

# OTTER ROCK WATER DISTRICT

## MEETING SUMMARY

### Board Meeting – February 15, 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 February 15, 2022 via ZOOM. The meeting convened at 6:01 pm with Commissioner Hall presiding.

B. Roll Call:

- Members In Attendance: Commissioners Hall, Cutler, and Elliker
- Staff members present: Whitney Erskine
- Hiland representative – Robert Trotter
- Public in Attendance: Mike and Genese Mullin, Patti and Stan Hart, P.Anderson, Rebecca Lutz, Dale Lutz

C) Consent Agenda:

Summaries for the January meetings were submitted by Commissioner Elliker. No changes. A motion was made by Commissioner Lisa, second by Commissioner Cutler to approve the January summaries.

Elliker Yes / Cutler Yes / Hall Yes /

Motion carried.

D) Reports, updates and announcements

**a. Water Operator's Report**

1. Chlorination update: Flow meter replacement parts are available for the chlorination system, just waiting on weather to install. Chlorine residuals average around 0.2, range from 0.15 to 0.23. Other: Spring flow is good, water tests are good. Received replacement meter for 3rd Str. Note: 3 month delay in getting new meters.

2. Meter installation updates: Ready to install 3 to 4 meters on Gladys in early March. Will need to shut off water for the entire street for several hours. Will notify the district of the proposed date and distribute door hangers to affected dwelling 48 hours before.

3. Second street easement:

The Lutzes announced they will begin using the easement in the vacated section of 2nd street just west of C street for customers to exit their parking lot. The board discussed the need for an assessment of the condition of water lines and meter boxes to withstand increased traffic in the easement. Hiland will put together an estimate for the district on the cost of investigating the condition of the water system and if it will need improvements due to this change in use.

**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. Bills ready for approval: The board had questions about the December Hiland invoice and the invoice from Grimstad.

A motion was made by Commissioner Elliker, second by Commissioner Cutler to pay the bills except Grimstad and the December Hiland bill..

Elliker Yes / Cutler Yes / Hall Yes /

Motion carried.

**c. Budget Committee** – The board has confirmed the return of 3 previous budget committee

members, but we need a total of five.

**d. Civil West update**

1. The Fema grant pre-app has been submitted.
2. Representative David. Gomberg – Oregon Legislature: A request for funds was submitted for the ORWD infrastructure project. Tim Gross testified on behalf of the district on this last Friday.

**e. Financial Audit update**

Commissioner Hall announced that Accuity received letters from unknown source(s) with disturbing comments and in order to complete the audit would need to listen to all recordings, look at all papers, everything. They won't charge us for the audit because they haven't started on it, but we need to decide as a board if we want to pay \$15,000 for the audit.

Commissioner Cutler commented that there had been a petty and paranoid situation that someone was suspicious of everything and they didn't appreciate someone impugning their integrity.

Commissioner Elliker commented on a recent SDAO training they attended with a session by Rob Moody who said a district should never ask for an audit to be done just to see how they were doing and instead ask for assessments. Also mentioned there were a number of policies the district should have that currently don't exist.

Commissioner Hall commented that they still wanted an audit to be done and would ask for budget amounts for that next year instead of a compilation report.

A motion was made by Commissioner Cutler, second by Commissioner Elliker, to not do the audit at this time.

Hall No / Elliker Yes / Cutler Yes /

Motion failed.

Commissioner Hall will notify Accuity the board is at a stalemate. Commissioner Hall will verify that they are not going to bill us for any work.

**f. March meeting date**

The meeting date for the March meeting is rescheduled to occur on March 8th due to scheduling conflicts.

**g. Other correspondence**

1. Gladly customer reconnection fee – The District sent a letter offering a reduced fee for reconnection and received an acceptance from the owner. The district is still requiring the return of a signed application from the property owner and will send an email requesting such.
2. Corbett Water District request for information: They sent a request for salary compensation information for one of their positions. They are much larger. They have almost 1100 connections and 6 employees. Whitney will respond to Corbett.

**E. Special order of Business**

**a. Board position #5 and # 2** – There have been no applicants come forward.

There has been a delay in getting district property from both former board members. The board decided to send certified letters to each requesting the return of district property.

F) Ordinances – none G) Resolutions – none

H) Public Comments – none

I) Board member comments -

Commissioner Elliker

Announced an addition to the website on Billing Information and our various application forms. Recently attended a number of trainings at the SDAO Annual Conference, on budget and finance, board duties, public information, and help from SDAO on assessments. Also attending 3 DOR budget webinars.

Commissioner Hall commented on the 2nd street easement, that we should contact SDAO for who must pay, concerned about traffic and condition of the road surface.

Meeting was adjourned at 8:15 PM

Submitted by Commissioner Elliker