OTTER ROCK WATER DISTRICT

MEETING SUMMARY

Board Meeting – October 14, 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 October 14, 2025 via ZOOM. The meeting convened at 6:02 pm with Commissioner Hall presiding.

B. Roll Call:

- Members In Attendance: Commissioners Hall, Goldhammer, Lombardi, T. Zawalski, and R. Zalwalski
- Staff members present: none
- NWNW/Hiland representatives: Curtis Olson
- Public in Attendance: The Mullins, Pat and Terry Anderson

C. Consent Agenda:

Approval of Board Meeting Minutes for board meeting 9-9-25, Emergency Meeting summary 10-1-25 and Business Meeting summary 10-6-25

A motion to accept the 9-9 board meeting minutes and two meeting summaries was made by Commissioner Goldhammer , second by Commissioner R. Zawalski

Hall - Yes, Goldhammer - Yes, Lombardi - Yes, Yes / R. Zawalski - Yes, T. Zawalski - Yes. Motion passes.

D. Reports, update and announcements

a. **Water Operator's Report** – Curtis reports return of rain and increased spring flow rates. We no longer need Cody to check flow rates weekly. Curtis questioned whether we would be replacing the hydrant that had to be abandoned due to valve failure or wait until the system is replaced in future construction project. At this time putting it off until the system build is done, due to concerns that more failures could happen in attempt to replace it, Curtis concurred. Rod said he had spoken to the Depot Bay Fire Chief and he made note that that hydrant is non-operational. The valve that broke at the intersection of 3rd and Otter Crest would necessitate that any work done in that area would require a whole system shutdown as there would be no way to isolate it alone. Discussion of replacing both valves if needed, use of MJ's (mechanical joints) are superior and the industry standard. BRX tried to glue into the main. Rod had some questions for Curtis regarding AC pipe regarding whether it could hold the the clamps, Curtis thought it unlikely it would break. Kellie asked how long it would take for the system to be replaced. If all went to plan, Theresa states, it should be the end of 2026 when new system complete. Eileen says it shouldn't be a hard no, that we should think about replacing the valves. Curtis thinks it would cost $10,000 to $20,000 to replace the two valves. Rod had a question about the recent invoice, he did not think we should have been charged for the estimate NWNW gave us for replacing the hydrants, Curtis apologized that we should not have been billed for the bid estimate, he will have it removed from the invoice. Or credit issued.

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 $15,300 to approve, to pay $9042.75, does not include invoice just received from law firm $270.00, decided to include in payments so this month new payables is $9,312.75. NWNW is just the base fee as we did not have time to review. BRK not on this invoice as it was approved and paid already.

A motion was made by Commissioner Lombardi to accept report and pay bills as noted, R. Zawalski seconds
Commissioners Hall - Yes, Goldhammer - Yes, Lombardi - Yes, R. Zawalski - Yes, T. Zawalski- Yes
Motion passes.
c. **Public Budget Hearing.** Regular board meeting suspended for Public Budget Hearing at 6:23 pm. Eileen posted the resolution on the website. FEMA money may be coming now so this resolution may not be totally needed but felt it was still appropriate to move these funds so that they are accessible to us if needed, as in current situation they are not (unappropriated). Public comment was from Beth who agreed with plan and said that we could do a transfers from the General Fund to the FEMA fund, she also discussed when a supplemental budget would be needed. Eileen hopes to do another Zoom meeting with Jean, from Dept. of Revenue for more clarification on how to document everything. Public portion of the meeting closed at 6:31pm. Commissioner Goldhammer made a motion to accept Budget Resolution 2025-37, Lombardi seconds.
Hall - Yes, Goldhammer - Yes, Lombardi -Yes, R. Zawalski - Yes, T. Zawalski - Yes
Motion passes.
d. Prior to discussing FEMA T. Zawalski requests we address the Resolution to approve Hazard Mitigation Plan for Lincoln County. Kellie asks don't we have to assign tasks about how we will enact the plan, outside of the FEMA construction. We will do that at another time.
Lombardi makes a motion to accept Resolution # 2025-36
A Resolution Adopting the Otter Rock Water District Representation in the Updates to the Lincoln County Multi-Jurisdictional Natural Hazards Mitigation Plan, Goldhammer seconds
Hall - Yes, Goldhammer - Yes, Lombardi - Yes, R. Zawalski - Yes, T. Zawalski - Yes
Motion passes
e. Update on FEMA — Contact status, OEM executives need to sign the contract as well. FEMA has signed the contract to award us the money. The initial FEMA money is just for the design. We are still waiting to see if we will be granted the extension. They are asking for a six year extension, but may only get a year. Pretty confident the pop extension will come through. The design monies are granted to us even if pop extension does not come through. We have been paying Civil West for work for this grant since 2021, Theresa wants to submit request to be reimbursed for these prior years. Lisa does not feel comfortable with how we would allocate the funds. She wants to see what the accountant has to say about it. She is not comfortable voting for something that she does not understand, neither Lisa or Eileen have heard from the accountant. Eileen feels we will be able to document and account for the money. Eileen would like to submit a request for the $33,000 we have already spent with Civil West. Theresa states we could submit request for reimbursement anytime we have a paid invoice. Tim from Civil West will submit for the reimbursement. Kellie would also like to hear from CPA before voting and asked if we could address in November meeting. Most commissioners felt like we should apply right away as we will be able to see how long it takes FEMA to come through with funds, and also recoup monies we have already spent, as well as some concerns the funds could go away.
R. Zawalski makes a motion to request reimbursement for the funds we have already spent since 2021, Goldhammer seconds
Hall - Abstains, Goldhammer - Yes, R. Zawalski - Yes, Lombardi - Yes, T. Zawalski - Yes
Motion passes
f. Update on Civil West — Theresa and Rod had a two hour meeting with Civil West. It was a 30% design review so not a lot of detail, Theresa went through the highlights, she had sent board members a copy of design parameters and a timeline during the meeting. Tank project portion delayed until we can do a Geo-tech survey to see if the ground can support the tank. Will go from two tanks to one, it will be solid stainless steel with a smaller footprint, will be just to the north of the current tank. If ground cannot sustain it Tim thinks we could get an easement from ODOT to place it across the street. The water will still be gravity fed, with a pump just supplying water to the tank. Design goals built around code, fire is the first goal, every home has to be within 250 feet of a hydrant, so we will go from 12 to 27 hydrants. The requirement with a hydrant open and fully flowing is we will have to have a minimum of 20psi. Chlorine residue, larger pipes can hold water for longer and chlorine can build up, want to build a loop to mitigate risk. Interconnection with local water districts, is in the parameters. Lines will be put in the middle of the roads. Some

homes are older homes and used to 20psi, with the goal of 40 psi there may be problems on homeowners side of the system, and that would be their responsibility, so we will need very good communication upfront to keep people apprised of the process and what they may need to be looking out for. Theresa feels it is close to time to put together a community communications team that Beth has volunteered to lead. Once the pop extensions would be granted will be time. Also, Tim from Civil West has agreed to do an open house for the community, they have also offered to come to talk to the board. Next design review is due in mid-November. Kellie also reminds that we have discussed NWNW/Hiland to be at the design review. Eileen questioned the FEMA and BizOr work, what would happen if we needed another funding source. Theresa said that it is all labeled and can be differentiated, Theresa was going to post in the office, will talk to Beth first.

T. Zawalski makes a motion to create a communications team for the rebuild, with a community member in the lead and Theresa as the board liaison R. Zawalski seconds

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

Motion passes.

g. Recently received cost projections from NWNW for 2026 — Skipped and came back to it. Eileen requests we put it off until next board meeting as needs more time to review, Theresa concurs. Kellie asks if we need another meeting before November to give us enough time to work with it, majority felt November was fine. Lisa reminds people she would not be here for meeting, Kellie recommends she email board members with any concerns she wants addressed.

h. Discussion of consultation and fees — Theresa would like us to consider asking a couple people to review the design, would like some expert advice outside of Civil West. She is thinking of Jim Osborn, our old manager and Adam Denliger from Seal Rock Water District. She would like to make a motion for paying them $100.00 hour. Lisa states we would need to put a cap on it so it does not go over amount that would trigger a bidding process. Kellie also wants Curtis or someone from NWNW be involved as well. We talked about a $2000.00 cap. Involve them before 90% and have them sit down with Civil West to discuss their views.

Goldhammer makes a motion to have consultants mentioned be involved in 60% review with a $2000.00 cap. R. Zawalski seconds

Hall - Yes, Eileen - Yes, Lombardi - Yes, R. Zawalski - Yes, T. Zawalski - Yes

Motion passes.

i. Thank you to community for participating in Community Center clean-up — Board members thanked the public for participating in the clean-up. Board is very grateful. Kellie wanted to thank people by name, Grace was there, Delano, Beth, Terry Anderson, Dan Gleason, Joknee and Craig, Francis and Kellie, Dan Chapman, Mike and Stan, if we missed someone, thank you.

j. Other Correspondence — emails regarding timing of the hydrant repairs, an owner of a short-term rental wanted us to give more notice. Lisa states she had several email back and forth and thinks person may be satisfied as had not heard back, unfortunately the district was only given short notice as well, Lisa had apologized. Another email received about community members being able to use the water district wi-fi as a guest while using the community center. Eileen had checked with Spectrum about the wi-fi, it is a monthly charge of $10.00 and they would need to come out and install another piece of equipment, would need another router. Eileen recommended they could use a hotspot on their phone. Terry A. requests why we cannot do what he does at home, having a password protected guest network. We are a business rather than a personal account. Spectrum states we would need a separate dedicated network. The board feels that we do not want to incur a monthly fee, and more so, there are concerns about security. Terry wants to come up with a proposal that did not cost the district and took into account all the security issues, he wants to present at the next board meeting.

E. Special Order of Business -

F. Ordinances – none

G. Resolutions – See 2025-36 and 2025-37 in items D. c. and D. d.

H. Public Comments- Terry thanks the board for use of community center, the musicians group has a lot if fun, and if any of us can sing to please join them.

I. Board member comments- Commissioner Lombardi thanked everyone for everything they did over the last month with all the extra work of fire hydrants, FEMA, Civil West, Budgetary matters, working very hard and many extra hours. Theresa thanked Kellie as well. Lisa thanked the community for

their patience during the shutdown with the fire hydrants and subsequent loss of pressure, 14 people came to the Emergency Meeting and no one was expressing anger, we really appreciate you.

J. The next monthly board meeting will be Tuesday, November 11, 2025 at 6pm.

Meeting was adjourned at 7:28 PM

Submitted by Commissioner Lombardi