

# FINAL

## MINUTES of the NEAH KAH NIE WATER DISTRICT BOARD MEETING REGULAR SESSION TUESDAY February 14<sup>TH</sup>, 2023

**CALL to ORDER** – Chairman Bob Joseph called the session to order in person and via video conference at 4:16 PM quoting ORS 192.630.

Attending: Board Chair Bob Joseph, Board members David Boone, Barb Rippey, and Larry Kiser in person. Board member Tom Ayers via video conference. Public present via video conference was Amy Bell. Staff present included the General Manager Carrie Mock in person. Guests present in person included Project Manager Tim Tice from OAWU to review the finalized rate study. Penny Cole was introduced who assists in the office several hours per month.

**PUBLIC COMMENT** – none.

**MINUTES – REVIEW & APPROVAL** – January 10th Regular meeting – Bob Joseph asked if there were any comments on the January 10th meeting minutes. Minor grammatical corrections were made. Bob asked for a motion to accept the minutes with those corrections, Tom Ayers motioned, David Boone seconded, and the minutes of the Regular Meeting were approved 5-0.

**GENERAL MANAGER’S REPORT** – Carrie Mock reviewed the manager report including the water data, financial information, and project updates and timelines.

**REVIEW & APPROVAL of BILLS to PAY (01/07/23 – 02/10/23)** – General Manager Carrie Mock reviewed the bills to pay. The bills to pay were accepted and Board Chair Bob Joseph asked for a motion to approve the bills-to-pay in the amount of \$52,843.98. Commissioner Dave Boone so moved to approve the bills-to-pay in the amount of \$52,843.98. The motion was seconded by Commissioner Larry Kiser, and the bills were approved to pay 5-0.

**OLD BUSINESS** – Final Rate Study was reviewed with Tim Tice in person. Questions and comments were discussed about moving from 2 tiers to 5 tiers. The importance of Leak Detection in the middle zone to be completed by ALD with the \$20K awarded for this study to be scheduled in May/June. During the next year Tim Tice and the General Manager will be working together capturing numbers in an excel spreadsheet to track progress and report back monthly. It was also discussed to increase the service connection fees to cover cost of materials and labor estimated at \$1,910.

**Verified New Connection Costs** - Time and Materials

\$243 - Brass connections

\$195 - New Remote Read Meter

\$437 - Meter Box

\$1,035 – Backhoe/Dump-truck/Fill/Labor

\$1,910 - Total New Connection Materials and Services

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**NEW BUSINESS** – During the next board meeting on 3/14/23 a date for the rate hearing needs to be decided upon and then advertised within 30 days of the meeting. The Budget Committee also needs to be asked if they want to serve and find a date to have that meeting. The North Coast Land Conservancy agreement was reviewed, edited by Sarah Smyth McIntosh, and then signed and delivered. Work continues on the grant application for source water protection to meet the March 22<sup>nd</sup> Letter of Interest deadline. A new PACE Scope of Work was requested for the cost of extending the permits to give the District more time to do the more expensive work of partial permitting before the October 2023 deadline for the water rights permit that is due to expire. Waiting on the response from Civil West Engineering also for the same scope of work. Carrie and Juliet continue working on the Grant application to replace our meters due April 26<sup>th</sup>, 2023. District Assistance subcontractor Phil Chick will be stopping by during the March 2023 Board Meeting to introduce himself to the Board.

There being no further business, the meeting was adjourned by Board Chair Bob Joseph.

Meeting Adjourned: 6:05pm

\_\_\_\_\_ Secretary

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