

OTTER ROCK WATER DISTRICT

MEETING SUMMARY

Board Meeting – August 09, 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 August 09, 2022 via ZOOM. The meeting convened at 6:05 pm with Commissioner Hall presiding.

B. Roll Call:

- Members In Attendance: Commissioners Hall, Goldhammer, Cutler, and Elliker
- Staff members present: Whitney Erskine
- Hiland representative: Curtis Olson
- Public in Attendance: Stan and Patti Hart, Dale Powers, Mike & Geneses Mullin, Cheryl and Steve Hall

C) Consent Agenda:

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

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

Hall Yes / Goldhammer Yes / Elliker Yes / Cutler Yes /
Motion carried.

D) Reports, updates and announcements

a. **Water Operator's Report –**

Chlorination residues - Curtis reported chlorine residuals are in the 0.3 ppm to 0.4 ppm range.
Meter install update - Hiland recently installed 4 meters and 4 more installations are in progress. The wait for new meters is 17 weeks. Commissioner Goldhammer asked if alternate meters could be ordered instead. Curtis will look into this.

Curtain drain at tank farm - Hiland is waiting to put together an estimate for a curtain drain until they know if the downed tree will be moved to allow them to use mechanical equipment. The district did find a contractor, but have not heard yet about when it can be scheduled.

Other - Hiland is waiting for vaults to secure openings at the tank farm and still needs to insulate the lines to the flow meter to finish the chlorination project.

First street repair. A temporary repair on line at the west end of first street will require a full to partial system shutdown since 2 shutoff valves on First Street were found unworkable. An alternative is to replace one or more shutoff valves. Hiland will provide an estimate of the cost to replace valves.

Commissioner Hall had a question about spring flow. The flow appears to be good. There were additional questions from Genese Mullin on chlorination levels.

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

The Treasurer's report was presented. See the website for the written Treasurer's report and the current Profit & Loss Budget vs. Actual report. A question was asked about what the Civil West bill was for – FEMA grant work.

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

Hall Yes / Elliker Yes / Goldhammer Yes / Cutler Yes /
Motion carried.

A motion was made by Commissioner Cutler, second by Commissioner Elliker to pay all the

bills.

Hall Yes / Elliker Yes / Goldhammer Yes / Cutler Yes /
Motion carried.

Office Report: We received one training on the ACH process. We will be sending out a notice about the ACH autopay and the beginning of the late fees. We will also put information up on the website. The budget has been entered into Quickbooks.

c. **Other correspondence** – The board has received an email from Pat Anderson about the curtain drain, hydrants and repairs at spring #1 which was summarized at the meeting by Commissioner Goldhammer. See attached.

We received a notice from Business Oregon regarding the loan application. The recommendation was to proceed as soon as possible to submit the application due to funding availability. Commissioner Hall will ask Civil West about helping with the application.

E) Special Order of Business

d. **Income Survey** – Commissioner Hall and Commissioner Goldhammer had a meeting with PSU about performing an income survey to see if we can qualify for a Community Block Grant or a grant from USDA. The surveys are different for each grant source, but the USDA survey can be used for either. We need to decide which survey we want and they can give us an estimate of the cost of the survey, but it will probably be between \$3k to \$5k.

A motion was made by Commissioner Hall, second by Goldhammer to contact PSU about doing the USDA income survey of the community to get a bid on the cost of the survey.

Hall Yes / Elliker Yes / Goldhammer Yes / Cutler Yes /
Motion carried.

a. **Board position 5**

The district still needs to fill board position #5. Commissioner Elliker commented that this is the perfect time for someone to volunteer and try it out. It is a short-term commitment as the position only runs through June 30, 2023.

b. **Second street easement work** – Commissioner Elliker and Commissioner Goldhammer have discussed working on this project from now on. Commissioner Hall had concerns about customer questions regarding the easement. Cheryl Hall spoke and said she had no further questions at this time, but was concerned about damage to their access to their property. Commissioner Elliker expressed the opinion that there should be no changes in the location of the existing components, but only lowering of the existing lines. Commissioner Goldhammer had questions and comments. Commissioner Cutler expressed views on needed changes.

c. **Annual Audit** - Commissioners Hall and Goldhammer have been working on this.

Commissioner Hall reported that we have received one response. We have no firm bid as yet, but they are working on it.

e. **WC – volunteer coverage** – The board has received conflicting information on our worker's comp coverage for our volunteers from different insurance representatives. Commissioner Hall is only ok with volunteers doing any digging if there is coverage. Commissioner Goldhammer will pursue clarification with our insurance agents.

F) Ordinances – none

G) Resolutions – none

H) Public Comments – none

I) Board member comments -

Commissioner Elliker, mentioned that Commissioner Goldhammer will be attending an SDAO board member training in Newport on August 31st.

There have been two recent requests for the use of the community room – A free community concert by the Chayag Family on August 12th. Another request for a local community art group on going use. The center still needs a working refrigerator.

Meeting was adjourned at 7:54 PM

Submitted by Commissioner Elliker

Attached correspondence:
PLEASE READ INTO MINUTES AT TONIGHTS MEETING
P.A. Anderson
Tue, Aug 9, 12:05 PM
to Lisa, me, Dick, Eileen

Disclaimer: I am not an engineer, and I may not have all the facts/steps correct in what follows, but do have big concerns that more study and a consulting engineer should be involved in any decision making regarding Curtain Drain and a possible contract for Hiland to do the work

Has anyone established who actually owns and controls the land at Spring 1? Both State and County likely have an interest. Does ORWD have consent of both to perform work there Hiland likely does not have the engineering expertise for such a delicate job

Liability for any damage to the road or road right of way could bankrupt ORWD

Is County Road Dept involved with any/all proposed remediation of the slide damage? a. If not, why not? b. ORWD should at least be consulting with the County Engineer

5. Has ORWD hired an engineer to plan this project?

6. The size of the curtain wall must be adequate to hold all the of the water that is coming down the mountain to the spring

7. Piping under road must meet specs for traffic on that road

There are a couple of possible goals to consider when developing proposed plans for repairs at Spring 1-If district is trying to save as much of the spring output for use in the district, then repair plan might involve digging a deeper well, then would require an electric pump to move water to the west side of the road to storage tank, other storage. If district decides to just let the spring output overflow to the west, then the solution would be different, less complicated and likely less expensive, but the water would be lost to the community

REGARDING HYDRANTS, what follows is information from about 15 months ago. Hydrants can be rebuilt, if parts can be found.

This is what information I collected about hydrants. The little connections-and-hydrants map (if no one has this, I can provide) shows numbers on only random hydrants; for some unknown reason the rest are unnumbered. I didn't want to impose any numbering in case Buz might be forthcoming with the rest of the numbers, or and explanation why numbers were not assigned.

All the hydrants are IOWA, except the one across from mailbox banks 8-9-10 on Otter Crest Loop. That one looks to be quite old and is a Mueller. I did not investigate Mueller hydrants.

Replacement parts were still available as of last winter (2020) from IOWA to rebuild the existing hydrants.

City of Newport uses IOWA, so they might have used hydrants we could purchase to fill out the 12 additional ones we are supposed to have in the district.

Other state districts upgrading their own hydrants might have surplus or used for sale.

Sincerely, Pat Anderson