**MINUTES**

**THE NESKOWIN REGIONAL WATER DISTRICT**

**BOARD OF COMMISSIONERS REGULAR MEETING**

**May 28th, 2020**

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

Commissioners Absent: None

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 Meetings 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 they installed a new fire hydrant on Dallas Street, and they have been doing yard maintenance.
2. Troy said there was an issue with the variable frequency drive overheating at the water plant and that it needs to be replaced.
3. Troy said that there were no known issues in the water distribution system.
4. Both Bac-T results were “absent” (non-detected).
5. The Bac-T results for the D9 project were “absent” (non-detected).

**FINANCIAL REPORT:**

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

**BILLS TO BE PAID:**

Troy presented the bills to be paid.  ***\*\*Motion\*\*:***  John Metschan moved to pay the bills as presented.

1. Gary Dunn abstained from check # 13100 made out to USPS on 05/14/2020 due to a conflict of interest as he works for the USPS.
2. Gary Dunn seconded the motion, which passed unanimously.  The last check number was 13119.

**OLD BUSINESS:**

**LONG TERM ACQUISITION OF WATERSHED LAND:**

1. Troy stated that Trout Mountain has declined to submit a bid for the District’s water shed appraisal.
2. Troy contacted E-System Services to have them help the District contract the appraisal service through a different company.
3. Troy said that he wanted to discuss this with the District’s attorney Heather Reynolds.
4. John said that considering the financial climate currently it is unlikely that the voters in the District would be willing to vote for a tax rate increase to finance the purchase of the watershed, and suggested this project be tabled at this time. Steve Rubert said that he agrees with John as he also thinks the District needs an official water shed appraisal.
5. Troy suggested the Board let him move this issue forward, through discussions with the District’s attorney, investigating applicable grants, etc.
6. Steve, Troy and the Board discussed the District developing funding for the purchase of the watershed land.
7. Al suggested Troy check in with the Board if he learns any new information about the value of the watershed land.

**BOARD WORK PLAN:**

1. 3rd Quarter 2019/2020 Tasks
	1. Annual Review of Personnel Policies
		1. Steve said that he and Troy will present this to the Board at the next Board meeting.
2. 4th Quarter 2019/2020 Tasks
	1. Board Performance Evaluation
		1. Steve and the Board discussed the Board Performance Evaluation he compiled from a Board evaluation form he sent out to the Board. Generally the Board is doing very well.
	2. Draft Annual Board Work Plan for upcoming year
		1. Steve discussed the Annual Board Work Plan he created and Joy sent out to the Board.
	3. Budget Development
		1. Troy created a new budget message to reflect the needed edits and new budget document. Troy discussed those edits and corrections. Troy said that due to the Covid19 economic downturn he has decided that the District employees will not be getting merit raises in the fiscal year 2020-2021.
	4. 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.
	5. 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.
	6. Board contributions to the Annual Consumer Confidence Report
		1. Troy said that anyone on the Board wanting to contribute to the annual Consumer Confidence Report should contact him by June 5th 2020.
		2. John and Troy agreed that the District should put information about the District’s proposed rate increases in the annual Consumer Confidence Report.
		3. John suggested Troy send the Board a draft of the annual Consumer Confidence Report.

**MASTER PLAN PROJECTS D/9 D/12:**

1. Troy stated that the D/9 D/12 projects are 90% complete.
	1. Troy said he discussed updating/rewording the District’s easements after the completion of the D/9 and D/12 projects with Chris Anderson the contractor who is developing Viking Estates.
	2. Chris Anderson said he was planning on building more homes in Viking Estates and has two lots currently that are approved by the District for water availability. Troy said he will be suggesting the Board lift the moratorium on building homes in Viking Estates after D/9 and D/12 are 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. Gary suggested implementing the new billing rate structure for the fall billing cycle.
	2. Troy suggested implementing the new billing rate structure as soon as possible, Steve and Frank agreed with Troy.
	3. Gary suggested that when writing information about the rate increase in the annual Consumer Confidence Report, to also let the customers know about the need for future rate increases as well and the Board agreed.
	4. Al reminded the Board that the rate increase will also be affecting the commercial users and they are the ones who have been the most adversely affected by the Corona virus pandemic.
	5. Frank suggested switching the residential billing from quarterly to a monthly billing. Troy said switching the residential to monthly billing would greatly increase the work load of all the District’s employees and opposes doing so until the District changes all meters in the District too radio read meters.
	6. **\*\*Motion\*\**:*** John Metschan moved to implement the new billing rate structure officially beginning July 1st 2020, subject to a public hearing.  Frank DeMars seconded the motion, which passed with a vote of four with Gary Dunn abstaining as he would prefer implementing the new billing rate structure in October 2020.

**SOUTH COUNTY EMERGENCY VOLUNTEERS CORP UPDATES:**

1. Gary said that all the south county utilities meet on a by-monthly basis remotely three weeks ago.
	1. The focus of the meeting was communications and to meet with the Tillamook PUD to see how they interacted with the county.
	2. Gary said that the emergency manager of Tillamook County didn’t attend but three representatives of Tillamook PUD did.
	3. The representatives for Tillamook PUD discussed how they interacted with the county. They said that if an emergency goes to the 911 center, 911 notifies Tillamook PUD, then Tillamook PUD calls out to their staff and crews via their communication system.
	4. Gary said they asked if south county utilities could use Tillamook PUD’s communication system. PUD said no however south Tillamook county utilities might want to purchase a similar communication system for their own use.
	5. Gary asked Troy about when the best time would be for the District employees to do an emergency exercise. Troy suggested when it starts slowing down, perhaps in September.

**NEW BUSINESS:**

**COVID 19 GRANT:**

1. Troy said that he applied for and is hoping to receive a Covid19 expenses grant to pay for the video conferencing equipment the District has recently purchased.

**FUTURE MEETING DATES:**

1. The Public Rate Increase Hearing is set for June 25th, 2020 at 1:00 pm.
2. The Public Hearing for the 2020-2021 Budget is Thursday, June 25th, 2020 at 1:00 pm directly following the Public Rate Increase Hearing.
3. The NRWD Regular Board meeting is set for Thursday, June 25th, 2020 at 1:00 pm directly following the Public Hearing for the 2020-2021 Budget.
4. Subsequent NRWD Board meetings are tentatively set for Thursday, July 30th, 2020 at 1:00 pm and Thursday August 27th, 2020 at 1:00 pm.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 3:10.55 pm.  **\*\*Motion\*\*:**  Gary Dunn moved to adjourn this board meeting.  Al Gits 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