ARCH CAPE SANITARY 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: Casey Short, Darr Tindall, Doug Caffall, Mark Engberg, Thomas Mattia, Absent; Staff: Collin Stelzig and Teri Fladstol; Public: Bill Campbell, Tevis Dooley, Richard Petrich, Sam Garrison, Jeffrey, Slemaker, Owen Dufka, Steve Hill, Bill Campbell. Absent: Owen Dufka

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

Public Comments – None

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

Motion by Darr Tindall to approve the Minutes of the May 21, 2026, meeting, second by Mark Engberg, motion carried

Acceptance of Financial Reporting, Treasurer's Report, reconciled and approved by Darr Tindall. Note from Casey on last month of the fiscal year and we are a little low in revenue, but low in expenses as well, so we are in a good position.

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 was made by Darr Tindall to approve the shared work-truck cost-allocation and ownership arrangements described in the agenda memorandum, pursuant to the existing IGA (Inter-Governmental Agreement) for services between the Arch Cape Domestic Water Supply District and the Arch Cape Sanitary District. Second by Mark Engberg, motion carried.

Motion by Darr Tindall 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. Second by Mark Engberg, motion carried.

Shared Min-Excavator – memorandum in Board Packets outlines the status of pricing and availability, subject to 50% acquisition cost by both Districts. Motion made by Darr Tindall 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. Second by Mark Engberg, motion carried.

Shared Transit Lodging Tax Revenue Letter to Clatsop County Board of Commissioners. Motion to approve the draft letter by Darr Tindall, seconded by Mark Engberg, discussion. Motion made by Darr Tindall to amend the letter as re-worded to "far in excess" and massaging grammatical errors; second by Mark Engberg, amended 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. Motion by Darr Tindall to continue with the process as outlined for the transitions to a new billing system, second by Mark Engberg, motion carried.

Reports:
I&I Work scheduled was successful and came in at a reduced rate; able to address issues and to have a plan for future work.

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 – thank you from Darr Tindall.

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.

July – NO MEETING SCHEDULED unless needed.

Motion by Darr Tindall, second by Mark Engberg to adjourn meeting at 5:31 pm

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Casey Short, Vice-Chair

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Attest: Teri Fladstol, Secretary