

OTTER ROCK WATER DISTRICT
MEETING SUMMARY
Board Meeting - October 13, 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: The regular monthly Board Meeting of the Otter Rock Water District was held on October 13, 2020 via ZOOM. The meeting convened at 6:05 pm, with Commissioner Elliker presiding.

B. Roll Call:

- α) Members In Attendance: Commissioners Hall, Anderson, Backenstow, Gleason and Elliker
- β) Members not in attendance: none
- χ) Staff Members Present: none
- δ) Public In Attendance: Graece Gabriel, Consuelo Kammerer, Buck Boston, Mike Mullin, Patti & Stan Hart. Cheryl and Steve Hall joined in at 7:40 pm.

C) Consent Agenda:
none

D. Reports and announcements

- a) Superintendent's Report – Commission Backenstow announced the springs are holding well. Commissioner Gleason reported that spring#1 was still flowing well with improved flow since the cleaning in May. The official water test and our in-house water test were negative this month.

- b) Office/Treasurer's Report

Commissioner Elliker presented a report of current finances as follows:

As of 9/30/2020 our bank balances are as follows.

Treasury Savings Account:	\$ 67,311.48
Columbia Checking Account:	\$ 32,171.15
Columbia Community Ctr Acct:	\$ 366.79
Total deposits for September were:	\$ 11,401.50

As of 9/30/2020

Delinquent accounts (over 90 days):	\$ 910.00
One month past due:	\$ 2,561.50
Other Past Due accounts:	\$ 1,080.00
Total owing:	\$ 4,551.50

So far in October we have received \$ 1,635.00 in customer payments.

The list of bills to be approved and ready to pay totals \$ 1,860.70

A motion was made by Commissioner Gleason, seconded by Commissioner Backenstow to approve payment of the current bills.

Anderson Yes / Backenstow Yes / Gleason Yes / Hall Yes / Elliker Yes

Motion carried.

- c) Announcement – board member role change

Commissioner Gleason thanked Commissioner Anderson for her work as Treasurer and announced that he agreed to take over as Treasurer. A motion was made by Commissioner Backenstow, seconded by Commissioner Hall to accept the appointment of Commissioner Gleason as Treasurer.

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

The board now needs a board member to fill the role of Secretary.

F) Special Order of Business

1) Work agreement with Jim Osburn: Commissioner Backenstow asked if we could reinstate the previous work agreement to have Jim return for some work, if it was needed.

2) Request for Community Center use: Since the County has entered Phase 2, a community member has requested the District open up the community center for personal use by small groups. Commissioner Gleason presented the information gained from talking to Oregon Health Authority about current State of Oregon guidance on Covid-19 guidelines for Indoor Social Get-Togethers. SDAO provided a template document for a liability release for use of a public facility and recommended a review by legal representative. The Board discussed the need to find out the cost of a legal review and get more information on liability insurance.

3) A work session was scheduled for October 27th at 6:00 pm to resume work on customer account classifications.

4) If the 2nd street vacate area is opened up to frequent vehicle use, the district has determined that the existing pipes can be protected fairly easily. The district informed Cheryl Hall that the maps the district provided earlier were the latest information available on the infrastructure of that area.

5) Report by Commissioner Backenstow on the level 2 meeting with OHA and the water treatment update. The district will be contacting a regional supervisor to review plans for approval with the goal of getting a postponement on the date to chlorinate.

6) Infrastructure project planning update presented by Commissioner Backenstow. Commissioners Gleason and Anderson will work on a document comparing options to present to customers for more input that will outline a reduced scope vs whole project and funding options.

H. Resolutions – Registered Agent. The Oregon Secretary of State requires the district to have one person named by Resolution as the Registered Agent. This would be Resolution 2020-07. A motion was made by Commissioner Anderson, seconded by Commissioner Gleason, to name Susan (Beth) Elliker as Registered Agent.

Anderson Yes / Backenstow Yes / Gleason Yes / Hall Yes / Elliker Yes
Motion carried. See attached.

J. Board member comments

Commissioner Elliker

Former board member Art Bradley gave Commission Elliker a box of old notebooks and paperwork from his tenure on the Board.

The next meeting of the Board is a Work Session on October 27th at 6:00 pm via ZOOM.
Next regular Board Meeting is November 10th at 6:00 pm via ZOOM.

Meeting was adjourned at 8:20 pm.
Submitted by Commissioner Elliker

RESOLUTION 2020-07: A RESOLUTION OF THE OTTER ROCK WATER DISTRICT DESIGNATING SUSAN ELLIKER AS REGISTERED AGENT

WHEREAS, Special Districts as defined in ORS 198 requires the Otter Rock Water District (Board) to designate by resolution a registered agent upon whom any process, notice or demand required or permitted by law to be served upon the district may be served; and

WHEREAS, by Resolution, the Board previously designated Buck Boston as the district's registered agent; and

WHEREAS, due to Boston's resignation, the Board now desires to update the district's registered agent designation;

NOW, THEREFORE, BE IT RESOLVED:

That Susan Elliker is hereby designated as the new registered agent for the Otter Rock Water District.

ADOPTED BY OTTER ROCK WATER BOARD THIS 13TH DAY OF OCTOBER 2020.

Susan Elliker, Presiding Officer

Attest:

Dan Gleason, Board Secretary