

OTTER ROCK WATER DISTRICT

MEETING SUMMARY

Board Meeting – May 12, 2026

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 May 12, 2026 via ZOOM. The meeting convened at 6:06 pm with Commissioner Hall presiding.

B. Roll Call:

- Members In Attendance: Commissioners Hall, Goldhammer, T. Zawalski, and R. Zalwalski.
- Staff members present: none
- NWNW/Hiland representatives: Curtis Olson absent due to illness
- Public in Attendance: Patti, Beth Elliker, Michael, Mullins, from Verdantis - Keven and Sherwin

C. Consent Agenda:

Approval of summaries for Board Meeting 4-14-26, and Budget Committee Meeting and Hearings of 4-7-26 and 4-21-26. R. Zawalski makes motion to approve, Goldhammer seconds. Hall- Yes, Goldhammer - Yes, T. Zawalski - Yes, R. Zawalski - Yes.
Motion passes

D. Reports, update and announcements

a. **Water Operator's Report** – Curtis was absent due to illness, no replacement or report.

b. **Office/Treasurer's Report** —

The Treasurer's report was presented by Commissioner Goldhammer. See the website for the full Treasurer's reports. Accounts payables to approve is \$114,414.76. Accounts to pay is \$66,537.57. The Board had received a batch of invoices from Verdantis, Eileen had broken them out, FEMA \$47,877.25, BizOr \$63,155.08, outstanding \$111,032.33. Eileen sent James a message and cc'd Theresa re: BizOr draw #3 has been submitted. Theresa said it was submitted and email from last Friday indicated it was received and processed, Eileen asked to be included and for email to be forwarded on to her. This draw is for \$29,726.00 and will hopefully see payment soon. Eileen states we got our first payment from FEMA for \$33,079, Tim had submitted for \$33,980, Eileen not sure why received less than. Theresa had a question for Keven regarding the amount for the foundation engineering, her totals did not match what they are in the ammendment, she wanted to know if there were more invoices to come, Keven said yes there are, we also do not have the reports yet, so there will be more invoices.

A motion was made by Commissioner T. Zawalski to accept the Treasurer's Report and pay the invoices, R. Zawalski seconds

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

E. Special Order of Business -

a. **Keven from Verdantis**— Keven first requests that Eileen send a brief summary of what has been approved and received from Business Oregon and FEMA and to CC James, Eileen agrees. Last week there was a design meeting at the Verdantis office and Keven was in attendance by video. He states lively and interactive meeting. Jim and Adam also there. Keven asked if any questions and Theresa states she wanted to highlight some things for Lisa and Eileen who were not present, also she says she had asked James for a transcription of the meeting, and has not received yet. spent a lot of time on design criteria. Theresa states it was not a full 70% design review as tank work not included, it was 70% of distribution system. Once the reports are in and tank issues resolved she wants another review prior to the 90% review. There was also a lot of discussion around the piping for the project, C900 vs HDP, Theresa requested a high level account of costs from James by next Friday and Board will make a decision later on. She also

mentioned that there was an updated timeline on the agenda, this is based on the limited information James has at the moment. Design is still a couple of months out and that is based on information needed from Foundation Engineering, James is to meet with them 5-15-26.

Keven felt that was a fair summary.

Keven had two amendments he wanted the board to address. Please listen to meeting minutes on website for full discussion. First is an amendment to cover the costs of the Foundation Engineering, apparently Tim had not originally anticipated the geotechnical needs of the project, in September of 2025 he made an amendment but did not send it to the board so we were not aware of or had approved the additional costs. This amendment is a clean-up of that per Keven, And these costs are solely Foundation Engineering, separate from Verdantis. Teresa had some questions which were answered by Keven. The amendment is for \$33,578.00, \$21,000 of which has already been invoiced. Lisa voiced her disappointment that we had not gotten the original email, that this discussion should have happened long ago, and that she has concerns about how things are being handled since Verdantis acquired Civil West. Eileen, interjected that she had just found the amendment and it had been sent to Eileen, Theresa and Lisa on January 30, 2026. Keven said to disregard Tim's email, and use the amendment from 5-11-26 that Keven had sent. Goldhammer makes a motion to approve Amendment #1 for the geotechnical work for the Distribution Project, R. Zawalski seconds

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

Motion passes

Keven requests Lisa sign and return for the records

The second item is Amendment #1 for FEMA project. In the original contract \$22,000 was budgeted for geotechnical, they received a proposal for \$41,000. After the first round of work done, they came back and said more work needed to be done due to site soil issues. This amendment covers the initial cost difference and the new proposal. The second piece to this amendment deals with the Environmental work that is required. In original contract the budget was for \$13,000 to correspond and communicate with an environmental person that ORWD would have retained. Since Verdantis acquired Civil West, this is something they now can do and Keven has supplied a table that shows how this might fit in the budget, where the funds would come from. Theresa does not feel that we can approve this right now. Theresa states that the spreadsheet she got from Shannon as opposed to the one she got from Keven, the sum was the same but the pots are different. Theresa says she does not feel the amendment will have a Problem passing once the numbers match. Theresa will send the spreadsheet to Keven and Shannon and then when we can compare can address. Propose to vote on this amendment at our Budget Meeting next week. Keven thanked us and Sherwin offered to be available for any questions we may have as he works in the local office. Keven and Sherwin left the meeting.

b. Design Review meeting update and comments — This was mostly covered in section a. Eileen has questions regarding the numbers Keven has put in for the Environmental, she understands about the advantages of using them as it expedites it, but is it reasonable and budgeted. Theresa says she is talking to Shannon about needing more money and will send all board members the spreadsheet she receives from Shannon. Theresa also states she is pleased with James, feeling he is responsive. Theresa also thanked Beth who has been working very hard to help this project. Lisa states she is meeting with Business Oregon every other week and will keep other board members apprised. Eileen and Theresa are both invited too. There is a grant out there for the cost share. Eileen asked about the bridge loan, Theresa states that we will need to have a bid from contractor to know what the are costs are going to be, how much up front etc. Bid documents will need to be prepared. We are probably looking out three months or more. There was a discussion about the pipes to be used for the distribution system and whether Board will decide at Budget committee meeting or let contractors decide in their bids or ask them to bid with costs for both. Lisa thanks Rod and Theresa for investigating the pipes, Jim Osbourne was the one who alerted them to both.

c. Reminder Budget Committee Meeting — Lisa wanted to remind everyone that the next upcoming Budget Committee meeting is schedule for next Tuesday May 19th at 6:00pm via zoom.

d. Community Infrastructure meeting dates: It is too early to determine these dates as we will

need to be at 90% design to have enough information for an Open House for the community, probably 2-3 months out.

- F. Ordinances – none
- G. Resolutions – none
- H. Public Comments- No public comments but Lisa wanted to thank Beth again for her expertise and willingness to stick with the project, and also all her work with Eileen on the budget. The whole board voiced appreciation for Beth's dedication
- I. Board member comments- Eileen asked Rod if he had seen her message, Rod had responded, order the combo meter
- J. Next monthly Board Meeting is Tuesday June 9, 2026 at 6:00 PM via Zoom.
Meeting was adjourned at 7:08 PM.

Submitted by Commissioner T. Zawalski