

NORTHEAST PUBLIC WATER AUTHORITY  
BOARD OF DIRECTORS MEETING MINUTES  
September 18, at 1:30 PM

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**Call to Order:**

- President Jay Sabella called the meeting to order on September 18, 2025, at 1:37 PM.

**Roll Call:**

Jay Sabella, President, took roll call and members present were Linda McClellan, Dylan Osmon, and Sonia Boling attended via phone. There were no proxies assigned. Also in attendance were Kim Jones, Office Manager and Rickey Lee, Field Manager. In Brett Cox's absence, Dylan Osmon was appointed as interim secretary for the meeting.

**Approval of Minutes and Reports:**

- Approval of the minutes as distributed for August 2025. Linda McClellan made a motion to approve, seconded by Jay Sabella and approved by unanimous vote.
- Approval of the Office Report as distributed for August 2025. Linda McClellan made a motion to approve, seconded by Dylan Osmon and approved by unanimous vote. The Office Report showed a 3% increase in revenue from YTD in 2024. Lock-offs increased 72% and e-billings also increased 7% from YTD in 2024.
- Approval of the Treasurer's Report distributed for August 2025. Dylan Osmon made a motion to approve, seconded by Linda McClellan and approved by unanimous vote.
- Approval of the Field Report distributed for August 2025. Dylan Osmon made a motion to approve, seconded by Jay Sabella and approved by unanimous vote. Rickey Lee shared that the field guys continue working hard to identify water loss and fix leaks as soon as possible to improve the water loss numbers. They had fixed 6 leaks this past month. Dylan Osmon requested that we find out the average loss numbers of a system comparable to ours, such as Lakeview/Midway.

**Old Business:**

- For the first item of old business, Kim Jones began a follow up discussion about new meter installations and how to handle road crossings and road bores. Kim said she called both Roese's Construction and Brett Criner regarding how they felt about receiving payment directly from the customer for a road bore. They both felt that since the water department is obtaining the utility permit, the water department needs to be the ones to pay for the bore. After some discussion it was decided that on road bores, NPWA would take a deposit of \$5000 and after the bore is completed and NPWA receives the invoice from the boring company, the customer will be charged that amount and will be refunded the excess or charged the remaining balance on their water bill. Rickey Lee and Kim Jones also worked together to come up with the time and material cost of a road crossing. It was decided that a flat rate of \$1,076.00 will be charged for a road crossing and that price will be re-evaluated at a minimum every two years, or earlier if material or labor costs significantly increase. Jay Sabella made a motion to accept the Road Bore and Road Crossing prices and terms, a second was provided by Dylan Osmon, and the motion passed unanimously.
- The second item of old business was a report on NPWA's new backflow testing program. There was nothing to report as the program is going well.
- The next item of old business was to discuss the possible water extension down Christensen Rd. Kim Jones reported that the office had not received enough interest in that area to qualify for any outside funding. The Board decided to revisit the area of Robinson Point to see if interest had increased since surveying them several years ago. The office will send out interest surveys to that area in the same manner that had been done for Christensen Rd.

- The next item on old business was to continue the discussion regarding phone poling water customers grouped by geographical locations to determine interest. Paula Lambert was asked to attend the meeting to share her reservations regarding how the customers might react to these types of survey calls. She said that if she received these types of calls from her water company, she would have many questions and would be frustrated if they didn't have any answers. Kim Jones expressed the small amount of time her and Paula have since the restructuring of job responsibilities and wanted to clarify that they were just being asked to make the calls and then a committee, separate from the water department, would then take that data and move forward with the project. Jay Sabella confirmed that would be the case and also requested the office move forward with the phone calls and stipulated that all employees needed to do what is asked of them by the Board, as that is a requirement of continued employment. Dylan Osmon said he feels it's reasonable to think we could complete these calls in the next 3-4 months since it is a 30 second phone call in most cases. He suggested when the office staff speak to a customer for any reason could be a quick add on question while already on the phone and this could help move through the list also. To reach a completed goal of the 4-month time frame it would require approximately 450 calls a month between the two office workers. The board requested a report each month going forward regarding how many calls have been made since the last meeting.
- The final item of old business was the subject of installing a permanent cover for the topsoil area behind the shop. Rickey Lee provided 2 quotes. Jay Sabella made a motion to accept the proposal from Steve Foss with Eagle Carports to install the cover. Dylan provided a second and it passed unanimously.

#### **New Business:**

- For the first item of new business, Rickey Lee presented a quote from Horton Asphalt for asphalt repairs from some road crossings, some dating back to 2021 that needed to be done as soon as possible. Linda McClellan made a motion to accept the bid from Horton Asphalt, followed by a second from Jay Sabella. The measure passed with a unanimous vote.
- The second item of new business was to appoint a nominating committee for the upcoming Board elections in December. Both Jay Sabella and Sonia Boling, who are up for reelection expressed a desire to re-run for their positions. Jay Sabella appointed Dylan Osmon and Linda McClellan to the nominating committee.
- The third item of new business was the 2026 Budget. Kim Jones presented a proposed budget for the coming year. She explained that she did budget in a few things that are needed, such as resurfacing the parking lot for the office. She also made some general increases on insurance rates and tank maintenance rates, assuming those premiums will likely increase. The city water rates are going down a little and that should help with the cost of wholesale water, however that will also be dependent on how much water loss we have. Travel expenses were also decreased as what was budgeted for 2025 was only half spent. Other subjects discussed were the aerator for one of the water tanks and health insurance premiums. After a comprehensive review and discussion, Dylan Osmon made a motion to accept the 2026 budget. Jay Sabella provided a second and it was passed by unanimous vote.

#### **Other Business:**

- Jay Sabella also wanted to bring to the attention of Rickey Lee that when they drain the tanks for routine maintenance or for repair, to please pay attention to how that might be affecting property owner's land around the tank. He explained there is a woman around one of the tanks, that when it is drained, her yard floods and maybe there needs to be a trough dug out of the land sloped toward a different direction to divert the onslaught of water coming toward her yard.
- Jay Sabella suggested that Rickey Lee talk to other water departments in the area and see if they would want to have a meeting annually to discuss how they deal with water loss or other ideas that could be shared to better help water departments by working together as a community.
- Kim Jones mentioned the idea of possibly changing the By-Laws in the future to allow for the annual meeting to be held in February or March, instead of the current structure of having it in December. This would require the election of board members and officers to be extended for a few months during the proposed transition. This would help with the tight schedules of Board Members and employees in

December and would also allow her to gather a full fiscal year of data for the annual reports. She pointed out this would be an idea for the end of 2026, beginning of 2027 and not for this year's annual meeting as this would require submitting these changes to the state for approval.

**Meeting Adjourned:**

There was no other business, so Jay Sabella made a motion to adjourn the meeting. Dylan Osmon provided a second and the motion passed unanimously. Meeting adjourned at 2:55 p.m.

Respectfully submitted,

Dylan Osmon  
Interim Secretary

Prepared by Kim Jones, Office Manager

Board Approved: 10/16/2025