

# OTTER ROCK WATER DISTRICT

## MEETING SUMMARY

### Board Meeting – December 12, 2023

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 12, 2023 via ZOOM. The meeting convened at 6:00 pm with Commissioner Hall presiding.

B. Roll Call:

- Members In Attendance: Commissioners Hall, Goldhammer, Lombardi and Elliker
- Staff members present: none
- Hiland representatives: Curtis Olson
- Public in Attendance: Patti & Stan Hart, Michael & Genese Mullin, Joel Groshong

C) Consent Agenda:

Approval of Board Meeting summary for November

A motion was made by Commissioner Goldhammer , second by Commissioner Hall to approve the November meeting summary.

Hall Yes / Lombardi Yes / Goldhammer Yes / Elliker Yes /

Motion carried.

D) Reports, update and announcements

**a. Water Operator's Report** – Curtis Olson – Curtis was having trouble with connection and report was interrupted. We started the Treasury report while he was unavailable. Curtis reported that they had finished up the last of the 15 meters on order. A repair was made to a one inch meter at Mahala but the repair piece did not work. Ferguson company was not willing to cross-ship, meter was replaced. Curtis said there were 2-3 meters left onsite. Eleven meters ordered, price has gone up eleven dollars per meter. It was reported that Jim had done the epoxy repairs to the tank cracks previously. Curtis states Hiland does not do this repair, nor did he have any referrals. He did state that if we find a contractor to do the job it would best be done in the winter as the tank would need to be drained and flow should be plentiful to refill, he said if no contractor could be found to do job by April 2024 we should wait until the following winter (2024). Commissioner Lombardi mentioned that there was no meter reading for her meter again this month, though the new meters have been added to the spreadsheet. There were some wide discrepancies on some meter readings, Curtis did not know why, Commissioner Elliker said one was a neighbor and she could contact them, Commissioner Lombardi will do other checks. Commissioner Elliker discussed having the wands synch directly to a computer rather than copying readings by hand as is currently done, Curtis said to talk to Jeff at Ferguson as he is “the meter guru”, he did not have a last name or contact at the time of the meeting but said he would get that to Commissioner Elliker. Curtis is aware that Hiland had sent in meter readings but had not sent in the monthly invoice, he stated he has been busy with repairs and apologized for delay.

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

The Treasurer's report was presented by Commissioner Goldhammer. See the website for the Treasurer's reports. Since we have not received the latest Hiland bill the board approved to pay the \$1600.00 base rate and the remainder, once billed, will need to be approved at the January

2024 board meeting. Commissioner Goldhammer is investigating the sum of -\$12,499.98 listed in the treasury report as Total Accounts Receivable, the figure is accurate but she is identifying all the sources.

A motion was made by Commissioner Elliker, second by Commissioner Lombardi, to approve the Treasurer's report.

Hall Yes / Elliker Yes / Lombardi Yes / Goldhammer Yes /

Motion carried.

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

Lombardi Yes / Goldhammer Yes / Elliker Yes / Hall Yes

Motion carried.

**e. Other correspondence – none**

E) Special Order of Business

a. **Filling the position of Office Manager** :The Board went into Executive Session at 6:34 to discuss the applicants for the hiring of a new Office Manager after the position was vacated by Whitney Erskine. The Board returned to Monthly Board Meeting at 6:54. Public attendees were brought back to meeting.

A motion was made by Commissioner Lombardi, second by Commissioner Elliker, after review of applicants to offer the position to Eileen Goldhammer at \$20.00 per hour to start on 12-13-23.

Hall Yes/ Elliker Yes/ Lombardi Yes.

Motion carried.

Commissioner Goldhammer accepted the position but wanted to forego pay until the first of the year.

Since Eileen has held the Office Position of Treasurer it was agreed that there should be a shift in officers to avoid any potential conflict of interest.

A motion was made by Commissioner Goldhammer, second by Commissioner Lombardi to appoint Commissioner Elliker to the office of Treasurer, appoint Commissioner Lombardi as Secretary and appoint Commissioner Hall as President.

Hall Yes/ Lombardi Yes/ Goldhammer Yes/ Elliker

Yes. Motion carried.

Board members will review previous duties of office that were proposed but not ratified, and also SDAO guidelines to come up with a formal and finalized list of duties to be voted on in future.

b. **Update on payroll services.** Bricor, the current payroll provider states they have done W2s, year end report and taxes and will finish out the year. Eileen has continued to research other payroll companies. Bean Counters uses Gusto Payroll Service and we may go with them, cheaper than Bricor and is a local contact. Eileen had run calculations for the IRS and submitted the hours for Whitney's last check and paid from district bank account.

c. **Customer Survey update**, we have received 37 surveys so far, by email and post.

d. **Update on roof**, two bids in from CB Roofing and DMB for two types of shingles. The price ranges were \$9,950-\$11,950 and \$10,350- \$10,650. Commissioner Lombardi will contact Cato Roofing for a bid as well.

e. **Finalize the Board Meeting schedule for 2024.** The Board has traditionally met on the Tuesday after the second Monday of the month. Schedule approved and will be posted on the website. Commissioner hall will be absent for the March and May meetings this coming year so all other commissioners will be needed to attend those meetings.

F) Ordinances – none

G) Resolutions – none

H) Public Comments -

Joel Groshong wanted to know how to get the billings for the last year on the Chalet properties. It was recommended that he get in touch with John Bukowski who manages the account. He is interested in knowing the gallons used from 2023 compared to 2022. He has concerns about

increased expenses. Rates are listed on the website but unable to bring up his bill on the website. He said he would contact John.

l) Board member comments-

Commissioner Lombardi had a question about what would need to be done if upcoming or unanticipated expenses were to go over monies budgeted. Commissioner Elliker and Goldhammer explained that an intrafund transfer by resolution would be done and we would need to do a supplemental budget with notification to everyone. Different rules would apply if amount over 10% of budget. Commissioner Goldhammer may need a new chair for the office, Commissioner Hall said she had one in storage. Commissioner Hall offered to write a letter of thanks to all the applicants for the position of Office Manager.

The next monthly board meeting will be Tuesday, January 9th, 2024 at 6pm.

Meeting was adjourned at 7:58 PM

Submitted by Commissioner Lombardi