

# OTTER ROCK WATER DISTRICT

## MEETING SUMMARY

### Board Meeting – March 9, 2021

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 March 9, 2021 via ZOOM. The meeting convened at 6:05 pm with Commissioner Elliker presiding.

B. Roll Call:

- a) Members In Attendance: Commissioners Hall, Anderson, Gleason and Elliker
- b) Members not in attendance: none
- c) Staff Members Present: Superintendent Kody Howry
- d) Public in Attendance: Dale Powers, Alan and Wendy Niem, Patti and Stan Hart, Jerry Davis, Michael Mullin, Tom and Consuelo Kammerer, Andy Goggins

C) Consent Agenda:

Approval of Board summaries for February meetings were reviewed by the board and no changes were made. The official public record for these meetings is an audio recording.

D) Reports and announcements

**a. Superintendent's Report** – Spring flow is great and state required tests were negative. See Superintendent report for February on the website.

**b. Office/Treasurer's Report**

Commissioner Gleason presented a report of current finances.

As of today, 3/9/21, our bank balances are as follows:

Treasury Savings Account \$67,529.45 Interest earned \$38.83

Community Center Account \$ 366.79 No activity

Columbia Checking Account Total register balance \$87,398.12

Reserved for chlorination project \$40,000.00 (to be moved to separate account)

Available \$47,398.12

See the website for the full Treasurer's report.

Also see the website for full Treasurer's report and the current Profit & Loss Budget vs. Actual report.

Commissioner Gleason also announced: We will be asking the community members of the Budget Committee if they are willing to continue to serve. We anticipate the committee will get started on the process of developing the next fiscal year's budget and reviewing the rate schedule next month. If we have any vacancies, we will ask for community volunteers.

A motion was made by Commissioner Anderson, second by Commissioner Gleason to approve payment of the current bills.

Hall Yes / Anderson Yes / Gleason Yes / Elliker Yes

Motion carried

A motion was made by Commissioner Gleason, second by Commissioner Hall to approve Resolution for chlorination fund. See attached.

Anderson Yes / Gleason Yes / Hall Yes / Elliker Yes

Motion carried

A motion was made by Commissioner Anderson, second by Commissioner Hall to approve the Treasurer's Report.

Anderson Yes / Gleason Yes / Hall Yes / Elliker Yes

Motion carried

## E. Special order of Business

### a. New board member appointment

We had one application for the board position vacated when Buz Backenstow resigned. That applicant is Dana Taylor.

A motion was made by Commissioner Hall, second by Commissioner Gleason to appoint Dana Taylor to position 2 on board until June 30th.

Gleason Yes / Hall Yes / Anderson Yes / Elliker Yes

Motion carried.

Commissioner Taylor recited the oath of office.

### b. Updates on current projects

Chlorination Facility - at the meeting on 2/22 the board approved proposal for Johnathan Smith of Cascade Water Works (est \$3900), to continue to handle RFP, etc. and work this project through to completion.

- He anticipates the **RFP** to be ready for board review by **3/19/21**.
- If we meet, review, approve – could be **ready to send** out by **3/26/21**.
- Bids received by **4/21/21**
- Estimates project can be completed in **60 days**. - dependent on contractors schedule.
- Board will need to meet to review RFP & approve.
- Commissioner Anderson mentioned her concerns about the durability of the proposed shed and whether we should add a 2500 gallon baffled mixing tank. Commissioner Elliker mentioned that changes at this point will delay our putting out the RFP for bid. Commissioner Gleason will contact the project engineer regarding the questions raised.

### FEMA Grants

- Initial pre-application/Letter of intent has been submitted to SHMO
- Looks like we will only qualify for grant # 4562 – the later grant due to remaining funding availability.
- Civil West is pursuing inclusion of the water district in the Lincoln County Hazard Mitigation Plan, which will be required to qualify for any FEMA grant.

### Business Oregon Loan

Waiting for letter request to apply & application to apply. The district is on the Business Oregon project priority list. Estimation of 4 months after application is submitted until loan contract could be available. Board members will be sent a link to the Business Oregon Safe Drinking Water Revolving Loan Fund Handbook. Section 3 covers the application process. The district will need to gather information for the next steps.

**c. Board protocols:** A proposal for board protocols has been developed by Commissioner

Elliker based on SDAO guidelines for board review. Commissioner Anderson asked for a couple of weeks to review and suggested assistance using resources from SDAO. She will contact them regarding available resources.

**d. Service Connections:** The district is updating its count of service connections in the district. The district appears to be approaching the borderline for no longer being classified as a small water system, which would require a new level of operator and increased expense. There was discussion of the difference between a connection point and an actual connection, whether we have currently have properties sharing a connection, and whether we have unrecognized connections. Investigation will continue. The board will start gathering information about what the required qualifications are for a system operator at the next level, and what options and costs would be.

**e. Meter Installations:** Meter installations have been planned on Fourth St., and were being planned by our superintendent and former commissioner Backenstow. Commissioner Gleason will get an update and report back.

F. Ordinances – none

G. Resolutions – See attached. R 2021-08.

J. Board member comments – Commissioner Hall welcomed our new commissioner, Dana Taylor. Commissioner Gleason asked the board to review the SDC chapter from the AWWA rate manual and our current SDC methodology document prior to Monday's information meeting.

Meeting was adjourned at 8:33 PM.

The next regular meeting is the monthly Board Meeting on April 13, 2021 at 6:00 pm, via Zoom.

Submitted by Commissioner Elliker