**MINUTES of the NEAH KAH NIE WATER DISTRICT**

**MONTHLY REGULAR BOARD MEEING**

**TUESDAY AUGUST 13TH, 2024**

**CALL to ORDER –** Chairman Bob Joseph called the Regular session to order at 3:05 PM.

Attending: Board Chair Bob Joseph, Board members David Boone, Tom Ayres, Mark Roberts, and Barb Rippey in person. Staff present included the General Manager Carrie Mock, and System Operator Scott Morrill. Public present was Ann Morgan.

**MINUTES – REVIEW & APPROVAL** – August 13th Regular meeting - Bob Joseph asked if there were any comments on the July 9th meeting minutes. Several additional details were requested. Bob asked for a motion to accept the minutes with the corrections, Mark Roberts so moved, Dave Boone seconded, and the minutes of the Regular Meeting were approved 5-0.

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

**REVIEW & APPROVAL of BILLS to PAY (7/04/24 – 8/07/24) –** 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 $33,391.78. Commissioner Dave Boone so moved to approve the total bills-to-pay in the amount of $33,391.78. The motion was seconded by Commissioner Tom Ayres and the bills were approved to pay 5-0.

**OLD BUSINESS –** A Community Townhall meeting held by Tillamook County with Sarah Absher presenting on the Short-Term Rental cap will be taking place on September 23rd at NCRD. Another Community Townhall on SB406 with Sarah Absher is to take place on October 22, 2024, at NCRD. The board agreed that a public meeting should be scheduled to discuss the base rate increase to be scheduled for early October, details to be discussed at the September 10th board meeting. (The current Base Rate of $25 has been in effect since 2008, the districts revenues are not keeping up with expenses. This fact along with annual inflation, and the amount of time that has passed since the last base rate increase took place, the district is considering increasing the base rate by $10 dollars. A public meeting must take place by early October to discuss the rate increase and adding an inflation adjustment each year. The districts’ goal is to have the new base rate go into effect by January 1, 2025).

**NEW BUSINESS –**

Working with our bookkeeper on the chart of accounts numbering and terms, Meghan will be joining the September 10th board meeting to review.

Position announcements have been updated for the System Operator position. Resumes are being collected and interviews have been taking place to find a new System Operator.

Applied Technical Services tank inspection report was reviewed, and engineering firms are being contacted for bid requests on the bolt replacement project. So far, no engineering firm has agreed to submit a bid, the last one contacted had to politely decline as they don’t work on API 635 bolted tanks. Civil West engineering and other local utilities are being contacted for any recommendations on firms who will provide the services needed.

Divers are scheduled to clean and repair Reservoir Park and Hillcrest tanks the week of September 23rd.

gWorks ordering documents have been signed for the platform transition of our billing system. Onboarding starts in December for 3 weeks with an engagement manager.

The district would like to hire out a professional grant writer to help us apply for some of the new grants coming online as grant season is coming. Carrie met with Morgan deMoll from North Coast Land Conservancy, Alyssa Liedel and 2 DEQ grant specialist to discuss the new grants coming online and many of the disadvantage status requirements have been reduced or removed, so it is believed that the district has a better chance at receiving grants and believes it is important to hire a grant writer to submit some applications for us. A coastal workshop is being held in October which Carrie will attend and in the meantime is asking around for Grant Writer recommendations.

Whether it makes sense to go to monthly billing is still being discussed, the district most likely won’t be able to move to monthly billing until the next fiscal year, with the new hire coming on to train, the billing platform changing dramatically, and the increased cost associated. (Materials and Labor costs the district about $1,000 per billing to send out post card mailings).

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

Meeting Adjourned: 5:23pm

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