

Oceanside Water District

Regular Board Meeting

P.O. Box 360

Oceanside, OR 97134

(503) 842-0370

owd-oregon.org

October 17, 2017 Minutes

BOARD MEMBERS PRESENT:

Henry Wheeler-Chairman, Charles Ansorge-Vice Chair/Treasurer, Spike Klobas-Secretary, Paul Newman, Miron Neal II.

STAFF PRESENT:

Alan Tuckey-Watermaster, Julie Johnson-Office Manager, Justin Hartford-Plant Operator

1. **CALL TO ORDER:**

1:00 PM at the Oceanside Community Center.

2. **APPROVAL OF AGENDA:**

Approval of the October 17, 2017 Board Meeting Agenda. **A motion was made by Mr. Ansorge to approve the agenda with the addition of 9.C. Employee gift baskets. Ms. Klobas seconded the motion to approve the October 17, 2017 Board Meeting Agenda. Motion Passed.**

GUESTS: Tim & Vanessa Schroeder, Cape Meares homeowners, HBH Engineering-Mike Henry

3. **GUEST COMMENT:**

Mr. & Mrs. Schroeder gave explanation of their residence on Bayocean Road being a single-family dwelling. There was a consensus of the Board that for now we would leave the classification as a single-family dwelling.

4. **APPROVAL OF MINUTES:**

The September 19, 2017 Regular Board Meeting Minutes. **A motion was made by Mr. Newman to approve the September 19, 2017 Regular Board Meeting Minutes, motion seconded by Mr. Ansorge. Mr. Wheeler & Mr. Neal abstained. Motion Passed.**

5. **REVIEW OF FINANCIAL STATEMENT:**

Financial Statements as of October 17, 2017. *Consensus was to approve the financial statements.*

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

Accounts Payable from September 20, 2017 to October 17, 2017 were presented for Board Approval. **A motion was made by Mr. Newman to approve the accounts payable from September 20, 2017 thru October 17, 2017 motion seconded by Mr. Ansorge. Motion Passed.**

7. **ON-GOING BUSINESS:**

A. HBH Engineering-Mike Henry

1. 2KG Contractors, Pay Request No. 7 in the amount of \$370,014.95 was recommended for payment.

A motion was made by Mr. Ansorge to approve 2KG Contractors, Inc. Pay Request No. 7 in the amount of \$370,014.95, motion was seconded by Ms. Klobas. Motion Passed.

2KG has submitted a final pay request to HBH in the amount of \$120,796.37, HBH recommends holding payment until the generator connection for Short Creek, garage door, and settling tank at the Oceanside Plant are resolved. As-builts, Operator Manuals, and a statement of completion with a one-year warranty starting September 18, 2017 also need to be received from 2KG Contractors.

2. Coleman Creek weir plates options for measuring the water flow during the winter months was discussed.

A motion was made by Mr. Wheeler to authorize Mr. Tuckey to have a weir plate fabricated and installed on Coleman Creek, motion was seconded by Mr. Neal. Motion Passed.

3. IFA Deadline for the completion of the project has passed, HBH has had difficulty contacting them to confirm that the project deadline extension has been approved. IFA will require that all contractors and sub-contractors have been paid in full and as-builts drawings and plans have been received. HBH plans to close project by 10/31/17, Mr. Newman requested that the latest date of completion be no later than 11/30/17.
4. Castle Drive erosion after the installation of new water line was discussed. Advanced Excavation has submitted a bid to improve the area in the amount of \$2,964. **A motion was made by Mr. Ansoerge to accept the bid in the amount of \$2,964, Mr. Wheeler seconded the motion. Mr. Newman objected. Motion Passed.** The board discussed the erosion in the Tillamook Avenue section of Oceanside that has been noticed since the completion of upgrades in 2015. Mr. Tuckey will monitor the area, and will reevaluate the situation in the spring.

B. Oceanside Clean Water Subcommittee Update:

1. No update.

9. NEW BUSINESS:

- A. The Board is considering a SDC fee increase to \$7,309, after the completion of the system upgrades. This item will be carried over to the November Meeting for approval.
- B. Vacation accruals that reach the maximum level of accrual due to employee being unable to take time off work have historically been extended by board approval, or paid out at the employee request. The Board will continue to review accruals and recommend extensions as needed.
- C. Multiple dwellings were discussed under 4. Guest Comment.
- D. **A motion was made by Mr. Wheeler to allow Ms. Klobas a \$600 spending limit for employee gift baskets, motion was seconded by Mr. Ansoerge. Motion Passed.**

10. DISTRICT REPORT: See attached.

- A. Maxwell Mountain pressure tanks have been delivered, and are waiting to be installed.
- B. Water line improvements on 2nd Street N.W. are in the planning process.

11. OFFICE REPORT: See attached.

12. CORRESPONDENCE:

13. COMMISSIONER COMMENTS:

- A. The next Regular Board Meeting is set for November 21, 2017, in Cape Meares. **Consensus agreed to the next meeting date.**

- B. Ms. Klobas agreed to sign checks on October 31, 2017.

14. Regular Meeting recessed at 3:15 p.m. for Executive Session.

15. Executive Session called to order at 3:20 p.m.

16. Motion to adjourn Executive Session at 3:56 p.m. Consensus agreed to end Executive Session.

17. No action taken.

18. Regular Meeting reconvened

19. A motion was made by Mr. Wheeler to adjourn the Regular Meeting at 3:56 p.m., motion was seconded by Mr. Newman. Motion Passed.

Respectfully Submitted,



Spike Klobas, Board Secretary

Minutes taken by Julia Johnson