

OTTER ROCK WATER DISTRICT

BOARD WORK SESSION AGENDA

November 25, 2019

A. Call to Order:

A Work Session for the Otter Rock Water District Board was held on November 25, 2019. The meeting was convened at 5:59 pm, by Presiding Officer Boston.

B. Roll Call:

- Members In Attendance: Commissioners Boston, Gleason, P. Anderson, Backenstow, Hall
- Staff Members Present: Water Superintendent Osburn
- Public Attendance: Dale Lutz

C. Meeting Purpose: The purposes of the ORWD work session is to:

Discuss recent developments pertaining to system infrastructure in relation to our current budget status

Infrastructure - Osburn & Boston brought other board members up to date on the status of physical structures which collect and distribute water to Otter Rock. The 300,000 gallon reservoir tank is ~45 years old and the 30,000 gallon tank is ~80 years old. Both have far exceeded their initial lifespans.

1. Osburn reported on the recent Liquivision tanks cleaning project. Cleaning was successful, but brought out a few concerns about the condition of the large tank. Further inspection will take place during the week of 12/1, when the tank will be drained. Osburn, Backenstow and Boston, will take corner elevations of the large tank both before and after it is drained to ascertain if the tank settles or moves when full vs empty. There will be one inspection by divers from Liquivision who will clean the small tank and then perform a video of the inside of the large tank. Liquivision base fee is \$1,000-1,500. The entire job including the report will run about \$3,212.

A second evaluation inspection will be done 12/3, while the tank is drained, by structural engineers from MSC Engineers, Inc. (Cameron Swearengin). They will in-

spect it and issue a report on their assessment of tank condition and possible future viability. The cost of this inspection is not pre-bid.

ORWD has not considered replacing the small tank and the hope is that the information produced by both companies can be used to apply for grants to repair rather than replace the large tank.

2. Osburn will clean down the inside of the large tank, while it is drained and after the inspections have been done.
3. Osburn will also be installing a new 8" valve on the N side, as the old valve does not close, making it impossible to accurately measure and monitor the incoming flow to the tank. There may be some excavation costs associated with this repair.
3. Some condition issues have been identified in a couple places along main line pipes. Some preliminary discussion have taken place with Jonathan Smith of Cascade Water Works about having him evaluate tank farm piping. He bills at \$125.00/hr., so our plan was to have these other inspections first, then approach him again with a broadened scope of work that might include aspects of the distribution system.
4. Spring 1 issues include an old Spruce tree down next to the spring and several large alder leaning badly, indicating the ground is slumping. Funds will be needed to explore how serious a threat these are to the spring. Board plans to explore any possible new sources for water. OAWU might be a source for locating funding for some repair projects like this one.
5. Boston led a discussion of known costs v. budgeted funds for currently identified repair projects: Liquivision and most of tank inspection costs are in the budget for this year.
6. Hall brought in a Rule Development Network that provides technical details that can be used in applying for grants. Board is trying to evaluate how much pre-planning and sourcing of potential loans and grants is necessary, and when, for funding system repairs & improvements. Hall's experience can help address this need.

Anderson informed the board that a Harassment Policy for the District must be in place by 12/31. Gleason took on this project and will present a proposed policy to the Board for adoption at the December meeting. Policy will apply to board members, employees and volunteers. Anderson explained that Harassment Policy will then be included in a Personnel Policy Manual that she and Hall will be trying to complete by January.

Boston led a brief discussion on an annual update survey from SDIS, our liability insurer. Anderson will complete survey and return to Brown & Brown, the agent.

G. Adjournment

NO ACTION WAS TAKEN and the meeting was adjourned at 7:06 pm.

Date of Approval: _____

Date Draft Minutes were posted on website: 12/7/19