

Oceanside Water District
P.O. Box 360
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(503) 842-0370

December 15, 2015 Minutes
Oceanside, OR

BOARD MEMBERS PRESENT:

Henry Wheeler-Chairman, Charles Ansoerge-Vice Chair, Spike Klobas-Secretary, Paul Newman,
Robert Garrigues

STAFF PRESENT:

Alan Tuckey-Watermaster, David Nordman-Plant Operator, Julie Johnson-Assistant Office Manager.

1. CALL TO ORDER:

1:06 PM at the Oceanside Community Center.

2. APPROVAL OF AGENDA:

Approval of the December 15, 2015 Board Meeting agenda, with the addition to 13. Executive Session: Paul Newman requested to discuss letters from Meg Thompson during the Executive Session. Alan Tuckey requested the addition of 8. C. Trash Pump Purchase. **A motion was made by Mr. Ansoerge to approve the agenda for December 15, 2015, with the addition of 13. Executive Session discussion of letters received, and 8.C. The purchase of a trash pump, motion was seconded by Mr. Newman. Motion Passed.**

3. GUESTS: Mike Henry, HBH Engineering.

4. APPROVAL OF MINUTES:

A. The November 17, 2015 Regular Board Meeting Minutes - **Motion by Ms. Klobas, seconded by Mr. Ansoerge to approve the November 17, 2015 Regular Board Meeting Minutes. Motion Passed.**

5. REVIEW OF FINANCIAL STATEMENT:

Financial Statements as of December 15, 2015. *Consensus was to approve the financial statements.*

6. REVIEW & APPROVE OF ACCOUNTS PAYABLE:

Accounts Payable from November 17, 2015 to December 15, 2015 were presented for Board Approval. **A motion was made by Mr. Ansoerge to approve the accounts payable from November 17, 2015 to December 15, 2015 motion seconded by Mr. Newman. Motion Passed.**

7. ON-GOING BUSINESS:

A. HBH-Mike Henry

1. Change orders 8, 9, 10, 11, 13, & 15 that were approved at the November 17, 2015 were presented for signature, these Change Orders were changed to Change Orders No. 7-12 to keep the numerical order. Mr. Wheeler discussed the need to receive these Change Orders in a timelier matter, so the work discussed in them is more current. The Change Orders that were not approved have been given to Earth Works, a response on the Change Orders is expected within the week. Mr. Wheeler asked that HBH continue to submit a weekly update on the project and updated Gantt Charts at least monthly. Mr. Wheeler requested more detail to be submitted concerning the hourly billing items.
2. A rough plan of the Oceanside Water Treatment Plant has been given to Mr. Tuckey for review.
3. No update on the Infrastructure Improvements, Mr. Henry to discuss with Mr. Tuckey the areas that need to be improved. Camelot is one area that needs updated.
4. Oceanside Reservoir, the planning application has been submitted to the County, we are waiting on approval. Lead time for the manufacture of the tank is 12-14 weeks, after the order.
5. Rosenberg Water Rights are nearly completed and will require a signature from the landowner.
6. Mr. Wheeler once again expressed the need for HBH to keep the staff and the Board better informed as to the status of the projects. There needs to be better follow-up by HBH on matters brought up at the monthly Board Meetings. The need for timely (weekly) progress reports was once again emphasized

along with monthly Gantt Chart updates. Keeping the Board in the loop as plans are reviewed and finalized is important so that input can be had from all before plans are finalized. HBH must also process change orders in a timely fashion, with input from staff prior to submission to the Board. On the monthly billing it is important to allocate lump sum items to a particular project by a percentage or dollar amount. It is also important for those items billed by the hour, to give a more detail breakdown of the time spent by whom on what, and when.

- B. Oceanside Clean Water Subcommittee Update (Paul Newman)-Deferred to Executive Session.
- C. OWD-Oregon.org Website (Charles Ansonge) – No update.

8. NEW BUSINESS:

- A. Credit Card Convenience Fee. The fee for making a credit card transaction will be changed from \$2.49 to \$4.99 with a \$800 limit effective January 1, 2015. This fee increase was in response to MuniBilling's request to increase the fee. **A motion was made by Mr. Ansonge to increase the credit card fee to \$4.99, motion was seconded by Mr. Garrigues. Four board members voted for the increase, one against the increase. Motion Passed.**
- B. Resolution 15-09 Bank Authorization for the Assistant Office Manager. **A motion was made by Mr. Newman to authorize the Assistant Office Manager to inquire on OWD accounts with Umpqua Bank, motion was seconded by Ms. Klobas. Motion Passed.**
- C. The purchase of a trash pump during this water emergency does not require Board Approval, Mr. Tuckey is authorized to purchase a 3-4" trash pump up to \$5,000.

9. DISTRICT REPORT: Mr. Nordman reviewed the attached report.

10. OFFICE REPORT: Mrs. Johnson reviewed the attached report.

11. CORRESPONDENCE: None

12. COMMISSIONER COMMENTS:

- A. Mr. Ansonge inquired on part-time residents receiving a discounted water bill for using less water now that we have radio meters. This is not feasible.
- B. Mr. Garrigues requested to be cc: in all email correspondence between the Staff and Commissioners.
- C. The next Board Meeting is set for January 19, 2015, at the Oceanside Community Center.
Consensus agreed on the next meeting date.
- D. Mr. Garrigues agreed to sign checks on December 31, 2015.

13. The December 15, 2015 Regular Meeting was adjourned at 3:17 p.m. to go into Executive Session.

14. Executive Session was called to order at 3:24 p.m. to discuss employee wage increase, and Clean Water Subcommittee discussion.

15. Executive Session was adjourned at 3:59 p.m. to resume the regular Board Meeting.

16. Mr. Wheeler to propose a merit increase of 4% to Mr. Nordman for obtaining his Level 2 Treatment License, retroactive to December 1, 2015. **A motion was made by Mr. Ansonge to give a 4% merit increase to Mr. Nordman, effective December 1, 2015, motion was seconded by Mr. Garrigues. Motion Passed.**

17. Mr. Wheeler made motion to table letters to the U.S. Forest Service and North Coast Conservancy to begin a dialog regarding Public/private ownership of the watershed(s), motion was seconded by Ms. Klobas. **Motion Passed.**

18. The regular December 15, 2015 Board Meeting was adjourned at 4:02 p.m. A motion was made by Mr. Garrigues to adjourn at 4:02 p.m., motion seconded by Ms. Klobas. **Motion Passed.**

Respectfully submitted by:

 secretary

Spike Klobas, Secretary

Minutes taken by Julia Johnson, Assistant Office Manager