

OTTER ROCK WATER DISTRICT

MEETING SUMMARY

Board Meeting –September 10, 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 September 10, 2024 via ZOOM. The meeting convened at 6:00 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: The Mullins, and the Harts

C) Consent Agenda:

Approval of Board Meeting summary for August 13, 2024

A motion was made to approve the summary of 8-13-24 by Zawalski, second by Elliker Hall - Yes, Zawalski- Yes, Elliker - Yes, Goldhammer - Yes, Motion passes.

D) Reports, update and announcements

- a. **Water Operator's Report** – Curtis reported that it was a fairly quiet month. The overflow rate has decreased from 50 gpm to 26 gpm, but he is not concerned at this time (Beth reports the spring flow was 7 gpm at this time last year). Chlorine levels are good. Curtis states he put in a purchasing request three weeks ago. He states they are struggling to get boxes and that we have 6 boxes left and 9 meters left at Otter Rock and that he will follow-up as Jeff is trying to wrangle up boxes from around the area "Lots of clients needing boxes". Beth pointed out that we had already purchased 20 boxes and they have only used 6 so we should have boxes right now. She also reminded Curtis that on the meters they last installed one did not have a lid, Curtis does not know why and states he will get us a lid. He hopes to have a crew out in the 3rd or 4th week of September to get 5 more meters in. Beth reminded him that two of those need to take priority as they are the for the LCRR. Curtis states they will get to those prior to deadline.
- 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 had been a charge dispute on previous invoice and it was not even for our district. Hiland had given us a credit for \$648.20 with no explanation, it was decided we would not use the credit until we had an accounting for it. Eileen will contract Deven and request a statement to reflect what the credit is for so we can adjust postings to our accounts. The persistent delay in getting invoices has caused difficulties for us. There were no questions regarding the Treasurer's Report. A motion was made by Commissioner Zalwalski to approve the Treasurers Report as. presented and pay the bills, Commissioner Hall seconds Hall - Yes, Zawalski - Yes, Elliker - Yes, Goldhammer - Yes Motion passes
- Beth brought up that NWNW/Hiland had done some water quality testing that we had not anticipated in the budget and we had used the budgeted amount for the year in the first two months. Discussion ensued and it was proposed we do an Intrafund Transfer resolution and increase the budget. Motion to take Beth's recommendation to take \$1200.00 out of System Repairs and Maintenance 7070.01 and add to 7060.03 Routine Testing was made by Zawalski and Goldhammer seconds Hall-Yes, Zawalski - Yes, Elliker - Yes, Goldhammer - Yes. Motion passes

c. Update on FEMA, Business Oregon and Civil West.

Commissioner Hall reported that the information needed for the addendum to FEMA had been sent to Shannon. There is currently a hold on approving grants as FEMA funds are limited and awaiting Congress to approve new funding. Still waiting to see if grant and additional money will be approved. Civil West discussion brought up concerns that we haven't heard from Keven regarding where they are in the process. Commissioner Zawalski would like to meet with Keven to talk about next steps, what is the plan and what is the schedule to work against the plan. She will bring back report to next board meeting. The cost-share request has been sent in to BizOr but need to wait for FEMA grant to be approved before that moves forward.

d. Follow-up on water being used between lots. Theresa states that she has not enforced the Ordinance with person in question as there is some ambiguity with how the ordinance is written, and there are several customers in the same situation. What is applied to one should be applied to all. The Board will need more discussion, whether we will rewrite the ordinance prior to the Improvement Project being completed or wait. Lisa voiced opinion that she did not feel comfortable with people paying for one dwelling and servicing two as it does not seem fair.

e. F/U with resident with water shut-off issue. Proposed we turn it over to our insurance. Beth states we have no accountability, members in agreement. Beth thinks we should give a three month credit. Lisa states no ordinance or resolution for such and to turn it over to lawyer or insurance. Eileen thinks we should just respond with another civil letter saying we are sorry but this is not our responsibility. If he were to pursue it further we could then involve our lawyer. Eileen will compose the letter.

Goldhammer makes a motion that we write and send said customer a letter, Zawalski seconds Hall - Yes, Zawalski- Yes, Elliker - No, Goldhammer - Yes.
Motion passes.

f. Current status of EPA/LCRR meter data and inspection. Lisa thanks Beth for all spearheading this and all the hard work involved. Beth first off wanted to say only 5 more corp stops to find. Beth is working with 120Water to get the data put in, unfortunately questions must be by email. She will need to meld date to fit their template. States we will have the minimum data we will need to the State. Sixty more meter sites will need to be inspected. So far haven't found any lead. Notice will need to go out to the unknowns by November 15th, will use the template letter provided with a cover letter from the District explaining that we do not anticipate finding any lead but the information is required to be sent. Beth agreed to write the cover letter. We can also post template letter to the district website.

- E) Other Correspondence — Email from Laura Johnson with DEQ. Beth and Lisa will meet with her Thursday evening at the Community Center to discuss potential assist with water source protection services that may be available to us.
- F) Special Order of Business — None
- G) Ordinances — None
- H) Resolutions — 2024-31 resolution for the Intrafund transfer, to be written by Eileen
- I) Public Comments — None
- J) Board Member Comments — Theresa reported that follow-up with customer regarding increased meter reading did turn out to be another leak at the property. There was a report from Cody that the wand was not functioning. Eileen has sent a letter to Ferguson, they will be in the area and may stop by to look at it. Beth proposed buying another wand and we could use the original as a back-up once it is repaired. Elliker makes a motion to purchase a new wand at approximate cost of \$1705.00. Theresa seconds.
Hall- yes, Elliker- Yes, Zalwalski - Yes, Goldhammer - Yes.
Motion passes. Eileen will order it.
- K) The next Board Meeting is October 15, 2024. at 6:00 pm via Zoom. Meeting was adjourned at 7:06 PM

Submitted by Commissioner Lombardi