

# OTTER ROCK WATER DISTRICT

## MEETING SUMMARY

### Board Meeting –March 12, 2024

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 12, 2024 via ZOOM. The meeting convened at 6:01 pm with Commissioner Elliker presiding.

#### B. Roll Call:

- Members In Attendance: Goldhammer, Lombardi and Elliker, Commissioner Hall was absent
- Staff members present: none
- Hiland representatives: Curtis Olson
- Public in Attendance: The Mullins, The Harts

#### C) Consent Agenda:

Approval of Board Meeting minutes for February 13, 2024

A motion was made to approve the February meeting summary by Commissioner Goldhammer, second by Commissioner Lombardi

Eileen Yes/ Beth Yes/ Kellie Yes

Motion carried.

#### D) Reports, update and announcements

a. **Water Operator's Report** – Curtis reported that February had been a very quiet month. There were no emergencies and with all the rain it had been too wet to install any meters. Cody monitoring water levels, tanks and doing the required testing. It appears Ferguson sent boxes to our office and we will keep them secured. Eileen reports Ferguson sent us an invoice. Curtis reports anything from Ferguson usually sent to Hiland's warehouse. We will work on getting a new list of addresses for meter installation once corp stops identified and weather permits. We reported that we had not yet received our invoice for the month of February. JJ usually reviews and he has been out for the week, Eileen will check with Deven.

b. **Office/Treasurer's Report** The Treasurer's Report was presented by Commissioner Elliker. See the website for the Treasurer's reports. The chlorination account has been closed per discussion and motion passed at the last meeting. Eileen reports that since the treasurer's report was made, another invoice for \$200.00 came in to be added to the payables. This is from H&R Block for year end tax work done, agreed to add to this month's payables. General fund \$13,303 will be transferred to system development where it belongs. There were no questions regarding the Treasurer's Report. SDC has new CCI (Construction Cost Index) increase of 2.7% which added \$359.00 to the System Development charge, it will now be \$13,662.

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

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. Office notes: Civil West has sent us an email that they will not be providing any more free assistance with application processes and will be sending us an invoice.
- d. It was proposed at previous meeting to look into changing our internet and phone provider from Century Link to Spectrum. Century Link has been poor to respond, phone was out for over two weeks and internet has now been out for two weeks. In the initial two years there would be a cost savings to switching. Spectrum sometimes experiences outages with stormy weather and rates can rise but feeling is will have better service.

Eileen motions to change from Century Link to Spectrum for phone and internet service,  
Beth seconds

Kellie yes/ Eileen yes/ Beth yes

Motion carried

- e. Update on roofing. We have two new bids from Top Line and P&G both of which came in higher than the two previous bids. Discussed two previous bids, C&B in Waldport and DMB, Kellie had not checked to see if quotes still valid, DMB had expired in January. Beth will check with DMB and see if original bid is still valid. After discussion it was agreed that Beth will contact DMB and we will go with DMB if the bid is still valid or has increased by \$700.00 or less. Funding was discussed, we have some funds that we could reappropriate or wait for the new fiscal year budget.

Beth Motions to contact DMB, if bid is still good or no more than \$700.00 increase will approve them for the new roof.

Kellie yes, Eileen yes, Beth  
yes Motion passes

- f. Update on FEMA. There have been a spate of emails sent to the district from Business Oregon and Civil West. It appears that the FEMA grant is closer to being awarded, while we are still in a waiting period it looks promising. We may need to fill out another application for the cost share but Beth notes that is an easy process. The Board will remain in contact with Business Oregon and Civil West and there will be more discussion next week at the Work Session meeting as things seem to be moving along more quickly now.

- g. Update on Budget Committee- Need to appoint a Budget Officer, Beth wants to nominate Eileen for the position as she has already done a lot of the work. Eileen is willing to if Beth is involved. Beth stated it is a collaborative effort.

Beth motions to elect Eileen for Budget Officer, Kellie

Seconds Kellie Yes/ Beth Yes/ Eileen Yes

Motion carried

Notice will go up on the district website for the March 26th Budget Committee Meeting, also via local paper and email announcement.

E) Other Correspondence — None

F) Special Order of Business — Officer Roles brought forward from last meeting. There were no changes to the descriptions Beth had originally written up in 2021. Beth will write up a resolution and bring it to the Board for a vote at the next meeting.

G) Ordinances — None

H) Resolutions — None

I) Public Comments — None

J) Board Member Comments — Kellie inquired whether she had previously asked about the annual water quality report. Beth said she thought she had and confirmed Hliand does this, it needs to be done by the end of June and that Hiland may need a reminder. Discussion regarding having two email lists, one for District business and one for community notices. Beth volunteers to write up email to send to customers so people can opt out of receiving community related notices. Beth would manage second email list — with Kellie and Eileen getting trained for website and newsletter duties as well. The Board will have a Work Session Meeting on 3-19 at 6:00 PM, notice has gone out. Notice will be posted for the first Budget Committee Meeting which will be 3-26 at 6:00 PM.

The next Board Meeting will be April 9th, 2024 at 6:00 PM. Meeting was adjourned at 6:58 PM Submitted by Commissioner Lombardi