

OTTER ROCK WATER DISTRICT

MEETING SUMMARY

Board Meeting –January 9, 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 January 9, 2024 via ZOOM. The meeting convened at 6:01 pm with Commissioner Hall presiding.

B. Roll Call:

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

C) Consent Agenda:

Approval of Board summary for December 2023

A motion was made by Commissioner Elliker, second by Commissioner Goldhammer to approve the December meeting summary.

Hall Yes / Lombardi Yes / Goldhammer Yes / Elliker Yes /

Motion carried.

D) Reports, update and announcements

- a. **Water Operator's Report** – Curtis reported that the water system was doing fine. Chlorine levels were within normal limits. He states he is hopeful to get to splicing some more meters on Wednesday January 17th depending on the weather as forecasts are in flux. He has 11 meters ready to go but Beth said we would probably not have 11 identified. Beth, Craig and Kellie will need to go look for corp stops. Curtis said Cody could assist if needed. Some stops need resident to clear off items to get to them and some may be in heavy brush. Curtis states meters and supplies are in and ready. Discussion regarding the EPA requirement that all water systems and components have to be accounted for with photographs and documentation to show no lead products and this report has to be in by October 16, 2024. There are some exceptions for new construction after 1986 as lead was prohibited at that time. Curtis asked if we had a plan. Beth explained that she had spoken to someone at the State, and also a document on the State website that for unknowns, there could be a 20% inspection by October, thus for our 99 unknowns, twenty would need to be done. We will eventually need to have every service line done. Beth asked about the documentation done on the ones Curtis has already checked, Curtis states the documentation/status for the meters already done is on the map. Beth states she has not been able to access that, Curtis states he will find out why and get back to her, may need to give her access to another level. Beth states will forward the 20% document link to Curtis. Eileen made a note that some of the meters are being installed below grade and are being covered up with mud and debris already, Patty also expressed that her meter was put in below grade. Curtis states he will talk to his crew regarding putting meter boxes in at grade. Spring overflow has gone from 18 to 100, our water is back. Beth reported that she had sent photos to Jim regarding the cracks in the tank and Jim states looks much better than they were when he initially repaired five years ago. He does not know of anyone in our area who would do this work. Beth questions whether we even need to have done if our system will be replaced once funding achieved. Also noted that we had not yet received our meter readings or invoice for December. Curtis apologized and said that Devin has been working a lot of OT, they were hiring two new

employees to help and should be better soon

b. Office/Treasurer's Report

The Treasurer's report was presented by Commissioner Elliker. See the website for the Treasurer's reports. Since we have not received the latest Hiland bill the board approved to pay the \$1600.00 base rate and the remainder, once billed, will need to be approved at the February 2024 board meeting. All bank accounts balanced in Quickbooks. Beth had backed out an OHA fee of \$206.80 as we need to clear this up with Hiland, Beth states we have already paid this through Hiland. Beth and Eileen answered Kellie's questions regarding the AR balance, due to prepayments and payments coming in all the time it can be difficult to gauge, the aging summary is accurate for the time prepared. Also, Eileen reported there had been a new meter invoiced for a residence on Mahala that had not yet been applied for so that was on the books but should not have been. A motion was made by Commissioner Lombardi, second by Commissioner Goldhammer, to approve the Treasurer's report.

Hall Yes / Elliker Yes / Lombardi Yes / Goldhammer Yes /

Motion carried.

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

Lombardi Yes / Goldhammer Yes / Elliker Yes / Hall Yes

Motion carried.

e. Other correspondence – Kellie asked about mail from IRS, one letter was informing us we had a credit to our account and other two letters confirmed that they had corrected their error of our address and is now correct. Beth filled in the backstory to that.

E) Special Order of Business -

a. Update on roofing, Cato roofing did not respond to two phone calls and a text message requesting a bid. This was the second set of attempts. Kellie will contact P&G, Topline roofing to see about getting a third bid, and will request bid include four additional vents. Hope to make a decision at February meeting.

b. Update on payroll services. We had decided previously to go with Gusto but we did not recall a vote at previous meeting.

Commissioner Elliker made motion and Commissioner Goldhammer seconded.

Hall Yes/ Lombardi Yes/ Elliker Yes/ Goldhammer Yes, motion carried.

Beth has been sent documents to sign on electronic signature. Eileen reports that company has been very prompt in responses. Payroll period will stay the same. Lisa brought up that we will need to do a W-9 with them for Eileen payroll and have all documentation, Beth can verify and sign. As of this board meeting Bicolor had not yet sent through the 4th quarter and year end. Eileen states that Bicolor had said they would do this and Eileen is going to keep a close eye on the calendar. We need to know if our required tax payments have been made and that Whitney will get her W2 for 2023. Eileen states will reach out to Bicolor again this week but no guarantee she will get back to her.

c. Customer Survey update- of the 38 received 22 rated option A at a 9, 9 rated C as the top priority and 5 did not want any improvements or rate changes. Beth questioned whether she should post some of the questions posed regarding the projects and her answers. We decided to have Beth put out a reminder to please complete the survey and then post Q&As and findings once more come in.

d. Discussed forming Budget Committee by end of March, up to five community members, may ask Joanie, Pat and Grace again, Kellie will check with her neighbors about any interest. Last year committee met five times. Eileen reports process was smooth and that it allows community members to get a feel for the board and how it functions. Work will need to be conclude by end of May.

e. Beth brought up the fact that while NW Natural is doing business as Hiland, their invoice is for NW Natural Water and that the CCB# used by Hiland in our last contract has lapsed and there is a new CCB#. Our contract has an automatic renewal clause but Beth posed the question about whether we would need to have a new contract reflecting the name of NW Natural Water to match the invoice and with the new CCB#. Beth will send contact for Silas to Lisa and she will communicate with Silas about any changes to be made, whether we will need to write up a new contract.

F) Ordinances – none

G) Resolutions – none

H) Public Comments- No public comments

- I) Board member comments- Beth reported that she had had a return email from Representative Gomberg's office regarding a visual chat for the last week but had not heard back about setting up the meeting. She will follow-up with them. Beth also states that she had Contacted John Thomas at Ferguson regarding meter wand and transfer of data to make our system more efficient than hand entry that Hiland is doing now. Informed we would need to buy a license for the software. He stressed that whatever billing system we were going to use would need to be compatible with the Field Logic software. Eileen voiced concerns that Hiland, in our basic contract services is supposed to be reading our meters and whose responsibility it should really be to accomplish that. Beth states the system in use now is antiquated and she is gathering information for down the road. Eileen did not want to purchase something that may be obsolete after our system upgrades are complete. Lisa recommended that we would need to do a cost benefit analysis before making a commitment. The next monthly board meeting will be Tuesday, February 13th, 2024 at 6pm.

Meeting was adjourned at 7:32 PM

Submitted by Commissioner Lombardi