**MINUTES**

**THE NESKOWIN REGIONAL WATER DISTRICT**

**BOARD OF COMMISSIONERS REGULAR MEETING**

**SEPTEMBER 24, 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 1:01:17 pm. This meeting was hosted by Zoom Meetings remotely.

**REVIEW MINUTES:**

The Board reviewed the draft minutes from the regular Board Meeting on August 27, 2020. ***\*\*Motion\*\*:***  Gary Dunn moved to accept the minutes as presented.  John Metschan seconded the motion, which passed unanimously.

**OPERATORS REPORT:**

1. Both Bac-T results were “absent” (non-detected).
2. Troy said the water plant is running well.
3. The Labor Day storm caused a three day power/water outage to occur on Summit in the Hawk Hills Subdivision. An additional three hour water outage occurred in the same area to facilitate the repair and preplacement of twenty feet of leaking waterline due a downed tree’s root system.
4. Gary asked if the District should be providing water to customers when there is a power/water outage lasting that long and if so, how would the District go about doing that.
5. Troy said the District does not have a backup generator at the Crest and Hawk Hills pump stations. Troy said a backup generator on site would cost roughly $10,000.
6. Troy and the Board discussed moving the purchase of generators up on the Capital Improvement Plan.
7. Troy and the Board discussed how in the event of a power outage, the Fire Department would need to fill up their water tanks to fight a potential fire in the Hawk Hills subdivision.
8. Troy reported that due to storm related power outages the chlorine generator control system and dosing pump were damaged. He said he received the parts to repair this equipment earlier that day.
9. Troy said water coming into the plant due to the Echo Mountain Complex Fire had some interesting chemistry and required more thorough cleaning of the water filters than normal.
10. The plant was out of electricity for three days but has a backup generator and was online the entire three days.
11. Danny’s home and property were affected by the fire in Otis and he had to take some time off from work.
12. Troy said that the District has been clearing the easement around the water main on Summit Drive in the Hawk Hills subdivision.
13. Troy said he is rebuilding the hypochlorite generator. Troy said that he is installing equipment to do chemical dosing in the raw well as well.
14. Troy and the Board discussed the different scenarios of a fire occurring in the District’s watershed. The Board also discussed creating a fire parameter around the District’s plant, reservoir and pump stations. Troy said a lot of trees surrounding of the District’s buildings are not owned by the District. Troy said that the most vulnerable (to fire) building in the District is the water plant because of its location.

**FINANCIAL REPORT:**

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

**BILLS TO BE PAID:**

Troy presented the bills to be paid.  ***\*\*Motion\*\*:***  Frank DeMars moved to pay the bills as presented. Gary Dunn seconded the motion, which passed unanimously.  The last check number was 13236.

**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. Steve Rubert read Resolution 2020-06 Adopting a New Personnel Policy aloud.
		2. ***\*\*Motion\*\*:***   Al Gits moved to adopt Resolution 2020-06 Adopting a New Personnel Policy as amended with the September 24, 2020 date. John Metschan seconded the motion, which passed unanimously.

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

1. Gary said that he is still doing radio testing, currently in Tierra Del Mar.
2. Gary said that the wild fires have caused renewed anxiety concerning emergency management.
3. Gary said the District needs to review the Emergency Response Plan concerning wind and fire especially in light of Oregon’s current state of wildfire damages to utilities infrastructure, water quality and water availability. Troy said that the review of the Emergency Response Plan is listed in the 4th quarter Board Work Plan.
4. Gary asked the Board to think about the District‘s responsibility to respond to other local water district’s need for disaster assistance.
5. Gary said part of the community’s frustration during the storm which caused power, water and communication outages were the inability to get good information concerning the outages.
6. Joy said that she called the customers on Summit drive numerous times about the water outage. Gary said Joy might want to consider group texts to customers.
7. The board decided that a conversation about customer emergency notifications will be discussed further when the Board reviews the Emergency Response Plan.

**DISCUSS NRWD OFFICE SPACE OPTION:**

1. Troy and the Board discussed leasing versus purchasing the office space building.
2. The Board decided that Steve and Troy should get together with the Neskowin Regional Sanitary Authority’s Board president Jim Ullrich, to discuss the ongoing office space lease agreement. Troy said he would set that meeting up.

**REVIEW RATE INCREASE:**

1. The Board reviewed the high user rate increase worksheet that Troy created for July and August 2020.
2. Joy talked about a complaint call she received from a customer who thought the District should have sent out a separate rate increase announcement letter to each customer ahead of implementing the rate increase instead of adding the announcement to the annual Water Quality Report.
3. Joy said that customer also thought the public meeting for this rate increase hearing should be at the time when the majority of customers can attend (evenings or weekends).
4. Steve said and the Board agreed that the District would send out a separate water rate increase announcement letter to each customer and consider having the public hearing at a time when more customers can attend.
5. The Board discussed lifting the moratorium on customer water shut offs they implemented because of the Covid19 pandemic. ***\*\*Motion\*\*:***  John Metschan moved to rescind the moratorium on the District’s shut off policy. Al Gits second the motion which passed with four Board members voting in favor and Gary Dunn opposing the motion.

**NEW BUSINESS:**

**SAHHALI SOUTH SDC LETTER:**

1. Troy and the Board reviewed the letter to the Board from Patty Lundeen of Sahhali South LLC.
2. ***\*\*Motion\*\*:***  Steve Rubert moved to have the staff write a response for the Board to Sahhali South LLC, John Metschan seconded the motion, which passed unanimously.

**CUSTOMER REQUESTS A GENERATOR BE INSTALLED AT THE HAWK HILLS PUMP STATION:**

1. Troy talked about a customer request to install a generator at the Hawk Hills pump station so that there would be water in the hydrants in the subdivision when a power outage occurs.
2. The Board all agreed to move the purchase of a new generator for the Hawk Hills higher up on the Capital Improvement Plan to-do list and when financially possible purchases a generator for both the Hawk Hills pump station and the Crest pump station.

**FUTURE MEETING DATES:**

1. The NRWD Regular Board meeting is set for Thursday October 29th, 2020 at 1:00 pm.
2. Subsequent NRWD Board meetings are tentatively set for Thursday November 19th, 2020 at 1:00 pm and Thursday December 17, 2020 at 1:00 pm.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 3:38.38 pm.  **\*\*Motion\*\*:**  John Metschan moved to adjourn this Board meeting.  Steve Rubert 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