

# OTTER ROCK WATER DISTRICT

## MEETING SUMMARY

### Board Meeting – November 11, 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 November 11, 2025 via ZOOM. The meeting convened at 5:59 pm with Commissioner Lombardi presiding.

B. Roll Call:

- Members In Attendance: Commissioners Goldhammer, Lombardi, T. Zawalski, and R. Zalwalski  
Hall is absent
- Staff members present: none
- NWNW/Hiland representatives: Curtis Olson and Michael
- Public in Attendance: Patty Hart, The Mullins, Beth Elliker

C. Consent Agenda:

Approval of Board Meeting Minutes for board meeting 10-14-25.

A motion to accept the 10-14-25 board meeting summary was made by Commissioner Goldhammer , second by Commissioner R. Zawalski

Goldhammer - Yes, Lombardi - Yes, R. Zawalski - Yes, T. Zawalski - Yes.

Motion passes.

D. Reports, update and announcements

a. **Water Operator's Report** – Curtis requested we wait on his report as a coworker was trying to get onto the meeting, so Eileen did her report and then Michael was able to join us. Michael will be covering for Curtis while he is on paternity leave in January. Curtis would like him to join the December board meeting as well so he is familiar with the district. Curtis reports that the flow rates dropped from September to October but it may have been an operator error. He will check into that. He states he is not too concerned. Curtis thanked Rod for sending photos of Spring #2 which has diminished flow. Rod reported that it looks like the weir has not been looked at for several years as the overgrowth there is quite substantial, he also reported that the flapper valve is missing from Spring #2, overflow, Curtis states he will get someone out there to look into that. That he will take a deeper look into that. He addressed the distribution/loss factor and based on the numbers he would like to get a low flow meter installed in front of the master meter to detect any slow leaks. He would like to see the 60% design to see if they have addressed that in their design. Theresa states that the design is behind schedule but that she will keep him informed when it is scheduled. Rod raised the issue of the 3-4 meters that are not working and Curtis reported that they are not working for different reasons and that they have contacted Ferguson. Ferguson has a plan to cover the warrantee by putting in a charge for the meters to Otter Rock and sending out new meters, then NWNW will replace them and send the non-functioning meters to Ferguson and that will credit ORWD and that will cancel out the order. As long as done within 60 days. The extent of warranties was discussed, The flushing of the hydrants could account for the higher distribution loss figures last month.

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

The Treasurer's report was presented by Commissioner Goldhammer. See the website for the Treasurer's reports. All accounts reconciled. Accounts payables to approve \$29,997.84, payables to pay \$12,903.10. The payables to approve include three invoices from Civil West, one was not on the books that was from August for the project design work for Business Oregon. There is an invoice for FEMA for \$4,202.00 that we will have to pay. There was some correspondence

between Tim and Theresa that indicated some misunderstanding with Tim regarding he is the one to submit the invoices for reimbursement to BizOr. Theresa will have to sign off whatever he submits.

A motion was made by Commissioner Lombardi to accept report and pay bills as noted, Goldhammer seconds

Commissioners Goldhammer - Yes, Lombardi - Yes, R. Zawalski - Yes, T. Zawalski- Yes  
Motion passes.

c. **Update on FEMA** — Reimbursements. Theresa states that the OEM executives have signed the contract and we are fully funded for the design phase. The pop extensions are still unknown. OEM is asking for a six year extension which would take us into 2030 but it may only be a year. There has been no information coming in currently with the government shut-down. Theresa states that the old invoices have been submitted on 10-2-25 but no movement on that currently. Theresa suggests that she and Eileen meet with Shannon to get a rundown again on that process, they hope to do this before the next board meeting. Eileen states it would be good if she gets copies of all the documents being submitted for reimbursement.

d. **Update on Civil West** — Theresa has been in contact with Tim all week, as in the original timeline we were suppose to be at 60% design build by mid-November and that is not happening. The geotechnical survey has not been done and if the site where we want to put the tank is not a viable place then they cannot design it to be there. Theresa asked him if he had some rough idea when that would happen and she has not heard back. Kellie asked if there was any jeopardy about our reaching our dates of February/March for completion. Theresa states she thinks too early for concern. The 90% design review was suppose to be completed by December so that OHA, ODOT and Lincoln County review it. Theresa feels that we are still within our margin.

e. **Recently received cost projections from NWNW for 2026** — They did send us out a spreadsheet which Eileen thought was helpful. We knew the monthly charge was going to be increased and budgeted for that. The Board thought it was a minimal increase and were not too concerned. Eileen pointed out that it is parallel to if we hired a water manager. Eileen feels that in the new contract we should not be charged for communicating with them. Rod suggests that Eileen gets together with Lisa and voice their expectations to NWNW prior to the contract coming out. Eileen state she will send an email to Lisa.

f. **Other Correspondence** — SDAO sent out an email with a section on OEM for cybersecurity, Kellie inquired what our security system was like, how we protect customer data. Other board members were not concerned, thinking adequate system in place and not likely a target. Kellie thanked Beth for helping clean-up the email that was sent out regarding the up-coming Thanksgiving potluck at the Community Center. Rod requested that before we move on to Public comments he could speak regarding he and Beth visiting a residence to look at what may be causing a high water usage and were able to assist them to discover that they had an approximate five gallon a minute water leak on their property and they were going to have someone come out to address the problem. Theresa is tracking other high meter usage and will be contacting people if high readings continue now that the weather has been less dry. Beth states that she saw that a garden hose was leaking quite a bit at one home, and it might be good to send out a notice for people to check their equipment.

Eileen says that she will look for an invoice from Ferguson to know if there has been movement on the meters being ordered..

E. Special Order of Business - none

F. Ordinances – none

G. Resolutions – none

H. Public Comments- Beth hopes that as many people as possible can come to the post Thanksgiving Pot-luck, she states that the one last year at the Murray's house was a lot of fun.

I. Board member comments- none

J. The next monthly board meeting will be Tuesday, December 9, 2025 at 6pm.

K. Meeting was adjourned at 6:49 PM

Submitted by Commissioner Lombardi