

# OTTER ROCK WATER DISTRICT

## *Draft MEETING MINUTES*

(Pending Board Approval on March 10 ,2020)

### Board Meeting February 11, 2020

**A. Call to Order:**

The monthly Board Meeting of the Otter Rock Water District was held on February 11, 2020. The meeting convened at 6:09 p.m., with Commissioner Boston presiding.

**A. Roll Call:**

- Members in Attendance: Commissioners P. Anderson, Backenstow, Boston, and Hall. Gleason phoned in.
- Staff Members Present: Secretary Erskine, Superintendent Osburn
- Public Attendance: Terry Anderson, Beth Elliker and Thomas Kammerer

**A. Consent Agenda : Approval of Board and Budget Approval Meeting Minutes: 01/10/20.**

A. Commissioner Anderson moved to approve January 2020 minutes with the addition that that Amy Chapman works for Lincoln County Health & Human Services. Additionally, Requests that minutes to include this statementAnderson, requests that minutes to include the statement that she has already created a rough draft of and employeehandbook..

**MOTION:** Commissioner Hall moved to approve January 2020 minutes as amended. Anderson Seconded.

Anderson	Yes	Gleason	Yes
Boston	Yes	Backenstow	Yes
Hall	Yes		

**D. Reports and announcements:**

**Superintendent's report:** (full report is attached)

The community used 129,000 fewer gallons this month compared to February 2019. Spring #2 was the only spring supplying water this month and produced 237,000 more gallons than in February 2019. Total Coliform and E. Coli tests were negative.

2 meters were installed this month, both on A Street. Osburn met with an excavation contractor about possibly backfilling around the tank to help support it and met with Jason Morgan of Morgan Civil Engineering, Inc., about leakage at Spring #1.

**MOTION:** Commissioner Gleason moved to accept the superintendent's report. Commissioner Anderson seconded.

Anderson	Yes	Backenstow	Yes
Boston	Yes	Hall	Yes
Gleason	Yes		

**F. Treasurer Report:** (full report is attached) Commissioner Anderson reported that due to the conversion in Quickbooks so accounts will be tracked by address rather than owner/renter name, the bank statements were

unable to be reconciled. The conversion project took longer than anticipated. As soon as the conversion is complete there will be a reconciliation.

- The district's new payroll system, Paychex, charges a \$55 monthly fee that gives us on-time payroll by ACH, sick leave tracking, all payroll reports including quarterly and annual. Our former payroll provider charged \$175.00/month and there were frequent problems.
- Many older board documents are disintegrating and need to be digitized. Hopefully the board can find volunteers and some funding to work on this project
- Budget committee can commence as soon as the conversion is finished. Anderson is spearheading this, has three returning members and needs two more. Boston thanked Anderson for taking on the budget committee.

**MOTION:** Commissioner Hall moved to approve both the January and February Treasurer Reports.

Commissioner Gleason seconded.

Anderson	Yes	Gleason	Yes
Boston	Yes	Backenstow	Yes
Hall	Yes		

**A. Public Comment:** regarding the investigations the Board has been conducting this year about the viability of the tanks and piping infrastructure: resident **Thomas Kammerer**, a retired civil/structural engineer questioned why the big tank has cracked at the corners, and why rebar is protruding from the concrete: Could be settlement, temperatures, insufficient reinforcement, faulty materials, any number of reasons for crack. Superintendent Osburn feels the rusting rebar has caused some of the cracking. Osborn has pictures showing it is everywhere. Kammerer asked if MSC commented on the rebar issue-no. The Board has done some analysis of the foundation and believes that settlement is not the issue. Kammerer has heard that the MSC Engineer thinks the tank had probably been designed to be supported on the outside by backfill all around, but that was not done. Osborn: Board could investigate work with a compaction company, to determine by a test hole if the material specified in the engineering report prior to the tank being built was actually there. Anderson feels that geo-tech analysis is necessary before either repair or replacement is considered. Kammerer supports hiring MSC to provide further structural analysis, and is willing to review their report when available. He asks Board to consider replacement versus repair with a cost/benefit ratio for the years of service versus cost. A steel tank may be the better option considering this. He is also concerned, as is the Board, about earthquake survivability. Kammerer has spoken to Dave Whitlock, Field Superintendent of SW Lincoln County Water PUD. They have a large network of glass tanks- their cost was about \$1.40/per gallon capacity. Osburn: asked if glass lined tanks offer protection from corrosion? Glass has protection on the inside, not outside. Anderson would like to go back to MSC with Osburn's additional questions. Cameron indicated an epoxy coating would add strength to the tank. His plan involved reinforcing both the inside and outside. We do not know what a geotechnical report would cost. Backenstow would like to continue this discussion at a working meeting.

**A. SPECIAL ORDER OF BUSINESS**

Pat Hart, with Ferguson Plumbing gave a presentation on meters. Osburn had called him about the 8" line that feeds 11 fire hydrants. If all hydrants are open, this new meter will automatically open up with zero suppression. It does have head loss, it will register as low as 1.5 GPM. Hart supplied a spec sheet. Osburn feels the bigger meter is needed because of how he flushes the lines. Fire rated meters are \$8,100. Commissioner Hall asked what might happen to our old lines with increased pressure: would they blow up? Hart explained that more volume will go through, but the pressure doesn't change. More volume would be helpful. Commissioner Anderson: what the likelihood is that we could exceed capacity of a 4" meter? First step is to find out what size line the fire department requires, which determines meter size.

Commissioner Backenstow stated that Paul Erskine (a retired Fire Chief) said 1,000 gal per minute for 2 hours would be required. Osburn said that two hydrants were opened when they tested the line and doubted if the district ever had 1200 GPM to flow through. Hart will send a formal quote for the valve after ORWD lets him know what the fire dept requires. Hart briefly discussed meter reading software. Download to QuickBooks is a possibility. Last month the reading software became less expensive, it can be downloaded to any tablet, as meters are read.

**OTHER DISCUSSION:**

Boston and Hall have been researching financing for major system repairs and have developed a list of what we might do. They propose that once a quarter we go for grant money. Boston would like to ask the Siletz tribe for a grant to pay for a geotechnical report and for the fire reading meter. They want our application two weeks before due, which is March 3, 2020.

Osburn also has a list of items he feels the district needs funding for. He would like to a work session to discuss this in depth. The tank and springs aren't the reason we get positive tests, the infrastructure, the piping, and our corrosive water makes the pipes fail and allow dirt in. Previously the tank was the top priority, that was before we found out the tank may be more sound than originally thought. Anderson asked if fixing the main pipe and valves is Osburn's top priority. He replied that YES, as the superintendent of the system that is my recommendation Siletz allows us to add whatever we want to a grant request; however, they want us to put up some of our own funds. Boston; we will schedule another work session, next quarter let's try to have a plan in place. We will miss the 3/2/20 deadline unless we ask for something very simple. Hall asked if district needs a formal audit? If getting a loan rather than grant why spend the money on an audit? An audit is needed if we have a project over \$150K

**A. Action Item Checklist**

Postponed until work session

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

**A. Ordinances: None**

**A. Resolutions: None**

**K. Board Member Comments: None**

**MOTION:** Backenstow moved that the meeting be adjourned. Anderson seconded.

Anderson	Yes	Gleason	Yes
Boston	Yes	Backenstow	Yes
Hall	Yes		

The meeting was adjourned at 8:09 pm.

The next regular Otter Rock Water District meeting is scheduled for March 10, 2020 at 6:00p.m. in the Otter Rock Community Center.

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

Date Draft Minutes were posted on website:

Recording of minutes available in office per request.