

# OTTER ROCK WATER DISTRICT

## MEETING MINUTES of the Special Board Meeting / Public Hearing August 14, 2018

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**Call to Order:** A special Board Meeting/Public Hearing of the Otter Rock Water District was held on August 14, 2018. The meeting convened at 6:01 p.m., with Commissioner Rod Zawalski, Water Board President, presiding.

**Members In Attendance:** Commissioners Bradley, Anderson and Zawalski were physically present. Commissioner Gleason was present via teleconference. Water Superintendent Osburn was present.

**Members Not In Attendance:** Commissioner Davis, Attorney Appicello and Secretary Erskine were absent.

**Public Attendance:** Dana Taylor, Lisa Hall, Stan Hart, Mike Mullin, Alan Niem, Pat Anderson, Joknee DeMott.

**Approval of Minutes:** Motion to approve the July 24, 2018 meeting minutes was made by Commissioner Anderson and seconded by Commissioner Gleason. **Motion carried.**

### **Public Hearing and Comment Items:**

#### 1. SDC Methodology and Ordinance:

- a. Commissioner Zawalski reviewed the Ordinance and solicited comment.
- b. Commissioner Bradley suggested revisions to Sections 10 and 13, concerning sewer references and also concerning the District's being responsible for accounting/billing of installment SDC payments. The Board agreed to strike Section 10.
- c. Concerning Section 13, public comments included a recommendation to require notification of undeveloped property owners within the District. Commissioners agreed to do so by mail.

#### 2. Continued Public Hearing to receive comments on revisions to 5 Year CIP/ Master Plan and Ordinance:

- a. Commissioner Zawalski reviewed the Ordinance and solicited comment.
- b. Revision of the CIP regarding \$10,000.00 for identifying alternative water sources was discussed. Public comment about the revision was favorable.

#### 3. Ordinances:

- a. Ordinance 2018-05 regarding SDC charge will be amended and scheduled for final review. The Board's vote will take place at the September 2018 meeting.

b. Commissioner Anderson moved to approve Ordinance 2018-06 regarding the Master Plan and 5 year CIP as amended, and Commissioner Gleason seconded the motion. **Motion carried, unanimously.**

c. Ordinance 2018-07 establishing standards for water curtailment was tabled for further review and consideration.

### **Resolutions:**

1. Commissioner Zawalski suggested the appointments of Buzz Backenstow as Engineering Advisor and Joann DeMott as Communications Advisor.

2. Commissioner Bradley moved to make the appointments as suggested, and Commissioner Gleason seconded the motion. **Motion carried, unanimously.**

### **Special Order of Business:**

1. Commissioner Anderson briefly reviewed the SDAO engagement letter submitted by David Ulbricht.

2. David Ulbricht's contact information is as follows:

Title: Director of Advisory Services

SIDIAO Advisory Services LLC

Salem: 503.375.8883 | McMinnville: 503.472.9965 Mobile: 503.701.7774 | Fax: 503.400.3090 |

Email: [dulbricht@sdao.com](mailto:dulbricht@sdao.com) | [www.sdao.com](http://www.sdao.com)

(SDAO Advisory Services LLC is a registered municipal advisor pursuant to Section 15B(a)(2) of the Securities and Exchange Act of 1934 and the Municipal Securities Rulemaking Board)

3. The 12-page letter will be referred to Attorney Appicello for review.

### **Reports and Announcements by Board Members:**

1. Treasurer's Report:

a. Commissioner Bradley reviewed the message, shown below, which was sent to community members.

Hello, All Customers of the Otter Rock Water District:

The approved Budget Resolution 2018-07 for the Otter Rock Water District, adopting the rate increase, was effective commencing August 1, 2018.

Background Information on Billing:

\* We bill for the previous month, so your August billing will be posted and delivered in September showing the \$20 increase for all resident and commercial accounts including apartments and Chalets.

\* The July posting for water service is being delivered in your August mail. The new rate was effective for August 1, 2018; therefore, THIS POSTING AND BILLING FOR THE JULY WATER SERVICE DID NOT INCLUDE A \$20 RATE INCREASE.

\* If you paid the increased \$20 for the July billing, our Secretary will make the adjustment on your next posting and billing.

As mentioned in our last email:

\* For Customers that have established a prepay fund, we will deduct the new rate each month and will bill you when this fund has been depleted.

\* When you do prepay, our policy is not to send a bill showing a balance or credit until this prepay balance is used.

\* Please notify your bank of this increase if you are having an automatic monthly payment mailed.

\* Send all bookkeeping and office questions to Whitney Erskine, Secretary, Phone: 707-364-1243.

Thank you for your cooperation in helping the ORWD make this a smooth transition.

Arthur Bradley Commissioner  
Phone 541-270-6193

b. Commissioner Bradley submitted bills, shown below, for approval. Motion to approve and pay bills was made by Commissioner Bradley and seconded by Commissioner Anderson. **Motion was carried, unanimously.**

PAID BILLS 8/ 14/18

Whitney Erskine	\$461.76.	Auto
Jim Osburn	\$1536.31.	Auto
Jim Osburn travel.	\$300.00.	1235
News Guard, Country Media.	\$82.95.	1236
Renewable Resources.	\$165 - \$45 = \$120.00	
Grimstad and Asso.	\$75.00.	1238
Civil West.	<del>\$840.00</del>	1234
Finalization of Written Plan	\$340	

c. Starting next month, Commissioner Bradley will prepare a budget summary for the meeting agenda.

2. Commissioner Anderson distributed a packet containing water system disaster funding sources.

3. Water Superintendent's Report:

a. Superintendent Osburn reviewed and explained his activities for the month of July, 2018. He explained that circa 1970 properties with nylon fittings connected to home service piping are failing, causing leaks. Such was the case recently in the District. In response to a public comment, Superintendent Osburn reviewed the pros and cons of leak detection equipment, adding that Buzz Backenstow has recommended hiring a contractor to search for leaks. He agreed to contact American Leak Detection pursuant to a packet of material submitted by patron Dana Taylor. Spring flows, usage, and potential water supply sources were also discussed with all present. Community Member Mike Mullin offered to research archived records to determine prior flows and usage for use in plotting potential leaks.

b. Superintendent Osburn's written water report follows these Board minutes.

**Action Items:**

None.

**Next Meeting:**

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

**Adjournment:**

The meeting was adjourned at 7:44 p.m.

Respectfully Submitted by Commissioner Terrance Anderson.

Date of Approval: \_\_\_\_\_

# Outer Rock Water District Superintendent's Report

July 2018

Spring Division - 170000000  
Averaging - 1,117,000 GPM

Spring Division 170,000,000 GPM is another strong spring load. The  
the being number of well tanks of many others. I have seen similar conditions  
range and flow.

The water for the District for much of the spring. The water is in the  
the water is in the District for much of the spring. The water is in the  
the water is in the District for much of the spring. The water is in the

July 17 months 17,000 gpm Total usage for month 1,117,000
Aug 17 months 17,000 gpm Total usage for month 1,211,000
Sept 17 months 17,000 gpm Total usage for month 1,106,000
Oct 17 months 17,000 gpm Total usage for month 1,211,000
Nov 17 months 17,000 gpm Total usage for month 1,117,000
Dec 17 months 17,000 gpm Total usage for month 1,117,000
Jan 18 months 17,000 gpm Total usage for month 1,117,000
Feb 18 months 17,000 gpm Total usage for month 1,117,000
Mar 18 months 17,000 gpm Total usage for month 1,117,000
Apr 18 months 17,000 gpm Total usage for month 1,117,000
May 18 months 17,000 gpm Total usage for month 1,117,000
Jun 18 months 17,000 gpm Total usage for month 1,117,000
Jul 18 months 17,000 gpm Total usage for month 1,117,000

July 2018

17,000 gpm is the average for the spring. The water is in the

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The water is in the District for much of the spring. The water is in the  
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