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

**REGULAR BOARD MEEING**

**TUESDAY October 8TH, 2024**

**CALL to ORDER –** Chairman Dave Boone called the Regular session held in person, and via zoom, to order at 3:01 PM under ORS 192.630.

Attending: Board Chair Dave Boone, Board members Barb Rippey, and Mark Roberts, in person. Tom Ayres was not present. Staff present included the General Manager Carrie Mock, System Operator Scott Morrill, and System Operator Jeremy Rex. Public present was Ann Morgan, and Peter Lovely. Public present on zoom was Scott Galvin. Civil West Engineers Keven Shreeve, and Tim Gross were present in person for a Q & A and attending on zoom was Engineer Shannon Joseph.

**NEW BOARD MEMBER** – Peter Lovely was introduced by Mark Roberts. Dave Boone asked for a motion to approve the new board member, the motion was seconded by Commissioner Mark Roberts, all in favor and the new board member Peter Lovely was approved 3-0.

**PUBLIC COMMENT** – Civil West Engineers introduced themselves and reviewed how they can help the district with capital improvement projects, operations, and optimizations. Dave asked to strike Sections 5.3-5.8 on the contract, which was included by mistake, and these sections were taken out of the contract. The board agreed to sign the contract with Civil West Engineering, for District Engineering Services & Support.

**MINUTES – REVIEW & APPROVAL** – October 8th Regular meeting – Dave Boone asked if there were any comments on the September 10th meeting minutes. Several revisions were requested. Mark Roberts asked for a motion to accept the minutes with those revisions, Dave so moved, Barb Rippey seconded, and the minutes of the Regular Meeting were approved 4-0. All FINAL meeting minutes are posted on the district website.

**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 (9/06/24 – 10/03/24) –** General Manager Carrie Mock reviewed the bills to pay. The bills to pay were accepted and Board Chair Dave Boone asked for a motion to approve the total bills-to-pay in the amount of $58,023.96. Commissioner Barb Rippey so moved to approve the total bills-to-pay in the amount of $58,023.96. The motion was seconded by Commissioner Mark Roberts and the bills were approved to pay 4-0.

**OLD BUSINESS –** Base rate increase discussion continued. Dave Boone suggested a $15 dollar per month increase, raising the Base Rate to $40 per month effective in January 2025. Dave asked for a motion to accept the proposed increase, Mark so moved, Peter seconded, and the proposed $40 rate was approved 4-0.

**NEW BUSINESS –** It was decided to close the CI Checking account ending in 2244 since it is not needed. Items are categorized in QuickBooks and there are no loan stipulations that require a secondary checking account.

Board members requested to have a working session with the district bookkeeper to walk through the financials prior to the public meeting being held at the Pine Grove on 10/20/2024. It was decided to have a working session in the district office on 10/17/2024 @ 11:00am with Meghan Burdick, the district bookkeeper. No decisions will be made during the workshop.

There being no further business, the meeting was adjourned by Board Chair Dave Boone.

Meeting Adjourned: 5:10pm

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