

OTTER ROCK WATER DISTRICT

2020 08 11 BOARD MEETING NOTES

(full minutes are posted as a recording on the district website)

A. CALL TO ORDER VIA ZOOM:

The monthly Board Meeting of the Otter Rock Water District was held **via ZOOM** on August 11, 2020. The meeting convened at 6:04 p.m., with Commissioner Elliker presiding.

B. ROLL CALL:

- a. Members in Attendance: Commissioners Anderson, Backenstow, Elliker, Hall & Gleason
- b. Members not in Attendance: -0-
- c. Staff Members Present: Kody Howry
- d. Public Attendance: Wendy Ware, Stan Hart, Patti Hart, Genese Mullin, Mike Mullin, Jerry Davis, Consuelo Kammerer, Tom Kammerer, Buck Boston, Theresa Zawalski, Rod Zawalski

C. CONSENT AGENDA:

Approved: Summary notes of regular meeting held on 7/15/20

APPROVAL OF Work Session SUMMARY 7/22/20: not yet available

(The official public record for all board meetings is an audio recording available at otterrockwater.org)

D. REPORTS AND ANNOUNCEMENTS

a. Superintendent's Report: temporary Superintendent, Kody Howry reported that over 1,000,000 gallons of water were used in July due to flushing hydrants, 9,000 gallons more than was used in July 2019. Commissioner Backenstow and Howry performed some flow tests last month and recorded a difference between the timed bucket test and what the weir showed. Good News: Spring 1 seems to be flowing at approximately 10 GPM more than previously recorded there. Flow testing will continue. On 7/17 total coliforms tested positive. Another sample on 7/22 also tested positive. (Pathogens were negative both times) Our water is safe to drink. The positive coliform tests have triggered a letter from Oregon Health Authority which may require chlorinating our water in future.

MOTION: Gleason made and Backenstow seconded a motion to accept the Superintendent Report. Vote: Hall-yes, Anderson-yes, Backenstow-yes, Elliker-yes, Gleason-yes

b. Treasurer Report: (attached, below)

MOTION: Gleason made and Hall seconded a motion to accept the Treasurer's Reports: Pay bills, P&L report, Aged A/R status reports. , and to approve Treasurer to seek a VISA credit card with \$500 limit for use by Superintendent and Backenstow when purchasing parts for system repairs. Vote: Anderson-yes, Backenstow- yes, Hall-yes, Gleason-yes, Elliker-yes

The Board agreed to hold a work session to identify board members' roles as required by our insurance carrier on 8/12/20, pm

c. Announcements: none

E. PUBLIC COMMENTS

F. ACTION ITEMS CHECKLIST: Gleason read through the updated list.

G. SPECIAL ORDER OF BUSINESS: n/a

a. Water Treatment Letter from Oregon Health Authority. The requirement to chlorinate Otter Rock water in the future, may be non-negotiable, but Backenstow will communicate with them to make the case that we are being proactive in working on improvements to the system. He will ask if it is possible to postpone date of chlorination requirement (January 2021) so we can add that to our improvement plan. It was agreed to conduct further discussion of this letter and possible necessity to chlorinate our system, in the board work session to be held on 8/12/20 (tomorrow)

b. Infrastructure Project status update: tabled until 8/12 work session

c. Executive Session to discuss hiring of System Operator/Superintendent

At 7:33 pm, Anderson announced that the board would adjourn the public meeting to meet in executive session under ORS 192.660 (2) (a), to consider the employment of a public officer, employee, staff member or individual agent. The public was invited to wait off-line until after the Executive Session adjourned in order to hear if any action was taken.

At 9:11 pm the board meeting resumed in open session.

MOTION: Anderson made and Backenstow seconded motion to hire Kody Howry as District Superintendent, at a salary of \$1,500/month, and an additional \$20.00/hour rate for work that is not part of the Superintendent Contract. Vote: Backenstow-yes, Anderson- yes, Hall-yes, Gleason-yes, Elliker-yes.

The ZOOM meeting was adjourned at 9:14 pm The next regular Water Board Meeting is scheduled for September 15, 2020 at 6:00p.m, via ZOOM and in Otter Rock Community Center.

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TREASURER REPORT August 11, 2020

THANK BETH for great reorganization of office procedures and hours spent preparing to hire new Superintendent

Thank Buz for filling in during superintendent transition

Thank Mark Beckwith for volunteering to clear ivy from trees at tank farm

Payment of Bills. A volunteer is needed to go by the office tomorrow to sign prepared checks-that person will be responsible for stuffing envelopes and mailing them

P & L Report The format is a little different this FY: The budget has been input for each month, rather than showing a total for the whole year. So with this report, you are seeing only July data. Do you prefer this format or prefer to see what the total budget for the year is for each line item?

Aged A/R data-I am becoming concerned about the \$ amount of past due accounts. there are 7 accounts that are overdue by a total of \$2,540. Office is following up on these, but the rate of late pays seems to be increasing.

Motion needed to approve Treasurer's Reports: Pay bills, P&L report, Aged A/R status report...

Decision needed to identify board members' positions, ie chair, secty, treasurer etc. for our insurance carrier.

I would like a discussion of how we will handle meeting summary notes going forward. I do not think that this should be a board member job. Could we start with an agreement on a format for these notes? ie., list vitals then list motions/ordinances/resolutions. etc. Decide who should do.

Work Session Request: Report/update regarding **SDC** and B Brown letter-**work session?**

Work Session Request: before the end of this month to have the Board go through the rate schedule to clarify terms and what type of entity should be charged which rate... This would help answer Buz' question at the July meeting about whether we have data on the number of commercial, residential, vacant properties. We currently do not have such data available because the terms are not defined. We have the capability to identify each type of property in QB.

\$500.00 GIS water utility marking proposal on the table.....action?