

# OTTER ROCK WATER DISTRICT

## APPROVED MEETING MINUTES

### Board Meeting - July 9, 2019

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#### A. Call to Order:

A Board Meeting of the Otter Rock Water District was held on July 9, 2019. The meeting convened at 6:00 p.m., with Commissioner Boston presiding.

#### B. Roll Call:

- Members In Attendance: Commissioners Boston, Gleason, P. Anderson, Bradley and Commissioner-Elect Backenstow
- Staff Members Present: Water Superintendent Osburn and Office Manager Erskine
- Public Attendance: Barnette Backenstow, Terry Anderson, Cheryl and Steve Hall, Lisa Hall-Stegenga, Dale Lutz, Patti and Stan Hart, Joknee DeMott

#### C. Swearing-in of Newly-Elected Commissioner Buz Backenstow

- Buz Backenstow took the Oath of Office to become the ORWD Commissioner, Position 2.

#### D. Election of Officers

- The following officers were elected by the Board:

##### President/Presiding Officer:

- A motion was made by Commissioner Dan Gleason and seconded by Commissioner Backenstow to nominate Commissioner Buck Boston as President. **Motion carried.**

- A motion was made by Commissioner Dan Gleason and seconded by Commissioner Patricia Anderson to appoint Commissioner Buck Boston as President/Presiding Officer. **Motion carried.**

##### Vice-President:

- A motion was made by Commissioner Buck Boston and seconded by Commissioner Art Bradley to nominate Commissioner Dan Gleason as Vice President. **Motion carried.**

- A motion was made by Commissioner Patricia Anderson and seconded by Commissioner Art Bradley to appoint Commissioner Dan Gleason as Vice President. **Motion carried.**

**Treasurer:**

- A motion was made by Commissioner Art Bradley and seconded by Commissioner Dan Gleason to nominate Commissioner Patricia Anderson as Treasurer. **Motion carried.**

- A motion was made by Commissioner Dan Gleason and seconded by Commissioner Buck Boston to appoint Commissioner Patricia Anderson as Treasurer. **Motion carried.**

**E. Consent Agenda:**

• **Approval of Budget Committee Minutes:** Motion to approve the 6/11/19 meeting minutes of the Budget Committee was made by Commissioner Gleason and seconded by Commissioner Bradley. Commissioner P. Anderson abstained. **Motion carried.**

• **Approval of Board and Budget Approval Meeting Minutes:** Motion to approve the 6/25/19 meeting minutes of the Board was made by Commissioner Gleason and seconded by Commissioner Bradley. Commissioner P. Anderson abstained. **Motion carried.**

**F. Public Hearing or Comment Items:**

• Community members Cheryl and Steve Hall asked the Board if there was a record in the ORWD files of how much gravel was laid by Dave Husk in 2014 and for the base for the ORWD waterline thirty years ago. The Board responded that there is no record of the depth of gravel laid at either time.

• When improvements are made on an ORWD customers' property, the owners are financially responsible for any repair of the water line and disruption of service resulting from their property renovation.

• To ensure that there is no damage to ORWD water lines and that there will be no interruption of water service to residents, Cheryl and Steve Hall agreed to coordinate with Water Superintendent Osburn as they improve their property.

**G. Ordinances: None**

**H. Resolutions: None**

**I. Special Order of Business:**

- Volunteer Attorney Richard Appicello gave a presentation to the Board concerning the various types of Board meetings and their requirements by law. The differences between and the legal requirements of Public Meetings, Public Hearings, Emergency Meetings, Special Board Meetings, Work Sessions, Executive Sessions and Public Notices were presented.

## **J. Reports and Announcements:**

### **• Water Superintendent's Report:**

- Water tests for the month of June showed no bacteria.
- The community used 224,000 less water in June, 2019 than in June, 2018.
- Superintendent Osburn continues to work with Barry Brown on the water lines for his subdivision.
- Spring 1 and Line 1 are now on.
- In July, there will be a number of multi-year water tests run. The Board can expect larger-than-normal costs for water testing.
- Parts for meter installation: ORWD has one meter and an almost full inventory of small parts for continued meter installation. Additional meters and boxes need to be ordered.
- ORWD is on line with other water districts on the coast to have both the small and large tanks cleaned. Liquivision which will be contracted to do the cleaning. Superintendent Osburn will contact the company to determine when the cleaning of the tanks will be done.
- A discussion was held concerning the ramifications of draining the tank for the engineering inspection and deciding whether it was best to drain the tank sooner or to wait until the water flows pick up in the fall. If the inspection was performed later in the year, ORWD would also likely have a breathing apparatus by that time. The Board decided to wait until fall.

Action Item: Provide the tank engineers with an update on the tank drain - by Commissioner Backenstow.

- ORWD may be able to purchase protective breathing apparatus from the Depoe Bay Fire Department at a cost savings.

Action Item: Check with Depoe Bay Fire Department - Commissioner Boston and OM Erskine.

- Parts for the Gladys Street repair have not yet arrived. Excavator Joe Howry has not yet responded.

• **Secretary's Report:**

- Regular work for the month of June was normal.

- During the month of June, OM Erskine and Commissioner P. Anderson have been updating and streamlining ORWD's bookkeeping system.

- Concerning Public Notices: Whose responsibility is it to send Public Notices to the news media, newspapers and radio stations and post on the ORWD website? Volunteer Attorney Appicello has provided the service to the Board for the past months but hoped Public Notices would eventually be done by office staff.

Action Item: Create a process, with individual responsibilities, for complying with public law on Public Notices for all Board meetings - by Commissioner P. Anderson, OM Erskine and Volunteer DeMott.

- Volunteer DeMott may populate future meeting notices on the website with the Public Notice and a generic agenda, provided a more detailed agenda is added when it has been developed for each meeting.

• **Treasurer Report:**

- Commissioner Bradley presented a streamlined report of bills paid in June, 2019.

- Commissioner Bradley nominated the following Commissioners as authorized check signers for the ORWD checking account with Columbia Bank: Commissioner Art Bradley (Position 1); Commissioner Buz Backenstow (Position 2); Commissioner Patricia Anderson (Position 3); Commissioner Buck Boston (Position 4); and Commissioner Dan Gleason (Position 5).

A motion was made by Commissioner Gleason and seconded by Commissioner P. Anderson to authorize the current Commissioners as check signers for Columbia Bank, Newport, OR. **Motion carried.**

- Commissioner Patricia Anderson presented the ORWD Profit and Loss YTD Report, generated by Quick Books, showing the deposits vs the checks.

- Commissioner P. Anderson thanked Volunteer DeMott for her work on the Conservation Water Sign for Rental Properties Project. Conservation signs were delivered to rental properties by Commissioners Anderson and Boston on July 3, 2019, in time for the holiday renters. Although the costs of printing the signs exceeded the amount expected, an anonymous donation was received for \$145 to help cover the costs of the project. There are still a few table tent signs remaining to be used at a later time. Lisa Hall was thanked for her suggestion of asking rental property owners to inform potential renters of our water conservation efforts on the vacation rental advertising websites.

Action Item: Write and send a second letter to rental property owners asking them to inform renters about water conservation on the advertising websites - Joknee DeMott

**• Committee Reports:**

- In future Board meetings, committees formed to address water-related issues will be asked to report on their efforts for the previous month. This will keep the Board informed on the progress of its year-long plan of action.

**• Legal Counsel's Report:**

- There has been no return communication by the attorney of the Wilcox property.
- Attorney Appicello will request copies of any building permits for the Second Street Easement.
- Concerning Public Records: OM Erskine is to receive one hard copy of all materials distributed at each Board meeting in order that "whole record of the meeting" is kept. Keeping an "only electronic" copy of meeting materials is not sufficient under the law.

**• Board Member Comments:**

Boston

- A Work Session will be held on July 11, 2019 at 6:00 p.m. at the Community Center. The public is invited to attend this special meeting. The agenda for the Work Session will be posted on the website. Commissioners and staff members will attend.

P. Anderson - None.

Gleason:

- SDAO will hold a training for officials of Small Districts on August 7, 2019 in Newport, OR. This is detailed training for new or interested Board Commissioners.

Backenstow - None.

Bradley:

- Commissioner Bradley presented the document received by the Lincoln County Elections Office, showing the official votes for each of the Otter Rock Water District Commissioners.

- A motion was made by Commissioner Bradley and seconded by Commissioner Gleason to accept and approve the vote count shown on the County Elections document. **Motion carried.**

- A copy of these ORWD minutes will be sent to the Elections Board of Lincoln County.

#### **I. Action Item Checklist Review:**

- This agenda item is deferred to the Board's Work Session to be held on July 11, 2019 at 6:00 p.m. at the Community Center.

#### **K. Adjournment:**

A Work Session for the Board will be conducted on July 11, 2019 at 6:00 p.m. in the Otter Rock Community Center.

The next regular Water Board Meeting is scheduled for August 13, at 6:00 p.m., in the Otter Rock Community Center.

The meeting was adjourned at 7:41 p.m.

Respectfully Submitted by Volunteer Joknee DeMott

Date of Approval: 8/13/19