

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

**June 21, 2016 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 21, 2016 Board Meeting Agenda. **A motion was made by Mr. Garrigues to approve the agenda for June 21, 2016 Board Meeting, motion was seconded by Mr. Newman. Motion Passed.**

**3. GUESTS:** Mike Henry, HBH

**4. GUEST COMMENT:** See 8. A. On-Going Business.

**5. APPROVAL OF MINUTES:**

A. The May 17, 2016 Regular Board Meeting Minutes. **Motion by Mr. Garrigues to approve the May 17, 2016 Regular Board Meeting Minutes, motion seconded by Ms. Klobas. Motion Passed.**

**6. REVIEW OF FINANCIAL STATEMENT:**

Financial Statements as of June 21, 2016. *Consensus was to approve the financial statements.*

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

Accounts Payable from May 17, 2016 to June 21, 2016 were presented for Board Approval. **A motion was made by Mr. Ansorge to approve the accounts payable from May 17, 2016 to June 21, 2016 motion seconded by Mr. Newman. Motion Passed.**

**8. ON-GOING BUSINESS:**

A. HBH-Mike Henry

1. Water Treatment Plant(s) have received OHA approval on June 16, 2016, this includes both Cape Meares and Oceanside Treatment Plants, Short Creek & Coleman Creek intakes, two booster pumps. Mr. Henry reviewed the OHA approval letter, he anticipates extra chemical testing on Coleman Creek due to increased regulations. Mr. Tuckey will be testing water at Coleman Creek before the plant is online. After discussion with Andy Stricker, the Electrical Engineer, Mike Henry will prepare a communication flow chart of the various sites prior to the next Board Meeting. At the completion of the project HBH will do an operation manual for the new equipment that is installed. A tracer study is required for any water system that has a change in the way they are treating the water, or change of location. A tracer study will be done for both treatment plants. Short Creek pump station is considered above flood level, there is a concern that in the case of a severe storm or slide that closed the tunnel going under the road flooding could damage the pump station. The bid documents are near completion and HBH plans to make the WTP(s) a winter project. IFA has a full set of the documents and has reviewed and approved the first part of the bid document for the WTP(s). HBH will advertise the request for bid twice, instead of once, in the hope to obtain quality bids.

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2. Excavation for the Oceanside 200,000-gallon Reservoir began on June 13<sup>th</sup>, with Earth Works Excavating doing the dig out, Geo Tech will need to inspect the excavating before rock and piping are started. Earth Works plans to have the excavating complete by June 24<sup>th</sup>. A timeline of the project was provided for the Board to review; completion of the project is mid-October 2016.
3. Rosenberg Water Rights are still to be determined, Mr. Tuckey met with Ron Rosenberg at the beginning of June, and has Green Crow's cooperation with the transfer of the rights. Board requested that Mr. Tuckey have Green Crow sign off on the application, and provide a list of requirements to obtain the Water Rights. A water flow test will also be conducted on Baughman Creek.
4. Gantt Charts were sent electronically before the Board Meeting & included in the packet for review.
5. Short Creek Fish Screen needs to be purchased now to have it manufactured and ready for installation before the September 15, 2016 the end of in-water work date. This screen will be stainless steel, with a hydraulic wiper blade that cleans the surface of the screen. The oil used to lubricate this is environmentally friendly & non-toxic if consumed. The cost of the ODF&W approved fish screen is \$29,400.00. **A motion was made by Mr. Ansorge to approve the purchase of the Short Creek Fish Screen in the amount of \$29,400.00, motion was seconded by Mr. Garrigues. Motion Passed.**

**B. Oceanside Clean Water Subcommittee Update-Paul Newman**

6. 1. A formal letter and progress report has been reviewed by Mr. Ansorge and Mr. Newman, who drafted the letter, and they are in agreement to increase the Grant to \$14,000 from its \$10,000 original amount. **A motion was made by Mr. Ansorge to authorize Mr. Wheeler to sign letter drafted by Mr. Newman requesting to increase the Short Creek Watershed Herbicide Assessment Grant to \$14,000, motion was seconded by Ms. Klobas. Motion Passed.**

**A motion was made by Ms. Klobas to approve the draw on the current IFA Short Creek Watershed Herbicide Assessment Grant in the amount of \$675, motion was seconded by Mr. Ansorge. Motion Passed.**

**9. NEW BUSINESS:**

- A. Resolution 16-04, approving the 2016-2017 Budget was reviewed by the Board. **A motion to approve Resolution 16-04 for the 2016-2017 Budget year was made by Mr. Garrigues, motion was seconded by Mr. Newman. Motion Passed.**
- B. Resolution 16-05, updating User Fees for 2016-2017, the only change to the User Fees is the Connection Fee for new services. The Connection fee was increased from \$1,047 to \$1,355 to include the increased cost of a radio meter. **A motion to approve Resolution 16-05 User Fees was made by Mr. Ansorge, motion was seconded by Mr. Newman. Motion Passed.**
- C. Resolution 16-06 authorizing fund transfers in the amount of \$75,000 to the Future Plant Replacement Fund from the General Fund, and \$50,000 to the Debt Services Fund from the General Fund. Mr. Wheeler noted that once money is in the Debt Service Fund it can only be used for Debt repayment. **A motion was made by Mr. Garrigues to authorize the fund transfers outlined in Resolution 16-06, motion seconded by Mr. Ansorge. Motion Passed**
- D. IFA Loan Advance #12 in the amount of \$337,639 covers all invoices up to May 30, 2016. **A motion to approve the IFA Loan Advance #12 in the amount of \$337,639 was made by Mr. Newman, seconded by Mr. Garrigues. Motion Passed.**

**10. DISTRICT REPORT:** Mr. Nordman reviewed the attached report. A possible leak on N.W. 12<sup>th</sup> Street has been turned over to Earth Works Excavating who had been the contractors on the site last. The new pump that



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was recently installed at the Plant has failed for the second time, Mr. Tuckey is requesting a replacement pump be installed at the same time the failed pump is sent to California for repair. Mr. Tuckey notified the Board that he will be out on medical leave for approximately a month as of August 9, 2016.

**11. OFFICE REPORT:** Mrs. Johnson reviewed the attached report.

**12. CORRESPONDENCE:**

1. Leak relief request from John Pilmer in the amount of \$31.05 was approved by the Board.
2. A letter to IFA requesting an extension on the Safe Drinking Water Loan Disbursement was presented for Board approval. **A motion was made by Mr. Garrigues to approve the letter to IFA requesting a six month extension on the project, motion seconded by Mr. Ansorge. Motion Passed.**

**13. COMMISSIONER COMMENTS:**

- A. The next Board Meeting is set for July 19, 2016 at the Cape Meares Community Center.  
*Consensus agreed on the next meeting date.*
- B. Mr. Ansorge agreed to sign checks on June 30, 2016.
- C. There is a question as to the ownership of the underlying land where the Coleman Creek crosses the logging road. The Board has requested that a response be sent to Chris Spence, of the Cape Meares Community Association, after revised by the Commissioners. Henry Wheeler, Chair, will draft after input from Watermaster and Paul Newman, and circulate for approval prior to being sent. The Board feels that a reserve should be set aside for possible contingency over the ownership of this culvert in the amount of \$15,000. **A motion was made by Mr. Newman to reserve \$15,000 from the 2015-2016 Budget to cover any cost that may arise from the culvert located in the active slide zone in Cape Meares, motion seconded by Mr. Garrigues. Motion Passed.**

**16. A motion was made by Mr. Wheeler to break for Executive Session at 3:38 p.m., motion was seconded by Mr. Newman. Motion Passed.**


**17. Executive session called to order at 3:45 p.m. at the Oceanside Community Club to discuss employee compensation. Executive Session was adjourned at 4:09 p.m.**

**18. The regular Board Meeting was resumed at 4:09 p.m. By unanimous vote of the Board the following was approved by the Board effective July 1, 2016, payable July 31, 2016. Alan Tuckey, Watermaster, hourly rate of \$31.25, Bonus \$1,000. A motion was made by Mr. Newman to increase Mr. Tuckey to the hourly rate of \$31.25, with a \$1,000 bonus, motion seconded by Mr. Wheeler. Motion Passed. David Nordman, Plant Operator, hourly rate \$19.91, Bonus \$1,000. A motion was made by Ms. Klobas to increase Mr. Nordman to the hourly rate of \$19.91, with a \$1,000 bonus, motion seconded by Mr. Ansorge. Motion Passed.**

Julia Johnson, Assistant Office Manager, hourly rate \$19.00, Bonus \$500, Deferred Compensation 9%, Medical Benefits will be available for Employee and Spouse. Title will be that of office manager, reporting to the Board effective July 1, 2016. **A motion was made by Mr. Ansorge to increase Mrs. Johnson to the hourly rate of \$19.00, with a \$500 bonus, motion seconded by Ms. Klobas. Motion Passed.**

**19. Meeting adjourned at 4:11 p.m. A motion was made by Ms. Klobas to adjourn the June 21, 2016 Regular Board Meeting at 4:11 p.m., motion seconded by Mr. Newman. Motion Passed.**

Respectfully submitted by:

  
Spike Klobas, Secretary  
Minutes taken by Julia Johnson, Assistant Office Manager