

FINAL

MINUTES of the NEAH KAH NIE WATER DISTRICT

BOARD MEETING REGULAR SESSION

TUESDAY NOVEMBER 14TH, 2023

CALL to ORDER – Chairman Bob Joseph called the session to order via video conference at 3:00 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.

PUBLIC COMMENT – none.

MINUTES – REVIEW & APPROVAL – November 14th Regular meeting - Bob Joseph asked if there were any comments on the October 10th meeting minutes. Ann Morgan came late to the meeting, and she was added to the list of public present. Correction on the first item of New Business, the galvanized mast offered by Correct Equipment was approved, and those details were added to the minutes. Other minor grammatical corrections were made. Bob asked for a motion to accept the minutes with those corrections, Dave Boone moved, Tom Ayres 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 (10/11/23 – 11/06323) – 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 \$289,078.52 Commissioner Dave Boone so moved to approve the total bills-to-pay in the amount of \$289,078.52, The motion was seconded by Commissioner Barb Rippey, and the bills were approved to pay 4-0.

OLD BUSINESS – Tax Lot 8819 water pipe extension was discussed, Operations Manager Scott Morrill is working with Longfellow Excavation to put together an estimate, for the excavation work, drilling, and the cost of the 6 inch pipe needed for the extension with the meter box installation on Lot 8819. The question came up if the cost should be split between the two property owners (Lot 8812 & 8819) or not? General Manager Carrie Mock is forwarding the water pipe extension ordinance to Sarah for legal Counsel per the board’s request, to ask her opinion on who pays for the extension. The board will discuss further at the December 12th meeting after this information is provided.

Dave Boone created Policy templates that were reviewed at the November meeting. The customer refund policy for water leak adjustments and repairs were discussed, and the examples were reviewed. Dave Boone offered to combine and edit the policy to review at the next December board meeting per the boards feedback.

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Juliet Hyams resume, and cover letter were reviewed as a possible contracted grant writer. The board agreed to hire Juliet on a contract basis if we could get an estimation of hours needed for big dollar grants, and to focus on Emergency Preparedness, and Watershed Protection grants. The General Manager will have a discussion with Juliet and get back to the board at the December 12th meeting.

NEW BUSINESS – Operations Manager Scott Morrill let the board know that he was currently in search of a large leak consisting of 10-12 gallons per minute.

Scott also shared a quote with the board to purchase a generator to run Hillcrest Pumps in case of a power outage, the quote was discussed, and the board agreed to make a decision on a generator to purchase in the December meeting.

Correct Equipment has provided a Scope of Work that was discussed, and a few clarifications are needed. Under the Exceptions category, what are the rates for time and materials? This question has been posed to Tim Owens and the answer has not been provided yet.

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

Meeting Adjourned: 5:26pm

Secretary

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