



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

Thursday, October 15, 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.

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| I. Call to Order | Owen Dufka |
| II. Public Comments | Owen Dufka |
| III. Agenda Approval (Action – Motion to Approve) | Owen Dufka |
| IV. Approve September 17, 2026, Meeting Minutes (Action – Motion to Approve) | Owen Dufka |
| V. Financial & Administrative Reporting | |
| A. Accept Budget vs Actual Report | Owen Dufka |
| B. Accept Payment of Accounts | Owen Dufka |
| C. Treasurer's Report | Sam Garrison |
| VI. District Organization, Management and Staffing (Discussion) | Collin |
| VII. Transit Loding Tax Revenue; Follow-up on Joint Letter to Clatsop County Board of Commissioners | Collin |
| VIII. Cannon View Park Committee Status | Owen |
| IX. Cell Tower & Billing Migration Update | Collin |
| X. Reports | |
| A. Staff Reports – Matt has a short video update. | Matt/Collin |
| B. Board Members' Comments and Reports | All |
| November Meeting Agenda Items (Action) | |
| Public Comments | Owen Dufka |
| Adjournment | Owen Dufka |



**ARCH CAPE DOMESTIC WATER SUPPLY 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: 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

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

Tevis Dooley, Vice-Chair

Attest: Teri Fladstol, Secretary

General Fund Budget vs. Actual

Arch Cape Domestic Water Supply 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	Undesignated Balance	-	-	-	-	281,475.00	281,475.00	0.0%
Total Beginning Fund Balance		-	-	-	-	281,475.00	281,475.00	0.0%
Operating Revenue								
01-4201	User Fees	29,747.84	10,744.24	31,934.56	72,426.64	252,200.00	179,773.36	28.7%
01-4202	Debt Service	2,409.66	847.11	3,719.53	6,976.30	21,352.00	14,375.70	32.7%
01-4204	Overage/Excess Usage	3,020.15	422.40	3,026.01	6,468.56	37,500.00	31,031.44	17.2%
01-4250	Surplus Water Sales	-	-	-	-	100.00	100.00	0.0%
01-4300	Interest Income - General Fund	1,475.62	1,357.02	1,237.56	4,070.20	7,500.00	3,429.80	54.3%
01-4350	IGA Income (Sanitary District)	-	18,822.14	16,488.00	35,310.14	221,271.00	185,960.86	16.0%
01-4400	Cannon View Park Read Services	-	1,388.00	-	1,388.00	1,388.00	-	100.0%
01-4501	Meter Connection Fee	-	-	-	-	2,568.00	2,568.00	0.0%
01-4801	OTAG - Water Master Plan	-	-	-	-	50,000.00	50,000.00	0.0%
Total Operating Revenue		36,653.27	33,580.91	56,405.66	126,639.84	593,879.00	467,239.16	21.3%
Transfers and Other Financing								
01-4890	Transfer from Forest Fund	-	-	-	-	4,000.00	4,000.00	0.0%
01-4901	Loan Proceeds - Vehicle	-	-	-	-	42,500.00	42,500.00	0.0%
01-4902	Loan Proceeds - Asbury Replacement	-	-	-	-	160,000.00	160,000.00	0.0%
Total Transfers and Other Financing		-	-	-	-	206,500.00	206,500.00	0.0%
Total Resources		36,653.27	33,580.91	56,405.66	126,639.84	1,081,854.00	955,214.16	11.7%
Requirements								
Personnel Services								
01-5001	Wage - District Manager	8,333.28	8,333.28	8,333.28	24,999.84	100,000.00	75,000.16	25.0%
01-5002	Wages - Operator	3,008.32	3,279.29	2,077.36	8,364.97	70,000.00	61,635.03	11.9%
01-5003	Employer Payroll Taxes	1,002.27	943.73	1,267.31	3,213.31	23,000.00	19,786.69	14.0%
01-5004	PERS Retirement	1,634.65	2,221.26	1,480.84	5,336.75	46,000.00	40,663.25	11.6%
01-5005	Medical Insurance	883.92	883.92	3,355.68	5,123.52	20,500.00	15,376.48	25.0%
01-5006	Worker's Compensation Insurance	2,140.71	-	-	2,140.71	1,325.00	(815.71)	161.6%
01-5999	Inter-Govern Agreement (IGA)	-	-	-	-	-	-	-
Total Personnel Services		17,003.15	15,661.48	16,514.47	49,179.10	260,825.00	211,645.90	18.9%
Materials and Services								
01-6001	IGA Administrative Services	7,518.35	3,769.04	3,990.09	15,277.48	73,000.00	57,722.52	20.9%
01-6002	Shared Temporary Help	8,205.00	3,716.00	4,600.00	16,521.00	50,000.00	33,479.00	33.0%
01-6003	Clothing Allowance	344.69	-	364.94	709.63	1,000.00	290.37	71.0%
01-6004	Education	-	-	-	-	3,000.00	3,000.00	0.0%
01-6005	Travel	-	-	-	-	2,000.00	2,000.00	0.0%
01-6006	Office Supplies	24.80	686.99	39.99	751.78	3,500.00	2,748.22	21.5%

General Fund Budget vs. Actual

Arch Cape Domestic Water Supply District. FY 2026-27. Actuals through September 30, 2026. Cash basis.

Account #	Account	July	August	September	YTD Actual	Annual Budget	Remaining	% of Budget
01-6007	Postage	-	410.00	-	410.00	700.00	290.00	58.6%
01-6008	Vehicle	774.33	1,551.85	743.88	3,070.06	3,500.00	429.94	87.7%
01-6009	IGA Legal	140.00	-	-	140.00	1,500.00	1,360.00	9.3%
01-6050	District-Specific Administrative Fees	115.00	140.00	140.00	395.00	13,000.00	12,605.00	3.0%
01-6102	Auditing Service	-	-	5,000.00	5,000.00	9,375.00	4,375.00	53.3%
01-6103	Dues & Taxes	900.00	-	-	900.00	3,250.00	2,350.00	27.7%
01-6104	Legal Services	-	-	-	-	3,000.00	3,000.00	0.0%
01-6105	Liability & Property Insurance	-	511.00	-	511.00	12,500.00	11,989.00	4.1%
01-6108	Project Maintenance	253.94	-	2,279.91	2,533.85	31,500.00	28,966.15	8.0%
01-6109	Recurring Maintenance	330.36	2,159.00	-	2,489.36	20,000.00	17,510.64	12.4%
01-6110	General Maintenance	1,708.90	2,023.95	4,177.41	7,910.26	30,000.00	22,089.74	26.4%
01-6111	Chemicals	3,531.75	-	-	3,531.75	6,000.00	2,468.25	58.9%
01-6112	Notices	-	-	-	-	350.00	350.00	0.0%
01-6113	Payroll Administration Service	41.68	47.64	86.64	175.96	800.00	624.04	22.0%
01-6114	Professional Services	-	-	-	-	88,500.00	88,500.00	0.0%
01-6116	Utilities	938.92	1,237.28	1,228.46	3,404.66	16,500.00	13,095.34	20.6%
Total Materials and Services		24,827.72	16,252.75	22,651.32	63,731.79	372,975.00	309,243.21	17.1%
Debt Service								
01-7501	IFA Water Plant Upgrade - Princ	-	-	-	-	17,715.00	17,715.00	0.0%
01-7502	IFA Water Plant Upgrade - Int	-	-	-	-	3,057.00	3,057.00	0.0%
01-7503	Asbury Waterline Loan	-	-	-	-	10,000.00	10,000.00	0.0%
01-7504	Vehicle Loan	-	-	-	-	10,080.00	10,080.00	0.0%
Total Debt Service		-	-	-	-	40,852.00	40,852.00	0.0%
Interfund Transfers								
01-7201	Capital Projects	-	-	-	-	27,000.00	27,000.00	0.0%
01-7202	Loan Proceeds - Vehicle	-	-	-	-	42,500.00	42,500.00	0.0%
01-7203	Loan Proceeds - Asbury	-	-	-	-	160,000.00	160,000.00	0.0%
Total Interfund Transfers		-	-	-	-	229,500.00	229,500.00	0.0%
Contingency and Ending Balance								
01-8000	Contingency	-	-	-	-	90,000.00	90,000.00	0.0%
01-8001	Unappropriated Bal - Gen Fund	-	-	-	-	87,702.00	87,702.00	0.0%
Total Contingency and Ending Balance		-	-	-	-	177,702.00	177,702.00	0.0%
Total Requirements		41,830.87	31,914.23	39,165.79	112,910.89	1,081,854.00	968,943.11	10.4%
Net Activity		(5,177.60)	1,666.68	17,239.87	13,728.95	-		

Capital Fund Budget vs. Actual

Arch Cape Domestic Water Supply 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	Undesignated Balance - Ca	-	-	-	-	120,165.00	120,165.00	0.0%
Total Beginning Fund Balance		-	-	-	-	120,165.00	120,165.00	0.0%
Operating Revenue								
02-4200	SDC Revenue	8,097.00	-	-	8,097.00	14,036.00	5,939.00	57.7%
02-4300	Interest Income - Capital	-	-	-	-	7,500.00	7,500.00	0.0%
02-4800	ODOT Grant Reimbursement	-	-	-	-	288,950.00	288,950.00	0.0%
Total Operating Revenue		8,097.00	-	-	8,097.00	310,486.00	302,389.00	2.6%
Transfers and Other Financing								
01-4900	Interfund Transfer IN	-	-	-	-	27,000.00	27,000.00	0.0%
01-4901	Loan Proceeds - Vehicle	-	-	-	-	42,500.00	42,500.00	0.0%
01-4902	Loan Proceeds - Asbury Replacement	-	-	-	-	160,000.00	160,000.00	0.0%
Total Transfers and Other Financing		-	-	-	-	229,500.00	229,500.00	0.0%
Total Resources		8,097.00	-	-	8,097.00	660,151.00	652,054.00	1.2%
Requirements								
Materials and Services								
02-6100	SDC Planning & SDC Compliance	-	-	-	-	42,600.00	42,600.00	0.0%
Total Materials and Services		-	-	-	-	42,600.00	42,600.00	0.0%
Capital Outlay								
02-7004	Asbury Creek Intake Move	13,388.75	30.00	5,783.97	19,202.72	288,950.00	269,747.28	6.6%
02-7005	Asbury Creek Water Relocation	-	3,341.63	995.00	4,336.63	160,995.00	156,658.37	2.7%
02-7006	Vehicle Purchase	33,993.88	-	-	33,993.88	42,500.00	8,506.12	80.0%
02-7007	Mini-Excavator	-	19,581.38	-	19,581.38	17,000.00	(2,581.38)	115.2%
02-7008	Electrical Panel (Corroded)	-	-	-	-	5,000.00	5,000.00	0.0%
02-7009	Secondary Water Source	-	-	-	-	5,000.00	5,000.00	0.0%
Total Capital Outlay		47,382.63	22,953.01	6,778.97	77,114.61	519,445.00	442,330.39	14.8%
Contingency and Ending Balance								
02-8100	SDC Contingency	-	-	-	-	60,000.00	60,000.00	0.0%
02-8101	SDC Unappropriated Balance	-	-	-	-	38,106.00	38,106.00	0.0%
Total Contingency and Ending Balance		-	-	-	-	98,106.00	98,106.00	0.0%
Total Requirements		47,382.63	22,953.01	6,778.97	77,114.61	660,151.00	583,036.39	11.7%
Net Activity		(39,285.63)	(22,953.01)	(6,778.97)	(69,017.61)	-		

Forest Fund Budget vs. Actual

Arch Cape Domestic Water Supply 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								
03-4001	Beginning Bal - Unrestricted	-	-	-	-	191,355.00	191,355.00	0.0%
03-4002	Beginning Bal - Restricted Fund	-	-	-	-	77,852.00	77,852.00	0.0%
Total Beginning Fund Balance		-	-	-	-	269,207.00	269,207.00	0.0%
Operating Revenue								
03-4300	Interest Income - Forest Fund	91.30	91.59	89.40	272.29	5,000.00	4,727.71	5.4%
03-4700	Miscellaneous Income - Forest F	-	-	-	-	1,000.00	1,000.00	0.0%
03-4801	Business OR - ARPA	-	-	125,494.00	125,494.00	170,000.00	44,506.00	73.8%
03-4850	Private Donations Forest Fund	-	-	-	-	15,000.00	15,000.00	0.0%
Total Operating Revenue		91.30	91.59	125,583.40	125,766.29	191,000.00	65,233.71	65.8%
Total Resources		91.30	91.59	125,583.40	125,766.29	460,207.00	334,440.71	27.3%
Requirements								
Materials and Services								
03-6101	ODF - Fire Protection	-	-	-	-	3,113.00	3,113.00	0.0%
03-6102	Forest - Federal Audit	-	-	-	-	3,125.00	3,125.00	0.0%
03-6103	Legal/Land Use Fees	150.00	-	210.00	360.00	2,500.00	2,140.00	14.4%
03-6104	Finance Management	540.00	540.00	540.00	1,620.00	4,770.00	3,150.00	34.0%
03-6107	Road Management Consulting	-	-	7,226.50	7,226.50	16,000.00	8,773.50	45.2%
03-6108	Forest Management Consulting	-	-	-	-	11,750.00	11,750.00	0.0%
03-6109	Road Maintenance Supplies-Rock	-	16,748.98	52,058.60	68,807.58	125,000.00	56,192.42	55.0%
03-6111	Land Restoration	-	-	-	-	-	-	-
03-6112	Miscellaneous	-	-	-	-	500.00	500.00	0.0%
03-6113	Certification	-	-	-	-	2,513.00	2,513.00	0.0%
Total Materials and Services		690.00	17,288.98	60,035.10	78,014.08	169,271.00	91,256.92	46.1%
Interfund Transfers								
7900	Interfund Transfer OUT	-	-	-	-	4,000.00	4,000.00	0.0%
Total Interfund Transfers		-	-	-	-	4,000.00	4,000.00	0.0%
Contingency and Ending Balance								
03-8001	Contingency	-	-	-	-	120,000.00	120,000.00	0.0%
03-8002	Restricted Balance	-	-	-	-	66,977.00	66,977.00	0.0%
03-8003	Unappropriated Balance	-	-	-	-	99,959.00	99,959.00	0.0%
Total Contingency and Ending Balance		-	-	-	-	286,936.00	286,936.00	0.0%
Total Requirements		690.00	17,288.98	60,035.10	78,014.08	460,207.00	382,192.92	17.0%
Net Activity								
Net Activity		(598.70)	(17,197.39)	65,548.30	47,752.21	-		

Arch Cape Domestic Water Supply District Monthly Disbursement Register

Month: **September 2026**

Total payments \$106,768.26

Date	Check/Ref #	Payee	Amount	Bank account	Method	Fund	Budget Account	Notes
9/4/2026		Bayview Asphalt	100.00	00-1000 #1196 Main Checking	Check	General Fund	01-6110 - General Maintenance	
9/5/2026		Bayview Asphalt	150.00	00-1000 #1196 Main Checking	Check	General Fund	01-6110 - General Maintenance	
9/7/2026		QR.IO Generator	39.99	00-1000 #1196 Main Checking	Check	General Fund	01-6006 - Office Supplies	
9/8/2026		Amazon.com	209.70	00-1000 #1196 Main Checking	Check	General Fund	01-6110 - General Maintenance	
9/8/2026		Garmin	30.16	00-1000 #1196 Main Checking	Check	General Fund	01-6108 - Project Maintenance	
9/10/2026		Sure Payroll	47.64	00-1000 #1196 Main Checking	Check	General Fund	Payroll / payroll liabilities	
9/12/2026		Arch Cape Inn	825.00	00-1000 #1196 Main Checking	Check	General Fund	01-6002 - Shared Temporary Help	
9/14/2026		PERS	250.00	00-1000 #1196 Main Checking	Check	General Fund	01-5004 / payroll liabilities	
9/14/2026		PERS	740.42	00-1000 #1196 Main Checking	Check	General Fund	01-5004 / payroll liabilities	
9/14/2026		Sure Payroll	5,911.30	00-1000 #1196 Main Checking	Check	General Fund	Payroll / payroll liabilities	
9/15/2026		Ricoh, USA Inc.	98.65	00-1000 #1196 Main Checking	Check	General Fund	01-6001 - IGA Administrative Services	
9/15/2026		Ace Hardware	19.98	00-1000 #1196 Main Checking	Check	General Fund	01-6110 - General Maintenance	
9/17/2026 2782		Ferguson Enterprises, LLC	273.74	00-1000 #1196 Main Checking	Check	General Fund	01-6110 - General Maintenance	
9/17/2026 2783		Cannon Beach Electric	1,909.65	00-1000 #1196 Main Checking	Check	General Fund	01-6110 - General Maintenance	
9/17/2026 2784		Chris Mastrandrea	275.00	00-1000 #1196 Main Checking	Check	General Fund	01-6002 - Shared Temporary Help	
9/17/2026 2785		SDIS	60.00	00-1000 #1196 Main Checking	Check	General Fund	01-5005 - Medical Insurance	
9/17/2026 2786		Jackson Oil	743.88	00-1000 #1196 Main Checking	Check	General Fund	01-6008 - Vehicle	
9/17/2026 2787		Accuity, LLC	5,000.00	00-1000 #1196 Main Checking	Check	General Fund	01-6102 - Auditing Service	
9/17/2026 2788		Cleaning By Design	288.00	00-1000 #1196 Main Checking	Check	General Fund	01-6001 - IGA Administrative Services	
9/17/2026 2789		Cannon Beach Design Co.	312.00	00-1000 #1196 Main Checking	Check	General Fund	01-6003 - Clothing Allowance	
9/17/2026 2790		GENERAL UTILITIES CO	650.00	00-1000 #1196 Main Checking	Check	General Fund	01-6110 - General Maintenance	
9/17/2026 2791		Daniel Becerra Lawn Care	3,500.00	00-1000 #1196 Main Checking	Check	General Fund	01-6002 - Shared Temporary Help	
9/17/2026 2792		Mesher Supply	207.13	00-1000 #1196 Main Checking	Check	General Fund	01-6110 - General Maintenance	
9/17/2026 2793		Pacific Power	1,228.46	00-1000 #1196 Main Checking	Check	General Fund	01-6116 - Utilities	
9/17/2026 2794		Olson Asphalt Maintenance, LLC	2,100.00	00-1000 #1196 Main Checking	Check	General Fund	01-6108 - Project Maintenance	
9/17/2026		Amazon.com	14.99	00-1000 #1196 Main Checking	Check	General Fund	01-6110 - General Maintenance	
9/20/2026 2795		Lukas Esnard	783.68	00-1000 #1196 Main Checking	Check	General Fund	01-5002 - Wages - Operator	
9/21/2026		GOVX	52.94	00-1000 #1196 Main Checking	Check	General Fund	01-6003 - Clothing Allowance	
9/21/2026		Sure Payroll	39.00	00-1000 #1196 Main Checking	Check	General Fund	Payroll / payroll liabilities	
9/23/2026		Sure Payroll	558.25	00-1000 #1196 Main Checking	Check	General Fund	Payroll / payroll liabilities	
9/23/2026		Zoom	1.20	00-1000 #1196 Main Checking	Check	General Fund	01-6001 - IGA Administrative Services	
9/24/2026		Peterson Cat	74.07	00-1000 #1196 Main Checking	Check	General Fund	01-6110 - General Maintenance	
9/24/2026		AT&T Mobility	102.24	00-1000 #1196 Main Checking	Check	General Fund	01-6001 - IGA Administrative Services	
9/25/2026		PERS	250.00	00-1000 #1196 Main Checking	Check	General Fund	01-5004 / payroll liabilities	
9/25/2026		PERS	740.42	00-1000 #1196 Main Checking	Check	General Fund	01-5004 / payroll liabilities	
9/26/2026		QuickBooks Payments	140.00	00-1000 #1196 Main Checking	Check	General Fund	01-6050 - District-Specific Administrative Fees	
9/28/2026		Sherwin Williams	149.75	00-1000 #1196 Main Checking	Check	General Fund	01-6108 - Project Maintenance	
9/29/2026		MODA Health	3,295.68	00-1000 #1196 Main Checking	Check	General Fund	01-5005 - Medical Insurance	
9/30/2026		Sure Payroll	4,236.17	00-1000 #1196 Main Checking	Check	General Fund	Payroll / payroll liabilities	

Arch Cape Domestic Water Supply District Monthly Disbursement Register

Month: September 2026

Total payments		\$106,768.26						
Date	Check/Ref #	Payee	Amount	Bank account	Method	Fund	Budget Account	Notes
9/30/2026	2796	Mackay Sposito, LLC	6,778.97	00-1000 #1196 Main Checking	Check	Capital Fund	02-7004 - Asbury Creek Intake Move	
9/30/2026	2797	RV Resort of Cannon Beach	9.10	00-1000 #1196 Main Checking	Check	General Fund	01-6110 - General Maintenance	
9/30/2026	ACH	Instrumart	549.00	00-1000 #1196 Main Checking	Check	General Fund	01-6110 - General Maintenance	
9/30/2026	2798	Jigsaw Consulting Services	3,500.00	00-1000 #1196 Main Checking	Check	General Fund	01-6001 - IGA Administrative Services	
9/30/2026	2799	Arch Cape Sanitary	477.00	00-1000 #1196 Main Checking	Check	General Fund	01-4201 - User Fees	
9/30/2026		1st Security Bank	10.00	00-1000 #1196 Main Checking	Check	General Fund	01-6110 - General Maintenance	
9/17/2026	5041	Quality Excavation, Inc	52,058.60	03-1000 Forest Fund #8620	Check	Forest Fund	03-6109 - Road Maintenance Supplies-Rock	
9/17/2026	5042	Blair Henningsgarrad Attorney at Law	210.00	03-1000 Forest Fund #8620	Check	Forest Fund	03-6103 - Legal/Land Use Fees	
9/17/2026	5043	Jigsaw Consulting Services	540.00	03-1000 Forest Fund #8620	Check	Forest Fund	03-6104 - Finance Management	
9/17/2026	5044	Springboard Forestry	7,226.50	03-1000 Forest Fund #8620	Check	Forest Fund	03-6107 - Road Management Consulting	

AGENDA MEMORANDUM

TO: Arch Cape Domestic Water Supply District Board
FROM: Collin Stelzig, District Administrator
DATE: October 15, 2026
SUBJ: Approval of Water Management and Conservation Plan Update Contract

BACKGROUND

The District is required to update its Water Management and Conservation Plan (WMCP) and submit the overdue five year progress report, which was due March 26, 2022.

Staff has coordinated with the Oregon Water Resources Department and MacKay regarding completion of these documents. On September 21, 2026, Ed Hodges provided an email cost estimate of \$18,000 for the WMCP update and progress report.

CONTRACT SUMMARY

MacKay's proposed work includes updating the District's existing WMCP to meet applicable Oregon Water Resources Department requirements and completing the overdue five year progress report.

Total proposed cost: \$18,000

MacKay indicated it would strive to complete the documents by October 31, 2026. A formal services agreement has not yet been received.

NEED FOR ACTION

Board approval is requested now so the agreement can be finalized and signed when received, without waiting for another Board meeting. Staff will review the agreement to confirm that the scope and fee are consistent with the approval.

RECOMMENDATION/SUGGESTED MOTION

"I move that the Board approve contracting with MacKay to update the District's Water Management and Conservation Plan and complete the overdue five year progress report, in an amount not to exceed \$18,000, and authorize the Board President to execute the agreement upon receipt, subject to staff review confirming that the scope and fee are consistent with this approval."

ALTERNATIVE

1. Take no action and Advertise for this work

FISCAL IMPACT

The \$18,000 contract will be funded from the Water District General Fund – Materials & Services – Professional Services. The adopted FY 2026–27 budget includes \$88,500 for Water Master Plan and WMCP work. This contract would use \$18,000 of that allocation, leaving \$70,500 before other expenditures or commitments against the line item.

Email From Ed Hodges

From: Edward Hodges <ehodges@gomackay.com>
Sent: Monday, September 21, 2026 5:18 PM
To: Matt Gardner <mattgardneracutil@gmail.com>
Cc: District Administrator <districtadmin@archcapewater.org>
Subject: Re: Reminder Notice - WMCP and progress report

Good Afternoon Matt and Collin:

Pursuant to your request MacKay is submitting a cost estimate for the update of your existing 2015 Water Management and Conservation Plan. The updated plan will comply with all applicable requirements of Oregon Administrative Rules Chapter 690, Division 86 (OAR 690-086). We will also complete the past due progress report that was due March 26, 2022. The total cost of this report update will be \$18,000 and we will strive to complete the document by the October 31, 2026 deadline discussed above with Kerri Cope of the Oregon Water Resources Department.

Please let us know if you have any questions or concerns about this matter. Once you agree to our proposed fee we will immediately commence work on the report.

Let me know if you have any questions or concerns about this matter.

Thanks! Ed

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.