

OTTER ROCK WATER DISTRICT

MEETING SUMMARY

Board Meeting – March 21, 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 March 21, 2023 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: Patti & Stan Hart, Michael & Genese Mullin, John Bukowski, iPad

C) Consent Agenda:

No summary for the previous board meeting was available.

D) Reports, updates and announcements

a. **Water Operator's Report** – Curtis reported not a lot of activity last month other than locates and a few shutoffs. Water flow is good and chlorine residuals are fine. Boxes for meters are in, so we have all parts for new meter installations. Their work is only booked about 2 weeks out so April. Warranty meters were sent in 2 or 3 weeks. The board wants to install another 4 meters and will send a list of four suggested addresses for these meter installations.

There was a large water leak at the Alpine Chalet and due to a septic line leak, Hiland was contacted by the state/county DEQ to inquire if the water leak had any part of this. John Bukowski, Treasurer from Alpine explained the septic and water leak situation. The septic lines are in different areas than the water lines and the leak was in a water line entering the building and had no effect on the septic system.

Some fill is still needed around the vaults at the tank farm.

b. Alpine Water Leak – Alpine had a large water leak in January which would result in a very high usage bill of over \$600. Leak forgiveness was discussed by the board. Commissioner Elliker was in favor of a credit since Alpine was responsive in correcting the leak and the water use was not intentional or careless. Commissioner Goldhammer did not consider the situation to qualify as a hardship. Commissioner Hall was not in favor of forgiveness since we have no formal policy regarding leak forgiveness and it was not an undue hardship.

A motion was made by Commissioner Elliker, second by Commissioner Goldhammer to allow a 50% credit on the January usage for Alpine.

Hall No / Elliker Yes / Goldhammer Yes /
Motion failed.

There was board consensus that Alpine could pay the January usage bill in several installments.

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

The Treasurer's report was presented by Commissioner Goldhammer. See the website for the written Treasurer's report. There have been some changes with the ACH process with 1st Security Bank. Commissioner Elliker mentioned that the System Development Fund total was about \$44,000 at the end of the calendar year. The money is deposited in our regular checking account and the amount is growing, but it is restricted funds and can't be used for operating expenses. It would be helpful to see the fund balances separately. Commissioner Goldhammer offered to include a breakdown of the separate funds in future Treasurer reports.

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

Hall Yes / Elliker Yes / Goldhammer Yes /
Motion carried.

d. **PSU Survey update** – Commissioner Goldhammer reported that PSU was still waiting on more surveys to be returned and it would be the end of the month before that was wrapped up. Their report will include information applicable for CDBG (Community Development Block Grant) funding as well as the USDA funding.

e. **Business Oregon Loan/FEMA grant.** Due to questions on combining grants and loans the board decided to contact both Business Oregon and Civil West to gain an understanding of our options. There was discussion on the topic of options for loans that can be combined with FEMA grant and how to split up the project. Commissioner Goldhammer will contact Michelle at Business Oregon and contact Keven at Civil West about getting more information.

f. **Repairs to Community Center** – update

g. Quickbooks update – Tabled.

h. **Other**

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

Hall Yes / Elliker Yes / Goldhammer Yes /
Motion carried.

E) Special Order of Business

a. Budget preparation – Commissioner Goldhammer and Commissioner Elliker will review the P&L to recommend any needed reappropriation with possibly an intrafund transfer resolution for next meeting.

We need to appoint a budget officer and recruit budget committee members.

A motion was made by Commissioner Elliker, second by Commissioner Hall, to appoint Commissioner Goldhammer as Budget Officer.

Hall Yes / Elliker Yes / Goldhammer Yes /
Motion carried.

Budget committee recruitment. Mike Mullin and Stan Hart have served on the budget committee for 3 years and declined further service. We will send out an email for budget committee member recruitment.

F) Ordinances – none

G) Resolutions – none

H) Public Comments – none

I) Board member comments

The board discussed which places to install the new meters. Commissioner Elliker will email Curtis.

The next monthly board meeting will be Tuesday, April 11, 2023 at 6pm.

Meeting was adjourned at 7:35 PM

Submitted by Commissioner Elliker