

## **REGULAR MEETING OF THE BOARD OF DIRECTORS**

January 17, 2018

1:00 p.m.

The meeting was called to order by Vice Chairman Mike Sims with Curt Lorenz, Owen Nicholson and John Handler. Chairman Jim Hickey was excused. Also present was Manager Bruce Halverson, Keri Scott, and Janet Lease.

### **WELCOME TO VISITORS**

Vice Chairman Sims noted that no visitors were present.

### **MINUTES**

Director Nicholson made a motion to approve the minutes of the November 15, 2017 regular meeting as presented. The motion was seconded by Director Lorenz and passed unanimously.

### **FINANCIAL REPORT**

Director Nicholson asked if the audit fee had gone up this year and Manager Halverson responded that we are on a three-year contract at \$10,000. Director Nicholson mentioned that the city audit fee had increased to \$11,000.00.

Director Handler made a motion to approve the financial report for the month ending October 31, 2017 and the financial report for November 30, 2017 as presented. The motion was seconded by Director Nicholson and passed unanimously.

### **UNFINISHED BUSINESS**

Executive Assistant Lease mentioned to the Board that the SDAO Annual conference is on February 9-11, 2018 and reminded everyone to keep track of mileage and obtain itemized receipts for meals.

### **NEW BUSINESS**

Personnel Committee Appointment for 2018.

Personnel Committee consists of the Manager, Bruce Halverson; a member of the public, David Wilson; and a board member, Jim Hickey. As Board position #4, Jim Hickey accepted the appointment.

Director Handler made a motion to accept the Personnel Committee appointment for 2018 as presented, Director Lorenz seconded the motion, and the motion was passed unanimously.

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### **MANAGER'S REPORT**

#### Projects Update

##### DEQ Permit:

DEQ misclassified NBWA as a treatment plant with activated sludge. The misclassification was corrected, and the draft permit is now on the DEQ website for public review.

##### SDC and User Fee Increase:

The letters regarding the SDC increase from \$2594.00 to \$4258.00 were mailed on January 5<sup>th</sup>, 2018. The information is also posted on our website and will be published in the Headlight Herald and the Daily Astoria at the end of January and again in April. User Fees will be increasing from \$24.00/month to \$27.00/month. Director Handler asked when the last SDC increase was and Manager Halverson responded 2009. Director Lorenz asked if the User Fee increase was also made public and Executive Assistant Lease responded that it was, even though we are not obligated to publicly disclose a user fee increase. Lease also mentioned that the revenue from the User Fees is earmarked solely for infrastructure and capital improvements.

##### Disinfection Change Over:

We have received the stamped plans from Kennedy Jenks that DEQ required and Manager Halverson is reviewing them now before submitting to DEQ.

##### Geographic Information System Grant:

NBWA has partnered with the Nehalem, Manzanita, Wheeler, Neahkahnie Water District, and the Emergency Volunteer Corps of Nehalem Bay to apply for a GIS grant from Oregon Emergency of Emergency Management. Office Tech, Keri Scott is writing the grant and NBWA will be the designated grantee that will directly receive the funds. The purpose of this grant is to consolidate mapping information and convert to geospatial information system(GIS) mapping that will allow each utility to have their own layer yet allow all utilities to see the other layers. We are working with Anderson Perry, a civil engineering firm that specializes in GIS. The bulk of the funds received will be used for engineering costs, converting the CAD maps to GIS.

### **BOARD COMMENTS**

Executive Assistant Lease presented four possible days for the Audit workshop, February 1st, 2<sup>nd</sup>, 15th, or 16th. The members of the Board present opted for February 1<sup>st</sup>. Director Handler cannot make February 16<sup>th</sup> and Director Sims is only available on Thursdays. Director Nicholson requested the workshop be in the afternoon and Vice Chairman Sims requested that there be cookies.

Director Lorenz mentioned an article in the most recent edition of the SDAO Risk Management magazine discussing the purchase and/or remodeling of Special District buildings and the

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### BOARD COMMENTS (cont.)

requirement that a portion of the monies spent must be applied to “go green.” Director Handler clarified that this provision only applied to buildings that were financed. The improvements to the new warehouse purchased in 2017 include a new roof. Director Nicholson and Director Handler expressed interest in obtaining a bid from Tesla for solar tile roofing. Manager Halverson agreed to consider it.

Director Nicholson asked if the Emergency Corps of Nehalem Bay had requested use of the NBWA warehouse for storage of water, supplies, etc. Manager Halverson replied that they had not made a request, but he had offered the space to them at the last EVC community meeting. Manager Halverson mentioned that NBWA was stocking up on emergency management supplies, receiving a monthly “bucket” of MRE food supplies with the goal being to have enough emergency supplies to cover each employee and their family as well as each board member.

The board discussed and agreed on a 1:00 pm meeting time for the February 21<sup>st</sup> meeting.

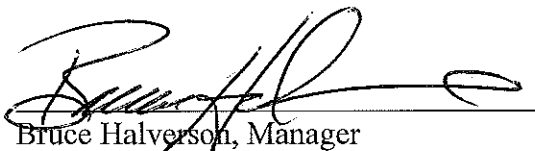
Director Lorenz stated that he will be unable to attend any meetings in March but should be back in town mid-April.

### PUBLIC COMMENTS

No comments

With no further business Vice-Chairman Sims adjourned the meeting at 1:28 pm.

  
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Jim Hickey, Chairman

  
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Bruce Halverson, Manager