ARCH CAPE SANITARY 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: 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 are 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,

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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

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Tom Mattia, Chair Attest: Teri Fladstol, Secretary

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