The meeting was called to order at 1:00 pm by Chairman Wilson. Director Hickey, Director Handler, Director Sims, and Director Mumey were present in the conference room.

Also present in the conference room were Manager Bruce Halverson and Executive Assistant Keri Scott.

**WELCOME TO VISITORS**

Ann Morgan, member of the public, was present in the conference room.

**MINUTES**

Director Handler made a motion to approve the minutes of the November 15, 2023 regular meeting. The motion was seconded by Director Mumey and passed unanimously.

**FINANCIAL REPORT**

Director Sims made a motion to approve the financial report for the month ending October 31, 2023. The motion was seconded by Director Handler and passed unanimously.

Director Mumey made a motion to approve the financial report for the month ending November 30, 2023. The motion was seconded by Director Hickey and passed unanimously.

**UNFINISHED BUSINESS**

There was no unfinished business.

**NEW BUSINESS**

**Resolution 2021-01: A Resolution Authorizing Sole Source Procurement with Fire Mountain Farms to Remove Biosolids from the Lagoons at the Treatment Plant.**

Bruce talked about the work that Fire Mountain Farms has already completed for NBWA, the fact that they are the only company in the Pacific Northwest that provides the encompassing service of dredging and recycling biosolids, and the added bonus of the crew staying on-site in their motorhome so we do not have the expense of lodging.

Director Handler made a motion to approve Resolution 2021-01: A Resolution Authorizing Sole Source Procurement with Fire Mountain Farms. The motion was seconded by Director Sims and passed unanimously.

**Personnel Committee**

Chairman Wilson appointed Director Wilson #2 and Director Mumey #3 to the 2024 Personnel Committee.

**2024 Surplus List: Exhibit “A”**

Manager Halverson presented the 2024 Surplus List: Exhibit “A” for approval. The Board reviewed and discussed the three items and the consensus of the Board approved the three items listed for surplus.

**Accuity Audit Report for fiscal year ending June 30, 2023: Plan of Action for Oregon Secretary of State**

Director Handler noted three grammatical errors in the document that were immediately corrected by Keri and reprinted for signature by the Chairman.

Director Handler made a motion to approve the Plan of Action for the Oregon Secretary of State with minor corrections as stated. The motion was seconded by Director Sims and passed unanimously.

**MANAGER’S REPORT**

**Effluent Pressure Pumps:** Both of our effluent pressure pumps had catastrophic failures 10 days after we fired them up for our river discharge season. The worst part was, we had both of them rebuilt over the summer when we weren’t using them. I will talk more about that and how everything turned out during the meeting. The new pumps arrived on January 4th.

**Pat Retired:** We said so-long to Pat Gullion on December 29th, after 14 years with us. We will miss his experience with surveying, GIS, as well as his carpentry skills.

**Wheeler North Upgrade:** We are getting closer to putting the job out to bid. Kennedy Jenks came on November 29th for a final walk-through. Brad and Keri were present for that. They will have a contractor do some last-minute potholing for the Wheeler water line. The bid process should begin in February.

**Levee Project:** Kennedy Jenks will also be working up the bid documents for the levee project that will be completed over this summer, during the in-water work window. It will be nice to finally put that project in the rearview mirror after six years.

**Biosolids Project:** We will be finishing up the A-Cell dredging this summer/fall as well. We have given the fields a two-year break so they will be ready for the last batch of biosolids. There may be some field testing and sludge testing in A-Cell prior to the dredging. Not sure if they can go off the original test results or not.

**BOARD COMMENTS**

The next Board Meeting is February 21, 2024.

The SDAO Annual Conference in Seaside is February 8th through February 10th. All Directors are planning on attending along with Manager Halverson, Executive Assistant Scott, and Office Assistant Myers.

Board members and staff need to keep track of their mileage for reimbursement.

Director Handler handed out a packet for the OREM grant that EVC and surrounding community agencies are applying for. EVC is asking for community support and community partners. John reminded the Board of NBWA’s emergency septic systems for the three communities. The idea is to ask for funding for portable restroom trailers for each location to complement the emergency septic locations. EVC is asking for a letter of support from NBWA. This would just be a portion of the total grant. John asked to put the item on the agenda for the next Board meeting with a letter of support to approve.

**PUBLIC COMMENTS**

There were no public comments.

There being no further business, Chairman Wilson adjourned the meeting at 1:21 pm

David Wilson, Chairman

Bruce Halverson, Manager