

**OTTER ROCK WATER DISTRICT**

**APPROVED MEETING MINUTES**

**Board Meeting - March 12, 2019**

---

**A. Call to Order:** A Board Meeting of the Otter Rock Water District was held on March 12, 2019. The meeting convened at 6:00 p.m., with Commissioner Rod Zawalski, Water Board President, presiding.

**B. Roll Call:**

**Members In Attendance:** Commissioners Anderson, Boston, Bradley, Gleason and Zawalski were present.

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

**Public Attendance:** Pat Anderson, Alan Niem, Erick Paukstaitis

**C. Consent Agenda:**

**Approval of Minutes:** A motion to approve the February 12, 2019 meeting minutes was made by Commissioner Anderson and seconded by Commissioner Gleason. **Motion carried.**

**D. Resolutions:** None

**E. Special Order Business:** None

**F. Reports and Announcements:**

**1. Treasurer's Report:**

Commissioner Bradley read accounts payable. Motion to approve by Commissioner Anderson and seconded by Commissioner Boston. **Motion carried.**

Commissioner Bradley referred to Commissioner Anderson and Superintendent Osburn for a report on the water meter installation project. OM/B/S Erskine asked to make a note about changes to budget summary report. The prior Friday, Commissioners Anderson and Bradley met with Superintendent Osburn and OMSB Erskine. She showed an expanded version on Budget report that shows the breakdown of what is being paid to the project in terms of contract labor (both Osburn and Howry), materials and supplies, etc. All were in agreement to bring this to the board. The Board unanimously approved the changes.

Commissioner Anderson and Superintendent Osburn reported that after adding all the figures together to date (including on-hand stock), the meters are averaging \$850.00 per installation.

Superintendent Osburn reported that he was trying to use Mr. Howry efficiently, but he is costly. Recommended discussing borrowing Commissioner Boston's backhoe and looking into renting one from Newport Rental.

**2. Water Superintendent's Report:** A hard copy is on file.

\*Water usage is down. Customers used 395,000 gallons of water in February, which is 971,000 gallons less than in 2016.

\*Superintendent Osburn repaired two leaks. The first was between the Flying Dutchman Winery and Mo's Restaurant, and the second was at the Lutz (formerly Palmer) building.

\* Spring 1 was turned off due to a positive chloroform test. Superintendent Osburn would like to do a line test. He has spoken to Emory & Sons (the crew working in Beverly Beach) and is waiting for a bid. Howry Construction may also be interested.

\* Superintendent Osburn has been in contact with Liquivision, a tank cleaning contractor from Medford, concerning the cleaning of Otter Rock's 300,000 gallon tank. The company's procedure is to clean the tanks with divers in suits and a scrubber, similar to a pool cleaner. They then "vacuum" the sediment. They clean it full of water, and they leave it full of water, which allows the tank to be back online immediately. The estimate for this cleaning is \$3,295.00. A formal bid with a full breakdown is

forthcoming. Commissioner Zawalski agreed to contact Newport Waterworks Director, Tim Gross, to see if the water department was satisfied with the Liquivision service they received. Commissioner Zawalski is in favor of proceeding with the tank cleaning, as the tank was built in the 1930's and has never been cleaned. A motion was made Commissioner Boston and seconded by Commissioner Gleason to approve a contract. **Motion carried.**

\* Superintendent Osburn will meet with Alan Niem and Erick Paukstaitis to design an approach regarding the leak at Spring 1.

\*Commissioner Boston will meet with Alan Niem to plan for a possible fourth spring.

**Action Item:** Zawalski to contact Newport Waterworks Director to see if the water department was satisfied with Liquivision.

### **3. Secretary's Report:**

\* OM/B/S Erskine is back from surgery for a few days. She met with Commissioners Anderson and Bradley and Superintendent Osburn regarding water meter installation.

\*Ms. Erskine prepared reports for the Board meeting.

\*There are about thirty customers requesting to be billed via email.

**G. Executive Session:** None.

**H. Action Items Checklist Review:** An updated Action Items Checklist can be found on the ORWD website ([otterrockwater.org](http://otterrockwater.org)).

### **I. Announcements or Comments by Commission Members:**

Zawalski - None.

Anderson - None.

Gleason - Commissioner Gleason has filed for election for his position. He reported that every position has at least one applicant.

Bradley - None

Boston - Commissioner Boston is still unable to access email account. He will discuss with Commissioner Gleason.

**J. Adjournment:**

The next Water Board Meeting is scheduled for April 9, 2019, at 6:00 p.m., in the Otter Rock Community Center.

The meeting was adjourned at 7:10 p.m.

Respectfully Submitted by Whitney Erskine, OM/B/S

Date of Approval: April 9, 2019

Date Approved Minutes were placed on website: April 15, 2019

**Action Item Checklist:** Commissioner Zawalski will contact Newport Waterworks Director to see if the water department was satisfied with Liquivision as a contractor.