



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
February 25, 2021

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: Brenda Freshman

CALL TO ORDER: (1:21)

President Steve Rubert called the regular Board meeting to order at 1:18:02 pm. This meeting was hosted by Zoom Meetings remotely.

REVIEW MINUTES: (1:38)

The Board reviewed the draft minutes from the regular Board Meeting on January 21st, 2021.

****Motion**:** Gary Dunn moved to accept the minutes as amended. Frank DeMars seconded the motion, which passed unanimously.

OPERATORS REPORT: (4:33)

1. Troy said the District installed new meters at the RV Park and the Chelan Condominiums.
2. District employees are currently doing routine maintenance.
3. Troy said he is planning on purchasing a generator for the Hawk Hills pump station in the next budget cycle.
4. Both Bac-T results were “absent” (non-detected). Troy and the Board agreed that Troy does not need to forward each monthly lab report to the Board.
5. The District passed disinfection by-products testing, by the addition of ACH (Aluminum Chlorohydrate) to the water plant’s raw water inlet.
6. Jerry cleaned the top of the Sahhali Reservoir with a power washer.
7. The Board agreed they still want to be sent the monthly plant log report.
8. Troy, Joy and the Board discussed the error by the Lincoln City Post Office concerning their failure to correctly mail out eighty NRWD customers January 2021 water bills. They admitted their error but did not offer a solution going forward.

FINANCIAL REPORT: (25:31)

1. Troy went over the financial reports for the end of January 2021.

BILLS TO BE PAID: (40:21)

Troy presented the bills to be paid.

1. ****Motion**:** Frank DeMars moved to approve the checks as presented.



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2. Gary Dunn abstained from a debit paid to USPS on 01/29/2021, due to a conflict of interest as he works for the USPS.
3. Al Gits seconded the motion, which passed unanimously. The last check number was 13404.

OLD BUSINESS:

BOARD WORK PLAN: (50:46)

1. Board Work Plan Tasks:
 - 1.1. 3rd Quarter 2020/2021 Tasks.
 - 1.1.1. Approve previous fiscal year audit. ****Motion****: Frank DeMars moved to approve the 2019-2020 Audit as presented. Gary Dunn seconded the motion, which passed unanimously.
 - 1.1.2. Troy said four people have signed up to be on the budget committee and he is working towards getting a fifth. The Board can approve the budget committee members at the next Board meeting.
 - 1.1.3. Troy and the Board discussed the current water rates income.
 - 1.1.4. Troy and the board discussed employee wage scales and Gary will review increasing the General Manager wage scale limit.

NO OFFICE: (1:18.50)

1. Troy, Joy, and the Board discussed the various aspects of having the District's office at Joy's home.
2. Troy, Joy, and the Board discussed the ongoing storage of the District's important files and documents.
3. Troy and the Board discussed options for a bill payment drop off box.
4. Steve asked Troy to check in with the District's attorney and the SDAO to see if there are any legal issues surrounding the District having their office at a private residence.
5. Troy said the NRSA Board is thinking of purchasing the Districts current office building. The NRSA wanted to know if the Water District would consider renting the current office space from them.

NEW BUSINESS:

REVIEW OF EASEMENT: (1:34:48)

1. Steve made a note to the record: Brenda Freshman did not officially bring the topic of her easement issue to the Board.
2. Troy, the Board, and Brenda Freshman discussed the District's easement on her property and her interest in becoming a Board member. The Board recommended Ms. Freshman discuss her easement issues with the HOA in her area and coordinate with her neighbors who own the adjacent property.



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3. Frank stated that the easement is 25ft wide, that the survey marker at the SW corner of the easement does not restrict NRWD access, and that the rock parking area extends South of the Easement.

EMERGENCY MANAGEMENT: (2:04:19)

1. Gary talked about power outages creating potential water outages
2. Troy stated he would be addressing that issue at the Hills of Neskowin pump station.
3. Gary discussed water outage text notifications.
4. Gary, Troy, and the Board discussed other possible water emergencies and the District's preparedness.
5. Gary and Troy discussed the neighborhood emergency water shut off training.
6. Troy said that he would contact Gary to set up training at the Crest the week after March 3rd, 2021. Steve said that each of the Board members should be trained for emergency water shut off at the reservoirs and at the water plant.

FUTURE MEETING DATES: (2:19:13)

1. The NRWD Regular Board meeting is set for Thursday March 25, 2021; at 1:00 pm. Subsequent NRWD Board meetings are tentatively set for April 22, 2021 at 1:00 pm, and Thursday May 27, 2021 at 1:00 pm. There will also be a budget committee meeting sometime in May 2021.

ADJOURNMENT: (2:21:10)

There being no further business, the meeting was adjourned at 3:42.10 pm. ****Motion**:** Al Gits 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