

# OTTER ROCK WATER DISTRICT

## *Draft* MEETING MINUTES

(Pending Board Approval on February 11,2020)

### Board Meeting January 14, 2020

#### A. Call to Order:

- The monthly Board Meeting of the Otter Rock Water District was held on January 14, 2020. The meeting convened at 5:59 p.m., with Commissioner Boston presiding.

#### B. Roll Call:

- Members in Attendance: Commissioners P. Anderson, Boston, Gleason and Hall
- Members not in Attendance: Backenstow
- Staff Members Present: Secretary Erskine, Superintendent Osburn
- Public Attendance: Dale Lutz, Beth Elliker, Ted Farris and Ben Osburn

#### C. Consent Agenda :

- **Approval of Board and Budget Approval Meeting Minutes: 12/10/129 and work session 1/10/20**
- Work session minutes not currently on the website, Gleason will post as soon as approved.
- **MOTION:** Commissioner Gleason moved to approve the 12/10/19 and 01/10/20 minutes Commissioner Hall seconded.

• Anderson	<b>Yes</b>	No	Abstain
• Boston	<b>Yes</b>	No	Abstain
• Gleason	<b>Yes</b>	No	Abstain
• Hall	<b>Yes</b>	No	Abstain

#### D. Reports and announcements:

##### Superintendent's report:

- Spring Flow = 72,000 GPD
- Water use = 636,000 GPM
- Community used 154,000 gallons more than this time last year. We have same overflow and spring #2 is keeping up with demands. The initial test for Total Coliforms this month was positive.
- Osburn tested for Total Coliforms and E. Coli on 12/18/19. On 12/19/19 The initial test at the State Park come back positive for Total Coliforms and negative for E

Coli. On 12/23/19 Osburn re sampled the community and the springs. All came back clear except spring #1 and spring #3.

- In December Superintendent Osburn installed a new valve on north side of the tank, pressure washed the inside of the large tank, rust was chipped off the standpipe and both the inlets and outlets of the large tank. Elevation measurements and photos were taken on both inside and top of the large tank.
- Superintendent Osburn and Commissioner Backenstow met with MSC engineering to evaluate the tank.
- Commissioner Boston: “Osburn’s relationship with Amy Chapman is very important and valuable for the future of the district, in relationship to getting financial assistance”.
- No safety issues found.
- **MOTION:** Commissioner Anderson moved to accept the superintendents report. Commissioner Hall seconded.

• Anderson	<b>Yes</b>	No	Abstain
• Boston	<b>Yes</b>	No	Abstain
• Gleason	<b>Yes</b>	No	Abstain
• Hall	<b>Yes</b>	No	Abstain

#### Office Management and Bookkeeping Report:

- (In the future this is to be combined with the Treasurer’s report)

#### Treasurer Report:

- Commissioner Anderson reported that the Columbia bank statement has been reconciled and account is current as of December 31, 2019.
- We are moving onto a new payroll system called Paychex. It is just about ready to do a sample test for payroll on January 31, 2020.
- Commissioner Anderson is working on personal policies and will create a personal handbook. She has some questions for the board and SDAO before completing it.
- Commissioner Anderson requests a motion to allow her to set up the documents needed for Paychex to create payroll. Paychex would like to have one board member to be the contact for their relationship with us.
- Commissioner Boston asked if we could have a backup contact for them in case of absence. Commissioner Anderson is working on it.
- **MOTION:** Commissioner Gleason moved that the sitting Treasurer be the primary contact with Paychex for issuing ORWD payroll. Commissioner Hall seconded it. Unanimous.

• Anderson	<b>Yes</b>	No	Abstain
• Boston	<b>Yes</b>	No	Abstain
• Gleason	<b>Yes</b>	No	Abstain
• Hall	<b>Yes</b>	No	Abstain

- Commissioner Anderson requested a motion to pay Erskine a monthly \$40.00 stipend for use of her personal vehicle that the district requires.
- **MOTION:** Commissioner Boston moved to approve \$40.00 monthly travel stipend to Erskine. Commissioner Hall seconded.
  - Anderson           **Yes**   No   Abstain
  - Boston               **Yes**   No   Abstain
  - Gleason             **Yes**   No   Abstain
  - Hall                 **Yes**   No   Abstain
- Commissioner Anderson would like the board to consider a policy for reimbursing ORWD board members to be reimbursed for travel costs and supplies. Discussion is tabled until February board meeting.

**E.    Public Comments:**

- **Ben Osburn:**
- Congratulated the board on the accomplishments.
- Read letter asking Superintendent Osburn to list ORWD accomplishments during his employment.
- Concerned ORWD is overthinking the issues within the system.
- Proposed that ORWD consider incremental improvements rather than entire replacement of system and incurring a large debt.
- Supports the idea of backfill to stabilize the tank

**F.    Special Order of Business**

- Superintendent Osburn suggested we have Jason Morgan, a spring engineer, come to access spring 1. His fee is \$160.00 per hour including his travel time from Tillamook area
- Commissioner Boston: Is there a motion to approve this expenditure out of System Repairs and Maintenance?
- **MOTION:** Gleason moved to approve \$800.00 payment to Jason Morgan for engineering report on Spring 1. Commissioner Hall Seconded.
- Commissioner Anderson: Will we get a written report?
- Commissioner Boston: should we put the motion on hold until there is more information on what he can do for the district.
- **Commissioner Gleason withdrew motion.**
- Commissioner Boston: asked Superintendent Osburn to confirm if we would get a written report.
- Commissioner Boston: Would \$800.00 be acceptable to the board, if a written report were included?
- Commissioner Anderson: Should we have a list of questions for Superintendent Osburn to ask Morgan? We could authorize Superintendent Osburn up to \$800 and include a written report. Superintendent Osburn will ask if district will get a written report after initial inspection.

- **MOTION:** Commissioner Anderson moved to approve Superintendent Osborn to schedule appointment with Jason Morgan to look at spring 1 for time up to \$800 and to include a written report. Commissioner Gleason seconded.

• Anderson	<b>Yes</b>	No	Abstain
• Boston	<b>Yes</b>	No	Abstain
• Gleason	<b>Yes</b>	No	Abstain
• Hall	<b>Yes</b>	No	Abstain

- Commissioner Boston and Commissioner Hall interviewed Speer Hoyt Law Firm. Attorney **Christy Monson** gave the firms specialties with governmental and water issues. They have several lawyers who specialize in water related issues including SDC. ORWD has received an engagement letter to be proposed in the February 2020 board meeting.
- Commissioner Boston: we are not throwing out the SDC, we just want an accurate one.
- Commissioner Anderson: “why do we need to look at this right now when we have the spring and tank issues that are more pressing”?
- Further discussion tabled.
- ORWD has received a letter from volunteer attorney Richard Appicello regarding the SDC action and his opposition to changing it. His letter was read into the record.
- Appicello also submitted his resignation as pro bono legal counsel.
- Gleason is drafting a letter to Appicello thanking him for his past service to ORWD.

#### **OTHER DISCUSSION:**

- Commissioners Boston, Backenstow and Superintendent Osborn will be meeting with MSC Engineering for an initial free consult regarding the bid received for the tank.
- Superintendent Osborn reminded the board that work on tanks and springs are all weather dependent. Excellent water flow is needed after tank drained for inspection, so it can quickly be refilled. Please keep this in mind.
- Commissioner Boston: on the backfill: grouting on outside is from 4 feet up? Is there any lower that needs to be done? Would there be backfill issues in winter?
- Contingent upon board members meeting with MSC Engineering, currently Commissioner Hall objects to the \$6,000 for the engineer’s bid.
- Commissioner Gleason: Sexual harassment policy needs to be amended to state that employees, volunteers and commissioners must comply. He asked employees to sign a receipt that they had been given and read the new state-required policy.
- **MOTION:** Commissioner Anderson moved to amend the sexual harassment policy; Commissioner Hall seconded.

• Anderson	<b>Yes</b>	No	Abstain
• Boston	<b>Yes</b>	No	Abstain
• Gleason	<b>Yes</b>	No	Abstain
• Hall	<b>Yes</b>	No	Abstain

**G. Action Item Checklist**

- All closed items were deleted
- See attached list for changes, nothing new was added

**H. Legal Counsel's Report: None**

**I. Ordinances: None**

**J. Resolutions: None**

**K. Board Member Comments:**

Hall: None

Anderson: none

Gleason: None

Boston: None

**L. The meeting was adjourned at 7:56p.m.**

The next regular Water Board Meeting is scheduled for February 11, 2020 at 6:00p.m. in the Otter Rock Community Center.

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

Date Draft Minutes were posted on website: 2/4/20

Detailed recording of minutes available in office per request.