

Oceanside Water District
Regular Board Meeting
POB 360 Oceanside, OR 97134
(503) 842-0370
owd-oregon.org

November 15, 2016 Minutes

BOARD MEMBERS PRESENT:

Henry Wheeler-Chairman, Charles Ansoorge-Vice Chair/Treasurer, Robert Garrigues, Paul Newman

STAFF PRESENT:

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

1. **CALL TO ORDER:**

1:00 PM at the Cape Meares Community Center.

2. **APPROVAL OF AGENDA:**

Approval of the November 15, 2016 Board Meeting Agenda. **A motion was made by Mr. Ansoorge to approve the agenda for November 15, 2016 Board Meeting, motion was seconded by Mr. Newman. Motion Passed.**

3. **GUESTS:**

HBH Engineering-Jason McGibbon & Marcie Duvall

4. **GUEST COMMENT: 8.A.**

5. **APPROVAL OF MINUTES:**

The October 18, 2016 Regular Board Meeting Minutes. **Motion by Mr. Newman to approve the October 18, 2016 Regular Board Meeting Minutes, motion seconded by Mr. Ansoorge. Motion Passed.**

6. **REVIEW OF FINANCIAL STATEMENT:**

Financial Statements as of November 15, 2016. *Consensus was to approve the financial statements.*

7. **REVIEW & APPROVE OF ACCOUNTS PAYABLE:**

Accounts Payable from October 18, 2016 thru November 15, 2016 were presented for Board Approval. **A motion was made by Mr. Garrigues to approve the accounts payable from to October 19, 2016 to November 15, 2016 motion seconded by Mr. Ansoorge. Motion Passed.**

8. **ON-GOING BUSINESS:**

A. HBH-Jason McGibbon

1. 2KG's schedule for the Water Treatment Plants was distributed to the Board Members and Staff. Short Creek and Coleman Creek intakes are complete. Electrical work still needs to be completed at Short Creek for the hydraulic fish screen cleaner. Cape Meares Treatment Plant site is undergoing work for the backwash pond, and underground piping. A Change Order No. 1 from 2KG will be reviewed by the board, a culvert going under the County Road was found during the excavation for the backwash pond. Causing additional costs that were outside of the original contract. The Oceanside Water Treatment Plant has been staked out for the expansion of the current building. Mr. Tuckey indicated that inside demolition has started today. The Board asked what the expected percentage of change orders should be expected from 2KG during this project, Mr. McGibbon said that the usual addition seen in projects is 5%-10%. Mr. Newman requested that the Gantt Charts be updated monthly to give more detail. Mr. McGibbon will look into seeing if 2KG can accomplish what Mr. Newman is requesting. He indicated that it could increase Engineering costs if HBH were to include the detailed Gantt charts. Mr. Wheeler inquired on the telemetry between the Plant, Short Creek pump station, and requested more detail on how the communications will be wired. Camtronics Electrical Engineering is working to provide more detail on the telemetry.
2. Bids were received today until 11 a.m. for the Phase III Infrastructure Improvements. Four Contractors were present to turn in bids. The Notice of Intent to award was approved for the low bidder, Advanced Excavation, Inc. in the amount of \$665,305. **A motion was made by Mr. Ansoorge to grant the Notice Intent to Award for the Phase III Infrastructure Improvements Project to Advanced Excavation in the amount of \$665, 305.00, motion was seconded by Mr. Garrigues. Motion Passed.**

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A motion was made by Mr. Ansoerge to allow the Board Chair to sign the Notice of Award & Contract with Advanced Excavating, Inc., motion was seconded by Mr. Newman. Motion Passed.

3. Oceanside 200,000-gallon Reservoir went online November 13, 2016, this reservoir sits alongside the existing 125,000-gallon tank that was constructed in 1975. These reservoirs are located just south of the Oceanside Water Treatment Plant on Cape Meares Loop Road. Patch kits were received by Mr. Tuckey for the new reservoir. Mr. McGibbon will contact contractor for the operator manual for the reservoir. Mr. Tuckey also indicated that he is waiting for a flapper valve for the outside of the tank, and there is still some equipment left on the site from Engineering America, Inc. A final pay request has not been sent from Engineering America, Inc. and HBH is requiring that the payroll certifications be complete before it is submitted.
 4. Rosenberg Water Rights to Baughman Creek-Mr. Tuckey is waiting to contact Mr. Rosenberg for transfer of the rights, at this time he is out of state. The signed document is required to have an Oregon State Notary present during signature, Mr. Tuckey will inquire if the notary can be an out of state notary.
 5. Gantt Charts, no update. Mr. Newman requested a monthly update.
 6. HBH estimated engineering fees to complete the balance of the project was not submitted.
 7. Telemetry Schematics were pointed out in the master plan by Mr. McGibbon. He will be requesting that Mr. Nelson, Camtronics Electrical Engineer, to provide more detail on the telemetry.
 8. **A motion to approve Change Order No. 1 in the amount of \$9,706.50 from 2KG Contractors, Inc. was made by Mr. Garrigues, motion seconded by Mr. Ansoerge. Motion Passed.**
- B. **Oceanside Clean Water Subcommittee Update**-Mr. Newman has submitted a packet of information to Roger VanDyke regarding dye testing that he requested. At this time, we are awaiting a response from Stimson Lumber Company for their approval of the time of transit dye-test. The packet was submitted a month ago.
- C. Emergency procedures have been reviewed by Mr. Ansoerge, the existing Emergency response manual kept by Mr. Tuckey was quite impressive to him, and met satisfaction with the existing chain of command. A meeting with Tillamook PUD to review their Nixle program found that the customer's response to this type of program is quite low, and not cost effective to Oceanside Water District. The location of public notice signs for Cape Meares will be moved to the entrance of Bayocean Spit Road to include consumers along the Cape Meares Lake. Mr. Garrigues requested that his email address be corrected in the manual, and that the Tillamook Fire Department be included as an emergency contact. There was also reference to the Cape Meares Reservoir that is no longer valid, and needs to be removed from the manual. Mr. Ansoerge would like to utilize MailChimp as a way to contact communities during a water emergency. This would be a customer opt-in program only.
9. **NEW BUSINESS:**
- A. Resolution 16-07 Whistleblower Policy, **A motion was made by Mr. Garrigues to approve Resolution 16-07 to establish a Whistleblower Policy for Oceanside Water District, motion was seconded by Mr. Newman. Motion Passed.**
 - B. Engineering America, Inc. final pay request for the Oceanside Reservoir has not been submitted.
 - C. Quotes were received from South Bay Excavating, \$39,189.50, Saunders Cable, Inc., \$48,330, and Advanced Excavating, Inc. \$34,251. for the conduit placement for the Cape Meares Water Treatment Plant. **A motion was made by Mr. Ansoerge to award Advanced Excavating Inc. the Phase III project in the amount of \$34,251, motion was seconded by Mr. Newman. Motion Passed.**
 - D. IFA loan advance No. 14 in the amount of \$364,283 was reviewed by the Board, this is money already spent by the District from the future plant and infrastructure replacement fund. The reimbursement amount of \$364,283 was approved by the Board. **A motion was made by Mr. Newman to submit the loan advance request in the amount of \$364,283 to IFA as presented, motion was seconded by Mr. Ansoerge. Motion Passed.**
 - E. A contribution to the CMCA was discussed by the Board in consideration for the Cape Meares volunteers checking the water level of the reservoir over the years. The Board agreed on a \$1,000 donation to the

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community. **A motion was made by Mr. Ansorge to donate \$1,000 to CMCA for volunteer work done by the community for OWD, motion was seconded by Mr. Newman. Motion Passed.**

- F. The IFA Loan terms and modification for the plant and infrastructure replacement was ratified by the Board, also the addition of the building expansion at the current Oceanside Treatment plant was included, the project deadline has been moved to June 30, 2017. **A motion was made by Mr. Garrigues to ratify the IFA deadline to June 30, 2017, motion was seconded by Mr. Ansorge. Motion Passed.**
- G. Mr. Garrigues, who sits on the Tillamook County Road Advisory Committee, in addition to the Oceanside Water District Board. feels the Coleman Creek intake location discussion with Tillamook County Road Department has created a conflict of interest for himself. Mr. Ansorge, Mr. Newman, and Mr. Tuckey met on 11/15/16 with Liane Welch, Road Dept., and Kevin Gray, Federal Highway Department. A letter drafted by HBH regarding the Coleman Creek Watershed, which the Board had previously authorized, was brought to the 11/15/16 meeting with the Road Department. After discussion, the Board decided there is no need to meet with Ms. Welch prior to the next Board Meeting, which she will be in attendance. Mr. Newman has contacted two different organizations that grant funding for the relocation of drinking water intakes in these situations. Ms. Welch is waiting the results of a geologic study of the area to determine the route. Road construction is slated to begin early 2017-2018. Mr. Tuckey suggested utilizing the wetland area above the intake, shallow wells could be constructed in this area. A hydrologist would need to be hired to do a study on the Coleman Creek Watershed, and make recommendations as to whether shallow wells would work and the volume of water one could expect. An environmental review schedule, from Tillamook County Roads Dept. for the Cape Meares Loop Road relocation, was passed out to the Board. A copy of this has been posted in Dropbox also.
10. **DISTRICT REPORT:** See attached. Exercising valves will be done consistently after Phase II & III are complete.
11. **OFFICE REPORT:** See attached.
12. **CORRESPONDENCE:**
13. **COMMISSIONER COMMENTS:**
- A. The next Regular Board Meeting is set for December 13, 2016, at 1 p.m. in Oceanside.
Consensus agreed to the meeting date.
 - B. Mr. Garrigues agreed to sign month end checks 11/29/16.
 - C. Mr. Wheeler inquired about the tracer study to be done by the Watermaster.
 - D. Mr. Ansorge inquired about the need to test the Cape Meares Hall for lead after installing a water filter on Valve, low amounts of lead were found during the lead & copper samples taken at the Hall. Mr. Nordman felt this was not necessary, if lines were flushed prior to use.
14. **A motion was made by Mr. Garrigues to adjourn the November 15, 2016 Board Meeting at 3:07 p.m., motion was seconded by Mr. Newman. Motion Passed.**

Respectfully submitted by:

Charles Ansorge, Vice-Chair/Treasurer
Minutes taken by Julia Johnson, Office Manager

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