



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

Thursday, October 15, 2026

5:00 PM Meeting Zoom & In Person

<https://us02web.zoom.us/j/89288115294?pwd=Q5dwbbuzE4HHx3RGBBx3NzrVcmD0i2.1>

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.

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|---|--------------|
| I. Call to Order | Tom Mattia |
| II. Public Comments | Tom Mattia |
| III. Agenda Approval (Action – Motion to Approve) | Tom Mattia |
| IV. Approve September 17, 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. District Organization, Management and Staffing (Discussion) | Collin |
| VII. Transit Lodging Tax Revenue; Follow-Up on Joint Letter to Clatsop County Board of Commissioners | Tom Mattia |
| VIII. Cannon View Park Local Option Levy Credit Request (Action) | Tom Mattia |
| IX. Reports | |
| A. Staff Reports (Matt has a short video update) / Billing Report | Matt/Collin |
| B. Board Members' Comments and Reports | All |
| November Meeting Agenda Items (Action) | |
| Public Comments | Tom Mattia |
| Adjournment | Tom Mattia |



**ARCH CAPE SANITARY DISTRICT
BOARD OF COMMISSIONERS' MEETING
Thursday, September 17, 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: Tom Mattia, Darr Tindall, Doug Caffall, Mark Engberg; Absent: Casey Short Staff: Collin Stelzig and Teri Fladstol; Public: Bill Campbell, Michael Miller, Jeff Slemaker, Richard Gibson, Tevis Dooley.

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

Public Comments – None

Motion by Darr Tindall to approve agenda as presented, second by Doug Caffall, motion carried.

Motion by Darr Tindall to approve the Minutes of August 20, 2026, meeting, second by Doug Caffall, motion carried.

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

Report by Collin Stelzig regarding District Organization, Management and Staffing in current status and discussion of what research has yielded about other Districts of the same size finding they perform well but face challenges with aging equipment approaching the end of their useful life as we do. Cannon Beach has mentioned willingness to help with emergencies and projects far out, but with staffing issues as well, they do not have the bandwidth. They also do not see a method for sharing an employee so that is off the table right now; in my discussion with Chris Mastrandrea, he did mention trying to get our treatment plants down, we are currently at Class 2 Water and a Class 3 Wastewater plant. I started looking through all our documents and in an email with the State, found we are a Class 1 Water Plant and I am looking at what we could do with Wastewater. Tom mentioned in a conversation with Walter in Seaside, they are facing the same issues in staffing. We will keep looking. We did discuss the possibility with Chris if an employee is interested in providing relief in their off time, he will not stand in their way of making extra funds. We will send out a posting to the Public Works directors to see if they will share. The City of Astoria has had similar staffing issues and they, along with many throughout the state are trying to get the State of Oregon to look at classifications that would allow for staffing in an interim year to year and a half period – no progress yet after 2-3 years of working on it. The Governor's Office is aware this is a huge issue across the state. Let's continue to revisit this.

Transit Lodging Tax Revenue Letter to the Clatsop County Board of Commissioners was sent on June 17th from both Districts and since we had no response, Tom spoke to Leeann who sent him to Don Baum. Don stated it is a Board issue and a legislative issue, the new statutes have not been implemented yet and do not go into effect until January, the Board has not been able to address the new information yet. Ended the conversation with wanting to have a conversation about this and while they have changes coming with 3-4 people being rotating off and new coming on. Asked that we bring a small group for a working session and I suggested the Chairs and Collin as those attending. Hoping to have a date or time in the next couple of weeks.

Cannon View Park Local Option Levy Credit Request was still marked for information only so we will address it at the October meeting. Question about fire hydrants and shared services, Collin mentioned he could bring a map to verify what District it sits in and Richard Gibson pointed out that the fire hydrant on Carnahan does belong to Cannon View Park.

Reports:

Staff: Update on the transition, September bills went out from UBMax and we are working the comparisons between the two software. The note in the billing had a QR Code to help update information and we've had 150 or so responded. We are still working on what the bill itself looks like and will be getting that out to you. The biggest question is quarterly versus monthly and software is set up to do monthly, so they tweak it to make it work for quarterly. We have worked with the ACH form to allow users to pull out their payments by draft at no cost, if they pay by credit card or e-check (debit) there is a charge by the credit card company or mail a check. Board asked Staff to do a quick comparison to changing to monthly,

what would that look like? Just a note showing if we moved to monthly, this is what would improve and if there were any downsides. We'd have to share it with Water Board as it needs to be coordinated, discussion on various ideas.

Collin shared Matt has been super busy Tom asked if Matt would be at any Board meetings and he is bringing videos showing what he has been doing at the October meeting. The chemical handling equipment has come in and that is working great.

Board Member Comments and Reports: None

Public Comments: Richard Gibson asked for the attorney's response to the levy? Collin will confirm, but the attorney said it was confidential to the Board.

October Meeting Agenda: Matt's Report, response to CVP, District Organization, Billing Software Update and Transit Tax Lodging Revenue.

Motion by Darr Tindall, second by Doug Caffall to adjourn meeting at 5:30 pm

Tom Mattia, Chair

Attest: Teri Fladstol, Secretary

General Fund Budget vs. Actual

Arch Cape Sanitary District. FY 2026-27. Actuals through September 30, 2026. Cash basis.

Account #	Account	July	August	September	YTD Actual	Annual Budget	Remaining	% of Budget
Resources								
Beginning Fund Balance								
01-4002	Unrestricted Beginning Balance	-	-	-	-	259,396.00	259,396.00	0.0%
01-4003	Operating Reserve	-	-	-	-	78,000.00	78,000.00	0.0%
03-4002	USDA Loan Required Reserve	-	-	-	-	6,923.00	6,923.00	0.0%
Total Beginning Fund Balance		-	-	-	-	344,319.00	344,319.00	0.0%
Operating Revenue								
01-4201	User Fees	30,592.98	39,938.06	51,106.82	121,637.86	414,960.00	293,322.14	29.3%
01-4202	Excess Usage Charges	2,860.58	690.21	2,505.23	6,056.02	29,048.00	22,991.98	20.8%
01-4203	Debt Service Surcharges	2,890.71	3,664.30	4,788.00	11,343.01	38,702.00	27,358.99	29.3%
01-4300	Interest Income - General Fund	1,766.11	1,961.74	1,901.49	5,629.34	2,050.00	(3,579.34)	274.6%
01-4400	WD Facilities Use Charge	-	-	-	-	4,056.00	4,056.00	0.0%
01-4501	Meter Install Fee	-	-	-	-	400.00	400.00	0.0%
Total Operating Revenue		38,110.38	46,254.31	60,301.54	144,666.23	489,216.00	344,549.77	29.6%
Transfers In								
4900	Transfer In from Levy Fund (loan repayment)	-	-	-	-	40,000.00	40,000.00	0.0%
Total Transfers In		-	-	-	-	40,000.00	40,000.00	0.0%
Total Resources		38,110.38	46,254.31	60,301.54	144,666.23	873,535.00	728,868.77	16.6%
Requirements								
Materials and Services								
01-5999	Water District IGA Charges	18,954.13	-	32,075.32	51,029.45	221,271.00	170,241.55	23.1%
01-6120	Liability & Property Insurance	-	-	-	-	22,000.00	22,000.00	0.0%
01-6121	Licenses	-	-	-	-	4,000.00	4,000.00	0.0%
01-6122	Dues & Taxes	132.08	-	3,620.24	3,752.32	11,000.00	7,247.68	34.1%
01-6123	Professional Services	-	-	-	-	6,500.00	6,500.00	0.0%
01-6124	Emergency Sanitation	-	-	-	-	500.00	500.00	0.0%
01-6125	Auditing Service	-	-	5,000.00	5,000.00	18,500.00	13,500.00	27.0%
01-6126	Legal Services	-	-	-	-	3,000.00	3,000.00	0.0%
01-6127	Notices	-	-	-	-	750.00	750.00	0.0%
01-6128	Utilities	3,638.55	3,970.65	3,416.92	11,026.12	55,000.00	43,973.88	20.0%
01-6129	Lone Worker GPS	-	-	-	-	800.00	800.00	0.0%
01-6200	Maintenance	27,592.85	1,592.39	9,619.96	38,805.20	103,200.00	64,394.80	37.6%
01-6201	Chemicals	1,289.06	-	-	1,289.06	6,500.00	5,210.94	19.8%
01-6202	Inflow & Infiltration	-	-	-	-	10,000.00	10,000.00	0.0%
Total Materials and Services		51,606.67	5,563.04	53,732.44	110,902.15	463,021.00	352,118.85	24.0%
Debt Service								
01-7510	OECD Facility Loan - Principal	-	-	-	-	18,477.00	18,477.00	0.0%
01-7511	OECD Facility Loan - Interest	-	-	-	-	843.00	843.00	0.0%
01-7520	IFA Water Plant Upgrade - Principal	-	-	-	-	14,162.00	14,162.00	0.0%
01-7521	IFA Water Plant Upgrade - Interest	-	-	-	-	5,220.00	5,220.00	0.0%
Total Debt Service		-	-	-	-	38,702.00	38,702.00	0.0%
Interfund Transfers								
7900	Transfer Out to Capital Fund	-	-	-	-	171,000.00	171,000.00	0.0%
7900	Transfer Out to Levy Fund (cash flow loan)	-	-	-	-	40,000.00	40,000.00	0.0%
Total Interfund Transfers		-	-	-	-	211,000.00	211,000.00	0.0%
Contingency and Ending Balance								
01-8001	Contingency - General Fund	-	-	-	-	78,000.00	78,000.00	0.0%
01-8100	USDA Loan Required Reserve	-	-	-	-	6,923.00	6,923.00	0.0%
01-8500	Unappropriated Bal - General Fund	-	-	-	-	75,889.00	75,889.00	0.0%
Total Contingency and Ending Balance		-	-	-	-	160,812.00	160,812.00	0.0%
Total Requirements		51,606.67	5,563.04	53,732.44	110,902.15	873,535.00	762,632.85	12.7%
Net Activity		(13,496.29)	40,691.27	6,569.10	33,764.08	-		
<i>Maintenance detail (rolls into 01-6200 above; not added again)</i>								
	BioSolids	5,700.00	-	5,350.00	11,050.00			
	Blower Factory Service	14,305.00	-	-	14,305.00			
	Lab Tests & Supplies	35.80	17.90	359.90	413.60			

Capital Fund Budget vs. Actual

Arch Cape Sanitary District. FY 2026-27. Actuals through September 30, 2026. Cash basis.

Account #	Account	July	August	September	YTD Actual	Annual Budget	Remaining	% of Budget
Resources								
Beginning Fund Balance								
02-4002	System Dev. Charges Account	-	-	-	-	240,137.00	240,137.00	0.0%
Total Beginning Fund Balance		-	-	-	-	240,137.00	240,137.00	0.0%
Operating Revenue								
02-4200	SDC Revenue (Restricted)	10,447.00	-	-	10,447.00	20,594.00	10,147.00	50.7%
02-4251	Grant Revenue (Unrestricted)	-	-	-	-	9,459.00	9,459.00	0.0%
02-4800	Grant Revenue - Capital Fund	-	-	-	-	-	-	-
Total Operating Revenue		10,447.00	-	-	10,447.00	30,053.00	19,606.00	34.8%
Transfers In								
4900	Transfer In from General Fund	-	-	-	-	171,000.00	171,000.00	0.0%
Total Transfers In		-	-	-	-	171,000.00	171,000.00	0.0%
Total Resources		10,447.00	-	-	10,447.00	441,190.00	430,743.00	2.4%
Requirements								
Capital Outlay - SDC Projects								
02-6100	SDC Planning & SDC Update	-	-	-	-	30,000.00	30,000.00	0.0%
Total Capital Outlay - SDC Projects		-	-	-	-	30,000.00	30,000.00	0.0%
Capital Outlay - Unrestricted Projects								
02-7400	UP - North Pump Station Rehab	-	-	-	-	7,000.00	7,000.00	0.0%
02-7401	UP - Asbury Pump Station Rehab	-	-	-	-	10,000.00	10,000.00	0.0%
02-7402	Aerzen Blower Swap Program	-	-	-	-	20,000.00	20,000.00	0.0%
02-7403	RAS Pump #1 Replacement	-	-	-	-	10,000.00	10,000.00	0.0%
02-7404	Anoxic Zone Clean/Sluice Gate	-	-	-	-	4,000.00	4,000.00	0.0%
02-7405	WWTP VFD Replacements	-	-	-	-	5,000.00	5,000.00	0.0%
02-7406	Metric Plugs & Wiring Replacement	-	-	-	-	1,500.00	1,500.00	0.0%
02-7407	Mini Excavator	-	19,581.38	-	19,581.38	17,000.00	(2,581.38)	115.2%
02-7408	Generator Power Boxes (Asbury)	-	-	-	-	14,000.00	14,000.00	0.0%
02-7409	Truck (50%)	33,993.88	-	-	33,993.88	42,500.00	8,506.12	80.0%
Total Capital Outlay - Unrestricted Projects		33,993.88	19,581.38	-	53,575.26	131,000.00	77,424.74	40.9%
Contingency and Ending Balance								
02-8001	Contingency - Capital Fund	-	-	-	-	30,000.00	30,000.00	0.0%
02-8002	SDC Contingency	-	-	-	-	100,000.00	100,000.00	0.0%
02-8500	Unappropriated Bal - Capital	-	-	-	-	19,459.00	19,459.00	0.0%
02-8502	SDC Unappropriated Balance	-	-	-	-	130,731.00	130,731.00	0.0%
Total Contingency and Ending Balance		-	-	-	-	280,190.00	280,190.00	0.0%
Total Requirements		33,993.88	19,581.38	-	53,575.26	441,190.00	387,614.74	12.1%
Net Activity		(23,546.88)	(19,581.38)	-	(43,128.26)	-		

Arch Cape Sanitary District Monthly Disbursement Register

Month: **September 2026**

Total payments \$53,712.39

Date	Check/Ref #	Payee	Amount	Bank account	Method	Fund	Budget Account	Notes
9/3/2026		Safeway	21.48	00-1000 #1218 Main Checking	Electronic	General Fund	01-6200 - Maintenance	
9/4/2026		Uline	402.00	00-1000 #1218 Main Checking	Electronic	General Fund	01-6200 - Maintenance	
9/6/2026		Starlink	160.00	00-1000 #1218 Main Checking	Electronic	General Fund	01-6128 - Utilities	
9/8/2026		Seaside Auto	21.40	00-1000 #1218 Main Checking	Electronic	General Fund	01-6200 - Maintenance	
9/15/2026		Englund Marine	96.00	00-1000 #1218 Main Checking	Electronic	General Fund	01-6200 - Maintenance	
9/15/2026		Home Depot	29.62	00-1000 #1218 Main Checking	Electronic	General Fund	01-6200 - Maintenance	
9/16/2026		Equipment Rental Services	186.76	00-1000 #1218 Main Checking	Electronic	General Fund	01-6200 - Maintenance	
9/17/2026	9618	KUBOTA Water and Environment U.S.	663.00	00-1000 #1218 Main Checking	Check	General Fund	01-6200 - Maintenance	
9/17/2026	9619	USA BlueBook	329.47	00-1000 #1218 Main Checking	Check	General Fund	01-6200 - Maintenance	
9/17/2026	9620	Accuity, LLC	5,000.00	00-1000 #1218 Main Checking	Check	General Fund	01-6125 - Auditing Service	
9/17/2026	9621	Pacific Power	3,054.28	00-1000 #1218 Main Checking	Check	General Fund	01-6128 - Utilities	
9/17/2026	9622	Recology Western Oregon	202.64	00-1000 #1218 Main Checking	Check	General Fund	01-6128 - Utilities	
9/17/2026	9623	Oregon DEQ	3,620.24	00-1000 #1218 Main Checking	Check	General Fund	01-6122 - Dues & Taxes	
9/17/2026	9624	Quality Control Services, Inc.	882.00	00-1000 #1218 Main Checking	Check	General Fund	01-6200 - Maintenance	
9/17/2026	9625	Correct Equipment	134.00	00-1000 #1218 Main Checking	Check	General Fund	01-6200 - Maintenance	
9/17/2026	9626	Arch Cape Water District	16,488.00	00-1000 #1218 Main Checking	Check	General Fund	01-5999 - Water District IGA Charges	
9/18/2026		Amazon.com	14.99	00-1000 #1218 Main Checking	Electronic	General Fund	01-6200 - Maintenance	
9/21/2026		Microsoft	8.25	00-1000 #1218 Main Checking	Electronic	General Fund	01-6200 - Maintenance	
9/23/2026		Google Domains	1.99	00-1000 #1218 Main Checking	Electronic	General Fund	01-6200 - Maintenance	
9/25/2026		Safeway	8.95	00-1000 #1218 Main Checking	Electronic	General Fund	01-6200 - Maintenance	
9/26/2026		QuickBooks Payments	140.00	00-1000 #1218 Main Checking	Electronic	General Fund	01-6200 - Maintenance	
9/30/2026	9627	Eds Septic	2,800.00	00-1000 #1218 Main Checking	Check	General Fund	01-6200 - Maintenance	
9/30/2026	9628	City of Seaside	2,550.00	00-1000 #1218 Main Checking	Check	General Fund	01-6200 - Maintenance	
9/30/2026	9629	Arch Cape Water District	15,587.32	00-1000 #1218 Main Checking	Check	General Fund	01-5999 - Water District IGA Charges	
9/30/2026	9630	General Utilities Co	1,300.00	00-1000 #1218 Main Checking	Check	General Fund	01-6200 - Maintenance	
9/30/2026		1st Security Bank	10.00	00-1000 #1218 Main Checking	Electronic	General Fund	01-6200 - Maintenance	

Richard Gibson, President
Cannon View Park, Inc.
80478 Carnahan Road
Arch Cape OR 97102
Mobile 503.313.7837

12 August 2026

Casey Short
President, Board of Directors
Arch Cape Sanitary District
32065 E Shingle Mill Lane
Arch Cape OR 97102

RE: Local Option Levy Tax Credit for Water Services

Dear Casey:

The Measure Explanatory Statement for Arch Cape Sanitary District's Local Option Levy, passed 5 November 2024, states, "Funding raised through the measure will fund the contracted administrator position that will serve both Districts in accordance with the terms and conditions in the IGA."

This levy raised taxes on all 50 homeowners within Cannon View Park, who are served by Arch Cape Sanitary District (ACSD) but not by Arch Cape Domestic Water Supply District (ACWD). Those homeowners pay Cannon View Park, Inc. (CVP) for their water service, not ACWD. It is inappropriate for ACSD to charge CVP homeowners to support ACWD. CVP requests that ACSD issue a credit against ACSD bills for CVP homeowners equal to the ACWD share of the local option levy amounts appearing on CVP homeowner bills for the 2025-2026 and 2026-2027 fiscal years.

The ACWD 2026-2027 budget approved by the governing body shows the following:

Expense	Expense Item	ACSD share	ACWD share
\$ 260,825	Personnel Services	\$ 148,670 (57%)	\$ 112,155 (43%)
\$ 50,000	Shared Temporary Help	\$ 28,500 (57%)	\$ 21,500 (43%)
\$ 88,200	Allocable Expenses	\$ 44,100 (50%)	\$ 44,100 (50%)
\$ 399,025	Total Shared Expenses	\$ 221,270 (55.45%)	\$ 177,755 (44.55%)

The numbers for 2025-2026 are slightly different. CVP understands that a reconciliation of budgeted to actual expenses will occur at the end of each fiscal year.

CVP requests that each CVP homeowner receive a credit against their quarterly ACSD bills until a total credit of approximately 44.55% of their local option levy for both tax years is reached.

Yours truly,



Richard Gibson, President, Cannon View Park, Inc.

AGENDA MEMORANDUM

TO: Arch Cape Domestic Water Supply District Board & Arch Cape Sanitary District Board
FROM: Teri Fladstol, Admin Assistant
DATE: October 15, 2026
SUBJ: Billing Software Status & Cost Comparison for Quarter vs Monthly billing

UPDATE

- 1) Migration is on schedule and the September billing was sent from UBMAX on 9/10/26.
- 2) Billings have been compared in both software systems and rounding issues have been resolved. We sent an update notice in the billing and asked for users to update their information in the system by scanning a QR Code and submitting changes via the website. That has been highly successful, and the updated information has been imported into the new software.
- 3) Currently we have 371 rate payers as follows:
 - 50 Sanitary only
 - 321 Sanitary & Water
 - Emails are sent to 125 Sanitary users / 97 Water users
 - Bills are mailed in one envelope to 246 mailing addresses
- 4) We are scheduled to mail a letter to all rate payers on November 1 that will explain the new billing system, including instructions on how to set up an auto-draft authorization and the other options for how to pay their bills. Would like to go live with accepting payments on the platform as early as November 20th to make sure the process is working before the December 10th billing cycle.
- 5) The Board's asked for information on cost to bill monthly versus quarterly. In discussions with the software IT support team, the way we are currently set up would allow us to continue to bill as we are BUT have us add the base rate as a monthly rate versus quarter rate (see example):

CHARGES AND PAYMENTS

Date / Period	Description	Amount
January Base Rate	Monthly Base Rate	\$ 66.33
January Debt Surcharge	Debt Surcharge on Infrastructure per OR Law	\$ 5.67
February Base Rate	Monthly Base Rate	\$ 66.33
February Debt Surcharge	Debt Surcharge on Infrastructure per OR Law	\$ 5.67
March Base Rate	Monthly Base Rate	\$ 66.33
March Debt Surcharge	Debt Surcharge on Infrastructure per OR Law	\$ 5.67

MONTHLY WATER USAGE First 5,000 included each period

Month	Total usage	Included	Excess usage	Charge
September 2026	7,098 gal	5,000 gal	2,098 gal	\$13.43
October 2026	2,684 gal	5,000 gal	0 gal	\$0.00
TOTAL AMOUNT DUE				\$229.43
If late				\$234.43

November 2026 2,497 gal 5,000 gal 0 gal

Latest meter reading: 111,283 gal on December 2, 2026

Approximate cost: \$246 a quarter - \$984 annually.

To move to monthly, it would be \$2,952 annually.

HOWEVER, the process staff does in loading meter reads and sending electronically does not change so there would not be an additional cost to emails; payments can be made however the user would like to make them.