

OTTER ROCK WATER DISTRICT

MEETING SUMMARY

Board Meeting – September 14, 2021

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: The regular monthly Board Meeting of the Otter Rock Water District Board was held on September 14, 2021 via ZOOM. The meeting convened at 6:01 pm with Commissioner Kammerer presiding.

B. Roll Call:

- Members In Attendance: Commissioners Hall, Taylor, Cutler, Elliker and Kammerer.
- Members not in attendance: none
- Staff Members Present: none
- Public in Attendance: Dale Powers, Patti and Stan Hart, Graece Gabriel, computer P. Anderson, Consuelo Kammerer, Mike and Genese Mullin
Also attending: Matt Olson and Robert Trotter of Hiland Water.

C) Consent Agenda:

Approval of Board of meeting summaries for previous meetings. Commissioner Kammerer asked for one addition to the 8/10 summary and had something else for the 8/4 summary, but will have to send it later.

D) Reports, updates and announcements

- a. Water Operator's Report – Aaron Olson of Hiland Water introduced Robert Trotter and presented a report on current conditions. Spring flow is still good. We are still running with spring #1 & 2 only.
- b. Chlorination project update – meter for system is expected Friday.
- g. Meter installations update – will be working to identify where existing meter stock can be used. Commissioner Taylor will proceed with ordering additional meter supplies, as approved in August. Some areas that experience lower pressure may benefit from an ultrasonic meter, a different type meter than what we have in stock. Hiland will get back to us on their price for 1” ultrasonic meters.
- c. Office/Treasurer's Report
Commissioner Cutler presented a report of current finances. See the website for the written Treasurer's report and the current Profit & Loss Budget vs. Actual report. Also discussed was correspondence from community member Genese Mullin regarding past due accounts, questions about reports and further discussion by board on past due accounts and delinquent accounts..
- d. Financial Audit was discussed. Commissioner Cutler has checked with Grimstad & Associates and a full audit was quoted at \$10,000.

A motion was made by Commissioner Taylor, second by Commissioner Taylor to follow our ordinance on non-payments policy re: delinquent accounts & shut-off notices.

Hall Yes / Taylor Yes / Elliker Yes / Kammerer Yes / Cutler Yes /
Motion carried

A motion was made by Commissioner Taylor, second by Commissioner Elliker to approve payment of the current bills.

Taylor Yes / Cutler Yes / Hall Abstain / Elliker Yes / Kammerer Abstain /
Motion carried

- d. Financial Audit continued - Board members were asked to seek possible recommendations for other auditors. The board may hold a work session to discuss further action.
- e. Water tests & community message - Possible updates to place status on the website were discussed. Suggested another email. Also discussed was how the contact section on the website could be revised.
- f. FEMA grant update – Lisa will contact Civil West to see how their work on our application is progressing and if they need any further information from us.
- h. Other correspondence - none

E. Special order of Business

- a. Grounds maintenance – Commissioner Kammerer brought up the issue of needed grounds maintenance at the tank farm and grounds and building maintenance at the community center. Options are to hire Hiland water or other maintenance contractor. Commissioner Taylor will check on prices for this service.
- b. SDC account – The district may soon be due its first SDC payments. Discussion on billing form, bank accounts, accounting for funds. Commissioner Elliker will work with Whitney on a billing form/letter. Commissioner Kammerer will seek information from other districts.

F) Ordinances – none G) Resolutions – none

I) Board member comments

Commissioner Hall had a question about possible development east of 101 and where they would get water. That area is out of our district.

Commissioner Taylor had a question on the price to upgrade our Zoom license to get transcription and storage. It was found that a Zoom upgrade to the Enterprise version requires a minimum of 10 licenses which would cost \$2400 per year compared to our current cost of \$149 for one Pro license.

A work session meeting is tentatively scheduled for October 5th, if information is available, to discuss costs of full audit, costs for grounds and facilities maintenance work, and possibly costs of ultrasonic meters from Hiland.

Meeting was adjourned at 8:35 PM
Submitted by Commissioner Elliker