

From: **Otter Rock Water District** orwdooffice@gmail.com
 Subject: Re: aic
 Date: September 11, 2019 at 8:49 AM
 To: Joann DeMott joknee63@gmail.com



Table 1

Date Assigned	Item Number	Owner	Action	Status	Action Category
12/11/2018	18	Appicello	Add the water connection information to the rates Resolution	Closed	Operations
1/8/2019	24	Appicello	Mail the required signed document for the feasibility study close-out	Closed	Operations
1/8/2019	28	Bradley/T. Anderson	Review insurance renewal documents and report to Board.	Closed	Operations
4/9/2019	38	Erskine/Appicello	Create master list of ordinances	Closed	Operations
5/14/2019	40	Gleason/DeMott	Buck Boston isn't getting ORWD commissioner emails. Fix.	Closed	Communications
5/14/2019	41	Bradley/Zawalski/Erskine	Sign 2018-04 Ordinance. File with Lincoln County.	Closed	Operations
5/14/2019	44	Appicello	Make records request with Lincoln County to identify all actions taken to implement Second Street road plans.	Combined with #53	
5/14/2019	46	Bradley/Osburn	Send bill to homeowner for uncovering shut-off valve under asphalt driveway.	Closed	Operations
5/14/2019	47	Erskine/Appicello.	Create Ordinance list by Date Approved; Ordinance/Resolution Number; and Ordinance/Resolution title	Open	Operations
5/14/2019	49	Appicello	Provide update on Wilcox	Open	Finance
5/14/2019	50	Anderson	Contact Grimstad concerning monthly charge on Osburn's variable payroll.	Open	Operations
6/11/2019	51	Appicello	Review the SDIS volunteer waiver forms and make a recommendation.	Open	Operations
6/11/2019	52	Appicello	Write letter stating that customers need an operational shut off and should know how to shut off water to their house.	Open	Communications
6/11/2019	53	Appicello	Make records request with Lincoln County to identify all actions taken to implement Second Street road plans. Contact Lutz attorney to request their roadway plans to allow ORWD to determine if there is a need to check ORWD water lines to withstand traffic.	Ongoing	Infrastructure
6/25/2019	54	DeMott	Proceed with letter and conservation signs to rental property owners. Write and send a second letter to rental property owners asking them to inform renters about water conservation on the advertising websites.	Ongoing	Communications
7/9/2019	55	Backenstow	Provide tank engineers with an update on the tank drain.	Closed	Infrastructure
7/9/2019	56	Boston/Erskine	Check with Depoe Bay Fire Department about breathing apparatus purchase.	Closed	Infrastructure
7/9/2019	57	P. Anderson, DeMott, Gleason	Create a process, with individual responsibilities, for complying with public law on Public Notices for all Board meetings.	Ongoing	Communications
7/11/2019	58	DeMott, Gleason	Add shut-off information to Conservation Email, which is to be sent out by August/September. Dan will add to website	Open	Communications
7/11/2019	59	Anderson, Erskine	Research QuickBooks module	Ongoing	Operations
7/11/2019	60	Backenstow, Osburn	Obtain accurate water flow measurement.	ongoing	Infrastructure
7/11/2019	61	Osburn	Fix Spring 3 - a variety of tasks	ongoing	Infrastructure
7/11/2019	62	Backenstow, Osburn	Identify and locate isolation valves and categorize their serviceability	Open	Infrastructure
7/11/2019	63	Osburn	Replace the Gladys Street service line	Open	Infrastructure
7/11/2019	64	P. Anderson/Erskine	Investigate Quick Books additional features such as payroll taxes and budgeting.	Ongoing	Operations
7/11/2019	65	Anderson/Boston	Have all door (internal and external) and gate locks changed and develop key control system.	Ongoing	Operations
7/11/2019	66	Gleason, Anderson, DeMott	Create team to set priorities and systems for all ORWD communications. 1) timely responses for all customer contacts; 2) identifying "chain of command" and "chain of contact" for	Ongoing	Communications

			communications between customers, staff and volunteers; 3) develop processes and owners for all communications, including meeting agendas, board minutes, community emails and information on the ORWD website; and 4) identify standards for customer call-backs, board minutes, emails and the website		
7/11/2019	67	P. Anderson, Erskine	Investigate purchase of Microsoft Word software in order to be compatible with the multiple computer platforms of Board members, staff and volunteers.	Ongoing	Communications
7/11/2019	68	Boston	Create procedure for how to finance repair projects.	Ongoing	Finance
7/11/2019	69	Boston	Identify what System Improvement dollars can be spent on and for.	Ongoing	Finance
7/11/2019	70	Backenstow, Appicello	Review Civil West report concerning the System Development Charge and determine what the money can be spent for.	Ongoing (Backenstow thinks we need to review SDC-gave spreadsheet to Appicello)	Finance
08/13/2019	71	Anderson/Erskine	Research payroll ththrough Quickbooks	Open	Operations
8/13/2019	72	Anderson	Research Charter vs CenturyTel	Open	Operations
8/13/2019	73	Gleason/Appicello	Write second conservation letter and sent to Appicello for approval before sending to community	Open	Operations
8/13/2019	74	Anderson/Boston	Need a list of keys. Have separate keys for the front door, interior office, interior and exterior office/superintendents room.	Open	Operations

On Tue, Sep 10, 2019 at 5:23 PM Joann DeMott <oknee63@gmail.com> wrote:
 Not able to open. Sorry.

> On Sep 10, 2019, at 4:45 PM, Otter Rock Water District <orwdoffice@gmail.com> wrote:
 >
 > let me know if you can't open it
 > <August 13 AIC.gsheets>