



Neskowin Regional Water District
PO Box 823, 47880 South Beach Rd
Neskowin, OR 97149
Phone: (503)392-3966
Email: nrwd@neskowinwater.com
Web: www.neskowinwater.com

MINUTES
THE NESKOWIN REGIONAL WATER DISTRICT
BOARD OF COMMISSIONERS REGULAR MEETING
January 21, 2021

Commissioners Present: Steve Rubert, Al Gits, Gary Dunn, Frank DeMars and John Metschan
Commissioners Absent: None
Staff Present: Troy Trute
Public Present: None

CALL TO ORDER:

President Steve Rubert called the regular Board meeting to order at 1:10:01 pm. This meeting was hosted by Zoom Meetings remotely.

REVIEW MINUTES:

The Board reviewed the draft minutes from the regular Board Meeting on December 17, 2020.
****Motion**:** Frank DeMars moved to accept the minutes as revised. Gary Dunn seconded the motion, which passed unanimously.

OPERATORS REPORT:

1. The District failed the disinfection by-products test, and will be required to do a year of quarterly testing to come into compliance. Troy said he would be adding ACH (Aluminum chlorohydrate) to help decrease the disinfection by-products.
2. Both Bac-T results were “absent” (non-detected).
3. There was a lot of rain in December 2020.
4. The plant is running well.
5. Currently dosing ACH @ 2 ppm into the raw well.
6. All the valves in the water system have been named and labeled.
7. A Hills of Neskowin Pump Station pump has failed.
8. An old abandoned valve was removed near Tibbets road and the National Wild Life Refuge.
9. Troy said he has been reviewing testing information with Danny and Jerry, as preparation for their upcoming testing certifications.
10. Troy said he is planning on sending one or two of the District’s employees to the Spirit Mountain Casino’s Operator’s conferences in the fall.

FINANCIAL REPORT:

1. Troy went over the financial reports for the end of December 2020. Troy said he would send the Board the long financial form after the meeting.



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BILLS TO BE PAID:

Troy presented the bills to be paid.

1. ****Motion****: Al Gits moved to approve the checks as revised (Changing Joy's cash reimbursement check (#13343) designation from health insurance to office supplies.)
2. Gary Dunn abstained from a debit paid to USPS on 01/07/2021, due to a conflict of interest as he works for the USPS.
3. John Metschan seconded the motion, which passed unanimously. The last check number was 13362.

OLD BUSINESS:

BOARD WORK PLAN:

1. Board Work Plan Tasks:

1.1. 2nd Quarter 2020/2021 Tasks.

1.1.1. Steve said he emailed the revised Annual Review of the Emergency Response Plan to the Board. Steve and the Board discussed those changes.

1.1.2. Frank reviewed the Emergency Response Plan and visited the District's pump station and plant, he and the Board discussed possibly having the emergency command center being somewhere other than at the plant. For easier accessibility he suggested the Crest pump station.

1.1.3. Troy said he would love to have an alternate emergency command center but that would be quite an expense for the District's customer base. Troy said that in the next annual review of the Emergency Response Plan the he and the Board could discuss and possibly include alternative command station options.

1.1.4. Frank said there is a portable Nimbus water purification system that costs \$5000.00 and can produce 2500 gallons of drinkable water, which might be an option to create drinkable water in the event of an emergency.

1.1.5. Troy and the Board continued to discuss this topic.

1.1.6. ****Motion****: Gary Dunn moved to accept the Emergency Response Plan as revised, Frank DeMars seconded the motion, which passed unanimously.

1.2. 3rd Quarter 2020/2021 Tasks.

1.2.1. Review and approve previous fiscal audit.

1.2.1.1. Frank and Troy discussed net position and depreciation in the prior fiscal audit.

1.2.1.2. Frank said he wants Troy to work on providing more accurate financial information to the budget committee.

1.2.1.3. Steve said that the Budget information needs to be agreed upon and presented jointly by the Board members.

1.2.1.4. Steve asked the Board members if they would accept the 2019/2020 Audit as presented and the whole Board accepted. (But failed to so move)



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- 1.2.2. ****Motion****: Steve Rubert moved to appoint Troy as the Budget Officer for the 2021/2022 Budget. Frank DeMars seconded the motion, which passed unanimously.
- 1.2.3. Steve asked Troy to recruit the budget committee for the 2021/2022 Budget. Troy said he would.
- 1.2.4. Troy and the Board agreed to waive the annual review of personnel policies topic as the Board recently reviewed the District's personnel policies. Steve asked Troy to remove this topic from the agenda.
- 1.2.5. Review system development charges, water rates and wage scale.
 - 1.2.5.1. Steve read aloud Resolution 2021-01 A Resolution Approving an Updated System Development Charge.
 - 1.2.5.2. ****Motion****: Al Gits moved to accept the Resolution 2021-01 A Resolution Approving An Updated System Development Charge as amended. Gary Dunn seconded the motion, which passed unanimously.

SOUTH COUNTY EMERGENCY VOLUNTEERS CORP (EVC) UPDATES:

1. Gary said they are finishing up the emergency protocol documents in South County for communications.
2. Gary said they are also creating a two page informational document for the public and for rentals with instructions on what to do in case of an emergency.

DISCUSS NRWD OFFICE SPACE OPTIONS:

1. Troy said the sewer Board has requested their district negotiate for another year's lease.
2. Troy asked the Board whether the water district should also negotiate for another year's lease, or close the office and have Joy continue to work remotely from her home office and have both Joy and the District's documents stay out of the tsunami zone.
3. The Board continued to talk about this topic.
4. ****Motion****: John moved to accept Joy's offer to move the office permanently to her house along with the District's records that have not been digitalized; to move Troy completely over to the water plant; and to let the office lease expire in August 2021. Frank DeMars seconded the motion, which passed unanimously.

REVIEW RATE INCREASE:

1. Troy and the Board talked about two rate increase spreadsheets he created. Troy said he would update these two spreadsheets at each Board meeting as he acquires new information.



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NEW BUSINESS:

CUSTOMER APPEALS:

1. Troy presented two customer appeals due to leaks that have been repaired ****Motion****: John Metschan moved to apply the standard appeal policy granting both customer's appeals as requested. Gary Dunn seconded the motion, which passed unanimously.

FUTURE MEETING DATES:

1. The NRWD Regular Board meeting is set for Thursday February 25th, 2021, at 1:00 pm. Subsequent NRWD Board meetings are tentatively set for March 25, 2021 at 1:00 pm and Thursday April 22, 2021 at 1:00 pm.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 3:32:05 pm. ****Motion****: John Metschan moved to adjourn this Board meeting. Frank DeMars seconded the motion, which passed unanimously.

Respectfully submitted,
Joy Neufeld
Recording Secretary, Neskowin Regional Water District

Steve Rubert, President

Gary Dunn, Secretary