



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

November 19, 2024 Minutes
Cape Meares Barbara Bennet Community Center

BOARD MEMBERS PRESENT:

Paul Newman, Chairman, Charles Ansoerge-Vice Chair/Treasurer, Spike Klobas-Secretary, Norm Passmore.

STAFF PRESENT:

Christian Anderson, Plant Manager, Mark Anderson-Office Management Trainee.

1. CALL TO ORDER: 1:01 PM

2. APPROVAL OF AGENDA:

Approval of October 15, 2024, Board Meeting Agenda. A motion was made by Mr. Passmore to approve October 15, 2024, Board Meeting Agenda. Ms. Klobas seconded the motion. *Motion Passed.*

3. GUESTS PRESENT: No guests present.

4. APPROVAL OF PREVIOUS MINUTES:

October 15, 2024, Regular Board Meeting Minutes. A motion was made by Ms. Klobas to approve October 15, 2024, Regular Board Meeting Minutes; the motion was seconded by Mr. Passmore. *Motion Passed.*

5. DISTRICT REPORT: See attached memo from treatment plant presented by Christian Anderson.

A. Water Flow Measurements.

B. Safety Committee Report.

C. Clearwell Overflow Project Status.

D. Large Expenses. – Replacement Motor (Short Creek Intake Pump) \$7,271.00.

E. Project to do list. Disinfection Byproduct (DBP) samples taken from key points in the Oceanside Water distribution system indicate that the bulk of the DBPs are forming in the Capes Reservoir. Formation is possibly due to inadequate mixing or stratification in the reservoir. Consideration made to install a mixer in the Capes tank to de-stratify the reservoir and decrease DBP formation.

Values were estimated for October, 2024 – November, 2024, Gallons Consumed/Gallons Sold, due to a split meter read between September 30th and October 1, 2024. Consideration to adjust the frequency schedule for meter reading to begin on the last 2-3 days of each month rather than the last day of each month.

6. OFFICE REPORT: See attached office update presented by Mark Anderson. Review of invoices over \$5,000.

7. REVIEW OF FINANCIAL STATEMENT:

Financial Statements as of November 13, 2024. Consensus approved the financial statements.

8. REVIEW & APPROVE OF ACCOUNTS PAYABLE:

A motion was made by Ms. Klobas to approve Transaction List, September 2024. The motion was seconded by Mr. Passmore. *Motion passed.*

A motion was made by Mr. Passmore to approve Transaction List, October 2024. The motion was seconded by Ms. Klobas. *Motion passed*

9. ON-GOING BUSINESS:

A. OWD Website update status presented by Charles Ansoerge.

- B. Inter Village Emergency Water System Tie-Status Update presented by Paul Newman. Property at site for Cell Phone Tower and Inter Village Emergency Water System Tie-Status is under 99-year lease. Permission to sub-lease required. The \$450,000 grant proposal to be written by Civil West Engineering will be facilitated by a pre-proposal grant for \$20,000. Civil West has submitted an application for the grant to Biz Oregon and it is being evaluated.
- C. Cell Phone Tower construction presented by Paul Newman. Representatives from Civil West Engineering and Crown Castle will visit the site to confirm the cell phone tower transmission will provide no interference with operations at the Cape Tank Storage Lot or the Inter tie project.
- D. Engineering Master Plan Update: The District's Master Plan capital forecast: high priority. Civil West has begun activities aimed at developing a hydrology model for the District's distribution system as well as a pipe location and mapping effort.

10. NEW BUSINESS:

Updating SCADA Terminal to Windows 11/New state reporting. To move forward with phase 3, The Automation Group, Inc. (TAG) will program our SCADA system to auto populate the new state reports. The cost of \$11,000 will program the Oceanside and Cape Meares plants.

A motion was made by Ms. Klobas to approve the allocation of \$11,000 for The Automation Group, Inc. (TAG) to add Dream Report reporting for the LRV data at the Oceanside and Cape Meares sites. The motion was seconded by Mr. Passmore. *Motion passed*

11. CORRESPONDENCE: none

13. COMMISSIONER COMMENTS:

A. Next Board Meeting December 17, 2024 will be held at 2270 Cape Meares Rd W., Oceanside, OR Water Treatment Plant at 1 p.m.

B. Ms. Klobas and Mr. Ansoorge agreed to sign checks on November 27, 2024.

14. EXECUTIVE SESSION: PER ORS (2)(i) AND 192.660(8).

A motion was made by Mr. Newman to approve Salary Action for Christian Anderson, Plant Manager and promotion to Direct Responsible Charge (DRC). The motion was seconded by Ms. Klobas. *Motion passed*

A discussion concerning the addition of Pam Zielinski to the Board to serve out Mr. Wheeler's term was held.

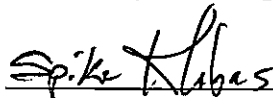
15. The Board meeting returned to regular session

A motion was made to approve the salary increase for Mr. Christian Anderson who is now the General Manager and the DRC (Direct Responsible Charge).

A motion was made by Mr. Passmore to approve Pam Zielinski as our new Board Member. The motion was seconded by Mr. Ansoorge. The motion passed, and Ms. Zielinski is now our newest Board member to serve by appointment the remainder of Mr. Wheeler's term which will end in June of 2025.

16. Ms. Klobas made a motion to adjourn the Regular Meeting at 3:25 p.m., Mr. Ansoorge seconded the motion. Motion Passed.

Respectfully Submitted,
Spike Klobas, Secretary



Minutes taken by Mark Anderson