

OTTER ROCK WATER DISTRICT

MEETING SUMMARY

Board Meeting –December 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 December 10, 2024 via ZOOM. The meeting convened at 6:01 pm with Commissioner Hall presiding.

B. Roll Call:

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

C) Consent Agenda:

Approval of Board Meeting summary for November 12, 2024

A motion was made to approve the summary of 11-12-24 by Lombardi, second by Hall
Hall - Yes, Goldhammer - Yes, Elliker - Yes, Lombardi - Yes, Zawalski- 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. Curtis apologized for the late monthly report. He will be training field staff to write the reports and work on getting January report to us by February 5th. There was a “hiccup” with the splicing of meters, a crew came out to prep and told the crew coming out following day that holes were ready but that was not the case. They will adjust billing to make up for that. Curtis plans to be out tomorrow with a crew for the last three meters and to backfill holes and do some clean-up if time permits. We had some discussion of what it might cost the district to have NWNW review CWES plans for tanks and infrastructure projects, Curtis says it depends on the scope of the project and would need more information. He will look at our website to get a preliminary idea. He says he would have questions regarding material used for mainline, size of valves, best way of tracing lines for example. Lombardi had questions regarding his experience and industry standards for quality, longevity, toxicity etc. Also noted State of Oregon will need to look at plans and Theresa was wondering if the state wants to see plans prior to 90%. We will keep NWNW up to date as we are further along in process.
- 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 amt. does not include November base fee, amount is for October T&M, the base fee of \$1635 will be added to this, Eileen will do. Local Government Law Group did not send us an invoice and are now charging us late fee, Eileen is going to dispute this, we will pay invoices minus late fee. Civil West invoice shows charge that Theresa had negotiated, Eileen has sent them an email to clear up. For now we will pay invoice minus the \$172 (870-172= \$698). Commissioner Elliker makes a motion to pay the bills with these two adjustments, Zawalski seconds
Hall -Yes, Elliker - Yes, Lombardi - Yes, Zawalski - Yes, Goldhammer - Yes
Motion passes
Commissioner Lombardi makes a motion to accept the Treasurer's Report, Zawalski seconds.
Hall - Yes, Zawalski - Yes, Lombardi - Yes, Goldhammer - Yes, Elliker - Yes
Motion passes
- c. Update on FEMA.** Received copy of email from Tim where he is asking the county to send a letter that we are truly in the Lincoln County Natural Hazard Mitigation Plan that we can send to OEM along with ECE so they can move ahead with the award letter.

- d. **Update on Civil West.** Per our request Tim took out the construction portion of the project. Bidding support was in both projects but was taken out of Business Oregon and kept in FEMA. Theresa states she feels order one (BizOr) is ready to be sent to Business Oregon for review. One question will be if they want to see the plans before the 90% review and if so, CWES will need to add that to the proposal before we approve it. Theresa also wants to send message to Tim regarding the Bidding Support section - is this a lump sum or T&M and it should be duly noted in both proposals as it was removed from task order one. Lisa will compose an email to Business Oregon, check with Michelle about where to send, send draft to other board members for approval before sending off.
- e. Year end tasks: Gusto sends emails to Beth, they send the draft W-2 to Beth, she will share with Eileen to check for accuracy , return if corrections needed, otherwise Gusto will just submit as is. The only thing we need to do for taxes is 1099s for landscaper and roofers.
- f. Status of meter reading wand: Ordered and confirmed.
- g. Other correspondence: none

- E) Special Order of Business — NWNW Contract Status. Sent off to the lawyer again to get his opinion and waiting to hear back. If the lawyer has more comments we will send it back to NWNW Lisa has alerted J.J. that we will not be ready to sign it by January. Language is still somewhat vague, Beth proposes we change our coding to reflect that some of our tests are no longer considered routine. They refused to put some items back in the Base Fee. They did not remove the passage in section 8 Liability limits which states we are only allowed to recoup what they charged us. This is not acceptable to some members but will wait for lawyers opinion. What would be the alternative to NWNW? We could look at options in the future but are not in a position to make changes currently. Lisa has sent to the lawyer with recent emails from Hiland so the lawyer has context. Lisa thinks we should consider adding funds for project review into our next budget.
- F) Ordinances — None
- G) Resolutions — None
- H) Public Comments — None
- I) Board Member Comments — Weekly SDAO email mentioned State Water Caucus Survey They are planning to put more money into the coffers for further projects. We should submit Water Investment Needs Survey, Theresa says she will fill out the survey, Beth will send her the original information we sent to Gomberg. New accessibility requirements for websites. Beth has been working with Streamline. A Community Member called Beth and want to donate a working refrigerator, they plan to deliver it, many thanks to Joknee and Craig DeMott.
- J) The next Board Meeting is January 14, 2025 at 6:00 pm via Zoom. Meeting was adjourned at 7:08 PM.
Submitted by Commissioner Lombardi