

OTTER ROCK WATER DISTRICT

APPROVED BOARD AND BUDGET APPROVAL MEETING MINUTES

Board Meeting - June 25, 2019

A. Call to Order: A Board Meeting of the Otter Rock Water District was held on June 25, 2019. The meeting convened at 6:00 p.m., with Commissioner Rod Zawalski, Water Board President, presiding.

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

Staff Members Present: Office Manager-Erskine was present. Water Superintendent Osburn and Volunteer Attorney Appicello were absent.

Budget Committee Members Present: Dale Powers, Lisa Hall, Kenny Hunt, Graece Gabriel, Joknee DeMott and Patricia Anderson

Public Attendance: Rebecah and Dale Lutz

C. Consent Agenda: Approval of Board Meeting Minutes:

A motion was made by Commissioner Gleason to approve the June 11, 2019 meeting minutes and was seconded by Commissioner T. Anderson. **Motion carried.**

D. Public Hearing: 2018-2019 Budget Summary & 2019-2020 Budget

• Commissioner Bradley presented the Budget Summary for 2018-2019

- OM-Erskine was thanked for her efforts to provide the end-of-the-year report on bills and receipts.

- In this last year, there were several events which affected the flow of revenues and caused some confusion to customers:

- A rate increase for water services from \$30 to \$50.

- A two-month delayed billing for months of July and August at the new rate.

- A two-month double-billing in January and February.

- ORWD is beginning the fiscal year with \$25,894.94 in the checking account.

- The Meter Installation account was under-budget, thanks to cost savings by Water Superintendent Osburn; Repairs & Maintenance account was over-budget.

• Public Comment:

- Clarification was requested concerning the change in ORWD customers preference to pay their entire water bill in one initial payment and the effect this had on the budget.

- A recommendation was made to make the budget balance numbers show zero on the revenue section of the Budget Summary for 2018-2019.

• Presentation of Budget 2019-2020 - Commissioner-Elect Patricia Anderson

- Patricia Anderson, newly elected Board member, presented the ORWD Final Budget Report for 2019-2020, which will be sent to the State of Oregon. The report reflects the recommendations made by the Budget Committee on June 11, 2019.

- OM Erskine and Commissioner Bradley were thanked for their help in developing this report.

- Starting in July, 2019, ORWD current expenses, revenues and budget numbers will all be shown on the monthly Treasurer's Report produced from QuickBooks.

E. Ordinances: None.

F. Resolutions: Adopt 2019-2020 Annual Budget

• Commissioner Zawalski read the Resolution to Adopt the 2019-2020 Budget. A hard copy is on file at the ORWD office.

• A motion was made by Commissioner T. Anderson to approve the adoption of the 2019-2020 budget and was seconded by Commissioner Boston. **Motion carried.**

G. Special Order of Business:

• **Presentation of Water Conservation Signs to Rental Properties Project** - Joknee DeMott presenting.

- Craig DeMott collected water leak data at the master meter during the month of October, 2019. The data showed that twice as much water was being used during the weekend days of Saturday and Sunday than on the week days of Tuesday and Wednesday.

- Water conservation efforts by the full-time residents of Otter Rock were very successful through the use of conservation emails sent by the ORWD Board. However, vacation and other renters of local properties had no way of knowing when Otter Rock was experiencing very low water levels and could not help to conserve water.

- A letter to rental property owners was written to ask for their help in placing water conservation signs in their rental units to inform guests. Also, a short letter was written to be placed in rental property notebooks for guests. Both documents were presented to the Board for review.

- Two water conservation signs were designed by community member Mike Mullin and presented to the Board for review.

- Costs for two sets of 50 laminated signs are expected to be approximately \$175. A cost estimate was provided by Pioneer Printing.

- It was suggested that laminated table tents be made instead of flat signs.

- A motion was made by Commissioner Zawalski to approve and fund the project. The motion was seconded by Commissioner Bradley. **Motion carried.**

• **Newly-elected Commissioners Take the Oath of Office** - Commissioner Bradley presiding.

- Retiring Commissioners Zawalski and T. Anderson were sincerely thanked for their efforts as board members.

- Pat Anderson, as newly elected Commissioner, along with continuing Commissioners Gleason and Boston, took the Oath of Office.

- Commissioner-Elect Buz Backenstow will be sworn in on July 11, 2019.

H. Announcements or Comments by Commissioners:

a. Commissioner Zawalski:

Mr. Zawalski thanked his fellow commissioners for their dedication and their time spent supporting Otter Rock. "It has been a pleasure working with you."

b. Commissioner Anderson:

- Mr. Anderson hopes the new Board will identify what appears to be new commercial properties and develop a new rate structure for their water usage.

c. Commissioner Boston: None.

d. Commissioner Gleason:

- The new freezer is in and operable for Water Superintendent Osburn's water sampling use.

e. Commissioner Bradley: None.

I. Adjournment:

The next Water Board Meeting is scheduled for July 9, 2019, at 6:00 p.m., in the Otter Rock Community Center.

The meeting was adjourned at 6:50 p.m.

Respectfully Submitted by OM/B/S Whitney Erskine.

Date of Approval: July 9, 2019

Approved Board Minutes were placed on the Otter Rock Water District website on: July 10, 2019.