

FINAL

MINUTES of the NEAH KAH NIE WATER DISTRICT

SPECIAL BOARD MEETING

Public Meeting

DATE: October 27, 2025

CALL to ORDER – President Dave Boone called the Special Meeting to order, in person and via Zoom, at 2:03 PM quoting ORS 192.640.

Attending in person: President David Boone and board members Mark Roberts, Craig Nern, Barbara Rippey

Staff: Thia Pierson

Public members: Terri Desaro, Ann Morgan

PUBLIC COMMENT – There were no public comments.

Operator Position -- The board discussed a potential operator position, reviewing candidate Adam Gardipee, who currently works for a utility district. There may be another candidate with both certificates but less experience. It was noted that Jeremy's last day would be October 31st. Dave Boone said that he would discuss with Jeremy the possibility of extending the resignation date by a couple of weeks. The discussion covered the need for a self-motivated candidate to replace Jeremy, emphasizing that this is a role requiring initiative rather than constant supervision.

Phil Chick has offered his services as Direct Responsible Charge (DRC) while we are transitioning to another systems operator. In addition, Northwest Natural Water Services, out of Newberg, OR is available as a contract service for \$950 per month plus additional fees. Updated schematics as well as management and communication protocols, particularly regarding repairs and emergency response procedures, would be useful for the next systems operator. Thomas Merrell will not be available to act as a temporary systems operator for most of the month of December.

Hillcrest Tank repair -- The repair and painting of Hillcrest Tank was discussed and the Board agreed to proceed with the welding work next year, which involves two flanges and new bolts. In 2012 the previous paint contractor for Hillcrest Tank was Long Painting Company. Thia will contact them for their input. Installation of cathodic protection should be considered for ongoing protection at both Hillcrest and Mountain Tanks.

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Craig Nern has found evidence from a \$2,700 LiquiVision invoice that there were repairs to Mountain Tank which were done after their 2016 dive into the tank, but there are no details. Last week's thunder storm damaged the circuit board in the SCADA system at Mountain tank. An electrician is scheduled to visit on Wednesday. Fuses should be tested as well. This will call the SCADA help desk to find out what they recommend to keep that from happening again.

Progress on the generator and propane tank setup was reviewed, including the plans for concrete pads at Pirate Springs, Reservoir Park and Hillcrest. Thomas Merrell has recommended a 500-gallon tank for Hillcrest, a 500-gallon tank for Reservoir Park and two 125-gallon tanks for Pirate Spring.

Water use rate study -- *The board agreed to proceed with Donovan Engineering to create an updated rate study NTE \$10,000. There was a push for Donovan to look into creating a higher base-rate for STR businesses. Mark Roberts found that the City of Manzanita residential base-rate is comparable to Neahkahnie's, however, in addition, Manzanita has a base-rate for businesses which is \$30 higher than their residential base-rate and is applied to short-term rental businesses.*

The board will consider increasing the charge for a hook-up which is presently \$1500. Fees may be periodically adjusted. At the next board meeting, District fees will be reviewed and adjusted by resolution.

Board Vacancy - *At the next regular meeting, the Board will discuss filling recently vacated Position #1. Ann Morgan recommended that the District put out a public announcement on the website and on area bulletin boards. This produced a document which was edited by the Board and ready for public placement.*

Meeting Adjourned: 3:08 PM

 Secretary