

OTTER ROCK WATER DISTRICT

MEETING SUMMARY

Board Meeting – December 14, 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 December 14, 2021 via ZOOM. The meeting convened at 6:05 pm with Commissioner Hall presiding.

B. Roll Call:

- Members In Attendance: Commissioners Hall, Taylor, Cutler, and Elliker
Tom Kammerer has resigned, see below.
- Hiland representative – Robert Trotter
- Public in Attendance: Patti and Stan Hart, Mike and Genese Mullin, computer, Whitney Erskine

C) Consent Agenda:

Missing summaries for eight previous meetings to complete the fiscal year under audit plus the summary for the November meeting were submitted by Commissioner Elliker. Board review of the meeting summaries resulted with no changes needed and were approved.

D) Reports, updates and announcements

a. Water Operator's Report – Robert Trotter of Hiland Water presented a report on current water conditions. November water tests resulted in no positives of any contaminants.

Hiland has a new staff member for the Newport area who was introduced to our system..

1. Chlorination project update – Hiland has added a pulse meter which has resulted in continuous residual readings of 0.2 ppm. They also found there was a problem with the sonic meter and are waiting for replacement from the manufacturer. They will wait to send the letter to the state until we have some history of the functioning system.
2. Meter installations update – no update.

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. There was a discussion on delinquent accounts

There was a discussion on the breakout and approval of the latest Hiland bill.

The results of the Compilation Report by Grimstad will be sent out to the board.

Commissioner Hall commented that the board vote on upholding our resolutions did not happen.

Commissioner Cutler commented that because the Treasurer's Report was sent so late they didn't expect the board to accept the report as it is. No motion was made to approve the report.

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

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

Motion carried.

c. Financial Audit update

In October 6 files were uploaded to Accuity. In December a total of 25 more requested files were uploaded. Accuity will be requesting some additional file uploads, yet to be specified. A board member questionnaire was sent to each commissioner to fill out and return to Accuity.

g. Other correspondence –

A question was asked about fees for a returned check. There is no fee on the district schedule to charge for returned checks.

E. Special order of Business –

Tom Kammerer has resigned as commissioner, effective 12/13/2021. The district will send out a recruitment announcement for Position #5 and plan to select a replacement at the January meeting.

F) Ordinances – none G) Resolutions – none

H) Public Comments –

Genese Mullin requested meter reading.

I) Board member comments -

Commissioner Elliker will send out the checklist for board member change to the rest of the board for review.

Commissioner Hall and Commissioner Cutler thanked Tom for his 8 month service on the board.

Commissioner Hall wants copies of all email and activity of the office. Whitney will forward all emails and keep a log to send out to the board.

Meeting was adjourned at 7:35 PM

Submitted by Commissioner Elliker