

OTTER ROCK WATER DISTRICT

Draft MEETING MINUTES

(Pending Board Approval on January 14, 2020)

Board Meeting December 10, 2019

A. Call to Order:

- The monthly Board Meeting of the Otter Rock Water District was held on December 10, 2019. The meeting convened at 6:04 p.m., with Commissioner Boston presiding.

B. Roll Call:

- Members in Attendance: Commissioners P. Anderson, Backenstow, Boston, Gleason and Hall
- Staff Members Present: Secretary Erskine, Superintendent Osburn
- Public Attendance: Dale Lutz, Beth Elliker and Ted Farris

C. Consent Agenda :

- **Approval of Board and Budget Approval Meeting Minutes:**
- **MOTION:** Anderson moved to approve the 11/12/19 and 11/25/19 work session minutes Commissioner Gleason seconded.
 - Anderson **Yes** No Abstain
 - Backenstow **Yes** No Abstain
 - Boston **Yes** No Abstain
 - Gleason **Yes** No Abstain
 - Hall **Yes** No Abstain

D. Reports and announcements:

Superintendent Report:

- See attached report
- Initial test for Total Coliforms came back positive this month from sample taken at the community hall on 11/6/19. Osburn was not aware that the roof had just been cleaned right above where the sample was taken which may have caused the positive test. On 11/8, the retest was clean.
- A system review took place in November with Amy Chapman from the County Health. Osburn already reported on this during the November board meeting.
- The usage number is higher this month because of having to flush pipes a second time at Barry Brown subdivision.
- Our springs produced 2,000 fewer gallons/day than last year and usage is up by 111,000 gallons each month over last year.
- One meter was installed this month on C street.
- 2nd & C Valve issue: had a level one investigation.
- Osburn met with Morris Excavation regarding meter installation and installing a new valve on the north side of the big tank
- Osburn met with Tui Anderson of Water Utility App, who is creating a GPS mapping system for another local district and will give us a quote soon for doing the same here.

- Osburn cleaned and flushed 11 fire hydrants
- Assisted Liquivision in cleaning the tank
- Assisted Central Lincoln county with locates
- Osburn received the SCBA and tanks to be used for cleaning the tanks from Depoe Bay Fire Dept.
- AIC: Erskine: will send them a thank you note for their generosity.
- Anderson: Could volunteers do the GPS markers? Osburn: Yes, however this is part of the report we will be receiving from Water Utility App. Discussion tabled. until the report has been received.
- **MOTION:** Commissioner Gleason made motion to approve the superintendent report, Commissioner Hall seconded the motion:
 - Anderson **Yes** No Abstain
 - Backenstow **Yes** No Abstain
 - Boston **Yes** No Abstain
 - Gleason **Yes** No Abstain
 - Hall **Yes** No Abstain

Office Management and Bookkeeping Report:

- Regular monthly work was performed (accounts payable and receivable, bank deposits, Bank trips and customer communication etc.) for the month of November.
- PHONE LOG: There no phone calls recorded.

Treasurer Report:

- Copy of written report attached.
- Commissioner Anderson reported that all bank statements have been reconciled and accounts are current as of November 30, 2019.
- Anderson thanked Beth Elliker for taking on the map project and providing a long-needed master district map.
- Former Commissioner Bradley is the only signatory on the community center fund account. The board unanimously agreed to change access to whomever is Treasurer, at this time that is Anderson.
- There is an older small checking account at Columbia Bank that has only had interest activity for a long time. The \$2835. in account xxxx5886 will be transferred to regular checking xxxx3203, and xxxx5886 will be closed.
- Anderson presented a Bank Account policy resolution recommended by SDIS best practices, see last page of these minutes

MOTION Anderson moved that the Board notify Columbia Bank that Art Bradley has resigned from the Board and should be removed as a signatory to any/all ORWD bank accounts/safe deposit box. Lisa Hall has replaced him as Commissioner 1. Anderson further moved that the Board authorize Lisa Hall to become a signatory to the following accounts at Columbia Bank: Checking #....3203 and Safe Deposit Box #1140.

[NOTE: Anderson and Gleason are also the signatories on LGIP Savings account]

MOTION Anderson moved that the board adopt Resolution No 2019-12-14: ORWD Bank Account Access Policy as presented, that defines signatories on all banks accounts.

- Anderson **Yes** No Abstain
- Backenstow **Yes** No Abstain

- Boston **Yes** No Abstain
- Gleason **Yes** No Abstain
- Hall **Yes** No Abstain

MOTION: Gleason moved to approve both the office management and treasurer reports and adopt the banking motions as presented by Anderson. Hall seconded

- Anderson **Yes** No Abstain
- Backenstow **Yes** No Abstain
- Boston **Yes** No Abstain
- Gleason **Yes** No Abstain
- Hall **Yes** No Abstain

E. Public Comments:

Farris: Why is Civil West being overlooked when it has been paid for? Why not utilize bits of it as a guide? Also, phase approach does seem most logical.

F. Special Order of Business

- Gleason has handed out a proposed district Harassment policy which must be adopted by 12/31/19. He used SDIS as template for this document and filled in the blanks where it pertains to ORWD. Employees can approach any board member with a harassment issue, not just their board supervisor. Each employee should sign an acknowledgement that they have received a copy of the policy.
- Anderson added that an employee policy manual is being created and the harassment policy will become part of it. Each employee should sign acknowledgement that they have received and read the new policy.
- **MOTION:** Anderson moved to adopt the harassment policy; Hall seconded
 - Anderson **Yes** No Abstain
 - Backenstow **Yes** No Abstain
 - Boston **Yes** No Abstain
 - Gleason **Yes** No Abstain
 - Hall **Yes** No Abstain

G. Action Item Checklist

- All closed items were deleted
- See attached for revised checklist
- #68 a lengthy discussion took place on system improvements and how the district can pay for and implement a plan. Structural engineer for tank will be getting back with a quote. Meanwhile the board is investigating grants and loans for any future improvements. Commissioner Hall is investigating with her sources.
- #71 Research a water resources attorney. District needs an attorney with knowledge and experience with water resources.
- Former ORWD attorney Bartoldus has retired. Boston to call successor to tell him what we need and see if Hall and Anderson can go look at our file and identify

what we need. Water rights: Boston to request. We need to know what “increasing capacity” means under SDC, what does that cover?

- Boston to call OAWU, Gleason to call SDAO.

H. #75 Boston to contact Bradley re: community center. Bradley would like to stay involved. Having a community center committee was suggested to be responsible for the building & events. Gleason suggested that the board decide the relationship between the board and a community center committee.

I. Legal Counsel’s Report: None

J. Ordinances: None

K. Resolutions: None

K. Board Member Comments:

Hall: Why not investigate grants to install meters faster? Community Hall still needs keys from former Commissioner 1. Boston will follow up with Bradley.

Anderson: none

Gleason: None

Backenstow: The possibility of contractor bringing in soil to tank farm is no longer an option.

Boston: Update AIC spreadsheet for board members to track various district projects/assignments

L. The meeting was adjourned at 8:49 p.m. Backenstow motion, Gleason second

The next regular Water Board Meeting is scheduled for January 14, 2020 at 6:00p.m. in the Otter Rock Community Center.

Date of Approval: _____

Date Draft Minutes were posted on website:-December 20, 2019



Resolution No. 2019-12-14
A Resolution Adopting a Bank Account Access Policy

WHEREAS financial management is necessary for the control of district affairs.

WHEREAS sound banking practices and policies are necessary for ensuring the integrity of financial records and district funds.

WHEREAS the district is subject to Municipal Audit Law, ORS 297.405 to 297.555.

THEREFORE, be it resolved that the Board of Directors of OTTER ROCK WATER DISTRICT hereby adopts the following Bank Account Access Policy dated this 10th day of December, 2019

As regards signing authority and access to the following accounts belonging to Otter Rock Water District:

Checking accounts at **Columbia Bank** requires signatures of 2 currently serving board members to issue checks.

Other withdrawals and/or cash transfers from/to/between accounts, may be executed by the Board Treasurer at the direction of a board motion.

Columbia Bank Checking Account: 0400003203
Columbia Bank Sm Savings Acct: 0404005886

One signature of a current board member is required to access Columbia Bank, Newport, Safe Deposit Box, #1140

Bank deposits will continue to be made by Erskine who is approved to order banking supplies such as deposit slips, and to have view only access to the accounts on-line, but has no other permissions.

Oregon State Treasury Account # -3632: transactions may be enacted by the Board Treasurer and one other board member, once LGIP has received LGIP Contract Registration and LGIP Permissions Forms, and once Board has authorized a transaction. [currently Anderson & Gleason are signatories}

_____ President/Chair Date: _____

ATTEST:

_____ Board Secretary Date: _____