

**NRSA Regular Board Meeting & Executive Session
February 29, 2024**

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

Board Members Present: Rowan Mizer, Susan Amort, Dave Benneth, Earl Ingle & Jim Affolter.

Absent: None

Staff Present: Annis Leslie- Office Manager

Patrons/Guests: Shelley Stoll, Alex Sifford, Christi Clark & Dave Brown via Zoom.

Additions/Changes to the Agenda-

Minutes for 1/23/2024: Jim motioned to approve the January 2024 minutes. Dave seconded. Motion carried.

MANAGER'S REPORT – See attached.

OLD BUSINESS: **Follow up: Board member's notes provided regarding Hawk Line Extension attachment to minutes-** Pursuant to his request, Earl's Points of Discussion list will be attached to today's minutes with the understanding that they are not endorsed by the NRSA Board, but rather personal notes provided by Earl. Dave will review his own notes prior to submitting them later.

NEW BUSINESS:

Audit Format: The State of Oregon has changed the requirements for government entities with expenditures of at least \$250,000 and not more than \$1,000,000. The new agreed-upon-procedure (AUP) does not include testing of internal controls or provide any assurance or opinion. The procedures are designed to report on a municipal entity's financial information and presentation, operations, and compliance with certain requirements. The cost is slightly less than a full audit as the work is performed remotely. After a brief discussion, Earl motioned to continue with the regular full audit. Jim seconded. Motion carried.

Right of Obligation Memorandum: NRSA counsel, Haglund Kelly can perform right of obligation memorandum regarding the Hawk line expansion since this topic has been heavily discussed with no clear conclusion.

Earl asked that we have an executive session with NRSA counsel scheduled for next month. A discussion followed. Jim felt it was premature at this point and would prefer to wait until a decision has been made by the Oregon Supreme Court. Earl made a motion to schedule an executive session. Dave seconded. Earl, Dave & Susan voted aye. Rowan & Jim voted nay. Annis will contact Chris Griffith to check his availability.

FINANCIAL

Accounts Payable

The board reviewed the payables for January 24-31 in the amount of \$7,338.82. Dave motioned to approve the remaining January expenses. Jim seconded. Motion carried. Total accounts payable for January were \$44,352.61.

Payables for February 1-28 in the amount of 14,190.65 were reviewed. Jim motioned to approve the February expenses to date. Susan seconded. Motion carried.

Accounts Receivable

Receivables were reviewed. Prepaid accounts totaled \$13,435.04. Past due accounts totaled \$6,376.56.

NEXT BOARD MEETING: March 29, 2024 @ 9:00 a.m.

Rowan recessed the regular meeting at 10:10 a.m. and called to order the Executive Session pursuant to ORS 192.660(2)(i) for the purpose of personnel discussion. The executive session adjourned at 10:20 a.m.

Rowan reconvened the regular meeting at 10:20 a.m.

Employee Probationary Period- Casey's Certification Exam is scheduled for March 22. His probationary period ends March 23. It was the consensus of the board to extend his probationary period to give him more time and ease any pressure he may be feeling, Earl believes there is a limit on the probationary period granted. Annis will reach out to HR Answerers and follow up with Rowan. The board directed Rowan to implement a date of no more than six months if appropriate. Casey's probationary period was granted until June 23, 2024.

ADJOURN

The meeting was adjourned at 10:25 a.m.

Respectfully submitted,
Annis Leslie, Office Manager

Earl's Points of Discussion

Hawk Dr. Line Document

[REDACTED]

The following information was gathered from multiple credible sources to help the NRSA Board members in considering expansion of sewer availability outside of the current infrastructure. The list is fluid and may change or be added to if new credible information is brought forward.

Discussion Points:

- Per Randall Bailey at DEQ, DEQ does not tell the NRSA where they must install new sewer lines
- Tillamook County Charter for the NRSA points out the relationship between NRSA and the county. The County has the power of permit
- Per Randall Bailey, at DEQ, the NRSA may use discretion when a new sewer line is installed, regarding homeowners who have newly upgraded their systems
- Tillamook County is not interested in making Hawk Street a county road per an email from Chris Laity of Tillamook County Public Works
- At least 2 sources advised it would be cheaper to negotiate an easement for the sewer line to go under their property
- The cost of the Aerobic system and the NRSA Step systems are similar
- Per multiple sources we received feedback about negotiating easements for installing new sewer lines under private property
- Several sources contacted advised that any project needed be evaluated as to its cost effectiveness to the district

Attach to Mins: 2-29-24