

OTTER ROCK WATER DISTRICT

MEETING SUMMARY

Board Meeting – April 12, 2022

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 April 12, 2022 via ZOOM. The meeting convened at 6:04 pm with Commissioner Hall presiding.

B. Roll Call:

- Members In Attendance: Commissioners Hall, Cutler, and Elliker
- Staff members present: none
- Hiland representative – absent
- Public in Attendance: Graece Gabriel, Cheryl and Steve Hall, Mike and Genese Mullin, Patti and Stan Hart, P. Anderson

C) Consent Agenda:

Summary for the March meeting was submitted by Commissioner Elliker. No changes.

A motion was made by Commissioner Elliker, second by Commissioner Cutler to approve the March summary.

Elliker Yes / Cutler Yes / Hall Yes /

Motion carried.

D) Reports, updates and announcements

a. **Water Operator's Report** – none as Hiland was not present for meeting.

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

Commissioner Cutler presented a report of current finances and answered questions. See the website for the written Treasurer's report and the current Profit & Loss Budget vs. Actual report. A motion was made by Commissioner Elliker, second by Commissioner Hall to approve the Treasurer's Report.

Hall Yes / Cutler Yes / Elliker Yes /

Motion carried.

The district is still waiting for more information on the March Hiland bill.

Bills ready for approval: A motion was made by Commissioner Elliker, second by Commissioner Hall to pay all the bills except the Hiland bill..

Elliker Yes / Cutler Yes / Hall Yes /

Motion carried.

Commissioner Elliker reported that a commercial customer had a large leak in December and has not been billed for the water use over their base and asked if the board wanted to consider leak forgiveness. The customer's normal December usage never goes over their base and if we were to bill according to our rate table, their water use bill would be over \$735 in addition to their \$550 base charge. The board reached consensus on granting leak forgiveness.

c. **Other correspondence** -

The office received a request from Community Services Consortium (CSC) to participate in the Low Income Household Water Assistance Program (LIHWA) which provides assistance to pay water bills for qualified applicants.

A motion was made by Commissioner Elliker, second by Commissioner Cutler to sign the agreement with CSC to participate in the LIHWA program.

Hall Yes / Cutler Yes / Elliker Yes /

Motion carried.

The office received a request for voluntary membership dues from Lincoln County Utility

Coordinating Council – Dig Safely. Their intent is to encourage and coordinate utilities projects for underground installations. The board reached consensus the district was not interested at this time.

E) Special Order of Business

a. **Board positions # 2 & 5**, still unfilled.

b. **Columbia Bank accounts/signature cards** – Commissioner Elliker will contact the bank to make arrangements for completing new cards.

c. **Hiland communications** – There has been a problem with communications. By board consensus Commissioner Cutler will be the main contact with Hiland.

d. **Second street easement work** – Commissioner Cutler has worked on possible solutions and communicating with affected parties. Lines need to be lowered to protect from continuous traffic, it may be wise to move some meters. Discussed hiring an outside contractor to do the work and get an estimate from Hiland.

e. **Workers' Comp Insurance form** – renewal coming up, discussed coverage needed for upcoming year. Commissioner Elliker will work with Whitney to complete the renewal form.

f. **Community Center yard** – Work is needed. Yard has been maintained by volunteers. Commissioner Elliker will send out an email asking for volunteers.

F) Ordinances – none

G) Resolutions –

Commissioner Elliker presented Resolution 2022-16.

A RESOLUTION OF THE OTTER ROCK WATER DISTRICT FOR THE PURPOSE OF TRANSFERRING APPROPRIATIONS WITHIN A FUND FOR FISCAL YEAR 2021-2022 for the categories of Insurance, Personnel Services and Operations Services Contract.

A motion was made by Commissioner Cutler, second by Commissioner Elliker, to approve Resolution 2022-16.

Hall Yes / Cutler Yes / Elliker Yes /

Motion carried. See attached.

Commissioner Elliker presented Resolution 2022-15.

A RESOLUTION OF THE OTTER ROCK WATER DISTRICT DESIGNATING LISA HALL AS REGISTERED AGENT

A motion was made by Commissioner Cutler, second by Commissioner Elliker, to approve Resolution 2022-15.

Elliker Yes / Cutler Yes / Hall Yes /

Motion carried. See attached.

H) Public Comments – [Note: Interspersed throughout the meeting.]

Pat Anderson mentioned the down tree at Spring #1 and the district needs a board contact for Hiland., and use a lawyer for any agreement on 2nd street easement work, Genese Mullin mentioned we need the data from Hiland, Cheryl Hall is not sure about plans for 2nd street easement work and wants to meet with board members.

I) Board member comments -

Commissioner Elliker:

-supports looking at doing meters by contracting on our own but need to keep in mind procurement requirement.

-Previously inactive service on Gladys used water last month without contacting the district. By consensus of board, they should be billed for last month and an email sent to request the return of the signed application requested earlier.

-The district received notice of final approval from the state for the chlorination project.

Commissioner Hall – reminder to use district email for district business.

Upcoming meetings:

Budget Committee meeting, April 19, 2022. Next monthly meeting May 10, 2022

Meeting was adjourned at 7:45 PM

Submitted by Commissioner Elliker

Resolution No. 2022-16

A RESOLUTION OF THE OTTER ROCK WATER DISTRICT FOR THE PURPOSE OF TRANSFERRING APPROPRIATIONS WITHIN A FUND FOR FISCAL YEAR 2021-2022

WHEREAS, the Board of Commissioners of the Otter Rock Water District has determined that a transfer of appropriations in the General Fund/Administration Fund is needed for the purposes of unforeseen cost increases for insurance rates, payroll fees and additional hours, and added costs for Additional Services for Operations; and

NOW THEREFORE, be it resolved by the Board of Commissioners of the Otter Rock Water District to transfer appropriations in the General Fund/Administration Fund as follows:

<u>Appropriation Category</u>	<u>Existing Amount</u>	<u>Increase Decrease</u>	<u>Adjusted Amount</u>
5100 Insurance	\$2800	\$1800	\$4600
5300 Personnel Services	\$8815	\$2500	\$11315
9000 Operations Services Contract	\$25600	\$8000	\$33600
8010 Chlorination Facility – General	\$18000	(\$12300)	\$5700

ADOPTED BY OTTER ROCK WATER DISTRICT BOARD THIS 12TH DAY OF APRIL 2022.

Lisa Hall, Board Vice-President

Attest:

Beth Elliker, Board Secretary

RESOLUTION 2022-15: A RESOLUTION OF THE OTTER ROCK WATER DISTRICT DESIGNATING LISA HALL AS REGISTERED AGENT

WHEREAS, Special Districts as defined in ORS 198 requires the Otter Rock Water District (Board) to designate by resolution a registered agent upon whom any process, notice or demand required or permitted by law to be served upon the district may be served; and

WHEREAS, by Resolution, the Board previously designated Tom Kammerer as the district's registered agent; and

WHEREAS, due to Kammerer's resignation, the Board now desires to update the district's registered agent designation;

NOW, THEREFORE, BE IT RESOLVED:

That Lisa Hall is hereby designated as the new registered agent for the Otter Rock Water District.

ADOPTED BY OTTER ROCK WATER BOARD THIS 12TH DAY OF APRIL 2022.

Lisa Hall, Presiding Officer

Attest:

Beth Elliker, Board Secretary