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

**EXECUTIVE SESSION FOLLOWED BY A REGULAR BOARD MEEING**

**TUESDAY JULY 9TH, 2024**

**CALL to ORDER –** Chairman Bob Joseph called the Executive session to order at 2:38 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. On the agenda was the consideration of employment. The meeting adjourned at 3:06pm.

Chairman Bob Joseph called the Regular session to order at 3:09 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 in person. Public present was Ann Morgan and Mike Cook.

**PUBLIC COMMENT –** Bob Joseph asked if Mike Cook would like to speak, and Mike read a prepared statement about Emergency Preparedness for the Neahkahnie Water District. (The statement is included in the binder with the board packet). It was decided that Mike would lead an Emergency advisory committee to work on the water preparedness issues, Dave Boone agreed to join. A map of valves to shut off, a plan for communicating and recovering, and asking if a member of the Nehalem Fire Department to join was discussed.

**MINUTES – REVIEW & APPROVAL** – July 9th Regular meeting - Bob Joseph asked if there were any comments on the June 11th meeting minutes. One correction was requested. Bob asked for a motion to accept the minutes, 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 (6/07/24 – 7/03/24) –** 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 $21,645.01. Commissioner Tom Ayres so moved to approve the total bills-to-pay in the amount of $21,645.01. The motion was seconded by Commissioner Dave Boone and the bills were approved to pay 5-0.

**OLD BUSINESS –** District attorney Sarah Smyth McIntosh proposed an Easement agreement for Lot 40 for both parties to sign which the board agreed was sufficient. The board would still like to see an ‘as built’ documenting and identifying the easement on the plot plan showing the overlay of waterline, the encroachment, and the easement. Chair Bob Joseph is following up on all the Lot 40 issues.

The Proposed Revised Ordinance 2024-1 was presented and read ‘In Title Only’ for the second time, a copy of the ordinance was available to each person. Board Chair Bob Joseph who asked for a motion to adopt the Ordinance, Commissioner Dave Boone so moved, Tom Ayres seconded, and the Revised Ordinance 2024-1 was adopted 5-0.

**NEW BUSINESS –**

The District Policy Manual was discussed, some changes were made, it was decided to keep the HR VEBA offering of $600 per month. Chairman Bob Joseph is in communication with HR Answers on the changes requested and more work will be completed by HR Answers on the policy manual before it is finalized.

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. At the public meeting another agenda item may be the potential unknown of the new laws around multiple housing on single lots, law SB 406, and what the water effects of this could be. The pros and cons of moving to monthly billing will also be on the agenda.

It was requested by Chairman Bob Joseph to receive the board packet 4 days prior to the monthly board meeting. General Manager Carrie Mock and Bookkeeper Meghan Burdick will discuss and come up with a plan on how to get all the financials in order, avoiding any late payments, 4 days prior to the meetings. A definition of accounts for the chart of accounts will be created, looking at and categorizing the accounts with definitions is on the list for Meghan and Carrie to accomplish.

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

Meeting Adjourned: 5:22pm

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