

OTTER ROCK WATER DISTRICT

APPROVED MEETING MINUTES

Board Meeting - November 13, 2018

A. Call to Order: A Board Meeting of the Otter Rock Water District was held on November 13, 2018. The meeting convened at 6:00 p.m., with Commissioner Rod Zawalski, Water Board President, presiding.

B. Members In Attendance: Commissioners Anderson, Gleason, Davis, Bradley and Zawalski were present.

Staff Members Present: Water Superintendent Osburn and Office Manager//Bookkeeper and Secretary (OM/B/S) Erskine were present.

Public Attendance: Ricardo Alcocer, Pat Anderson, Joknee DeMott)

C. Consent Agenda:

Approval of Minutes: Motion to approve the October 9, 2019 meeting minutes was made by Commissioner Anderson and seconded by Commissioner Bradley. **Motion carried.**

D. Public Hearing or Comment Items:

None.

E. Ordinances:

1. System Development Charge Ordinance Number 2018-05: A work session for Commissioners and the Attorney to discuss the specific requirements of a System Development Charge will be held on December 6, 2018, at 5:00 p.m. at the Otter Rock Community Center. Attorney Appicello will post the public meeting notice. The SDC Ordinance will be discussed at the Board meeting on December 11, 2018.

2. Water Curtailment Ordinance Number 2018-07: Attorney Appicello will send out a draft ordinance to Commissioners, which will be discussed at the December 11, 2018 Board meeting.

F. Resolutions:

None

G. Special Order of Business:

1. Board Member Responsibility Sheet: A spreadsheet has been developed by Commissioner Zawalski and distributed to Board members. The document outlines the directions of the Water Board and identifies the Board member responsible for driving each effort. Each Commissioner agreed to lead the effort in their area(s) of responsibility.

The Board Member Responsibility Spreadsheet is included as a meeting document on the ORWD website.

2. Communication Discussion

a. Water Conservation signs for rental units: Over the course of 6 weeks of daily data collection on community water use, it is clear that water use is highest during the weekends when vacation rental properties are occupied. It is assumed that renters are not told that there is a shortage of water in Otter Rock during the summer and fall months. Homeowners of vacation rental properties will be asked to place at least one sign in their rental homes, asking visitors to help conserve water. Joknee DeMott has agreed to create a series of draft signs for Board review.

b. Community “Thank You” email: Full-time residents of Otter Rock are to be congratulated and thanked for their water conservation efforts during the past three months of extreme drought. Water use data shows that community members have significantly slowed their use of household water, which has been extremely helpful. A thank-you email is to be sent to residents when Water Superintendent Osburn reports that water is flowing at normal levels.

C. Thanks to Volunteers: Joknee DeMott was thanked for providing communication ideas to the Board and for creating and distributing door tags when the water was turned off in one section of Otter Rock during a recent repair. Pat Anderson was thanked for providing a map of homeowners of the properties affected during the shut-off and for creating a spreadsheet of all rental homeowners and rental addresses in Otter Rock.

C. ORWD Ordinances on the Website: Attorney Appicello will provide updated copies of ORWD ordinances, which will then be placed on the ORWD website. He will also verify that the most up-to-date ordinances have been filed with Lincoln County.

H. Reports and Announcements:

1. Superintendent's Report:

a. Water Meter Convention: A water meter convention will be held at the Agate Beach Hilton in Newport, Oregon, on November 14-16. The event, sponsored by Ferguson Waterworks, will provide information about the same water meter system being installed in the ORWD. Examples of topics to be covered include funding methods, upgrade modules, how meters work and the case study of Seal Rock. Commissioners Gleason and Anderson agreed to attend some of the sessions on November 15th and will report back to the Board at the December 11th meeting.

b. Water Sampling: All water samples taken came back clear.

c. Spring 3 has now been turned off. Springs 1 and 2 are now supplying just enough water to support Otter Rock. In October, Spring 3 ran heavy, which allowed Otter Rock to continue to provide water for residents and visitors this fall. It may be useful to measure how much the spring produces before spending money on finding more water sources.

d. Usage Tracking: Superintendent Osburn tracked water usage on a twice-daily basis in October. Water usage data shows that Otter Rock used 530,000 gallons of water last month, which is the lowest water usage level in six years. As a comparison, during the month of October, 2017, Otter Rock used 726,000 gallons of water. Finding and fixing leaks, plus residents' conscious efforts to conserve water, have made a significant difference.

e. Meter Installation:

1. Ten meters have now been installed at an average cost of \$759 per meter. Costs include purchase of meters and parts, excavation, and labor to install. The next ten meters may cost a bit more, since there will be increased excavation costs for meters installed in more difficult terrain; however, returned parts from the previous order will be exchanged for new meters to be installed in November.

2. The new water meters are already showing their worth: Of the locations where new meters were installed, all but three showed household or main line leaks which needed immediate repair. None of the homeowners had previously detected these leaks, as the leaks were hidden or small. Many gallons of water are now being saved because of the meters.

3. With the installation of meters at households, people may want to know how to monitor their own household water usage. Superintendent Osburn will conduct a training of the Board members on how to help homeowners become more informed about their own meter and how to read it. No specific date for the training was set.

4. An article will be written by Commissioner Anderson, edited by Joknee DeMott and placed on the website by Commissioner Gleason, entitled “Meter Installation Update.” The article will give community members a report of what is being learned with the installation of meters, e.g. how many leaks have been found, the various places around households where leaks have occurred, and a rough estimate of how much water has been saved by fixing leaks. Not only will it be informative to happy customers; it is hoped that this information will also be of interest to customers who have been unhappy about the increase in water rates.

g. The PUD has been moving several poles throughout the District. Superintendent Osburn helped locate the nearby water lines and ensured the lines were not broken in the digging process.

A motion was made by Commissioner Davis to accept the Water Superintendent’s report. It was seconded by Commissioner Gleason. **Motion was carried.**

2. Secretary’s Report:

a. ACH Fees: OM/B/S Erskine spoke with the ORWD’s customer contact at Columbia Bank about the bank’s fee when using an Automated Clearing House (ACH) process. More information about the competitor bank’s fee schedule was requested by Columbia Bank before it will consider waiving its fee. For the December 11th Board meeting, the Board asked OM/B/S Erskine to prepare a spreadsheet comparing the fee structures for a variety of services provided by Columbia Bank and Oregon Coast Bank. The Board also requested Ms. Erskine talk again with Lurlyn Patrick from the Beverly Beach Water District and obtain more information about the bank they use and the fees charged.

b. OM/B/S Erskine conducted standard Accounts Receivable and Accounts Payable activities.

C. Improving Communication Response: OM/B/S Erskine and Communications Advisor Joknee DeMott met to find ways to speed up the delivery of Board information to ORWD customers. Acting as a team, Ms. Erskine and Ms. DeMott will both take meeting minutes, meetings will be audio-taped for reference, and draft meeting minutes will be sent to Board members via email on the Friday after the Tuesday Board meeting. Board members agreed to read and respond to the draft minutes quickly, and Ms. DeMott will place the draft minutes on the website as soon as all Commissioners have responded. Final meeting minutes will be placed on the website after they have been officially approved. With these process improvements, customers will have access to Board decisions more quickly.

A motion was made by Commissioner Gleason to accept the Secretary’s reports. It was seconded by Commissioner Davis. **Motion was carried**

3. Treasurer's Report:

a. Renew Bank Signature Cards: Commissioner Bradley reminded Commissioners to renew their signature cards at Columbia Bank. As soon as this has been complete, Commissioners are asked to notify Commissioner Bradley via email.

b. Budget Report: Commissioner Anderson has been monitoring the expenditures associated with installing meters by gathering information from Superintendent Osburn as meters are placed within Otter Rock. Information is displayed on a spreadsheet which includes the costs of parts, labor and excavation, plus the location of each meter and the meter number.

With a meter installation budget of \$33,400 and an average installation cost of \$760 per meter, about 43 meters can be installed this fiscal year, or about 4 per month. ORWD is two months late on collecting the \$20 per month from residents and commercial accounts. In addition, there is no consistent month-to-month revenue being collected for meters, since customers pay their water bills within different time periods, e.g. monthly, quarterly or annually. By year-end, however, revenues will reach the budgeted amount.

At the same time, meters are being installed more quickly, ten at a time, to take advantage of economies of scale and to install during the dry fall weather.

At the December 11th Board meeting, a financial report on meter installation will be made by Commissioners Bradley and Anderson, with a possible recommendation to make a budget transfer from the General Reserve Fund to cover the additional upfront installation costs.

A motion was made by Commissioner Bradley to accept the budget report. It was seconded by Commissioner Davis. **Motion was carried.**

c. Bills paid: Commissioner Bradley read a list of the bills which were paid during October.

A motion was made by Commissioner Davis to accept the Treasurer's report. It was seconded by Commissioner Zawalski. **Motion was carried.**

I. Executive Session: None.

J. Announcements or Comments by Commission Members, Attorney and Staff:

a. Commissioner Zawalski: A report was made concerning outside water sources and the costs associated with bringing in water to the community system in case of emergency.

* Thompson Sanitary: Delivers water for \$142.25 per 1,000 gallons, plus \$2.37 per minute for any addresses past 100th St.

* City of Newport: Water can be purchased for \$6.30 per 1,000 gallons, however we must transport. A tanker truck or dump truck with water bladder would need to be rented.

Water Superintendent Osburn identified a problem which can occur when putting treated water into a pure spring water system such as ORWD's. There is a strong possibility of introducing outside bacteria into a system which has not required chlorination.

Water Superintendent Osburn and Volunteer Engineer Backenstow believe there is a significant water leak in the pipes which transport water from the Springs 1 and 2 to the tank. They will be meeting with an engineer in January to assess this water loss. Depending on the assessment, a Water Superintendent Osburn will talk with the Board about changing out a section of pipe which was installed in the 1930's. Fixing a sizable leak may give ORWD the additional water it needs in the summer and fall months.

b. Commissioner Anderson: The Mid-Coast Water Planning Partnership Survey was completed by Commissioner Anderson and was recommended to the Board members. The purpose of the survey is to help plan the water needs in the Central Coast area, and the survey is open until November 30, 2018. Commissioner Anderson will send the survey to Board members.

c. Commissioner Davis: None.

d. Commissioner Gleason: None.

e. Commissioner Bradley: Pat Anderson has been working to update the map of Otter Rock homeowners. Ms. Anderson would like to include the phone numbers of the property owners directly onto the map for the use of the Water Superintendent during emergencies and meter installations but is concerned that her access to all customers' phone numbers may be a Breach of Privacy.

Attorney Appicello stated that the map with phone numbers will become a confidential record of ORWD and a document for government use only. Phone numbers of customers are to be protected and must not be shared with the public. Making Ms. Anderson an official volunteer for the project, working on behalf of the Board, would authorize her to have access to customers' phone numbers.

A motion was made by Commissioner Davis to formally recognize Pat Anderson as an ORWD Volunteer on the Map-Making Project. The motion was seconded by Commissioner Gleason. Commissioner Anderson abstained. **Motion was carried.**

f. Attorney Appicello: Attorney Appicello expressed his sincere appreciation to the ORWD volunteers for their ongoing efforts to assist the Board and staff.

K. Adjournment:

The next Water Board Meeting is scheduled for December 11, 2018, at 6:00 p.m., in the Otter Rock Community Center.

The meeting was adjourned at 7:21 p.m.

Respectfully Submitted by OM/B/S Whitney Erskine.

Date of Approval: December 11, 2018

Approved Board Minutes were placed on the Otter Rock Water District website on December 12, 2018.