

**NRSA Regular Board Meeting
August 27, 2026**

Call to Order- Jim called the regular meeting to order at 9:00 a.m.

Board Members Present: Jim Affolter, Christi Clark, Dave Benneth & Alex Sifford. Pam Rowland via Teams

Absent:

Staff Present: Annis Leslie- Office Manager & Derrick Shippee- Operations Manager

Patrons/Guests: Via Teams: Windsor Engineers team members: Travis Tormanen, Michael Miller, Shawn Spargo, Shannon Joseph & Mike Montazeri. Shawn Toner- Neskowin Patron.

Jim asked the Windsor Team members to introduce themselves. Board members asked questions of the Windsor team. There was a brief discussion about performing an alternatives evaluation for the lagoon project. After some funding discussion, the Windsor Team logged off at 9:20 a.m.

Additions/Changes to the Agenda- Addition under New Business: Staff Aid Options

Public Comment- Shawn Toner had questions regarding a property that he is interested in purchasing. During his research, he learned that the property had been issued a notice to connect, however, to date had not connected. He had questions regarding the connection timeline. The board assured him that they would work with him if he moved forward with the purchase and showed his intent to connect in a timely manner. Shawn left at 9:35 am.

Minutes for 7/22/2026: Christi motioned to approve the July minutes. Alex seconded. Motion carried.

MANAGER'S REPORT – See attached.

OLD BUSINESS-

Engineering Services of Record- After a brief discussion, Alex motioned to accept Windsor Engineering's Request for Proposal. Christi seconded. Motion carried unanimously. Annis will send the contract to Travis Tormanen, PE, Principal in Charge.

North Hawk St. Homeowners Petition for Withdrawal- no new information.

NEW BUSINESS-

Interview: see above Windsor Engineering Team.

Self Service Agreement- Annis explained that NRSA Ordinance 2017-01 gives property owners and option to sign an easement so that STEP systems can be maintained by NRSA or alternatively, an option for owners to self- maintain with certain stipulations. We do not have an agreement template in place. Annis will draft a template and send it to NRSA legal counsel, Chris Griffith, for his approval.

Additional Staff Aide Options: With Casey on a leave of absence until mid-October, the board expressed concern that Derrick can take time off. There was a brief discussion regarding backup staffing aid ideas for Derrick. Derrick stated that he has been taking some time off by working some shortened days and has

spoken with NRWD staff that is willing to cover some days so that Derrick can get away for some full days. NRWD will invoice us as they have in the past.

FINANCIAL

Accounts Payable

The board reviewed the payables for July 23-31 in the amount of \$2,590.11. Alex motioned to approve the remaining July expenses. Dave seconded. Motion carried. Total accounts payable were \$18,119.85.

Payables for August 1-27 in the amount of \$12,305.80 were reviewed. Dave motioned to approve the August expenses to date. Pam seconded. Motion carried.

Accounts Receivable

Receivables were reviewed. Prepaid accounts totaled \$15,989.39. Past due accounts totaled \$9,480.47.

NEXT BOARD MEETINGS: September 17th, 2026 @ 9:00 a.m. & October 22, 2026.

ADJOURN

The meeting adjourned at 10:29 a.m.

Respectfully submitted,

Annis Leslie, Office Manager