

**OTTER ROCK WATER DISTRICT
MEETING SUMMARY**

Work Session — Tuesday November 19, 2024

IN ACCORDANCE WITH OREGON PUBLIC RECORDS LAW, A RECORDING
OF THIS MEETING IS POSTED, IN LEIU OF WRITTEN MINUTES, ON THE DISTRICT
WEBSITE, AND IS PRESERVED ON DIGITAL MEDIA AS A PERMANENT RECORD

A. Call to Order via Zoom: A work session Board Meeting of the Otter Rock Water District Board was held on November 19, 2024 via Zoom. The meeting convened at 6:01 PM with Commissioner Elliker presiding.

B. Roll Call: Members in attendance — Commissioners Kellie Lombardi, Theresa Zawalski, Eileen Goldhammer and Beth Elliker. Absent - Lisa Hall

Public in attendance — The Mullins and Kevin Azzarello

C. Special Order of Business: Review of Civil West Scope of Engineering Services Proposal revisions for BizOr loan project and FEMA Grant project. When Commissioner Zawalski met with Keven from Civil West our main concern was the primary change we wanted to see on the document was for them to separate the phases into separate proposals. They did not do that but she reports the other end of that is that while initially it looked like a generic proposal, Tim has done a great job of breaking out the proposals, identifying funding, and the scope of the work. There is an industry standard charge of 2% for the technical fee. Theresa's biggest concern about the proposal is that it still has the Construction Management piece and she feels that we need to investigate alternatives first, involving NWNW/Hiland. She feels we have the time to do more investigation before making that decision. So she would like to see in the FEMA project (Work order #2 that task 7,8, and 9 be removed and for BizOr (Work order #1) remove task 6,7 and 8. She would also like the number of service connections to more accurately reflect our current number, approximately up from 156 to 160-161. She would also like more detail Task Order #1, phase 1 what are the details of "Rehabilitate the infrastructure on the three source springs", what does that mean and if they want to reference the feasibility study could we link to that so the community has more information.

Commissioner Lombardi had some concerns about costs of engineering design and would we have what we need for the construction phase of the project, consultants and permit fees etc. We won't know that until the bids come in, we may need to take modifications. She also voiced concern that in looking at materials used that we choose the least potentially toxic materials to protect our customers, and that Civil West is aware of that consideration when designing the systems. Theresa states that there are typically three design reviews done, at 30%, 60% and 90%. BizOr will also be looking at the design, although they only commit to engaging at the 90% phase. We would also like NWNW/Hiland to participate in looking at the designs at the 30%. What will Hiland charge us in reviewing the plans. We could ask on Thursday, if Oregon Business had an issue we wouldn't want it to be discovered at 90%, OHA will also be reviewing. Theresa will get an email out to Keven for them to make these changes before we sign it. We have not heard back from the lawyer. Everyone was in agreement that we could sign the proposal if the changes were made and there were no major concerns from the lawyer review. If these conditions were not met we would have to call another special session or vote on it at our 12-10 board meeting.

Commissioner Lombardi motions to accept the Civil West Engineering Services Proposal for BizOr loan project and FEMA Grant project if tasks 6,7&8, and tasks 7,8&9 are removed and service connections adjusted and that our lawyer does not find major concerns, Commissioner Goldhammer seconds.

Zawalski - Yes, Lombardi - Yes, Goldhammer - Yes, Elliker - Yes

Motion passes

Kevin had a question regarding is the proposal public yet or just for board members at this time. We are trying to get the proposal correct first before we post it. He also wanted to know if the construction work for going out to bid is included in this proposal and those fees are in the

proposal. Once it goes out to bid we will be looking at RFPs. Keven has some expertise in the field of engineering and is familiar with scopes and fees.

Microsoft Team Meeting on Thursday with Shannon of OEM, and Michelle of BizOr and Keven from Civil West to clarify requirements.

Meeting was adjourned at 7:55 PM

Submitted by Commissioner Lombardi