

# OTTER ROCK WATER DISTRICT

## *Draft* MEETING MINUTES

(Pending Board Approval on November 12, 2019)

### Board Meeting - September 10, 2019

#### A. Call to Order:

A Board Meeting of the Otter Rock Water District was held on October 15, 2019. The meeting convened at 5:58 p.m, with Commissioner Gleason presiding.

#### B. Roll Call:

- Commissioners In Attendance: Commissioners P. Anderson, Bradley and Gleason
- Commissioners Absent: Backenstow and Boston
- Staff Members Present: Secretary Erskine, Superintendent Osburn
- Public Attendance: Dale Lutz, Cheryl and Steve Hall, Beth Elliker, Ted Farris

#### C. Consent Agenda:

##### Approval of Board and Budget Approval Meeting Minutes:

**Motion** to approve the 09/11/19 meeting minutes of the Board was made by Commissioner Anderson and seconded by Commissioner Bradley.

Anderson	<b>Yes</b>	No	Abstain
• Bradley	<b>Yes</b>	No	Abstain
• Gleason	<b>Yes</b>	No	Abstain

#### D. Reports and announcements

- **Open Board Position:** Last month the board began advertising for an Otter Rock resident and voter registered in Otter Rock for a vacancy on the board due to Art Bradley's resignation. Gleason asked public if anyone present was interested before the application period was closed. Ted Farris said he was interested. Gleason announced that there were two other applicants, Ricardo Alcocer and Lisa Hall. Gleason will send the proposed appointment process procedure (see attached) to applicants.
- November will be Art Bradley's final meeting. There will be a celebration to commemorate his many years (17?) of service.

- The process for choosing a new commissioner was read by Commissioner Gleason and provided in written form. At the next meeting the board will ask all applicants the same listed questions and will rotate which candidate will be first to respond to each question.
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- **Motion** to adopt the process as proposed. Commissioner Bradley made motion; Anderson seconded.
- Anderson                    **Yes**    No    Abstain
- Bradley                     **Yes**    No    Abstain
- Gleason                    **Yes**    No    Abstain

- **Superintendent Report**

- Water samples clean again this month
- The number of discovered leaks has declined.
- Thank you to Whitney and Pat for help with the paperwork for the Lincoln County Health Department review. They will come and review our whole process. In the past our district has always been rated an “outstanding performer”. We are unable to qualify this year due to our lab not submitting our samples on time-due to a snowstorm. The state bumped us from outstanding and will not make exception, even though the late submission was not our fault but was lack of timeliness on the part of the lab. Osburn feels the state will be happy with what they see during the inspection in November, and this rating has nothing to do with our water quality.
- Liquivision will be coming at the beginning of the month to come and scrub the tank with divers. Other water systems on the coast recommend this highly. This will be the first time ORWD has done this.
  - Questions: Is this for both tanks? Yes.
  - Explain the reason for the failure to retain title of outstanding performer? Will it be noted this was not the ORWD’s fault for being submitted late in report from state? The lab submitted sample report to the state late, it was supposed to be submitted on a Friday, and was not submitted until the following Monday due to being snowed out. The state allows for no exceptions. Our Lincoln County Health Dept. representative, Amy Chapman, has always spoken highly of Osburn’s work and will do what she can for us to retain title.
  - Gleason: The overflow is better. Did replacing the line from Spring 1 affect this? Yes, the old line that was replaced had some breaks in it, so those leaks are repaired
  - Was water restriction lifted? Yes, it was posted on website. Not sure if volunteer Joknee Demott was asked to send email. *Erskine to request Demott email the letter to the community. Has state park been told they could turn the shower back on? Anderson understood that they were notified by phone. Erskine will email Jered Mangini at the Park that the restriction is lifted.*
- Barry Brown subdivision almost complete, he has a few minor things left to do before he can sell the lots.
- **MOTION:** Commissioner Anderson moved to approve superintendent report, Bradley seconded.
  - Anderson                    **Yes**    No    Abstain
  - Bradley                     **Yes**    No    Abstain
  - Gleason                    **Yes**    No    Abstain

## Office Management and Treasurer reports.

Anderson combined both reports this month.

All bank reconciliations for August and September have been submitted and reviewed. Accounts are correct to date.

- Anderson and Erskine have been working hard on the aging A/R and have reduced the number of past due accounts significantly. By reviewing all properties for the reports Osburn needed. We found some property owners that had thought water was turned off but had never submitted a request, so we continued to bill them. One owner had been billed for months because whoever shut off water never notified office, until owner recently objected. The total of A/R is down to around \$200. The office is keeping a careful watch on past due balances. An account that is 61 days past billing date is seriously past due and district policy will be enforced, in the future.
- Anderson and Erskine have worked many extra hours helping on Osburn's walk-through gathering information he needs from office. Anderson requests that Erskine be paid for 8 additional hours, outside her regular duties.
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- **MOTION:** Bradley made motion to pay Erskine for additional hours, Gleason seconded.
  - Anderson                    **Yes**    No    Abstain
  - Bradley                     **Yes**    No    Abstain
  - Gleason                     **Yes**    No    Abstain
- Anderson will report hours to Grimstad, so a check can be issued.
- Additionally, Anderson had a check written in case of approval tonight, requesting that Erskine be reimbursed use of her personal vehicle. Anderson has requested that deposits go to the bank once a week and are required trips to post office and Grimstad. Anderson proposes to pay Erskine \$65.00 for her mileage.
- o **DISCUSSION:** Bradley asked how this rate was determined? Federal mileage rate of \$.58 per mile. Anderson will propose in November that a \$65/month stipend be use and will propose a permanent rate
- o **MOTION:** Bradley moved to pay this amount and would support a monthly allowance in the future. Gleason seconded
  - Anderson                    **Yes**    No    Abstain
  - Bradley                     **Yes**    No    Abstain
  - Gleason                     **Yes**    No    Abstain
- Treasurer Anderson would like to add the mileage allowance to the action item checklist (AIC) for November meeting, as well as some other office requests: The office needs clarification of each type of rate on the schedule such as Accessory Dwelling Unit (ADU), Single Family Residence (SFR), commercial property etc. The office is being asked more in depth reporting on every aspect of district operations. Quickbooks can provide as much detail as we are able to input. It is important that our customers are being billed accurately for their situation. If the district should need to apply for a loan or grant in the future, detail and accuracy will be needed. Mirocco and Lincoln County both are engaged in similar discussions so they could be a source of additional information. Anderson would also like to add to AIC a discussion of the practice of allowing an owner to direct the district to bill a

tenant for water service. If an owner is in arrears but has rented to a new tenant, that previous balance is virtually uncollectable as we likely cannot shut of the water as we would normally due with a arrears account. Anderson recommends eliminating this policy.

- Turn on/Shut Off policy and its fees should also be reviewed as there is much confusion how/when fees should be applied.
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- **MOTION:** Commissioner Bradley moved to approve Office management and Treasurer reports as written, Gleason seconded.  

<b>Anderson</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>
<b>Bradley</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>
<b>Gleason</b>	<b>Yes</b>	<b>No</b>	<b>Abstain</b>
- Commissioner Bradley in reviewing Erskine’s calendar noticed mention of emails but no phone calls, and wanted to see the list of calls. There were none. When people email Erskine often responds before receiving voicemails. Erskine has separated emails into “labels” (folders) by month and is trying to figure out how to print the list showing who/when etc. So far has been unable to print whole list. Erskine has contacted Google and waiting to hear how to do this. She will provide board with list when it is created and provide a handwritten note until then, if there are calls.

**E. Public Comments:** None

**F. Special Order of Business:** None

**G. Action Item Checklist:** None

Reviewed open items, from 71 forward. See document in file.

**H. Legal Counsel’s Report:** None

**I. Ordinances:** None

**J. Resolutions:** None

**K. Board Member Comments:**

- P. Anderson - none
- Gleason- None
- Bradley-None

**Meeting Adjournment:** The next regular Water Board Meeting is scheduled for November 12, at 6:00 p.m., in the Otter Rock Community Center.

The meeting was adjourned at 6:40p.m.

Respectfully Submitted by Office Manager Whitney Erskine

Date of Approval:

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Date Draft Minutes were posted on website: 10/23/2019