

OTTER ROCK WATER DISTRICT

MEETING SUMMARY

Board Meeting –July 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 July 9, 2024 via ZOOM. The meeting convened at 6:04 pm with Commissioner Hall presiding.

B. Roll Call:

- Members In Attendance: Hall, Elliker, Zawalski, and Goldhammer. Absent- Lombardi,
- NWNW/Hiland representative: Curtis Olson
- Public in Attendance: Pat Anderson, The Mullins, and Dale Powers

C) Consent Agenda:

Approval of Board Meeting minutes for June 11, 2024 Board Meeting, and the summary for the Budget Hearing 6-25.

A motion was made to approve the summaries for the 6-11 and 6-25 meetings by Commissioner Goldhammer, second by Commissioner Zawalski

Hall - Yes, Elliker - Yes, Zawalski - Yes, Goldhammer - Yes,
Motion carried.

E) Reports, update and announcements

a. **Water Operator's Report** – Curtis reported that the system is healthy, no complaints or breaks. The overflow rate has decreased from 90 rpm in June to 60 gpm first week of July, so while that is adequate we are getting into the dry months of summer. He states that Beth gave him new addresses for 7 meters to be spliced and they should get to them next week. He states Erin had a project folder and the meters for the lead and copper rules are on the diamond map, Beth asked if it went back to the May date with all of our data, she says only two had been put on the map. Curtis said he thought Erin had added quite a few more but did not know how many. Beth thinks will have more addresses soon, Curtis says he has ordered splicing parts and boxes for the 16 meters we currently have and it should be here in the next few weeks. Beth said she sent an email to order 23 more and Curtis did not recall that email, Beth will resend to him.

b. **Office/Treasurer's Report** The Treasurer's Report was presented by Commissioner Elliker. See the website for the Treasurer's reports. All accounts reconciled. NWNW/Hiland will be paid at base rate as they have not submitted invoice yet, there were also higher costs for testing as there were three tests done this month that are only done every 3 years. Next months report will show the transfer of 15,000 from General Fund to Reserve Fund as voted on in June 25th meeting. Beth also just wanted to mention how well the Budget was crafted last fiscal year. The Budget documents have a deadline of July 15, 2024, Beth and Eileen are working on filling out the Local Budget forms, Eileen thinks will be done by Friday 7-12. The new Budget will need to be entered into QuickBooks by the end of July. Beth will email the resolution for the current budget to the Oregon State Department of Revenue. There were no questions regarding the Treasurer's Report.

A motion was made by Commissioner Goldhammer to approve the Treasurers Report, Commissioner Zawalski seconds

Hall - Yes, Elliker - Yes, Zawalski - Yes

Motion passes

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

Hall - Yes, Elliker - Yes, Zawalski - Yes, Goldhammer - Yes,
Motion passes

c. **Update on FEMA, Business Oregon and Civil West.** There is nothing new with FEMA. Civil West did help us apply for the Lincoln County grant for \$50,000. Keven thought we would probably get the grant and it would be applied toward our engineering fees. We have not yet received a contract from Keven from Civil West. We will also need assistance from Civil West to create a Disbursement Table, estimating month, year, amount and purpose. Theresa says we will need a Project Plan from them first as that will determine what work gets done when, and that is what the disbursements will be based on. It was agreed that we need to have another meeting with Keven, now that Business Oregon has approved the loan and things are moving quickly. We will attempt to have a zoom meeting as soon as we can, Eileen agreed to send an email to Keven and cc all board members.

Business Oregon has sent us documents for project requirements for our loan. We have 60 days since they sent us the contract and so we have 48 days left to get this list completed. We will submit it to our lawyer before signing. Lisa will send an email to our lawyer with a copy of the contract and sample letter for the legal council, and our resolution. She will impress upon him our timeline.

Theresa makes a motion to send the contact, the resolution, and the sample letter for legal council to the lawyer for review.

Hall - Yes, Elliker - Yes, Zawalski - Yes, Goldhammer - Yes
Motion Passes

d. Update on the grounds maintenance of the Tank Farm, Jerry went in and mowed. He may need to go back once more. Theresa asked if we should talk to him about an ongoing contract and schedule so that it could perhaps be done more frequently or on a scheduled basis so it doesn't get too overgrown. Eileen agreed to discuss this with him.

e. Corrective Action Plan letter from Oregon Secretary of State. Eileen reports the plan is unchanged from last year.

Elliker makes a motion to send signed Corrective Action Plan to Oregon Secretary of State, Zawalski seconds

Hall - Yes, Elliker - Yes, Zawalski - Yes, Goldhammer - Yes
Motion passes.

f. Query regarding water usage between lots. Discussion regarding a lot supplying water to neighboring lot, though both owned by same person. The issue is that the water supplied to a trailer in the adjoining lot is that the owner may be receiving rent by the occupants of the trailer which would be in violation of an ordinance and would require an additional water account charge. Theresa and Lisa will find the ordinance, and discuss the matter prior to talking to the customer.

F) Other Correspondence — Upcoming Audit Engagement Letter. Same as last year and everyone has read it. Elliker makes a motion to sign the letter and return, Goldhammer seconds.

Hall - Yes, Elliker - Yes, Zawalski - Yes, Goldhammer - Yes

G) Special Order of Business — None

H) Ordinances — None

I). Resolutions — Borrowing Resolution 2024-30. This resolution twill be reviewed by lawyer

Zawalski makes a motion to accept Resolution 2024-30, Goldhammer seconds.

Hall - Yes, Elliker - Yes, Zawalski - Yes, Goldhammer - Yes

Motion passes

J Public Comments — Pat Anderson compliments the P&L, states it shows that we can come up with the money to pay our debt for the BizOregon loan.

K) Board Member Comments — Eileen Goldhammer will be gone from 8-7 through 8-17 and will miss the next meeting. She will do her best to get the treasury report figures and billings done. There will not be time to get the ACH payments from customers done and says she may do it a week late wen she returns, Beth asks if there is some way to predate it. Eileen and Beth will work together for submitting process and Beth can teach Theresa about the approval part. Beth reports that last year 67 corps stops needed to be found and now down to 15. Job well done. There are 5 that have no documentation and Theresa suggested asking Arthur Bradley, Beth said she could contact Jim as well. No more comments

L) The next Board Meeting is August 13th at 6:00 pm via Zoom. Meeting was adjourned at 7:09 PM

Submitted by Commissioner Lombardi