

OTTER ROCK WATER DISTRICT

DRAFT MEETING MINUTES
of the
Board Meeting - February 12, 2019

A. **Call to Order:** A Board Meeting of the Otter Rock Water District was held on February 12, 2019. The meeting convened at 6:03 p.m., with Commissioner Rod Zawalski, Water Board President, presiding.

B. Roll Call:

Members In Attendance: Commissioners Bradley, Anderson and Zawalski were physically present. Commissioner Gleason was present by phone.

Staff Members Present: Water Superintendent Osburn was present. Office Manager/ Bookkeeper and Secretary Erskine was absent.

Public Attendance: Jerry Davis, Ricardo Alcocer, Robert Rube, JoBeth Rube, Patti Hart, Stan Hart, Pat Anderson, Joknee DeMott.

C. Oath of Office for Buck Boston:

Lynn R. (Buck) Boston took the Oath of Office to assume the duties and responsibilities as Commissioner Four for the remainder of the term that expires on May 30, 2019.

D. Consent Agenda:

Approval of Minutes: A motion to approve the January 8, 2019 meeting minutes was made by Commissioner Gleason and seconded by Commissioner Anderson. **Motion carried.**

E. Ordinance #2019-01: AN ORDINANCE ESTABLISHING STANDARDS FOR WATER CURTAILMENT. (*Second Reading*)

A motion was made by Commissioner Anderson and seconded by Commissioner Gleason to Read the Ordinance by Title Only. **Motion carried.**

Changes made to the Ordinance at the meeting of January 8, 2019 were read by Commissioner Zawalski:

2.01.040 Enforcement.

Any violation of the mandatory restrictions and prohibitions ~~stated in this chapter as imposed by Board Resolution, imposed in a Board Resolution pursuant to 2.01.020 (Serious water shortages) this chapter as imposed by Board Resolution~~, shall be enforced by the District Board as follows: the District Superintendent **or designee** shall personally deliver a notice of violation to the occupant at the premises where the violation has occurred. If the occupant is not present, the Water District Superintendent **or designee** may post the notice on the premises advising the user of the violation and warning that the water service may be discontinued if the violation continues. The Otter Rock Water District shall also mail the notice of violation by regular mail to the occupant at the address of the subject premises where the violation has occurred. If the violation continues or is repeated, the Otter Rock Water District may discontinue the water service during the period of the serious water shortage. Reconnection after shut off for violation of water curtailment resolution shall require payment of a surcharge as established by Board Resolution after compliance with rate setting procedures. For a metered connection, the reconnection surcharge shall also include an additional surcharge for all water used over the curtailment base established in the Board curtailment resolution.

Written comments, received from Community Member Mike Mullin, were read by Commissioner Anderson. Mr. Mullin's letter to the Board is included as Attachment A.

Discussion:

* Comments made by Mr. Mullin were very helpful and should be revisited when the Ordinance is reviewed at a later date.

* The Water Superintendent uses a variety of factors, including water flow from Springs 1 and 2, pump usage on Spring 3 and water usage readings from the master meter, to determine when to advise the Board to ask the community to conserve water.

* Although there is an exemption in the ordinance for watering the State Park grounds, the State Parks grounds are not currently irrigated.

* Otter Rock has never run out of water, although Springs 1 and 2 were dry this past summer. Spring 3 proved essential during the summer and fall months.

* It was suggested that the goal of "capturing all water available to the District" be added to the Board's aims. It was noted that there is \$10,000 in the 5-Year Capital Improvement Plan to look for other sources of water.

* So far, the voluntary water conservation measures have worked very well in Otter Rock. With both the continued participation by the community in water conservation and the continued repair of leaks, it is hoped that the more restrictive phases of the ordinance will never have to be used.

A motion was made by Commissioner Gleason and seconded by Commissioner Boston to approve the Second Reading of the Curtailment Ordinance. Motion carried.

F. Resolutions: None

G. Special Order of Business:

Commissioner Zawalski presented a price quote from Most Dependable Fountains (MDF, Inc.) in Arlington, Tennessee, for the manufacture of a shower configured with two sanimatic control valves to replace the existing outdoor shower at the State Park. The quoted price was \$2,475. Commissioner Zawalski proposed to partner with the Oregon State Parks to split the cost of purchasing the shower and installing it in the park.

Discussion:

* How the valve works to conserve water: When the turn-on button is pushed, the button must be released again for the water to begin to flow. A timer ends the flow. This keeps park visitors from wrapping a bungee cord around the button to keep the water flowing in a steady and lengthy flow.

* Could an additional timer be placed on the shower for shutting off the water to the shower past sundown? Yes.

* Perhaps those in the surfing community could contribute to the costs of the valve, since surfers are the ones who use the shower most often.

* The special valve is a great solution to the extensive use of water at the shower during the summer months at the State Park.

A motion was made by Commissioner Zawalski and seconded by Commissioner Gleason endorsing the purchase and installation of the shower valve in partnership with Oregon State Parks.

Motion carried.

Action Item: Commissioner Zawalski will propose sharing the costs of manufacturing and installation of shower valve to the Oregon State Parks.

H. Reports and Announcements:

1. Treasurer's Report:

* A motion was made by Commissioner Anderson and seconded by Commissioner Gleason to pay the ORWD bills for January.

* A budget summary will be completed by Commissioner Bradley and OM/B/S Erskine and will be presented at the Board meeting of March 12, 2019.

Action Item: Complete budget summary and present to Board at March meeting. (Bradley/ Erskine)

2. Water Superintendent's Report:

* Spring 1 is flowing more slowly than in the past -- 111,000 gallons per day less than a year ago -- but the water usage of the community is 361,000 gallons less per month than last year. A total of 424,000 gallons of water were used in January, 2019. Many leaks have been identified and repaired through the installation and monitoring of water meters.

* Six meters were installed in January at an average cost of \$743/meter, which included parts, labor and excavation.

* One new water service was installed.

* A major repair took place on First Street between the winery and the surf shop at a cost of \$844. In addition to the two leaks that were fixed, two new meters were installed in that area.

* Superintendent Osburn will continue to install meters as planned through the current budget year. Commissioner Bradley and Superintendent Osburn will develop a financial report concerning the overall costs of meter installation during the first year. The Board can then use the information to help determine how many more meters will be budgeted for the upcoming year.

* Commissioner Anderson reported that a bid from Horizon West Remodeling has been accepted to install a fence around the weir. A contract was written and then reviewed by Volunteer Attorney Appicello. It is now ready to be signed. A check is to be cut, so when the contract is signed, work can begin and payment can be made.

* Superintendent Osburn has been in contact with the contractor from Medford concerning the cleaning of the 300,000 tank. A motion was made Commissioner Anderson and seconded by Commissioner Gleason to approve the contract. **Motion carried.** (*Note: Jim will give me the name of the contractor after he meets with him next Thursday, and I will add the business name to the minutes. Joknee*)

Action Items:

- Develop a financial report concerning the costs of meter installation. (Bradley/Osburn)
- Cut check for Horizon West Remodeling to install fence around the Weir. (Bradley)

3. Secretary's Report: None.

I. Executive Session:

None.

J. Action Items Checklist Review: An updated checklist will be attached as a separate document to these minutes.

K. Announcements or Comments by Commission Members:

Zawalski - None.

Anderson - None.

Gleason - None.

Bradley - None

Boston - Commissioner Gleason agreed to send the email password for Commissioner Four to Commissioner Boston. Mr. Gleason will also change the Board Member information provided on the ORWD website to include Commissioner Boston's email address.

L. Adjournment:

The next Water Board Meeting is scheduled for March 12, 2019, at 6:00 p.m., in the Otter Rock Community Center.

The meeting was adjourned at 6:55 p.m.

Respectfully Submitted by Joknee DeMott, Volunteer Communications Advisor.

Date of Approval: March 12, 2019

Date Approved Minutes were placed on website: March 19, 2019

Action Items to be added to Checklist:

1. Complete budget summary and present to Board at March meeting. (Bradley/Erskine)
2. Develop a financial report concerning the costs of meter installation. (Bradley/Osburn)
3. Cut check for Horizon West Remodeling to install fence around the Weir. (Bradley)
4. Propose shower valve installation to the Oregon State Parks. (Zawalski)
5. Send email password to Commissioner Boston and add his information to the Board Member section of the website. (Gleason)

Future Agenda Items:

* Review community comments by Mike Mullin for Water Curtailment Ordinance revisions and improvements.

Events Log Items:

2/12/19: Oath of Office taken by Lynn R. (Buck) Boston to complete the term of office for Commissioner Four position.

Attachment A: Community Member Mike Mullin's Second Letter to the Water Board concerning the Water Curtailment Ordinance:

To the Board of Directors, Otter Rock Water District

February 12, 2019

Comments on Ordinance No. 2019-01

Although I agree with the need for the Otter Rock Water District to have a water curtailment plan in place, I am opposed to several of the proposals listed. Please consider the following:

2.01.010 / 2.01.015 Voluntary conservation measures - Phase 1 and Phase 2. Here I find disagreement with letting the District Superintendent, in his/her sole discretion, request limited water usage. I believe the Otter Rock Water District should have a policy based on scientific measurement regarding water flow and levels. I base this on researching what seems to be common practice among other water districts.

2.01.020 Again, please consider outlining in writing what the measurements are regarding water flow and levels that would require the board to take such action.

Within 2.01.020 section A is an exemption for watering, sprinkling or irrigating parks and recreation areas. Although I can never remember this taking place here, it seems to me that this is unnecessary for another reason. That being, if visitors to our state park see green lawns and watering taking place they will likely be less inclined to help conserve water. I believe seeing brown grass may actually help to reinforce the message of conservation in times of drought.

2.01.040 Enforcement I believe the term surcharge should have an actual price attached. I understand the logic behind going after someone who repeatedly breaks with the community in wasting water in times of actual shortage. I believe it would be wise to be specific here.

Although I consider a curtailment plan to be necessary for all water districts, I find some of the vague language found in this one to be troubling. In addition, I believe the board should also include contamination of source water supplies as a reason for curtailment.

A document tailored to fit our community while following the lead of other districts would help us all understand the reasons for conservation when needed.

One more thing to consider. We live in a community that relies on septic systems. It is recommended that the tanks in these systems be pumped on a regular basis to hopefully keep them working properly. After pumping, the tanks need to be filled with several hundred gallons of water. Has the board discussed what should happen regarding this during times of water shortages?

I appreciate the work you are doing. I thank you for considering my comments and questions.

Mike Mullin

