

OTTER ROCK WATER DISTRICT

DRAFT MEETING SUMMARY 4/14/20

(Pending Board Approval on 5/12/2020)

IN ACCORDANCE WITH OREGON PUBLIC RECORDS LAW, A RECORDING OF THIS MEETING IS POSTED, IN LIEU OF WRITTEN MINUTES, ON THE DISTRICT WEBSITE, AND IS PRESERVED ON DIGITAL MEDIA AS A PERMANENT RECORD

A. Call to Order via ZOOM:

- The monthly Board Meeting of the Otter Rock Water District was held **via ZOOM** on April 14, 2020. The meeting convened at 6:00 p.m., with Commissioner Lisa Hall presiding. After some delay in bringing all commissioners and guests into the meeting remotely, the meeting resumed at 6:40.

B. Roll Call:

- Members in Attendance: Commissioners P. Anderson, Backenstow, Hall & Gleason
- Staff Members Present: Superintendent Osburn
- Public Attendance: Beth Elliker, Wendy Ware, Barnette Backendstow, Dale Powers, Ben Osburn, Stan Hart, Patti Hart, Genese Mullin, Mike Mullin

MOTION: Gleason moved to approve the Treasurer Report for 3/10/20, which approval had not been voted upon last month. Backenstow seconded.

Anderson Yes / Backenstow Yes / Gleason Yes / Hall Yes

MOTION: Gleason moved to adopt the Letter of Engagement for Local Government Law Group, Eugene, and to agree that Commissioners will vote whether to approve specific questions to be addressed to this law firm.

Gleason Yes / Hall Yes / Backenstow Yes / Anderson Yes

NEW COMMISSIONER: Gleason announced that the Board had had two highly qualified community members volunteer to serve on the board in position 4. However one has dropped out.

MOTION: Gleason moved and Anderson seconded a motion that the Board appoint Beth Elliker to fill the remainder of the Position 4 term, ending 6/30/21.

Anderson Yes / Backenstow Yes / Gleason Yes / Hall Yes

Anderson asked Elliker to read the oath of office, and so swear. That done, the meeting proceeded.

MOTION: Gleason moved and Backenstow seconded a motion to appoint Tom Kammerer Special Advisor to the Board, for Engineering matters, to give Kammerer permission to represent the Board in making inquiries and doing research as directed by the Board, and to invite Kammerer to discuss any findings with the Board at Board meetings.

ACTION ITEMS: decision was made to defer discussion of Action Items to a **work session to be held on 4/21/20**

Superintendent's report, Treasurer's Report attached to these minutes

MOTION: Anderson moved and Backenstow 2nd motion to accept the Superintendent Report.
Hall Yes / Backenstow Yes / Anderson Yes / Gleason Yes / Elliker Yes

MOTION: Gleason moved and Elliker 2nd motion to accept Treasurer Report
Backenstow Yes / Gleason Yes / Hall Yes / Elliker Yes / Anderson Yes

MOTION: Backenstow moved and Gleason 2nd motion to adopt "Volunteer" Resolution 2020-04, presented by Anderson required as part of District Workers Compensation policy renewal.
Anderson Yes / Backenstow Yes / Gleason Yes / Hall Yes / Elliker Yes

Board Member Comments: Backenstow mentioned replacing the very old and constantly breaking down weed wacker that Superintendent needs. A Stihl runs about \$500.

The ZOOM meeting was adjourned at 7:45p.m.

The next regular Water Board Meeting is scheduled for May 12, 2020 at 6:00p.m. VIA ZOOM and in Otter Rock Community Center.

TREASURER's REPORT 2020 04 14

Minutes of March meeting failed to include a motion to approve the Treasurer's report . Need a motion now... Vote and Swear in new commissioner. I will deliver a New Board Member Packet to new appointee tomorrow.

Vote and appoint Tom Kammerer Volunteer Special Advisor to the Board. The board gives Kammerer permission to so represent himself in order to conduct engineering inquiries as directed by the board.

I have not yet had a response from Grimstad about whether they will continue to do the "in lieu of audit report" Have not found another accountant who will do that for us, so will re-contact Grimstad.

FYI I have a small districts survey to complete from SDAO. Among other questions about how CoVid is effecting our operations, they asked if our monthly revenue has been impacted by shut off requests or temporary suspensions, if we have waived any of our fees/penalties. There may be **FEMA \$** available to offset some of our unanticipated expenses such a sanitizing our public spaces, providing protective eq to employees, extra costs to run office & Zoom. We'll be seeing that impact soon.

Today I completed the annual renewal of the District Worker's Comp Policy, with revisions adding coverage for. The premium will be somewhat higher than 2019-20. A motion is required to adopt resolution 2020-04, called Volunteer Resolution,that provides coverage for board members, employees and volunteers

A Quickbooks specialist, is helping me pour over our actual vs budget figures and has produced several reports the board has been requesting A/P & Budget Comparison. Commissioners have received the first such reports via email.

Unfortunately, we had to bill by mail this month, due to a glitch that prevented email billing. Bills did go out on time, and the glitch has since been fixed. We thank the several additional customers who will allow us to email bill them due to CoVid-and beyond.

BANK reconciliations are complete. Aged A/R report shows \$1,210. (Over 30 days late) Past due notices will go out Friday.

BUDGET: it is budget prep time. One more volunteer to serve on that committee is needed. The board to make some decisions about what our anticipated revenue and expenses will be, by April 30. **PER SDAO: As for now, the current local government budgeting requirements for budget committee meetings and hearings are still in effect and can't be waived. Dan put another big notice up on the website for another budget committee member?**

MOTION: I move that commissioners schedule a work session, possibly including an executive session, VERY soon to set the budget direction for 20-21.