

**OTTER ROCK WATER DISTRICT
MEETING SUMMARY**

Work Session — Thursday July 25, 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 July 25, 2024 via Zoom. The meeting convened at 6:08 PM with Commissioner Hall presiding.

B. Roll Call: Members in attendance — Commissioners Hall, Elliker, Goldhammer and Zawalski, absent - Lombardi

Public in attendance — Keven Shreeve with Civil West, The Harts, The Mullins and Buck

C. Special Order of Business

Discussion of recent series of emails between Civil West, Business Oregon, and ORWD board. Also recent contacts with Shannon Meyers at OEM. Focus is on clarifying next steps for ORWD and Civil West's engagement and process. Update on the Business Oregon loan. We have a signed agreement and are in the process of completing items for tasks and documents on the check-off list Business Oregon sent us. One component is the scope of work, costs and distribution schedule. Keven from Civil West states he has also been in Conversation with Shannon Bryers from OEM regarding pending FEMA grant and is hopeful their funds might start to be released. He states currently it is difficult to design the whole project as Business Oregon and FEMA are funding different parts of it. The challenge is to design the whole project and put it together so that each entity pays their portion. Beth let Keven know that Shannon Bryer had been in contact with her and Lisa requesting a remote 30 minute meeting the following Thursday (8-1). Keven states he would like to be at that meeting as well. Lisa is going to email Shannon with a request that Keven be invited as well.

Keven discussed that they are working with FEMA on several projects where clients need to get put on the Lincoln County Natural Hazard Mitigation Plan. We would need to get on that plan within a year of an award and if there was a reassurance this would be done we could file an application. Civil West could help with this.

Theresa wanted clarification that Civil West would be managing the build and Keven said that there were three categories of their involvement: To do the engineering design of the project, to do the bidding services and construction support. Cost would depend on how many hours we would need for them to do the supervision, which could be negotiated. We assume we would need them full time. Lisa reminded Keven that when he gets documents to us, before we can sign and return them we will need to let Business Oregon review them and raise any concerns and would also need to approve them in a board meeting. Keven reassured board he is very familiar with Business Oregon requirements, state statutes etc, as has done many projects with them as lender. He states he will have the correct paperwork completed. The board also has it's responsibilities to be cognizant and aware of compliance.

Theresa raised concerns that project was envisioned and process begun pre-Covid and that costs have changed significantly, Keven states he has been updating cost estimates and sharing with Business Oregon this whole time. He states that once the design phase begins it will take them months to get it together and then will share with the board and NWNW/Hiland so we will have involvement as well.

Beth questioned schedule of dispersal, contract documents and will Civil West assist. Keven states he can put together, that it will begin with engineering costs for the first 10-12 months and the bidding will be over a year away and then costs go up as construction is more expensive than engineering. Keven states he can fill out the spreadsheet Business Oregon sent us, and Lisa sent that to him last week. Keven thought it could be one scope of work but in discussion it probably needs to be two as we have two different funding sources and will need to stick to the individual line items for financial transparency and accounting integrity.

Lisa asked Keven if he thought FEMA would give us the full amount we wanted. They have indicated they will raise the award to reflect inflation and Beth has an email to that effect.

Kevin discussed that we will have to let everyone know that in spite of having the roads tore up and general mess of construction our community should know that it will be a good thing in the end. He left the meeting.

Lisa will send everything we have so far to Business Oregon. Theresa had some concerns that no one at Civil West indicates they are P&P certified. She says P&P is an organization of Project Management Professionals and the gold standard for the industry. She wants to find out more about Civil West is seen via past projects, working relationships. Beth says she has had some communication with NWNW/Hiland and they hope to be involved and have some concerns about the project. The board discussed that it may be in the districts interest to get an outside project manager, as outside eyes can sometimes see things otherwise missed.

Meeting was adjourned at 6:39 PM

Submitted by Commissioner Lombardi