**MINUTES**

**THE NESKOWIN REGIONAL WATER DISTRICT**

**BOARD OF COMMISSIONERS REGULAR MEETING**

**MARCH 26, 2020**

Commissioners Present: Steve Rubert, Al Gits, Gary Dunn, and John Metschan

Commissioners Absent: Frank DeMars

Staff Present: Troy Trute and Joy Neufeld

Public Present:  None.

**CALL TO ORDER:**

President Steve Rubert called the regular Board meeting to order at 1:00 pm, this meeting was hosted by Zoom Meeting remotely.

**REVIEW MINUTES:**

The Board reviewed the draft minutes from the Regular Board Meeting on February 26, 2020. ***\*\*Motion\*\*:***  Gary Dunn moved to accept the minutes as presented.  John Metschan seconded the motion, which passed unanimously.

**OPERATORS REPORT:**

1. Troy said he emailed the Board the Families First Coronavirus Response Act for their review.
2. Both Bac-T results were “absent” (non-detected).
3. Troy stated there were no issues in the system.
4. Troy stated that there was maintenance being done on the filter at the plant.
5. Troy canceled all non-essential projects as the District is having problems getting supplies delivered.
6. Steve asked whether the District qualifies for any government funding from the current legislation surrounding the Coronavirus. Troy said the District would qualify for extended sick leave and paid time off.
7. Troy discussed blowing off 50,000 gallons of water for residual maintenance in Sahhali, South Beach and Viking Estates.
8. Troy stated that Joy will be working remotely from home. The Board agreed that was a good idea.
9. The District planted grass, trees and shrubs at the Sahhali reservoir, the Crest reservoir and the water plant.

**FINANCIAL REPORT:**

Troy went over the financial reports for the end of February 2020.

1. Gary asked if there were any concerns as to whether customers might need a deadline extension for paying their water bills. The Board discussed extending the grace period for shut off.
2. Troy said that the District won’t be shutting customers’ water off during the Corona virus shut down, but that billings and late fees would continue.
3. Steve suggested the District have a letter available for customers having difficulty paying their water bill that offers payment delay and possible payment plan options.
4. Troy said if the commercial customers were unable to pay it could adversely affect The District’s budget.
5. Troy said the District’s liability insurance costs have increased.
6. Troy stated that SDAO’s Health insurance premium is going up 15% as of July 1, 2020 and Troy has asked Hudson Insurance to look into alternative health and liability insurance plans for the District.

**BILLS TO BE PAID:**

Troy presented the bills to be paid.  ***\*\*Motion\*\*:***  Gary Dunn moved to pay the bills as presented.

1. Gary Dunn abstained from a debit to USPS on 02/28/2020 and check number 13012 due to a conflict of interest as he works for the USPS.
2. Al Gits seconded the motion, which passed unanimously.  The last check number was 13053.

**OLD BUSINESS:**

**LONG TERM ACQUISITION OF WATERSHED LAND:**

1. No new news to report as Troy stated that Trout Mountain is currently closed due to the Covid19 pandemic.
2. The Board discussed a current Headlight Herald article about a study of logging impacts on an Oregon Coast watershed.
3. Troy stated that Jake was writing a proposed conservation easement for the Hancock timber part of the watershed.

**BOARD WORK PLAN:**

1. Troy said he was creating a resolution to raise the SDC rate and would have it available at the next Board meeting.

**MASTER PLAN PROJECTS D/9 D12:**

1. Troy asked the Board to make a motion for the District to accept the contract as presented by the Contractor CG Contractors LLC to complete the Master Plan Projects D/9 and D12. ***\*\*Motion\*\*:***  John Metschan moved to confirm Troy’s decision to accept the contract with the construction company CG Contractors LLC.  Gary Dunn seconded the motion, which passed unanimously.

**RESIDENTIAL AND COMMERCIAL SERVICE REU, SDC AND RATES DISCUSSION:**

1. Troy and the Board discussed the new rate increase document Troy presented;
   1. Troy and Board decided that the District should put the implementation of a rate increase on hold at this time.
   2. Steve suggested Troy create the District’s 2020-2021 budget as usual without a rate increase and then whenever everything goes back to normal the Board revisit the rate increase implementation and make an amendment to the approved budget to reflect that rate increase.
   3. John suggested the Board confirm the methodology of the rate increase but defer its implementation. Al suggested the Board review whether or not to implement the rate increase on a month to month basis. The Board all agreed to John and Al’s suggestions.
   4. Al asked Troy if the Budget had to be amended would the District then have to have another budget committee meeting to approve the new budget. Troy said yes, if the amendment to the budget was greater than ten percent in any single category the District would have to hold another budget committee meeting to have that amended budget approved.
   5. Troy said he would need to contact the high usage customers that he has already discussed the District’s proposed rate increase with, to let them know the rate increase is now on hold until the timing improves.
   6. Steve asked that Troy state on the District’s webpage under rate increase discussion that: “The Board has been working on this for several months but decisions on implementation are deferred until everybody has a better understanding of what is going on in the nation and in our community as to effects of the Coronavirus.”
   7. ***\*\*Motion\*\*:***  John Metschan moved to approve the findings of the rate increase subcommittee and its recommendations while deferring implementation.  Al Gits seconded the motion, which passed unanimously.

**SOUTH COUNTY EMERGENCY VOLUNTEERS CORP UPDATES:**

1. Gary stated the planning for this topic has ground to a halt at this time.
2. Gary stated he discovered from utility meeting discussions that the south county volunteers’ corp. is going to receive some funding from Tillamook County.
3. Gary asked why south Tillamook County can’t also use the same communication network that Tillamook PUD uses. He said that he is looking into further input from the county.
4. Gary stated he had a meeting with representatives from North Tillamook County today discussing communications, virtual courses and signage.

**NEW BUSINESS:**

**COVID 19 DISCUSSION:**

1. Gary asked whether or not the Board was comfortable with the remote virtual meeting Troy set up for the District. He also asked about doing the Budget Committee meeting remotely.
2. Gary stated that Troy should be prepared to have the documents for the Budget committee available for viewing virtually as well as in person. Gary also said Troy who will be hosting the meeting needs to manage the meeting by not allowing people to all talk at the same time.
3. Gary suggested that he monitor the chat box questions for Troy during the budget committee meeting. Gary said that to vote on Zoom there is an option in the participant’s window to raise a hand.
4. Troy said that he was planning on letting budget committee members know that he will be fielding any questions they might have prior to the meeting.
5. Steve asked if virtual Board meetings are legal. Gary said that he listened to a SDAO presentation and he said that for Oregon virtual Board meetings are legal.
6. Troy said that as long as the virtual meeting information was posted one week ahead then the District is following Oregon State meeting requirements. Troy stated that he would also need to put the virtual budget committee meeting instructions in the Headlight Herald along with the proposed budget for 20-21.
7. Al suggested also stating in the Headlight Herald that anyone who wants to attend the virtual budget committee meeting contact the office to receive documents and instructions on how to attend.
8. Gary suggested Troy reach out to the budget committee members ahead of the meeting to get them familiar with the Zoom virtual meeting set up. Troy stated that he would.
9. Troy asked the Board if during this Covid 19 pandemic, the Board would prefer and approve of having Joy sign the checks. Steve didn’t want to make Joy responsible for the signed checks and felt that it was the responsibility of the Board.

**FUTURE MEETING DATES:**

1. The next NRWD Regular Board meeting is set for Thursday, April 23th, 2020 at 1:00 pm.
2. Subsequent NRWD Board meetings are tentatively set for Thursday, May 28th, 2020 at 1:00 pm, and Thursday, June 25th, 2020 at 1:00 pm.
3. The Budget Committee Meeting is tentatively scheduled for either May 13th, or 14th, 2020.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 2:28.02 pm.  **\*\*Motion\*\*:**  Gary Dunn moved to adjourn this Board meeting.  John Metschan seconded the motion, which passed unanimously.

Respectfully submitted,

Joy Neufeld

Recording Secretary, Neskowin Regional Water District

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Steve Rubert, President  Gary Dunn, Secretary