

OTTER ROCK WATER DISTRICT

Draft MEETING MINUTES

(Pending Board Approval on December 10, 2019)

Board Meeting November 12, 2019

A. Call to Order:

- The monthly Board Meeting of the Otter Rock Water District was held on November 12, 2019. The meeting convened at 6:00 p.m., with Commissioner Boston presiding.

B. Roll Call:

- Members in Attendance: Commissioners P. Anderson, Boston, Bradley and Gleason
- Member Absent: Commissioner Backenstow
- Staff Members Present: Secretary Erskine, Superintendent Osburn
- Public Attendance: Dale Lutz, Lisa Hall, Cheryl and Steve Hall, Beth Elliker, Ted Farris, Bonnie Wright

C. Consent Agenda :

- **Approval of Board and Budget Approval Meeting Minutes:**
- **MOTION:** Anderson moved to approve the 10/15/19 minutes with the following changes: (replace September with October and remove the question mark as to Bradley's years of service). Commissioner Gleason seconded.
 - Anderson **Yes** No Abstain
 - Boston **Yes** No Abstain
 - Bradley **Yes** No Abstain
 - Gleason **Yes** No Abstain

D. Reports and announcements:

Superintendent's report:

- Superintendent Osburn continued to prepare for the meeting with Amy Chapman from the health department on November 4, 2019. This meeting went well. There were no deficiencies that he knows of and he is waiting on final report.
- The customers are continuing to use less water. District would have had one of the lowest usage months ever, but Osburn had to flush the pipes again at Barry Brown subdivision.
- Overflow was a bit more than normal, not by much.
- The customers of the district are using 58,000 gal less this year compared to the same time last year. We have 6,000 gallons more overflow this year compared to last year at the exact same time. The usage number is higher because of flushing the subdivision for Barry Brown. The initial test for Total Coliforms this month was negative. The test for E Coli was also negative
- One meter was installed this month.

- Boston: Were there any turn on/off requests? Yes, one, however it is in the middle of the gravel road and will be difficult to access. Osborn & Boston decided to install a new meter as the best option to avoid turning water off and breaking the valve. Osborn has just received parts to begin installing meters again.
- Boston: RE: end of second street project. If nothing else comes up should we start with that? Osborn: Yes, there is one meter near Bradley's house then second street project is top priority, unless an emergency were to come up (for example, November's regular monthly testing came up positive for coliforms. This would take precedence to second street.)
- **MOTION:** Commissioner Gleason made motion to approve, Commissioner Bradley seconded the vote to accept Superintendents report:
 - Anderson **Yes** No Abstain
 - Boston **Yes** No Abstain
 - Bradley **Yes** No Abstain
 - Gleason **Yes** No Abstain

Office Management and Bookkeeping Report:

- Regular monthly work was performed (accounts payable and receivable, bank deposits, Grimstad trips and customer communication etc.) for the month of October was normal.
- Erskine created a tentative 2020 calendar for meetings and handed them out. Erskine asked the board members to verify that the dates look right and let her know.
- Erskine will be handing the new board member a packet of pertinent information and be available to answer any questions they may have.
- PHONE LOG: There were just two calls recorded.
- Anderson and Erskine both assisted Osburn with necessary documents for the state walk through.

Treasurer Report:

- Commissioner Anderson reported that all bank statements have been reconciled and accounts are current as of October 31, 2019.
- Aged A/R total is \$1,055. \$975 of this balance is just two accounts. Both will be written off as they are abandoned house situations. We haven't had a good system in past for Superintendent to report such things to the office, so these two accounts were billed in error.
- Monthly Budget Report: Anderson added a column to show percentage of budget used to date.
- Anderson has handed out a packet of new office forms for account changes. These new forms have been developed to improve communications between the field and office and to improve record-keeping. The smaller form can be used by Jim or if someone calls into the office. Per Appicello the board only needs a motion to adopt. A resolution or ordinance is not necessary.
- Boston: RE: shut off fees, once we put a meter on property and no longer need to worry about breaking corp stops, do we need to change the fees for

shut off? Also, do we need a resolution, or can we use a motion to adopt?
Fee adjustments would require amending an ordinance.

- Anderson would like to thank Beth Elliker for taking on the map project and thank Art Bradley for all his work over the years.
- Anderson has a request from an employee to define what days employees are to work during Christmas week. Christmas is on Wednesday this year and employees would like to be able to plan ahead.
- **MOTION:** Gleason moved to approve both the office management and treasurer reports. Bradley seconded with a compliment for the percent receive/used column on the Monthly Budget Report. Bradley also thanked Erskine for the list of phone and emails as she is the eyes and ears of the community.

- | | | | |
|------------|-----|----|---------|
| • Anderson | Yes | No | Abstain |
| • Boston | Yes | No | Abstain |
| • Bradley | Yes | No | Abstain |
| • Gleason | Yes | No | Abstain |

- Erskine: Additionally, I heard from Google. There is no way to print a list of incoming emails.

- **MOTION:** Gleason moved to approve use of the new office forms. Boston seconded.

- | | | | |
|------------|-----|----|---------|
| • Anderson | Yes | No | Abstain |
| • Boston | Yes | No | Abstain |
| • Bradley | Yes | No | Abstain |
| • Gleason | Yes | No | Abstain |

E. Public Comments: None

F. Special Order of Business

- Boston would like to reestablish our relationship with Bartoldus Law Firm. They have a good history with the District. It would be good to have them on board in case of any formal legal advice. With some projects we will need that relationship. Anderson: At the very least we should get copies of old-documents important to the district. Anderson: Should I take care of this? Boston: Yes

G. Action Item Checklist

- Commissioner Boston postponed AIC review until December board meeting.

H. Legal Counsel's Report: None

I.

J. Ordinances: None

K. Resolutions: None

L. 2 Candidates for Commissioner 1 position were interviewed according to the questions and format announced in advance.

P. After ballots were filled out, he handed them to Erskine to read aloud.

- Anderson: Lisa Hall
- Boston: Lisa Hall
- Bradley: Abstain
- Gleason: Lisa Hall

Q. Resignation of Art Bradley. He previously sent in a resignation letter and would like the board to accept as of now.

MOTION: Gleason moved to accept; Anderson seconded.

- | | | | |
|------------|------------|----|---------|
| • Anderson | Yes | No | Abstain |
| • Boston | Yes | No | Abstain |
| • Bradley | Yes | No | Abstain |
| • Gleason | Yes | No | Abstain |

R. Swearing in of Lisa Hall in position as commissioner number 1

Boston read the pledge, Hall repeated the pledge

S. **Board Member Comments:**

- Bradley Gave a final report on community center. This month the gutters were cleaned, moss treatment on roof, porch was recently painted, and gravel ordered for the east parking area. Building needs to be power washed and painted in the Spring. He would like to be active as a volunteer

MOTION: Gleason made motion to adjourn the meeting, Hall seconded.

- | | | | |
|------------|------------|----|---------|
| • Anderson | Yes | No | Abstain |
| • Boston | Yes | No | Abstain |
| • Hall | Yes | No | Abstain |
| • Gleason | Yes | No | Abstain |

U. The meeting was adjourned at 6:55p.m.

The next regular Water Board Meeting is scheduled for December 10, 2019 at 6:00p.m. in the Otter Rock Community Center.

Respectfully Submitted by Secretary Whitney Erskine

Date of Approval: _____

Date Draft Minutes were posted on website:-November 22, 2019