

OTTER ROCK WATER DISTRICT

MEETING MINUTES of the Monthly Board Meeting / Public Hearing September 11, 2018

Call to Order: A monthly Board Meeting/Public Hearing of the Otter Rock Water District was held on September 11, 2018. The meeting convened at 6:00 p.m., with Commissioner Rod Zawalski, Water Board President, presiding.

Members In Attendance: Commissioners Bradley, Anderson, Gleason, Davis and Zawalski were present. Water Superintendent Osburn and Office Manager/Bookkeeper and Secretary (OM/B/S) Erskine were present.

Public Attendance: Pat Anderson, Ben Osburn, Joknee DeMott, Buz Backenstow, Barnette Backenstow, Ricardo Alcocer.

Approval of Minutes:

1. Corrections to the minutes of the August 14th meeting were made.
 - a. Include the names of community members present at all meetings and public hearings in the Board minutes.
 - b. Strike Section 10 on SDC Methodology, concerning all sewer references. They do not apply to Otter Rock.

Motion to approve the August 14, 2018 meeting minutes, contingent on corrections, was made by Commissioner Anderson and seconded by Commissioner Gleason. Motion carried.

2. A new meeting minutes format was proposed.

Motion to approve new format was made by Commissioner Anderson and seconded by Commissioner Davis. Motion carried.

Public Hearing and Comment Items: None

Ordinances:

1. System Development Charge Ordinance No. 2018-05:
 - a. Counselor Appicello was asked what water connection fees can be charged to new users without a SDC charge. He said, "the actual cost of installation and the application fee."
 - b. A work session will be held for all Commissioners and the Counselor Appicello to review the SDC and its application in Otter Rock. Commissioners are asked to come prepared by thoroughly reading the applicable ordinance prior to the work session.
2. Water Curtailment Ordinance No. 2018-07:
 - a. A discussion was held by the Board members concerning the adoption of an ordinance for use during times of severe water shortage:

"Will ORWD ordinances actually discourage community members from overusing water?"

"We are going too far and being too draconian for our small district."

“Until we have an objective way to measure use, what can be done about overusing water?”

“We do not have an enforcement measure.”

“In previous bylaws, customers can have their water shut off for using too much water.”

“The Board must be crystal clear, if we are going to start shutting off water.

“An ordinance has not been written concerning this issue.”

“Also, the Board has yet to discuss an increase of fees if a resident uses water over the metered amount, once meters are in place. Should customers pay a premium if using additional water? Should there be a penalty for those who use too much water?”

Motion was made by Commissioner Zawalski for Counselor Appicello to write a draft Water Curtailment Ordinance on excessive use of water during severe water shortage. Commissioner Anderson Seconded. Commissioner Davis opposed. Motion carried.

b. Discussion of the proposed ordinance will take place at the next Board meeting or when the ordinance is drafted.

Special Order of Business:

1. Special Districts Grant Information

a. Commissioner Anderson reported that an application packet to SDAO for a safety and security grant has been submitted for fencing around the weir. A copy of the grant application will be kept on record.

b. Superintendent Osburn received a bid from a fencing company.

c. Another grant with the SBA is available for tank cleaning safety.

Superintendent Osburn was asked to identify which SCBA (self-contained breathing apparatus) is needed. Further training was also requested to identify Superintendent Osburn as a Certified Tank Cleaner, and Commissioner Anderson will check to see if training can be included in the grant. This second grant application will be discussed again at the October Board meeting.

Reports and Announcements by Board Members:

1. Treasurer’s Report:

a. Commissioner Bradley submitted bills and reviewed the monthly budget for approval.

b. The monthly budget report follows the Board minutes.

Motion to approve and pay bills was made by Commissioner Gleason and seconded by Commissioner Davis. Motion was carried, unanimously.

2. Water Superintendent’s Report:

a. Superintendent Osburn reviewed his activities for the month of August, 2018. Springs 1 and 2 have run out of water. The springs last ran out in 2015. The conditions are worse this time, because of extremely low rainfall amounts. Otter Rock will be relying heavily on Spring 3, and he is very worried about water availability in October. Even with heavy rains, it takes a couple of months for the rain to move through the vegetation and into the springs.

b. Superintendent Osburn recommends sending a second email to the community about conservation. In addition, a clear explanation about overflow at the weir is needed. He will provide the explanation to Commissioner Gleason, who will write the email to community members.

c. Good news: Otter Rock residents used 205,000 fewer gallons in August, 2018, than one year ago.

- d. Commissioner Davis reported on the discovery of a water leak on Gladys Street. Superintendent Osburn will follow up with the owner.
- e. Superintendent Osburn's written water report follows these Board minutes.

Motion was made by Commissioner Zawalski to accept the Water Superintendent's Report. Commissioner Gleason seconded the motion. Motion was carried, unanimously.

3. Office Management and Bookkeeping Report:

- a. OM/B/Secretary Erskine reported on the activities of the office for August. Activities included processing bills and incoming payments, accounts payable and communication with customers.

- b. Two customers had specific complaints. One individual lives out of state and objected to the increased water rate. The second complaint concerned the Board's policy that the property owner is responsible for paying the water bill, even when the residence is rented to another party. Counselor Appicello requested the property owner's contact information and all pertaining documents of the Limbrunner account to be sent to him, and he will send a letter of explanation.

- c. The OM/B/S monthly report follows the meeting minutes.

Motion was made by Commissioner Bradley to approve the OM/B/S report. Commissioner Anderson seconded. Motion was carried, unanimously.

Adjournment to Executive Session:

The regular meeting was adjourned to Executive Session at 6:45 p.m.

- 1. Counselor Appicello read the legal verbiage from the AG manual regarding what an executive session is. He noted that he would prefer to notify the public beforehand about executive sessions.

- 2. Issues that will be discussed are 192 2H-Possible Litigation and 294-100(2)-Personnel.

Reconvene to Regular Meeting:

The regular Board meeting reconvened at 7:21 p.m.

- 1. The Board Treasurer requested to hire an outside bookkeeper to review the books. A subcommittee will be formed, composed of Commissioners Bradley and Davis and OM/B/S Erskine. The subcommittee will direct the review.

Commissioner Anderson moved to have a review conducted, and Commissioner Davis seconded. Motion carried, unanimously.

- 2. A recommendation was made for Superintendent Osburn to be hired to install water meters. Procurement of the actual meters shall be covered under the superintendent's regular job. The Board will comply with public contracting laws.

Commissioner Gleason moved to pay Superintendent Osburn \$30 per hour for each installation, in addition to his normal salary, with no separate insurance. Commissioner Davis seconded the motion. Motion was carried, unanimously.

Final Board Comments:

- 1. Commissioner Gleason would like to acknowledge and thank Joknee DeMott for her work on website.

2. Commissioner Davis is working with Joknee DeMott concerning the use of the community center facility, recording and displaying dates of use and listing user responsibilities. The Board will discuss establishing policies for the use of facility at a later meeting.

3. Commissioner Zawalski would like to thank Buz Backenstow for writing the Scope of Work for the 300,000 Gallon Tank and Valve Engineering Study.

4. Commissioner Bradley reported that the Water Board's bank requires that the names of those Board members who are authorized to sign checks be included in the minutes. The minutes will include the board members' names as signers, and the OM/B/S's name as having access to account information to answer online or general questions. This information is needed to update the ORWD account.

Motion made by Commissioner Bradley to provide signature authority information to Board minutes. Commissioner Anderson seconded a motion to provide the bank's required information. Motion was carried, unanimously.

Required Bank Information:

Current Board members and approved check-signers: Rod Zawalski, Jerry Davis, Art Bradley, Terry Anderson and Dan Gleason.

Please remove any other former board members from the list of check-signers. Whitney Erskine is to have web access and access to account information, such as who is a current signer. She is not to have signing rights.

Action Items:

None.

Next Meeting:

The next Water Board Meeting is scheduled for October 9, 2018, at 6:00 p.m., in the Otter Rock Community Center.

Adjournment:

The meeting was adjourned at 7:32 p.m.

Respectfully Submitted by OM/B/S Erskine.

Date of Approval: October 9, 2018

DATE PLACED ON ORWD WEBSITE: October 11, 2018