**MINUTES**

**THE NESKOWIN REGIONAL WATER DISTRICT**

**BOARD OF COMMISSIONERS REGULAR MEETING**

**AUGUST 27, 2020**

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

Commissioners Absent: Al Gits

Staff Present: Troy Trute and Joy Neufeld

Public Present:  Jim Ullrich

**CALL TO ORDER:**

President Steve Rubert called the regular Board meeting to order at 1:02:01 pm; this meeting was hosted by Zoom Meetings remotely.

**REVIEW MINUTES:**

The Board reviewed the draft minutes from the regular Board Meeting on July 30th, 2020. ***\*\*Motion\*\*:***  Frank DeMars moved to accept the minutes as presented.  Gary Dunn seconded the motion, which passed unanimously.

**PUBLIC:**

Jim Ullrich discussed his concerns with the new NRWD rate increase. The Board explained the reasoning behind their decision to raise the rates.

**OPERATORS REPORT:**

1. Troy said the water plant is running well.
2. Troy said the District has done valve maintenance on all valves in the system except the valves in the core area, which will be exercised as soon as possible.
3. Troy said he has been using the new mower and it works more efficiently.
4. Troy said he taught an emergency volunteer how to shut off the water at the Hills of Neskowin reservoir. In the future he is planning to teach volunteers at the Crest and at Ocean Ridge reservoirs. Steve said volunteers who will be learning how to shut off the water at the pump stations, when joining Troy, need to wear masks. Gary said that it would be good if the volunteers had access to radio communication devices as well.
5. Troy said he performed a clean in place on the water plant’s filters in August.
6. Troy ordered more radio read meters.
7. Troy said he receiving a 2 inch main replacement for the Hawk Hills subdivision today.
8. Troy said he installed a battery backup at the Sahhali pump station. There was an ongoing power issue and the pump controller kept switching off. The new battery backup will solve the power fluctuation issues at the pump station.
9. Troy said the District has cleaned all chemical holding containers and recalibrated all of the water analysis instruments at the water plant.
10. Troy said he is planning to work on the Districts GIS mapping during the fall and winter.
11. Troy said that when exercising the valves they found a dead end pipe/valve. That pipe broke and blew a hole into the side of a bank on Tibbets road. The District has since repaired the leak and will remove this unnecessary pipe/valve from the system.
12. Both Bac-T results were “absent” (non-detected). The VOC (Volatile Organic Compounds) and the Nitrate lab test results were very low which is also good.
13. The District is processing a lot of water since water usage is way up. Last measurement over the weir was 16.2 cubic feet per second which is good.

**FINANCIAL REPORT:**

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

**BILLS TO BE PAID:**

Troy presented the bills to be paid.  ***\*\*Motion\*\*:***  Gary Dunn moved to pay the bills as presented. Steve Rubert seconded the motion, which passed unanimously.  The last check number was 13211.

**OLD BUSINESS:**

**BOARD WORK PLAN:**

1. 3rd Quarter 2019/2020 Tasks:
   1. Annual Review of Personnel Policies Resolution 2020-06 Adopting a New Personnel Policy.
      1. Troy said that he is not quite finished with the Personnel Policy. He said he needs to talk to the District’s attorney Heather Reynolds about employees requesting to be able to take time off for comp time worked instead of receiving pay for the comp time worked.
      2. Troy said he is hoping to bring Resolution 2020-06 to the next Board meeting.
2. Election Board Officers:
   1. ***\*\*Motion\*\*:***  Steve Rubert moved to have all the Board officers retain their current Board positions as follows: Steve Rubert as NRWD Board President; Gary Dunn as the NRWD Board Secretary; and Al Gits as the NRWD Board Treasurer. John Metschan seconded the motion, which passed unanimously.

**SOUTH COUNTY EMERGENCY VOLUNTEERS CORP (EVC) UPDATES:**

1. Gary said that he did some emergency communications testing in Pacific City and it was successful.
2. Gary said the EVC are still waiting to hear from the Fire Chief to see how they are going to be able to tie in to emergency services.

**DISCUSS NRWD OFFICE SPACE OPTION:**

1. Joy discussed a log she kept of people visiting the office.
2. Troy said that the NRSA decided against purchasing the building. One of the District’s options would be renting the building along with the NRSA. The Water District and the NRSA would have to negotiate a new five year lease with the owner.
3. Mike Herbal needed more time to assess the costs of renting out his building.

**REVIEW COMMERCIAL/HIGH VOLUME USERS COMPARING NEW VERSUS OLD RATES:**

Steve and the Board reviewed a rate comparison sheet that Troy created.

**NEW BUSINESS:**

**RESOLUTION 2020-05 a RESOLUTION SETTING FORTH AN ANNUAL RATE ANALYSIS:**

1. Steve Rubert read aloud Resolution 2020-05 A Resolution Setting Forth an Annual Rate Analysis.
2. ***\*\*Motion\*\*:***  Frank DeMars moved to adopt Resolution 2020-05 A Resolution Setting Forth An Annual Rate Analysis as presented.  John Metschan seconded the motion, which passed unanimously.

**FUTURE MEETING DATES:**

1. The NRWD Regular Board meeting is set for Thursday September 24th, 2020 at 1:00 pm.
2. Subsequent NRWD Board meetings are tentatively set for Thursday October 29th, 2020 at 1:00 pm and Thursday November 19th, 2020 at 1:00 pm.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 3:06.05 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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Steve Rubert, President  Gary Dunn, Secretary