



**ARCH CAPE DOMESTIC WATER DISTRICT
BOARD OF COMMISSIONERS MEETING**

Thursday, April 16, 2026

5:45 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 | Owen Dufka |
| II. Public Comments | Owen Dufka |
| III. Agenda Approval (Action – Motion to Approve) | Owen Dufka |
| IV. Approve March 19, 2026, Meeting Minutes (Action – Motion to Approve) | Owen Dufka |
| V. Financial & Administrative Reporting | |
| a. Accept Budget vs Actual Report | Owen Dufka |
| b. Payment of Accounts | Owen Dufka |
| c. Treasurer’s Report | Sam Garrison |
| VI. Asbury Creek Water Intake Contract 2026 (Action) | Collin |
| VII. Forest Fund Budget Transfer (Action) | Collin |
| VIII. New Vehicle - Discussion | Collin |
| IX. Reports | |
| • Staff Reports | Collin |
| • Board Members’ Comments and Reports | All |
| May Meeting Agenda Items (Action) | |
| Public Comments | Owen Dufka |
| Adjournment | Owen Dufka |



**ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT
BOARD OF COMMISSIONERS' MEETING
Thursday, March 19, 2026**

Pursuant to the notice, the regular monthly Board Meeting for Arch Cape Domestic Water Supply District was held at the Fire Hall and via Zoom.

In attendance: Owen Dufka, Jeff Slemaker, Sam Garrison, Tevis Dooley, Richard Petrich; Staff: Collin Stelzig and Teri Fladstol; Public: Darr Tindall, Michael G., Sierra S.

Board Meeting was called to order by Owen Dufka at 5:45 pm.

Public Comments – None

Motion by Sam Garrison to approve agenda as presented, second by Richard Petrich, motion carried.

Motion by Tevis Dooley to approve the Minutes of February 19, 2026, meeting, second by Sam Garrison, motion carried. Acceptance of Financial Reporting, Treasurer's Report, reconciled and approved by Sam Garrison.

Motion by Tevis Dooley that the Board accept the DeShane Permanent Access Road and Water Intake Easement, authorize the Board President to execute the acceptance page for recording, and authorize payment of \$18,100 as just compensation consistent with the approved appraisal and acquisition summary. Second, by Jeff Slemaker, motion carried.

Discussion with Richard Gibson seeking a potential merger with Cannon View Park and Arch Cape Domestic Water Supply District. Motion made by Jeff Slemaker to direct Owen Dufka, Chair to identify a small ad hoc committee consisting of one Board member and two or three members from the existing Finance Committee to review available information provided by Cannon View Park, Inc. and other relevant materials; meet with designated Cannon View Park representatives as needed; and report back to the Board regarding: major technical and operational issues, financial implications and potential liabilities, possible legal and governance paths, including annexation, transfer of water system assets, service agreements or other restructuring options and whether additional engineering, legal or financial review appears warranted. The committee shall be advisory only and shall have no authority to negotiate or commit to the District. Creation of the committee does not commit to the Board to any further action, and the Board may modify or dissolve the committee at any time. Second, by Richard Petrich, motion carried.

Motion by Tevis Dooley to move approve the Forest Committee's recommendation to select Quality Excavation for the 2026 Forest Roads Maintenance Project and authorize a notice of intent to award. Upon completion of the protest period, authorize the Board President to execute the final contract and scope of work consistent with the issued RFP and draft contract documents, provided the total contract amount does not exceed the remaining available ARPA funds. Second by Sam Garrison, motion carried.

Motion by Richard Petrich, that, consistent with Resolution #23-07WD, the Board task the Forest Management Committee with developing recommendations regarding forest road maintenance responsibilities, cost allocation, and related policy issues affecting roads within the Forest-Watershed, generally consistent with items 1-5 of the scope of the Forest Management Committee considerations/activities in the supporting materials. Further move that the Board authorize District staff to consult with District legal counsel to confirm and refine the current findings and their applicability to those recommendations, including review of relevant easement

and related title documents. Second, by Tevis Dooley, motion carried.

Engineer of Record Discussion regarding changes with Curran-McLeod. Tevis Dooley moved to authorize the Board President to execute the Letters of Assignment consenting to the transfer of the Engineer of Record contract (Project 1078W) and the Highway 101 Asbury Creek Water Main Replacement contract (Project 1873) from Curran-McLeod, Inc. to MacKay Sposito, LLC. Second, by Sam Garrison, motion carried.

Further, Sam Garrison moved to authorize the Board President to execute the Engineering Services Contract for Asbury Creek Raw Water Intake Relocation with Curran-McLeod, Inc., and to execute the Letter of Assignment consenting to the transfer of that contract from Curran-McLeod, Inc. to MacKay Sposito, LLC (Project 1830). Second, by Jeff Slemaker, motion carried.

Further, Jeff Slemaker, move to authorize the Board President to execute the Engineering Services Contract – Engineer of Record with Curran-McLeod, Inc. for on-call engineering services to the Arch Cape Domestic Water Supply District. Second, by Sam Garrison, motion carried.

Reports:

Staff Reports – Update on Asbury Intake

Board Member Comments

Discussion of search for the vehicle

Consensus from Board to have Staff research billing software options since gWorks has stated that we are a good year or two away from the software engineering they need to do to meet our needs.

April Agenda Items: Cannon View Park Meger – Ad Hoc Committee, Truck Search/Status, Budget Status

Public Comments: None

Motion by Tevis Dooley, second by Sam Garrison to adjourn meeting at 7:15 pm

Owen Dufka, Chair

Attest: Teri Fladstol, Secretary

**AC Domestic Water Supply District
Budget vs. Actuals July 1 to March 31, 2026**

	FY 25/26	1st Quarter	2nd Quarter	Jan 26	Feb 26	Mar 26	Fiscal Year to Date		
	Budget	Actual	Actual	Actual	Actual	Actual	Actual	Budget	%
01-4000 RESOURCES - Beginning Balance	\$ 164,986							\$ 164,986	0%
01-4201 User Fees	\$ 231,264	\$ 57,776	\$ 51,123	\$ 34,471	\$ 5,024	\$ 24,129	\$ 172,523	\$ 231,264	75%
01-4202 Debt Service	\$ 20,808	\$ 4,938	\$ 4,365	\$ 2,933	\$ 403	\$ 2,059	\$ 14,698	\$ 20,808	71%
01-4204 Overage/Excess Usage	\$ 32,000	\$ 10,173	\$ 13,491	\$ 7,806	\$ 241	\$ 2,659	\$ 34,370	\$ 32,000	107%
01-4300 Interest Income - General Fund	\$ 3,500	\$ 3,732	\$ 4,679	\$ 1,812		\$ 1,755	\$ 11,978	\$ 3,500	342%
01-4350 IGA Income (Sanitary District)	\$ 206,084	\$ 10,555	\$ 43,180		\$ 25,467	\$ 24,782	\$ 103,984	\$ 206,084	50%
01-4400 Cannon View Park Services	\$ 1,313	\$ 1,388					\$ 1,388	\$ 1,313	106%
01-4501 Meter Hook-Up Fee	\$ 2,500	\$ 1,250	\$ 1,250	\$ 2,500		\$ 2,500	\$ 7,500	\$ 2,500	300%
01-4700 Miscellaneous Income	\$ 100		\$ 50				\$ 50	\$ 100	
01-4800 Grant Revenue	\$ 10,000		\$ 14,266				\$ 14,266	\$ 10,000	
4900 Interfund Transfer IN	\$ 3,000						\$ -	\$ 3,000	
Total 01-4100 REVENUE	\$ 510,569	\$ 89,812	\$ 132,404	\$ 49,522	\$ 31,135	\$ 57,883	\$ 360,756	\$ 510,569	71%
Total General Fund Resources	\$ 675,555	\$ 89,812	\$ 132,404	\$ 49,522	\$ 31,135	\$ 57,883	\$ 329,621	\$ 675,555	49%
01-5000 Personnel Services									
01-5001 Wage - District Manager	\$ 100,000	\$ 23,565	\$ 23,565	\$ 7,855	\$ 7,855	\$ 7,855	\$ 70,695	\$ 100,000	71%
01-5002 Wages - Operator	\$ 86,790						\$ -	\$ 86,790	
01-5003 Employer Payroll Taxes	\$ 24,376	\$ 1,890	\$ 2,541	\$ 723	\$ 681	\$ 681	\$ 6,516	\$ 24,376	27%
01-5004 PERS Retirement	\$ 49,836	\$ 1,396	\$ 6,979	\$ 698	\$ -	\$ 3,887	\$ 12,960	\$ 49,836	26%
01-5005 Medical Insurance	\$ 18,963	\$ 2,290	\$ 2,405	\$ 878	\$ 57	\$ 1,710	\$ 7,341	\$ 18,963	39%
01-5006 Worker's Comp	\$ 2,747	\$ 714					\$ 714	\$ 2,747	26%
01-6001 Administrative Services	\$ 78,512	\$ 11,585	\$ 11,889	\$ 3,748	\$ 3,702	\$ 7,415	\$ 38,338	\$ 78,512	49%
01-6002 Shared Temporary Help	\$ -	\$ 18,885	\$ 9,695	\$ 3,980	\$ 995	\$ 7,185	\$ 40,740	\$ -	
01-6003 Clothing Allowance	\$ 1,000	\$ 249	\$ 335	\$ 200	\$ -	\$ -	\$ 784	\$ 1,000	78%
01-6004 Education	\$ 3,000	\$ 611	\$ 390	\$ 727		\$ -	\$ 1,728	\$ 3,000	58%
01-6005 Travel	\$ 1,500					\$ 1,421	\$ 1,421	\$ 1,500	
01-6006 Office Supplies	\$ 3,250	\$ 1,138	\$ 617	\$ 256	\$ 490	\$ 295	\$ 2,795	\$ 3,250	86%
01-6007 Postage	\$ 2,500	\$ 245	\$ 236			\$ 312	\$ 793	\$ 2,500	32%
01-6008 Vehicle		\$ 749	\$ 1,035	\$ 217	\$ 85	\$ 183	\$ 2,269		
01-6009 IGA Legal	\$ 100	\$ 100				\$ 140	\$ 240	\$ 100	240%
01-6050 District Specific Admin Services	\$ 12,123	\$ 527	\$ 2,940	\$ 115	\$ 115	\$ 3,865	\$ 7,562	\$ 12,123	62%
01-6100 Materials & Services							\$ -		
01-6101 Dedicated Temporary Help							\$ -		
01-6102 Auditing Service	\$ 9,000	\$ 7,500		\$ 4,500			\$ 12,000	\$ 9,000	133%
01-6103 Dues & Taxes		\$ 1,025	\$ 617	\$ 300	\$ 936		\$ 2,878		
01-6104 Legal Services	\$ 3,500	\$ 450					\$ 450	\$ 3,500	13%
01-6105 Liability & Property Insurance	\$ 12,512		\$ (59)	\$ 11,512			\$ 11,453	\$ 12,512	
01-6108 Project Maintenance	\$ 40,000	\$ 19,985	\$ 4,369				\$ 24,354	\$ 40,000	61%
01-6109 Recurring Maintenance	\$ 25,000	\$ 6,972	\$ 496	\$ 111	\$ 113		\$ 7,691	\$ 25,000	31%
01-6110 General Maintenance	\$ 30,000	\$ 3,724	\$ 6,677	\$ 2,716	\$ 4,241	\$ 1,895	\$ 19,253	\$ 30,000	64%
01-6111 Chemicals	\$ 6,000	\$ 4,199					\$ 4,199	\$ 6,000	70%
01-6112 Notices		\$ 131			\$ 75	\$ 371	\$ 577		
01-6113 Payroll Administration Service		\$ 219	\$ 177	\$ 39	\$ 39	\$ 39	\$ 514		
01-6114 Professional Services	\$ 1,000	\$ 545	\$ 1,080	\$ 720	\$ 380		\$ 2,725	\$ 1,000	273%
01-6116 Utilities	\$ 10,000	\$ 3,586	\$ 3,809	\$ 1,742	\$ 1,518	\$ 1,492	\$ 12,147	\$ 10,000	121%
01-7500 Debt Service							\$ -		
01-7501 IFA Water Plant Upgrade - Princ	\$ 17,365		\$ 7,724				\$ 7,724	\$ 17,365	
01-7502 IFA Water Plant Upgrade - Int	\$ 3,407		\$ 1,424				\$ 1,424	\$ 3,407	
01-8000 Contingency - Gen Fund	\$ 78,000						\$ -	\$ 78,000	
01-8001 Unappropriated Bal - Gen Fund	\$ 55,074						\$ -	\$ 55,074	
Total 01-6000 REQUIREMENTS - General Fund	\$ 675,555	\$ 112,278	\$ 88,941	\$ 41,038	\$ 21,281	\$ 38,747	\$ 302,285	\$ 675,555	45%

	FY 25/26	1st Quarter	2nd Quarter	Jan 26	Feb 26	Mar 26	Fiscal Year to Date		
	Budget	Actual	Actual	Actual	Actual	Actual	Actual	Budget	%
02-4000 RESOURCES - CAPITAL FUND	\$ 106,943							\$ 106,943	
02-4100 REVENUE - Capital	\$ 355,000						\$ -	\$ 355,000	
02-4200 SDC Revenue	\$ 13,694	\$ 6,847	\$ 6,847	\$ 13,694	\$ -	\$ 13,694	\$ 41,082	\$ 13,694	300%
02-4751 LGIP - Interest					\$ 1,595		\$ 1,595		
Total 02-4000 RESOURCES - CAPITAL FUND	\$ 461,943	\$ 6,847	\$ 6,847	\$ 13,694	\$ 1,595	\$ 13,694	\$ 42,677	\$ 475,637	
02-6000 REQUIREMENTS - Capital Fund									
02-7004 Asbury Creek Intake Move	\$ 355,000	\$ 10,767	\$ 18,099	\$ 7,294	\$ 108	\$ 6,782	\$ 43,050	\$ 355,000	12%
02-7005 Asbury Creek Relocation Project	\$ 24,000			\$ 13,845	\$ 7,060	\$ 2,100	\$ 23,005	\$ 24,000	96%
02-8000 Contingency - Capital Fund	\$ 36,000							\$ 60,000	
02-8001 Unappropriated Balance	\$ 60,637							\$ 60,637	
	FY 25/26	1st Quarter	2nd Quarter	Jan 26	Feb 26	Mar 26	Fiscal Year to Date		
Total 02-6000 REQUIREMENTS - Capital Fund	\$ 475,637	\$ 10,767	\$ 18,099	\$ 21,139	\$ 7,168	\$ 8,882	\$ 66,055	\$ 475,637	14%
03-4000 RESOURCES - FOREST FUND	\$ 211,573							\$ 211,573	
03-4002 Beginning Bal - Restricted Fund	\$ 77,852							\$ 77,852	
03-4100 REVENUE - Forest Fund							\$ -		
03-4300 Interest Income - Forest Fund	\$ 8,000	\$ 2,043	\$ 596	\$ 111	\$ 97	\$ 107	\$ 2,954	\$ 8,000	37%
03-4801 Business OR - ARPA	\$ 346,480	\$ 89,507	\$ 239,653			\$ 7,310	\$ 336,470	\$ 346,480	97%
03-4850 Private Donations Forest Fund	\$ 10,000			\$ 20,000	\$ -	\$ -	\$ 20,000	\$ 10,000	
Total 03-4000 RESOURCES - FOREST FUND	\$ 653,905	\$ 91,550	\$ 240,249	\$ 20,111	\$ 97	\$ 7,417	\$ 359,424	\$ 653,905	55%
03-6000 REQUIREMENTS - Forest Fund									
03-6100 Materials & Services - Forest									
03-6101 ODF - Fire Protection	\$ 3,028						\$ -	\$ 3,028	
03-6102 Forest - Federal Audit	\$ 3,000						\$ -	\$ 3,000	
03-6103 Legal/Land Use Fees	\$ 4,000						\$ -	\$ 4,000	
03-6104 Finance Management	\$ 6,480	\$ 1,620	\$ 1,620	\$ 540	\$ 540	\$ 540	\$ 4,860	\$ 6,480	75%
03-6107 Road Management Consulting	\$ 25,000	\$ 9,809	\$ 2,083	\$ 452	\$ 452	\$ 745	\$ 13,541	\$ 25,000	54%
03-6108 Forest Management Consulting	\$ 3,000	\$ 363	\$ 2,277	\$ 471	\$ 2,593		\$ 5,704	\$ 3,000	190%
03-6110 Other Road Maintenance Services	\$ 125,000	\$ 54,083	\$ 75,507				\$ 129,590	\$ 125,000	104%
03-6111 Land Restoration	\$ 15,000	\$ 10,029	\$ 4,971				\$ 15,000	\$ 15,000	100%
03-6112 Miscellaneous	\$ 500						\$ -	\$ 500	
Total Materials & Services	\$ 185,008	\$ 75,903	\$ 86,458	\$ 1,464	\$ 3,585	\$ 1,285	\$ 168,694	\$ 185,008	91%
03-7000 Capital Outlay - Forest									
03-7001 Road Construction	\$ 125,000	\$ 125,000					\$ 125,000	\$ 125,000	100%
03-7002 Road Decommissioning	\$ 50,000	\$ 50,000					\$ 50,000	\$ 50,000	100%
03-8001 Contingency	\$ 60,501						\$ -	\$ 60,501	
03-8002 Restricted Balance	\$ 77,852							\$ 77,852	
7900 Interfund Transfer OUT	\$ 3,000							\$ 3,000	
03-8003 Unappropriated Balance	\$ 152,544							\$ 152,544	
Total 03-6000 REQUIREMENTS - Forest Fund	\$ 653,905	\$ 250,903	\$ 86,458	\$ 1,464	\$ 3,585	\$ 1,285	\$ 343,694	\$ 653,905	53%
Total Resources	\$ 1,805,097	\$ 188,210	\$ 379,500	\$ 83,327	\$ 32,827	\$ 78,994	\$ 762,858	\$ 1,805,097	
Total Expenditures	\$ 1,805,097	\$ 373,948	\$ 193,498	\$ 63,641	\$ 32,034	\$ 48,914	\$ 712,035	\$ 1,805,097	

Check Detail Report
AC Domestic Water Supply District
March 2026

Date	Type	Num	Name	Memo/Description	Amount
				00-1000 #1196 Main Checking	
03/01/2026	Expense		Sunriver Resort		-778.82
03/02/2026	Expense		Sunriver Resort		-10.00
03/03/2026	Expense		MODA Health		-821.21
03/06/2026	Expense		Industrial Systems		-210.49
03/08/2026	Check	2671	Dana Costa		-825.00
03/08/2026	Check	2672	Bridge Tower Media OpCo, LLC		-45.36
03/08/2026	Check	2673	OR Environmental Solutions LLC		-2,355.00
03/10/2026	Expense		Sure Payroll	Subscription	-39.32
03/11/2026	Check	2674	Jigsaw Consulting Services	Billing - Stamps	-312.00
03/11/2026	Check	2675	Industrial Systems		-1,567.70
03/11/2026	Check	2676	RV Resort of Cannon Beach		-1,463.85
03/11/2026	Check	2677	SDIS		-57.00
03/11/2026	Check	2678	Jackson Oil		-185.71
03/11/2026	Check	2679	Pacific Power		-1,492.10
03/11/2026	Check	2680	H.D. Fowler	Ready Software	-1,992.31
03/11/2026	Check	2681	Arch Cape Sanitary	Use of Office	-3,750.00
03/11/2026	Check	2682	Matt R Gardner		-642.37
03/11/2026	Check	2683	Curran McLeod		-8,882.18
03/12/2026	Expense		PERS		-706.95
03/12/2026	Expense		PERS		-2,093.73
03/12/2026	Expense		Sure Payroll		-4,032.31
03/17/2026	Expense		Amazon.com		-14.99
03/18/2026	Expense		Ricoh, USA Inc.		-104.88
03/18/2026	Expense		Arch Cape Inn		-1,650.00
03/20/2026	Expense		Englund Marine		-72.32
03/21/2026	Expense		Compliancesigns.com		-106.20
03/23/2026	Expense		Zoom		-294.72
03/24/2026	Expense		AT&T Mobility		-99.86
03/25/2026	Check	2684	OR Environmental Solutions LLC		-2,355.00
03/25/2026	Check	EFT	Ricoh, USA Inc.		-104.88
03/25/2026	Check	2685	Jigsaw Consulting Services		-3,500.00
03/25/2026	Check	2686	Cable Huston		-140.00
03/25/2026	Check	2687	Bridge Tower Media OpCo, LLC		-371.01
03/25/2026	Check	EFT	Meshier Supply		-14.45
03/26/2026	Expense		QuickBooks Payments	Subscription	-115.00
03/27/2026	Expense		PERS		-235.65
03/27/2026	Expense		PERS		-697.91

03/30/2026	Expense	Sure Payroll		-4,032.33
03/31/2026	Expense	PERS		-1,095.72
03/31/2026	Expense	1st Security Bank	ACH PP (per Acct) Monthly Fee	-10.00
03/31/2026	Expense	MODA Health		-832.05
03-1000 Forest Fund #8620				
03/25/2026	Check	5028 Jigsaw Consulting Services		-540.00
03/24/2026	Expense	Springboard Forestry		-745.00

AGENDA MEMORANDUM

TO: Arch Cape Domestic Water Supply District Board
FROM: Collin Stelzig, District Administrator
DATE: April 16, 2026
SUBJ: Approval of Construction Contract and Authorization for Board President to Sign –
Asbury Creek Raw Water Intake Relocation Project

SUMMARY

On April 2, 2026, the District solicited and received four bids for the Asbury Creek Raw Water Intake Relocation Project. The basic bid included installation of a new concrete raw water intake structure and approximately 320 linear feet of 8-inch C900 PVC water main connecting to the existing pump station. Curran-McLeod reviewed the bids and determined that Advanced Excavation submitted the lowest responsive and responsible bid in the amount of \$245,675.00.

Curran-McLeod further advised that no significant deviations from the bid requirements were found and that Advanced Excavation was in good standing with the Oregon Construction Contractors Board. Curran-McLeod recommended that the District accept the bid and award the construction contract to Advanced Excavation.

Under the notice of intent to award process, the District's decision becomes final if no written protest is filed within seven calendar days of issuance of the notice. Upon District concurrence, Curran-McLeod will provide contract documents for contractor execution.

BACKGROUND

This project is part of the District's required Asbury Creek intake relocation work associated with the broader fish passage and ODOT bridge project. The current board action is intended to allow the District to move from bid review into contract execution so the work can proceed on schedule.

BOARD OBJECTIVE / ACTION

Approve award of the construction contract for the Asbury Creek Raw Water Intake Relocation Project to Advanced Excavation and authorize the Board President to sign the contract documents on behalf of the District.

RECOMMENDATION / SUGGESTED MOTION

"I move to approve award of the construction contract for the Asbury Creek Raw Water Intake Relocation Project to Advanced Excavation in the amount of \$245,675.00, and authorize the Board President to sign the contract documents on behalf of the District."

ALTERNATIVES

1. Approve the contract award and authorize signature.
2. Approve the contract award with additional direction to staff or legal counsel regarding final contract review.

NEXT STEPS IF APPROVED

- Finalize protest period requirements, if not already completed.
- Provide contract documents to Advanced Excavation for execution.
- Obtain Board President signature on behalf of the District.

MEMORANDUM

CURRAN-McLEOD, INC.
CONSULTING ENGINEERS
6655 SW HAMPTON STREET, SUITE 210
PORTLAND, OR 97223

TO: Mr. Owen Dufka, President
Arch Cape Domestic Water Supply District Board

CC: Edward Hodges, P.E.

FROM: Tyler Curtis, E.I.

**RE: ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT
ASBURY CREEK RAW WATER INTAKE RELOCATION PROJECT
ENGINEER'S RECOMMENDATION AND NOTICE OF INTENT TO AWARD**

On Thursday, April 2, 2026, the District solicited and received four (4) bids on the above-referenced project. The Basic Bid requested pricing for the installation of a new 6 ft × 4 ft × 8 ft concrete water intake structure, along with approximately 320 linear feet of 8-inch C900 PVC water main to connect to the existing pump station.

A summary of the bids is listed below, and a detailed bid tabulation is also attached to this letter for your review:

No.	Bidder	Total Basic Bid
1	Advanced Excavation	\$ 245,675.00
2	Big River Construction	\$ 299,116.00
3	Lyda Excavating	\$ 399,825.00
4	Elk Mountain	\$ 434,250.00

All bids submitted were reviewed for conformance with the solicitation requirements. No significant deviations from bid requirements were found for any of the bidders. The apparent low bidder, Advanced Excavation, was found to be in good standing with the Construction Contractors Board of the State of Oregon.

SUMMARY AND RECOMMENDATION:

The low bid from Advanced Excavation is deemed to be responsive and responsible. Accordingly, CURRAN-McLEOD, INC. recommends that the Arch Cape Water District accept the low bid and award the Construction Contract to the low responsive and responsible bidder, **Advanced Excavation**, for the amount of **\$ 245,675.00**.

In accordance with ORS 279C.375(2), this Notice of Intent to Award shall constitute a final decision by the District to award the contract if no written protest of the award is filed with the District within seven (7) calendar days of the issuance of this Notice of Intent to Award. The actual award will be effective subject to approval of the Arch Cape Water District.

Upon the District's concurrence, we will deliver to Advanced Excavation three (3) Contract Documents for their execution.

cc: All Bidders, with Attachment (Bid Tabulation)

Arch Cape Domestic Water Supply District
 Project: Asbury Creek Raw Water Intake Relocation
 Bid Date: Thursday, April 2, 2026 @ 2PM

				1	2	3	4
BID TABULATION				Advanced Excavation	Big River Construction	Lyda Excavating	Elk Mountain
Basic Bid Items:				Units	Unit / Total	Unit / Total	Unit / Total
Sitework & Restoration							
1	Mobilization	1	LS	\$ 24,000.00	\$ 17,000.00	\$ 60,000.00	\$ 60,000.00
				\$ 24,000.00	\$ 17,000.00	\$ 60,000.00	\$ 60,000.00
2	Erosion & Sediment Control Measures	1	LS	\$ 8,000.00	\$ 24,500.00	\$ 5,000.00	\$ 11,000.00
				\$ 8,000.00	\$ 24,500.00	\$ 5,000.00	\$ 11,000.00
3	Misc. 3/4" Crushed Rock Backfill	65	CY	\$ 80.00	\$ 105.00	\$ 100.00	\$ 200.00
				\$ 5,200.00	\$ 6,825.00	\$ 6,500.00	\$ 13,000.00
4	Crushed Rock Backfill for Driveway Construction	130	CY	\$ 112.00	\$ 85.00	\$ 150.00	\$ 300.00
				\$ 14,560.00	\$ 11,050.00	\$ 19,500.00	\$ 39,000.00
5	Geotextile Fabric	375	SY	\$ 3.00	\$ 2.00	\$ 3.00	\$ 6.00
				\$ 1,125.00	\$ 750.00	\$ 1,125.00	\$ 2,250.00
6	Trench Stabilization	50	CY	\$ 90.00	\$ 105.00	\$ 250.00	\$ 100.00
				\$ 4,500.00	\$ 5,250.00	\$ 12,500.00	\$ 5,000.00
7	ODOT Rip Rap Class 50	5	CY	\$ 400.00	\$ 400.00	\$ 300.00	\$ 1,000.00
				\$ 2,000.00	\$ 2,000.00	\$ 1,500.00	\$ 5,000.00
8	Utility Connections	2	Ea	\$ 2,500.00	\$ 2,200.00	\$ 5,000.00	\$ 2,000.00
				\$ 5,000.00	\$ 4,400.00	\$ 10,000.00	\$ 4,000.00
9	Tree Removal	15	Ea	\$ 370.00	\$ 885.00	\$ 1,000.00	\$ 800.00
				\$ 5,550.00	\$ 13,275.00	\$ 15,000.00	\$ 12,000.00
10	Abandon Existing Water Intake Structure and Piping	1	LS	\$ 2,000.00	\$ 5,300.00	\$ 15,000.00	\$ 20,000.00
				\$ 2,000.00	\$ 5,300.00	\$ 15,000.00	\$ 20,000.00
11	Post-Construction Site Restoration	1	LS	\$ 11,500.00	\$ 18,100.00	\$ 20,000.00	\$ 20,000.00
				\$ 11,500.00	\$ 18,100.00	\$ 20,000.00	\$ 20,000.00
12	Boulder / Rock Excavation	40	CY	\$ 145.00	\$ 58.00	\$ 500.00	\$ 100.00
				\$ 5,800.00	\$ 2,320.00	\$ 20,000.00	\$ 4,000.00
Subtotal				\$ 89,235.00	\$ 110,770.00	\$ 186,125.00	\$ 195,250.00
Basic Bid Items:				Units	Unit / Total	Unit / Total	Unit / Total
Pipe & Fittings							
13	Transmission Main (8" PVC C900) with Select Backfill	340	LF	\$ 250.00	\$ 331.00	\$ 380.00	\$ 350.00
				\$ 85,000.00	\$ 112,540.00	\$ 129,200.00	\$ 119,000.00
14	9" MJ Cap for Pig Access	2	Ea.	\$ 360.00	\$ 1,085.00	\$ 1,000.00	\$ 500.00
				\$ 720.00	\$ 2,170.00	\$ 2,000.00	\$ 1,000.00
15	8" MJ Wye Fitting	2	Ea.	\$ 1,500.00	\$ 1,505.00	\$ 1,500.00	\$ 1,500.00
				\$ 3,000.00	\$ 3,010.00	\$ 3,000.00	\$ 3,000.00
16	8" 45, 22, 11 MJ DI Bends	6	Ea.	\$ 620.00	\$ 796.00	\$ 1,000.00	\$ 500.00
				\$ 3,720.00	\$ 4,776.00	\$ 6,000.00	\$ 3,000.00
17	8" RS Gate Valves and Appurtenances	4	Ea.	\$ 2,500.00	\$ 2,350.00	\$ 4,000.00	\$ 3,000.00
				\$ 10,000.00	\$ 9,400.00	\$ 16,000.00	\$ 12,000.00
18	Bell Restraint, All Joints	10	Ea.	\$ 200.00	\$ 275.00	\$ 400.00	\$ 400.00
				\$ 2,000.00	\$ 2,750.00	\$ 4,000.00	\$ 4,000.00
Subtotal				\$ 104,440.00	\$ 134,646.00	\$ 160,200.00	\$ 142,000.00
Basic Bid Items:				Units	Unit / Total	Unit / Total	Unit / Total
In-Water Work							
19	Cast-In-Place Concrete Intake Structure	1	LS	\$ 40,000.00	\$ 42,800.00	\$ 28,500.00	\$ 44,000.00
				\$ 40,000.00	\$ 42,800.00	\$ 28,500.00	\$ 44,000.00
20	Coffer Dam Installation	1	LS	\$ 7,000.00	\$ 7,400.00	\$ 15,000.00	\$ 36,000.00
				\$ 7,000.00	\$ 7,400.00	\$ 15,000.00	\$ 36,000.00
21	Dewatering / Settling	1	LS	\$ 5,000.00	\$ 3,500.00	\$ 10,000.00	\$ 17,000.00
				\$ 5,000.00	\$ 3,500.00	\$ 10,000.00	\$ 17,000.00
Subtotal				\$ 52,000.00	\$ 53,700.00	\$ 53,500.00	\$ 97,000.00

TOTAL BASIC BID \$ 245,675.00 \$ 299,116.00 \$ 399,825.00 \$ 434,250.00

AGENDA MEMORANDUM

TO: Arch Cape Domestic Water Supply District Board
FROM: Collin Stelzig, District Administrator
DATE: April 26, 2026
SUBJ: Transfer of Appropriations – Forest Fund ARPA Project

SUMMARY

The adopted FY 2025–26 budget for the Arch Cape Domestic Water Supply District Forest Fund includes appropriations for Materials & Services and Contingency. Since budget adoption, the District has recently signed agreements with the forester and contractor to move forward with the ARPA-funded forest project that has been under discussion for some time.

As implementation proceeds, it is now clear that an additional appropriation is needed in Forest Fund Materials & Services this fiscal year to cover project-related costs that will be distributed among multiple Materials & Services line items. Staff therefore recommends transferring \$22,000 from Forest Fund Contingency to Forest Fund Materials & Services.

ORS 294.463 allows the governing body to transfer appropriation authority among existing appropriations within the same fund by resolution, provided the transfer is approved before any over expenditure occurs. The proposed transfer does not increase the total Forest Fund appropriation.

FOREST FUND – FY 2025-26 (Adopted vs. Amended)

Category / Project	Adopted Budget	Proposed Amended Budget	Notes
Materials & Services	\$185,008	\$207,008	Increase to support ARPA project costs across multiple line items
Contingency	\$60,501	\$38,501	Transfer to Materials & Services
Other Forest Fund lines	No Change	No Change	No change
Total Forest Fund	\$653,905	\$653,905	Fund total unchanged

RECOMMENDATION/SUGGESTED MOTION

“I move to adopt, by resolution, 26-04-1WD transferring \$22,000 of appropriations from Forest Fund Contingency to Forest Fund Materials & Services for costs associated with implementation of the ARPA forest project.”

ALTERNATIVE

1. Approve a different transfer amount
2. Take no action

FISCAL IMPACT

This action transfers appropriation authority within the Water District Forest Fund. The total fund appropriation remains unchanged.

ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT
RESOLUTION 26-04-1WD, TRANSFER OF APPROPRIATIONS IN THE 2025-26 BUDGET

WHEREAS, the FY 2025-26 Water District Forest Fund budget includes appropriations for Materials & Services and Contingency; and

WHEREAS, the District has recently signed agreements with the forester and contractor to move forward with the ARPA-funded forest project; and

WHEREAS, additional appropriation authority is needed in Forest Fund Materials & Services this fiscal year to cover project-related costs that will be distributed across multiple Materials & Services line items; and

WHEREAS, ORS 294.463 authorizes the governing body to transfer appropriation authority among existing appropriations within the same fund by resolution, provided the transfer is approved before any over expenditure occurs;

BE IT RESOLVED by the Arch Cape Domestic Water Supply District Board of Directors that \$22,000 of Forest Fund Contingency be transferred to Forest Fund Materials & Services, as detailed in Attachment A.

ADOPTED this 16th day of April 2026.

BY:

ATTEST:

Owen Dufka, Board President

Teri Fladstol, District Secretary

ATTACHMENT A
FY 2025-26 WATER DISTRICT FOREST FUND APPROPRIATION

ADOPTED BUDGET

Materials & Services	\$185,008
Contingency	\$60,501
Total Fund	\$653,905

AMENDED BUDGET

Materials & Services	\$207,008
Contingency	\$38,501
Total Fund	\$653,905