

**OTTER ROCK WATER DISTRICT**  
*Draft* **MEETING MINUTES**  
**(Pending Board Approval on September 10, 2019)**  
**Board Meeting -August 13, 2019**

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**A. Call to Order:**

A Board Meeting of the Otter Rock Water District was held on August 13, 2019. The meeting convened at 6:04 p.m, with Commissioner Boston presiding.

**B. Roll Call:**

- Members In Attendance: Commissioners P. Anderson, Backenstow, Boston, Bradley and Gleason

- Staff Members Present: Water Superintendent Osburn and Office Manager Erskine

- Public Attendance: Dale Lutz,

**C. Consent Agenda:**

- **Approval of Board and Budget Approval Meeting Minutes:** Motion to approve the 7/9/19 meeting minutes of the Board was made by Commissioner Gleason and seconded by Commissioner Boston. **Motion carried.**

**D. Public Hearing or Comment Items: None**

**E. Ordinances: None**

**F. Resolutions: None**

## **G. Special Order of Business: Communications Committee Suggestions**

1. See Attached draft report in file
2. At SDAO training Commissioner Gleason discovered resolutions need to be identified by a roll call vote and in minutes notes the responses of each board members vote.
3. Former board president Rod Zawalski previously recommended the board put a staple agenda on the website. Should we hold posting it until it's created? Appicello recommended the board use the words "order of procedures" are generally as follows). Also, the board needs to note the date of meeting.
4. Agendas must be posted to media a minimum of 24 hours.
5. **Emails to community:** When Volunteer DeMott is sending emails to community, do need board member(s) approval? Commissioner Boston spoke with DeMott and documents will be board approved prior to publication of document.
6. **Communications:** amend the section to 48 business hours to return all messages
7. Add the Jim's and Whitney's email accounts onto the answering machine message.
8. Commissioner Anderson suggested that Board avoid having response times required on weekends. Commissioners need to respect their own and employee weekend times.
9. Chain of Supervision: The wording should be clarified, and it looks like it needs to be an ordinance. Perhaps use the word "liaison" in lieu of supervisor.
10. Operations should refer to Erskine then her board liaison Commissioner Anderson and Field should refer to Superintendent Osburn then Commissioner Backenstow.
11. **Responsibility for the community center:** Commissioner Bradley has been in charge of the coordination of the calendar. Procedure for use of Community Center is that users request to use the space, he sends them an application, then sets the date. If the board does not charge for use, then we have immunity if anyone is injured on the premises. We have SDAO as a secondary backup for insurance.
12. The board should have a guideline for what is a "community event". perhaps this should be a future action item.
13. Commissioner Anderson: What is the source of money in account?  
Bradley: It was by donations from a fundraiser.

14. Attorney Appicello wants to review the current application for use of the community center.

**15. What is the procedure in case of a board member resignation?**

Previously, the commissioner(s) have asked around to interested residents and try to find someone to replace the vacant position. When there is an unexpected vacancy Board can make an appointment to fill the term of the resigning member. The board should schedule a meeting with a 24 hour notice if there are multiple people interested in position.

Suggestion was that the board write a policy. *Appicello: look at ordinance for Lincoln City for information for process.*

## **H. Reports and Announcements:**

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

- Water tests for the month of July showed no bacteria.
- The community used 3,470,000 less water for the year ending in July, 2019 than in July, 2018.
- Superintendent Osburn continues to work with Barry Brown on the water lines for his subdivision.
- Met with Heath Cokeley from OAWU about spring 3.
- Spring 3 project, still ongoing. In the walk thought with Heath Cokeley, Osburn was given a list of multiple pressing items that need to be completed as soon as possible and are required. The lids for the springs are mandatory. Osburn and Commissioner Backenstow got quotes for the new aluminum lids for springs 1 and 3, \$900 each. Boston noted that there will be multiple expenditures for these projects, would the board need to authorize Osburn to spend money over the budget amount? Board could give a staff specified amount of money to use. Board authorized a "direct reward" of \$10,000 that Osburn is allowed to spend up to.
- Osburn needs parts for Spring 3, it needs a new pump. In process of replating it now. The panel and wiring is being tested. It needs to be replaced.
- Board directed that a second conservation notice be sent out ASAP to users. Storage tank is being depleted by weekend users, then replenishing Monday. **Action Item: Gleason will post to website after Appicello reviews letter.**
- Commissioner Gleason made motion to authorize the expenditure of funds necessary to replace parts for Spring 3, seconded by Commissioner Bradley all in favor. **Motion Carried.**

- Commissioner Gleason made motion and seconded by Anderson, all in favor of superintendents report to up date spring 3. **Motion Carried unanimously.**
- Commissioner Anderson, made motion, Commissioner Gleason seconded to accept Superintendents report. **Motion Carried unanimously.**

### **Office Management Report:**

- Regular work (accounts payable and receivable, customer communication etc.) for the month of July was normal.
- During the month of July, OM Erskine and Commissioner P. Anderson have been updating and streamlining ORWD's bookkeeping system.
- Whitney needs to change hours for next week, board approved
- Showed the copy of calendar, this will be used as a summation of activities
- Commissioner Anderson made motion to approve office management and bookkeeping report, Commissioner Gleason seconded, all in favor. **Motion Carried**

- **Treasurer Report:**

- Board members each have a copy of the bank statement and reconciliation. Also a copy of the check details. (both in file)

- A decision has not yet been made about what to do with quickbooks. we have quickbooks 2017 which is

outdated effective next May. If we paid for tech support we would pay for over half a year.

- The internet is also an issue, we need to get the modem and look into it. **Action Item: Anderson to look into Century Tel vers. Charter**
- What comes first? Anderson: new computer would have officesuite and quickbooks (3 year w/tech support).
- A donation of a computer has been offered. It will come loaded with the products we need it. We need to authorize acceptance of gift? Commissioner Gleason made motion, Anderson seconded. **Motion Carried**. All in favor. The board needs to send a thank you.
- Motion to accept the Treasurer's report by Commissioner Gleason and seconded by Commissioner Boston, all in favor. **Motion carried unanimously**
- **Committee Reports: None**
- **Legal Counsel's Report: None**
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- I. **Board Member Comments:**
  - Boston: None
  - P. Anderson - None
  - Gleason- None
- Backenstow - None
- Bradley-None

**J. Action Item Checklist Review: see attached**

- Need all locks changed, separate keys for front door, office, backroom and gates. An exhaust fan to outside is also needed in the Superintendent equipment room.
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- **K. Adjournment:** The next regular Water Board Meeting is scheduled for September 10, at 6:00 p.m., in the Otter Rock Community Center.

The meeting was adjourned at 8:37p.m. Respectfully Submitted by Office Manager Whitney Erskine

Date of Approval: \_\_\_\_\_

Date Draft Minutes were posted on website: September 7, 2019