

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

June 20, 2017 Minutes

BOARD MEMBERS PRESENT:

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

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 June 20, 2017 Board Meeting Agenda. **A motion was made by Mr. Newman to approve the agenda for June 20, 2017 Board Meeting, with the change of 9G. moving under 8A. to allow Mr. Garrigues to be present during the discussion, motion was seconded by Ms. Klobas. Motion Passed.**

3. **GUESTS:**

HBH Engineering-Mike Henry, Cape Meares Resident- Mike Neal.

4. **GUEST COMMENT:**

5. **APPROVAL OF MINUTES:**

The May 16, 2017 Regular Board Meeting Minutes. **A motion was made by Mr. Newman to approve the May 16, 2017 Regular Board Meeting Minutes, motion seconded by Ms. Klobas. Mr. Ansorge and Mr. Garrigues abstained. Motion Passed.**

6. **REVIEW OF FINANCIAL STATEMENT:**

Financial Statements as of June 20, 2017. *Consensus was to approve the financial statements.*

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

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

8. **ON-GOING BUSINESS:**

A. HBH Engineering-Mike Henry

1. Engineering America, Inc. Final Payment has been withheld due to payroll certification being incorrect. 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 will contact OWD with the final pay request and authorize payment in the following week. **A motion was made by Mr. Ansorge to authorize final payment to Engineering America Inc. in the amount of \$23,486.50, 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 Pay Request No. 6 in the amount of \$383,064.41, was recommend for payment by HBH, subject to completion of certified payroll reports. HBH will notify OWD when payment can be released. **A motion was made by Mr. Newman to approve 2KG Contractors Inc, Pay Request No. 6 in the amount of \$383,064.41, subject to payroll certification, motion was seconded by Mr. Newman. Motion Passed.**

3. 2KG Contractors Change Orders No. 20, 21, 22, 23, 24, total amount of \$5,675.11, were recommended for approval by HBH Engineering, subject to IFA Approval. **A motion was made by Mr. Ansorge to approve 2KG Contractors, Inc. Change Orders No. 20, \$1,557.06, No. 21 \$1,953.14, No. 22**

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\$2,438.75, No. 23 -\$1,200, and No. 24, \$926.16, motion was seconded by Ms. Klobas. Motion Passed. HBH anticipates another change order for sheetrock, as the original estimate was low. A deductive change order is anticipated for the fencing around Coleman Creek POD, Mr. Tuckey has requested that the fencing be put on hold until he can bring in a piece of equipment to rock the pathway up to the POD, and then put in place the fencing he has salvaged from the old Cape Meares tank. HBH estimates that the project will be completed by the second week in July 2017. New Water Treatment Plants for Oceanside and Cape Meares have been operational as of June 1, 2017. HBH requests authorization for Mr. Wheeler to sign 2KG Contractors Substantial Completion Request. **A motion was made by Mr. Ansorge to allow Mr. Wheeler to sign 2KG contractors Substantial Completion Request, motion was seconded by Mr. Newman. Motion Passed.** A time-of-transient test will need to be completed by OWD, HBH can do this test at the estimated cost of \$3,300, or it can be done by the circuit rider at no cost.

4. Advanced Excavating Final Pay Request No. 4. in the amount of \$54,307.20 was recommended for payment, pending certification of payroll. **A motion was made Mr. Newman to pay Advanced Excavation Inc. final pay request No. 4 in the amount of \$54,307.20, motion was seconded by Ms. Klobas. Motion Passed.**
5. Gantt Charts-no update.
6. OWD Water Rights to Baughman Creek will be filed with Oregon Water Resources Department. HBH was given the original Evidence of Use Affidavit, Consent by Deeded Landowner, Application for Permanent Water Right Transfer and a check to OWRD in the amount of \$1,800.
7. Flow meter information for Coleman Creek will be brought to the July 18, 2017 Meeting.

9. NEW BUSINESS:

- G. Continuing discussion on meter relocation in Cape Meares will be tabled until the July 18, 2017 Meeting, to allow time to consult with Attorney Lois Albright, and draw up a proposed water credit agreement and Resolution to be applied to the six homes who were required to move their water lines to the public right-of-way. The Agreement and Resolution will be reviewed by the Board in July at the Regular Board Meeting.

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 ranking system criteria is weighted greatly in OWD's favor and Civil West is confident this project will receive a high priority ranking. Mr. Newman will be working with OWD staff to gather a list of information that the engineer has requested, that will be submitted in a letter-of-intent application for the next round of funding. The next funding application deadline is the end of September 2017.
2. We are awaiting renewal of the Short Creek Watershed Herbicide Grant U15003 with anticipation of herbicide contamination test being done in late July or August 2017.

9. NEW BUSINESS:

- A. 2017-18 Budget Minutes have been signed and approved by Budget Secretary, Judie Marvis. **A motion was made by Ms. Klobas to approve the 2017-18 Budget Minutes as presented, motion seconded by Mr. Garrigues. Motion Passed.**
- B. IFA Loan Advance No. 20 will be prepared for submittal by HBH after payment to contractors have been issued. **A motion was made by Mr. Newman to authorize two board members to sign the IFA Advance No. 20 when prepared, motion was seconded by Ms. Klobas. Motion Passed.**

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- C. Resolution 17-05, Adopting the 2017-18 Budget was reviewed by the Board. **A motion was made by Mr. Garrigues to approve the 2017-18 Budget as presented, motion was seconded by Mr. Ansorge. Motion Passed.**
- D. Resolution 17-06, Adopting a Discrimination Harassment Policy was reviewed by the Board. Special District's Insurance Services has requested that we adopt the policy, and will apply a 5% discount to our rates. **A motion was made by Ms. Klobas to adopt Resolution 17-06 Discrimination Harassment Policy, motion seconded by Mr. Newman. Motion Passed.**
- E. Resolution 17-07, Adopting a Loss Control Program was also recommended by SDIS after a property safety-related survey on April 11, 2017. **A motion was made by Mr. Ansorge to adopt Resolution 17-07 OWD Loss Control Program, motion was seconded by Mr. Newman. Motion Passed.**
- F. Mr. Miron Neal, Cape Meares Resident, has been elected for Commissioner Position No. 3, effective 7/1/17.
10. **DISTRICT REPORT:** See attached.
- A. Mr. Tuckey requested authorization to seek new bid for the roofing of Oceanside Water Treatment Plant, and Maxwell Mountain Shed. **A motion was made by Mr. Newman to authorize Mr. Tuckey to seek a new bid for roofing, motion seconded by Mr. Ansorge. Motion Passed.**
11. **OFFICE REPORT:** See attached.
12. **CORRESPONDENCE:**
- A. Leak Relief was requested from Mr. Wheeler for a service line leak at his home. **A motion was made by Mr. Ansorge to allow relief in the amount of \$130.95, motion was seconded by Ms. Klobas. Motion Passed.**
13. **COMMISSIONER COMMENTS:**
- A. The next Regular Board Meeting is set for July 18, 2017, in Cape Meares. **Consensus agreed to the next meeting date.**
- B. Mr. Newman agreed to sign checks on June 30, 2017.
14. **Meeting Adjourned at 3:31 p.m., by a motion made by Ms. Klobas, and seconded by Mr. Ansorge. Motion Passed.**

Respectfully submitted by:


Charles Ansorge, Vice-Chair/Treasurer

Minutes taken by Julia Johnson, Office Manager