

FINAL

MINUTES of the NEAH KAH NIE WATER DISTRICT

BOARD MEETING REGULAR SESSION

TUESDAY MARCH 12TH, 2023

CALL to ORDER – Chairman Bob Joseph called the session to order at 3:21 PM quoting ORS 192.630.

Attending: Board Chair Bob Joseph via zoom, Board members David Boone, Tom Ayres, and Barb Rippey in person. Staff present included the General Manager Carrie Mock in person and System Operator Scott Morrill via zoom. Public present was Teri Fladstol and Meghan Burdick via zoom, and later Ann Morgan joined in person.

PUBLIC COMMENT – Bob Joseph asked if Teri and Meghan would like to start out the meeting with their comments. Teri and Meghan requested to have in writing exactly what terms the System Operators hourly pay covers, if it is full time, part time, explaining over-time, vacation time and how they are calculated, and if there is pay for DRC (Direct Responsible in Charge) time and if so, at what rates, how it is calculated, and when applicable. All hourly employee policies and procedures need to be digitally documented to have a clear process moving forward. This needs to be part of the budget process every year moving forward.

MINUTES – REVIEW & APPROVAL – March 12th Regular meeting - Bob Joseph asked if there were any comments on the February 13th meeting minutes. No corrections were requested. Bob asked for a motion to accept the minutes, Dave Boone so moved, Barb Rippey seconded, and the minutes of the Regular Meeting were approved 3-0. (Tom Ayres was out of the conference room).

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 (3/07/24 – 4/04/24) – 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 \$43,291.08 Commissioner Tom Ayres so moved to approve the total bills-to-pay in the amount of \$43,291.08. The motion was seconded by Commissioner Dave Boone and the bills were approved to pay 4-0.

OLD BUSINESS – Manzanita Intertie - Operations Manager Scott Morrill stated that he will get the intertie agreement that was made with Nehalem and Manzanita to the district. Scott was previously requested to work with Dan Weitzel on a Scope of Work to do a tabletop exercise, testing the intertie with Manzanita. It had been agreed that the Scope of Work was to 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 had been requested that the testing of the intertie be completed before Summer of 2024.

Neah Kah Nie Water District Meeting

Minutes of
FEBRUARY 13th, 2024

FINAL

Meter Installation - It was discussed to keep the meter installation to early April and not to push out dates until May 2024. Scott confirmed to keep the AMI remote meters to monitor higher use homes, and the AMR drive-by meters around Nehalem Road in lower use areas.

NEW BUSINESS – Bob Joseph announced that Scott Morrill is resigning and that his last day is March 31, 2024.

Easement Request - Jay Orloff responded to the request to submit documents for the Boards review prior to recording them with the County for the easement encroachment that was granted for the Snowball residents. Jay responded on 3/27/24 and will submit the drawings for the boards review.

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. Then it was requested that Juliet help with EVCNR application preparation for the district, which is currently being worked on.

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.

Late Fee - The board unanimously agreed to reinstate the UBmax billing late fee that has been waived since Covid.

Board Members – It was discussed to start advertising for the open board member roles for Larry Kiser, and Tom Ayres mentioned he would like to find a replacement for himself as well. The decision on where and when to advertise was not made.

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

Meeting Adjourned: 5:12pm

Secretary

Neah Kah Nie Water District Meeting

Minutes of
FEBRUARY 13th, 2024