

# OTTER ROCK WATER DISTRICT

## MEETING SUMMARY

### Board Meeting – May 11, 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 May 11, 2021 via ZOOM. The meeting convened at 6:06 pm with Commissioner Elliker presiding.

B. Roll Call:

- Members In Attendance: Commissioners Hall, Taylor, Cutler, Kammerer and Elliker
- Members not in attendance: none
- Staff Members Present: none
- Public in Attendance: Wendy Niem, Buck Boston, Pat Anderson, Dale Powers, Patti and Stan Hart, Michael Mullin, Dan Gleason.

C) Consent Agenda:

Approval of Board summary for April monthly board meeting were reviewed by the board and no changes were made. The official public record for these meetings is an audio recording.

D) Reports and announcements

a. **Superintendent's Report** – none given. Written report is on the website.

b. **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.

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

Hall Yes / Taylor Yes / Cutler Yes / Kammerer Yes / Elliker Yes

Motion carried

A motion was made by Commissioner Hall, second by Commissioner Taylor to approve Treasurer's Report

Taylor Yes / Cutler Yes / Kammerer Yes / Hall Yes / Elliker Yes

Motion carried

c. **Correspondence** – Letter from Secretary of State office regarding In Lieu of Audit reports. Requires additional supporting documentation.

E. Special order of Business

a. **Appoint Budget Committee Member #5**

Wendy Niem has volunteered to be the 5th citizen member of the budget committee

A motion was made by Commissioner Taylor, second by Commissioner Cutler to appoint Wendy Niem to the Budget Committee.

Cutler Yes / Hall Yes / Kammerer Yes / Taylor Yes / Elliker Yes

Motion carried.

b. **Engagement letter** – Rob Moody, Merina & Co – to assist the district with the chart of accounts and fund structure and budget assistance as it relates to the receipt and expenditure of capital-related funds. Estimated cost of \$ 2500.

A motion was made by Commissioner Hall, second by Commissioner Taylor to sign Engagement Letter with Rob Moody, CPA of Merina & Co.  
Kammerer Yes / Hall Yes / Taylor Yes / Cutler Yes / Elliker Yes  
Motion carried

**c. Data needed for budgeting next fiscal year**

Additional connections will necessitate we have a Level 1 (D1/T1) Water Operator a higher classification than a Small Water Operator. We need information on additional costs for budgeting. Also added operating costs with chlorine facility.

**d. Current project updates**

Chlorination Facility – will be a couple of weeks before Civil West has something for us.  
Tank Cleaning – additional requirements for discharge of any water from tanks.

F) New service connection request & 4th street meters. Dana will work on this.

G) Ordinances – none

H) Resolutions – See attached. R 2021-09, Bank Access Policy. Rewrite from previous 2019-12-14.

A motion was made by Commissioner Taylor, second by Commissioner Kammerer to approve revised Bank Access Resolution – R 2021-09.

Hall Yes / Taylor Yes / Cutler Yes / Kammerer Yes / Elliker Yes

Motion carried

I) Future topics board members would like to work on:

Dana – Retroactive SDC for 7 properties.

Tom – Infrastructure project review, Project scope design, Update OHA contact information

J) Action Item Checklist – tabled

K) Public Comments

J) Board member comments

Commissioner Taylor

A motion was made by Commissioner Taylor, second by Commissioner Kammerer to cancel tank cleaning.

Taylor Yes / Cutler Yes / Kammerer Yes / Hall Abstain / Elliker No

Motion carried

Commissioner Elliker

A motion was made by Commissioner Elliker, second by Commissioner Cutler to sign up bank account for unauthorized ACH protection, \$5 per month

Kammerer Yes / Hall Yes / Taylor Yes / Cutler Yes / Elliker Yes

Motion carried

Commissioner Kammerer

A motion was made by Commissioner Kammerer, second by Commissioner Cutler for Commissioner Taylor to be Superintendent's supervisor

Hall Yes / Taylor Yes / Cutler Yes / Kammerer Yes / Elliker Yes

Motion carried

Meeting was adjourned at 7:56 PM.

The next regular meeting is the monthly Board Meeting on June 15, 2021 at 6:00 pm, via Zoom.

First Budget Committee Meeting next week, Tuesday, May 18th, 6 PM

Submitted by Commissioner Elliker