

FINAL

MINUTES of the NEAH KAH NIE WATER DISTRICT

BOARD MEETING REGULAR SESSION

TUESDAY FEBRUARY 13TH, 2023

CALL to ORDER – Chairman Bob Joseph called the session to order at 3:08 PM quoting ORS 192.630.

Attending: Board Chair Bob Joseph, Board members David Boone, and Tom Ayres in person, and board member Barb Rippey via zoom. Staff present included the General Manager Carrie Mock in person and Operations Manager Scott Morrill via zoom. Public present was Ann Morgan in person.

PUBLIC COMMENT – None.

MINUTES – REVIEW & APPROVAL – February 13th Regular meeting - Bob Joseph asked if there were any comments on the January 9th meeting minutes. Minor grammatical corrections were requested. Bob asked for a motion to accept the minutes with those corrections, Dave Boone so moved, Barb Rippey seconded, and the minutes of the Regular Meeting were approved 4-0.

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 (1/06/24 – 2/08/24) – 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 total bills-to-pay in the amount of \$36,871.07 Commissioner Dave Boone so moved to approve the total bills-to-pay in the amount of \$36,871.07. The motion was seconded by Commissioner Tom Ayres, and the bills were approved to pay 4-0.

OLD BUSINESS – Manzanita Intertie - Operations Manager Scott Morrill is working with Dan Weitzel on a Scope of Work to do a tabletop exercise, testing the intertie with Manzanita. It was agreed that the Scope of Work will be reviewed by the board and the request should go out to Dan to get on the agenda with the City Council by this Spring. It is requested that the testing of the intertie be completed before Summer of 2024.

Meter Installation - It was discussed to keep the meter installation in March/April and not to push out dates until May 2024. The Operator confirmed that there is enough plastic meter box covers in stock to replace all concrete covers, and that the district will be prepared for the meter installation for March/April. It was also verified that the Hillcrest site has ample internet connection.

Leak Adjustment Requests – Customer account #286 leak adjustment request was accepted.

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NEW BUSINESS – Grant Writing - The board requested that further grant work on all CI projects with Juliet be put on hold until the Operator receives a tank integrity evaluation.

Leak Ordinance - Sarah McIntosh has suggested that a working session with the Board take place to make some policy decisions on revisions to the definitions that affect integrating the leak detection policies into existing ordinance. The ordinance must be in a final draft before noticing its adoption, and then it must be adopted at two successive regular meetings, so at the very least it is a 3-month process.

Easement Request - Jay Orloff was requested to submit documents and record them with the County for the easement encroachment that was granted for the Snowball residents. The GM has requested Jay for an update but has not heard back yet.

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

Meeting Adjourned: 4:51pm

_____ Secretary