

OTTER ROCK WATER DISTRICT

MEETING SUMMARY

Board Meeting – June 13, 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 June 13, 2023 via ZOOM. The meeting convened at 6:01 pm with Commissioner Hall presiding.

B. Roll Call:

- Members In Attendance: Commissioners Hall, Goldhammer, and Elliker
- Staff members present: Whitney Erskine
- Hiland representatives: Curtis Olson
- Public in Attendance: Kellie Lombardi, Peter Gelser, Pat Anderson, later - Patti & Stan Hart, Michael & Genese Mullin

C) Overview of Financial Audit – Peter Gelser, CPA, Koontz & Blasquez

Peter Gelser said though we are very small and will always have segregation of duties concerns, but finances were very clean. He said it was unusual for a district of our size to be tracking our different funds so well and was very impressed overall. Commissioner Goldhammer and Commissioner Elliker had a few questions. Peter will be available to answer questions throughout the year.

D) Hiland report was moved up in agenda

a. **Water Operator's Report** – Curtis Olson

Hiland was able to install 9 more meters, and asked about a permanent account to the district map on Diamond Maps we could access for \$12 per month. Hiland will be available for more meter installs starting in July. Spring flow has dropped since the previous month, but is still good.

E) Consent Agenda:

a. Approval of Board summary for May

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

Hall Yes / Elliker Yes / Goldhammer Yes /

Motion carried.

b. Approval of Corrective Action letter for SOS

A motion was made by Commissioner Elliker, second by Commissioner Goldhammer to sign a corrective action letter to SOS as required by the recent audit.

Hall Yes / Elliker Yes / Goldhammer Yes /

Motion carried.

F) Reports, updates and announcements

a. Diamond Maps discussion. Hiland uses an online map system that shows the locations of all of our meters, corp stops, etc. We can have permanent access with an account through Hiland for 12 per month. Not all Commissioners have viewed the system with the temporary link, so we will review later.

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

The Treasurer's report was presented by Commissioner Goldhammer. See the website for the written Treasurer's report. A new account was set up in the State Treasury LGIP account and funds for the System Development fund were moved from the general checking account. We had a number of large invoices needing payment this month to close out this fiscal year.

The board received an Ok from Don Chapin of the CFSD to use the remaining Chlorination funds for meter materials as long as it wasn't used for administrative purposes.

A motion was made by Commissioner Goldhammer, second by Commissioner Elliker to use Chlor funds for purchase of meters, meter boxes and parts for meter installs, not including the 10% materials markup by Hiland.

Hall Yes / Elliker Yes / Goldhammer Yes /

Motion carried.

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

Hall Yes / Elliker Yes / Goldhammer Yes /

Motion carried.

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

Hall Yes / Elliker Yes / Goldhammer Yes /

Motion carried.

e. **Other correspondence** – Commissioner Elliker was contacted by, and has communicated with a board member from the Mapleton Water District. They have a number of similarities to our district, just slightly larger, old failing infrastructure, and many recent board and staff changes.

F) Special Order of Business

a. **EPA survey update** – The Corp Stop Crew, Buck Boston and Craig DeMott and Commissioner Elliker have been locating hidden corp stops. Craig, Buck and Commissioners Goldhammer and Elliker met with Keith of OAWU. Keith has some equipment that could help us locate some lines and will come down again to help us. Keith also passed on a name and phone number of someone to talk to at OHAI to clarify some of the requirements of the survey. They have been called, but we haven't received a call back yet. Joknee DeMott helped with the name translations with the maps and drawings. We are also seeking volunteers for completing a records search and locating corp stops.

b. Future meter installations - A motion was made by Commissioner Elliker, second by Commissioner Goldhammer, to have Hiland purchase 20 more meters and boxes & parts.

Hall Yes / Elliker Yes / Goldhammer Yes /

Motion carried.

c. Future audits for fiscal years 2022-23 and 2023-24. We can sign an agreement with Koontz & Blasquez to lock in the price for these audits.

A motion was made by Commissioner Goldhammer, second by Commissioner Hall to sign the contract for next 2 years of audits.

Hall Yes / Elliker Yes / Goldhammer Yes /

Motion carried.

G) Ordinances – none

H) Resolutions – Transfer Resolution 2023-21 - transfers \$ from Hiland operations to meters to cover the newest meters ordered. A motion was made by Commissioner Elliker, second by Commissioner Goldhammer to approve Transfer Resolution 2023-21.

Hall Yes / Elliker Yes / Goldhammer Yes /

Motion carried.

I) Public Comments - none

J) Board member comments

Commissioner Elliker commented on the dry year and the problems with using spring #3 if we need to, and would like to notify customers including owners of vacation rentals to prepare and plan for possible water restrictions. Commissioner Goldhammer will work on a message to go out to the community. – Genese Mullin had a question on the water use curtailment policy.

Welcome to Kellie Lombardi who won the election to board position #3 and will take the oath of office at the July meeting.

Upcoming Budget & Rate Increase Hearings, Tuesday, June 27, 2023 at 6pm.

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

Meeting was adjourned at 7:42 PM
Submitted by Commissioner Elliker