

OTTER ROCK WATER DISTRICT

MEETING SUMMARY

Board Meeting – November 14, 2023

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 November 14, 2023 via ZOOM. The meeting convened at 6:01 pm with Commissioner Hall presiding.

B. Roll Call:

- Members In Attendance: Commissioners Hall, Goldhammer, Lombardi and Elliker
- Staff members present: none
- Hiland representatives: Curtis Olson
- Public in Attendance: Patti & Stan Hart, Michael & Genese Mullin

C) Consent Agenda:

Approval of Board summary for September

A motion was made by Commissioner Goldhammer, second by Commissioner Elliker to approve the September meeting summary.

Hall Yes / Lombardi Yes / Goldhammer Yes / Elliker Yes /

Motion carried.

E) Reports, update and announcements

a. **Water Operator's Report** – Curtis Olson – Curtis reported that 6 meters were spliced in last month and there are two that still need the holes filled to finish. Also still need to schedule data gathering for the LCRR survey for 8 sites with meters. And hoping to schedule the crew for the week after Thanksgiving. The large reservoir has some leaks again that need patching. This is something that Hiland doesn't do, so would need to find a contractor. Commissioner Elliker will check with Jim, who we believe did it before. Things have been a bit busy with the conversion to NW Natural which became official two weeks ago. Hiland is still waiting on a replacement part for the meter on Mahala. There are some new meters that are not on the latest meter reading sheet and Curtis will send these to the Hiland office.

b. **Office/Treasurer's Report**

The Treasurer's report was presented by Commissioner Goldhammer. See the website for the Treasurer's reports. The latest Hiland bill meter installations from the invoice received today adds another \$4,849.44 to the bill in bills to pay.

A motion was made by Commissioner Elliker, second by Commissioner Lombardi, to approve the Treasurer's report.

Hall Yes / Elliker Yes / Lombardi Yes / Goldhammer Yes /

Motion carried.

A motion was made by Commissioner Lombardi, second by Commissioner Goldhammer, to pay the bills.

Lombardi Yes / Goldhammer Yes / Elliker Yes

Motion carried.

c. **Update on FEMA grant site visit** – It was a very rainy day, but the visit went well. A FEMA group came to do a site visit for an environmental impact assessment of the FEMA project. The site visit meant we are quite a ways into the approval process for the grant.

d. **Update on Joint Water Caucus tour** – The Caucus tour of around 40 participants went well.

We were able to present our project needs and our funding struggles and were well received. We also made some good connections with participants including Representative Gomberg. A Business Oregon staff member, Laura Engstrom, also mentioned a possible funding source for our 10% cost share for the FEMA grant part of the project.

e. **Other correspondence** – none

E) Special Order of Business

a. **Meter and meter materials purchase**

The board discussed of purchasing more meters and meter supplies.

A motion was made by Commissioner Elliker, second by Commissioner Lombardi, to order meters and meter supplies for up to 15 more meter installations.

Hall Yes / Elliker Yes / Lombardi Yes / Goldhammer Yes /

Motion carried.

b. Office position

The board discussed the open office position. Since Commissioner Goldhammer has indicated an interest in the office position, the subject of conflict of interest was discussed. The job opening was posted and we have received several applications and/or resumes. What to do in the interim was discussed.

A new payroll provider was discussed and there are several options. Commissioners Goldhammer and Hall will look for more information or referrals for payroll providers. Commissioner Elliker made a motion, second by Commissioner Goldhammer that authorizes Commissioner Goldhammer to perform the office duties as a volunteer until the end of December or until the position is filled whichever comes first.

Hall Yes / Elliker Yes / Lombardi Yes / Goldhammer Yes /

Motion carried.

Commissioner Lombardi will start picking up the mail and oversee reports.

c. Roof leak & repairs needed at community center. Commissioner Elliker will get DMB out to look at the roof incase the leak is related to the repairs done last winter. Commissioner Lombardi will work on getting several bids.

G) Ordinances – none

H) Resolutions – none

I) Public Comments – Genese Mullin, Patti Hart in support of Commissioner Goldhammer in the office position.

J) Board member comments

Customer survey - Commissioner Goldhammer & Elliker have a draft of the survey and will send it to the rest of the board for review and revision. Further fine tuning of wording on the survey was discussed.

Commissioner Elliker and Lombardi thanked our community volunteers Francis, Joknee, Laurie, Pat, Genese, Mike, Delano, and Art who helped Commissioners Kellie and Beth with the weekend clean-up of the Community Center.

Commissioner Hall mentioned the need to discuss the next calendar year's schedule and will send the board date conflicts she has.

Commissioner Lombardi asked about the timeframe for budget meetings for next year.

The next monthly board meeting will be Tuesday, December 12, 2023 at 6pm.

Meeting was adjourned at 8:03 PM

Submitted by Commissioner Elliker