

Oceanside Water District

Regular Board Meeting

P.O. Box 360
Oceanside, OR 97134
(503) 842-0370
owd-oregon.org

July 18, 2017 Minutes

BOARD MEMBERS PRESENT:

Henry Wheeler-Chairman, Charles Ansonge-Vice Chair/Treasurer, Miron Neal III, Paul Newman.
Spike Klobas-Absent

STAFF PRESENT:

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

1. CALL TO ORDER:

1:00 PM at the Oceanside Community Center.

2. APPROVAL OF AGENDA:

Approval of the July 18, 2017 Board Meeting Agenda. **A motion was made by Mr. Ansonge to approve the agenda for July 18, 2017 Board Meeting, motion was seconded by Mr. Newman. Motion Passed.**

3. GUESTS:

HBH Engineering-Mike Henry

4. GUEST COMMENT: See 8A.

5. BOARD APPOINTMENT:

A. Mr. Neal was sworn in as OWD Commissioner.

B. Board Appointments as follow:

Mr. Henry Wheeler, OWD Board Chairman, Agent of Records, Responsible for State & Federal Taxes.

Mr. Charles Ansonge, OWD Vice-Chairman/Treasurer, Consumer Confidence Report, Coleman Creek POD.

Ms. Spike Klobas, Secretary, Whistleblower & Harassment Claims Point Person.

Paul Newman, Commissioner, Clean Water sub-committee, Consumer Confidence Report, Coleman POD.

Miron Neal III, Commissioner, Safety Coordinator.

6. APPROVAL OF MINUTES:

The June 20, 2017 Regular Board Meeting Minutes. **A motion was made by Mr. Ansonge to approve the June 20, 2017 Regular Board Meeting Minutes, motion seconded by Mr. Newman. Motion Passed.**

7. REVIEW OF FINANCIAL STATEMENT:

Financial Statements as of June 30, 2017. **Consensus was to approve the financial statements.**

8. REVIEW & APPROVE OF ACCOUNTS PAYABLE:

Accounts Payable from April 18, 2017 thru June 30, 2017 were presented for Board Approval. **A motion was made by Mr. Ansonge to approve the accounts payable from April 18, 2017 to June 30, 2017, motion seconded by Mr. Newman. Motion Passed.**

9. ON-GOING BUSINESS:

A. HBH Engineering-Mike Henry

1. Engineering America, Inc. Final Payment has been withheld due to payroll certification issues.

HBH feels they have done their due diligence in certifying Engineering America's final pay request, and recommend issuing a two-party check to include sub-contractors. HBH has contacted IFA regarding the completion of certified payroll, Engineering America, Inc. has three employees they cannot locate to sign off on the payroll. HBH will include a letter in their file regarding the payroll certification being incomplete. A check will be issued to Engineering America, Inc. (\$16,070.17), Earthworks Excavation, Inc. (\$7,191.33), Zochert Fence Company (\$225) the last two checks will be issued as two-party checks. The following motion was made at the June 20, 2017 Board Meeting. **A motion was made by Mr.**

Ansonge to authorize final payment to Engineering America Inc. in the amount of \$23,486.50,

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subject to HBH approval and the issuance of a two-party check to cover sub-contractors, motion was seconded by Mr. Newman. Motion Passed.

2. 2KG Contractors did not have a pay request for this month. Pay Request 6 was mailed on 7/17/17.
3. 2KG Contractors Change Orders may include a deduct change order for the Coleman Creek fencing, which Mr. Tuckey plans to construct out of salvaged fencing from the old Cape Meares Reservoir. A change order increase for sheetrock is expected as it was under budget in the original contract. 2KG is required under the contract to paint the entire exterior of the Oceanside Plant, some boards may need to be replaced, due to dry rot, which staff are handling. A change order for the board replacement is anticipated, priming the replacement boards may be requested. Phase II Improvements are expected to be complete by September 30, 2017.
4. Advanced Excavating Final Pay Request No. 4. was mailed on 7/17/17, closing Phase III Improvements.
5. OWD Water Rights to Baughman Creek are being completed by HBH and Tillamook County.
6. Cost for a Flow meter at Coleman Creek is estimated to be about \$25,000-\$30,000, HBH will also look into the cost of a V Weir.
7. An update on the System Development Charge will be completed after all Improvement costs are paid.
8. **A motion was made by Henry Wheeler to allow HBH Engineering to conduct a chlorine time of transient test on the two new water treatment plants as required by the State, motion seconded by Mr. Ansoerge. Motion Passed.**

B. Oceanside Clean Water Subcommittee Update:

1. Civil West Engineering Services, Inc. is assisting Mr. Newman in pursuing additional funding from SDWRLF for a feasibility study on the POD on Coleman Creek. The feasibility study grant request has been submitted to IFA to obtain grant dollars to fund the project study.
2. The time of transient test has been postponed due to the fact there will be no spraying in the Short Creek Watershed this summer.

10. NEW BUSINESS:

- A. IFA Final Loan Advance No. 20 in the amount of \$526,903 was approved by HBH and OWD. **A motion was made by Mr. Ansoerge to authorize two board members to sign the IFA Advance No. 20 in the amount of \$526,903, motion was seconded by Mr. Newman. Motion Passed.**
- B. Resolution 17-08, Authorizing signers at the Umpqua Bank was approved by the Board. **A motion was made by Mr. Ansoerge to approve the signers for the Umpqua Bank account as stated in Resolution 17-08, motion was seconded by Mr. Newman. Motion Passed.**
- C. Continuing discussion on the relocation of the water meters in Cape Meares that affected five OWD customers will be carried over to the August 15, 2017 Board Meeting, due to the lack of response from our attorney.
- D. Multiple dwelling discussion will be carried over to the August 15, 2017 meeting when Ms. Klobas is present.
- E. Kenneth Khuns & Co. engagement letter was approved by the Board, audit costs will be revisited next year. **A motion was made by Mr. Wheeler to accept the engagement letter for the 2016-17 audit in the amount of \$10,900, motion was seconded by Mr. Ansoerge. Motion Passed.**

11. DISTRICT REPORT: See attached.

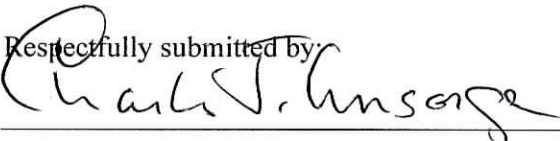
- A. Plant roofing bids will be sought on 7/19/17.
- B. Time-of-Transit test see 9. A.8.

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- C. Completion of telemetry is waiting for Charter Communications to complete their portion before final programming and testing.
12. **OFFICE REPORT:** See attached.
13. **CORRESPONDENCE:**
14. **COMMISSIONER COMMENTS:**
- A. The next Regular Board Meeting is set for August 15, 2017, in Oceanside. *Consensus agreed to the next meeting date.*
- B. Ms. Klobas agreed to sign checks on July 31, 2017.
15. Meeting Recessed at 3:05 p.m. for Executive Session to discuss employee evaluations, and Insurance Loss.
16. Executive Session adjourned at 3:43 p.m. and returned to Regular Session.
17. **A motion was made Henry Wheeler to grant salary increases as anointed in the OWD confidential employee files. Bonus will also be included in the July 31, 2017 Payroll. Alan Tuckey, Watermaster, \$1,000 bonus; David Nordman, Plant Operator, \$1,000 bonus; Julia Johnson, Office Manager, \$500 bonus. Motion Passed.**
18. Regular Meeting adjourned at 3:44 p.m.

Respectfully submitted by:



Charles Ansorge, Vice-Chair/Treasurer

Minutes taken by Julia Johnson, Office Manager