

# OTTER ROCK WATER DISTRICT

## MEETING SUMMARY

### Board Meeting - June 9, 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: A Working Meeting of the Otter Rock Water District was held on June 9, 2020 via ZOOM. The meeting convened at 6:41 pm, with Commissioner Anderson presiding.

B. Roll Call:

1. Members In Attendance: Commissioners Hall, Anderson, Backenstow, Gleason and Elliker
2. Staff Members Present: Superintendent Osburn
3. Public Attendance: Patti Hart, Consuelo Kammerer,

X. Consent Agenda

1. Elliker moved to approve Board minutes of May board meeting and work session, Gleason seconded.  
Anderson Yes / Backenstow Yes / Gleason Yes / Hall Yes / Elliker Yes  
Motion carried

D. Reports and announcements

1. Superintendent's Report  
See Attachment A  
Anderson moved to approve Superintendents report, Gleason seconded.  
Anderson Yes / Backenstow Yes / Gleason Yes / Hall Yes / Elliker Yes  
Motion carried
2. Treasurer's Report  
See Attachment B  
Hall moved to close Community Center due to COVID-19 concerns, Gleason seconded.  
Anderson Yes / Backenstow Yes / Gleason Yes / Hall Yes / Elliker Yes  
Motion carried  
Additional comments on door keys.  
Gleason moved to approve Treasurer's report. Hall seconded.  
Anderson Yes / Backenstow Yes / Gleason Yes / Hall Yes / Elliker Yes  
Motion carried

E. Special order of Business

1. Road spraying in July – Commissioner Gleason thanked Jim for all his work in preparing for county road spraying, which has been an annual event for a number of years. Superintendent Osburn also thanked Ted Dykstra for his work on achieving the well-head protection status.

F. Public Comment – Consuelo had comments on county spraying.  
No Ordinances, No Resolutions

G. Board member comments

Hall – put on AIC, investigate possibility of health insurance for Superintendent position in the future, in lieu of raise. Dan will add to AIC list.

Elliker – close to finishing up a list of metered dwellings that includes occupancy types so the district will be able to study water used based on occupancy.

Gleason – expressed gratitude for board participation and appreciation for our Superintendent.

Meeting was adjourned at 7:34 pm.

The next Otter Rock Water District meeting will be the Budget Hearing, scheduled for June 25, 2020 at 6:00 pm via ZOOM.

The next regular Otter Rock Water District board meeting is scheduled for July 14, 2020 at 6:00 pm online via ZOOM.

Attachment A:

## ORWD Superintendent's Report: May, 2020

**SPRINGS:** We used water from Spring #2 and spring #1 this month and it was sufficient - see water usage report. Spring Flow = 1 7/8" = 131,000 GPD Water use = 506,000 GPM

**Tests** for Total Coliforms and for E. Coli taken on 5/19/2020

The initial test was negative for Total Coliforms and negative for E. Coli.

**Meters:** No meters were completed this month.

**Meetings:** During this month I met with: PUD, Centrylink and Lincoln Co Hwy Dept. City of Newport. Monthly meeting and work session.

**Leak Detection/Repair:** Spring #1 vac out flush and re-fill. Locate Boland. Nellie leak and locate valves. Set up tree removal. Infrastructure meeting. Met with Johnathan and Buz.

**Locates:** Otter crest loop and Boland wy.

**Safety Meeting:** No new safety issues.

### SUPERINTENDENT REPORT USEAGE REPORT TABLE

MONTH/YEAR	YEAR	OVERFLOW gallons per day	TOTAL USEAGE FOR MONTH
January	2020	381,000	295,000
December	2019	72,000	626,000
November	2019	17,000	549,000
October	2019	17,000	528,000
September	2019	42,000	677,000
August	2019	42,000	891,000
July	2019	52,000	954,000
June	2019	72,000	891,000
May	2020	131,000	506,000
April	2020	198,000	719,000
March	2020	255,000	542,000
February	2020	535,000	434,000
Spring outflow this mo. compared to last year		+ 49,000	
Usage this month compared to last year			-171,000

## Attachment B: Treasurers Report 6/9/2020

Accounts Receivable bills went out yesterday, all Accounts Payable as of 6/8, were paid. We still have a payroll at the end of the month and possibly a couple more bills. QB is current and it is hoped that all customer issues have been resolved. There is still one old background data entry error that will be corrected over the next couple of weeks. This issue does not effect any reports you have or will receive. As soon as the 20-21 budget is approved, it can be input so that the new fiscal year can start out clean and complete. Thank you to Dale Powers for helping to set up assigning of account numbers to our chart of accounts so that line items can appear in reports the way this year's budget committee has requested.

The district is still on track to complete the fiscal year with about \$22-23,000 in Cash Carryover. As explained in the 3 budget committee meetings \$15,000, of this amount represents funds borrowed from savings account in January 2019, for meters, that was supposed to be repaid to savings. That was not done, but is addressed in the 20-21 Budget. We have a bit of an uptick in past due accounts this month, with \$1,650 owed by 5 customers. Each has received a past due notice with yesterday's billing, and I will be calling each this week to address any issues that may be causing the delayed payments.

There have been about 6 customer emails to the office in the last month, and only a couple of phone calls. There was a request for a copy of the letter 5/2019 the Board wrote to the Lutz' regarding use of vacated 2nd street. That was provided.

For AIC: does board want QB tracking of STR, LTR, ADU Etc

Use of Community Center during CoVid

Organize work party to set up permanent office files, for vendors and water customers, label them, and go through old files to correctly sort monthly business from permanent report files

Work party to clean up and weed community center property?

I would like to thank budget committee members who have given thoughtful help/advice during budget preparation over the last month.

I would also thank my fellow board members for the long hours and unflagging support to get the district budget and so many other critical issues on their way to resolution or resolved this year. I appreciate each of you!