**MINUTES**

**THE NESKOWIN REGIONAL WATER DISTRICT**

**BOARD OF COMMISSIONERS REGULAR MEETING**

**OCTOBER 29, 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 1:01:05 pm. This meeting was hosted by Zoom Meetings remotely.

**REVIEW MINUTES:**

The Board reviewed the draft minutes from the regular Board Meeting on September 24, 2020. ***\*\*Motion\*\*:***  Gary Dunn moved to accept the minutes as revised.  Al Gits seconded the motion, which passed unanimously.

**OPERATORS REPORT:**

1. There was a water interruption at Viking Estates for approximately four hours. A contractor hit a two inch lateral main that had to be repaired. Joy called all the customers and let them know their water was going to be off. Then called them when the water was turned back on.
2. Danny and Jerry have been installing radio read meters at the Sahhali Shores and Proposal Rock subdivisions.
3. The Board discussed two customers that had issues with the District installing radio read meters on their services.
4. Troy asked the Board about one customer’s request not to have a radio read meter installed due to radio waves.
5. Troy said he checked in with the manufacturer of the District’s new radio read meters, manufacturer told him it was minimal and sent information confirming the minimalistic nature of the new meters.
6. Both Bac-T results were “absent” (non-detected).
7. Troy asked the Board for expenditure approval of $25,000.00 to replace the hypochlorite generator that needs to be replaced. ***\*\*Motion\*\*:***  Al Gits moved to allowed Troy to use District funds to purchase a new hypochlorite generator as requested.  John Metschan seconded the motion, which passed unanimously.
8. Troy said that he finished installing the raw well chemical injection system.
9. The District completed a road patch on Tibbets and Breakers Boulevard.

**FINANCIAL REPORT:**

1. Troy went over the financial reports for the end of September 2020.
2. Troy and the Board discussed the increase in income due to the rate increase and how this will affect the current 20-21 budget.
3. Gary suggested Troy check in with the auditor concerning this matter and the Board agreed. Troy said he would check in with the auditor and get back to the Board at the next Board meeting.

**BILLS TO BE PAID:**

Troy presented the bills to be paid.

1. ***\*\*Motion\*\*:***  Al Gits moved to approve the checks as presented.
2. Gary Dunn abstained from a debit that was made out to the USPS, on 10/07/2020 and check #13257 made out to the USPS, due to a conflict of interest as he works for the USPS.

**3.** Frank Demars seconded the motion, which passed unanimously.  The last check number was

 13272.

**OLD BUSINESS:**

**BOARD WORK PLAN:**

1. Board Work Plan Tasks:
	1. 2nd Quarter 2020/2021 Tasks.
		1. Steve Rubert said he would review the SDAO Board Self-Assessment and get back to the Board. Steve said he would email Joy the SDAO Board Self-Assessment document via email and she would email the board the document.
		2. Steve Rubert stated that when the Board members complete their SDAO Board Self-Assessment documents they will need to email them to Joy.
		3. Gary and Troy are still working on the Emergency Response Plan and will complete it by the end of the year.

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

1. Gary said that he and the south county volunteers discussed the various emergency alert systems.
2. Gary said they are looking into all forms of communication: alerts, FM radio, NOAA radio, local community radio stations and GRMS radios.
3. Gary said they are working on emergency communication protocols.
4. Gary stated that emergency information would be sent to net controllers and the net controllers would get the emergency information out to the community.
5. Gary said he is a net controller for Neskowin.
6. Gary talked about how south county residences can receive emergency alerts. Gary said that every individual that wants to get accurate information needs to sign up to both Tillamook County and Lincoln County alerts.

**DISCUSS NRWD OFFICE SPACE OPTION:**

1. Troy said that Jim Ullrich, the NRSA Board chair, had not contacted him about co-renting or co leasing the current office space building.
2. Troy said the current office space lease ends August 2021.
3. Troy said that he is in favor of purchasing the building the District is now leasing.
4. Steve asked Troy to check in with Jim Ullrich to find out what the NRSA’s plan is. He also asked Troy to check into the cost of riprapping the bank beside the building. Troy said he has bids on riprapping and it will cost between $30,000 and $50,000.

**REVIEW RATE INCREASE:**

1. Troy reviewed rate history and rate analysis information with the Board.
2. Joy explained customer’s reactions to the rate increase. Some customers felt they would have liked more notice prior to the rate increase and some customers thought the increase was too steep. Joy said she spent a lot of time on the phone helping customers understand their bill and explaining the reasoning behind the rate increase.
3. Gary said that he talked to some customers about the rate increase and most felt they had not been notified and they didn’t understand the billing calculations.
4. Gary said the District could possibly post rate increase information on social media sites and Facebook. Board discussed the options for notifying customers of future rate increases.
5. Gary and the Board continued to discuss different options for notifying customers of future rate increases.
6. Troy said that some customers said they though the base rate should have been higher to offset the increase in water usage rate.
7. Frank suggested that the District go to a monthly billing. Gary and Joy said that there would be greater costs if the District implemented a monthly water billing.

**NEW BUSINESS:**

**FUTURE MEETING DATES:**

1. The NRWD Regular Board meeting is set for Thursday November 19th, 2020 at 1:00 pm.
2. Subsequent NRWD Board meetings are tentatively set for December 17th, at 1:00 pm and Thursday January 21st, 2021 at 1:00 pm.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 3:00.15 pm.  **\*\*Motion\*\*:**  John Metschan moved to adjourn this Board meeting.  Gary Dunn 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