

NORTHEAST PUBLIC WATER AUTHORITY  
BOARD OF DIRECTORS MEETING MINUTES  
December 11, at 2:08 PM

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**Call to Order:**

- President Jay Sabella called the meeting to order on December 11, 2025, at 2:08 PM.

**Roll Call:**

Jay Sabella, President, took roll call and members present were Linda McClellan, Brett Cox, Matt Stone, and Sonia Boling via the phone. Also in attendance were Kim Jones, Office Manager and Rickey Lee, Field Manager and a visitor, Brian Haas, CPA.

**Approval of Minutes and Reports:**

- Approval of the minutes as distributed for November 2025. Linda McClellan made a motion to approve, seconded by Matt Stone and approved by unanimous vote.
- Approval of the Office Report as distributed for November 2025. Linda McClellan made a motion to approve, seconded by Jay Sabella and approved by unanimous vote. The Office Report showed another increase in revenue from the same YTD in 2024. This increase shows continued growth in the area.
- Approval of the Treasurer's Report distributed for November 2025. Linda McClellan made a motion to approve, seconded by Jay Sabella and approved by unanimous vote.
- Approval of the Field Report distributed for November 2025. Sonia Boling made a motion to approve, seconded by Jay Sabella and approved by unanimous vote. Rickey Lee shared that our water loss is a little higher than this time last year.

**Old Business:**

- The first item of old business was to discuss the office's progress regarding sewer interest survey calls. Jay Sabella mentioned he had been going to residents on his own time and said there is a lot of interest in sewer and several people on CR 30 and the side roads that are also interested in water service. He said many are in favor of forming a second-class city in order to bring sewer services to this area. Brian Haas then added to the conversation by advising the board to contact an attorney and get legal counsel before proceeding any further with the sewer project. He said recently there have been a few entities who have installed new sewer services and have made some mistakes. Important things to consider when gathering information is how people are contacted and by whom. Another important thing to consider is if any water department money can be used to do any of that, because there's restrictions on what a water company can do, unless you're already solvent, meaning the sewer department has enough assets and income to cover its debts and long-term financial obligations themselves, as they come due. He encouraged us to not rely on hearsay, but to seek counsel and guidance from a legitimate legal source. He said he would get in touch with the mayor of Viola and ask them what attorney they used.
- The next item of old business was to approve the 2024 audit. Brian Haas, CPA, shared that the audit is not quite ready as he is having to figure some final numbers that are a new requirement for the audits regarding APERS, the water department's retirement plan. He assured us he would have that completed very soon.
- The final item of old business was to report on the status of hiring a laborer. Rickey Lee reported we had received over 70 applications and had interviewed approximately 10 individuals. They decided to offer the position to Dylan Ivey, and his first day was today.

**New Business:**

- The first item of new business was to distribute the annual Conflict of Interest form for all board members to remit annually. This document was adopted several years ago to ensure board members had no financial interest in the water department, causing a conflict with servicing on the Board of Directors.
- The second item of new business was to discuss employee insurance coverage. After a discussion about the increased cost of insurance premiums and how they have continued to rise each year, it was decided that for any new employee hired after January 1, 2026, NPWA will cover the premium for an employee only. If an employee would like to add the family, the employee will have the added cost of their premium deducted from their paycheck. Linda McClellan made the motion, seconded by Sonia Boling, and the measure passed unanimously.

**Other Business:**

- There was no HR business to conduct.

**Meeting Adjourned:**

There was no other business or water users present at this meeting, so Jay Sabella made a motion to adjourn the meeting. Linda McClellan provided a second and the motion passed unanimously. Meeting was adjourned at 2:55 p.m.

Respectfully submitted,

Brett Cox  
Secretary

Prepared by Kim Jones, Office Manager

Board Approved: 01/15/2026