

# OTTER ROCK WATER DISTRICT

## MEETING SUMMARY

Board Meeting –January 14, 2025

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 January 14, 2025 via ZOOM. The meeting convened at 6:03 pm with Commissioner Elliker presiding.

B. Roll Call:

Members In Attendance: Hall, Elliker, Zawalski, Goldhammer, and Lombardi.

NWNW/Hiland representative: Curtis Olson

Public in Attendance: The Mullins, the Harts, Pat Anderson

C) Consent Agenda:

Approval of Board Meeting summary for December 10, 2024

A motion was made to approve the summary of 12-10-24 by Goldhammer, second by Zawalski  
Hall- Yes, Goldhammer- Yes, Zawalski- Yes, Lombardi- Yes, Elliker - Yes,  
Motion passes.

D) Reports, update and announcements

a. **Water Operator's Report** – No problems with the system, Spring flows are up after recent rains. Meters were spliced and leaking saddle joint was repaired, hose clamps had rusted through. Curtis said that in January they hope to get an additional 4-5 meters spliced in, he has two or three addresses, Beth will send an email with more addresses to him. Eileen asked about clean-up at meter install sites, the one on Gladys is still in process. Kellie asked about the gravel pile growth at the Community Center, Curtis states that gravel is left over from big jobs and can be used for cleanup and smaller jobs but cannot shovel into big 5 yd dump truck when that is in use. Beth talked about using second operational wand going forward so we can capture all the data for the meters each mo

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. Several Board members mentioned they thought we should be Ccd on correspondence between CWES and OEM regarding FEMA project, if we are paying for the time to communicate we should be privy to the documentation. Theresa will ask Keven to CC us on all communication with OEM/FEMA. No other questions on the bills. Commissioner Lombardi made a motion to accept the Treasurer's report and to pay the bills, Zawalski seconds.

Hall -Yes, Lombardi - Yes, Zawalski - Yes, Goldhammer - Yes, Elliker – Yes

Motion passes.

c. **Update on FEMA.** Moving forward, recent communication that we are close, final stages for quality control. Lombardi asked if we voted on approving putting the application in for the ECE, she has concerns about the County not getting the report in with us on the County Hazard Mitigation Plan. Lisa had concerns regarding the FEMA grant having a ninety day limit and is therefore incumbent on getting a contract with FEMA signed and she is nervous about the new Administration delaying our award. Need to clarify whether our timeline is one year or ninety days. Theresa questioned whether we could use some of the system development fund to cover some upfront costs. We are still awaiting feedback from BizOr, they have not responded to Lisa's email. Discussed resending email or contacting by phone, Theresa will resend email follow up with a call. Theresa will check for FEMA timeline, will contact Shannon. We need to make sure going forward that CWES keeps the funding separate. Our System Development account has \$93,000, the design cost for the FEMA design is \$179,334, we would let Keven

know that we would stop at \$93k. The contracts have come back from the lawyers but Lisa has not yet signed as waiting on feedback from Business Oregon.

- d. **Update on Civil West.** Discussion regarding merger of CWES with Verdantas. Verdantas is a private equity company and was sold by another private equity firm last year.
- e. Streamline services for accessibility requirements. Part of ADA law, websites have to be accessible, some of the requirements have changed. Now any uploads or PDFs on the website must be marked with codes that a screenreader could recognize, we will need to provide a transcription of all audio files. Streamline has new tiered plans, Beth recommends we get the basic tier which doubles our cost per month. Beth, Eileen, Theresa and Kellie are scheduled for website training. We have options of archiving old files or deleting them and decide what we will put on the website in the future. Beth commented that we may have to have third parties to send documents that are accessible. We need to have information available upon request but we do not have to have a website. We need to look at what this will cost the district and the board members can't be expected to do all this work. The Office Manager that we will be hiring will need to have ability to format our documents. We may need a special meeting next month to discuss further.
- f. Use of Community Center Policy - Tabled for next month.
- g. Announcement Natural Hazard Mitigation Zoom meeting on 1-29. Theresa and Beth will be attending.
- h. Water Caucus request, Theresa submitted and cc'd all board members.
- i. Theresa's meeting with Adam Denlinger, manager of Seal Rock Water District. Theresa says it went well. He gave her the names of two alternate agencies that could do water management for us. Right now our contract with NWNW is moving forward but we may want to look into this for the future. Theresa said she could look into it for the district.
- j. Contract status with NWNW- Still waiting for them to respond to our request for increased insurance limits. Thanks to Lisa for her many communications with NWNW.
- k. Other correspondence, certified mail, check from Lincoln County for \$50,000 for the engineering fees related to spring rehab and chlorination. Theresa asked if there was a timeline for spending it, Eileen will look at the contract.
- l. Office equipment and staff position- Office equipment, the computer is old and should be replaced. Discussed the monthly cost of a check scanner we would get from the bank. Beth has concerns about the cost of the computer, she does not like Dell. Discussed software that may need to be purchased. Eileen believes we can transfer our data from Quickbooks onto our computer, continue to use our version of Quickbooks until we decide if will go with the yearly fee online for Quickbooks. Kellie advocates for spending the money needed to get a computer that will last us. The upper range of check scanner would be \$326 per year. Beth and Kellie will look at computers online and bring data back to board for Feb. meeting. A motion was made by Zawalski for purchasing computer, updated software and check scanner, second by Lombardi but it was agreed to take the vote next month with more definitive amounts in hand.
- m. Any additional meetings needed for January. Board did not think needed.

E) Special Order of Business — None

F) Ordinances — None

G) Resolutions — None

H) Public Comments — None

I) Board Member Comments — Kellie thanks the board for all their hard work. Time to start thinking of Budget Committee. Beth got email from Dept of Revenue for upcoming trainings. We need to recruit from the community, can have up to five. They would need to be elector of the district. Our audit is still in process, we filed for an extension, email today requesting additional info. Kellie brought up a few things from last meeting, addressed

J) The next Board Meeting is February 11, 2025 at 6:00 pm via Zoom. Meeting was adjourned at 7:46 PM.

Submitted by Commissioner Lombardi