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

**REGULAR BOARD MEEING**

**TUESDAY MAY 13TH, 2025**

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

Attending: Board President Dave Boone, and Board commissioners Peter Lovely, Mark Roberts, Barb Rippey all attended in person, and no one was present on zoom. Staff present included the General Manager Carrie Mock and System Operator Jeremy Rex in person.

Public present in person was Craig Nern.

**PUBLIC COMMENT** – Craig Nern had no public comment.

**MINUTES – REVIEW & APPROVAL** – May 13th Regular meeting – Dave Boone asked if there were any comments on the April 8th meeting minutes. A revision was requested to change Chairman to President to abide by board regulations. Dave Boone asked for a motion to accept the minutes, Mark Roberts so moved, Peter Lovely seconded, and the minutes of the Regular Meeting were approved 4-0, with President Dave Boone, Barbara Rippey, Peter Lovely, and Mark Roberts all voting “aye”. Dave Boone asked if there were any comments on the April 24th Budget Committee meeting minutes. No revisions were requested. Dave Boone asked for a motion to accept the minutes, Barb Rippey so moved, Mark Roberts seconded, and the minutes of the Budget Meeting were approved 4-0, with Dave Boone, Barbara Rippey, Peter Lovely, and Mark Roberts all voting “aye”. All FINAL meeting minutes are posted on the district website.

**GENERAL MANAGER’S REPORT** – Carrie Mock reviewed the general manager report including the Billing software update, Scada system install set for 5/19/25, engineering projects progress, fence repair additional bid, AMI meter install replacing all AMR meters, and leak detection scheduling for July.

**REVIEW & APPROVAL of BILLS to PAY (4/01/25 – 4/30/25) –** General Manager Carrie Mock reviewed the bills to pay. Board President Dave Boone asked for a motion to approve the total bills-to-pay in the amount of $54,953.33. Mark Roberts so moved to approve the total bills-to-pay in the amount of $54,953.33. The motion was seconded by Commissioner Barb Rippey. Commissioners Peter Lovely, Barbara Rippey, Mark Roberts, and David Boone voted “aye” and the bills to pay were approved 4-0.

**OLD BUSINESS –** Replacing the inflow meter @ Hillcrest was discussed, as well as trying to calibrate it to test if it is working properly. System Operator is looking into options.

The intertie with Manzanita is still a priority and System Operator Jeremy Rex has been asked to meet with Manzanita Public Works to find out what is needed to make it a reality, so it can be tested and ready to go in case of an emergency. It was also discussed to request from Civil West that this be added to the scope of work as a sub-task. Getting Pirates Springs up and running is also a high priority that Jeremy is leading. It was suggested that Jeremy sit down with Bob Joseph to review his comments and edits on the system mapping that was sent to Civil West. It appears that Hillcrest tank leak is getting worse, and the district would like an update on the engineering plan for Phase 1 from Civil West.

Olsen LLC installed 28 out of the 30 new AMI meters on 5/13/25. 2 of the meters could not be found and Jeremy will be replacing those last 2.

Jeremy is working on the generator inlet install services to Hillcrest, Pirates Springs, and Reservoir Park. He has requested additional information, and another quote from Bogh Electric to identify what we can run at Hillcrest with new generators, that will automatically kick on when the power goes out.

The Mission Scada System equipment has arrived to the district office and the install date is set for Monday May 19th.

**NEW BUSINESS –** In July we will have a couple changes in the chart of accounts and a list of definitions categorizing all accounts to provide more clarity and transparency on spending per account and sub-projects in accounts. The System Operations Assistant job description will be sent out to all for any comments, additions, or subtractions so we can move forward with filling the position. The General Manager may need coverage when out of the office or on vacation this summer with the new ORD 2025-1 going into place, and it needs to be decided who will be point person for this.

Ordinance 2025-1 Ordinance prohibiting nonessential uses of water during an emergency was read in title by President Dave Boone, he asked for a motion to approve the Ordinance, Peter Lovely so moved, Mark Roberts seconded, and the Ordinance 2025-1 was approved 4-0, with Dave Boone, Barbara Rippey, Peter Lovely, and Mark Roberts all voting “aye”.

Resolution 2025-1 A Resolution transferring resources and appropriations from the capital improvement fund to the general fund was read in title by President Dave Boone, he asked for a motion to approve the Resolution, Mark Roberts so moved, Barb Rippey seconded, and the Resolution 2025-1 was approved 4-0, with Dave Boone, Barbara Rippey, Peter Lovely, and Mark Roberts all voting “aye”.

Resolution 2025-2 A Resolution adopting the 2025 revised policy and procedure manual for the Neahkahnie Water District was read in title by President Dave Boone, he asked for a motion to approve the Resolution, Mark Roberts so moved, Peter Lovely seconded, and the Resolution 2025-2 was approved 4-0, with Dave Boone, Barbara Rippey, Peter Lovely, and Mark Roberts all voting “aye”.

A public meeting has been set for Monday June 30th, 2025 at the Pine Grove from 6-8 to discuss the Ordinance 2025-1. Board President Dave Boone will be leading the discussion.

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

Meeting Adjourned: 6:01pm

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