

OTTER ROCK WATER DISTRICT

MEETING SUMMARY

Board Meeting – July 12, 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 July 12, 2022 via ZOOM. The meeting convened at 6:14 pm with Commissioner Hall presiding.

B. Roll Call:

- Members In Attendance: Commissioners Hall, Cutler, and Elliker: Eileen Goldhammer*
- Staff members present: Whitney Erskine
- Hiland representative: Curtis Olson
- Public in Attendance: Stan and Patti Hart, Dale Powers, Mike Mullin, Eileen Goldhammer, Cheryl and Steve Hall

C) Consent Agenda:

Summary for the June board meeting and budget hearing was submitted by Commissioner Elliker. No changes.

A motion was made by Commissioner Cutler, second by Commissioner Elliker to approve the May board meeting summary.

Hall Yes / Elliker Yes / Cutler Yes /

Motion carried.

D) Reports, updates and announcements

a. **Water Operator's Report** – Curtis reported chlorine residuals are steady at a low level, usually between the 0.4 to 0.5 area.

Future meter installations were discussed now that a number of corp stops had been newly marked for GPS coordinates. The district has about 10 meters left in stock and asked Hiland to go ahead and install those. The board will discuss how many new meters to order for future installations, since there is currently a delay in deliveries.

Hiland has suggested a repair to prevent future washouts of the main from spring #1 that is adjacent to Otter Crest Loop and the board asked for an estimate for that project.

Hiland also had an alternate design to correct problems at the 2nd Street easement and the board asked for an estimate for that. Commissioner Cutler and Elliker will work on contacting customers. Commissioner Hall asked Hiland to work up an estimate for the latest plan.

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

The Treasurer's report was presented. See the website for the written Treasurer's report and the current Profit & Loss Budget vs. Actual report. When to start late fees for late water payments was discussed. Since we bill for the previous month's water use, the board decided to start late fees for payments from the August billing due in early September.

Bills ready for approval:

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

Elliker Yes / Cutler Yes / Hall Yes /

Motion carried.

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

Hall Yes / Cutler Yes / Elliker Yes /

Motion carried.

c. **Other correspondence** – The board has received contracts ready to be signed from Hiland and Bricor Tax Services. Once printed out, Commissioner Hall will sign and we will return.

E) Special Order of Business

a. **Board positions # 2 & 5,**

The district has received one application for one of the two open board positions, Elaine Goldhammer. The board had all read the application and had no further questions for Eileen. A motion was made by Commissioner Elliker, second by Commissioner Hall to appoint Eileen Goldhammer to position #2 to complete the rest of the term which ends 6/30/23.

Hall Yes / Cutler Yes / Elliker Yes /

Motion carried.

Commissioner Goldhammer was sworn into office.

b. **Meters** – The board discussed future meter installations Two former board members and current community members, Buck Boston and Craig DeMott have offered to help prep sites for meter installations, as volunteers, to save the district money. The two used to do this previously with Jim Osburn, former district water operator. Costs to install meters previously was about \$1,000 per meter and Hiland estimates our costs at \$2,000 for future installs. Commissioner Hall was not in favor of using volunteers to do this work due to concerns of liability.

Commissioner Elliker commented that the district had Workers Comp coverage for volunteers, including coverage for volunteer water operators. Commissioner Cutler was in favor of using volunteers to save money. No consensus was reached on this topic.

The board discussed how many new meters to order.

A motion was made by Commissioner Elliker, second by Commissioner Cutler to have Hiland order 10 new meters.

Hall Yes / Goldhammer Yes / Cutler Yes / Elliker Yes /

Motion carried.

c. **Hiland communications & new contract** - A new contract for the year 2022-2023 was received from Hiland which increased some costs, but also has a number of additions to be included under the base fee that the district had requested.

A motion was made by Commissioner Cutler, second by Commissioner Hall to accept and sign the new Hiland contract.

Hall Yes / Goldhammer Abstain / Cutler Yes / Elliker Yes /

Motion carried.

d. **Second street easement work** – See discussion under Water Operator's Report.

e. **Tank farm vegetation maintenance** – An estimate was received from George at After The Morning Surf Lawn Service, higher than last time due to current condition of vegetation. The board discussed continuing to look for another provider for future work.

A motion was made by Commissioner Cutler, second by Commissioner Elliker to have ATMS complete the work at this time.

Hall Yes / Goldhammer Yes / Cutler Yes / Elliker Yes /

Motion carried.

f. **Annual Audit** – Commissioner Hall has not received any replies from requests for bids for an annual audit. Commissioner Goldhammer offered to help in the task of soliciting bids. Another compilation report is also an option for this year, but we will need a full audit for loans and grants.

Commissioner Hall also mentioned it would be good to start looking into the PSU survey to see if we can qualify for any income-based grants. The board agreed and Commissioner Hall will send out an email to get this started.

g. **Community Room use** – . Commissioner Elliker sent the board a draft of general guidelines and an application for community room use. It was suggested to add no weapons to the guidelines. Board consensus approved the rest of the proposal.

Commissioner Elliker solicited a bid from a contractor to repair the back door of the community room. Sons of Nunn, a local contractor from Gleneden Beach, will install new stainless steel hinges for \$140.

A motion was made by Commissioner Cutler, second by Commissioner Elliker to accept the bid

and have Sons of Nunn complete the work for \$140.

Hall Yes / Cutler Yes / Goldhammer Yes / Elliker Yes /
Motion carried.

F) Ordinances – none

G) Resolutions – none

H) Public Comments – none

I) Board member comments -

Commissioner Elliker mentioned a recent enquiry of the board about dysfunctional fire hydrants - Hiland reported several problems after the last system flush and parts are no longer available for repair - that the fire department determined in the past that our water pressure was not sufficient for them to use our water system – the replacement cost is large and feels replacement will likely need to wait until the system rebuild. Commissioner Hall was concerned that the fire hydrants were needed for our annual flushing and would like a list. Commissioner Hall thanked Commissioner Goldhammer for volunteering to be a board member.

Meeting was adjourned at 7:45 PM

Submitted by Commissioner Elliker