

REGULAR MEETING OF THE BOARD OF DIRECTORS

January 16, 2019 1:00 p.m.

The meeting was called to order by Chairman Jim Hickey with Mike Sims and John Handler present. Also present was Manager Bruce Halverson, Keri Scott and Janet Lease. Curt Lorenz arrived at 1:30, and Owen Nicholson was excused. No visitors were present.

MINUTES

Director Handler made a motion to approve the minutes of the November 21 2018 meeting as presented. The motion was seconded by Director Sims and passed unanimously.

FINANCIAL REPORT

Director Sims asked about the check distributed to Gale Contractor Services for insulating the Warehouse. The insulation completed was rigid foam in the walls with caulk sealant and fiberglass insulation on the ceiling. Director Handler made a motion to approve the financial report for the month ending October 31, 2018. The motion was seconded by Director Sims and passed unanimously.

Director Handler brought attention to the 06 revenues line for 4013 SDC Revenues where the percent to budget was reflected as a negative instead of a positive. Executive Assistant Lease commented that it was just a glitch in the Financial Software, Accufund. Director Sims made a motion to approve the financial report for the month ending November 30, 2018. The motion was seconded by Director Handler and passed unanimously.

UNFINISHED BUSINESS

SDAO Annual Conference is February 8th-February 11th, 2019 in Sunriver, OR. Director Lorenz, Director Handler, Manager Halverson, and Office Tech Scott will be attending.

NEW BUSINESS

Personnel Committee: The Personnel Committee consists of the Manager, Bruce Halverson, a member of the public, David Wilson, and a Board member. Last year the Board was represented by Chairman Hickey (Position #4). This year, Position #5, Director Sims declined to sit on the Personnel Committee and Director Handler (Position #1) accepted. A meeting will be scheduled in March or April, after the 2019 Salary Surveys are completed, and before the April Regular Board Meeting.

May Elections: Position #1, and Position #2 are up for the 2019 elections. Filing with the County Clerk is available on February 9, 2019 and must be completed by March 21, 2019. Election Day is May 21, 2019. Candidates must complete the SEL 190 form and pay a \$10.00 fee or submit a petition with 25 signatures. Form SEL 190 is available on the County site, at the County office, and also at the NBWA administration office.

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MANAGER'S REPORT

Customer Request: A call was received from a customer that sold their house in Classic Cottages in August of 2018. They wondered why they had received a December bill for services during Sept/Oct/Nov and not the new owner. The agency had not been informed that there was a sale. The account was transferred to the new owner with information given to the agency by the previous owner. After the new owner received their first bill in January that \$0.81 had been added to (Sept/Oct/Nov services + 1% late fee), they called to challenge the late fee, declaring that they did not know that we existed. We let them know that it is the responsibility of the new owners to make sure that utilities are changed over at the time of purchase. The late fee would not be waived and it would remain on the bill. The customer requested to speak to the manager. They were told that we treat everyone the same and by waiving the late fee, we would be setting a precedent that is not necessary. The new owner asked for their request to be presented at the next regular board meeting and have the Board decide whether to waive the fee or not. The new owner stated that, "It is not the money that is the issue, it is the principle."

Director Handler commented that the new customer is responsible for transferring utilities at time of purchase and therefore responsible for the bill in its entirety. He recommended the \$0.81 fee remain on the bill and not be waived. Director Handler stated that \$0.81 is a small price to pay for what is a mistake, on their part, in not transferring the utilities over at time of purchase. Director Handler stated that if it was a lack of funds that was the issue, that would be a different situation altogether. Chairman Hickey agreed that the customer is responsible and that the \$0.81 late fee not be waived. He does not want the agency to set a new precedent for this type of occurrence. Director Sims agreed. He expressed that he would be available for a discussion with the customer if further clarification was needed. Director Sims motioned that the \$0.81 fee not be waived for this customer, Director Handler seconded the motion, and it passed unanimously.

Matching Safety Grant from SDAO: The agency applied for a matching safety grant from SDAO for new hoists to raise and lower our heavier pumps from the dry wells. We purchased two, Yale 1-ton hoists, for \$5400.00 and we were awarded the matching grant of \$2,700.00. With the grant money we can purchase one more hoist for the administration building lift station.

C-More Pipe TV Inspections: We had C-More pipe come and TV inspect lines for Manzanita and North Fork Rd. Their original plan was to TV lines, install Cure-In-Place Patches where necessary on Nehalem Rd, and seal a few manholes that needed it. Due to equipment breakdowns and problems with the materials they use for point repairs they just did the TV inspections. We will have the reports and video very soon. They did find one line that was almost plugged completely with roots. We borrowed their root cutting tool, one that attaches to the hose on the Vac-Con, and cut them out. This Spring/Summer we will have a contractor go in and fix it permanently. We, in turn, purchased a root cutting nozzle of our own and it works great.

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MANAGER'S REPORT (continued)

River Levee Stabilization Project: I met with Jack Thayer, from Sunset Drainage District, Mark Tellhed, from Onion Peak Design, and Dave DeVault, from the Port of Nehalem. Together, we are applying for a permit to stabilize the river side of the levee. We are working on completing the application and will meet again later this month. We will be asking to repair 500 ft of the river levee. The Port has agreed to contribute \$10,000.00 to the project. We already have some of the river cross-sections from the force main project, so hopefully, that will save us some time and money.

Owen's Return Home: We were so happy to hear that Owen is home and recovering. It is our hope that Owen returns to the board meetings soon. Welcome home Owen.

FEMA Meeting: I met with representatives for the EVC and a representative from FEMA on December 27th. We talked about the possibility of Emergency Septic Systems at the gathering areas in case of a disaster. They were all for it. They did emphasize that it will need to be a large enough system to accommodate the estimated amount of people. We toured Nehalem Park and the Treatment Plant. The group from EVC took the FEMA representative to Underhill Plaza and Wheeler Upper Park. It was good to start an open dialogue with FEMA.

Audit Report: The Audit Report will be reviewed at the Audit Workshop on February 20th, at 1:00 pm, with the Regular Board Meeting immediately following at 2:00 pm.

SDAO Safety Representative: We had a visit from Troy, with SDAO, to discuss our safety standards and processes. He was satisfied with our excellent record keeping, and the timely completion of SDAO Best Practices, Property Checklist, and Self-Insured Loss Control Program.

I&I: The Inflow and Infiltration report has been completed and submitted to DEQ. Kennedy Jenks commented that we do a fantastic job of keeping the water out.

Ocean Road Lift Station: The pump at the lift station on Ocean Road went down. It was clogged with rags and FOG (fats, oils, and grease). The owners were contacted and were very understanding. They were able to relocate the renters so that we could pull the pump for repair. The field crew were able to pull the pump, have Sweet Septic pump out the well, deliver the pump to S&W for repair, and replace the pump, all within three days. The station was back up and running before the next group of renters checked in and the owner was very happy about that.

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BOARD COMMENTS

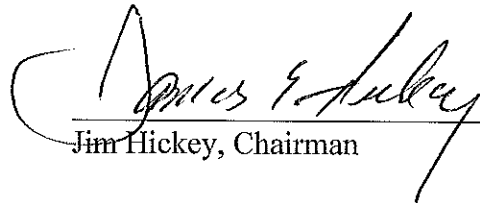
Director Lorenz stated that he was in agreement with the decision to not waive the \$0.81 fee.

Chairman Hickey has been in communication with Director Nicholson. Owen is under 24/7 care and has resigned from the Planning Commission of the City of Manzanita. Owen has been on both the Planning Commission Board and the Nehalem Bay Wastewater Agency Board since 1993. His dedication to our communities and their governing bodies is exemplary. The Board reached a consensus that Chairman Hickey and Director Sims will visit Director Nicholson to discuss his future at NBWA and determine what Director Nicholson would like to do.

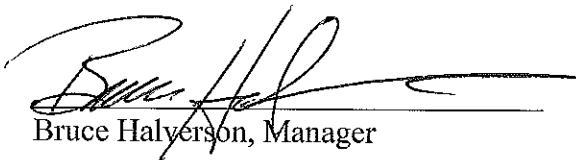
PUBLIC COMMENTS

There were no public comments.

There being no further business, Chairman Hickey adjourned the meeting at 1:48 pm



Jim Hickey, Chairman



Bruce Halverson, Manager