

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

February 21, 2017 Minutes

BOARD MEMBERS PRESENT:

Henry Wheeler-Chairman, Charles Ansorge-Vice Chair/Treasurer, Paul Newman, Robert Garrigues.
Spike Klobas-Secretary, absent.

STAFF PRESENT:

Julie Johnson-Office Manager, Alan Tuckey, Watermaster

1. **CALL TO ORDER:**

1:01 PM at the Oceanside Community Center.

2. **APPROVAL OF AGENDA:**

Approval of the February 21, 2017 Board Meeting Agenda. **A motion was made by Mr. Ansorge to approve the agenda for February 21, 2017 Board Meeting, motion was seconded by Mr. Newman. Motion Passed.**

3. **GUESTS:**

HBH Engineering-Mike Henry

4. **GUEST COMMENT:**

5. **APPROVAL OF MINUTES:**

The January 10, 2017 Regular Board Meeting Minutes. **Motion by Mr. Ansorge to approve the January 10, 2017 Regular Board Meeting Minutes, motion seconded by Mr. Newman. Motion Passed.**

6. **REVIEW OF FINANCIAL STATEMENT:**

Financial Statements as of February 21, 2017. *Consensus was to approve the financial statements.*

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

Accounts Payable from January 11, 2017 thru February 21, 2017, were presented for Board Approval. **A motion was made by Mr. Ansorge to approve the accounts payable from to January 10, 2017 thru February 21, 2017, motion seconded by Mr. Newman. Motion Passed.**

8. **ON-GOING BUSINESS:**

A. HBH-Mike Henry

1. Engineering America, Inc. Final Payment has been withheld due to payroll certification being incorrect. Mr. Henry requested permission to contact our attorney regarding the situation. OWD has been contacted by two sub-contractors who have not been paid in full. Mr. Henry will check IFA policy on paying sub-contractors directly, in the case that Engineering America does not make full payment. A review of all sub-contractors on the project will be made to insure all have been paid in full.
2. 2KG Contractors, Inc. Pay Request No. 2 was recommended by HBH Engineering in the amount of \$125,223.54, subject to receiving final signed pay application. **A motion was made by Mr. Ansorge to Pay 2KG Contractors in the amount of \$125, 223.54, subject to receiving signed pay application No. 2, motion was seconded by Mr. Newman. Motion Passed.**
3. 2KG Contractors Change Orders No. 3, 6, 7, 8 were recommended by HBH Engineering, subject to IFA Approval. **A motion was made by Mr. Newman to approve 2KG Contractors Change Orders No. 3, 6, 7, 8, motion was seconded by Mr. Ansorge. Motion Passed.**
4. Advanced Excavating, Inc. has completed piping in Cape Meares, and will be moving to Camelot area in Oceanside. Mr. Tuckey will notify homes in the neighborhood that will be effected by the construction. HBH Engineering recommends payment No. 1 to Advanced Excavation in the amount of \$170,997.15, subject to final review of the weekly pay status. **A motion was made by Mr. Newman to pay Advanced Excavation, Inc. for pay request No. 1, in the amount of \$170, 997.15, subject to HBH review of weekly pay status, motion was seconded by Mr. Ansorge. Motion Passed.**

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5. Gantt Charts were prepared by Jason McGibbon, HBH, and passed out to the Board. The percentage of completion was added to the charts to show the progress of the contractors.
6. Rosenberg Water Rights are being obtained through the help of HBH Engineering, a memorandum will be drawn up for Mr. Tuckey and Mr. Rosenberg to sign.

B. Oceanside Clean Water Subcommittee Update:

1. Mr. Newman requested authority to go to IFA with a request to add an additional \$6,000 in grant dollars to further study the herbicide impact on Short Creek Watershed. **A motion was made by Mr. Ansonge to allow Mr. Newman to work with IFA to modify grant application, motion was seconded by Mr. Wheeler. Motion Passed.** Mr. Newman plans to study the impact of herbicide use in the watershed during the first week in August, a series of samples will be collected by Mr. Tuckey and Mr. Newman. The cost of the test analysis will be included in the budget in the case funding application fails.
- C. Coleman Creek Intake Study was reassigned to Mr. Newman and Mr. Ansonge to seek grant dollars. An estimate of the cost to do the study will be brought to the Board by HBH Engineering. Two summers of flow study will be necessary to get a clear picture of the Coleman Creek Watershed.
- D. Cape Meares Loop Road Relocation impact on Coleman Creek Intake location will be studied by Mr. Newman and Mr. Ansonge. **A motion was made by Mr. Wheeler to allow Mr. Ansonge, and Mr. Newman to interface with Liane Welch, Tillamook County Road Department, motion was seconded by Mr. Garrigues. Motion Passed.**

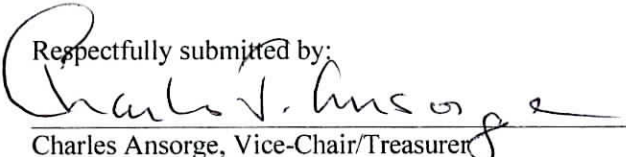
9. NEW BUSINESS:

- A. IFA Loan Advance No. 15 in the amount of \$357,579 was approved and received on February 10, 2017. **A Motion was made by Mr. Newman to ratify IFA Loan Advance in the amount of \$357,579, motion seconded by Mr. Garrigues. Motion Passed.**
- B. IFA Loan Advance No. 16 will be drawn up before next meeting and sent to IFA for approval. **A motion was made by Mr. Ansonge to prepare Loan Advance No. 16, and have two Board Members sign before next Board Meeting, motion was seconded by Mr. Garrigues. Motion Passed.**
- C. Water outage notification in Cape Meares, during construction, have been sent out by Mr. Ansonge through the use of NextDoor, at the request of Mr. Tuckey. Some residents are not a member of this list and have requested a direct notice from OWD. Cape Meares residents that have provided their email address to OWD will receive an emailed notice, if possible, in the future.
- D. Election of Board Members, three Board members are up for re-election this year. Mr. Garrigues has decided to not run again. Mr. Garrigues' many years of volunteer service on the OWD Board have been a great value to the community. Currently, OWD has three Board members from Cape Meares and two Oceanside residents, Mr. Garrigues feels strongly that the community would be better served with three Board members from Oceanside. A request to notify the community of the vacant position, coming in June, was sent to the Oceanside Neighborhood Association.
- E. Election of a Budget Officer was discussed by the Board, Mr. Wheeler served last year and was elected to serve the 2017-18 Budget year. **A motion was made by Mr. Garrigues to elect Mr. Wheeler to serve as Budget Officer for the fiscal year 2017-18, motion was seconded by Mr. Ansonge. Motion Passed.**
- F. Authority to seek an easement on the Swayze property in Cape Meares. Mr. Tuckey will contact surveyor to prepare legal description for easement. Mr. Newman and Ms. Klobas were given authority to work with Lois Albright, Attorney, to draft easement and look into a transfer of land as consideration of easement. Tuckey will interface with OWD attorney to draft an easement and bring back to the Board for approval. **A motion was made by Mr. Wheeler to give Mr. Tuckey authority to hire a surveyor to obtain legal description of property, motion seconded by Mr. Ansonge. Motion Passed. A motion was made by Mr. Wheeler to give authority to Mr. Ansonge and Ms. Klobas to interface with OWD attorney to draft an easement on the Swayze property, and consider transfer of land, motion seconded by Mr. Ansonge. Motion Passed.**

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- G. Consumer Confidence Report for 2016 was assigned to Mr. Newman and Mr. Ansorge with input from Mr. Tuckey. **A motion was made by Mr. Wheeler to assign Mr. Newman and Mr. Ansorge to complete the 2016 Consumer Confidence Report, motion was seconded by Mr. Garrigues. Motion Passed.**
- H. Ransomware emails have been a threat to computers lately, Board cautioned OWD employees about use of Treatment Plant Processing computer for other than the running the treatment plant.
- I. **A motion was made by Mr. Wheeler to approve Resolution 17-01, to amend and modify Resolution 16-06, motion was seconded by Mr. Ansorge. Motion Passed.**
10. **DISTRICT REPORT:** See attached.
11. **OFFICE REPORT:** See attached.
12. **CORRESPONDENCE:**
- A. Leak Relief was requested from a homeowner in Oceanside. **A motion was made by Mr. Ansorge to approve the leak relief in the amount of \$1,065, motion was seconded by Mr. Ansorge. Motion Passed.**
- B. A request from five homeowners regarding the relocation of their meters was reviewed by the Board. A decision was made that the homeowners may leave their meters where they presently are, and a valve will be put on the mainline in front of the homes. Homeowner(s) will be responsible for any leaks from the mainline valve to the home(s). A letter to the homeowner(s) will be drafted and reviewed by OWD attorney noted in the computer file for each property, to be given to escrow company at the time of sale, and if possible recorded with the County.
13. **COMMISSIONER COMMENTS:**
- A. The next Regular Board Meeting is set for March 21, 2017 in Cape Meares.
Consensus agreed to the meeting date.
- B. Mr. Newman agreed to sign month end checks 2/28/17.
- C. Mr. Ansorge inquired on the best way to check for leaks in your home. OWD does not have a leak detecting device. Mr. Wheeler said the best way to check for a leak in your home is to turn off all water to the home and look at your meter, a red triangle on the meter will move if water is passing through. Indicating a leak.
- D. Mr. Garrigues agreed to sign a check 2/22/17, that Mr. Tuckey required for vaults at the Cape Meares Plant.
14. **Meeting Adjourned at 4:19, by a motion made by Mr. Wheeler, and seconded by Mr. Newman. Motion Passed.**

Respectfully submitted by:



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