

OTTER ROCK WATER DISTRICT

*draft*MEETING SUMMARY

Board Meeting –February 13, 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 February 13, 2024 via ZOOM. The meeting convened at 6:03 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 Meeting minutes for January 9, 2024, as well as meetings 10-10-23 and 10-30-23

A motion was made by Commissioner Goldhammer, second by Commissioner Lombardi to approve the January and October meeting summaries.

Hall Abstained, had not yet read / Lombardi Yes / Goldhammer Yes / Elliker Yes / Motion carried.

D) Reports, update and announcements

a. **Water Operator's Report** – Curtis was not present at beginning of meeting so we did the Treasurer's Report as we awaited his arrival. He reported on the power outage, loss of chlorination and subsequent notice to boil water. Testing later that week showed no organisms and chlorine levels back up to acceptable levels. Eleven meters and supplies are ready and waiting for installation but this has been postponed due to ground water saturation and on-going forecasts of rain. Curtis states there should be a week of dry weather to proceed. The copper and lead reporting is still not showing up on the Diamond Map, Curtis states he will address this on their time not ours as it is their error. Invoice and meter readings were again delayed and not available for review, Curtis will contact Devin and get to us as soon as possible.

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 emptied out and we discussed closing the account as no longer needed.

A motion to close account was made by Commissioner Goldhammer, second by Commissioner Lombardi

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

Motion carries.

Profit and Loss Statement was doing pretty good, small adjustments need to be made and filters reset so not as consuming. Clean up old code for hook-up fee. Eileen had concern that filters could obscure things you need to see. Pat had concern about P&L but would save for community member comments

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

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

Motion carried.

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

Lombardi Yes / Goldhammer Yes / Elliker Yes / Hall Yes

Motion carried.

e. Other correspondence - None

E) Special Order of Business -

a. Update on roofing, have not heard back. Kellie will try again with Topline and P&G and let them know we need by 3-12 meeting as want to make decision then.

b. Update on FEMA, no word from FEMA. The Oregon Legislature is in session and Rep. Gomberg has proposed a bill for funding for coastal water districts in light of push for more housing but need improved water infrastructure to allow for that.

c. Update on Budget Committee- Joanie DeMott and Pat Anderson are returning again this year and Theresa Zawalski has also volunteered. Kellie reported Francis was willing to be on committee if need but others felt not necessary. Emails will be sent to Joanie, Pat and Theresa to see if they can be present for an initial meeting on Tuesday, March 26th via Zoom at 6:00pm. Members will be sworn in and a Presiding Officer nominated and voted in.

d. Update on Bior end of year reporting and taxes. Bior did not respond to Eileen's inquiries and had not done the fourth quarter reporting and taxes. Many thanks to Eileen for getting this accomplished. We were little late and may face a penalty. H&R Block was authorized to submit year end and create W2 for Whitney and will get a voucher to pay the feds. Beth reports that Gusto is very efficient and sends out reminders when to submit and conformation emails when successful.

e. Audit questions had been answered. Eileen states was straight forward and things were moving along. Secretary of State has sent out new rules on what type of audit needs to be done, Eileen states we are below the limit and may be able to skip a year. Lisa suggested talking to Business Oregon before we do that as they were the ones who had asked we do the audits. Lisa said it was hard to find an auditor and if we stopped they may not take us back

f. Beth wanted to talk about our emergency preparedness and critique how we did with the January power outage and loss of chlorination. We should ask Curtis how long of a power outage would affect chlorine levels. Would it make sense for us to have a generator or battery back up so the chlorination system could continue to operate. Do we want to have a phone tree/community tree to ensure that all residents are reached as we did need to contact some people by going to their homes and for some they were not home and written notices were left at door. Should we send out email asking for updated phone numbers and emails.

F) Ordinances – none

G) Resolutions – none

H) Public Comments- Pat Anderson had concerns about using the ORWD email list to announce the community pot-lucks. She felt that it seemed as though the water district was sponsoring the pot-luck. She does not want her email used for anything other than billing. There has been a history of sending out announcements in the past such as earthquake preparedness and other events. Pat also brought up her comment for the P&L 4005, requesting clarification about what the new installation fee was.

I) Board member comments- Beth reported that a dishwasher had been donated and Rod had installed it, a big thank you for that. We discussed putting the meter readings up on the website by meter number only so that people could check their meter readings online. Kellie brought up the item of confirming Officer Roles as we were going to formalize that this meeting, not everyone was prepared to do so and we deferred to a future meeting. Board members agreed to read and be prepared to discuss. Lisa brought up CCI (Construction Cost Index, used to adjust System Development Charge) and that we usually get in January, will need follow-up. Lisa Hall will be absent for the next meeting, Commissioner Elliker will chair.

II) The next monthly board meeting will be Tuesday, March 12th, 2024 at 6pm. Meeting was adjourned at 7:25 PM

Submitted by Commissioner Lombardi