

OTTER ROCK WATER DISTRICT
APPROVED BOARD MEETING MINUTES

Board Meeting - April 9, 2019

A. Call to Order: A Board Meeting of the Otter Rock Water District was held on April 9, 2109. The meeting convened at 6:00 p.m., with Commissioner Rod Zawalski, Water Board President, presiding.

B. Roll Call:

Members In Attendance: Commissioners Anderson, Boston, Bradley and Zawalski were present. Commissioner Gleason was absent.

Staff Members Present: Water Superintendent Osburn and Office Manager/ Bookkeeper and Secretary Erskine were present.

Public Attendance: Pat Anderson, Alan Niem, Richard Appicello

C. Consent Agenda:

Approval of Minutes: A motion to approve the March 12, 2019 meeting minutes was made by Commissioner Anderson and seconded by Commissioner Boston. **Motion carried.**

D. Resolutions: None

E. Special Order Business:

- Ordinance 2018-04 needs to be signed and filed with Lincoln County.
- *Action item:* Make a master list of ORWD ordinances.

F. Reports and Announcements:

1. Treasurer's Report:

- Commissioner Bradley read the accounts payable.

A motion was made by Commissioner Boston to approve accounts payable and seconded by Commissioner Anderson. **Motion carried.**

2. Water Superintendent's Report:

Pipe Repair:

• Superintendent Osburn met with a Ferguson representative and obtained a price list to fix the pipe at Spring 1. Ms. Erskine will obtain a copy for the office file.

• A question was asked, "Is fixing the pipe needed, if the spring has low flow?" The spring is currently providing 50,000 gallons per day, and it should be 70-80,000 gallons; however, Superintendent Osburn believes it is necessary to fix the pipe so Otter Rock can continue to use the spring water that is still available until other solutions are in place.

• No permits are needed to replace the pipe, as ORWD is a utility provider. Superintendent Osburn will call Joe Howry to see if he is willing to perform the work. If the cost is over \$10,000, Board Attorney Appicello suggested getting two other quotes. Superintendent Osburn has attempted to reach Emory & Sons and two other companies but has not received replies. Board Attorney Appicello reported that similar work is being done in Lincoln City, and he will ask the City Engineer for references to the contractors they are using. Commissioner Boston agreed we should get bid from Joe Howry to see if the work can be done in-house.

- Commissioner Anderson asked if this work will be paid for out of reserves? Yes.
- Commissioner Boston asked if this can be diverted money out of the meter fund? Yes.

A motion was made by Commissioner Boston to move forward with acquiring an excavation bid from contractors to allow in-house pipe installation by our superintendent and was seconded by Commissioner Anderson. **Motion Carried.**

Digging Test Holes for Spring 1:

- Western Soil Conservation has provided a bid for digging test holes at Spring 1. Commissioner Zawalski has spoken to Heath Cokeley with the Oregon Association of Water Utilities (OAWU), who said that ORWD would need a soil report. Western Soil can do the soil report. It is believed that the State would not grant permission to dig, as the area is too close to Hwy 101.

- A long term plan and checklist of tasks should be developed for this work. Should a vertical wall be built? Is a pump needed? Would chlorination be required? Mr. Niem and Superintendent Osburn will meet at the spring to conduct an evaluation, and Mr. Niem will look into the requirements of the county, as needed. Commissioner Boston will be the commissioner contact person on this project.

A motion was made by Commissioner Anderson and seconded by Commissioner Boston to approve a contract with Western Soil Conservation. **Motion carried.**

3. Office Management Report:

- More customers are choosing to be billed via email.
- All billing, accounts receivable and customer communication was normal.
- Commissioner Zawalski had requested that bills be paid within 48 hours of receiving them. Commissioner Bradley and OM/BS Erskine discussed how this would work and were concerned that the board would no longer be approving bills to be paid, but simply agreeing with them afterward. Board members agreed that they wanted to look at bills before paying them, with the exception of small contractors like Joe Howry.

A motion was made by Commissioner Bradley and seconded by Commissioner Boston to leave the timing of the bill-paying system as it is. **Motion carried.**

G. Executive Session: None.

H. Action Items Checklist Review: An updated Action Items Checklist can be found on the ORWD website (otterrockwater.org). Items added this month were as follows:

- Make a master list of ordinances.
- Ask Commissioner Gleason:
 - How are visits tracked on the website?
 - How many people have visited the website?

I. Announcements or Comments by Commission Members, Staff and Community Members:

Zawalski - None.

Anderson -

- The grant authority has been notified that the money has been spent on fencing the Weir.
- Commissioner Anderson asked Superintendent Osburn about the future of our water situation. Mr. Osburn said that Spring 1 is the biggest concern at this time.
- What is the cost of chlorination? Answer: There are no figures yet. Mandated meters will likely be required before chlorination.

Bradley - ORWD needs a designated Commissioner to oversee the calendar of events and activities for the community center. Commissioner Bradley volunteered.

Boston -

- Commissioner Boston will schedule a meeting with Clint Blazer or his designee at Lincoln County to discuss ORWD's right-away on Hwy 101. It is also his understanding that ORWD has Dope Creek Watershed rights for the south side of Cape Foulweather, which puts special procedures in place if there is logging, an oil spill or other event that might affect our water source.

Osburn - None

Erskine - Has Commissioner Boston obtained access to the Commissioner 4 email account. Yes.

J. Adjournment

The next Water Board Meeting is scheduled for May 14, 2019, at 6:00 p.m., in the Otter Rock Community Center.

The meetings was adjourned at 7:17 p.m.

Respectfully Submitted by Whitney Erskine, OM/B/S

Date of Approval: May 14, 2019

Date Approved Minutes were placed on website: May 15, 2019

Action Item Checklist:

- Ask Commissioner Gleason:
 - How are visits tracked on the website?
 - How many people have visited the website?
- Make a master list of ORWD ordinances.