

**OTTER ROCK WATER DISTRICT
MEETING SUMMARY**

Work Session — Thursday September 19, 2024

IN ACCORDANCE WITH OREGON PUBLIC RECORDS LAW, A RECORDING
OF THIS MEETING IS POSTED, IN LEIU OF WRITTEN MINUTES, ON THE DISTRICT
WEBSITE, AND IS PRESERVED ON DIGITAL MEDIA AS A PERMANENT RECORD

A. Call to Order via Zoom: A work session Board Meeting of the Otter Rock Water District Board was held on September 19, 2024 via Zoom. The meeting convened at 7:00 PM with Commissioner Elliker presiding.

B. Roll Call: Members in attendance — Commissioners Kellie Lombardi, Theresa Zawalski, Eileen Goldhammer and Beth Elliker. Absent - Lisa Hall

Public in attendance — The Harts, The Mullins

C. Special Order of Business: There are two items on the agenda, 1) The Revised FEMA Grant, and 2) Civil West Proposed Scope of Services.

1) The Board had recently sent a revised grant amendment to FEMA for increased costs. Keven with Civil West, in working up the Scope of Services, determined we will probably need an additional \$130,000 to cover expenses for the inspections. The Board discussed the need to submit another request to FEMA for the additional monies. Our cost share of addition funds would be \$13,000. Letter will be typed up on our letterhead and Board President Lisa Hall will need to sign it. We want to have enough funding to complete the project.

Motion was made by Commissioner Goldhammer to approve the additional \$130,000 suggested by Civil West and compose and send a letter of Addendum to FEMA for the additional funds. Commissioner Zawalski seconds.

Lombardi - Yes, Goldhammer - Yes, Zawalski - Yes, Elliker - Yes

Motion passes

2) The Board recently received two documents from Civil West for Scope of Services for the Business Oregon loan funded phase of the project and the FEMA Grant funded portion of the project. Commissioner Zawalski had some concerns she wanted to discuss, beginning with the order in which projects typically progress. Her concern was that Civil West was responding to a Request for Proposal when the District had not yet created one. She is aware that Civil West has been involved in the project for years and that they have been selected as our engineers for the project, but the RFP and Scope of Services are different items. Among the discussions were whether the District wanted to search for a Project Manager separate from Civil West and to bring them on earlier rather than later so we have assist in monitoring the project as it is beyond our current expertise. Another concern was why does it take a year to design the systems as they proposed. Theresa would like to see more detail and explanation, to see different proposals for each section. What is the scope of work, what is the flat rate fee without knowing or having those specifications identified. The Board agreed we should slow it down a little, without jeopardizing the imposed deadline of the Business Oregon loan contract. What were meters included in the scope when most have already been installed? Theresa is scheduled to meet with Tim and Keven from Civil West and these are some of the concerns she will go over with them. The Board agreed that Theresa could act as the spokesperson and bring up other issues she felt needed to be addressed. The Board thanked Theresa for her work on this.

Commissioner Lombardi made a motion for Civil West to Separate the 3 phases into 3 separate proposals and to be more specific in the design and provide more detail into what they will actually be doing. Commissioner Goldhammer seconds

Goldhammer - Yes, Lombardi - Yes, Zawalski - Yes, Elliker - Yes

Motion Passes

Board Member comments - Zawalski plans to check with resources regarding how other water districts manage projects. Michelle at Business Oregon may also be a resource, and OHA will need to approve the final design. Questions were posed about backup plans should the power

go out for extended period, what Civil West may put into the design for emergency plans/ processes.

Also discussed was if any progress had been made with the meter reading wand. Eileen states it was going to be shipped to the office but had not yet arrived. And Theresa expressed appreciation for how Civil West has been on top of the FEMA Grant application process and Keven catching the additional funds needed for inspection.

Meeting was adjourned at 7:49 PM

Submitted by Commissioner Lombardi