

OTTER ROCK WATER DISTRICT

APPROVED MEETING MINUTES

Board Meeting - December 11, 2018

A. Call to Order: A Board Meeting of the Otter Rock Water District was held on November 13, 2018. The meeting convened at 6:00 p.m., with Commissioner Rod Zawalski, Water Board President, presiding.

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

Staff Members Present: Water Superintendent Osburn and Office Manager//Bookkeeper and Secretary (OM/B/S) Erskine were present.

Public Attendance: Ricardo Alcocer, Joknee DeMott

C. Consent Agenda:

Approval of Minutes: Motion to approve the November 13, 2019 meeting minutes was made by Commissioner Davis and seconded by Commissioner Gleason. **Motion carried.**

D. Public Hearing or Comment Items:

None.

E. Ordinances:

1. System Development Charge Ordinance Number 2018-05:

Motion made by Commissioner Gleason to Read By Title Only. Seconded by Commissioner Anderson. **Motion carried.**

Motion made by Commissioner Davis to withdraw Section 10 and a portion of Section 18, specifically regarding allowing customers to make payments by installments. Commissioner Zawalski seconded the motion. During discussion, it was stated that making installments would be a burden on staff. Four commissioners in favor; one commissioner opposed. **Motion carried.**

Action Items: Revise language of the installment section of the SDC Ordinance 2018-05. Send updated draft ordinance to Ms. DeMott to be placed on the ORWD website. (Attorney Appicello)

Motion made by Commissioner Davis to approve the First Reading of the Ordinance with changes to be made. Commissioner Anderson seconded the motion. **Motion carried.**

A special meeting of the Water Board will be held December 18, 2018 at 6:00 p.m. for the Second Reading of the Ordinance.

2. Water Curtailment Ordinance Number 2018-07:

Motion made by Commissioner Anderson to Read By Title Only. It was seconded by Commissioner Gleason. **Motion carried.**

Commissioner Davis stated that more time is needed for the community to read the proposed ordinance before any action is taken. Water conservation efforts were very successful for 2018 due to voluntary conservation by residents, finding and fixing leaks and help from volunteers, and perhaps the ordinance was unnecessary. Even though the draft Curtailment Ordinance was placed on the website, it was not there for sufficient time to be read by the public. In addition, there may not be many residents and homeowners who are reading from the website.

Action Item: Send email which encourages community members to begin using the website to obtain current ORWD information and news, including the draft curtailment ordinance. (Attorney Appicello and Ms. DeMott)

Motion made to continue the First Reading of the Curtailment Ordinance at the January 8, 2019 Board meeting was made by Commissioner Anderson and seconded by Commissioner Gleason. **Motion carried.**

Action Item: Change the draft SDC and Curtailment Ordinance numbers to end in 2019. (Attorney Appicello)

F. Resolution 2018-10:

The draft resolution relates to the proposed SDC. It has been written but not yet sent to Commissioners. It accomplishes four things: 1) It adopts the methodology, including the formula; 2) it sets the SDC rate; 3) it adopts a reduced CIP; and 4) it lays out the framework for implementation.

The SDC can be adjusted in the future in accordance with the CIP. Commissioners agreed that the Public Hearing for the Budget is a good time each year to review the Five Year Plan.

Action Item: Send Resolution 2018-10 to the Commissioners in preparation for the Special Board Meeting to be held on December 18, 2018 when the SDC will again be reviewed. (Attorney Appicello)

G. Special Order of Business:

None.

H. Reports and Announcements:

1. Treasurer's Report:

a. Commissioner Bradley referred Commissioners to the Monthly Budget Report to show bills for meter installation vs. amount in checking account.

* Meters installation costs have increased from \$759 per meter for the first ten to \$817 per meter for the second nine, due to excavation costs. The more difficult installations will likely cost \$1000 each, since excavation will be required. Commissioner Anderson continues to update the spreadsheet showing each meter's information, including installation costs. He proposed transferring \$8,000 from ORWD savings to checking to cover the costs. Commissioner Zawalski reminded the Board that they had agreed to incur the costs of installing more meters at the beginning of the year and return the revenues to savings from customer payments as it was collected throughout the year. Commissioners agreed that no more than the budgeted amount of \$33,000 could be spent on installations this fiscal year, and that costs and revenues would be reviewed each month.

* Commissioner Zawalski thanked Superintendent Osburn for his meter installation work: "Your performance and Joe Howry's is exceptional. Very diligent!"

* The Board approved paying Contractor Howry upon receipt of invoice, rather than waiting until the next Board meeting. "He is a small business and needs to be paid promptly."

b. Bills to ORWD were read. Commissioners approved the paying of the bills.

c. Commissioner Anderson was thanked for pursuing additional funds to build a fence around the OWRD Weir. Commissioner Anderson will find out if the bid to build the fence is still in place.

Motion was made by Commissioner Davis to accept the grant. It was seconded by Commissioner Gleason. **Motion carried.**

d. Commissioner Bradley recommended that the ORWD Rates and Fees be posted on the website. Dan Gleason will place the rates and fees information on the website under Notices and Documents.

e. Commissioners need to renew their signature cards at the Columbia Bank.

Action Item: Sign bank's signature cards for check-signing authority. (Commissioners Davis, Zawalski and Gleason)

A motion was made by Commissioner Davis to accept the Treasurer's report. It was seconded by Commissioner Anderson. **Motion was carried.**

2. Superintendent's Report:

a. Meter Installation: Nine meters were installed in November, and three leaks were found and repaired. Using system parts taken from the leak points, Superintendent Osburn showed Commissioners what and how parts are consistently failing.

b. Meter Reading Using Volunteers: Superintendent Osburn has recruited Craig and Joknee DeMott to help read both the system's water usage meter and individual customer meters. To collect the data over time, Craig has developed a spreadsheet which tracks the meter readings of customers and their total monthly water usage. Other volunteers need to be identified and learn where meters are located, so that as more meters are installed, there will be more help available for reading. Superintendent Osburn was given the authority to ask volunteers, as needed, to help read meters. When a leak is indicated by a homeowner's meter reading, however, Superintendent Osburn or a Board member will be the only ones authorized to speak with the homeowner about the finding. To prepare homeowners for seeing volunteers reading meters by their properties each month, Superintendent Osburn will notify homeowners of the process at the time of installation. It was suggested that SDAO be contacted to hear their policy on working with volunteers.

Action Item: Contact the SDAO to learn about their suggested process for working with volunteers and to learn whether reporting volunteer hours to the insurance company is advisable (Commissioner Davis)

c. Service Line Request: A service line request has been received from a landowner near the State Park. The property owner has paid the water application fee and is requesting that a connection be made by summer. Superintendent Osburn was advised to notify the property owner, outline the connection options, identify licensed contractors to do the work and then supervise the connection to ensure the ORWD line is not damaged. The actual connection to the main line is to be made by Superintendent Osburn. When connecting to the ORWD main line, the property owner is responsible for paying the application fee as well as all costs associated with connection. Attorney

Appicello suggested a pamphlet be developed which clearly and helpfully outlines the process and the responsibilities of the parties. Superintendent Osburn will contact the property owner to discuss the options and responsibilities.

Action Items: 1) Develop a user-friendly pamphlet to outline the water connection process and the responsibilities of the parties. (No person was identified to write the pamphlet.); and 2) Add the water connection information to the rates resolution. (Attorney Appicello)

d. Water Flows: Springs 1 and 2 have lower water flows than normal for this time of year. It is not clear if the water sources were adversely affected by the clear cut on the east side of Cape Foulweather. The geologic study of 1938 indicates that clear-cutting on Cape Foulweather would not affect water supply, but there may be newer information. There could be a large leak between Spring 1 and the small tank, which Engineering Advisor Backenstow and Superintendent Osburn will be exploring.

Action Item: In January, meet with water engineer to determine if there is a leak between Spring 1 and the small tank. (Superintendent Osburn and Engineering Advisor Backenstow)

e. Superintendent Osburn reported that the State Parks are having to repair their indoor plumbing, since State Park users tended to wash off inside the restrooms when the outdoor shower was turned off. Parks staff would like to work with ORWD to find a way to be able to keep the outdoor shower available to park users throughout the year. This will be discussed at a future meeting.

f. Community Water Use: Water usage was down to 438,000 gallons for the month of November.

g. The PUD has been installing new poles.

h. Hydrants in Otter Rock have been painted.

i. All water tests have come back clean.

j. Commissioner Bradley inquired about a computer program which will download meter readings into the ORWD computer. The discussion was postponed for a future meeting.

A motion was made by Commissioner Davis to accept the Water Superintendent's report. It was seconded by Commissioner Gleason. **Motion was carried.**

2. Secretary's Report: OM/B/S Erskine reported on the activities of the ORWD office for November, 2018. Activities included processing bills and incoming payments, accounts payable and communication with customers.

a. OM/B/S Erskine reported that some customers are still confused about their water bill.

b. The Board meeting schedule for 2019 was distributed to Commissioners.

c. Plans were discussed for billing while Ms. Erskine is on leave for her surgery in February.

d. OM/B/S Erskine was given excused absences from the January and February Board meetings due to family obligations and medical reasons. Ms. DeMott will take Board meeting minutes for the January and February meetings.

A motion was made by Commissioner Gleason to accept the Secretary's reports. It was seconded by Commissioner Davis. **Motion was carried**

I. Executive Session: None.

J. Announcements or Comments by Commission Members, Attorney and Staff:

a. Commissioner Zawalski:

1. Does the website have the capability to track the number of people visiting the website? There is no daily or monthly count at present. Commissioner Gleason will ask Streamline, the ORWD website provider, if it will track the numbers for ORWD at no cost.

2. Commissioner Zawalski would like to add an "event log" to the website to easily see when ordinances, resolutions, policies were approved and decisions were made.

3. Add an Action Item List to the end of the minutes to help the Board ensure that actions are being completed over time.

Action Items: 1) Ask Streamline to track number of visitors to the ORWD website. (Commissioner Gleason); 2) Create "Event Log" on website to track Board decisions. (No one yet identified); and 3) Add "Action Items" List to the end of Board Meeting minutes. (OM/B/S Erskine & Ms. DeMott).

b. Commissioner Anderson:

1. Commissioner Anderson attended the Ferguson Water Meter Convention in November. He learned that there is public sector funding from the private sector, which is more expensive but less restrictive and less complex. Commissioner Anderson obtained the name of a contact person and a brochure on the funding, which he submitted for filing. The information may be useful in the future.

2. Commissioner Anderson learned that some of the more sophisticated systems of meter reading can fail. The system ORWD will use is less complicated, so there will be less risk of failure.

c. Commissioner Davis:

1. Commissioner Davis took meeting minutes at the Board Work Session on December 6, 2018.

Action Items: 1) Send draft meeting minutes of the Board Work Session of December 6, 2018 to Ms. DeMott. (Commissioner Davis); and 2) edit draft work session minutes, distribute to Commissioners for review and place on website. (Ms. DeMott)

d. Commissioner Gleason:

1. Commissioner Gleason also attended the Ferguson Water Meter Convention. He attended the meeting about the meters and the “walk by” system of checking meters to be used by ORWD.

2. Commissioner Gleason learned that there is more money available this year, but it tends to be given for sewer projects.

e. Commissioner Bradley:

None.

f. Attorney Appicello:

Attorney Appicello has been sending Board Meeting notices and agendas to the newspaper regularly. He recommends these notices also be placed on the ORWD website prior to the meeting in an ongoing effort to inform community members of Board meetings. Commissioners asked that Attorney Appicello continue to write and send out the notices and that Ms. DeMott place them on the website prior to each meeting.

Action Item: Place the formal meeting notice on the website prior to each meeting. (Ms. DeMott)

K. Adjournment:

The next Water Board Meeting is scheduled for January 8, 2018, at 6:00 p.m., in the Otter Rock Community Center.

The meeting was adjourned at 7:28 p.m.

Respectfully Submitted by OM/B/S Whitney Erskine.

Date of Approval: _____(date)_____

Action Items: (Summary)

Ask Streamline to track number of visitors to the ORWD website. (Commissioner Gleason)

Create “Event Log” on website to track Board decisions. (No one yet identified.)

Add “Action Items” List to the end of Board Meeting minutes. (OM/B/S Erskine & Ms. DeMott)

Send draft meeting minutes of the Board Work Session of December 6, 2018 to Ms. DeMott. (Commissioner Davis)

Edit Work Session minutes and distribute to Commissioners for review. Place on website. (Ms. DeMott)

Place the formal meeting notice on the website prior to each meeting. (Ms. DeMott)

Make changes in the language of the installment section of the SDC Ordinance 2018-05. Send updated draft Ordinance to Ms. DeMott to be placed on the ORWD website. (Commissioner Davis and Attorney Appicello)

Change the draft SDC and Curtailment Ordinance numbers to end in 2019. (Attorney Appicello)

Write and send email out to residents, pointing to the website as the place to review the draft ordinances, news of the month and Board meeting information. (Attorney Appicello and Ms. DeMott)

Send Resolution 2018-10 to the Commissioners in preparation for the Special Board Meeting to be held on December 18, 2018 when the SDC will again be reviewed. (Attorney Appicello)

Place the rates and fees information on the website under Notices and Documents.
(Commissioner Gleason)

Add "term of office" dates to Commissioners profile pages. (Ms. DeMott)

Sign signature cards with Columbia Bank for check-signing authority (Commissioners Davis, Zawalski, Gleason)

Contact the SDAO to learn about their suggested process for working with volunteers and to learn whether reporting volunteer hours to the insurance company is advisable (Commissioner Davis)

Develop a user-friendly pamphlet to outline the water connection process and the responsibilities of the parties. No person was identified to write the pamphlet.

Add the water connection information to the rates Resolution. (Attorney Appicello)

In January, meet with water engineer to determine if there is a leak between Spring 1 and the small tank. (Superintendent Osburn and Engineering Advisor Backenstow)

Future Meeting Items:

- 1) Purchasing/renting a computer program to download meter data into the ORWD computer.
- 2) Discussing the tiers of meter reading options and their costs.
- 3) Discussing ideas to conserve water at the State Park without turning off the outdoor shower.

Draft Board Minutes were placed on the Otter Rock Water District website on December 20, 2018.