

OTTER ROCK WATER DISTRICT

MEETING SUMMARY

Board Meeting – September 13, 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 September 13, 2022 via ZOOM. The meeting convened at 6:02 pm with Commissioner Hall presiding.

B. Roll Call:

- Members In Attendance: Commissioners Hall, Goldhammer, and Elliker
- Staff members present: Whitney Erskine
- Hiland representative: Curtis Olson
- Public in Attendance: Mike & Geneses Mullin, Stan and Patti Hart, Cheryl and Steve Hall

C) Consent Agenda:

Summary for the August 9th monthly board meeting was submitted by Commissioner Elliker. No changes.

A motion was made by Commissioner Goldhammer, second by Commissioner Elliker to approve the August 9th board meeting summary.

Hall Yes / Goldhammer Yes / Elliker Yes /

Motion carried.

D) Reports, updates and announcements

a. **Water Operator's Report** –

Chlorination residuals – The residuals ranged from 0.15 to 0.5. The State would like it not to fall below 0.2. They are waiting for the disinfection bi-products sample test results, before making any adjustments. Aaron is scheduled to work on the curtain drain. They have now completed 10 meter installations except for some backfilling needed to fill in the holes. First street temporary repair/broken valve discussion – the board will wait to proceed on a more permanent repair.

There was a discussion on putting in more meters. We just received 9 more meters that can be installed. More study of the cost for additional meters is needed. Future meter installations will need some additional parts not currently in supply, including new meter boxes.

Commissioner Goldhammer had questions about the chlorination system/flow meter status. We will need to get answers about this from Aaron.

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

A substitute Treasurer's report was presented by Commissioner Elliker. Commissioner Hall had a question about the current bank reconcilliation. Commissioner Hall also asked about bank deposits and late fees. Commissioner Elliker reported that we have 18 customers signed up for ACH autopay and Erskine reported we had just received another. Customer communications were discussed.

A motion was made by Commissioner Elliker, second by Commissioner Hall to pay all the bills.

Hall Yes / Elliker Yes / Goldhammer Yes /

Motion carried.

c. **Other correspondence** – The owner of property next to the community center wants to install a fence along the property line and asked if the district wanted to share the costs. The board consensus was that the district did not have a need for a fence and there were no funds budgeted for such an expenditure.

E) Special Order of Business

a. **Board positions # 3 & 5**

We once again have 2 positions to fill on the board, positions # 3 & 5. We have received no applications. It is a short-term commitment as both unfilled positions only run through June 30, 2023.

b. **Board Treasurer**

Commissioner Goldhammer indicated an interest in taking on the Treasurer role and the transition of overseeing the office tasks was discussed.

A motion was made by Commissioner Elliker, second by Commissioner Hall to appoint Commissioner Goldhammer as board Treasurer.

Hall Yes / Elliker Yes / Goldhammer Yes /

Motion carried.

c. **Business Oregon** loan application – The board reviewed a list of questions/requests for additional information from Keven Shreeves from Civil West for the loan application and which board members could work on the different items.

d. **Board Member contact for Hiland and other contacts.**

Hiland: Commissioner Goldhammer regarding invoices, Commissioner Elliker regarding operations. State, Lincoln County, Civil West, Business Oregon: Commissioner Hall. Insurance: Commissioner Goldhammer. Also bank access was discussed.

e. **Policies** – Commissioners Goldhammer and Elliker will work on policies. First policy to work on will be a Financial Policy. After completing a draft of a policy it is expected the board will schedule a work session instead at a regular monthly business meeting to discuss and finalize.

f. **Yard Maintenance** – The board discussed the need to have yard maintenance at the tank farm performed at least twice a year. Commissioner Goldhammer will contact George of After The Morning Surf to establish a schedule.

g **Second street easement work** – An email was sent to the six customers that have property bordering the easement. Commissioners Goldhammer and Elliker met with two of the customers to get a better understanding of their concerns. Emails were also received from two other customers. The district will attempt to contact the final two customers for a response before finalizing any plans.

F) Ordinances – none

G) Resolutions – none

H) Public Comments – none

I) Board member comments - none

The next monthly board meeting will be Tuesday, October 11, 2022 at 6pm.

Meeting was adjourned at 7:36 PM

Submitted by Commissioner Elliker