

# OTTER ROCK WATER DISTRICT

## MEETING SUMMARY

### Board Meeting – March 08, 2022

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 March 08, 2022 via ZOOM. The meeting convened at 6:08 pm with Commissioner Hall presiding.

B. Roll Call:

- Members In Attendance: Commissioners Hall, Cutler, and Elliker
- Staff members present: Whitney Erskine
- Hiland representative – Robert Trotter
- Public in Attendance: computer, Cheryl and Steve Hall, Mike and Genese Mullin, Patti and Stan Hart

C) Consent Agenda:

Summary for the February meeting was submitted by Commissioner Elliker. No changes.

A motion was made by Commissioner Elliker, second by Commissioner Cutler to approve the February summary.

Elliker Yes / Cutler Yes / Hall Yes /

Motion carried.

D) Reports, updates and announcements

#### **a. Water Operator's Report**

1. System updates: The pulse meter cables need some adjustment and also need protection from the elements, just waiting on weather to install. Chlorine residuals average around 0.16, slightly less than desirable but detectable. Other: Spring flow is good, water tests are good. Meter installations on Gladys are scheduled for March 10th. Hiland will distribute door hangers to affected dwelling 24 hours before. There was a report of downed trees around spring #1, Hiland will check on this. There is a system leak at the north end of C Street that Hiland will be working on.

2. Second street easement: Hiland submitted an estimate per day of work to assess the condition of the water system within the easement.

A motion was made by Commissioner Elliker to have Hiland do the assessment work on 2nd street per their estimate, as soon as possible.

Hall Yes / Elliker Yes / Cutler Yes /

Motion carried.

Robert checked their schedule and thought they could do it the week of March 21st. He will check and notify ORWD when it is scheduled.

Cheryl Hall mentioned she spoke with Cody from Hiland when he did a locate for them and pointed out to him where the blowoff valve is located.

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

Commissioner Cutler presented a report of current finances and answered questions. See the website for the written Treasurer's report and the current Profit & Loss Budget vs. Actual report. Commissioner Elliker commented that there are three areas in the current budget where the board may need to make Appropriation Transfers and will have more information by next

meeting. Commissioner Elliker announced that our Zoom license is coming up for renewal and we received an offer of \$30 off if we pay for next year online by credit card before March 31st. The board agreed to reimburse Commissioner Elliker the cost of the renewal. Commissioner Elliker will renew by credit card and be reimbursed.

Bills ready for approval: A motion was made by Commissioner Elliker, second by Commissioner Cutler to pay the bills.

Elliker Yes / Cutler Yes / Hall Yes /

Motion carried.

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

Hall Yes / Cutler Yes / Elliker Yes /

Motion carried.

**c. Budget Committee** – The board has confirmed the return of four of the five previous budget committee members, but one will not be returning.

A motion was made by Commissioner Hall, second by Commissioner Elliker to appoint Graece Gabriel, Stan Hart, Mike Mullin and Joknee DeMott to the 2022-2023 Budget Committee.

Hall Yes / Cutler Yes / Elliker Yes /

Motion carried.

**d. Budget meetings tentative schedule**

Commissioner Hall would like the meetings to start in early April and will contact all committee members to set a schedule.

**e. Budget topics**

Commissioner Elliker mentioned the need to get research done on any additions to budget items or changes for the budget.

**f. Other correspondence** - none

E. Special order of Business

a. **Board position #5 and # 2** – There have been no applicants come forward.

We still need to get missing items from former board members.

We still need to name a Registered Agent.

F) Ordinances – none G) Resolutions – none

H) Public Comments – none

I) Board member comments - Commissioner Elliker mentioned the need for the board to develop policies and financial policies might be the one to start with. Co

Legal advice for second street easement.

(Public Comments) – Genese Mullin and Patti Hart both voiced support to engage legal advice in the second street easement issue. Also Genese asked a question about water meter readings.

Second street easement -

A motion was made by Commission Cutler, second by Commissioner Hall, to consult with our attorney about responsibility for costs of the assessment and possible repair of the easement.

Cutler Yes / Hall Yes / Elliker Yes /

Motion carried.

\*Wrap up – Commissioner Elliker will write up resolutions for next meeting, will send Commissioner Hall a list of missing items from former board members, will send Whitney a copy of legal agreement, and will check on notice requirements for the budget process. Commissioner Cutler and Commissioner Elliker will work on policies. Commissioner Hall will draft an email to our attorney, will email the budget committee and schedule dates for budget meetings, and will contact the former commissioners about missing items. Commissioner Cutler will check on the trees at spring #1 and look for the ladder at the tank farm.

Meeting was adjourned at 7:42 PM

Submitted by Commissioner Elliker