

# OTTER ROCK WATER DISTRICT

## MEETING SUMMARY

### Board Meeting – November 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 November 9, 2021 via ZOOM. The meeting convened at 6:02 pm with Commissioner Hall presiding.

B. Roll Call:

- Members In Attendance: Commissioners Hall, Taylor, Cutler, and Elliker. Commissioner Kammerer was absent.
- Hiland representative – Robert Trotter
- Public in Attendance: Patti and Stan Hart, Mike and Genese Mullin, P. Anderson, otterrock.

C) Consent Agenda:

Board review of meeting summary for the October meeting resulted with no changes needed.

D) Reports, updates and announcements

**a. Water Operator's Report** – Robert Trotter of Hiland Water presented a report on current water conditions. October water tests resulted in no positives of any contaminants. Spring flow is fair and we are still running with spring #1 & 2 only. Hiland is bringing on a new staff member for the Newport area.

1. Chlorination project update – The chlorination system is not functioning well due to low flow. Last tests for residual resulted in no detectable amount anywhere in the system. They have ordered additional equipment to inject a constant small amount of chlorine into the system. Silas Olsen is writing a letter to seek final approval from the state.

2. Meter installations update – Hiland is still working on assessment for additional meter installs.

Other - The 3rd street new service install has been completed except for the meter box..

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

Commissioner Cutler presented a report of current finances and answered questions. The Profit & Loss report needs some revisions which will be done in the next few weeks. See the website for the written Treasurer's report and the current Profit & Loss Budget vs. Actual report.

A motion was made by Commissioner Elliker, second by Commissioner Taylor to approve the Treasurer's report except for the P & L report.

Taylor Yes / Cutler Yes / Hall Yes /

Motion carried

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

Elliker Yes / Taylor Yes / Hall Yes / Cutler Yes /

Motion carried.

**c. Facilities Maintenance update**

Clean up of the tank farm was completed by ATMS Lawn Service. They will be submitting a bill soon. Commissioner Taylor and some volunteers completed the clean up at the Community Center.

**e. Engineer Quotes for state approval of Chlorination Facility.**

We will wait and see if the letter that Silas is writing will suffice.

**f. Financial Audit Update** – Commissioner Taylor and Commissioner Elliker met on Zoom with auditor Glen Kearns from Accuity. Commissioner Elliker and Office Manager Erskine are working to get needed materials to Accuity.

**g. Other correspondence** – The district received a letter from the IRS informing us a form for payroll from 2020 was not submitted and we have a refund due that will be paid once that is received. Commissioner Elliker contacted our payroll provider Paychex who files all tax payments and tax forms and they should be taking care of that.

E. Special order of Business – Ordinance 2017-02 Long term water shut off fees, intent of previous board, and language existing. A possible rewrite of all of the ordinances was discussed.

F) Ordinances – none G) Resolutions – none

H) Public Comments – As a followup to a letter sent to the board, Mike Mullin would like to further discuss possible problems with water lines on the west end of 4th street and suggested a site visit with some of the board. Commissioner Hall will follow up with an email to the board.

I) Board member comments - Condition of spring #2 flow. Reallocating expenses from past Hiland bills.

Meeting was adjourned at 7:32 PM  
Submitted by Commissioner Elliker