**MINUTES**

**THE NESKOWIN REGIONAL WATER DISTRICT**

**BOARD OF COMMISSIONERS REGULAR MEETING**

**December 17, 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:  Annis Lesley

**CALL TO ORDER:**

President Steve Rubert called the regular Board meeting to order at 1:00:05 pm. This meeting was hosted by Zoom Meetings remotely.

**REVIEW MINUTES:**

The Board reviewed the draft minutes from the regular Board Meeting on November 19, 2020. ***\*\*Motion\*\*:***  Frank DeMars moved to accept the minutes as revised.  Gary Dunn seconded the motion, which passed unanimously.

**OPERATORS REPORT:**

1. The District received a reporting violation for not reporting disinfection by-products, as one of the employees turned in the wrong sample bottle to the water testing lab. Troy will be monitoring staff more closely and submitted the correct sample on December 2, 2020.
2. Both Bac-T results were “absent” (non-detected).
3. Troy said November’s water usage is slightly above average.
4. Troy said there was a large leak on Rollo Drive in Viking Estates. Troy said they replaced a three inch PVC service line and two saddles.
5. The staff is working on routine maintenance and has been cleaning the pump stations.
6. The chemical injection project is completed.
7. Troy and the Board discussed the Pandemic Action Plan.

**FINANCIAL REPORT:**

1. Troy went over the financial reports for the end of November 2020.
2. Gary reminded Troy to transfer the extra funds received from the rate increase from the general checking account into the LGIP General Fund account. Troy said that he is planning on moving the funds in January 2021.
3. Gary asked Troy if an employee has to go into quarantine due to Covid19, does that employee continue to get paid by the District and additionally, can the District be reimbursed for that Covid19 related payroll expense.
4. Troy said the Cares Act should cover the Covid19 related payroll expense.
5. Steve asked if the District employees were considered essential workers and might be able to get Covid19 vaccinations. Troy said that he didn’t know.
6. Gary said he posted vaccine information and the South County EVC website.
7. Troy created a Quarantine Action Plan to be included with the District’s Emergency Response Plan.
8. Steve suggested Troy ask the SDAO if the District employee can get their Covid19 vaccinations as they are essential to providing water to the people of Neskowin. Troy said he would look into it.

**BILLS TO BE PAID:**

Troy presented the bills to be paid.

1. ***\*\*Motion\*\*:***  John Metschan moved to approve the checks as presented.
2. Gary Dunn abstained from check #13327 that was 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

 13330.

**OLD BUSINESS:**

**BOARD WORK PLAN:**

1. Board Work Plan Tasks:
	1. 2nd Quarter 2020/2021 Tasks.
		1. Troy and the Board discussed the Draft of the Emergency Response Plan he emailed to the Board. Steve said that he made a number of edits, and would get together with Troy or Gary to go over them. Steve asked the Board members to send any edits they might have to Troy as well.
		2. Steve said Frank offered to proof read the Emergency Response Plan when the edits are complete.
		3. The Board discussed the District’s overall emergency response to a water outage and the District’s emergency financial liquidity in the Emergency Response Plan.
		4. Gary and the Board again discussed the District facilitating an annual employee emergency drill.
		5. Steve suggested Troy review the Emergency Response Plan’s “action plans”. Troy said he would.
		6. Gary asked Troy inspect all the emergency equipment and make sure employees know how to use the equipment.
		7. Troy said he will be purchasing new emergency radio communication equipment and will have Gary review the equipment prior to purchasing it.
		8. Steve and the Board thanked Troy and Gary for their work on updating the Emergency Response Plan and creating a Public Emergency Response Plan.

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

1. Gary said they were creating emergency protocol documents for community members.

**DISCUSS NRWD OFFICE SPACE OPTION:**

1. Annis Lesley of the NRSA, who co-lease the building with the Water District, said her Board would like to continue the five year lease. She said her Board feels they should have a presence here and a Board room available to community members.
2. Troy and Joy both talked about having a remote NRWD office. Troy said he would prefer to work from the office at the plant and Joy said she would be happy to continue working remotely from her office at home out of the tsunami zone and that the Board meetings could be held at the Fire Hall. Both Troy and Joy said that the office space decision would be best decided by the Board and be in the best interests of community members.
3. Steve suggested getting a shorter lease.
4. Gary said he feels the District should always be looking at ways the District can save money, especially since the Board has to continue raising rates. Gary said if the District signed a shorter lease, wouldn’t they be just kicking this decision down the road.
5. Steve said that the NRSA and the NRWD should stay in communication about their office space decisions and Annis agreed.
6. Al said and the Board agreed that the Board would continue to discuss this topic at the next Board meeting. Annis said she would let her Board know what the Water District discussed.
7. Troy said that the Board needs to make a decision about the office space/lease prior to Troy and Annis starting work on their District’s next year’s budget.

**REVIEW RATE INCREASE:**

1. Troy discussed the November 2020 high use users’ water billing. Troy said the District took in six percent less money than he predicted. Troy also said that the October 2020 low/medium user water bill brought in six percent more money than he had predicted.
2. Steve postulated that the Covid19 pandemic may have caused the six percent differences as more low/medium/residential users are staying in Neskowin and the commercial/high users had less business this year.
3. Gary asked why the NRWD is so much more expensive (in appearance) than other water districts on the coast.
4. Troy said he researched this and the higher costs are a result of how the NRWD was formed. The NRWD was put together from several different water systems. When all those water systems formed together to form the NRWD everyone in the District became liable for all of the different water system’s needed repairs, maintenance and infrastructure upgrades. Pacific City’s water district was formed the same way. The NRWD’s repairs, maintenance and infrastructure liabilities are what determine the costs the District has to charge its customers.
5. Steve said that other water districts across the country are facing the same issues.

**NEW BUSINESS:**

**FUTURE MEETING DATES:**

1. The NRWD Regular Board meeting is set for Thursday January 21st, 2021, at 1:00 pm.

Subsequent NRWD Board meetings are tentatively set for February 25th, 2021, at 1:00 pm and Thursday March 25, 2021 at 1:00 pm. Steve said there would be no District holiday party this year.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 2:47.23 pm.  **\*\*Motion\*\*:**  Frank DeMars 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