

# OTTER ROCK WATER DISTRICT

## MEETING SUMMARY

### Work Session – August 23, 2022

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: A work session Board Meeting of the Otter Rock Water District Board was held on August 23, 2022 via ZOOM. The meeting convened at 6:05 pm with Commissioner Hall presiding.

B. Roll Call:

- Members In Attendance: Commissioners Hall, Goldhammer, Cutler, and Elliker
- Public in Attendance: Stan and Patti Hart, Cheryl and Steve Hall

C) Special Order of Business

c. **Hiland curtain drain estimate** – Hiland sent the board an estimate of \$3,000 to install the curtain drain. Timing of the project and budget were discussed.  
(Commissioner Cutler joined the meeting at this time.)

A motion was made by Commissioner Elliker, second by Commissioner Hall to have Hiland install the curtain drain with the estimate of \$3,000.

Hall Yes / Elliker Yes / Goldhammer Yes / Cutler Yes /  
Motion carried.

Commissioner Goldhammer would like a certificate of insurance from Hiland.

b. **Annual Audit Proposal** – The board received a proposal from Koontz, Blasquez & Associates, certified public accountants for \$9,500 to perform an annual audit for the fiscal year ending June 30, 2022.

A motion was made by Commissioner Hall, second by Commissioner Goldhammer to accept the one year audit by Koontz & , Blasquez & Associates.

Hall Yes / Elliker Yes / Goldhammer Yes / Cutler Yes /  
Motion carried.

a. **PSU Survey Proposal** -

We received a bid for \$5,200 for PSU to perform the income survey.

A motion was made by Commissioner Goldhammer, second by Commissioner Cutler to proceed with the PSU Survey as bid for \$5,200.

Hall Yes / Elliker Yes / Goldhammer Yes / Cutler Yes /  
Motion carried.

**Board Member comments**

Commissioner Goldhammer commented on the Business Oregon application and the items needed. Civil West is helping to fill out the application at no cost.

Commissioner Elliker asked the board to approve payment to R&M Excavating for the moving of the tree at the tank farm based on the invoice received in an email. Commissioner Hall said an invoice should be an attached document to an email that says Invoice and not just an email.

Commissioner Goldhammer wants a real invoice with their CCB#. Further discussion on the definition of an acceptable invoice ensued. The item was tabled while waiting for a “real” invoice.

Commissioner Hall thanked Commissioner Cutler for his service.

Meeting was adjourned at 6:41 PM  
Submitted by Commissioner Elliker