,293	\$ 147,096	\$ -	\$ -	\$ 10,447	\$ 157,543	\$ 20,293	776%
03-4000 RESOURCES - GO BOND DEBT FUND	\$ 4,742					\$ -	\$ 4,742	0%
Total 03-4000 RESOURCES - GO BOND DEBT FUND	\$ 4,742	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,742	0%
03-4100 REVENUE - GO BOND DEBT FUND						\$ -		
03-4055 Property Taxes	\$ 144,600	\$ 2,646	\$ 17,492	\$ 134,207	\$ 1,052	\$ 155,397	\$ 144,600	107%
03-4201 Bond Interest	\$ 2,000	\$ 1,598		\$ 2,267	\$ 2,295	\$ 6,160	\$ 2,000	308%
03-4300 LGIP Interest - SD Go Bond Debt		\$ 1,563	\$ 1,919			\$ 3,482		
Total 03-4100 REVENUE - GO BOND DEBT FUND	\$ 146,600	\$ 5,807	\$ 19,411	\$ 136,474	\$ 3,347	\$ 165,039	\$ 146,600	113%
04-4000 Local Option Levy Fund						\$ -		
04-4001 Local Option Levy Proceeds	\$ 125,000		\$ 14,004	\$ 70,896	\$ 777	\$ 85,677	\$ 125,000	69%
04-4300 LO Levy - Interest	\$ 5,000					\$ -	\$ 5,000	0%
Total 04-4000 Local Option Levy Fund	\$ 130,000	\$ -	\$ 14,004	\$ 70,896	\$ 777	\$ 85,677	\$ 130,000	66%
4900 Interfund Transfer In	\$ 100,000					\$ -	\$ 100,000	0%
Total Resources	\$ 1,426,376	\$ 266,562	\$ 77,341	\$ 233,106	\$ 48,155	\$ 625,164	\$ 1,426,376	44%
Expenses								
01-6100 Materials & Services						\$ -		
01-5999 Inter-Govern Agreement (IGA)	\$ 206,084	\$ 10,555	\$ 35,550	\$ -	\$ 7,630	\$ 53,735	\$ 206,084	26%
01-6120 Liability & Property Insurance	\$ 21,425				\$ 124	\$ 124	\$ 21,425	1%
01-6121 Licenses	\$ 4,077					\$ -	\$ 4,077	0%
01-6122 Dues & Taxes	\$ 4,635	\$ 3,664	\$ 650	\$ 2,808	\$ 635	\$ 7,757	\$ 4,635	167%
01-6123 Professional Services	\$ 1,000	\$ 190				\$ 190	\$ 1,000	19%
01-6124 Emergency Sanitation	\$ 500					\$ -	\$ 500	0%
01-6125 Auditing Service	\$ 19,000	\$ 7,500				\$ 7,500	\$ 19,000	39%
01-6126 Legal Services	\$ 5,000	\$ 233	\$ 667	\$ 171	\$ 114	\$ 1,185	\$ 5,000	24%
01-6127 Notices	\$ 750					\$ -	\$ 750	0%
01-6128 Utilities	\$ 63,889	\$ 11,339	\$ 3,559	\$ 3,464	\$ 2,374	\$ 20,736	\$ 63,889	32%
01-6200 Maintenance	\$ 100,838	\$ 20,920	\$ 2,458	\$ 16,545	\$ 2,244	\$ 42,168	\$ 100,838	42%
BioSolids		\$ 2,800		\$ 2,888		\$ 5,688		
Building R&M		\$ 420				\$ 420		
Lab Tests & Supplies		\$ 4,945	\$ 1,159	\$ 15	\$ 403	\$ 6,523		
Normal Scheduled Maintenance		\$ 950				\$ 950		
Total 01-6200 Maintenance	\$ 100,838	\$ 30,035	\$ 3,618	\$ 19,448	\$ 2,648	\$ 55,749	\$ 100,838	55%

	1st Qtr	Oct-25	Nov-25	Dec-25	YEAR TO DATE		
FY 25/26	Actual	Actual	Actual	Actual	Actual	Budget	%
01-6201 Chemicals	\$ 6,300	\$ 3,065		\$ 430		\$ 3,495	\$ 6,300 55%
01-6202 Inflow & Infiltration	\$ 15,000	\$ 3,803				\$ 3,803	\$ 15,000 25%
Total 01-6100 Materials & Services	\$ 448,498	\$ 70,385	\$ 44,044	\$ 26,321	\$ 13,525	\$ 154,274	\$ 448,498 34%
01-7000 Capital Outlay - General Fund	\$ 80,000		\$ 76,286			\$ 76,286	\$ 80,000 95%
01-7500 Debt Service - General Fund						\$ -	
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 01-7500 Debt Service - General Fund	\$ 38,703	\$ -	\$ -	\$ -	\$ 38,702	\$ 38,702	\$ 38,703 100%
Total 01-6000 REQUIREMENTS - GENERAL FUND	\$ 567,201	\$ 70,385	\$ 120,330	\$ 26,321	\$ 52,227	\$ 269,262	\$ 567,201 47%
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%
02-6000 REQUIREMENTS - CAPITAL FUND						\$ -	
02-7000 Capital Outlay - Capital Fund	\$ 20,000					\$ -	\$ 20,000 0%
02-7100 Webb Lift Station		\$ 22,550				\$ 22,550	
Total 02-7000 Capital Outlay - Capital Fund	\$ 20,000	\$ 22,550	\$ -	\$ -	\$ -	\$ 22,550	\$ 20,000 113%
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%
03-6000 REQUIREMENT - GO BOND DEBT FUND						\$ -	
03-7510 USDA Plant Upgrade - Principle	\$ 77,058					\$ -	\$ 77,058 0%
03-7511 USDA Plant Upgrade - Interest	\$ 67,542					\$ -	\$ 67,542 0%
Total 03-7500 Debt Service - SD Go Bond Debt	\$ 144,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 144,600 0%
Total 03-6000 REQUIREMENT - GO BOND DEBT FUND	\$ 144,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 144,600 0%
03-8000 Contingency & Unapp Bal - GO BOND Debt Fund						\$ -	
03-8500 Unappropriated Balance GO	\$ 6,742					\$ -	\$ 6,742 0%
Total 03-8000 Contingency & Unapp Bal - GO BOND Debt Fund	\$ 6,742	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,742 0%
04-6000 LO Levy Requirements						\$ -	
04-6100 Professional Services	\$ 125,000					\$ -	\$ 125,000 0%
Total 04-6000 LO Levy Requirements	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125,000 0%
04-8000 Contingency & Unappropriated Balance						\$ -	
04-8001 LO Levy - Contingency	\$ 50,000					\$ -	\$ 50,000 0%
04-8500 LO Levy - Unappropriated Balance	\$ 5,000					\$ -	\$ 5,000 0%
Total 04-8000 Contingency & Unappropriated Balance	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,000 0%
7900 Interfund Transfer Out	\$ 50,000					\$ -	\$ 50,000 0%
Total Expenses	\$ 1,426,376	\$ 92,935	\$ 120,330	\$ 26,321	\$ 52,227	\$ 291,812	\$ 1,426,376 20%
Total Resources - Requirements	\$ -	\$ 173,628	\$ (42,989)	\$ 206,786	\$ (4,072)	\$ 333,352	\$ -

AC Sanitary District

Check Detail

November 2025

Date	Type	Num	Name	Memo/Description	Amount
11/03/2025	Expense		Starlink		-429.00
11/03/2025	Expense				-0.05
11/05/2025	Expense		Harbor Freight		-274.90
11/06/2025	Expense		Starlink		-65.00
11/06/2025	Expense		Starlink		-63.10
11/11/2025	Expense		Safeway		-14.95
11/12/2025	Check	9446	Eileen Eakins NW Local Government Legal A		-171.00
11/12/2025	Check	9447	Peterson - CAT	Repair from tree damage;	-11,980.43
11/12/2025	Check	9448	NAPA Auto Parts		-232.76
11/12/2025	Check	9449	Recology Western Oregon		-83.97
11/12/2025	Check	9450	Clatsop County Assessor		-78.00
11/12/2025	Check	9451	Eds Septic		-2,887.50
11/12/2025	Check	9452	Pacific Power		-3,380.06
11/17/2025	Expense		Home Depot		-44.94
11/18/2025	Expense		Amazon.com		-14.99
11/19/2025	Check	9453	City of Cannon Beach		-429.69
11/19/2025	Check	9454	gWorks		-2,730.00
11/20/2025	Check	9455	Bob McEwan Construction		-3,305.00
11/21/2025	Expense		Microsoft		-8.25
11/23/2025	Expense		Google Domains		-1.99
11/26/2025	Expense		QuickBooks Payments		-115.00
11/28/2025	Expense		1st Security Bank		-10.00

AC Sanitary District

Check Detail

December 2025

Date	Type	Num	Name	Memo/Description	Amount
12/01/2025	Expense		IFA - OR Business Development Fiscal Serv		-19,319.09
12/01/2025	Expense		IFA - OR Business Development Fiscal Serv		-19,383.23
12/01/2025	Check	9456	Eileen Eakins NW Local Government Legal A		-114.00
12/01/2025	Check	9457	Pollard Water		-178.90
12/01/2025	Expense		Spectrum Business		-259.99
12/01/2025	Expense		Owens Pump & Equipment		-1,371.58
12/01/2025	Check	SVCCHRG		Service Charge	-0.05
12/03/2025	Check	9458	Recology Western Oregon		-96.54
12/03/2025	Check	9459	SDAO		-456.00
12/03/2025	Check	9460	State Forester		-179.02
12/03/2025	Check	9461	Pacific Power		-1,527.58
12/03/2025	Check	9462	Arch Cape Water District		-7,630.11
12/03/2025	Expense		Safeway		-14.95
12/05/2025	Expense		Starlink		-230.00
12/12/2025	Expense		Safeway		-29.90
12/14/2025	Expense		TELEDYNE Instruments		-333.00
12/18/2025	Check	9463	SDIS		-124.00
12/18/2025	Check	9464	IDEXX		-358.43
12/18/2025	Check	9465	RV Resort of Cannon Beach		-210.66
12/18/2025	Expense		Amazon.com		-14.99
12/21/2025	Expense		Microsoft		-8.25
12/23/2025	Expense		Google Domains		-1.99
12/26/2025	Expense		QuickBooks Payments		-115.00
12/30/2025	Expense		Spectrum Business		-259.99
12/31/2025	Expense		1st Security Bank		-10.00



Arch Cape Water and Sanitary Districts

32065 East Shingle Mill Lane
Arch Cape, OR 97102 • 503.436.2790

January 15, 2026

Office of the Secretary of State
Audits Division
255 Capitol Street NE, Suite 180
Salem, Oregon 97310

Plan of Action for Arch Cape Sanitary District

Arch Cape Sanitary District respectfully submits the following corrective action plan in response to deficiencies reported in our audit of the fiscal year ended June 30, 2025. The audit was completed by the independent auditing firm, Accuity, LLC, Albany, Oregon. The plan of action was adopted by the governing body of the District at their meeting on January 15, 2026, as indicated by signatures below.

The deficiencies are listed on the subsequent pages; the adopted plan of action and timeframe for each are listed below.

1. Deficiency #1

a. **2025-001 Adequate Segregation of Duties:**

Arch Cape Sanitary Board of Directors has a contracted office administrator that assists the District in administration, billing services, bookkeeping and payroll services with the following protocols:

- Staff opens mail, approve invoices, documents where expenditure should be categorized and submitted for payment;
- Staff submits hours and details for payroll to be processed on the 15th and 30th of each month.
- Bookkeeping Firm is on site weekly to enter bills, process payments, attach documents to Quickbooks and file invoices in the secure filing cabinet.
- Checks are turned over to Staff/Board of Directors for signature and then mailed. Reconciliation of bank accounts are done by Bookkeeping Firm and handed over to the Treasurer of the Board for review and approval monthly.

- b. **Timeframe for, or date of, implementation:** Arch Cape Sanitary District Board of Directors implemented these changes in December of 2021 and is currently under contract with the office administrator for the 2025-2026 Fiscal Year. The Board of Directors also hired a

District Administrator on July 1, 2025 that will be assisting in implementation of process and procedures for the District to mitigate any issues due to the size of our staffing.

Signed by:

Thomas Mattia, Board Chair

Date

Collin Stelzig, District Administrator

Date

***Attach schedule of findings from your board report**

ARCH CAPE SANITARY DISTRICT
Clatsop County, Oregon

June 30, 2025

Finding Number	2025-001 (Repeat finding)
Finding Title	Adequate segregation of duties in most areas was impractical due to the limited number of employees. The District has, however, developed alternative procedures, which mitigate this condition to some extent.
Type of Finding	Significant Deficiency
Criteria	Ideally, staffing levels should allow for all areas of accounting responsibility (authorization or approval, custody of assets, recording transactions and reconciliations) to be performed independent of each other.
Condition	Due to limited staffing, complete segregation is not possible within the District
Cause of Condition	Finance staff is competent, capable and performs daily and monthly functions very well. Due to the size of the District, adding finance staff is not a feasible option, so the finding is created.
Potential Effect of Condition	There is a greater opportunity for misstatements in financial records, whether from fraud or error, to occur.
Prevalence	Systemic
Recommendation	We do not recommend any changes in staffing, but the Board of Directors should be aware of this deficiency and remain involved in mitigating controls that have been put into place.