

FINAL

MINUTES of the NEAH KAH NIE WATER DISTRICT

BOARD MEETING REGULAR SESSION

TUESDAY JANUARY 9TH, 2023

CALL to ORDER – Chairman Bob Joseph called the session to order at 3:03 PM quoting ORS 192.630.

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

PUBLIC COMMENT – Bob Joseph asked Jamie if she had any comments or questions to start the meeting and she responded that she did not. She stated that she is a full-time resident of Manzanita and has a rental home in Neahkahnie and just wanted to listen and learn.

MINUTES – REVIEW & APPROVAL – January 9th Regular meeting - Bob Joseph asked if there were any comments on the December 12th meeting minutes. Minor grammatical corrections were requested. Bob asked for a motion to accept the minutes with those corrections, Tom Ayres so moved, Dave Boone 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 (12/09/23 – 1/05/24) – 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 \$37,593.27 Commissioner Dave Boone so moved to approve the total bills-to-pay in the amount of \$37,593.27. The motion was seconded by Commissioner Tom Ayres, and the bills were approved to pay 4-0.

OLD BUSINESS – Correct Equipment responded to request for a Service Contract to be put in place and answered the boards questions on the meter installation slotted for April 8th.

Dave Boone revised the 2 new leak repair and adjustment policies that were reviewed by legal counsel Sarah SM. It was agreed to move forward with Sarah’s suggestions, the policies have been forwarded to Sarah to finalize, due back before the February 13th meeting to be made into ordinances.

Juliet Hyams is working as a contracted grant writer for the district. The General Manager is meeting and communicating with Juliet and the Engineers on a regular basis to work on finding funding for capital improvement projects, prioritizing reservoir replacement. It has been found that to move forward with funding requirements for such

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projects it may be necessary to conduct a feasibility study for our reservoirs to evaluate construction parameters. One action item that was agreed upon was to find a specialist to perform a tank integrity assessment of Hillcrest Reservoir. Research to find a company to perform that assessment has started, a quote will be requested and shared with the board before any decisions are made.

NEW BUSINESS – 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 winter/spring. It is requested that the testing of the intertie be completed before Summer of 2024.

The board agreed to purchase a generator to run Hillcrest Pumps in case of a power outage. The purchase was made and the new DuroMax listed at \$1,499.00 will be delivered shortly.

Correct Equipment has provided a Scope of Work that was discussed, and the board is requesting a standard service agreement that covers more detail. Tim Owens responded saying that a service agreement for small utilities is not necessary, just an invoice upon completion of the project. The board is deciding if they would like to put one in place regardless. TBD

SB 406 was discussed, but no further action was decided on.

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 is requesting Jay for an update.

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

Meeting Adjourned: 5:05pm

_____ Secretary

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