

OTTER ROCK WATER DISTRICT
Draft MEETING MINUTES
(Pending Board Approval on September 10, 2019)
Board Meeting -September 4, 2019

A. Call to Order:

A Special Board Meeting of the Otter Rock Water District was held on July 9, 2019.

The meeting convened at 6:02 p.m, with Commissioner Boston presiding.

B. Roll Call:

Members In Attendance:

Commissioners P.Anderson, Boston, and Bradley

Staff Members Present: none

Public Attendance: Dale Lutz,

C. Consent Agenda:

1) Action required to approve accountant Grimstad's engagement letter, allowing them to compile the annual audit report required by the State of Oregon Audits Division, for our fiscal year: Jul1, 2018-June 30, 2019. Commissioner Boston read the cover letter into the record (on file in the office).

Bradley made a motion to approve signing of the Grimstad Engagement Letter. Anderson seconded. Motion was approved unanimously.

Anderson commented that, having seen what is required of this report, and having our office accounting system augmented this year could enable ORWD to file this report next July in house.

Discussion: Boston brought up the history of a long past due account (Wilcox property), which is being considered for submission to a collection agency. Boston inquired of Commissioner Bradley some of the history of the debt. The original owner of the property has passed away owning \$500. to ORWD; the property is now owned by his daughter, but managed by another family member as a rental. The normal policy would be to shut off the water until the owner pays the bill. Unfortunately policy was not followed at the time it might have been effective. There have been several renters since the debt was incurred and there is no will to penalize the family currently renting and who have been paying the bill. Anderson stated that in consultation with SDAO, we have been advised to follow our written shut off policy as written and immediately

shut off water when an account meets the criteria. SDAO also advised that we make sure the owner responsibility language is on the paperwork an owner signs to request that a renter be billed for water service. Boston will try contacting the property manager and owner again, before resorting to collection procedure which costs 30% of the bill amount.

Approval of Board and Budget Approval Meeting Minutes: n/a

D. Public Hearing or Comment Items: None

E. Ordinances: None

F. Resolutions: None

H. Reports and Announcements: No other reports

Office Management Report: n/a

Superintendent Report: n/a

Treasurer Report: n/a

- **Committee Reports: None**
- **Legal Counsel's Report: None**
- **Board Member Comments:**
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J. Action Item Checklist Review: n/a

K. Adjournment: The next regular Water Board Meeting is scheduled for September 10, at 6:00 p.m., in the Otter Rock Community Center.

The meeting was adjourned at 5:20 p.m. Respectfully Submitted by Commissioner Anderson

Date of Approval: _____

Date Draft Minutes were posted on website: