

# OTTER ROCK WATER DISTRICT

## MEETING SUMMARY

### Board Meeting – January 11, 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: The regular monthly Board Meeting of the Otter Rock Water District Board was held on January 11, 2022 via ZOOM. The meeting convened at 6:04 pm with Commissioner Hall presiding.

B. Roll Call:

- Members In Attendance: Commissioners Hall, Cutler, and Elliker  
Dana Taylor resigned, see below.
- Staff members present: Whitney Erskine
- Hiland representative – none
- Public in Attendance: Mike and Genese Mullin, Don Chapin, Patti and Stan Hart, P.Anderson

Cape Foulweather Sanitary District donation from December was moved up on the Agenda. Don Chapin of CFSD explained they were still working out details with Lincoln County  
A motion was made by Commissioner Elliker, second by Commissioner Cutler to return the donation via check

Elliker Yes / Cutler Yes / Hall Yes /

Motion carried.

C) Consent Agenda:

Summary for the December meeting was submitted by Commissioner Elliker. No changes.  
Commissioner Hall called for a motion to approve.

A motion was made by Commissioner Elliker, second by Commissioner Cutler to approve the December summary.

Elliker Yes / Cutler Yes / Hall Yes /

Motion carried.

D) Reports, updates and announcements

**a. Water Operator's Report** – No representative was present from Hiland.

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

Commissioner Cutler presented a report of current finances and answered questions. See the website for the written Treasurer's report and the current Profit & Loss Budget vs. Actual report. The compilation report was sent to the state. Commissioner Cutler will send it to the rest of the board with the letter submitted by Grimstad.

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

Elliker Yes / Cutler Yes / Hall Yes /

Motion carried.

A motion was made by Commissioner Hall, second by Commissioner Cutler to pay the bills.

Elliker Yes / Cutler Yes / Hall Yes /

Motion carried.

The office is reviewing the new owner application with some suggestions for language additions. There has been a problem getting checks signed in a timely manner.

**c. Civil West update - FEMA grant application** – No information yet from Civil West. The

board is now expecting information on the 14th.

**d. Financial Audit update**

No new information has been requested by Accuity

**g. Other correspondence**

1. Gladly customer reconnection fee – Customer has sent an email in protest of the reconnection fee. The account has a history. Commissioner Elliker offered to draft a response for review by the board and offer to reconnect for a different fee to avoid legal costs.

2. Annual liability insurance – Some information sent by email does not have updated information on policy and a new one will be sent later in the month.

**E. Special order of Business**

a. **Board position #5 and # 2** – There have been no applicants come forward. Dana Taylor resigned mid-day, the day of the meeting, so board position #2 is unfilled, as well. The term ends for both positions on 06/30/2023.

Commissioner Elliker will send another recruitment announcement and will also put a notice on the website.

There has been a delay in getting district property from a former board member.

Note: Commissioner Hall will be traveling in March. We likely will need to reschedule our monthly meeting in March.

F) Ordinances – none    G) Resolutions – none

**H) Public Comments –**

P.Anderson read comments and questions about reports presented at the December meeting.

Genese Mullin missed Hiland's presence at the meeting and would like the information on chlorine levels and spring flow.

**I) Board member comments -**

Commissioner Cutler thanked Dana Taylor for all the work he did when on the board.

Commissioner Elliker commented that the rest of the board is committed to staying.

Commissioner Hall was disappointed that Hiland did not attend this meeting.

Office Manager Erskine confirmed meeting dates for this year's meetings and will send our schedule to Hiland.

Commissioner Hall mentioned budget time will be coming up. Commissioner Cutler will contact last years budget committee members to see who would be interested in serving on the committee this year.

Meeting was adjourned at 7:35 PM

Submitted by Commissioner Elliker