



# 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:  
**<https://us02web.zoom.us/j/81113947450>**

**Meeting ID: 811 1394 7450**  
**Meeting Passcode: None Required**  
**Assistance: 503-812-7578**  
**Date: Thursday, 17 July 2025**  
**Time: 5:00 PM for Board Meetings**

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

**The Water District Board Meeting will start at 6:00 pm**

**Agendas: [www.archcapewater.org](http://www.archcapewater.org)**

Click on ‘Monthly Board of Directors’ notice at bottom of page

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

Thursday, July 17, 2025

5:00 PM Meeting Zoom & In Person

<https://us02web.zoom.us/j/81113947450?pwd=AAIBsXOV0Ca0s4Aabg8946vQH2sB7Y.1>

- |  |                 |
|--|-----------------|
| <b>I. Oaths of Office</b>  | Casey Short     |
| <i>New and returning board members will be sworn in prior to assuming duties.</i>                        |                 |
| Position 1 – Casey Short   | (reelected)     |
| Position 2 – Doug Caffall  | (newly elected) |
| Position 3 – Mark Engberg  | (reelected)     |
| <br>   |                 |
| <b>II. Call to Order</b>   | Casey Short     |
| <i>Casey Short will preside until new board members are sworn in and officer elections are completed</i> |                 |
| <b>III. Public Comments</b>  | Casey Short     |
| <b>IV. Agenda Approval</b> (Action – Motion to Approve)  | Casey Short     |
| <b>V. Appointment to Fill Board Vacancy</b> (Action – Motion to Approve)                                 | Casey Short     |
| <i>Position #4 – 2-Year Term Ending June 30, 2027</i>  |                 |
| A. Board discussion  |                 |
| B. Motion to Appoint   |                 |
| C. Swearing in of Appointee (by Chair)   |                 |
| <br>   |                 |
| <b>VI. Election of Officers</b> (Action)   | Casey Short     |
| Chair / Vice Chair / Treasurer & Secretary Positions   |                 |
| <b>VII. Approve June 19<sup>th</sup> Meeting Minutes</b> (Action – Motion to Approve)                    | Chair           |
| <b>VIII. Financial &amp; Administrative Reporting</b>  |                 |
| A. Accept June Budget vs Actual Report   | Chair           |
| B. Accept June Payment of Accounts   | Chair           |
| C. Treasurer’s Report  | Teri            |
| <br>   |                 |
| <b>IX. Reports</b>   |                 |
| A. Grant Payment – Webb Upgrade  | Teri            |
| B. Staff Reports - Intern  | Matt            |
| B. Board Members’ Comments and Reports   | All             |
| <br>   |                 |
| <b>X. August Meeting Agenda Items</b> (Action)   |                 |
| <br>   |                 |
| <b>XI. Public Comments</b>   | Chair           |
| <b>XII. Adjournment</b>  | Chair           |

**OATH OF OFFICE**

State of Oregon     )  
County of Clatsop    )

**I, \_\_\_\_\_, on oath and depose and say: That I will obey and support the Constitution and Laws of the State of Oregon, and that I will perform the duties of Director, Position \_\_\_\_, Arch Cape Sanitary District, Clatsop County, Oregon, in the manner provided by law and to the best of my ability, so help me God.**

\_\_\_\_\_  
Signature

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
District Authority



ARCH CAPE SANITARY DISTRICT  
BOARD OF COMMISSIONERS MEETING  
Thursday, June 19, 2025

Pursuant to the notice posted, the regular monthly Board Meeting for the Arch Cape Domestic Water and the Arch Cape Sanitary District beginning at 5:00 pm for a Joint Session till 5:20 pm.

Domestic Water District Board Meeting was called to order by Bill Campbell, Chair at 5:00 pm  
Sanitary District Board Meeting was called to order by Casey Short, Chair at 5:01 pm

In attendance: Water District: Bill Campbell, Chair, Tevis Dooley, Bob Cerelli, Chris Mastrandrea, Sam Garrison;  
Sanitary District: Casey Short, Chair, Darr Tindall, Mark Engberg, Tom Mattia; Staff: Matt Gardner and Teri Fladstol. Public: Doug Caffall, Collin Stelzig and Richard Gibson.

Joint Session of Districts to meet the new administrator, Collin Stelzig, newly elected Board Members, if in attendance and the status of the Election to date.

Sanitary District Board Meeting resumed at 5:20 pm with a joint presentation of the GIS Map Briefing by Matt Gardner

Public Comments: None

Motion by Darr Tindall to approve the Agenda as presented; Second by Tom Mattia, motion carried.  
Motion by Darr Tindall to approve May 15<sup>th</sup> Minutes; Second by Mark Engberg, motion carried.  
Darr Tindall gave treasurer's report, all is good.

Motion by Tom Mattia to approve adding the new Board Members to the Arch Cape Sanitary District checking and Local Government Investment Pool (LGIP) accounts to update signers and continue operations into the new fiscal year. Second by Darr Tindall, motion carried.

Matt Gardner gave a report on Webb Lift Station, last items on the punch list are being handled by our Engineer and the Contractors.

Board Member Comments:

Emergency Preparedness, Teri will provide information to Tom and Mark as to what the Board(s) have discussed in the past, follow-up next month.

July Agenda Items:

New Member Swearing-In and Election of Officers, Update on City Incorporation Feasibility Study – Potential Impact to Sanitary District, Update on Grant Payment Status for Webb, Emergency Preparedness

Motion to Adjourn by Thomas Mattia, Second by Darr Tindall, meeting adjourned at 5:50 pm

A handwritten signature in blue ink, appearing to read "Casey Short".

Casey Short, President

A handwritten signature in black ink, appearing to read "Teri Fladstol".

Attest: Teri Fladstol, Secretary

**AC Sanitary District**  
**Budget vs. Actuals: FY 2024-25 Budget Overview - FY25 P&L Classes**  
 July 2024 - June 2025

	Quarter 1	Quarter 2	Quarter 3	Apr 2025	May 2025	Jun-25	Total	
Budget	Actual	Actual	Actual	Actual	Actual	Actual	Actual	%
<b>RESOURCES - BEGINNING FUND</b>	\$ 291,723						\$ 291,723	100%
01-4200 Sanitary User Fees								
01-4201 Base Rate Meter Sales	\$ 374,126	\$ 83,197	\$ 86,683	\$ 86,985	\$ 42,714	\$ 13,915	\$ 351,836	94%
01-4202 Overage/Excess Usage	\$ 37,413	\$ 6,172	\$ 16,585	\$ 8,881	\$ 1,349	\$ 531	\$ 39,519	106%
01-4203 Debt Service	\$ 38,556	\$ 8,471	\$ 8,502	\$ 8,652	\$ 4,305	\$ 1,357	\$ 35,326	92%
01-4300 Interest Income - (LGIP)	\$ 2,000	\$ 1,877	\$ 1,655	\$ 923	\$ 241	\$ 435	\$ 5,515	276%
01-4501 Service Income (Meter Connection)				\$ 400			\$ 400	
01-4400 WD Facilities Use Charge	\$ 3,750				\$ 3,750		\$ 3,750	100%
01-4700 Misc. Income - General Fund				\$ 15,563	\$ 943		\$ 16,506	
<b>Total 01-4100 REVENUE</b>	<b>\$ 455,845</b>	<b>\$ 99,717</b>	<b>\$ 113,424</b>	<b>\$ 121,404</b>	<b>\$ 53,302</b>	<b>\$ 16,238</b>	<b>\$ 452,852</b>	<b>99%</b>
<b>Total 01-4000 RESOURCES - GENERAL FUND</b>	<b>\$ 747,568</b>						<b>\$ 744,575</b>	
<b>01-6000 REQUIREMENTS - GENERAL FUND</b>								
01-6100 Materials & Services								
01-5999 Inter-Govern Agreement (IGA)	\$ 195,937	\$ 54,328	\$ 27,820	\$ 34,514	\$ 6,933	\$ 16,609	\$ 161,410	82%
01-6120 Liability & Property Insurance	\$ 18,500	\$ -	\$ 32	\$ 18,791		\$ 696	\$ 19,519	106%
01-6121 Licenses	\$ 3,600	\$ -	\$ 368				\$ 368	10%
01-6122 Dues & Taxes	\$ 3,000	\$ 3,667	\$ 4,095	\$ 300			\$ 8,062	269%
01-6123 Professional Services	\$ 5,000	\$ 373		\$ 285			\$ 658	13%
01-6124 Emergency Sanitation	\$ 500	\$ -						0%
01-6125 Auditing Service	\$ 10,000	\$ 14,000	\$ 4,000				\$ 18,000	180%
01-6126 Legal Services	\$ 5,000	\$ 1,416	\$ 570	\$ 2,730			\$ 4,716	94%
01-6127 Notices	\$ 700	\$ -				\$ 831	\$ 831	119%
01-6128 Utilities	\$ 49,500	\$ 13,584	\$ 14,386	\$ 18,324	\$ 4,001	\$ 637	\$ 54,330	110%
01-6200 Maintenance	\$ 150,000	\$ 8,240	\$ 29,462	\$ 20,873	\$ 7,459	\$ 3,327	\$ 91,880	61%
01-6201 Chemicals	\$ 7,000	\$ 688	\$ 2,521	\$ 3,443			\$ 7,082	101%
01-6202 Inflow & Infiltration	\$ 2,000	\$ -	\$ 862	\$ 2,200	\$ 770		\$ 3,831	192%
<b>Total 01-6100 Materials &amp; Services</b>	<b>\$ 450,737</b>	<b>\$ 96,296</b>	<b>\$ 84,116</b>	<b>\$ 101,460</b>	<b>\$ 19,163</b>	<b>\$ 22,100</b>	<b>\$ 370,687</b>	<b>82%</b>
01-7500 Debt Service - General Fund								
01-7510 OECD Facility Loan - Principle	\$ 16,900	\$ -	\$ -			\$ 16,900	\$ 16,900	100%
01-7511 OECD Facility Loan - Interest	\$ 2,419	\$ -	\$ -			\$ 2,419	\$ 2,419	100%
01-7520 IFA Loan/Grant - Imprinciple	\$ 13,499	\$ -	\$ 13,499				\$ 13,499	100%
01-7521 IFA Loan/Grant - Interest	\$ 5,884	\$ -	\$ 5,884				\$ 5,884	100%
<b>Total 01-6000 REQUIREMENTS - GENERAL FUND</b>	<b>\$ 489,439</b>	<b>\$ 96,296</b>	<b>\$ 103,500</b>	<b>\$ 101,460</b>	<b>\$ 19,163</b>	<b>\$ 41,419</b>	<b>\$ 409,389</b>	<b>84%</b>
01-8001 Contingency - General Fund	\$ 100,000	\$ -					\$ 100,000	100%
01-8100 USDA Loan Required Reserve	\$ 6,923	\$ -					\$ 6,923	100%
<b>Total 01-8000 Contingency &amp; Unapp Bal - General Fund</b>	<b>\$ 106,923</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 106,923</b>	<b>100%</b>
<b>Total Requirements General Fund</b>	<b>\$ 596,362</b>	<b>\$ 96,296</b>	<b>\$ 103,500</b>	<b>\$ 101,460</b>	<b>\$ 19,163</b>	<b>\$ 41,419</b>	<b>\$ 516,312</b>	<b>87%</b>

	Quarter 1	Quarter 2	Quarter 3	April 2025	May 2025	Jun-25	Total	
Budget	Actual	Actual	Actual	Actual	Actual	Actual	Actual	%
<b>02-4000 RESOURCES - CAPITAL FUND</b>								
02-4001 Beginning Bal - Capital Fund	\$ 200,382	\$ -	\$ -				\$ 200,382	100%
<b>02-4100 REVENUE - Capital Fund</b>								
02-4200 SDC Revenue	\$ 20,092	\$ -	\$ 30,338				\$ 30,338	151%
02-4300 Interest	\$ -	\$ -	\$ 280	\$ 241	\$ 435	\$ 384	\$ 1,340	
02-4800 Grant Revenue - Capital Fund	\$ 527,250	\$ -	\$ 116,879				\$ 116,879	22%
<b>Total 02-4100 REVENUE - Capital Fund</b>	<b>\$ 747,724</b>	<b>\$ -</b>	<b>\$ 147,217</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 147,217</b>	<b>20%</b>

<b>02-6000 REQUIREMENTS - CAPITAL FUND</b>								
02-7000 Scada	\$ 30,000		\$ 206	\$ 25,605			\$ 25,811	86%
02-7100 Webb Lift Station	\$ 555,000	\$ 33,831	\$ 307,996	\$ 75,409	\$ 1,792	\$ 78,280	\$ 497,308	90%
<b>Total 02-6000 REQUIREMENTS - CAPITAL FUND</b>	<b>\$ 585,000</b>	<b>\$ 33,831</b>	<b>\$ 308,202</b>	<b>\$ 101,014</b>	<b>\$ 1,792</b>	<b>\$ 78,280</b>	<b>\$ 523,119</b>	<b>89%</b>
02-8001 Contingency - Capital Fund	\$ 95,000	\$ -						0%
02-8500 Unappropriated Bal - Capital	\$ 67,724	\$ -						0%
<b>Total Requirements Capital Fund</b>	<b>\$ 747,724</b>	<b>\$ 33,831</b>	<b>\$ 308,202</b>	<b>\$ 101,014</b>	<b>\$ 1,792</b>	<b>\$ 78,280</b>	<b>\$ 523,119</b>	<b>70%</b>

	Quarter 1	Quarter 2	Quarter 3	April 2025	May 2025	Jun-25	Total	
Budget	Actual	Actual	Actual	Actual	Actual	Actual	Actual	%
<b>03-4000 RESOURCES - GO BOND DEBT FUND</b>								
03-4001 Beginning Bal - Go Bond Debt Fund	\$ 11,207						\$ 11,207	100%
03-4750 LGIP - Additions - SD Go Bond							\$ -	
<b>Total 03-4000 RESOURCES - GO BOND DEBT FUND</b>	<b>\$ 11,207</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,207</b>	<b>100%</b>
<b>03-4100 REVENUE - GO BOND DEBT FUND</b>								
03-4200 Property Taxes	\$ 144,600	\$ 7,989	\$ 126,202	\$ 9,024	\$ 1,293	\$ 3,389	\$ 151,165	105%
03-4300 Interest Income	\$ -	\$ 3,486	\$ 3,073	\$ 1,754	\$ 482	\$ 871	\$ 10,433	
<b>Total Resources</b>	<b>\$ 155,807</b>	<b>\$ 11,475</b>	<b>\$ 129,275</b>	<b>\$ 10,777</b>	<b>\$ 1,775</b>	<b>\$ 4,260</b>	<b>\$ 172,804</b>	<b>111%</b>
<b>03-6000 REQUIREMENT - GO BOND DEBT FUND</b>								
03-7510 USDA Plant Upgrade - Principle	\$ 77,058		\$ 121,464				\$ 121,464	158%
03-7511 USDA Plant Upgrade - Interest	\$ 67,542		\$ 23,136				\$ 23,136	34%
<b>Total 03-6000 REQUIREMENT - GO BOND DEBT FUND</b>	<b>\$ 144,600</b>	<b>\$ -</b>	<b>\$ 144,600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 144,600</b>	<b>100%</b>
03-8000 Contingency & Unapp Bal - GO BOND Debt Fund								
03-8500 Unappropriated Balance GO	\$ 11,207						\$ 11,207	100%
<b>Total Requirements GO BOND</b>	<b>\$ 155,807</b>	<b>\$ -</b>	<b>\$ 144,600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 155,807</b>	<b>100%</b>

# AC Sanitary District

## Check Detail

June 2025

Date	Transaction Type	Num	Name	Memo/Description	Amount
<b>00-1000 #1218 Main Checking</b>					
06/05/2025	Check	9384	Peterson - CAT		-7,939.05
06/05/2025	Check	9385	City of Cannon Beach		-429.69
06/05/2025	Check	9386	City of Cannon Beach		-500.00
06/05/2025	Check	9387	Recology Western Oregon		-83.97
06/05/2025	Check	9388	Meshier Supply		-38.03
06/05/2025	Check	9389	Cannon Beach Electric		-802.75
06/05/2025	Check	9390	Pacific Power		-3,053.15
06/10/2025	Expense		Builders FirstSource		-98.86
06/10/2025	Expense		Amazon.com		-17.80
06/11/2025	Check	9391	Ferguson Waterworks		-1,655.73
06/11/2025	Check	9392	Pollard Water		-90.50
06/12/2025	Check	9393	City of Seaside		-2,975.00
06/16/2025	Check	9394	Eds Septic	Biosolids	-2,887.50
06/18/2025	Expense		Amazon.com		-14.99
06/20/2025	Check	9395	City of Seaside		-2,975.00
06/27/2025	Check	9396	Arch Cape Water District	IGA	-21,205.67
06/27/2025	Check	9397	Ferguson Waterworks		-2,473.64
06/27/2025	Expense		Ace Hardware - Seaside		-49.99
06/27/2025	Expense		Spectrum Business		-259.99



## Board Member Application - Electronic Form

<b>Applicant Name:</b>	Darr Tindall
<b>Date:</b>	06-23-2025
<b>Mailing Address:</b>	16255 SW Ludwig St. Aloha, OR 97078
<b>Residence Address:</b>	16255 SW Ludwig St. Aloha, OR. 97078
<b>Contact Phone:</b>	503-367-5501
<b>Contact Email:</b>	<a href="mailto:dcydarr@gmail.com">dcydarr@gmail.com</a>
<b>Describe your background (relevant experience, education, training, etc.):</b>	15-20 yrs previous board experience Retired PTA(physical therapy assistant) Dental assisting and office manager Trucking company office worker
<b>Describe your interest in serving on the Arch Cape District Board:</b>	My goal is to continue supporting the community whenever possible