

OTTER ROCK WATER DISTRICT

Draft MEETING SUMMARY

Board Meeting - July 15, 2020

IN ACCORDANCE WITH OREGON PUBLIC RECORDS LAW, A RECORDING OF THIS MEETING IS POSTED, IN LIEU OF WRITTEN MINUTES, ON THE DISTRICT WEBSITE, AND IS PRESERVED ON DIGITAL MEDIA AS A PERMANENT RECORD

A. Call to Order via ZOOM: A Working Meeting of the Otter Rock Water District was held on July 15, 2020 via ZOOM. The meeting convened at 6:05 pm, with Commissioner Anderson presiding.

B. Roll Call:

- a) Members In Attendance: Commissioners Hall, Anderson, Backenstow, Gleason and Elliker
- b) Members not in attendance: none
- c) Staff Members Present: Kody Howry
- d) Public Attendance: Barry Brown

C) Consent Agenda

- 1. Approval of minutes. The official public record for these meetings is an audio recording, but a written summary is also being provided as a convenience for the public. The board has reviewed the summaries from the June 9th Board meeting and the June 16 work session meeting and there were no additions or corrections.

D. Reports and announcements

- a) Superintendent's Report – none. Jim put this together on the coming Friday. It will be added as a supporting document.
- b) Treasurer's Report

A motion was made by Commissioner Elliker, second by Gleason to sign up ORWD as employer at the "no employer contribution" level for Oregon Saves. This is an optional savings program for employees.

Anderson Yes / Backenstow Yes / Gleason Yes / Hall Yes / Elliker Yes
Motion carried

A motion was made by Commissioner Gleason, second by Hall to approve payment of current bills.

Anderson Yes / Backenstow Yes / Gleason Yes / Hall Yes / Elliker Yes
Motion carried

A motion was made by Commissioner Gleason, second by Elliker to apply for VISA card with \$500 credit limit.

Anderson Yes / Backenstow Yes / Gleason Yes / Hall Yes / Elliker Yes
Motion carried

A motion was made by Commissioner Hall, second by Gleason to establish a policy to require background check and drug testing for new hires, the first five in a year are provided by SDAO at no cost to the district.

Anderson Yes / Backenstow Yes / Gleason Yes / Hall Yes / Elliker Yes
Motion carried

F) Action Items Checklist – will table at this time, Dan will send out new copy.

G) Special Order of Business

a) Letter from Barry Brown – Barry Brown and the Commissioners discussed his development and the SDC. The Board will need to study and discuss the issue further.

A comment was made that we need to review amount of the SDC annually.

b) Short term contract for district operation tasks – the District has hired Kody Howry on temporary basis while Jim is retained for water testing and training.

c) Job posting for superintendent – New job description & posting announcement for the Superintendent position was discussed.

A motion was made by Commissioner Anderson, second by Commissioner Gleason to continue the temporary hire of Howry through August.

Anderson Yes / Backenstow Yes / Gleason Yes / Hall Yes / Elliker Yes
Motion carried

Jim is retained on a mobilization contract

A motion was made by Commissioner Anderson, Second by Commissioner Gleason to accept the new position description and posting announcement and post the Superintendent position for 14 days.

NO VOTE was taken on this motion – see summary from 7/22/2020.

H. Board member comments

Commissioner Hall requests a work session to discuss options of a bond or user fees for repayment of a loan. Work Session was scheduled for 7/22 @ 6:00.

Commissioner Elliker

We have new door locks installed and user entry codes programmed.

Commissioner Backenstow

One of the benefits of getting the system rebuilt as soon as possible is to avoid chlorination.

Meeting was adjourned at 7:55 pm

The next Otter Rock Water District meeting will be a Work Session, scheduled for July 22, 2020 at 6:00 pm via ZOOM.

The next regular Otter Rock Water District board meeting is scheduled for August 11, 2020 at 6:00 pm online via ZOOM.