ARCH CAPE DOMESTIC WATER SUPPLY DISTRICT
BOARD OF COMMISONERS' 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: Tevis Dooley, Richard Petrich, Sam Garrison, Jeffrey Slemaker, Absent: Owen Dufka; Staff: Collin Stelzig and Teri Fladstol; Public: Bill Campbell, Michael Miller, Richard Gibson, Darr Tindall.

Board Meeting was called to order by Tevis Dooley at 5:45 pm.

Public Comments – None

Motion by Sam Garrison to approve agenda as presented, second by Richard Petrich, motion carried.
Motion by Richard Petrich to approve the Minutes of August 20, 2026, meeting, second by Sam Garrison, motion carried
Discussion of Cannon View Park meter read cost, which is the cost to provide them meter reads, cost for lawn care that Matt used to do and now that we are down one person, we've outsourced it. We will advertise again before next season to see if we can get more interest. Acceptance of Financial Reporting, Treasurer's Report, reconciled and approved by Sam Garrison.

Report by Collin Stelzig regarding District Organization, Management and Staffing and in conversation with Cannon Beach, Chris has mentioned willingness to help with emergencies and projects far out, but with staffing issues as well, they do not have the bandwidth. Brian had to cancel relief service for September and October as he's moved out of state and has a job, so we have no relief for Matt at this point. We are advertising and looking for relief operators. 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. Cannon Beach does 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 Mattia, Sanitary Chair, mentioned he had a conversation with Walter in Seaside, they are facing the same issues in staffing. We will keep looking. 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.

One more item, we talked about combining Boards and it looks reasonable path forward, I planned to put it in my report, but I need to have the attorney look into it and that would cost. Discussion ensued on how beneficial that would be to the community, what options/paths are available, and whether it would require a voting process. Collin will pursue this further.

Transit Lodging Tax Revenue Letter to the Clatsop County Board of Commissioners. Tom has talked with Don and suggested a meeting with the Chairs (Tom and Owen) as well as Collin when it makes sense given their Board turnover due to end of term, etc.

Cannon View Park Local Option Levy Credit Request was not put on the Sanitary agenda for action. They will discuss it at their October meeting. Does it affect both Districts and if so, does it need a special session? It came to the Sanitary Board, and they need to make their decision and then they may come to the Water Board, if necessary, but right now it lies with them.

Cannon View Park Committee Status is still in process; Owen stated [by text] has not been able to get a committee together. The original assumption was it was the Forest Budget Committee, but it was the Budget Committee so that gave a broader reach and finance people. Jeff will follow up with Owen [found in the March meeting minutes: *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].*
Collin followed up with the Cell Tower contact, and it is still not at a point to bring to the Board. It is more one-sided and would

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need changes before we take it to legal counsel and before the Board.

Reports:
Billing Software 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.

Forest work was done, but we found some work that still needs to be done; still working with ODF on easements and so that should all be wrapped up by end of October.

Matt has been able to get a lot of projects done and the chemical handling equipment has arrived, and it will be much safer; he will share some videos in October showing the work he's been able to get done.

Board Member Comments and Reports:
Jeff Slemaker asked where we are regarding automation of systems that will allow for less work on staff and helping to keep things moving without requiring more.

Water Management Conservation Plan was to be written by our engineers, and we will follow up with them to make sure it's done by October 31st. I did follow up on water rights, and we applied 2 years ago, and we will continue to need water so we will follow up on bumping up to 2.2 cfs.

Public Comments: Richard Gibson spoke about the merger with CVP that has been before the Board for 6 months and is asking the Board to look at a single unified District, extra water rights, etc. Is hoping that the Board will put this committee together to at least look at it.

October Agenda Items: District Organization, Cell Tower Update, CVP Review from Legal, Clatsop County regarding Transient Lodging Tax Update, Billing Migration, Cannon View Park Committee Status - Updates

Motion by Richard Petrich, second by Sam Garrison to adjourn meeting at 6:45 pm

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Tevis Dooley, Vice-Chair Attest: Teri Fladstol, Secretary

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