

OTTER ROCK WATER DISTRICT
APPROVED BOARD MEETING MINUTES

Board Meeting - June 11, 2019

A . Call to Order: A Board Meeting of the Otter Rock Water District was held on June 11, 2019. The meeting convened at 5:30 p.m., with Commissioner Rod Zawalski, Water Board President, presiding.

B. Roll Call:

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

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

Public Attendance: Attorney Appicello, Pat Anderson, Joknee DeMott, Cheryl Powers

C. Consent Agenda:

Approval of Minutes: A motion to approve the May 14, 2019 meeting minutes was made by Commissioner Anderson and seconded by Commissioner Boston. **Motion carried.**

D. Resolutions: None

E. Special Order Business:

1. Joann DeMott was formally appointed to the budget committee. Commissioner Bradley moved to appoint Ms. DeMott, and Commissioner Gleason seconded. **Motion carried.**

2. Second Street Water Line Issue:

Attorney Appicello was thanked for his clear letter to Rebecah and Dale Lutz, which outlines ORWD's concerns about the water lines under the Second Street Easement. Community Member Gary Bowman's thank you letter was read to the Board.

Commissioner Zawalski reported that he met with Rebecca Lutz regarding the plans to use Second Street easement for public traffic. She said they do not intend to pave the road; they expect to gravel the area and run traffic to the side of ORWD's water lines.

Water Superintendent Osburn was asked about risk to the ORWD water lines buried underground. Water lines usually have sleeves protecting the lines, but this could have been missed when installed.

Significant traffic would pose a risk to ORWD pipes, and ORWD would need to uncover the lines to be sure they are sleeved and traffic-rated.

It was suggested that stakes or vertical markers could be placed along the ORWD lines to be sure they were protected from the weight of traffic.

The attorney for Rebecah and Dale Lutz will be contacted to request the Lutz plans and to determine if there is a need to check ORWD pipes. The cost would need to be covered by the Lutz.

The Board unanimously agreed that the only concern of ORWD is the protection of the water lines.

F. Reports and Announcements:

Water Superintendent's Report: A hard copy is on file.

The community's usage of water remains down, compared to a year ago. Spring 1 is now operational and there is more overflow of water at the weir.

The monthly testing of water was good.

Barry Brown subdivision: Superintendent Osburn has been working with Mr. Brown and his engineer.

There is a leak at the valve coming into community center. The valve has been fixed twice in the last year, costing about \$1,500-\$2,000 each time and is in need of repair again. To replace would cost approximately \$6,000-\$8,000. This leak affects not just the community center, but Laurie Sanders and the property being established to the north of the community center. Lawyer Appicello suggested the board consider a property improvement assessment to the properties along the affected line to cover the cost of repair. Commissioner Anderson reminded the board that there will be a property in this area that will be paying the SDC, so there would be funds to replace this valve. A Local Improvement District can be created, and the homeowners assessed, after the repair work has taken place. Superintendent Osburn stated that the leak is serious and needs to be addressed soon. Commissioner Gleason moved to go forward to replace the line, and Commissioner Anderson seconded. **Motion carried.**

Commissioner Anderson moved to approve the Superintendent's report; Commissioner Bradley seconded. **Motion Carried.**

Office Management Report:

Customers are still confused about when the water rates were changed.

Accounts payable and receivable remained normal.

Ms. Erskine met with Troy DeYoung from SDIS about insurance for ORWD volunteers. Mr. DeYoung suggested having each volunteer sign a waiver, which would eliminate the need for ORWD to purchase separate insurance.

There were several more requests from customers for email billing.

Commissioner Boston, made motion to approve report, Commissioner Bradley seconded. Motion Carried .

Treasurer's Report:

Commissioner Bradley, Treasurer, asked to postpone the reading of the budget report until the next meeting in two weeks so that final numbers for the year can be reported.

The bills to be paid for the month were read, and all were approved by the board. All billing, accounts receivable and customer communication was normal.

Commissioner Gleason moved to approve the Treasurer's report; Commissioner Boston seconded. **Motion Carried.**

The regular Board Meeting was paused for the annual budget meeting.

The regular Board Meeting reconvened to continue the regular Board meeting.

Legal Council report:

Wilcox estate: Attorney Appicello contacted a collection agency to obtain past water revenues from Wilcox. Ms. Erskine will provide past history of bills not paid. The collection agency will send Attorney Appicello a contract for services, and charges will be billed to the client.

Attorney Appicello presented a copy of the ordinance 2018-4, which needs to be re-signed by Commissioners Zawalski and Bradley and register with Lincoln County.

Action Item: OM/B/S Erskine will take a signed copy to the office of Dana Jenkins at Lincoln County.

G. Other Business:

During the budget meeting a decision was made to purchase a small freezer for housing water samples. A motion was made by Commissioner Zawalski to purchase the freezer for an amount up to \$300; Commissioner Gleason seconded. **Motion Carried.**

H. Action Item Checklist Review

I . Announcements or Comments by Commission Members:

Gleason - None

Zawalski - Superintendent Osburn will now be based in Grants Pass, Oregon, and would like to reduce his work week from 5 to 4 days per week. Response to emergency calls would be three hours away for Otter Rock. Superintendent Osburn is willing to train designated volunteers and board members how to shut valves during an emergency, if required. Superintendent Osburn's emergency plan will be used. Lawyer Appicello will write a letter stating that customers need an operational shut off and should know how to shut off their water. The letter will be placed on website. A motion made by Commissioner Zawalski to allow Mr. Osburn to continue as Water Superintendent with a four-day work week; Commissioner Bradley seconded. Commission Anderson abstained. **Motion Carried .**

Bradley - Commissioner Bradley requested an executive session of the board to review the final budget. Attorney Appicello and Commissioner Bradley will write a public notice.

Anderson - None

Boston - Commissioner Boston thanked the board for the "Get Well" flowers and encouraging card.

Osburn- none

Erskine- none

J. Adjournment:

The ORWD Budget meeting is scheduled for June 25, 2019, at 6:00 pm in the Otter Rock Community Center.

The meeting was adjourned at 7:55 p.m.

Respectfully Submitted by Whitney Erskine, OM/B/S

Date of Approval: 6/25/19

Date Approved Minutes were placed on website: 6/27/19