**MINUTES**

**THE NESKOWIN REGIONAL WATER DISTRICT**

**BOARD OF COMMISSIONERS REGULAR MEETING**

**April 23rd, 2020**

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

Commissioners Absent:

Staff Present: Troy Trute

Public Present:  None

\*\*This meetings audio has been deleted due to human error\*\*

**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 March 26th, 2020. ***\*\*Motion\*\*:***  Gary Dunn moved to accept the minutes as presented.  John Metschan seconded the motion, which passed unanimously.

**OPERATORS REPORT:**

1. Troy said that there was no issue in the water distribution system or the water treatment plant.
2. Both Bac-T results were “absent” (non-detected).

**FINANCIAL REPORT:**

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

1. Troy reiterated to the Board that with the current pandemic financial outlook for the District is very difficult to estimate and makes budgeting very difficult this year.

**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 04/07/2020 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 13073.

**OLD BUSINESS:**

**LONG TERM ACQUISITION OF WATERSHED LAND:**

1. Troy stated that Trout Mountain has declined to submit a bid for our Water Shed Appraisal.
2. Troy stated that along with the District’s consultants (E-System Services) he will attempt to contract the appraisal service through a different company.

**BOARD WORK PLAN:**

1. 3rd Quarter 2019/2020 Tasks
   1. Recruit budget committee
      1. Troy submitted his list of possible Budget Committee members
   2. Annual Review of Personnel policies
      1. Steve and Troy have not reviewed this policy yet as it is going thru a major rewrite due to the new laws enacted by Oregon State Government in January 2020
   3. Review System Development charges, water rates and wage scale
      1. ***\*\*Motion\*\*:*** John Metschan moved to pass Resolution 2020-01 SDC Rate Increase as presented, Gary Dunn seconded motion, which passed unanimously. This resolution changed the District’s current SDC rate of $10,779 to $10,890.
2. 4th Quarter 2019/2020 Tasks
   1. Elect Budget Committee
      1. ***\*\*Motion\*\*:*** Steve Rubert moved elect Joe Texter, Jim Boyer, Biff Schlicting, Jean Cameron and Dan Sheridan to this year’s 20/21 Budget Committee, Al Gits seconded the motion, which passed unanimously.
   2. General Manager performance evaluation
      1. Steve and Gary discussed the General Manager’s Performance Evaluation. They discussed that it was a positive evaluation and the General Manager Performance was outstanding during the last year with high scores in all categories.
      2. Gary and Steve recommended the District Give the General Manager a 3% raise from his current rate of $45.14 to $46.49 as of May1st 2020.
   3. Select auditor for fiscal year audit
      1. ***\*\*Motion\*\*:*** Steve Rubert moved to accept Mid Valley CPA’s contract to be the District’s auditor for the next three years at the rate of $4,900 annually.
   4. Board Performance Evaluation
      1. Steve stated that he will be sending out forms to the Board for them to fill out and return to him. He will then compile the information and make the Board’s evaluation.
   5. Draft Annual Board work plan for upcoming year
      1. Steve stated he will bring his draft Annual Board Work Plan to the regular May Board Meeting for Board approval.
   6. Budget Development
      1. Troy stated that he continues to work on the Budget and continues to try to make accurate estimates in this unprecedented time.
   7. Budget Committee Meeting
      1. Troy stated that the Budget Committee meeting date will be set to May 15th at 5:00P.M.
   8. Public Hearing for Budget
      1. Troy stated that the Public Hearing for the Budget will be scheduled directly before the Board’s regularly scheduled June 25th, 2020 Board meeting.
   9. Budget Adoption
      1. Troy stated that the Public Hearing for the Budget will be scheduled directly before the Board’s regularly scheduled June 25th, 2020 Board meeting.
   10. Board contributions to the Annual Consumer Confidence Report
       1. None at this time

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

1. Troy stated that the D/9 D/12 projects are ahead of schedule and are slightly more than half way completed.

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

1. Troy and the Board discussed the new rate increase and change of billing structure
   1. The Board discussed the implementation of the new rate structure and when the appropriate time to instate it might be.
   2. The Board came to the conclusion that at the moment with the current pandemic right now was not the time to pass a rate increase.

**SOUTH COUNTY EMERGENCY VOLUNTEERS CORP UPDATES:**

1. Gary stated the planning for this topic has ground to a halt at this time that all meetings have been on hold since when the COVID 19 shutdown was enacted in early March.

**NEW BUSINESS:**

**FUTURE MEETING DATES:**

1. The next NRWD Regular Board meeting is set for Thursday, May 28th, 2020 at 1:00 pm.
2. Subsequent NRWD Board meetings are tentatively set for Thursday, June 25th, 2020 at 1:00P.M and Thursday July 23rd, 2020 at 1:00P.M
3. The Budget Committee Meeting is tentatively scheduled for May 15th, 2020 at 5:00 P.M.

**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,

Troy Trute

General Manager, Neskowin Regional Water District

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Steve Rubert, President  Gary Dunn, Secretary